

**PLANNING COMMISSION/
BOARD OF ADJUSTMENT MEETING
CITY COMMISSION ROOM
Tuesday, June 13th, 2023
7:00am**

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: May 9, 2023, Planning Commission Minutes.

APPROVAL OF MINUTES: May 9, 2023, Board of Adjustment Minutes.

APPROVAL OF MINUTES: May 15, 2023, Planning Commission Minutes.

APPROVAL OF AGENDA:

APPEARANCES, ACKNOWLEDGEMENTS, CORRESPONDENCE:

OLD BUSINESS (Planning Commission and Board of Adjustment): None

NEW BUSINESS (Board of Adjustment):

1. Hearing on Appeal No. 690 – by Sonja Mette, for a Conditional Use application that, if granted, will permit the applicant to run a daycare out of home located at 628 NE 1st Street.
2. Decision on Appeal No. 690
3. Hearing on Appeal No. 691 – by Craig Vanhove to construct a 21.4 x 41.5 addition to current shop located at 213 SW 1st Street.
4. Decision on Appeal No. 691

NEW BUSINESS (Planning Commission): None

PUBLIC INPUT:

ADJOURNMENT:

Any person with a disability wishing to attend any board meeting who may require special arrangements may contact the Finance Office at 256-7500 and all attempts shall be made to accommodate those requests.

PLANNING COMMISSION PROCEEDINGS
CITY OF MADISON
May 9, 2023
7:00 am

Chairman John Groce called the meeting to order at 7:03 am.

The following members were present for roll call: Chairman John Groce, Jim Iverson, Bob Maxwell, Jennifer Wolff, Roger Olson, Michael Johnson and Alternate Jacob Deboer. Absent was Donna Fawbush. Also present were Administrative Officials Ryan Hegg, Gary Zay, Jennifer Hasleton, Brooke Rollag, Brittany Waldman, Wayne Mader, Todd Jorgenson and Chad Van Den Hemel were also in attendance.

Motion by Commissioner Iverson to approve the April 11th, 2023, Planning Commission minutes, seconded by Commissioner Maxwell. Motion carried unanimously.

Motion by Commissioner Wolff to approve the April 11th, 2023, Board of Adjustment minutes, seconded by Commissioner Johnson. Motion carried unanimously.

Motion by Commissioner Maxwell to approve the May 9th, 2023, agenda. Seconded by Commissioner Wolff. Motion carried unanimously.

Old Business: None

Motion by Commissioner Iverson, seconded by Commissioner Olson to move into Board of Adjustment at 7:05 am. Motion carried unanimously.

Motion by Commissioner Wolff, seconded by Commissioner Olson to move out of Board of Adjustment and into Planning Commission at 7:37 am. Motion carried unanimously.

New Business: None

Public Input: Discussion regarding North storage units and Planning Commission members expired terms. Bank West's previous temporary conditional use only for temporary building, will need a new conditional use for permanent building to be built.

Commissioner Iverson motioned to adjourn. Second by Commissioner Johnson. Motion carried unanimously. Meeting adjourned at 7:50 am.

Dan Whitlock
Planning Commission

**BOARD OF ADJUSTMENT PROCEEDINGS
CITY OF MADISON
May 9, 2023**

The Planning Commission motioned to move into Board of adjustment at 7:05 am.

The following members were present for roll call: Chairman John Groce, Board Members Jim Iverson, Jennifer Wolff, Roger Olson, Bob Maxwell, Michael Johnson and alternate Jacob Deboer. Also present were Administrative Officials Ryan Hegg. Absent was Donna Fawbush. The following people were in attendance in addition to the Board and the aforementioned individuals, Gary Zay, Jennifer Hasleton, Brooke Rollag, Wayne Mader, Todd Jorgeson, Brittany Waldman, Tobin Morris and Chad Van Den Hemel.

This being the time and place set for the hearing on Conditional Use Appeal Request No. 687 – by Todd & Heidi Jorgenson. Mr. Hegg went through the contents of the packet for Appeal No. 687. The applicant is requesting a Variance that would allow the applicant to construct a storage unit at 307 SE 2nd Street with a 44' front setback, 3' side setback, and a 2' rear setback in lieu of the 50' front, 25' side, and 30' rear required for the Light Manufacturing District. Surrounding buildings are currently using a 2' rear setback. The storage unit would align with neighboring structures.

There were no additional opponents or proponents. Chairman Groce closed the public hearing and proceeded to the decision agenda item for appeal.

Motion by Mr. Johnson, second by Mr. Olson to approve Appeal No. 687. Motion carried unanimously.

This being the time and place set for the hearing on Conditional Use Appeal Request No. 688 – by Wayne Mader. Mr. Hegg went through the contents of the packet for Appeal No. 688 – The applicant is requesting a conditional use that would allow the applicant to build storage units at 209 S Highland Avenue. Setbacks set by the board are as follows N-15' S-10' E-44' W-30'

There were no additional opponents or proponents. Chairman Groce closed the public hearing and proceeded to the decision agenda item for appeal.

Motion by Mr. Iverson, second by Mr. Maxwell to approve Appeal No. 688. Motion carried unanimously.

This being the time and place set for the hearing on Conditional Use Appeal Request No. 689 – by Brittany Waldman. Mr. Hegg went through the contents of the packet for Appeal No. 689. The applicant is requesting a variance that would allow the applicant to construct a greenhouse using polycarbonate materials at 45493 234th Street. Discussion regarding withstanding snow on greenhouse roof. There were no additional opponents or proponents. Chairman Groce closed the public hearing and proceeded to the decision agenda item for appeal.

Motion by Ms. Wolff, second by Mr. Olson to approve Appeal No. 689. Motion carried unanimously.

Motion by Mr. Iverson, second by Mr. Johnson to move out of the Board of Adjustment at 7:37am.
Motion carried unanimously.

Dan Whitlock
Board of Adjustment

PLANNING COMMISSION PROCEEDINGS
CITY OF MADISON
May 15, 2023
7:00 am

Jim Iverson serving as chairperson called the meeting to order at 7:08 am.

The following members were present for roll call: Jim Iverson, Bob Maxwell, Donna Fawbush, Jennifer Wolff, City Commissioner Jeremiah Corbin and Alternate Jacob Deboer. Absent was Roger Olson, John Groce and Michael Johnson. Also present were Administrative Officials Ryan Hegg, Gary Zay, Jennifer Hasleton, Brooke Rollag, Tobin Morris, Janel Guse, Shelli Gust, Dennis Slaughter and Floyd Rummel were also in attendance. Caroline Jens Via Zoom.

Motion by Commissioner Wolff to approve the May 15, 2023, agenda. Seconded by Commissioner Corbin. Motion carried unanimously.

Old Business: None

New Business:

Discussion of the Tax Increment District Number Six- Tobin Morris with Colliers Securities describes the details and purpose of TIF 6. Outlining the intended company expansions in Lakeview Industrial Park. Brooke Rollag Director of LAIC states the need for childcare in the city. TIF 6 will redirect taxes from expansion to the new childcare facility.

Motion to recommend approval of Tax Increment Number 6 made by Commissioner Wolff, seconded by Commissioner Deboer. Motion carried unanimously.

Public Input: Lake County Commissioners Gust and Slaughter support the approval of TIF Number 6.

Commissioner Maxwell motioned to adjourn. Second by Commissioner Fawbush. Motion carried unanimously. Meeting adjourned at 7:59 am.

Dan Whitlock
Planning Commission

R# 0003031

10/29/2009

CITY OF MADISON
CONDITIONAL USE APPLICATION

APPEAL NUMBER 690

APPLICANT (PRINT): Sonja Mette PHONE: 605-270-7956

ADDRESS: 631 NE 1st St.

OWNER (PRINT): _____ PHONE: _____
IF DIFFERENT THAN APPLICANT

ADDRESS: 628 NE 1st St.

I/WE, THE UNDERSIGNED, DO HEREBY PETITION THE BOARD OF ADJUSTMENT OF THE CITY OF MADISON SOUTH DAKOTA, TO ISSUE A CONDITIONAL USE PERMIT FOR THE PROPERTY DESCRIBED AS:

LEGAL DESCRIPTION (Please print or type)

Lot 17 BLK 3 TOWN PROP 2ND Addition

GENERAL AREA OR STREET ADDRESS: 628 NE 1st St

EXISTING LAND USE: Residential **EXISTING ZONING:** R60

SIZE OF PARCEL: ACRES (9359) LOT DIMENSIONS: WIDTH 50 LENGTH 187 DEPTH _____

SURROUNDING LAND USE

NORTH:	<u>R60</u>	<u>RESIDENTIAL</u>
SOUTH:	<u>R60</u>	<u>RESIDENTIAL</u>
EAST:	<u>R60</u>	<u>RESIDENTIAL</u>
WEST:	<u>R60</u>	<u>RESIDENTIAL</u>

PLEASE DESCRIBE WHAT YOU PROPOSE TO DO AND WHY YOU ARE SEEKING A CONDITIONAL USE PERMIT
(attach a separate letter of explanation if necessary)

run an in home daycare

I (we) further state that if this request is granted, I (we) will proceed with the actual construction in accordance with the plans herewith submitted within one year or additional time as extended from the effective date of the appeal.

SIGNATURE OF APPLICANT Sonja Mette

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT) _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- | | |
|--|--|
| 1. NORTH DIRECTION | 5. LOCATION OF PROPOSED STRUCTURE ON LOT |
| 2. DIMENSIONS OF PROPOSED STRUCTURE | 6. DIMENSIONS OF FRONT AND SIDE SET BACKS |
| 3. STREET NAMES | 7. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 4. OTHER INFORMATION AS MAY BE REQUESTED | |

THE BOARD OF ADJUSTMENT MAY REQUIRE THAT SUCH PLANS BE PREPARED BY A REGISTERED ENGINEER OR LAND SURVEYOR.

****PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE.**

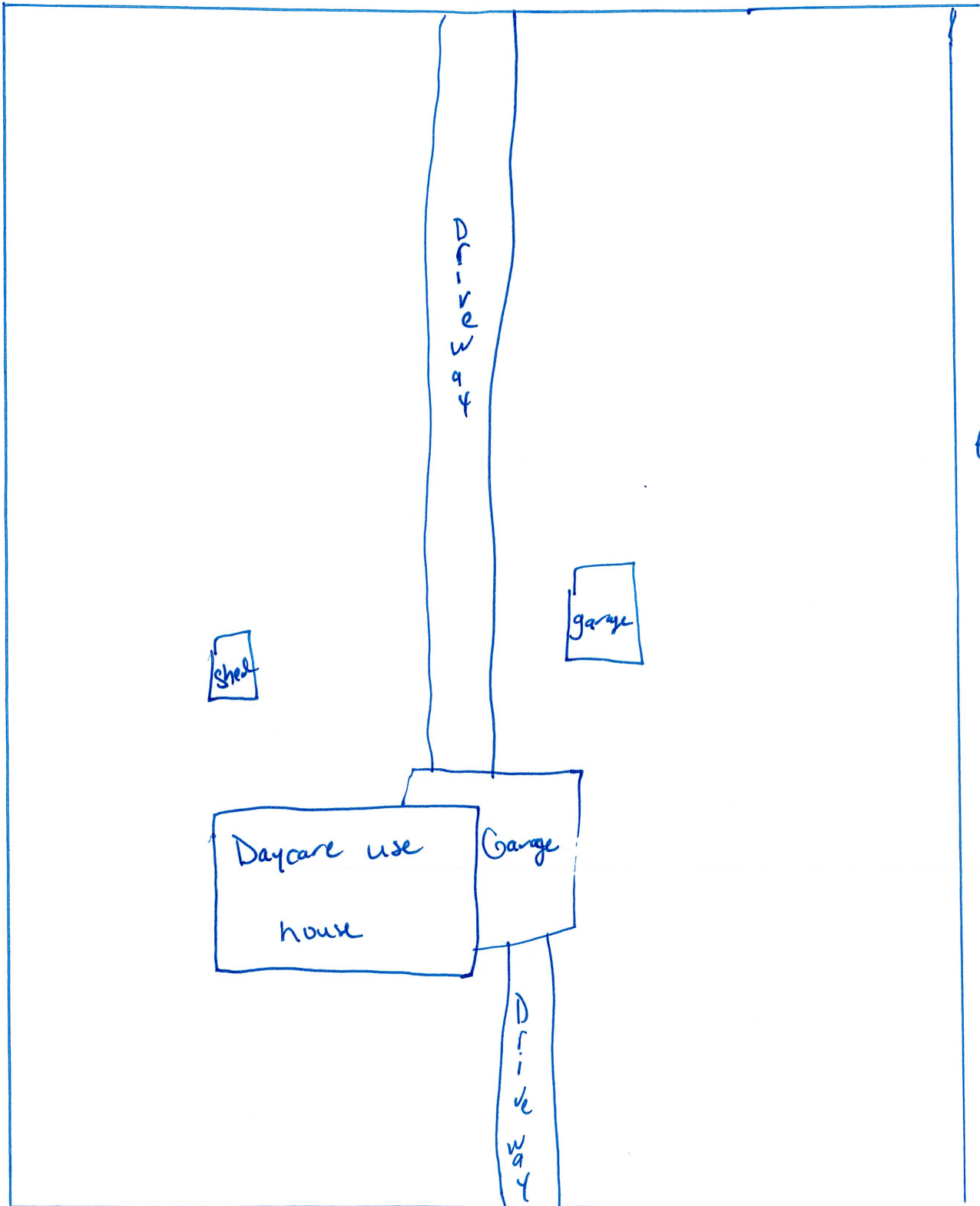
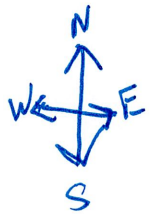
FOR OFFICIAL USE ONLY

DATE FILED WITH ADMINISTRATIVE OFFICIAL: _____
FEE PAID (NON-REFUNDABLE): _____ YES _____ NO
DATE OF HEARING: _____
ACTION BY BOARD OF ADJUSTMENT: _____

will use the alleyway for business use



Alley way



Empty lot

Daycare use house

Garage

garage

shed

Driveway

Will use this South Driveway for business use

Ne 1st Street

P 000 30270

10/29/2009

CITY OF MADISON
CONDITIONAL USE APPLICATION

APPEAL NUMBER 691

APPLICANT (PRINT): CRAIG Vanhove PHONE: 605-256-3096

ADDRESS: 213 S.W. 1ST STREET, MADISON, S.D.

OWNER (PRINT): _____ PHONE: _____
IF DIFFERENT THAN APPLICANT

ADDRESS: _____

I/WE, THE UNDERSIGNED, DO HEREBY PETITION THE BOARD OF ADJUSTMENT OF THE CITY OF MADISON SOUTH DAKOTA, TO ISSUE A CONDITIONAL USE PERMIT FOR THE PROPERTY DESCRIBED AS:

LEGAL DESCRIPTION (Please print or type)

LOT 5 13-14-15 BLK 18 ORIG PLAT #181M

GENERAL AREA OR STREET ADDRESS: 213 S.W. 1ST STREET

EXISTING LAND USE: _____ EXISTING ZONING: _____

SIZE OF PARCEL: ACRES / SQFT _____ LOT DIMENSIONS: WIDTH 136' LENGTH 150' DEPTH _____

SURROUNDING LAND USE

NORTH: RESIDENTIAL
SOUTH: COMMERCIAL
EAST: COMMERCIAL
WEST: COMMERCIAL

PLEASE DESCRIBE WHAT YOU PROPOSE TO DO AND WHY YOU ARE SEEKING A CONDITIONAL USE PERMIT (attach a separate letter of explanation if necessary)

ADD ON TO N.E. CORNER OF SHOP BUILDING TO SQUARE OFF
CORNER OF BUILDING & REPLACE EAST 1/2 OFF ROOF WITH
STEEL TRUSS SYSTEM & HIDDEN SCREW STEEL ROOFING

I (we) further state that if this request is granted, I (we) will proceed with the actual construction in accordance with the plans herewith submitted within one year or additional time as extended from the effective date of the appeal.

SIGNATURE OF APPLICANT _____

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT) _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

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2. DIMENSIONS OF PROPOSED STRUCTURE
3. STREET NAMES
4. OTHER INFORMATION AS MAY BE REQUESTED
5. LOCATION OF PROPOSED STRUCTURE ON LOT
6. DIMENSIONS OF FRONT AND SIDE SET BACKS
7. LOCATION OF ADJACENT EXISTING BUILDINGS

THE BOARD OF ADJUSTMENT MAY REQUIRE THAT SUCH PLANS BE PREPARED BY A REGISTERED ENGINEER OR LAND SURVEYOR.

**PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE.

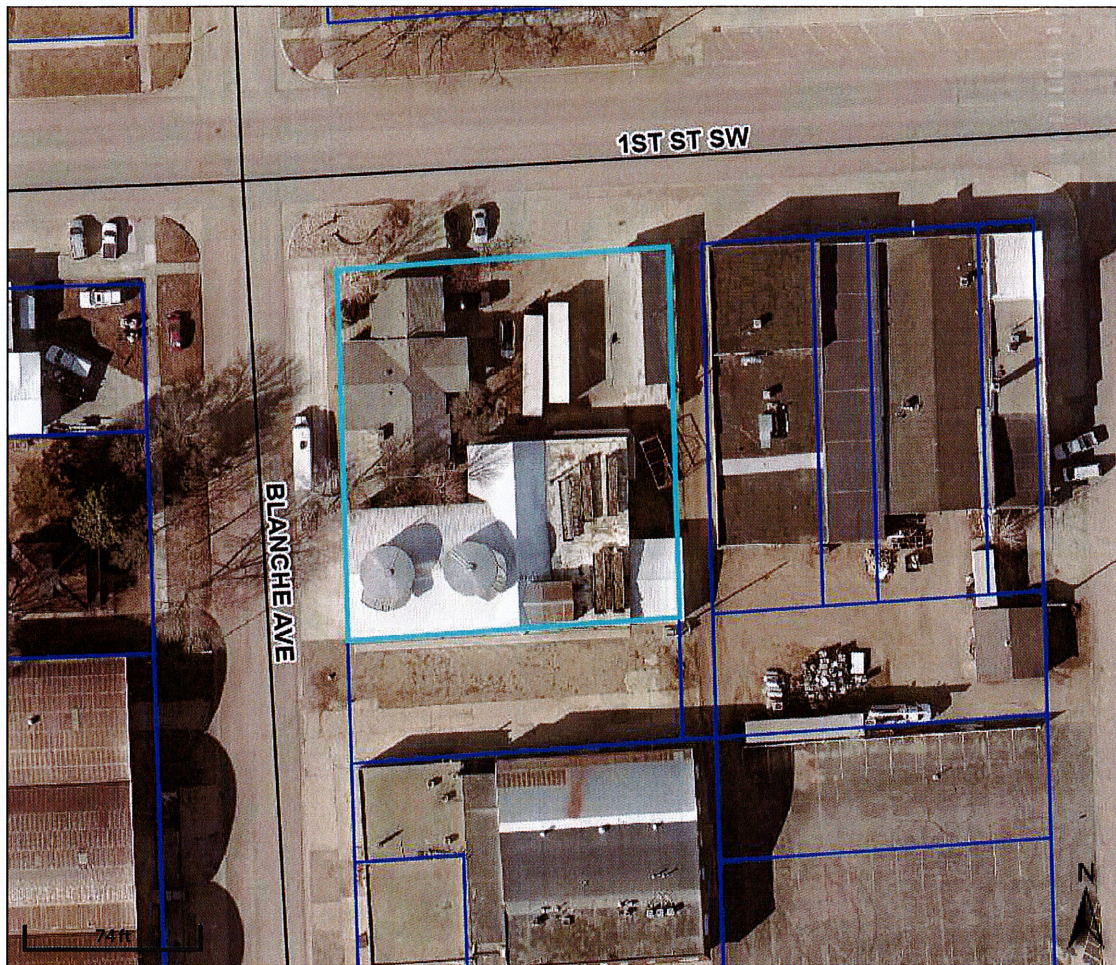
FOR OFFICIAL USE ONLY

DATE FILED WITH ADMINISTRATIVE OFFICIAL: _____

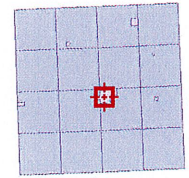
FEE PAID (NON-REFUNDABLE): _____ YES _____ NO

DATE OF HEARING: _____

ACTION BY BOARD OF ADJUSTMENT: _____



Overview



Legend

-  Parcels
-  Roads
-  Corporate Limits
-  Political Townships

Parcel ID	210100180015010	Alternate ID	n/a	Owner Address	VANHOVE, CRAIG
Sec/Twp/Rng	n/a	Class	DC		213 SW 1ST ST
Property Address		Acreage	n/a		MADISON,, SD 570420000
District	n/a				
Brief Tax Description	n/a				

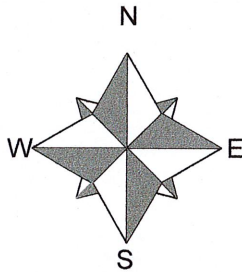
(Note: Not to be used on legal documents)

Date created: 5/22/2023
Last Data Uploaded: 5/22/2023 9:05:12 AM

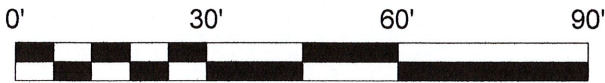
Developed by  **Schneider**
GEOSPATIAL

SITE SURVEY

LOTS 13, 14, AND 15 OF BLOCK 18 OF THE ORIGINAL PLAT OF MADISON, LAKE COUNTY, SOUTH DAKOTA.



Basis of Bearing
GPS Observation



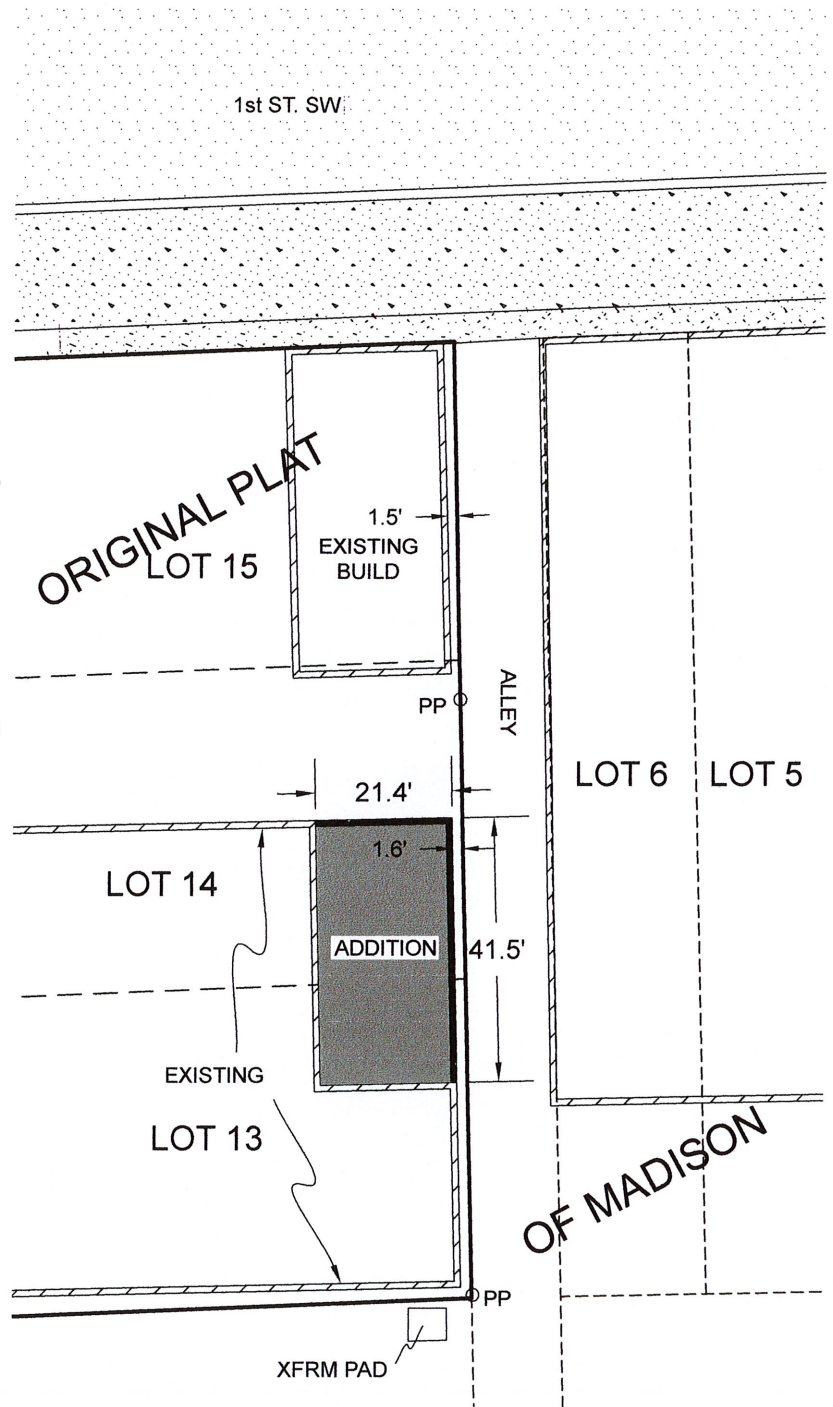
Scale 1" = 30'



Found Iron Pin
Set 5/8" Rebar w/ Cap

Property Line

Lot Line



SURVEYOR'S CERTIFICATE:

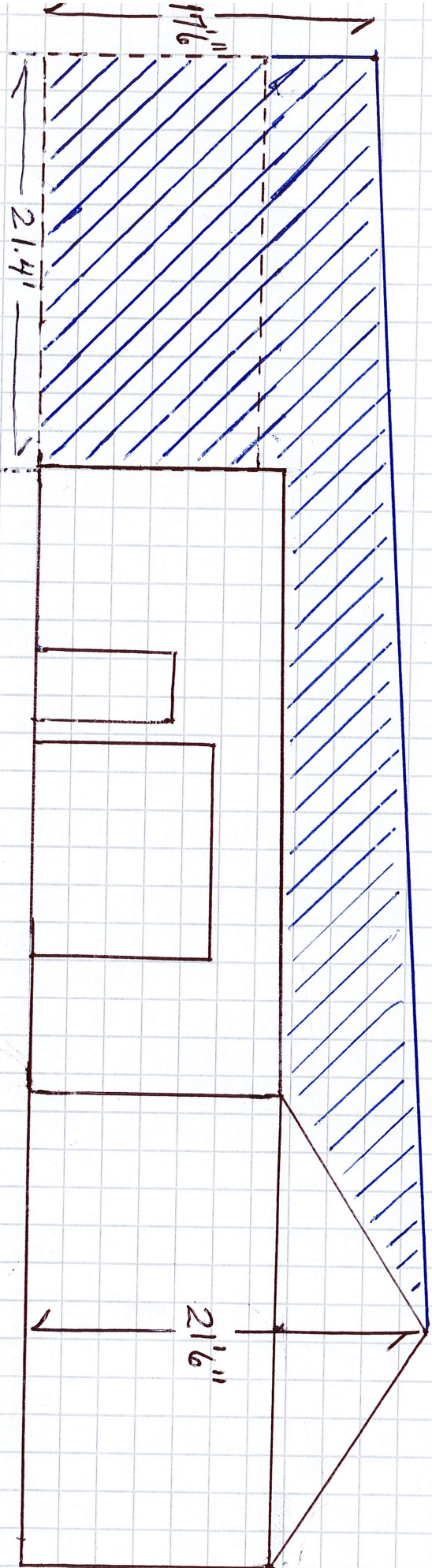
I, Ronald W. Golden, a Registered Professional Land Surveyor in the State of South Dakota, do hereby certify that I surveyed LOTS 13, 14, AND 15 OF BLOCK 18 OF THE ORIGINAL PLAT OF MADISON, LAKE COUNTY, SOUTH DAKOTA, following generally accepted Professional Standards for Surveying in the State of South Dakota. The above drawing shows the results of that survey.

Ronald W. Golden

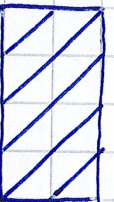
Ronald W. Golden, RLS No. 6573

Date: 5/25/2023

CRAIG'S WELDING



PROPOSED
ADDITION



SCALE 1/4" = 2'