



## **Spearfish Planning Commission**

Regular Session Minutes

September 5<sup>th</sup>, 2023 at 3:00 p.m.

The Spearfish Planning Commission met in regular session on Tuesday, September 5<sup>th</sup> at 3:00 p.m. in the council chamber of city hall and via Zoom video conference. Greg Kruskamp chaired and the meeting was called to order at 3:00 p.m. Roll call was taken with the following members present: Rick Tysdal, Toby Bordewyk, Meghan Byrum, Bob Myer, Larry Vavruska, Greg Kruskamp, and Amy Davison. Also present: Marlo Kapsa, Planning Director, Ashley McDonald, City Attorney, Steve McFarland, City Administrator, John Senden, Mayor, and Jaymia Ecker, Assistant Planning Director.

### **APPROVAL OF MINUTES:**

Myer moved, Byrum seconded, and all voted to approve the minutes of the August 15<sup>th</sup>, 2023 Planning Commission meeting.

### **APPROVAL OF AGENDA:**

A motion to amend the agenda to include “hold a public hearing” as an action for item 1 was made. Vavruska moved, Myer seconded, and all voted to approve the agenda of the September 5<sup>th</sup>, 2023 Planning Commission meeting with the amendment.

### **DECLARATIONS OF CONFLICTS OF INTEREST:**

Kruskamp called for any potential conflicts of interest to be identified. Byrum declared a potential conflict of interest for item number 2 and removed themselves from commenting and voting on this item.

### **ITEMS FOR ACTION**

- 1. Request:** Concept Plan and Final Plan to allow construction of two new mixed-use structures in a DRD zoning district.  
**Location:** Lot 2 of Lot 1R Block 3 of Della Vecchia Addition otherwise known as The Village at Creekside  
**Applicant:** Williams & Associates Architecture Inc.  
**Action:** Approve the Concept and Final Plan and hold a public hearing

The applicant was present but declined to present on the proposal. Kapsa stated that there have been no changes to the plans since they were last presented to the commission, reiterated that the proposal met standards and concluded that staff recommend approval. The public hearing was opened, no public comments were made, and the public hearing was closed. Bordewyk moved, Tysdal seconded, and all voted to approve the concept and final plan. Kapsa informed meeting attendees that this item will now go before city council for a public hearing and approval at the September 18<sup>th</sup> meeting.

- 2. Request:** Approve a Final Plat for Lot 1R of Block 35 of Original Townsite of the City of  
**Location:** Southwest of Intersection East Illinois Street and 12th Street  
City of Spearfish  
City Council Chamber, 625 Fifth Street, Spearfish, SD  
**Applicant:** City of Spearfish  
**Action:** Hold a Public Hearing/Approve the Final Plat/Set a Public Hearing for September 18<sup>th</sup>, 2023

Kapsa stated the proposed plat would dedicate a 3,262 square foot portion of an Original Town lot as right-of-way for existing street infrastructure. The public hearing was opened, no public

comments were made, and the public hearing was closed. Tysdal moved, Myer seconded, and all voted to approve the final plat. Vavruska moved, Bordewyk seconded, and all voted to set a public hearing at the September 18<sup>th</sup>, 2023 city council meeting.

3. **Request:** Approve a Voluntary Annexation and Change of Zoning from County Park Forest to R3 Multi-Family Residential District  
**Location:** Southwest of Intersection Hill Street and Harvard Street  
**Applicant:** Stencil Group, LLC  
**Action:** Set a Public Hearing for September 18<sup>th</sup>, 2023

It was noted that the date of the public hearing should be set for September 19<sup>th</sup>, 2023. Kapsa summarized staff report noting that the annexation involves approximately 10 acres of property and the proposed rezoning of the property to R3 is in line with adjacent land uses including a multi-unit condo and training center. The developer intends to develop the property with two 95-100 unit apartment buildings. Kapsa noted that the proposed meets standards for annexation and rezone, is in line with the comprehensive plan, and will contribute to the supply of rental units projected to be needed by 2030 in the Rapid City and Black Hills Area Housing Study. A commission member asked for clarification on term “amendment” in the staff report on this item. Kapsa clarified that this term refers to the proposed change in zoning. Tysdal moved, Byrum seconded, and all voted to set a public hearing at the September 19<sup>th</sup>, 2023 Planning Commission meeting.

## **ITEMS FOR DISCUSSION**

### **Review of Planning Commission Role and Expectations**

Kapsa and McDonald made a presentation covering topics including the role of the planning commission in the planning process, planning authority as stipulated by federal and state law, open meeting laws, and the overarching responsibility of the commission to implement the city’s comprehensive plan.

### **Review of Planning Commission Bylaws**

The current bylaws were reviewed and potential changes including the ability of the commission chairperson to vote on items was discussed. Proposed changes will be considered at the next meeting. Kapsa informed the commission that a stipend for commission member attendance at meetings has been included in the 2024 budget pending approval by City Council.

### **Planning Studies - Project Updates**

The Colorado Boulevard corridor study stakeholder and public meetings were held on August 24<sup>th</sup> and well attended. Meeting materials are available on the study’s [website](#) and public comments can be submitted until September 24<sup>th</sup>.

The first comprehensive plan update advisory committee meeting was held on August 31<sup>st</sup>. An open house is scheduled for October 18<sup>th</sup> and is intended to solicit broader public engagement in the initial stages of updating the comprehensive plan.

### **Planning Commission Update**

After nearly 32 years of serving as a commissioner, Myer’s last meeting will be September 28<sup>th</sup>, 2023.

### **City Council Update**

Two dedication agreements as well as an easement will be presented to City Council for approval at the September 18<sup>th</sup> meeting.

## **PUBLIC COMMENT**

No comments were provided.

## **ADJOURNMENT**

The meeting was adjourned at 4:01 PM.