

OFFICIAL MINUTES

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, September 3, 2024, 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, Kyle Jamison, Scot Leddy, Jacob Limmer, Roger Solum, and Debra Spear. Nick Schmeichel was absent. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Todd Fergen, George Houtman, Scott Thompson, Daniel Rhody, Lyle Pudwill, Lynda Pierce and Kellan Bludorn.

Item #6c – The City of Brookings proposed amendments to the City’s zoning ordinances located in Chapter 94, Article IV, Division 2, pertaining to Sec. 94-165 related to the regulations for the Commercial corridor design review overlay district (“CCOD”).

(Limmer/Jamison) Motion to approve the amendments to CCOD. All present voted aye. **MOTION CARRIED.**

OFFICIAL SUMMARY

Item #6c – The overlay district was established in 2021 and has guided City staff, the Planning Commission and City Council in their reviews of development located within the districts along 6th Street, Main Avenue, 20th Street South and 22nd Avenue. Recently, there has been a desire to allow for an administrative review if the proposed development meets all of the requirements in the overlay district ordinance. Plans that do not meet all of the requirements of the overlay district will need to seek exceptions from the Planning Commission and City Council utilizing the current review process. In order to help staff and developers understand whether or not exceptions will be necessary for a proposed development, staff has also made a number of changes to the overlay district ordinance in order to clarify the intent of the ordinance and remove subjectivity in certain sections of the code. An exemption for developments located with a Planned Development District has been removed and a companion ordinance amendment to Sec. 94-163 will be also be presented in order to understand the development process for PDDs located within the overlay district. The name of the overlay district is also being shortened to the Commercial corridor overlay district.

Struck noted that the motivation of the changes would incentivize builders to build to standards to save 2 months. Spear 94.165.d would only include commercial buildings within historic. Miller standard residential buildings are exempt from CCOD and mixed-use buildings would be required to go through the CCOD. Spear asked if a resident would be notified of a neighboring project coming in. Struck stated that there was still the 11.1 process but no notification would be sent. Struck stated that the city could implement their own process but it was not required by the state. Certain types of rezones would require comment from state historic preservation commission. Ability to impact historic district would trigger this process too and is vague and. Miller noted that there was a 10-day legal notice in the paper but not a mailing. Aiken asked if there was a notice triggered regardless of historic status in CCOD. Miller stated that the notices only go out if there was a rezone but not if the project was compliant with existing zoning. Leddy noted that the “buildings will be placed close to the facing street” under 94-165.2 a could potentially cause issue. Spear asked if there was an allowance for corner lots to dictate that the access be on the non-commercial corridor street. Miller said that it would allow for front parking on the secondary frontage. If on 2 commercial corridors it would not allow front parking.

Aiken discussed pedestrian scale by pushing the buildings closer to the street you encourage less speeding and more pedestrian traffic. On South roads it can increase snow melt issues so there are other factors. Leddy commented that he liked the look of the buildings closer to the street on main, etc but with 6th st being a state hwy it pushes the pedestrians towards the traffic.