

PLANNING AND ZONING AGENDA

TUESDAY, APRIL 28, 2020

7:00 P.M.

Due to the COVID-19 Pandemic, the City of Hartford will be conducting city meetings via teleconference in order to promote social distancing and abide by CDC standards and Governor Noem's Executive Order

To Join the Meeting from your Computer, Tablet or Smartphone go to:
<https://global.gotomeeting.com/join/682732093>

To Join the Meeting by Phone dial:
1-646-749-3122

Access Code: 682-732-093

- 1) ROLL CALL
Mark Anderson, Eric Bartmann, Tim Graham, Brad Miles, Stephanie Olson-Voth,
Tony Randall
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES for:
 - March 31, 2020 Meeting
- 4) HEARINGS/PETITIONS/APPLICATIONS
- 5) OLD BUSINESS
- 6) NEW BUSINESS
 - Request for Temporary Off-Street Parking – 511 N Main Avenue
- 7) UPDATES
 - Building Inspector Updates – Paul Clarke
 - Code Enforcer Updates – Bryan Voth
 - City Administrator Updates – Teresa Sidel
- 8) ADJOURNMENT

Next Planning & Zoning Meeting: May 12, 2020

Planning and Zoning Meeting – Regular Meeting March 31, 2020

Chairman Tony Randall called the meeting to order at 7:00 p.m. via teleconference with the following planning and zoning members connected: Mark Anderson, Tim Graham, Stephanie Olson-Voth, Eric Bartmann and Brad Miles. City Administrator Teresa Sidel and Building Inspector Paul Clarke also participated. There was no other public participation.

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

Approval of the Minutes: The March 10, 2020 meeting minutes were reviewed. A motion was made by Bartmann, second by Miles to approve the March 10, 2020 regular meeting minutes – all voted yes, motion carried

Hearings/Petitions/Applications

- **7:05 Hearing to Deannex Parcel #71116:** Rose Stumpe has submitted a deannexation petition to the city for approval. This land, which lays just north of the city lagoons, was originally annexed as a rural service district in order for the city to get contiguous land to annex the property where the city lagoons sit. Now that Cresswood Addition has been annexed, the city does not need this land in the city. When negotiating right-of-way and land purchases for the new Mickelson Road, it was agreed between the City and the Stumpes to deannex this parcel. A motion was made by Miles, second by Graham, to deannex parcel #71116 – all voted yes, motion carried.

New Business:

- **Reschedule April 14, 2020 Meeting:** On March 30th, the state passed House Bill 1298, which postpones municipal elections until June of 2020. Since there will not be a municipal election on April 14th, there is no action needed by the Planning and Zoning Board to reschedule the April 14th meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provide a report to the Board. Currently there are 13 open single-family homes in various stages of construction, plus 1 twin home. The owners of the mobile home in lot 6B at the Northside Mobile Home Park have until April 16 to remove the trailer before it is declared abandoned property. Clarke continues to monitor the progress of the Hartford Building Center addition project and the remodel project being done by Sioux Valley Energy.
- **City Administrator Update:**
 - **City Changes due to COVID-19:** All city buildings are closed to the public to help protect essential city workers and keep city services running. Many things can be done remotely and have worked well for the most part. All city meetings, including P&Z meetings and City Council meetings, will still be conducted but via teleconference. Access information will be provided to the public on the agenda.
 - **Misc. Updates:** The city council approved the Haines plat and waive the pre-annexation agreement. The city of Sioux Falls is not allowing any free landfill passes until after the pandemic in order to reduce the traffic through the landfill.
 - **Project Updates:** The 9th Street Project was been awarded to Zacharias Construction and a pre-construction meeting will be held within the coming weeks. The city council has giving approval to advertise the Western Avenue Sewer Project, with award being made once we receive confirmation of grant approval.

Adjournment: A motion was made by Bartmann, second by Voth to adjourn at 7:18 p.m. – 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

ORDINANCE NO. 662

AMEND ZONING REGULATION #627 **OFF-STREET PARKING REGULATIONS**

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING ORDINANCE 627, THE 2016 REVISED ZONING ORDINANCE OF THE CITY OF HARTFORD, SD, BY AMENDING CHAPTER 12, SECTION 12.04 (A) & (B) – OFF-STREET PARKING.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

That Ordinance 627, Chapter 12, Section 12.04 (A) & (B) – Off-Street Parking shall be amended as follows:

12.04 Off-Street Parking

A. Definitions – For the purpose of this Section, the following terms are hereby defined

1. Vehicle: Any vehicle which is designed to travel along the ground or in the water and shall include but not be limited to automobiles, vans, buses, motorbikes, trucks, trailers, go carts, golf carts, boats, ATV's, snowmobiles, and campers.
2. Hard Surface Pad: Asphalt, Concrete or Concrete Pavers that meet or exceed the gross area of the motor vehicle that is parked upon it. An appropriate base course consisting of clean graded sand, gravel or crushed stone shall be compacted to assure uniform support of the slab. All pavers will be laid as to not allow vegetation growth underneath the motor vehicle.
3. Required Parking Spaces: The required number of parking spaces per Hartford Zoning Ordinance 627, Section 12.04 (C).
4. Driveway Approaches: An area, Between the curb or pavement edge of a public street and the private property line intended to provide access for vehicles from a public street to a driveway on private property.
5. Driveway Aisles: An access road leading from a public street to one or more structures or buildings upon private property.
6. New Driveway: A driveway aisle that has never existed before in a particular place.
7. Existing Driveway: A driveway aisle that is now in existence or being used at the present time.
8. Existing Sidewalk: A sidewalk that is now in existence or being used at the present time.

B. General Conditions – Applied to all Vehicles

1. No parking spaces are permitted in the required front yard in an R or MH District except for portions of the front yard necessary for hard surfaced driveways or as otherwise provided in this Ordinance. Parking is permitted in a side yard or rear yard in an R District upon hard surface pads.
2. Driveway(s) shall not exceed thirty-six (36) feet in width at the property line. An exception for 40' feet driveways at the property line shall be allowed for businesses expecting semi-truck traffic. The design of the driveway flare, within the driveway approach, is optional but cannot exceed 6 feet over the width at the property line. All new driveways must include a poured sidewalk. Repairs or replacement of existing driveways are exempt from including a poured sidewalk within the driveway, unless the property already has an existing sidewalk on either side that abuts the driveway.
3. Access approaches shall be prohibited on arterial and collector streets from the rear yard of a reverse frontage lot in a residential area.
4. All parking areas in the side and rear yard shall have a hard surfaced pad.
5. All access aisles driveways must be concrete or asphalt, no concrete pavers are allowed. An access aisle to a side yard accessory building or parking pad is required. An access aisle to a rear yard accessory building or parking pad is optional.
6. The parking requirements in this section shall not be applicable to property in the CB Central Business District, except for residential uses which are authorized by a conditional use permit.
7. Unless a conditional use permit is received from the Planning and Zoning Board, all Commercial and Industrial Zoned Property must have either concrete or asphalt surfaces, no concrete pavers, on all required parking spaces and all driveway approaches and driveway aisles from the public street to the front of each building with vehicle or pedestrian access. All other parking or maneuvering surfaces may be concrete, crushed concrete, asphalt or crushed asphalt. No parking upon grass or dirt surfaces.
8. The parking of commercial vehicles is permitted in a NRC or R Zoning District, subject to a limit of two commercial vehicles per dwelling unit and the following limitations:
 - a. No solid waste collection vehicle, tractor and/or trailer of a tractor-trailer truck, dump truck, cement-mixer truck, wrecker with a gross weight of 18,000 pounds or more or similar such vehicles or equipment shall be parked in any residential district.
 - b. Any commercial vehicle parked in a NRC or R Zoning District shall be owned and/or operated only by the occupant of the dwelling unit at which it is parked.

- c. A conditional use permit will be required for the parking of more than two commercial vehicles per dwelling unit.

Adopted this 5th day of March, 2019.

Jeremy Menning, Mayor

ATTEST:

Karen Wilber, Finance Officer

Seal

First Reading: February 19, 2019
Second Reading & Adoption: March 5, 2019
Publication: March 14, 2019
Effective Date: April 3, 2019

Building Inspectin Log
3/1/20

Date	Address	Permit #	Type	Status	Comments
3/1/2020	205 N. Eastern Ave. Unit 6		CE	Status	Met with tenant about water leaking issues
3/2/2020	614 Sherwood Circle	2019-81	Bld	Status	checked on new house progress
3/2/2020	108 E. Opal Lane		placement	Status	checked on new shed progress and permit
3/3/2020	107 N. Vandemark ave	2019-97	Bld	pre final	checked off items on final inspection
3/4/2020	103 E. Opal Lane	2019-37	Bld	pre final	pre final for new house
3/7/2020	500 S. Feyder ave		Bld	Status	worked with owner with IRC code issues
3/7/2020	408 N. Western ave	2018-29	Bld	pre final	met with owner on outstanding code issues
3/10/2020	209 W. 7th street	2019-29	Bld	final	closed out lower level remodeling
3/10/2020	1001 N. Oaks	2019-91	Bld	Status	checked on commercial addition project
3/13/2020	100 E. 9th Lot 6B		CE	Status	checked on lot 6B
3/14/2020	706 Par Tee	2020-5	Bld	final	closed out bathroom remodel
3/14/2020	303 Ramona Drive	2016-18	Bld	final	closed out house addition
3/14/2020	712 Trojan ave	2020-12	Bld	footing	approved new house footing
3/14/2020	407 S. Main ave	2020-7	Bld	framing	lower level partial job
3/14/2020	100 E. 9th Lot 27	2016-79	Bld	final	closed out porch project
3/16/2020	751 Shamrock Drive	2020-10	Bld	footing	approved new house footing
3/17/2020	600 N. Main ave	2020-11	Bld	framing	lower level rough framing
3/17/2020	614 Sherwood Circle	2019-81	Bld	footing	approved rear yard deck footings
3/17/2020	716 Trojan ave		CE	Status	fence issue
3/20/2020	100 E. 9th Lot 26	2016-42	Bld	Status	discussed major trailer remodel job
3/20/2020	107 Kalvin Drive	2020-16	Bld	Status	new twin home excavation review
3/20/2020	511 N. Mundt ave	2020-14	Bld	Status	garage addition-excavation review
3/21/2020	102 S. Mundt ave	2017-34	Bld	final	closed out remodel-addition job
3/21/2020	612 Cressman Trail	2016-1	Bld	Status	working with owner on current status
3/21/2020	103 E 4th street	2015-115	Bld	Status	working with owner on current status
3/21/2020	804 Par Tee Drive		Bld	Status	reviewed -basement work without permit
3/24/2020	105-107 Kalvin Drive	2020-16	Bld	footing	approved twin home footing
3/24/2020	400 Mary Lane	2020-4	Bld	framing	approved lower level

3/24/2020	612 Cressman Trail	2016-1	Bld	final	closed out basement remodel
3/24/2020	100 S. Vandemark ave	2019-79	Bld	Status	checked on deck progress
3/25/2020	406 N. Vandemark ave	2020-17	Bld	final	closed out razing permit
3/28/2020	103 E. Opal Lane	2019-37	Bld	Status	working with owner on final new house items
3/28/2020	614 Sherwood Circle	2019-81	Bld	pre final	new house pre final inspection
3/28/2020	503 S. Colton Road	2020-18	Bld	Status	checked on excavation for new house
3/28/2020	507 Connie Circle	2020-19	Bld	Status	checked on excavation for new house
3/30/2020	105/107 Kalvin Dr	2020-19	Bld	Status	checked on f. walls and proper backfilling
3/31/2020	1070 Ruud Lane	2017-125	Bld	Status	checked on exterior work progress

March 2020 - Code Enforcement Report

<u>ADDRESS</u>	<u>DATE</u>	<u>CODE TYPE</u>	<u>REASON</u>	<u>SOURCE</u>
106 N VANDEMARK AVE	3/2/2020	MUNICIPAL	PARKED ON GRASS	S
100 E 9TH ST. LOT28	3/9/2020	MUNICIPAL	NO PET LICENSE	R
100 E 9TH ST. LOT11	3/9/2020	MUNICIPAL	NO PET LICENSE	R
510 N MAIN AVE.	3/10/2020	MUNICIPAL	PARKED ON GRASS	R
503 PATRICK AVE	3/16/2020	MUNICIPAL	BLOCKING SIDEWALK	S
100 N KINGSBURY AVE	3/17/2020	MUNICIPAL	PARKED ON GRASS	S
502 N OAKS AVE	3/21/2020	MUNICIPAL	TRAILER PARKED ON STREET	S
400 E 2ND ST.	3/23/2020	MUNICIPAL	NO PET LICENSE	R
103 W 5TH ST.	3/29/2020	MUNICIPAL	PARKED ON GRASS	S
100 E 9TH ST. LOT10B	3/29/1930	MUNICIPAL	PARKED ON GRASS	R
206 W 6TH ST.	3/31/2020	MUNICIPAL	BLOCKING SIDEWALK	R

R= Resident

S= Staff

April 28, 2020 P&Z Notes

New Business:

- **Request for Temporary Off-Street Parking:** Ben Parker of 511 N Main Avenue called the city last week to request a temporary parking pass to allow him to park his camper in his back yard for approximately 5-6 weeks during a home remodel. They would be using the camper for temporary living quarters – sleeping, cooking, eating during the remodel of his upstairs. They have a steep driveway and leveling the camper in the driveway would be difficult. All parking on private property is addressed in the city's zoning regulations for Off-Street parking (copy enclosed). These regulations are for permanent off-street parking such as parking pads and driveways that become part of the permanent site, but they do not address temporary parking. I talked with Tony about this request and we discussed the need to stay on his property, to gain his neighbors consent, to abide by a definite timeline for removal and to make sure the lawn was put back into the same condition before parking on it. After further discussion, we asked Mr. Parker to come before the Board to discuss.

Updates:

Building Inspector Updates:

- Paul Clarke will be present to provide an update to the Board on building permits. The March building permit report, along with his inspection report is in your packet for review.

Code Enforcer Updates:

- Bryan Voth will also be present to give his quarterly report on code issues. His March report is in your packet for review.

City Administrator Updates:

- Permits: Building permits has picked up the last couple of weeks. I think the nicer weather and more people at home are spurring some home projects – a lot of placement permits for fences, along with sheds, decks and some flatwork being done.
- City updates: The city has hired a new Chamber and Economic Development Director. His name is Gabe Steinmeyer and he is set to begin May 4th if he can secure housing and his move by then (currently living in Norfolk, NE). It will be no later than May 11th for sure. We have also hired another full-time public works assistant, Alan Brown. He started his duties with the city on April 13th. For now, the council has postponed opening the pool until July and postponed the Park Rec program until July - both items will be discussed again in June.
- Projects: No changes in the 9th Street project or the Western Avenue sewer project at this time – both are moving ahead. The city is also moving forward with a reconstruction of the intersection at Opal Lane and Ruud Lane. This intersection was not properly placed and has deteriorated so the city placed funds in our budget to reconstruct this year – it will probably bid out next month.
- Upcoming Meeting: On May 12th there are 2 variance hearings scheduled. One for a backyard setback variance and one for an accessory building setback variance.

Stop by City hall or call if you have any Question: 528-6187