

**PLANNING AND ZONING AGENDA**  
**TUESDAY, JANUARY 14, 2020**  
**CITY HALL - 7:00 P.M.**

- 1) ROLL CALL  
Mark Anderson, Eric Bartmann, Matt Cain, Tim Graham, Brad Miles, Stephanie Olson-Voth, Tony Randall
  
- 2) APPROVAL OF THE AGENDA
  
- 3) APPROVAL OF MINUTES for:
  - December 30, 2019 meeting
  
- 4) HEARINGS/PETITIONS/APPLICATIONS
  - 7:05 Variance Hearing – 204 E Hwy 38 – Driveway Width
  
- 5) OLD BUSINESS
  
- 6) NEW BUSINESS
  - Certificates of Appointment – Mark Anderson
  - Election of Chairman for 2020
  - Election of Vice-Chairman for 2020
  
- 7) UPDATES
  - Code Enforcement Update – Bryan Voth
  - Building Inspection Update – Paul Clarke
  - City Administrator Updates – Teresa Sidel
  
- 8) ADJOURNMENT

**Next Planning & Zoning Meeting: Tuesday, January 28, 2020**

## Planning and Zoning Meeting – Regular Meeting December 30, 2019

Chairman Tony Randall called the meeting to order at 7:00 p.m. at Hartford City Hall with the following planning and zoning members present: Tim Graham, Stephanie Olson-Voth, Eric Bartmann, Matt Cain and Brad Miles. Mark Anderson was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

**Approve Agenda:** A motion was made by Cain, second by Olson-Voth to approve the agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The November 26, 2019 meeting minutes were reviewed. A motion was made by Cain, second by Graham to approve the November 26, 2019 regular meeting minutes – all voted yes, motion carried.

### **Hearings/Petitions/Applications**

- **Review Plat for Lots 4A & 8A, Block 2 of Brower Addition:** The city currently has platting jurisdiction with Minnehaha County. This means that all plats (or replats) that are within the city's growth area must first be approved by the City of Hartford before they can be presented to the County for approval. Vance Peterson has submitted a plat for Lots 4A & 8A in Block 2 of the Brower Addition, which is in the city's platting jurisdiction. The city engineers have reviewed the plat and it conforms with city standards. A motion was made by Bartmann, second by Olson-Voth to approve the plat for Lots 4A & 8A, Block 2 of Brower Addition – all voted yes, motion carried.

### **New Business:**

- **Certificate of Appreciation:** Matt Cain has served on the city's Planning and Zoning Board for 4 years and 7 months. Due to other commitments, he has decided to step down from the Board. Chairman Randall presented him with a Certificate of Appreciation and thanked him for his service to the city.
- **Certificate of Appointments:** Chairman Randall presented a Certificate of Appointment to Brad Miles. Miles was appointed by the Mayor to serve an additional 2-year term to run from January 2020 to the end of December 2021.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide a report to the Board. Currently there are 7 open single-family homes and 1 twin homes in various stages of construction. Clarke gave the Board an update on a couple of commercial projects within town, along with an update on two properties that are going through the condemnation process.
- **City Administrator Update:** It was noted that the city plans to hold a Community Engagement Meeting. This is being planned for February 2020, with exact date, time and place to be determined. The Board was also briefed on an upcoming variance hearing for January 14<sup>th</sup>.

**Adjournment:** A motion was made by Bartmann, second by Cain to adjourn at 7:30 p.m. – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator, in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at Hartford City Hall.

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Teresa Sidel, City Administrator

**APPLICATION FOR ZONING VARIANCE**  
**HARTFORD, SOUTH DAKOTA**

(P)

APPLICATION NUMBER: \_\_\_\_\_ FEE \$20.00: 17077 check# or cash  
APPLICANT: BEAVERBUILT, INC. APPLICANT ADDRESS: 204 E HWY 38, HARTFORD  
PHONE NUMBER: 605-528-7400 EMAIL ADDRESS: bbuilt@unifelsd.com  
LEGAL DESCRIPTION: LOT 1 OF BEAVERBUILT ADDITION

VARIANCE ADDRESS: 204 E HWY 38, HARTFORD  
ZONING DISTRICT: \_\_\_\_\_  
DESCRIPTION OF VARIANCE REQUEST: SEE ATTACHED

I (we) hereby certify that the information given is correct and true and furthermore, I (we) agree to comply with any and all conditions concerning approval of this application and other zoning requirements of the City of Hartford. I (we) understand that if granted, the variance is subject to easements, restrictions and covenants of record.

Swenofen \_\_\_\_\_ 12/4/19  
Signature of Applicant Date

[Signature] \_\_\_\_\_ 12-9-19  
Authorized Zoning Official Date

**FOR OFFICE USE ONLY:**

The Board of Adjustment (consisting of all members of the Planning and Zoning Board) shall hear and decide all appeals. A variance shall not be allowed to vary the use regulations.

Date of Public Hearing held by the Board of Adjustment: 1-14-20 Time: 7:05 pm  
Granted \_\_\_\_\_ Denied \_\_\_\_\_ (2/3 members necessary to approve any appeal)

(signature of Chairman, Board of Adjustment)

If not granted, state reasons: \_\_\_\_\_

Notice published in Official Newspaper for P&Z Hearing (Not less than 10 days Prior to Hearing): 1-2-20  
Notice posted on Property for P&Z Hearing (10 days prior to Hearing): 1-2-20  
Public Hearing by Board of Adjustment: 1-14-20

## Variations:

The Board of Adjustment shall have the jurisdiction to hear and decide upon petitions for variations to vary the strict application of the height, area, setback, yard, parking or density requirements as will not be contrary to the public interest. For purposes of these regulations, public interest shall include the interests of the public at large within the City, not just neighboring property owners. At all times, the burden shall be on the applicant to prove the need for a variance. The following issues are to be considered, each and all of them, as determining factors in whether or not the issuance of a variance is justified:

- A. An unnecessary hardship must be established by the applicant who applies for the variance. For purposes of this Chapter, an unnecessary hardship is a situation where, in the absence of a variance, an owner can make no feasible or reasonable use of the property. Convenience, loss of profit, financial limitations, or self-imposed hardship shall not be considered as grounds for approving a variance by the Board of Adjustment.
- B. Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
- C. The variance requested is the minimum variance that will alleviate the hardship.
- D. Granting of the variance will comply with the general purpose and intent of this ordinance, and will not be offensive to adjacent areas or to the public welfare.
- E. No nonconforming use or structure in the same district and no permitted or nonconforming use or structure in other districts shall be considered grounds for the issuance of a variance.
- F. Exceptional and extraordinary circumstances apply to the property that do not apply to other properties in the same zone or vicinity and that result from lot size or shape, topography or other circumstances which are not of the applicant's making.
- G. In order to preserve the intent of these Zoning Regulations and to protect the public interest, the Board of Adjustment may attach conditions to a Variance. A Variance shall remain valid only as long as the property owner complies with any terms and conditions of the Variance, as attached by the Board of Adjustment.
- H. An Application for a Variance, available from the Authorized Official of the City of Hartford, shall be completed by the landowner requesting the Variance. Completed applications shall be returned to the Authorized Official for review. To be considered completed, the application shall contain the following information:
  1. Legal description of the land on which such variance is requested, together with local street address;
  2. Name and address of each owner of the property;
  3. Name, address, phone number and signature of the applicant;
  4. Zoning district classification under which the property is regulated at the time of such application;
  5. Description of the variance sought from the Zoning Regulations;
  6. Be accompanied with a site plan, unless waived by the Authorized Official.
- I. The Authorized Official shall review the application, and shall make a recommendation to the Board of Adjustment to either approve or not approve said application. The Authorized Official's recommendation shall include a summary of the application, and the reasons and justification for either approval or disapproval of the application.
- J. The Authorized Official shall set the date, time and place for a public hearing to be held by the Board of Adjustment. The Authorized Official shall notify the landowner by mail, and shall post notices of the public hearing at the City Office and on the property affected by the proposed Variance no less than ten (10) days prior to the scheduled public hearing. No less than ten (10) days before the public hearing, the Authorized Official shall publish notice of the public hearing in a legal newspaper of the city.
- K. The public hearing shall be held. The applicant may appear in person, or by agent or attorney. Minutes of the public hearing shall be recorded and kept in the records of the Board of Adjustment. Written findings certifying compliance with the specific rules governing the action considered at the public hearing shall be completed by the Board. The concurring vote of two-thirds (2/3) of the members of the Board of Adjustment shall be necessary to approve any variance or arrive at any determination.

## **PUBLIC NOTICE**

The Hartford Planning and Zoning Board, acting as the Board of Adjustment, will conduct a public hearing at 7:05 p.m. on Tuesday, January 14, 2020 at Hartford City Hall to review a variance application submitted by Beaverbuilt, Inc for Lot 1 of Beaverbuilt Addition. The request is for a driveway width variance to allow a 50-foot driveway along 9<sup>th</sup> Street. All interested parties may appear and be heard.

Dated this 2nd day of January, 2020.

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Teresa Sidel  
City Administrator

December 4, 2019

Beaverbuilt  
204 East Highway 38  
Hartford, SD 57033  
(605) 528-7400  
(605) 366-7809 Roger's cell phone

To whom it may concern:

We are requesting an additional 8' of driveway width and driveway location changes per our submitted drawing.

The original plan includes two 41' wide driveway approaches on the south side of the Beaverbuilt property adjacent to 9th Street. We would propose that the west driveway be 40' in width to accommodate our current south loading door and driveway pad. We would then propose that the east driveway be 50' in width to accommodate outgoing semi trucks. The original proposed 41' width for the east driveway would not be wide enough for semi trucks to properly exit our business onto 9th Street.

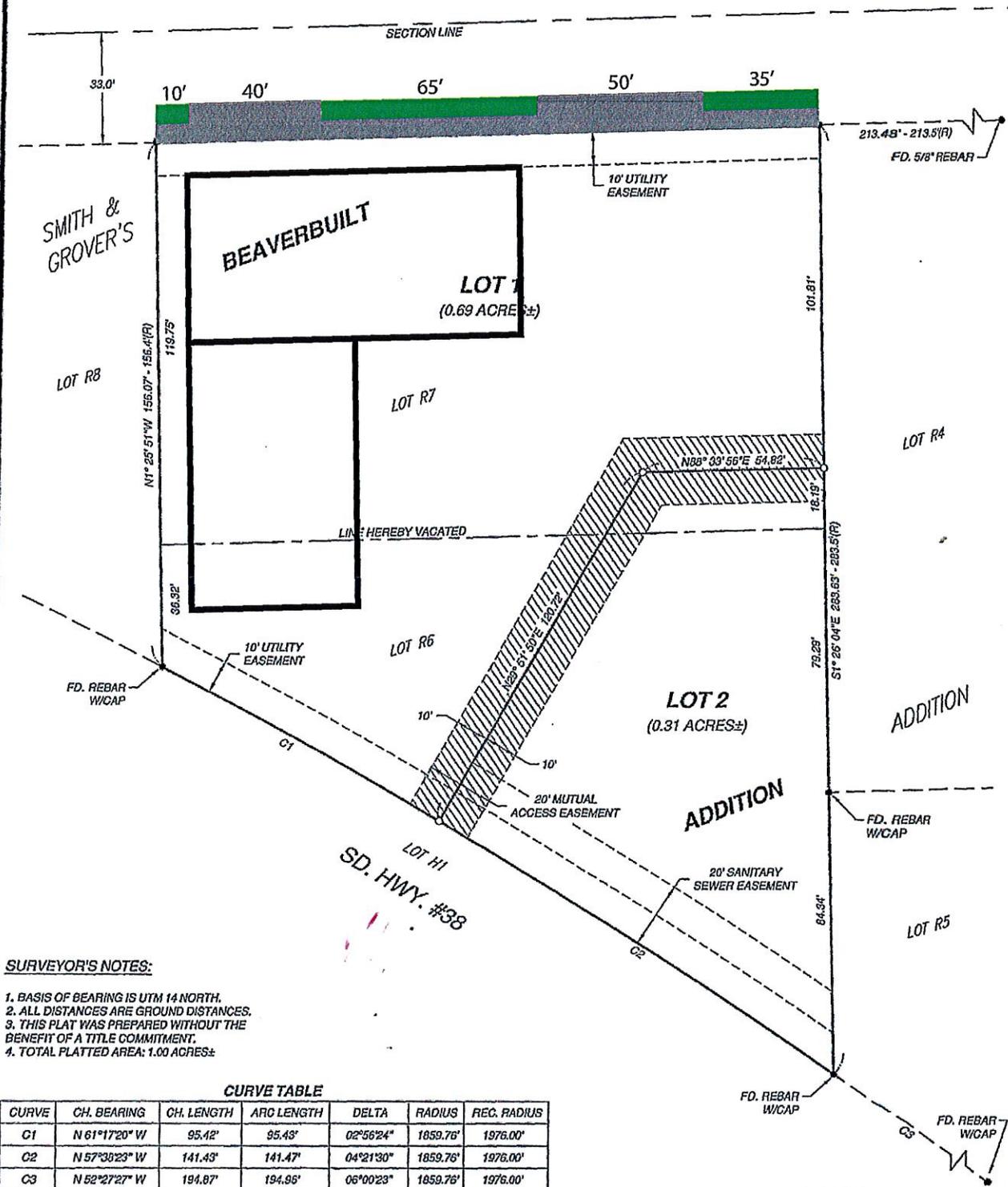
Our business has been using 9th Street as an exit for semis and trucks hauling our products for nearly 25 years. This exit is crucial to the operations of our business. If this driveway would not be extend to 50' we would have to have semis backing out onto Highway 38 to exit our property which would cause traffic congestion and pose safety concerns.

We appreciate your consideration.

Roger Rolfson  
Owner/President Beaverbuilt, Inc.

# LOTS 1 AND 2 OF BEAVERBUILT ADDITION

TO THE CITY OF HARTFORD, MINNEHAHA COUNTY, SOUTH DAKOTA

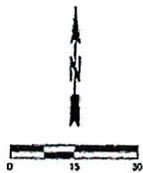


**SURVEYOR'S NOTES:**

1. BASIS OF BEARING IS UTM 14 NORTH.
2. ALL DISTANCES ARE GROUND DISTANCES.
3. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.
4. TOTAL PLATTED AREA: 1.00 ACRES±

**CURVE TABLE**

CURVE	CH. BEARING	CH. LENGTH	ARC LENGTH	DELTA	RADIUS	REC. RADIUS
C1	N 61°17'20" W	95.42'	95.43'	02°56'24"	1859.76'	1976.00'
C2	N 57°30'23" W	141.43'	141.47'	04°21'30"	1859.76'	1976.00'
C3	N 52°27'27" W	194.87'	194.96'	06°00'23"	1859.76'	1976.00'



**LEGEND**

	PROPOSED PROPERTY LINE
	EXISTING PROPERTY LINE
	PROPOSED EASEMENT LINE
	LINE HEREBY VACATED PER PLAT
	FOUND #5 REBAR UNLESS NOTED
	SET #5 REBAR WCAP RLS NO. 12467 UNLESS NOTED

PREPARED BY:

**infra** structure

1111 N. LAKE AVENUE  
SIOUX FALLS, SD 57104

**LOTS 1 AND 2 OF BEAVERBUILT ADDITION**  
TO THE CITY OF HARTFORD, MINNEHAHA COUNTY, SOUTH DAKOTA

PREPARED BY: 16009

DATE: 05/24/2016

DRAWN BY: BMK

## 2019 DECEMBER CODE REPORT

ADDRESS	DATE	CODE TYPE	REASON	SOURCE
100 E 9TH ST LOT4B	12/3/2019	MUNICIPAL	NO GARBAGE SERVICE	R
100 E 9TH ST LOT28	12/3/2019	MUNICIPAL	NO GARBAGE SERVICE	R
707 N VANDEMARK AVE	12/4/2019	MUNICIPAL	TRAILER PARKED ON GRASS	R
706 CRESSMAN TRAIL	12/11/2019	MUNICIPAL	VEHICLE PARKED ON GRASS	S
500 N MAIN AVE	12/17/2019	MUNICIPAL	TRAILER PARKED ON GRASS	S
100 KIA DR	12/25/2019	MUNICIPAL	VEHICLE PARKED ON GRASS	S
209 N MAIN AVE	12/27/2019	MUNICIPAL	JUNK	R
500 N VANDEMARK AVE	12/28/2019	MUNICIPAL	PARKED CITY PROPERTY	S
500 N VANDEMARK AVE	12/28/2019	MUNICIPAL	PARKED CITY PROPERTY	S
110 N KELLEY AVE	12/28/2019	MUNICIPAL	VEHICLE PARKED ON GRASS	S
210 CRESSWOOD DR	12/28/2019	MUNICIPAL	VEHICLE PARKED ON GRASS	S
408 S MAIN AVE	12/28/2019	MUNICIPAL	VEHICLE PARKED ON GRASS	S

R=Resident

S=Staff

Dec. 2019 Building Inspector Report

Permit #	Address	Date	Type 1	Type 2	Comments
2018.7	203 W. 7th street	12/2/19	bl'd	framing	approved partial lower level project
2018.99	403 S. Tessa ave	12/2/19	bl'd	final	closed out partial lower level project
2017.18	201 W. 8th street	12/2/19	bl'd	status	lower level project still in progress
2017.125	1070 Ruud Lane	12/2/19	bl'd	status	exterior wall stone being set
2014.10	512 N. Oaks ave	12/3/19	bl'd	status	framing complete-job was never complete in full.
2019.55	200 Mary Lane	12/3/19	bl'd	status	front deck not complete yet
2019.99	403 N. Main ave	12/4/19	bl'd	final	closed out egress window job
2019.79	100 S. Vandemark ave	12/6/19	bl'd	status	checked on front deck project
2019.79	107 N. Vandemark	12/6/19	bl'd	status	checked on rear yard deck for new home
2019.63	308/310 Bernadine	12/7/19	bl'd	final	closed out twin home project
2019.3	305 N. Colton Road	12/7/19	bl'd	final	closed out basement finish
2019.7	913 Trojan ave	12/7/19	bl'd	status	spoke with owner-no access-will be ready for final by 2-1-2020
2019.16	503 S. Main ave	12/7/19	bl'd	status	no access
2019.74	204 W. 4th street	12/7/19	bl'd	status	no Governors house set yet
2019.37	103 E. Opal lane	12/9/19	bl'd	status	check on new house -interior work on going
2019.49	108 E. Opal Lane	12/10/19	bl'd	pre final	reviewed new house checklist
2019.16	503 S. Main ave	12/10/19	bl'd	final	closed out lower level finish
2019.90	705 E. 2nd street	12/11/19	bl'd	status	H.S. single family house-framing continuing
2019.104	309 N. Main ave	12/11/19	bl'd	status	check on fire loss house
2019.75	100 E. 9th st. lot 6B	12/11/19	code	status	checked on mobile home status
2019.95	805 Trojan Lane	12/13/19	bl'd	status	new house framing continuing
2019.101	302 Emma Drive	12/13/19	bl'd	status	new house footing and foundation walls set-backfilled
2019.4	105 W. Opal Lane	12/13/19	bl'd	final	checked on status of 4 season room-deck progress
2019.49	108 E Opal Lane	12/14/19	bl'd	final	closed out lower level finish
2019.92	1102 N. Vandemark ave	12/16/19	bl'd	status	closed out new house permit
2019.72	805 Trojan Lane	12/17/19	bl'd	framing	egress window -other windows set-deck not done until Spring
2019.46	101/103 Kalvin dRive	12/20/19	bl'd	pre final	approved new house framing
2019.102	102 E. 4th street	12/20/19	bl'd	final	closed out (unit 101) twin home project
					closed out residing job

2019.74	204 W. 4th street	12/20/19	blt	status	checked on Gov. House site
2019.82	205 N. Oaks ave	12/20/19	blt	status	remodeling work continuing
2019.43	107 N. Vandemark	12/20/19	blt	status	new attached garage being framed for move on house
2019.81	614 Sherwood Circle	12/20/19	blt	status	new house rough framing continuing
	902 Nordic Circle	12/26/19	flat	status	checked on retaining wall project
	1001 Western ave	12/26/19	grading	status	checked on parking lot improvement project
	506 N. Eastern ave	12/26/19	place	status	checked on fence project
	108 E. Opal Lane	12/28/19	place	status	checked on possible new shed project
2017.125	1070 Ruud Lane	12/28/19	blt	status	spoke with owner about remaining items to be done
2017.132	202/204 Bernadine Lane	12/28/19	blt	final	closed out twin home project
2019.43	107 N. Vandemark	12/28/19	blt	status	garage portion moving forward-front stoop now built for move on house

## January 29, 2019 P&Z Notes

### Public Hearing:

- **7:05 Variance Hearing:** Roger Rolfson with Beaverbuilt Inc. has requested a driveway variance along 9<sup>th</sup> Street. The city is planning to improve 9<sup>th</sup> Street from Vandemark Avenue west to Highway 38 with curb, street, gutter and sidewalks. Original engineer drawings were allowing for 2 – 41' driveways on the Beaverbuilt property. Mr. Rolfson and his daughter Stacey Wengler expressed concerns with the width of these driveways. The nature of this business requires semi traffic daily. The currently gain access to this property from 9<sup>th</sup> Street in order to reduce traffic congestion along highway 38. Right now, there is no curb along 9<sup>th</sup> Street so the trucks have no issues with entering or existing this property. The owners believe the 2 – 41' driveways proposed by the city engineers would not be wide enough for semi-trucks to properly exit the business (Note: our zoning regulations for off-street parking only allow 40' driveways for businesses that are expecting semi traffic – not 41' as proposed by our engineer). Beaverbuilt is proposing that the west driveway be 40' per our regulations but they would like the east driveway be 50' to allow their trucks to exit more easily. So, they are actually needing a 10' driveway allowance for the east drive. I think that the applicant could argue that Condition F under our variance regulations would apply to them since this situation was not of the applicant's making and that the current full-access they now have off of 9<sup>th</sup> Street is being changed by the city to accommodate the new road. Enclosed in you packet is their application, along with a written explanation of their request and a propose layout for your reference.

### New Business:

- **Certificate of Appointment:** Mark Anderson was not at our last meeting, but we do have an appointment certificate for him since he was appointed by the Mayor for another 2-year term from January 2020 through December 2021.
- **Election of Chairman and Vice-Chairman for 2020:** The Board needs to elect a Chairman and a Vice-Chairman for 2020. Nominations will be sought and then votes will be taken. The Chairman is responsible for conducting the meeting but can make motions and have a vote. The Vice-Chairman will carry out the Chairman's duties if they are not present.

### Updates:

#### Code Enforcement Update:

- Our code enforcer, Bryan Voth, will start attending the P&Z meetings quarterly (you will still get a code enforcement report emailed to you monthly). This allows some one-on-one communication between the Board and the city's code enforcer. A paper copy of Bryan's December report is in the packet for your review.

#### Code Enforcer/Building Inspector Updates:

- Paul Clarke will be present to provide an update to the Board on building permits. A copy of his December report is in the packet for your review.

#### City Administrator Updates:

- **P&Z Vacancy:** We still have one vacancy on the Board. The Mayor would like you to let him know if you have any candidate suggestions.
- **January 28, 2020 Meeting:** Just a reminder that our next meeting – January 28<sup>th</sup> – will be another Joint Jurisdiction informational meeting. Same format as our October meeting. It will be at the former American Legion building and start at 7pm. I have already sent out letters to the property owners within the proposed joint jurisdiction area. This will be a formal P&Z meeting so I hope all are in attendance – no other business will be scheduled.
- **MPO Long Range Transportation Plan:** On behalf of the City of Hartford, I am part of the study advisory team that is working on updating the areas long range transportation plan (LRTP). To continue to receive federal funding, the Sioux Falls Metropolitan Planning Organization (MPO), which Hartford is a part of, must adopt a long-range transportation plan that needs to be updated every 5 years. The MPO does have a plan that was adopted in November of 2015, so we now are working on the 5 year update to this plan. The plan is called "Go Sioux Falls" and the purpose is to identify short, mid and long term transportation improvement projects and recommendations. This update will probably take a few months. We have had a couple of discussion meetings so far and our next step is to hold a public input meeting. This meeting will be

held on January 14<sup>th</sup> from 5:00-6::30pm at the Siouxland Libraries downtown location – a flyer is enclosed for your reference.

- 2020 Project Updates:

- 9<sup>th</sup> Street Project – As you know the city is moving forward with upgrading 9<sup>th</sup> Street from Vandemark to Highway 38 with asphalt, curb, gutter and sidewalk. The engineers have just finalized the plans and the council has approved advertising for bids. Bid opening is set for February 5<sup>th</sup> at 2pm.
- Western Avenue Sewer Project: The city is also planning to install sewer from Oaks Avenue north to Central States. This will allow the sports complex and industrial area along Western to be serviced by sewer for further development (water is already in place). Engineers are currently working on these plans and we hope to have them ready to advertise by the beginning of February.

I will be out of the office for a week this month on vacation. I will be out Tuesday, 1/21 through Monday, 1/27. I will have limited access to email or texts but will check in when I can.

**Call if you have any Question: 528-6187**



# SIoux FALLS

Metropolitan Planning Organization  
2045 Long Range Transportation Plan



## OPEN HOUSE EVENT

The **Sioux Falls Metropolitan Planning Organization** invites you to an **open house** to discuss **Go Sioux Falls 2045**, the region's initiative to update its **Long-Range Transportation Plan**. Everyone who drives, walks, bikes, or rides transit in parts of Lincoln and Minnehaha Counties, including Brandon, Crooks, Harrisburg, Hartford, Sioux Falls, and Tea should attend to help shape regional transportation goals.

**TUESDAY**  
**JANUARY 14, 2020**

**5:00 – 6:30 P.M.**

**BRIEF PRESENTATION AT 5:15 P.M.**

**Siouxland Libraries**  
**Downtown Library**

200 N Dakota Ave  
Sioux Falls, SD 57104



Learn about the long-range transportation planning process



Provide input on multimodal transportation needs



View draft Guiding Principles and Goals for the plan



Share what is most important to you



### WHAT'S A LONG-RANGE TRANSPORTATION PLAN?

A **Long-Range Transportation Plan** sets forth a direction and strategies to help shape a region's transportation network. It considers all modes—driving, walking, bicycling, transit, rail, air—to help set priorities for the future. The Sioux Falls Metropolitan Planning Organization is updating its plan to meet new requirements, address changes in the transportation system, and consider current goals and objectives.



[WWW.GOSIOUXFALLS2045.COM](http://WWW.GOSIOUXFALLS2045.COM)



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SECOG

