

Planning and Zoning Meeting – Regular Meeting April 26, 2022

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Tim Graham, Michelle Kilbourn, Stacey Kutil, Brad Miles, and Steve Nolte. Mark Anderson was absent with notice. City Administrator Teresa Sidel and Building Inspector/Code Enforcer Kyle Christensen were also present. There was no one present from the public present.

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

Approval of the Minutes: The April 12, 2022, regular meeting minutes were reviewed. A motion was made by Kutil, second by Graham to approve the April 12, 2022, regular meeting minutes – all voted yes, motion carried.

New Business:

- **Review/Discuss Proposed Zoning Ordinance change on Maximum Building Heights within Zoning Districts:** At the city's 4/12 P&Z meeting, the Board reviewed the city's current height restrictions within our zoning districts and compared them with other communities. The Board asked staff to propose a draft ordinance to change to our regulations to allow a height exemption by conditional use permit. A draft of this revision was presented to the Board for review. The proposed changes would add verbiage to our existing regulation to allow exceeding the maximum height allowance in all districts only by conditional use – meaning that if any structure that would be over the maximum height for that zoning district, it would require the builder to apply for a conditional use permit and go before the P&Z Board for approval. This verbiage is already in our zoning regulations for regional commercial zones, light industrial zones, and heavy industrial zones so in order to keep consistency, the same verbiage was added to residential zones, manufactured housing zones, neighborhood commercial zones and to community commercial zones. It was the consensus of the Board to set a public hearing date for final review by the Board.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was not present but provided a report to the Board for review. There are currently 23 open single-family homes in various stage of construction, along with 1 twin home. The report also gave the Board a recap of current commercial permits, which are in various stages of construction.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present and gave the Board an update on code enforcement issues that he is addressing within the city at this time.
- **City Administrator Update:**
 - WWTF – The City's SRF loan application for our future WWTF was review by DANR. The city received a total of \$9,580,568.00 in grants for this project – leaving a balance of \$7,181,432.00, which will be an SRF loan. DANR is requiring the city to utilize a surcharge for repayment of the loan.
 - Western Ave Industrial Sewer Main – The Contractor is anticipating work to begin on Oaks Ave the first week in May.
 - Up-coming projects – ISG will be presenting engineering contracts for beginning design work on the Western Avenue project scheduled for 2025 and for the Highway 38 water line extension scheduled for 2023.
 - Midco Project – Midco held a pre-construction meeting and work will begin in the city the week of April 25th.
 - Summit Carbon Solutions Pipeline – The PUC has granted the city party-status on this docket item.
 - 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. Council reviewed 3 proposals for rebranding with a new logo and it was the consensus of the council to form a small committee to look into the proposals and make a recommendation to the city council. The city is working on establishing this review committee.
 - Up-coming meetings – It was noted that the Board will review 2 CUPs that were submitted to the city at their May 10th meeting.

Adjournment: A motion was made by Graham, second by Nolte 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