

## **OFFICIAL MINUTES**

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday September 1, 2020, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Ashley Biggar, James Drew, Gregg Jorgenson, Jason Meusbarger – via telephone, Jacob Mills, Lee Ann Pierce, Eric Rasmussen and Aiken. Absent was Greg Fargen. Also present was Community Development Director Mike Struck.

**Item #5c** – The City of Brookings has submitted amendments to Chapter 51, Regulations, Pertaining to Information required for a Preliminary Plat and Final Plat

(Biggar/Jorgenson) Motion to approve the Amendments. Drew voted nay. All others voted aye.

**MOTION CARRIED.**

## **OFFICIAL SUMMARY**

**Item #5c** – This ordinance amendment is to clean up some language and have it follow current practices. On the preliminary platting processes we require two copies of the preliminary plat, the language regarding the scaling is being updated, and to also move the deadline date for the submission of preliminary plats. Proposal is for the deadline to be the 1<sup>st</sup> of the month rather than the 15<sup>th</sup> of the month preceding the Planning Commission meeting to allow staff adequate time for review of the plat.

The Final Plat procedures are simply to clean up the procedures and state that only 1 Mylar copy needs to be submitted to Community Development. The City would also like the electronic copy of the CAD file be provided to the City.

Mills is in favor of these changes to allow staff adequate time for review of Preliminary Plats. He wonders if the developer should be required to submit an aerial overlay also. Struck isn't sure that he would be in favor of making this a requirement. Some surveyors may not have access to aerial imaging.

Rasmussen is wondering why the scaling is different between the preliminary and final plat. Struck explained that the preliminary plat is at a larger scale taking in more land and covering a broader area.

Drew appreciates the change in the Administrative Final Platting. He is wondering if BMU and the City Engineer's office have a deadline for when their comments need to be submitted on final plats. Struck explained that depending on staffing and scheduling, there could be a delay in approving these but they typically try to have the complete approval processing done within 10 working days.

The meeting was adjourned at 6:58 p.m.

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Mike Struck  
Community Development Director

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Tanner Aiken, Chairperson