

Brookings City Planning Commission 2017 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 MEASUREMENTS

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 2017 and reviewed a total of 69 projects.

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

- Final Plats – 27 plats involving 98 residential lots; 5 plats involving 9 business/industrial lots; and 3 plats for rights-of-way extensions only
- Preliminary Plats – Eight (8) preliminary plats proposing 238 residential lots
- Rezoning Requests – 12 land use classification changes; two (2) to a Planned Development District, six (6) to residential districts, and four (4) to a business district
- Amendments – Eight (8) amendments pertaining to the following:
 - Wholesale trade and storage yard as a conditional use in the B-3
 - Accessory building locations
 - Secondary access provision in Subdivision Regulations
 - Wireless communication facilities
 - Front yard definition
 - Landscaping regulations
 - Fences, walls, and hedges
 - Intersection safety zones
- Conditional Uses – three (3) requests; two (2) for outdoor storage yards in a B-3 District, one (1) for a brewpub in a PDD/B-1 District

- Final Development Plans – one (1) plan was submitted for a mixed residential/business use development
- Miscellaneous requests
 - 1 – Minor amendments to a planned development district
 - 1 – Street vacation
- Planning Discussions
 - Secondary Access Requirements
 - Greenspace Requirements
 - Landscaping Ordinance
 - Comprehensive Master Plan Advisory Committee Updates
 - Training

EXPENDITURE REPORT

Funding and staff time associated with the Planning Commission was budgeted through the Community Development Department in 2017.

GOALS AND OBJECTIVES FOR 2017

- Address secondary access requirements for residential subdivisions
- Review landscaping requirements and criteria for apartments
- Comprehensive Plan update
- Others as desired by the Planning Commission

PROPOSED GOALS AND OBJECTIVES FOR 2018

- Adopt revised Comprehensive Plan
- Identify and revise ordinances for consistency with the Comprehensive Plan
- Make significant progress on the Joint Jurisdiction Committee and receive progress reports to the Planning Commission
- Conduct residential parking study and research parking requirements
- Monitor impacts of recently adopted Landscaping Ordinance
- Training

UNMET NEEDS

None