

## **Planning and Zoning Meeting – Regular Meeting February 22, 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, Building Inspector Paul Clarke, and Building Inspector/Code Enforcer Kyle Christensen 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 25, 2022 regular meeting minutes were reviewed. A motion was made by Miles, second by Kilbourn to approve the January 25, 2022 regular meeting minutes – all voted yes, motion carried.

### **Hearings/Petitions/Applications/Ordinances:**

- **Review Draft Ordinance #731 Amend Zoning Regulations for Mini-Warehouse:** 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 add verbiage to 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. Upon review of the proposed amendment, the board would like to review further at the next meeting when City Administrator Sidel is present. A motion was made by Kutil, second by Miles to postpone any action on this item until the March 8<sup>th</sup> meeting – all voted yes, motion

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke updated the Board on open building permits. There are currently 20 open single-family homes in various stage of construction, along with 2 twin home. Clarke also gave an update on commercial properties under construction. Clarke introduced Kyle Christensen, the City’s new building inspector/code enforcer. Kyle told the Board a little bit about himself.
- **City Administrator Update:** City Administrator Teresa Sidel was not present. Her update was provided to the Board:
  - **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. The Council has decided to utilize the City’s 600k of ARPA funding for this project. The State will match our funding one to one.
  - **Western Ave Industrial Sewer Project:** The contractor started this project on Feb 14<sup>th</sup>. If the weather cooperates, they hope to be done in a month or two.
  - **Sports Complex:** All ag-lime for the two new fields has been delivered. Fencing work continues. ISG will begin design work on the storm shelter/concession stand building.
  - **Community Plan:** ISG is planning one more community meeting then final documents will then be compiled and present to the City. Once received, work will begin with the board and SECOG to update our Comprehensive Plan. The last update to this plan was in 2017.
  - **City Elections:** The City election is set for April 12<sup>th</sup>. There is a 1yr and a 2yr seat open in each of the three wards. The deadline to file nominating petitions is Feb 25<sup>th</sup>. With the resignation of Mayor Menning, the council will need to appoint someone to fill out the remainder of Mayor Menning’s term.

**Adjournment:** A motion was made by Kilbourn, second by Anderson to adjourn at 7:27pm – 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.

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Karen Wilber, Finance Officer