

Planning and Zoning Meeting – Regular Meeting March 28, 2017

Board Member Bob Bender 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, Stephanie Olson-Voth, and John McMahon. Rick Freemark, Tony Randall and Eric Bartmann were absent with notice. City Administrator Teresa Sidel and City Code Enforcer/Building Inspector Paul Clarke were also present.

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

Approve Minutes of March 14, 2017 Regular Meeting: The March 14, 2017 meeting minutes were reviewed. Bender noted that the motion to adjourn was made by Bartmann, not Bender. A motion was made by Bender, second by Olson-Voth to approve the March 14, 2017 regular meeting minutes with the correction noted – all voted yes, motion carried.

Hearings/Petitions/Applications:

- **7:05 Conditional Use Hearing:** Tony Schwartz, on behalf of Bryan Wiseman General Contracting Inc, submitted a conditional use application asking for approval to build 6 – 4 plex units at the SE corner of Ruud Lane and Opal Lane – Tract 1 of Barkers Addition. The city engineer reviewed the site plan and it complies with city regulations. The Board reviewed and discussed such items as garbage, fencing, mailboxes, maintenance of the private drive and construction timeframe. A motion was made by McMahon, second by Cain to approve conditional use permit 2017-3-7 for Tract 1 of Barkers Addition with the following condition: the central garbage collection area for the entire site shall be enclosed with fencing – all voted yes, motion carried.

New Business:

- **Review Comprehensive Plan:** The Board began the task of reviewing the city's current comprehensive plan in order to update it. Kristen Benidt with SECOG was present to give input on the current plan and the update process. Each section of the current plan was reviewed and discussed by the Board. SECOG and staff will start working on initial revisions and the Board will review Section X in more depth at their next meeting.
- **Determine Date of 1st Meeting in April:** The first Board meeting in April should be Tuesday, April 11th but due to the municipal election, this meeting was re-scheduled to Monday, April 10th. Since there will not be a municipal election this year, the Board reconsidered this change. A motion was made by Olson-Voth, second by Cain to schedule the 1st planning and zoning meeting in April for Tuesday, April 11th – all voted yes, motion carried.
- **Review Off-Street Parking Ordinance:** Since 2002, the city required all off-street parking and maneuvering surfaces to be hard-surfaced with concrete or asphalt. Realizing the tremendous cost for businesses associated with hard surfacing all parking and maneuvering surfaces, the city changed this regulation to state that commercial and industrial zoned properties could be granted a variance from the Board of Adjustments. This process allowed the Board of Adjustment to review the site plan and determined what hard surface is needed and what is not needed in order to work with a business and allow them to build in Hartford verses sending them to another community. But, allowing a variance for financially based reasons is a conflict with our variance regulations so this process needs to be corrected. The Board has asked the zoning administrator to revise the wording of our off-street parking section and present a draft at the next Planning and Zoning meeting.

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 11 single family home permits open, 2 twin homes and various other projects. He also noted that the Stomping Grounds is done and open for business, the new club house for the golf course is close to completion – along with, the 8 plex unites along Ruud Lane. The Hartford Event Center was discussed and everything is to code.
- **City Administrator Update:**
 - The Board was present a copy of the 2017 Capital Improvement Plan (CIP) for their review.

- Sidel gave the Board a brief update on the Mickelson Road project, along with and update on the preliminary talks about Vandemark Avenue.
- The City Council will be reviewing Board Compensation at their next meeting on April 4th.

Adjournment: A motion was made by Olson-Voth, second by McMahon to adjourn at 8:10 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 the Municipal Finance Office.

Teresa Sidel, City Administrator