

**Lincoln County Planning Commission
Meeting Minutes
November 17, 2025**

CALL TO ORDER AND ROLL CALL

The regular meeting of the Lincoln County Planning Commission was called to order by Acting Chairperson Scott on November 17, 2025, at 6:30 p.m. in the Commissioner's Meeting Room of the Lincoln County Courthouse. Planning Commission members present were Marlene Sweeter, Todd Boots, Betty Otten, Scott Green, and Erik Scott. The county staff present were Toby Brown, Caden Lambka, and Joe Meader.

APPROVAL OF THE MEETING MINUTES

- 1) Planning Commission Meeting of Monday, October 20, 2025.

Commissioner Scott asked if there were any changes to the meeting minutes from October 20, 2025. No one proposed any changes. A motion was made by Commissioner Boots and seconded by Commissioner Green to approve the meeting minutes from October 20, 2025. A voice vote was taken. Yeas: All. Nays: None. Motion carried.

APPROVAL OF THE MEETING AGENDA

Commissioner Scott asked for a motion to approve the meeting agenda. A motion was made by Commissioner Sweeter and seconded by Commissioner Green to approve the meeting agenda. A voice vote was taken. Yeas: All. Nays: None. Motion carried.

PUBLIC INPUT ON NON-AGENDA ITEMS

Commissioner Scott opened the floor for public input on non-agenda items. Hearing none, he closed the floor to public input on non-agenda items.

PUBLIC HEARINGS

- 1) **Application:** USE-0058-2025: Conditional use permit to exceed 1,500 square feet of total accessory building area (requesting 2,820 square feet) on the property described as Lot B and the East Thirty-Three Feet (E33') of Lot A of Tschettters Subdivision of part of Tracts One (1) and Two (2) in the Northeast Quarter (NE1/4) of Section Twenty-Five (25), Township One Hundred (100) North, Range Fifty (50) West of the 5th P.M., Lincoln County, South Dakota.
Applicant: Troy Kooima
Property Owner: Troy Kooima and Jana Kooima
Location: Parcel: 47555 271st Street

Toby Brown introduced the application and presented a brief summary of the staff report. No questions were posed from the Commission. Troy Kooima was present to speak and answer questions regarding the application. Troy addressed questions from the Commissioners regarding the current ownership of the subject property, and the current location of the accessory building to be moved. No further questions were posed from the Commission. Commissioner Scott then opened the floor to public comment. Hearing none, Commissioner Scott closed the floor to public comment. A motion was made by Commissioner Green and seconded by Commissioner Boots to approve the application 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 2,820 square feet.
3. That the building shall be accessory to the continued use of the property as a single-family lot.
4. The building shall not be used for commercial uses at any time.
5. The building shall not be used as a dwelling at any time.
6. That all outdoor lighting shall be shielded or use a hood and lens that cast light downward to minimize the amount of light cast onto adjacent properties.

A roll call vote was taken. Yeas: Sweeter, Boots, Green, and Scott. Nays: None.
Abstain: Otten. Motion carried.

- 2) **Application:** USE-0059-2025: Conditional use permit to allow a Class 1 Major Home Occupation on the property described as Lot B and the East Thirty-Three Feet (E33') of Lot A of Tschetters Subdivision of part of Tracts One (1) and Two (2) in the Northeast Quarter (NE1/4) of Section Twenty-Five (25), Township One Hundred (100) North, Range Fifty (50) West of the 5th P.M., Lincoln County, South Dakota.
Applicant: Troy Kooima
Property Owner: Troy Kooima and Jana Kooima
Location: Parcel: 47555 271st Street

Toby Brown introduced the application and presented a brief summary of the staff report. No questions were posed from the Commission. Troy Kooima was present to speak and answer questions regarding if he was satisfied with the proposed conditions, and if he would abide by them. No further questions were posed from the Commission. Commissioner Scott then opened the floor to public comment. Hearing none, Commissioner Scott closed the floor to public comment. A motion was made by Commissioner Boots and seconded by Commissioner Sweeter to approve the application with the following conditions:

1. The location of buildings/operations shall adhere to the submitted site plan.
2. The occupation shall be conducted entirely within a dwelling and/or accessory building and clearly incidental to the use of the structure for residential purposes.
3. The occupation shall be operated by a member of the family residing in the dwelling.
4. Employees of the occupation shall be limited to residents of the dwelling and up to two non-resident employees, not to exceed four employees on site.
5. In addition to the dwelling, up to 2,000 square feet of accessory building space may be used for the occupation.
6. The occupation shall not create noise which, when measured off the property, exceeds 60 decibels between the hours of 8:00 a.m. and 6:00 p.m. The occupation shall not create noise which is detectable to the normal sensory perception off the property between the hours of 6:00 p.m. and 8:00 a.m. These off the property noise standards shall not apply to public and railroad rights-of-way.
7. The occupation shall not create vibration, glare, fumes, odor, or electrical interference detectable to the normal senses off the property.

8. No outside storage, display of goods or merchandise, or external evidence of the occupation shall occur except as outlined in this section.
9. A non-illuminated nameplate not exceeding two square feet in area may be placed on the dwelling or accessory building. Additionally, one non-illuminated sign not exceeding four square feet in area may be located along the driveway for the occupation. No off-premises signs shall be used.
10. The occupation shall not generate more than ten visits per day from clients or customers averaged over a period of seven consecutive days.
11. There shall be only limited and incidental sale of products conducted on the premises.
12. The number of deliveries generated by the occupation shall not significantly affect the character of the area. Delivery vehicles shall be limited to auto, pick up, or typical delivery service truck.
13. That all outdoor lighting shall be shielded or use a hood and lens that cast light downward to minimize the amount of light cast onto adjacent properties.
14. The permit holder is responsible for compliance with all Federal, State, and Local rules, regulations, and permitting requirements.

A roll call vote was taken. Yeas: Sweeter, Boots, Green, and Scott. Nays: None. Abstain: Otten. Motion carried.

- 3) **Application:** USE-0063-2025: Conditional use permit to exceed 1,500 square feet of total accessory building area (requesting 8,000 square feet) on the property described as Tract 1 of Johnson's Addition in the Northwest Quarter of the Southwest Quarter (NW1/4SW1/4) of Section 9, Township 98 North, Range 50 West of the 5th P.M., Lincoln County, South Dakota.
Applicant: Patrick Duffy
Property Owner: Patrick B. and Channelle N. Duffy
Location: Parcel: 47555 271st Street

Toby Brown introduced the application and presented a brief summary of the staff report. Toby Brown then answered questions from various Commission members, answering that the reason for a CUP is for total accessory building space on the property, not individual space. Patrick Duffy was present to speak and answer questions regarding the application. No questions were posed from the Commission. Commissioner Scott then opened the floor to public comment. Hearing none, Commissioner Scott closed the floor to public comment. A motion was made by Commissioner Green and seconded by Commissioner Boots to approve the application 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 8,000 square feet.
3. That the building shall be accessory to the continued use of the property as a single-family lot.
4. The building shall not be used for commercial uses at any time.
5. The building shall not be used as a dwelling at any time.
6. That all outdoor lighting shall be shielded or use a hood and lens that cast light downward to minimize the amount of light cast onto adjacent properties.

A roll call vote was taken. Yeas: Sweeter, Boots, Green, and Scott. Nays: None.
Abstain: Otten. Motion passes.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

- 1) Toby Brown stated that the Joint Jurisdiction zoning ordinance text amendment passed on October 28, 2025. Toby Brown also stated that PD-0043 and PD-0047 are scheduled for a public hearing by the Board of Commissioners on November 25, 2025. Further, Toby Brown stated that a Joint Jurisdiction planning commission meeting will take place next month, on December 10, 2025.

ADJOURNMENT

A motion was made by Commissioner Boots and seconded by Commissioner Sweeter to adjourn the meeting at 6:58 p.m. A voice vote was taken. Yeas: All. Nays: None. Motion carried.

[MIN FOOT]