

Planning and Zoning Meeting – Regular Meeting March 26, 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 Finance Officer Karen Wilber, 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 March 12, 2024, regular meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the March 12, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

New Business:

- **Review/Approve County Plat for Lot 4, Block 1 of Brower 2nd Addition:** The City has received a plat for Lot 4, Block 1 of Brower 2nd Addition. This parcel is not currently within the city limits but is within the City's platting jurisdiction with Minnehaha County. It must be approved by both the Planning & Zoning Board and the City Council before it can be submitted to the County for approval. The plat has been reviewed by ISG and conforms to all city regulations. A signed pre-annexation agreement, which is required per city ordinance, has been received from the owner. A motion was made by Anderson, second by Kilbourn to approve the plat for Lot 4, Block 1 of Brower 2nd Addition – all voted yes, motion carried.

Updates

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide his report, along with an update on building projects. There are currently 13 open permits for single-family homes in various stages of construction, along with 2 twin homes. Clarke also gave a recap of current commercial permits that are still open or being worked on.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to provide his report, along with an update on code enforcement issues. Christensen met with the city attorney regarding the business located at 101 W Hwy 38, who is currently operating under a conditional use permit. The city attorney will send the property owner a letter to remind them what the conditions of the CUP are. Christensen continues to address the property at 707 N Oaks Ave for junk/nuisance violations.
- **City Administrator Update:**
 - Project Updates
 - Western Ave Expansion – A meeting for adjoining property owners was held March 21st with 8 in attendance. ISG reviewed the project with those in attendance and answered any questions. The City will meet individually with property owners to discuss specific questions as the project moves forward.
 - WRRF – Staff is planning a tour of the plant in June. An update will be provided once a date has been set.
 - 12th/Oaks Project – Council tabled approval of the bid letting until they have a chance to review the plans further. This will go before the Council again on Apr 2nd.
 - Planning & Demonstration Grant: SECOG is planning on applying for a Planning & Demonstration Grant from the US Dept of Transportation that would help implement safer streets and roads region wide. To qualify for the grant funds, which would be available in 2025, a study would need to be done to develop a Safety Action Plan. The cost of this study, which would be done this year, is \$2,500. The consensus of the Council is to move forward with this.
 - Subdivision & Design Standard Updates: ISG has completed their reviews of the current subdivision regulations and design standards. After a review with staff last week, ISG is following up on a few changes. Once complete, it will be presented to the Board for further discussion/review.

Adjournment: A motion was made by Kilbourn, second by Kutil to adjourn at 7:15pm – all voted yes, motion carried.

Minutes recorded by Finance Officer, Karen Wilber.

I, the undersigned, Karen Wilber, Finance Officer, 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.

Karen Wilber, Finance Officer