

Brookings City Planning Commission

2016 Annual Report

PURPOSE

The City Planning Commission was created, as required by SDCL 11-4-11 and 11-6-2, on December 1, 1961. Its primary function is to promote the health, safety, and general welfare of the municipality. In the broad sense, its duties include proposing a comprehensive plan for the physical development of the municipality. The Zoning Ordinance and Subdivision Ordinance are the primary tools for accomplishing the goals, objectives, and policies set forth in the comprehensive plan.

PROGRAMS AND SERVICES

The City Planning Commission makes recommendations to the governing body regarding various land use issues. Specifically, the Commission receives applications for zone classification changes, planned development districts, preliminary and final plats, street vacations, annexations, I-1R site plans and conditional use permits. After careful review of each proposal, the Commission makes a recommendation for approval or denial, with or without amendment, to the governing body.

PERFORMANCE MEASUREMENT

The Planning Commission is required, by ordinance, to hold at least one regular meeting every three months. The Commission held 12 regular monthly meetings in 2016 and reviewed a total of 67 projects.

The following actions were received and recommended for approval or denial:

- Final Plats – 21 plats involving 144 residential lots; 6 plats involving 17 business/industrial lots; and 7 plats for rights-of-way extensions only
- Preliminary Plats – 6 preliminary plats proposing 212 residential lots and one proposing 6 business/industrial lots
- Rezoning Requests – 15 land use classification changes; three to a Planned Development District, eight to residential districts, three to industrial districts, and one to a business district
- Amendments – two zoning ordinance amendments which created the R-1D District and revised the definition of agriculture
- Conditional Uses – three requests; one for outdoor sales in an industrial district, one for a counseling office in a residential district, and one for a commercial dog kennel in an agricultural district
- Final Development Plans – two plans were submitted; both for a mixed residential/business use development

- Miscellaneous requests
 - ◆ 2 – Major and minor amendments to a planned development district
 - ◆ 2 – Annexations
 - ◆ 1 – Street vacation
 - ◆ 1 – Sketch Plat
 - ◆ 1 – Amendment to Street Plan

- Planning Discussions
 - ◆ Small lot and house development
 - ◆ Comprehensive Master Plan Advisory Committee
 - ◆ Extension of 15th Street South through Americana Addition
 - ◆ Discussion on holding additional Planning Commission Meetings
 - ◆ Secondary access requirements

EXPENDITURE REPORT

Funding and staff time associated with the Planning Commission was budgeted through the Community Development Department in 2016.

PROPOSED GOALS AND OBJECTIVES FOR 2017:

- Propose secondary access requirements for residential subdivisions
- Review landscaping requirements and greenspace criteria for multifamily
- Review parking requirements for R-3 district taking into account previous studies
- Comprehensive Plan update
- Review Joint Jurisdiction Area future land use options with Brookings County

TOPICS FOR FUTURE DISCUSSION:

- Joint Jurisdiction Area process and statutory requirements
- Landscaping and greenspace requirements

NEEDS:

- Planning Commission training focused on the roles and responsibilities