

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 trailers 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property line to be moved by November 1, 2019 in order to allow time for a new survey to be completed – motion was rescinded.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 14th.

- **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.

Teresa Sidel, City Administrator