

## **Planning and Zoning Meeting – Regular Meeting May 11, 2021**

Vice-Chairman Brad Miles called the meeting to order at 7:00 p.m. at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Tim Graham, Stacey Kutil, Michelle Kilbourn, and Steve Nolte. Tony Randall was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There was no public present.

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

**Approval of the Minutes:** The April 27, 2021 meeting minutes were reviewed. A motion was made by Graham, second by Nolte to approve the April 27, 2021 regular meeting minutes – all voted yes, motion carried.

### **Old Business:**

- **Review & Discussion of the Codified Zoning Regulations:** Southeastern Council of Government (SECOG) codified the city's zoning regulations into one document. The Board was asked to review the codified document. Suggested changes were presented to the Board for review and discussion. Items discussed include accessory buildings, parking, signage, and home occupation. These changes will be incorporated into an ordinance document and reviewed once again at the Board's next meeting.

### **New Business:**

- **Discuss possible change of May 25<sup>th</sup> meeting date to May 26<sup>th</sup>:** There will be a joint meeting between the Hartford Planning and Zoning board and the Hartford City Council on May 26, 2021 at 7pm to discuss enacting a temporary ordinance regarding medical marijuana. Since this is just one day after the regularly scheduled P&Z meeting, discussion was held as to if the Board should meet twice this week or incorporate both meetings into the same night. After discussion, it was the consensus of the Board to keep the regular scheduled meeting on May 25<sup>th</sup>.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke provide his April building inspection report and gave an update on building permits. There are currently 16 open single-family homes in various stages of construction, along with one twin home. Clarke also gave a brief update on commercial properties under construction.
- **City Administrator Update:**
  - **Code Enforcement:** The Board was provided a copy of April's code enforcement report, along with an update on current violations.
  - **Design Standards:** The city engineer, ISG, is currently reviewing the city's design standards. They are approximately 75% completed. Once completed, it will be presented to the P&Z Board for their review and input.
  - **Project Updates:** The Board was given an update on the Mickelson Road project and a petition for 12<sup>th</sup> Street improvements was submitted to the city.
  - **Grant Updates:** The city has submitted grants for a storm shelter/concession stand at the Swenson Sports Complex, for phase 6 of our bike/recreation trail and for a new dog park – all are in the review process.
  - **Council Updates:** City Council continues to discuss forming a Park & Rec Board and they have approve moving forward with a city-wide development plan, which will be conducted by ISG.

**Adjournment:** A motion was made by Anderson, second by Milbourn to adjourn at 8:19 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.

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Teresa Sidel, City Administrator