

**BOX ELDER PLANNING & ZONING COMMISSION MINUTES  
FOR THE REGULAR MEETING OF FEBRUARY 8, 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, Fry**

*Commission Members Absent: N/A*

*Staff present: Koan*

*Number of guests present: 9*

*Council Present: Scott Allen, Bruce Hegel & Tricia Weathers*

**APPROVAL OF AGENDA**

1. To approve the agenda for the **February 8, 2016** regular meeting.

*Motion by Rick, seconded by Labine, to approve the agenda for **February 8, 2016** as presented.*

*Vote: Passed Unanimously*

**OLD BUSINESS**

2. To approve the minutes of the Commission's regular meeting of **January 11, 2016**.

*Motion by Irwin, Seconded by Rick, to approve the Planning Commission minutes from **January 11, 2016** as presented.*

*Vote: Passed Unanimously*

**NEW BUSINESS**

3. Application for Minor Plat #160003 by Baseline Surveying on behalf of Kathy Hvitved for 15013 and 15015 224<sup>th</sup> Street (Lot A Revised and Lot B Revised of Lot 4 of Colvin Subdivision (formerly Lots A and B of Lot 4 of Colvin Subdivision), locate in N1/2 NE1/4 of Section 9, T2N, R9E, BHM, Meade County, SD)

**DISCUSSION:** Planning Director Koan advised the commission that the proposed plat was in the extra territorial jurisdiction with Meade County, and the plat was just boundary adjustment.

Shanon Vasknetz from Baseline Surveying was present for the meeting.

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Motion by Labine, Seconded by Irwin, to approve Minor Plat Application #16003 for Kathy Hvitved, and recommend the City Council do the same.

Vote: Passed Unanimously

4. Review and recommendation to Council regarding adoption of Title 15, Chapter 153, Zoning Regulations.

Planning Director Koan advised that the ordinance the Commission has been reviewing for the last few weeks, has been reviewed and approved by Ordinance Committee, who recommends its approval.

The Planning Commission advised they had reviewed the proposed Zoning Ordinance and did not have any proposed changes.

Motion by Rick, second by Labine, to recommend approval of the proposed Title 15, Chapter 153 Zoning Ordinance as presented, and request the City Council adopt the ordinance.

Vote: Passed Unanimously

**MAYORS REPORT:** *The mayor was not present for the meeting, and did not provide any report prior to the meeting.*

**GUEST INPUT:** *Jane Maine questioned if the storage building in front of DJ's Storage was legal.*

*Planning Director Koan advised he was not aware of the situation, however would check it out on Wednesday.*

*Mrs. Maine also asked about the yellow construction trailer on the west end of town along the interstate that was tipped over by the wind.*

*Koan advised that the Planning Department would get in touch with the owner and have him remove the structure.*

*A resident from Thunderbird Subdivision had questions in regards to nuisance issues and businesses in homes with the subdivision.*

*Koan advised that the Planning Department is actively working on nuisance issues around town, and would again contact the landowner of the business referenced on Bluebird, as the last conversation that the department had with the owner, they had directed the tenant to stop their operation.*

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**ADMINISTRATIVE REPORTS:**

*Koan introduced the new Code Enforcement/Building Inspector Keith Walker.*

*Koan also advised that Dave St. Pierre who has been contracted to conduct inspections over the past few years would be retiring the end of March; however, he will still be conducting plan review for the City.*

**COMMISSION INPUT:**

**Base Representative:** *Advised of the Joint Land Use Study (JLUS) public meeting to be held on Thursday February 11 at 6:30 in the evening at the Rapid City Convention and Visitors building at exit 61.*

**Hanson:** *Nothing to add*

**Irwin:** *Nothing to add*

**Labine:** *Questioned if we had heard anything more from the developer who was going to build apartments in Northern Lights.*

*Koan advised, yes, and that the City should be receiving plans anytime now, with the project to begin shortly.*

**Rick:** *Nothing to add*

**ADJOURNMENT**

*Motion by Rick, seconded by Hanson, to adjourn **February 8, 2016** Planning Commission Meeting.*

**Vote: Passed Unanimously**

*The Commission meeting was adjourned at 7:14 p.m.*