

## **Planning and Zoning Meeting – Regular Meeting August 9, 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, Troy Jackson, and Brad Miles. City Administrator Teresa Sidel, Building Inspector Paul Clarke, and Building Inspector/Code Enforcer Kyle Christensen, and Chamber & Economic Development Director Amy Farr were also present. There was no public present.

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

**Approval of the Minutes:** The July 26, 2022, regular meeting minutes were reviewed. A motion was made by Anderson, second by Graham to approve the July 26, 2022, regular meeting minutes – all voted yes, motion carried.

### **New Business:**

- **Review Draft Verbiage on design Standards for Commercial Buildings:** 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 dwellings. 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 some standards in place to make our commercial property more aesthetically pleasing. City staff reviewed standards adopted by other municipalities and a draft of proposed regulations was presented to the Board. Discussion was held regarding which properties should be subject to the new standards if adopted – it was the consensus of the Board to have all commercial and central business zoned properties subject to any new standards. Discussion was also held on various building types and the integrity of a structures. It was the consensus of the Board to move forward with adopting commercial building standards and schedule a public hearing for a future P&Z meeting date.
- **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. Discussion regarding rescheduling, cancelling, or changing the time of the meeting were all discussed by the Board. Chairman Randall noted that the Planning & Zoning Board was disappointed that the city council scheduled the 2023 budget meeting on the same date as a regularly scheduled Planning & Zoning Meeting. A motion was made by Jackson, second by Miles to keep the Planning & Zoning meeting date of August 30<sup>th</sup> but change the meeting time to 5:30pm – all voted yes, motion carried.

### **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 stage of construction, along with 2 new twin homes. Clarke also gave a recap of current commercial permits that are still open. He noted that there have been several roofing permits issued and that he has been addressing developer plans and code questions.
- **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 parking on grass, tall grass/weed complaints, failure to secure a shed permit and improper placement, one poor exterior complaint, and construction materials on city streets.
- **City Administrator Update:**
  - 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 is going well. Phase one is nearing completion and phase two will start shortly.
  - FEMA Storm Shelter - The city has directed ISG to submit an amended layout and updated cost estimate to FEMA to review. Hopefully they will approve any changes and cost increase so we can secure a higher grant amount.
  - Bike Trail – The city is still trying to work through easement issues on the NE side of the proposed trail.
  - Water Tower Painting - 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 Henkinshultz 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 Kutil to adjourn at 7:51pm – 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