

Hartford Planning and Zoning Minutes - Regular Meeting November 12, 2013 **(Amended 12/10/13)**

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Mitchell, Campbell, Ham and Wegleitner. Cunningham 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 Ham, second by Wegleitner to approve the November 12, 2013 agenda as set - all voted yes, motion carried.

Approval of the Minutes: The Board reviewed the October 29, 2013 regular meeting minutes. A motion was made by Campbell, second by Ham to approve the October 29, 2013 regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

***Conditional Use Hearing – 503 N Oaks Avenue (Lot 5 of Smith & Grover’s Addition):** The city has received a conditional use permit application from Jon Maras for the erection of a 4 plex housing unit with attached garages at 503 N Oaks Avenue. The city engineer has reviewed the plans. Engineer comments require the developer to clarify the extent of site construction and to provide easements to the city for city maintained infrastructure. The developer has noted that all improvements to this lot will meet their preliminary plans with the exception of any street improvements – no private street is being proposed at this time. Storm sewer and any drainage improvements will conform to preliminary plan and the developer has also agreed to provide the city with easements for water and sewer. The developer, Jon Maras, address the Board and noted that all engineer comments have been addressed, the drainage has been approved by the city engineer and they conform to all city regulations. The developer asks for approval of his conditional use application. Several area residents, including Bob Nielsen, Andy Eggenbratten, Dan Bangston, Sean Burns, Roger Gilbert, Rebecca Potter, Mark Baumann and Mike Jacobson, were present to address the Board with concerns. Items of concern expressed by property owners include: parking problems because of more driveways and less curb parking, additional traffic concerns, especially with children in the neighborhood, drainage concerns, possible changes in tax valuations and market value, and concerns with adding more rental property in town. Residents noted that they are not in favor of a 4 plex being erected at 503 N Oaks Avenue and asked the Board to take into consideration the impact of the proposed use on adjacent property owners. A motion was made by Mitchell, second by Campbell to grant a conditional use permit for 503 N Oaks Avenue (Lot 5 of Smith & Grover’s Addition) with the following conditions: 1) Fencing shall be placed on the south side of the property between the 4 plex building structure and the property directly to the south of the 4 plex building for a buffer. 2) All plans and engineer comments must be addressed and followed – Ham voted no, with all others voting yes, motion carried.

***Conditional Use Hearing – 301 E 5th Street (Lot 12C of North Lawn Addition):** The city has received a conditional use permit application from Venice Becker for the erection of a 4 plex housing unit with detached garages at 301 E 5th Street. This plan has been reviewed by our city engineer and all comments have been addressed by the developer. The city engineer noted that this plan meets all city regulations for design standards and drainage. As the Board reviewed the plan, garbage, fencing, drainage and lighting were discussed. A motion was made by Munce, second by Ham to grant a conditional use permit for 301 E 5th Street (Lot 12C of North Lawn Addition) with the following conditions: 1) Fencing will be required along the south and east of the Becker property with placement on the east side to be coordinated with existing property owners. 2) Construct must be according to plans, including drainage and all engineer comments must be addressed – all voted yes, motion carried.

***Plat Review – Lot 3&4, Block 2 of Western Meadows Addition:** The Planning and Zoning Board reviewed a plat that was submitted by Costello Companies for Lot 3 & 4 of Block 2 of Western Meadows Addition. This plat was reviewed by the city engineer and a recommendation to add a 10’ drainage easement along the back of both lots to protect drainage right of upstream properties was advised. A motion was made by Bender, second by Campbell to approve the plat for Lot 3 & 4, Block 2 of Western Meadows Addition with the addition of a 10’ drainage easement along the back property line of both lots – all voted yes, motion carried.

Old Business:

***Review Off-Street Parking Ordinance:** The City Council has asked the Planning and Zoning Board to review the city’s current zoning regulation on off-street parking. The Board discussed the current ordinance and possible changes at their October 29th meeting and the consensus from the Board was to add a definition section to the ordinance, to allow concrete pavers to be used as parking pads with minimum requirements and to allow access aisles to the rear yards as optional. A draft revision of this ordinance, with the changes discussed, was reviewed by the Board. A motion was made by Munce, second by Campbell to send ordinance #601 – An Amendment to Section 12.04, Off Street Parking of the 2011 Revised Zoning Ordinance, to the city council for approval with a

change to clarify that access aisles must be either concrete or asphalt (no pavers) and wording will be added to address commercial and industrial property – all voted yes, motion carried.

New Business:

***October Code Enforcement and Building Inspection Report** – The Planning and Zoning Board reviewed the October report for code enforcement and building inspections. Paul Clarke updated the Board on various building projects throughout the city and noted that the city is still addressing off-street parking complaints.

Adjournment: A motion was made by Campbell, second by Mitchell to adjourn at 9:14 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel