

Planning and Zoning Meeting – Regular Meeting January 8, 2019

Senior Board Member Bob Bender called the meeting to order at 7:00 p.m. at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Eric Bartmann, Matt Cain, Stephanie Olson-Voth and Nathan Leimbach. Tony Randall was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

Approve Agenda: A motion was made by Bartmann, second by Olson-Voth to approve the agenda as set – all voted yes, motion carried.

Approve Minutes of December 11, 2018 Regular Meeting: The December 11, 2018 meeting minutes were reviewed. A motion was made by Cain, second by Anderson to approve the December 11, 2018 regular meeting minutes – all voted yes, motion carried.

New Business:

- **Certificate of Appreciation:** Mayor Menning was present to thank former planning and zoning board member John McMahon for his years of service to the Board and to the City. Mr. McMahon was presented a Certificate of Appreciation for his time and dedication.
- **Certificate of Appointments:** Mayor Menning presented Certificates of Appointments to Eric Bartmann and Stephanie Olson-Voth for serving an additional 2-year term to run from January 2019 to the end of December 2020. Mayor Menning also presented a Certificate of Appointment to newly appointed planning and zoning member, Nathan Leimbach, who will also serve a 2-year term from January 2019 to the end of December 2020. (Tony Randall was also re-appointed for another 2-year term as well but was not present at this meeting)
- **Election of Chairman and Vice-Chairman:**
 - Bender called for 2019 Chairman nominations from the Board. Bartmann nominated Tony Randall for the 2019 Planning and Zoning Chairman, nomination was second by Olson-Voth. There was a call for additional nominations – none were received. A motion was made by Bender to cease nominations and cast a unanimous vote for Randall as the 2019 Planning and Zoning Chairman, second by Bartmann – all voted yes, motion carried.
 - Bender called for 2019 Vice-Chairman nominations from the Board. Cain nominated Eric Bartmann for the 2019 Planning and Zoning Vice-Chairman, nomination was second by Anderson. There was a call for additional nominations – none were received. A motion was made by Bender to cease nominations and cast a unanimous vote for Bartmann as the 2019 Planning and Zoning Vice-Chairman, second by Olson-Voth – all voted yes, motion carried.
- **Review & Discuss Proposed Amendments to Draft Ordinance #662:** The Hartford Planning and Zoning Board has been discussing proposed changes to the city’s off-street parking regulations. Proposed changes would add wording to clarify where driveway approaches need to be in commercial and industrial zoned properties and it will also add wording to allow only 6 feet for a driveway flare in the boulevard area and require a poured sidewalk in all new driveways. After review and discussion by the council, it was their consensus to have the Planning and Zoning Board re-address section 12.04B2, which discusses driveway widths and sidewalks within driveways. Council concerns focused on whether existing properties could meet the sidewalk regulation if repairing or replacing their current driveways. After further discussion by the Board, it was the consensus of the Planning and Zoning Board to keep the proposed wording mandating that all “new” driveways require a poured sidewalk but insert wording to allow an exemption for any repairs or replacement of “existing” driveways with the caveat that the exemption does not apply to replacement driveways that already have an existing sidewalk on the property that abuts the driveway. This caveat will be added and a public hearing to review the proposed amendments will be scheduled by the Planning and Zoning Board for January 29, 2019.

Updates:

- **Building Inspector Update:** Paul Clarke was present to give the Board an update on open building permits within the city. Currently there are 8 open single-family homes in various stages of construction, along with 4 twin homes. Clarke also gave the Board an update on various commercial properties under construction throughout the city.
- **City Administrator Update:** The Board was emailed a year-end summary for 2018 building permits, which were down slightly from 2017. The Board was also provided a 2019 member contact list and

meeting list. Items that the Board will focus on for 2019 include updating the city's building codes and working on joint jurisdiction with the county.

Adjournment: A motion was made by Bartmann, second by Cain to adjourn at 7:31 p.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