

Hartford Planning and Zoning Minutes - Regular Meeting January 31, 2017

Chairman Rick Freemark called the meeting to order at 7:00 p.m. with the following members present: Bender, Bartmann, Olson-Voth, Randall and McMahon. Cain 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 Bartmann, second by Olson-Voth to approve the January 31, 2017 agenda as presented – all voted yes, motion carried.

Approval of the Minutes: The meeting minutes from December 13, 2016 were presented. A motion was made by Bender to table approval of the December 13, 2016 meeting minutes – An amended motion was made by Bender, second by McMahon to approve the December 13, 2016 meeting minutes – all voted yes, motion carried. The meeting minutes from the January 10, 2017 were presented. A motion was made by Bartmann, seconded by Olson-Voth to approve the January 10, 2017 meeting minutes – McMahon abstained, with all others voting yes, motion carried.

New Business:

- **Review map for proposed joint jurisdiction area:** City Administrator Sidel will be meeting with county officials to discuss joint jurisdiction and hopefully received permission to pursue joint jurisdiction with Minnehaha County as desired by the City Council. The Planning and Zoning Board discussed a possible joint jurisdiction area. A map was reviewed which showed the possible joint jurisdiction area that would be allowed by state law. After review and discussion by the Board, a proposed area was agreed upon. This information will be conveyed to county officials for their input. If the city is allowed to proceed with joint jurisdiction, then the city and county can start working together to establish the agreements, regulations and ordinances required for joint jurisdiction.
- **Rescheduling of April 11, 2017 meeting:** April 11, 2017 is a regularly scheduled Planning and Zoning Meeting but it is also the date of the city election. Due to the city election being held in the council chambers of city hall, the Planning and Zoning meeting needs to be moved to another date. A motion was made by Bender, second by Bartmann to move the April 11, 2017 Planning and Zoning Meeting to Monday, April 10, 2017 – all voted yes, motion carried.

Updates:

- **Code Enforcement/Building Inspector Update:** Building Inspector and Code Enforcer, Paul Clarke, was present to address the Board. Clarke gave the Board an update on building permits – the city currently has 7 single family home permits open, 2 twin homes and various other projects. He also noted that he has done a few footing inspections and rough-in inspections. Code complaints are addressed as they arise.
- **City Administrator Update:**
 - The Board was advised that the city council has approved 2nd reading of the updated ICodes and the 2015 codes will become effective on February 15th.
 - The city election is being held April 11, 2017, with the Mayor and 3 city council position open. Petitions can currently be circulated with a deadline to file of February 24th.
 - Sidel will be working with the county to update the Joint Multi-Hazard Pre-Disaster Mitigation Plan.
 - The Board was given an update on building permits issued in January and future development plans for Cressman Addition. Along with an update on the proposed Mickelson Road Project.

Adjournment: A motion was made by McMahon, second by Randall to adjourn at 8:07pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel