

## **Planning and Zoning Meeting – Regular Meeting December 11, 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, Stephanie Olson-Voth, Matt Cain and Bob Bender. Mark Anderson and Eric Bartmann were absent without notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present.

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

**Approve Minutes:** The November 27, 2018 meeting minutes were reviewed. A motion was made by Cain, second by Bender to approve the November 27, 2018 regular meeting minutes – all voted yes, motion carried.

**Public Comments:** None

**Old Business:** The Hartford City Council reviewed a draft of Ordinance #662 on December 4, 2018. This ordinance would amend the city's off-street parking regulations. After review and discussion by the council, it was their consensus to have the Planning and Zoning Board re-address section 12.04B2, which discusses driveway widths and sidewalks within driveways. If amended, Section 12.04B2 would state that all new driveways would require a poured sidewalk. The concerns from the council focused on whether existing properties could meet this regulation if repairing or replacing their current driveways. Conversation revolved around the interpretation of "new" driveway and replacement of existing driveways. It was the consensus of the Planning and Zoning Board to keep the proposed wording mandating that all "new" driveways require a poured sidewalk but insert wording to allow an exemption for any repairs or replacement of "existing" driveways. These suggested changes will go to the city council for input.

### **Updates:**

- **Building Inspector Update:** Paul Clarke was present to give the Board an update on open building permits within the city. Currently there are 9 open single-family homes in various stages of construction, along with 4 twin homes. There are also some commercial properties that are in various stages of construction.
- **City Administrator Update:** It was the consensus of the Board to cancel their December 26<sup>th</sup> meeting unless there is pressing business that needs to be addressed. The Board was provided a list of 2019 meeting dates and was asked to review their attendance chart for payroll purposes. Sidel noted that she needs to work with the city attorney to draft a resolution to request joint jurisdiction from the county – this will be presented in January. The Board was also given an update on the I90 Exit 387 Interstate Exchange public meetings and proposed designs.

**Adjournment:** A motion was made by Cain, second by McMahon to adjourn at 7:28p.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.

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Teresa Sidel, City Administrator