

**BOX ELDER PLANNING & ZONING COMMISSION MEETING MINUTES FOR THE REGULAR  
MEETING OF JULY 25, 2016 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 p.m.

**ROLL CALL**

**Hanson, Labine, Rick & Zuhlsdorf**

Commission Members Absent: Irwin & Fry

Staff present: Planning Director Koan

Number of guests present: 4

Council Present: Allen, Weathers & Mayor Larson

**APPROVAL OF AGENDA**

1. To approve the agenda for the **July 25, 2016** regular meeting.

Motion by Rick, seconded by Zuhlsdorf, to approve the agenda for **July 25, 2016** as presented.

Vote: Passed Unanimously

**OLD BUSINESS**

2. To approve the minutes of the Commissions regular meeting of **July 11, 2016**.

Motion by Labine, seconded by, Rick to approve the **July 11, 2016** Planning Commission Minutes as presented.

Vote: Passed Unanimously

**NEW BUSINESS**

3. Application for Floodplain Development Permit #160080 by Duane Kirk to place a manufactured home at Tract 2R3 of DeJong Subdivision in the SE¼SE¼ of Section 24 and in the N½NE¼ and NE¼NW¼ of Section 25, all in T2N, R8E, B.H.M., Box Elder, Pennington County, SD.

**Discussion:** Koan advised the Commission that Mr. Kirk had everything in order in relation to ordinance requirements to obtain the Floodplain Development permit, to include the initial elevation certificate. However, Koan requested that the Commission approve the application contingent upon the City receiving an engineered septic system design, prior to issuance

Jane Maine questioned why septic system would be necessary as sanitary sewer was in the area. Koan advised that the sanitary sewer is higher than the elevation of the new home, and the owner would need install a grinder and injection pump, as well as an extended length of piping. This is why staff agreed to an engineered designed septic system, which meets FEMA standards for flood hazard areas.

**BOX ELDER PLANNING & ZONING COMMISSION MEETING MINUTES FOR THE REGULAR  
MEETING OF JULY 25, 2016 AT 7:00 P.M. TO BE HELD IN THE COUNCIL CHAMBERS OF BOX  
ELDER CITY HALL**

Motion by **Rick**, Seconded by **Labine**, to approve, Floodplain Development Permit #160080 by Duane Kirk to place a manufactured home, and recommend the City Council do the same.

Vote: **Passed Unanimously**

4. Application for Preliminary Plat #160089 by Jaennis LLC for phase 1 of Liberty Park Subdivision (Lots 1-26 of Block 1, Lots 1-2 of Block 2, Lots 1-3 of Block 3, and Lots 1-2 of Block 4 of Liberty Park Subdivision (formerly Lots 1 & 2 of Spur Ranch Properties Subdivision, a portion of the NW¼SE¼ Less Lot H1 of Section 17 lying North and East of Liberty Boulevard, and a portion of the unplatted balance of the NE¼SE¼ Less Right-of-way and Less Lot H1 of Section 17 lying North and East of Liberty Boulevard,) all in Section 17, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

**Discussion:** *Koan advised the Commission this proposal was the first phase of the previously approved Layout Plan for Liberty Park Subdivision. Koan advised, according to the plans presented, grading would take place this year, and utility construction likely in 2017.*

Motion by **Labine**, Seconded by **Rick**, to approve, Preliminary Plat #160089 by Jaennis LLC for phase 1 of Liberty Park Subdivision, and recommend the City Council do the same.

Vote: **Passed Unanimously**

5. Application for Grading Permit #160089 by Jaennis for phase 1 of Liberty Park Subdivision (Lots 1-26 of Block 1, Lots 1-2 of Block 2, Lots 1-3 of Block 3, and Lots 1-2 of Block 4 of Liberty Park Subdivision (formerly Lots 1 & 2 of Spur Ranch Properties Subdivision, a portion of the NW¼SE¼ Less Lot H1 of Section 17 lying North and East of Liberty Boulevard, and a portion of the unplatted balance of the NE¼SE¼ Less Right-of-way and Less Lot H1 of Section 17 lying North and East of Liberty Boulevard,) all in Section 17, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).

**Discussion:** *Koan advised that staff has reviewed the proposed grading plan, and has approved. Koan advised he anticipates that the grading will begin in about a week.*

Motion by **Labine**, Seconded by **Rick**, to approve, Grading Permit #160089 by Jaennis for phase 1 of Liberty Park Subdivision, and recommend the City Council do the same.

Vote: **Passed Unanimously**

**MAYORS REPORT:** *The mayor advised he had attended several command changes on the base. He also spoke various other projects going on around the City.*

**GUEST INPUT:** *Jane Maine advised the weeds in the Timber Ridge Construction lot on Box Elder Road were getting tall.*

*Koan advised that Keith is pursuing this matter, and they have been give their final written notice, which will expire mid next week. If they do not comply, the City will abate the matter.*

**ADMINISTRATIVE REPORTS:**

*Work on Northern Lights apartments and Home 2 Suites Hotel progresses*

*The City is close to reaching an agreement with the DOT on East Mall Drive extension. Anticipation of engineering this fall, with the hope beginning construction in 2017.*

**BOX ELDER PLANNING & ZONING COMMISSION MEETING MINUTES FOR THE REGULAR MEETING OF JULY 25, 2016 AT 7:00 P.M. TO BE HELD IN THE COUNCIL CHAMBERS OF BOX ELDER CITY HALL**

The SD DOT and the Study Consultant FHU, will hold its first Exit 61-67 Corridor Study Public Meeting, 6:00 to 7:30 PM at the University Center Tuesday July 26, 2016.

It is anticipated K & M Tires will be constructing a new warehouse in Box Elder, as they are currently taking bids on the project.

S. Ellsworth Road project preconstruction meeting is tomorrow and the work should begin shortly thereafter to extend culverts and straighten the road, as well as constructing a gravel service road between Creekside and Prairie View subdivision.

Street overlays planned for 2016 will be done during the rally.

Mag water was applied to West Sunnysdale and various other gravel streets.

Public Works approved a Storm Water runoff study for the Thunderbird area that will begin shortly.

Where well testing and observation will begin after the Rally, and the results will lead to an engineering design to hopefully resurrect the well to a usable condition.

**COMMISSION INPUT:**

**Base Representative Fry:** Not present

**Hanson:** Mr. Hanson commented on the mess behind Woodstock Supply. He advised he understands it is the County, however requested that staff contact the County and request enforcement measures. Koan advised he would again contact County Planning Office and convey our thoughts in regards to this matter.

Mr. Hanson commented on the condition of Cheyenne Boulevard, particularly the section in Rapid City. He asked if someone from the City could speak with Rapid City about making repairs to the street.

Mr. Hanson additionally asked where the City was in regards to the repairs on Radar Hill Road. Koan advised that Geotechnical work has been completed, however the State DOT has not decided on the proper fix for the situation. The City is at the mercy of the DOT, as the majority (80%) of the funding for the project will come from the State.

**Irwin:** Not present

**Labine:** Mr. Labine asked who was in charge of the reader sign in front of City Hall and asked if the correct date for the next council meeting could be put on the sign.

**Rick:** No further comments offered.

**Zuhlsdorf:** No further comments offered.

**ADJOURNMENT**

Motion by **Rick**, seconded by **Hanson**, to adjourn **July 25, 2016** Planning Commission Meeting.

**Vote:** **Passed Unanimously**

The Commission meeting was adjourned at **7:20** PM.