

**BROOKINGS COUNTY/CITY OF BROOKINGS  
JOINT “JURISDICTION” BOARD OF ADJUSTMENT  
MINUTES OF OCTOBER 1, 2024 REGULAR MEETING**

The Joint Board of Adjustment on Tuesday, October 1, 2024. Joint Board members present were Brookings County Planning & Zoning Commission representatives: Chad Ford, Tim Paulson, County Commissioner Alternate Kelly VanderWal. City Council representative Wayne Avery, City Planning Commission representative Tanner Aiken. Absent: Kyle Vanderwal and County Commissioner Mike Bartley. Also present were County Development Director Robert W. Hill, County Development Deputy Director Richard Haugen, City Planner Ryan Miller, Community Development Director Mike Struck, and via phone First District Association of Local Governments Senior Planner Luke Muller.

**CALL TO ORDER**

Chair Ford called the meeting to order at 8:00 PM.

**APPROVAL OF MINUTES**

(Aiken/VanderWal) Motion approve the September 3, 2024, 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 THE COMMISSION AGENDA FOR AN 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**

None.

**APPROVAL OF AGENDA**

(Avery/Paulson) Motion to approve the agenda for the October 1, 2024 Meeting. All present voted aye. **MOTION CARRIED.**

**CONVENE AS JOINT BOARD OF ADJUSTMENT**

**2024JJC003**

Application for Brookings Municipal Utilities by Eric Witt, BMU Water/Wastewater & Engineering Manager. Joint Zoning Ordinance for Brookings County and the City of Brookings: Article III District Regulations: Chapter 3.04. “A” Agricultural Land District: Section 3.04.02. Conditional Uses #16 Public utility and public service structures, including substations, gas regulator stations, community equipment buildings, pumping stations, gas regulator stations, community equipment buildings, pumping stations, and reservoirs; and Chapter 3.06. Aquifer Protection: Section 3.06.04. Zone A-Aquifer Critical Impact Zone: Section 3.06.04.02. Conditional Uses in Zone A #1 Public utility

October 1, 2024

Meeting Minutes JJBOA – DRAFT

and public service structures and pumping stations. The property is described as: “SE1/4 of Section 29, T110N, R49W (Aurora Township)”.

(Avery/VanderWal) Motion to approve the Conditional Use.

STAFF REPORT: The applicant is requesting a conditional use permit for a pumping station located in “A” Agricultural Land District and in the Aquifer Protection: Zone A-Aquifer Critical Impact Zone. The report noted: 1) Application for a water pumping station for new wells and well house control building to be used to supply water for new water treatment plant the City of Brookings. 2) The location of the wells and well house control building is on 8<sup>th</sup> Street S (aka Brookings County gravel road 18A or 213<sup>th</sup> Street). Letter were sent to the adjoining landowners, Aurora Township Chairman and Clerk. A staff report was sent to the Brookings Community Development Office. Public notices were published in the Brookings Register on September 17 & 24, 2024.

PUBLIC HEARING: Applicant Eric Witt informed those present Brookings Municipal Utilities was in the process of constructing a new Water Treatment Plant for the long term treated water supply for the communities of Brookings and Aurora. The project consists of addition of 4 additional buildings that would house wells and 1 would also house controls for all 4 wells. The wells would be 60-80’ deep and provide for growth for the next 25 years.

Proponents: None.

Opponents: None.

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

VOTE: VanderWal-aye, Paulson-aye, Aiken-aye, Avery-aye, Ford-aye. 5-aye, 0-nay.

**MOTION CARRIED.**

**2024JJCU004**

Application for Brookings Municipal Utilities by Eric Witt, BMU Water/Wastewater & Engineering Manager. Joint Zoning Ordinance for Brookings County and the City of Brookings: Article III District Regulations: Chapter 3.06. Aquifer Protection: Section 3.06.04. Zone A-Aquifer Critical Impact Zone: Section 3.06.04.02. Conditional Uses in Zone A # 4: Accessory structures greater than 120 square feet in area. The property is described as: “SE1/4 of Section 29, T110N, R49W (Aurora Township)”.

(Aiken/Paulson) Motion to approve the Conditional Use.

STAFF REPORT: The applicant is requesting a conditional use permit for an accessory structure greater than 120 square feet in area, to be located in the Aquifer Protection: Zone A-Aquifer Critical Impact Zone. The report noted: 1) The accessory building for 3 well houses - 12’8” x 22’8” and well house – 12’8” x 32’. 2) The new well and well house control building will be used to supply water for the new water treatment plant for the City of Brookings. 3) Location – well house accessory buildings are on 8<sup>th</sup> St S (aka

October 1, 2024

Meeting Minutes JJBOA – DRAFT

Brookings County gravel road 18A or 213<sup>th</sup> Street) and will meet the setback requirements from the road. 4) Property is in the floodplain and will need to be built to Article III District Regulations: Chapter 3.05. Flood Damage Prevention Overlay District requirements. Letters were sent to the adjoining landowners, Aurora Township Chairman and Clerk. A staff report was sent to the Brookings Community Development Office. Public notices were published in the Brookings Register on September 17 & 24, 2024.

PUBLIC HEARING: Applicant Eric Witt informed those present project contained structures as noted in Haugen's report.

Proponents: None.

Opponents: None.

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

VOTE: Paulson-aye, Aiken-aye, Avery-aye, VanderWal-aye, Ford-aye. 5-aye, 0-nay.  
**MOTION CARRIED.**

**ADJOURN**

(VanderWal/Avery) Motion to adjourn. Chair Ford adjourned the meeting at 8:26 PM.

---

Rae Lynn Maher  
Brookings County  
Development Department