

Planning and Zoning Meeting – Regular Meeting April 12, 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, City Attorney Tom Frieberg, and Chamber and Economic Development Director Amy Farr were also present. There was 1 person from the public present.

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

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

Public Comments: No public comments were received on non-agenda items.

Hearings/Petitions/Applications/Ordinances:

- **7:05 Conditional Use Hearing:** Dylan Peterson of 751 Shamrock Drive has submitted a conditional use application to the city asking to allow a 1,144sf accessory building. Current city regulations only allow the maximum size of an accessory building of 1,000sf unless a conditional use permit is approved by the Planning & Zoning Board. Mr. Peterson owns the lot at 751 Shamrock Drive and the lot to the north – these 2 lots have just been platted into one lot. Mr. Peterson's plans include the placement of an in-ground pool and a 1,144sf accessory building to be used as a pool house. Mr. Peterson was present to address questions from the Board. The structure will meet all setback requirements, material requirements, and will not be within a drainage easement. Peterson also indicated that he has not received any negative comments from his neighbors. Due to the double lot area, staff is recommending approval. A motion was made by Miles, second by Anderson to approve conditional use application 2022-3-15, per the site plan submitted – all voted yes, motion carried.

New Business:

***Mark Anderson excused himself as a Board Member on all Board discussion/action regarding the Maple Pass LLC Development

- **Review Development Agreement between Maple Pass LLC and the City of Hartford for TIF District #1:** On 4/5, the Hartford City Council approved the formation of Tax Increment District #1 for Maple Pass LLC. This district/area has been established so the next step is working on and approving a development agreement with Maple Pass LLC and the City. A detailed development agreement was reviewed and discussion was held on the structure of the TIF loan, repayment schedule, and the city's obligation. The developer will hold the TIF loan. The agreement commits the Developer to complete the listed project and ensure performance of the TIF and commits the city to make payments of tax increment revenues to the developer for payment of the TIF loan. A motion was made by Graham, second by Kutil to approve the project plan and development agreement for TIF #1 – all voted yes, motion carried.

***Mark Anderson rejoined the Board.

- **Review/Discuss Maximum Building Heights within Zoning Districts:** President Randall asked to review the city's current height restrictions in our zoning districts to look at increasing these height restrictions on multi-family dwellings. Staff presented information from other communities regarding their regulations on maximum heights. The Board would like staff to propose a draft ordinance to change to our residential regulations to allow a height exemption by conditional use permit and an increase height allowance for larger multi-family dwellings. Staff will present this draft to the Board at a future meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided the Board his March inspection report, along with an update on open building permits. There are currently 21 open single-family homes in various stage of construction, along with 1 twin home. Clarke has addressed the property along Ruud Trail to ensure all permits were secured before any additional building. Clarke also gave an update on commercial properties under construction.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to present the Board a copy of his March code enforcement report and provide an update. He is addressing several issues including parking on the grass, junk, pet licensing and fencing issues. Randall preferred the updated format for the code enforcement report.
- **City Administrator Update:**
 - WWTF – Our SRF loan application and facility plan has been finalized and sent to the state – the state considered the city's application at their 4/12 meeting and the city was awarded a large grant for this future project, along with a low

interest SRF loan. The city council also approve a contract with ISG at their 4/5 meeting to design the facility – this design process will probably take a year, with construction in 2023 & 2024.

- Western Ave Industrial Sewer Main – The Contractor is making good progress. If the weather cooperates, they hope to be done in early May.
- Summit Carbon Solutions Pipeline - Summit Carbon Solutions LLC is proposing to erect a CO2 pipeline just to the west of Hartford. This pipeline will encompass a 5-state region and capture CO2 emission from ethanol plants that will be pressurized in a pipe and transported to North Dakota for disbursing. This pipeline is proposed to run just to the west of the city (map enclosed). I have concerns about stopping Hartford’s growth to the west and the safety of our citizens in case of a rupture. I have submitted several questions into the PUC and the city has applied for party status in the case so we can stay informed and involved as this move forward. The PUC has one year in which to vote on approving or denying this pipeline.
- Park & Recreation Board – The city’s new Park and Recreation Board has made a recommendation to the council to move forward with a dog park just east of our yard waste collection site. Council approved this project and work will begin asap.
- Downtown Committee - The Downtown Committee did ask the city council to consider an interim and then permanently closing of 1st Street between Main Ave and the alley to the East. If the council is agreeable to this, they want to turn that area into a Downtown “park” area with tables or benches, shrubbery, maybe even a water feature. The council is considering the request but asked staff to do some traffic counts of the area before any action is taken. Staff is still gathering traffic counts.
- Community Plan – ISG is in their final stages of this process. They conducted their last community input meeting on 4/6. They will now finalize the plan and present to the city within the coming weeks.
- Re-Branding – The city council has instructed the city administrator to investigate option for re-branding with a new logo. I have contacted 3 marketing firms and the council will discuss proposals at their next meeting.

Before Adjournment Steve Nolte tendered his resignation. His last meeting date will be Tuesday, May 10th.

Adjournment: A motion was made by Nolte, second by Kilbourn to adjourn at 7:55pm – 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