

Planning and Zoning Meeting – Regular Meeting July 12, 2022

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Michelle Kilbourn, Troy Jackson, and Brad Miles. Stacey Kutil was present via speaker phone. Tim Graham was absent with notice. City Administrator Teresa Sidel, Building Inspector Paul Clarke, and Building Inspector/Code Enforcer Kyle Christensen were also present. There was no public present.

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

Approval of the Minutes: The May 31, 2022, regular meeting minutes were reviewed. A motion was made by Kilbourn, second by Miles to approve the May 31, 2022, regular meeting minutes – all voted yes, motion carried.

New Business:

- **Certificate of Appointment:** Troy Jackson was presented a certificate of appointment by Board Chairman Tony Randall. Mr. Jackson was appointed by the Mayor on July 5th to complete the remaining term that was vacated by Steve Nolte. He will serve on the Board until December 31, 2023. Congratulations to Mr. Jackson.
- **Review 2017-2037 Comprehensive Plan:** The Planning and Zoning Board reviewed the city's current comprehensive plan, which spans from 2017-2037. This plan has been adopted by the city and acts as a guide to manage city growth. Although it is a 20-year plan, good practice is to review the plan every 5 years and update where necessary. Item identified by the Board that will need updating include - governing board names, population and growth figures, housing study information, maps with current city limits, current CIP information, and recent water and wastewater studies. The Board also noted that we should ensure that the city's community plan follows our comprehensive plan, and that the city's current growth area should be reviewed. SECOG has been contacted to help the city through this process. They will start updating our current plan and bring a draft before the Board for review at a future meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 19 open single-family homes in various stage of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits. It was noted that permits are up, mainly due to an increase in shingle permits with damage from the recent windstorms.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present and gave the Board an update on code enforcement issues that he is addressing within the city at this time. Recent violations include grass/weed complaints, garbage issues, parking in grass, no pet licenses, animals at large and a pool violation.
- **City Administrator Update:**
 - The city is moving forward with discussions regarding regionalization with other communities. An initial meeting was held on 5/31, with a follow-up meeting scheduled for 7/18.
 - The Western Ave Industrial Sewer Main Project is substantially complete. A walk-through with the state is scheduled for 7/20.
 - 6th/Mundt St project has begun. Phase one is going well.
 - Storm Shelter & Bike Trail Expansion Projects are both on hold. The city is working through price increase on the storm shelter and easement issues with the bike trail.
 - Maguire Iron was awarded the contract to paint the city's water tower this summer. Anticipated state date is 7/18.
 - Projects: The council has approved an engineering contract with ISG to begin design work on a water extension project on the east side and they will review a contract to begin preliminary design work on the Western Ave. Project.
 - The city is still working with Henkinshultz on rebranding. Three meetings have been conducted so far.
 - The DOT is planning to do a corridor study along Highway 38 from Hwy 19 by Humboldt to Marion Road by Sioux Falls. A committee has been set up and they plan to review proposals for the consulting work later in September, with the study being completed within the next year.

Adjournment: A motion was made by Kilbourn second by Jackson to adjourn at 7:50pm – 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