

OFFICIAL MINUTES

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday May 5, 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, Greg Fargen, Gregg Jorgenson, Jason Meusburger, and Lee Ann Pierce. Absent was James Drew. Also present was Community Development Director Mike Struck.

Item #7a – The City of Brookings has submitted amendments to Sections 51-23 Plat Approval process, 51-43 Final Plat Approval, 51-51 Replat Requirements, pertaining primarily to administrative platting.

(Rasmussen/Mills) Motion to approve the amendments to Section 51-23 Plat Approval Process, 51-43 Final Plat Approval and 51-51 Replat Requirements. All present voted aye except Pierce voted no.

MOTION CARRIED.

The meeting was adjourned at 6:30 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 May 5, 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, Greg Fargen, Gregg Jorgenson, Jason Meusburger, and Lee Ann Pierce. Absent was James Drew. Also present was Community Development Director Mike Struck.

Item #7a – Struck explained that staff has initiated these changes for the administrative process of platting. If the Planning Commission agrees, they will no longer approve Final Plats and staff of the City will approve and provide recommendation to the City Manager. The City Manager would then have the authority to sign off on Final Plats. Because the City Engineer and Community Development Director work so closely together, they feel that their approval of these plats will help with the time frame of these Final Plats. Struck explained that often times the Planning Commission isn't making a motion on an "actual" Final Plat. Most plats are contingent upon drainage and utility easements and what the commission is seeing at the commission meeting could be significantly different than the actual final plat. City staff has a checklist that they follow for verification of plats prior to being filed.

Pierce asked if there would be any provisions for public notice. Struck stated “no, currently there is no public notice provided except on the agenda.” Pierce is then concerned that someone that is watching platting wouldn’t have an opportunity to discuss the plat if they had concerns. Struck stated that discussion and questions on platting should be handled at the Preliminary Platting stage. Final Plats should be consistent with Preliminary Plats with no major changes. Pierce wondered when a Preliminary Plat would not be required. Struck explained that if it was one lot that wasn’t requiring a significant impact on a development, they may not require a Preliminary Plat.

Struck explained that by changing this process, it will allow staff additional time to work on these plat reviews and get additional reviews and comments from other departments such as Brookings Municipal Utilities.

Mills understands that there is often a timeline crunch during certain times of the year. He feels that this could have a positive impact. He is in support of this change.

Pierce is concerned that a Final Plat may come through that isn’t in conformance with the Approved Preliminary Plat. Struck explained that if a Final Plat isn’t in conformance, staff sends the plat back to the developer to have them make it come into conformance, or amend the Preliminary Plat. Mills feels that the City’s process already takes care of issues of the plats not meeting conformance. Pierce feels that something should be stated in the ordinance that if there is any substantial change in a plat it shouldn’t be finalized and something should be stated in the ordinance. Rasmussen feels that the way the ordinance is written covers Pierce’s concern. Rasmussen agrees that the Planning Commission should not have to approve the Final Plats. Fargen is in favor with the ordinance amendments as proposed by staff. Aiken agrees with Fargen and Rasmussen.

The meeting was adjourned at 6:30 p.m.

Mike Struck,
Community Development Director

Tanner Aiken, Chairperson