



**City of Vermillion
Planning Commission Agenda**

5:30 p.m. Regular Meeting
Monday, May 12, 2014
City Hall – Large Conference Room
25 Center Street
Vermillion, SD 57069

1. **Roll Call**
2. **Minutes**
 - a. April 28, 2014 Regular Meeting.
3. **Adoption of the Agenda**
4. **Visitors To Be Heard**
5. **Public Hearings**
6. **Old Business**
7. **New Business**
 - a. 2035 Comprehensive Plan Stakeholder Session – Non-Profit and Service Organizations.
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 April 28, 2014 Regular Meeting

The regular meeting of the Vermillion Planning Commission was called to order by Chairman Iverson in the Large Conference Room at City Hall on April 28, 2014 at 5:30 p.m.

1. Roll Call

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

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

2. Minutes

a. April 14, 2014 Regular Meeting.

Moved by Fairholm to approve the April 14, 2014 Regular Meeting Minutes, seconded by Tuve. Motion carried 8-0.

3. Adoption of the Agenda

Moved by Holland to adopt the agenda as printed, seconded by Fairholm. Motion carried 8-0.

4. Visitors to be Heard

5. Public Hearing

a. Zoning Ordinance Amendment - Amending Section 155.008, Definitions, and Section 155.036, GB General Business district, Providing a Definition and Regulations for Limited Production and Processing as a Conditional Use.

Andy Colvin reported that the proposed amendment comes about from a request by the Development Company to take a look at allowing some limited industrial uses within the GB District for buildings whose original purpose was industrial. Andy stated that the 2008 revision changed the zoning districts and certain buildings are undesirable for general business purposes. The proposed amendment would add limited production and processing as a conditional use, whereby each proposed use would need approval from the Planning Commission, who would hold a public hearing to receive public input and may attach restrictions to any uses specific to a particular site. Andy also noted that there is a maximum size restriction of 20,000 square feet for the conditional use.

Nate Welch, Vermillion Area Chamber of Commerce and Development Company Director, spoke in favor of the proposed amendment and stated that it would help the VCDC respond to inquiries for start-up businesses that are looking to have small-scale assembly operations.

The Planning Commission discussed the proposed amendment and expressed concerns about such a broad definition. Concerns were also raised about the ability to deny conditional uses and creating a liability for the City. Additional concerns were raised about increased traffic, parking issues, and noise. Andy reminded the Planning Commission that conditional use permits are site specific so any permit issued can have restrictions specific to that neighborhood and area.

Holland stated that he is in favor of the proposed amendment and that it is structured with enough safeguards and public input. Holland also stated that anything the Planning Commission does can be challenged.

Moved by Holland to recommend approval of the proposed amendment to the Zoning Ordinance allowing Limited Production and Processing as a Conditional Use in the General Business District, seconded by Manning. Motion carried 8-0.

b. Zoning Ordinance Amendment - Amending Section 155.032 (A), R-2 Residential District Permitted Uses, adding a provision to allow more than one building per lot as a conditional use.

Jose reported that the proposed amendment was developed from a request by a property owner to place a three-unit apartment on a large lot currently occupied by a single family home. The amendment would permit more than one structure on a lot via conditional use, as long as the density of four dwellings is not exceeded. Jose also stated that the R-3 district currently permits multiple dwellings. Jose reported that there are large lots in the R-2 District that could accommodate more than one structure; however, there is the potential to negatively impact single family neighborhoods since the R-2 District is a transitional district from single family to multi family.

The Planning Commission discussed the proposed amendment. Concerns were raised about the potential negative impact on neighborhoods that are primarily single family. Rich Holland commented that the conditional use permit process provides the opportunity to look at each proposed use individually. Darby Ganschow, USD Representative, commented that the university of opposed to the amendment since areas surrounding campus are zoned R-2 and could be negatively impacted by additional buildings.

Moved by Forseth to recommend denial of the amendment to the City Council, seconded by Muenster. Motion carried 7-1.

6. Old Business

7. New Business

a. 2035 Comprehensive Plan Stakeholder Session - Financial Institutions, Local Businesses, and Large Employers.

Andy Colvin provided background information on the Comprehensive Plan and revision process. Chairman Iverson asked for input from any interested persons or stakeholders present on the future of Vermillion and development of the community.

Tom Schaack, First Bank and Trust, inquired about the structure of the revised plan and whether it will include more detail than the current plan, such as time frames, specific improvements and other information. Andy clarified that the Comprehensive Plan is a high level document that sets overall goals, which drive detailed documents such as the Capital Improvement Plan and budget.

Josh Suing, Hy-Vee Manager, stated that the Comprehensive Plan should create an environment that will attract more people to the community. Examples include hike/bike paths, parks and other quality of life items.

Farron Pratt, First Dakota National Bank, stated that the Planning Commission's main focus is land use with the second question to determine how we get there. Farron also stated that the Comprehensive

Plan should tell the community where to grow and outline the best land for certain uses.

Nate Welch, VCDC Director, stated that the Comprehensive Plan provides overall direction, but it is by ordinances and City projects where change is implemented.

Greg Merrigan, Clay Rural Water District, stated that CRW provides water service to 245 customers just outside City limits and to involve rural utilities in the decision making process as the City plans for growth.

8. Adjourn

Moved by Muenster to adjourn, seconded by Forseth. Motion carried 8-0.

Vice-Chairman Forseth declared the meeting adjourned at 6:40 p.m.

Planning Commission Agenda Memo

From: Andrew Colvin, Assistant City Manager

Meeting: May 12, 2014

Subject: Stakeholder meeting #4 – Local businesses, major employers and financial institutions

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.

Discussion: On Monday, March 24, the Planning Commission heard from landowners, real estate agents, and rental property owners. Other individuals were present to observe and share their thoughts as well. According to the sign-in sheet, 19 people attended the meeting. On April 14, the Planning Commission held the second stakeholder meeting, which involved public agencies in addition to the University of South Dakota staff, faculty and students. According to the sign-in sheet, 13 people attended. On April 28th the Planning Commission held the third meeting, which involved local businesses, major employers and financial institutions. According to the sign-in sheet, 10 people attended the April 28th meeting.

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 for the evening is to gather thoughts 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 24th, 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 14th, 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: Muenster University Center, Room 211/211A (USD Campus)

April 28th, 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 12th, 2014

Focus: Local Non-Profit and Service Organizations

Time: 5:30 p.m.

Location: Vermillion City Hall
City Council Chambers
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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.