

PLANNING AND ZONING AGENDA
TUESDAY, FEBRUARY 25, 2020
CITY HALL - 7:00 P.M.

- 1) ROLL CALL
Mark Anderson, Eric Bartmann, Tim Graham, Brad Miles, Stephanie Olson-Voth,
Tony Randall

- 2) APPROVAL OF THE AGENDA

- 3) APPROVAL OF MINUTES for:
 - January 14, 2020 Meeting
 - January 28, 2020 Meeting

- 4) HEARINGS/PETITIONS/APPLICATIONS
 - 7:05 Rezone Hearing – Jarding Development

- 5) OLD BUSINESS

- 6) NEW BUSINESS

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

- 8) ADJOURNMENT

Next Planning & Zoning Meeting: Tuesday, March 10, 2020

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 9th Street. Currently there is no curb & gutter along 9th 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 9th 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 9th 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 9th 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 9th 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 28th Meeting:** The next planning and zoning meeting will be January 28th 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 9th 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.

Teresa Sidel, City Administrator

Planning and Zoning Meeting – Regular Meeting January 28, 2020

Vice-Chairman Eric Bartmann called the meeting to order at 7:10 p.m. at 120 N Main Ave in Hartford. The following planning and zoning members present: Mark Anderson, Tim Graham, Stephanie Olson-Voth and Brad Miles. Tony Randall was absent with notice. City Administrator Teresa Sidel was also present.

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

Public Input Forum:

- **Discuss on Possible Joint Jurisdiction between City of Hartford and Minnehaha County:** The Hartford Planning and Zoning Board hosted a public input meeting to discuss possible joint jurisdiction between the City of Hartford and Minnehaha County. Members from the city, county and surrounding community were present. The forum started off with a welcome and a few introductions from Mayor Jeremy Menning. Menning also provide information on joint jurisdiction and went through questions that arose at the October meeting. City Administrator Teresa Sidel went through the process to obtain joint jurisdiction and the history of the city's pursuit of joint jurisdiction. Several small group discussions were held and members of the city council, planning and zoning board and city staff were present to help answer questions. At the end of the evening, Mayor Menning did a wrap up to go over some of the more common questions that were discussed and thanked everyone for coming and participating. It is the city's intent to evaluate input from the community and determine the best form of action.

Adjournment: A motion was made by Graham, second by Miles to adjourn at 8:15 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.

Teresa Sidel, City Administrator

PUBLIC NOTICE

The Hartford Planning and Zoning Commission will conduct a public hearing at 7:05p.m. on February 25, 2020 at Hartford City Hall to review and make a recommendation to the Hartford City Council in regards to a zoning change application submitted by Jarding Development to rezone the E986.2 SE ¼ Lying S or RY (EX Lot H-2 & Kelly Point 2nd Addition) Section 27 Township102 Range 51 HARTFORD CITY UNPLATTED, City of Hartford, Minnehaha County, South Dakota from Zoning classification of Community Commercial (CC) to Residential (R). The Hartford City Council will conduct a public hearing at 7:05 p.m. on March 3, 2020, 2020 at Hartford City Hall to either approve or deny the zoning change. All interested parties may appear and be heard.

Dated this 13th day of February, 2020.

Teresa Sidel
City Administrator

APPLICATION FOR ZONING CHANGE OR AMENDMENT
HARTFORD, SOUTH DAKOTA

APPLICATION NUMBER: 2020-2-7 FEE: \$20.00: check# 1225 ^{pd.} or cash
APPLICANT: Jardiny Development APPLICANT ADDRESS: 900 W 2nd Ave Humboldt
Phone Number: 605-231-0830 Email Address: john@jardinyconstruction.com
LEGAL DESCRIPTION: E986.2 SE 1/4 LYINGS OR RYCEX Lot H-2 + EX Kelly Point 2nd Addition 22 102.51
PROPERTY ADDRESS: N/A
If Change of Zone: PETITION TO REZONE FROM CC DISTRICT TO R DISTRICT
REASON FOR REQUESTED CHANGE OF ZONE OR ZONE AMENDMENT: Change to single family lots

I (we) hereby certify that the information given is correct and true and furthermore, I (we) agree to comply with any and all conditions concerning approval of this application and other zoning requirements of the City of Hartford.

<u><i>John L. Smith</i></u> Signature of Applicant	<u>2-7-2020</u> Date
<u> </u> Signature of Property Owner (if different from petitioner)	<u> </u> Date
<u><i>Steven D. ...</i></u> Authorized Zoning Official	<u>2-2-2020</u> Date

For Office Use Only:

Date of Public Hearing held by Planning and Zoning: Feb. 25, 2020 Time: 7:05

Recommendation to approve or disapprove change of zone by Planning and Zoning Board.

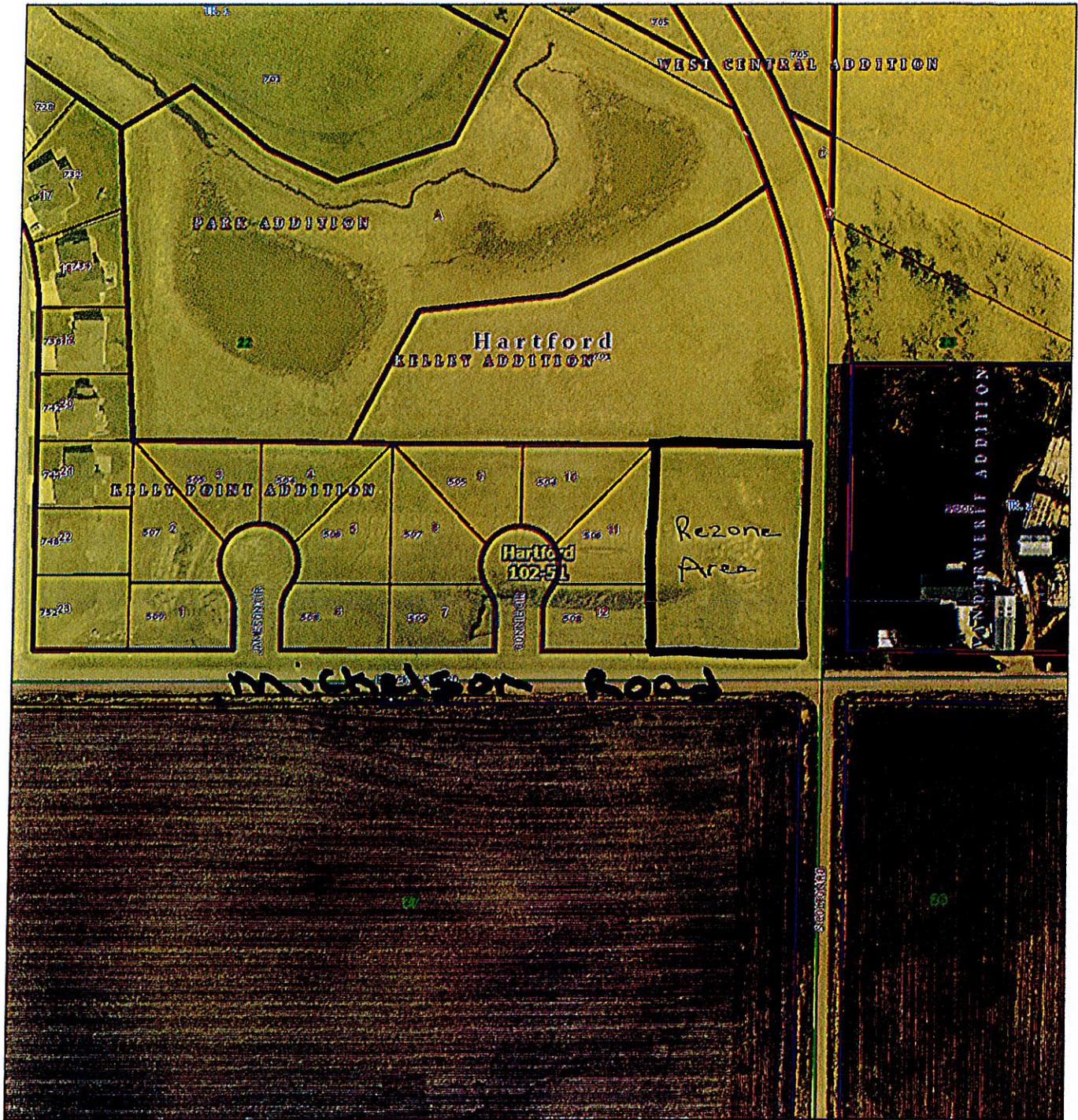
(Signature of Planning and Zoning President)

Date of Public Hearing held by the City Council: March 3, 2020 Time: 7:05
Granted Denied

(Signature of Mayor)

Notice sent to Official Newspaper for P&Z & CC Hearing (Not less than 10 days Prior to Hearing): 2-7-2020
Notice posted on Property for P&Z Hearing (10 days prior to Hearing): 2-13-2020
Public Hearing by Planning and Zoning: 2-25-2020
Notice posted on Property for CC Hearing (10 days prior to Hearing): 2-13-2020
First Reading & Public Hearing by City Council: 3-3-2020
Second Reading and Adoption: 3-17-2020
Publication Date: 3-20-2020
Effective Date: 4-15-2020

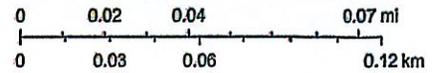
Rezone - Jarding Development



2/18/2020, 3:53:50 PM

- | | | |
|------------------|--|---------------------|
| County Tract | | County Parcels |
| County Lot | | Parcels |
| County Block | | Standard Tax Parcel |
| | | County Additions |
| | | Condo or Suite |
| County Tax Lines | | Municipalities |
| | | Section |
| | | Townships |
| | | PLAT |
| | | TAXLOT |

1:2,257



Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of

Building Inspection Report
Jan. 2020

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
1/3/2020	309 N. Main ave	2019-104	Bld	check posting	re-posted NO ENTRY signage
1/4/2020	1070 Ruud Lane	2017-125	Bld	update	delivered pre final checklist to owner
1/4/2020	403 E.4th street	2016-8	Bld	update	job on done, permit expired
1/4/2020	103 W. 6th street	2019-103	Bld	framing	approved remodel framing
1/4/2020	512 Cloverleaf ave	2018-32	Bld	final	closed out lower level project
1/4/2020	514 Crystal	2018-82	Bld	update	siding Job 90% done
1/4/2020	103 Kalvin Drive	2019-46	Bld	update	twin home (2nd) unit being completed
1/4/2020	805 Trojan	2019-72	Bld	update	new house insulation being set
1/4/2020	204 W. 4th street	2019-74	Bld	update	no move on Gov. house yeet
1/4/2020	401 N. Oaks ave	2019-93	Bld	update	house remodel job on going new windows set
1/6/2020	808 Trojan ave	2019-95	Bld	update	framing materials on site. Backfilled site
1/6/2020	614 Sherwood Circle	2019-81	Bld	update	rough framing in progress
1/6/2020	107 N. Vandemark ave	2019-97	Bld	update	rear deck progress check for new house
1/7/2020	305 N. Main ave	2019-104	Bld	update	Fire Loss house removed
1/7/2020	100 E. 9th St. Lot 6B		CE	update	checked on condemned mobile home
	101 N. Main ave		Bld	update	checked on const. work without permit
1/8/2020	100 E. 9th St. Lot 19	2018-23	Bld	final	closed out job
1/8/2020	100 E. 9th st. Lot 29	2018-39	Bld	final	closed out job
1/8/2020	100 E. 9th st. Lot 4B	2018-91	Bld	update	void permit-shed removed
1/10/2020	303 w. 4th street	2018-54	Bld	update	closed out job
1/11/2020	309 N. Main ave	2019-104	Bld	final	closed out job
1/11/2020	705 E. 2nd street	2019-90	Bld	update	H.S. house being framed
1/11/2020	108 E. Opal lane		Bld	update	rechecked on new shed project
1/11/2020	200 Mary lane	2019-55	Bld	update	checked on front deck issues
1/11/2020	709 N Main ave	2019-54	Bld	update	checked on front deck progress
1/13/2020	103 E. Opal Lane	2019-37	Bld	update	checked on new house const.
1/14/2020	500 Ironwood	2018-89	Bld	final	closed out basement finish
1/14/2020	107 N. Vandemark ave	2018-43	Bld	pre final	reviewed outstanding issues with new house project
1/20/2020	614 Sherwood Circle	2019-81	Bld	framing	approved new house framing
1/21/2010	304 S. Main ave	2018-101A	Bld	pre final	reviewed outstanding issues with house addition/remodel project
1/21/2020	1001 N. Oaks ave	2019-96	Bld	Status	checked on commercial project
1/24/2020	805 Trojan	2019-72	Bld	Status	new house finish work on going
1/24/2020	808 Trojan ave	2019-88	Bld	Status	new house foundation walls set with backfilling.
1/25/2020	103 E. Opal Lane	2019-37	Bld	pre final	reviewed new house checklist
1/25/2020	1070 Ruud Lane	2017-125	Bld	Status	reviewed new commercial bld checklist
1/25/2020	205 N. Oaks ave	2019-82	Bld	status	owner working on interior remodeling
1/25/2020	401 N. Oaks ave	2019-93	Bld	Status	owner beginning to sheetrock =remodel job
1/27/2020	103 N. Kingsbury	2019-61	Bld	Status	checked on residing job
1/27/2020	103 Kalvin Drive	2019-46	Bld	Status	checked on 2nd twin home unit completion
1/27/2020	100 S. Vandemark ave	2019-79	Bld	Status	front deck 80% done
1/28/2020	302 Emma Drive	2019-101	Bld	Status	checked on new 4 season room project
1/28/2020	204 W. 4th street	2019-74	Bld	Status	checked on move on Gov. house
1/30/2020	100 E. 9th st. Lot 6B		Enf	Status	checked on status of mobile home unit
1/30/2020	614 Sherwood Circle	2019-81	Bld	Status	insulation for new house
1/30/2020	209 W . 7t h street	2019-29	Bld	Status	remodel Job ongoing
1/31/2020	300 Kia Drive	2017-133	Bld	final	closed out basement finish
1/31/2020	1001 N. Oaks ave	2019-96	Bld	Status	rough framing in progress

2020 JANUARY CODE REPORT

ADDRESS	DATE	CODE TYPE	REASON	SOURCE
502 TESSA AVE	1/2/2020	MUNICIPAL	SNOW ON SIDEWALK	S
101 KALVIN DR.	1/2/2020	MUNICIPAL	SNOW ON SIDEWALK	S
512 S MAIN AVE	1/2/2020	MUNICIPAL	SNOW ON SIDEWALK	S
103 KALVIN DR.	1/2/2020	MUNICIPAL	SNOW ON SIDEWALK	S
511 TESSA AVE	1/2/2020	MUNICIPAL	SNOW ON SIDEWALK	S
800 E 2ND ST.	1/11/2020	MUNICIPAL	NO HOUSE NUMBERS	S
206 E 4TH ST.	1/11/2020	MUNICIPAL	SNOW ON SIDEWALK	S
102 E 4TH ST.	1/11/2020	MUNICIPAL	NO HOUSE NUMBERS	S
108 N KINGSBURY AVE	1/11/2020	MUNICIPAL	NO HOUSE NUMBERS	S
103 N KINGSBURY AVE	1/11/2020	MUNICIPAL	NO HOUSE NUMBERS	S
502 N VANDEMARK AVE	1/11/2020	MUNICIPAL	PARKED ON GRASS	S
400 E 5TH ST	1/11/2020	MUNICIPAL	PARKED ON GRASS	S
511 TESSA AVE	1/21/2020	MUNICIPAL	SNOW ON SIDEWALK	S
307 W 8TH ST	1/21/2020	MUNICIPAL	PARKED ON GRASS	R
501 S TESSA AVE	1/21/2020	MUNICIPAL	SNOW ON SIDEWALK	S
109 W OPAL LANE	1/22/2020	MUNICIPAL	BLOCKING SIDEWALK	R
210 CRESTWOOD DR.	1/23/2020	MUNICIPAL	PET AT LARGE	R
200 N MAIN AVE	1/25/2020	MUNICIPAL	PARKED ON GRASS	R
510 S EASTERN AVE	1/25/2020	MUNICIPAL	SNOW ON SIDEWALK	S

S=Staff

R=Resident

February 25, 2019 P&Z Notes

Public Hearing:

- **7:05 Rezone Hearing:** The city has received a rezone application from John Jarding with Jarding Development. They would like to rezone their parcel of property along Mickelson Road that is just to the east of their 2 new cul-de-sacs. When this property was originally annexed into the city in 2016 this east portion of their property was zoning Community Commercial. At that time, the developer did not know if this property would be used for commercial or residential, so it was zoned CC since it is easier to rezone to a less intense use than to rezone to a more intense use. They have now decided to use it for single family dwelling so it will need to be rezoned to Residential. The rezone request is to change the zoning from Community Commercial to Residential, which will tie into the existing use of the area.

Updates:

Code Enforcer/Building Inspector Updates:

- Paul Clarke will be present to provide an update to the Board on building permits. A copy of his January report is in the packet for your review.

City Administrator Updates:

- **Chamber and Economic Development Director Position:** By now I'm sure most, if not all, of you have heard that Jesse Fonkert, our Chamber and Economic Development Director has accepted a position with MCEDA/LCEDA as their Director and has resigned effective March 27th. The city is moving forward with advertising for this position and we have been working on a transition plan. Jesse has been a great asset to the city so please wish him good luck in his new adventure.
- **P&Z Vacancy:** We still have one vacancy on the Board. The Mayor would like you to let him know if you have any candidate suggestions.
- **Code Enforcement Report:** Enclosed in your packet is Bryan Voth's January code enforcement report for your review. Bryan will be at the 1st meeting in March to touch base again with the Board.
- **MPO Long Range Transportation Plan:** On behalf of the City of Hartford, I am part of the study advisory team that is working on updating the areas long range transportation plan (LRTP). To continue to receive federal funding, the Sioux Falls Metropolitan Planning Organization (MPO), which Hartford is a part of, must adopt a long-range transportation plan that needs to be updated every 5 years. The MPO does have a plan that was adopted in November of 2015, so we now are working on the 5 year update to this plan. The plan is called "Go Sioux Falls" and the purpose is to identify short, mid and long term transportation improvement projects and recommendations. This update will probably take a few months. The MPO is holding a few more open houses for public input on the regions long range transportation plan. One of the open houses will be in Hartford – it is planned for March 25th from 5:00 to 6:30 at the Hartford Fire Station – please mark your calendars and attend if possible. **We will also be holding a meeting for Hartford city officials and staff (including P&Z Board) to get your input and identify future LRTP project for us. This meeting has been set for Friday, February 28th at 8:30 at city hall. I know the time may not best for everyone but if we can get at least a couple members for this Board, that would be great.**
- **Community Summit:** The City is still planning to hold a community summit (information meeting) for the public this year but we are going to push it back until later this summer or maybe this fall. We feel that the timing may not be right, and we want to make sure we have adequate time to prepare properly for this.
- **Joint Jurisdiction Meeting:** The council has not made any official decisions on the city's pursuit of joint jurisdiction yet.
- **Upcoming Agenda Items:** There will be 2 vacate petitions that will come before the Board at our next meeting on March 10th. The first vacate is from Sioux Valley Energy and they are asking to vacate the south end of the alley that runs between 1st Street & Railroad Street and between Feyder Avenue and S Eastern Avenue – which would be the alley by their facility along Railroad Street across from Turtle Creek Park. The second vacate is for the "old" portion of Mickelson Road that will no longer be used since we re-aligned the road. It encompasses from Highway 38 west about 413 feet.