

Planning and Zoning Meeting – Regular Meeting March 9, 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, Steve Nolte, and Brad Miles. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present, along with 1 person from the public.

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 February 23, 2021 meeting minutes were reviewed. A motion was made by Miles, second by Kilbourn to approve the February 23, 2021 regular meeting minutes – all voted yes, motion carried.

New Business:

- **Review County CUP Application #21-20:** Beth Stallman of 46204 261st Street, Hartford has applied for a CUP through the county to allow a 6,560 sf accessory building. Current county regulations only allow a maximum of 3,600 sf for accessory buildings on properties over 3 acres unless a CUP is approved. This property is 5 acres, and the current accessory building to the east is 3,600 sf – this new building will be towards the rear of the property and larger in size. The property is 1 mile south and 2 miles west of Hartford and within Hartford's growth area. The Planning and Zoning Board reviewed the application and county staff report. There were no concerns from the Hartford Board. A motion was made by Graham, second by Miles to support county staff's recommendation for approval – all voted yes, motion carried.
- **Review Draft of Proposed Design Standards:** City staff has been working with the city engineers to review the current design standards. Most suggested changes are just clarifying verbiage or including additional tables for reference. There were a few items that staff felt needed to be incorporated pertaining to driveway and curb issues. This draft was presented to the Board for review only at this point and future discussion will be held after the Board has had an opportunity to read through the entire document.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provide his February building inspection report and gave an update on building permits. There are currently 15 open single-family homes in various stages of construction. Clarke also gave a brief update on 6 commercial properties under construction.
- **City Administrator Update:**
 - **Code Enforcement:** The Board received a copy of February's code enforcement report.
 - **City Positions:** The new part-time office assistant has been hired and will begin on March 22nd. As of March 12th, Stockwell Engineers will not be the city's appointed engineers. The city council will hold a special meeting on March 10th to discuss engineering for the city going forward.
 - **Ordinance #705:** The city council has passed 1st reading of Ordinance #705 – On-Premise Sign amendment.
 - **Up-coming Agenda Items:** This year the Board will work on reviewing the city's current design standards and zoning regulations.

Adjournment: A motion was made by Miles, second by Anderson 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.

Teresa Sidel, City Administrator