

CITY PLANNING COMMISSION AGENDA
CITY COUNCIL CHAMBERS, CITY HALL
612 N MAIN ST, MITCHELL, SD
DATE: JUNE 26, 2017,

1. TIME: 12:00 PM NOON
2. CALL TO ORDER:
3. ROLL CALL:
4. APPROVE AGENDA:
5. Approval Of Minutes: June 12, 2017

Documents:

[PLANNINGCOMMMIN6122017.PDF](#)

6. Schedule Next Meeting: (Special July 3, 2017 11:30 Am & Regular Meeting July 10, 2017)
7. Variance: Mitchell Technical Institute, 1800 E Spruce St,

Mitchell Technical Institute is requesting variances for installation of 3 on-premise signage on billboard structures of approximately 672 square feet that exceed the maximum square footage permitted in the sign code. The property is legally described as That part of the SW ¼ of Section 26, T 103 N, R 60 W, W of 5th P.M., Davison County, City of Mitchell, lying east of the Chicago and Milwaukee RR right-of-way and south of I-90 (1800 E Spruce St). The property is located within The Mitchell Technical Institute Planned Development District.

Documents:

[MTINOH.PDF](#)
[MTIGOOGL.PDF](#)
[MTIPROPOSEDSIGNS.PDF](#)
[MTINEIGHBORLIST.PDF](#)
[MTIMAP.PDF](#)
[SDDOT PERMIT MTI.PDF](#)

8. Plan Approval: Master Plan, Block 17, Weavers Square
Proposed Master Plan for future development of Block 17, Weaver's Square, this is within TIF District #22. Zoned R3 Medium Density Residential District.

Documents:

[MASTER_PLAN_IVY_SQUARE.PDF](#)
[KLOCKMAP.PDF](#)
[KLOCK.PDF](#)

9. Plan Approval: 400 N Main St, Suite 200, CB District
Jason Bates, remodeling a suite in the 400 N Main St Building

Documents:

[BATESPLAN.PDF](#)
[400NMAINST.PDF](#)

10. OTHER BUSINESS:

11. ADJOURNMENT:

"The City of Mitchell invites all interested parties to give oral or written comments. If special accommodations are required, please notify the Public Works Department at 605-995-8433 at least 24 hour prior to the scheduled meeting."

**CITY OF MITCHELL
CITY PLANNING COMMISSION
MINUTES: JUNE 12, 2017**

NOT APPROVED

Chairman Larson called the June 12, 2017 City Planning Commission Meeting to order at 12:00 pm in the City Council Chambers, City Hall, 612 N. Main St, Mitchell, SD.

Members Present: Larson, Everson, Griffith, Jirsa, Schmucker and Allen

Members Absent: Fergen and Molumby

Others Present: Mayor Toomey, Putnam, Ellwein, T. Johnson, J. Johnson, Hegg, McGannon, Jenniges (County).

Approval of Agenda: Motion by Everson, seconded by Griffith to approve the agenda. All members present voting aye, motion carried.

Approval of Minutes: Motion by Everson, seconded by Griffith to approve the minutes of May 22, 2017 meeting. All members present voting aye, motion carried.

Schedule Next Meeting: Motion by Jirsa, seconded by Everson to schedule the next meeting for June 26, 2017. All members present voting aye, motion carried.

Conditional Use Permit: Mitchell Power Equipment LLC (Larry Bartscher) and Gordon and Darlene Bailey are making an application for a conditional use permit for operation of a service center for small engine or motorized engine repair and outdoor sales and storage. The property is legally described as W 51.2' of Lots 1 & 2, Block 12, Original Addition (113/115 E 2nd Ave) and Lot 16, Block 12, Original Addition (113 N. Main St), City of Mitchell, Davison County, SD. The property is zoned CB Central Business District.

Larry Bartscher (applicant) was present to answer questions from the commission. No one was present testify in opposition of the application. No written objections were received. Putnam said the property was acquired by applicant in July 2014. The new zoning code was effective late 2012 early 2013. The use required a conditional use, however a permit was not secured. As the business has grown the activity has become more visible. There have been no complaints about the business and Mr. Bartscher has improved the interior of the building substantially.

The public notice was published in the *Mitchell Daily Republic* on June 1 & June 8, 2017 and letter to the neighboring property owners were sent on June 1, 2017.

Justin Johnson, City Attorney, indicated there has been some concern about parking equipment/trailer on E. 2nd Avenue for extended period of time. Mr. Bartscher responded that he moves the vehicle every 48 hours. Motion by Everson, seconded by Griffith to recommend approval of the conditional use permit to the board of adjustment and note that Mr. Bartscher is aware of the concern in regards to off-street parking. All members present voting aye, motion carried.

Variance: Randy Wittstruck has made an application for a variance of 2,400 square feet vs. 2,000 square feet as required for construction of a detached garage at the property legally described as Lot 134, Overlook Addition, City of Mitchell, Davison County, South Dakota.

Mr. Wittstruck was available to answer questions about his application. No one testified in opposition of his application. No written objections were received.

The public notice was published in the *Mitchell Daily Republic* on June 1, 2017 and letters to the neighboring property owners were sent on June 1, 2017.

Motion by Griffith, seconded by Jirsa to recommend the Board of Adjustment approve the variance. Roll call: Larson aye, Griffith aye, Jirsa aye, Everson aye, and Schmucker aye. 5 ayes 0 no, motion carried.

Plat: A Plat of Lots 2A-1 and 2A-2, Block 2 of B. and J. DeVries First Addition in the NE ¼ of Section 31, T 104 N, R 60 W of the 5th P.M., Davison County, South Dakota. The county has approved this plat. Motion by Everson, seconded by Griffith to approved the plat. All members present voting aye, motion carried.

Plat: Lot 4A, A Subdivision of Lot 4 of Cabela's First Addition, Located in the South Half of Section 27, Township 103 North, Range 60 West of the 5th to the City of Mitchell, Davison County, South Dakota.

Putnam indicated that Deb Young, Register of Deeds, had some concerns about the font and readability of the certificates. The surveyor indicated they will respond accordingly, there are no substantive issues of the plat in regards to the plat requirements and appropriate legal descriptions. Motion by Jirsa, seconded by Griffith to approve the plat. All members present voting aye, motion carried.

Plat: A Plat of Lot 30 of The Island First Addition, A Subdivision of the SE ¼ of Section 31, T 104 N, R 60 W of the 5th P.M., City of Mitchell, Davison County, South Dakota. Motion by Everson, seconded by Griffith to approve the plat. All members present voting aye, motion carried.

Plat: A Plat of Lot 6, Block 2 of CJM Second Addition in the NW ¼ of Section 32, T 104 N, R 60 W of the 5th P.M., City of Mitchell, Davison County, South Dakota. Motion by Everson, seconded by Jirsa to approve the plats. All members present voting aye, motion carried.

Plat: A Plat of Lot 8, Block 3 of CJM Second Addition in the NW ¼ of Section 32, T 104 N, R 60 W of the 5th P.M., A Portion of Which Lies within the City of Mitchell, Davison County, South Dakota. Putnam noted that Deb Young, Register of Deeds, has some suggested language in the certificates to clarify what portions of the property are in the city. The surveyor will make the corrections. Motion by Everson, seconded by Jirsa to approve the plat. All members present voting aye, motion carried.

Chairman Larson adjourned the meeting at 12:35 pm.

Chairman

Date

NOTICE OF HEARING

To: The Planning Commission, Board of Adjustment of the City of Mitchell, Mitchell South Dakota, and to the general public:

YOU ARE HEREBY NOTIFIED, that Mitchell Technical Institute is requesting variances for installation of 3 on-premise signage on billboard structures of approximately 672 square feet that exceed the maximum square footage permitted in the sign code. The property is legally described as That part of the SW ¼ of Section 26, T 103 N, R 60 W, W of 5th P.M., Davison County, City of Mitchell, lying east of the Chicago and Milwaukee RR right-of-way and south of I-90 (1800 E Spruce St). The property is located within The Mitchell Technical Institute Planned Development District.

YOU ARE FURTHER NOTIFIED, that public hearings will be held by the Planning Commission on June 26, 2017 at 12:00 P.M and the Board of Adjustment on July 3, 2017 at 12:00 P.M., at the Council Chambers, Mitchell City Hall. All interested parties may attend the public hearings and provide comments in regards to the applicant's request.

Dated at Mitchell, South Dakota, this the 13th day of June, 2017.

Michelle Bathke

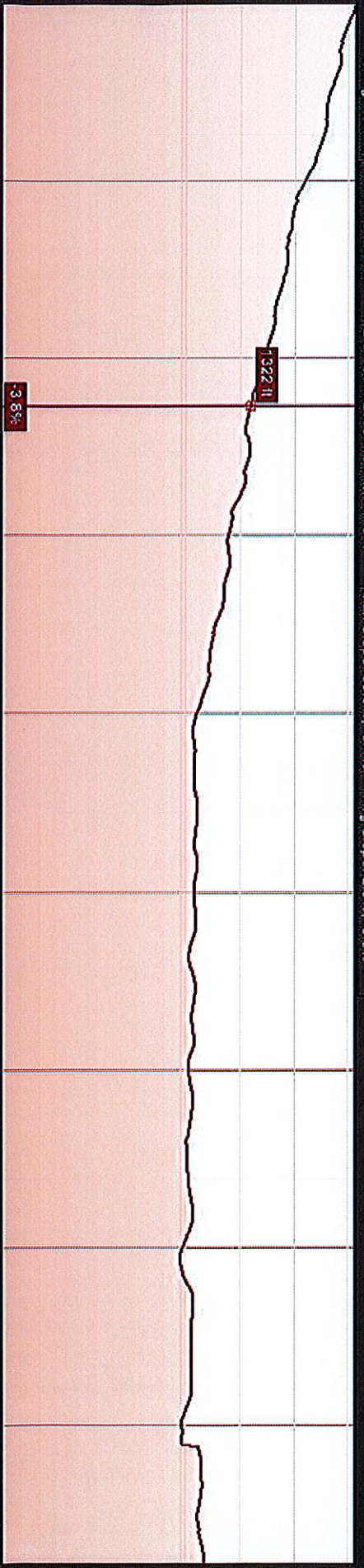
FINANCE OFFICER

Publish once: June 16, 2017

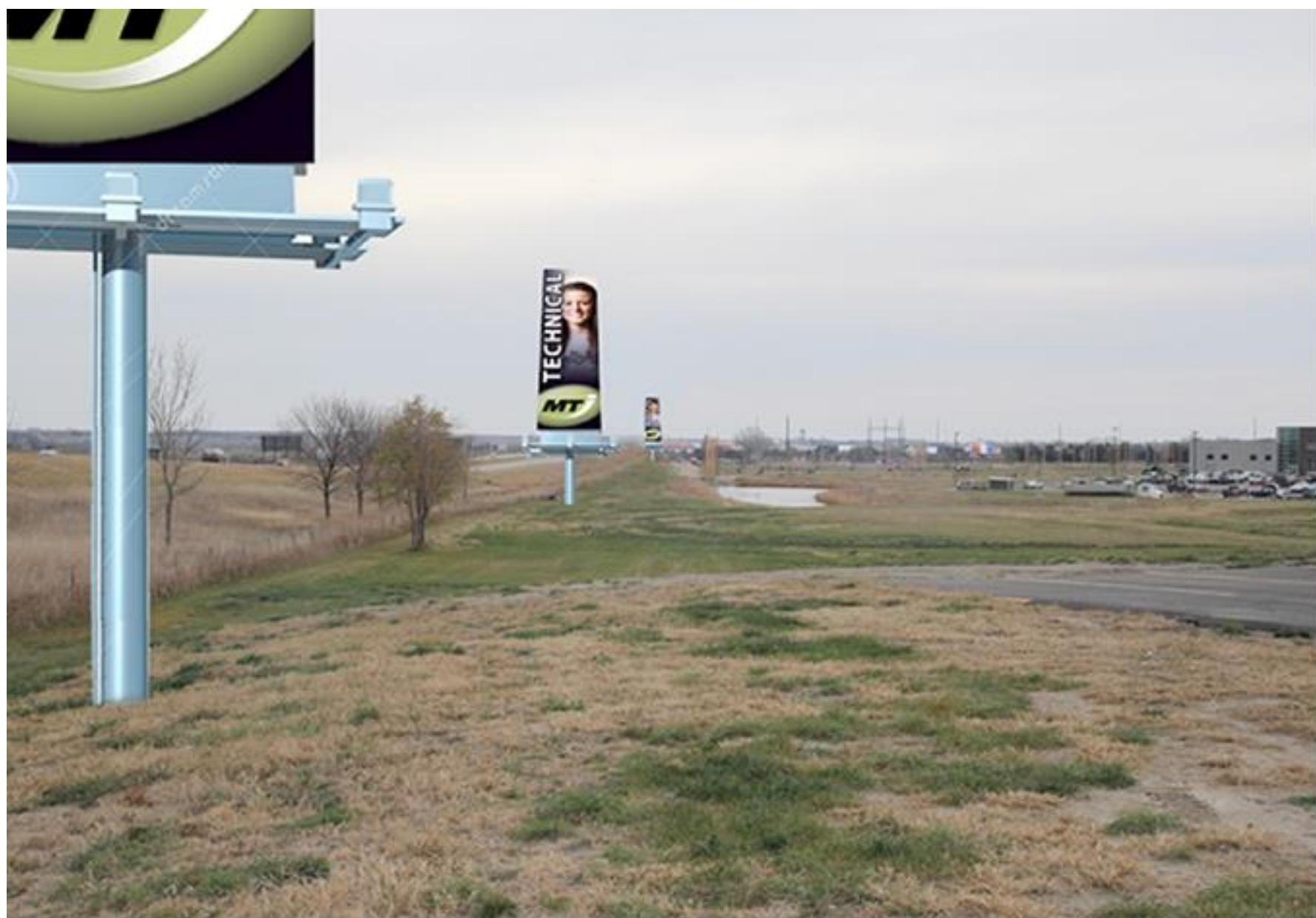
Approximate Cost:



1998
Graph Min, Avg, Max Elevation 1309, 1318, 1341 ft
Range Totals: Distance 2195 ft Elev Gain/Loss 19.4 ft (-47.3 ft) Max Slope 35.5% (-8.1%) Avg Slope 2.3% (-3.0%)
Imagery Date: 7/20/2015 43°41'30.45" N 98°00'07.29" W elev 1319 ft eye alt 4799 ft



250 ft 500 ft 567 ft 750 ft 1000 ft 1250 ft 1500 ft 1750 ft 2000 ft 2195 ft



1 MTI FOUNDATION % Puetz Des.

2 PO Box 968

3 MITCHELL, SD 57301

Hampton Dwn —
Thomsen Family

4 H+P Inc A SD Corp.

5 PO Box 1129

6 MITCHELL, SD 57301

1920 Highland Way
Mitchell, SD 57301

7
8 Gary & Marge Schlaffman

9 2240 E. Spruce St

10 MITCHELL, SD 57301

11
12 JD Concrete

13 PO Box 995

14 MITCHELL, SD 57301

15
16 Mettler Implement

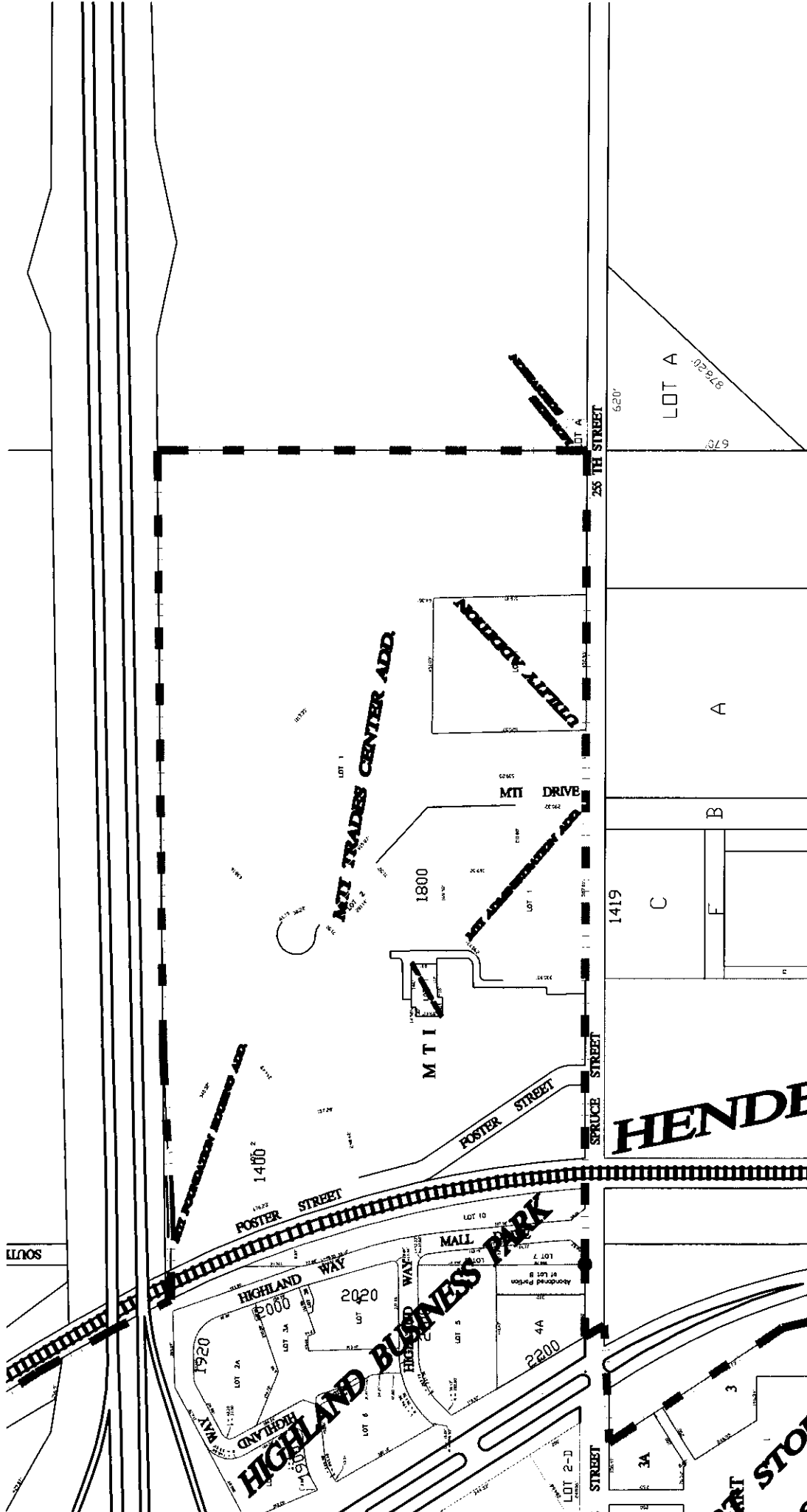
17 PO Box 445

18 MENNO, SD 57045

19
20 Mitchell Livestock

21 1801 Spruce St

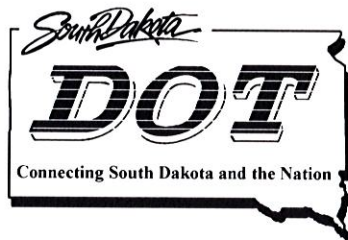
22 MITCHELL, SD 57301



HENDE

HIGHLAND BUSINESS PARK

STON



Department of Transportation

Mitchell Region Office

PO Box 1206

Mitchell, South Dakota 57301-7206

Phone: 605.995.8129

FAX: 605.995.8135

June 21, 2017

Re: Mitchell Technical Institute signs

Mitchell Planning and Zoning Commission:

South Dakota Billboard Regulations stipulate that signs may be erected and maintained adjacent to the interstate and primary highway systems providing they meet criteria outlined in SDCL, Vol. 10, Chapter 31-29.

In working with Mitchell Technical Institute President Mark Wilson and staff, I have approved applications for three on-premise signs located upon the property of Mitchell Technical Institute, adjacent to Interstate 90, upon the issuance of a conditional use permit or variance from the City of Mitchell. These signs are designated as on-premise structures, because they will only be advertising for the school and not sell outdoor advertising space for any off-premise business or entity.

However, per SDCL 31-29-71.5, all municipal signs are exempt from the requirements of 31-29-71; thus Mark Wilson and staff have gone above and beyond to meet the requirements of the State of South Dakota.

If I can answer any further questions you may have, please contact me at our Mitchell Region Office at 605-995-3317.

Cordially,

DEPARTMENT OF TRANSPORTATION

Abby Mueller
Region Operations Technician

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
OUTDOOR ADVERTISING PERMIT APPLICATION**SIGNOWNER**

NAME: <u>MITCHELL TECHNICAL INSTITUTE</u>	TELEPHONE NUMBER
ADDRESS: <u>1800 E SPRUCE ST</u>	<u>605-995-3022</u>
CITY: <u>MITCHELL</u> STATE: <u>SD</u> ZIP: <u>57301-4700</u>	

LOCATION OF SIGN

COUNTY <u>DAVISON</u>	HIGHWAY NO <u>1-90</u>	MILEAGE REFERENCE MARKER FOR SIGN TO 1/10 MILE <u>333</u>		
SIGN LOCATED ON (CHECK ONE) ☐ - NORTH SIDE OF HIGHWAY ☒ - SOUTH SIDE OF HIGHWAY ☐ - EAST SIDE OF HIGHWAY ☐ - WEST SIDE OF HIGHWAY		DISTANCE FROM SIGN TO R-O-W (IN FEET) <u>3 FT.</u>	DISTANCE TO NEAREST SIGN (IN FEET) <u>500+</u>	N S E W
LEGAL DESCR <u>SW 1/4 East of RY and South of I-90 except lot 1 of Tech Center addition, and except Lot 1 of Utility Addition, and except lots 1 and 2 of Trades Center Addition, and except lot 1 of MTI Administration addition and platted various of (Township 103 Range 60) the City of Mitchell, Davison County, South Dakota.</u>				
PROPERTY OWNER (NAME AND ADDRESS) <u>MITCHELL TECHNICAL INSTITUTE</u>		TELEPHONE NUMBER <u>605-995-3022</u>		
IF APPLICABLE PLEASE ATTACH LANDOWNER ACKNOWLEDGEMENT OF LEASE				

MARK WILSON, PRESIDENT [Signature] 6/1/2017
LANDOWNER NAME (PRINTED) LANDOWNER SIGNATURE DATE

SIGN FEATURES

SIGN STYLE ☐ - BACK TO BACK ☐ - SINGLE FACE ☒ - V TYPE ☐ - DOUBLE FACED	SKETCH AND DIMENSIONS <u>ATTACHED.</u> <u>#1 - EAST END OF PROPERTY</u>
TYPE OF CONSTRUCTION ☒ - METAL ☐ - WOOD ☐ - COMBINATION	
LIGHTED ☒ - YES ☐ - NO	

I CERTIFY THAT ALL STATEMENTS ARE TRUE AND COMPLETE, WITH THE SAME FORCE AND EFFECT AS THOUGH GIVEN UNDER OATH AND HEREWITH ACCEPT THE TERMS AND CONDITIONS OF SDCL 31-29, HIGHWAY BEAUTIFICATION AND REGULATION OF ADVERTISING, AND AGREE TO FULLY COMPLY THEREWITH.

I UNDERSTAND THAT ACCORDING TO STATE LAW, EFFECTIVE JULY 1, 1986, A PERMIT AND FEES ARE REQUIRED FOR OUTDOOR ADVERTISING SIGNS AND THAT FAILURE TO OBTAIN THE PERMIT AND PAY THE ANNUAL FEE WILL REQUIRE THE STATE TO CAUSE REMOVAL OF THE SIGN.

I AGREE TO ERECT THE SIGN WITHIN 90 DAYS OF APPROVAL OF THIS PERMIT AND FAILURE TO COMPLY WILL INVALIDATE THIS PERMIT.

MARK WILSON, PRESIDENT [Signature] 6/1/2017
SIGNOWNER NAME (PRINTED) SIGNOWNER SIGNATURE DATE

***** RETURN ORIGINAL COPY TO THE REGION OFFICE FOR REVIEW *****

FOR DEPARTMENT OF TRANSPORTATION USE

REGION <u>Mitchell</u>	OWNER CODE	PERMIT AMOUNT <u>NO FEE</u>	DATE FEE RECEIVED <u>N/A</u>
HIGHWAY NO <u>180E</u>	MRM <u>333</u>	SIGN SIZE <u>14x48</u>	TOTAL FACE AREA (SQ. FT.) <u>672</u>
REMARKS <u>on-premise and within city limits - fee waived</u>			ZONING ☒ ZO ☐ UA ☐ ZI ☐ UZ ☐ OZ ☐ UC or UI

[Signature]
REGION BEAUTIFICATION AGENT

6/20/2017
REVIEWED

- ☐ PERMIT IS DISAPPROVED AS SIGN DOES NOT MEET ALL CRITERIA OF SDCL 31-29.
☐ PERMIT IS APPROVED FOR THIS SIGN WHICH IS CLASSIFIED AS A NONCONFORMING ADVERTISING DEVICE ON THIS DATE.
☒ PERMIT IS APPROVED FOR THIS SIGN WHICH IS CLASSIFIED AS A CONFORMING ADVERTISING DEVICE ON THIS DATE.

[Signature]
DIVISION OF OPERATIONS

6/21/2017
APPROVED DISAPPROVED

DISTRIBUTION AFTER ACTION: ORIGINAL - CENTRAL OFFICE COPY - REGION OFFICE COPY - SIGNOWNER

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
OUTDOOR ADVERTISING PERMIT APPLICATION**SIGNOWNER**

NAME: <u>MITCHELL TECHNICAL INSTITUTE</u>	TELEPHONE NUMBER
ADDRESS: <u>1800 E SPRUCE ST</u>	<u>605-995-3022</u>
CITY: <u>MITCHELL</u> STATE: <u>SD</u> ZIP: <u>57301-4900</u>	

LOCATION OF SIGN

COUNTY <u>DAVISON</u>	HIGHWAY NO <u>1-90</u>	MILEAGE REFERENCE MARKER FOR SIGN TO 1/10 MILE <u>333</u>		
SIGN LOCATED ON (CHECK ONE) ☐ - NORTH SIDE OF HIGHWAY ☒ - SOUTH SIDE OF HIGHWAY ☐ - EAST SIDE OF HIGHWAY ☐ - WEST SIDE OF HIGHWAY		DISTANCE FROM SIGN TO R-O-W (IN FEET) <u>3 FT.</u>	DISTANCE TO NEAREST SIGN (IN FEET) <u>500+</u>	N S E W
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PROPERTY OWNER (NAME AND ADDRESS) <u>MITCHELL TECHNICAL INSTITUTE</u>			TELEPHONE NUMBER <u>605-995-3022</u>	
IF APPLICABLE PLEASE ATTACH LANDOWNER ACKNOWLEDGEMENT OF LEASE				

MARK WILSON, PRESIDENT

LANDOWNER NAME (PRINTED)

[Signature]

LANDOWNER SIGNATURE

6/11/2017

DATE

SIGN FEATURES

SIGN STYLE ☐ - BACK to BACK ☐ - SINGLE FACE ☒ - V TYPE ☐ - DOUBLE FACED	SKETCH AND DIMENSIONS <u>ATTACHED.</u> <u>#2 - CENTER OF PROPERTY</u>
TYPE OF CONSTRUCTION ☒ - METAL ☐ - WOOD ☐ - COMBINATION	
LIGHTED ☒ - YES ☐ - NO	

I CERTIFY THAT ALL STATEMENTS ARE TRUE AND COMPLETE, WITH THE SAME FORCE AND EFFECT AS THOUGH GIVEN UNDER OATH AND HEREWITH ACCEPT THE TERMS AND CONDITIONS OF SDCL 31-29, HIGHWAY BEAUTIFICATION AND REGULATION OF ADVERTISING, AND AGREE TO FULLY COMPLY THEREWITH.

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MARK WILSON, PRESIDENT

SIGNOWNER NAME (PRINTED)

[Signature]

SIGNOWNER SIGNATURE

6/11/2017

DATE

RETURN ORIGINAL COPY TO THE REGION OFFICE FOR REVIEW

FOR DEPARTMENT OF TRANSPORTATION USE

REGION <u>Mitchell</u>	OWNER CODE <u>SD</u>	FEE AMOUNT <u>NO FEE CITY LIMITS</u>	DATE FEE RECEIVED <u>NA</u>
HIGHWAY NO <u>190E</u>	MRM <u>333</u>	SIGN SIZE <u>14x44</u>	TOTAL FACE AREA (SQ. FT.) <u>615</u>
REMARKS <u>on-premise and within city limits - fee waived</u>			ZONING ☒ ZC ☐ UA ☐ ZI ☐ UZ ☐ OZ ☐ UC or UI

[Signature]

REGION BEAUTIFICATION AGENT

6/20/2017

REVIEWED

- ☐ PERMIT IS DISAPPROVED AS SIGN DOES NOT MEET ALL CRITERIA OF SDCL 31-29.
- ☐ PERMIT IS APPROVED FOR THIS SIGN WHICH IS CLASSIFIED AS A NONCONFORMING ADVERTISING DEVICE ON THIS DATE.
- ☒ PERMIT IS APPROVED FOR THIS SIGN WHICH IS CLASSIFIED AS A CONFORMING ADVERTISING DEVICE ON THIS DATE.

[Signature]

DIVISION OF OPERATIONS

6/21/2017

APPROVED

DISAPPROVED

DISTRIBUTION AFTER ACTION: ORIGINAL - CENTRAL OFFICE COPY - REGION OFFICE COPY - SIGNOWNER

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
OUTDOOR ADVERTISING PERMIT APPLICATION**SIGNOWNER**

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ADDRESS: <u>1800 E SPRUCE ST</u>	<u>605-995-3022</u>
CITY: <u>MITCHELL</u> STATE: <u>SD</u> ZIP: <u>57301-4900</u>	

LOCATION OF SIGN

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SIGN LOCATED ON (CHECK ONE) ☐ - NORTH SIDE OF HIGHWAY ☒ - SOUTH SIDE OF HIGHWAY ☐ - EAST SIDE OF HIGHWAY ☐ - WEST SIDE OF HIGHWAY		DISTANCE FROM SIGN TO R-O-W (IN FEET) <u>3 FT.</u>	DISTANCE TO NEAREST SIGN (IN FEET) <u>500+</u>	N ☐ S ☐ E ☒ W ☐
LEGAL DESCR SW 1/4 East of RY and South of I-90 except lot 1 of Tech Center addition, and except Lot 1 of Utility Addition, and except lots 1 and 2 of Trades Center Addition, and except lot 1 of MTI Administration addition and platted various of (Township 103 Range 60) the City of Mitchell, Davison County, South Dakota.				
PROPERTY OWNER (NAME AND ADDRESS) <u>MITCHELL TECHNICAL INSTITUTE</u>			TELEPHONE NUMBER <u>605-995-3022</u>	
IF APPLICABLE PLEASE ATTACH LANDOWNER ACKNOWLEDGEMENT OF LEASE				

MARK WILSON, PRESIDENT [Signature] 6/1/2017
LANDOWNER NAME (PRINTED) LANDOWNER SIGNATURE DATE

SIGN FEATURES

SIGN STYLE ☐ - BACK TO BACK ☐ - SINGLE FACE ☒ - V TYPE ☐ - DOUBLE FACED	SKETCH AND DIMENSIONS <u>ATTACHED.</u> <u>#3 - WEST END OF PROPERTY</u>
TYPE OF CONSTRUCTION ☒ - METAL ☐ - WOOD ☐ - COMBINATION	
LIGHTED ☒ - YES ☐ - NO	

I CERTIFY THAT ALL STATEMENTS ARE TRUE AND COMPLETE, WITH THE SAME FORCE AND EFFECT AS THOUGH GIVEN UNDER OATH AND HEREWITH ACCEPT THE TERMS AND CONDITIONS OF SDCL 31-29, HIGHWAY BEAUTIFICATION AND REGULATION OF ADVERTISING, AND AGREE TO FULLY COMPLY THEREWITH.

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MARK WILSON, PRESIDENT [Signature] 6/1/2017
SIGNOWNER NAME (PRINTED) SIGNOWNER SIGNATURE DATE

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FOR DEPARTMENT OF TRANSPORTATION USE

REGION <u>Mitchell</u>	OWNER CODE	SEE AMOUNT <u>NO FEE</u>	DATE FEE RECEIVED <u>NA</u>
HIGHWAY NO <u>190E</u>	MRM <u>333</u>	SIGN SIZE <u>14x40</u>	TOTAL FACE AREA (SQ. FT.) <u>672</u>
REMARKS <u>on-premise and within city limits - fee waived</u>			ZONING ☒ ZC ☐ UA ☐ Z1 ☐ UZ ☐ OZ ☐ UC or UI

[Signature] 6/20/2017
REGION BEAUTIFICATION AGENT REVIEWED

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[Signature] 6/21/2017
DIVISION OF OPERATIONS APPROVED DISAPPROVED

DISTRIBUTION AFTER ACTION: ORIGINAL - CENTRAL OFFICE COPY - REGION OFFICE COPY - SIGNOWNER

IVY SQUARE SUBDIVISION OF SQUARE 17, WEAVER'S SQUARES

IN THE CITY OF MITCHELL, DAVISON COUNTY, SOUTH DAKOTA



PROJECT NO: 16099
DATE: 06/07/2017
DRAWN BY: RDK
CHECKED BY: RDK
SHEET NO: 1 OF 1

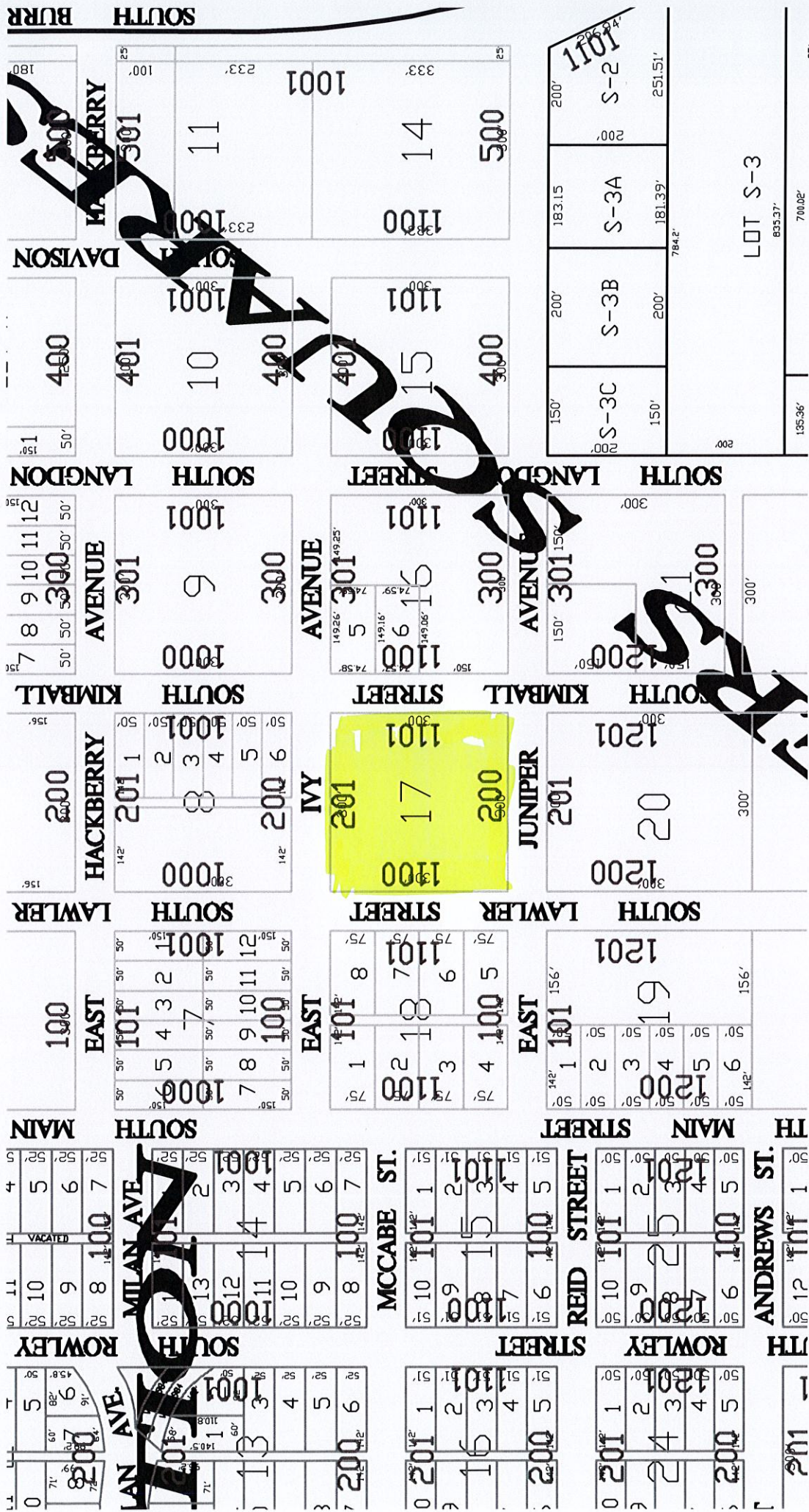
MASTER PLAN

IVY SQUARE SUBDIVISION OF SQUARE 17, WEAVER'S SQUARES

1111 N. LAKE AVENUE
SIOUX FALLS, SD 57104
PHONE: 605-271-5527
EMAIL: infrastructure@redg.com

PREPARED BY:

infrastructure
design group, inc.





4th

