

Planning and Zoning Meeting – Regular Meeting June 30, 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, Stephanie Olson-Voth, Eric Bartmann, Steve Nolte and Brad Miles. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There were 2 in attendance from the public.

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

Approve Minutes of May 26, 2020 Regular Meeting: The May 26, 2020 meeting minutes were reviewed. A motion was made by Graham, second by Bartmann to approve the May 26, 2020 regular meeting minutes – all voted yes, motion carried.

Appointment Certificate: President Tony Randall presented an appointment certificate to new board member, Steve Nolte. Mr. Nolte was appointed by the Mayor on June 1st to fill an open position on the board and will serve until December 2021.

Hearings/Petitions/Applications

A motion was made by Bartmann, second by Miles, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.

- **7:05 Variance Hearing:** Catherine Senkle has erected an accessory building at 200 E 3rd Street. This building was placed without a permit and does not meet the proper setback requirements of the city. The property owner was informed that the building needed to be moved within our setback regulations or a variance would need to be secured by the Planning and Zoning Board for it to stay placed as is. Ms. Senkle is applying for a setback variance. The property owner indicated that she was not aware of the city's regulation to obtain a placement permit and the shed was placed at its present location in order to not block the neighbors windows and align with her current garage setback. The Board did note that this older neighborhood has several setback issues and that the adjoining property owners to the north and east of Ms. Senkle actually infringe on this property – placement of the shed to meet current setback regulations would be difficult. Because of the lot size and setback issues with the neighboring properties, most of the Board thought her property does have special circumstances. A motion was made by Graham, second by Anderson to approve an accessory building setback variance of 1 foot from the north property line and a setback variance of 3 feet and 2 inches from the east property line per variance regulation 17.04 (B) – Bartmann voted no with all others voting yes, motion carried.

A motion was made by Anderson, second by Graham, to adjourn as the Board of Adjustments and reconvene as the Planning and Zoning Board – all voted yes, motion carried.

Old Business:

- **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. A draft policy was reviewed by the Board. Discussion revolved around permanent verse temporary, if permits should be required and what should the city regulate. It was the consensus of the Board to have the City Administrator make some suggested changes and present to the Board again at their next meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide a report to the Board. Currently there are 21 open single-family homes and 1 twin homes in various stages of construction. There are also 4 commercial permits open at this time. Clarke has been in contact with the owner at 1070 Ruud Trail and advised that a new permit will be need for any uncompleted items.

- **City Administrator Update:** The Board was provided a copy of the May code enforcement report, along with the following updates:
 - **City Council:** LaVonne Randall won the ward 3 election and will begin her new duties on July 7th and the Mayor plans to make an appointment to fill the ward 2 opening at that meeting as well.
 - **Projects:** Zacharias Construction was the low bidder for the 9th Street Project and the Opal/Ruud Lane Intersection Project. A pre-construction meeting was held on June 29th and the contractors plans to begin the 9th Street Project on July 6th and the Opal/Ruud Project mid-July.
 - **Lock Box Ordinance:** Bryon Shumaker is still working with Knox Box to get the ordering system set up on their end. Once completed, we will send out letter to effected properties and give them a year for compliance.

Adjournment: A motion was made by Anderson, second by Miles to adjourn at 8:15p.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