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### **January 18<sup>th</sup>, 2018 Work Session Minutes**

Brookings County Planning & Zoning Commission  
January 18th, 2018 – 7:00 PM  
Brookings City & County Government Center  
310 Chambers

Chair Rochel called the work session meeting to order at 7:05 PM  
Commission members present were: Kimberly Elenkiwich, Michael McHugh  
Darrell Nelson, Darrel Kleinjan, Michael Vande Weerd, Terrell Spence and  
Randy Jensen. Also present was Jeff Robbins-2017 board member and Luke  
Muller from First District of Local Governments. Absent were: Lee Ann Pierce  
and alternate board members Tom Davis and Roger Erickson.

Chair Rochel read **agenda item #1**: Work Session/Discussion on updating  
Brookings County Zoning Ordinance Articles: Article 12:00 Commercial/Industrial  
District to be known as Chapter 4.02 Commercial/Industrial Districts, Article  
13:00 Lake/Park District to be known as Chapter 4.03 "LP" Lake/Park Districts,  
Article 14:00 Natural Resources to be known as Chapter 4.04 Natural Resource  
Districts, Article 15:00 Flood Damage Prevention to be known as Chapter 4.05  
Flood Damage Prevention, Article 16:00 Aquifer Protection to be known as  
Chapter 4.06 Aquifer Protection and Article VI Administration - Chapter 6.05.  
Procedures for Conditional Uses, Variances, and Zoning Amendments: Section  
6.05.01 Powers and Jurisdiction Relating to Conditional Uses item number 10  
(ten).

Chair Rochel turned the work session meeting over to Mr. Haugen. Mr.  
Haugen instructed the board members to refer to their December packet of  
materials and copies of comparison handouts.

Mr. Haugen then began the review of the Commercial/Industrial (Chapter  
4.02) portion and noted that board members Darrel Kleinjan, Robert Rochel and  
Terrell Spence had been involved with the initial review of that section. Mr.  
Haugen identified the key when reviewing the various Articles – Black was  
original/existing wording, red was additional, and blue strikethrough was  
removed. Mr. Hill and Luke Muller added input and recommendations to various  
portions of the section under review.

Mr. Haugen then moved to review of the Lake/Park District (Chapter 4.03)  
section and reminded board members of the color coding (Black-existing, Red-

new and Blue strikethrough-removed). He then acknowledged that past board member Jeff Robbins was present for the work session as he was a member of the subcommittee that had reviewed the Lake/Park portion. He noted that the other members (Lee Ann Pierce and Roger Erickson) were not able to be in attendance at the work session. Board members, Mr. Robbins, Mr. Haugen and Mr. Muller discussed, reviewed and made changes as viewed appropriate to the section. Following the ending of the portions review Mr. Robbins left the work session.

Mr. Hill moved the discussion to the Natural Resource Districts (Chapter 4.04). He noted it was a small section and that Mr. Jay Gilbertson had also reviewed. Hearing no questions or discussions Mr. Hill moved on to Flood Damage Prevention (Chapter 4.05) and noted it was reviewed by the Federal Emergency Management Agency, Region VIII out of Denver, CO and the State Flood Plain Manager from Pierre, South Dakota. Discussion then was moved by Mr. Hill to the Aquifer Protection (Chapter 4.06) portion. He noted that Jay Gilbertson of East Dakota Water Development had reviewed the Chapter and advised of some changes and additions. Once discussion was finished Mr. Hill then turned the work session back to Chair Rochel.

Chair Rochel then turned the work session over to Mr. Haugen. Mr. Haugen noted the County Commission had turned the Administrative Section – Article VI back to the planning and zoning commission to get their interpretation of the transferability of Conditional Use Permits (Section 6.05.01 Powers and Jurisdiction item #10). The board discussed and noted concerns with the County Commission’s amended version. Mr. Hill noted the concerns expressed during the meeting were recorded and notes had been taken. Consensus was to use originally submitted wording of #10 with the addition wording added. It would read: *10. A conditional use permit is transferable, subject to the new permittee signing a letter agreeing to the same terms of the previously issued letter(s) of assurance/Findings of Facts.* Mr. Hill and Mr. Haugen reminded the board a public hearing would again need take place on this portion of the Ordinance.

Chair Rochel asked for a motion to adjourn. Michael VandeWeerd made a motion to adjourn the meeting. Darrel Kleinjan second. Chair Rochel adjourned the meeting 8:57 PM.

Rae Lynn Maher  
Brookings County  
Development Department.