

OFFICIAL MINUTES
SUMMERSET PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, NOVEMBER 26th, 2024 @ 6:00 P.M.

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

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

CALL FOR CHANGES: Motion by Hirsch, second by Woldt to approve the agenda of the meeting for November 26th, 2024. Motion carried.

CONSENT CALENDAR: Motion by Woldt, second by Hirsch to approve the minutes of the regular meeting of November 12th, 2024. Motion carried.

DESIGN EXCEPTION REQUEST/PRELIMINARY PLAT – NORMAN RANCH

Motion by Hirsch, second by Woldt, to open discussion on the Design Exception Request and Preliminary Plat. Motion carried.

City Administrator Lisa Schieffer gave a brief overview of the motion that was made at the November 12th Planning and Zoning Meeting recommending the following contingencies:

- 1) Extended warranty on Norman Ranch pump and lift station to three (3) years;
- 2) Air valves working to increase adequate flow;
- 3) Plan between the developer and city in case it is overloaded;
- 4) Letter from US Army Corp of Engineers for work in wetland area.

Schieffer then stated that those recommendations went before the Board of Commissioners on November 21st. The Board at that time had received further information regarding the contingencies and replies from Vanocker that had not been seen by Planning and Zoning and made a motion to send the same back to Planning and Zoning.

Kyle Treloar from Vanocker Development along with Megan Kingsbury were present to answer any questions. Treloar gave an overview on Norman Ranch from its timeline beginnings to annexation, developer's agreement, TIF application, grant application and where the project currently sets. Treloar stated to the Board that they have had quite a few meetings with engineers and representatives and they are hoping they are to a point that items can be moved forward on the Design Exception Request.

Treloar discussed maintenance and pigging on the same and stated that they hired American Pipeline Solutions group to give them recommendations on the same.

Board Member Brody Oldfield asked if it would be possible to run two force mains to improve velocity. Treloar stated where it is possible, they would like to stay with the 8" force main and that was what was allowed for permitting purposes, but it has been discussed.

Board Member Mitchell Woldt asked about the replacement of valves and if that increased flows. Jon Ambrose, Wastewater Superintendent, said two have been replaced and they are waiting on a third. The current flows are around 230-240, but they have run a camera through about 400 feet and everything looked good and was working correctly.

Discussed then ensued regarding the Developer's agreement and how the language read regarding who would be responsible.

Lindsay Shagla, Engineer HDR, asked Treloar if a different pump could be used to increase the same. Treloar stated that they are looking into that during their second phase.

Woldt then asked the timeline on the build out to reach the second phase. Treloar explained that once the platting is improved, they will start the design for Phase 2 end of next year. It will take at least a couple of years for Phase 1 to be completed. Discussion went on to how many homes would need to be built in this first phase. Treloar explained that they want to build as many as they can in order to get the growth on the TIF, so there is incentive in getting this done.

The Board ended discussion about the exception request and asked if any items were still needed to be addressed on the preliminary plat. Schieffer explained the only thing on the plat is the contingency to have a letter from the US Army Corp of Engineers regarding the wetlands.

Motion by Woldt, 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 Design Exception Request and Preliminary Plat upon the proposed contingencies related to accepting the pipeline velocity design exception:

- The pipeline will be designed by Norman Ranch to accommodate pigging operations. A pig launch facility will be provided at the lift station. A hydrant and watermain extension will be provided at the lift station for a high-volume source of water.
- The force main will be downsized from 10" to 8" to increase the velocities in the pipe. The third phase will not be able to accommodate in this force main velocity compromise.
- Extend Warranty on Force main and Lift Station to 3 years.

Proposed contingencies related to accepting the Norman Ranch plat (plans and specifications):

- The City will monitor wastewater levels in the Summerset Lift Station.
- The Norman Ranch Lift Station should be Designed to IDCM standards.
- A flow meter will be provided on the discharge line of the Norman Ranch Lift Station and flow data will be integrated into the City's SCADA system.
- Proper air valves will be specified.
- Project specifications will be provided to the City for review and approval.

- Proposed equipment and building materials that are not covered by the standard specifications will be submitted to the City for review and approval. Any equipment or building materials not approved by the City are subject to rejection.

- USACE approval is required for work in the existing drainage.

Motion carried.

ADJOURNMENT

Motion by Woldt, second by Bjorum to adjourn the meeting at 6:47 p.m. Motion carried.

Brielle Schrock, Finance Officer

Brody Oldfield, Chairman

NOV 20 2024



COMMUNITY PLANNING & DEVELOPMENT SERVICES
 City of Summerset
 42450 Siouxland Dr., 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)

- Annexion
- 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
- Variance
- 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		
Lot 3B of LOT 4 BLK 10 Summerset USA LOT 3 LOT 3A of LOT 4 BLK 10		
PROPOSED		
LOCATION		
Size of Site-Acres .20	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST:		Utilities: Private / Public
		Water
HARDSHIP: #variance for setback on Freeman Tr side		Sewer

APPLICANT

Name Lyon LLC Phone 605-390-9173
 Address 13169 Bethlehem Rd. E-mail Cousinco@rapidnet.com
 City, State, Zip Piedmont SD 57769

PROJECT PLANNER - AGENT

Name Lyon LLC Phone 605-390-9173
 Address 13169 Bethlehem Rd. E-mail Cousinco@rapidnet.com
 City, State, Zip Piedmont SD 57769

OWNER OF RECORD (If different from applicant)

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

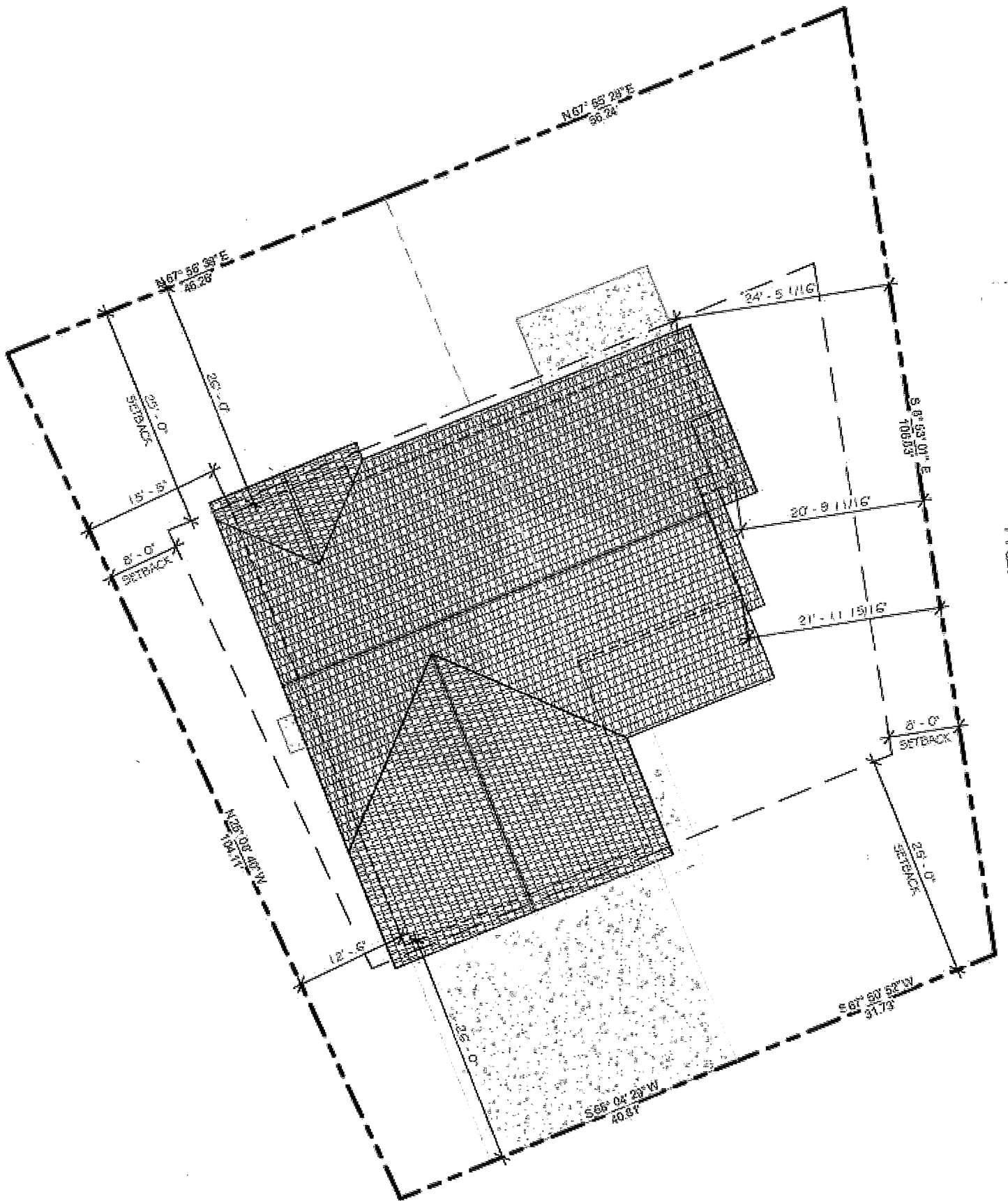
<u>Kristi Lyon</u> 11-20-24	
Property Owner Signature	Property Owner Signature
Date	Date
<u>Kristi Lyon</u> 11-20-24	
Signature	Signature
Date	Date
Print Name: <u>Kristi Lyon</u>	Print Name: _____
Title*: <u>manager</u>	Title*: _____

*required for Corporations, Partnerships, etc.

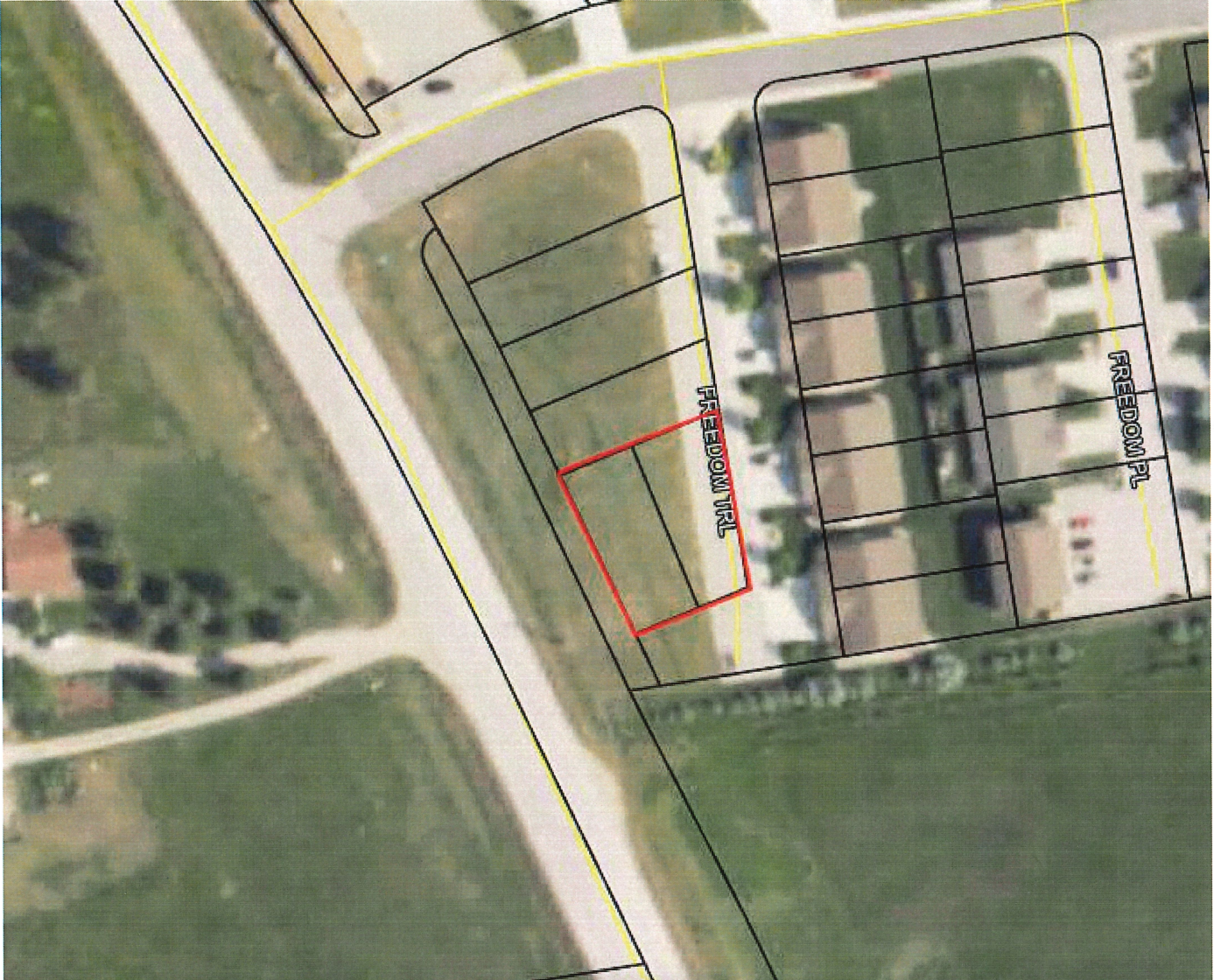
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ZONING	
Current	
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Planner	
File No.	
Comp Plan	
Received By:	

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



FREEDOM TRAIL



NOTICE OF PUBLIC HEARING

NOTICE OF HEARING APPLICATIONS FOR VARIANCE BEFORE THE CITY OF SUMMERSET BOARD OF PLANNING & ZONING

Notice is hereby given that the following petitioner has applied to the City of Summerset Board of Adjustments under the provisions of the City of Summerset Zoning Ordinance as follows:

Applicant: LYON LLC

Legal Description:

Plat of Lot 3A Revised of Lot 4 of Block 10 of Summerset USA. (Formerly Lot 3A and Lot 3B of Lot 4 of Block 10) Located in the SE1/4 of Section 25, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota.

Variance:

Variance request for ordinance 155.058 Area Regulations on setbacks. Setbacks are currently for a single-family residential lot.

*Lot corner is defined as a lot on which at least two adjoining sides abut for their full length on a street, provided that the interior angle at the intersection of two such sides is less than 135 degrees. A corner lot shall be deemed to have two front lot lines and two side lot lines.

Notice is further given that said applications will be heard and considered by the City of Summerset Planning & Zoning Board at Summerset City Hall, 7055 Leisure Lane, Summerset, SD 57718 at 6:00 p.m. on the 10th day of December 2024. At that time, any person, persons, or their attorney who are interested in the approval or rejection of said application may appear and be heard at said scheduled public hearing.

Dated this 18th day of November, 2024.

City of Summerset

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7055 Leisure Lane, Summerset, SD 57718
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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) _____

RECEIVED
BY: JUL 09 2024

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING N 1/2 of the SE 1/4 of Section 5, T2N, R7E, BHM
City of Summerset, Meade County, South Dakota

PROPOSED Plat of Lot 4 & 5 of the Norman Estates

LOCATION NO ADDRESS LISTED

Size of Site-Acres 2.7 acres Square Footage 117,458 Proposed Zoning _____

DESCRIPTION OF REQUEST: Plat out two lots from the unplatted portion of the parcel

Utilities: Private / Public
Water
Sewer

APPLICANT

Name Thomas Norman Phone 605-430-9839
 Address PO Box 767 E-mail norman.ranch@gmail.com
 City, State, Zip Black Hawk SD 57718 * Signature _____ Date _____

PROJECT PLANNER - AGENT

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

OWNER OF RECORD (if different from applicant)

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

Thomas W. Norman 7/9/2024
 Property Owner Signature Date Property Owner Signature Date

Signature _____ Date _____ Signature _____ Date _____
 Print Name: _____ Print Name: _____
 Title*: _____ Title*: _____

*required for Corporations, Partnerships, etc.

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ZONING	
Current	
North	
South	
East	
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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
- Quaal Road District
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Planning and Zoning Meeting Date: _____
 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 FINANCE OFFICER

I, Finance Officer of the City of Summerset, South Dakota, do hereby certify that the plat being approved 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 FINANCE 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 plat being approved by 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, the within Plat of the above described lands, and it appears to this Council of Commissioners that:

- a. The system of streets set forth therein conforms to the system of streets of the existing plat of the City, and
- b. All provisions of the City Subdivision Regulations have been complied with;
- c. All taxes and special assessments upon the Tract or Subdivision have been fully paid;
- d. 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.

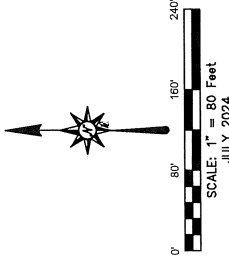
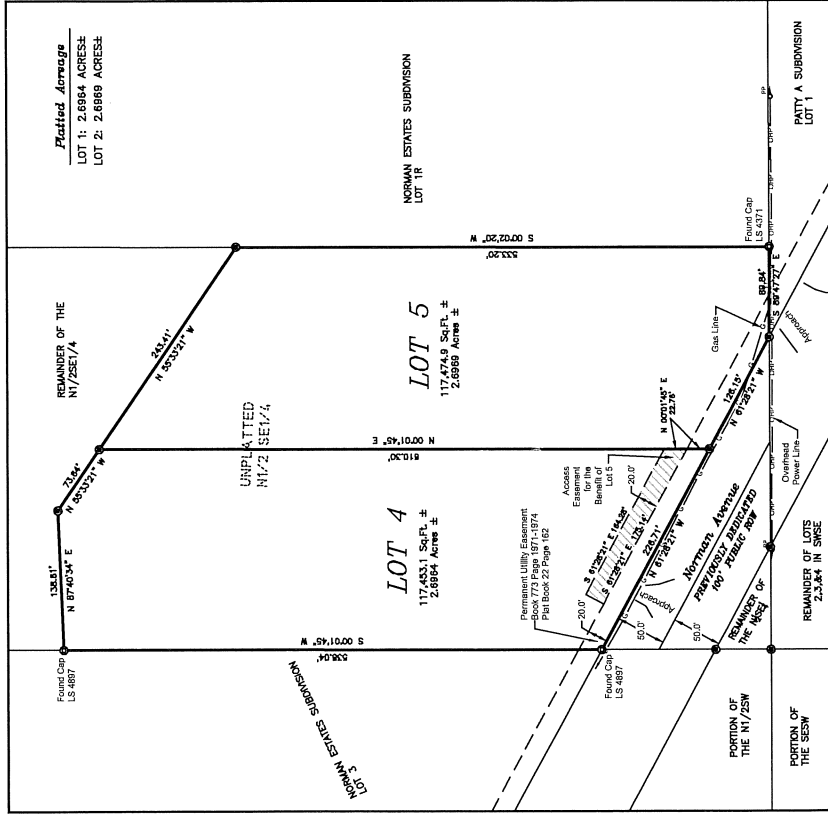
Dated at Summerset, South Dakota

this _____ day of _____, 20____.

Mayor of the City of Summerset

PREPARED BY: BASELINE SURVEYING, INC.
2505 JUNCTION AVENUE, STURGIS, S.D. 57785

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



References Documents as shown on:
1. Plat Book 22 at Page 181
2. Plat Book 22 at Page 182
as recorded at the Meade County Register of Deeds Office.

- Found at S&W 5/8" Fisher with Cop
- Found Survey Monument As Noted.

Per FEMA Mapping, FIRM Panel 46093C 1791F Designated in an area of Minimal Flood Hazards, Zone X, Effective Date 9/19/2011.

SURVEYOR'S NOTES

- 1) Utility & Minor Drainage Easements: An easement for utility and minor drainage easement is hereby granted on the interior side of all lot lines. Removal or modification of any obstruction or encroachment on the easement shall be the financial responsibility of landowners.
- 2) Building Restrictions per the most recently adopted International Building Code and Building Setback Requirements per the City of Summerset Ordinances.
- 3) Basis of Bearings Using Geodetic North Determined from Global Positioning System (GPS).

DRAINAGE NOTES

All major drainage easements shown herein shall be kept free of all obstructions including, but not limited to, trees and shrubs. These easements are hereby granted to all public authorities the right to construct, operate, maintain, inspect and repair any drainage system as it deems necessary to facilitate drainage from any source.

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 the within described plat.

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 approximately shown. Any change in 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, 2505 Junction Avenue, Sturgis, SD, being a duly licensed and sworn surveyor, do hereby certify that I have surveyed and platted the property shown and described herein. I have marked upon the ground the boundaries in the manner shown, and that the plat is correct and conforms to the laws of the State of South Dakota. I have also marked upon the plat the location of all known and unknown easements and encroachments. I have also marked upon the plat the location of all known and unknown easements and encroachments. I have also marked upon the plat the location of all known and unknown easements and encroachments. I have also marked upon the plat the location of all known and unknown easements and encroachments.

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 further certify that the development of the land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations. Dedicated right-of-way as shown herein is 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 _____, 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 herein contained.

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

Notary Public _____ My commission expires: _____

OFFICE OF REGISTER OF DEEDS

Meade County Register of Deeds
PHONE: 605-490-1401

JOB NUMBER: 24-060



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

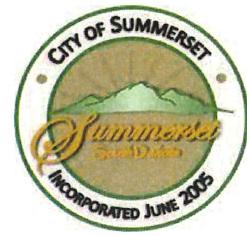
Comments

- 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

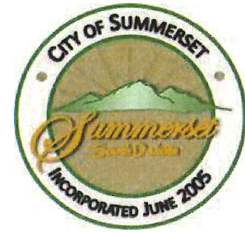


Plat Review

<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

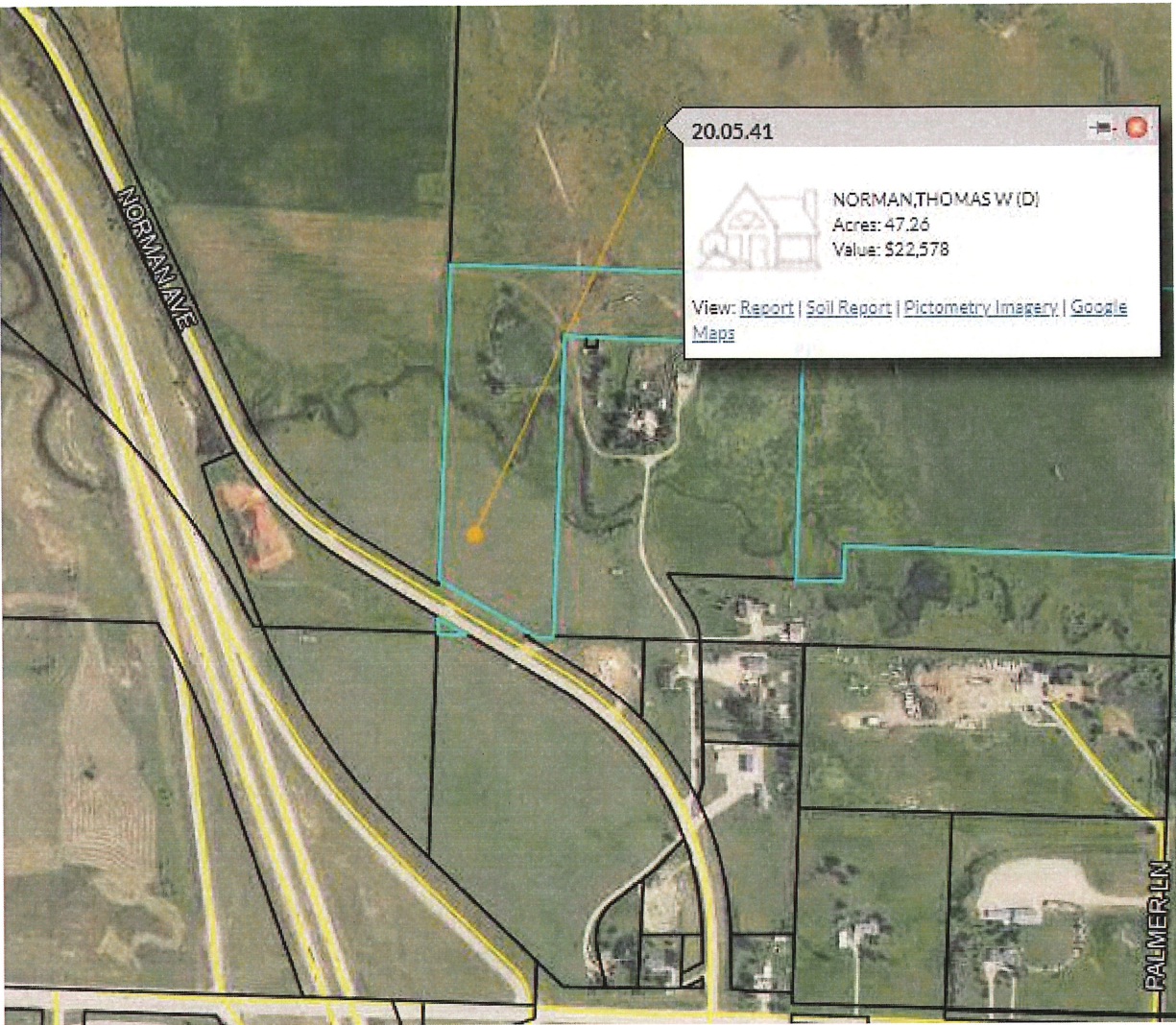
Comments

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](#)