



Spearfish Planning Commission
Regular Session Minutes
February 7, 2023 at 3:00 p.m.

The Spearfish Planning Commission met in regular session on Tuesday, February 7, 2023 at 3:00 p.m. in the council chamber of city hall and via Zoom video conference. Chair Byrum called the meeting to order at 3:00 p.m. Roll call was taken with the following members present: Chair Meghan Byrum, Vice Chair Toby Bordewyk, Commissioner Bob Meyer, Commissioner Greg Kruskamp, Commissioner Rick Tysdal, and Commissioner Larry Vavruska. Also present: Planning Director Marlo Kapsa and Assistant City Planning Director Jennifer Bergstrom.

APPROVAL OF MINUTES:

Kruskamp moved, Vavruska seconded, and all voted to approve the minutes of the January 17, 2023 Planning Commission meeting.

DECLARATIONS OF CONFLICTS OF INTEREST:

Byrum called for any potential conflicts of interest to be identified. No conflicts were expressed.

- 1. Request:** Approve an amendment to the Revised Ordinances of the City of Spearfish, Chapter 15A Subdivisions, Article II. Procedure, Section 15A-22. Administrative Approval of Plats, pertaining to noticing and public hearing requirements

Location: Citywide

Applicant: City of Spearfish

Action: Hold a public hearing and make a recommendation to City Council.

Byrum opened the public hearing and Kapsa presented the proposed ordinance revisions and allowed time for comments and questions from the Planning Commission. Bordewyk asked for clarification on the difference between minor and major plats and Kapsa provided explanation of these plat types and when administrative approval is allowed. Kruskamp asked about any state noticing requirements, and Kapsa explained that noticing requirements for plat approval are not required by state statute, but are instead determined by each jurisdiction. Byrum opened the public comment time and Joe Jorgensen spoke briefly in favor of passing the ordinance amendment.

Vavruska moved, Tysdal seconded, and all voted to recommend approval.
- 2. Request:** Approve a Sketch Plat for Lots 13 and 10A of the Meadows of Higgins Gulch

Location: Southwest of Hillsview Rd.; Within 3-Mile Extraterritorial Jurisdiction Area

Applicant: Ponderosa Land Surveys, LLC

Action: Approve the Sketch Plat

Kapsa presented the sketch plat and explained it is a minor plat within the 3-Mile Extraterritorial Jurisdiction Area with Lawrence County. She stated this plat would combine a portion of Tract A to the existing Lot 10, to create a 4.557 acre lot, Lot 10A. The remainder of Tract A would be platted into Lot 13, a 21.995 acre lot. Both lots are large enough to support their own well and on-site septic system, and access is provided from Higgins Gulch Rd. There was discussion on whether a water line easement and well share agreement should be required, since Lot 13 currently is served by a well on the existing Lot 12. Roger Riley, who owns both lots, expressed that he would prefer to wait to enter into a well share agreement until the property would be sold.

Tysdal moved, Bordewyk seconded, and all voted to recommend approval of the sketch plat as presented.

3. **Request:** Elect 2023 Planning Commission Chair and Vice Chair
Vavruska nominated Kruskamp for Chair and Byrum for Vice Chair. Bordewyk called for a vote.
Vavruska moved, Bordewyk seconded, and all voted to elect Greg Kruskamp to Chair and Meghan Byrum to Vice Chair for 2023.

4. **Items for Discussion:**

Vice Chair Bordewyk to Serve on Study Advisory Team for Highway 85 Corridor Study:
Kapsa informed the Planning Commission that Bordewyk will be serving as a member of the Study Advisory Team for the Highway 85 Corridor Study. Kapsa stated that she will notify the consultant and Bordewyk will be included in future correspondence.

Corridor Studies – Project Updates: Kapsa provided an update on the progress of the three corridor studies that are in process. A public stakeholder meeting for the Colorado Boulevard Corridor Study was held on February 2, 2023, at the Heritage Center in Spearfish. This meeting was a success, with lots of valuable feedback received. The Highway 85 Corridor Study kickoff meeting was held last month. Kapsa noted that there is not a Planning Commissioner on the Study Advisory Team for the Spearfish rest area project. Byrum expressed interest in serving on this committee.

5. **City Council Update** – Kapsa noted that the City Council approved the reallocation of funds for the strategic plan update towards a comprehensive plan update instead.

6. **Public Comment** – No comments were provided.

7. **Adjournment** - Chair Byrum adjourned the meeting at 3:45 PM.