

## Hartford Planning and Zoning Minutes - Regular Meeting January 10, 2017

Mayor Menning appointed three new members to the Planning and Zoning Board on December 20, 2016, with City Council approval. The Mayor presented each new member with their appointment certificate before the beginning of the meeting. Tony Randall, Stephanie Olson-Voth and Eric Bartmann will begin a 2-year term effective immediately. After presentation of the appointments, the Mayor had a few comments for the new Board.

Senior Board Member, Bob Bender, called the meeting to order at 7:05 p.m. with the following members present: Bartmann, Cain, Freemark, Olson-Voth, and Randall. McMahon was absent with notice. City Administrator Teresa Sidel and City Code Enforcer/Building Inspector Paul Clarke were also present, along with Mayor Menning. Chamber and Economic Development Director Jesse Fonkert joined the meeting at approximately 7:45pm.

**Approval of the Agenda:** The city just received information from the county regarding up-coming conditional use permit 17-05. A motion was made by Randall, second by Olson-Voth to approve the January 10, 2017 agenda, with the addition of "Review County Conditional Permit 17-05" under new business – all voted yes, motion carried.

**Approval of the Minutes:** A motion was made by Bender, second by Freemark to table approval of the December 13, 2016 meeting minutes until the January 31, 2017 meeting – all voted yes, motion carried.

### **New Business:**

- **Election of 2017 Chairman:** Bender called for 2017 Chairman nominations from the Board. Bender nominated Freemark for the 2017 Planning and Zoning Chairman, nomination was second by Cain. Bender made a motion to cease nominations, second by Bartmann – all voted yes, motion carried. With only one nomination, Rick Freemark will be the 2017 Planning and Zoning Chairman.
- **Election of 2017 Vice-Chairman:** Bender called for 2017 Vice-Chairman nominations from the Board. Bartmann nominated Tony Randall for the 2017 Planning and Zoning Vice-Chairman, nomination was second by Cain. Freemark nominated John McMahon for the 2017 Planning & Zoning Vice-Chairman, nomination was second by Randall. Bartmann made a motion to cease nominations, second by Olson-Voth – all voted yes, motion carried. The vote was called on the nominations – Bartmann voted for Randall, Cain voted for McMahon, Freemark voted for McMahon, Olson-Voth voted for Randall, Randall abstained and Bender voted for Randall – Tony Randall received the majority of votes, Randall will be the 2017 Planning and Zoning Vice-Chairman.

**\*\*\*Rick Freemark assumed the position of Planning and Zoning Chairman.**

- **Discussion of Joint Jurisdiction Process:** The Planning and Zoning Board was presented information about joint jurisdictions, which outlining what is a joint jurisdiction, how it can be set up with the county and how it is implemented. The process for establishing a joint jurisdiction were discussed, along with the benefits to a city for joint jurisdiction. After review of the information and discussion by the Board, a motion was made by Cain, second by Bartmann to recommend implementing a joint jurisdiction between the City of Hartford and Minnehaha County to the city council – all voted yes, motion carried. The City Council will review this information and then give direction to the Planning and Zoning Board.
- **Review of County Conditional Use Permit 17-05:** Minnehaha County Planning Commission will review condition use permit 17-05 at their January 23, 2017 meeting. The petitioner of this permit would like the county to allow equipment sales and service of used truck dealership within the Brower Addition. Because of its close proximity to the City of Hartford, the county has asked for input, feedback or concerns with this application from the city. The Board review the application and narrative submitted by the petitioner and items such as drainage, screening and parking were discussed. City Administrator Sidel will convey the Boards concerns to the County staff.

### **Updates:**

- **Code Enforcement/Building Inspector Update:** The Board reviewed December's Building Inspection/Code Enforcement Report. Paul Clarke gave the Board an update on building permits – the city currently has 6 single family home permits open, with one permit pending. There are also several multi-family dwellings and commercial properties within various stages of construction. Clarke also has been addressing code complaints as they arise.
- **City Administrator Update:** The Board was advised that the city council has approved 1<sup>st</sup> reading of the updated ICodes, with second reading to be held January 17<sup>th</sup>. The Board was also given a copy of EOY building permit reports, a 2017 member contact list and a 2017 meeting date list. The Board was updated

on the proposed Mickelson Road Project and discussion was held. Sidel did inform the Board of upcoming agenda items for 2017.

**Adjournment:** A motion was made by Bender, second by Bartmann to adjourn at 8:21pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel