

## **Planning and Zoning Meeting – Regular Meeting December 27, 2022**

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, and Brad Miles. Mark Anderson was 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. No public was present.

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

**Approval of the Minutes:** The November 14, 2022, regular meeting minutes were reviewed. A motion was made by Kilbourn, second by Jackson to approve the November 14, 2022, regular meeting minutes – all voted yes, motion carried.

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

- **7:05 Public Hearing - Review/Approve Annexation Petition submitted by the Hartford Area Development Foundation:** The city has received an annexation petition from the Hartford Area Development Foundation to annex parcel #81344 and #86328. They are asking to annex approximately 142.73 acres of land they just purchased that sits just to the west of the city's sports complex and Central States on the west side of Western Avenue. The property is contiguous to the city on the east side along Western Avenue. The petition is in good form and manner. A motion was made by Kilbourn, second by Jackson to recommend approval of the annexation petition to the city council – 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 10 open single-family homes in various stages of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits that are still open. Clarke did do a follow-up on 1021 Diamond Circle to confirm that the space is not being utilized until an occupancy permit is issued.
- **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: 2 parking issues, a fence issue, and one snow on sidewalk. The code enforcer will use sound judgement on snow on sidewalk issues.
- **City Administrator Update:**
  - 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. Maguire Iron will be back in the spring to paint the new city logo on the tower.
  - Bike Trail – The city is still trying to work through easement issues on the NE side of the proposed trail. A new owner took possession of the property on 12/15 so the city will contact to discuss an easement.
  - Highway 38 Extension – ISG is working on plans to extend water along Railroad Street and Colton Road.
  - Western Ave Expansion – A full traffic study has been conducted and ISG continues to work on plans.
  - WWTF – ISG is working on plans for the new WWTF, along with our new CMAR Rice Lake. Regionalization talks also continue with surrounding communities. A community-wide meeting was held on 9/7 to explain the project and associated costs.
  - 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.
  - Board Terms – Mayor Jones has re-appointed Kutil, Kilbourn, Randall and Graham for another 2-year term to the P&Z Board. Congratulations!
  - Cannabis Licenses – The city has renewed the cannabis dispensary license for Unity Road. Other licenses are up for renewal this coming month.
  - The board was provided an attendance chart for 2022 for review and a list of 2023 meeting dates.

**Adjournment:** A motion was made by Kilbourn second by Miles to adjourn at 7:26pm – 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