

## **Planning and Zoning Meeting – Regular Meeting May 14, 2024**

Vice-Chairman Brad Miles called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Tim Graham, Stacey Kutil, Michelle Kilbourn, and Troy Jackson. Tony Randall was absent with notice. Mark Anderson arrived at 7:05pm. Also present was City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke. There were two people present from the public.

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

**Approval of the Minutes:** The April 30, 2024, regular meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the April 30, 2024, regular meeting minutes – all voted yes, motion carried.

**Public Comments:** None

### **Hearings/Petitions/Applications:**

- **7:05 Conditional Use Hearing – Review Conditional Use Application for 106 N Western Ave, Suite A to allow an Automotive Repair and Service Shop:** The owner of 106 N Western Ave- Suite A, Jeff Bossman, has submitted a conditional use application to the city. The application is to allow a motor vehicle repair and service facility that is being operated by Glanzer Performance at this address. The application indicated that Glanzer Performance leases the premises for an automotive repair shop on-site service and tuning (dyno) of motor vehicles. The property is zoned Community Commercial, and a motor vehicle service and repair facility is allowed by a conditional use permit. Staff has recommended the following condition:
  1. All services be confined within the building.
  2. No outside storage of car parts or junk vehicles.
  3. Hours of operation be within the daytime hours Mon-Sat.
  4. No dyno testing before 8am or after 8pm.

Jeff Bossman and Dave Glanzer were present to discuss with the Board. It was noted that the facility is set up for an automotive shop and has plenty of parking. The owner and tenant agree to comply with staff recommendations. A motion was made by Kutil, second by Jackson to approve the conditional use permit for 106 N Western Ave, Ste A with the following conditions: 1) All service be confined within the building; 2) No outside storage of car parts or junk vehicles; 3) Hours of operation be within the daytime hours Mon-Sat; 4) No dyno testing before 8am or after 8pm. – all voted yes, motion carried.

### **New Business:**

- **Review/Approve County Plat for Tract 2 of Zacharias Addition:** A plat for Tract 2 of Zacharias Addition has been presented to the city for review and approval. This parcel is not currently within the city limits but is within the city's platting jurisdiction (growth area) so it must be approved by the city Planning & Zoning Board and City Council before it can be submitted to the county for approval. This plat is for property that is currently owned by Jeff and Brenda Zacharias and lays NE of the city. ISG has reviewed the plat, and it conforms to our regulations. A signed pre-annexation agreement has also been submitted to the city per the city's sub-division regulations. After reviewing the plat, a motion was made by Anderson, second by Kutil to recommend approval of the plat to the city council, all voted yes, motion carried.
- **Review/Approve Preliminary Plans for Windsor Addition:** The Windsor Group has provided preliminary subdivision plans to the city for review. This proposed development is located on the NE corner of Hwy 38 and the Colton Road. There are 2 phases planned for the development with the 1<sup>st</sup> phase being shown on the south side of E 2<sup>nd</sup> Street and the 2<sup>nd</sup> phase to the north of E 2<sup>nd</sup> Street. Most of the development is planned for residential lots with 2 commercial lots on the corner of Hwy 38 and Colton Road. Water for the new development will be accessed through the new water main that the city is placing along the Colton Road this year. Sewer service will tie into the new sewer main line and go to the lift station in Turtle Creek Addition until the city's new WWTF is up and running. A concept plan was submitted originally that was reviewed by staff and ISG. These preliminary plans have been reviewed and approved by the city engineer and they do conform to our development regulations. Per our sub-division regulations, the preliminary plans need to be reviewed by the P&Z Board and approved by the city council. Approval will mean that the city approves the general location of the lots, blocks, and streets including the interrelationship to proposed zoning districts or land uses. After review and discussion by the Board, a motion was made by Graham, second by Kutil to recommend approval to the city council – all voted yes, motion carried.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke provided the Board with an update on building permits. There are currently 18 single family homes under construction, and 2 twin homes. Clarke also gave a recap of current commercial permits that are still open or being worked on.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to provide his report, along with an update on code enforcement to the Board. Current code violations being addressed by the city include no pet licenses,

animals running at large, junk vehicles, inoperable vehicles, prohibited parking, and tall grass. Christensen also gave an update on 3 properties with on-going code violations.

- **City Administrator Update:**

- Project Updates

- 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 – anticipated closing and bid date is now June/July.
- 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.
- 12<sup>th</sup>/Oaks Project – Bids were opened on 4/24. The council awarded the bid to the low-bidder, Alliance Construction.

- 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.

- SMGA sponsored a county bus tour. Hartford was a featured location, with tours of Black Tie Components and Vanilla Bean Kings.

**Adjournment:** A motion was made by Kilbourn, second by Graham to adjourn at 7:53pm – 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