

Planning and Zoning Meeting – Regular Meeting November 27, 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: Mark Anderson, Matt Cain and Bob Bender. John McMahon, 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 Bender, second by Anderson to approve the agenda as set – all voted yes, motion carried.

Approve Minutes: The October 30, 2018 meeting minutes were reviewed. A motion was made by Cain, second by Bender to approve the October 30, 2018 regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings/Petitions/Applications:

- **7:05 Public Hearing – Review Proposed Zoning Amendment Changes for Off-Street Parking:** A public hearing was held to review proposed changes to the city's off-street parking ordinance (Draft Ord #662). These changes, if approved by the city council, will add 3 definitions to the off-street parking regulations, clarify the width of driveway approaches in the boulevard and clarifies what needs to be concrete or asphalt in commercial and industrial zoned properties. There were no public comments. A motion was made by Bender, second by Cain to approve draft Ordinance #662 and send it to the city council with a recommendation to pass – all voted yes, motion carried.

New Business:

- **Review Joint Jurisdiction Regulations:** The City is pursuing joint jurisdiction with Minnehaha County. City Administrator Sidel has been in contact with the county and will go before their Board to receive approval to move forward. If approved by the county, the Board will begin the process of reviewing joint jurisdiction regulations. SECOG has been enlisted to assist with this process.
- **Reschedule December 25, 2018 P&Z Meeting:** The Planning and Zoning's second meeting in December falls on December 25th this year. Since this is a holiday, the Board discussed rescheduling to another date. It was the consensus of the Board to move their 2nd meeting in December to December 26, 2018 at 7pm if there is business that needs to be conducted – if not, the meeting will be cancelled.

Updates:

- **Building Inspector Update:** Paul Clarke was present to give the Board an update on open building permits within the city. Currently there are 12 open single-family homes in various stages of construction, along with 2 twin homes. There are also some commercial properties currently under construction, with a potential of a couple of new businesses starting.
- **City Administrator Update:** The Board was presented an attendance chart to review before payroll is completed at the end of December. It was noted that Randall, Bartmann, McMahon and Olson-Voth terms will expire at the end of December. The City Council approved the Board's recommendations to change the building permit valuation schedule and hookup fees. The Board was also given an update on city projects, plus an update on the I90 Exit 387 Interstate Exchange Public Meeting.

Adjournment: A motion was made by Bender, second by Anderson to adjourn at 7:30p.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