

Planning and Zoning Meeting – Regular Meeting May 10, 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, and Brad Miles. Steve Nolte and Stacey Kutil were absent with notice. City Administrator Teresa Sidel was present, along with 1 person from the public.

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

Approval of the Minutes: The April 26, 2022, regular meeting minutes were reviewed. A motion was made by Miles, second by Kilbourn to approve the April 26, 2022, regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

7:10 Public Hearing – Conditional Use Permit for 404 N Mundt Ave: Tim Johnson of 404 N Mundt Avenue has submitted a conditional use application to the city. He would like to erect a 1,200 square foot detached garage (accessory structure) to replace the existing structure, which is 624 square feet. Current city regulations only allow an accessory structure up to 1,000 square feet unless a conditional use permit is obtained from the Board. Mr. Johnson meets all other city regulations for the accessory structure. Staff report was reviewed, and discussion was held by the Board. Board noted that the garage structure would almost double in size, but it would be an improvement to the lot. There are a couple of other properties within the neighborhood that have large, detached garages and a multi-family housing complex with large garage units is just to the east of this property. It was also noted by the Board that this new structure would require a hard surface driveway that would also be an improvement to the property. A motion was made by Kilbourn, second by Graham to approve conditional use application 2022-4-26 for 404 N Mundt Ave – all voted yes, motion carried.

New Business:

- **Presentation of Certificate of Appreciation to Steve Nolte:** Mr. Nolte has resigned from the Board, but the city wanted to recognize his service for the past 2 years. A Certificate of Appreciation will be mailed to Mr. Nolte.
- **Review/Approve County Plat for Tract 3B of Christensen's Addition:** The City of Hartford has Platting Jurisdiction with Minnehaha County within the city's growth area. This means that all land that is platted or re-platted within the city's growth area needs approval from both the Hartford P&Z Board and City Council before it can be presented to the county for their approval. This plat is for property that is owned by Terry and Lori Novak, and it lays just to the East of Hartford along highway 38. The plat has been reviewed by ISG and conforms to our regulations. A pre-annexation agreement has received per our regulations. A motion was made by Miles, second by Kilbourn to recommend approval of the plat for Tract 3B of Christensen's Addition – all voted yes, motion carried.

Updates:

- **Building Inspector Update & Code Enforcer Update:** Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen at both attending the SDML Code Enforcement Conference in Fort Pierre so they were not at the meeting. But, both provide reports for the Board to review. Steve Nolte was not present but provided a report to the Board for review.
- **City Administrator Update:**
 - WWTF – At the city's last council meeting, it was the consensus of the council to keep moving forward with regionalization. ISG will help assist talks with the other communities.
 - Western Ave Industrial Sewer Main – The Contractor is anticipating work to begin on Oaks Ave soon. They are currently working on constructing the temporary road to service the businesses during construction and then they will proceed to completing work on Oaks Ave.
 - Projects: The council has approved an engineering contract with ISG to begin design work on a water extension project on the east side and they will review a contract to begin preliminary design work on the Western Ave. Project.
 - 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.

Adjournment: A motion was made by Kilbourn, second by Anderson to adjourn at 7:45pm – 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