

**PLANNING AND ZONING AGENDA**  
**TUESDAY, SEPTEMBER 24, 2019**  
**CITY HALL - 7:00 P.M.**

- 1) ROLL CALL  
Mark Anderson, Eric Bartmann, Matt Cain, Tim Graham, Brad Miles, Stephanie Olson-Voth, Tony Randall
  
- 2) APPROVAL OF THE AGENDA
  
- 3) APPROVAL OF MINUTES for:
  - September 10, 2019 meeting
  
- 4) PUBLIC COMMENTS  
\*Action can not be taken on items discussed unless specifically listed elsewhere on the agenda\*
  
- 5) HEARINGS/PETITIONS/APPLICATIONS
  
- 6) OLD BUSINESS
  - Reviw Lock Box Draft Ordinance
  - Review Dell Rapids Joint Jurisdiction Regulation
  
- 7) NEW BUSINESS
  - South Dakota Planner's Conference – October 16 & 17
  
- 8) UPDATES
  - Building Inspector Updates – Paul Clarke
  - City Administrator Updates – Teresa Sidel
  
- 9) ADJOURNMENT

**Next Planning & Zoning Meeting: Tuesday, October 8, 2019**

## Planning and Zoning Meeting – Regular Meeting September 10, 2019

Vice Chairman Eric Bartmann 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, Stephanie Olson-Voth, Matt Cain and Brad Miles. Tony Randall was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

**Approve Agenda:** A motion was made by Cain, second by Olson-Voth to approve the agenda as set – all voted yes, motion carried.

**Approve Minutes of August 27, 2019 Regular Meeting:** The August 27, 2019 meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the August 27, 2019 regular meeting minutes – all voted yes, motion carried.

**Public Comments:** None

### Old Business:

- **Discuss Timeline for Moving Trailers in Mobile Home Park:** At the August 27, 2019 Planning and Zoning Meeting, a variance hearing to allow smaller rear yard setbacks in the Northside Mobile Home Park was denied. This means that any personal property over the north property line or any trailer homes not setback 25 feet from the north property line, which are not grandfathered-in, must be moved. A timeline for these actions was discussed by the Board. A motion was made by Bartmann, second by Cain to require any accessory buildings or personal property that is over the north property line to be moved by October 10, 2019 and any mobile homes that need to be moved to the required 25 foot setback shall be moved by May 1, 2020. More discussion was held and questions from Rosey Quinn, manager of the mobile home park, were addressed. Ms. Quinn stated that she believes the trailers on lot 6B and 8B should be grandfathered-in, along with Lot 3B and 7B since she believes the placement of these trailers was before the city required the 25 foot setback. The Board stated that Ms. Quinn needed to present documentation to verify the placement before they will allow the trails to stay in their present location. Ms. Quinn also had questions about verifying the accuracy of the property line survey. An amended motion was made by Bartmann, second by Cain to require any accessory buildings or personal property that is over the north property line to be moved by November 1, 2019 in order to allow time for a new survey to be completed – motion was rescinded. A motion was made by Bartmann, second by Anderson to table the timeline for the Northside Mobile Home Park until the first planning and zoning meeting in October – all voted yes motion carried. A motion was made by Bartmann, second by Cain to allow a new survey to be completed by the Northside Mobile Home Park and have it available for review in the Board Packet by October 4, 2019 to prepare for the October 8, 2019 planning and zoning meeting – all voted yes, motion carried.

### New Business:

- **Discuss Possible Lock Box Requirements and Options:** Hartford Fire Chief, Bryan Shumaker, was present to ask the Board to consider uniform lock boxes on controlled access buildings within the city. Shumaker noted that the department has concerns about gaining access to controlled buildings during medical emergency calls and fire calls. Currently the department holds several different keys and codes for the various commercial and apartment building throughout the city. Shumaker would like to see a uniform lock box system in place that offers a level of security for the building plus allows quicker emergency access for first responders. He is suggesting using the Knox Box System, which would require property owners to purchase a lock box from this company that would be unique to the City of Hartford and would need to be mounted at a specified location on the building. This box would hold the key or code for their building. The fire department would have a master key to the box, which is kept in a lock box within their responder units and offers a unique access code for each fire department personnel in order to monitor and control access to the lock box key. The fire department would order 4 lock boxes for 4 of their responder units. The International Fire Code, which has been adopted by the City of Hartford, does allow the city to require key boxes at approved locations in order to gain necessary access to properties so Shumaker is asking the Board to consider adopting an ordinance or some sort of regulation that would implement this requirement in Hartford. The Planning and Zoning Board does see the benefit of implementing a lock box system for emergency personnel, so they have asked staff to gather additional information for other communities and present a proposal to the Board for review at their next meeting on September 14<sup>th</sup>.

- **Review Dell Rapids Joint Jurisdiction Regulation and Discuss Public Input Dates:** The county has requested that the city hold a public input meeting before letting us move forward with joint jurisdiction. Since the city does not have regulation drafted but plan to use Dell Rapids ordinance as a template, the city will plan to conduct this public meeting and use Dell Rapids ordinance as reference for discussion. The Hartford Planning and Zoning board will begin reviewing Dell Rapids Ordinance and have decided to conduct a public input meeting on October 29, 2019 – this will give the Board and the public plenty of notice and preparation time. The City will individually invite all property owners within the proposed joint jurisdiction area, the Hartford City Council, County Commissioners and members of the county planning staff to make all parties involved part of this process. The city wants to work with our community members to find the right balance between the city and our surrounding growth area.

**Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide a report to the Board. Currently there are 10 open single-family homes and 4 twin homes in various stages of construction. An update was also given on the change of use for the Mundt Building – Clarke is working with the owners and the state to ensure all permits are secured. Bartmann asked Clarke to review the drainage at the property located at 209 Calvin Drive.
- **City Administrator Update:** The Board was also updated on various project throughout the city – the Mickelson Road Project is substantially completed; the Vandemark Road Project is nearing completion – work continues on roadway pavement; and the Sports Complex re-seeding project has been completed. The Board was also giving an update on a nuisance property within town.

**Adjournment:** A motion was made by Bartmann, second by Cain to adjourn at 8:08 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

**ORDINANCE #679**

**FIRE CODE – KEY LOCK BOX SYSTEM**

AN ORDINANCE OF THE CITY OF HARTFORD, SOUTH DAKOTA, AMENDING TITLE 9 PLANNING AND ZONING, CHAPTER 9.09 FIRE CODE

**BE IT ORDAINED** BY THE GOVERNING BODY OF THE CITY OF HARTFORD, SOUTH DAKOTA:

THAT TITLE 9, CHAPTER 9.09, SHALL BE AMENDED BY ADDING SECTION 9.0901 AND 9.0902 AS FOLLOWS:

**9.0901 – KEY LOCK BOX SYSTEM**

The most recent edition of the fire code which has been duly adopted by the State of South Dakota is hereby officially adopted for the City of Hartford.

Section 506.1 of the fire code allows the fire code official to require an approved key box to be installed in an approved location to gain necessary access into restricted or secured openings for live-saving or fire-fighting purposes.

The City of Hartford is enacting a key lock box system to allow the emergency responders the access necessary to promote the health, safety and welfare of its residents and to prevent forced entry damage to property or personnel. The regulations for the key lock box system will be as follows:

- A. **Key Box System:** The approved manufacturer of the lock box system used in the City of Hartford shall be by the Knox Company of Phoenix, Arizona. This system shall be required on the following structures:
- Commercial or Industrial Structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
  - Multi-Family residential structures that have restricted access through locked doors or have a common corridor for access to the living units
  - All properties having a security gate at the vehicular entrance to the property
- All newly constructed structures subject to this section shall have the key lock box installed and operation prior to the issuance of an occupancy permit. All structures in existence on the effective date of this ordinance and subject to this section shall have one year from the effective date of this ordinance to have a key lock box installed and operational.
- B. **Location of Key Box:** The location of the key box shall be at or near the recognized public entrance and shall be approved by the Hartford Area Fire and Rescue Fire Chief.
- C. **Style of Key Box:** The style or type of the key box shall be determined and approved by the Hartford Area Fire and Rescue Fire Chief.
- D. **Purchase of Key Box:** It shall be the responsibility of the property owner to purchase, install and maintain the key box system.

- E. Changes: The owner of the property shall immediately notify the Fire Chief when any locks within their property are added, changed or rekeyed.
- F. Master Key: Only the approved emergency responders will have access to the lock box master key. Access is monitor by the Hartford Area Fire and Rescue.

**9.0902 – VIOLATIONS**

Any entity violating any of the provision of this Ordinance or failing or neglecting or refusing to obey any order or notice of the Fire Chief or the City of Hartford is subject to the following penalty: Every violation of any of the provisions of this ordinance shall be punishable by a fine not exceeding two hundred dollars (\$200.00) or by imprisonment for a period not exceeding thirty (30) days or both such fine and imprisonment.

Adopted this 15<sup>th</sup> day of October, 2019.

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Mayor Jeremy Menning

ATTEST:

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Karen Wilber, Finance Officer

(seal)

First Reading: October 1, 2019  
Second Reading and Adoption: October 15, 2019  
Publication: October 24, 2019  
Effective: November 13, 2019



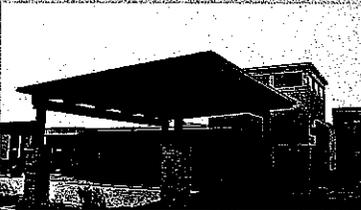
Agenda  
**SDPA ANNUAL CONFERENCE**  
**OCTOBER 16 AND 17, 2019**



**Swiftel Center (Event)**  
**Swiftel Center (Event Venue)**  
 824 32nd Avenue  
 Brookings, SD 57006

**Brookings City-County  
 Government Center (Mobile Tours)**  
**Mobile Tours (Meeting Point, Thursday, 9:45 am)**  
 520 3rd Street  
 Brookings, SD 57006

**Days Inn (Lodging)**  
**Days Inn (Lodging Hotel)**  
 Phone: 605-692-9471  
 2500 6th Street  
 Brookings, SD 57006



**SDPA Conference Room Rate is \$80 per night plus tax before September 27**

# 2019 South Dakota Planners Association Annual Conference Agenda

Wednesday, October 16

**8:30 AM to 9:30 AM — Registration and Breakfast (Breakfast Pastries and Coffee Included in registration fee)**

**9:30 AM — Welcome: Keith Corbett—Mayor of Brookings**

**9:45 AM — Keynote Address: Intergovernmental Relations**

**Barry Dunn—President of South Dakota State University;**

**Klint Willert—Brookings School District Superintendent; Keith Corbett—Mayor of Brookings;**

**Mike Bartley—Brookings County Commission Chair;**

The keynote discussion will be about how cooperative efforts across governmental entities are providing value to the public.

**10:45 AM to 11:00 AM — Break**

**11:00 AM to NOON — Concurrent Sessions**

**Session 1 — Planner and Developer Relations for Better Project Implementation; Mike Cooper; Mike Struck, City of Brookings;** This session will focus on the relationships between planners and developers through various stages of a project. Join Mike and Mike for a presentation making projects happen according to plans.

**Session 2 — Keepin' It Rural: Managing Housing Density and Economic Development in Agricultural Environments; David Heinold, AICP Candidate, Minnehaha County;** The presence of a growing urban area with constantly evolving demographics most often takes a toll on conservation of the rural lifestyle for homesteaders and agricultural land preservation for producers. A systems-based approach to growth and conservation promotes efficient management of resources for acting on growth management initiatives to preserve the rural economy.

**NOON to 1:00 PM — Lunch (Included in registration fee)**

**1:00 PM to 2:15 PM — General Session**

**Updating Land Development Regulations – The Process and Best Practices;**

**Scott Harmstead, AICP, SRF Consulting Group;** Land development regulations are the nuts and bolts of a public planning practitioner's professional existence and are the public's local window into the development world. Yet as budget season approaches, too often our zoning ordinances and land development codes fall behind in the list of local priorities. Experiences updating land development regulations from South Dakota's neighbor to the north will be shared. We will explore various ways/processes cities in North Dakota have employed to update their regulations. We will cap off the session by doing your own "self-assessment" of your regulations and discuss each other's thoughts in a group setting.

**2:15 PM to 3:15 PM — Concurrent Sessions**

**Session 1 — Powder House Pass—Keys to Creating a Community Improvement District in Lawrence County; Kevin Smith, AICP, AE2S;** The Powder House Pass Community Improvement District (CID) is a 1,000 acre development located approximately three miles south of Lead, South Dakota in Lawrence County. Powder House Pass was created in 2010 and is one of only two CID's in the state. A master plan for the CID was prepared in 2010 and included six subareas with several land use categories for the entire CID area. In 2019 an Amended Master Plan was approved by Lawrence County. The amended plan specifically identifies the future sanitary sewer collection, water supply, transportation connectivity, land use and density, and storm drainage locations. The project also includes development of GIS-based records usable for the management of infrastructure data and land parcels. The planning process has been a coordinated effort between the developer and Lawrence County Planning and Zoning staff. The presentation will focus on the history of the Powder House Pass CID, and how the developer and County have worked cooperatively to create a successful project.

**Session 2 — Bid Adieu to Not Permitting ADU (Accessory Dwelling Units); Ken Young, AICP, City of Rapid City;** They exist everywhere, in almost every neighborhood - whether basement apartments, granny flats, above garage apartments - call them what you will, they are additional living units that are either attached or detached to the main residential dwelling. How does or should your community deal with them? Should they be a permitted use? Are they a good method of providing affordable housing? Are there valid concerns with ADUs creating increased density, parking, noise, etc? Get your answers, learn the benefits of ADUs, and determine how you can make them a permitted use in your community.

**3:15 PM to 3:30 PM — Refreshment Break (snacks and pop sponsored by Advanced Engineering and Environmental Services)**



**3:30 PM to 5:00 PM — General Session**

**Water in the Landscape: Helping Communities Plan for the Future;**

**Jeremiah Bergstrom, MLA, LLA, ASLA, Instructor of Landscape Architecture at SDSU;** This presentation will provide an overview of current policies, regulations and community-based planning efforts for managing watersheds and stormwater infrastructure to mitigate flooding and water quality impairments.

*(Wednesday program continued on the other side)*

## Wednesday, October 16 (continued from other side)

### 5:00 PM to 6:30 PM — South Dakota Planners Association Business Meeting

The Board holds the annual business meeting to discuss what's happening across the state as well as manage the direction of the organization for the benefit of planning professionals, administrators, and planning commissioners.

### 6:30 PM to 7:30 PM — Dinner (Included in registration fee) & Planners Jeopardy

Think you have what it takes to stump your fellow planner friends and colleagues? Come for dinner and relax with some good ole' fashioned camaraderie in a game of Planners Jeopardy trivia! Oh, and did we mention that there will be some cool prizes and bragging rights for the winning team?!?

You are free to explore Brookings after dinner!

## Thursday, October 17

### 7:30 AM to 8:30 AM — Breakfast is on your own

### 8:30 AM to 9:30 AM — General Session

**Current Trends in Legal Issues and What to Expect; Zach Peterson and Jack Hieb;** Jack and Zach are BACK for a power packed discussion on the current trends in legal issues you are or may be facing and what to expect in the years to come! Expect a lively discussion with opportunity to ask questions and get answers from Jack and Zach!

### 9:45 AM to 12:30 PM — Mobile Tours

(Buses depart at 9:45 am from the City/County Government Center, meet at 520 3rd St., Brookings)

**Rural -- Wind Tower Site and Dairy CAFO in Brookings County; Led by Robert Hill;** Mobile tour of rural Brookings County stopping at a Wind Tower site and a Dairy Concentrated Animal Feeding Operation.

**Urban -- Adaptive reuse/Redevelopment sites in Brookings; Led by Mike Struck;** Mobile tour of Brookings stopping at a couple of locations to explore adaptive re-use sites and a cruise through SDSU campus.

### 12:30 PM — Lunch (Box lunch provided and you are free to depart as you feel necessary)

The South Dakota Planners Association extends a sincere thank you to:

South Dakota Planning Districts

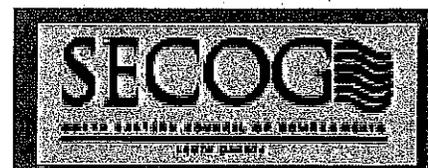
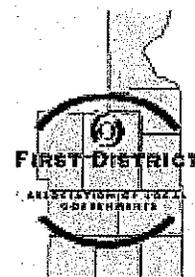
Local Hosts and Coordination Team—Swiftel Center, Days Inn, and local committee group

Local committee group includes: Robert Hill – Brookings County; Richard Haugen – Brookings County;

Staci Bungard – City of Brookings; Mike Struck – City of Brookings; Luke Muller – 1st District

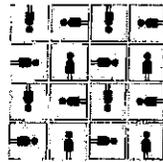
Support from SDPA members that attend this yearly event of learning, networking, and friendship

Western Central Chapter of the American Planning Association



American Planning Association  
Western Central Chapter

Creating Great Communities for All



**SOUTH DAKOTA  
P L A N N E R S  
A S S O C I A T I O N**

**REGISTRATION FORM**

**2019 South Dakota Planner's Association Conference**

**Wednesday October 16 and Thursday October 17, 2019**

**Conference Venue**  
Swiftel Center  
824 32nd Avenue  
Brookings, SD 57006

**Hotel**  
Days Inn – (605-692-9471)  
2500 E. 6th Street  
Brookings, SD 57006

**A block of rooms have been reserved for \$80/night and need to reference SD Planner's Association when making the reservation. Book by September 27 to be guaranteed the conference rate.**

Name of person attending the conference (one person per form) \_\_\_\_\_

Conference attendee email address \_\_\_\_\_

Jurisdiction/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_ Fax # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Step 1 – Determine Registration Type:**

*Fee includes breakfast and lunch on both days and Wednesday night dinner.*

Non-SDPA members \$100 \_\_\_\_\_

SDPA members \$ 80 \_\_\_\_\_

Faculty/Student \$ 40 \_\_\_\_\_

One Day Registration \$ 55 \_\_\_\_\_ Indicate which day you will attend: Wed \_\_\_\_\_ Thurs \_\_\_\_\_

*(one day registration rate is same for members and non-members)*

**Step 2 – Please check the box to the right if you plan to attend Mentorship Activity**   
**(See attached for description)**

**Step 3 – Check what mobile tour you will be attending on Thursday.** City  or County

**Step 4 – Check what meals you will be eating at the conference**

Wednesday AM Breakfast \_\_\_\_\_

Wednesday Lunch \_\_\_\_\_

Wednesday Dinner \_\_\_\_\_

Thursday Lunch \_\_\_\_\_

**Step 5– Mail this form and registration funds (checks payable to SDPA) to:**

Brandi Hanten, SDPA Secretary/Treasurer  
c/o City of Watertown Planning Department  
23 2nd St NE, Second Floor  
Watertown, SD 57201  
Phone Number: 605-882-6202 ext 3528

## September 24, 2019 – City Administrator Notes

### Old Business:

- **Discuss Lock Box Draft Ordinance:** Paul checked with some of the communities that require lock box systems and none of them have an ordinance in place with specifics on lock box systems – most just referred to the fire code which only states that we can require lock box systems within the city. So, I did a little research the internet and I was able to piece together a draft ordinance for our review – at least this is a starting place for the Board to look at and discuss.
- **Review Dell Rapids Joint Jurisdiction Regulations:** These regulations were in your packet on September 10<sup>th</sup> - Please read through and bring these regulations to the meeting so we can discuss. I would like to just go through a brief overview of Dell's regulations so we can become familiar with them and then maybe at our next meeting talk about specifics. I also informed the City Council that we plan to hold the public input meeting for the property owner within the proposed joint jurisdiction area on October 29<sup>th</sup> and they are good with this date.

### New Business:

- **South Dakota Planner's Conference:** The South Dakota Planner's Conference is scheduled for October 16<sup>th</sup> and 17<sup>th</sup> in Brookings. I have enclosed the conference agenda and information in the packet for your review. If anyone is interested in attending, the city will pay the conference fee, hotel expense and mileage. Sorry for the short notice but it looks like we need to register by September 27<sup>th</sup>. Just let me know next week if you would like to attend.

### Updates:

#### Code Enforcer/Building Inspector Updates:

- Paul Clarke will be present to provide a report for the Board.

#### City Administrator Updates:

- Project Updates:
  - Mickelson Road: Mickelson Road is open, and the lighting is up. The city is now working on accessing the adjoining property owners their portion of the cost – a public hearing on these assessments will by October 15<sup>th</sup>.
  - Vandemark Avenue: This project too is nearing completion. Street is paved con contractors are finishing up on sidewalks, dirt work and seeding. We are planning a ribbon cutting for Friday, September 27<sup>th</sup> at 4pm at the official opening of the road.
- Nuisance Property Updates:
  - 801 N Western Avenue: The Matthies property cleanup went okay. There were some turbulent times with the owner of the property but for the most part he did cooperate with the cleanup. This is a commercial property, so he was allowed to keep item pertinent to his business, along with any useful items or personnel property. There were many, many loads of iron, garbage and junk hauled off the property. We helped him cleanup and organize the property. The cleanup crew was on the property Monday-Wednesday and we allowed him until Friday (9/20) to clean up the few remaining items on his own. We will check the property on Monday and if any of the item identified that needed to go are still on the property, the City crew will go in and just complete the job. He did indicate that he wants to erect a fence around part of his property. I have some concern about what fencing materials he will use. Unfortunately, our fencing regulations don't really specify what can or cannot be used for fencing (except to list you can't have a barbed wire fence) so I have enclosed a copy of our current regulations and I would like the Board to think about what material we are willing to allow and what material we are not willing to allow for fencing – hopefully we can look at amending our fence regulation at our next meeting.

Call If you have any Question: 528-6187