

PLANNING AND ZONING AGENDA
TUESDAY, FEBRUARY 22, 2022
CITY HALL - 7:00 P.M.

1) ROLL CALL

Mark Anderson, Tim Graham, Michelle Kilbourn, Stacey Kutil, Brad Miles, Steve Nolte,
Tony Randall

2) APPROVAL OF THE AGENDA

3) APPROVAL OF MINUTES

- January 25, 2022 Meeting

4) PUBLIC COMMENTS

Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

5) HEARINGS/PETITIONS/APPLICATIONS/ORDINANCES

- 7:05 Pubic Hearing - Review Draft Ordinances #731 – Amend Zoning Regulations for Mini-Warehouses

6) UPDATES

- Building Inspector Update – Paul Clarke
- City Administrator Updates – Teresa Sidel

7) ADJOURNMENT

Next Planning & Zoning Meeting: March 8, 2022

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 roll 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

NOTICE OF PUBLIC HEARING

Pursuant to SDCL 11-4-12, notice is hereby given that the Hartford Planning Commission will hold a Public Hearing on February 22, 2022, regarding adoption of amendments to the Hartford Zoning Regulations for Mini-Warehouses. A copy of the proposed Zoning Amendments is available for public review at the Hartford City Hall during regular business hours.

This Planning Commission public hearing will be held at the following time, date, and location:

7:05 P.M.
February 22, 2022
Hartford City Hall (125 N. Main Avenue)

The purpose of this hearing is to explain the proposed amendments to the Hartford Zoning Regulations to interested persons, to answer questions regarding this item, and to hear public comment on this item. The Planning Commission invites all interested persons to attend and offer their comments. Those interested persons not able to attend are invited and encouraged to send written comments, prior to the hearing, to the Hartford City Administrator, 125 N Main Avenue, Hartford, SD 57033.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this hearing, please contact the Business Office at (605) 528-6187. Anyone who is deaf, hard-of-hearing or speech-disabled may utilize Relay South Dakota at (800) 877-1113 (TTY/Voice). Notification 48 hours prior to the hearing will enable the City to make reasonable arrangements to ensure accessibility to this hearing.

Teresa Sidel
City Administrator

ORDINANCE NO. 731

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING THE 2016 REVISED HARTFORD ZONING REGULATIONS BY AMENDING CHAPTER 7.02, CC: COMMUNITY COMMERCIAL DISTRICT, CONDITIONAL USES; CHAPTER 7.03, CC: COMMUNITY COMMERCIAL DISTRICT, LOT AND YARD REGULATIONS; CHAPTER 8.02, RC: REGIONAL COMMERCIAL DISTRICT, CONDITIONAL USES; CHAPTER 8.03, RC: REGIONAL COMMERCIAL, LOT AND YARD REGULATIONS; CHAPTER 10.01, LI: LIGHT INDUSTRIAL DISTRICT, PERMITTED USES; CHAPTER 10.03, LI: LIGHT INDUSTRIAL DISTRICT, LOT AND YARD REGULATIONS; CHAPTER 11.01, HI: HEAVY INDUSTRIAL DISTRICT, PERMITTED USES; AND CHAPTER 11.03, HI: HEAVY INDUSTRIAL DISTRICT, LOT AND YARD REGULATIONS.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

Section 1. That Chapter 7.02 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Mini-warehouse; Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	12.02, 12.04, 12.05, 12.06, 12.11, 19.01 The overhead doors shall be oriented to the interior of the site or screened from street view with a six foot high barrier such as a fence or hedge. Perimeter walls shall be designed with physical breaks, façade material changes or other architectural details and features (not just paint) intended to mimic the style of a retail structure as opposed to a continuous, visually monotonous warehouse wall. A landscape buffer and screening strip shall be provided within each side and rear setback of the building envelope. Said buffer and screening strip shall consist of any combination of berming, fencing, and vegetation which will provide a six foot high visual buffer. No outdoor storage is allowed. The maximum structural coverage is forty percent of the total lot area.
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Section 2. That Chapter 7.03 of the 2016 Revised Hartford Zoning Regulations is hereby amended to read as follows:

7.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions).

	<i>Minimum Lot Area</i>	<i>Lot Width</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>	<i>Maximum Height</i>
Mini-warehouse; Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	10,000 sq. ft.	100 feet*	25 feet* see #1, #2	15 feet* see #2	20 feet*	45 feet
All Other Uses	10,000 sq. ft.	100 feet	25 feet see #1, #2	15 feet see #2	20 feet	45 feet

*These requirements apply to the commonly owned space or common space owned by the owner of an individually platted lot. This is the space that surrounds the individually platted lots. For setbacks related to the individually platted lots, see Exception #3 below.

Exceptions

- #1 There shall be a required front yard on each street side of a double-frontage lot, except if one of the street sides is an interstate highway in which case that side shall be considered a rear yard. There shall be a required front yard on each street side of a corner lot.
- #2 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #3 Zero lot line option: Mini-warehouses held in common ownership and located on a single lot shall observe the standard setback rules prescribed above. However, the lot may be subdivided into separate lots upon which individually owned mini-warehouses are located if the lots to be created through the subdivision process are individually platted. In such event, the setbacks for the individually platted lots shall be as follows:
 - a) Front Yard Setback(s): Zero (0) feet.
 - b) Rear Yard Setback(s): Zero (0) feet.
 - c) Side Yard Setback(s): Zero (0) feet.

Mini-warehouses composed of two (2) or more individually platted lots already utilizing the zero lot line option described above shall not be considered Non-Conforming pursuant to Chapter 14.

This exception only applies if the individually platted lots are surrounded by either: (1) a space commonly owned by the owners of the individually platted lots; or (2) a common space surrounding the individually platted lots that is entirely owned by the owner or owners of an individually platted lot. The common space surrounding the individually platted lots shall meet all applicable requirements found in the Lot and Yard Regulations table above.

Section 3. That Chapter 8.02 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

<p>Mini-warehouse; Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot</p>	<p>12.02, 12.04, 12.05, 12.06, 12.11, 19.01</p> <p>The overhead doors shall be oriented to the interior of the site or screened from street view with a six foot high barrier such as a fence or hedge.</p> <p>Perimeter walls shall be designed with physical breaks, façade material changes or other architectural details and features (not just paint) intended to mimic the style of a retail structure as opposed to a continuous, visually monotonous warehouse wall.</p> <p>A landscape buffer and screening strip shall be provided within each side and rear setback of the building envelope. Said buffer and screening strip shall consist of any combination of berming, fencing, and vegetation which will provide a six foot high visual buffer.</p> <p>No outdoor storage is allowed.</p> <p>The maximum structural coverage is forty percent of the total lot area.</p>
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Section 4. That Chapter 8.03 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

8.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions).

	<i>Minimum Lot Area</i>	<i>Lot Width</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>	<i>Maximum Height</i>
Mini-warehouse; Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	10,000 sq. ft.	150 feet*	30 feet* see #1, #3	20 feet* see #3	20 feet*	45 feet see #2
All Other Uses	10,000 sq. ft.	150 feet	30 feet see #1, #3	20 feet see #3	20 feet	45 feet see #2

*These requirements apply to the commonly owned space or common space owned by the owner of an individually platted lot. This is the space that surrounds the individually platted lots. For setbacks related to the individually platted lots, see Exception #4 below.

Exceptions

- #1 There shall be a required front yard on each street side of a double-frontage lot, except if one of the street sides is an interstate highway in which case that side shall be considered a rear yard. There shall be a required front yard on each street side of a corner lot.
- #2 A conditional use permit will be required for any structure having a maximum height exceeding 45 feet. (See 19.01)
- #3 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #4 Zero lot line option: Mini-warehouses held in common ownership and located on a single lot shall observe the standard setback rules prescribed above. However, the lot may be subdivided into separate lots upon which individually owned mini-warehouses are located if the lots to be created through the subdivision process are individually platted. In such event, the setbacks for the individually platted lots shall be as follows:
 - a) Front Yard Setback(s): Zero (0) feet.
 - b) Rear Yard Setback(s): Zero (0) feet.
 - c) Side Yard Setback(s): Zero (0) feet.

Mini-warehouses composed of two (2) or more individually platted lots already utilizing the zero lot line option described above shall not be considered Non-Conforming pursuant to Chapter 14.

This exception only applies if the individually platted lots are surrounded by either: (1) a space commonly owned by the owners of the individually platted lots; or (2) a common space surrounding the individually platted lots that is entirely owned by the owner or owners of an individually platted lot. The common space surrounding the individually platted lots shall meet all applicable requirements found in the Lot and Yard Regulations table above.

Section 5. That Chapter 10.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Mini-warehouse; Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	12.02, 12.04, 12.05, 12.06, 12.11 The materials stored on the premises shall have a level 1 or below in the Fire Protection Guide on Hazardous Materials.
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Section 6. That Chapter 10.03 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

10.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions).

	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Maximum Height
Mini-warehouse, Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	10,000 sq. ft.	75 feet*	25 feet* see #4, #5	10 feet* see #2, #5	5 feet* see #3	45 feet see #1
All Other Uses	10,000 sq. ft.	75 feet	25 feet see #4, #5	10 feet see #2, #5	5 feet see #3	45 feet see #1

*These requirements apply to the commonly owned space or common space owned by the owner of an individually platted lot. This is the space that surrounds the individually platted lots. For setbacks related to the individually platted lots, see Exception #7 below.

Exceptions

- #1 A conditional use permit will be required for any structure having a maximum height exceeding 45 feet. (see 19.01)
- #2 A side yard of 15 feet shall be required where a lot is adjacent to or abuts a residential district.
- #3 A rear yard of 25 feet shall be required where a lot is adjacent to or abuts a residential district.
- #4 There shall be a required front yard on each street side of a double-frontage lot. There shall be a required front yard on each street side of a corner lot.
- #5 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #6 Waste water treatment facilities are exempt from minimum yard or set back requirements.
- #7 Zero lot line option: Mini-warehouses held in common ownership and located on a single lot shall observe the standard setback rules prescribed above. However, the lot may be subdivided into separate lots upon which individually owned mini-warehouses are located if the lots to be created through the subdivision process are individually platted. In such event, the setbacks for the individually platted lots shall be as follows:
 - a) Front Yard Setback(s): Zero (0) feet.
 - b) Rear Yard Setback(s): Zero (0) feet.
 - c) Side Yard Setback(s): Zero (0) feet.

Mini-warehouses composed of two (2) or more individually platted lots already utilizing the zero lot line option described above shall not be considered Non-Conforming pursuant to Chapter 14.

This exception only applies if the individually platted lots are surrounded by either: (1) a space commonly owned by the owners of the individually platted lots; or (2) a common space surrounding the individually platted lots that is entirely owned by the owner or owners of an individually platted lot. The common space surrounding the individually platted lots shall meet all applicable requirements found in the Lot and Yard Regulations table above.

Section 7. That Chapter 11.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

Mini-warehouse; Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	12.02, 12.04, 12.05, 12.06, 12.11
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Section 8. That Chapter 11.03 of the 2016 Revised Hartford Zoning Regulations is hereby amended to include the following:

11.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions).

	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Maximum Height
Mini-warehouse, Individually Platted Lots Surrounded by Commonly Owned Space or Common Space Owned by the Owner of an Individually Platted Lot	10,000 sq. ft.	75 feet*	25 feet* see #4, #5	10 feet* see #2, #5	5 feet* see #3	45 feet see #1
All Other Uses	10,000 sq. ft.	75 feet	25 feet see #4, #5	10 feet see #2, #5	5 feet see #3	45 feet see #1

*These requirements apply to the commonly owned space or common space owned by the owner of an individually platted lot. This is the space that surrounds the individually platted lots. For setbacks related to the individually platted lots, see Exception #7 below.

Exceptions

- #1 A conditional use permit will be required for any structure having a maximum height exceeding 55 feet. (see 19.01)
- #2 A side yard of 20 feet shall be required where a lot is adjacent to or abuts a residential district.
- #3 A rear yard of 25 feet shall be required where a lot is adjacent to or abuts a residential district.
- #4 There shall be a required front yard on each street side of a double-frontage lot. There shall be a required front yard on each street side of a corner lot.
- #5 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #6 Zero lot line option: Mini-warehouses held in common ownership and located on a single lot shall observe the standard setback rules prescribed above. However, the lot may be subdivided into separate lots upon which individually owned mini-warehouses are located if the lots to be created through the subdivision process are individually platted. In such event, the setbacks for the individually platted lots shall be as follows:
 - a) Front Yard Setback(s): Zero (0) feet.
 - b) Rear Yard Setback(s): Zero (0) feet.
 - c) Side Yard Setback(s): Zero (0) feet.

Mini-warehouses composed of two (2) or more individually platted lots already utilizing the zero lot line option described above shall not be considered Non-Conforming pursuant to Chapter 14.

This exception only applies if the individually platted lots are surrounded by either: (1) a space commonly owned by the owners of the individually platted lots; or (2) a common space surrounding the individually platted lots that is entirely owned by the owner or owners of an individually platted lot. The common space surrounding the individually platted lots shall meet all applicable requirements found in the Lot and Yard Regulations table above.

Adopted this 15TH day of March, 2022.

Mayor or Council President

ATTEST:

Karen Wilber
Finance Officer, City of Hartford

Seal

First Reading: March 1, 2022 _____
Second Reading & Adoption: March 15, 2022 _____
Publication: March 25, 2022 _____
Effective Date: April 20, 2022 _____

JANUARY 2022 BUILDING INSPECTION REPORT

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
1/3/2022	602 Ironwood Drive	2021-2	bld	final	closed out basement finish
1/4/2022	911 N. Oaks ave	2021-124	bld	Status	checked on comm. Job
1/6/2022	1001 Duck Circle	2021-82	bld	Status	finish work
1/6/2022	1000 Duck Circle	2021-118	bld	Status	rough framing beginning
1/7/2022	406 N. Eastern ave	2022-1	bld	framing	lower level remodel
1/10/2022	504 W. Opal Lane	2021-1	bld	Status	checked on new house progress
1/10/2022	801 W. Opal Lane	2021-105	bld	Status	rough framing beginning
1/13/2022	701 Turtle Creek	2021-86	bld	Status	rough framing in progress
1/13/2022	605 Turtle Creek	2021-87	bld	Status	slab poured, UG trade work done
1/13/2022	803 Turtle Creek Circle	2021-95	bld	Status	rough framing in progress
1/13/2022	903 Tortuga	2021-72	bld	Status	discussed irc code issues with GC
1/17/2022	103 N, Kingsbury ave	2021-113	bld	Status	50% done
1/18/2022	1001 Duck Circle	2021-82	bld	Status	final items being worked on
1/18/2022	1000 Duck Circle	2021-118	bld	Status	framing in progress
1/20/2022	1065 Ruud Trail	2021-43	bld	Status	finish work
1/20/2022	1085 Ruud Trail	2020-140	bld	Status	checking on final issues
1/22/2022	901 Tortuga ave	2021-42	bld	final	closed out new house
1/22/2022	206 Duck Trail	2021-46	bld	pre-final	final items being worked on
1/25/2022	206 Duck Trail	2021-46	bld	pre-final 2	reviewed final list with subs.
1/25/2022	808 Trojan Ave	2021-110	bld	framing	lower level remodel
1/26/2022	1104 Duck Trail	2021-111	bld	Status	rough framing in progress
1/26/2022	1000 Duck Trail	2021-99	bld	Status	rough framing in progress
1/28/2022	626 Sherwood Circle	2022-2	bld	framing	lower level remodel
1/29/2022	911 N. Oaks ave	2021-124	bld	Status	remodel job continuing
1/29/2022	707 Turtle Creek	2021-119	bld	Status	footings and foundation walls set
1/29/2022	1180 Ruud Trail	2021-106	bld	Status	utilities marked for new twin home
1/29/2022	202 W. 5th st	2021-104	bld	Status	back stoop-steps-siding being completed
1/29/2022	100 E. 9th St Lot 1B	2022-4	bld	Status	mobile home set-needs additional exterior items
1/29/2022	100 E. 9th St Lot 14	2021-35	bld	Status	mobile home set-needs additional exterior items
1/31/2022	203 W. 8th Stree	2021-81	bld	final	closed out lower level finish

JANUARY 2022 CODE ENFORCEMENT REPORT

<u>ADDRESS</u>	<u>DATE</u>	<u>CODE TYPE</u>	<u>REASON</u>	<u>SOURCE</u>
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No Code Enforcement Complaints Received
for this time period

R= Resident
S= Staff

February 22, 2022 P&Z Notes

Ordinances:

- **Review Proposed Ordinance #731 – Amend Zoning Regulations for Mini-Warehouses (storage sheds):** The Planning & Zoning Board has been discussing changing our zoning regulations to allow for the sale of individual storage units within an enclosed building. Currently verbiage in our city regulations do not allow this type of ownership separation. Enclosed in the board packet is a draft ordinance that would amend our current regulations for mini-warehouses (storage units), to allow the division of the units along the common wall, so an owner could sell each individual units as a condo type situation or allow for the platting of individual units along the common wall line. I worked with Patrick Andrews at SECOG to draft the proposed ordinance for Board consideration. There would be no amendments to our current regulations for storage unit so a traditional storage unit could still be placed by one owner and rented out, but this ordinance would add additional verbiage to allow units within one building to be sold to individual owners either by a condo type situation or by platting along the common wall. If approved by the P&Z board, it will go before the city council for consideration on March 1st.

Updates:

Building Inspector Updates:

- Enclosed in your packet is January's building inspection report. Paul Clarke will be present to update you on building permits and projects.

Code Enforcement:

- Kyle Christensen started as our new building inspector/code enforcer on January 31st. So far things are going well. He is still learning but both Paul and I are working with him. His knowledge, especially with the codes, will come with time but he is eager to learn and is good at taking initiative. Paul is a good resource to have. Since he does split his time between Hartford and Lennox, he is attending meetings for both communities so we have decided that he will attend one meeting a month for Lennox and one meeting a month for Hartford. He will be attending the 2nd meeting of the month for Hartford so he will be at the meeting on 2/22.

City Administrator Updates:

Updates:

- WWTF – Our SRF loan application and facility plan is being finalized and has been sent to the state. Our next step will be to move forward with design work in 2022 and hopefully construction in 2023 & 2024. Council will be discussing engineering services at their meeting on 2/17. The council has decided to utilize the city's \$600,000 ARPA funding towards this project since the state will match our funding 1 to 1.
- Western Ave Industrial Sewer Main – The Constructor started on this project this past Monday (2/14) and is making good progress. If the weather cooperates, they hope to be done within a month or two.
- Sports Complex – All the Ag lime for the two east field has been delivered. Fencing work continues - some poles have already been placed but additional materials is on backorder and will be completed once they arrive. The council did approve an engineering proposal from ISG to design the storm shelter/concession stand building.
- Community Plan – ISG is in their final stages of this process. They are looking at having one more community meeting. I will keep you posted. Once we get the community plan finalized, I would like the Board to work with SECOG to update our Comprehensive Plan. This was last updated in 2017 and we try to look at updating at least every 5 years.
- City Elections – The city election is set for April 12th. The city has all 6 council positions open this year – each ward has a 1 year position open and a 2 year position. Since the Mayor has resigned, this position is vacant, but it is not up for election – the council will need to appoint someone into the mayor's position to fill our Jeremy's term which isn't up until next year. Petition can be circulated right now and are due to the city by Friday 2/25. At our next meeting, we will talk about the need to reschedule the P&Z meeting on April 12th if an election is to be held.