

Planning and Zoning Meeting – Regular Meeting October 9, 2018

Vice-Chairman John McMahon called the meeting to order at 7:00 p.m. at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Eric Bartmann, Bob Bender and Stephanie Olson-Voth. Matt Cain and Tony Randall were absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

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

Approve Minutes: The September 25, 2018 meeting minutes were reviewed. A motion was made by Bender, second by Bartmann to approve the September 25, 2018 regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings, Petitions, Applications:

- **7:05 Public Hearing: Review Proposed Zoning Amendment Changes -Draft Ordinance 655, 656 and 657:** There were no comments from the public regarding Draft Ordinance 655, 656 and 657. Draft Ordinance 655 will change the definitions for “Adult Oriented Business”, “Lot” and “Parking Spaces”. A motion was made by Bartmann, second by Anderson to approve draft Ordinance 655 and send to city council with a recommendation for approval – all voted yes, motion carried. Draft Ordinance 656 will change section #3, #4 and #5 for accessory buildings. A motion was made by Bartmann, second by Bender to approved draft Ordinance 656 and send to city council with a recommendation for approval – all voted yes, motion carried. Draft Ordinance 657 will create a new section in the zoning regulations that will outline the Change of Use procedure. A motion was made by Bartmann, second by Bender to approve draft Ordinance 657 and send to city council with a recommendation for approval – all voted yes, motion carried.
- **Review/Approve Plat for Lot 4, Block 1 of Brower 2nd Addition:** The city received a plat for Lot 4, Block 1 of Brower 2nd Addition in the I90 Industrial Park. Although this property is out of city limits, it is within the city’s platting jurisdiction so the plat first needs to be approved by Hartford’s Planning and Zoning Board and the Hartford City Council before it goes to Minnehaha County for final approval. The city engineers have reviewed the plat for conformance with city standards and has approved it. After review of the plat, a motion was made by Bender, second by Bartmann to approve the plat for Lot 4, Block 1 of Brower 2nd Addition and send it on to the City Council – all voted yes, motion carried.

Old Business:

- **Discuss additional Zoning Amendments for Off-Street Parking and Lot Area in Residential Zones:**
The Planning and Zoning Board discuss additional changes to the city’s zoning regulations.
 - **Off-Street Parking:** There are 2 section reviewed and discussed by the Board – Section B2, which addresses driveways and Section B7, which addresses hard surfacing. Section B2 currently defines what the maximum width for a driveway at the property line but does not specifically address how wide the approach can be within the boulevard area. The Board agreed that the maximum with within the boulevard area should not exceed 6 feet over the width of the property line. It further agreed that all new driveways should include a poured sidewalk. These changes will be incorporated into a proposed draft ordinance for review at the next Board meeting. Section B7 was also reviewed by the Board and it currently defines hard surfacing regulations for off-street properties. The Board agrees that the city’s current regulation is not specific enough as to what needs to be hard surfaced for driveways on private property. After discussion by the Board, it was the consensus for the city administrator to incorporate suggested wording and present to the Board at their next meeting.
 - **Lot Area within Residential Zones:** The Board reviewed the city’s current lot area regulations for residential zones. After discuss, the City Administrator was asked to gather more information for surrounding cities for comparables and present to the Board at their next meeting.

New Business:

- **Review Building Permit Fee Schedule:** Over the next few meetings, the Planning and Zoning Board will be reviewing the city’s building permit fee schedule to ensure it is within area standards. At this meeting, the Board was presented the city’s valuation schedule for review, along with comparables from surrounding cities for new residential and commercial construction. Hartford’s valuation schedule seems to compare

accordingly with other communities. No changes were suggested at this meeting, but the Board will review this information once again at their next meeting.

Updates:

- **Building Inspector Update:** Paul Clarke was present to give the Board an update on open building permits within the city. Currently there are 14 open single-family homes in various stages of construction, along with 3 twin homes. There are also 4 commercial properties currently under construction.
- **City Administrator Update:** Sidel reported that all proposed zoning amendments will be discussed and approved by the Planning and Zoning Board and then they will go before the city council at one time for final approval. Sidel also gave the Board an update on the current city projects – Mickelson Road, Swenson Park Grading and Vandemark Sewer.

Adjournment: A motion was made by Bender, second by Bartmann to adjourn at 8:16p.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