



**City of Vermillion Planning &
Zoning Commission Agenda**

5:30 p.m. Regular Meeting

Monday, August 9, 2021

City Council Chambers

City Hall, 25 Center Street, Vermillion, SD 57069

1. **Roll Call**
2. **Minutes**
 - a. July 12, 2021 Regular Meeting
3. **Declaration of Conflict of Interests**
4. **Adoption of the Agenda**
5. **Visitors to Be Heard**
 - a. Introduction of New Planning and Zoning Commission Member, Mr. Greg Merrigan
 - b. Introduction of Code Compliance Department Head, Mr. Kalin Knief
6. **Public Hearings**
7. **Old Business**
8. **New Business**
 - a. Nomination and Election of Chair and Vice-Chair
 - b. Review of Committees Appointments
9. **Staff Reports**
10. **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 and Zoning 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 and Zoning Commission
Monday, July 12, 2021 Regular Planning and Zoning Commission Meeting

The regular meeting of the Vermillion Planning and Zoning Commission was called to order in the Powell Conference Room at City Hall on July 12, 2021 at 5:30 p.m.

1. Roll Call

City Planning and Zoning Commissioners Present: Fitzpatrick, Forseth, Gestring, Heggestad, Mrozla, Tuve, Wilson.

City Planning and Zoning Commissioners Absent: Fairholm

City Staff present: José Domínguez, City Engineer; Stone Conely, City Management Assistant

2. Minutes

a. June 28, 2021 Regular City Planning and Zoning Commission Meeting.

Moved by Commissioner Tuve to adopt the June 28, 2021 meeting minutes, seconded by Wilson. Motion carried 7-0.

3. Declaration of Conflict of Interest

Forseth noted that he owns investment property in Vermillion.

4. Adoption of the Agenda

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

5. Visitors to be Heard

None

6. Public Hearings

a. Ordinance 1438 to Rezone Lot 3, AMS Industrial Park Addition, City of Vermillion, Clay County, South Dakota, from the NRC Natural Resource Conservation District to the HI Heavy Industrial District.

Conely explained that the property being rezoned was annexed into the City on May 26, 2021. When a property is annexed it enters the City into the NRC Natural Resource Conservation District, which is the strictest zoning district. The Zoning Ordinance allows for the properties that are recently annexed to be rezoned without the need to gather the required petition signatures, or to pay a rezone fee.

Conely stated that the existing HI Heavy Industrial is located in the northeast part of the City, and that the HI Heavy Industrial district is one of the smallest zoning districts in the City. The proposed rezone would be adjacent to the existing HI Heavy Industrial district and would add to the land for future industrial development.

Conely further explained that there are several goals and objectives that promote development in the City. Conely stated that the Commission

should consider public comment and make a recommendation to the City Council. The City Council would consider the rezone at the July 19th meeting.

Forseth opened the floor for public comment. Discussion followed.

Moved by Tuve to recommend that the City Council adopt Ordinance 1438 as presented, seconded by Heggstad. Motion carried 7-0.

7. Old Business

None

8. New Business

None

9. Staff Report

Dominguez explained the progress on the following City projects: Hwy. 50 paving and drainage project, Bliss Pointe Phase 2, Downtown Streetscape, and Industry Street paving.

10. Adjourn

Moved by Wilson to adjourn, seconded by Mrozla. Motion carried 7-0, Iverson declared the meeting adjourned at 5:56 p.m.

Planning and Zoning Commission Agenda Memo

From: Jose Dominguez, City Engineer

Meeting: August 9, 2021

Subject: Nomination and Election of Chair and Vice-Chair

Presenter: Jose Dominguez

Background: Per the Commission’s By-Laws adopted in 2018 the election of officers happens after the reorganizational meeting of the City Council. The City Council will not be reorganizing until 2022; however, since a vacancy consisting of the Commission’s Chair occurred it was decided to elect a new Chair and Vice-Chair once the vacancy was filled.

Discussion: The Commission is being asked to individually nominate a Chair and a Vice-Chair to serve until July 2022. At that point the Commission will have to go through the process of electing officers once again. Duties of the officers are:

- “The Chair shall preside at all meetings and hearings of the Planning and Zoning Commission and shall have the duties normally conferred by parliamentary usage on such officers.”
- “The Vice-Chair shall act for the Chair in their absence.”

Compliance with Comprehensive Plan: N.A.

Conclusion/Recommendations: The Commission is asked to make a nomination for Chair and vote on that nomination, and to make a nomination for Vice-Chair and vote on that nomination. Candidates receiving a majority of votes would be declared elected.

Planning and Zoning Commission Agenda Memo

From: Jose Dominguez, City Engineer
Meeting: August 9, 2021
Subject: Review of Committee Appointments
Presenter: Jose Dominguez

Background: Currently the Commission participates in a Committee with members from the County's Planning Commission to discuss items related with the amending the comprehensive plan for the Joint Jurisdiction Area. Commission members were appointed to the committee on November 2020.

Discussion: The committee was created in order to expedite the process of amending the comprehensive plan for the JJZA. The committee would discuss items, come to a consensus, and eventually bring the items agreed on to the larger group for discussion.

The Commission chose Commissioner Fitzgerald and Wilson as the delegates to represent the City. Commissioner Fairholm was chosen as the back-up.

Compliance with Comprehensive Plan: N.A.

Conclusion/Recommendations: The Commission is not being asked to make any changes to the composition, or charge, for the committee. However, due to the fact that the discussions will be re-starting soon Staff believed that this would be a good time to offer the Commission an opportunity to make an changes, if desired.