

Planning and Zoning Meeting – Regular Meeting May 26, 2020

Chairman Tony Randall 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, Eric Bartmann and Brad Miles. Stephanie Olson-Voth attended via teleconference. City Administrator Teresa Sidel, Building Inspector Paul Clarke and Chamber and Economic Development Director Gabe Steinmeyer were also present. There was no one from the public in attendance.

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

Approve Minutes of May 12, 2020 Regular Meeting: The May 12, 2020 meeting minutes were reviewed. A motion was made by Bartmann, second by Graham to approve the May 12, 2020 regular meeting minutes – all voted yes, motion carried.

Visitors: Gabe Steinmeyer, the city’s new Chamber and Economic Development Director, was present to introduce himself to the Board.

Hearings/Petitions/Applications

- **Review Plat for Tract 1 and Tract 2 of Hartford Hills Addition:** The city received a plat for an area outside of city limits but within our platting jurisdiction. This land is located just to the west of Interstate Exit 388. The plat defines a parcel of land approximately 15 acres as Tract 2 and a parcel of land approximately 20 acres as Tract 1. A motion was made by Bartmann, second by Anderson to approve the plat for Tract 1 and Tract 2 of Hartford Hills Addition – all voted yes, motion carried.

Old Business:

- **Review Proposed Temporary Parking Amendment:** The Board directed staff to research information regarding temporary off-street parking. Current regulations address permanent off-street parking but there is no language in the regulation that address temporary off-street parking. Most area towns do not address temporary off-street parking in their regulations but do allow staff the flexibility to approve for unique or special circumstances. Proposed changes would add Section 9 under Off-Street Parking to our Zoning Regulations to allow the Zoning Administrator to approve temporary off-street parking, not to exceed 30 days, for special circumstances under rules and regulations set forth by the Zoning Administrator. A motion was made by Graham, second by Olson-Voth to approve the addition of Section 9 to the city’s Off-Street Parking Regulation – all voted yes, motion carried.
- **Swimming Pool Policy Discussion:** Due to the erection of several new pools within the city, discussion was held as to if the city needs additional regulations for them. Right now, the city has adopted the 2018 International Property Maintenance Code, which addresses access control for pools, hot tubs and spas with over 24” of water in them. These regulations do not address setbacks, drainage or differentiate between permanent or temporary pool. It was the consensus of the Board to investigate this topic some more and discuss further at a future meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide a report to the Board. Currently there are 15 open single-family homes and 1 twin homes in various stages of construction. There are also 4 commercial permits open at this time. Bartmann asked about the status of the project at 1070 Ruud Trail – Clarke will follow up with the owner.
- **City Administrator Update:** The Board was provided the following updates:
 - **Appointments:** The Mayor is talking with an individual that might be interested in filling the open P&Z Board position. The city council also has an open position in Ward 2.
 - **City updates:** The Board was given an update of city policies regarding the COVID pandemic, which will be review by the city council at each meeting. Currently city bike trails, parks and restrooms are open. City buildings opened again to the public on May 26th. The pool is closed for now, the park rec program has been moved to July and the council is allowing the HASA to utilize city fields under the safety plan presented.
 - **Projects:** The 9th Street project has been bid and awarded. The Western Avenue sewer project is moving forward as well, but the city is looking into additional grants for funding of this project. The

reconstruction of the intersection at Opal Lane and Ruud Lane is being advertised for bids, with bid opening on May 27th.

Adjournment: A motion was made by Bartmann, second by Miles to adjourn at 7:50p.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