

Hartford Planning and Zoning Minutes - Regular Meeting December 10, 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. Mayor Paul Zimmer was present to observe.

Approval of the Agenda: A motion was made by Ham, second by Cunningham to approve the December 10, 2013 agenda as set - all voted yes, motion carried.

Approval of the Minutes: The Board reviewed the November 12, 2013 regular meeting minutes. Discussion was held regarding the motion made on the conditional use hearing for 503 N Oaks Avenue. The Board discussed the wording and intent of the motion. A motion was made by Campbell, second by Ham to correct the conditional use hearing motion from November 12, 2013 minutes to read "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." – Cunningham abstained, with all others voting yes, motion carried.

Hearings/Petitions/Applications:

***Conditional Use Hearing – 1031 Diamond Circle (Lot 1 of Lot 6A of Interstate Inns 3rd Addition):** Hartford Inns LLC has submitted a conditional use application to the city for the erection of a future hotel. Plans were submitted and reviewed by the city staff and city engineers. The city engineers provided feedback on the original plans. The plans were updated and re-submitted to the city to address all city engineer comments. All city requirements and regulations have been met except for the city's front yard landscaping standard. Since this is an irregular lot and the front yard adjoins a cul-de-sac, the front yard is smaller and is very restrictive for driveways, parking space, the front entrance and landscaping. The Board did review the developer's landscape proposal and noted that the side yards do provide plenty of room for landscaping. A motion was made by Munce, second by Cunningham to grant Hartford Inns LLC a conditional use permit for the erection of hotel at 1031 Diamond Circle with the following condition: 1) A variance for a non-conforming front yard landscaping must be secured from the City. 2) All signage must be approved by the city administrator and met all city regulations before placement. – all voted yes, motion carried.

***Plat Review – Lots 1A & 1B in Block 1 and Lots 1A & 1B in Block 2 of Maras Addition:** The Planning and Zoning Board reviewed a plat that was submitted by the City of Hartford to rezone city owned property between East 5th & 6th Street and Mundt and Eastern Avenue. A motion was made by Bender, second by Campbell to recommend approval of the plat for Lots 1A & 1B in Block 1 and Lots 1A & 1B in Block 2 of Maras Addition – all voted yes, motion carried

New Business:

***Discussion of Parking Space Requirements for Off-Street Parking:** The Planning and Zoning Board reviewed and discussed the city's parking space requirements for off-street parking. Currently and plans presented to the city for a residential or commercial development are reviewed by the city to make sure the plans incorporate the required number of off-street parking spaces. Since our regulations define garages as a place where motor vehicles are stored or kept, the city counts any garages as part of the plans required parking spaces. With more and more garages being used for storage instead of parking, especially with multi-family dwellings, discussion focused on if the garages should or shouldn't count towards parking requirements. Four surround cities were contacted, along with SECOG, and all the cities do count garages as part of their parking requirements – all stating that a garage is designed for parking motor vehicles so if a plan shows a garage it must be counted for parking. The Board noted that it would be impossible to regulate the use of a garage and agreed not to change our current regulations. The Board also noted that all multi-family dwelling must receive a conditional use permit from the city and if they Board believes parking will be an issue, the Board may place a conditional upon the developer to add more parking spaces. Each plan can be reviewed and addressed for parking at the conditional use hearing.

***November 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.

***City Administrator Updates:** The Board was updated on the up-coming conditional use appeal for Western Oaks Estates, council discussion on typical street standards, up-coming agenda items and Board appointments for 2014. An attendance chart was distributed to the Board for review, along with a 2014 Planning and Zoning meeting schedule. The next Planning and Zoning Board meeting is scheduled for December 31, 2013 – New Year's Eve. A

motion was made by Bender, second by Campbell to move the December 31, 2013 Planning and Zoning Meeting to Monday, December 30, 2013 at 7pm – all voted yes, motion carried.

Presentation of Plaque for Out-Going Member – Anna Mitchell: Anna Mitchell was not present but President Dean Munce expressed a “Thank-You” to Ms. Mitchell for her service on the Planning and Zoning Board. A motion was made by Bender, second by Campbell to table the presentation of plaque to Anna Mitchell – all voted yes, motion carried.

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

Minutes recorded by City Administrator Teresa Sidel