

OFFICIAL MINUTES

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, October 7, 2025, 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, Scot Leddy, Jacob Limmer, Roger Solum and Debra Spear. Nick Schmeichel was present via conference call. Kyle Jamison was absent. Also present were Community Development Director Michael Struck, City Planner Ryan Miller, Associate Planner Bailey Maca and City Clerk Bonnie Foster. Also present was Jason Crow, Todd Voss, Bo McCloud & Kristi Tornquist from the public.

Item #1 – Roll Call

Item #2 – Approval of Agenda

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

Item #3 – Approval of Minutes

(Limmer/Solum) Motion to approve the September 2, 2025 Minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – Open Forum

Item #5 – Convene as the Board of Adjustment

Item #5a – Stein Sign Display has requested a variance on Lot 3 of Le Fevre Addition, also known as 3100 6th Street, to install a 240 square-foot sign. The maximum sign allowance in the Business B-3 district is 160 square-feet. Staff recommends approval.

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

Item #6 – Reconvene as the Planning Commission

Item #6a – Todd Voss has submitted a petition to rezone Outlot 19 in the NW ¼ of 23-110-50 exc. Lot H-1 also known as 213 W Hwy 14 Bypass. The request is to rezone the parcel from Residential R-3 Apartment District to Business B-3 Heavy District. Staff recommends approval.

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

Item #6b – Bo McCloud has applied for a Conditional Use Permit to operate an office in the Residential R-2 district. Staff recommends approval conditional on the permit being non-transferrable.

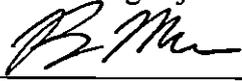
(Hinrichs/Aiken) Motion to approve the Conditional Use Permit. All present voted aye. **MOTION CARRIED.**

Item #6c – Review of South Dakota Open Meeting Laws presented by Bonnie Foster, City Clerk.

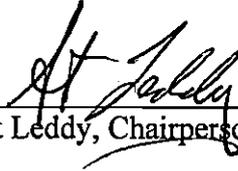
Item #7 – Adjourn

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

The meeting adjourned at 6:24 p.m.



Ryan Miller, City Planner



Scot Leddy, Chairperson

OFFICIAL SUMMARY

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, October 7, 2025, 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, Scot Leddy, Jacob Limmer, Roger Solum and Debra Spear. Nick Schmeichel was present via conference call. Kyle Jamison was absent. Also present were Community Development Director Michael Struck, City Planner Ryan Miller, Associate Planner Bailey Maca and City Clerk Bonnie Foster. Also present was Jason Crow, Todd Voss, Bo McCloud & Kristi Tornquist from the public.

Item #1 – Roll Call

Item #2 – Approval of Agenda

Item #3 – Approval of Minutes

Item #4 – Open Forum

Item #5 – Convene as the Board of Adjustment

Item #5a – Lot 3 of Le Fevre Addition, also known as 3100 6th Street, is zoned Business B-3 which allows for a maximum of 160 square-feet of signage. The applicant is proposing to install a 240 square foot billboard, due to physical limitations of the site for sign placement. The proposed billboard is set back 140 feet from the road. Signs in the area vary in size from 129-200 square- feet. The Brookings Marketplace was approved with signs up to 240 square feet for lots fronting US Highway 14. Staff feels it would be appropriate to permit a sign consistent with adjacent Business B-4 district zoning.

Crow, Stein Sign representative, was available for questions. Hinrichs asked the applicant to explain the hardship. Crow stated that due to the distance from the road, it would be a safety hazard for drivers to view a smaller display. Hinrichs inquired how a larger sign would affect safety. Crow explained that the smaller a font is, the more difficult it is to view the message which in turn creates a distraction for the driver. Aiken asked if the 140' setback of the proposed site was distinctly different than other areas in the city. Miller stated that it was significantly more than other areas in the City of Brookings.

Item #6 – Reconvene as the Planning Commission

Item #6a – The prospective owner is proposing to convert the former fraternity located at 213 W Hwy14 Bypass to a motel or hotel. The property would need to be zoned B-3 to allow for the use of a hotel or motel as a permitted special use. The property is located in a Business Bark (BP) future land use category, which supports the proposed B-3 zoning. The property to the west is zoned B-3, the property to the south is zoned Industrial I-1 Light District and the properties to the north and east are zoned residential.

Voss, the prospective owner and petitioner, was available for questions. Solum asked if the existing structures on the property would be used or if there would be new construction. Voss stated that he intends to repurpose the existing structures and not build anything new. Limmer requested a list of

allowable uses in Business B-3 Heavy District. Miller displayed the municipal code for review and explained B-3 allows a hybrid between business and industrial uses. He went on to say that any Conditional Uses listed would need to be heard by Planning Commission and City Council for a Conditional Use Permit.

Item #6b – The applicant recently purchased the buildings located at 717 and 719 Main Avenue and intends to provide office spaces for small businesses including their rental business. The property is located in the Residential R-2 district, where office use is permitted subject to the approval of a Conditional Use Permit. The property was previously used as a dental office; however, the use has been discontinued for more than a year. As the site has not had an active office use in over a year, the applicant is required to obtain a Conditional Use Permit to reestablish the use.

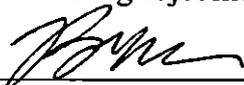
McCloud, applicant, was available for questions. Aiken asked if the six-foot fence was existing. McCloud stated that it would be new. Hinrichs inquired about the future use. McCloud explained that it would be used for his real estate and property management business. Tornquist asked if there was a plan for signage and if the property be also used as apartments with the office if the request was approved. She went on to ask about the property next door being rumored to become an office and wanted to know if R-2 would transition to allow offices. Miller stated that the site plan did not indicate signage however there are sign allowances in residential zoning districts. He also explained that an apartment is a separate use in R-2 that would require a separate Conditional Use Permit. McCloud did not have any current plans for signage but stated that they would adhere to the existing allowances if one was sought in the future. Miller detailed that a freestanding could be up to 8 square feet, 5 feet in height and wall sign could be up to 16 square feet. Miller also explained that the item on the agenda was this Conditional Use Permit and if Planning Commission wanted to review other permits or zoning ordinances further, it would need to be added to a future agenda. Limmer asked if the Conditional Use would be allowed had the operation not ceased use. Ryan stated that if it had not ceased, then yes it would still be allowed and explained that the new request is not transferrable. Tornquist appreciated the explanations provided. Aiken asked if residential and commercial uses would be allowed on the site if the Conditional Use Permit was approved. Miller stated that mixed use is not allowable in an R-2 zoning district.

Item #6c – Review of South Dakota Open Meeting Laws presented by Bonnie Foster, City Clerk.

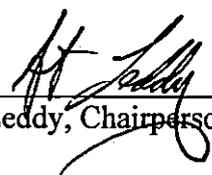
Announcements:

Item #7 – Adjourn

The meeting adjourned at 6:24 p.m.



Ryan Miller, City Planner



Scot Leddy, Chairperson