**City of Tea**

**Planning & Zoning Meeting**

**November 12th, 2024 5:30 PM**

**Tea City Hall**

1. **Call to Order**

Board President Joe Munson called the meeting to order at 5:30 p.m. with the following board members present: Todd Boots, Barry Maag, Bob Venard, and Stan Montileaux. Tea City Hall staff members Kevin Nissen, Planning and Zoning Administrator, and Ellen Martin, Assistant Planner were also present.

1. **Approval of the Agenda**

**Motion** by Maag, Seconded by Montileaux to approve the agenda. All members voted AYE.

1. **October 22nd, 2024 Minutes**

**Motion** by Venard, Seconded by Maag to approve the October 22nd, 2024 Minutes. All members voted AYE.

1. **5:35 Public Hearing – Conditional Use Permit #24-10 Motor Vehicle Sales & Service, 2020 Industrial St, Unit 1, Tea, SD 57064**

The Board held a public hearing to discuss the Conditional Use Permit application submitted by Jordan Whiteside for motor vehicle sales and service in a light industrial district. Only minor repairs will be done on-site. No one from the public came to comment.

**Motion** by Boots, Seconded by Maag to approve Conditional Use Permit #24-10 Motor Vehicle Sales & Service, 2020 Industrial St, Unit 1 with the requirements that vehicles will not be stored outside of the building, and proof of permission from the neighboring business to use their parking spaces must be provided to Tea City Hall. All members voted AYE.

1. **Guen-Wald Building Addition, Cold Storage**

The Board reviewed the addition for cold storage at 1101 N. Heritage Pkwy. There are minor comments from Tom Paisley that need to be addressed.

**Motion** by Maag, Seconded by Montileaux to approve the Guen-Wald Building Addition. All members voted AYE.

1. **Glass Doctor Office/Warehouse Remodel**

The Board reviewed the remodel for the Glass Doctor at 1040 Gateway Blvd. There are minor comments from Tom Paisley that need to be addressed. Additional parking may be needed.

**Motion** by Venard, Seconded by Maag to approve the Glass Doctor Office/Warehouse Remodel. All members voted AYE.

1. **Kwik Star Site Plan**

The Board reviewed the site plan for a Kwik Star gas station at 1940 Commerce St. HDR has reviewed the site plan and requires small changes before it can be approved.

**Motion** by Boots, Seconded by Montileaux to approve the Kwik Star Site Plan pending HDR’s approval. All members voted AYE.

1. **Equipment Blades Site Plan**

The Board reviewed the site plan for an Equipment Blades factory at 2040 Merchant St. HDR has reviewed the site plan and requires changes before it can be approved.

**Motion** by Boots, Seconded by Maag to approve the Equipment Blades Site Plan pending HDR’s approval. All members voted AYE.

1. **Other Business**

The Board discussed the 2025 Planning & Zoning Meeting Schedule:

|  |  |
| --- | --- |
| January 14th  | February 11th |
| March 11th  | April 8th & 22nd  |
| May 13th & 27th  | June 10th & 24th  |
| July 8th & 22nd  | August 12th & 26th |
| September 9th & 23rd  | October 14th  |
| November 18th | December 9th  |

The Board also discussed the 2025 election of officers which will be held in the next meeting on December 10th, 2024.

**Motion** by Venard, Seconded by Maag to adjourn the meeting at 6:18 p.m. All members voted AYE.

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Joe Munson - Zoning Board President

ATTEST:

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Kevin Nissen – Zoning Administrator

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