

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 Meusburger – via telephone, Jacob Mills, Lee Ann Pierce, Eric Rasmussen and Aiken. Absent was Greg Fargen. Also present was Community Development Director Mike Struck.

Item #1 – Roll Call

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

Item #3 – (Rasmussen/Mills) Motion to approve the August 2, 2020 Planning Commission minutes. All present voted aye. MOTION CARRIED.

Drew recused himself.

Item #4a – Advantage Investment Group LLC has submitted a petition to rezone Lot 11, Block 1, Fox Run Addition in the City of Brookings, Brookings County SD from Residence R-1D Single-Family/Residence R-2 Two-Family District to Residence R-2 Two-Family District (generally located south of 20th Street South and east of Fox Run Trail)

(Jorgenson/Pierce) Motion to approve the rezone request. All present voted aye. **MOTION CARRIED.**

Drew returned to the Commission.

Item #5a – The City of Brookings has submitted a request to Create Boundaries of Tax Increment Finance District #9.

(Rasmussen/Jorgenson) Motion to approve the Boundaries of Tax Increment Finance District #9. All present voted aye. **MOTION CARRIED.**

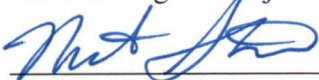
Item #5b – The City of Brookings has submitted a request to Create Boundaries of Tax Increment Finance District #10.

(Pierce/Biggar) Motion to approve the Boundaries of Tax Increment Finance District #10. All present voted aye. **MOTION CARRIED.**

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.**

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



Mike Struck, Community Development Director



Tanner Aiken, Chairperson

OFFICIAL SUMMARY

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 Meusburger – via telephone, Jacob Mills, Lee Ann Pierce, Eric Rasmussen and Aiken. Absent was Greg Fargen. Also present was Community Development Director Mike Struck.

Item #4a – This request is to clean up one parcel in the Fox Run Addition which has split zoning. Currently the lot is R-1D and R-2 and the applicant would like to have this lot be zoned R-2 Two Family Dwelling Family. This zoning is consistent with the Comprehensive Plan.

Item #5a – The City is proposing to create TID #9. The area is located in the NE corner of the city, on the west side of 32nd Avenue. The purpose of this district is to create boundaries to get certified to construct a new street, 24th Street which will connect 32nd Avenue to 34th Avenue. Water and sewer are already serviced to this area. The City is looking to utilize property tax increment from the undeveloped land as well as any additions that Millborn Seeds may want to do in the future to help offset the costs of 24th Street. Once the boundaries are approved for this TID, this item will be brought forward to the City Council for approval. In the future the City will obtain a project plan with pricing for the installation of this street and any other improvements needed for the construction. Pierce wondered how many acres are going to be included in this district? Struck stated approximately 30 acres.

Item #5b – This TID proposes to construct 15th Street South and 7th Avenue South with the purpose to connect 15th Street South from Main Ave to Medary Ave and 7th Avenue South from 12th Street South to 20th Street South. This TID will also include some water and sewer improvements along with some storm water improvements. There will also be two housing development as part of this TID that will help generate tax income. In addition, this project also involves the necessary utility improvement to open up undeveloped commercial property on 7th Avenue South. The City is proposing to enhance the drainage in the area by constructing a detention pond.

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 1st of the month rather than the 15th 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.

Item #5d – This is a continuation of the discussion from the August Planning Commission meeting regarding the Commercial Development Corridor Overlay District. The underlying zoning district “Uses” still apply but there will be additional design criteria to follow. This Overlay District is “in addition to” the underlying zoning district, different from a PDD that allows flexibility from the underlying zoning district.

Aiken appreciates the change in the ordinance that allows the architect the opportunity to prove the material is good for the design.

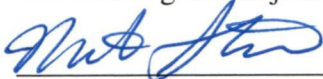
Mills wondered if staff could provide “pictures” of developments/structures to show exactly how this will work. If we are going to restrict what can be done with a parcel, are we also going to be able to enforce regulations such as the parking regulations? This proposed district could potentially eliminate some parking.

Aiken wondered if there is a project in Brookings that would be similar to what the end goal is for this district. Struck feels that the closest project is the Lofts at Parkhill. This development is what led staff to look at this district/process.

Mills is also concerned with a project that is using a current structure, if the change is more than 50%, then are they going to be required to follow all of these new regulations? Which could potentially result in a structure now not being able to be renovated or the structure would need to be moved.

Pierce isn’t comfortable with approving this. Because it is so comprehensive and complicated, she feels that the Planning Commission should look at this ordinance one piece at a time to better understand it. She does like the goal of this district. Aiken would like to see some additional information/data/pictures to show what a development would look like if this district was approved. Mills agrees with Pierce that this is a good thing, but this needs to be looked into further with more details available. Rasmussen would like to hear what the public thinks of this and he feels public meetings are warranted. Struck wondered if the commission wanted to bring this item to a Public Hearing to get it publicized? The item could be discussed but wouldn’t need to be acted on. It could provide public comment and the Commission could then table the item if they wanted to discuss it further and make additional changes.

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



Mike Struck
Community Development Director



Tanner Aiken, Chairperson