

Planning and Zoning Meeting – Regular Meeting August 29, 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 with notice. City Administrator Teresa Sidel and City Code Enforcer/Building Inspector Paul Clarke were also present.

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

Approve Minutes of July 25, 2017 Regular Meeting: The July 25, 2017 meeting minutes were reviewed. A motion was made by Cain, second by McMahon to approve the July 25, 2017 regular meeting minutes – all voted yes, motion carried.

Old Business:

- **Review Comprehensive Plan:** The Board review a final draft of proposed changes to the city's comprehensive plan. Kristen Benidt with SECOG was present address any questions from the Board. The procedure and time-line for adoption was reviewed and discussion was had regarding the joint jurisdiction process. A motion was made by Randall, second by Bender to approve the final draft of the 2017-2037 Comprehensive plan – all voted yes, motion carried. The Planning and Zoning Board will hold a public hearing on September 26, 2017 for public input before the plan is passed on to the city council for review.

Updates:

- **Code Enforcement/Building Inspector Update:** Building Inspector and Code Enforcer, Paul Clarke, was present to address the Board. Clarke noted that there are currently 9 single-family homes under construction, with 4 multi-family homes in various stages of construction and one commercial project. The Board was given an update on a drainage issue that the city is addressing at one of the multi-family units - the owner's engineer has submitted a plan to correct this. Clarke is also addressing approximately 6-7 various code enforcement issues at the present time.
- **City Administrator Update:** City Administrator, Teresa Sidel, gave the Board an update on the upcoming change of use and conditional use hearing for 107 S Eastern Avenue. It was noted that at least two Board members cannot attend the hearing on the 12th. In order to be fair to all parties involved discussion was had regarding rescheduling the hearings. A motion was made by Bender, second by Cain to reschedule the change of use and conditional use hearings to September 26, 2017 – all voted yes, motion carried. Sidel also informed the Board that the city will be splitting the Building Inspector and Code Enforcement duties into two part-time positions. Paul Clarke will continue to be the city's building inspector and a new person will be hired to perform the code enforcement duties.

Adjournment: A motion was made by Randall, second by McMahon 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.

Teresa Sidel, City Administrator