

OFFICIAL MINUTES

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, July 2, 2024, 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, Kyle Jamison, Scot Leddy, Jacob Limmer, Nick Schmeichel, Roger Solum and Debra Spear. Richard Smith was absent. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Chantel Granum, Tim Veldkamp, Kyle Rausch, Mike Hawley, Ron Stee, Lynda Pierce and Kelan Bludorn.

Item #1 – Roll Call

Item #2 –Approval of Agenda

(Schmeichel/Solum) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

Item #3 –Approval of Minutes

(Solum/Limmer) Motion to approve the June 3, 2024 minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – Convene as Board of Adjustment

Item #4a – Chantel Granum made a request for a variance on Lot 3 in Block 16 of Timberline Addition, also known as 1515 Steamboat Trail. The request was for a 10-foot driveway expansion, for a total of 32-feet in width, within the minimum front yard setback area. The request required two variances. The first variance was to allow front yard parking within the Brighton Road front yard. The second variance allowed a driveway greater than 24 feet wide.

(Solum/Jamison) Motion to approve the variance subject to staff recommendations of no secondary access on Brighton Road. All present voted aye. **MOTION CARRIED.**

Item #4b – Tim Veldkamp submitted revised plans for requested variances on Lot 19 in Parsley Way Addition, also known as 505 Wicklow Lane. The revised plans required three variances. The first variance was to exceed the maximum allowable size of an accessory structure by 20 square feet. The second request was for a 14-foot sidewall height for an accessory building located in front of a dwelling. The third request was for a 38-foot-wide driveway. The width of driveway may be up to 24-feet in width.

(Solum/Spear) Motion to remove item from the table. All present voted aye. **MOTION CARRIED.**

(Schmeichel/Jamison) Motion to approve the size variance. All present voted aye. **MOTION CARRIED.**

(Jamison/Solum) Motion to approve the height variance. All present voted aye. **MOTION CARRIED.**

(Limmer/Schmeichel) Motion to approve the driveway width variance. All present voted aye. **MOTION CARRIED.**

Item #5 – Reconvene as the Planning Commission

Item #6 – Other Business

Item #6a – Northern Plains Professional Properties, LLC submitted a revised preliminary plat for Blocks 1A, 3A and 4 in Northern Plains Addition. Northern Plains Addition is located along Main Avenue South near 15th Street South.

(Spear/Solum) Motion to approve the preliminary plat. All present voted aye. **MOTION CARRIED.**

Item #6b – Northern Plains Professional Properties, LLC has submitted a petition to rezone the east 151 feet of Block 1 in Northern Plains Addition from a Business B-2A Office District to a Residence R-2 Two-family District.

(Schmeichel/Limmer) Motion to approve the rezone. All present voted aye. **MOTION CARRIED.**

Item #6c – Northern Plains Professional Properties LLC has submitted an application for a Conditional Use Permit on the following described real estate in the City of Brookings: Block 3A and Block 4 in Northern Plains Addition. The request is for townhouses in the Residence R-2 two-family district.

(Schmeichel/Solum) Motion to approve the conditional use permit including staff recommendations of a maximum of 8 townhome units for Block 3A and a maximum of 12 townhome units for Block 4. All present voted aye. **MOTION CARRIED.**

Item #6d – Lily Design has submitted a Final Development Plan within a Planned Development District at Lot 2 in Block 3B of Prairie Hills Addition. Staff recommends approval of the Final Development Plan with the following conditions removal of drive-thru, addition of bike parking, addition of pedestrian connectivity to 20th Street South and submittal of exterior lighting plan.

(Schmeichel/Jamison) Motion to approve the final development plan with staff recommendations of removal of drive-thru, addition of bike parking, addition of pedestrian connectivity to 20th Street South and submittal of exterior lighting plan.

(Jamison/Schmeichel) Motion to table the final development plan to a future meeting. All present voted aye. **MOTION CARRIED.**

Item #7a – Adjourn

The meeting adjourned at 7:06 p.m.



Ryan Miller



Tanner Aiken, Chairperson

OFFICIAL SUMMARY

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, July 2, 2024, 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, Kyle Jamison, Scot Leddy, Jacob Limmer, Nick Schmeichel, Roger Solum and Debra Spear. Richard Smith was absent. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Chantel Granum, Tim Veldkamp, Kyle Rausch, Mike Hawley, Ron Stee, Lynda Pierce and Kelan Bludorn.

(Following is a summary of the meeting and not a word for word dictation. Please see the City's website to view the meeting video for full details. <https://cityofbrookings.legistar.com/calendar.aspx>)

Item #4a – Chantel Granum made a request for a variance on Lot 3 in Block 16 of Timberline Addition, also known as 1515 Steamboat Trail. The request was for a 10-foot driveway expansion, for a total of 32-feet in width, within the minimum front yard setback area. The width of a driveway may be up to 24-feet in width, and an expansion of the driveway width may only occur in the area between the driveway and the side lot line facing the outer wall of an attached garage. The property is located at the corner of Steamboat Trail and Brighton Road and includes a single-family home with an attached garage and existing 22-foot driveway.

Granum was available for inquiries. She also stated that they would like to get a vehicle off the road due to the 72 hour street parking restriction and to build something to hide their trash. Spear asked if it was grass there and what material was planned to be installed. Granum responded that it was grass and they planned to install concrete. Spear inquired if there were drainage concerns with the installation of concrete. Granum didn't believe it would cause additional pooling next to the house but they do currently have pooling water there. Limmer clarified that both requests were being voted on as one motion. Schmeichel clarified that where the proposed driveway angles to 3 feet at the bottom of the diagram was at the sidewalk and not the edge of the road. Granum confirmed that it was at the sidewalk.

Item #4b – Veldkamp submitted revised plans for requested variances on Lot 19 in Parsley Way Addition, also known as 505 Wicklow Lane. The revised plans would require three variances. The first variance was to exceed the maximum allowable size of an accessory structure by 20 square feet. The second request was for a 14-foot sidewall height for an accessory building located in front of a dwelling. The third request was for a 38-foot-wide driveway. The width of driveway may be up to 24-feet in width. In June, Tim Veldkamp made a request for variances at the same location. Due to neighbor's concerns, he opted to table the request and presented revised plan on July 3, 2024.

Veldkamp was available for questions. He stated that they wanted to build the shed high enough for their camper to be stored in and to play and basketball. Due to neighbors' concerns they amended the site plan and his neighbors were ok with this proposal. Aiken inquired on the reasoning for the addition of the variance for overall size. Veldkamp stated that he believed the accessory structure was allowed to be larger due to location no longer being in front of the dwelling. Miller clarified that allowable accessory structure size is determined by lot size. Veldkamp went on to explain that due to the new location, they needed to change the direction of access to the structure so they needed to increase the sq ft to accommodate the camper. Schmeichel inquired if there were variances on the large sheds on

neighboring properties. Miller explained that Joint Jurisdiction previously allowed for larger structures whereas now they are required to meet the city ordinances.

Item #5 – Reconvene as the Planning Commission.

Item #6 – Other Business

Item #6a – Northern Plains Professional Properties, LLC submitted a revised preliminary plat for Blocks 1A, 3A and 4 in Northern Plains Addition. Northern Plains Addition is located along Main Avenue South near 15th Street South. The developer was splitting the residential portion into two blocks for separation of ownership purposes. Block 1 would be reduced in size from the original 80,965 square feet down to 70,041 square feet. This 10,924 square feet area would be added onto what was formerly Block 3. Block 3 would be split into Block 3A and Block 4. Block 3A would be a 40,560 square foot block with two 4-unit townhomes. Block 4 would be an 81,121 square foot block with three 4-unit townhomes. The revised preliminary plat met all zoning and subdivision regulations.

Rausch was available for questions and explained that the location was previously approved for 20 units in 2022 and he was looking to expand the lots but still build 20 units. Originally, the commercial property to the west needed room for snow storage. Due to the reduced parking lot size, snow storage was no longer needed for that property. They are trying to make affordable townhomes for sale or rent. Rausch went on to say that drainage should run to the east and that they had already reduced drainage by 80%. The planned added berm and swale should take care of virtually 100% of runoff but there was also a planned retention pond that would divert anything else to the city sewer system. Trees would need to be removed to install the drainage system and an additional swale. Mike Hawley, one of the project owners, talked about this being phase 2 of their plan to bring some more affordable housing to Brookings after bringing commercial property. Aiken inquired on the existing drainage plan and if anything had changed. Rausch stated that the plan has stayed the same and all roads were in and drained to the city sewer, all that was left was to install the berm and retention pond. Stee, property owner on south side, said he was not opposed to the project but he was concerned about drainage because half of dentist's property and part of the roof was sloped to the south. He also did not want to see the trees removed as they assisted with the water that already crossed onto his property. Water pools where the first unit's driveway was proposed and does not go out the east end. That grassy area has always been important to controlling the water on the 3 properties that meet at the corner. Stee acknowledged that Rausch's plans may alleviate the water pooling but he would like to see the first unit eliminated for more green space. Rausch spoke to Stee's concerns and said that they would be willing to shrink up the building plans about 10' and make a single stall garage on the end unit and install additional swale. Aiken clarified that they are willing to add 10 ft to the setback. Miller said that they could add the setback at preliminary plat stage. Schmeichel asked if, without the 10 ft easement, can they get the drainage that is needed. Rausch said he can but it would be tight. He also explained that the entire parking lot drains to the sewer system so there would not be much drainage that needed to be addressed. Hawley noted that water in that area was already an issue so any improvement would help. Limmer inquired if they passed the request as is could the developer make changes. Miller added that a drainage easement can be added at final platting stage if necessary. Aiken asked if the final plat would be seen by this board. Miller said no, final plats are completed administratively and drainage is viewed by staff at the final platting stage. Schmeichel did not want to add drainage to the current request if staff would be required to review it either way. Jamison stated that if the drainage plan will be seen by civil engineer, that should be enough.

Item #6b – Northern Plains Professional Properties, LLC has submitted a petition to rezone the east 151 feet of Block 1 in Northern Plains Addition from a Business B-2A Office District to a Residence R-2 Two-family District. The location was originally platted in 2022 at which time Block 3 was rezoned from Business B-2A office district to Residence R-2 two-family district. Blocks 1 and 2 retained the B-2A zoning. The developer has now submitted a revised preliminary plat which will shift the eastern 151 feet of Block 1 to an adjacent block proposed for residential use. This area was initially thought necessary for additional parking for the commercial use on Block 1 but is no longer needed for parking and the developer prefers to provide more space for the proposed residential uses. The area to be rezoned is 151' x 72', roughly 10,924 square feet. Adjacent zoning will include Residence R-2 two-family district to the north and east, Residence R-1B single-family district to the south and Business B-2A office district to the west. The area is located within an Urban Low Intensity future land use according to the comprehensive plan which supports the request for R-2 zoning.

Rausch was available for questions and stated that this was in conjunction with prior application. Schmeichel commented that this cleaned up the area.

Item #6c – Northern Plains Professional Properties, LLC submitted a conditional use permit application for Blocks 3A and 4 in Northern Plains Addition located along Main Avenue South near 15th Street South. A conditional use permit was approved by the Planning Commission and City Council in 2022 for up to 20 townhome units on Block 3. The conditional use permit had since expired and needed to be renewed. The developer originally submitted plans for 18 units. The developer now proposed to construct 20 units on two separate blocks, Blocks 3A and 4 as shown on the revised preliminary plat. Block 3A would include two 4-unit townhomes (8 total units) and Block 4 would include three 4-unit townhomes (12 total units) for a total of five townhome structures and 20 total units. Standards of approval for a conditional use permit state that such uses shall not be located in an area where they are likely to have a negative impact on adjacent properties due to their size or the traffic generated from such use. Access to the townhomes would be provided via two private streets Mayfield Drive and Cloverfield Place. These streets provide access to Main Avenue, an arterial street. Utilities running along Mayfield Drive would serve the units. Grading and drainage plans were originally approved and will not be impacted by the changes. The proposed building locations meet all required setback requirements for the R-2 district. A landscape plan will be required at the time of permitting.

Rausch was available for questions and stated that this was the exact same Conditional Use Permit as originally approved in 2022. Since it had expired, he was re-requesting it.

Item #6d – Lily Design submitted a final development plan for a proposed commercial development on Lot 2 of Block 3B in Prairie Hills Addition. The property is located within a Planned Development District with a Business B-2A office district underlying zoning. The lot is located at the corner of 20th Street South and Tallgrass Parkway, at the western end of the Planned Development District located between Medary Avenue and Tallgrass Parkway. The planned development included an 11,112 sq ft multi-tenant professional business building and included a potential 1,000 sq ft suite with drive-thru service along with four additional suites. The Business B-2A zoning would allow for professional offices and a coffee house limited to 1,000 square feet. Drive-thru lanes are no longer permitted in the B-2A district. Access to the development would be located along 20th Street South through an existing shared access drive with Lot 3 to the east. The access drive would lead to a rear parking area with 29 planned parking spaces. The lot is located within the Commercial Corridor Design Review Overlay District, however, lots located within a Planned Development District are exempt from the regulations of the overlay district due to the additional design review required in Planned Development Districts.

Staff encourages development within both PDDs and the overlay district to meet the overlay district standards to the most extent possible. Staff recommends approval of the Final Development Plan with the following conditions, removal of drive-thru, addition of bike parking, addition of pedestrian connectivity to 20th Street South and submittal of exterior lighting plan.

Miller noted that this was a final action and not a recommendation to City Council.

Pierce with Lily design worked with Bludorn, property owner, to design the property. Bludorn had letters of intent including drive-thru and thought with proper screening and the drive-thru exiting onto a less busy road, they could have the drive-thru. He went on to say that if the final development plan could not be approved with the drive-thru that they may want to table the request and amend the initial development plan. Spear inquired what the staff recommendation was based on to exclude the drive-thru. Miller said that the only way to have a drive-thru allowed for a coffee shop was to amend the IDP and add drive-thru lanes for a coffee shop. After that was completed, they could come back to planning commission and request the drive-thru lane. Schmeichel asked if there was a reason that the block had B-2, then B-2A and back to B-2 zoning. He thought the project looked like it needed to be rezoned. Struck explained that the zoning was planned that way due to opposition from the property to the north. From 7th Ave to Tallgrass parkway there were concerns about residential on the north side being affected by commercial development on the south. As they went further west, they thought commercial made more sense. Prairie Hills changed to PDD to build storage units for residents of the landing. Limmer asked if this project could move forward with rezone. Miller responded that yes, if it was zoned B-2, the drive-thru would be permitted. Struck said that they could go away from PDD to a more traditional B-2 with a B-3 underlying zoning. Struck suggested the developer amend the IDP and request a coffee house as part of PDD, then it would be able to be approved. Jamison suggested they table the request and try to work out a rezone with the city. Jamison/Schmeichel made a motion to table the final development plan to a future meeting. All present voted aye. Motion was tabled.

Miller brought to commission that Mills has vacated his seat.

The meeting adjourned at 7:06 p.m.



Ryan Miller



Tanner Aiken, Chairperson