

## **Planning and Zoning Meeting – Regular Meeting March 13, 2018**

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: Eric Bartmann, Stephanie Olson-Voth, Mark Anderson and John McMahon. Bob Bender and Matt Cain were absent with notice. City Administrator Teresa Sidel was also present.

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

**Approve Minutes of February 27, 2018 Regular Meeting:** The February 27, 2018 meeting minutes were reviewed. A motion was made by McMahon, second by Olson-Voth to approve the February 27, 2018 regular meeting minutes – all voted yes, motion carried.

### **Old Business:**

- **Review Proposed Flatwork Ordinance and Application:** The P&Z Board discussed the option of requiring permits for flatwork within the city such as sidewalks, patios, parking pads, etc to ensure compliance with ADA requirements and placement over utilities. The Board reviewed proposed ordinance #651 that would add a section to our zoning regulations that requires permits for flatwork that is not completed in conjunction with a building permit. The Board also reviewed a proposed permit application. A motion was made by Bartmann, second by Olson-Voth to recommend approval of ordinance #651 to the city council – all voted yes, motion carried.
- **Review Proposed Construction and Grading Permit:** If the city adopts the proposed sub-division regulations, applications will be needed for both construction and grading work within the city. The Board reviewed the proposed applications for both and were asked for input. It was the consensus of the Board to proceed with the applications as presented if adopted.
- **Update on Joint Jurisdiction:** The Board was updated on council discussion regarding joint jurisdiction. It was the consensus of the council to continue to move forward with joint jurisdiction with the county. The Board then reviewed maps of our current growth area and a map of our equidistant line and discussed an area that would be suitable for both joint jurisdiction and platting jurisdiction.

### **New Business:**

- **Expanding Platting Jurisdiction:** Under council direction, the Board discussed expansion of our current platting jurisdiction with the county. An area for expansion was discussed and agreed upon by the Board. Sidel will discuss with SECOG and our engineers and then start the process to expand the city's platting jurisdiction. The city will seek expansion of our platting jurisdiction first and then move forward with joint jurisdiction.
- **Review County CPU 18-12:** The county has received an application for a salvage yard facility at 46333 Jeffery Street. A salvage yard is a permitted use in this area but they do need a conditional use permit from the county and that was not applied for before the junk vehicles started coming in. The county did confront the owner of the property regarding no permit and the owner has since applied for the conditional use permit. The CUP will go before the county on March 26<sup>th</sup> and the county has asked for the city's input. The Board reviewed the application, site plan and project narrative. Discussion was held regarding the traffic, road condition, fencing, and maintenance issues. A motion was made by Bartmann, second by Anderson to recommend denial of county CUP 18-12 to the county – all voted yes, motion carried. Sidel will inform the county of the Board's recommendation for denial and inform them that we will have representation at their March 26<sup>th</sup> meeting for input.  
**Discuss Regulations for Firework Stands:** The city council is considering allowing the sale of fireworks within city limits and has asked the Planning and Zoning Board to review section 5.0405 of the proposed ordinance to ensure there is no conflict with our existing regulations. This section regulates the storage and sale of fireworks and item C states that all structures used for the storage and/or sale of fireworks shall comply with the city's current building code and shall have adequate means of egress before commencement of and during said storage or sales. Most of these structures will be temporary and the city currently does not regulate temporary structures within our regulations. It is the P&Z Board's recommendation to not regulate temporary structures and the remove the wording "shall comply with the City's current building code and" from the proposed ordinance.

### **Updates:**

- **City Administrator Update:** Paul Clarke and Lance VanMoer were not able to attend the P&Z meeting but their reports were provided to the Board. Sidel gave the Board an update on the following Projects:
  - Mickelson Road Project – Project is being advertised with bid opening planned for April 6<sup>th</sup>.

- N Vandemark Sewer Project – Engineers are working on plans for placement of a sewer main along N Vandemark from 9<sup>th</sup> Street north to city limits.
- Sports Complex Grading – Engineers are working on bid documents for the complete grading of the sports complex. Anticipated bid date will be in April.
- Downtown Parking – The Board was updated on possible parking along 1<sup>st</sup> street in the downtown area.

**Adjournment:** A motion was made by Bartmann, second by McMahon to adjourn at 8:10p.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