

**City of Harrisburg Planning Commission**  
**Approved Meeting Minutes for January 14, 2025, Meeting at 6:00 P.M.**  
**Heritage Board Room**  
**200 E. Willow Street, Harrisburg, SD**

**Call to Order and Roll Call**

The regular meeting of the City of Harrisburg Planning Commission was called to order by Chairperson Bicknase at 6:00 p.m. on January 14, 2025. Commissioners Matthew Irish, Jason Schipper, Jim Nielsen, and Chairperson Bruce Bicknase were present. Chad Huwe and Jen Cleveland were present on behalf of City Planning & Zoning. Alderman Pete Wodzinski and City Administrator Amanda Mack were also present.

**Approval of Agenda**

Chairperson Bicknase asked if there were any changes to the meeting agenda. No changes were presented. A motion was made by Commissioner Schipper, seconded by Commissioner Nielsen, to approve the agenda as presented. A voice vote was taken. Yeas: Irish, Schipper, Nielsen, Bicknase. Nays: None. Motion carried 4-0.

**Approval of the Meeting Minutes**

1. Approve the draft minutes of the November 12, 2024 meeting.

Chairperson Bicknase asked if there were any changes to the meeting minutes of November 12, 2025, draft meeting minutes. No revisions were presented. A motion was made by Commissioner Schipper, seconded by Commissioner Irish, to approve the meeting minutes. A voice vote was taken. Yeas: Irish, Schipper, Nielsen, Bicknase. Nays: None. Motion carried 4-0.

**Old Business**

No old business was discussed.

**Public Comment on Non-Agenda Items**

City Administrator Amanda Mack introduced herself as the new Harrisburg City Administrator and thanked the Planning Commission members for their service to Harrisburg.

**Public Hearings**

1. A public hearing has been scheduled for 6:00 p.m. or shortly thereafter to accept public input on a request to rezone the following parcels:
  - a) Rezone Lot 6A, Block 2, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.02.006A) from R-2 Low Density Residential to R-1 Single-Family Detached Residential.
  - b) Rezone Lot 12, Block 2, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.02.012) from R-2 Low Density Residential to R-1 Single-Family Detached Residential.
  - c) Rezone Tract 1, Block 6, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.06.100) from R-2 Low Density Residential to NR Natural Resources.
  - d) Rezone Tract 2, Block 6, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.06.200) from R-2 Low Density Residential to NR Natural Resources.

Chairperson Bicknase opened the public hearing at 6:06 p.m. No public comment was

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received.

2. A public hearing has been scheduled for 6:00 p.m. or shortly thereafter to accept public input regarding an application for an amendment to a Conditional Use Permit for an off-premises digital sign at 27249 SD Highway 115. (Cyclops Media)

Chairperson Bicknase opened the public hearing at 6:06 p.m. Jen Cleveland commented that the applicant for this item has requested the item be postponed to a later date and will be re-advertised as a public hearing at that time. No additional comments were made.

3. A public hearing has been scheduled for 6:00 p.m. or shortly thereafter to accept public input regarding an application for a Conditional Use Permit for the relocation of an off-premises static billboard at 27249 SD Highway 115. (Lamar Outdoor Advertising)

Chairperson Bicknase opened the public hearing at 6:06 p.m. Jen Cleveland commented that the applicant had withdrawn this application. No additional comments were made.

4. A public hearing has been scheduled for 6:00 p.m. or shortly thereafter to accept public input regarding the creation of tax increment district number six.

Chairperson Bicknase opened the public hearing at 6:06 p.m. Jen Cleveland commented that the applicant for this item has requested the item be postponed to a later date and will be re-advertised as a public hearing at that time. No additional comments were received; therefore, Chairperson Bicknase closed the public hearings at 6:06 p.m.

**New Business**

1. Review and recommendation to the City Council a request to rezone the following properties as follows:
  - a) Rezone Lot 6A, Block 2, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.02.006A) from R-2 Low Density Residential to R-1 Single-Family Detached Residential.
  - b) Rezone Lot 12, Block 2, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.02.012) from R-2 Low Density Residential to R-1 Single-Family Detached Residential.
  - c) Rezone Tract 1, Block 6, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.06.100) from R-2 Low Density Residential to NR Natural Resources.
  - d) Rezone Tract 2, Block 6, Sunny Haven Estates Addition to the City of Harrisburg, (parcel 271.14.06.200) from R-2 Low Density Residential to NR Natural Resources.

Chad Huwe presented a summary of the applications being forwarded by the Planning office. Commissioner Schipper made a motion, seconded by Commissioner Nielsen, to recommend approval of the applications to City Council. A voice vote was taken. Yeas: Irish,

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Schipper, Nielsen, Bicknase. Nays: None. Motion carried 4-0.

2. Election of officers for 2025.

Commissioner Schipper made a motion, seconded by Commissioner Irish, to elect Bruce Bicknase as Planning Commission Chairperson for 2025. Chairperson Bicknase asked if there were any other nominations. No other nominations were made. Therefore, a voice vote was taken to elect Bruce Bicknase as chairperson for 2025. Yeas: Irish, Schipper, Nielsen, Bicknase. Nays: None. Motion carried 4-0.

Commissioner Irish made a motion, seconded by Commissioner Nielsen, to elect Commissioner Schipper as Planning Commission Vice-Chairman for 2025. A voice vote was taken. Yeas: Irish, Schipper, Nielsen, Bicknase. Nays: None. Motion carried 4-0.

**Administrative Reports and Commission Input**

1. Commission input.

Chairperson Bicknase inquired about amendment drafts to the zoning regulations regarding signs. Jen Cleveland confirmed that staff is working on amendments specifically related to billboards and they will be brought forward for review soon.

2. Building permit reports for November and December 2024.

Jen Cleveland presented the issued building permit reports and the monthly comparison from previous years.

3. Plats filed in November 2024

- Lots 24-30, Block 6 and Lots 1-10, Block 8 of Mydland Estates Addition
- Lot 1A and 2A of Sunrise Addition
- Tract 30 & 31 of Industrial Park Addition
- Lot 1, Block 1 of Sejnoha Addition
- Lot H-4 of Dirks Addition

4. Plats filed in December 2024

- Lots 9A-9E, 10A-10C, 11A-11D, 12A-12C, 13A, 13B, 14A-14C, 15A & 15B, Block 1, Sunny Haven Estates
- Lots 1,2A,2B, 3-5 BLK 1; Lots 4 & 5, Block 2 & Lots 1-7 Block 3, Flatiron Crossing Addition
- Lot 12A, Tract 4, Green Meadow Addition

5. Planning Commission Calendar for 2025

Chairperson Bicknase pointed out that the November meeting is scheduled for Wednesday November 12, 2025, due to Veterans Day falling on Tuesday, November 11.

**Adjournment**

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A motion to adjourn was made at 6:23 p.m. by Commissioner Schipper, seconded by Commissioner Nielsen. A voice vote was taken. Yeas: Irish, Schipper, Nielsen, Bicknase. Nays: None. Motion carried 4-0.

*Respectfully Submitted,  
Jen Cleveland*

DRAFT