

**OFFICIAL MINUTES**

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, August 1, 2023, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were James Drew, Greg Fargen, Kyle Jamison, Nick Schmeichel via telephone, Richard Smith, Roger Solum, and Aiken. Scot Leddy and Jacob Mills were absent. Also present were City Planner Ryan Miller, Community Development Director Mike Struck, and Toby Morris – via telephone.

**Item #1 – Roll Call**

**Item #2 -** (Fargen/Solum) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

**Item #3 –** (Smith/Jamison) Motion to approve the July 10, 2023 minutes. All present voted aye. **MOTION CARRIED.**

**Item #4 –** Nicole Ribstein submitted an application for a Conditional Use Permit on Lot 15, Block 10 of East Acres Second Addition, also known as 2031 Derald Drive for a home hair salon.

(Solum/Jamison) Motion to approve the Conditional Use Permit. All present voted aye. **MOTION CARRIED.**

**Drew recused himself.**

**Item #5 –** The City of Brookings proposes to create a Tax Increment District Number Fourteen.

(Smith/Solum) Motion to approve the creation of Tax Increment District Number Fourteen. All present voted aye. **MOTION CARRIED.**

**Item #6 –** The City of Brookings submitted a proposed project plan for Tax Increment District # Fourteen.

(Solum/Fargen) Motion to approve the adoption of Tax Increment District Number Fourteen Project Plan. All present voted aye. **MOTION CARRIED.**

**Drew returned to the Commission.**

**Item #7 –** The City of Brookings submitted amendments to Chapter 94, Article 1 Section 94-1, and Chapter 94, Article IV, Section 94-131, Section 94-132, Section 94-134 and Section 94-135 related to the establishment of indoor pet services as an allowable use.

(Drew/Smith) Motion to approve the amendments. All present voted aye. **MOTION CARRIED.**

The meeting adjourned at 6:00 p.m.

  
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Ryan Miller, City Planner

  
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Tanner Aiken, Chairperson

**OFFICIAL SUMMARY**

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, August 1, 2023, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were James Drew, Greg Fargen, Kyle Jamison, Nick Schmeichel via telephone, Richard Smith, Roger Solum, and Aiken. Scot Leddy and Jacob Mills were absent. Also present were City Planner Ryan Miller, Community Development Director Mike Struck, and Toby Morris – via telephone.

**Item #4** – This application is for a Conditional Use Permit to allow for a home hair salon which is a major home occupation. This residence is in a Residence R-1B zoning district. The applicant meets all the standards for a Major Home Occupation. The applicant will be completing some improvements to the property to better serve the business. Plumbing for a bathroom will be required for the proposed salon. A sidewalk will lead to a rear door for direct access to the salon. A small sign will be proposed at the entrance of the salon which will require a permit.

**Item #5** – Struck explained that this Tax Increment District is located along 20<sup>th</sup> Street South near the Fishback Soccer Complex. This is a workforce housing project for this development and there is a public/private relationship for this project.

Aiken asked for clarification on the boundaries, specifically a small area on the east and a small area on the west. Struck explained that the small rectangular piece along Medary Avenue is included in case if any grading or drainage improvements need to be complete. The two lots on the east side will be providing a secondary access requirement for this development.

**Item #6**– This project plan lays out all that is needed to meet the State requirements for Tax Increment District Financing. Morris explained the plan for the housing development and the financing involved with the project. Schmeichel wonders if there is something that prevents these properties from being turned into rentals. Morris explained that the first-time purchase of these homes is restricted to the homebuyers. After this, there are no restrictions to maintain this, just the initial intention of the developers. Struck also explained that there is a Developers Agreement that will be required on this project between the developer and the City. Details could be added to this agreement to prevent rental housing in this area.

**Item #7** – At the July Planning Commission meeting there were some concerns if this would fit in the B-1 District. Miller stated that the “Proposed Uses” for Pet Services didn’t change but the “Proposed Districts” have been revised to say that daycare and boarding are prohibited in the B-1 Downtown District.

The meeting adjourned at 6:00 p.m.



Ryan Miller, City Planner



Tanner Aiken, Chairperson