

## Planning and Zoning Meeting – Regular Meeting April 17, 2017

President Rick Freemark called the meeting to order at 7:00 p.m. at Hartford City Hall with the following planning and zoning members present: Bob Bender, Eric Bartmann, Tony Randall and John McMahon. Matt Cain and Stephanie Olson-Voth 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 Bender to approve the agenda as set – all voted yes, motion carried.

**Approve Minutes of March 14, 2017 Regular Meeting:** The March 28, 2017 meeting minutes were reviewed. A motion was made by McMahon, second by Bender to approve the March 28, 2017 regular meeting minutes – all voted yes, motion carried.

### **Old Business:**

- **Review Comprehensive Plan – Section X:** At the last P&Z meeting on March 28<sup>th</sup>, each section of the city's comprehensive plan was reviewed by the Board. SECOG will be working on updating some of the other sections, along with city staff and our engineers but SECOG has asked the Planning and Zoning Board to review Section X. Section X outlines the city's Planning Policy Framework and the city's growth management strategy. The Board reviewed the goals and objectives under our growth management strategy and determined which policies should stay, which can be deleted and which needed to be revised. These changes will be sent to SECOG to incorporate into a draft amendment of the city's comprehensive plan.
- **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 Zoning Administrator presented a revision to item #7 under the city's off-street parking general conditions, which would mandate that only required parking spaces and all driveways be hard surface for commercial or industrial zoned properties. The Board reviewed the proposed change and after a couple of minor changes, it was the consensus to move forward with the revision. A motion was made by Bender, second by Randall to approve Section 12.04 B7 to read as "Commercial and Industrial Zoned Property must have either concrete or asphalt surfaces on all required parking spaces and all access and driveway approaches. All other parking or maneuvering surfaces may be crushed concrete, concrete, crushed asphalt or asphalt. No Parking upon grass or dirt surfaces." – all voted yes, motion carried.

### **New Business:**

- **Review Preliminary Plan for Kelly Point Second Addition:** The Board reviewed preliminary plans for the Kelly Point Second Addition that were submitted by Sayre Associates. The plans call for 2 cul-de-sacs and some commercial land along the north side of Mickelson Road in the Jarding Development. The plans have been reviewed and approved by the city engineer as it conforms to the city standards. A motion was made by Bartmann, second by Randall to approve the preliminary plans for Kelly Point Second Addition – 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 14 single family home permits open, 2 twin homes and various other projects. He also noted that the Stomping Grounds and Great Life Club House have both opened for business.

- **City Administrator Update:** City Administrator, Teresa Sidel, gave the Board a brief update on the Mickelson Road project and an update on various housing developments throughout the city. Randall asked for the city's mill levy to be reflected in the month-end building permit reports.

**Adjournment:** A motion was made by Randall, second by Bartmann to adjourn at 8:14 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.

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Teresa Sidel, City Administrator