

Community Development Department 2017 Annual Report

PURPOSE

The mission of the Community Development Department is to protect and preserve the public health, safety and general welfare; and, to improve upon the quality of life for all Brookings neighborhoods and businesses. This is accomplished through the administration of planning, zoning, code enforcement and housing inspections.

PERSONNEL

The Community Development Department is comprised of four staff; Director, City Planner, and two Code Enforcement Officers.

PROGRAMS AND SERVICES

Planning and Zoning

Planning and Zoning services are a function of the Community Development Department. During 2017, the planning and zoning staff assisted numerous residents with general questions. Staff also processed numerous planning and zoning requests, which are summarized as follows:

	2011	2012	2013	2014	2015	2016	2017
Preliminary Plat (residential)	24	0	230	6	475	212	238
Final Plat (residential)	39	69	75	25	122	144	98
Conditional Use	5	4	6	1	2	3	3
ZURP	12	11	9	2	5	8	17
Rezoning	8	6	9	16	4	15	12
Variances	43	35	31	39	35	55	52
Sign Permits	39	74	61	50	57	64	38
Annexation (acres)	44.5	133.5	38.2	28.1	80	1.27	0

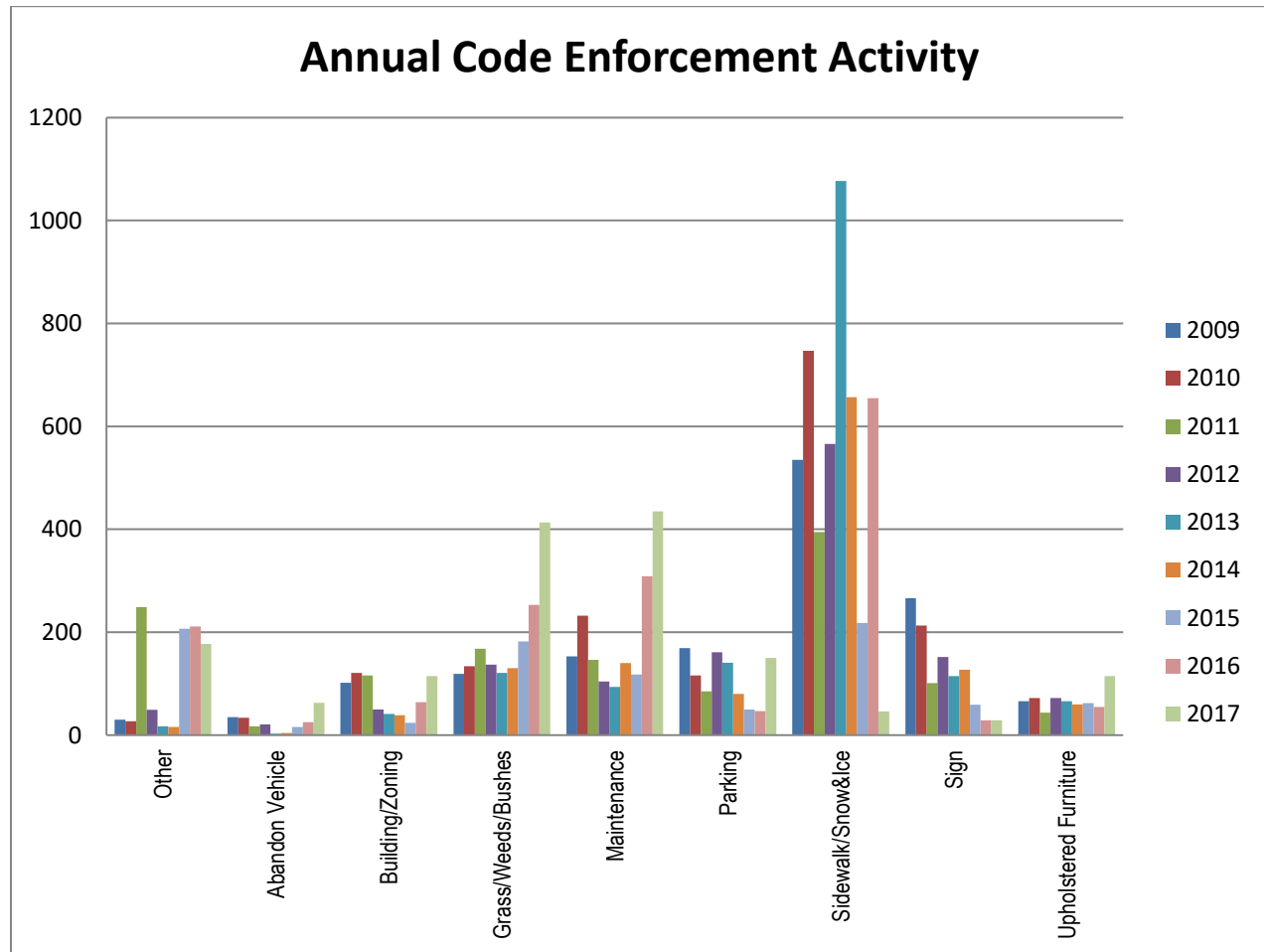
Staff also provided technical assistance to the Planning Commission in drafting amendments to the zoning ordinance. Staff provided support to the Brookings Affordable Housing Task Force and Comprehensive Master Plan Advisory Committee.

Rental Inspection Program and Code Enforcement:

The Code Enforcement program entails proactive enforcement for snow, grass and weeds, signs, front yard parking, maintenance, and other code violations. The staff proactively canvassed the City in 2017 performing these inspections. The program also entails having the code enforcement staff inspect all rental housing units, with the exception of rental units in the Central Business District which will continue to be inspected by the Fire Department.

The rental inspection and code enforcement programs were administered under the general supervision of the Community Development Director in 2017. Inspections were tracked during

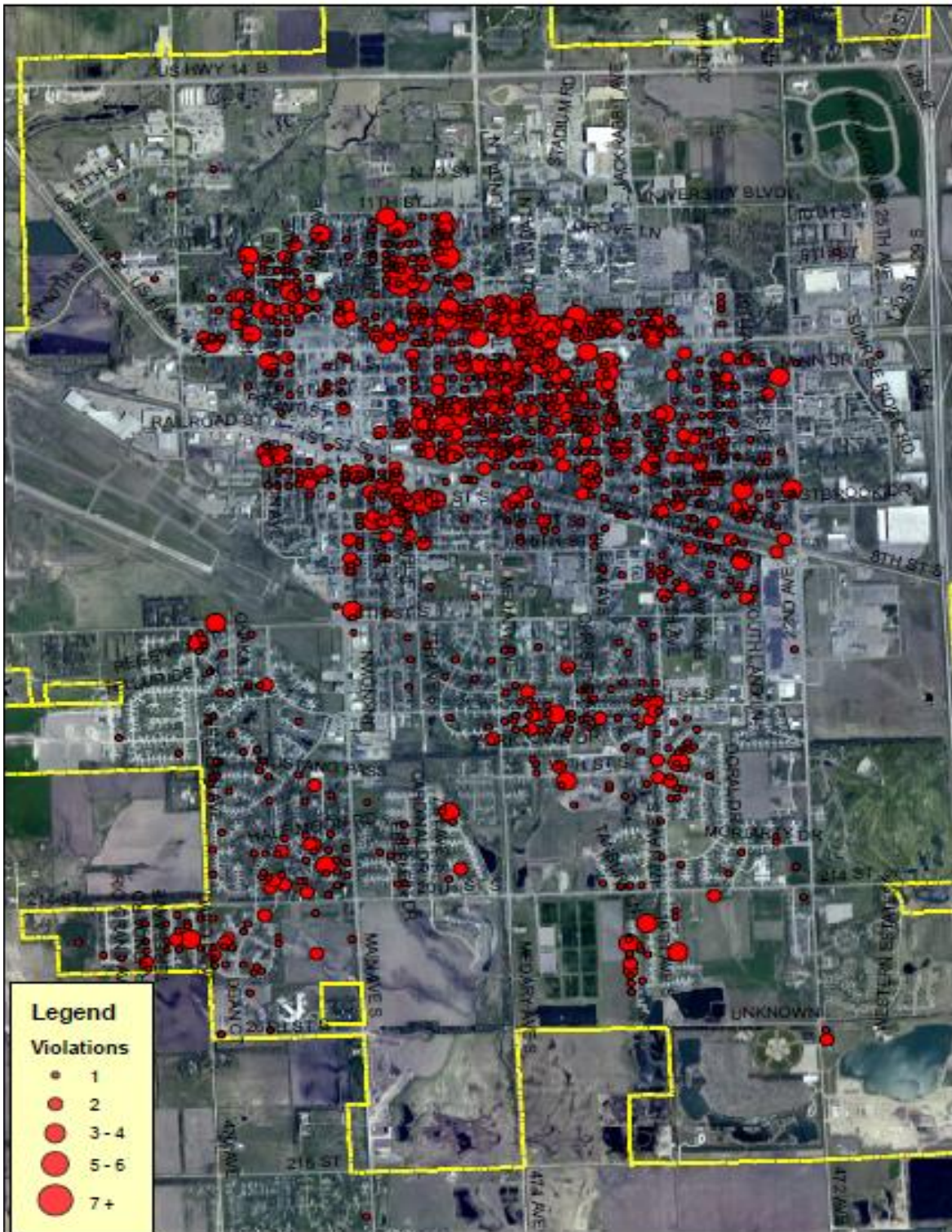
2017, and the annual activity is listed below. The below figures do not include code inspections performed by the building or zoning administrators:

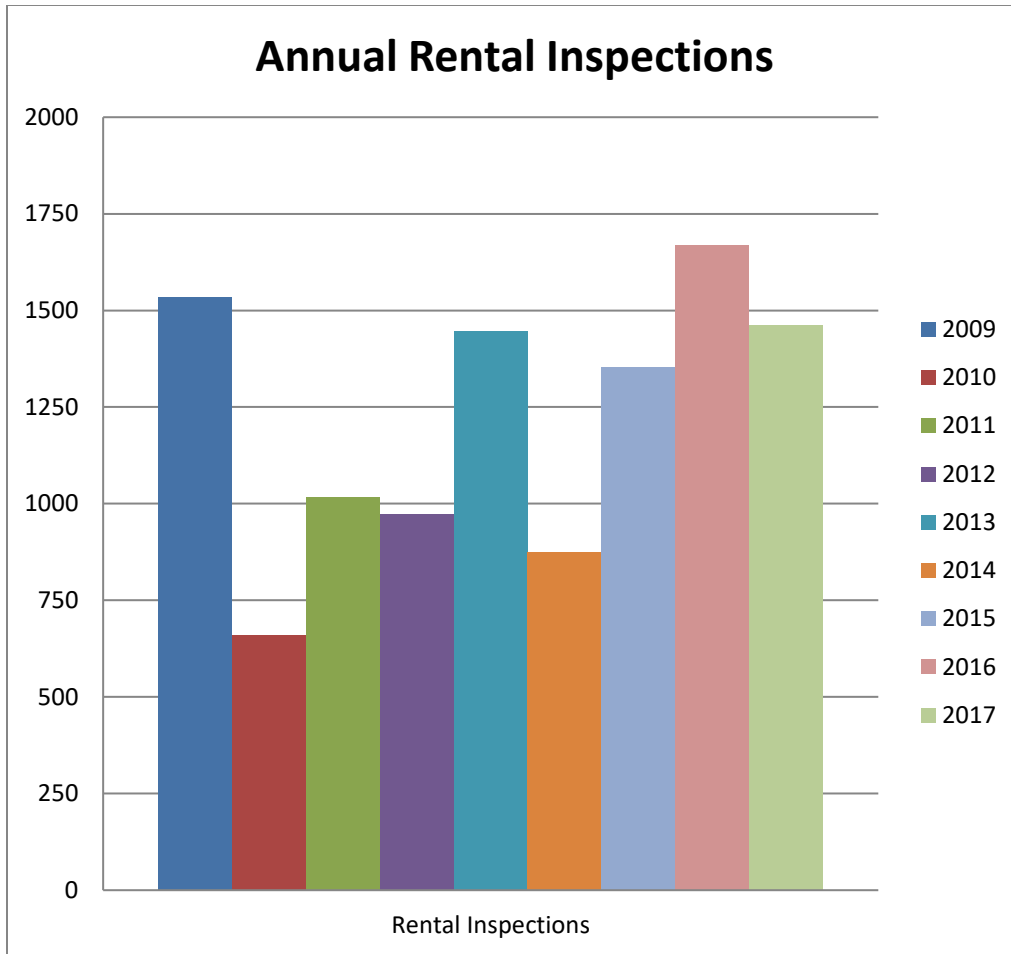


Overall code violations decreased 6.4% from 2016, with a total of 1,543 violations. The decrease in code violations is attributed to a 93% decrease in snow and ice on sidewalks violations due to the mild winter weather experienced during the months of January, February, and December. Sidewalk maintenance violations increased by 41% while vegetation related issues increased by 63% during 2017. Staff obtained 99% voluntary compliance in 2017 on code violations. The remaining violations primarily involved snow and ice on sidewalks and a few yard maintenance items, in which case, the properties are brought into compliance and assessed by the City. A key component of the Code Enforcement program is the annual city-wide Spring Cleanup. This program provides an opportunity for property owners to discard unwanted items on the curb for free pickup by city staff.

Community Development began utilizing Code and Contact Management software for Code Enforcement in the summer of 2014. Data is collected and mapped utilizing GIS to provide a spatial analysis of where violations were occurring. Continuous monitoring of location data will help identify trends and resources can be directed towards alleviating potential problem areas.

2017 Code Violations





Code Enforcement Officers inspected 1,461 rental units in 2017 as part of the rental housing inspection program. Rental units are inspected and licensed for a four year period.

Projects

Community Development staff provided assistance to city departments for a variety of projects. The summary of projects is as follows:

Comprehensive Plan Update

The City Council created the Comprehensive Master Plan Advisory Committee in January 2016 to assist the City in drafting a Request for Proposals for hiring a planning consultant to update the comprehensive plan for the City of Brookings. The consulting firm of RDG Planning & Design began work on the comprehensive plan update in January and continued throughout 2017 meeting monthly with the Comprehensive Master Plan Advisory Committee in addition to holding small group focus meetings, public open houses, and a design charrette. The Comprehensive Plan update will be completed in 2018.

Brookings Affordable Housing Task Force

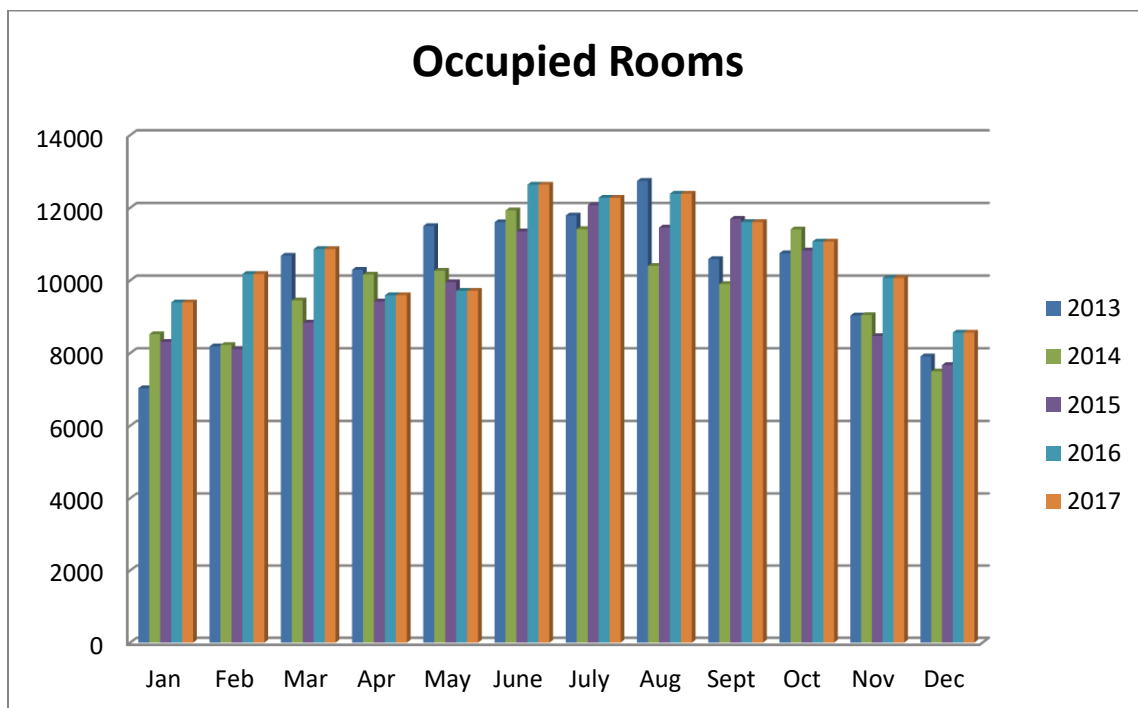
The City Council created the Brookings Affordable Housing Task Force in January 2016 to advise the City on housing related issues, help advance the creation and availability of affordable housing for middle and low income residents, and explore/identify potential incentives for the creation of affordably priced single family dwellings and affordable rental units. The committee met six times in 2017 and presented a report of their work to the City Council in October. Staff provided support to the committee.

Joint Jurisdiction Zoning Committee

Brookings City and County created a Joint Jurisdiction Committee to review and update the Brookings City and County Joint Jurisdiction Zoning Ordinance. The Committee began reviewing the current Joint Jurisdiction Zoning Ordinance in October 2017 and met monthly to identify the future boundary of the Joint Jurisdiction Area. The Committee will continue reviewing the zoning ordinance and provide a recommendation to the respective City and County Planning Commission's for changes to the Joint Jurisdiction Ordinance.

Business Improvement District #1

Staff provided research and support for the Business Improvement District #1 Board of Directors. The Board met one time in 2017 to review 2016 progress and prepare a budget recommendation to the City Council for implementing the plan of improvements in the district. Finance Department is responsible for collection of the occupational tax on occupied hotel rooms, while Community Development staff is tracking occupancy to establish baselines for future trending.



For the calendar year 2017, hotels reported a 53% occupancy rate, a decrease of 7% from 2016. June was the strongest month with a 63% occupancy rate. Weekend stays continue to dominate the occupancy. For purposes of the Business Improvement District #1 reporting, occupied rooms are categorized as normal, complimentary, or extended stay. Complimentary rooms are offered by the hotels free of charge and are not subject to the occupational tax. Extended stay rooms are exempt from the occupational tax if the room is occupied by the individual for a period of 28 consecutive days or longer. All other occupied rooms are characterized as normal. Extended stays accounted for 7% and complimentary rooms 1% of the total occupied rooms during the reporting period.

Research & Technology Center

Staff assist in the marketing and leasing of the Research and Technology Center. Occupancy rates declined during 2017 with 65% of the leasable space occupied.