

PLANNING AND ZONING AGENDA
TUESDAY, MARCH 12, 2024
CITY HALL - 7:00 P.M.

- 1) ROLL CALL
Mark Anderson, Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, Brad Miles, and Tony Randall

- 2) APPROVAL OF THE AGENDA

- 3) APPROVAL OF MINUTES
 - February 13, 2024 Meeting

- 4) PUBLIC COMMENTS
Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

- 5) NEW BUSINESS
 - Discuss Possible Updates/Amendments to Current Zoning Regulation

- 6) UPDATES
 - Building Inspector Update – Paul Clarke
 - Building Inspector/Code Enforcer Update – Kyle Christensen
 - City Administrator Updates – Teresa Sidel

- 7) ADJOURNMENT

Next Planning & Zoning Meeting: March 26, 2024

Planning and Zoning Meeting – Regular Meeting February 13, 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, Troy Jackson, and Brad Miles. Michelle Kilbourn was absent with notice. 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 Jackson, second by Kutil to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes: The January 9, 2024, regular meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the January 9, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

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 15 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. Discussion was held regarding the property at 1021 Diamond Circle – Clarke will make contact to check the status of this project.
- **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, no building permit, parking on grass, abandoned & inoperable vehicles, snow & ice removal, and a home with missing shingles. The Board also noted some code issues to staff and asked for a proactive approach will all properties.
- **City Administrator Update:**
 - Project Updates
 - Hwy 38 Project – Plans have been sent to the state for review.
 - WRRF – Work continues on the walls for the Aeromod tank. Pipework has been put on hold until spring.
 - 12th/Oaks Project – Plans were reviewed by the city and comments are being addressed by IDG. A March bidding is still planned.
 - Ordinance #748 & #751 – Both ordinances were approved by the city council and will update the city’s zoning regulations.
 - SD Planners Association Conference – Information on this conference was provided to the Board.
 - Dakota Mainstem – An update on this project was provided to the Board.
 - Up-coming Agenda Items – Review the city’s sub-division regulations.

EXECUTIVE SESSION: A motion was made by Kutil, second by Miles to enter executive session pursuant to SDCL 1-25-2(3) – all voted yes, motion carried. A motion was made by Jackson, second by Kutil to exit executive session at 7:42pm – all voted yes, motion carried.

Adjournment: A motion was made by Miles, second by Graham to adjourn at 7:43pm – 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



Agenda Item Staff Report

DATE: March 12, 2024

AGENDA ITEM: Discuss Possible Updates/Amendments to Current Zoning Regulations

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Discussion Only

Background/Summary: I recently attended a meeting for City Managers and one of the topics discussed was various regulations for non-typical construction – such as tiny homes, shouses, storage containers, etc. Currently, the city does not have specific regulations to address these items. We do have various building standards within the city but nothing that directly addresses them. I thought the Board should have some discussion on what we do or do not want to allow within the city and then adjust our regulations if need be.

Also, ISG is working on possible updates to our design standards and sub-division regulations. I would like input from the Board on items you would like to possibly implement. Previous discussions have included:

- a) Expanding our sidewalk policy on building permits to include major expansions or any additions.
- b) Ensuring developers provide easements to property lines for future connections.
- c) Implementing monetary consequences for not developing to plans or not completing plans.
- d) Increasing park land fee

I think this would be a good time to start thinking about what possible changes or additions we should look at for future development. Please think about what you see happening here or in other cities so we can have a discussion about what is best for Hartford.

Prior Council/Board Action: None

Possible Action: Discussion only – no formal action

Fiscal Impact: None

Attachments: None

February 2024 Building Inspection Report

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
2/1/2024	306 E. 6th Street	2023-91	bld	pre final	checked on revisions to deck job
2/2/2024	916 Trojan Ave	2023-98	bld	Status	interior finish work
2/3/2024	26015 466th Street	2023-113	bld	Status	reviewed current rebar set up
2/3/2024	909 Tortuga Ave	2023-102	bld	Status	rough framing begun
2/3/2024	504 W, Opal Lane	2023-95	bld	Status	checked on progress
2/3/2024	801 Turtle Creek	2023-125	bld	Status	checked on progress on framing
2/3/2024	701 W. Opal Lane	2023-121	bld	Status	checked on progress on framing
2/3/2024	509 Connie Circle	2023-119	bld	Status	checked on progress on framing
2/6/2024	303 E. 2nd Street	2023-24	bld	pre final	maintenance shop
2/6/2024	203 Elm Road	2022-20	bld	final	closed out job
2/7/2024	202 N. Eastern ave	2023-82	bld	Status	garage framing in progress
2/8/2024	626 Sherwood Circle	2022-2	bld	final	closed out job
2/9/2024	1031 Diamond Circle	XX	bld	Status	checked on front concrete stoop issue
2/10/2024	901 W. Opal Lane	2023-71	bld	Status	finish work on going
2/10/2024	817 W. Opal Lane	2023-57	bld	Status	finish work on going
2/10/2024	511 N. Mundt Ave	2023-74	bld	Status	checked on progress/siding job
2/10/2024	1005 Duck Circle	2023-41	bld	Status	checked on progress
2/10/2024	303 E. 2nd Street	2023-24	bld	Status	interior finish work
2/12/2024	205 E. 6th Street	2023-44	bld	Status	checked on garage
2/13/2024	1009 Tortuga Ave	2023-101	bld	Status	rough framing in progress
2/14/2024	902 ParTee Drive	2022-178	bld	Status	checked on progress
2/15/2024	511 N. Mundt Ave	2022-181	bld	final	closed out garage addition
2/16/2024	1180 Ruud Trail	2022-22	bld	Status	checked on rough framing
2/22/2024	1107 N. Vandemark Ave	2023-59	bld	pre final	reviewed final checklist
2/23/2024	303 E. 2nd Street	2023-24	bld	pre final	released Area B in new school addition
2/24/2024	26015 466th Street	2023-113	bld	Status	checked on tank work
2/24/2024	1005 Duck Circle	2023-41	bld	final	closed out job
2/24/2024	309 N. Mundt Ave	2023-51	bld	Status	interior finish work
2/24/2024	509 Connie Circle	2023-119	bld	Status	trade work progressing
2/24/2024	801 Turtle Creek	2023-125	bld	Status	trade work progressing
2/24/2024	909 Tortuga Ave	2023-102	bld	Status	rough framing in progress
2/24/2024	202 N. Eastern ave	2023-82	bld	Status	rough framing in progress
2/24/2024	304 E. 4th st	2023-126	bld	final	closed out roof job
2/26/2024	100 E. 9th Street Lot 23	2023-110	bld	Status	checked on residing progress
2/27/2024	606 N. Main Ave	2023-128	bld	framing	house addition
2/28/2024	1009 Tortuga Ave	2023-101	bld	framing	new house project

FEBRUARY 2024 CODE REPORT

ADDRESS	DATE	DEADLINE/FOLLOWUP	CODE TYPE	REASON	SOURCE	CLOSED?	COMMENTS
501 N Main Ave	2/6/2024	2/22/2024 3/1/2024	Zoning	Parking on Grass	S	No	Letter sent on 2/6 for trailer parked on the front lawn next to the driveway. Letter Returned to Sender on 2/14. Letters resent to new addresses on 2/14 and updated deadline of 3/1.
707 N Oaks Ave	2/6/2024	2/22/2024	Zoning	No Building Permit	S	No	Letter sent on 2/6 for new accessory building placed in back yard.
408 N Main Ave	2/6/2024	5/6/2024	Municipal	IPMC Violation	S	No	Letter sent on 2/6 about missing shingles on roof with exposed sheathing/underlayment.
913 Trojan Ave	2/6/2024	2/19/2024	Municipal	No Pet License	S	Yes	Letter sent on 2/8 for no city pet license on file. Homeowner informed me on 2/12 that they no longer own pets.
100 E 9th St. #26	2/6/2024	2/19/2024 3/4/2024	Municipal	No Pet License	S	Yes	Letter sent on 2/8 for no city pet license on file. Letter with \$50 fine sent on 2/23. Animal(s) licensed and fine paid on 2/28.
713 W Opal Ln	2/20/2024	3/7/2024	Zoning	Parking on Grass	S	No	Letter sent on 2/20 for brown dump truck parked on an empty lot.
209 N Main Ave	2/22/2024	3/11/2024	Municipal	Rubbish/Junk	S	No	Letter sent on 2/22 for rubbish/junk sitting outside. Due to habitual violator, this is only courtesy warning for 2024.
120 SD-38	2/22/2024	3/11/2024	Zoning	Parking on Grass	S	No	Letter sent on 2/22 for trailer parked on the grass.
604 N Oaks Ave	2/23/2024	3/12/2024	Zoning	Parking on Grass	S	No	Letter sent on 2/23 for trailer parked on the grass.
606 N Oaks Ave	2/23/2024	3/12/2024	Zoning	Parking on Grass	S	No	Letter sent on 2/23 for trailer parked on the grass.
504 N Mundt Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/31/23 & final courtesy letter on 1/29/24
107 S Vandemark	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/28/23 & final courtesy letter on 1/29/24
100 E 9th St #10	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/24/23 & final courtesy letter on 1/29/24
202 E 5th St	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/13/23 & final courtesy letter on 1/29/24
104 N Kelley Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/4/23 & final courtesy letter on 1/29/24
406 N Eastern Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 9/26/23 & final courtesy letter on 1/29/24
207 N Main Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 5/6/23 & final courtesy letter on 1/29/24
406 N Main Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 5/4/23 & final courtesy letter on 1/29/24
503 N Oaks Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 11/1/23 & final courtesy letter on 1/29/24
603 Cressman Trail	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/19/23 & final courtesy letter on 1/29/24
208 Mary Lane	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/19/23 & final courtesy letter on 1/29/24
702 N Main Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/19/23 & final courtesy letter on 1/29/24
100 S Kelley Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 10/19/23 & final courtesy letter on 1/29/24
403 S Main Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 11/17/23 & final courtesy letter on 1/29/24
502 N Vandemark Ave	2/29/2024	3/11/2024	Municipal	No Pet License	S	No	Letter sent on 2/29 with \$50 fine for no pet license. The City sent prior letters on 11/17/23 & final courtesy letter on 1/29/24

R=RESIDENT
S=STAFF

City Administrator Update

March 12, 2024

Project Updates (Changes in Red):

- **City Projects:**

- 6th & Mundt Street – Project is substantially complete, with a few punch list items and some seeding, restoration, and painting to be done in the spring. A walk-through of the project was conducted by ISG and city staff to update this punch list for the contractor. Homeowners were provided a letter on proper care for the new seeding, and they were also provided a letter on how to make their sump pump connections to the new storm sewer system. The contractor continues to work on punch list items. Due to the heat and drought, the spring seeding has failed – contractor will re-seed in the fall. Now that the weather is cooling down, we are working with the contractors to do some reseeded on the areas that did not come in good. Some of the project areas have been reseeded and a letter was sent to the property owners. ISG will be conducting an inspection and reviewing punch list items to ensure everything is addressed before we close out the project. A punch list of incomplete items has been sent to the contractor. The city will monitor any reseeded to ensure that it takes next spring. **We have closed out our stormwater permit with the state.**
- Hwy 38 Water Main Extension – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. SECOG has completed the SRF loan application, and it was sent to the state on Thursday (3/30) for review. This project was also placed on the state water plan (requirement for SRF funding). The state reviewed our SRF loan application on 6/29 for \$500,000 and it was approved. The city pledged system revenues for repayment, so no surcharge is required. ISG is completing plans to get ready for bid. The plan is to bid this fall for construction next year. Final plan edits are being made by ISG and then they will be reviewed by staff and sent to DANR. We are working with the city engineer to look at a possible redesign as discussed at our last meeting. Staff and ISG will coordinate with developers to ensure the new water main placement will satisfy their needs. **Plans have been sent to the DOT for review.**
- Western Avenue Expansion - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options. ISG is working with HR Green and meeting with them regularly to ensure communication on coordinating the state and city project. ISG and city staff met with DOT officials on Monday, 9/18 to discuss this project and bidding procedure/coordination. Both projects will be let by the state for bidding and any contractor that bids on one project will be required to bid on the other project as well – thus ensuring the same contractor for both projects. This will make project coordination much easier. Once a contractor is secured, each project will be independent, with the state in charge of their bridge portion and the city in charge of our Western Ave portion. Bidding is still set for next spring with the project commencing in 2025. ISG continues to work on plans and coordinate with HR Green and the state. Project is still planned to be bid next year, with work being performed in 2024. I have talked with ISG about setting up property owner meetings for 2024 to go over the project and address any concerns they may have. ISG states the plans are 90% complete and a final set will be sent to the state by Feb 2024. **I met with SECOG this last week to discuss funding for this project. Unfortunately, there are very few funding options for street reconstruction projects. There is a community access grant, which we will apply for, but maximum grant funding is only \$600,00 (this is a 5.6M project). We are checking with USDA for a possible option, but this project may not qualify. The council may have to look at possible funding with property assessments and a sales tax bond.**
- WRRF – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. Grading work continues at the site. The groundbreaking was a great success. Dirt work for the road and facility is underway, along with utilizes. ISG has been reviewing shop drawings and bi-weekly construction meetings are being planned. We are still working on finalizing easement documents with Assam and Tyler. **The last progress meeting was held with the engineers, staff and contractors on 2/14 – 3/13. The lift station lid was placed, and work continues on the pouring of the Aeromod walls. Piping has ceased for the winter but is expected to start again within the next month or two. City Council would like a tour of the project – we are looking at doing this on a Friday in May – the P&Z Board will be invited as well if you are interested.**
- 12th/Oaks Project – Infrastructure Design Group has started plan. Once the plans are completed, ISG will review. We hope to bid this project in Jan/Feb 2024 and construction to begin in spring 2024. Plans are at 50% and a meeting between the project engineer, city engineer, and staff is planned for Monday, 12/18 for review. IDG did present 100% plans to the city and they have been reviewed by ISG and staff. Comments have been made and sent back to IDG to

address. We are hoping to have council approval on 3/19 to proceed with bidding for the project and hope to award it in April.

- Other Projects –
 - Bike Trail – We continue to work with FEMA to get floodplain approval of this project so the city can move forward with the project at a future date if so desire. ISG has sent additional information to FEMA for our LOMR approval. FEMA required the city to send letters to adjoining property owners noting that this project would not impede the floodplain – this was done February 21st. This should be the last requirement before FEMA approval.
 - ISG is working with Maple Pass, Knapp’s Landing, and Assam development to ensure compliance with city design standards and completion of punch list items.

Other:

- **Hwy 38 Corridor Study:** The SDDOT has employed HR Green to conduct a study along Highway 38 from Humbolt to the Marion Road. This study will evaluate road conditions, traffic speeds, traffic counts, approaches, turning functions, etc. along this corridor. I have attended a few of the planning meetings. HR Green has developed several possible plan designs for Highway 38 and exit 390 east of Hartford. Proposed improvements within Hartford include additional driving and turn lanes, future stop lights at various intersections, and bike path and sidewalk additions. There are also 10 various bridge designs for exit 390 that are being considered – some take up a lot of city land that the city’s WWTF is upon – I have indicated that we are opposed to those options. I have also indicated that the city would like to see reduced speeds to the east of the city as it develops. There is a public open house being held this coming Wednesday, March 13th from 5:30 to 7:30 at the high school – this will allow the public to review current plans and provide input or suggested changes. HR Green is also holding a stakeholder meeting for the county, city and school from 2:30-4:00 at the DOT office along Hwy 38 (by Walmart). If you have time, I encourage you to attend one of these 2 meetings to review the plans and provide any input you may have. At this point, these are only draft plans, and nothing has been finalized yet. I have included the public meeting notice in the packet, which has a QR code on the bottom that provides more information. Remember, even when completed, this is just a study that will show possible improvements that the DOT may or may not implement. DOT has indicated that no road improvements will take place until 2030 at the earliest, with the interchange beyond that date.
- **FEMA Floodplain Update:** FEMA is in the process to update floodplains throughout the country – significantly increase the floodplain area throughout. I know Sioux Falls and Dell Rapids are seeing increases to their floodplain area and Lennox and Crook are having new floodplains implemented where there was no prior floodplain. I have received preliminary maps from FEMA and at this point I do not see any significant changes for Hartford, but I plan to review the maps in more depth over the next couple of weeks. When FEMA first implemented a floodplain within the city (2009), the city took steps to have our engineers survey the city and determine the water hydraulics of the creek. We sent in data to FEMA to implement a correct floodplain area and set base flood elevations and a floodway. I believe having this data on the front end reduced our risk for any major changes to our floodplain. FEMA may require cities to update our floodplain ordinances, but I have not seen any information on this yet. I have attached a copy of the city’s current floodplain map for your reference, and I will keep you updated if any changes will be required from FEMA.

Please call if you have any Question: 528-6187 or 605-906-1750.