

OFFICIAL MINUTES

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday April 7, 2020, at 5:30 PM in the Chambers Room #310 on the third floor of the City & County Government Center. Members present were Jacob Mills, Eric Rasmussen and Aiken. Members present via phone were Ashley Biggar, James Drew, Greg Fargen, Gregg Jorgenson, Jason Meusburger, and Lee Ann Pierce. Also present was Community Development Director Mike Struck.

Item #1 – Roll Call

Item #2 – (Rasmussen/Jorgenson) Motion to approve the agenda. All present voted aye. MOTION CARRIED

Item #3 – (Mills/Meusburger) Motion to approve the March 3, 2020 Planning Commission minutes. All present voted aye. MOTION CARRIED.

Mills recused himself.

Item #4a – Prairie Hills LLC has submitted a Preliminary Plat of a Portion of Lots 1-3, Block 18, Prairie Hills Addition.

(Rasmussen/Biggar) Motion to approve the Preliminary Plat contingent upon all necessary drainage and utility easements being shown on the Final Plat and the plat shall show a 1' No Access Easement along Main Avenue South and 32nd Street South, excluding the 40' shared access points. All present voted aye. **MOTION CARRIED.**

Item #5a – Prairie Hills LLC has submitted a Final Plat of Lot 1, Block 18, Prairie Hills Addition.

(Meusburger/Jorgenson) Motion to approve the Final Plat contingent upon the Final Plat showing all necessary drainage and utility easements prior to recording, the Final Plat shall include a 1' No Access Easement along Main Avenue South, except for the shared access point, a 20' wide shared access easement consistent with the shared access approach shall be shown on the Final Plat prior to recording, the final drainage plan shall be submitted and approved by City Engineering prior to recording, and approval is contingent on City Council approval of the Preliminary Plat. All present voted aye. **MOTION CARRIED.**

Mills returned to the Commission. Drew recused himself.

Item #5b – CD Properties LLC has submitted a Final Plat of Lot 30, Block 5; and Block 6, Reserve Second Addition.

(Rasmussen/Mills) Motion to approve the Final Plat. All present voted aye. **MOTION CARRIED.**

Item #5c – Advantage Investment Group LLC; Todd Voss; VK Properties, LLC; and Wilmot Estates, LLC have submitted a Final Plat of Fox Run Addition; Tract 1C of Fox Run Addition; Tract 1D of Fox Run Addition; Lot 7A, Block 1 and Lot 9A, Block 2 of Fox Run Addition; and Fox Run Trail, Christie Springs Circle, and Wedgewood Circle Rights-of-Way.

(Mills/Biggar) Motion to approve the Final Plat contingent upon the Final Plat showing all necessary drainage and utility easements prior to recording. All present voted aye. **MOTION CARRIED.**

Drew has returned to the Commission.

Item #5d – Brad and Dani Peterson have submitted a Final Plat of Outlot 17A in the SE1/4 of SW1/4 of Section 35-T110N-R50W and a portion of 20th Street South Right-of-Way.

(Rasmussen/Biggar) Motion to approve the Final Plat contingent upon all necessary drainage and utility easements being shown prior to recording, a portion of 20th Street South shall be added to the title and certificates on the plat prior to recording, 20th Street South shall be shown as a separate parcel and labeled as right-of-way, the square footages for Lot 17A and 20th Street South right-of-way shall be shown separately. All present voted aye. **MOTION CARRIED.**

The meeting was adjourned at 5:56 p.m.

Mike Struck
Community Development Director

Tanner Aiken, Chairperson

OFFICIAL SUMMARY

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday April 7, 2020, at 5:30 PM in the Chambers Room #310 on the third floor of the City & County Government Center. Members present were Jacob Mills, Eric Rasmussen and Aiken. Members present via phone were Ashley Biggar, James Drew, Greg Fargen, Gregg Jorgenson, Jason Meusburger, and Lee Ann Pierce. Also present was Community Development Director Mike Struck.

Item #4a – This is a preliminary plat of 6.2 acres located at the northeast corner of Main Avenue South and 32nd Street South. The land is currently vacant and zoned B-3. Owner is proposing 3 lots on this preliminary plat. There will be a shared access for Lots 1 and 2 off of Main Ave, a 40' shared access. Additionally, there will be a 40' shared access onto 32nd Street South.

Mills, on behalf of Prairie Hills LLC, explained that they have a buyer for one of these lots. Through the process they realized they needed to complete the Preliminary Platting process. There is an approach that already exists on 32nd Street South, so the access drive has been aligned with this. The current plan is for activity on Lot 1 only. Also, the title at the top of the preliminary plat will need to be corrected as it states "A Portion of Lots 1-3" and the plat is for all of Lots 1-3.

Item #5a – Lot 1 is a Final Plat of the previously approved preliminary plat. This plat does meet all Subdivision Regulations and Zoning Ordinance.

Item #5b – This plat is creating one residential lot and two larger lots within the Reserve Addition. The lots do meet the requirements of the Subdivision Ordinance.

Item #5c - This is a Final Plat to add additional Right-of-Way for Fox Run Trail running from Blue Bell Drive north to 20th Street South and adding in two cul-de-sacs as well, Christie Springs Circle and Wedgewood Circle. Another portion of this plat is for maintenance purposes for the boundary lines between the tracts 1C and 1D and Lot 7A. There is a concrete valley gutter in a drainage easement and it was decided that for purposes of maintenance, it would be best to move the property line to the west side of the drainage way to allow for maintenance and mowing. This will move the property line to the East.

Item #5d – This is a replat of two existing lots along 20th Street S. There is a large easement on the west side because there are utilities that go through this lot. Additionally, there is an existing 10' drainage easement along the south side of this property which was part of the 20th Street South Construction project in 2019. Brookings Municipal Utilities is also requesting an additional 7' in the easement on the west side of the property for the possibility of additional utilities in the future.

The meeting was adjourned at 5:56 p.m.

Mike Struck,
Community Development Director

Tanner Aiken, Chairperson