

City of Crooks
Planning and Zoning Commission
Meeting agenda
Date: 09/26/2022
Time: 7:00 pm/CST

Location: Crooks Community Center (701 S West Ave, Crooks, SD, 57020)

- 1) Call to order
- 2) Approve posted agenda
- 3) Approve meeting minutes
- 4) Open Comments
 - a. Andy Henning – Parking pad violation
- 5) Public hearings: None.
- 6) New business:
 - a. Comprehensive plan chapters 5 -9
 - b. Update/New Crooks Zoning Regulations
- 7) Old business: None.
- 8) Adjourn



City of Crooks
Planning and Zoning Commission
Meeting minutes
June 27, 2022

At 7:00pm, Director Richardson called the meeting to order at the Crooks Community Center. Answering roll call were Commissioner Glasford, Commissioner Masgai, Commissioner Gillespie, Commissioner Jongewaard, and PZ Director Richardson. Absent with notice were Commissioner Papke, and Commissioner Hemme.

Approve posted agenda. Motion by Jongewaard to approve agenda, seconded by Masgai. No discussion. All aye, motion carries.

Approve meeting minutes. Motion by Masgai to approve meeting minutes, seconded by Jongewaard. No discussion. All aye, motion carries.

Open comments.

- a) Lynn Thomas – Allow cultivation of cannabis and manufacturing of cannabis. Thomas was unable to attend the event and a presentative of group interested in constructing facility in Crooks, Eric Hagen, addressed the Commission. Commission and those present engaged in discussion on the matter.

Public hearings. No public hearings were scheduled.

New business.

- a) Amendment Preliminary Plan Willow Creek Ridge. Richardson informed Commission that an amendment to the recently approved Willow Creek Ridge preliminary plan was made by substituting the donation of green space for the open space fee.

Old business. None.

Adjourn. Motion by Jongewaard to adjourn meeting at 7:45pm, seconded by Glasford. No discussion. All aye, motion carries.

Respectfully submitted,
Tobias Schantz
City Administrator/Finance Officer
City of Crooks, SD

Chapter 5 - Infrastructure Assessment

Infrastructure is critical to the City's continued growth and development. This Chapter is intended to provide a general overview of the existing transportation, water and wastewater systems. The City also recognizes that planning for the rebuilding and enhancement of systems in existing parts of the City is as critical as planning for the expansion of systems. The City has and will continue to undertake engineering studies for its infrastructure systems which contain far more detailed information including costs and proposed construction improvements. Completed studies are available for public review in the office of the Finance Officer.

Transportation

Street and highway improvements are a critical planning consideration because of the interactive relationship between transportation and land use. Location choices for many land uses are frequently made based on access to major streets and highways. Without consideration for adequate capacity or maintenance, the transportation system cannot adequately accommodate development.

Arterial Streets

Arterial streets are designed to carry a large volume of traffic at higher speeds. Within the City, the function of arterials is to facilitate the movement of goods and people with few obstructions. These streets are generally adjacent to commercial uses.

Collector Streets

Collector streets are designed to provide connectivity between arterials. They allow local traffic an access onto the arterial system.

Local Streets

Local streets provide access from low-density residential developments to collector or arterial streets. Because their function is based on development patterns, there are no spacing requirements. Local streets operate at low speeds, with on-street parking and few traffic signals.

Figure 5-1 presents the Major Street Plan that has been developed as a part of the Comprehensive Plan.

Commented [SH1]: We will need to develop/update the Major Street Plan. I am going to send you Crooks' Major Street Plan from 2016.

Please let me know what changes need to be made to the Major Street Plan, if any, and I will send it to our GIS person to create a new map.

Water System

The City purchases bulk water from the Minnehaha Community Water Corporation. The city utilizes a 100,000 gallon water tower. A 5-inch line connects the Minnehaha Community Water Corporation to the City water distribution system.

DGR Engineering completed a Preliminary Engineering Study for Infrastructure Improvements for the City in September 2021. The intent of the study was to evaluate the current infrastructure of the City and to examine the future needs of the City. The City's existing water tower does not meet the current demands of the population and the current storage volume is not adequate for the existing population. The effective storage required based on the current population should be approximately 140,000 gallons. Because the population of the City is expected to steadily increase over the next 20 years, the water storage needs are expected to increase within the City. The City will prioritize improving the City's water system to meet the needs of the current and future population.

Commented [SH2]: This information was pulled from the recent Infrastructure Improvement study from DGR.

If there has been any progress towards expanding the water systems or plans in place, please let me know and I can add a few details in here about the current plans to address this issue.

Wastewater System

The City's wastewater collection system has a central area with 13,900 feet of vitrified clay pipe (VCP) constructed prior to 1970, of which 1,250 linear feet have been cured-in-place pipe (CIPP) lined in recent years. Other growth areas have been constructed using polyvinyl chloride (PVC) sanitary sewer main, now totaling approximately 25,600 linear feet.

The City's wastewater treatment facility is located ½ mile to the west of the southern portion of the City. Prior to 1988, the City had a one cell stabilization pond located near where the Main Lift Station is currently located. In 1988, the Main Lift Station, force main, and a three cell stabilization pond system to the west ½ mile were constructed. In 2008, three additional cells were constructed north of the initial three cells. The 1988 cells 1-3 all have a storage depth of 3'. While the 2008 cells 1B, 2B, and 3B have storage depths of 3', 4', and 6' respectively.

The Palmira Lift Station, located directly east of Regal Drive and Superior Avenue intersection, was installed in the early 1970's and serves homes in the northeast portion of the City. The Palmira Lift Station has a wet well with two submersible pumps, a control building, and a back-up generator. It does not have a trash basket nor a lifting crane. The lift station pumps through a 6" force main under the railroad to the intersection of Second Avenue and Main Street. The current capacity of the Palmira Lift Station is 146gpm.

The Main Lift Station, constructed in 1988, serves all the collection system and pumps to the existing 6 cell stabilization pond wastewater treatment system located west of the City. The Main Lift Station is a duplex wet well with exterior buried gate valves, ball check valves inside the wet well, and a back-up generator. It does not have a trash basket nor a crane or winch to aide in pump removal. The current capacity of the Main Lift Station is 189gpm. The Main Lift Station is slightly undersized to fit the needs of the current population.

Commented [SH3]: Crooks' 2021 Wastewater Facility Plan, done by DGR Engineering, laid out many Wastewater Alternatives that the City could do to improve their Wastewater Facilities over the upcoming years.

Has the City made any determination on how they want to address the wastewater system? We can put information about the City's plans – or keep it vague if the City is still determining the best course of action.

Natural Gas System

The City operates a municipally owned natural gas system. Service is provided to the City of Crooks, Renner, and surrounding areas, with a total of over 700 gas services. The natural gas system is self-sustaining and has shown a profit for the City.

Building Facilities

The City received a Community Development Block Grant for assistance in constructing a 6,400 square foot community center. The Community Center was completed in 2003 and the Crooks Finance Office was relocated to the Community Center in 2008. A maintenance shed was constructed in 2006 to store City vehicles and equipment.

Commented [SH4]: I did not want to remove this information because the Community Center is an important aspect of Crooks. Have there been any other important building facilities that were built recently that want to be added into the Comprehensive Plan?

Police Department

The City contracts with the Minnehaha County Sheriff's Department for police protection. The Sheriff's Department patrols 25 hours per week within the corporate limits as well as responding to 911 emergency calls.

Fire Department

The Crooks Volunteer Fire Department serves the City, Benton Township and part of Lyons Township. In the past three years, the Department has averaged 87 calls per year. Equipment is stored in a four bay station with meeting rooms, a kitchen, and bathroom facilities. The facility, constructed in 2005, is centrally located within the community and is adequate for the amount of equipment stored in the facility. In recent years, the Fire Department has been able to utilize grants to purchase a new tanker, rescue unit, brush truck, and update gear.

Commented [SH5]: This information is from 2008 and will need to be updated.

Does Minnehaha Sheriff's Department still patrol 25 hours and respond to emergency calls?

Is the information still accurate for the Fire Department?
Specifically, any new renovations for the facility and average calls per year?

Chapter 6 – Neighborhood Conservation

Blighted neighborhoods tend to grow into adjacent areas and invite additional deterioration. Visual deterioration gives the impression that nobody cares, creating an atmosphere which may foster crime, antisocial activities, and further blight. Declining neighborhoods demand additional health, social and public safety services, weaken the tax base, and make activities to promote new economic development in the city more difficult.

Strategies to strengthen and preserve the older residential neighborhoods will maintain the supply of safe, decent, affordable homes and limit the need for costly increases in public services and avoid the need for dramatic revitalization programs. The goals of affordability, variety, safety, and preservation are emphasized.

Land Use

Zoning changes to allow multi-family or commercial land uses into older neighborhoods should be carefully analyzed. Conservation of single-family homes is encouraged. Commercial uses are ideally limited to businesses which service the older neighborhoods' needs and have minimal impact on adjacent properties.

Infrastructure

Streets, utilities, and public facilities should be maintained and improved on an ongoing basis. Schools and parks contribute to neighborhood stability and should set an example for residential areas in terms of maintenance and appearance.

Property Maintenance

Inspections and enforcement of building and zoning codes, and effective nuisance abatement activities help prevent neighborhood decline. Legal assistance through the City Attorney's office is a key component for the effectiveness of these activities.

Special Programs

A public program geared towards neighborhood conservation areas can be implemented, utilizing volunteers, city personnel and equipment to help maintain environmental conditions and provide assistance in cleaning up targeted older residential areas.

Commented [SH1]: I kept this chapter mostly the same. For the previous comprehensive plan, this was left as its own chapter.

If you want, we can keep this as a separate Chapter to draw specific attention to Neighborhood Conservation.

Likewise, we could eliminate this chapter and merge this chapter with the Land Use Planning Chapter and Planning Policy Framework Chapter. That would keep all land use policy and framework in the same places rather than separating it out.

My suggestion would be to eliminate Chapter 6 and add this information to the other Chapters. That will ensure that the P&Z Commission and City Council will only need to look at those other two chapters when making Land Use decisions or policy decisions, rather than having a separate chapter.

However, if everyone is already used to a Neighborhood Conservation Chapter and wants it separate as a mean of emphasis, then we can do that. Please let me know what Crooks would like and I can make the edits/changes!

Chapter 7 - Land Use Plan

Land use is the most important element of the Crooks Comprehensive Plan. It addresses the location, type, and density of land uses throughout the City. From established goals, land use planning policies are developed that will be used to guide the physical development of the City (including zoning decisions). Without the community's goals, objectives, and policies regarding land use, future development of Crooks would be left to chance and could potentially lead to property devaluation, inadequate public facilities and services, aging and deficient infrastructure, economic stagnation, and unmanageable local conditions.

Existing Land Use

Current land uses have been grouped into eight categories for the City:

1. Industrial: Includes manufacturing, warehouses, and other similar uses.
2. Commercial: Includes retail businesses, offices, etc.
3. Single-Family Residential: Includes single-family residences, duplexes, twin homes, and all manufactured housing outside of manufactured home parks.
4. Multi-Family Residential: Includes all apartments.
5. Manufactured Housing: Manufactured homes within manufactured home parks.
6. Institutional: Includes schools, libraries, churches, government offices, and similar uses.
7. Parks and Open Space: Includes parks and athletic fields. Also included are areas that should be protected from development to facilitate movement of flood water and runoff. Some types of development may be appropriate for such areas, as long as the development does not dramatically increase the incidence or severity of flood or drainage problems.
8. Vacant: Includes land not yet developed for one of the other seven uses. Also included are areas that provide farming and agriculturally related uses.

Crooks contains approximately 864 acres excluding street right of ways. The map in Figure 6-1 is a physical land use inventory that was prepared by SECOG in 2022. Table 6-1 contains the estimated area in each land use category. The primary purpose of this map is to illustrate the overall pattern of development in the City.

Some key aspects of the existing land use pattern include:

- INSERT 1
- INSERT 2
- INSERT 3

Commented [SH1]: Our GIS person was unable to get the information needed for these inventories. The parcel information contained in our GIS database did not include current land use.

This information is different than the Current Zoning Map, as some properties might be non-conforming with the current zoning.

If you have this information about the current use of each parcel, please let me know. Otherwise, I can get this information by doing a "windshield survey" of each parcel in Crooks. That will take me a day or two to complete and then a few days for our GIS person to put the information in and create the Current Land Use Map.

Commented [SH2]: Will be inserted after completion of the Current Land Use Map

Table 6-1: Area by Land Use (2022)

Commented [SH3]: Will be completed after the completion of the Current Land Use Map

	<u>Acres</u>	<u>% Total</u>
Single-Family Residential		
Multi-Family Residential		
Manufactured Housing		
Institutional		
Commercial		
Industrial		
Park/Open Space		
Vacant		
Total Acres		

Land Use Plan Map

The Future Land Use map (see Figure 6-2) shows the preferred land use for all property in Crooks. Further, this map lays the foundation for land use controls that are used by the City to implement the Comprehensive Plan. A review of the population projections and land use consumption needs should be reviewed every five years to ensure enough land is available for anticipated land use needs. The estimated land area contained in each category is shown in Table 6-2.

Table 6-2: Anticipated Land Use Calculations

Commented [SH4]: We will need this information from the P&Z Commission. I gave you the large map in order for the P&Z Commission to draw out what they would like area's usage to be in the future.

	<u>Acres</u>	<u>% Total</u>
Residential-Single Family		
Residential- Multiple Family		
Manufactured Housing		
Commercial		
Industrial		
Institutional		
Park/Open Space		
Total Acres		

This will be important as it will be used for any re-zoning requests in the future.

Once we get this information, we will be able to make changes put in all information for the Future Land Use Map.

Commented [SH5]: Will add once we get the Future Land Use Map.

Land Use Categories

The Land Use Plan seeks to balance the needs and desires of Crooks residents, employees, and business owners. The Comprehensive Plan uses the following categories to define the preferred physical development of Crooks:

- Residential
- Commercial
- Industrial
- Park/Open Space

The following sections are intended to provide a general explanation of the goals and policies for each of these land use categories.

Residential

Crooks' vision seeks to offer housing opportunities to residents in all stages of life. To achieve its vision, the City desires to establish a variety of residential land uses.

Goals for Residential

The City of Crooks seeks to achieve the following goals through the implementation of the land use plan for Residential:

1. Provide a variety of housing types that allow people to live in Crooks at any stage in their life.
2. Facilitate the location, character, and phasing of residential growth and development.
3. Address the density, affordability, and type requirements for housing.

Policies for Residential

Implementation of the land use plan for Residential will be guided by the following policies:

1. Encourage a mixture of housing whenever possible.
2. Encourage future residential development to address the need for affordable housing.
3. Integrate Residential with park, trail, and open space features.

Commercial

Commercial uses should be concentrated where access and visibility is good. Some examples of businesses that fall into the Commercial category include personal services, child care facilities, dental and medical offices, business services, grocery stores, general merchandise stores, gas stations, and restaurants.

Commented [SH6]: These are general goals for Residential.

We will need input from the P&Z Commission about any specific goals and policies that they would under this section.

We can add stuff from the Neighborhood Conservation Chapter in this section and include policies.

Goals for Commercial

The City of Crooks seeks to achieve the following goals through the implementation of the land use plan for Commercial:

1. Provide attractive, inviting, quality retail shopping and commercial services that are convenient to existing and future Crooks residents, employees, and visitors.
2. Provide a wide range of goods and services for Crooks residents and visitors.

Policies for Commercial

Implementation of the land use plan for Commercial will be guided by the following policies:

1. Ensure convenient access to roadways and buffer impacts on existing and future residential land use.
2. Require development of neighborhood convenience uses to be part of a planned development approach.

Industrial

Generally, uses that are intended to be accommodated in areas termed Industrial include: business, industrial, or technology parks; warehousing; limited and general manufacturing; light and heavy industry; and wholesale businesses.

Goals for Industrial

The City of Crooks seeks to achieve the following goals through the implementation of the land use plan for Industrial:

1. Provide diverse employment opportunities for current and future Crooks residents.
2. Retain existing businesses and allow for expansion opportunities.
3. Create opportunities for high-quality development at the key gateways to Crooks.

Policies for Industrial

Implementation of the land use plan for Industrial will be guided by the following policies:

1. Provide well-planned office/business park areas close to amenities for business/industrial development to attract high quality businesses.

Commented [SH7]:

These are general goals for Commercial zones.

We can add different goals and policies for commercial development within Crooks, such as encouraging specific types of architecture or designs of commercial buildings... Which could be used as justification for new Zoning Ordinances that create design restrictions and a uniform look.

We will need P&Z Commission to provide input on possible goals and policies.

2. Guide high profile business development to major intersections along the highway or gateways into the community.
3. Facilitate development of a business or industrial park on remaining vacant commercial and industrial land.

Park/Open Space

New neighborhood parks will be established in conjunction with residential development. A system of greenways will be developed to connect community park facilities and other open spaces. Greenways may also serve as a continuous trail corridor.

Goals for Park/Open Space

The City of Crooks seeks to achieve the following goals through the implementation of the land use plan for Park/Open Space:

1. Create a connected system of parks, trails, and open spaces that respond to the needs of current and future residents.
2. Maximize the use and efficiency of funds for the continued maintenance, development, and expansion of existing and future parkland.

Policies for Park/Open Space

Implementation of the land use plan for Park/Open Space will be guided by the following policies:

1. Accept cash contribution for continued development and improvement to the park system.
2. Coordinate park development with Minnehaha County and neighboring communities.

Commented [SH8]: These are placeholders from a similar sized community (Lennox). Industrial planning is very specific to each community, as some want more industry built while others want to avoid industrial development.

We will need feedback from P&Z regarding what locations, if any, would want to be utilized for industrial developments and planning associated with any developments.

Chapter 8 – Growth Area Analysis

The costs of extending water and sewer services are the primary considerations in designating future growth. However, other factors must also be considered which includes capacity of the transportation system, environmental suitability, and compatible land uses. The following analysis is intended to provide the City of Crooks and Minnehaha County with a guide to land use decisions and direct implementation through subdivision and zoning regulations. **Figure 6-2** illustrates all growth areas by the number indicated.

Growth Area #1

- (Water & Sewer Availability in Marked Area)
- (Floodplains or Natural Barriers/Features)
- (Road Needs for Area and Transportation Needs/Structures)

DEVELOPMENT PATTERNS FOR FUTURE GROWTH

- (Residential, Business, Plans for Future Growth of Area)

Growth Area #2

- (Water & Sewer Availability in Marked Area)
- (Floodplains or Natural Barriers/Features)
- (Road Needs for Area and Transportation Needs/Structures)

DEVELOPMENT PATTERNS FOR FUTURE GROWTH

- (Residential, Business, Plans for Future Growth of Area)

Growth Area #3

- (Water & Sewer Availability in Marked Area)
- (Floodplains or Natural Barriers/Features)
- (Road Needs for Area and Transportation Needs/Structures)

DEVELOPMENT PATTERNS FOR FUTURE GROWTH

- (Residential, Business, Plans for Future Growth of Area)

Growth Area #4

- (Water & Sewer Availability in Marked Area)
- (Floodplains or Natural Barriers/Features)
- (Road Needs for Area and Transportation Needs/Structures)

Commented [SH1]:

Once we get the Future Land Use Map, I can fill out this section and get the information needed.

Will need to discuss with P&Z where they expect developments to start occurring in each of the growth areas, whether they want any buffers in the growth areas, and more information on the gateway corridor.

DEVELOPMENT PATTERNS FOR FUTURE GROWTH

- (Residential, Business, Plans for Future Growth of Area)

Growth Area #5

- (Water & Sewer Availability in Marked Area)
- (Floodplains or Natural Barriers/Features)
- (Road Needs for Area and Transportation Needs/Structures)

DEVELOPMENT PATTERNS FOR FUTURE GROWTH

- (Residential, Business, Plans for Future Growth of Area)









Growth Area #6

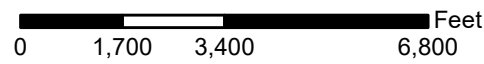
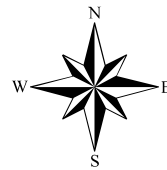
- (Water & Sewer Availability in Marked Area)
- (Floodplains or Natural Barriers/Features)
- (Road Needs for Area and Transportation Needs/Structures)

DEVELOPMENT PATTERNS FOR FUTURE GROWTH

- (Residential, Business, Plans for Future Growth of Area)

Adopted: April 10, 2017
Legend

-  Principal Arterial
-  Future Principal Arterial
-  Minor Arterial
-  Future Minor Arterial
-  Collector
-  Future Collector
-  Bounding Line
-  City Limits



Map 2 Major Street Plan City of Crooks



Limit on Liability: This information has been secured from sources we believe to be reliable, however, we do not guarantee the accuracy of the information contained herein. This map does not eliminate the need for an onsite investigation.