

COMMUNITY DEVELOPMENT DEPARTMENT

2015 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, Planning Zoning and Housing Administrator, and two Code Enforcement Officers.

PROGRAMS AND SERVICES:

Planning and Zoning

Planning and Zoning services are a function of the Community Development Department. During 2015, the planning and zoning staff assisted numerous residents with general questions. Staff also processed numerous planning and zoning requests, which are summarized as follows:

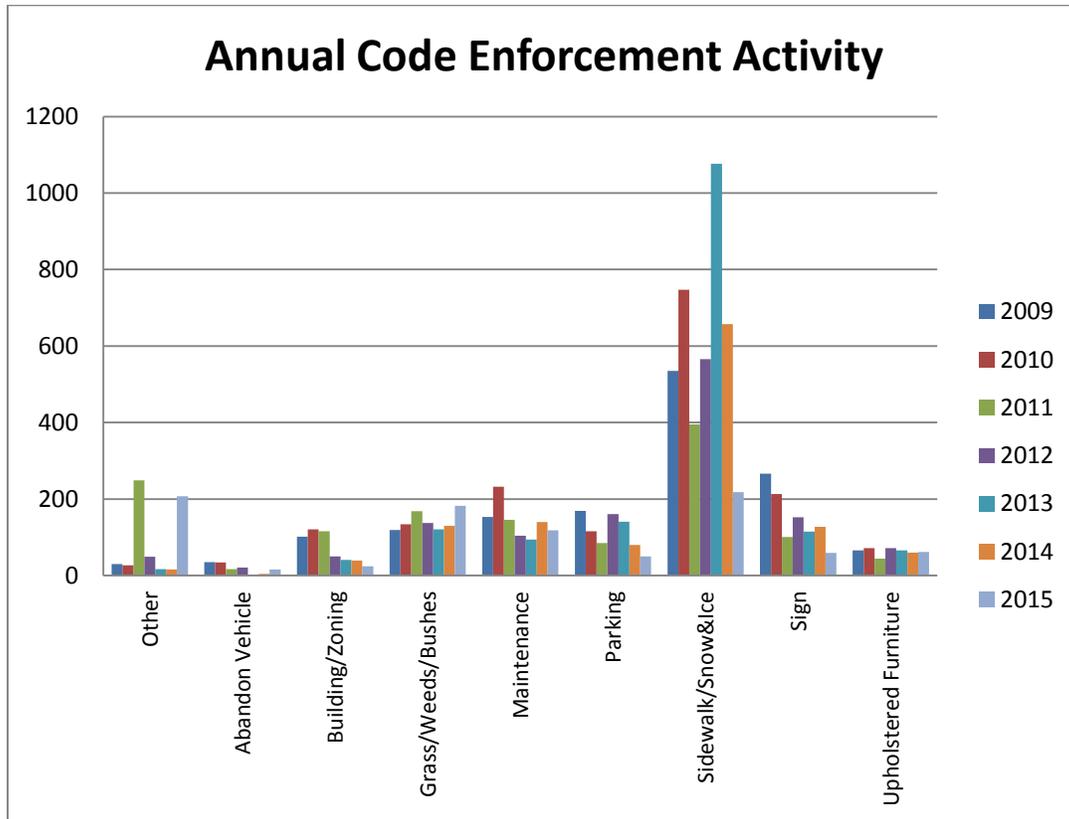
	2009	2010	2011	2012	2013	2014	2015
Preliminary Plat (residential)	16	193	24	0	230	6	475
Final Plat (residential)	137	28	39	69	75	25	122
Conditional Use	7	8	5	4	6	1	2
ZURP	1	9	12	11	9	2	5
Rezoning	7	4	8	6	9	16	4
Variances	41	33	43	35	31	39	35
Sign Permits	104	46	39	74	61	50	57
Annexation (acres)	----	83	44.5	133.5	38.2	28.1	80

Staff also provided technical assistance to the Planning Commission in drafting various amendments to the zoning ordinance and comprehensive plan. The Planning Commission reviewed each section of the Vision 2020 Comprehensive Plan and received updated information from departments, entities and organizations with expertise in the particular areas of review.

Rental Inspection Program and Code Enforcement:

The Code Enforcement program entails proactive enforcement for snow, grass & weeds, signs, front yard parking, maintenance, and other code violations. The staff proactively canvassed the City in 2015 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.

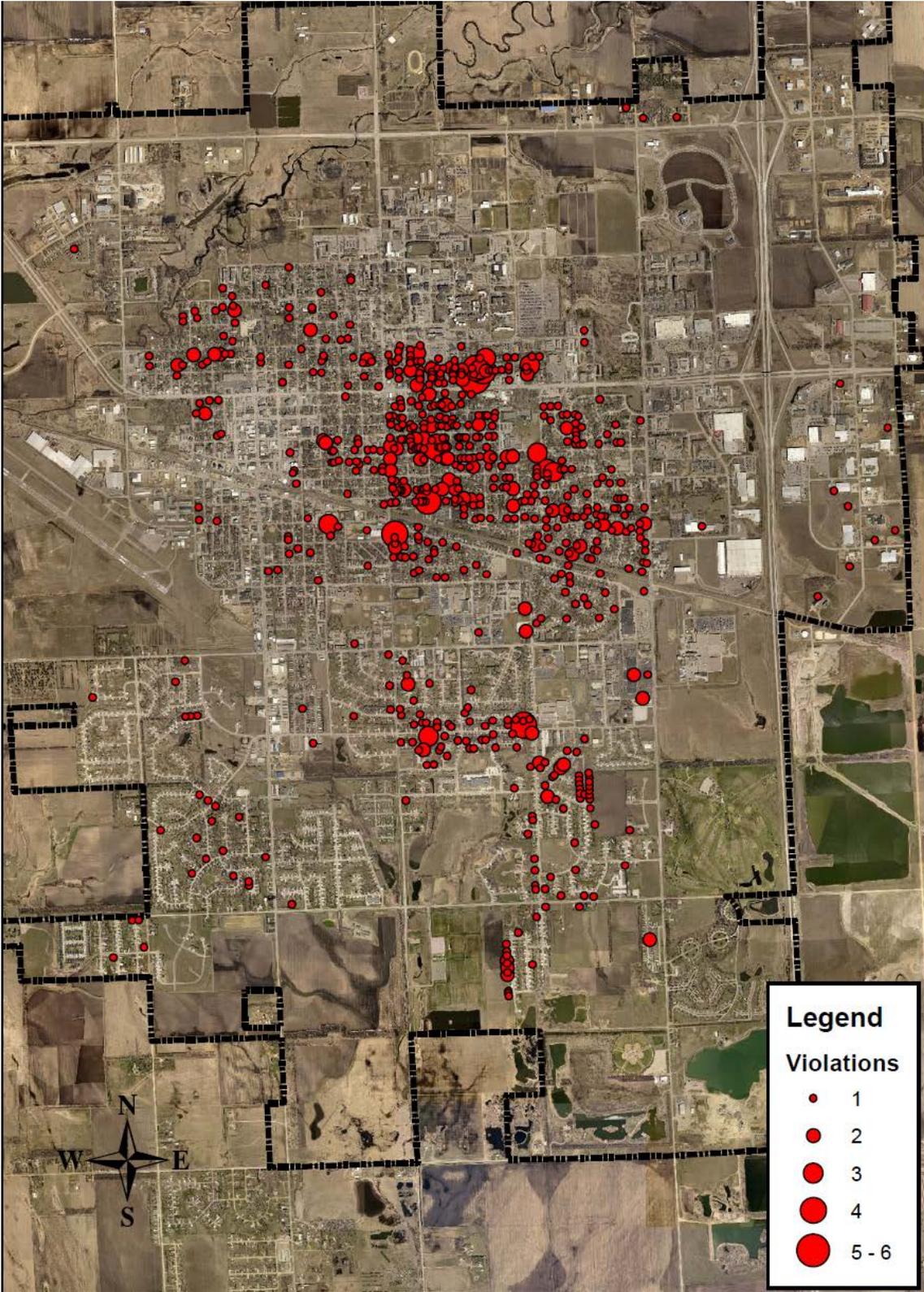
The rental inspection and code enforcement programs were administered under the general supervision of the Community Development Director in 2015. Inspections were tracked during 2015, and the annual activity is listed below. The below figures do not include code inspections performed by the building or zoning administrators:

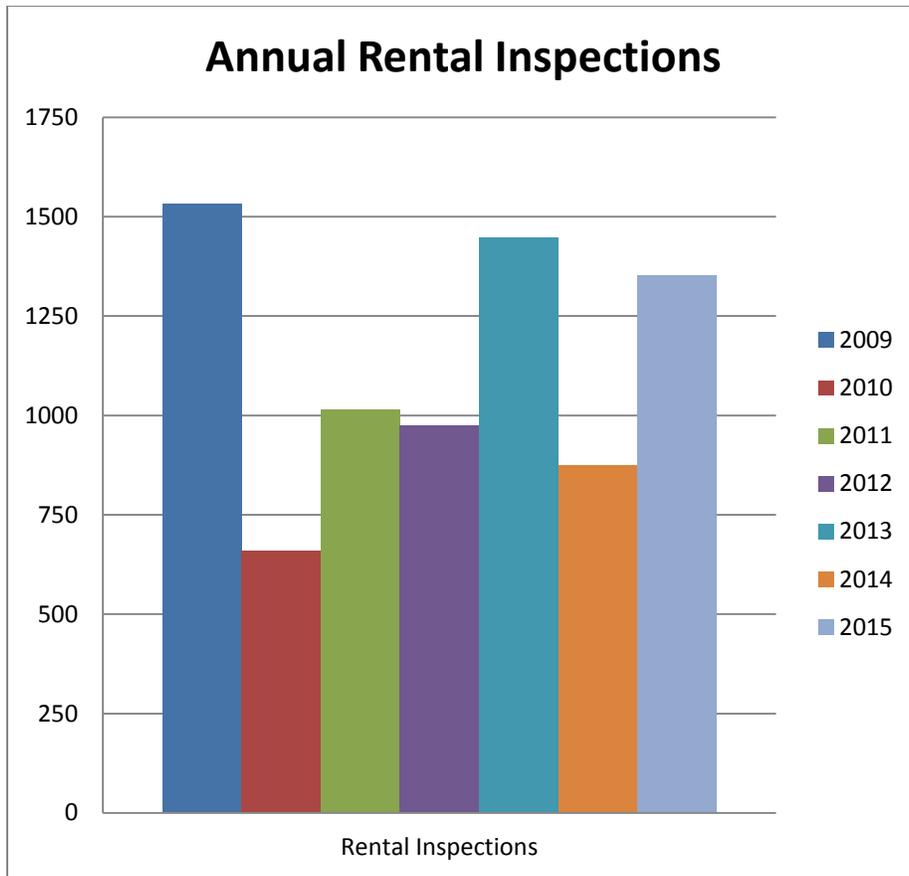


Overall code violations decreased 24% from 2014, with a total of 936 violations. The decrease in code violations is attributed to snow and ice on sidewalks as the number of violations decreased by 439. The Other category experienced a significant percentage increase in the number of violations, which is attributed to an operational change in another department. The majority of the violations in this category involved deposit of tree branches in the right-of-way. In 2015, the Solid Waste Collection Department stopped picking up branches set out by property owners in the boulevard. Advertising, public service announcements, and staff interactions have led to 100% voluntary compliance on these violations. Staff obtained 98% voluntary compliance in 2014 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. The first full year of data collection occurred in 2015 and the data was exported 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.





Code Enforcement Officers inspected 1,352 rental units in 2015 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:

Main Avenue South Project.

Staff assisted City Engineer with project administration of the street and infrastructure improvements serving Dakota Prairie Elementary School and adjacent undeveloped areas. Numerous meetings were held with consulting engineers and landowners to complete punch list items and close out the project.

6th Street Reconstruction Project.

Staff participated in numerous landowner meetings during the planning and design phase of the 6th Street Reconstruction from 22nd Avenue to 34th Avenue to discuss questions and concerns with landowners and DOT personnel. Staff worked with DOT engineers on bridge and lighting design concepts and utilized the services of Confluence, a landscape architect firm, for

the 6th Street median design. Final plan review for the 6th Street project is scheduled for February 2016 with a bid opening scheduled for mid-summer 2016.

20th Street South Interstate Access Study.

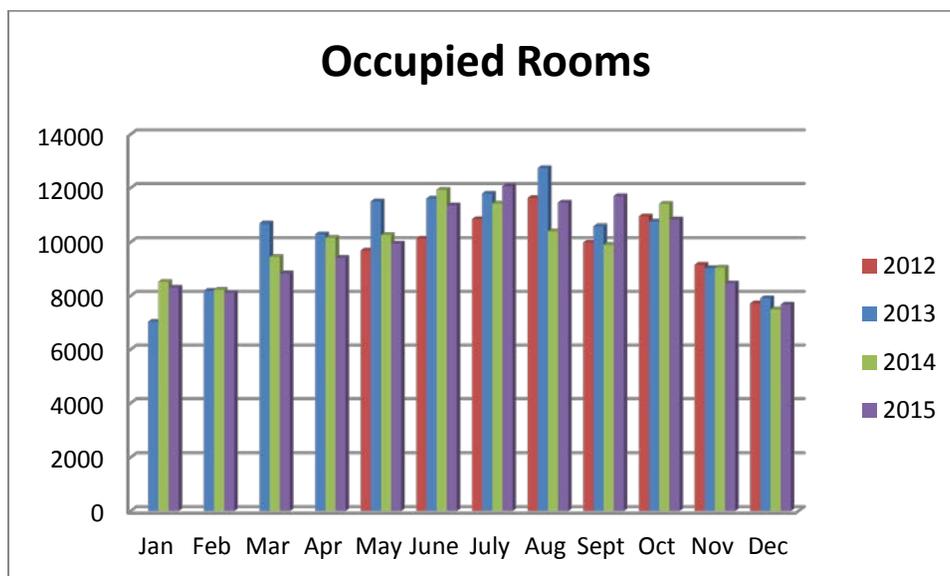
HDR Engineering was selected by the City to perform a study of an interchange at 20th Street South. Staff participated in numerous meetings with consultants, DOT, and Federal Highway Administration to finalize the Methods and Assumptions document, which lists procedures and input data necessary for the study. Staff provide updated future land use projections and traffic counts to the consultants to aid in traffic modeling. Community Development is administering the study with assistance from the Engineering Department.

Industrial Land.

Staff issued a Request for Proposals for a 6.4 acre parcel in the Foster Industrial Park. Three proposals were received in response to the request. Staff is negotiating a development agreement with selected proposal. There are 49.7 acres of undeveloped land remaining in the Foster and Svennes Industrial Parks, 27.07 acres in the Wiese Business Park, and 26.2 acres in the Brookings Marketplace.

Business Improvement District #1.

Staff provided research and support for the Business Improvement District #1 Board of Directors. The Board met one time in 2015 to review 2014 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 2015, hotels reported a 51% occupancy rate, a decrease of 3% over 2014. July was the strongest month with a 59% 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 6% and complimentary rooms 3% of the total occupied rooms during the reporting period.

Research & Technology Center.

Occupancy rates remained stable during 2015 with 80% of the leasable space occupied.