

Planning and Zoning Meeting – Regular Meeting July 13, 2021

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, Michelle Kilbourn and Steve Nolte. Stacey Kutil was present via teleconference. Brad Miles was absent with notice. Finance Officer Karen Wilber and Building Inspector Paul Clarke were also present. There was 1 from the public present.

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

Approval of the Minutes: The June 29, 2021 regular meeting minutes were reviewed. A motion was made by Anderson, second by Nolte to approve the June 29, 2021 regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

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

7:05 Variance Hearing: Teresa Brown was present to address the Board on a variance request submitted by Rick Brown. The Brown's live in a twin home at 105 Calvin Dr. They have placed a 7'x7' shed 15 inches off the joint property line between their side of the twin home and their neighbors. Regulations state that all accessory buildings under 120 square feet must be placed at least 5 feet from all property lines. They are asking for a variance to be able to keep the shed placed as it. It was noted that a placement permit was not obtained before placing the shed. Therefore, the Brown's were unaware of the regulations. Further discussion was held on the type of shed constructed, the ability to move it, other possible locations for the shed's placement, and the determining factors in whether or not the issuance of a variance is justified. A motion was made by Graham, second by Kutil to deny the variance request since no unnecessary hardship has been established - all voted yes, motion carried.

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

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke updated the Board on open building permits. There are currently 10 open single-family homes in various stage of construction, along with one twin home. Clarke also gave an update on commercial properties under construction.
- **City Administrator Update:** City Administrator Teresa Sidel was not present. Her update was provided to the Board:
 - **Code Enforcement:** The Board was given an update on one non-compliant property within the city. Code Enforcer Voth's report for June was provided.
 - **Design Standards:** The City Engineers have completed their reviewed the City's design standards. Engineers will be at the July 27th meeting to review suggested changes with the Board.
 - **Project Updates:** The Board was given an update on the Mickelson Road project.
 - **Grant Updates:** The City still has not received word from FEMA on the grant for a storm shelter/concession stand at the Swenson Sports Complex. The GF&P grant for the dog park is still under review. The City was successful on the GF&P grant for phase 6 of our bike/recreation trail, receiving 130k.

Adjournment: A motion was made by Anderson, second by Graham to adjourn at 7:23 p.m. – all voted yes, motion carried.

Minutes recorded by Finance Officer, Karen Wilber.

I, the undersigned, Karen Wilber, Finance Officer, 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.

Karen Wilber, Finance Officer