

Development Review Team (DRT) FAQs

When do I need to schedule a meeting?

A meeting can be scheduled to present a preliminary/conceptual development plan or to present a detailed development plan with supporting documentation (site plan, traffic study, drainage study, and floor plans). A DRT meeting should be scheduled prior to preliminary platting, going to Planning Commission, or building permit application submittal.

How do I schedule a DRT meeting?

The Development Review Team is available to meet with developers, engineers, architects and owners on Thursday mornings starting at 10:00 a.m. To request a meeting, contact Jake Meshke at (605) 697-8639 or jmeshke@cityofbrookings.org by noon of the Thursday prior to the scheduled meeting date.

What do I need to bring to this meeting?

Please submit the DRT Meeting Request Form, a site plan, and any useful documents by noon of the Thursday prior to the DRT meeting date to allow staff to be prepared to more effectively answer questions and offer feedback at the meeting.

Who needs to come to the meeting?

If applicable, the developer, property owner, design professional (licensed architect), project liaison and/or licensed engineer.

What can I expect to gain from this meeting?

Meeting with the Development Review Team will allow all parties involved with the development project to ask questions of city staff. Typical discussion topics at these meetings include stormwater, zoning, infrastructure, drainage, connectivity, and emergency access. DRT is comprised of representatives from several departments, which allows issues that may prevent construction to be resolved early in the process, saving all parties valuable time and money.