

City Council Agenda Memo

From: Ryan Miller, City Planner

Council Meeting: June 22, 2021 / July 13, 2021

Subject: Ordinance 21-022, an Ordinance amending Section 94-222 of the Zoning Ordinances of the City of Brookings and pertaining to the procedure for Conditional Use Applications

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

Summary:

The City is proposing an amendment to Chapter 94-222, amending the deadline to submit Conditional Use Permit Applications from the 15th day of the month to the 1st day of the month prior to the next Planning Commission meeting.

Background:

Currently, the ordinance establishes a deadline of the 15th day of the month prior the next planning commission meeting. The Development Review Team meets on the first and third Thursdays or additional Thursdays as needed. The current deadline creates a rushed timeline to seek Development Review Team review and recommendation prior to finalizing Planning Commission packets.

Item Details:

The ordinance amendment will change the application deadline from the 15th of the month to the 1st of the month prior to a Planning Commission meeting. This will allow sufficient time for the Development Review Team to review and make recommendations on items that will go to the Planning Commission the following month.

The Planning Commission has made a recommendation to approve the ordinance change; however, a few commission members did note a potential impact to the development community by requiring Conditional Use Permit Applications to be submitted an additional two weeks in advance. The proposal is intended to allow for an efficient and thorough vetting of projects requiring a Conditional Use Permit prior to their appearance on Planning Commission and City Council agendas.

Legal Consideration:

None.

Strategic Plan Consideration:

Service and Innovation Excellence – the proposed ordinance change is to allow for an efficient and thorough vetting process for projects requiring a Conditional Use Permit prior to their appearance on Planning Commission and City Council agendas.

Financial Consideration:

None.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a study session
5. Do nothing

The Development Review Team and staff recommend approval.

The Planning Commission voted 5-2 recommending approval on June 1, 2021.

Supporting Documentation:

Ordinance – Clean

Ordinance – Marked

Planning Commission Notice

Planning Commission Minutes

City Council Legal Notice