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January 8, 2019 Minutes

Brookings County Planning & Zoning Commission
January 8th, 2019 – 7:00 PM
Brookings City & County Government Center
310 Chambers

Chair Rochel called the meeting to order at 7:00 PM and announced that the meeting was being recorded and televised. Commission members present were: Michael Bartley, Robert Rochel, Kimberly Elenkiwich, Darrell Nelson, Darrel Kleinjan, Terrell Spence, Michael McHugh, Chad Ford and alternate board members Roger Erickson and Tom Davis. Randy Jensen was absent.

Chair Rochel read **agenda item # 2: Approval of minutes from December 4th, 2018 meeting.** Chad Ford moved to approve the minutes. Michael McHugh second. Chair Rochel called for a voice vote. 9-ayes and 0-nays, motion carried.

Chair Rochel read **agenda item # 3: Items to be added to agenda by commission members or staff.** a) Robert Hill noted he would discuss the end of the year reports and paperless packets.

Chair Rochel read **agenda item # 4: Invitation for citizen 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.

Chair Rochel read **agenda item # 5: Approval of Agenda.** Darrell Nelson moved to approve the agenda. Darrel Kleinjan second. Chair Rochel called for a voice vote. 9-ayes and 0-nays, motion carried.

Chair Rochel read **agenda item # 6: Election of Officers for 2019.** Chair Rochel turned the meeting over to Mr. Hill for the election of officers. Robert Hill opened up for nominations and asked the election committee members for their report. Election Committee member Darrell Nelson noted himself and absent member Randy Jensen wished to put forth the names of Bob Rochel for Chair and Kimberly Elenkiwich for Vice Chair. Mr. Hill asked for further nominations for chairman three more times, seeing none, closed the nomination and called for a unanimous ballot of Robert Rochel for Chairman for 2019. Darrel Kleinjan made a motion for nominations to cease and accept the unanimous ballot. Terrell Spence

second. Mr. Hill called for a voice vote, 9-ayes and 0-nays. Robert Hill turned the meeting over to Chairman Rochel. Chair Rochel noted the name of Kimberly Elenkiwich for vice chair and opened up for further nominations from the board. Chair Rochel asked for further nominations for vice chairman three more times, seeing none, closed the nomination and called for a unanimous ballot of Kimberly Elenkiwich for Vice Chairman for 2019. Chad Ford made a motion that nominations cease and called for a unanimous ballot for the Vice Chairman. Darrel Kleinjan second. Chair Rochel called for a voice vote. 9-ayes, 0-nays. Robert Hill welcomed Mike Bartley, Chairman of the Brookings County Commission to the board and introduced the Planning & Zoning Board members to Mr. Bartley.

Chair Rochel stated, "We are now acting as the Brookings County Planning and Zoning Commission" read the opening statement and **agenda item # 7: Consideration of Plats: a. 2019plat001: "Plat of Lots 1 & 2 of Davis Farms Addition in the SE1/4 of Section 1, T110N, R50W of the 5th P.M., Brookings County, South Dakota."** Chair Rochel opened up for discussion and asked Mr. Haugen for his staff report. Mr. Haugen stated, "Davis Farms Inc. is platting off, Lot 1 is 14.79 acre existing farmstead building site and Lot 2 is 5.00 acres from the 160 acre parcel they own. Tom's son actively farms with his dad and will be building a new residence on Lot 2. Lot 2 is being platted for financial purposes for a new home and the parcel will be tied to the remaining 140 acres of farm ground." He noted: 1) property was located in the Brookings County/Brookings City 3 mile Joint Jurisdiction Area and the Brookings City Planning Department had reviewed the plat and had no objections. 2) All platting requirements for Agricultural Land Use according to the 2016 Comprehensive Plan-Unincorporated Rural Area Land Use were met. Mr. Haugen used visuals to describe the plat. Chad Ford moved to approve the plat and Michael McHugh second. Chair Rochel opened up for questions or comments from the board. Board member Elenkiwich stated, "It's in the Joint Jurisdictional Area and I think it looks like a good idea." Chair Rochel opened up the public hearing portion asking for questions or comments from the audience opponents and proponents, hearing none closed the public hearing. Chair Rochel stated, "This is pretty straight forward and we have done several of these in the past. It's going to be attached back to the real estate surrounding it." Chair Rochel asked the board for questions or comments, hearing none he called for a roll-call vote: Bartley-aye, McHugh-aye, Elenkiwich-aye, Nelson-aye, Kleinjan-aye, Ford-aye, Spence-aye, Erickson-aye, Rochel-aye. 9-ayes, 0-nays, motion carried.

Chair Rochel read **agenda item b. 2019plat002: "Plat of Lot 1, Evenson Addition in the S1/2 of Section 20, T109N, R52W of the 5th P.M., Brookings County, South Dakota."** Chair Rochel opened up for discussion and asked Mr. Haugen for his staff report. Mr. Haugen stated, "Donald Evenson is platting off 37.2 acres of land that he owns in the southeast and southwest quarters of Section 20 in Lake Sinai Township. The land is primarily grass and wetlands areas. The plat meets the platting requirements for the 2016 Comprehensive Plan-Unincorporated Rural Area Land Use statement of page 24 for Agricultural Land Use." Mr. Haugen used visuals to describe the plat. Michael McHugh moved to approve the plat. Terrell Spence second. Chair Rochel opened up for questions from the board,

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hearing none. Chair Rochel opened up the public hearing portion asking for questions or comments from the audience opponents and proponents, hearing none closed the public hearing. Chair Rochel asked the board for questions or comments, hearing none he called for a roll-call vote: McHugh-aye, Elenkiwich-aye, Nelson-aye, Kleinjan-aye, Ford-aye, Spence-aye, Erickson-aye, Bartley-aye, Rochel-aye. 9-ayes, 0-nays, motion carried.

Chair Rochel stated, "We are now acting as the Brookings County Board of Adjustment" read the opening statement and **agenda item # 8: 2019var001: Jacob Crevier has made an application, 2019var001, to the Brookings County Board of Adjustment for a variance. Article 11.00: Section 11.01 "A" Agricultural District: Area Regulation # 2: Front Yard: The minimum depth of the front yard shall be one hundred (100) feet. A corner lot will have two front yards. The property is described as: "S 345.4' of E 378.4' of N1/2 NE1/4 of Section 22, T109N, R48W (Parnell Township)" -- located at 21725 482nd Ave, Elkton, SD 57026.** Kimberly Elenkiwich moved to approve the variance request. Darrell Nelson second. Chair Rochel opened up for discussion and asked Mr. Haugen for his staff report. Mr. Haugen stated, "This is an after the fact variance request. Jacob Crevier has applied for a variance to locate an 8 feet wide x 40 feet long structure (converted shipping container) 92 feet from the center of 482nd Avenue, a variance of 42 feet." He noted: 1) the applicant plans to build a new residence on the property, remove the existing manufactured home and relocate the studio/shop to where the manufactured home is currently located, within the setback requirements on this property. 2) Variance would be temporary – 2 year duration to allow for the construction of new residence. 3) Mr. Crevier had visited with Parnell Township. 4) Available space limited by location of the residence, existing buildings, driveway, septic, well, utilities, soil wetness and lay of the land. 5) Applicant was also applying for a conditional use permit (2019cu001) for a Home Extended Business which would be heard following the variance request. 6) Public Notices were published in the Brookings Register on December 24 and 31, 2018 and in the Elkton Record on December 20, 2018 and January 3, 2019. 7) Letters were sent to adjoining landowner's, Parnell Township Chairman and Clerk. Mr. Haugen then presented a visual presentation of the site and noted the board members had been given a note from Parnell Township at the start of the meeting that stated the township had no issues with the requests. Chair Rochel asked Mr. Crevier to come forward and address the board. The applicant identified himself as Jacob Crevier and stated, "I did not realize that there was any type of setbacks or any types of variances. I lost my wife in 2017 and I moved back to be closer to my parents. I moved my jewelry business from Hurley and didn't realize because it is portable storage that I would need to apply for any type of building permit or variance until after I had planned to move it into the actual place where it is going to sit." Mr. Crevier discussed with the board his site plans for locating a new residence and then placing the business structure in the location of the current home. Board members Elenkiwich, Nelson, Bartley and Rochel noted and discussed with Mr. Crevier: 1) pleased with a 2 year time limit on the variance request. 2) Requirements and setbacks that needed to be met regarding current and future plans 3) Further discussion regarding plans for structures, sizes of and

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location on current site and/or possibility of additional acres being added to the site. Chair Rochel asked for further comments from the board, hearing none. Chair Rochel opened up the public hearing portion asking for questions or comments from the audience opponents and proponents, hearing none closed the public hearing. Chair Rochel asked for additional comments from the board, hearing none he asked Mr. Haugen to go over the findings of facts, with any additions, which are on file. Chair Rochel called for a roll-call vote: Elenkiwich-aye, Nelson-aye, Kleinjan-aye, Ford-aye, Spence-aye, Erickson-aye, Bartley-aye, Rochel-aye, McHugh-aye. 9-ayes, 0-nays, motion carried.

Chair Rochel read **agenda item # 9: 2019cu001: Jacob Crevier has made an application, 2019cu001, to the Brookings County Board of Adjustment for a conditional use. Article 11: Section 11.01: "A" Agricultural District: Conditional Use Permit # 20: Home Extended Business". The property is described as: "S 345.4' of E 378.4' of N1/2 NE1/4 of Section 22, T109N, R48W (Parnell Township)" ~ located at 21725 482nd Ave, Elkton, SD 57026.** Mike Bartley moved to approve the conditional use request. Michael McHugh second. Chair Rochel opened up for discussion and asked Mr. Haugen for his staff report. Mr. Haugen stated, "Jacob Crevier has applied for a conditional use permit #20, for a "Home Extended Business"." He noted: 1) Materials used, shipment methods (UPS, FedEx or US Mail), shipment numbers (2-3 shipments per week on average) and hours of operation (by appointment only). 2) Comprehensive Land Use Plan for a "Home Extended Business" for Brookings County on page 72 and 73 of the 2016 Comprehensive Land Use Plan for Brookings were met. 3) A temporary variance was also requested for current location of the studio/shop and approved. 4) Public Notices were published in the Brookings Register on December 24 and 31, 2018 and in the Elkton Record on December 20, 2018 and January 3, 2019. 5) Letters were sent to adjoining landowner's, Parnell Township Chairman and Clerk. 6) Note was received from Parnell Township stating they had no issues with the request. Mr. Haugen then presented a visual presentation of the site. Chair Rochel asked Mr. Crevier to come forward and address the board. The applicant identified himself as Jacob Crevier and stated, "I specialize in designing, fabricating and making custom jewelry. I am probably one of the only places in this area besides Sioux Falls that actually hand makes jewelry." He discussed his business and plans noting: 1) Custom work, one of a kind pieces and only 1-2 being worked on at a time. 2) By appointment only or online orders so minimal traffic. Chair Rochel opened up for questions from the board. Board members McHugh and Nelson discussed: 1) number of employees. 2) Current and future security plans. 3) Business Hours. Mr. Crevier noted he operated the business by himself, he had current security in place with plans to add additional cameras and did not have set business hours as his business was mainly online and by appointment only. Mr. Hill reminded Mr. Crevier that he would need to apply for a building permit for the structure and the county building inspector would need to do an inspection for tie-downs due to the type of building being used. Chair Rochel asked for further comments from the board, hearing none. Chair Rochel opened up the public hearing portion asking for questions or comments from the audience opponents and proponents, hearing none closed the public hearing. Chair Rochel

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asked for additional comments from the board, hearing none he asked Mr. Haugen to go over the findings of facts, with any additions, which are on file. Chair Rochel called for a roll-call vote: Nelson-aye, Kleinjan-aye, Ford-aye, Spence-aye, Erickson-aye, Bartley-aye, Elenkiwich-aye, McHugh-aye, Rochel-aye. 9-ayes, 0-nays, motion carried.

Chair Rochel read **agenda item # 10: Department Reports**. Chair Rochel asked Mr. Hill for his Directors report. Mr. Hill reviewed with the board the 2018 End of the year report and noted that the report was online. *** Report is on the Brookings County website www.brookingscountysd.gov - January 8, 2018 Commission Meeting Agenda under Department Head reports and titled County Dev 2018 Report.* **** He announced that 2018 had been the 2nd Best Year (2007-2018) regarding building permits with a total of construction cost of \$142,674,575.00. 2010 had been the top year with \$167,697,944.00. He then discussed with the board the possibility of going to paperless packets by use of tablets. He asked Shawn Plowman, IT Support Specialist for Brookings County to add additional information. The commission members had no issues with moving forward with using tablets whenever possible and approved of Mr. Hill and Mr. Plowman moving forward with plans and preparations. Mr. Hill then asked Luke Muller (First District Association of Local Governments) to address the board and discuss the 2018 Planners Conference and an upcoming County Commissioners Spring workshop to be held on March 13 & 14. Mr. Muller noted the upcoming workshop would offer information that had been presented at the 2018 October Planners Conference. He also announced to the board that the 2019 SDPA Conference would be held in Brookings. Mr. Hill discussed with the board the possible need to change the March meeting date (March 5th, 2019) due to Township meetings. The March meeting could be held on either March 7th or 12th, 2019, the staff was to review the calendar and room availability to set the date.

Chair Rochel asked for a motion to adjourn. Michael McHugh made a motion to adjourn the meeting, Mike Bartley second.

Chair Rochel adjourned the meeting at 8:17 PM.

Rae Lynn Maher
Brookings County
Development Department.