

# Agenda

# Yankton County Commission

10:00 AM, Thursday, February 28, 2019  
Commission Chamber  
Yankton County Government Center

**Meeting chaired by:** Dan Klimisch, Chairperson

**01 Call to order:** 10:00 AM **PLEDGE OF ALLEGIANCE**

**02 Roll Call:** \_\_\_\_\_ Cheri Loest \_\_\_\_\_ Joseph Healy  
\_\_\_\_\_ Gary Swensen \_\_\_\_\_ Don Kettering \_\_\_\_\_ Dan Klimisch

## AGENDA ITEMS

No.	Time	Item Description	Presenter
03	10:00 AM	Abstain Financial Conflict of Interest (SDCL 6-1-17) Non-Financial Interest-Must State Reason for Abstaining	Commissioners
04	10:03 AM	Approval of Agenda with Additions/Changes	Commissioners
05	10:05 AM	Public Comments	
06	10:15 AM	Advertise for Deputy Planning and Zoning Administrator	Commissioners
07	10:20 AM	Temporarily Contracting Out Planning and Zoning Operations	Commissioners
08	10:25 AM	Approve Planning and Zoning Commissioner Job Description and Application Form	Commissioners
09	10:30 AM	Class F Permits	States Attorney
10	10:35 AM	Executive Session/Litigation SDCL 1-25-2(3) And Personnel SDCL 1-25-2(1)	Commissioners
11	10:40 AM	Items for Next Meeting	

**LETTER OF AGREEMENT  
BETWEEN  
YANKTON COUNTY  
AND  
PLANNING AND DEVELOPMENT DISTRICT III**

This agreement is hereby entered into between Planning and Development District III, hereinafter referred to as "District" and Yankton County, hereinafter referred to as the "County."

I. PURPOSE

- A. Provide administrative and technical assistance services to the Yankton County Planning Commission and County Commission/Board of Adjustment. The work activities shall support land use regulations, drainage controls, flood plain management, and nuisance abatement. The primary focus of the assistance is to maintain continuity in the day to day operation of the County's planning and zoning office.

II. DISTRICT RESPONSIBILITIES

District Staff shall:

- A. Be empowered to act in the official capacity of Administrative Authority for Yankton County, in all land use, flood plain, and drainage management and/or enforcement matters.
- B. Prepare and/or review public notices and forward them for publication in order that legal requirements for said publications are met.
- C. Prepare complete agendas with appropriate attachments in order to prepare Planning Commission (PC), Board of Adjustment (BOA), and County Commission members for meetings.
- D. Make recommendations on items that require board action. Recommendations shall provide options and/or alternatives as appropriate.
- E. Keep the States Attorney Office informed of potential problem areas. The District shall request assistance when legal interpretation is required and request States Attorney Office participation in meetings after consulting with the County Commission representatives on the Planning Commission.
- F. Be responsible for conducting site visits regarding specific zoning-related applications.
- G. Assist the Chairperson with procedural advice during Planning Commission and County Commission/Board of Adjustment meetings/public hearings.
- H. Review, update, and/or establish policies on administrative procedures which may include application forms, sample notices, and an administration manual.
- I. Review and provide amendment recommendations regarding existing comprehensive plan, and zoning, subdivision ordinances.
- J. Provide up to sixteen (16) hours per week in public and non-public office hours, BOA/PC Meetings, and BOA field review. This limitation may be exceeded as conditions warrant.



# YANKTON COUNTY

## JOB DESCRIPTION Appointed Position

<b>Job Title:</b>	<b>Planning Commissioner</b>
<b>Appointment Period:</b>	<b>3 years</b>
<b>Appointing Body:</b>	<b>Yankton County Commission</b>
<b>Meeting Expectations:</b>	<b>Monthly, plus additional meetings as required</b>
<b>Staff Support:</b>	<b>Yankton County Zoning Administration Personnel</b>
<b>Authorizing Statute:</b>	<b>SDCL 11-2-2</b>

### General Statement of Planning Commission Duties:

- Prepares and amends the county comprehensive plan
- Prepares and amends the county zoning ordinance and map
- Develops subdivision and any other land use regulations
- Conducts public hearings to obtain input on plans, ordinances, and applications
- Advises the County Commission on zoning-related requests and policy issues
- Prescribes appropriate conditions and safeguards in conformity with the ordinance
- Assists the County Commission with special studies or other land use related research

### Necessary Skills:

- Listens, without interjecting personal opinions or comments
- Knows of, or willingness to learn about, county land use issues and responsibilities
- Considers all points of view and interests
- Commits to being prepared for meetings by reviewing applicable information in advance
- Communicates with fellow commissioners and the public in a courteous and professional manner
- Seeks answers to relevant questions and impartially analyzes information
- Comprehends and applies zoning regulations to pending applications

### Role Expectations:

- Ability to sustain harmonious working relationships with commission members, county officials, residents, and the public
- Treat fellow officials, staff, and the public with courtesy, even during a disagreement
- Excuse themselves from discussion and decisions when experiencing a conflict of interest.
- Committed to attending all meetings unless prevented by an acceptable excuse. Three (3) unexcused absences in a 12 month period are grounds for dismissal from the Commission
- Avoid commenting about ongoing commission proceedings, outside of official meetings
- Give full considerations to all aspects of a project, including protection of the environment
- Lay aside any personal experiences or biases that may contribute to prejudging a decision
- Bring forward any relevant knowledge, experiences, or information that may contribute to a greater understanding of an issue or topic

### Certification:

I hereby certify that I have read and accept the duties and obligations associated with this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Yankton County  
Board Appointment Application  
Planning Commission**

**Applicant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Occupation (current, or past if retired):** \_\_\_\_\_

1. On a scale of 1 to 5, with 5 being “outstanding”, please evaluate your knowledge of the following topics. Circle only *one answer* per item.

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a) Land use planning                      | 1 | 2 | 3 | 4 | 5 |
| b) Zoning regulations                     | 1 | 2 | 3 | 4 | 5 |
| c) Subdivision regulations                | 1 | 2 | 3 | 4 | 5 |
| d) Land development/real estate practices | 1 | 2 | 3 | 4 | 5 |
| e) Local government management            | 1 | 2 | 3 | 4 | 5 |
| f) Environmental regulations              | 1 | 2 | 3 | 4 | 5 |
| g) Economic/community development issues  | 1 | 2 | 3 | 4 | 5 |

2. Please select one of the previous topics and explain why it is particularly important to you.

\_\_\_\_\_

\_\_\_\_\_

3. Have you ever served on a similar commission or board?     **Yes**     **No**

a) If yes, what one thing stood out as a learning experience for you? \_\_\_\_\_

\_\_\_\_\_

4. Why are your qualifications a good fit for the Yankton County Planning Commission? \_\_\_\_\_

\_\_\_\_\_

5. How will you contribute to the overall effectiveness of the Planning Commission? \_\_\_\_\_

\_\_\_\_\_

**Board or Organization References**

Please list the name of a local organization or board that you have been an active member of in the past. By responding, you are giving Yankton County permission to contact the entity, concerning your involvement.

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date