

**MINUTES**  
**PENNINGTON COUNTY PLANNING COMMISSION**  
**November 25, 2019 @ 9:00 a.m.**

County Commissioners' Meeting Room - Pennington County Administration Building

MEMBERS PRESENT: Rich Marsh, Kathy Johnson, Travis Lasseter, Sandra Runde, Jim Coleman, and Deb Hadcock.

STAFF PRESENT: PJ Conover, Kristina Proietti, Brittney Molitor, Cody Sack, Jason Theunissen, Michael Hofmann (SAO) and Jeri Ervin.

ROLL CALL

1. APPROVAL OF THE NOVEMBER 12, 2019, MINUTES  
**Moved by Hadcock and seconded by Lasseter to approve the Minutes of the November 12, 2019, Planning Commission meeting. Vote: unanimous 6 to 0.**

2. APPROVAL OF THE AGENDA  
**Moved by Lasseter and seconded by Johnson to approve the Agenda of the November 25, 2019, Planning Commission meeting. Vote: unanimous 6 to 0.**

**Moved by Hadcock and seconded by Lasseter to approve the Consent Agenda of the November 25, 2019, Planning Commission meeting with the removal of Item #8. Vote: unanimous 6 to 0.**

**CONSENT AGENDA**

The following items have been placed on the Consent Agenda 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 Agenda, 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 17-22:** Pamela Phillips. To review a single-wide mobile to be used as a permanent, single-family residence on the subject property in a Suburban Residential District in accordance with Sections 208 and 510 of the Pennington County Zoning Ordinance.

Lot 49A of Lot D, Sweetbriar Heights Subdivision, Section 10, T1N, R8E, BHM, Pennington County, South Dakota.

(Continued from the September 9, 2019, Planning Commission meeting.)

**To approve of the extension of Conditional Use Permit / CU 17-22 with the following eight (8) conditions:**

1. That the approved shared approach be continually uses for access to the subject property and that an approved Approach Permit be obtained by the Pennington County Highway Department prior to the construction of a new approach;
2. That the minimum setback requirements of a Suburban Residential District continue to be maintained on the property, with the exception of the existing garage and its encroachment which shall be allowed to remain until anyone other than the current landowners are affected;
3. The existing garage, with encroachment, shall not be expanded upon;
4. That the subject property continues to remain free of debris and junk vehicles;
5. That the single-wide mobile home installed on the property continue to have a peaked, non-reflective type roof and wood or simulated wood-type siding that is continually maintained;
6. 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;
7. That the address continues to be clearly posted on the residence and so that it is visible from both directions of Covington Street, in accordance with Pennington County's Ordinance #20; and,
8. That this Conditional Use Permit be reviewed in four (4) years, 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 6 to 0.**

4. **CONDITIONAL USE PERMIT REVIEW / CU 17-37:** Ken and Nancy Denke. To review the use of a camper as temporary living quarters, not to exceed 180 days a year, on the subject property in a General Agriculture District in accordance with Sections 205 and 510 of the Pennington County Zoning Ordinance.

All, Hidden Treasure Lode MS 607, Section 26, T1N, R4E, BHM, Pennington County, South Dakota.

**To approve of the extension of Conditional Use Permit / CU 17-37 with the following seven (7) conditions:**

1. That there be no more than one (1) Recreational Vehicle (RV) allowed to be utilized as temporary living quarters on the subject property unless the Landowner(s) receives an approved Variance, for said use, by the Board of Adjustment;

2. That an address be assigned for the property and clearly posted in accordance with Pennington County's Ordinance #20;
3. That prior to the next review of CU 17-37, the landowner bring the existing deck into compliance and obtain an approved Building Permit, with applicable penalty fees;
4. That the minimum setback requirements of a General Agriculture District be continually maintained on the subject property, or an approved Setback Variance be obtained;
5. That the subject property remains free of debris and junk vehicles, in accordance with Ordinance #106;
6. 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;
7. That this Conditional Use Permit be reviewed in one (1) year, on a complaint basis, or as deemed necessary by the Pennington County Planning Commission or Board of Commissioners to verify that all Conditions of Approval are being met.

**Vote: unanimous 6 to 0.**

5. **CONDITIONAL USE PERMIT REVIEW / CU 18-41:** Andrew Foley. To review a single-wide mobile home to be used as a single-family residence on the subject property in a General Agriculture District in accordance with Sections 205 and 510 of the Pennington County Zoning Ordinance.

Tract B, 155<sup>th</sup> Avenue Subdivision, Section 30, T2N, R10E, BHM, Pennington County, South Dakota.

**To end Conditional Use Permit / CU 18-41 with the applicant's concurrence, as it is no longer needed.**

**Vote: unanimous 6 to 0.**

6. **MAJOR PLANNED UNIT DEVELOPMENT AMENDMENT REVIEW / PU 18-01:** Deerfield Cabins, LLC; Deon Wynia. To review an existing Planned Unit Development to allow the existing single-family residence on Lot 43 to be used as a Vacation Home Rental on the subject property in accordance with Sections 213 and 319 of the Pennington County Zoning Ordinance.

Lot 43, Burns Placer MS 697, Section 14, T1S, R4E, BHM, Pennington County, South Dakota.

**To recommend approval of the extension of Major Planned Unit Development Amendment / PU 18-01 with the following twenty-two (22) conditions:**

- 1. That the Planned Unit Development consist of four (4) lots with one (1) vacation home unit and accessory structure on each lot, with each structure being stick built, and one (1) picnic pavilion.**
- 2. That the setbacks for the Planned Unit Development continue to be 25 feet from all property lines;**
- 3. That each Unit continue to have smoke/heat detectors, fire extinguishers and two means of escape;**
- 4. That each Unit continue to have a minimum of one (1) parking space per bedroom be provided for each Vacation Home Rental measuring at least 9 feet by 18 feet and be maintained in a dust free manner;**
- 5. That Building Permits be obtained for any structure exceeding 144 square feet or located on a permanent foundation, which includes the necessary site plans to be reviewed and approved by the Planning Director;**
- 6. That prior to construction or dirt work within the 100-year floodplain the applicant must obtain approval of a Floodplain Development Permit;**
- 7. That no drainfield be located within the areas designated as 100-year floodplain;**
- 8. That the internal roads and parking spaces continue to be maintained in a dust free manner;**
- 9. That each Unit continue to have the address properly posted in compliance with County Ordinance #20;**
- 10. That no additional trails shall be constructed onto National Forest Service Lands without obtaining permission from the U.S. Forest Service;**
- 11. That for each Unit the applicants maintain an Evacuation (Emergency) Plan and provide copies to all overnight guests in case there is a need to evacuate guests from the property in the event of an emergency and that a current copy of said plan be kept on file at the Planning Department;**
- 12. That all applicable Federal, State, and local regulations be adhered to at all times, including South Dakota Administrative Rule 44:02:08, which regulates Vacation Home Rentals;**
- 13. That an approved Sign Permit be obtained prior to the placement of any sign(s), per PCZO § 312;**

14. That all Vacation Home Rentals in PU 18-01, be rented as one (1) Vacation Home Rental Unit (Per Lot) to one (1) family at a time and are not occupied by the property owner at the time of rental;
15. That all licenses and permits continue to be obtained and that copies of these licenses be provided to the Planning Department upon request;
16. That the applicant continue to designate the appropriate area and number of parking spaces at each Unit in such a manner that does not block or obstruct any means of ingress or egress to and from the units and that each parking space measures a minimum of 9-feet by 18-feet and surfaced with gravel, concrete, or asphalt and maintained in a dust-free manner;
17. That the residence on Lot 43 continues to remain garbage disposal free or the landowner must increase the septic tank capacity to accommodate the increase wastewater;
18. That Lot 43 continues to remain fire pit free or the landowner obtain State Burn Permits to be filed with the Planning Department;
19. That if encroachments are located on National Forest System lands the landowner of record has the responsibility to remove all personal property and real property from National Forest System lands at the landowners expense;
20. That the number of overnight quests be based on the DENR approval letter and the number of daytime guests be based on PCZO § 319;
21. That interior informational signs continue to be posted in all Units in accordance with the requirements of PCZO § 319(G), with 9-1-1 and (605) 394-4139 listed as contacts for Fire Department and Sheriff's Department, during operation of the Vacation Home Rental. The interior informational sign must also contain a color map illustrating the Special Flood Hazard Area, as determined by FEMA;
22. That Major Planned Unit Development Amendment / PU 18-01 be reviewed at the September 28, 2019, Planning Commission meeting to ascertain all Conditions of Approval are being met.

**Vote: unanimous 6 to 0.**

7. **MINING PERMIT / MP 19-01:** Dakota Stone Mining & Stone Supply / James Dean. To drill and blast for production of building stone and gravel to be hauled offsite.

All of Section 3, T2S, R3E, BHM, Pennington County, South Dakota.

**To approve of Mining Permit / MP 19-01 with the following eight (8) conditions:**

1. That the conditions of approval of the South Dakota Department of Environment and Natural Resources Mine License be continually met;
2. That the conditions of the approval of the South Dakota Department of Environment and Natural Resources General Permit be continually met;
3. That the applicant obtains a Pennington County Construction Permit prior to the operation of the mine expansion;
4. That the applicant follows the Forest Service's Operating Plan for the Upper Spring Creek Quarry;
5. That the applicant submits a copy of the Mine License, issued by the South Dakota Department of Environment and Natural Resources, to the Planning Department and copies of any annual Mine License Reports by December 1st of each year;
6. That if there is a proposed change in operation from this Mining Permit, including but not limited to, increase in size, amount of material being extracted or type of operation, that the change be submitted to the Planning Director within thirty (30) days and the Mining Permit reviewed and approved by the Planning Commission;
7. That the applicant signs a Statement of Understanding within ten (10) business days of Mining Permit approval, which is available at the Planning Office; and,
8. That this Mining Permit be reviewed in six (6) months from approval date, and may be reviewed on a complaint basis, or as directed by the Planning Commission and/or the Board of Commissioners to verify that all Conditions of Approval are being met.

**Vote: unanimous 6 to 0.**

#### **END OF CONSENT AGENDA**

8. MINING PERMIT / MP 19-02: Pete Lien & Sons. To expand an existing sand and gravel mining operation on the subject property.

All Less Right-of-Way, Section 19, T1N, R14E, BHM, Pennington County, South Dakota.

Commissioner Marsh asked to have this Item removed from the Consent Agenda to state that he would be abstaining from voting.

Staff recommended the Planning Commission approve Mining Permit / MP 19-02 with nine (9) conditions.

Discussion followed.

**Moved by Hadcock and seconded by Lasseter to approve of Mining Permit / MP 19-02 with the following nine (9) conditions:**

- 1. That the conditions of approval of the South Dakota Department of Environment and Natural Resources Mine License be continually met;**
- 2. That the conditions of the approval of the South Dakota Department of Environment and Natural Resources General Permit be continually met;**
- 3. That the Conditions of Approval of Construction Permit / CP 19-17 are continually met;**
- 4. That the applicants follow the reclamation plan that was submitted to the SDDENR to reclaim the site when work is completed;**
- 5. That the applicant submits a copy of the Mine License, issued by the South Dakota Department of Environment and Natural Resources, to the Planning Department and copies of any annual Mine License Reports by December 1st of each year;**
- 6. That if there is a proposed change in operation from this Mining Permit, that the change be submitted to the Planning Director within thirty (30) days and the Mining Permit reviewed and approved by the Planning Commission;**
- 7. That if there is a change in the floodplain or the work within the floodplain, the applicant submits a new Floodplain Development Permit;**
- 8. That the applicant signs a Statement of Understanding within ten (10) business days of Mining Permit approval, which is available at the Planning Office; and,**
- 9. That this Mining Permit be reviewed in six (6) months from approval date, and may be reviewed on a complaint basis, or as directed by the Planning Commission and/or the Board of Commissioners to verify that all Conditions of Approval are being met.**

**All voting, the Motion carried 5 to 0. Commissioner Marsh abstained from voting.**

9. CONDITIONAL USE PERMIT / CU 19-01: NMMC, Inc; Terry Saylor. To allow for a Vacation Home Rental on the subject property in a Low Density Residential District in accordance with Sections 207, 319, and 510 of the Pennington County Zoning Ordinance.

Lot A, Miller Subdivision #2, Section 15, T2N, R6E, BHM, Pennington County, South Dakota.

(Continued from the October 28, 2019, Planning Commission meeting.)

Conover reviewed the Staff Report indicating the applicant applied for a Conditional Use Permit to allow a Vacation Home Rental on the subject property.

Staff recommended Conditional Use Permit / CU 19-01 be denied without prejudice.

Discussion followed.

**Moved by Lasseter and seconded by Runde to deny without prejudice Conditional Use Permit / CU 19-01.**

**All voting aye, the Motion carried 6 to 0.**

10. CONDITIONAL USE PERMIT / CU 19-29: Chad and Nancy Reber / Reber Sanitation. To utilize an existing structure for the storage of equipment, materials, and supplies used in conjunction with a contractor's business to allow a contractor's equipment storage yard on the subject property in a Limited Agriculture District in accordance with Sections 206 and 510 of the Pennington County Zoning Ordinance.

Lot 1 of W1/2SW1/4 Less Tract A of Lot 1, Less Blaseg Subdivision and Less Right-of-Way, Section 15, T2N, R8E, BHM, Pennington County, South Dakota

Commissioner Johnson stated she would abstain from voting on this item.

Proietti reviewed the Staff Report indicating the applicants have applied for a Conditional Use Permit to utilize an existing structure for the storage of equipment, materials, and supplies used in conjunction with a contractor's business to allow a contractor's equipment storage yard on the subject property in a Limited Agriculture District.

Staff recommended approval of Conditional Use Permit / CU 19-29 with the following ten (10) conditions:

1. That all exterior lighting must be of low-level intensity, which does not result in excessive glare upon surrounding neighbors, so as not to cause a nuisance;
2. That the addresses for both the Contractor's Equipment Storage Yard and the single-family residence be posted at all times in accordance with Pennington County's Ordinance #20;
3. That the minimum number of required parking spaces shall be provided in accordance with Pennington County Zoning Ordinance § 310(A)(t), which requires parking or storage for all vehicles used directly in the conduct of such industrial use, plus one parking space for every three employees on the premise at maximum employment on a single shift.



4. That an approved Building Permit be obtained for any structure(s) exceeding 144 square feet or permanently anchored to the ground, which requires a site plan to be reviewed and approved by the Planning Director;
5. That the conditions for approval for the installation of the Onsite Wastewater Treatment System through the City of Rapid City be maintained;
6. That prior to any work being conducted within the boundaries of the Special Flood Hazard Area, at a minimum an approved Floodplain Development Permit be obtained;
7. That quiet hours be established;
8. That the storage of materials, equipment, and supplies for Reber Sanitation be contained to the pole barn structure and its parking area only;
9. That the property remains free of debris and junk vehicles and all structures be well-maintained; and,
10. That this Conditional Use Permit be reviewed in one (1) year, on a complaint basis, or as deemed necessary by the Pennington County Planning Commission or Board of Commissioners to verify that all Conditions of Approval are being met.

Discussion followed.

**Moved by Hadcock and seconded by Runde to approve Conditional Use Permit / CU 19-29, with removal of Condition #7, with the following nine (9) conditions:**

- 1. That all exterior lighting must be of low-level intensity, which does not result in excessive glare upon surrounding neighbors, so as not to cause a nuisance;**
- 2. That the addresses for both the Contractor's Equipment Storage Yard and the single-family residence be posted at all times in accordance with Pennington County's Ordinance #20;**
- 3. That the minimum number of required parking spaces shall be provided in accordance with Pennington County Zoning Ordinance § 310(A)(t), which requires parking or storage for all vehicles used directly in the conduct of such industrial use, plus one parking space for every three employees on the premise at maximum employment on a single shift.**
- 4. That an approved Building Permit be obtained for any structure(s) exceeding 144 square feet or permanently anchored to the ground, which requires a site plan to be reviewed and approved by the Planning Director;**

5. **That the conditions for approval for the installation of the Onsite Wastewater Treatment System through the City of Rapid City be maintained;**
6. **That prior to any work being conducted within the boundaries of the Special Flood Hazard Area, at a minimum an approved Floodplain Development Permit be obtained;**
7. **That the storage of materials, equipment, and supplies for Reber Sanitation be contained to the pole barn structure and its parking area only;**
8. **That the property remains free of debris and junk vehicles and all structures be well-maintained; and,**
9. **That this Conditional Use Permit be reviewed in one (1) year, on a complaint basis, or as deemed necessary by the Pennington County Planning Commission or Board of Commissioners to verify that all Conditions of Approval are being met.**

**All voting, the Motion carried 5 to 0. Commissioner Johnson abstained from voting.**

Commissioners Hadcock and Lasseter left the meeting at 9:30 a.m.

11. LAYOUT PLAN / LPL 19-41: Gordon Howie. To reconfigure lot lines to create Lot 4R and Lot 5R of Bromegrass Subdivision in accordance with Section 400.1 of the Pennington County Subdivision Regulations.

EXISTING LEGAL: Lot 4 and Lot 5, Bromegrass Subdivision; Section 2, T1S, R9E, BHM, Pennington County, South Dakota.

PROPOSED LEGAL: Lot 4R and Lot 5R, Bromegrass Subdivision; Section 2, T1S, R9E, BHM, Pennington County, South Dakota.

Theunissen reviewed the Staff Report indicating the applicant has applied for a Layout Plan to reconfigure lot lines to create Lot 4R and Lot 5R of Bromegrass Subdivision.

Staff recommended approval of Layout Plan / LPL 19-41 with the following six (6) conditions:

1. That at the time of Minor Plat submittal, the Plat contain one hundred (100) year floodplain limits in accordance with current FEMA maps;
2. That at the time of Minor Plat submittal, the Plat contain an access easement between Lot 4R and Lot 7 that would not restrict current access from Antelope Creek Road to Lot 5R;
3. That at the time of Minor Plat submittal, the plat meets all requirements of Pennington County Subdivision Regulations, or approved Variance(s) to

Subdivision Regulations be obtained waiving any of these requirements that are not met. Subdivision Regulations Variances shall be submitted per § 700 of Pennington County Subdivision Regulations;

4. That the applicant ensures all natural drainage ways are maintained and are not blocked;
5. That following platting of the proposed lots, any on-site wastewater treatment system(s) be subject to the requirements of § 204(J) of the Pennington County Zoning Ordinance, including the requirement to obtain an Operating Permit; and,
6. That approval of this Layout Plan does not constitute approval of any further applications to be submitted for the above-described property.

Commissioner Lasseter returned to the meeting at 9:32 a.m.

Discussion followed.

**Moved by Lasseter and seconded by Runde to approve of Layout Plan / LPL 19-41 with the following six (6) conditions:**

- 1. That at the time of Minor Plat submittal, the Plat contain one hundred (100) year floodplain limits in accordance with current FEMA maps;**
- 2. That at the time of Minor Plat submittal, the Plat contain an access easement between Lot 4R and Lot 7 that would not restrict current access from Antelope Creek Road to Lot 5R;**
- 3. That at the time of Minor Plat submittal, the plat meets all requirements of Pennington County Subdivision Regulations, or approved Variance(s) to Subdivision Regulations be obtained waiving any of these requirements that are not met. Subdivision Regulations Variances shall be submitted per § 700 of Pennington County Subdivision Regulations;**
- 4. That the applicant ensures all natural drainage ways are maintained and are not blocked;**
- 5. That following platting of the proposed lots, any on-site wastewater treatment system(s) be subject to the requirements of § 204(J) of the Pennington County Zoning Ordinance, including the requirement to obtain an Operating Permit; and,**
- 6. That approval of this Layout Plan does not constitute approval of any further applications to be submitted for the above-described property.**

**All voting aye, the Motion carried 5 to 0.**

12. ORDINANCE AMENDMENT / OA 19-02: Pennington County. To amend Section 205 “General Agriculture District” and Section 212 “Heavy Industrial District” to renumber paragraphs and reclassify aggregate mining as a Conditional Use; to amend Section 511 “Fees” to set fees regarding Mining Permits; and to add Section 320 “Mining Operation” to regulate aggregate mining [to supersede Section 507-B “Mining Permits”] of the Pennington County Zoning Ordinance.

Molitor reviewed the Staff Report indicating this is an Ordinance Amendment to amend Section 205 “General Agriculture District” and Section 212 “Heavy Industrial District” to renumber paragraphs and reclassify aggregate mining as a Conditional Use; to amend Section 511 “Fees” to set fees regarding Mining Permits; and to add Section 320 “Mining Operation” to regulate aggregate mining [to supersede Section 507-B “Mining Permits”]

Staff recommended approval of Ordinance Amendment / OA 19-02.

Discussion followed.

Moved by Runde and seconded by Coleman to approve of Ordinance Amendment / OA 19-02 with the recommended changes from Commissioner Johnson, Planning Department staff and State’s Attorney’s Office.

All voting aye, the Motion carried 4 to 1. Commissioner Lasseter voted no.

### **CONSTRUCTION PERMIT AGENDA**

The following items have been placed on the Construction Permit Agenda to be heard for public comment and will not be voted on by the Planning Commission. Any Planning Commissioner, staff member, or audience member may comment on any of the items. Comments received will be considered by the Planning Director who will make the final decision on the Construction Permit.

13. CONSTRUCTION PERMIT / CP 19-17: Pete Lien & Sons. To grade land associated with the expansion of the sand and gravel mining operation on the subject property.

All Less Right-of-Way, Section 19, T1N, R14E, BHM, Pennington County, South Dakota.

Sack stated Staff recommended the Planning Director approve Construction Permit / CP 19-17 with the following ten (10) conditions:

1. That the conditions of the approval of the South Dakota Department of Environment and Natural Resources General Permit for Storm Water Discharges Associated with Industrial Activities be continually met;
2. That the conditions of the approval of the South Dakota Department of Environment and Natural Resources General Permit be continually met;

3. That the Conditions of Approval of Mining Permit / MP 19-02 are continually met;
  4. That any natural drainage ways and paths be continually maintained;
  5. The requirements, guidelines, and criteria for storm water and erosion control in the Pennington County Storm Water Manual shall be followed;
  6. That the site shall be re-vegetated as required under § 507(A)(5)(c);
  7. That inspection reports are available upon request of the Planning Director;
  8. That if there is a change in the floodplain or the work within the floodplain, the applicant updates their Floodplain Development Permit;
  9. That the applicant signs a Statement of Understanding within ten (10) business days of Mining Permit approval, which is available at the Planning Office; and,
  10. That this Construction Permit be reviewed in six (6) months from approval date, and may be reviewed on a complaint basis, or as directed by the Planning Commission and/or the Board of Commissioners to verify that all Conditions of Approval are being met.
14. CONSTRUCTION PERMIT / CP 19-18: Cody Schad. To build a road, to grade and level for a building site, and to remove gypsum to be hauled off site.

Lot 3R, Marvin Subdivision, Section 16, T2N, R7E, BHM, Pennington County, South Dakota.

Molitor stated Staff recommended the Planning Director approve Construction Permit / CP 19-18 with the following ten (10) conditions:

1. That the applicant submits a Notice of Intent to the South Dakota Department of Environment and Natural Resources for a General Permit for Storm Water Discharges Associated with Industrial Activities and the conditions of the approval of the South Dakota Department of Environment and Natural Resources General Permit for Storm Water Discharges Associated with Industrial Activities be continually met;
2. That the applicant works with the City of Rapid City regarding the requirement for a haul road agreement on roads within the city limits;
3. That any natural drainage ways and paths be continually maintained;
4. The requirements, guidelines, and criteria for storm water and erosion control in the Pennington County Storm Water Manual shall be followed;
5. That the site shall be re-vegetated as required under § 507(A)(5)(c);

6. That inspection reports are available upon request of the Planning Director;
7. That an Approach Permit is obtained from the Pennington County Highway Department within 30 days of approval of this Construction Permit;
8. That any excavation in the gas line or power line easements are approved by the appropriate utility company;
9. That the applicant signs a Statement of Understanding within ten (10) business days of Mining Permit approval, which is available at the Planning Office; and,
10. That this Construction Permit be reviewed in three (3) months from approval date, and may be reviewed on a complaint basis, or as directed by the Planning Commission and/or the Board of Commissioners to verify that all Conditions of Approval are being met.

15. COUNTY BOARD REPORT

The Board of Commissioners concurred with the Planning Commission's recommendations from the November 12, 2019, Planning Commission meeting.

Appeal of Conditional Use Permit 19-27: Marilyn and Greg Bolt. To allow an existing single-family residence to be used as a Bed and Breakfast in a Low Density Residential District. This item was appealed and heard by the Board on November 19th. The Board upheld the Planning Commission's decision of approval for CUP 19-27.

16. ITEMS FROM THE PUBLIC

No motions or actions were taken at this time.

17. ITEMS FROM THE STAFF

- A. Comprehensive Plan Meetings. Conover spoke of the Board of Commissioner meetings scheduled for December 4th and December 18th at 9 a.m. to hear the draft Comprehensive Plan "View to 2040."
- B. Planner II Interviews. Conover stated a candidate was chosen from the first interviews and he will provide an update once the job offer is accepted.
- C. December 2nd P&Z Potluck. Conover reminded the Planning Commission of the P&Z potluck on December 2nd in the department's conference room.
- D. December 6th County Potluck. Conover stated there will also be a county potluck on December 6<sup>th</sup> starting at 11:30 a.m.
- E. December 16th Planning Commission Meeting. Conover noted that this meeting will start a 2 p.m.

18. ITEMS FROM THE MEMBERSHIP

Commissioner Johnson will not be at the December 16<sup>th</sup> meeting

19. ADJOURNMENT

**Moved by Johnson and seconded by Lasseter to adjourn.**

**All voting aye, the Motion carried 6 to 0.**

**The meeting adjourned at 10:17 a.m.**

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Rich Marsh, Chairperson