

Planning and Zoning Meeting – Regular Meeting September 24, 2019

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

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

Approve Minutes of September 10, 2019 Regular Meeting: The September 10, 2019 meeting minutes were reviewed. A motion was made by Olson-Voth, second by Bartmann to approve the September 10, 2019 regular meeting minutes – all voted yes, motion carried.

Public Comments:

- Don Sieverding was present to address the Board. He had questions regarding the north property line of the Northside Mobile Home Park. He owns the property to the north and his survey shows the property line between his property and the mobile home park is further south, placing personal property items from the mobile home park on his property. At the September 10, 2019 Planning and Zoning meeting, the Board gave the owner of the mobile home park until October 4, 2019 to present a second survey to the Board, otherwise the Board will move forward with reviewing the setback issue with the trailers. Mr. Sieverding has agreed to wait till the October 8th meeting as well before requiring any personal property to be moved from his property.

Old Business:

- **Review Lock Box Draft Ordinance:** On September 10, 2019, Hartford Fire Chief Bryan Shumaker asked the Board to consider adopting an ordinance that would require minimum standards for a uniform lock box system on controlled access building within the city. The city has adopted the International Fire Code, which allows the city to require lock boxes at approved locations for emergency responders to gain necessary access to restricted properties. A draft ordinance was proposed by city administrator Teresa Sidel for the Board to review. The Board reviewed the draft ordinance, along with an ordinance from Vermillion. After some discussion, it was the consensus of the Board to have the city administrator amend the proposed ordinance with suggested changes and present again at the Board's October 8th meeting.
- **Review Dell Rapids Joint Jurisdiction Regulations:** As the city investigates joint jurisdiction with the county, it is the plan to closely mimic Dell Rapids joint regulations with the county in an effort to provide some uniformity. A brief overall review of the regulations was discussed. City Administrator Sidel was directed to review the regulations against the current county regulations and note any variations. The Board will review again at their October 8th meeting. A public meeting with the property owners within the proposed joint jurisdiction area will be scheduled for Tuesday, October 29th at 7pm.

New Business:

- **South Dakota Planner's Conference:** The SD Planners Association is holding their annual conference October 16th & 17th in Brookings. This is an opportunity for zoning members and city planners to receive useful planning information and connect with others in the field. Board members were asked to contact the city if interested in attending.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide a report to the Board. Currently there are 8 open single-family homes and 4 twin homes in various stages of construction. The Board was also given an update on the drainage concern at 209 Calvin Drive – city engineers reviewed this property and all grading has been completed to the developer's approved drainage plan. The engineer findings were sent to the contractor and developer for their reference.
- **City Administrator Update:** The Board was also updated on various projects throughout the city. The Mickelson Road Project is substantially complete and a public hearing on the assessment roll will be October 15th and the Vandemark Road Project is nearing completion – dirt and sidewalk work continue and we hope to see completion within the next few weeks. A ribbon cutting for Vandemark is planning for Friday, September 27th at 4pm. The Board was also giving an update on a nuisance property within town.

Adjournment: A motion was made by Olson-Voth, second by Bartmann to adjourn at 8:14 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