

## **OFFICIAL MINUTES**

Chairperson Gregg Jorgenson called the meeting of the City Planning Commission to order on Tuesday January 5, 2021, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Tanner Aiken , Ashley Biggar, James Drew, Greg Fargen, Jason Meusburger, Jacob Mills, Lee Ann Pierce, Eric Rasmussen and Jorgenson. Also present were City Planner Ryan Miller, City Engineer Jackie Lanning, David Kneip, and others.

**Item #1 – Roll Call**

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

**Item #3 – (Aiken/Mills) Motion to approve the December 1, 2020 Planning Commission minutes. All present voted aye. MOTION CARRIED.**

**Item #4a -** Sioux Empire Development Corporation has submitted a preliminary plat of Lots 1-7, Block 1 in Moriarty Square Addition.

(Mills/Rasmussen) Motion to remove from the table. All present voted aye. **MOTION CARRIED.**

(Mills/Biggar) Motion to approve the preliminary plat contingent upon an approved preliminary drainage plan. (Motion was made at the December 1, 2020 meeting.)

(Drew/Rasmussen) Amendment to the main motion to approve the Preliminary Plat with the requirement of a Developer Maintenance Agreement to be filed with the Register of Deeds. All present voted aye. **AMENDMENT CARRIED.**

Original motion as amended was voted on. Pierce and Meusburger voted no. All others voted yes. **AMENDED MOTION CARRIED.**

**Mills has recused himself.**

**Item #4b -** Prairie Hills LLC has submitted a preliminary plat of Lots 1-9, Block 3A and Lots 1-3, Block 7 in Prairie Hills Addition

(Meusburger/Fargen) Motion to approve the preliminary plat contingent upon an amended and approved drainage plan. All present voted aye. **MOTION CARRIED.**

**Mills returned to the commission.**

**Item #5a –** 2020 Planning Commission Annual Report

(Rasmussen/Aiken) Motion to approve the 2020 Annual Report. All present voted aye. **MOTION CARRIED.**

The meeting was adjourned at 6:02 p.m.

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Ryan Miller, City Planner

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Gregg Jorgenson, Chairperson

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**Item #4a** – This item was introduced at the December meeting and tabled at that time. This property is zoned B-3 and contractor shops is the intention for these lots. Access to these lots will be off of Highway 14. The utility plan for the proposed plat would be using rural water in addition to sewage holding tanks in place of municipal utilities. Brookings Municipal Utilities does have a requirement to hookup and utilize municipal utilities if the parcel is not within 200 feet of an existing line and this parcel is nearly 1,000 feet from an existing line. A drainage plan is pending review and will be a contingency to the approval of the preliminary plat.

David Kneip, representing the applicant, noted that this property is not in the Flood Plain, work has been complete and the LOMA is currently in process. Some changes have been made to the original plan and they will apply a Homeowners Association to this property. The holding tanks will be poly tanks and will be installed and sealed with caps. The emptying of the tanks will be part of the Homeowners Association and he anticipates that the tanks will be cleaned annually.

Drew feels that a Maintenance Agreement should be required and filed with the Register of Deeds. Pierce likes the idea that is being proposed but she doesn't feel that this is a good plan to allow the installation of holding tanks so she will not be voting in favor of this. Mills appreciates that the applicants brought additional details forward at this meeting. He still feels that exploring the installation of a lift station as a possibility as this is a challenging parcel to connect to city sewer. Mills noted that the main parcel is within the 400 feet of utilities but the commission is allowing the applicant to subdivide it and create the more than 400 foot distance.

**Item #4b** – This plat is for 13 lots in the Prairie Hills Addition for commercial use. This area is zoned PDD with a B-2 and B-2A underlying zoning classifications. There will be shared access drives off of 20<sup>th</sup> Street South. The access drives will need to be approved at the final platting stage with a 1' no access easement along 20<sup>th</sup> Street S. A drainage plan was submitted for the original Prairie Hills plan and it is currently being amended and will need approval before the plat will be sent to the City Council.

Jacob Mills, representing Prairie Hills LLC, explained that they have had interest in professional office buildings in this area. He stated that after meeting with DRT they made some changes as suggested to the plan that include the access drives being 30' rather than the 32' and they modified Lot 3A as shown on the newly submitted Preliminary Plat that was provided to City Staff. Mills also explained that when Prairie Hills was originally designed, they completed a Drainage Plan for the entire development. Because of some changes, they will need to amend the drainage plan. The Prairie Hills development is only 15% complete but they have installed about 10 acres of detainment area. They currently are "over-detaining" in this area but the drainage plan needs to be revised to show this.

**Item #5a** – Miller explained that the Annual Report will need to be approved and then will be forwarded to the City Council.

The meeting was adjourned at 6:02 p.m.

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Ryan Miller, City Planner

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Gregg Jorgenson, Chairperson