

**OFFICIAL MINUTES**

Chairperson Jacob Limmer called the meeting of the Planning Commission to order on Thursday, June 4, 2026, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Tanner Aiken, Emily Braun, Billie Jo Hinrichs, Kyle Jamison, Jacob Limmer, Roger Solum and Debra Spear. Nick Schmeichel was present via conference call. Scot Leddy was absent. Also present were Community Development Director Michael Struck, City Planner Ryan Miller, Associate Planner Bailey Maca and City Engineer Charlie Richter. Also present were Kody Harming, Danny Deen, Kyle Rausch and Samantha Tupper from the public.

**Item #1** – Roll Call

**Item #2** – Approval of Agenda

(Solum/Aiken) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

**Item #3** – Approval of Minutes

(Spear/Braun) Motion to approve the May 5, 2026 Minutes. All present voted aye. **MOTION CARRIED.**

**Item #4** – Open Forum

**Item #5** – Disclosure of Conflicts of Interest

**Item #6** – Convene as the Board of Adjustment

**Item #6a** – KH Contracting has requested a variance on E ½ of Lot 11 & W 12 ½' of Lot 12 of Block 5 of Skinners Second Addition, also known as 911 3rd Street, to rebuild a front entry 15-feet from the front lot line.

(Solum/Aiken) Motion to approve the front yard setback variance. All present voted aye. **MOTION CARRIED.**

**Item #7** – Reconvene as the Planning Commission

**Item #7a** – Northern Plains Properties LLC has submitted a petition to rezone Block 2 of Northern Plains Addition from a Business B-2A office district to a Planned Development District with a Business B-2A underlying district.

(Hinrichs/Solum) Motion to approve the rezone. All present voted aye. **MOTION CARRIED.**

**Item #7b** – The City of Brookings is proposing amendments to Sec. 51-64 – Subdivision Regulations.

(Braun/Solum) Motion to approve the ordinance amendments. All present voted aye. **MOTION CARRIED.**

**Item #8** – Adjourn

(Solum/Spear) Motion to adjourn. All present voted aye. **MOTION CARRIED**

The meeting adjourned at 6:00 p.m.

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Ryan Miller, City Planner

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Jacob Limmer, Chairperson

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## **OFFICIAL SUMMARY**

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**Item #1** – Roll Call

**Item #2** – Approval of Agenda

**Item #3** – Approval of Minutes

**Item #4** – Open Forum

**Item #5** – Disclosure of Conflicts of Interest

**Item #6** – Convene as the Board of Adjustment

**Item #6a** – KH Contracting has requested a variance on E ½ of Lot 11 & W 12 ½' of Lot 12 of Block 5 of Skinners Second Addition, also known as 911 3rd Street, a Residence R2 two family district. The applicants are requesting approval to demolish and rebuild the front entry at a distance of 15 feet from the front lot line. In the Residence R2 two family district, the minimum required front yard setback is 25 feet. The existing front entry is approximately 22.7 feet from the front lot line and is considered a nonstandard use, as it does not meet the required setback. Per Sec. 94-41(f), nonstandard uses may continue even if they do not conform to current zoning provisions. However, nonstandard structures may only be enlarged, extended, reconstructed, or altered if the changes comply with the district's yard, height, and parking requirements. Because the proposed reconstruction would reduce the setback to 15 feet, short of the required 25 feet, a variance is necessary. Staff supports the variance request, noting that several nearby properties are also nonconforming, with front yard setbacks ranging from approximately 10.5 feet to 20.5 feet. The proposed 15-foot setback is consistent with the established pattern of development on the block.

Harming, KH Contracting, was available for inquiries. Aiken asked if the entire porch would be enclosed. Harming confirmed that it would be fully enclosed. Jamison asked what the regulations were at the time of construction. Miller stated that the majority of the area homes were built before the city zoning ordinances and setback requirements. Jamison requested revisiting the setbacks of the neighborhood. Limmer asked if the neighbors had spoken with the applicant in regards to the request. Deen, property owner, and Harming had not spoken with the neighbors. Harming noted that this property was set back farther than all the others on the block.

**Item #7** – Reconvene as the Planning Commission

**Item #7a** – Northern Plains Properties LLC has submitted a petition to rezone Block 2 of Northern Plains Addition from a Business B-2A Office District to a Planned Development District with a Business B-2A underlying district. Staff recommends approval. A potential use in Block 2 has been identified which would require retail sales to be established as an allowable use. The Business B-2A office district does not allow retail sales. The proposal is to rezone Block 2 to a Planned Development District to allow retail uses permitted in the underlying B-2A District, with specific conditions applied to ensure compatibility with the surrounding area. Under the proposal, businesses would be limited to operating between 7:00 a.m. and 7:00 p.m. In addition, certain uses would be prohibited within the district, including businesses that serve alcohol or cannabis or cannabis-derived products, as well as establishments engaged in tobacco, vape, or nicotine sales. Convenience stores and drive-thru facilities would also be prohibited. The Initial Development Plan proposes three potential buildings utilizing shared parking. Access to the development would be located along Cloverfield Place and Mayfield Drive. No direct access to Main Avenue is proposed.

Rausch, Dakota Land Design, was available to represent the request and explained potential tenants and their desired uses. Tupper, owner of Wink’s Fine Jewelry, added that their business is a potential tenant and provided a description of their low impact business. Solum asked if the restriction of business hours was a concern for their business model. Tupper stated that it would not affect their business. Aiken asked if the parcel was located in the Commercial Corridor Design Review Overlay District. Miller confirmed that it was. Aiken asked if a Planned Development District allows exemptions from those regulations. Miller noted that there are not exemptions from the Commercial Corridor requirements for Planned Development Districts.

**Item #7b** – The City of Brookings is proposing amendments to Sec. 51-64 – Subdivision Regulations.

Richter, City Engineer, was available for any inquiries and explained that staff updated some verbiage per feedback received at the May 5, 2026 Planning Commission Meeting. Schmeichel noted that he was glad the Planning Commission’s concerns were heard but added that this change will still cause an increase in cost of development. Aiken agreed with Schmeichel’s assessment and expressed concerns of the 3 year surety requirement.

**Item #8** – Adjourn

The meeting adjourned at 6:00 p.m.

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Ryan Miller, City Planner

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Jacob Limmer, Chairperson