

## **Planning and Zoning Meeting – Regular Meeting February 23, 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, and Brad Miles. Steve Nolte was present via conference call. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present, along with the new Chamber and Economic Development Director, Amy Farr. No public was present.

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

**Approval of the Minutes:** The January 26, 2021 meeting minutes were reviewed. A motion was made by Anderson, second by Graham to approve the January 26, 2021 regular meeting minutes – all voted yes, motion carried.

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

- **7:05 Public Hearing to Review Proposed Update to Zoning Regulations for On-Premise Signs:**

At the last planning and zoning meeting, discussion was held regarding the city's current regulations for on-premise signs – particularly the amount of square footage allowed for signs on light industrial and heavy industrial zoned land. It was noted that currently 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 felt 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. Draft Ordinance #705 was presented to the Board and would change the sign area square footage on light and heavy industrial lots to the same square footage allowed on central business and commercial zoned lots. A motion was made by Miles, second by Graham to recommend approval of Ordinance #705 to the city council – all voted yes, motion carried.

### **New Business:**

- **Review of County Plat for Lot A of Tract 1 of McCluskey's Addition:** The City of Hartford has Platting Jurisdiction with Minnehaha County within the city's growth area. This means that all land that is platted or re-platted within the city's growth area needs approval from both the Hartford P&Z Board and City Council before it can be presented to the county for their approval. Ladd and Laura McCluskey have submitted the enclosed plat for Lot A of Tract 1 of McCluskey Addition. This property lays about 1 ½ miles north of Central States, along 463<sup>rd</sup> Avenue. The plat has been reviewed and approved by the city engineers and a pre-annexation agreement, which is required, has been signed and filed with the city. A motion was made by Graham, second by Kilbourn to approve the plat for Lot A of Tract 1 of McCluskey's Addition – all voted yes, motion carried.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke gave an update on building permits. There are 17 open single-family homes in various stages of construction and 5 commercial properties in various stages of construction.
- **City Administrator Update:**
  - **Code Enforcement:** The Board received a copy of January's code enforcement report and was given an update on the property at Main and 2<sup>nd</sup>.
  - **Projects:** Both the 9<sup>th</sup> 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 9<sup>th</sup> Street Project will be milling and overlaying the portion of the street that was placed during a rain event last year. The city continues to negotiate a contract with Stockwell Engineers for the future WWTF.
  - **City Positions:** Amy Farr started on February 16<sup>th</sup> as the new Chamber and Economic Development Director. She is working on familiarizing herself with the city and her new duties. The city is also in the process of interviewing for the open part-time position of office assistant.
  - **Up-coming Agenda Items:** This year the Board will work on reviewing the city's current design standards and zoning regulations. They will also begin the process of updating the building codes either this fall or next spring.

**Adjournment:** A motion was made by Anderson, second by Miles to adjourn at 7:20 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