

Planning and Zoning Meeting – Regular Meeting December 14, 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: Mark Anderson, Tim Graham, Michelle Kilbourn, Steve Nolte, and Brad Miles. Stacey Kutil 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 Anderson, second by Miles to approve the agenda as set - all voted yes, motion carried.

Approval of the Minutes: The November 30, 2021, meeting minutes were reviewed. A motion was made by Nolte, second by Kilbourn to approve the November 30, 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 and ability to move easily, some structures are more like storage cabinets rather than buildings and feel that a permit may not be needed. The Board decided to exempt structures under 25sf and under 8' tall. A draft of this language change was reviewed by the Board. A motion was made by Graham, second by Anderson to approve the draft change and a schedule a public hearing for ordinance review – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided his November building inspection reports and updated the Board on open building permits. There are currently 20 open single-family homes in various stages of construction, along with 1 twin home. There have been no commercial inspections since the last Board meeting. Clarke has gathered information on the 2021 ICC building codes so the Board can review in January and the city can updated their codes.
- **City Administrator Updates:**
 - Code Enforcement – A copy of November's code enforcement report was provided to the Board. The city is currently conducting 2nd interviews for the full-time building Inspector/Code Enforcer position.
 - WWTF – The city's SRF loan application and facility plan have been 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 bids were opened on December 14th. The city received 7 bids with the apparent low bid at \$1,353,936.60.
 - Sports Complex – Ag-lime is being placed but fencing is delayed due to the lack of supply for the poles. 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 initially considered these at their Dec 7th meeting and approved 1 dispensary license. All other applications are on hold until additional information is received.
 - Tim Hoekman plans to attend the January 11th Board meeting to discuss storage/business condos with the Board.

Adjournment: A motion was made by Kilbourn, second by Graham to adjourn at 7:28p.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