

Planning and Zoning Meeting – Regular Meeting January 25, 2022

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Tim Graham, Michelle Kilbourn, Stacey Kutil, Brad Miles and Steve Nolte. Finance Officer Karen Wilber and Building Inspector Paul Clarke were also present. There was no one from the public present.

Approve Agenda: A motion was made by Nolte, second by Anderson to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes: The January 11, 2022 regular meeting minutes were reviewed. A motion was made by Miles, second by Kilbourn to approve the January 11, 2022 regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications/Ordinances:

- **Review Draft Ordinance #725, #726, #727, #728, #729 & #730 to Update the City's Building Codes:** The City currently uses the 2018 international building codes. The 2021 international building codes are the most recent edition. With the City of Sioux Falls, Minnehaha County and surrounding municipalities adopting them, and in an effort to promote consistency for our contractors and keep current with building practices, it would be in best interest of the City to adopt them as well. Six ordinances that would adopt the new codes were presented. Discussion was held with Building Inspector Clarke as to what changes between the 2018 and 2021 codes were implemented into the ordinances. The board agreed that consistency in codes being used by neighboring communities is a plus. Randall indicated that it would be helpful for any changed language in the ordinances be highlighted and recommended that this be done before review by the City Council. A motion was made by Anderson, second by Graham to recommend approval of the following ordinances to the City Council: Ordinance #725 2021 International Building Code; Ordinance #726 2021 International Existing Building Code; Ordinance #727 2021 International Property Maintenance Code; Ordinance #728 2021 International Swimming Pool & Spa Code; Ordinance #729 2021 International Residential Building Code; Ordinance #730 Adoption of Building Codes, Electrical Code, Mechanical Code, Fuel/Gas Code and Fire Code – all voted yes, motion carried.

New Business:

- **Review Proposed Ordinance that Would Allow Zero Lot Line Separation for Mini-Warehouses:** Currently the City's zoning regulations do not allow for the separation and sale of individual mini-warehouses (storage units). The draft ordinance presented would amend the wording of the City's current regulations to allow for zero lot lines separation for storage units that would then allow the division of the units along the common wall so an owner could then plat each unit and sell them. After some discussion by the board, it was the consensus to schedule a public hearing for ordinance review.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke updated the Board on open building permits. There are currently 19 open single-family homes in various stage of construction, along with 2 twin home. Clarke also gave an update on commercial properties under construction.
- **City Administrator Update:** City Administrator Teresa Sidel was not present. Her update was provided to the Board:
 - **Code Enforcement:** Kyle Christensen has been hired as the City's new building inspector/code enforcer. He will start Jan 31st. Building Inspector Paul Clarke has agreed to stay on and help through the transition.
 - **WWTF:** The City's SRF loan application and facility plan has been sent to the State for consideration. Design work will start in 2022 with construction planned for 2023/24. Discussion will be held at the next city council meeting about utilizing ARPA funding for this project.
 - **Western Ave Industrial Sewer Project:** Siteworks was awarded the bid for the Western Ave Sewer project. Work will start in the coming weeks.
 - **Sports Complex:** Work continues on the two new fields at the Swenson Sports Complex. ISG will begin design work on the storm shelter/concession stand building.
 - **Community Plan:** ISG is planning one more community meeting in February. Final documents will then be compiled and present to the City.
 - **TIF Districts:** As presented at the last council meeting, TIF districts are being used as a tool to help improve and further develop areas of their communities with the Planning & Zoning board playing a significant role in this process. There has been a developer that has expressed interest in establishing a TIF district so this topic may be discussed again in the future.
 - **Capital Improvement Plan (CIP):** ISG has completed the update of the City's CIP. This is plan, which is updated annually, lays out future projects and costs, providing a great tool for planning & budgeting.
 - **Midco Communications:** The City entered into a franchise agreement with Midco to place fiber internet/tv throughout the city. Plans are currently in the design phase with the project slated to start in April and be completed by August.

Adjournment: A motion was made by Kilbourn, second by Kutil to adjourn at 8:05pm – all voted yes, motion carried.

Minutes recorded by Finance Officer, Karen Wilber.

I, the undersigned, Karen Wilber, Finance Officer, 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.

Karen Wilber, Finance Officer