

MINUTES
PENNINGTON COUNTY PLANNING COMMISSION
November 14, 2016 @ 9:00 a.m.

County Commissioners' Meeting Room - Pennington County Administration Building

MEMBERS PRESENT: Sig Zvejnieks, Lori Litzen, William McCollam, Travis Lasseter, Barbara Landers, Rich Marsh, and Deb Hadcock.

STAFF PRESENT: PJ Conover, Brittney Molitor, Cassie Bolstad, Kelsey Rausch, Chutima Supboon, Kinsley Groote (SAO) and Jeri Ervin.

ROLL CALL

1. APPROVAL OF THE OCTOBER 24, 2016, MINUTES
Moved by Lasseter and seconded by Marsh to approve the minutes of the October 24, 2016, Planning Commission Meeting. Vote: unanimous 7 to 0.

2. APPROVAL OF THE AGENDA
Moved by Marsh and seconded by Lasseter to approve the Agenda of the November 14, 2016, Planning Commission Meeting. Vote: unanimous 7 to 0.

Moved by Lasseter and seconded by Landers to approve the Consent Calendar of the November 14, 2016, Planning Commission Meeting. Vote: unanimous 7 to 0.

CONSENT CALENDAR

The following items have been placed on the Consent Calendar for action to be taken on all items in accordance with staff's recommendation by a single vote. Any item may be removed from the Consent Calendar, by any Planning Commissioner, staff member, or audience member for separate consideration. The findings of this Planning Commission are recommendations to the Pennington County Board of Commissioners who will make the final decision.

3. **CONDITIONAL USE PERMIT REVIEW / CU 12-30:** Ruby and Frank Matejcik. To review a Vacation Home Rental in a General Agriculture District in accordance with Sections 205, 319, and 510 of the Pennington County Zoning Ordinance.

That Part of the SE1/4SE1/4 lying north and east of Slate Prairie Road, Section 26, T1N, R3E, BHM, Pennington County, South Dakota.

To continue the review of Conditional Use Permit / CU 12-30 to the November 28, 2016, Planning Commission Meeting.

Vote: unanimous 7 to 0.

4. **CONDITIONAL USE PERMIT REVIEW / CU 13-24:** Self Directed IRA Services; Scott Buckley. To review a Vacation Home Rental in a General Agriculture District in accordance with Sections 205, 319, and 510 of the Pennington County Zoning Ordinance.

Part of Sherman Placer MS #821 and Lot A of Sherman Placer MS #821, Section 30, T1S, R5E, BHM, Pennington County, South Dakota..

To approve the extension of Conditional Use Permit / CU 13-24 with the following twelve (12) conditions:

1. **That the maximum overnight occupancy, based on the approval from South Dakota Department of Environmental and Natural Resources (SD DENR), be limited to four (4) people and the maximum daytime occupancy be limited to six (6) people;**
2. **That if any additions to the structure and/or if the on-site wastewater treatment system is upgraded in the future, this Conditional Use Permit be reviewed so that the maximum occupancy may be adjusted accordingly, which will require approval from SD DENR;**
3. **That the applicant maintain current licenses with the South Dakota Department of Health (Vacation Home License) and the Department of Revenue (Sales Tax License) and that copies of these Licenses be provided to the Planning Department;**
4. **That a minimum of two (2) off-street parking spaces continue to be provided on-site, each measuring a minimum of nine (9) by eighteen feet and maintained in a dust-free manner;**
5. **That an interior informational sign continue to be posted in accordance with the requirements of Section 319-G, during operation of the residence as a Vacation Home Rental;**
6. **That the lot address (12490 Old Hill City Road) continue to be posted at all times so it is clearly visible from Old Hill City Road, in accordance with Ordinance #20;**
7. **That the applicant ensures the Vacation Home Rental is operated in accordance with the requirements of Section 319-F (Performance Standards) at all times;**
8. **That an approved Floodplain Development Permit be obtained prior to any construction or disturbance being done within the designated Special Flood Hazard Area on the subject property;**

9. That the applicant maintains a current Burn Permit from the South Dakota Department of Agriculture, Division of Wildland Fire for the outside fire pit on the subject property and a copy of this permit be provided by the applicant to the Planning Department or the fire pit be abandoned;
10. That if the person designated as the Local Contact is ever changed from Jim Peterson, the interior informational sign be updated and the applicant re-notify the surrounding landowners within 500 feet via notices sent by certified-mail;
11. That this Conditional Use Permit be automatically revoked upon sale or transfer of ownership of the subject property, unless a transfer of this Conditional Use Permit is applied for through the Planning Department *prior* to finalizing the transfer of ownership; and,
12. That this Conditional Use Permit be reviewed in three (3) years, on a complaint basis, or as directed by the Pennington County Planning Commission and/or Board of Commissioners to verify that all Conditions of Approval are being met.

Vote: unanimous 7 to 0.

5. **CONDITIONAL USE PERMIT REVIEW / CU 14-32:** Lloyd and Diane Byram. To review a ranchhand's residence on the subject property in a General Agriculture District in accordance with Sections 205 and 510 of the Pennington County Zoning Ordinance of the Pennington County Zoning Ordinance.

GL 4 less E410 ft; NE1/4SW1/4; Lot AB of GL 4, Section 4, T1S, R8E, BHM, Pennington County, South Dakota.

To end Conditional Use Permit / CU 14-32 with the applicant's concurrence.

Vote: unanimous 7 to 0.

6. **CONDITIONAL USE PERMIT REVIEW / CU 15-20:** Mitch Morris. To review for Construction Equipment Sales on the subject property in a General Commercial District in accordance with Sections 209 and 510 of the Pennington County Zoning Ordinance.

Lot 1 of NW1/4SE1/4, Section 32, T1N, R8E, BHM, Pennington County, South Dakota.

To continue the review of Conditional Use Permit / CU 15-20 to the December 5, 2016, Planning Commission Meeting.

Vote: unanimous 7 to 0.

7. **CONDITIONAL USE PERMIT REVIEW / CU 15-26:** Richard Burton. To review an existing accessory structure (a garage) and a new accessory structure (a pole barn) prior to a principle structure on the subject property in a Low Density Residential District in accordance with Sections 207 and 510 of the Pennington County Zoning Ordinance.

NE1/4SW1/4NE1/4; S1/2SW1/4SW1/4NE1/4; SE1/4SW1/4NE1/4; N1/2N1/2NW1/4 SE1/4; Section 29, T2N, R6E, BHM, Pennington County, South Dakota.

To approve of the extension of Conditional Use Permit / CU 15-26 with the following eight (8) conditions:

1. That a Building Permit be obtained for any structure exceeding 144 square feet or located on a permanent foundation, which requires a site plan to be reviewed and approved by the Planning Director;
2. That the address (13180 Geary Boulevard) be posted at the entrance to the property at all times in accordance with Pennington County's Ordinance #20;
3. That the minimum setback requirements of a Low Density Residential District be continually maintained on the property, or the appropriate Variance(s) be obtained;
4. That the subject property continually remains free of debris and junk vehicles;
5. That the accessory structures continue to be used for personal use only and no commercial-type uses;
6. That an approved On-Site Wastewater Construction Permit be obtained, if a new septic system is installed;
7. That the property owner signs the Statement of Understanding within ten (10) business days of approval of Conditional Use Permit / CU 15-26, which is available at the Planning Office; and,
8. That this Conditional Use Permit be reviewed in two (2) years, on a complaint basis, or as directed by the Pennington County Planning Commission and/or Board of Commissioners to verify that all Conditions of Approval are being met.

Vote: unanimous 7 to 0.

8. **CONDITIONAL USE PERMIT REVIEW / CU 15-32:** Pam Troxel. To review a Vacation Home Rental in a Low Density Residential District in accordance with Sections 207, 319, and 510 of the Pennington County Zoning Ordinance.

Lot B of NW1/4NE1/4 and 1/2 Vac Rd Adj to said Lot, Section 16, T1N, R6E, BHM, Pennington County, South Dakota.

To end Conditional Use Permit / CU 15-32.

Vote: unanimous 7 to 0.

9. **CONDITIONAL USE PERMIT / CU 16-37:** Wade and Shari Greseth. To allow a Recreational Vehicle to be used as temporary living quarters while building a single-family residence on the subject property in a Low Density Residential District in accordance with Sections 207 and 510 of the Pennington County Zoning Ordinance.

Tact B of E1/2SE1/4SW1/4, Section 29, T1S, R5E, BHM, Pennington County, South Dakota.

(Continued from the October 24, 2016, Planning Commission meeting.)

To approve of Conditional Use Permit / CU 16-37 with the following thirteen (13) conditions:

1. **That there be no more than one (1) Recreational Vehicle (RV) allowed to be utilized as living quarters on the subject property during construction of the single-family residence;**
2. **That the address for the residence (23995 Towering Pines Lane) be posted at the driveway so that it is visible from both directions of travel on Towering Pines Lane in accordance with Pennington County's Ordinance #20;**
3. **That the Recreational Vehicle (RV) being used as a temporary residence be hooked into the On-Site Wastewater Treatment System (OSWTS) as soon as it is installed until the single-family residence is habitable;**
4. **That the On-Site Wastewater Treatment System (OSWTS) be installed and inspected within six (6) months of approval of Conditional Use Permit / CU 16-37;**
5. **That the applicant submits pump receipts for the pumping of the holding tanks in the Recreational Vehicle (RV) once a month until the OSWTS is installed and operational;**

6. That the minimum setback requirements of a Low Density Residential District be continually maintained on the subject property, or a Setback Variance be obtained;
7. That the subject property remains free of debris and junk vehicles;
8. That an approved Building Permit be obtained for any structure exceeding 144 square feet or permanently anchored to the ground, which requires a site plan to be reviewed and approved by the Planning Director;
9. That upon completion of the single-family residence on the subject property, the Recreational Vehicle (RV) may only be allowed to be stored on the property, must be disconnected from all utilities and may no longer be utilized as living quarters on the subject property;
10. That the applicant notifies the Planning Department when the new residence is habitable, so that this Conditional Use Permit may be ended;
11. That the applicant adheres to the Forest Service comments at all times;
12. That the applicant signs the Statement of Understanding within ten (10) business days of approval, which is available at the Planning Department; and,
13. That this Conditional Use Permit be reviewed in six (6) months, on a complaint basis, or as deemed necessary by the Planning Commission or Board of Commissioners to verify that all Conditions of Approval are being met.

Vote: unanimous 7 to 0.

10. **CONSTRUCTION PERMIT REVIEW / CP 15-18:** Dennis Zandstra Real Estate Holdings; Steve Zandstra. To review placing fill in an area south of the Project Area on the subject property; in conjunction with the Grading Plan for Elks Country Estates, Phase IV-VIII (City of Rapid City).

NW1/4 LESS N1/2N1/2NE1/4NW1/4; W1/2NE1/4 LESS N1/2N1/2NW1/4NE1/4; W1/2SW1/4 LESS ROW, Section 21, T1N, R8E, BHM, Pennington County, South Dakota.

To approve of the extension of Construction Permit / CP 15-18 with the following seven (7) conditions:

1. That the Conditions of Approval of the (South Dakota Department of Environment and Natural Resources General Permits for Storm Water Discharges Associated with Construction Activities) be continually met;

2. That the applicant continually maintains and adheres to the Storm Water Pollution Prevention Plan during the period of construction and that the requirements, guidelines, and criteria for stormwater and erosion control in the Pennington County Storm Water Manual, or equivalent, shall be followed during construction;
3. That the Phases of Elks Crossing Air Quality Permit be submitted within 14 days of approval;
4. That erosion control measures, such as seeding and mulching the disturbed area, shall be implemented immediately after the work is completed in the area, but in no case later than 14 days after the Construction Activity has stopped. All erosion control methods (mulch and seed) need to be certified noxious weed-free;
5. That the disturbed areas be re-vegetated as required in Section 507-A(5)(c);
6. That the applicant sign a Statement of Understanding, which is available in the Planning office, within ten business (10) days of Permit approval; and,
7. That this Construction Permit expires one (1) year from approval date, and may be reviewed on a complaint basis, or as directed by the Planning Commission and/or Board of Commissioners to verify that all Conditions of Approval are being met.

Vote: unanimous 7 to 0.

11. **CONSTRUCTION PERMIT / CP 16-11:** Talley Construction, Inc. To stockpile rock for future use.

E1/2E1/2SW1/4SW1/4; SE1/4SW1/4NE1/4SW1/4; S1/2SE1/4NE1/4SW1/4; SE1/4SW1/4; SW1/4SW1/4NW1/4SE1/4; W1/2W1/2SW1/4SE1/4; GL 1; GL 2, Section 23, T1N, R3E, BHM, Pennington County, South Dakota.

To approve of Construction Permit / CP 16-11 with the following six (6) conditions:

1. That the requirements, guidelines, and criteria for storm water and erosion control in the Pennington County Storm Water Manual, or equivalent, shall be followed during construction;
2. That erosion control measures, such as seeding and mulching the disturbed area, shall be implemented immediately after the work is completed in the area, but in no case later than 14 days after the Construction Activity has stopped. All erosion control methods (mulch and seed) need to be certified noxious weed-free;

3. That all access to the stockpile site be via the existing private approach and not from the existing approach on National Forest Service lands;
4. That the disturbed areas be re-vegetated as required in Section 507-A(5)(c);
5. That the applicant sign a Statement of Understanding, which is available at the Planning Office, within ten (10) business days of Permit approval; and,
6. That this Construction Permit expires one (1) year from approval date, and may be reviewed on a complaint basis, or as directed by the Planning Commission or Board of Commissioners to verify that all conditions of approval are being met.

Vote: unanimous 7 to 0.

END OF CONSENT CALENDAR

12. REZONE / RZ 16-11 AND COMPREHENSIVE PLAN AMENDMENT / CA 16-08: LLB Investments Limited Partnership; Russ Rearick – Agent. To rezone 6.279 acres from Highway Service District to General Commercial District and to amend the Pennington County Comprehensive Plan to change the Future Land Use from Planned Unit Development Sensitive and Highway Service District to General Commercial District in accordance with Section 508 of the Pennington County Zoning Ordinance.

(Continued from the October 24, 2016, Planning Commission meeting.)

Commencing at the northeasterly corner of Lot F of the W1/2 of the SE1/4 of the SE 1/4, common to a point on the southerly edge of railroad right-of-way, and the point of beginning; Thence, first course: S64°26'46"E, along the southerly edge of said railroad right-of-way, a distance of 321.21 feet, to the northwesterly corner of Lot 1 of Heavlin No. 2 Addition; Thence, second course: S64°24'45"E, along the northerly boundary of said Lot 1, common to the southerly edge of said railroad right-of-way, a distance of 39.96 feet; Thence, third course: S03°25'28"W, a distance of 192.92 feet, to a point on the southerly boundary of said Lot 1; Thence, fourth course: S03°25'28"W, a distance of 10.35 feet; Thence, fifth course: S89°52'49"E, a distance of 112.68 feet; Thence, sixth course: S00°10'58"E, a distance of 25.00 feet, to a point on the section line common to Sections 19 and 30; Thence, seventh course: S89°49'02"W, along the section line common to said Sections 19 and 30, a distance of 427.63 feet, to the southeasterly corner of said Lot F; Thence, eighth course: N00°10'35"E, along the easterly boundary of said Lot F, a distance of 385.32 feet, to the point of beginning. Said Parcel contains 2.331 acres more or less; Section 30, T1N, R9E, BHM, Pennington County, South Dakota.

Commencing at the Section Corner common to Sections 19, 20, 29, and 30 T1N, R9E, BHM, and the point of beginning; Thence, first course: S00°01'11"W, along the section line common to said Sections 29 and 30, a distance of 325.00 feet; Thence, second course: N90°00'00"W, a distance of 40.00 feet; Thence, third course: N55°02'38"W, a distance of 69.83 feet; Thence, fourth course: N75°00'00"W, a distance of 175.00 feet; Thence, fifth course: S88°00'00"W, a distance of 230.00 feet; Thence, sixth course: S85°00'00"W, a distance of 165.00 feet; Thence, seventh course: N00°07'18"E, a distance of 260.00 feet, to a point on the section line common to said Sections 19 and 30; Thence, eighth course: N89°49'02"E, along the section line common to said Sections 19 and 30, a distance of 660.06 feet, to the point of beginning. Said Parcel contains 3.948 acres more or less; Section 30, T1N, R9E, BHM, Pennington County, South Dakota.

Conover reviewed the Staff Report indicating the applicant has applied to rezone 6.279 acres from Highway Service District to General Commercial District and to amend the Pennington County Comprehensive Plan to change the Future Land Use from Planned Unit Development Sensitive and Highway Service District to General Commercial District.

Staff recommended approval of Rezone / RZ 16-11 and Comprehensive Plan Amendment / CA 16-08.

Discussion followed.

Moved by Landers and seconded by Marsh to approve of Rezone / RZ 16-11 and Comprehensive Plan Amendment / CA 16-08.

All voting aye, the Motion carried 7 to 0.

13. REZONE / RZ 16-12 AND COMPREHENSIVE PLAN AMENDMENT / CA 16-09: Stromer Properties, LLC; Brook Stromer. To rezone 15.01 acres from Limited Agriculture District to General Commercial District and to amend the Pennington County Comprehensive Plan to change the Future Land Use from Limited Agriculture District to General Commercial District in accordance with Section 508 of the Pennington County Zoning Ordinance.

Lot A2, Bar P-S Subdivision, Section 20, T1N, R9E, BHM, Pennington County, South Dakota.

Bolstad reviewed the Staff Report indicating the applicant has applied to rezone 15.01 acres from Limited Agriculture District to General Commercial District and to amend the Pennington County Comprehensive Plan to change the Future Land Use from Limited Agriculture District to General Commercial District.

Staff recommended approval of Rezone / RZ 16-12 and Comprehensive Plan Amendment / CA 16-09.

Discussion followed.

Moved by Lasseter and seconded by McCollam to approve of Rezone / RZ 16-12 and Comprehensive Plan Amendment / CA 16-09.

All voting aye, the Motion carried 7 to 0.

14. LAYOUT PLAT / PL 16-24: Deborah Munyan. To create Lots 1-2 of Munyan Estates in accordance with Section 400.1 of the Pennington County Subdivision Regulations.

EXISTING LEGAL: GL 1 less Bradsky Road; Section 4, T1S, R9E, BHM, Pennington County, South Dakota.

PROPOSED LEGAL: Lot 1 and Lot 2, Munyan Estates; Section 4, T1S, R9E, BHM, Pennington County, South Dakota.

(Continued from the October 24, 2016, Planning Commission meeting.)

Bolstad stated this item was continued from the October 24th Planning Commission meeting in order for the applicant to submit an amended proposed legal description to subdivide the subject property into two lots.

Staff recommended denial of Layout Plat / PL 16-24, as the proposed subdivision would further increase density on a dead-end road system with only one (1) means of vehicular ingress and egress.

If the Planning Commission chooses to approve Layout Plat / PL 16-24, staff recommended the following eleven (11) conditions:

1. That upon filing the Plat with the Register of Deeds, a Deed Restriction also be filed restricting the residential use of proposed Lot 2 until such time that a second means of ingress and egress is constructed;
2. That prior to filing the Plat with the Register of Deeds, proposed Lots 1 and 2 be Rezoned or approved Lot Size Variance(s) be obtained;
3. That at the time of new Plat submittal, the applicant submits percolation tests and soil profile information for proposed Lot 2 to be reviewed and approved by the County Environmental Planner, or an approved Subdivision Regulations Variance be obtained waiving this requirement;
4. That at the time of new Plat submittal, the plat meets all the requirements of Section 400.3 of the Pennington County Subdivision Regulations, or an approved Subdivision Regulations Variance be obtained waiving any of these requirements that are not met;

5. That at the time of new Plat submittal, the Plat heading be corrected to state “Lot 1 and Lot 2 of Munyan Estates, formerly Government Lot 1 of Section 4...”, as required by the Register of Deeds;
6. That at the time of new Plat submittal, the applicant provide engineered road construction plans for road improvements, including width and surface requirements that meet road authority standards, or an approved Subdivision Regulations Variance be obtained waiving this requirement;
7. That at the time of new Plat submittal, a 66-foot-wide Right-of-Way be dedicated along Bradsky Road on the portion outside of the Section Line Right-of-Way, or an approved Subdivision Regulations Variance be obtained waiving this requirement;
8. That the Certifications on the plat be in accordance with Section 400.3.1.n of the Pennington County Subdivision Regulations;
9. That addresses be properly posted on the existing residence and any future structures constructed on proposed Lot 2 and at the approaches so they are visible from both directions of travel on Bradsky Road, in accordance with Pennington County’s Ordinance #20;
10. That the applicant signs the Statement of Understanding within ten (10) business days of approval of Layout Plat / PL 16-24, which is available at the Planning Office; and,
11. That approval of this Layout Plat does not constitute approval of any further applications to be submitted for the above-described property.

Discussion followed.

Moved by Marsh and seconded by Landers to approve of Layout Plat / PL 16-24 and the Planning Department staff, the State’s Attorney’s Office, the Applicant and the Agent work together to finalize the language for the deed restriction that is to be filed at Register of Deeds, with the following eleven (11) conditions:

- 1. That upon filing the Plat with the Register of Deeds, a Deed Restriction also be filed restricting the residential use of proposed Lot 2 until such time that a second means of ingress and egress is constructed;**
- 2. That prior to filing the Plat with the Register of Deeds, proposed Lots 1 and 2 be Rezoned or approved Lot Size Variance(s) be obtained;**
- 3. That at the time of new Plat submittal, the applicant submits percolation tests and soil profile information for proposed Lot 2 to be reviewed and**

approved by the County Environmental Planner, or an approved Subdivision Regulations Variance be obtained waiving this requirement;

- 4. That at the time of new Plat submittal, the plat meets all the requirements of Section 400.3 of the Pennington County Subdivision Regulations, or an approved Subdivision Regulations Variance be obtained waiving any of these requirements that are not met;**
- 5. That at the time of new Plat submittal, the Plat heading be corrected to state “Lot 1 and Lot 2 of Munyan Estates, formerly Government Lot 1 of Section 4...”, as required by the Register of Deeds;**
- 6. That at the time of new Plat submittal, the applicant provide engineered road construction plans for road improvements, including width and surface requirements that meet road authority standards, or an approved Subdivision Regulations Variance be obtained waiving this requirement;**
- 7. That at the time of new Plat submittal, a 66-foot-wide Right-of-Way be dedicated along Bradsky Road on the portion outside of the Section Line Right-of-Way, or an approved Subdivision Regulations Variance be obtained waiving this requirement;**
- 8. That the Certifications on the plat be in accordance with Section 400.3.1.n of the Pennington County Subdivision Regulations;**
- 9. That addresses be properly posted on the existing residence and any future structures constructed on proposed Lot 2 and at the approaches so they are visible from both directions of travel on Bradsky Road, in accordance with Pennington County’s Ordinance #20;**
- 10. That the applicant signs the Statement of Understanding within ten (10) business days of approval of Layout Plat / PL 16-24, which is available at the Planning Office; and,**
- 11. That approval of this Layout Plat does not constitute approval of any further applications to be submitted for the above-described property.**

All voting aye, the Motion carried 7 to 0.

15. COUNTY BOARD REPORT

The Board of Commissioners concurred with the Planning Commission’s recommendations from the October 24, 2016, Planning Commission meeting, and,

1. FIRST READING AND PUBLIC HEARING OF PLANNED UNIT DEVELOPMENT / PU 16-03: Dan and Nancy Evangelisto.

The First Reading was approved by the Board of Commissioners on November 1st. The applicants are requesting their Seconding Reading be continued to the December 6, 2016, Board of Commissioner's meeting.

2. FIRST READING AND PUBLIC HEARING OF ORDINANCE AMENDMENT / OA 16-01: Pennington County. To amend Section 103 - Definitions; Section 208 - Suburban Residential District; and Section 319 - Vacation Home Rental Ordinance of the Pennington County Zoning Ordinance.

The First Reading was approved by the Board of Commissioners on November 1st. The Second Reading will be heard by the Board of Commissioners on Tuesday, November 15, 2016.

3. APPEAL OF CONDITIONAL USE PERMIT / CU 16-16: Carey or Deborah Kassube. To allow a commercial storage rental and painting business in a Suburban Residential District in accordance with Sections 208 and 510 of the Pennington County Zoning Ordinance.

The Appeal will be heard at the November 15, 2016, Board of Commissioner's meeting.

16. ITEMS FROM THE PUBLIC

There were no items from the public.

17. ITEMS FROM THE STAFF

- A. Building Permit Report. Conover reviewed the Building Permit Report for October 2016.
- B. Comprehensive Plan. Conover provided the Planning Commission with an update and stated this item was continued to the November 15, 2016, Board of Commissioner's meeting.
- C. Planning Ethics Discussion. Conover spoke of applying the American Planning Association's Code of Ethics to the Planning Department staff and Planning Commission members.
- D. Department Head Evaluations. Conover spoke of his upcoming Department Head Evaluation.
- E. Planning Public Comment Cards. (November 2015 – October 2016). Conover spoke of the public comment cards for the Planning Department.
- F. National Flood Training. (March 2017). Conover informed the Planning Commission of the Planning Department hosting a Floodplain Certification Training in March of 2017.
- G. Operating Permits Issued. (January 2016 – October 2016). Conover provided an update of the Operating Permits issued.

H. Ordinance Violations. (January 2016 – October 2016). Conover provided an update of the Ordinance Violations staff has been working on.

18. ITEMS FROM THE MEMBERSHIP

Commissioners Landers and McCollam both stated they will not be at the November 28th meeting.

Commissioner Lasseter spoke of the 2016 SD Planner's Conference and also spoke of public outreach.

Commissioner Hadcock spoke of the proposed Alternative Energy Ordinance and the proposed Mining Ordinance.

19. ADJOURNMENT

Moved by Lasseter and seconded by McCollam to adjourn.

All voting aye, the Motion carried 7 to 0.

The meeting adjourned at 10:17 a.m.

Sig Zvejnieks, Chairperson