

## **Hartford Planning and Zoning Minutes - Regular Meeting December 29, 2015**

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Cunningham, Cain, Wegleitner and McMahon. Bender arrived at 7:07 p.m. and Kuehl was absent with notice. City Administrator Teresa Sidel and City Code Enforcer/Building Inspector Paul Clarke were also present.

**Approval of the Agenda:** A motion was made by Cunningham, second by McMahon to approve the December 29, 2015 agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The minutes from the November 24, 2015 meeting were reviewed. A motion was made by Cunningham, second by Wegleitner to approve the November 24, 2015 meeting minutes – all voted yes, motion carried. The minutes from the December 8, 2015 meeting were reviewed. A motion was made by Wegleitner, second by Munce to table approval of the December 8, 2015 meeting minutes until the next Planning and Zoning Board Meeting – all voted yes, motion carried.

### **Old Business:**

- **Review of Zoning Regulations:** The Board reviewed the 12/29/2015 draft of the proposed zoning regulation changes. Discussion was held regarding temporary signage. It was the consensus of the Board to allow construction, realtor, developer, and finance signs to be erected for a limited amount of time without requiring a permit. City Administrator Sidel will work with Toby Brown to make this proposed change in our zoning ordinance. A motion was made by Munce, second by McMahon to set a public hearing date of January 26, 2016 for review of the proposed zoning regulations – all voted yes, motion carried.

### **New Business:**

- **Presentation of Appreciation Certificate to Mary Cunningham:** Board President Dean Munce presented Mary Cunningham with an Appreciation Certification and thanked her for her 9 years and 2 months of service as a Planning and Zoning Board Member. December 31, 2015 is Mary's last day on the Board.

### **Updates:**

- **Code Enforcement/Building Inspector Update:** Paul Clarke gave the Board an update on building permits – the city currently has 10 single family home permits in various stages of construction, plus six multi-family units. Clarke noted that the number of building permits in Hartford have consistently increased from approximately 110 in 2013 to 156 in 2015.
- **City Administrator Update:** The board was giving a brief update on the following:
  - The Mayor has appointed Rick Freemark to fill Cunningham's vacant P&Z seat.
  - The developer of South Main Addition has submitted a plat for lots along Main Avenue. The plat conforms to city regulations and the drainage plan has been approved by the city engineers – the city will sign off on the plat.
  - The City will transfer 3 lots to the HADC for direct sell to the Hartford Elevator.
  - It was noted that the City Council has not taken any further action regarding the Chamber and Economic Developer position as of their last meeting. It was also noted that the city finance officer has turned in her two week notice to the city.

**Adjournment:** A motion was made by Cunningham, second by Bender to adjourn at 7:43 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel