

Hartford Planning and Zoning Minutes - Regular Meeting April 28, 2015

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cunningham, Haugen, Wegleitner and McMahon. Bjergaard 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 Bender to approve the April 28, 2015 agenda as set – all voted yes, motion carried.

Approval of the Minutes: The minutes from the March 31, 2015 meeting were reviewed. A motion was made by Haugen, second by Cunningham, to approve the March 31, 2015 minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

*** 7:05 Conditional Use Hearing** – The West Central School District has submitted a Conditional Use Application to allow the erection of a 1600 square foot accessory building upon their MS/HS property. On the east side of their football field/track there was a 24' x 30' accessory building that was moved to the NE and placed by the school's practice field. In its place, the school would like to erect a 40' x 40' accessory building. Since this would be over 1200 square feet, they require a conditional use permit per the city's zoning regulations. This shed would be placed well within the setbacks and this parcel of land is large enough to accommodate this size of building. A motion was made by Bender, second by McMahon to approve the conditional use permit for the West Central School District and allow the placement of a 1600 square foot accessory building to the east of the football field/track – all voted yes, motion carried.

***7:15 Alley Vacate Hearing** – The city has received a petition to vacate the 15' alley that runs north and south abutting Lots 1-8, subdivision of Block 13 of Oaks 4th Addition. The property owner of Lot 5, Al Ahlquist, circulated this petition and he received signatures from 100% of the abutting property owners – which is required by law. The platted property to the north does not have an alley so this alley hits a dead end on the north. This alley is not in use and is not maintained by the city. There are electrical and telephone utilities in this alleyway so the petition is to vacate the alley but we will need to keep an easement for the utilities. A motion was made by Munce, second by McMahon to recommend to the Hartford City Council the vacation of the 15' alley that runs north and south abutting Lots 1-8, subdivision of Block 13 of Oaks 4th Addition under the condition that a utility easement will be maintained - all voted yes, motion carried.

Old Business:

***Annexation of Parcel#59074:** The Hartford Planning and Zoning Board has requested voluntary annexation of Parcel #59074. This property has been completely surrounded by the city on all sides and it has created a “donut hole” within the city. In order to promote conducive growth, annexation of this property is desired. The owner of this parcel has signed an annexation petition under the condition that city water and sewer services be available to his property at no expense to the owner. A motion was made by Haugen, second by Bender to recommend to the City Council annexation of county parcel #59074 to the City of Hartford and waive all hookup fees for city water and sewer service in return for voluntary annexing – all voted yes, motion carried.

New Business/Updates:

***March Code Enforcement/Building Inspection Report:** The March 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 he continues to review the 5th Street Apartment property and a final inspection to close out the permit will not be conducted until the building is in compliance and the drainage has been approved by the city engineer. Clarke also continues to monitor on-going projects within town. After a toddler fell from a Sioux Falls apartment window, it was noted that the city's 2012 building codes require a minimum of 36" from the floor to the bottom of all windows.

Review of Current Zoning Regulations: Toby Brown with SECOG was present to review the current city zoning regulation with the Planning and Zoning Board. The Board reviewed and discussed various sections within our zoning regulations. After input from the Board, Brown will draft some proposed changes to help clarify the regulations and present to the Board on May 12th.

***City Administrator Updates:**

- Construction on the re-alignment of Diamond Trail has begun and is going well. Completion date is set for the end of May.
- Bids for the city's water line extension project and the South Main storm sewer are currently being advertised – bid opening for these projects is set for the 1st week in May.

- The AmericInn will hold an open house on May 6th from 3pm to 5pm.
- Costello companies would like to forego sidewalks in their industrial area – This item was discussed by the Board and Toby Brown was asked to look into this request and give the Board some feedback.

***Certificates of Appreciation:** Bill Haugen was presented a Certificate of Appreciation for his service on the Planning and Zoning Board.

Adjournment: A motion was made by McMahon, second by Bender to adjourn at 9:10 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel