

**PLANNING AND ZONING AGENDA**  
**TUESDAY, AUGUST 9, 2022**  
**CITY HALL - 7:00 P.M.**

- 1) ROLL CALL  
Mark Anderson, Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, Brad Miles, and Tony Randall
  
- 2) APPROVAL OF THE AGENDA
  
- 3) APPROVAL OF MINUTES
  - July 26, 2022 Meeting
  
- 4) PUBLIC COMMENTS  
\*Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda\*
  
- 5) HEARINGS/PETITIONS/APPLICATIONS
  
- 6) NEW BUSINESS
  - Review Draft Verbiage on Design Standards for Commercial Buildings
  - Reschedule 8/30 P&Z Meeting
  
- 7) UPDATES
  - Building Inspector Update – Paul Clarke
  - Building Inspector/Code Enforcer Update – Kyle Christensen
  - City Administrator Updates – Teresa Sidel
  
- 8) ADJOURNMENT

**Next Planning & Zoning Meeting: TBD**

## **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.
  - 6<sup>th</sup>/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.

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Teresa Sidel, City Administrator



# Agenda Item Staff Report

**DATE:** August 9, 2022

**AGENDA ITEM:** Discuss Building Standards for Commercial Buildings

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** N/A – Discussion Only

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**Background/Summary:** In May, the city’s Chamber and Economic Development Director, Amy Farr, asked the Board to consider implementing design standards into our zoning regulations for commercial buildings to regulate their appearance. Currently the city only has building standards for single-family and multi-family dwelling (copy is in your packet for reference). The city does not have any building standards for commercial properties. So, a commercial building could be erected of steel, wood, masonry, etc. – the city does not dictate the materials used on commercial buildings. Our CEDD would like to see the buildings along Western Avenue, Highway 38 and downtown have more aesthetically pleasing features to bring more appeal to the city. The developer of Western Meadows Addition did enact covenants for their industrial lots, so we used some of this verbiage, plus verbiage from other cities (Brookings & Harrisburg) to write a draft ordinance for the Board to discuss. I believe we can set some standards to make our city more appealing without being too strict and stifling growth. The draft is just for discussion purposes at this point – we can make additions, deletions, or changes.

**Prior Council/Board Action:**

- 5/31/2022 – CEDD approached the P&Z Board asking for them to consider adopting building standards for commercial property. No action was taken – Board asked for sample verbiage to consider.

**Possible Action:**

- Change of Zoning Ordinance - Board may direct staff to provide additional information or draft an ordinance change
- No Action – No change in current regulations

**Fiscal Impact:** Unknown at this point

**Attachments:**

- Draft Commercial Building Standards
- Current standards for Single-Family & Multi-Family Dwellings

## **Draft Commercial Building Standards**

### **12.10B Commercial Building Standards**

- A. The regulations of 12.10B shall apply to property zoned Neighborhood Commercial, Community Commercial or Regional Commercial that is adjacent to Western Avenue from Interstate 90 north to SD Highway 38 and adjacent to SD Highway 38 from Western Avenue east to the Hartford City Limits. Section 12.10B shall also apply to all property zoned Central Business.
- B. The exterior walls of all buildings within the above-described area shall be composed of high quality and durable material, such as masonry, stone, brick, steel, glass, wood or comparable materials. Steel or wood buildings must incorporate masonry on the front and street side that is at least  $\frac{1}{4}$  of the total area of that side.
- C. On buildings whose roofs are essentially metal surfaced, the use of a good quality and durable finish on the metal will be required (unpainted or painted galvanized finish is not allowed). Any metal roof shall be a factory painted standing seam metal roof or an exposed fastener metal roof or equivalent.
- D. The front facade of the building should address its primary access street with entrances, windows, and architectural features facing the street. No overhead doors or docking bays shall face the street, unless a conditional use permit is secured.
- E. All mechanical equipment, including but not limited to heating, ventilating, and air conditioning equipment, and antenna, shall be placed in an inconspicuous location or screened from view.
- F. All exterior building surfaces shall be earth-tone colors and are subject to the International Building Code.

## **12.10 Site-Built Single-Family and Multi-Family Dwelling Standards**

- A. All dwellings must be placed on a permanent foundation and the space between the foundation and the bottom of the home must be enclosed by concrete or approved products.
- B. All single-family dwellings shall be oriented on the lot, so that the primary pedestrian entrance faces the street or access easement.
- C. The primary roof line must have a minimum of a four/twelve (4/12) pitch. This is not applicable to re-roofing or additions to existing structures.
- D. Roofs shall be covered with shingles or tiles or a standing seam metal roof. Standing seam metal roofs shall utilize earthtone colors (i.e. blacks, browns, greens, tans, beiges and grays). Any metal roof that has exposed fasteners, semi-concealed fasteners on a façade, or any fastener system that does not adhere directly to the support system is prohibited. Corrugated sheet metal or corrugated fiberglass roofing is not permitted.
- E. Eaves and gable ends must be a minimum of twelve inches. This is not applicable to re-roofing or additions to existing structures.
- F. The exterior walls shall be similar in appearance to normal wood or masonry residential construction. Any metal siding shall have a vertical dimension no greater than twelve (12) inches. Corrugated sheet metal is not permitted.
- G. No dwelling shall be constructed, installed, or moved into the area under the jurisdiction of these regulations, unless said dwelling is constructed upon, installed on or moved onto a permanent foundation as defined in these regulations, excepting manufactured homes placed in an approved MH district. The Zoning Administrator or his or her designee shall inspect and authorize all dwellings moved into the City of Hartford. For the purposes of these regulations, manufactured housing shall be allowed only in the MH Manufactured Housing Residential District.

## July 2022 Building Inspection Report

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
7/1/2022	705 E. 2nd street	2021-89	bld	Status	reviewing staircase for IBC code issues
7/1/2022	800 W. Opal Lane	2022-36	bld	Status	checked soil conditions
7/2/2022	707 Turtle Creek	2021-119	bld	final	closed out job
7/2/2022	106 N. Mundt av		flat	Status	checked on pad progress
7/2/2022	203-205 Kalvin	2021-117	bld	Status	rough framing in progress
7/2/2022	605 Turtle Creek	2021-87	bld	Status	final items being worked on
7/2/2022	802 Turtle Creek	2022-15	bld	Status	interior finish items
7/2/2022	802 Duck Trail	2022-31	bld	Status	rough framing in progress
7/2/2022	1000 Duck Trail	2021-99	bld	Status	interior finish items
7/5/2022	705 E. 2nd street	2021-89	bld	framing	approved interior wall framing
7/5/2022	100 E. 12th st	2022-32	bld	Status	rough framing in progress
7/5/2022	621 Sherwood Circle	2022-9	bld	Status	final items being worked on
7/5/2022	201 E. Hwy 38	2022-12	bld	Status	sign work in progress
7/5/2022	404 W. Opal Lane	2022-14	bld	Status	interior finish items
7/5/2022	301 E. 6th street	2022-25	bld	Status	finish items being done
7/5/2022	215 Elm street	2022-68	bld	Status	reroofing job in progress
7/7/2022	100 E. 9th St. Lot 5 B	2022-64	bld	final	trailer removed
7/8/2022	504 S. Eastern Ave	2022-82	bld	final	closed out job
7/9/2022	202 E. SD Hwy 38	2022-90	bld	final	closed out job
7/9/2022	508 S. Eastern ave	2022-83	bld	final	closed out job
7/9/2022	305 Mary Lane	2022-88	bld	final	closed out job
7/9/2022	206 Jeannie Circle	2022-89	bld	final	closed out job
7/9/2022	902 Pineview Circle	2022-86	bld	final	closed out job
7/9/2022	904 Pineview Circle	2022-87	bld	final	closed out job
7/9/2022	704 Turtle Creek	2022-84	bld	Status	rough framing in progress
7/9/2022	804 W. Opal Lane	2022-11	bld	Status	tradework on going
7/9/2022	308 N. Feyder Ave	2022-47	bld	Status	roof job in progress
7/11/2022	1159 Ruud Trail	2022-26	bld	framing	Bld #2
7/12/2022	704 N. Main ave	2022-67	bld	footing	detached garage
7/12/2022	801 W. Opal Lane	2021-105	bld	final	closed out job
7/15/2022	202 Duck Trail	2022-31	bld	framing	new house set up
7/16/2022	802 Turtle Creek	2022-15	bld	final	closed out job
7/16/2022	201 E. Hwy 38	2022-12	bld	final	closed out job
7/16/2022	400 Kia Drive		CE	Status	checked on pool status
7/16/2022	1159 Ruud Trail	2022-26	bld	Status	3rd building rough framing in progress
7/16/2022	704 Turtle Creek	2022-74	bld	Status	interior finish items
7/16/2022	100 E. 12th st	2022-32	bld	Status	GC inquiring about rough framing inspection items
7/16/2022	202 N. Vandemark ave	2022-72	bld	final	closed out job
7/18/2022	404 & 300 Kia Drive		bld	final	closed out jobs
7/19/2022	100 S. Kelley Ave		flat	final	close out job
7/19/2022	404 W. Opal Lane	2022-14	bld	pre final	reviewed site for permit closure
7/20/2022	508 N. Main ave		CE	Status	checked on pool status

7/21/2022	800 W. Opal Lane	2022-36	bld	footing	approved new house footing
7/22/2022	905 Tortuga	2021-73	bld	framing	new house rough framing
7/23/2022	1182 Ruud Trail	2022-21	bld	Status	new house framing beginning
7/23/2022	704 N. Main ave	2022-67	bld	Status	rough framing in progress
7/23/2022	202 Duck Trail	2022-31	bld	Status	insulation being set
7/23/2022	207-209 Duck Trail	2022-91	bld	Status	checked soil conditions
7/23/2022	805 Turtle Creek	2022-108	bld	Status	utilities marked
7/23/2022	605 Turtle Creek	2021-87	bld	Status	final items being worked on
7/23/2022	704 Turtle Creek	2022-24	bld	Status	flat work being done
7/23/2022	705 E. 2nd street	2021-89	bld	Status	checked on platform and steps
7/23/2022	1000 Duck Trail	2021-99	bld	Status	final items being worked on
7/25/2022	404 W. Opal Lane	2022-14	bld	final	closed out site
7/26/2022	921 Trojan ave	2022-7	bld	framing	approved lower level
7/27/2022	621 Sherwood Circle	2022-9	bld	final	closed out new house
7/29/2022	705 E. 2nd street	2021-89	bld	pre final	reviewed new comm. Bld.
7/29/2022	1159 Ruud Trail	2022-29	bld	framing	rough framing for bld. #3
7/29/2022	804 W. Opal Lane	2022-11	bld	Status	sheetrock being set
7/29/2022	705 E. 2nd street	2022-17	bld	Status	checked on major school improvements
7/29/2022	701 Turtle Creek	2022-86	bld	Status	final items being worked on
7/29/2022	903 Tortuga	2022-73	bld	Status	sheetrock being set
7/29/2022	203-205 Calvin	2022-117	bld	Status	rough framing being worked on.
7/29/2022	800 W. Opal Lane	2022-38	bld	Status	footing and foundation walls set





**JULY 2022 CODE REPORT**

ADDRESS	DATE	DEADLINE/FOLLOWUP	CODE TYPE	REASON	SOURCE	CLOSED?	COMMENTS
304 E 4th St	7/7/2022	7/14/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/7 for tall grass/weeds and possible intent to install driveway in rear of yard.
209 Mary Lane	7/7/2022	7/22/2022	Municipal	Parking on Sidewalk	S	Yes	Letter sent on 7/7 for 5th wheel camper parked over the sidewalk.
204 N Western Ave	7/7/2022	7/14/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/7 for tall grass/weeds.
Empty Lot W of Car Lot on Hwy 38	7/7/2022	7/14/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/7 for tall grass/weeds.
106 S Kelly	7/7/2022	7/12/2022	Municipal	Tall Grass/Weeds	S	Yes	Reminder email sent on 7/7 for tall grass/weeds. Lawn service appears to be set up as of 7/13.
305 W 8th St	7/14/2022	7/19/2022	Municipal	Tall Grass/Weeds	S	Yes	Door hanger left on 7/14 for tall grass/weeds.
306 W 8th St	7/14/2022	7/19/2022	Municipal	Tall Grass/Weeds	S	Yes	Door hanger left on 7/14 for tall grass/weeds.
Empty Lot NE of Americlnn	7/14/2022	7/21/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/14 for tall grass/weeds.
305 N Oaks Ave.	7/14/2022	7/19/2022	Municipal	Tall Grass/Weeds	S	Yes	Door hanger left on 7/14 for tall grass/weeds. Owner called and waiting on parts to fix mower, will knock out by the weekend.
307 N Oaks Ave.	7/19/2022	7/26/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/19 for tall grass/weeds.
1065 Ruud Trail	7/19/2022	7/26/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/19 for tall grass/weeds.
Turtle Creek Highlands Inc.	7/19/2022	7/26/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/19 for tall grass/weeds.
901 Tortuga Ave	7/19/2022	7/26/2022	Municipal	Tall Grass/Weeds	S	Yes	Letter sent on 7/19 for tall grass/weeds.
209 Ramona Dr	7/26/2022	8/9/2022	Municipal	Abandoned Vehicle/Parking on Grass	S	Yes	Sherriff Kardas taking care of camper parked on the street for over 7 days. I looked into vehicles parked on grass and determined that where vehicles are parked is City ROW on the gravel road.
808 Par Tee Dr	7/26/2022		Municipal	Yard Waste Disposal Site	S	Yes	Letter sent on 7/26 for friendly reminder that municipal yard waste site is non-commercial use only.
409 Tessa Ave	7/26/2022	8/9/2022	Municipal	Rock on City Street	S	No	Letter sent on 7/26 for removing landscaping rock from City street.
1100 Ruud Trail	7/28/2022	8/4/2022	Municipal	Tall Grass/Weeds	S	Yes	Final letter sent on 7/28 for tall grass/weeds.
704 Sherwood Ave	7/28/2022	8/12/2022	Zoning	Accessory Building	S	No	Letter sent on 7/28 for no placement permit obtained and shed is set right on property line.

**R=RESIDENT**
**S=STAFF**

## August 9, 2022, P&Z Notes

### New Business:

- **Reschedule 8/30 P&Z Meeting:** The city council scheduled the 2023 budget meeting for Tuesday, August 30<sup>th</sup> at 6pm. Since this falls on a regularly schedule P&Z meeting, the P&Z meeting will need to be rescheduled to another day if there is any business to conduct. Please check your calendars – the city chambers are free Tuesday, 8/23, Wednesday 8/24, Thursday 8/25, Monday 8/29, or Wednesday 8/3.

### Staff Updates:

#### Building Inspector Updates:

- Paul Clarke will be present to update the Board on building inspections and projects. His July building permit report is in the packet for reference.

#### Code Enforcement Updates:

- Kyle Christensen will be present to give the Board an update on code enforcement. His July code enforcement report is in the packet for reference.

### City Administrator Updates:

#### Updates:

- Comprehensive Plan Update – Still waiting for the final version of the city’s community plan from ISG. Once received, I will forward to SECOG for their review so we can continue to work on a draft to update this plan.
- The City Council has decided to move forward with regionalization talks with the neighboring communities. An initial meeting was held on 5/31 and a follow-up meeting was held on 7/18. So far, interest is still shown from Crooks, Lyons, and Colton. No communication from Humboldt recently.
- Western Ave Industrial Sewer Main – This project is substantially completed. A walk-through inspection was conducted on 7/20 and a punch list of items to complete will be sent to the contractor before any final payments are made.
- 6<sup>th</sup>/Mundt Street Project – Work continues to go well on phase 1 of this project. Zacharias construction is the project manager. Phase 1 underground is nearing completion and phase 2 will begin shortly. A link to updates can be found on the city’s website or at: [https://gis.isginc.com/ClientPortal/HartfordSD/6th\\_Mundt\\_Reconstruction/](https://gis.isginc.com/ClientPortal/HartfordSD/6th_Mundt_Reconstruction/)
- Bike Trail Expansion –Phase 5 of the bike trail is still on hold for now. Engineers have noted that the space for the trail in the NE corner is quite narrow, so the city needs to secure an easement from the adjoining property owner. Currently that property is for sale so the city will need to work with the new owner once it has been sold.
- Swenson Park Storm Shelter - Due to the increase cost of materials, the storm shelter project is almost twice as much than what we submitted the grant for 2 years ago but there is a process with FEMA to edit our scope of work and cost estimates for re-submission to FEMA. The city had ISG revise the design and cost estimates. The Park & Recreation Board and the City Council selected an updated concept design that still allowed a 300-person capacity, concession service from 2 sides, and additional overhang from the building. This concept design and revised cost estimates will be resubmitted to FEMA for consideration in hope in get an increase in our grant award to move forward with the project. This process is expected to take 4-6 months, so this will definitely be a 2023 project.
- Water Tower Painting – The city has awarded a bid to McGuire Iron to repaint the city’s water tower this summer. Anticipated state date was 7/18 but the contract has backed that up to a September timeframe. Once they begin, the project should be completed within 40-60 days.
- Up-coming Projects - The council approved an engineering contract with ISG to engineer a water main extension east of town, along Hwy 38 and they approved an engineering contract for preliminary design work to widen Western Ave in 2025. Both are in the process of design with ISG.
- Rebranding – The city has chosen Henkinschultz as the marketing firm to handle our logo and tagline rebranding. A small committee has been established to work on the project and there have been 4 meetings conducted so far. The city’s goal is to have a new logo/tagline to present to the council within the next month or two.
- DOT Study: The state DOT is planning to take proposals for a corridor study of Hwy 38 from Hwy 19 by Humboldt east to the Marion Road. The study will include traffic counts and several intersection evaluations. In Hartford it will be the intersections of Western Ave, Main Ave, Vandemark Ave, 2<sup>nd</sup> St, Colton Road and Mickelson Road. They plan to review proposals from various firms this September with the study being completed next year. It was noted in our meeting that the state still plans to add a turning lane at the intersection of Mickelson Road and the Colton Road in 2023.
- 2023 Budget – As noted, the city 2023 budget meeting will be August 30<sup>th</sup>. I will be working diligently on budget numbers the next few weeks, please let me know if there is anything you think the city should consider in the budget for this up-coming year.

Please call if you have any Question: 528-6187