

## **Hartford Planning and Zoning Minutes - Regular Meeting March 10, 2015**

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Bjergaard, Cunningham, McMahon and Wegleitner. Haugen 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 Cunningham, second by Bjergaard to approve the March 10, 2015 agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The minutes from the February 24, 2015 meeting were reviewed. A motion was made by Bjergaard, second by Wegleitner, to approve the February 24, 2015 minutes – all voted yes, motion carried.

### **Hearings/Petitions/Applications:**

**A motion was made by McMahon, second by Cunningham, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.**

**\* 7:05 Variance Hearing – 508 Cloverleaf Drive:** Matt Cain of 508 Cloverleaf has submitted a variance application to the city to allow the placement of a fence and shed 2 feet within a drainage easement. Both the fence and shed were placed within a drainage easement area at the time the house was constructed. Mr. Cain indicated that both were erected through his contractor and he was unaware that the contractor did not secure the proper city permits for placement. The city's zoning ordinance clearly states that fences cannot be built within drainage ways and/or drainage easement. The city's zoning ordinance on accessory buildings states that any structure placed within an easement that impedes the access or intended use of that easement may be removed by the City or the City's representative at the owner's expense. This application was reviewed by the Board on February 24, 2015 and tabled until the city engineer could look at the property and can give a determination as to if the shed impedes the intended use of the drainage easement. On March 3<sup>rd</sup>, the city engineer reviewed this property and in his opinion, the shed does impede the intended use of the easement and recommends that the property owner relocates the shed structure. A motion was made by Munce, second by Cunningham, to deny the variance request by Matt Cain to allow the placement of a fence and shed within a drainage easement per engineer recommendation – all voted yes, motion carried.

**A motion was made by Bender, second by Cunningham, to adjourn as the Board of Adjustments and reconvene as the Planning and Zoning Board – all voted yes, motion carried.**

### **New Business/Updates:**

**\*Review of City Limits:** The Board reviewed an outline of the city's current limits. It was noted that there are two areas within the city that are currently surrounded on three sides by the city. The Board suggested that the property owners within these areas should be approached about annexation into the city. City Administrator Sidel will discuss this item with the city council and further discussion will be had by the P&Z Board at a future meeting.

**\*Code Enforcement and Building Inspector Report:** The February code enforcement/building inspection report was reviewed. City code enforcer/building inspector Paul Clarke was present to address any questions from the Board. Clarke noted that a pre-final inspection has been completed on the hotel, occupancy permits has been issued for two units of the new 5<sup>th</sup> Street Apartments and he has been working with the contractor on the new mixed use building along Highway 38. The city has 8 single homes that are currently under construction and 1 duplex.

#### **\*City Administrator Updates:**

- The city has awarded the bid for re-alignment of Diamond Trail to Zacharias Construction.
- Plans for a water line extension from the City water tower to Minnehaha Community Water Corp are being reviewed and will go out for bid this spring.
- The Board will review the city's zoning regulations and hold a variance hearing at their next meeting.
- The Board discussed a property issue in Kelly Point Addition.

**Adjournment:** A motion was made by Bender, second by McMahon to adjourn at 8:06 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel