

Planning and Zoning Meeting – Regular Meeting October 30, 2018

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

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

Approve Minutes: The October 9, 2018 meeting minutes were reviewed. A motion was made by Bender, second by Anderson to approve the October 9, 2018 regular meeting minutes – Cain abstained with all others voting yes, motion carried.

Public Comments: None

Old Business:

- **Discuss possible 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 were 2 sections 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 width 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 were incorporated into a proposed draft ordinance that was reviewed by the Board. 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. A proposed draft ordinance was reviewed by the Board. It was the consensus of the Board to incorporate changes to both Section B2 and Section B7 of the city's off-street parking regulations. A public hearing for the proposed changes will be held on November 27th by the Planning and Zoning Board.
 - **Lot Area within Residential Zones:** The Board reviewed the city's current lot area regulations for residential zones and reviewed comparable regulations with surrounding cities. After discussion, it was the consensus of the Board to make no changes to the city's current lot area regulations.
- **Review Building Permit Valuation and Fee Schedules:** The Planning and Zoning Board has been reviewing the city's building permit fee schedule to ensure it is within area standards. The Board reviewed the city's valuation schedule, fee calculation schedule and additional fees charged for both residential and commercial properties and compared them with surrounding communities. After review and discussion by the board the following changes were suggested:
 - **Valuation Schedule:**
 - **Residential** – Finished Habitable Space will have a valuation fee of \$100 per square foot, Finished Basement Space will have a valuation fee of \$70 per square foot, Unfinished Space will have a valuation of \$40 per square foot, Attached Garages will have a valuation fee of \$30 per square foot, Detached Garages will have a valuation fee of \$25 per square foot and Remodeled Area will have a valuation of \$30 per square foot.
 - **Commercial** – Valuation will be based on cost of construction or \$80 per square foot if no cost is provided.
 - **Fee Calculation Schedule:** It was the consensus of the Board to make no changes to the city's fee schedule.
 - **Additional Fees Charged:** Additional fees charged on all building permits in Hartford are the park fee, water hookup fee and sewer hook-up fee. After comparing fees from surrounding communities, the Board suggested raising the city's water and sewer hookup fees to \$750.00 each versus \$500.00 each.

A motion was made by Bender, second by Cain to incorporate the changes suggested by the Planning & Zoning Board and send to city council for approval – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Paul Clarke was present to give the Board an update on open building permits within the city. Currently there are 15 open single-family homes in various stages of construction, along with 3 twin homes. There are also some commercial properties currently under construction, with a new commercial site coming soon to 800 S Western Avenue.
- **City Administrator Update:** Sidel reported that the city council appointed Jessica Johnson to fill the Ward 2 vacancy and her duties will start on November 7th. Sidel also gave the Board an update on the current city projects – Mickelson Road, Swenson Park Grading and Vandemark Sewer. A public meeting for the I90 Interstate Exchange is being planned for late November but more information will be available after November 2nd.

Adjournment: A motion was made by McMahon, second by Cain 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