

Planning and Zoning Meeting – Regular Meeting September 28, 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 present via phone. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There was 2 people from the public present.

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

Approval of the Minutes: The August 31, 2021, joint meeting minutes were reviewed. A motion was made by Graham, second by Kilbourn to approve the August 31, 2021, joint meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

A motion was made by Miles, second by Anderson, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.

- **7:05 Variance Hearing:** Dylan Peterson of 751 Shamrock Drive has purchased the lot to the north of his home and has plans to replat the 2 lots into one lot and add an accessory structure next year. During our re-platting discussions, he was informed that he will be responsible for placing a sidewalk along this north lot. Currently our regulations require a 5-foot sidewalk but his current property, the property to the north, and the entire development only has 4-foot sidewalks. He is requesting a variance to allow a 4-foot sidewalk along this north lot versus a 5-foot sidewalk in order to conform with the rest of the development. A variance could be granted under Section 17.04(B). A motion was made by Anderson, second by Graham to grant a sidewalk variance to allow a 4-foot sidewalk along Lot 27, Block 3 of Kelly Point Addition – all voted yes, motion carried.

A motion was made by Nolte, second by Graham, to adjourn as the Board of Adjustments and reconvene as the Planning and Zoning Board – all voted yes, motion carried.

New Business:

- **Review of County Plat for Tract 1 of Melin’s Addition:** The city received a plat for an area outside of city limits but within our platting jurisdiction. This land is located just to the north of I90 Exit 390. The plat defines a one acre parcel of land as Tract 1 of Melin’s Addition. The plat meets city regulations, and a pre-annexation has been signed by the property owner as required. A motion was made by Miles, second by Anderson to approve the plat for Tract 1 of Melin’s Addition – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided his August building inspection reports and updated the Board on open building permits. There are currently 17 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 Updates (Report Provided)**
 - Code Enforcement - The city’s tax lien at 801 S Western Ave has been satisfied so there will be no sheriff sale of the property. Bryan Voth has resigned as the city’s code enforcer. All complaints are being handled through city hall for now. The city is currently advertising for a full-time building inspector/code enforcer that we would share with the city of Lennox. Benefits include more hours of service, set daytime hours, and transfer of additional duties.
 - Updates – The city just received word that we have been awarded a grant from FEMA for the Swenson Park concession stand/RR/storm shelter building. The Mickelson Road project is getting closer to completion – the FEMA LOMR has been approved and we are awaiting final paperwork. ISG has completed the city’s WWTF Feasibility Study. The next step is submitting a facility plan to DANR – a special council meeting is planned for October 4th to decide on placement, technology, and initial phase of the plan for the facility plan. ISG is also moving forward with the Downtown Plan and Community-Wide Plan. Several small group meetings

have been held to get input from the public and progress continues both projects – there is a community wide meeting scheduled for October 20th at 7pm in the High School. The next P&Z meeting agenda will include a conditional use and variance hearing.

Adjournment: A motion was made by Nolte, second by Kilbourn to adjourn at 7:15 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.

Teresa Sidel, City Administrator