

PLANNING COMMISSION/ BOARD OF ADJUSTMENT MEETING

CITY COMMISSION ROOM
Tuesday, December 9, 2025
7:00am

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: November 4, 2025, Planning Commission Minutes

APPROVAL OF MINUTES: November 4, 2025, Board of Adjustment Minutes

APPROVAL OF AGENDA:

APPEARANCES, ACKNOWLEDGEMENTS, CORRESPONDENCE: None

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

NEW BUSINESS (Board of Adjustment):

1. Hearing on Appeal No. 754 –West Center Baptist for a conditional use that if granted, would permit the applicant to use property at 332 W Center Street as a church in a R-20 zone and with a front setback of 10 feet. The property is legally described as Lots 5-8 and S40' of Lot 4 and S1/2 of Lot 9 of Block 5 of Town and Proprietor's First Addition to the City of Madison, South Dakota.
2. Decision on Appeal No. 754 – West Center Baptist
3. Hearing on Appeal No. 755 – West Center Baptist for a variance that if granted, would permit the applicant to reduce the amount of required off street parking at 332 W Center Street. The property is legally described as Lots 5-8 and S40' of Lot 4 and S1/2 of Lot 9 of Block 5 of Town and Proprietor's First Addition to the City of Madison, South Dakota.
4. Decision on Appeal No. 755 – West Center Baptist

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
November 4, 2025
7:00 am**

Chairman John Groce called the meeting to order at 7:01am. The following members were present for roll call: John Groce, Jim Iverson, Bob Maxwell, Donna Fawbush, Jacob DeBoer, Roger Olson and Kerry Barlow. Ryan Hegg, Dan Whitlock, Roy Lindsay, Chad Van Den Hemel, Jennifer Hasleton, Jeff Wieman, Travis Olson, and Don Amert were also in attendance.

Welcome to Travis Olson as an alternate to the Planning Commission.

Motion by Commissioner Maxwell to approve the October 14, 2025, Planning Commission Minutes. Seconded by Commissioner DeBoer. Motion carried unanimously.

Motion by Commissioner Olson to approve the October 14, 2025, Board of Adjustment Minutes. Seconded by Commissioner Fawbush. Motion carried unanimously.

Motion by Commissioner Fawbush to approve the October 14, 2025, agenda. Seconded by Commissioner DeBoer. Motion carried unanimously.

Old Business: None

Motion by Commissioner Iverson, seconded by Commissioner Olson to move into Board of Adjustment at 7:04 am. Motion carried unanimously.

Motion by Commissioner Olson, seconded by Commissioner DeBoer to move out of Board of Adjustment and into Planning Commission at 7:49 am. Motion carried unanimously.

New Business: None

Public Input: None

Commissioner Olson motioned to adjourn. Second by Commissioner DeBoer. Motion carried unanimously. Meeting adjourned at 7:53 am.

Dan Whitlock
Planning Commission

**BOARD OF ADJUSTMENT PROCEEDINGS
CITY OF MADISON
November 4th, 2025**

The Planning Commission motioned to move into the Board of adjustment at 7:04 am.

The following members were present for roll call: John Groce, Jim Iverson, Bob Maxwell, Jacob DeBoer, Roger Olson, Donna Fawbush and Kerry Barlow. Also present were Administrative Officials Ryan Hegg, Mayor Roy Lindsay and Dan Whitlock. The following people were in attendance in addition to the Board, Jennifer Hasleton, Chad Van Den Hemel, Jeff Wieman, Don Amert and Travis Olson.

This being the time and place set for the hearing on variance Appeal Request No. 753 – by Don Amert for a variance that if granted, would permit the applicant to use metal material for a roof in the GT-1 District. Mr. Hegg went through the contents of the packet describing the requirements in a Gateway District. Mr. Amert requests using metal material on account of the roof having a 1/12 pitch. A metal roof would last longer and create savings in the future.

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. Maxwell, second by Mr. Olson to approve Appeal No. 753. Roll call vote taken. 4-3 Motion failed.

Motion by Mr. Iverson, second by Mr. DeBoer to move out of the Board of Adjustment at 7:49am. Motion carried unanimously.

Dan Whitlock
Board of Adjustment

CITY OF MADISON
CONDITIONAL USE APPLICATION

APPEAL NUMBER 754

APPLICANT (PRINT): DESIGNARC GROUP PHONE: 605 525 8863

ADDRESS: 2301 West Russell Street, Suite 5, Sioux Falls, SD 57104-1136

OWNER (PRINT): WEST CENTER BAPTIST PHONE: (605) 256 3027

IF DIFFERENT THAN APPLICANT

ADDRESS: 322 Center St W, Madison, SD 57042

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)

LOTS 5-6-7-8 & S1/2 LOT 9 BLK 5 TOWN PROP 1ST EXEMPT
PARKING-CHURCH #346M

GENERAL AREA OR STREET ADDRESS:

EXISTING LAND USE: CHURCH EXISTING ZONING: R-20

SIZE OF PARCEL: ACRES / SQFT 0.91 LOT DIMENSIONS: WIDTH N/A LENGTH 286' 0" DEPTH 125' 0"

SURROUNDING LAND USE

NORTH: R-20
SOUTH: R-20
EAST: CB
WEST: R-60

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

The project involves the renovation and addition to an existing church. The property is located within an R-20 zoning district, which requires a conditional use permit to allow for a church use. We are also requesting a conditional use permit for a nonconforming lot to allow a front yard setback of 10'.

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 Hermela Aloye

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT) [Signature]

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

- 1. NORTH DIRECTION
- 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: 11/18/2005
FEE PAID (NON-REFUNDABLE): X YES NO
DATE OF HEARING: Dec 9 2005
ACTION BY BOARD OF ADJUSTMENT: _____

200097948

JUSTIN DEBARRY

DUE DILIGENCE REPORT - ZONING:

LOCAL ORDINANCE CHECK:

REVIEW APPLICABLE ZONING REQUIREMENTS, MADISON, SD (SEC 17)

SEC. 17.18 - R-20 GENERAL RESIDENCE - PERMITTED USES:
 * CONDITIONAL USES:
 1. CHURCHES
 2. OFFICES
 SEC. 17.18.05 BULK REGULATIONS:
 **CONDITIONAL USES BULK REGULATIONS TO BE DETERMINED BY BOARD OF ADJUSTMENT
 BULK REGULATION FOR PERMITTED USE IN R-20:
 * FRONT YARD: 25' (30' FOR CORNER LOTS)
 * SIDE YARD: 5'
 * REAR YARD: 10'
 * MAX HEIGHT: 75'
 * MAX SIZE: 80%

SEC. 17.31.7 - LANDSCAPE STANDARDS:
 * 10' MIN. OF THE REQUIRED FRONT YARD SETBACK SHALL BE MAINTAINED IN LIVING GROUND COVER EXCLUDING NECESSARY HARD SURFACING OF DRIVEWAYS TO REACH ALLOWABLE PARKING AREAS.
 * 5' SETBACK SHALL BE PROVIDED BETWEEN THE PARKING SURFACE AND PROPERTY LINE WHERE PARKING LOT ABUTS NEIGHBORING RESIDENTIALLY USED PROPERTY. EXCEPTION WHERE A SCREEN FENCE OR WALL IS PROVIDED, THE REQUIRED SETBACK MAY BE REDUCED TO 2'.

SEC. 17.35 - GENERAL PARKING CONDITIONS:
 * PARKING SPACES CANNOT BE WITHIN REQ. FRONT YARD.
 * MIN. PARKING SIZE - 10' X 10'
 * AISLE WIDTH - 26' FOR 90°, 20' FOR 2-WAY OR 12' FOR 1-WAY

SEC. 17.35.03 - OFF-STREET PARKING REQUIREMENTS:
 CHURCHES: ONE SPACE FOR EACH 4 SEAT'S IN MAIN ASSEMBLY AREA.
 * OFF-STREET LOADING REQUIREMENTS: NONE

PARKING SUMMARY

PARKING:
 PARKING STALLS REQ'D: 1 STALL PER 4 SEATS
 327 SANCTUARY + 49 BALCONY + 32 BALCONY = 408 SEATS
 102 STALLS REQ.
OFF-STREET PARKING REDUCTION VARIANCE REQUEST - 14 STALLS
 EXISTING STALLS (OFF-STREET): 20
 NEW STALLS PROVIDED (OFF-STREET): 49
NEW STALLS PROVIDED (ON-STREET): 19
NET TOTAL STALLS PROVIDED: 88
 ACCESSIBLE STALLS (9'-0" X 19'-0"): 4 (1 VAN ACCESSIBLE)



ARCHITECTURE & ENGINEERING
 Located in Sioux Falls, Brookings & Mitchell South Dakota
 designargroup.com 605.692.4008

STAMP:

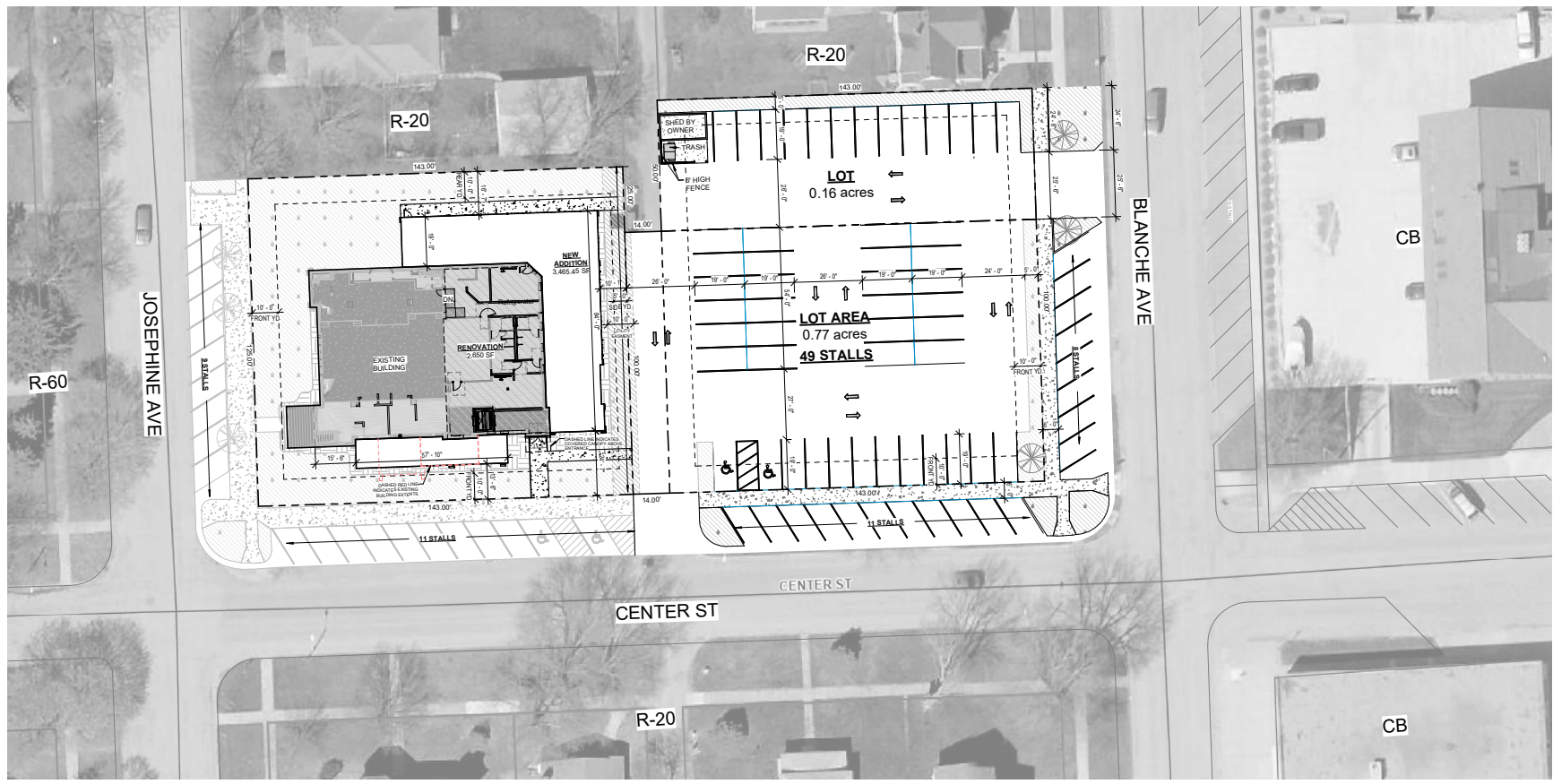
PRELIMINARY PLANS
 NOT FOR CONSTRUCTION

REVISIONS:	DATE
NO. DESCRIPTION	

SHEET NAME:
ARCHITECTURAL SITE PLAN
 FULL SCALE 24x36
 DRAWING MAY NOT BE PRINTED TO SCALE

PROJECT NO.
 DA24-044
WCB CHURCH EXISTING BUILDING RENOVATION
 PROJECT LOCATION
 PROJECT MANAGER:
 HERMELA ABOYE
 DATE:
 07.17.25

SHEET:
AC1.1

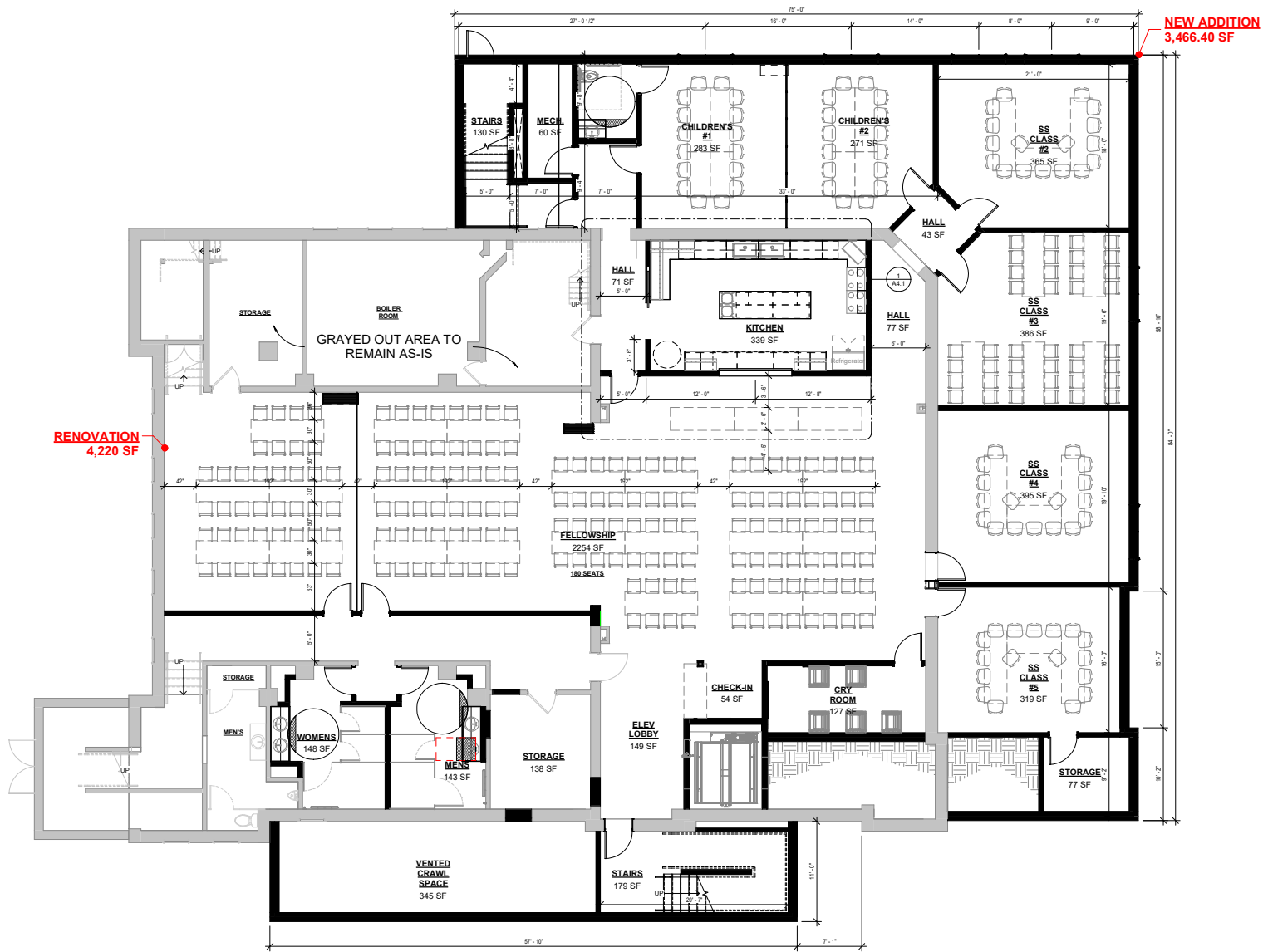


DATE PRINTED: 11/17/2025 1:15:42 PM

A ARCHITECTURAL SITE PLAN
 1" = 20'-0"


PRELIMINARY PLANS - NOT FOR CONSTRUCTION

DATE PRINTED: 11/19/2025 2:53:17 PM



1 NEW CONSTRUCTION - BASEMENT FLOOR PLAN
 3/16" = 1'-0"

PRELIMINARY PLANS - NOT FOR CONSTRUCTION



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STAMP:

PRELIMINARY PLANS
 NOT FOR CONSTRUCTION

REVISIONS:
 NO. DESCRIPTION DATE

SHEET NAME:
BASMENT FLOOR PLAN

PROJECT NO.
 DA24-044

WCB CHURCH EXISTING BUILDING RENOVATION
 PROJECT LOCATION

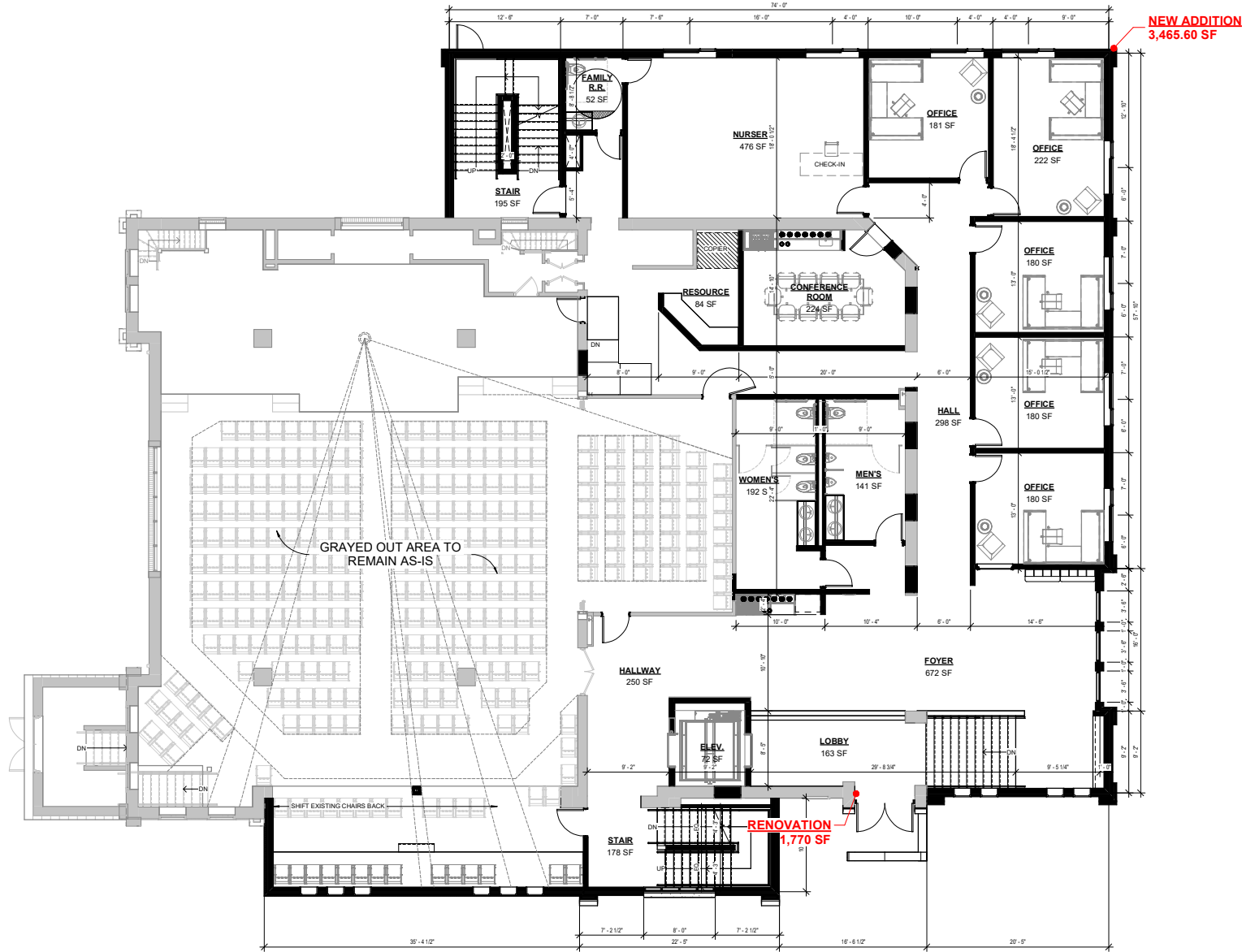
PROJECT MANAGER:
 HERMELA ABOYE

DATE:
 07.17.25

SHEET:
A1.0

FULL SCALE 24x36
 DRAWING MAY NOT BE PRINTED TO SCALE

DATE PRINTED: 11/12/2025 2:53:19 PM



1 FIRST FLOOR PLAN
3/16" = 1'-0"

PRELIMINARY PLANS - NOT FOR CONSTRUCTION



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Located in Sioux Falls, Brookings & Mitchell South Dakota
designargroup.com 605.692.4008

STAMP:
PRELIMINARY PLANS
NOT FOR CONSTRUCTION

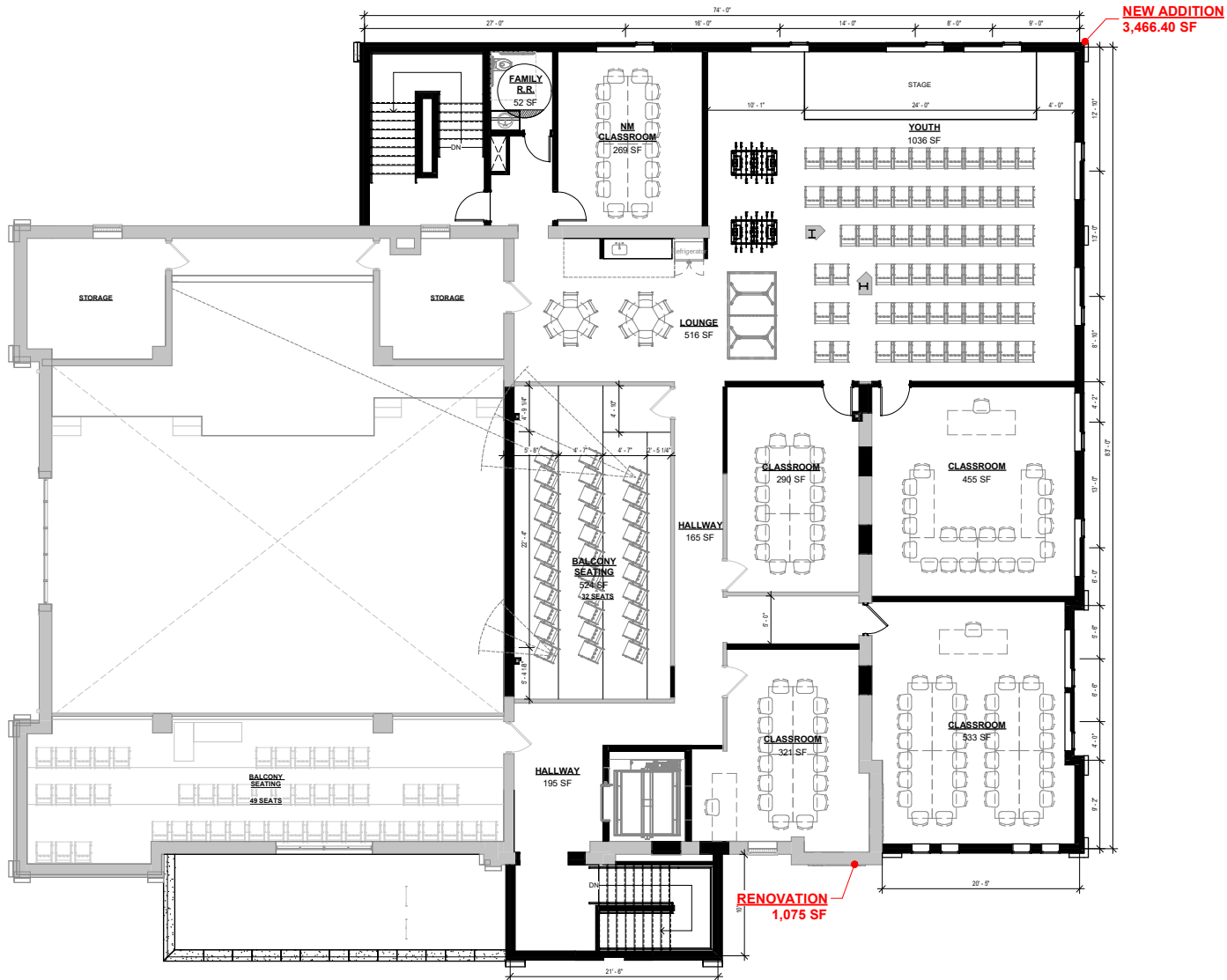
REVISIONS:	DATE
NO. DESCRIPTION	

SHEET NAME:
FIRST FLOOR PLAN

PROJECT NO.
DA24-044
WCB CHURCH EXISTING BUILDING RENOVATION
PROJECT LOCATION
HERMELA ABOYE
DATE:
07.17.25


SHEET:
A1.1

FULL SCALE 24x36 DRAWING MAY NOT BE PRINTED TO SCALE



1 SECOND FLOOR PLAN
3/16" = 1'-0"

PRELIMINARY PLANS - NOT FOR CONSTRUCTION



ARCHITECTURE & ENGINEERING
 Located in Sioux Falls, Brookings & Mitchell South Dakota
 designergroup.com 605.692.4008

STAMP:

PRELIMINARY PLANS
NOT FOR CONSTRUCTION

REVISIONS:	DATE
NO. DESCRIPTION	

SHEET NAME:
SECOND FLOOR PLAN

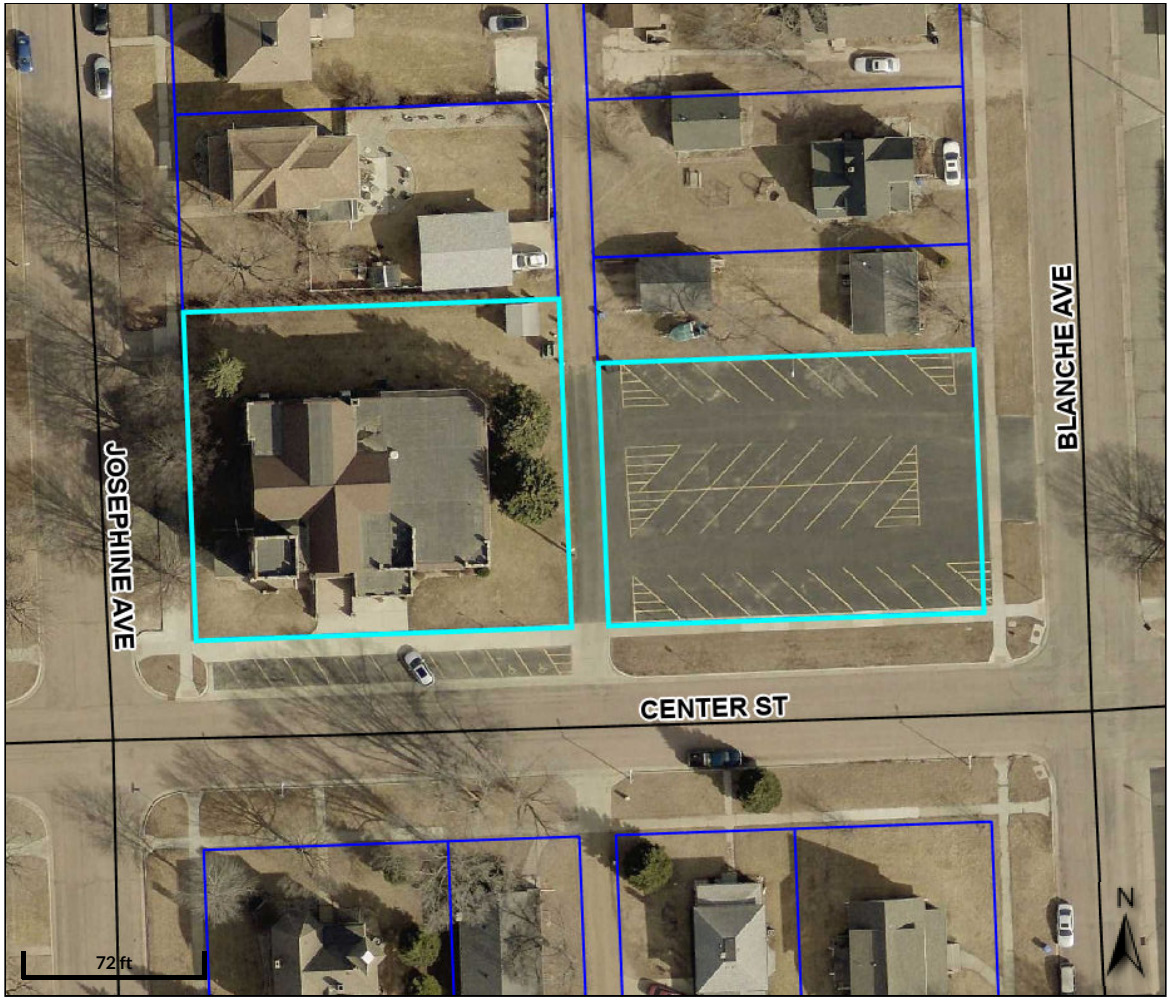
PROJECT NO.
DA24-044

PROJECT MANAGER:
HERMELA ABOYE

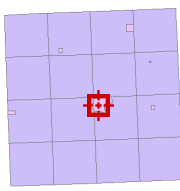
DATE:
07.17.25

FULL SCALE 24x36
DRAWING MAY NOT BE PRINTED TO SCALE

SHEET:
A1.2



Overview



Legend

- Parcels
- Parcel Points**
- BLL
- CONDO
- Roads
- Corporate Limits
- Political Townships

Parcel ID	210400050009010	Alternate ID	n/a	Owner Address	WEST CENTER BAPTIST CHURCH
Sec/Twp/Rng	n/a	Class	Residential		322 W CENTER ST
Property Address	332 W CENTER ST MADISON	Acreage	0.74		MADISON, SD 57042-0000
District	Madison CN 39-2				
Brief Tax Description	LOTS 5-6-7-8 & S1/2 LOT 9 BLK 5 TOWN PROP 1ST EXEMPT PARKING-CHURCH #346M				
	(Note: Not to be used on legal documents)				

Date created: 12/4/2025
 Last Data Uploaded: 12/4/2025 8:08:45 AM

CITY OF MADISON
VARIANCE APPLICATION

APPEAL NUMBER 755

APPLICANT (PRINT): DESIGNARC GROUP PHONE: 605 525 8863

ADDRESS: 2301 West Russell Street, Suite 5, Sioux Falls, SD 57104-1136

OWNER (PRINT): WEST CENTER BAPTIST PHONE: (605) 256 3027
IF DIFFERENT THAN APPLICANT

ADDRESS: 322 Center St W, Madison, SD 57042

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

LEGAL DESCRIPTION (Please print or type)

LOTS 5-6-7-8 & S1/2 LOT 9 BLK 5 TOWN PROP 1ST EXEMPT
PARKING-CHURCH #346M

GENERAL AREA OR STREET ADDRESS:

EXISTING LAND USE: CHURCH EXISTING ZONING: R-20


SIZE OF PARCEL: ACRES / SQFT 0.91 LOT DIMENSIONS: WIDTH N/A LENGTH 286' 0" DEPTH 125' 0"

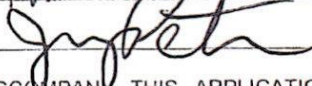
SURROUNDING LAND USE
NORTH: R-20
SOUTH: R-20
EAST: CB
WEST: R-60

PLEASE PROVIDE A BRIEF STATEMENT OF THE VARIANCE DESIRED AND PLEASE STATE THE HARDSHIP REQUIRING RELIEF. (Proof of hardship is on the applicant - Hardship examples are odd size or shape of the lot, unusual topography, etc. attach a letter of explanation to document requirements necessary to approve if necessary)

Requesting a variance to reduce required off-street parking by 14 stalls. Despite purchasing the adjacent property to the north to expand parking, site constraints prevent meeting the full requirement. We request leniency as there is ample on-street parking available in the surrounding area, and the church's peak demand occurs mainly during Sunday services and special events.

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 Hermela Aboye 

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT) 

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

- 2. NORTH DIRECTION
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**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: _____