

Planning and Zoning Meeting – Regular Meeting February 13, 2018

Vice Chairman John McMahon 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 and Stephanie Olson-Voth. Tony Randall was 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 Bartmann, second by Olson-Voth to approve the agenda as set – all voted yes, motion carried.

Approve Minutes of January 30, 2018 Regular Meeting: The January 30, 2018 meeting minutes were reviewed. A motion was made by Bender, second by Bartmann to approve the January 30, 2018 regular meeting minutes – all voted yes, motion carried.

Old Business:

- **Review Draft of Proposed Sub-Division Regulations:** City Engineer, Mitch Mergen noted that there has only been one update to the proposed sub-division regulations since they were last reviewed by the Board. Section 1.7.1 has been updated to reference the resolution that designates the administrative official. With no other updates or comments from the Board this draft will be proposed to the City Council once the design standards are completed.
- **Review Draft of Proposed Design Standards:** City Engineer, Mitch Mergen also reviewed the proposed design standards with the Board. Since the last Board review, the standards were reviewed by the City Engineer, City Administrator and Public Works Superintendent in a joint meeting. From that meeting, a few changes were proposed and those changes were presented to the Board by the city engineer. It was noted that the Technical Standards for sanitary sewer, storm sewer, water mains and warranties are still being worked on by the engineers and they will be presented to the Board in March for their review. Once the Technical Standards are reviewed, the Board can move forward with approval of the Design Standards.

New Business:

- **Certificate of Appointment:** Mayor Menning has appointed Mark Anderson to fill the vacant Planning and Zoning Board seat. Mr. Anderson's term will run for 2 years from January 2018 to the end of December 2019. Mayor Menning was present to present Mr. Anderson his Certificate of Appointment and witness the oath. Introductions were made between the Board and Mr. Anderson took his seat on the Board.

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 he has also been working with Lance VanMoer on a couple of code enforcement issues that deal with the building codes. The Board was presented a copy of Clarke's building inspection report for January, along with VanMoer's code enforcement report for January.
- **City Administrator Update:**
 - **Next Meeting:** At the next Planning and Zoning Meeting, the Board will review drafts for proposed Grading Permits, Construction Permits and Flatwork Permits.
 - **Joint Jurisdiction:** The City Council will discuss Joint Jurisdiction at their February 20th meeting. The Board will then take direction from the Council.
 - **Sidewalk Widths:** The Board was updated on the required width for Sidewalks. The legal width for sidewalks is 48" (4') but the city is going to update our regulations to require 60" (5') in order to accommodate greater mobility and follow the ADA standards for turn arounds that must be 60".
 - **Brouwer Addition Update:** It was noted that a property in the SE portion of Brouwer addition has started a vehicle junk yard without a permit. The County was alerted and their staff is addressing the issue. The Board also noted that the Gerald Gosmire property has accumulated several junk vehicles as well that are not behind the required fencing. Sidel will also alert the county to this issue so it can be addressed as well.

Adjournment: A motion was made by Bartmann, second by Olson-Voth to adjourn at 7:30p.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