

## **Hartford Planning and Zoning Minutes - Regular Meeting July 28, 2015**

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cain, Kuehl, and Wegleitner. Cunningham and McMahon were 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 Cain, second by Bender to approve the July 28, 2015 agenda as set – Kuehl abstained with all others voting yes, motion carried.

**Approval of the Minutes:** The minutes from the July 14, 2015 meeting were reviewed. A motion was made by Bender, second by Cain to approve the July 14, 2015 minutes – Kuehl abstained with all others voting yes, motion carried.

### **Visitors:**

- **Venice Becker:** Venice Becker pulled a building permit to construct a 6 plex multi-family unit project at 301 E 5<sup>th</sup> Street. This building permit was issued on July 29, 2014 and expires on July 29, 2015 (BP 2014-80). The building and garage structure has been completed and occupancy has been granted but the final grading and dirt work, along with the perimeter fencing still needs to be completed. Mr. Becker has asked the Board for a 2 week extension for his grading work, sighting problem with getting a contractor to complete the retaining walls. He has also asked for a 3 month extension on the fencing – he noted that the fence has been ordered and the fence company has his property on their schedule but it will be approximately 8-10 weeks before they can complete the job. Neighboring property owners; Rick Cross, Loren Carver and Fred Finch were present and indicated to the Board that they would like the dirt work completed as soon as possible in order to alleviate the dirt and run-off problems and believe that Mr. Becker has had ample time to complete the project. A motion was made by Cain, second by Kuehl to grant Venice Becker a 3 month extension until October 29, 2015 for the fencing only on building permit 2014-80 – all voted yes, motion carried. No action was taken by the Board for an extension on the final grading and dirt work. If Mr. Becker does not complete all the final grading and dirt work by his deadline of July 29, 2015, he is asked to go before the City Council on August 4, 2015.

### **Old Business:**

- **Review of Zoning Regulations:** Toby Brown submitted a proposed zoning revision to the Planning and Zoning Board on July 14<sup>th</sup>. The Board reviewed this document and discussed. Comments from the Board will be given to Mr. Brown so he can incorporate them into the proposed zoning revision. After the changes have been incorporated into the zoning document, Mr. Brown will meet once again with the Board to review and discuss in August.

### **New Business:**

- **Reschedule August 25<sup>th</sup> P&Z Meeting:** The Planning and Zoning Board is scheduled to meet on the 11<sup>th</sup> and 25<sup>th</sup> during the month of August. Due to a conflict in schedules the week of August 11<sup>th</sup> and due to the city's referendum election being held on August 25<sup>th</sup>, the Board discussed holding only one meeting in August and scheduling it during the 3<sup>rd</sup> week of the month. A motion was made by Bender, second by Munce to schedule one Planning and Zoning meeting in August, which will be held on Wednesday, August 19<sup>th</sup> at 7pm in city hall – all voted yes, motion carried.

### **Updates:**

- **Code Enforcement/Building Inspector Update:** Paul Clarke noted that there are currently 14 single family homes under various stages of construction throughout Hartford. Two commercial buildings are currently being framed and framing is almost complete on the mixed use building along highway 38. Clarke has also been busy with various code enforcement issues.

**Adjournment:** A motion was made by Kuehl, second by Cain to adjourn at 7:48 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel