

City Council Agenda Memo

From: Mike Struck, Community Development Director

Council Meeting: May 16, 2023

Subject: Comprehensive Plan – Amendment Process

Person(s) Responsible: Mike Struck, Community Development Director

Summary:

Discussion on the Comprehensive Plan amendment process.

Background:

The Comprehensive Plan is a land use planning guide for the physical development of the City of Brookings and surrounding area. The Comprehensive Plan was prepared by RDG Planning and Design through a public input process in 2017 and early 2018. The Comprehensive Plan contains nine chapters:

- Creating a Vision for the Future
- Building the Plan
- Integrated Land Use Vision
- Housing and Neighborhoods
- Transportation
- Municipal Services
- Quality of Life
- Strategic Development Areas
- Implementation

The primary roles of the Comprehensive Plan are community building through the public participation and input; establishing the legal basis for land use regulations and decisions via zoning and subdivision regulations; provide guidance for decision makers (Planning Commission, City Council, staff); and allow the city to be responsive to a changing world.

The Comprehensive Plan establishes the vision of where and how the community should grow over a 20-year time period. The plan must be flexible to adapt to the changing needs, trends, and market demands of the community.

Item Details:

The Comprehensive Plan adoption process is outlined in South Dakota Codified Law 11-6-17 and 11-6-18, which in summary requires notice of the Planning Commission public hearing be published a minimum of ten (10) days prior to the public hearing and the recommendation is forwarded to the City Council for consideration. The City

Council public hearing follows the same notification process as the Planning Commission and holds a public hearing and approves the plan by resolution.

There are times when a development proposal does not match the Future Land Use Map component of the Comprehensive Plan. When such proposals are submitted, staff will evaluate the development proposal to identify areas of concern and determine what additional information is needed to satisfy city requirements or determine if the proposal meets the overall vision and intent of the Comprehensive Plan, but still require an amendment to the Future Land Use.

There are two types of amendments to the Comprehensive Plan, map and text amendments. The most common type experienced is the Future Land Use map amendment. The amendments arise due to the Future Land Use map being a generalized map that utilizes the best available data at the time. Many of the data sources utilized are at a high level and do not account for site specific information. As development proposals are presented, more detailed site information becomes available and a better understanding of the physical characteristics associated with the site are gathered to support a map amendment.

Change is inevitable and the Comprehensive Plan is a guide for the physical development of the community. The Comprehensive Plan is a flexible guide adapting to changes in population, economic trends, market conditions, and the environment. When there is inconsistency between the Comprehensive Plan and development proposals, it is important to identify where the inconsistency is and does the development proposal meet the vision and intent of the Comprehensive Plan. If the vision and intent of the Comprehensive Plan are met, then an amendment may still be needed on the Future Land Use map to support the land use decision.

Legal Consideration:

None

Strategic Plan Consideration:

The Comprehensive Plan is consistent with the City Council's strategic plan goal #4 Sustainability as it identifies the vision for the physical development of the community in a sustainable manner for future generations.

Financial Consideration:

None.

Options and Recommendation:

This is a discussion item.

Supporting Documentation:

Memo

Presentation