

## **Planning and Zoning Meeting – Regular Meeting January 30, 2018**

Vice Chairman Tony Randall called the meeting to order at 7:00 p.m. at Hartford City Hall with the following planning and zoning members present: Bob Bender, Matt Cain, Eric Bartmann, Stephanie Olson-Voth and John McMahon. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

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

**Approve Minutes of January 9, 2018 Regular Meeting:** The January 9, 2018 meeting minutes were reviewed. A motion was made by Bartmann, second by Cain to approve the January 9, 2018 regular meeting minutes – McMahon abstained with all others voting yes, motion carried.

### **Old Business:**

- **Follow-up on Proposed Subdivision Regulations:** The city engineers are updating the proposed subdivision regulations. Two items that the Board wanted more information on for discussion was Grading Permits and Construction Permits. Both permits would be required as part of engineer submittals for our new subdivision regulations if adopted.
  - **Grading Permits** would be required for projects where land will be moved or reshaped significantly and would require a grading plan and erosion control plan. The Board reviewed information from other area towns and discussed. It was the consensus of the Board that if Grading Permits are implemented, then the cost would be \$200 for any project over 25 cubic yards. A grading permit would not be required for projects that would have a building permit or flatwork permit associated with them (the grading will already be addressed under these permits).
  - **Construction Permits** will be required as well and are for connecting and extending the city's infrastructure such as water mains, sewer mains and roadway system. Once again, the Board reviewed information from other area towns and discussed. It was the consensus of the Board that if Construction Permits are implemented, then the cost would be \$200 per project.
- **Follow-up on Design Standards:** Our engineers are also updating our design standards after the Board's initial review. Our engineers asked for the Board's input on the minimum width desired for a standard residential street section. A 37-foot street width is proposed by our engineers but a 33-foot width could be considered for lower costs. Although a wider street is an added cost, staff is recommending to place the minimum width for a standard residential street width at 37 feet to allow for improved traffic flow and wider lanes for snow removal and parking. It was the consensus of the Board to keep the proposed 37 feet width on residential streets.
- **Update on Joint Jurisdiction:** Sidel met with Scott Anderson, County Planning and Zoning Director, last Thursday to discuss the steps needed for moving forward with joint jurisdiction with Minnehaha County. The first step was updating our Comprehensive Plan and submit that to the county for review – this has been completed. We now need to prepare a formal request stating our reasons for wanting joint jurisdiction and include a map of the proposed joint jurisdiction area. This request needs to be presented to the county commission, asking them to allow us to proceed with the process. If allowed, the city will then have to prepare a joint jurisdiction zoning ordinance and present that to the county commission for either denial or approval. Along with this process, public hearings will need to be scheduled for public input. The process will be lengthy and time consuming and the Board must be committed to attending joint meetings with the county if approved. The Board discussed the challenges with this request and has asked that the city council confirm their desire to seek joint jurisdiction at this time.

### **New Business:**

- **Election of Chairman and Vice-Chairman for 2018:**
  - Randall called for 2018 Chairman nominations from the Board. Bartmann nominated Tony Randall for the 2018 Planning and Zoning Chairman, nomination was second by Cain. 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 2018 Planning and Zoning Chairman, second by McMahon – all voted yes, motion carried.

- Randall called for 2018 Vic-Chairman nominations from the Board. Bartmann nominated John McMahon for the 2018 Planning and Zoning Vice-Chairman, nomination was second by Olson-Voth. There was a call for additional nominations – none were received. A motion was made Bender to cease nominations and cast a unanimous vote for McMahon as the 2018 Planning and Zoning Vice-Chairman – all voted yes, motion carried.
- **Review and Discuss Proposed Flatwork Permits & Fee:** Upon staff request, the Board discussed the option of requiring permits for flatwork within the city such as sidewalks, patios, parking pads, etc. Currently the city does not require our citizens to obtain any kind of permit for flatwork but to ensure proper placement and ADA compliance a permit is suggested. The Board reviewed and discussed the fees charged by other surrounding towns for flatwork. It was the consensus of the Board to require a Flatwork Permit with no fee for sidewalks and a \$20 fee for all other flatwork projects.

**Updates:**

- **Building Inspector Update:** 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. He noted that a new business will be moving into the Vista Crossing building. Clarke also noted that he is working with the Chamber and Economic Development Director with advice on sprinklers for daycares.
- **City Administrator Update:**
  - **Next Meeting:** At the next Planning and Zoning Meeting, the Board will review final drafts of the proposed sub-division regulations and the proposed design standards. Once the Board is comfortable with the final drafts, a public hearing will be scheduled for input and then the proposed documents will proceed to the city council for final approval.
  - **P&Z Appointment:** Mayor Menning has indicated that he will make an appointment for the vacant Planning and Zoning seat at the February 6<sup>th</sup> city council meeting.
  - **Legal briefings:** The Board was advised that the publication “Legal Briefings for Building Inspectors” is no longer available.

**Adjournment:** A motion was made by McMahon, second by Olson-Voth to adjourn at 8:15 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.

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Teresa Sidel, City Administrator