

Planning and Zoning Meeting – Regular Meeting March 8, 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. City Administrator Teresa Sidel, Building Inspector Paul Clarke, and Building Inspector/Code Enforcer Kyle Christensen were also present. There were 2 people from the public present.

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

Approval of the Minutes: The February 22, 2022, regular meeting minutes were reviewed. A motion was made by Nolte, second by Kilbourn to approve the February 22, 2022, regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications/Ordinances:

- **Review/Approve Annexation Petition submitted by Highway 38 Sundermann Land:** The city has received an annexation petition from Highway 38 Sundermann Land LLC. They are asking to annex approximately 24 acres of their land that sits to the east of Hartford, north of Hwy 38 and north of the Turtle Creek Highlands development. The property is contiguous to the city via the platted right-of-way. The City's attorney has reviewed the petition and it is in good form and manner. Josh Kruger with Eagle Construction was present on behalf of the applicant to address any questions from the Board. A motion was made by Kutil, second by Nolte to recommend approval of the annexation petition to the city council – Anderson abstained, with all other voting yes, motion carried

Old Business

- **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 they could be sold to individual owners either by a condo type situation or by platting along the common wall. After further review and discussion by the Board, it was decided that our zoning ordinances should allow the option for all commercial buildings to be divided or platted by a common wall not just storage units. City Administrator Sidel will work with SECOG to make the changes discussed and bring forth an updated draft for the P&Z Board to review at their next meeting on March 29th.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided his February building inspection report and updated the Board on open building permits. There are currently 21 open single-family homes in various stage of construction, along with 2 twin home. Clarke also gave an update on commercial properties under construction.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen, the city's new Building Inspector/Code Enforcer, was also present. His February Code Enforcement Report was presented to the Board for their review. It was noted that there has been an increase in pet complaints.
- **City Administrator Update:**
 - **Governing Board Positions:** Three petitions were received to fill all the city's 2-year terms in each ward. Travis Kuehl – ward 1, Chris Woslager – ward 2 and Cindy Matson - ward 3. The three 1-year terms will be appointed by the Mayor in May. On March 1st, Arden Jones was appointed as Mayor until May 2023 and Cindy Matson was appointed to fill Jones' ward 3 seat until May 2022.
 - **WWTF:** The City's SRF loan application and facility plan has been sent to the State for consideration. Mayor Jones has asked the city engineer, ISG, to submit an engineer design contract for this project to the council for review.
 - **Western Ave Industrial Sewer Project:** Siteworks is making good progress on this project. If the weather cooperates, they hope to be done in a month or two.
 - **Park & Rec Board:** The first meeting of the Park & Recreation Board was held on 2/28. Meetings will be the 4th Monday of each month at 6:30pm in city hall. Members included President Troy Larson, Vice President Josh Mulder, Secretary Gail Blocker, Callie Tuschen, and Matt Evans. The Board did recommend the formation of a dog park, which will be discussed by the council on 3/15.
 - **Community Plan:** ISG is planning one more community meeting then the final document 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.
 - **Re-branding:** The city is considering re-branding with a new logo. Input will be solicited by all the city boards, along with the Chamber and HADF.

Adjournment: A motion was made by Graham, second by Anderson to adjourn at 7:34pm – 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