

Planning and Zoning Meeting – Regular Meeting January 26, 2021

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: Mark Anderson, Tim Graham, Michelle Kilbourn, Steve Nolte, and Brad Miles. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present, along with 3 people from the public.

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

Approval of the Minutes: The January 12, 2021 meeting minutes were reviewed. A motion was made by Graham, second by Anderson to approve the January 12, 2021 regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications

- **7:05 Annexation Hearing for Parcel #15973:** Lufco Inc. has submitted an annexation petition to the city. Mr. Luke, president of Lufco, Inc, would like to annex parcel #15973. This parcel is on the west side of town and would be contiguous to the city. The parcel is just under 5 acres and includes a portion of the old railroad right-of-way along the north end. A motion was made by Graham, second by Nelson to approve the annexation petition and recommend approval to the city council – all voted yes, motion carried.

New Business:

- **Review of County Plat for Tract 2 & 3 of Lufco Addition:** The city received a plat from Warren Luke for an area outside of city limits but within our platting jurisdiction. This land is located about ¾ of a mile west of the Mickelson Road and Western Avenue intersection. A pre-annexation agreement is not required since the owner has already filed a petition to annex with the city. The annexation process will take approximately 30 days. In the meantime, Mr. Luke wants to proceed with the county to get the land replatted. A motion was made by Miles, second by Kilbourn to approve the plat for Tract 2 & 3 of Lufco Addition – all voted yes, motion carried.
- **Review Regulations on Signage:** The Planning and Zoning Board reviewed the city's current regulations for on-premises signage. It was noted that central business zones and commercial zones are allowed more square footage per lineal feet than industrial zones. Since industrial zones are usually larger lots, the board feel they should be allowed at least the same amount of square footage as commercial property. It was the consensus of the Board to change our regulations to expand the square footage for signage on industrial sites. A draft with this new verbiage will be reviewed by the Planning and Zoning Board at their next meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke gave an update on building permits. There are 19 open single-family homes in various stages of construction and 4 commercial properties in various stages of construction. Clarke did note that the Northside Mobile Home Park is in the process of removing the condemned trailer from Lot 6B.
- **City Administrator Update:**
 - **Projects:** Both the 9th Street Project and Opal/Ruud Intersection Project are substantially complete and there is a punch list of items to address before final payment will be provided to the contractor. To ensure a good street, the contractor for the 9th Street Project will be milling and overlaying the portion of the street that was placed during a rain event last year. Stockwell Engineers will be presenting an engineering contract and timeline for the future WWTF to the city council at their 2/2 meeting.
 - **City Positions:** The CEDD position has been offered to a candidate and the city is waiting for a reply. The city is also currently taking application for a year-round part-time office assistant.
 - **City Property:** The city has transferred Lots 1-8, Block 4 of Hartford City Proper to the HADF for marketing to a future business.

Adjournment: A motion was made by Miles, second by Nolte to adjourn at 7:46 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.

Teresa Sidel, City Administrator