

**BOX ELDER PLANNING & ZONING COMMISSION DRAFT MEETING
MINUTES FOR THE REGULAR MEETING OF OCTOBER 24, 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 PM.

ROLL CALL

Hanson, Irwin, Labine, Rick, Zuhlsdorf & Fry

Commission Members Absent: None

Staff present: Planning Director Koan

Number of guests present: 5

Council Present: Allen

APPROVAL OF AGENDA

1. To approve the agenda for the **October 24, 2016** regular meeting.

*Motion by Rick, seconded by Labine, to approve the agenda for **October 24, 2016** as presented.*

Vote: Passed Unanimously

OLD BUSINESS

2. To approve the minutes of the Commissions regular meeting of **October 10, 2016**.

*Motion by Zuhlsdorf, seconded by, Irwin to approve the **October 10, 2016** Planning Commission Minutes as presented.*

Vote: Passed Unanimously

NEW BUSINESS

3. Review and recommendation for Preliminary Plat Application #160135 by Elk Vale Business Park LLC for Lots 1-6 of Block 3 of Northern Lights Subdivision (formerly All of Block 3 of Northern Lights Subdivision) located in the S½ of the SE¼ of Section 27, T2N, R8E, B.H.M., Box Elder, Pennington County, SD.

Discussion: Koan explained the plat was relative to property recently reviewed and rezoned by the Commission for the construction of four; four-plexs and one duplex. There was no other public or commission input in regards to the property.

**BOX ELDER PLANNING & ZONING COMMISSION DRAFT MEETING
MINUTES FOR THE REGULAR MEETING OF OCTOBER 24, 2016 AT 7:00 P.M.
TO BE HELD IN THE COUNCIL CHAMBERS OF BOX ELDER CITY HALL**

Motion by **Rick** seconded by, **Zuhlsdorf** to approve to approve Preliminary Plat Application #160135 for Elk Vale Business Park LLC, and recommend the City Council do the same.

Vote: **Passed Unanimously**

4. Review and recommendation for Grading Permit Application #160140 by KTM Design Solutions on behalf of Brigitta Sharpe for 353 Cimarron Drive (Lot 2A of Block 2 of Cimarron Subdivision, Located in the W½ NW¼ of Section 20, T2N, R9E. B.H.M., Box Elder, Pennington County, SD), to begin work on Freight Terminal.

Discussion: *Koan explained the Grading Permit Application was for the freight terminal approved for Cimarron, and that Public Works had reviewed the proposed grading plan and recommended approval. No other input was provided.*

Motion by **Labine** seconded by, **Irwin** to approve to approve Grading Permit Application #160140 for KTM Design Solutions on behalf of Brigitta Sharpe, and recommend the City Council do the same.

Vote: **Passed Unanimously**

MAYORS REPORT: **The Mayor was not present for the meeting.**

GUEST INPUT: *Dan Gillespie advised he was looking a couple of properties in Box Elder where he could move in studio efficiency apartments. After some discussion, it was determined that the property he was looking at did not have available sanitary sewer and alternate sites were suggested for investigation. Otherwise, the Commission believed there was a need for efficiency apartments in the area.*

Mr. Gillespie presented photos of units he looking to purchase and move from Pierre. Mr. Gillespie was going to further investigate alternative locations and also contact SDEDA.

Willis Venekamp spoke of a proposed development at the SW corner of 224th and Elk Vale Road, which is in the Cities Extra Territorial Jurisdiction area of Meade County. Mr. Venekamp is seeking to purchase a 78 acre parcel and subdivide the property, creating some commercial lots and some residential lots.

Planning Director Koan advised the City does not have any provisions in its subdivision ordinance for gravel streets, which are proposed in this development. Koan recommended if the Commission was in favor of the development, that a formal Road and Water district be formed, and documentation be filed with the plat.

After further discussion with Mr. Venekamp, the Commission advised they were not in opposition to the proposed development, and further advised Mr. Venekamp to proceed with his plans.

**BOX ELDER PLANNING & ZONING COMMISSION DRAFT MEETING
MINUTES FOR THE REGULAR MEETING OF OCTOBER 24, 2016 AT 7:00 P.M.
TO BE HELD IN THE COUNCIL CHAMBERS OF BOX ELDER CITY HALL**

Jane Maine asked about the two new mobile homes going in on West Sunnydale Road. Koan advised there were moving permits issued for the structures and that Code Enforcement will be following the installation.

ADMINISTRATIVE REPORTS:

Administrative work on East Mall Drive continues.

The new web site should be fully operational by the end of the week. Please encourage the public to visit the site.

COMMISSION INPUT:

Base Representative: None Offered

Hanson: None Offered

Irwin: None Offered

Labine: None Offered

Rick: None Offered

Zuhlsdorf: None Offered

ADJOURNMENT

Being no further business, motion by Irwin, seconded by Labine, to adjourn **October 24, 2016 Planning Commission Meeting.**

Vote: Passed Unanimously

The Commission meeting was adjourned at 7:34 PM.