

**BOX ELDER PLANNING & ZONING COMMISSION DRAFT MEETING MINUTES
FOR THE REGULAR MEETING OF FEBRUARY 12, 2018 AT 7:00 P.M.
TO BE HELD IN THE COUNCIL CHAMBERS OF BOX ELDER CITY HALL**

CALL TO ORDER

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

ROLL CALL

Irwin, Labine, Rick, Zuhlsdorf & Knight

Commission Members Absent: Hanson

Staff present: Planning Director Koan

Number of guests present: 2

Council Present: Scott Allen

APPROVAL OF AGENDA

1. To approve the agenda for the regular meeting of February 12, 2018.

Motion by Zuhlsdorf, seconded by Irwin, to approve the agenda for February 12, 2018 as presented.

Vote: Passed Unanimously

OLD BUSINESS

2. To approve the minutes of the January 29, 2018 Commission regular meeting.

Motion by Labine, seconded by Zuhlsdorf, to approve the minutes for January 29, 2018 as presented.

Vote: Passed Unanimously

NEW BUSINESS

3. Application for Sign Permit #180016 by Haberman Properties LLC for signage at 827 Tower Road (Lot 21 of Block 2 of Freedom Landing Subdivision in Section 8, T2N, R9E, B.H.M., Box Elder, Meade County, SD).

Staff Comments: *The proposed sign will be an on premise sign for 12 plex apartments – the 5' X 8' proposed sign is compliant with ordinances, however the proposed 25' setback from the road is not acceptable, minimum setback will be no less than one-foot back of the front property line. Staff recommend approval with setback stipulations.*

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Discussion & stipulations: Planning Commission stipulates the sign shall be a minimum of 1'-0" away from the front property line as required by ordinance.

Motion by Zuhlsdorf, seconded by Irwin, to approve Sign Permit #1800016 as presented, requiring a minimum setback of 1' – 0" inside the property line, and recommend City Council do the same.

Vote: Passed Unanimously

4. Application for Preliminary Plat #180021 by Cheyenne Pass Development for Cheyenne Pass Subdivision Phase 2B (Lots C25R and C27R, Lots D1 thru D21, Lots H1 thru H15, Lot G2, Lot G3, Common Lot A, and Dedicated Street Rights-of-Way for Bear Tooth Drive, Blue Sage Lane, and Buffalo Run Drive of Cheyenne Pass (formerly a portion of the NE¼ of Section 36 with Lot C25R, Lot C27R and a portion of Blue Sage Lane formerly lots C25 thru C27) located in the NE¼ of Section 36, T2N, R8E, B.H.M. , City of Box Elder, Pennington County, SD).

Staff Comments: Proposed road and R.O.W. are not compliant with existing ordinance's, however are in line with existing conditions.

Need to have a single street name for Lone Solider Court as not to cause confusion for emergency services in regards to addressing.

Land needs to be rezoned, as it has a combination of Agricultural and Residential currently. Staff would recommend R-3 Mixed Use Residential for this expansion.

Changes need to be made to certain Signature Blocks to be in compliance with City requirements.

Discussion & stipulations: This application was request by the developer to be deferred until further notice.

Motion by Irwin, seconded by Labine to defer the Preliminary Plat Application #180021 as requested by the developer.

Vote: Passed Unanimously

MAYORS REPORT: N/A

GUEST INPUT: Patrick Elay was present and commented he has not been able to access the Planning Commission Minutes and Agenda's on the Web Site.

Koan advised he should be able to, but would look into the matter.

ADMINISTRATIVE REPORTS:

Will be conducting interviews for GIS position on Wednesday

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Council conducted 2nd round of interviews for City Attorney on Friday

Proposed Court Yard Hotel project still on track to start in April

Discussion continues about Event Center – Feasibility Study completed – initial schematic drawings being created and funding be investigated.

COMMISSION INPUT:

Base Representative: Not present.

Hanson: N/A

Irwin: N/A

Labine: N/A

Rick: N/A

Zuhlsdorf: N/A

ADJOURNMENT

*Being no further business, motion by Zuhlsdorf, seconded by Irwin, to adjourn **February 12, 2018** Planning Commission Meeting.*

Vote: Passed Unanimously

The Commission meeting was adjourned at 7:08 PM.