

Planning and Zoning Meeting – Regular Meeting May 30, 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, Matt Cain, Stephanie Olson-Voth, Tony Randall and John McMahon. Eric Bartmann was absent without notice. City Administrator Teresa Sidel and City Code Enforcer/Building Inspector Paul Clarke were also present.

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

Approve Minutes of April 25, 2017 Regular Meeting: The April 25, 2017 meeting minutes were reviewed. A motion was made by Olson-Voth, second by Bender to approve the April 25, 2017 regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

- **7:05 Conditional Use Hearing:** East River Electric Power Coop, Inc has applied for a conditional use permit to rebuild and expand their facilities at the corner of Western Avenue and Mickelson Road to increase the electrical load and demand, plus provide a secondary power source. This property is zoned Community Commercial and public utility facilities are allowed within this zoning by conditional use. The plans show that new equipment will be expanded to the south and they will be moving the fence to enclose the entire facility once again, which will be 7 feet high with a 1" mesh. They have also asked to add a second driveway to the south of the existing drive since this is such a busy street and a second driveway would allow for trucks to turn around and be facing the traffic when leaving the property verses trying to back out onto busy Western Avenue. It would also accommodate larger trucks that would service the substation at least 2-3 times a month. Staff reviewed the site and did not see any problems with allow the second drive, which will provide a safer access. The Board discussed the driveway widths, culverts and access. A motion was made by Bender, second by Cain to approve conditional use permit #2017-5-12 as requested by East River Electric Power Coop, Inc – all voted yes, motion carried.

A motion was made by Bender, second by Randall, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.

- **7:10 Variance Hearing:** East River Electrical Coop, Inc has applied for a variance to deviate from the city's off-street parking requirements. The city's current regulations state that hard surface must be placed on all driving and maneuvering areas. The request is to have the new driveway gravel verses concrete or asphalt because of the potential safety hazard. All their substations have a grounding mat inside and outside the substation and by having an asphalt or concrete driveway, it would create an insulator to the ground causing a potential difference and safety hazard. Staff noted in their report that this request is a safety concern and not a financial hardship and our zoning regulations (Section 17.04 F) do allow for variances for exceptional and extraordinary circumstances for property that do not apply to other properties in the same zone or vicinity. Due to the safety issues, a motion was made by Bender, second by Randall, to approve the variance request submitted by East River Electrical Coop, Inc to allow a gravel driveway at their substation located on the SW corner of Mickelson Road and Western Avenue – all voted yes, motion carried.

A motion was made by Randall, second by McMahon, to adjourn as the Board of Adjustments and reconvene as the Planning and Zoning Board – all voted yes, motion carried.

Old Business:

- **Review Comprehensive Plan – Chapter 2 and Current Land Use Map:** Kristen Benidt with SECOG was present to go over proposed updates to Section II, V, VI, and X of the city's comprehensive plan. The Board also reviewed and discussed the city's proposed future land use map. Ms. Benidt will incorporate the feedback from the Board into the future use map.

Updates:

- **Code Enforcement/Building Inspector Update:** Building Inspector and Code Enforcer, Paul Clarke, was present to address the Board. Clarke noted that he is addressing 17 single family home permits in various stages of construction, 4 multifamily dwelling in progress and several code enforcement issues. The Board also was presented a copy of his April report.
- **City Administrator Update:** City Administrator, Teresa Sidel, noted that the city engineers have completed the wastewater study and it will be presented to the city council on June 4th. Also, the engineers continue to work on plans for the Mickelson Road project and bid letting is still scheduled for July. The city received a conditional use permit from the county to operate a grass, leaf and tree dump site along 258th Street. The Board was also briefed on an upcoming change of use hearing for June.

Adjournment: A motion was made by Randall, second by Olson-Voth to adjourn at 8:13 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