

## Planning and Zoning Meeting – Regular Meeting April 28, 2020

Chairman Tony Randall called the meeting to order at 7:00 p.m. via teleconference with the following planning and zoning members connected: Mark Anderson, Tim Graham, Brad Miles, Stephanie Olson-Voth, with Eric Bartmann arriving at 7:06pm. City Administrator Teresa Sidel, Building Inspector Paul Clarke and Code Enforcer Bryan Voth also participated. There was one member of the public present.

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

**Approval of the Minutes:** The March 31, 2020 meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the March 31, 2020 regular meeting minutes – all voted yes, motion carried

### **New Business:**

- **Request for Temporary Off-Street Parking at 511 N Main Ave:** Ben Parker of 511 N Main Avenue has requested a temporary parking pass to allow him to park his camper in the grass in his back yard for up to 8 weeks during a home remodel. They would be using the camper for temporary living quarters – sleeping, cooking, eating during the remodel. They have a steep driveway and leveling the camper in the driveway would be difficult. All off-street parking on private property is addressed in the city’s zoning regulations for Off-Street Parking but temporary parking is not addressed in the ordinance. The Board reviewed the request with Mr. Parker. Concerns about complaints from other citizens was discussed - Mr. Parker did receive written permission from all adjoining neighbors and stated that once the remodel was completed, the camper will be moved. Because of the unique circumstances, the consensus of the Board was to allow the temporary parking under the following conditions: 1) Backyard parking will only be allowed for up to 8 weeks; 2) Parking will only be allowed in the backyard; 3) All Vegetation will be restored to prior conditions. The Board will be reviewing the city’s Off-Street Parking Ordinance and discuss future revisions to address temporary parking.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke updated the Board on open permits for residential and commercial projects. An update was also provided on the removal progress of the condemned trailer in the Northside Mobile Home Park.
- **Code Enforcer Update:** Code Enforcer Bryan Voth was present to update the Board on the ordinance change for vegetation on undeveloped properties. He also reminded the Board that the city’s on-street parking timeframe has changed from 3 days to 7 day, April 15<sup>th</sup> through October 15<sup>th</sup>. Currently, he is monitoring the new fence permits that are being issued and working with junk violations on a couple of properties in town. Mr. Voth also informed the Board that the Knox Box lock box system is not in place yet, Bryon Shumaker is still working with the Know Box company to get this in place.
- **City Administrator Update:**
  - **Permits:** Building permits has picked up the last couple of weeks with a lot of permits for fences, sheds, decks and some flatwork.
  - **City updates:** The city has hired a new Chamber and Economic Development Director. His name is Gabe Steinmeyer and he is set to begin May 4<sup>th</sup> if he can secure housing and his move by then. The city also has a new full-time public works assistant, Alan Brown. He started his duties with the city on April 13<sup>th</sup>. For now, the council has postponed opening the pool until July and postponed the Park Rec program until July - both items will be discussed again in June.
  - **Projects:** No changes in the 9<sup>th</sup> Street project or the Western Avenue sewer project at this time – both are moving ahead. The city is also moving forward with a reconstruction of the intersection at Opal Lane and Ruud Lane. This intersection was not properly placed and has deteriorated so the city placed funds in our budget to reconstruct this year – it will probably bid out next month.
  - **Upcoming Meeting:** On May 12<sup>th</sup> there are 2 variance hearings scheduled.

**Adjournment:** A motion was made by Graham, second by Miles to adjourn at 7:35 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 Hartford City Hall.

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Teresa Sidel, City Administrator