

Planning and Zoning Meeting – Regular Meeting January 9, 2018

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: Matt Cain, Stephanie Olson-Voth and Eric Bartmann. Tony Randall and John McMahan were absent with notice. City Administrator Teresa Sidel, Building Inspector Paul Clarke, and City Engineer Mitch Mergen were also present.

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

Approve Minutes of December 12, 2017 Regular Meeting: The December 12, 2017 meeting minutes were reviewed. A motion was made by Cain, second by Olson-Voth to approve the December 12, 2017 regular meeting minutes – all voted yes, motion carried.

New Business:

- **Certificate of Appointments:** Mayor Menning has re-appointed Bob Bender and Matt Cain to the Planning and Zoning Board for an additional 2-year term to run from January 2018 to the end of December 2019. Certificates of Appointment were presented to the re-appointed board members.
- **Election of Chairman and Vice-Chairman:** A motion was made by Bartmann, second by Olson-Voth to table election of Chairman and Vice-Chairman for 2018 until the January 30, 2018 meeting – all voted yes, motion carried.
- **Review and Discussion of Proposed Design Standards:** City Engineer, Mitch Mergen, present a proposed Design Standard for Hartford. The design standards establish a uniform standard of design for public improvement such as water, storm water, sanitary sewer and roadway designs that safeguards the life, health, safety, welfare and property of the public within Hartford's city limits. This document is a valuable tool for the City and Developers for the continuation of uniform growth. The Board reviewed each section of proposed document with the City Engineer. After discussion, any proposed changes that were discussed will be presented to the Board at their next meeting.
- **Review Minnehaha County CUP #18-06:** Minnehaha County has received a conditional use application from Jon Maras for Track 3 Ruhaak Addition, NE1/4, Section 23-T102N-R51W. This property is approximately 1/2 mile east of Hartford and is located within our growth area. The owner is requesting to erect a 4,800 square foot accessory building, which exceeds the permitted size of 1,200 square feet. The Board reviewed the request and county staff recommendations. The Board has no concerns to pass along to the County.

Updates:

- **Building Inspector Update:** The Board reviewed December's Building Inspection Report. Building Inspector Paul Clarke was present to address the Board. Clarke gave the Board an update on residential and commercial construction that is presently in progress throughout the city. Clarke also noted that he is helping with a couple of code enforcement issues that involve some building code violations as well.
- **Code Enforcer Update:** Code Enforcer Lance VanMoer provided the Board a copy of his December Report. VanMoer is out for two weeks on military leave with the city staff covering his duties during his absence.
- **City Administrator Update:**
 - **Building Permits:** The Board was provided a year-end summary for 2017 building permits.
 - **2018 Member List:** The Board was provided an updated 2018 member contract list.
 - **2018 Meeting List:** The Board was provided a 2018 meeting list.
 - **Legal briefings:** The Board was also provided a sample copy of the publication – "Legal briefings for Building Inspectors". This monthly publication covers a multitude of topics that relate to building inspections and permits, code violations, contractor and developer issues, illegal construction, and much more. It was the consensus of the Board to renew this subscription for 2018.

Adjournment: A motion was made by Bartmann, second by Cain to adjourn at 8:13 p.m. – all voted yes, motion carried.

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