

Planning and Zoning Meeting – Regular Meeting November 26, 2024

Planning & Zoning 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, Stacey Kutil, Michelle Kilbourn, and Brad Miles. Troy Jackson was absent without notice. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There were two people from the public present.

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

Approval of the Minutes: The October 29, 2024, regular meeting minutes were reviewed. A motion was made by Miles, second by Graham to approve the October 29, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings/Petitions/Applications:

- **7:05 Public Hearing: Zoning Amendment – Renumbering Chapters 12.16 thru 12.19:** This zoning amendment would correct a clerical error. The city has been working with SECOG to codify our zoning ordinance – basically combining any amendments that have been passed by the Board since 2021 to date with our original ordinance into one document. Codifying the zoning ordinances into one document makes it easier for staff, Boards, and the public to find the most up-to-date regulations. When we were retyping the amendments, it was discovered that we had two Chapters numbered as 12.16 – one added Cannabis Dispensaries as Section 12.16 in the zoning regulations and then we used the same chapter number a few months later for Commercial Building Standard. In order to eliminate any confusion or conflicts, we need to pass an ordinance that will renumber Chapter 12.16 through 12.19. This is simply an ordinance to correct a numbering error. A motion was made by Miles, second by Kutil to approve Ordinance #575 to renumber Chapters 12.16 through 12.19 in the city’s zoning regulations.

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

Review Condemnation of 200 N Main Avenue: Currently, the property at 200 N Main Ave is under a condemnation order by the city for several code and health violations. The owner, Levi Binkerd, would like to bring the structure up to code so the condemnation can be lifted and the property can be habitable again. The Planning and Zoning Board has agreed to hold off on any action on the condemnation until December 2024 in order to give Mr. Binkerd time to make the necessary code improvements. All outstanding code violations have been addressed by Mr. Binkerd except for the health code violation of mold being present. He did receive a mold test report from GeoTek, which showed high levels of mold present. Mr. Binkerd indicated that he has taken step to remediate the mold – installing hepa filters and spraying with chemicals to kill the mold. He plans to re-test the first week in December. It was the consensus of the Board to place this item on their December 10th meeting agenda and have Mr. Binkerd retest and present the result to the Board that that time.

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

New Business:

- **Review ISG Proposal to Master Park Plan:** The city has asked ISG to provide a proposal for services to help develop a Master Plan for our parks and bike trails. This came about out of a need for two things: 1) Master Plan for Hartford City Park (Lyon Park) and 2) Overall plan for future park/trail placement. This plan would help the P&Z Board by identifying placement of future parks and trails so it will aid discussions with developers on the donation of land or funds. This will also aid the Parks & Rec Board to help with budgeting and planning for future parks and trail systems.

ISG has provided a comprehensive proposal that would help with both items.

Phase 1 – Inventory & analysis of existing conditions	\$11,460
Phase 2A – Preliminary Citywide Parks & Trails Master Plan	\$19,450
Phase 2B – Mini Master Plan for Hartford City Park	\$ 7,530
Phase 3 – Final Parks & Trails Master Plan	<u>\$14,300</u>
Total	\$52,740

ISG can also provide optional services.

Park Asset Management Dashboard	\$ 5,100
Mini Master Plans for All City Parks	\$ 9,980

The City Council has asked the Park & Rec Board and the Planning & Zoning Board for their input. Although the

P&Z Board sees the need for a park/trail master plan, especially as we continue to grow, they have concerns with the cost of the plan, how much detail or how comprehensive the plan will be, and how long this plan would be viable. They would like to see a little more explanation on what exactly the city would get for the cost.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided his October report and an update on open building permits within the city. There are currently 13 single family homes under construction. Clarke also gave a recap of current commercial permits that are still open or being addressed, including Par Tee Storage, MAC shops, the Blue Tide car wash, and the city's WWTF and concession stand project. Questions regarding the status of the church along Diamond Circle were asked – Clarke will look input the status of this project and report back to the Board. Clarke also noted that the property at 504 W Opal Lane, which has an incomplete home on the property, has changed owners and the new owner plans to complete the home. An update on the status of the 2 vacant lots along Main Ave was also provided.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his October report to the Board, along with an update on current code enforcement issues. Violations that he has addressed include – parking violations and pet issues. Some discussion was held by the Board on pet licensing and monitoring of the dog park for licensed animals.
- **City Administrator Update:**
 - **Project Updates**
 - Hwy 38 Project – Siteworks has begun this project. The anticipated completion date is November 11th. The city has approved a change order to increase the casing size for boring under Highway 38 – the contractor ran into cobbles (large rocks) and feels the need for a larger casing.
 - WRRF – Work continues on the Aeromod structure, UV system, and operations building. The piping is done.
 - 12th/Oaks Project – The road has been opened and the contractor continues to work on punch list items.
 - **TAP Grant:** The city has submitted an application for a TAP grant for a recreation path along Mickelson Road from Patrick Ave to Turtle Creek Drive, allowing a non-pedestrian connection for this neighborhood. The grant committee met on November 13th – the city will receive a decision in January.
 - **City Projects:** Most of the city projects are now completed. The city crew will continue to work on the concession stand throughout the winter, with completion expected in the spring.

Adjournment: A motion was made by Kutil, second by Kilbourn to adjourn at 8:16pm – 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 are on file at Hartford City Hall.

Teresa Sidel, City Administrator