

## Community Development Department 2016 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. The Department hired two new staff members in 2016 due to a staff retirement and promotion to another city department.

### **PROGRAMS AND SERVICES:**

#### Planning and Zoning

Planning and Zoning services are a function of the Community Development Department. During 2016, the planning and zoning staff assisted numerous residents with general questions. Staff also processed numerous planning and zoning requests, which are summarized as follows:

	2010	2011	2012	2013	2014	2015	2016
<b>Preliminary Plat (residential)</b>	193	24	0	230	6	475	212
<b>Final Plat (residential)</b>	28	39	69	75	25	122	144
<b>Conditional Use</b>	8	5	4	6	1	2	3
<b>ZURP</b>	9	12	11	9	2	5	8
<b>Rezoning</b>	4	8	6	9	16	4	15
<b>Variances</b>	33	43	35	31	39	35	55
<b>Sign Permits</b>	46	39	74	61	50	57	64
<b>Annexation (acres)</b>	83	44.5	133.5	38.2	28.1	80	1.27

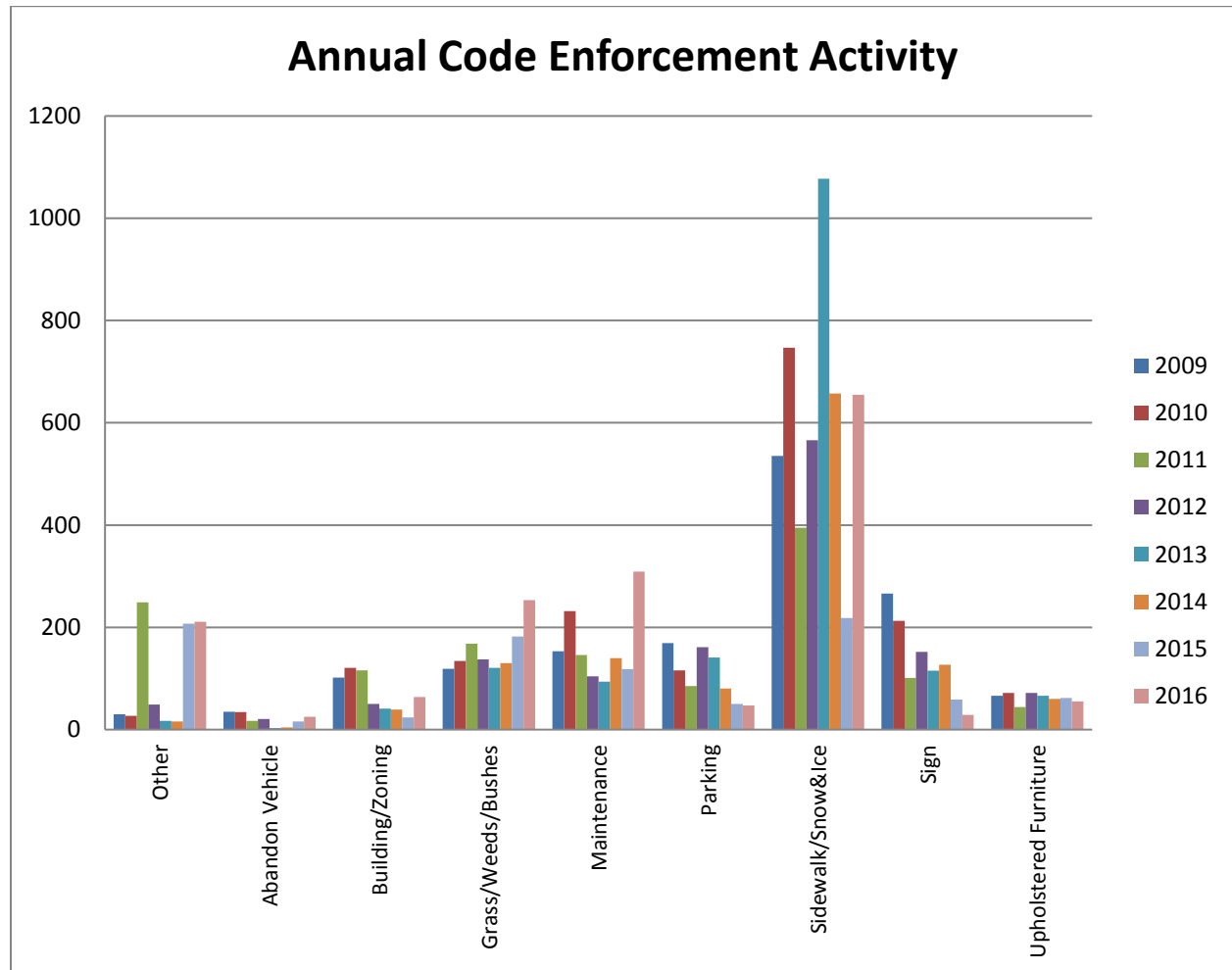
Staff also provided technical assistance to the Planning Commission in drafting amendments to the zoning ordinance. Staff provide support to the Comprehensive Master Plan Advisory Committee in drafting a Request for Proposal for Comprehensive Planning Services, interviewing consultants, and providing a recommendation to the City Manager and City Council.

#### 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 2016 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 2016. Inspections were tracked during

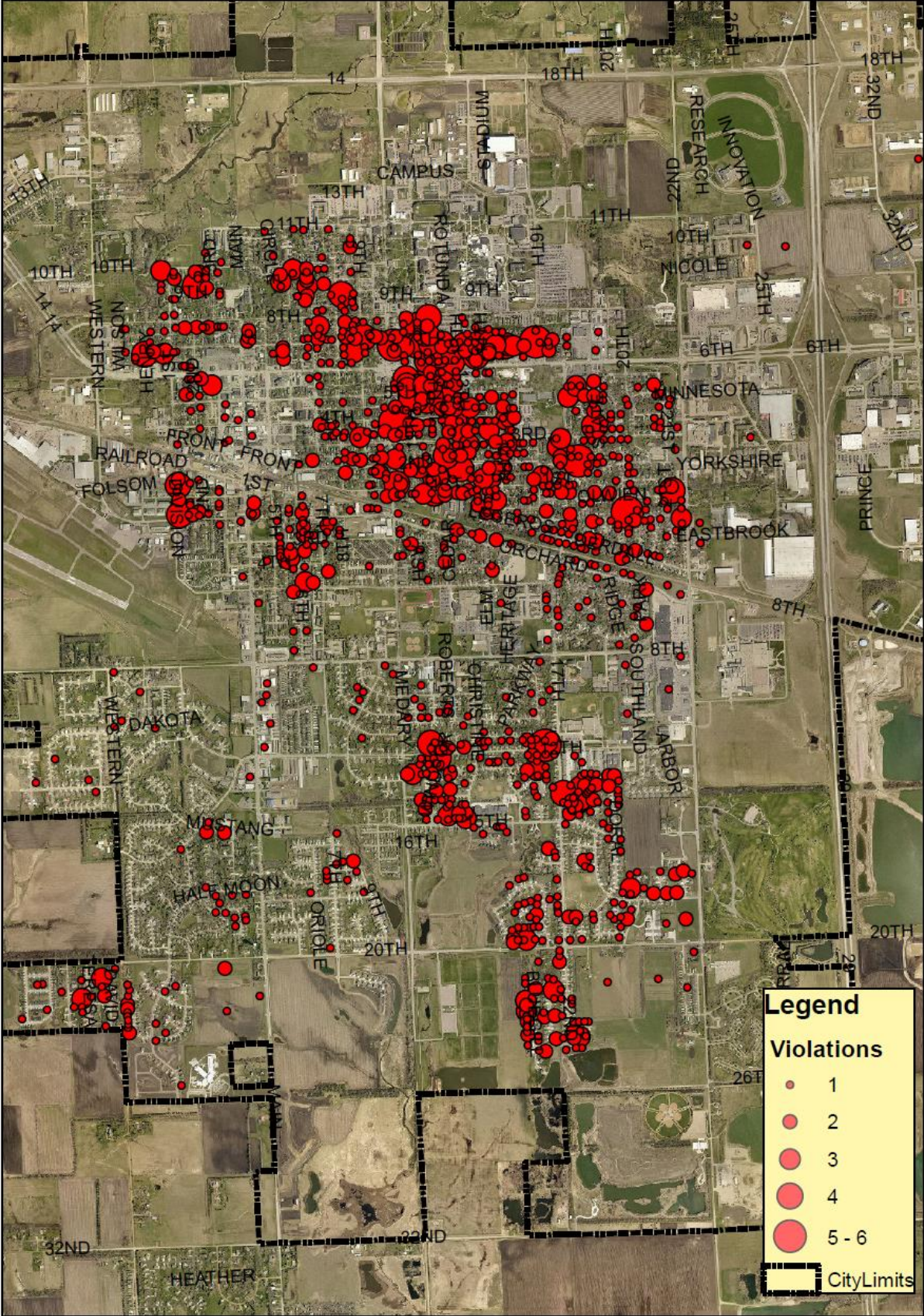
2016, and the annual activity is listed below. The below figures do not include code inspections performed by the building or zoning administrators:

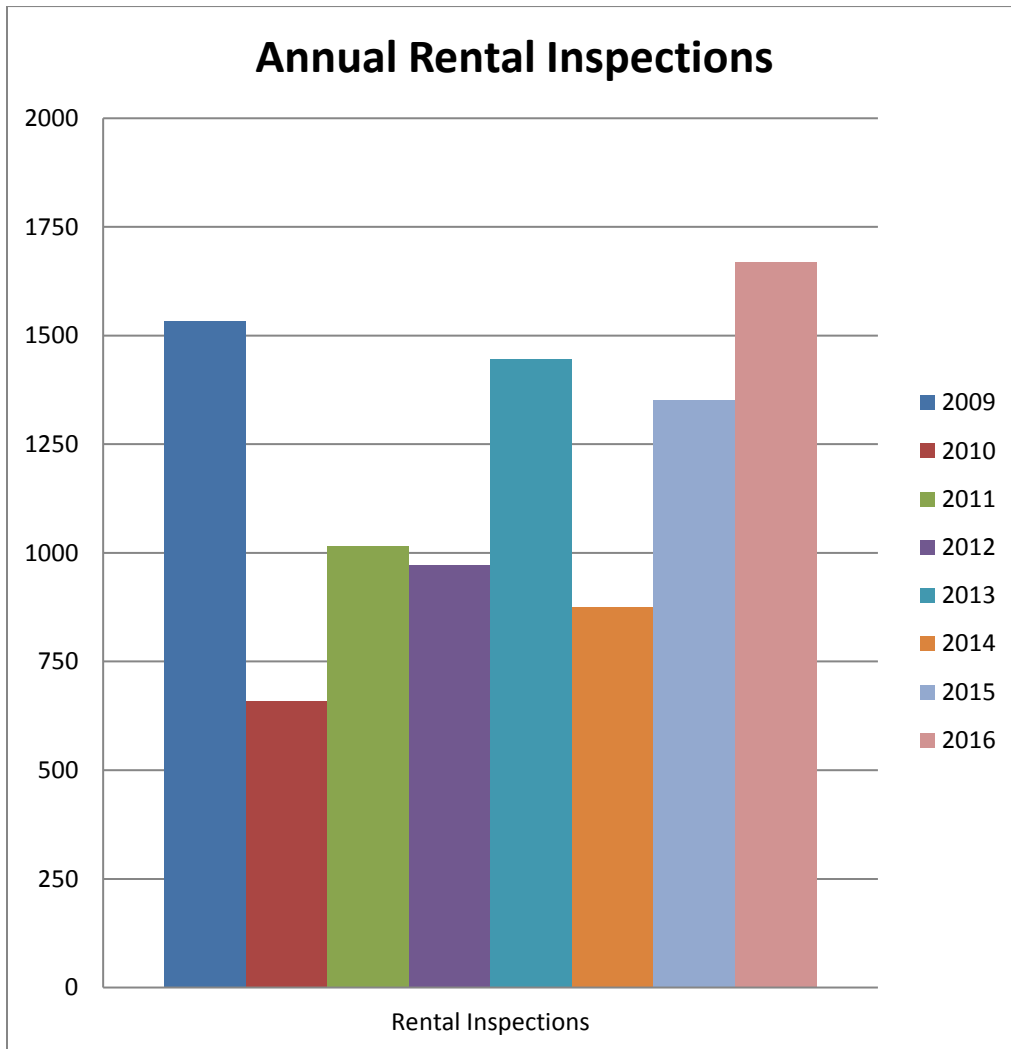


Overall code violations increased 76% from 2015, with a total of 1,648 violations. The increase in code violations is attributed to 67% increase in snow and ice on sidewalks as well as a 62% increase in property maintenance violations. Staff obtained 99% voluntary compliance in 2016 on code violations. 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.

# 2016 Code Violations





Code Enforcement Officers inspected 1,669 rental units in 2016 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:

**20<sup>th</sup> 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 study and present summary of the findings to the City Council. Community Development served as the project manager with assistance from the Engineering Department.

**Comprehensive Master Plan Advisory Committee.**

The City Council created the Comprehensive Master Plan Advisory Committee in January to assist the City is drafting a Request for Proposals for hiring a planning consultant to update the

comprehensive plan for the City of Brookings. Staff provided support to the committee. The committee met nine times between April and November to finalize the RFP, develop criteria to evaluate responses, and evaluation of the proposals. The Committee selected three firms to interview and an interview team consisting of six committee members and four city staff conducted the interviews in December and recommended the selection of RDG Planning & Design to the City Manager.

**Brookings Affordable Housing Task Force.**

The City Council created the Brookings Affordable Housing Task Force in January 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 nine times between February and December. Staff provided support to the committee.

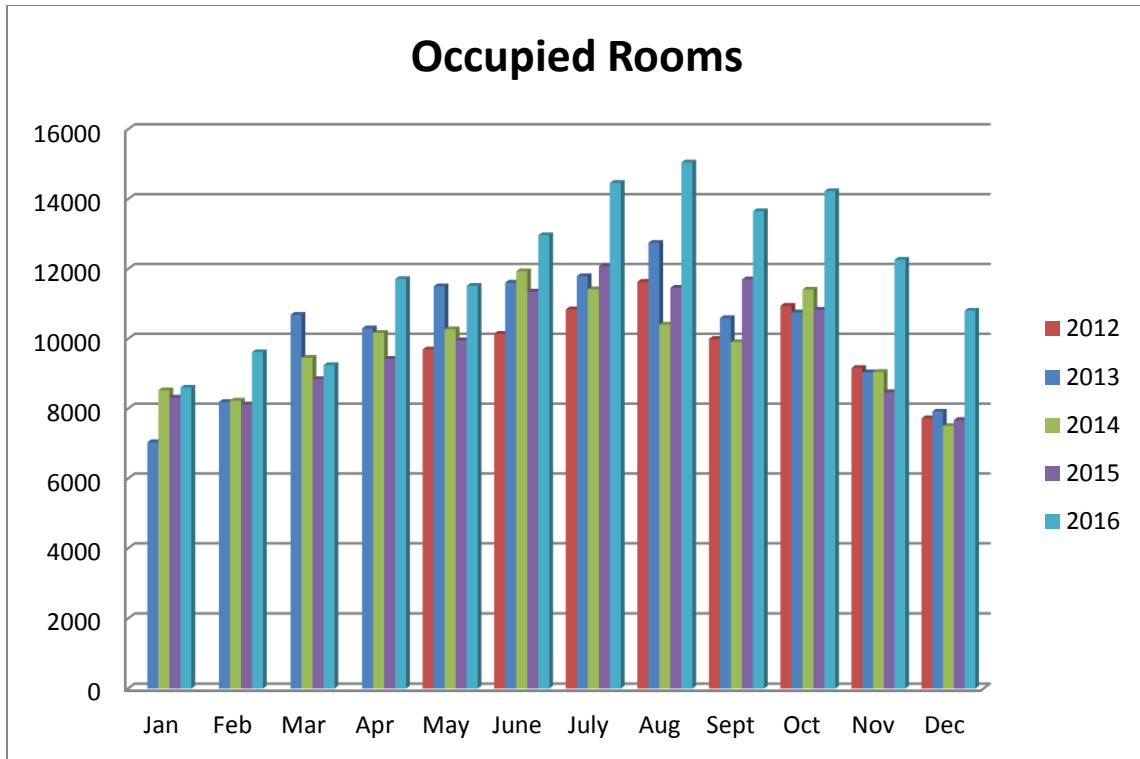
**Industrial Land.**

The final parcel in the Foster Industrial Park was sold and the developer subdivided the 6.4 acres into six lots and four businesses built buildings on the land in 2016. There are 26.2 acres of undeveloped land remaining in the Svennes Industrial Park and 27.07 acres in the Wiese Business Park.

Staff issued a Request for Proposal for the Brookings Marketplace property. Four responses were received and City Council selected the proposal from Bender Commercial to negotiate a development agreement. Staff negotiated with Bender Commercial on the terms and conditions of a development agreement and presented the development agreement to the City Council for approval.

**Business Improvement District #1.**

Staff provided research and support for the Business Improvement District #1 Board of Directors. The Board met one time in 2016 to review 2015 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 2016, hotels reported a 60% occupancy rate, an increase of 9% over 2015. August was the strongest month with a 74% 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 8% and complimentary rooms 1% of the total occupied rooms during the reporting period.

**Research & Technology Center.**

Occupancy rates remained stable during 2016 with 80% of the leasable space occupied.