

# Planning Commission Agenda Memo

**From:** Mike Struck, Community Development Director

**Meeting:** September 1, 2020

**Subject:** Amendment to Chapter 51, Subdivision Regulations,  
Pertaining to Section 51-31 and 51-42 – Information  
Required

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

## **Summary:**

The City of Brookings is seeking approval of an amendment to the Subdivision Regulations to change the due date for submittal of a preliminary plat and the materials required for submittal of a preliminary and final plat.

## **Background:**

The current ordinance requires the submittal of preliminary plats by the fifteenth of the month preceding the planning commission meeting. Staff is recommending changing the due date for preliminary plat submittals to the first of the month for the following months meeting. For example, a preliminary plat would be due October 1<sup>st</sup> for the November 3<sup>rd</sup> planning commission meeting.

A preliminary plat is a major component in the overall development process and it is important to allow adequate time to review the preliminary plat and associated preliminary drainage plan and grading plan. The preliminary plat provides the developer with an acceptance of the development concept and allows them to move towards final platting and issuance of building permits. The current schedule creates challenges for completing a thorough review of the preliminary plat while also allowing the process to move forward.

The second part of the amendment is to clean up ordinance language consistent with actual practices. Six paper copies of the final plat are not necessary as only the reproducible mylar is signed by the appropriate offices. The Register of Deeds provides Community Development Department with a copy of the recorded plat for City records. Local engineering firms provide the City with the electronic CAD file for input into our CAD files, however, the amendment clarifies the CAD file as a requirement and alleviates any issues we may face when working with firms not familiar with our processes.

## **Item Details:**

The ordinance amendment will allow more time for staff and the Development Review Team to review preliminary plats and include recommendations and revisions in the

Planning Commission packets. It also cleans up ordinance language that is inconsistent with current practices.

**Options and Recommendation:**

The Planning Commission has the following options:

1. Approve as presented
2. Approve as amended
3. Deny

The Development Review Team (DRT) recommends approval of the ordinance amendment.

**Supporting Documentation:**

1. Notice
2. Memo
3. Ordinance – Marked Up
4. Ordinance – Clean