

Planning and Zoning Meeting – Regular Meeting April 30, 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, Michelle Kilbourn, Troy Jackson, and Brad Miles. Stacey Kutil was absent with notice. Also present was City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, and City Engineer Michael Redenbaugh. There was no one present from the public.

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

Approval of the Minutes: The March 26, 2024, regular meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the March 26, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

New Business:

- **Discuss Regulations on Non-Typical Residential Structures:** The Board reviewed information and had open discussion on non-typical residential construction – shouses, tiny homes, and storage container homes. These types of construction are becoming more popular and currently the city does not have any specific building regulations for these types of homes. Shouses and tiny homes would be allowed within the city if they met the IRC regulations, the city’s zoning regulations, and our design standards for single-family and multi-family dwellings. Storage container homes would not be allowed unless the roof and outside were altered to meet our design standards. After Board discussion, it was the consensus to look at adopting specific regulations for shouses and tiny homes but not for container homes. Staff will work with SECOG to draft a proposed ordinance for review by the Board at a future meeting.
- **Review Proposed Updates to Hartford’s Design Standards, Supplemental Specifications, and Sub-division Regulations:** The city engineers and staff have been reviewing our current design standards, along with our supplemental specification and our current sub-division regulations. Our design standards and supplemental specifications were last reviewed in 2021 and our sub-division regulations were previously adopted in 2018, with an amendment in 2020. With the growth of the city and ever-changing development world, we try to review these documents every 3-5 years. ISG provided a summary of proposed changes to all three of these documents – Design Standards, Supplemental Specifications, and Subdivision Regulations. Michael Redenbaugh with ISG and Craig Wagner were present to go with each suggested change with the Board and address any questions they had.
 - **Design standards** establish a uniform standard for the design of public improvements that encourages sustainable infrastructure and safeguards the life, health, safety, welfare, and property of the public within the city’s jurisdiction. They set the minimum design and construction guidelines for infrastructure in the Municipality. Suggested changes are for Chapter 4, 5, 6, 8 and 9. Also included is a proposed new section for “City of Hartford Standard Construction Notes” – these notes will be included in all development plans within in city and reiterates testing requirements for the contractor and provides timelines, expectations, and City/Engineer contact information for inspections.
 - **Supplemental Specifications** reference more detailed standards for water, sewer, and storm sewer construction. Suggested updates to Sanitary Sewer, Storm Sewer, and water are reviewed. ISG has also suggested adding a new section to our specification that would address “trenchless construction”. All trenchless utility information is proposed to be removed from the supplemental specifications and placed into this single document. The intent is that this would be provided to developers if needed, and reviewed by City and Engineer for each unique trenchless installation.
 - **Subdivision Regulations** govern the subdivision of land within the City’s jurisdiction so as to provide for the harmonious development of the municipality and its environs; for the coordination of streets within subdivisions with other existing or planned streets or with other features of the Comprehensive Plan of the City; for water and sanitation facilities, drainage and flood control; for adequate open spaces for traffic, recreation, light, and air; and for a distribution of population and traffic which will tend to create conditions favorable to health, safety, convenience, or prosperity. Proposed changes for this document were reviewed. One of the largest changes for discussion is increasing the park fee requirement – staff will research this item further and provide additional information to the Board.

No action was taken by the Board at this meeting – additional changes and be researched and discussed at a later meeting date.

Updates

- **Building Inspector Update:** Building Inspector Paul Clarke was not present but provided his report for the Board to review.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was not present but provided his report for the Board to review. Sidel gave the Board a quick update on a couple of on-going code violations and noted that the code enforcer will be working on any possible issues within the Northside Mobile Home Park this summer.

- **City Administrator Update:**

- Project Updates
 - 6th & Mundt – ISG completed a final inspection and a list of punch list items with a deadline to complete has been sent to the contractor.
 - Hwy 38 Project – Plans have been approved and we are ready to bid. Before bidding, the city will need to close on the SRF loan for this project – anticipate closing within the next 2 weeks.
 - Western Ave Expansion – Funding options are being evaluated and will be discussed by the city council.
 - WRRF – Work continues on this project, and we are running a little bit ahead of schedule thanks to the mild winter.
 - 12th/Oaks Project – Bids were opened on 4/24. The council will review and award the low bid at their 5/4 meeting.
 - Developments – ISG has inspected Maple Pass, Knapp’s Landing, and the Turtle Creek Development. A punch list of incomplete items will be sent to the developer with a deadline to complete.
- The city council is working on the Mayor’s Sidewalk Initiative. They will be discussing grant opportunities for sidewalk placement, plus ordinance changes that will require additional sidewalks and mandate repairs of unsafe sidewalks.
- The city’s capital improvement plan is being updated and reviewed by the city.
- The Board was given an update on non-city projects.

Adjournment: A motion was made by Kilbourn, second by Miles to adjourn at 8:43pm – 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