

BROOKINGS COUNTY PLANNING & ZONING COMMISSION

**BROOKINGS CITY & COUNTY GOVERNMENT CENTER
520 3rd St, 310 Chambers, Brookings, SD 57006**

DECEMBER 5, 2023 WORK SESSION AGENDA

1. **Call to Order - 7:00 PM on Tuesday, December 5, 2023**
2. **Approval of Minutes.**
Documents:

[MINUTES-Nov 7, 2023 PZ Minutes DRAFT 11-15-2023.pdf](#)
3. **Items to be Added to Agenda by Commission Members or Staff**
4. **Invitation for Citizens to Schedule Time on the Commission Agenda for an Item Not Listed**
*Anyone wanting to speak during this agenda item much sign in prior to the start of the meeting. Any requested action items much be scheduled for a future meeting date.
(Time limited to 5-minutes per person to address the commission.)*
5. **Disclosure of Conflicts of Interest: Relationship(s) to Applicant; or Ex Parte Communication**
6. **Approval of Agenda**
7. **Convene as Brookings County Planning and Zoning Commission**
8. **Work Session/Discussion on updating the Brookings County Ordinance.**
9. **Zoning Board Training Session by Luke Muller from First District Association of Local Governments.**
10. **Department Reports**
11. **Adjourn**
12. **Public Notices**

Brookings County Zoning Office * Brookings City & County Government Center * 520 3rd Street, Suite 200 * (605) 696-8350 * www.brookingscountysd.gov

BROOKINGS COUNTY PLANNING & ZONING COMMISSION
MINUTES OF NOVEMBER 7, 2023 REGULAR PLANNING & ZONING MEETING

The Brookings County Planning & Zoning Commission met at their regular meeting on Tuesday, November 7, 2023. The following members were present: Chad Ford, Mike Bartley, Tim Paulsen, Spencar Diedrich, Darrel Kleinjan, Kyle Vanderwal, Neil Trooien, Brian Gatzke, and Randy Jensen, and alternate Roger Erickson. Absent was Alternate Dale Storhaug. Also present were Deputy Director Richard Haugen, and Senior Planner from First District Association of Local Governments Luke Muller. Absent was County Development Director/Emergency Manager Robert Hill & Rae Lynn Maher.

CALL TO ORDER

Chair Ford called the meeting to order at 7:00 PM

APPROVAL OF MINUTES

(Diedrich/Vanderwal) Motion to approve the October 3, 2023, Meeting Minutes. All present voted aye. **MOTION CARRIED.**

ITEMS TO BE ADDED TO AGENDA BY COMMISSION MEMBERS OR STAFF.

None added.

INVITATION FOR CITIZENS TO SCHEDULE TIME ON AGENDA FOR ITEM NOT LISTED. *Time limited to 5 minutes per person to address the board.*

No one scheduled time to address the board.

DISCLOSURE OF CONFLICTS OF INTEREST

Spencar Diedrich would recuse from vote on 2023cu014.

APPROVAL OF AGENDA

(Vanderwal/Paulson) Motion to approve the agenda for the November 7, 2023 Meeting. All present voted aye. **MOTION CARRIED.**

CONVENE AS BROOKINGS COUNTY PLANNING & ZONING COMMISSION

CONSIDERATION OF PLATS

2023PLAT018

For property described as "Plat of Lot 1A Grorud Santema Addition, in the SE1/4 of Section 1, T111N, R49W of the 5th P.M., Brookings County, South Dakota."

Submitted by Emily Trias to plat off 3.6-acre parcel with access to 478th Ave (aka: Brookings Co blacktop road #25), Parcel is currently grassland and trees and is currently being used as part of the Six Mile Creek Golf Course with a grain bin gazebo and a deck. There had been a past agreement with the former landowner with the golf course that allowed for use of the land with the gazebo, but no definite property line boundary. Property had been sold and the area with the gazebo is being platted. The City of White needs to sign the plat, per SDCL 11-3-6, as the platted area adjoins the city limits of White. The Six Mile Creek Golf Course is in White City limits and the 3.6-acre plat may

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be annexed into the City of White. The parcel does not meet the 35-acre requirement, so a residence is not allowed.

(Paulson/Bartley) Motion to approve the plat. Roll call vote: Bartley-aye, Paulson-aye, Diedrich-aye, Kleinjan-aye, Gatzke-aye, Vanderwal-aye, Trooien-aye, Jensen-aye, Ford-aye. 9-aye, 0-nay. **MOTION CARRIED.**

2023PLAT019

For property described as “Plat of Lots 1,2,3, & 4 of Copper Ridge Addition in the NE1/4 of Section 9, T110N, R50W of the 5th P.M., Brookings County, South Dakota.” Submitted by Kyle Rausch, Donovan R. Peterson, and Joel Telkamp to plat their existing properties that are currently described with a footage description. One of the landowners is purchasing some additional property from the other landowner and platting the property is the only way to describe the property due to the irregular shapes. The property is in the Brookings City/Brookings County Joint Jurisdiction Area and is zoned Agricultural.

(Trooien/Jensen) Motion to approve the plat. Roll call vote: Paulson-aye, Diedrich-aye, Kleinjan-aye, Vanderwal-aye, Gatzke-aye, Trooien-aye, Jensen-aye, Bartley-aye, Ford-aye. 9-aye, 0-nay. **MOTION CARRIED.**

2023PLAT020

For property described as “Plat of Lots 1,2, & 3 of Berkland Addition in the S1/2 of the S1/2 of Section 35, T109N, R51W of the 5th P.M., Brookings County, South Dakota.” Submitted by Arlo Berkland to plat off an existing homestead, farm ground and pasture/grassland with trees into three separate parcels. Lot 1 is the existing farmstead with 41.1 acres, Lot 2 is 87 acres of farm ground and Lot 3 is 35.5 acres of pasture/grassland with some trees. Lots 2 & 3 could be used for future residential building sites as they contain more than the required 35 acres.

(Diedrich/Paulson) Motion to approve the plat. Roll call vote: Diedrich-aye, Vanderwal-aye, Kleinjan-aye, Gatzke-aye, Trooien-aye, Jensen-aye, Bartley-aye, Paulson-aye, Ford-aye. 9-aye, 0-nay. **MOTION CARRIED.**

CONVENE AS BROOKINGS COUNTY BOARD OF ADJUSTMENT

2023VAR011

Application by Mary C Walkes for a variance. Article IV District Requirements: Chapter 4.03 “LP” Lake-Park District: Section 4.03.03. Density, Area and Yard Regulation (Minimum Lake Front). The property is described as: “Lot 28 and the E 20’ of Lot 29 in Marvin Wade’s Subdivision of Govt Lots 1, 2 and 3 in the NE1/4 of Section 6, T112N, R52W (Laketon Township)” ~~ located at 228 S Lake Dr, Arlington, SD 57212.

(Kleinjan/Gatzke) Motion to approve the Variance request.

STAFF REPORT: Applicant is requesting a lake front variance to enclose a 14’ x 28’ post frame carport attached to the west side of their lake cabin. The outer support post of the carport is 25 feet from the highest known water mark, a variance of 50 feet.

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Report noted: 1) Applicant was granted a variance (2020var003) on May 5, 2020, for the carport - building permit #6679 was issued for carport construction. 2) The carport meets the road and side setback requirements and will not block the shoreline view of the adjoining landowners. 3) The property is in the floodplain and the enclosing the carport is considered a non-substantial improvement. 4) Considerations: shape and size of the lot, Lot was originally platted on May 24, 1949. Letters were sent to adjoining landowners, Laketon Township Chairman and Clerk. Public notices were published in the Brookings Register on October 24 & 31, 2023 and the Volga Tribune and Arlington Sun on October 26 & November 2, 2023.

PUBLIC HEARING: Applicant Mary Walkes had nothing to add.

Proponents: None.

Opponents: None.

DISCUSSION: Board member Bartley discussed sheetrock requirement for fire code. Applicant is to follow FEMA Floodplain building guidelines with property being in the floodplain and 5/8" sheetrock required on exterior walls of carport to follow fire code guidelines. Findings of Facts were reviewed, completed by the board, concurred with by Bartley and placed on file.

VOTE: Kleinjan-aye, Vanderwal-aye, Gatzke-aye, Trooien-aye, Jensen-aye, Bartley-aye, Paulson-aye, Diedrich-aye, Ford-aye. 9-aye, 0-nay. **MOTION CARRIED.**

Spencar Diedrich recused himself and Erickson took the seat.

2023CU014

Application by Clark Drew Construction Inc for Brookings Country Club for a conditional use permit. Article IV District Requirements: Chapter 4.03 "LP" Lake-Park District: Section 4.03.02 Conditional Uses Permit # 6: Accessory buildings with a side-wall greater than fourteen (14) feet or more than 2,000 square feet and used accessory buildings greater than 120 square feet. The property is described as: "Govt. Lots 8-9; and Lot "B" of E1/2 SE1/4 of Section 28, T109N, R50W (Medary Township)" ~~ located at 2180 Clubhouse Dr, Brookings, SD 57006.

(Vanderwal/Gatzke) Motion to approve the Conditional Use.

STAFF REPORT: The applicant is requesting a conditional use permit in the Lake-Park District to build an accessory building 40' wide x 120' long with a 16' sidewall (4,800 sq. ft.). The report also noted: 1) The proposed structure would be used for storage of mowers and equipment used for upkeep of the golf course and replace an existing 40' wide x 99' long with 12' sidewall shed, that is 120' from the center of Clubhouse Drive. 2) Structure would be located on 82.72 acres with and adjoining 64.70 acres to the east for a total of 147.42 acres. 3) The property is zoned Lake Park, and the proposed building will meet or exceed the setback requirements in the Lake Park District which are 25' from the road, 8' from the side property line and 75' from the highest known water mark. 4) Considerations: Size of lot, Brookings Country Club has existed since 1920, prior to November 7, 2023

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Zoning in Brookings County and application is to replace an existing building with a larger structure. Public notices were published in the Brookings Register on October 24 & 31, 2023. Letters were sent to the adjoining landowners, Medary Township Chairman and Clerk.

PUBLIC HEARING: Applicant James Drew from Clark Drew Construction Inc informed those present the sidewall height and building size was to allow for the size of mowers and equipment used currently and to allow for the future increase in equipment sizes.

Proponents: None.

Opponents: Mary Jo Minor had questions on location of information online – application, report, design plans and inquired as to color of structure as she had land across that may one day be developed. Haugen noted the location of information and that the staff report presented had contained all the information.

DISCUSSION: Board members had no questions or comments regarding the request. Findings of Facts were reviewed and completed by the board, concurred with by Paulson and placed on file.

VOTE: Vanderwal-aye, Gatzke-aye, Trooien-aye, Jensen-aye, Bartley-aye, Paulson-aye, Erickson-aye, Kleinjan-aye, Ford-aye. 9-aye, 0-nay. **MOTION CARRIED.**

Erickson stepped down and Diedrich resumed his seat.

DEPARTMENT REPORTS

Haugen noted that board members Jensen and Gatzke terms were up at the end of the year. Jensen had reapplied but Gatzke had not. Mark Jorenby had applied for the open position and would be joining the board in January 2024. Work on preparing for more updates to the Ordinance was continuing. Haugen also noted that sizes of shed house combinations area would be something to review and consider setting guidelines. Luke Muller noted that some specific standards for shop style houses have been added in other counties. He noted the board may want to consider setting standards. Commissioner Bartley noted that the Planning, Zoning & Emergency Management office would be changing location to allow for extra space needs of the Equalization office. Luke Muller added that Brookings County was pointed to across the state as a place that has set up a very good website for providing information. The only thing that is required to be online is the agenda. "I just wanted to point out that you are doing a good job."

ADJOURN

(Vanderwal/Paulson) Motion to adjourn. All present voted aye. **MOTION CARRIED.**
Chair Ford adjourned the meeting at 8:54 PM.

Rae Lynn Maher
Brookings County
Development Department

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