

Planning and Zoning Meeting – Regular Meeting June 11, 2024

Planning & Zoning Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Michelle Kilbourn, Troy Jackson and Brad Miles. Mark Anderson, Tim Graham, and Stacey Kutil were absent with notice. Also present was City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, Building Inspector Paul Clarke and Economic Development Director Amy Farr. There was no one from the public present.

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

Approval of the Minutes: The May 28, 2024, regular meeting minutes were reviewed. A motion was made by Miles, second by Jackson to approve the May 28, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Old Business:

- **Review Proposed Updates to Hartford’s Design Standards, Supplemental Specifications, and Subdivision Regulations:** The city engineers and staff have been reviewing our current design standards, along with our supplemental specification and our current sub-division regulations. The 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. These proposed changes were reviewed with the Board and one of the biggest discussion items was the park fee requirement on new developments – ISG, staff, and the Board have been discussing the park fee requirement. Discussion included where to locate parks, fee verses land, fee amount, and time of dedication. Staff is going to do more research on what surrounding towns require for park donation, if any, and report back to the Board at their next meeting.
- **Review Proposed Ordinance Changes for Shouses:** The P&Z Board has been discussing regulations for shouses, tiny homes and storage containers homes. Currently, the city does not have specific regulations that address these non-typical types of housing. All housing would have to follow the IRC regulation, the city’s zoning regulations, and our design standards for single-family and multi-family dwellings. At this time, shouses are an allowed use in the city if they follow our current regulations for residential structures. The Board did discuss adopting additional regulations that would place specific regulations on shouses regarding such things as construction, square footage, area, and standards required. A proposed draft ordinance was reviewed by the Board. The proposed ordinance would still allow shouses but as a conditional use in residential districts and it would set forth some minimum requirements for this type of structure. The lot requirements for shouses would still need to follow our current requirements for area, setbacks, and height. After reviewing the proposed ordinance, it was the consensus of the Board to move forward with a public hearing for adoption.
- **Review Proposed Ordinance Changes for Tiny Homes:** The P&Z Board has also been discussing regulations for tiny home construction. All housing, including tiny homes, would have to follow the IRC regulation, the city’s zoning regulations, and our design standards for single-family and multi-family dwellings. At this time, tiny homes are an allowed use in the city if they follow our current regulations for residential structures. The Board previously discussed adopting additional regulations that would place specific regulations on tiny homes and only allow under a specialized development. The Board reviewed a proposed ordinance that would still allow tiny homes but only as a conditional use in residential districts as a pocket neighborhood. It would set forth building minimum requirements for this type of structure, requires them to be on permanent foundations, and the developer must establish an HOA for maintenance of common areas and establish common areas and detention ponds. The international building codes also have requirements for tiny homes and those must be followed – the IRC requires tiny homes to have a minimum of 400sf. The lot requirements for tiny homes would be different than a regular lot and are defined within the proposed ordinance. After reviewing the proposed ordinance, it was the consensus of the Board to move forward with a public hearing for adoption.

New Business:

- **Review/Approve Preliminary Plans for North Community 2nd Addition:** The Hartford Area Development Foundation owns land that lies north of the Hartford Building Center and south of the Swenson Sports Complex. The HADF plans to develop this area for light industrial use. They have provided preliminary subdivision plans to the city for review. Once approved, they are planning to grade the entire area to prepare the lots for development. The city’s 12th/Oaks project will construct the roadway plus water, sewer and storm sewer so all utilities will be accessible for the development. A concept plan was submitted originally that was reviewed by staff and ISG. These preliminary plans have also been reviewed and approved by the city engineer as they do conform to our development regulations. The Board reviewed the preliminary plans and agreed with the general location of the lots, blocks, and streets including the proposed zoning and land uses. A motion was made by Kilbourn, second by Jackson to recommend approval to the city council – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided the Board with his May inspection report and an update on building permits. There are currently 15 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 including the school project, church project, car wash and new cannabis cultivation site.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present and provided his May code enforcement report to the Board, along with an update on 3 properties that have had on-going code enforcement issues that he has been dealing with.
- **City Administrator Update:**
 - Project Updates
 - 6th/Mundt Street Project – ISG is still working with the contractor to complete punch list items.
 - Hwy 38 Project – Still waiting to close on our loan and bid the project – hope to have this completed in June/July.
 - WRRF – Work continues to progress on this project. A tour is planned for 6/18.
 - 12th/Oaks Project – A preconstruction meeting was held on 5/30. Project is scheduled to begin the week of June 10th and substantial completion is set for 10/18.
 - Western Ave Expansion – Funding options have been approved – the city is applying for a community access grant and a REED loan, utilizing reserve funds from our water, sewer and general fund and securing a sales tax bond. The project is still set to be bid this winter in conjunction with the state bridge project.
 - The city council is working on the Mayor’s Sidewalk Initiative. A committee has been formed to explore options for sidewalk maintenance.
 - The city is continuing to work with area partners for regionalization of our future wastewater facility.
 - Minnehaha County will be conducting a traffic study along Western Avenue from Mickelson Road to Hwy 130. A kickoff meeting is being scheduled for 6/18.
 - Dakota Mainstem has hired HDR Engineering to conduct an appraisal study and then a feasibility study that will be required for any federal funding sources. The anticipated timeline for the studies is 2-4 years.
 - The city council will review a proposed agreement between the city and Hartford township for maintenance of shared roadways on 6/18.
 - Information for the 2024 SDPA conference was presented to the Board.

Adjournment: A motion was made by Kilbourn, second by Jackson to adjourn at 8:22pm – 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