

## **Planning and Zoning Meeting – Regular Meeting March 12, 2024**

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, Stacey Kutil, Michelle Kilbourn, Troy Jackson, and Brad Miles. Also present was City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke. There was no one present from the public.

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

**Approval of the Minutes:** The February 13, 2024, regular meeting minutes were reviewed. A motion was made by Kutil, second by Graham to approve the February 13, 2024, regular meeting minutes – all voted yes, motion carried.

**Public Comments:** None

### **New Business:**

- **Discuss Possible Updates/Amendments to Current Zoning Regulations:** The Board had open discussion on non-typical construction such as tiny homes, shouses, and storage containers. These types of construction are becoming more popular and currently the city does not have any specific building regulations for these types of construction. It was the consensus of the Board to have staff gather additional information and discuss it again at a later meeting. Other items discussed by the Board include possible amendments to our sub-division regulations regarding easements and park land fee. ISG is currently working on a draft update and will incorporate Board suggestions.

### **Updates**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide his report, along with an update on building projects to the Board. There are currently 14 open single-family homes in various stages of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits that are still open or being worked on. Clarke did contact the property owner at 1021 Diamond Circle to confirm that the building is not being used until an occupancy permit is granted.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to provide his report, along with an update on code enforcement to the Board. Current code violations being addressed by the city include no pet licenses, parking on grass, junk/nuisance, and animal at large. Christensen also noted that he received a complaint regarding the property at 101 W Hwy 38, along with pictures. This property is currently working under a conditional use permit and the complaint may show a violation to the CUP. After discussion by the Board, staff was directed to contact the city attorney for review and guidance. Staff was also directed to watch the property for further evidence of violations.
- **City Administrator Update:**
  - Project Updates
    - 6<sup>th</sup> & Mundt – The city has closed our permit with the state.
    - Hwy 38 Project – Plans have been sent to the state for review.
    - Western Ave Expansion – Funding options were discussed with SECOG and will be reviewed by the Council. A meeting for adjoining property owners has been scheduled for March 21<sup>st</sup> at noon in city hall.
    - WRRF – Work continues on the walls for the Aeromod tank. Siteworks just started work again on the piping. A tour of the plant will be scheduled within the next few weeks for the council and P&Z.
    - 12<sup>th</sup>/Oaks Project – Plans were reviewed by the city and comments are being addressed by IDG. We hope to have plan approval soon so advertising for bidding can start.
  - Hwy 38 Corridor Study: The state is conducting a corridor study for Hwy 38 from Humboldt to Marion Road. A public input meeting is being held for the city from 2:30 to 4:00 on 3/13 and a public input meeting from 5:30 to 7:00 that evening.
  - FEMA Floodplain Update: FEMA is in the process of updating floodplains throughout the country, including South Dakota. Preliminary maps have been sent to the city. Initial review does not show any significant changes to the floodplain in Hartford, but staff plans to review in depth over the next few weeks.

**Adjournment:** A motion was made by Kilbourn, second by Kutil to adjourn at 8:14pm – 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