

**BOX ELDER PLANNING & ZONING COMMISSION DRAFT MEETING MINUTES
FOR THE REGULAR MEETING OF DECEMBER 12, 2016 AT 7:00 P.M.
TO BE HELD IN THE COUNCIL CHAMBERS OF BOX ELDER CITY HALL**

CALL TO ORDER

Vice Chairman Rick called the meeting to order at 7:00 PM.

ROLL CALL

Irwin, Labine, Rick & Zuhlsdorf

Commission Members Absent: Hanson & Fry

Staff present: Planning Director Koan

Number of guests present: 7

Council Present: Allen & Hegel

APPROVAL OF AGENDA

1. To approve the agenda for the **December 12, 2016** regular meeting.

*Motion by Irwin, seconded by Zuhlsdorf, to approve the agenda for **December 12, 2016** as presented.*

Vote: Passed Unanimously

OLD BUSINESS

2. To approve the minutes of the Commissions regular meeting of **November 7, 2016**.

*Motion by Labine, seconded by, Zuhlsdorf to approve the **November 7, 2016** Planning Commission Minutes as presented.*

Vote: Passed Unanimously

NEW BUSINESS

3. Discussion & Consideration for Preliminary Plat #160149 by Jaennis LLC for Phase 2 of Freedom Landing Subdivision (Lots 8- 21 of Block 2, Lots 5 – 8 of Block 3, Lots 1-8 of Block 4, Lots 1-4 of Block 5, and Lots 1-7 of Block 6 of Freedom landing Subdivision (formerly a portion of the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 8, T2N, R9E, B.H.M.) Located in the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$, Section 8, T2N, R9E, B.H.M., City of Box Elder, Meade County, SD.

Discussion: *Planning Director Koan advised the Commission the proposed 2nd phase plat for Liberty Landing Subdivision was in order with the overall approved mater plan for the subdivision.*

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Koan further advised that Lots 19-21 of Block 2, would be zoned GR3 (Mix-use Residential) and the remainder would be GR2 (General Residential Moderate Density).

Koan further advised that the motion from the commission should reflect taking the words "City of Box Elder" out of the legal description on the plat, as the property is not currently annexed into the City. Leaving the words "City of Box Elder" on the plat would require Mr. Boomsma to acquire permission from Meade County Commissioners to annex to the City as the property is currently unplatted. If he plat's the area before annexation, he can then just request annexation into the City.

Daene Boomsma advised the commission as per his agreement during the master planning of the development; he will be installing the second exit from the development with this phase of the project.

No other public input or discussion was offered at the time.

Motion by Zuhlsdorf seconded by, Irwin to approve to approve Preliminary Plat #160149 with the amendment removing the words City of Box Elder from the legal description on the plat, and recommend the City Council do the same.

Vote: Passed Unanimously

4. Application for Sign Permit #160153 by Fresh Start to remove the existing and replace an on premise sign at 640 Box Elder Road West (Lot 1-2 of the NW¼SW¼ Less Lot H1 and Less Right-of-way in Section 24, T2N, R8E, B.H.M., Box Elder, Pennington County, SD).

Discussion: *Koan advised the Commission that Fresh Start Convenience Store has proposed changing out the old signage on the corner of Box Elder Road and West Gate Road. The new sign will be about 10' taller; however, it would have less square footage than the existing sign.*

Koan further advised the new sign would have additional clearance from the ground to the bottom of the sign allowing for better visibility at the intersection. The proposed sign will contain the Fresh Start Logo and fuel prices.

Motion by Irwin seconded by, Zuhlsdorf to approve to approve Sign Permit Application #160153, and recommend the City Council do the same.

Vote: Passed Unanimously

MAYORS REPORT: The mayor was not present for the meeting.

GUEST INPUT: Jane Maine asked the status of the two mobile homes that have been placed on lots along West Sunnydale Drive. Koan advised, the owner is past his time frame to have the homes completed, and he would follow up with the owner to see what his plans were for the properties.

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Mrs. Maine also advised she had list of properties in her neighborhood that she would like code enforcement investigate.

Daniel Gillespie (developer) was present to discuss his proposed efficiency apartment development planned for property currently owned by SDEDA in Freedom Estates Subdivision.

Mr. Gillespie explained his plans to install three structures containing efficiency apartments on Bennington Drive, east of Trenton Lane. Mr. Gillespie explained he would extend Bennington, install buildings and parking. He presented a proposed diagram for the property to the Commission.

Commissioner Rick advised the master plan for Freedom Estates was to allow for this type of housing and he stated he would support the proposal. The Commission agreed with Mr. Rick and informally advised Mr. Gillespie to move forward with is project.

ADMINISTRATIVE REPORTS:

Design on East Mall Drive project is moving forward.
Utility work on Liberty Landing is progressing.
There is potential expansion being proposed in Northern Lights Subdivision.

COMMISSION INPUT:

Base Representative: Not present for the meeting.

Hanson: Not present for the meeting.

Irwin: Mr. Irwin asked if there were any industrial development proposed that the Commission is not being advised? Planning Director Koan advised there is nothing that the Planning Office is aware of at this time.

Labine: Mr. Labine asked if code enforcement could write more legible on the inspection tickets, so they can be easily read? Koan advised he would speak with Keith.

Rick: Nothing further to add.

Zuhlsdorf: Nothing further to add.

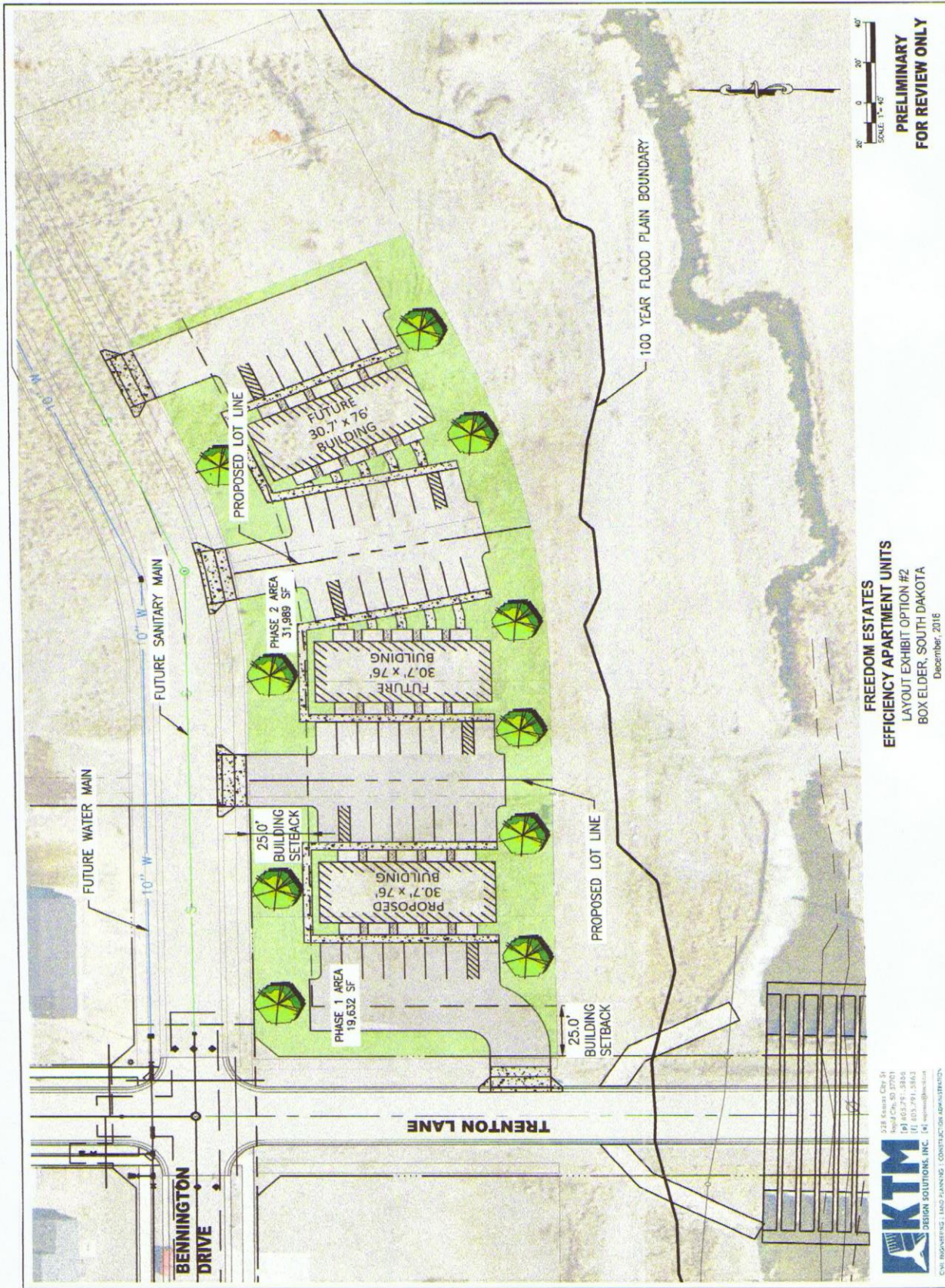
ADJOURNMENT

Being no further business, motion by Irwin, seconded by Labine, to adjourn **December 12, 2016 Planning Commission Meeting.**

Vote: Passed Unanimously

The Commission meeting was adjourned at 7:25 PM.

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**FREEDOM ESTATES
EFFICIENCY APARTMENT UNITS
LAYOUT EXHIBIT OPTION #2
BOX ELDER, SOUTH DAKOTA**
December, 2016

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DESIGN SOLUTIONS, INC. | CIVIL ENGINEERING
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