

Planning and Zoning Meeting – Regular Meeting November 30, 2021

Vice Chairman Brad Miles 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 Mark Anderson. Tony Randall was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There was no one from the public present.

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

Approval of the Minutes: The November 9, 2021, meeting minutes were reviewed. A motion was made by Kutil, second by Kilbourn to approve the November 9, 2021, meeting minutes – all voted yes, motion carried.

Old Business:

- **Discuss Minimum Square Footage for Accessory Buildings:** The Board held discussion on possibly exempting certain structure due to their small size from the city's requirements for accessory buildings. Currently there is no minimum square footage stated in our regulations for an accessory building so all accessory structures are subject to the regulations and require either a placement permit or a building permit. The Board realizes that due to their small size, some structures are more like storage cabinets rather than buildings and feel that a permit may not be needed. Input from the Board regarding various sizes of storage cabinets and sheds was discussed. It was the consensus of the Board to exempt structures under 25sf and under 8' tall. City Administrator Sidel will draft an ordinance with the proposed changes for the Board to review at their next meeting.

New Business:

- **Discuss regulations for storage units:** The Zoning Administrator had an inquiry regarding storage units. It was asked if the city would allow the placement of a storage building that allows each unit to be sold off to separate owners verses renting the units. Current regulations do not allow this. If this is something that the city would want to allow, our current zoning ordinance would need to be changed. Discussion was held with the Board regarding possible ways to allow this and issues that might arise with this change. It was the consensus of the Board to keep the current regulations as is.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided an update to the Board on various building projects throughout the city. There are currently 21 open single-family homes in various stages of construction, along with 1 twin home. An update on commercial building projects was also provided. Clarke is currently reviewing the 2021 ICC building codes – board discussion on updating our codes will begin next month.
- **City Administrator Updates:**
 - WWTF – The city's SRF loan application and facility plan are being finalized and will be sent to the state before the end of the year. The next step will be to move forward with design work in 2022.
 - Western Ave Industrial Sewer Main – The plans for the Western Avenue Sewer Project have been completed and the project is out for bids. Bid opening will be December 14th.
 - Sports Complex – Work on the 2 east fields continues and ISG is working on an engineering proposal for council consideration for the new storm shelter building.
 - Cannabis Establishments – So far, the city has received 3 dispensary, 2 cultivation and 1 manufacturing applications. The city council will consider these at their Dec 7th meeting.
 - Trailer Park Update – We had 4 mobile homes that are not within the rear setback requirements and are not grandfathered-in. 2 of the 4 trailers have been moved into conform to the setback regulation and 2 are going through the eviction process - once the park owner gets possession of those trailers, they will be moved.

Adjournment: A motion was made by Kutil, second by Graham to adjourn at 7:55p.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