

## **Planning and Zoning Meeting – Regular Meeting January 14, 2020**

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, Stephanie Olson-Voth, Eric Bartmann and Brad Miles. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

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

**Approval of the Minutes:** The December 30, 2019 meeting minutes were reviewed. A motion was made by Bartmann, second by Miles to approve the December 30, 2019 regular meeting minutes – all voted yes, motion carried.

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

- **7:05 Variance Hearing for 204 E Hwy 38:** The Planning and Zoning Board, acting as the Board of Adjustments, reviewed a variance application submitted by Beaverbuilt, Inc to allow a wider driveway off 9<sup>th</sup> Street. Currently there is no curb & gutter along 9<sup>th</sup> Street and Beaverbuilt can utilize the entire length of their north property line for truck traffic to load and unload materials pertaining to their business. The City is proposing improvements to 9<sup>th</sup> Street that include asphalt, curb, gutter and sidewalks. These improvements, which are not of the applicants making, will change the area that trucks can access to this property. City engineers have proposed 2 – 40’ driveways off 9<sup>th</sup> street for access to Beaverbuilt. The property owner does not feel this is wide enough to allow semi-trucks to properly enter and exit their property and is requesting a 50’ driveway on the NE side of the property, along with a 40’ driveway on the NW per engineer plans. Stacey Wengler was present on behalf of the applicant. Discuss was held regarding the nature of their business and how materials are received, loaded and shipped. The Board expressed safety concerns if Beaverbuilt is forced to utilized Highway 38 as access and it was the consensus of the Board that semi-trucks still need to access the property off 9<sup>th</sup> Street. The Board felt that 2 – 50’ driveways would be the best solution to allow proper access to this property and to alleviate any possible street congestion. A motion was made by Olson-Voth, second by Graham to approve a variance to allow 2 – 50’ driveways off of 9<sup>th</sup> Street for Beaverbuilt, Inc. per Section 17.04(F) of the city’s zoning regulations – Bartmann voted no, with all others voting yes, motion carried.

### **New Business:**

- **Certificate of Appointment:** Chairman Randall presented a Certificate of Appointment to Mark Anderson. Anderson was appointed by the Mayor to serve an additional 2-year term to run from January 2020 to the end of December 2021.
- **Election of Chairman for 2020:** Randall called for 2020 Chairman nominations from the Board. Olson-Voth nominated Tony Randall for the 2020 Planning and Zoning Chair, nomination was second by Anderson. Bartmann made a motion to cease nominations and cast a unanimous vote for Randall as the 2020 Planning and Zoning Chairman, second by Olson-Voth – all voted yes, motion carried.
- **Election of Vice-Chairman for 2020:** Randall called for 2020 Vice-Chairman nominations from the Board. Graham nominated Eric Bartmann for the 2020 Planning and Zoning Vice-Chair, nomination was second by Miles. Olson-Voth made a motion to cease nominations and cast a unanimous vote for Eric Bartmann as the 2020 Planning and Zoning Vice-Chairman, second by Anderson – all voted yes, motion carried.

### **Updates:**

- **Code Enforcement Update:** City code enforcer, Bryan Voth, was present to give an update to the Board. Voth will be attending the planning and zoning meetings quarterly to provide better communication with the Board. The December code enforcement report was provided to the Board, along with updates on current code issues. Some of the issues being addressed are snow on sidewalks, parking in the grass, no house numbers and on-going junk/nuisance complaints. Voth also noted that through a Sioux Valley grant, the city was able to place address signs in the Northview Mobile Home Park to allow better direction for emergency responders. An update was provided on the Knox Box lock system as well.

- **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 noted that the burned structure along Main Avenue has now been removed and the owner has plans to move in a governor home upon the lot in the spring. Clarke is still addressing a dangerous building within the trailer park.
- **City Administrator Update:**
  - **P&Z Vacancy:** The Planning and Zoning Board still has one open position. The Board was asked to pass along any suggestions for a candidate to the Mayor.
  - **January 28<sup>th</sup> Meeting:** The next planning and zoning meeting will be January 28<sup>th</sup> and will be held at the 120 Main Event Building. The only agenda item for this meeting will be the discussion of a proposed joint jurisdiction area with Minnehaha County. This will be a forum to discuss the topic with interested citizens and community members.
  - **MPO Long-Range Transportation Plan:** The city of Hartford is participating on an update to the areas long-range transportation plan. This plan is federally mandated and must be updated every five years in order to received federal funding or aid on municipal projects. Sidel is working with the metropolitan planning organization on this update.
  - **2020 Projects:** The city plans to make improvements to 9<sup>th</sup> Street from Vandemark Avenue west to Highway 38 and install a new sewer main to service the area north to Central States. Plans for both projects are being completed and are anticipated to be bid within the next couple of months.

**Adjournment:** A motion was made by Bartmann, second by Mills to adjourn at 7:50 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