

**BOX ELDER PLANNING & ZONING COMMISSION MEETING MINUTES  
FOR THE REGULAR MEETING OF FEBRUARY 27, 2017 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 PM.

**ROLL CALL**

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

Commission Members Absent: Fry

Staff present: Planning Director Koan

Number of guests present: 7

Council Present: Allen, Mayor Larson

**APPROVAL OF AGENDA**

1. To To approve the agenda for the regular meeting of **FEBRUARY 27, 2017.**

Motion by Labine, seconded by Irwin, to approve the agenda for **FEBRUARY 27, 2017** as presented.

Vote: Passed Unanimously

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Motion by Rick, Seconded by, Irwin to suspend the Planning Commission and convene as the Board of Adjustment.

Vote: Passed Unanimously

Time: 7:01 PM

**BOARD OF ADJUSTMENT**

2. Public Hearing on application for Variance #170014 by Lamar Advertising to allow the top of a proposed sign to be thirty-six feet above the ground at 515 Cimarron Drive (Tract B Less Lot 1, Less Lot 2 and Less Lots H1 and H2 of Block 2 of Cimarron Subdivision located in the NE¼ of Section 20, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

Discussion: Planning Director Koan informed the Commission the application stated total height of 36' however that is the height to the bottom of the proposed sign and the overall height is 52'.

Terry Olson from Lamar was present to discuss the sign and advise Lamar would be removing an old sign in the Medow Road R.O.W. as requested by the City in exchange for the erection of the new sign west of loves travel center.

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Chairman Hanson closed the public hearing at 7:05 with no other public comment submitted.

3. Motion by Labine seconded by, Irwin to approve Variance #170014 and recommend City Council approve the application for Variance #170014 by Lamar Advertising to allow the top of a proposed sign to be fifty-two feet total height above the ground at 515 Cimarron Drive (Tract B Less Lot 1, Less Lot 2 and Less Lots H1 and H2 of Block 2 of Cimarron Subdivision located in the NE¼ of Section 20, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

Vote: Passed Unanimously

Motion by Zuhlsdorf, Seconded by, Rick to adjourn the Board of adjustment and reconvene as the Planning Commission.

Vote: Passed Unanimously

Time: 7:06 PM

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**OLD BUSINESS**

4. To approve the minutes of the Commissions regular meeting of **January 30, 2017**.

*Motion by Irwin, seconded by, Labine to approve the **January 30, 2017 Planning Commission Minutes** as presented.*

Vote: Passed Unanimously

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5. Application for Floodplain Development Permit #170014 by Lamar Advertising for an off-premise 14' x 48' double-sided steel monopole billboard at 515 Cimarron Drive (Tract B Less Lot 1, Less Lot 2 and Less Lots H1 and H2 of Block 2 of Cimarron Subdivision located in the NE¼ of Section 20, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

Discussion: Planning Director Koan advised the Commission the monopole sign would be located in the 100-year flood zone, thus a Flood Development Permit was required. Although it is formality as there will be no occupancy of the structure.

Motion by Irwin, seconded by, Labine to approve Floodplain Development Permit #170014 by Lamar Advertising for an off-premise 52' tall 14' x 48' double-sided steel monopole billboard at 515 Cimarron Drive (Tract B Less Lot 1, Less Lot 2 and Less Lots H1 and H2 of Block 2 of Cimarron Subdivision located in the NE¼ of Section 20, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

Vote: Passed Unanimously

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6. Application for Sign Permit # 170014 by Lamar Advertising for an off-premise 14' x 48' double-sided steel monopole billboard at 515 Cimarron Drive (Tract B Less Lot 1, Less Lot 2 and Less Lots H1 and H2 of Block 2 of Cimarron Subdivision located in the NE $\frac{1}{4}$  of Section 20, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

**Discussion:** Terry Olson from Lamar again stated that the approval of this sign application would involve the removal of the old sign in the Medow Road R.O.W.

Motion by Zuhlsdorf, seconded by, Irwin to approve Application for Sign Permit # 170014 by Lamar Advertising for an off-premise 14' x 48' double-sided steel monopole billboard at 515 Cimarron Drive (Tract B Less Lot 1, Less Lot 2 and Less Lots H1 and H2 of Block 2 of Cimarron Subdivision located in the NE $\frac{1}{4}$  of Section 20, T2N, R9E, B.H.M., Box Elder, Pennington County, SD). Moreover, upon completion of the sign, the sign structure owned by Lamar Advertising in the Medow Road R.O.W. just east of Westside Drive shall be removed.

Vote: Passed Unanimously

7. Application for Preliminary Plat #170015 by Elk Vale Business Park LLC for Northern Lights Subdivision Phase 2 (Lots 1 thru 28, Block 8 and Lot 1 thru Lot 4, Block 9 of Northern Lights Subdivision and Dedicated Right-Of-Way, Formerly a Portion of the SW $\frac{1}{4}$  of the SE $\frac{1}{4}$  Less Northern Lights Subdivision and Less Right-Of-Way; and a Portion of Tract B of the N $\frac{1}{2}$  of the SE $\frac{1}{4}$  and of the S $\frac{1}{2}$  of the NE $\frac{1}{4}$ ; and a Portion of the W $\frac{1}{2}$  of the SE $\frac{1}{4}$  of the SE $\frac{1}{4}$  Less Northern Lights Subdivision and Less Right-Of-Way; All located in Section 27, T2N, R8E, B.H.M., Box Elder, Pennington County, SD).

**Discussion:** Planning Director Kaon explained the proposed subdivision expansion, and advised that preliminary construction plans for the project had been reviewed by Public Works and Planning, and comments had been conveyed to the engineer.

Mr. Estes, the developer was present to speak about the expansion and explained the lots in the phase are a little larger and there will be no further alleys in the subdivision at the advice of City staff.

Motion by Zuhlsdorf, seconded by, Rick to approve Preliminary Plat #170015 by Elk Vale Business Park LLC for Northern Lights Subdivision Phase 2 (Lots 1 thru 28, Block 8 and Lot 1 thru Lot 4, Block 9 of

Northern Lights Subdivision and Dedicated Right-Of-Way, Formerly a Portion of the SW $\frac{1}{4}$  of the SE $\frac{1}{4}$  Less Northern Lights Subdivision and Less Right-Of-Way; and a Portion of Tract B of the N $\frac{1}{2}$  of the SE $\frac{1}{4}$  and of the S $\frac{1}{2}$  of the NE $\frac{1}{4}$ ; and a Portion of the W $\frac{1}{2}$  of the SE $\frac{1}{4}$  of the SE $\frac{1}{4}$  Less Northern Lights Subdivision and Less Right-Of-Way; All located in Section 27, T2N, R8E, B.H.M., Box Elder, Pennington County, SD).

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Vote: **Passed Unanimously**

8. Application for Minor Plat #170019 by Black Hills Rubble Management for 22297 149<sup>th</sup> Avenue (Tract A-1 and Tract A-2 Located in the Sw<sup>1</sup>/<sub>4</sub>; the S<sup>1</sup>/<sub>2</sub> of the NW<sup>1</sup>/<sub>4</sub> and the SW<sup>1</sup>/<sub>4</sub> of the NE<sup>1</sup>/<sub>4</sub> of Section 32, Formerly Tract A, located in the SW<sup>1</sup>/<sub>4</sub>; the S<sup>1</sup>/<sub>2</sub> of the NW<sup>1</sup>/<sub>4</sub> and the SW<sup>1</sup>/<sub>4</sub> of the NE<sup>1</sup>/<sub>4</sub> of Section 32, All located in T3N, R9E, B.H.M., Meade County, SD).

**Discussion:** Koan explained where the proposed plat was located in the Extra Territorial Jurisdiction of Meade County.

Daene Boomsma (landowner) was present to explain the reason for the plat was to isolate the existing licensed rubble site from the remainder of the property that would be used for ranching.

Motion by Labine, seconded by, Irwin to approve Minor Plat #170019 by Black Hills Rubble Management for 22297 149<sup>th</sup> Avenue (Tract A-1 and Tract A-2 Located in the Sw<sup>1</sup>/<sub>4</sub>; the S<sup>1</sup>/<sub>2</sub> of the NW<sup>1</sup>/<sub>4</sub> and the SW<sup>1</sup>/<sub>4</sub> of the NE<sup>1</sup>/<sub>4</sub> of Section 32, Formerly Tract A, located in the SW<sup>1</sup>/<sub>4</sub>; the S<sup>1</sup>/<sub>2</sub> of the NW<sup>1</sup>/<sub>4</sub> and the SW<sup>1</sup>/<sub>4</sub> of the NE<sup>1</sup>/<sub>4</sub> of Section 32, All located in T3N, R9E, B.H.M., Meade County, SD).

Vote: **Passed Unanimously**

**MAYORS REPORT:** The Mayor spoke about several meetings and events he has attended in the past couple of weeks involving military affairs and the base.

**GUEST INPUT:** Mr. Dion from 122 Southgate Road spoke to the Commission in regards to installation of a six (6) foot privacy fence in his front yard and surrounding his property. The current City requirement is on a four (4) foot tall fence in the front yard.

After some discussion, the Commission indicated to Mr. Dion that a six (6) foot high privacy fence would not be permitted because of safety issues.

Curt Meier provided additional public input; advising he believed the new thrift store was allowing patrons in the warehouse area. Planning Director Koan advised he would follow up with the owners.

**ADMINISTRATIVE REPORTS:**

Planning Director Koan presented layout showing the area along Box Elder Road that could be rezoned to Highway Service. After some discussion, the Commission agreed that all of Box Elder Road should be reviewed and rezoned. Koan advised he would proceed in that direction and set up hearings regarding the zoning.

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Koan further discussed the area of Cimarron Drive in regards to rezoning areas to Light Industrial, which would give the owners more latitude for business since they are in the AICUZ area and APZ1. Planning Commission concurred with the zoning concept and advised to proceed.

Koan advised the City has offered the Code Enforcement position to Daly Olheiser who will begin on March 20. Dave St. Pierre continues to conduct building inspections, and will mentor Mr. Olheiser for approximately 30 days before returning to retirement.

Koan also advised the Commission there were four (4) illegal signs in public right-of-way advertising Mike's Laundry, Olson Auto and the Legion Hall. The signs were installed some years ago by Public Works staff and need to be removed, as the City continues to get request from other business owners for signage. Koan advised that letters will be sent to the three entities, and in the next couple of weeks Public Works will remove the signs and structures, and return the signs to the businesses.

**COMMISSION INPUT:**

Base Representative: N/A

Hanson: N/A

Irwin: N/A

Labine: Followed up from the January 30 meeting to make sure Mr. Jobbins was provided information on zoning of his property to Highway Service.

Rick: Wanted to pass along a thank you to Bob at Public Works for fixing the street light.

Zuhlsdorf: N/A

**ADJOURNMENT**

*Being no further business, motion by Irwin, seconded by Rick, to adjourn February 27, 2017 Planning Commission Meeting.*

**Vote: Passed Unanimously**

*The Commission meeting was adjourned at 7:51 PM.*