

## **Planning and Zoning Meeting – Regular Meeting September 27, 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, Michelle Kilbourn, Troy Jackson, and Brad Miles. Tim Graham and Stacey Kutil were absent with notice. City Administrator Teresa Sidel, Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen were present. With 1 member of 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 September 13, 2022, regular meeting minutes were reviewed. A motion was made by Jackson, second by Kilbourn to approve the September 13, 2022, regular meeting minutes – all voted yes, motion carried.

### **New Business:**

- **Begin Review of the City’s 2017-2027 Comprehensive Plan:** In order to allow zoning, state law requires that the city adopt a comprehensive plan and file it with the county. The city adopted our most recent comprehensive plan in 2017. This comprehensive plan encompasses 2017-2037. The plan acts as a guide for future growth and planning. The city of Hartford reviews their comprehensive plan every 5 years to keep it updated to ever changing development. Sean Hegyi with SECOG was present to help the city with this process. He provided a draft of revisions thus far for the Board to review and several things were discussed at the meeting.
  - Major Street Plan – The current major street plan was reviewed, and several items needed updated to include completed streets and street to be completed. Sidel will get those changes to SECOG to incorporate.
  - Growth Area & Future Land Use – The Board also reviewed our current growth areas and looked at future land use identified in the city’s community development plan. Input from the Board will be incorporated into the draft and reviewed once again.
  - School District – It is important to work in conjunction with the school district on planning. Sidel will touch base with the school superintendent to get an update on the future plans for the school district.SECOG will take feedback from the Board and incorporate changes into the draft, with further discussion next month.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 17 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. An update on the Gage House and their inspection was provided as well.
- **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: 1 junk vehicle, 3 parking on grass issues, 4 tall grass/weed complaints, 2 no pet licenses, and 1 construction materials on the street. It was noted that Christensen and Sidel met with the manger of the Northside Mobile Home Park to discuss code enforcement/building codes and a new system for yearly inspections will be implemented in 2023.
- **City Administrator Update:**
  - The Western Ave Industrial Sewer Main Project is substantially complete. The project is substantially completed and a walk-through with the state was held on 7/20. Contractor still needs to address punch list items before final payment is made and the project closed.
  - 6<sup>th</sup>/Mundt St project is going well. Phase one is substantially complete, underground work has been completed and surfacing continues on phase 2, and removals and underground work has started on phase 3. Project deadline is mid-October.
  - FEMA Storm Shelter - The city has directed ISG to submit an amended layout and updated cost estimate to FEMA to review. This submission is planned for October 15.
  - 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. Work has begun and project is going well.
  - Midco project – City has been told that anticipated completed for the digging project is Oct 31<sup>st</sup> and completion for cleanup is the end of November.
  - WWTF – ISG is working on plans for the new WWTF and an RFP for a CMAR is being advertised. Regionalization talks also continue with surrounding communities. A public hearing on the project was held on 9/7 for the community.
  - Gage House – The city has agreed to purchase the Gage House and lease it back to the senior citizen to ensure placement for the seniors and library.
  - Summit Carbon Pipeline – This will go by the city’s west border. City is investigating questions about this proposed line.

- The city plans to unveil its new logo/tag line at the Downtown Hartford Market on Thursday, 9/29 at 6:15.

**Adjournment:** A motion was made by Kilbourn second by Anderson to adjourn at 8:00pm – 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