

City Council Agenda Memo

From: Ryan Miller, City Planner

Meeting: January 25, 2022 / February 8, 2022

Subject: Ordinance: Amendments to Chapter 94, Zoning and Chapter 66, Planning, pertaining to Sections 94-42 - 94-45, and Sections 66-13 - 66-16 (Planning Commission to act as the Board of Adjustment)

Presenter: Mike Struck, Community Development Director

Summary:

The City of Brookings has submitted amendments to Chapter 94, Zoning and Chapter 66, Planning, pertaining to Sections 94-42 - 94-45, and Sections 66-13 - 66-16, related to the composition and duties of the Board of Adjustment.

Background:

Beginning in January 2022, the Planning Commission will serve dual but separate roles as both the Planning Commission and Board of Adjustment. The Board of Adjustment is currently established and described in City code under Chapter 94, Zoning, Sections 94-42 - 94-45. This language needs to be moved under the scope of the Planning Commission in Chapter 66, Planning, Sections 66-13 - 66-16.

Item Details:

The ordinance revision does not make changes to the role or powers of the Board of Adjustment. The revision is simply a transfer of the Board of Adjustment as written into code from its current location to a location within the code that defines the Planning Commission.

Legal Consideration:

City Attorney Steve Britzman has reviewed the proposed amendments and ordinance.

Strategic Plan Consideration:

3) Service and Innovation Excellence – the proposed amendments will streamline Board of Adjustment operations by combining the role with that of the Planning Commission.

Financial Consideration:

None.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

The Development Review Team and staff recommend approval of the amendments.
The Planning Commission voted 9-0 recommending approval.

Supporting Documentation:

Ordinance

Legal Notice – Planning Commission

Planning Commission Minutes