



City of Brookings

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Legislation Text

File #: PC 20-039, **Version:** 1

Amendment to Chapter 51, Subdivision Regulations, Pertaining to Information Required for a Preliminary Plat and Final Plat

Summary:

The City of Brookings is seeking approval of an amendment to the Subdivision Regulations to change the deadline for submittal of a preliminary plat and the materials required for submittal of a final plat.

Background:

The current ordinance requires the submittal of preliminary plats by the fifteenth of the month preceding the planning commission meeting. Staff is recommending changing the due date for preliminary plat submittals to the first of the month for the following months meeting.

A preliminary plat is a major component in the overall development process and it's important to allow adequate time to review the preliminary plat and associated preliminary drainage and grading plan. The current schedule creates challenges for completing a thorough review of the preliminary plat while also allowing the process to move forward.

The proposed changes affecting the final plat is simply updating the ordinance to reflect current practices. Staff no longer needs six paper copies of the final plat. Rather, one reproducible mylar is needed for required signatures and filing with the Register of Deeds. A copy of the filed plat is provided to Community Development and scanned for our records. The electronic copy of the CAD file is provided by the engineer/surveyor for insertion into the City's parcel layer.

Recommendation:

The Development Review Team (DRT) recommends approval of the ordinance amendment.

Attachments:

Notice

Memo

Ordinance - Marked Up

Ordinance - Clean