

Planning and Zoning Meeting – Regular Meeting February 13, 2024

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, Stacey Kutil, Troy Jackson, and Brad Miles. Michelle Kilbourn was absent with notice. Also present was City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke. There was no one present from the public.

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

Approval of the Minutes: The January 9, 2024, regular meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the January 9, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Updates

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide his report, along with an update on building projects to the Board. There are currently 15 open single-family homes in various stages of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits that are still open or being worked on. Discussion was held regarding the property at 1021 Diamond Circle – Clarke will make contact to check the status of this project.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to provide his report, along with an update on code enforcement to the Board. Current code violations being addressed by the city include no pet licenses, no building permit, parking on grass, abandoned & inoperable vehicles, snow & ice removal, and a home with missing shingles. The Board also noted some code issues to staff and asked for a proactive approach will all properties.
- **City Administrator Update:**
 - Project Updates
 - Hwy 38 Project – Plans have been sent to the state for review.
 - WRRF – Work continues on the walls for the Aeromod tank. Pipework has been put on hold until spring.
 - 12th/Oaks Project – Plans were reviewed by the city and comments are being addressed by IDG. A March bidding is still planned.
 - Ordinance #748 & #751 – Both ordinances were approved by the city council and will update the city’s zoning regulations.
 - SD Planners Association Conference – Information on this conference was provided to the Board.
 - Dakota Mainstem – An update on this project was provided to the Board.
 - Up-coming Agenda Items – Review the city’s sub-division regulations.

EXECUTIVE SESSION: A motion was made by Kutil, second by Miles to enter executive session pursuant to SDCL 1-25-2(3) – all voted yes, motion carried. A motion was made by Jackson, second by Kutil to exit executive session at 7:42pm – all voted yes, motion carried.

Adjournment: A motion was made by Miles, second by Graham to adjourn at 7:43pm – 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