



**City of Vermillion  
Planning Commission Agenda**

5:15 p.m. Regular Meeting  
Monday, March 24, 2014  
Large Conference Room – 2<sup>nd</sup> Floor  
City Hall  
25 Center Street  
Vermillion, SD 57069

**1. Roll Call**

**2. Minutes**

- a. February 24, 2014 Regular Meeting.

**3. Adoption of the Agenda**

**4. Visitors To Be Heard**

**5. Public Hearings**

- a. Request for a Conditional Use Permit for a single-family dwelling for Richard Jahn for property located at 46171 Timber Road, Vermillion, South Dakota, which is Lot 1 of Parcel A N1/2 SE1/4, Section 15, T92N, R52W, 5<sup>th</sup> PM, Vermillion Township, Clay County, South Dakota.

**6. Old Business**

**7. New Business**

- a. 2035 Comprehensive Plan Stakeholder Session – Landowners, Real Estate Agencies, Rental Property Owners, Vermillion Chamber and Development Company.

**8. Adjourn**

**WELCOME TO YOUR PLANNING COMMISSION MEETING**

If you wish to participate in the discussion, the meeting provides several opportunities. After the minutes are approved, the Chairperson will ask if any visitors wish to be heard. Any item not on the agenda may be discussed. During the discussion of agenda topics, anyone may comment. The Chairperson will recognize you if you raise your hand. Please introduce yourself with your name and address when addressing the Planning Commission. Discussion occurs before motions are made and seconded. Discussion also occurs after the motion is seconded and before the vote. You may participate each time if you wish. Your suggestions and ideas are welcome. The best decisions are made when everyone participates and provides information.

**Meeting Assistance:** The City of Vermillion fully subscribes to the provisions of the Americans with Disabilities Act of 1990. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Manager's Office at 677-7050 at least 3 working days prior to the meeting so appropriate auxiliary aids and services can be made available.

Unapproved Minutes  
Vermillion Planning Commission  
Monday February 24, 2014 Regular Meeting

The regular meeting of the Vermillion Planning Commission was called to order in the Large Conference Room at City Hall on February 24, 2014 at 5:30 p.m.

1. Roll Call

Present: Fairholm, Forseth, Holland, Manning, Muenster, Tuve and Iverson. Absent: Gruhn and Howe.

Staff present: Andrew Colvin, Assistant City Manager and Jose Dominguez, City Engineer.

2. Minutes

a. February 10, 2014 Regular Meeting.

Moved by Forseth to approve the February 10, 2014 Regular Meeting Minutes, seconded by Tuve. Motion carried 7-0.

3. Adoption of the Agenda

Moved by Fairholm to adopt the agenda as printed, seconded by Manning. Motion carried 7-0.

4. Visitors to be Heard

5. Public Hearing

6. Old Business

7. New Business

a. Comprehensive Plan Update

Andy updated the Planning Commission on the status of the stakeholder meetings and schedule. A web page has been developed on the city's website that will provide periodic updates as well as related documentation. Brief discussion followed.

Toby Brown was present to review and discuss the draft of Chapter five, Infrastructure Assessment. The Planning Commission offered comments on the proposed draft to include a more detailed explanation of the City's current capacity as it pertains to utilities. In addition, the Planning Commission desires to include information from studies that have been performed as well as a description of the solid Waste system and airport. Staff were directed to come back with a revised draft at a future meeting. Commissioner Holland handed out a proposed draft of an introduction and overview of the Comprehensive Plan.

8. Adjourn

Moved by Forseth to adjourn, seconded by Manning. Motion carried 7-0.

Chairman Iverson declared the meeting adjourned at 6:32 p.m.

# *Planning Commission Agenda Memo*

**From:** Andrew Colvin, Assistant City Manager

**Meeting:** March 24, 2014

**Subject:** Request for a Conditional Use Permit for a single-family dwelling for Richard Jahn for property located at 46171 Timber Road

**Presenter:** Andrew Colvin

**Background:** In October 2012 the City and County Planning Commissions met to consider a zone change request from Rich Jahn to rezone his property along Timber Road from A-1 to Rural Residential. Mr. Jahn desired to split his 2-acre lot into two 1-acre lots in order to construct a new home and possibly sell or rent the existing home. The City's position was that the Joint Jurisdictional zoning ordinance was created in order to limit small, scattered development outside City limits. The County Planning Commission voted in favor of the zone change request, while the City Planning Commission voted against the request. Both recommendations were forwarded to the respective governing bodies who met in December to consider the request. Action on the zone change was tabled pending a report from the Planning Commissions on a proposed amendment to change the minimum lot size within the A-1 district. The Planning Commissions met and developed an amendment to reduce the minimum lot size from two acres to one within the A-1 district. Since the zoning ordinance limits the number of residential structures regardless of lot size on a quarter-quarter section of land, it seemed reasonable to permit additional single family homes by conditional use permit if the density was not exceeded.

**Discussion:** Rich Jahn has applied for a conditional use permit to construct a new single-family home on his property located on Timber Road, west of Vermillion. Right now the property is two acres in size. A plat to split the property into two one-acre lots has been submitted for review. Mr. Jahn is seeking a conditional use permit for a new home prior to the plat being approved. Staff has reviewed all of the information that has been submitted and finds that everything meets ordinance requirements. The density will not be exceeded within this section per the ordinance.

**Compliance with Comprehensive Plan:** The comprehensive plan states that the joint Jurisdictional Zoning Ordinance is to ensure agriculture remains the dominant use within the joint zoning area and control scattered development. The proposed amendment will not cause unlimited scattered development since the request falls within the maximum density allowed.

**Conclusion/Recommendations:** Staff would recommend approval of the proposed conditional use to construct a single family home, contingent on approval of the plat by the City Council.

**CLAY COUNTY CONDITIONAL USE APPLICATION**

<b>CONDITIONAL USE APPLICATION NUMBER</b> <i>2014-1</i>	<b>Application Fee - \$100</b>
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**SECTION 1: APPLICANT/OWNER/CONTACT INFORMATION**

	APPLICANT INFORMATION	OWNER INFORMATION	
NAME	Richard R.Jahn		
ADDRESS	46171 Timber Rd.		
TELEPHONE	605-677-8695		
FAX			
EMAIL	<a href="mailto:rich.andrea.jahn@g-mail.com">rich.andrea.jahn@g-mail.com</a>		

**SECTION 2: PROPERTY INFORMATION**

STREET ADDRESS	46171 Timber Rd.		
LEGAL DESCRIPTION	Lot 1 of Parcel A in the N. 1/2 of SE 1/4 of Section 15		
TOWNSHIP NAME & SECTION #	Vermillion	T92N, R52W of the 5th P.M.	Clay County S.D.

**SECTION 3: SITE PLAN INFORMATION**

Applicant must submit a plan of the lot or property with the following information:

- Location of all existing and proposed buildings or additions; dimensions of all buildings; distance from all buildings to the property lines at the closest points; North arrow; building height; dimensions of property lines; right-of-way easements; name and location of adjacent streets, waterways or other public places.
- If applicable, also show name of project or business; parking lots or spaces; screening; landscaped setback and trees.

**SECTION 4: STATEMENT OF CONDITIONAL USE DESIRED**

To subdivide parcel to build new residence

Signature	
Date	2/19/2014

NOTE: The Zoning Office may require plans to be prepared by a registered engineer or land surveyor. The applicant may be required to provide additional information and/or records.



Overview



Legend

- Corporate Limits
- PLS Townships
- Parcels
- Roads

<b>Parcel ID</b>	11000-09252-154-00	<b>Alternate ID</b>	130026628	<b>Owner Address</b>	JAHN RICHARD R
<b>Sec/Twp/Rng</b>	15-92-52	<b>Class</b>	FARM		46171 TIMBER RD
<b>Property Address</b>	46171 \TIMBER RD	<b>Acreage</b>	2.00		VERMILLION SD 57069-
<b>District</b>	VERMILLION TWP - VERMILLION SCH				
<b>Brief Tax Description</b>	LOT 1 OF PARCEL A N 1/2 SE 1/4 15-92-52 VERMILLION TWP				
	<i>(Note: Not to be used on legal documents)</i>				

Last Data Upload: 3/13/2014 2:41:41 AM

The records or data in this Website may not accurately represent the actual conditions as they exist today. Any decisions made using this data should be field verified. Clay County makes no warranties, expressed or implied, as to the accuracy or use of the Data.



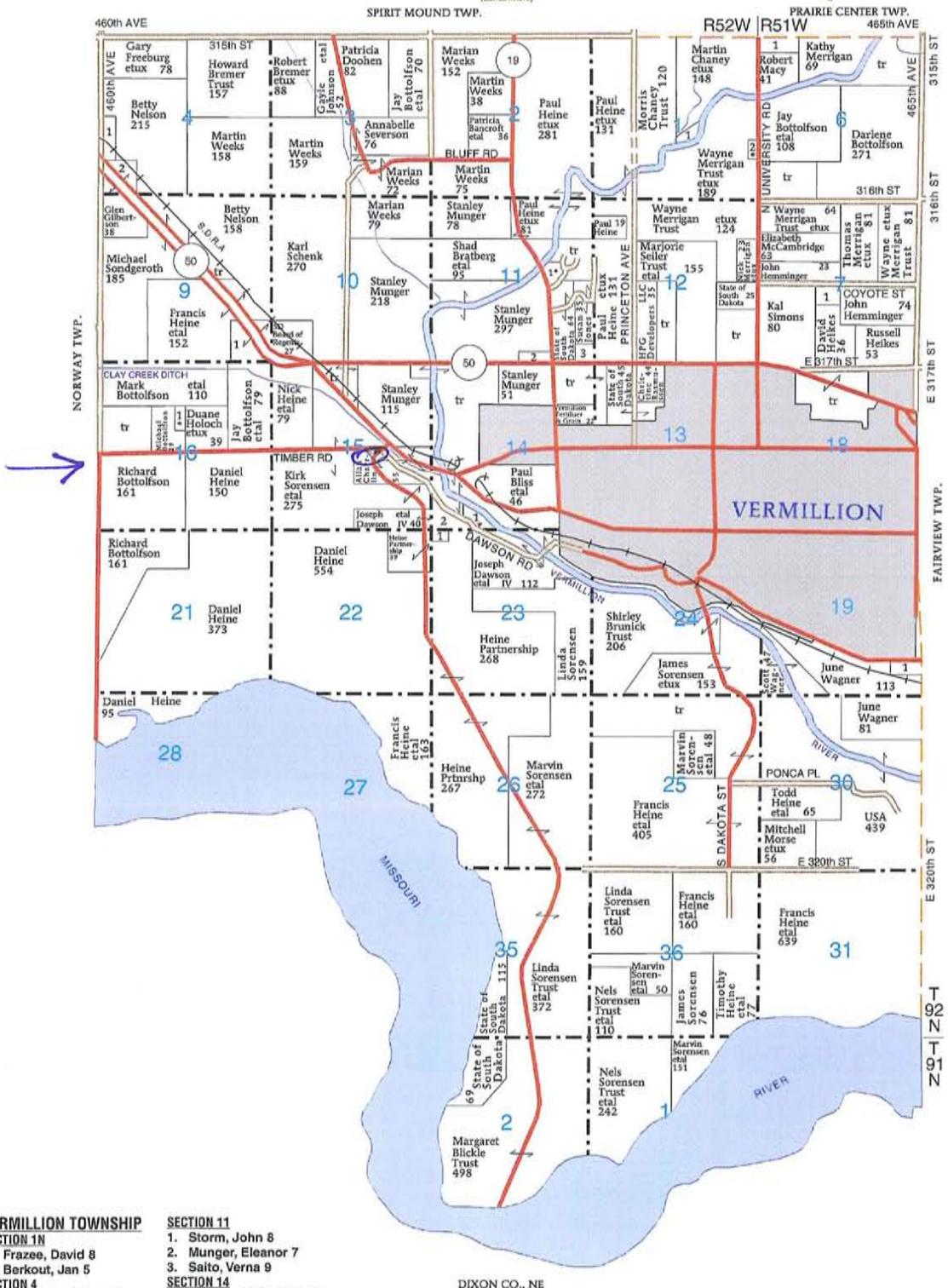
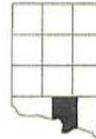
developed by  
The Schneider Corporation  
www.schneidercorp.com

# Site location

T-91-92-N

VERMILLION PLAT

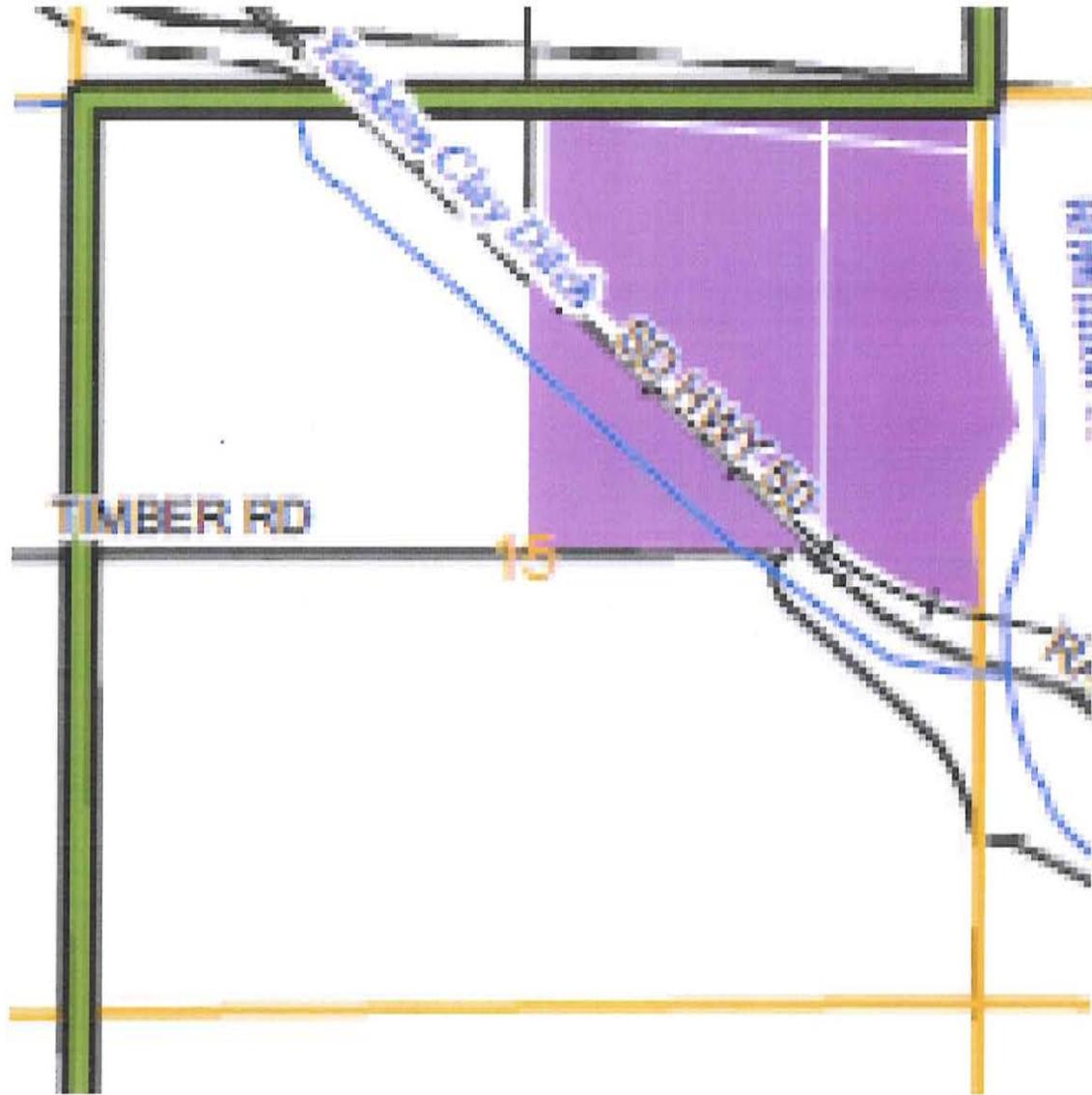
R-51-52-W



- VERMILLION TOWNSHIP**
- SECTION 1N**
1. Frazee, David 8
  2. Berkout, Jan 5
- SECTION 4**
1. Gilbertson, Glen 13
  2. State of South Dakota 12
- SECTION 6**
1. Scholten, Harry 12
- SECTION 7**
1. Waage, Brian 8
- SECTION 9**
1. SD Board of Regents 27

- SECTION 11**
1. Storm, John 8
  2. Munger, Eleanor 7
  3. Saito, Verna 9
- SECTION 14**
1. Bliss, Joseph Dawson 11
- SECTION 16**
2. Heine Prtrshp 16
- SECTION 19**
1. Halverson, Ernest 6
- SECTION 23**
1. Sorensen, Grant 11
- SECTION 23**
1. Houska, Randy 6

Jahn Conditional Use Hearing  
Excerpt from Joint Jurisdiction Zoning Map  
No zoning issues noted



**PUBLIC NOTICE**

**Clay County Planning Commission and Vermillion City Planning Commission to Hold  
Joint Public Hearing On Conditional Use Permit**

Notice is hereby given that a Public Hearing will be held before the Clay County Planning Commission and the Vermillion City Planning Commission in joint session at 5:15 pm on March 24, 2014 at Vermillion City Hall to consider the following:

A request for a Conditional Use Permit for a single-family dwelling for Richard Jahn for property located at 46171 Timber Road, Vermillion, South Dakota, which is Lot 1 of Parcel A N1/2 SE1/4, Section 15, T92N, R52W, 5<sup>th</sup> PM, Vermillion Township, Clay County, South Dakota.

All interested persons are encouraged to attend this public hearing. Those interested persons not able to attend are invited and encouraged to send written comments before March 24, 2014 to the Clay County Zoning Administrator, 211 W. Main Street, Suite 203, Vermillion, SD, 57069.

**Cynthia Aden  
Zoning Administrator  
Publish: March 7/8**

# *Planning Commission Agenda Memo*

**From:** Andrew Colvin, Assistant City Manager

**Meeting:** March 24, 2014

**Subject:** Stakeholder meeting #1 – Landowners, Real Estate Agencies, Rental Property owners/managers and the Vermillion Area chamber and Development Company

**Presenter:** Andrew Colvin

**Background:** In February the Planning Commission voted to move forward with stakeholder meetings in order to gather input from the community on the revision to the Comprehensive Plan. The Planning Commission met with staff and Toby Brown from SECOG to develop a set of questions to guide the discussion and identify stakeholders. Staff developed a schedule and advertised the meeting schedule to provide as much notice and information as possible. In addition, a website was created as a communication medium for the revision process.

**Discussion:** On Monday evening the Planning Commission will meet with major landowners, real estate agencies, rental property owners/managers and the Vermillion Chamber and Development Company as a significant owner of developable land. Letters were sent to all Real Estate Agencies as well as the Vermillion Multi-Housing Association, major landowners and the chamber notifying them of the meeting schedule as well as providing the questions to guide discussion.

**Compliance with Comprehensive Plan:** Although not required by law, meeting with stakeholders in the community is an important component of the public input and review process for the Comprehensive Plan. The goal this evening is to gather thought on where Vermillion should be headed as it pertains to growth and development.

**Conclusion/Recommendations:** Enclosed you will find the information packet that was posted on the City website and sent to stakeholder representatives. The packet contains a background of the Comprehensive Plan, a schedule of the meetings and the questions developed by the Planning Commission to guide discussion.



# **2035 Comprehensive Plan**

Stakeholder Visioning  
and  
Community Input Sessions

Spring 2014

## Overview

In September 2013 the Vermillion Planning Commission began the process to update Vermillion's Comprehensive Plan. The Comprehensive Plan is a significant land use policy document that creates a roadmap for the future development and growth of Vermillion. Up to this point, the Planning Commission has been going through the various sections of the current plan, developing the overall goals and framework for the update to take place.

In any public planning process, it is essential to gather the input of community investors, or stakeholders – citizens, businesses, public and private organizations, service clubs and employers. These groups and individuals have all made an investment in Vermillion. Encouraging investment is the key to sound community planning. The Planning Commission will be holding a series of meetings in the coming weeks and we invite you, the stakeholders, to be a part of the discussion.

Focusing primarily on land uses, the Comprehensive Plan is a policy document that provides a long-term vision for the community and the steps that need to be taken in order to accomplish that vision. The plan strives to strengthen economic viability and encourage growth in a thoughtful and planned manner. The plan provides a realistic view of where the community is, where it wants to be and a guide for achieving the community vision.

The Comprehensive Plan serves two primary purposes:

- 1) Community Building - The Comprehensive Plan shapes the community's vision into a framework that guides policy decisions and implements the City's goals.
- 2) Legal – South Dakota law grants Cities the power to adopt zoning and subdivision regulations to regulate land uses. Comprehensive Planning sets the overall mission of planning and community development to provide a sound and logical basis for growth management.

The City of Vermillion has recognized the need to develop a completely revised plan for 2035. The direction of the 2035 plan varies greatly from the 2000-2020 plan in many ways. The 2000-2020 plan focused on infrastructure and capital improvements with an emphasis on development within the City limits. The goals have been largely completed and it is time for the vision of the community to move beyond preparing for growth, into creating opportunities for growth and community development. Significant improvements have been made to the transportation network and utility system that have increased the City's capacity to serve residents, businesses and industries now and in the future. The City has also annexed land to better position itself for residential, commercial and industrial growth. Continuation of these practices along with a plan to manage growth will ensure the City's ability to serve current and future residents.

Comprehensive planning is an evolving process that must remain flexible, acknowledging that the needs of a community change over time. A comprehensive community plan must be reviewed regularly to reinforce the community's vision and ensure implementation, which is the primary determining measure of a plan's success. An adopted comprehensive plan is a key tool used by the City Council, Planning Commission, City staff and other policy bodies to make decisions and land use, facility needs, amenities, public services, economic development and many other priorities requiring public and private investment.

## Schedule

The Vermillion Planning Commission will be holding a series of meetings to gather input from citizens, businesses and other stakeholders in the community. In order to make the sessions as productive as possible, each meeting will focus a particular group to gather input on the future of Vermillion's development and growth. As these are public meetings, all citizens are invited to participate in the process and discussions.

### March 24<sup>th</sup>, 2014

**Focus:** Landowners, real estate agencies, rental property owners/managers and the Vermillion Chamber of Commerce and Development Company

**Time:** 5:30 p.m.

**Location:** Vermillion City Hall  
City Council Chambers  
25 Center Street  
Vermillion, SD 57069

### April 14<sup>th</sup>, 2014

**Focus:** Public agencies – Clay County, Vermillion School District, University of South Dakota Administration, University of South Dakota Students and Faculty

**Time:** 5:30 p.m.

**Location:** USD Campus (TBD)

### April 28<sup>th</sup>, 2014

**Focus:** Local Businesses, Major Employers, Financial Institutions, Vermillion Chamber of Commerce and Development Company

**Time:** 5:30 p.m.

**Location:** Vermillion City Hall  
City Council Chambers  
25 Center Street  
Vermillion, SD 57069

### May 12<sup>th</sup>, 2014

**Focus:** Service Clubs, Churches, Local Non-Profit Organizations

**Time:** 5:30 p.m.

**Location:** Vermillion City Hall  
City Council Chambers  
25 Center Street  
Vermillion, SD 57069

## Format & Questions

The intent of the meetings is to gather as much community input as possible. To that end, the meetings will be casual with the opportunity for anyone to speak on the topic of land use and planning for Vermillion. The Planning Commission has provided the following questions to serve as a guide for the discussions.

- *What needs to be considered in preparing for the future of Vermillion?*
- *What are the key questions or issues that you believe are facing Vermillion in general regarding the future of development?*
- *What are the unique characteristics in Vermillion that need to be understood? (social, political, economic, environmental etc.) How could the Comprehensive Plan address these issue areas more effectively?*
- *Do you have any specific expectations about this update to the Comprehensive Plan, (i.e., any specific policy or policies you think should/should not be affected?)*
- *What type of growth would you like see for Vermillion in the future?*
- *What type of projects would you like to see Vermillion undertake with development?*
- *Does your department, board, committee, organization or company have any current or anticipated needs for expansion, improvement, or change?*
- *Do any current conditions, development policies/regulations in Vermillion impact the ability of your department, board, committee, organization or company to effectively meet your/its mission/responsibilities?*
- *What land use and development changes in Vermillion would provide a clear benefit to your department, board, committee, organization or company?*
- *What do you believe are Vermillion's principal challenges with respect to growth and development?*

All meetings are open to the public, so anyone with an interest in community planning is encouraged to attend.