

## **Planning and Zoning Meeting – Regular Meeting November 14, 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, Tim Graham, Michelle Kilbourn, and Troy Jackson. Stacey Kutil and Brad Miles were absent with notice. City Administrator Teresa Sidel, Chamber & Economic Development Director Amy Farr, Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen were also present. With 2 members of the public present.

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

**Approval of the Minutes:** The October 25, 2022, regular meeting minutes were reviewed. A motion was made by Anderson, second by Graham to approve the October 25, 2022, regular meeting minutes – all voted yes, motion carried.

### **Hearings/Petitions/Applications:**

- **7:05 Public Hearing - Review/Approve Annexation Petition submitted by The Windsor Group:** The city has received an annexation petition from The Windsor Group LLC to annex parcel #15994. They are asking to annex approximately 50 acres of their land that sits to the east of Hartford – east of the Colton Road and north of Highway 38. The property is contiguous to the city on the south side along Highway 38. The petition is in good form and manner. David Richter was present representing opposition to the annexation by Pat and Amber Garry. Garry's property runs along the east side of parcel #15994. The reason noted for the opposition was that the Garry's would like to see this land stay agricultural. The city is not voting on zoning – just annexation. A motion was made by Anderson, second by Graham to recommend approval of the annexation petition to the city council – all voted yes, motion carried.
- **7:10 Public Hearing – Conditional Use Permit for 404 N Mundt Ave:** Tim Johnson of 404 N Mundt Avenue is erecting a 40'x30' accessory building to replace the existing detached garage on his property. Since this building is over 1,000 square feet that is allowed by our zoning regulations, he submitted a conditional use application to allow a 1,200 square foot building. On 5/10, the P&Z Board did grant his conditional use request for a 1,200sf detached accessory building. When Mr. Johnson originally submitted his conditional use application and site plan there was no indication or discussion regarding the height of his structure – just the size. Mr. Johnson and his contractor would now like to exceed the city's maximum height for an accessory building, which is 15 feet. Mr. Johnson is requesting a maximum height of 18ft to accommodate 10ft sidewalls and 8ft garage doors. It was noted that the framing is up, along with the trusses. The Board noted that the structure height is not out of place for the property. There is a 2-story house and a 2-story apartment complex next to this property. A motion was made by Jackson, second by Kilbourn to approve conditional use application 2022-10-24 for 404 N Mundt Ave – all voted yes, motion carried.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 13 open single-family homes in various stages of construction, along with 2 twin homes. Clarke also gave a recap of current commercial permits that are still open. It was noted that an occupancy permit for 1021 Diamond Circle has not been issued yet – Clarke will confirm that the space is not being used until a final inspection is completed.
- **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: 5 no house addresses, 3 abandoned vehicles, 3 parking on grass, and several no pet licenses. It was also noted that the city did abating 2 nuisance properties within town on November 1<sup>st</sup>. The cost of this abatement will be assessed against the properties.
- **City Administrator Update:**
  - Western Ave Industrial Sewer Main Project - Project is substantially complete. The project is substantially completed and a walk-through with the state was held on 7/20 and again at the end of October. A list of items that still need to be addressed by the contractor before the project is closed was provided.
  - 6<sup>th</sup>/Mundt St project - Project is substantially complete. There are several minor items that need to be addressed and seeding will be placed in the spring.
  - Water Tower Painting – This project is substantially completed, and the tower is back on-line. Just a few clean up items remain for this year. Maguire Iron will be back in the spring to paint the new city logo on the tower.
  - FEMA Storm Shelter - The city has directed ISG to submit an amended layout and updated cost estimate to FEMA to review. This submission was done on 10/14.
  - Bike Trail – The city is still trying to work through easement issues on the NE side of the proposed trail.
  - WWTF – ISG is working on plans for the new WWTF, along with our new CMAR Rice Lake. A project review meeting with ISG, Rice Lake and city staff was conducted on Monday, 11/7. Regionalization talks also continue with surrounding communities and a presentation was provided to the county at their 10/18 meeting. No financial commitment was received by the county, but they are open to future conversations.
  - A meeting was held with Summit Carbon Solutions in regard to the proposed carbon pipeline that will lie just west of the city. SCS was open to working with the city to allow future roads and utilities to cross their pipeline easement.

- Gage House – The city has now acquired the Gage House and user agreements have been signed with the Senior Citizens and Siouxland Library.
- The city is getting quotes and working on changing to the new logo.

**Adjournment:** A motion was made by Kilbourn second by Jackson to adjourn at 7:35pm – 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