

OFFICIAL MINUTES
SUMMERSET PLANNING AND ZONING COMMISSION
REGULAR MEETING
THURSDAY, DECEMBER 12th, 2024 @ 6:00 P.M.

The meeting was called to order by Chairman Brody Oldfield at 6:00 p.m.

ROLL CALL: Dustin Hirsch (via telephone), Mitchell Woldt, Casey Kenrick, Brittni Bjorum and Brody Oldfield were present. Also present was the City Administrator Lisa Schieffer.

CALL FOR CHANGES: Motion by Kenrick, second by Bjorum to approve the agenda of the meeting for December 12th, 2024. Motion carried.

CONSENT CALENDAR: Motion by Woldt, second by Kenrick to approve the minutes of the regular meeting of November 26th, 2024. Motion carried.

VARIANCE REQUEST – LYON LLC

Motion by Kenrick, second by Woldt, to open discussion on variance. Motion carried.

City Administrator Lisa Schieffer gave a brief overview of the location of the property and said that it had recently been platted, joining two lots into one. This lot is considered a corner lot and would need to meet the criteria of 25’ setbacks on both street fronts. The variance requested is on the front side facing Freedom Trail wherein Lyon LLC would need a little over a 4’ variance. On the front of the improved street, the setback meets the 25’.

Motion by Hirsch, second by Bjorum to close discussion. Motion carried.

Motion was made by Woldt, second by Kenrick to recommend to the Board of Commissioners approving the variance. Motion carried.

PRELIMINARY PLAT – TOM NORMAN

Motion by Bjorum, second by Kenrick, to open discussion on the plat. Motion carried.

City Administrator Lisa Schieffer went over the review by HDR wherein if the approach is to be improved upon, the applicant would need to get permission from Meade County. It was also noted that water in the future could be coming from Black Hawk Water and that talks are underway regarding the same.

Motion by Bjorum, second by Kenrick to close discussion. Motion carried.

Motion was made by Kenrick, second by Bjorum to recommend to the Board of Commissioners approving the preliminary plat. Motion carried.

ADJOURNMENT

Motion by Kenrick, second by Woldt to adjourn the meeting at 6:16 p.m. Motion carried.

Brielle Schrock, Finance Officer

Brody Oldfield, Chairman



COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
7055 Leisure Lane, Summerset, SD 57718
Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
 - Designation
 - Initial Plan Final Plan
 - Major Amendment
 - Minimal Amendment

- Subdivision
 - Layout Plan
 - Preliminary Plat
 - Final Plat
 - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
 - Major Amendment
 - Minimal Amendment
- Vacation
 - Utility / Drainage Easement
 - R.O.W. / Section Line Highway
 - Access / Non-Access
 - Planting Screen Easement
- OTHER (specify) _____

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING N 1/2 of SE 1/4 of section 5 township 2 North Range 7 East Black Hills Meridian

PROPOSED Lot 4 and 5 Norman Ranch estates

LOCATION Meade county of S.D.

Size of Site—Acres 5.3933 Square Footage 234,928 Proposed Zoning _____

DESCRIPTION OF REQUEST:	Utilities: Private / Public
	Water
	Sewer

APPLICANT

Name THOMAS W. NORMAN Phone 605-430-9839
 Address 7844 NORMAN AVE # 767 E-mail NORMAN.ranch@gmail.com
 City, State, Zip BLACK HAWK, S.D. 57718 Signature Thomas W. Norman 12/10/2014
 PROJECT PLANNER - AGENT Date

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____ Signature _____ Date _____

OWNER OF RECORD (If different from applicant)

Name THOMAS W. NORMAN GEORGIA K. NORMAN Phone 605-430-9839
 Address 7844 NORMAN AVE # 767 E-mail NORMAN.ranch@gmail.com
 City, State, Zip BLACK HAWK, S.D. 57718

Thomas W. Norman Date _____
Georgia K. Norman Date 12-10-14
 Property Owner Signature Date

Signature _____ Date _____
 Print Name: THOMAS W. NORMAN
 Title*: owner
 Signature _____ Date 12-10-14
 Print Name: GEORGIA NORMAN
 Title*: _____

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

ZONING	
Current	
North	
South	
East	
West	
Planner	
File No.	
Comp Plan	
Received By:	

- Sewer Utility
- Fire Department
- Public Works
- Planning
- Building Inspector
- Engineering
- City Code Enforcement
- Police
- City Attorney
- BHP&L
- Finance Officer
- Register of Deeds
- County - Planning
- SD DOT
- SD DENR
- Auditor - Annexation
- Drainage
- Parks & Recreation
- Diamond D Water
- Black Hills Water
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Planning and Zoning Meeting Date: _____ Covenants filing fee? Yes No
 Commission Meeting Date: _____
 Date Paid: _____ Payment Type: Cash Check Credit Card

COUNTY TREASURER'S CERTIFICATE

I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes which are liens upon the land described herein, as shown by the records of my office, are fully paid.

Dated this _____ day of _____, 20____.

Meade County Treasurer

CERTIFICATE OF CITY FINANCER OFFICER

I, Finance Officer of the City of Summerset, South Dakota, do hereby certify that the foregoing instrument is a true and correct copy of the resolution adopted by the City Commission of the City of Summerset, South Dakota at a meeting held on the _____ day of _____, 20____.

Finance Officer of the City of Summerset

CERTIFICATE OF CITY FINANCER OFFICER

I, Finance Officer of the City of Summerset, do hereby certify that all special assessments which are liens upon the within described lands are fully paid according to the records of my office.

Dated this _____ day of _____, 20____.

Finance Officer of the City of Summerset

CERTIFICATE OF PLANNING COMMISSION

The City of Summerset Planning and Zoning Commission certifies it has reviewed the final plat and hereby recommends approval to the City Commission of the City of Summerset, South Dakota.

Dated this _____ day of _____, 20____.

Planning Commission Member

RESOLUTION OF CITY COMMISSION

Whereas there has been presented to the City Commission of the City of Summerset, South Dakota, a certain plat of land described herein, and it appears to the Council of Commissioners that:

- The system of streets set forth therein conforms to the system of streets of the City of Summerset, South Dakota;
 - All provisions of the City Subdivision Regulations have been complied with, and
 - All taxes and special assessments upon the Tract or Subdivision have been paid.
- And such plat and survey thereof have been executed according to law.

NOW THEREFORE, BE IT RESOLVED that said plat is hereby approved in all respects.

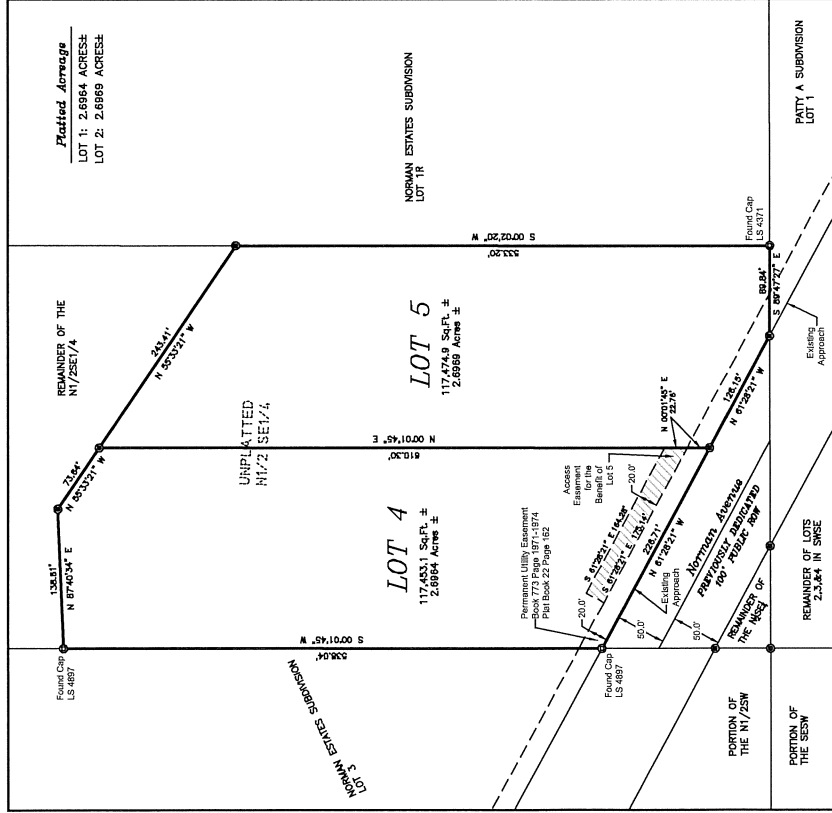
Dated at Summerset, South Dakota

this _____ day of _____, 20____.

Mayor of the City of Summerset

PREPARED BY: BASELINE SURVEYING, INC.,
2305 JUNCTION AVENUE, STURGIS, S.D. 57785

Plat of
Lot 4 & Lot 5 of the Norman Estates
Located in the NW1/4SE1/4 of Section 5, Township 2 North,
Range 7 East, Black Hills Meridian, Meade County, South Dakota.



CERTIFICATE OF DIRECTOR OF EQUALIZATION

I, Director of Equalization of Meade County, South Dakota, do hereby certify that I have on record in my office a copy of this plat as shown herein, and that the location of the proposed access shall require additional approval.

Dated this _____ day of _____, 20____.

Meade County Director of Equalization

CERTIFICATE OF HIGHWAY OR STREET AUTHORITY

The location of the proposed access to the Highway or Street as shown herein is hereby approved. Any change in the location of the proposed access shall require additional approval.

Dated this _____ day of _____, 20____.

Highway or Street Authority

SURVEYOR'S CERTIFICATE

I, Sharon E. Vasknetz, 2305 Junction Avenue, Sturgis, SD, being a Registered Land Surveyor in the State of South Dakota, do hereby state that at the request of the Owners listed herein, I have surveyed and platted the property shown and described herein. I have marked upon the ground the corners and boundaries of the land shown and described herein, to the best of my knowledge, information and belief, in accordance with the provisions of the Miscellaneous Record and Plat Act, and the provisions of the Miscellaneous Record and Plat Act. Agreements that are not known to me are not shown herein.

IN WITNESS WHEREOF
I hereunto set my hand and seal

this _____ day of _____, 20____.

Sharon E. Vasknetz
Registered Land Surveyor No. 7719

OWNER'S CERTIFICATE

We, Thomas W. Norman and Georgia K. Norman, do hereby certify that we are the owners of the land shown and described herein, and that we did authorize and do join in and approve the survey and plat. We further certify that the development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations. I hereby dedicate right-of-way as shown herein to be dedicated to public use.

IN WITNESS WHEREOF
We hereunto set our hands this _____ day of _____, 20____.

Thomas W. Norman, Owner

Georgia K. Norman, Owner

ACKNOWLEDGEMENT OF OWNERS

STATE OF SOUTH DAKOTA }
COUNTY OF _____ } SS

On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared Thomas W. Norman and Georgia K. Norman, known to me to be the persons who executed the foregoing Owner's Certificate and acknowledged to me that they executed the same for purposes therein contained.

IN WITNESS WHEREOF, I hereby set my hand and official seal.

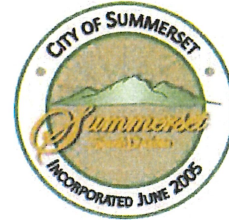
Notary Public

My commission expires: _____

DRAINAGE NOTES

All major drainage easements shown herein are shown for informational purposes only, but not limited to buildings, walls, fences, hedges, trees and shrubs. These easements grant to all public authorities the right to repair such improvements and structures as it deems necessary to facilitate drainage from any source.

Meade County Register of Deeds
PHONE: 605-490-1401
JOB NUMBER: 24-080



Plat Review

Lot 4 & Lot 5 Norman Estates

Located in the NW ¼ SE ¼ of Section 5, Township 2 North, Range 7 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota

Prepared By: Baseline Surveying
Submitted On: Tuesday, November 19, 2024
Reviewed By: HDR Engineering, Inc., Lindsay Shagla
Review Date: Friday, December 6, 2024

The contents of this checklist are based upon the content outlined in the City's Subdivision Ordinances 151 and 155.

The following items have been reviewed for the Plat as defined above:

Plat Content

- Subdivision name shall not duplicate, be the same in spelling, or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to said subdivision

Comments

- Includes a Scale & North Arrow

Comments

- All Lot and Block Lines are illustrated

Comments

- Bearing & Distances check

Comments

- Lot & Block numbering pattern is systematic (not scattered)

Comments

- Areas of all Lots is identified in both square footage and acres

Comments

- Lots meet lot width and area requirements

Comments

- For R-3 zoned properties, all required greenspaces are provided

Comments N/A, proposed zoning is C1 Commercial.

- All Easements are identified & Include Dimensions

Comments

- Right-of-Ways are dimensioned and widths meet Summerset IDCM requirements
Driveway inside right of way is not dimensioned. If improvements are planned for the approach approval from Meade County is needed.

Comments

- Names of all adjoining subdivisions, other unplatted properties, and easements are labeled

Comments



Plat Review

<input checked="" type="checkbox"/>	Boundary Lines of the area being subdivided are tied to the nearest established street line, section corner, other previously described subdivision, or other recognized permanent monuments accurately described per SDCL-43-18, 43-20, and 43-21
Comments	
<input checked="" type="checkbox"/>	Location of all monuments and permanent control points, and all survey pins, either set of located as required by SDCL 43-18, 43-20, and 43-21.
Comments	
<input checked="" type="checkbox"/>	Plat identifies and delineates any portions of the property intended to be dedicated or granted for public use such as drainage facilities, schools or park land.
Comments	Permanent utility Easement shown
<input checked="" type="checkbox"/>	All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use are shown to the nearest 1/100 of a foot.
Comments	
<input checked="" type="checkbox"/>	Dimensions are identified for the radii, chords, length of curve, point of tangency, and central angles for all curvilinear streets/roads and radii for rounded corners.
Comments	
<input checked="" type="checkbox"/>	The boundary lines of the floodway and 100-year flood zones, along with the base flood elevation on each lot as delineated on the Flood Insurance Rate Maps (FIRM) are illustrated.
Comments	Note on plat indicates these properties are in the Zone X, minimal flood hazard area.
<input checked="" type="checkbox"/>	If existing buildings are present, building outline(s) must be illustrated to verify setbacks and lot area requirements and ensure current and proposed easements are clear of obstructions.
Comments	N/A
<input checked="" type="checkbox"/>	Water and sewer plan for the lots.
Comments	Water and sewer plan was not indicated on the plat application but based on location and size of proposed lots septic systems are assumed for sewer service. There is a letter from Black Hawk Water User District indicating they will serve the lots. Currently water main does not go by the proposed lots, but it is our understanding the owner and Black Hawk Water are discussing how to get service. A timeframe on this is not known.

Certifications

<input checked="" type="checkbox"/>	Acknowledgment of the Owner or Owners of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks or other open spaces shown thereon and the granting of easements required; as well as the use of any required common areas is included.
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of Registered Land Surveyor
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of City Finance Officer
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of County Treasurer
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of County Official of Equalization
Comments	



Plat Review

- Acknowledgement of all relevant Street and/or Highway Authorities

Comments

- Acknowledgement of Planning Commission

Comments

- Board of Commissioners Resolution, signed by the Mayor and the Finance Officer

Comments

- Register of Deeds Recording area

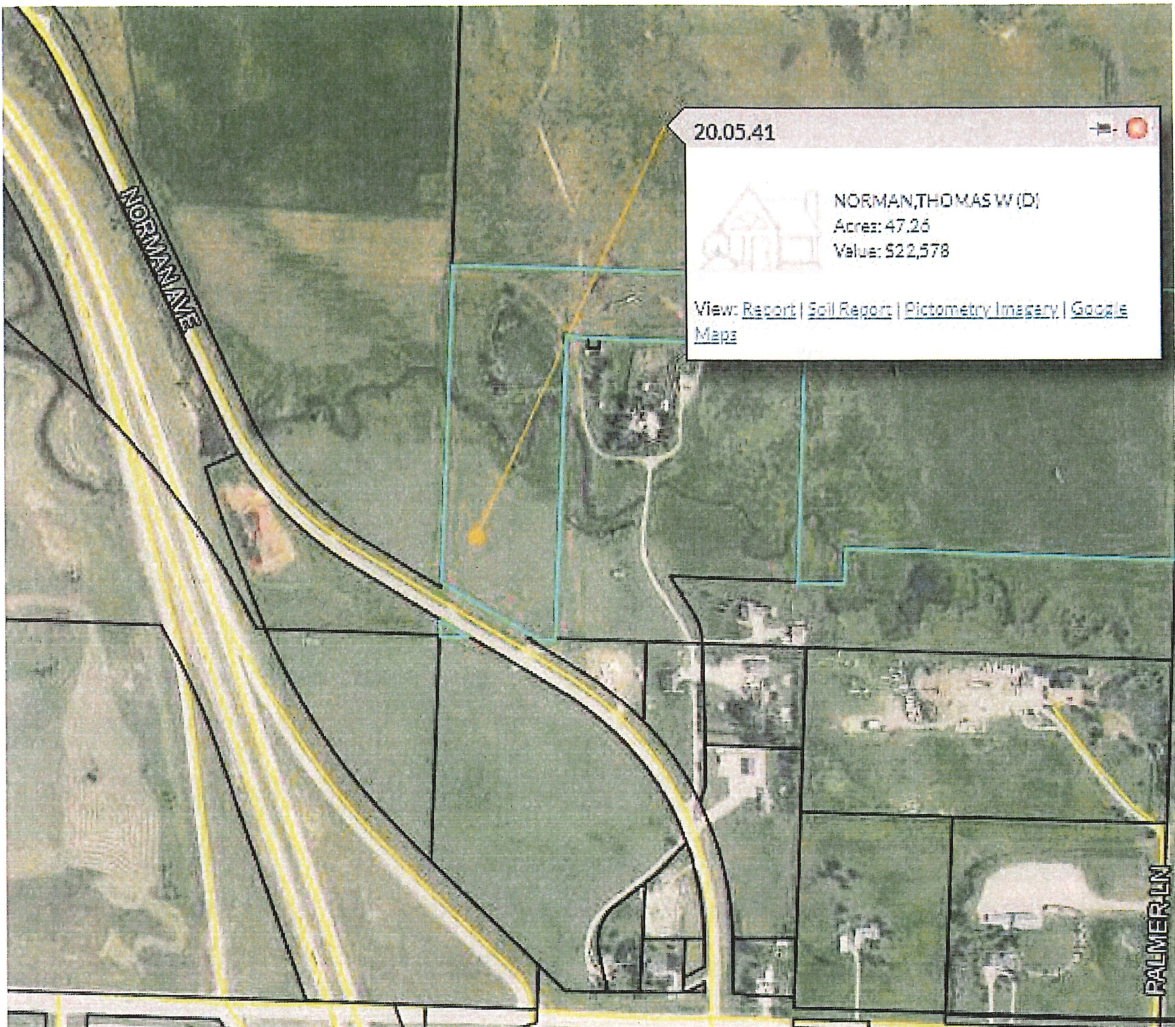
Comments

Comments from the Board of Commissioners and the Planning and Zoning Board may also be included with this review.

The next City Commission Meeting is scheduled for: Thursday, December 19, 2024

The next Planning & Zoning Meeting is scheduled for: Tuesday, December 10, 2024

The following additional comments have been shared by various members of the City's Planning and Zoning Board and Board of Commissioners:



20.05.41



NORMAN, THOMAS W (D)
Acres: 47.26
Value: \$22,578

[View Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
 7055 Leisure Lane, Summerset, SD 57718
 Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
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- Fence Height Exception
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- Road Name Change

- Conditional Use Permit
 - Major Amendment
 - Minimal Amendment
- Vacation
 - Utility / Drainage Easement
 - R.O.W. / Section Line Highway
 - Access / Non-Access
 - Planting Screen Easement
- OTHER (specify) _____

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING
 N $\frac{1}{2}$ OF SE $\frac{1}{4}$ OF SECTION 5 TOWNSHIP 2 NORTH RANGE 7 EAST BLACK HILLS MERIDIAN

PROPOSED Lot 4 AND 5 NORMAN RANCH estates

LOCATION Meade County of S.D.

Size of Site-Acres	5.3933	Square Footage	934,938	Proposed Zoning	
DESCRIPTION OF REQUEST:				Utilities: Private / Public	
				Water	
				Sewer	

APPLICANT

Name THOMAS W. NORMAN Phone 605-430-9839
 Address 7844 NORMAN AVE # 767 E-mail NORMAN.RANCH@GMAIL.COM
 City, State, Zip BLACK HAWK, S.D. 57718 Signature Thomas W. Norman Date 12/10/2024
 PROJECT PLANNER - AGENT

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____ Signature _____ Date _____

OWNER OF RECORD (If different from applicant)

Name THOMAS W. NORMAN Georgina K. NORMAN Phone 605-430-9839
 Address 7844 NORMAN AVE # 767 E-mail NORMAN.RANCH@GMAIL.COM
 City, State, Zip BLACK HAWK, S.D. 57718

Thomas W. Norman Date _____
 Property Owner Signature _____ Property Owner Signature _____ Date 12-10-24

Signature _____ Date _____
 Print Name: THOMAS W. NORMAN
 Title*: OWNER
 Signature _____ Date 12-10-24
 Print Name: Georgina Norman
 Title*: _____

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

ZONING	
Current	
North	
South	
East	
West	
Planner	
File No.	
Comp Plan	
Received By:	

- Sewer Utility
- Fire Department
- Public Works
- Planning
- Building Inspector
- Engineering
- City Code Enforcement
- Police
- City Attorney
- BHP&L
- Finance Officer
- Register of Deeds
- County - Planning
- SD DOT
- SD DENR
- Auditor - Annexation
- Drainage
- Parks & Recreation
- Diamond D Water
- Black Hills Water
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Planning and Zoning Meeting Date: _____ Covenants filing fee? Yes No
 Commission Meeting Date: _____ Payment Type: Cash Check Credit Card
 Date Paid: _____

PETITION FOR ANNEXATION

We, the undersigned, hereby state that we constitute not less than three-fourths of the legal voters and further constitute the owners of not less than three-fourths in value of the described territory contiguous to the City of Summerset and hereby petition the council of commissioners of the City of Summerset to annex the following described territory pursuant to SDCL 9-4-1,

Legal description of the territory sought to be annexed below:

LOTS 4 AND 5 NORMAN RANCH ESTATES

Property Assessed Valuation: _____

(PLEASE PRINT)

Owner Name: THOMAS W. AND GEORGIA K. NORMAN Date: 12/10/2024

Owner Address: 7844 NORMAN AVE # 767

Owner Signature: Thomas W. Norman Georgia K. Norman

Voter Name: Thomas W. and Georgia K. Norman Date: 12/10/2024

Voter Address: 7844 NORMAN AVE # 767

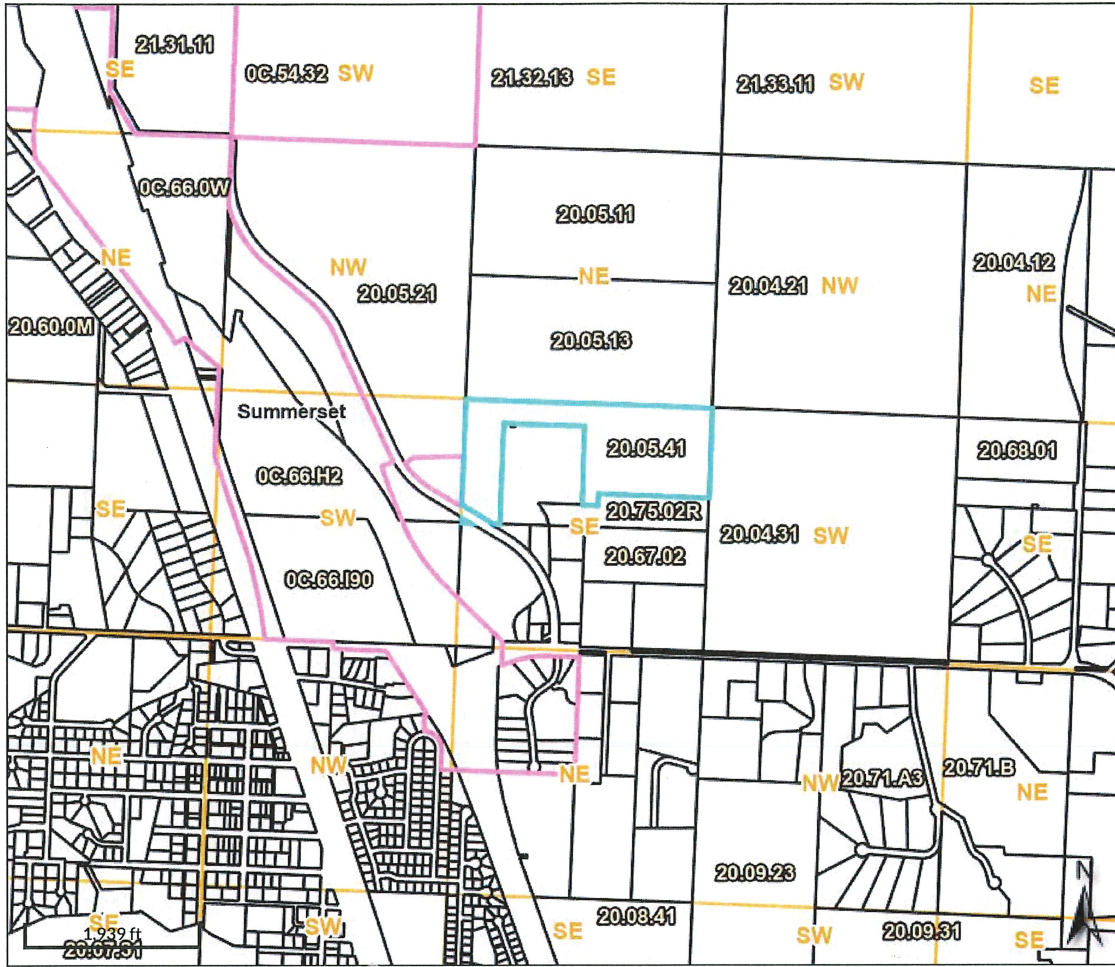
Voter Signature: Thomas W. Norman Georgia K. Norman

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City of Summerset Office Use Only

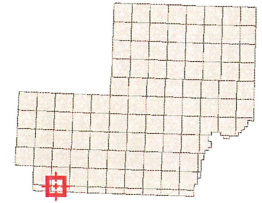
Petition Received by _____ Date Received _____

Mayor's Signature: _____

Meeting Date of Approval: _____



Overview



Legend

-  Parcels 2024
-  Lots
-  Subdivisions
-  Qtr Sections
-  Summerset City Limits

Parcel ID	20.05.41	Alternate ID	n/a	Owner Address	NORMAN,THOMAS W
Sec/Twp/Rng	5-2-7	Class	AGA		NORMAN,GEORGIA K
Property Address		Acreege	47.26		PO BOX 767
					BLACK HAWK SD 57718

District BHF461
 Brief Tax Description N2SE LESS PLATTED PARTS & RW
 (Note: Not to be used on legal documents)

Date created: 12/18/2024
 Last Data Uploaded: 12/18/2024 1:56:34 PM