

## **Planning and Zoning Meeting – Regular Meeting July 27, 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, Steve Nolte, and Brad Miles. Stacey Kutil was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present, along with Public Works Superintendent Craig Wanger and City Engineers David Doxtad and Michael Redenbaugh. There was 1 person from the 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 July 13, 2021, meeting minutes were reviewed. A motion was made by Nolte, second by Kilbourn to approve the July 13, 2021, regular meeting minutes – all voted yes, motion carried.

### **Public Comments:**

- Greg Johnson of 604 Sherwood Circle was present and addressed the Board. Mr. Johnson is in attendance to listen to the discussion regarding the city's fence and accessory building regulations. Mr. Johnson is in support of allowing fences within drainage easements to allow property owners to utilize more of the property.

### **Old Business:**

- **Review Proposed Amendments to the City's Design & Technical Standards:** ISG, the city engineers, have been reviewing the city's current design and technical standards with city staff. Suggested changes were presented to the Board. There were several verbiage and wording changes to help clarify and provide consistency throughout the document. Significant changes were reviewed and explained to the Board by the city engineers. After this review and discussion, a motion was made by Anderson, second by Graham to recommend approval of the proposed changes to the city's design and technical standards to the city council – all voted yes, motion carried.
- **Review Proposed Amendments to the City's Fence and Accessory Building Regulations:** The Board has held some discussion on the city's regulation regarding the placement of fences or accessory buildings. The city's current regulations do not allow the placement of fences or accessory buildings within drainage easements or drainageway. This was enacted by the city a few years ago in the hopes of avoiding drainage issues due to the blockage of water flow. But with this regulation, the city is limiting the use of properties, creating issues with unmaintained land behind fences and assuming liability for private drainage issues, which is in conflict to the city's stormwater runoff policy that was enacted a year ago. The city engineer and staff reviewed regulations from other cities and feel that changes can be made to our regulations to allow the placement of fences and accessory buildings in drainage easements with stipulation. These changes would make the property owner responsible for ensuring proper use of the easement – regardless of the type of easement. Suggested changes would allow fences and accessory buildings in easements (all easements) but state that the fence or accessory building cannot impede the intended use of the easement and if it does, the fence or accessory building can be removed at the owner's expense. After review and discussion by the Board, the suggested changes to the city's fence regulations to allow fences within drainage easements and drainageways was acceptable but the Board feels that accessory buildings still pose a threat to drainage if they are allowed to be placed within drainage easements and drainage ways. Suggested wording changes will be presented to the Board once more at a public hearing on August 10, 2021 before being reviewed by the city council.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke updated the Board on open building permits. There are currently 11 open single-family homes in various stages of construction, along with one twin home. Clarke also gave a brief update on commercial properties under construction.
- **City Administrator Update:**
  - **Grant Updates:** The city has received word that they are a recipient of a GFP grant for bike trail expansion. The city has submitted a grant to FEMA for a storm shelter/concession stand at the Swenson Sports Complex and they submitted a grant to GFP for a dog park – both are still in the review process.
  - **Project Updates:** The FEMA LOMR on the Mickelson Road Project is the only outstanding item on that project. ISG is working on completing a downtown area study for DHI and a city-wide

study for the city. ISG has also completed the WWTF feasibility study – next step would be to get on the state water plan and submit a facility plan to the state.

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

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Teresa Sidel, City Administrator