

**BOX ELDER PLANNING & ZONING COMMISSION MEETING MINUTES  
FOR THE REGULAR MEETING OF AUGUST 29, 2016 AT 7:00 P.M.  
HELD IN THE COUNCIL CHAMBERS OF BOX ELDER CITY HALL**

**CALL TO ORDER**

Chairman Hanson called the meeting to order at 7:00 p.m.

**ROLL CALL**

**Hanson, Irwin, Labine, Rick, Zuhlsdorf & Fry**

Commission Members Absent: N/A

Staff present: Planning Director Koan

Number of guests present: 7

Council Present: Mayor, Scott Allen & Bruce Hegel

**APPROVAL OF AGENDA**

1. To approve the agenda for the **August 29, 2016** regular meeting.

Motion by Rick, seconded by Irwin, to approve the agenda for **August 29, 2016** as presented.

Vote: Passed Unanimously

**OLD BUSINESS**

2. To approve the minutes of the Commissions regular meeting of **July 25, 2016**.

Motion by Labine, seconded by, Zuhlsdorf to approve the **July 25, 2016** Planning Commission Minutes as presented.

Vote: Passed Unanimously

**NEW BUSINESS**

3. Application for Final Plat #160103 by Thunderbird Realty LLC for Lots 25 & 26 of Block 12, Lots 8-14 of Block 16, and Lots 1-8 of Block 17 Thunderbird Subdivision (formerly a portion of the SW¼ of the NE¼ of Section 24) Located in the SW¼ of the NE¼, Section 24, T2N, R8E, B.H.M., Box Elder, Pennington County, SD.

**Discussion:** Koan advised the streets and infrastructure had been inspected and approved by the Public Works Department, and the plat is as preliminarily approved by the Commission and Council prior to construction. Koan further advised that the developer has not yet received final approval of the FIRM map revision, which would take the property out of the flood plain, however, that does not impact the platting process, and the developer may build homes without the FEMA changes, if they apply for a floodplain development permit.

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Motion by **Rick**, Seconded by **Zuhlsdorf**, to approve, Final Plat #160103 by Thunderbird Realty LLC for Lots 25 & 26 of Block 12, Lots 8-14 of Block 16, and Lots 1-8 of Block 17 Thunderbird Subdivision, Box Elder, Pennington County, South Dakota, and recommend the City Council do the same.

Vote: **Passed Unanimously**

4. Application for Floodplain Development Permit #160114 by Niklaus & Michelle Sabo for a proposed detached garage at 118 Douglas Road (Lot C of NW¼SE¼ in Section 19, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

**Discussion:** *Koan explained that the Sabo's had met the minimum requirements for a floodplain development application and plan to construct a detached garage.*

Motion by **Rick**, Seconded by **Irwin**, to approve for Floodplain Development Permit #160114 by Niklaus & Michelle Sabo for a proposed detached garage at 118 Douglas Road, and recommend the City Council do the same.

Vote: **Passed Unanimously**

5. Discussion with Bob Hays regarding Big Sky Upholstery and storage yard.

**Discussion:** *Koan explained that Mr. Hays was interested in purchasing SDEDA land just north of his business, and would like to install a security fence and have an open storage lot for campers & boats, etc. Koan further explained ordinance require a privacy fence on the rear and the sides of open storage lots.*

*Mr. Hays then explained he would like to install a chain-link fence with privacy slats on the west between him and the residential area, and not on the sides. Mr. Hays also advised he would install a 6' high fence with another foot of security barbwire on top. He also advised he plans to install an automatic gate on the Ellsworth Road Entrance.*

*The Commission then discussed the zoning in the area. Koan advised he has recommended Mr. Hays rezone all of his property to Highway Service zoning as permitted in the new zoning ordinance.*

*After some discussion, the Commission agreed Mr. Hays should proceed with a variance in regards to the fenced storage area, and they would support the application and the proposed zoning amendment.*

*No formal vote or action was in relation to this matter during the meeting.*

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6. Discussion and recommendation to Council on Resolution 16-18 amending Resolution 14-03, Tax Increment District Number 3 boundaries.

**Discussion:** Koan advised this resolution shrinks the boundaries and valuation of TIF #3 to bring it into compliance with state law.

Blaise Emerson from Black Hills Council of Local Government then began explaining the initial formation of TIF #3 and there was an error in the initial documentation, for which this resolution corrects. Mr. Emerson also showed a map of the initial District and an insert showing the corrected boundaries.

Motion by Rick, Seconded by Irwin, to approve, Resolution 16-18 amending Resolution 14-03, Tax Increment District Number 3 boundaries, and recommend the City Council do the same.

Vote: Passed Unanimously

7. Discussion and recommendation to Council on amended Tax Increment District Number 3 project plan.

**Discussion:** Blaise Emerson advised, because of the required changes in valuation in TIF #3, the project plan also had to be amended, and some projects were eliminated from the plan to fall within the financial constraints.

Projects left on the plan were the water tank & well that has been constructed, and East Mall Drive, which is currently being negotiated as a private/public endeavor with the City, State and private developers.

Some discussion was held the other two projects, which were on the initial plan being, the Northern Lights Blvd. connector and Cheyenne Blvd. It was agreed that Cheyenne Blvd. would likely not have been constructed, and needs to be developer driven.

Furthermore, it was agreed Northern Lights Blvd. still needs to be a priority, even though other funding sources would need to be utilized. It was also agreed that the developers in the Northern Lights area should be responsible for some of the funding.

8. Motion by Rick, Seconded by Labine, to approve, amended Tax Increment District Number 3 project plan, and recommend the City Council do the same.

Vote: Passed Unanimously

**MAYORS REPORT:** The mayor advised the Commission that the City is conducting a storm drainage study in the Thunderbird area. Also advised that a group from the base is doing a community project and will be painting fire hydrants red. Advised the City continues to work with DOT on an agreement for East Mall Drive and private partners for the project. Advised Ellsworth Road project continues and has caused some additional traffic on Radar Hill Road, but it is still manageable. Advised Antelope Ridge

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is having an open house on Sept. 10, and that VRC Metals is pursuing financing to purchase the old Vandenberg school for its operation.

GUEST INPUT: Jane Maine question who was responsible for keeping the area around fire hydrants clear, so they are visible to the fire department. She furthermore asked if the hydrants were being maintained and flushed on a regular basis.

**ADMINISTRATIVE REPORTS:**

South Ellsworth Road Project underway and the gravel road between Prairie View and Creekside is open for travel.

**COMMISSION INPUT:**

**Base Representative:** Mrs. Fry advised the I-90 Corridor Study continues and there was good participation at the 1<sup>st</sup> public meeting.

**Hanson:** Nothing to add

**Irwin:** Nothing to add

**Labine:** Advised he would be out of town for the September 12 Commission meeting.

**Rick:** Questioned the mayor in regards to a water leak in his area last week. Advised it appeared the PW staff did not flush the lines after making the repair.

**Zuhlsdorf:** Nothing to add

**ADJOURNMENT**

Motion by **Irwin**, seconded by **Rick**, to adjourn **August 29, 2016 Planning Commission Meeting.**

**Vote: Passed Unanimously**

The Commission meeting was adjourned at **7:49** PM.