

Planning and Zoning Meeting – Regular Meeting October 12, 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: Tim Graham, Stacey Kutil, Michelle Kilbourn, Steve Nolte, and Brad Miles. Mark Anderson was present via phone. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There were approximately 9 people from the public present.

Approve Agenda: City Administrator Sidel reported that applicant for CUP 2021-9-13 has withdrawn his application and would like this removed from the agenda. A motion was made by Nolte, second by Kutil to amend and approve the agenda with the removal of item #5 – 7:05 conditional use hearing for 408 S Main Ave – all voted yes, motion carried.

Approval of the Minutes: The September 28, 2021, meeting minutes were reviewed. A motion was made by Graham, second by Kilbourn to approve the September 28, 2021, meeting minutes – all voted yes, motion carried.

Public Comment on Non-Agenda Items: With the removal of CUP 2021-9-13 from the agenda, Chairman Tony Randall allowed comments from property owners within the South Main Addition. Concerns were expressed by residents regarding large accessory buildings within residential neighborhoods. Other concerns regarded aesthetics of the accessory buildings and drainage issues.

Hearings/Petitions/Applications:

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

- **7:15 Variance Hearing:** Justin Brenner of 405 Mulligan Circle has purchased the lot that abuts the north side of his rear yard (707 Shamrock Drive). He plans to plat the two lots into one and would be required to place a sidewalk along Shamrock Drive. Currently, our regulations require a 5-foot sidewalk, but the two adjoining lots have only 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 Nolte, second by Kilbourn to grant a sidewalk variance to allow a 4-foot sidewalk along Lot 9, Block 3 of Kelly Point Addition – all voted yes, motion carried.

A motion was made by Kutil, second by Miles, 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 4 of Hanisch Addition:** The City of Hartford has Platting Jurisdiction with Minnehaha County within the city's growth area. This means that all land that is platted or re-platted within the city's growth area needs approval from both the Hartford P&Z Board and City Council before it can be presented to the county for their approval. This plat is for property that is owned by Joe Hanisch, and it lays to the SW of Hartford, just south of 261st St, along 462nd Ave. The plat has been reviewed by ISG and conforms to our regulations. A pre-annexation agreement has received per our regulations. A motion was made by Miles, second by Kutil to approve the plat for Tract 4 of Hanisch 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 18 open single-family homes in various stages of construction, along with one twin home. Clarke also gave an update on commercial properties under construction.
- **City Administrator Updates (Report Provided)**
 - Code Enforcement – A copy of September's code enforcement report was provided to the Board. The city is currently advertising for a full-time building Inspector/Code Enforcer that we would share with the city of Lennox. Application are being reviewed.

- Updates – The city received word that we have been award a grant from FEMA for the Swenson Park concession stand/RR/storm shelter building but we were denied our LWCF grant for a dog park. ISG has completed the City’s WWTF Feasibility Study. The next step is submitting a facility plan to DANR so a special city council meeting was held on 10/4 regarding this project. The location, technology and size of the plant were discussed and confirmed. ISG is also moving forward with the Downtown Plan and Community-Wide Plan. There is a community wide meeting scheduled for October 20th at 7pm in the High School.

Adjournment: A motion was made by Kilbourn, second by Nolte to adjourn at 7:35 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