

OFFICIAL MINUTES

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, February 4, 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, Billie Jo Hinrichs, Kyle Jamison, Scot Leddy, Jacob Limmer, Roger Solum, Nick Schmeichel and Debra Spear. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Reid Cummings, Angie Boersma, Sean Storhaug and David Jones.

Item #1 – Roll Call

Item #2 –Approval of Agenda

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

Item #3 –Approval of Minutes

(Aiken/Solum) Motion to approve the January 7, 2025 minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – New Business

Item #4a – Reid Cummings applied for a Conditional Use Permit for a Major Home Occupation, Gunsmithing in an R-1C zoning district at 1630 Olwien Street. Staff recommends that the permit be non-transferrable and the applicant submit current federal and state licensing renewals every 3 years.

(Schmeichel/Limmer) Motion to approve the Major Home Occupation with staff recommendations. All present voted aye. **MOTION CARRIED.**

Item #4b – Java Companies, LLC has submitted a Commercial Corridor Design Review Overlay District Site Plan on Lot 2 in Block 1 of Wiese Addition, near 6th Street and LeFevre Drive for a quick service restaurant and coffee shop with parallel drive thru. They are requesting a minimum lot size exception and minimum window glazing exception.

(Solum/Spear) Motion to approve the Commercial Corridor Design Review Overlay District Site Plan including requested exceptions. All present voted aye. **MOTION CARRIED.**

Aiken recused himself from the Planning Commission for items 4c and 4d due to SDSU, his employer, being a recipient of the funding and his role as a collaborator on the project.

Item #4c – Tax Increment Finance District #17 Boundaries creation has been requested to support a public and private redevelopment project. The district would include Lot 1A in Block 4 of Hill Park Addition, Lot 13 in Block 2 of Sanderson's Addition and south 40' of Lot 4, Lot 5 and the North 15' of lot 6 of Sanderson's Addition.

(Schmeichel/Limmer) Motion to approve the Tax Increment Finance District #17 Boundaries. Role Call Vote: Jamison yes, Spear no, Hinrichs yes, Solum yes, Schmeichel yes, Limmer yes and Leddy yes. **MOTION CARRIED.**

Item #4d – Request to approve Project Plan for Tax Increment Finance District #17 to allow for Campanile Avenue improvements and infrastructure improvements.

(Schmeichel/Limmer) Motion to approve Project Plan for Tax Increment Finance District #17. Role Call Vote: Spear no, Hinrichs yes, Solum yes, Schmeichel yes, Limmer yes, Jamison yes and Leddy yes. **MOTION CARRIED.**

Item #4e – Annual Report

Miller requested that the Annual Report be tabled until March 4, 2025 due to time constraints.

(Limmer/Jamison) Motion to table until March 4, 2025 Planning Commission Meeting. All present voted aye. **MOTION CARRIED.**

Item #5 – Adjourn

The meeting adjourned at 6:52 p.m.

Ryan Miller

Scot Leddy, Chairperson

OFFICIAL SUMMARY

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, February 4, 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, Billie Jo Hinrichs, Kyle Jamison, Scot Leddy, Jacob Limmer, Roger Solum, Nick Schmeichel and Debra Spear. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Reid Cummings, Angie Boersma, Sean Storhaug and David Jones.

Item #1 – Roll Call

Item #2 –Approval of Agenda

Item #3 –Approval of Minutes

Item #4 – New Business

Item #4a – Reid Cummings applied for a Conditional Use Permit for a Major Home Occupation, Gunsmithing in an R-1C zoning district at 1630 Olwien Street. Staff recommends that the permit be non-transferrable and the applicant submit current federal and state licensing renewals every 3 years.

Limmer asked if exterior signage is allowed. Miller stated that an 8 sq ft sign is allowed. Limmer asked how the city planned to validate licensing. Miller explained that the burden of providing proof of licensing to Community Development would fall on the applicant. Schmeichel asked if ammo would be reloaded on site. Cummings stated that he will reload for personal use, not business purposes. Jamison advised an auxiliary lock if the garage door has an electric opener since this type of door can be less secure. Solum asked what permitting is required. Cummings said there is a non-transferrable federal firearms license where he is required to be interviewed by ATF to operate in this location.

Item #4b – Java Companies, LLC has submitted a Commercial Corridor Design Review Overlay District Site Plan on Lot 2 in Block 1 of Wiese Addition, near 6th Street and LeFevre Drive for a quick service restaurant and coffee shop with parallel drive thru. They are requesting a minimum lot size exception and minimum window glazing exception. The site plan incorporated a shared access drive that does require a shared access agreement with the property to the north.

Boersma, ID8 Architecture, was available for questions. Limmer asked the reason for not meeting glazing requirements. Boersma explained that it would interfere with bearing height of the roofing header. Hinrich asked how stacking is figured. Miller explained that stacking is required to be 120 feet from the order point to the pickup location. Hinrich asked about emergency vehicle and delivery access. Boersma said that there is a 2-lane design for oversized vehicles and since it is private trash collection, the pickup times can be scheduled to not impact business. Schmeichel asked if this project was part of the Marketplace TIF. Struck stated that it is included in the district.

Aiken recused himself from the Planning Commission for items 4c and 4d due to SDSU, his employer, being a recipient of the funding and his role as a collaborator on the project.

Item #4c – Tax Increment Finance District #17 Boundaries creation has been requested to support a public and private redevelopment project. The district would include Lot 1A in Block 4 of Hill Park Addition, Lot 13 in Block 2 of Sanderson’s Addition and south 40’ of Lot 4, Lot 5 and the North 15’ of lot 6 of Sanderson’s Addition. Staff recommends approval.

Storhaug, representative for the developer, was available for questions. Schmeichel asked if this project could move forward without the TIF. Storhaug explained that these projects would not be able to proceed without the TIF due to current interest rates and rental costs. Spear confirmed this was the same plan as previously approved by Planning Commission. Struck explained that the TIF’s 20-year time limit begins as soon as it is approved by City Council and the developer fronts the cost of the improvements. Hinrich asked the benefit of the parking lot and road crossing 6th Street being included in the boundary. Struck explained that the boundary has to be contiguous and expenses associated with improvements to the parking lot and Campanile Avenue would qualify. Spear why this particular plan would qualify for a TIF where another may not. Struck stated that the Department of Revenue has 4 classifications Industrial, Economic, Workforce Housing and Local. The City of Brookings avoids Local Districts because it would increase the property taxes of each parcel in the school district containing the TIF. Industrial, Economic and Workforce Housing increases property taxes minimally across the entire state. This project is classified as Economic Development due to the commercial spaces in the 6th Street location. Hinrichs asked if the city initiated the TIF conversation. Storhaug was unsure who initiated the conversation. Jones, developer, when the development to the east was constructed interest rates were very different and building costs were lower which allowed them to do the project without seeking a TIF.

Item #4d – Request to approve Project Plan for Tax Increment Finance District #17 to allow for Campanile Avenue improvements and infrastructure improvements.

Storhaug was available for inquiries. Schmeichel asked what SDSU’s interest is in the project. Struck explained that the university master plan would like to extend the campus gateway on Campanile Avenue to 6th Street. The rough estimate to widen the road and add a center median with plantings is \$650k. SDSU will front their portion of the project cost and be reimbursed over time. Jamison asked about the affordable housing rent clause of the plan. Struck stated that HUD evaluates the rental rates annually to determine area median income. The developer keeps 100% of the TIF revenue for the first 5 years to reach stabilization and then TIF revenue is split with SDSU on a pro-rated basis. Developer is trying to stay within the 80% AMI for rental rates, but would not be required based upon the TIF classification of economic development. Hinrichs asked if any agreements have already been made. Struck said that no agreements have been finalized. Schmeichel asked if, in the future, Planning Commission could be made aware of an impending TIF applications prior to variance requests. Struck explained that the applications have proprietary information but he will look into what information can be shared in the future.

Item #4e – Miller requested that the Annual Report be tabled until March 4, 2025 due to time constraints.

Item #5 – Adjourn

The meeting adjourned at 6:52 p.m.

Ryan Miller

Scot Leddy, Chairperson