

## **Hartford Planning and Zoning Minutes - Regular Meeting October 8, 2013**

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cunningham, Campbell, Ham and Wegleitner. Mitchell 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 Ham to approve the October 8, 2013 agenda as set - all voted yes, motion carried.

**Approval of the Minutes:** The Board reviewed the September 24, 2013 regular meeting minutes. A motion was made by Ham, second by Bender to approve the September 24, 2013 regular meeting minutes – Campbell abstained with all others voting yes, motion carried.

### **Hearings/Petitions/Applications:**

**\*7:05 Hearing for ROW Vacation** – A petition was received by the City to vacate the undeveloped street right-of-way on the south side of West 6<sup>th</sup> Street between Western and Oaks Avenue. The petition has been signed by all abutting property owners and notice was posted. Currently there is a 10' utility easements along the south side of this property that will need to be maintained for existing electrical and telephone services. It was noted that since this right-of-way does not run the entire length of the block and since houses have already been erected along the south side of the block, it would be unlikely that the city would ever be able to utilize this right-of-way for a future street. Any Eggenbraaten, area resident, addressed the Board with questions regarding the drainage plan for this area and questions regarding emergency access routes. It was noted that a drainage plan has been submitted to the city engineers and has been approved and emergency vehicles will be able to access this area by a private road off of Western Avenue and by utilizing a planned entrance off of west 6<sup>th</sup> street. A motion was made by Bender, second by Cunningham to recommend approval of vacating the 36'x126' street right-of-way abutting Lot 1, Block 4 of the Replat of Smith & Grovers Addition and abutting the E 62' of the W 470' of the S 126' of Lot 4 and the North ½ of Lot 5 of Smith & Grovers Addition to the Hartford City Council with the condition that all existing easements be maintained for utility services – all voted yes, motion carried.

### **Old Business:**

**\*Review Draft of Ordinance to amend Zoning Regulations for Storage Units:** Under city direction, Toby Brown drafted an ordinance that would allow Mini-warehouses (storage units) within a Community Commercial and Regional Commercial zoned district by conditional use permit. Anyone wishing to put up a storage unit in one of these districts must follow city standards and receive a conditional use permit from the Planning and Zoning Board. The Board reviewed and discussed this draft ordinance. A motion was made by Bender, second by Ham to approve the draft ordinance for mini-warehouses as submitted and send this ordinance to the city council for approval – all voted yes, motion carried.

### **New Business:**

**\*Preliminary Plans for Western Oaks Estates:** Jon Maras submitted preliminary plans to the city for review for Western Oaks Estates. This multi-housing development is planned to be placed between Western and Oaks Avenue and 5<sup>th</sup> and 6<sup>th</sup> Street. The proposed plans include the platting of 6 lots with the erection of 4-plex units with attached garages upon each lot. Plans also include a private access drive along the south side off of Western Avenue and a detention area for drainage. Area residents, Any Eggenbraaten and Bob Nielsen were present to review the plans and pose questions to the developer. The city engineer has reviewed the preliminary plans and submitted comments to the city. Provided that all engineer comments are addressed by the developer, the city engineer recommends approval of the preliminary plan. A motion was made by Campbell, second by Bender to recommend approval of the preliminary plans for Western Oaks Estates to the city council contingent that all engineer comments are complied with by the developer – all voted yes, motion carried.

### **Bill Campbell exited the meeting at 7:35pm.**

**\*September Code Enforcement and Building Inspection Report** – The Planning and Zoning Board reviewed the September report for code enforcement and building inspections and questions were addressed. Paul Clarke gave an update to the Board on building inspections conducted in September and code enforcement issues that he is working on. It was noted that several new homes permit were taken out this last month and commercial upgrades to

the Hartford BP and the Hartford Elevator are underway. The Planning and Zoning Board reviewed the September report for code enforcement and building inspections and questions were addressed.

**\*2013 SD Planner's Association Conference:** The Board was given information regarding the upcoming 2013 South Dakota Planner's Association Conference which will be held in Yankton, October 23<sup>rd</sup> and 24<sup>th</sup>.

**Board Updates:** City administrator updated the Board on various building and zoning items throughout the city.

**Adjournment:** A motion was made by Ham, second by Cunningham to adjourn at 8:10 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel