



**MINUTES OF THE
MINNEHAHA COUNTY PLANNING COMMISSION
March 25, 2024**

A meeting of the Planning Commission was held on March 25, 2024 at 7:00 p.m. in the Commission Room of the Minnehaha County Administration Building.

COUNTY PLANNING COMMISSION MEMBERS PRESENT: Commissioners Bonnie Duffy, Mike Ralston, Adam Mohrhauser, Ryan VanDerVliet and Joe Kippley.

STAFF PRESENT:

Scott Anderson, Kevin Hoekman, and Mason Steffen – County Planning
Maggie Gillespie – States Attorney's Office

Bonnie Duffy chaired the meeting and called the Minnehaha County Planning Commission meeting to order at 7:07 p.m.

PUBLIC COMMENT.

Commissioner Duffy opened the floor for public comment and a few members of the audience addressed the commission.

Amy Johnson, of 46306 266th Street Hartford, SD, provided the commission with a document explaining the timeline of the Mueller Pallets tree grinding operation. Mrs. Johnson explained her complaints regarding this operation, and her reasons for why she believes their conditional use permit should be revoked.

Glenn Fuerstenberg, of 46524 267th Street Sioux Falls, SD, also addressed the commission with comments regarding the Mueller Pallets tree grinding operation. Mr. Fuerstenberg stated that he agreed with all the information laid out by Mrs. Johnson, and that he believes critical information was not provided to the commission by Mueller Pallets prior to being approved.

Consent Agenda

Commissioner VanDerVliet recused himself from the hearing of the consent agenda, due to his relation with the petitioner for item five.

Commissioner Duffy read each item on the consent agenda and Item 4 was requested to be moved to the regular agenda by county planning staff.

A motion was made to **approve** the consent agenda consisting of Items 1, 2, 3, & 5 by Commissioner Kippley and seconded by Commissioner Mohrhauser. The motion passed unanimously with 3 votes in favor of the motion and 0 votes against the motion.



ITEM 1. Approval of Minutes – February 26, 2024

As part of the consent agenda, a motion was made by Commissioner Kippley and seconded by Commissioner Mohrhauser to **approve** the meeting minutes from February 26, 2024. The motion passed unanimously with 3 votes in favor of the motion and 0 votes against the motion.



Consent Agenda

ITEM 2. CONDITIONAL USE PERMIT #24-08 to exceed 2,400 square feet of accessory building area (requesting 4,128 square feet) on the property legally described as Tract 1 Dawson's Second Addition SE¼ SW¼ Section 12 T102N-R50W Benton Township.

Petitioner: Monte Burggraff

Property Owner: Same

Location: 47130 258th Street

Staff Report: Mason Steffen

General Information:

Legal Description – Tract 1 Dawson's Second Addition SE¼ SW¼ Section 12 T102N-R50W Benton Township

Present Zoning – A1 Agricultural

Existing Land Use – Residential Acreage

Parcel Size – 2.50 Acres

Staff Report: Mason Steffen

Staff Analysis: The subject property is located approximately ¾ -mile west of the Crooks/Renner exit on Interstate 29 and is mostly surrounding by the city of Crooks. The petitioner currently has a 40' x 60' detached accessory building on the property, which was approved via a conditional use permit in 2012. There is also a small prefabricated shed on the property that did not require a building permit due to its small size. Finally, the petitioner is requesting to build a 36' x 48' addition to their 40' x 60' accessory building, and this will make the total accessory building space on the property 4,128 square feet.

On March 7, 2024, staff conducted a site visit of the subject property and the surrounding area. The subject property has one residential neighbor directly to the east, but the rest of the land surrounding this property is farmland that has been annexed into the city of Crooks. Additionally, several of the properties in the area have similar sized accessory buildings, and two properties to the southeast have been approved for similar conditional use permits. Finally, given these existing land uses in the area surrounding the subject property, approval of this larger accessory building will not impact the surrounding properties.

Conditional Use Permit Criteria:

1) The effect upon the use and enjoyment of other property in the immediate vicinity for the uses already permitted, and upon property values in the immediate vicinity.

There should be no anticipated negative effect upon the use and enjoyment of the residential properties in the immediate vicinity. Property values in the area should also not be negatively impacted due to the personal use of the proposed accessory building.



2) The effect upon the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

The property is mostly surrounded by vacant farmland that has been annexed into the city of Crooks. There should be no anticipated impacts to the normal and orderly development and improvement of the surrounding vacant farmland or residential acreages. Finally, the proposed size and use of the accessory building is generally compatible with the surrounding area, which consists of large lot residential acreages and farmland.

3) That utilities, access roads, drainage and/or other necessary facilities are provided.

The petitioner will be required to extend all necessary utilities to the structure. The accessory building will continue to be accessed by the same driveway as the current buildings on the property. The addition to the existing accessory building on the property should not have any negative effects on the drainage of the surrounding area.

4) That the off-street parking and loading requirements are met.

The proposed site is large enough to accommodate the off-street parking requirement. The accessory building addition will also add additional parking and storage to the property.

5) That measures are taken to control offensive odor, fumes, dust, noise, vibration, and lighting (inclusive of lighted signs), so that none of these will constitute a nuisance.

No commercial business or storage will be allowed in the proposed accessory building at any time. Any public nuisance violations will be addressed upon the Planning Department receiving a complaint about the subject property. All outdoor lighting will need to be directed downward onto the property. Lighting must be designed to be fully-shielded and fully-cutoff to prevent light pollution off site.

6) Health, safety, general welfare of the public and the Comprehensive Plan.

The health, safety, and general welfare of the public will not be negatively affected by the construction of the proposed accessory building. The proposed use will generally fit within the uses of other properties in the rural area, and conforms to the goals of the 2035 Envision Comprehensive Plan.

Recommendation: Staff recommends **approval** of Conditional Use Permit #24-08 with the following conditions:

- 1) The building location shall adhere to the submitted site plan.
- 2) The total area of all accessory buildings may not exceed 4,128 square feet.
- 3) That the building shall be an accessory use to the continued use of the property as a residential lot.
- 4) The building shall not to be used for commercial uses or as a dwelling at any time.
- 5) That all outdoor lighting shall be of a full cutoff and fully-shielded design to prevent direct spillage of light beyond the property boundaries.
- 6) That a building permit is required prior to construction of the accessory building.
- 7) That the Planning & Zoning Department reserves the right to enter and inspect the accessory building at any time, after proper notice to the owner, to ensure that the property is in full



**MINNEHAHA COUNTY
PLANNING COMMISSION
MEETING MINUTES**

MARCH 25, 2024

compliance with the conditional use permit conditions of approval and the Minnehaha County Zoning Ordinance.

Action

As part of the consent agenda, a motion was made by Commissioner Kippley and seconded by Commissioner Mohrhauser to **approve** Conditional Use Permit #24-08. The motion passed unanimously with 3 votes in favor of the motion and 0 votes against the motion.

Conditional Use Permit #24-08 – Approved



ITEM 3. CONDITIONAL USE PERMIT #24-09 to exceed 3,600 square feet of accessory building area (requesting 4,950 square feet) on the property legally described as Tract 15 Indian Hills Estates (Ex. Lot A) N½ Section 8 T101N-R48W Split Rock Township.

Petitioner: Ryan Brouwer
Property Owner: Same
Location: 2224 N Indian Hills Trail
Staff Report: Mason Steffen

General Information:

Legal Description – Tract 15 Indian Hills Estates (Ex. Lot A) N½ Section 8 T101N-R48W Split Rock Township
Present Zoning – A1 Agricultural
Existing Land Use – Residential Acreage
Parcel Size – 5.16 Acres

Staff Report: Mason Steffen

Staff Analysis: The subject property is located approximately two miles southwest of Brandon, within the Indian Hills Estates subdivision, which is a subdivision of approximately fifteen large lot residential acreages. The petitioner was approved in November of 2023 for a building permit to build a 48' x 72' accessory building to replace an existing structure that had collapsed. The petitioner is now requesting to construct two lean-to additions to this building which measure 12' x 72' and 12' x 36'. The proposed additions to the accessory building will exceed the maximum allowable size for accessory buildings for a property this size, and therefore the petitioner is requesting conditional use permit approval to allow for 4,950 square feet of accessory building space.

On March 7, 2024, staff conducted a site visit of the subject property and the surrounding area. The average size of the lots within this subdivision is almost eight acres and several of the lots are over fifteen acres. Additionally, several other lots in this subdivision have been approved for similar conditional use permits to allow for larger accessory buildings. Finally, the proposed lean-to additions to the accessory building will generally be compatible to the surrounding properties, and should not impact the neighboring properties.

Conditional Use Permit Criteria:

1) The effect upon the use and enjoyment of other property in the immediate vicinity for the uses already permitted, and upon property values in the immediate vicinity.

There should not be any anticipated negative effects upon the use and enjoyment of the residential properties in the immediate vicinity. Property values in the area should also not be negatively impacted due to the personal use of the proposed accessory building. Finally, the subject property has several tree groves that will help to screen the building from the neighboring properties.



2) The effect upon the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

The proposed site of the accessory building is located in an area surrounded by other similar residential acreages and farmland. There should be no anticipated impacts to the normal and orderly development and improvement of the surrounding vacant farmland or residential acreages. Finally, the proposed size and use of the accessory building is generally compatible with the surrounding area, which consists of large lot residential acreages and farmland.

3) That utilities, access roads, drainage and/or other necessary facilities are provided.

The petitioner will be required to extend all necessary utilities to the structure. The accessory building is accessed by the same driveway as the current buildings on the property. Finally, the addition of this accessory building on the property should not have any negative effects on the drainage of the surrounding area.

4) That the off-street parking and loading requirements are met.

The subject property is large enough to accommodate the off-street parking requirement. The proposed lean-to additions to the existing accessory building will provide additional indoor storage on the property.

5) That measures are taken to control offensive odor, fumes, dust, noise, vibration, and lighting (inclusive of lighted signs), so that none of these will constitute a nuisance.

No commercial business or storage will be allowed in the proposed accessory building at any time. Any public nuisance violations will be addressed upon the Planning Department receiving a complaint about the subject property. All outdoor lighting will need to be directed downward onto the property. Lighting must be designed to be fully-shielded and fully-cutoff to prevent light pollution off site.

6) Health, safety, general welfare of the public and the Comprehensive Plan.

The health, safety, and general welfare of the public will not be negatively affected by the construction of the proposed accessory building. The proposed use will generally fit within the uses of other properties in the rural area, and conforms to the goals of the 2035 Envision Comprehensive Plan.

Recommendation: Staff recommends **approval** of Conditional Use Permit #24-09 with the following conditions:

- 1) The building location shall adhere to the submitted site plan.
- 2) That the total accessory building square footage shall not exceed 4,950 square feet.
- 3) That the building shall be an accessory use to the continued use of the property as a residential lot.
- 4) That the building shall not to be used for commercial uses or as a dwelling at any time.
- 5) That all outdoor lighting shall be of a full cutoff and fully-shielded design to prevent direct spillage of light beyond the property boundaries.
- 6) That a building permit shall be required prior to construction of the accessory building.



- 7) That the Planning & Zoning Department reserves the right to enter and inspect the accessory building at any time, after proper notice to the owner, to ensure that the property is in full compliance with the conditional use permit of approval and the Minnehaha County Zoning Ordinance.

Action

As part of the consent agenda, a motion was made by Commissioner Kippley and seconded by Commissioner Mohrhauser to **approve** Conditional Use Permit #24-09. The motion passed unanimously with 3 votes in favor of the motion and 0 votes against the motion.

Conditional Use Permit #24-09 – Approved



ITEM 5. CONDITIONAL USE PERMIT #24-12 to transfer one (1) building eligibility from the NW¼ NW¼ to the SW¼ NW¼ all in the NW¼ (Ex. H-1 & Ex. S503.5' N 1679.5' W728') Section 20 T104N-R51W Taopi Township.

Petitioner: Rodney VanDerVliet

Property Owner: Same

Location: Approximately 3 miles northwest of Colton

Staff Report: Kevin Hoekman

General Information:

Legal Description – NW¼ (Ex. H-1 & Ex. S503.5' N 1679.5' W728') Section 20

T104N-R51W Taopi Township

Present Zoning – A1 Agricultural

Existing Land Use – Farmland

Parcel Size – 150.81 Acres

Staff Report: Kevin Hoekman

Staff Analysis:

The subject property is located approximately three miles west of Colton. The petitioner is requesting to transfer one building eligibility from the NW ¼ NW ¼ to the SW ¼ NW ¼. All three available building eligibilities were transferred into the NW ¼ NW ¼ of the section by a conditional use permit in 2000.

The petitioner filled out the County questionnaire for transferring building eligibilities. Two building eligibilities will remain in the NW ¼ NW ¼. The application narrative explains that the area south of the existing farm is more desirable place to build a house. The west side of the property is fronted by County Highway 155. The County Highway Department must approve any new driveways prior to construction of a new driveway access.

Conditional Use Permit Criteria:

1) The effect upon the use and enjoyment of other property in the surrounding area for the uses already permitted, and upon property values within the surrounding area.

The transfer involves property located within an Agricultural Production area. Few residential acreages and farms are located within the area. An existing permitted swine facility is located approximately 3,000 feet to the southwest of the building site. Since the building site is located on a paved highway, no new dust will be created and the highway will easily absorb additional traffic.

2) The effect upon the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

The property is located within an Agricultural Production area. It is most likely that agricultural production will continue to be the primary land use going into the future. It is possible that new and growing animal confinement operations will be part of the future growth. The applicant should be aware of potential agricultural nuisances and a Right-to-Farm Notice Covenant will be required prior to the start of a new single family dwelling. The proposed transfer will not increase density of



potential dwellings in the area.

3) That utilities, access roads, drainage, and/or other necessary facilities are provided.

The property is already accessible from the county highway. The petitioner will be responsible for obtaining an access permit from the County Highway department for any new access or the change in use of any existing access. The application will also be responsible for extending any needed utilities such as water, electricity, and the construction of an on-site wastewater treatment.

4) That the off-street parking and loading requirements are met.

Off street parking requirements will be met when a single family dwelling is permitted.

5) That measures are taken to control offensive odor, fumes, dust, noise, vibration, and lighting (inclusive of lighted signs), so that none of these will constitute a nuisance.

The property will be built with a single family dwelling. All properties in the county must comply with the Public Nuisance ordinance. Neighbors concerned about a nuisance violation may contact the Planning and Zoning Office.

6) Health, safety, general welfare of the public and the Comprehensive Plan.

The proposed transfer will utilize an existing residential building eligibility. The transfer will be from one ¼ ¼ section to another ¼ ¼ section, and remaining land will stay in agricultural production.

Recommendation: Staff finds this conditional use permit request to be consistent with density zoning and the comprehensive plan. Staff recommends **approval** of Conditional Use Permit #24-12 with the following conditions:

- 1.) A right-to-farm notice covenant shall be placed on the deed prior to the issuance of a building permit for a single-family dwelling.

Action

As part of the consent agenda, a motion was made by Commissioner Kippley and seconded by Commissioner Mohrhauser to **approve** Conditional Use Permit #24-12. The motion passed unanimously with 3 votes in favor of the motion and 0 votes against the motion.

Conditional Use Permit #24-12 – Approved



Regular Agenda

ITEM 4. CONDITIONAL USE PERMIT #24-10 to allow a Public Utility Facility on the property legally described as the N½ W½ NE¼ & NE¼ NW¼ (Ex. Haensel Tract 1 & Ex. Haensel Tract A & Ex. NE¼ NE¼ NW¼ & Ex. N175' E150' SE¼ NE¼ NW¼ & Ex. E33' NE¼ NE¼ NW¼ & Ex. N550' W320' E972.1' NE¼ NW¼ Section 7 T101N-R50W Wayne Township.

Petitioner: Caley Hanigan (Northern Natural Gas)

Property Owner: John Haensel

Location: Approximately 3-½ miles west of Sioux Falls on 263rd Street

Staff Report: Kevin Hoekman

General Information:

Legal Description – N½ W½ NE¼ & NE¼ NW¼ (Ex. Haensel Tract 1 & Ex. Haensel Tract A & Ex. NE¼ NE¼ NW¼ & Ex. N175' E150' SE¼ NE¼ NW¼ & Ex. E33' NE¼ NE¼ NW¼ & Ex. N550' W320' E972.1' NE¼ NW¼ Section 7 T101N-R50W Wayne Township.

Present Zoning – A1 Agricultural

Existing Land Use – Pasture

Parcel Size – 56.93 Acres

Staff Report: Kevin Hoekman

Staff Analysis:

The applicant is requesting to construct a public utility facility for natural gas pipeline structures. The site will include regulators, valves, meter, heater, and an odorizer for natural gas. A public utility facility with structures over 120 square feet in size requires a conditional use permit.

The petitioner submitted detailed site plans and narrative for the facility. The site plan shows the existing natural gas pipeline with the proposed connection leading to the facility easement area. The facility is shown to have a fence around all above ground equipment and buildings.

A portion of the proposed facility is located within a Zone A regulatory floodplain. The applicant will be required to obtain a floodplain development permit prior to construction. The applicant should also be aware that FEMA is beginning to update floodplain maps throughout the county. Preliminary Maps are now available. It appears that the floodplain at the site may reduce in area compared to the current floodplain area. This reduction in areal extent may not mean a decrease in flood elevation. The applicant must meet current floodplain development requirements.

Conditional Use Permit Criteria:

1) The effect upon the use and enjoyment of other property in the immediate vicinity for the uses already permitted, and upon property values in the immediate vicinity.

The property is located in an area surrounded mostly by agricultural land, gravel quarries, and a small group of residential acreages located to the west of the site. The facility is planned to have a



fence sounding all above ground facilities. Once the facility is built there will be very little traffic generated from the land use.

2) The effect upon the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

The floodplain and presence of existing quarries will likely limit future development of the area for a long time. Several building eligibilities area available for use and additional residences may be constructed in the future. At that time, any new dwelling will be aware of the facility and the pipeline and it will not likely change development patterns of the area.

3) That utilities, access roads, drainage and/or other necessary facilities are provided.

Planning staff provided the materials to the County Highway Department and several aspects of the property access became an apparent need for discussion. First, the provided site plan includes a driveway directly onto the County Highway on the north side of the street. The County Highway Department has a formal access management policy that is published on the County website. The Highway Department already denied additional access onto the highway at this location. The only remaining alternative would be to utilize a shared access with an existing driveway. Staff recommends that the access management policy be supported and a condition should be placed on the permit to include a requirement that the applicant must utilize an existing driveway.

Second, County Highway 140 has a functional classification as a major collector road. Major collector roads and County Highways typically have 100 feet of right-of-way width. This Highway is only 66 feet wide. The County Highway Department stated that this highway is not in current five year update plans, but it will likely be reconstructed within 20 years. At reconstruction, the highway department will acquire the additional 17 feet of right-of-way on each side of the road. The property owner and petitioner must be aware of this future right-of-way need, and how the need will affect the facility. It would be best if the entire facility is moved further away from the right-of-way to meet the future setback requirement. It appears that all aspects of the facility except for the fence will be outside of the future right of way. Staff suggest at a minimum the fence should be moved back to 17 feet from the current right-of-way line so that it will not interfere with future highway construction. Moving the fence further back may push other parts of the proposed facility back by necessity.

The drainage for the property generally flows to the east towards Skunk Creek. Although the site is small, it lies within close proximity to the creek. Staff suggests that erosion control is used to prevent soil runoff from the site directly into Skunk Creek during the construction phase of the project.

The petitioner will need to extend any required utilities to the site at their own expense.

4) That the off-street parking and loading requirements are met.

The facility is large enough to meet parking requirements for parking. No parking or loading will be allowed within the right-of-way.



5) That measures are taken to control offensive odor, fumes, dust, noise, vibration, and lighting (inclusive of lighted signs), so that none of these will constitute a nuisance.

The ongoing use of the property should make minimal noise that will produce a nuisance. The use will not create odor, fumes, dust, or vibration. Any lighting on the property should be cutoff and directed downward to prevent glare to adjacent properties and the highway. The property should be surrounded by a fence to prevent access onto the site.

6) Health, safety, general welfare of the public and the Comprehensive Plan.

The proposed use should not create significant health, safety, or welfare problems. Conditions placed on the proposed facility are prepared to keep safety and prevent nuisances to a reasonable extent. Utility facilities such as this are needed in order for growth to occur throughout the county.

Recommendation: Staff recommends **approval** of Conditional Use Permit #24-10 with the following conditions:

- 1) That the substation be entirely enclosed in a minimum six (6) foot high fence, gated and locked.
- 2) The fence and any equipment in the development site (except for the valve tapping into the regional main pipeline) must be setback from the current front property line by 17 feet
- 3) All lighting must be fully cutoff and directed downward to prevent glare from spreading off the property.
- 4) That a minimum of two (2) off-street parking spaces (minimum of 9' x 18' in size) shall be provided, surfaced with gravel, concrete or asphalt, and be maintained in such a manner that no dust will result from the continuous use.
- 5) That erosion control measures be implemented during construction on all disturbed areas so as not to allow any sedimentation of existing drainage ways or bodies of water.
- 6) Access to the site from County Highway 140 must utilize an existing driveway with a shared easement or similar means.
- 7) That the applicant shall obtain a building permit for each structure prior to any construction commencing on the site.
- 8) That a Sign Permit shall be obtained prior to the installation of any sign.
- 9) All structures and equipment must be elevated above the current and projected base flood elevation. A floodplain development permit must be obtained for any work planned within the floodplain.
- 10) That the applicant obtains and keeps current any required S.D. Public Utilities permits.

Public Testimony & Discussion

Kevin Hoekman, of county planning staff, explained the project and reasoning behind the staff amended condition. Kevin explained that the petitioner would like the language of condition six to be updated, in order to allow them the possibility of working with the Minnehaha County Highway Department on a new access onto the highway.

Commissioner Ralston commented that he believes the revised language is appropriate, and that this language will allow the County Highway Department to determine if a new access is safe and appropriate.



Action

A motion was made by Commissioner Ralston and seconded by Commissioner Mohrhauser to **approve** Conditional Use Permit #24-10 with the staff amended conditions. The motion passed unanimously with 4 votes in favor and 0 votes against the motion.

Conditional Use Permit #24-10 – Approved with the following conditions:

- 1) That the substation be entirely enclosed in a minimum six (6) foot high fence, gated and locked.
- 2) The fence and any equipment in the development site (except for the valve tapping into the regional main pipeline) must be setback from the current front property line by 17 feet
- 3) All lighting must be fully cutoff and directed downward to prevent glare from spreading off the property.
- 4) That a minimum of two (2) off-street parking spaces (minimum of 9' x 18' in size) shall be provided, surfaced with gravel, concrete or asphalt, and be maintained in such a manner that no dust will result from the continuous use.
- 5) That erosion control measures be implemented during construction on all disturbed areas so as not to allow any sedimentation of existing drainage ways or bodies of water.
- 6) Access to the site from County Highway 140 must utilize an existing driveway with a shared easement or obtain approval from the County Highway Department for an additional access. A new driveway access cannot be constructed without County Highway Department approval.
- 7) That the applicant shall obtain a building permit for each structure prior to any construction commencing on the site.
- 8) That a Sign Permit shall be obtained prior to the installation of any sign.
- 9) All structures and equipment must be elevated above the current and projected base flood elevation. A floodplain development permit must be obtained for any work planned within the floodplain.
- 10) That the applicant obtains and keeps current any required S.D. Public Utilities permits.



Old Business

Scott Anderson, the County Planning Director, provided an update to the commission regarding the density zoning subcommittee, which was created after the last planning commission meeting. Mr. Anderson explained that the first meeting of the subcommittee was held on March 13, and that this meeting largely dealt with the overview of density zoning. He further stated that two more meetings have been planned for the subcommittee, one in April and one in May, and that these meetings will discuss the potential for limited accessory dwelling units and the possibility of transferring building eligibilities beyond adjacent properties.

New Business

Kevin Hoekman, of county planning staff, presented updates to the environmental stewardship chapter of the Envision 2035 Comprehensive Plan to the commission. These updates included several maps showing the updated prime farmland in the county, the updated parks and open spaces, and the updated floodplain. Kevin also explained that FEMA has provided new preliminary floodplain maps for most of the county, and that these maps will have a more precise floodplain than the current maps. Finally, Kevin explained the updates to the drainage tile and stormwater management sections of the comprehensive plan. After this presentation there was discussion between the commissioners and planning staff regarding wastewater and stormwater management. This discussion included the city of Hartford's new regional wastewater system, how this will impact the county's comprehensive plan, and how to include the East Dakota Water Development District in the process.

Adjourn

A motion was made to **adjourn** by Commissioner VanDerVliet and seconded by Commissioner Kippley. The motion was approved unanimously. The meeting was adjourned at 7:41 p.m.