

Planning and Zoning Meeting – Regular Meeting July 26, 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, Tim Graham, Stacey Kutil, Michelle Kilbourn, and Troy Jackson. Brad Miles 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 Graham, second by Kutil to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes: The July 12, 2022, regular meeting minutes were reviewed. A motion was made by Anderson, second by Graham to approve the July 12, 2022, regular meeting minutes – all voted yes, motion carried.

New Business:

- **Review/Approve County Plat for Tract 1 of Maple Pass Addition:** The city received a plat for an area outside of city limits but within our platting jurisdiction. This land is located on the NE Corner of Hwy 38 and Mickelson Road. The plat is for Tract 1 of Maple Pass Second Addition. The plat meets city regulations and has been approved by the city engineer. A pre-annexation agreement has been drafted for signature by the owner – this will be required before council approval and before the plat can go before the county. A motion was made by Kutil, second by Graham to approve the plat for Tract 1 of Maple Pass Second Addition – Anderson abstained, with all others voting yes, motion carried.
- **Reschedule 8/30 P&Z Meeting:** The Board was asked to consider re-scheduling the 8/30 regular P&Z meeting to accommodate the city's budget meeting set for that same date. No action was taken.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 20 open single-family homes in various stages of construction, along with 1 new twin home. Clarke also gave a recap of current commercial permits that are still open.
- **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, abandoned vehicle, commercial usage at yard waste site, and a public nuisance issue with rock on the city street.
- **City Administrator Update:**
 - Staff is still working on drafting design standards for commercial properties and SECOG has begun updating our Comprehensive Plan – both will be present to the Board for review at a future date.
 - The city is moving forward with discussions regarding regionalization with other communities. Real interest is shown from 3 of our neighboring communities.
 - The Western Ave Industrial Sewer Main Project is substantially complete. A walk-through with the state was held on 7/20 – only a few punch list items still need to be completed.
 - 6th/Mundt St project has begun. Phase one is nearing completion and phase two will start shortly. So far, construction has gone well, and the affected property owners have been working with the city.
 - 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. Starting date has been pushed back to September.
 - 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 Avenue Project.
 - The city is still working with Henkinshcultz on rebranding. Four 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.
 - Staff is currently working on the 2023 Budget.

Adjournment: A motion was made by Kilbourn second by Jackson to adjourn at 7:30pm – 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