

Planning and Zoning Meeting – Regular Meeting December 12, 2017

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

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

Approve Minutes of December 12, 2017 Regular Meeting: The December 12, 2017 meeting minutes were reviewed. A motion was made by Bender, second by Cain to approve the December 12, 2017 regular meeting minutes – all voted yes, motion carried.

Old Business

- **Review Draft of Proposed Sub-Division Regulations and Construction Agreement:** The Board reviewed updates to the proposed sub-division regulations and construction agreement. City Engineer, Mitch Mergen, was present to review the proposed changes with the Board. Additional information will be researched by staff before final review by the Board. The Board will also be reviewing the city's design standards that will supplement the sub-division regulations. The sub-division regulations, construction agreement and design standards will all be reviewed in January.

New Business:

- **Discuss Permit for Flatwork:** Currently, the City of Hartford does not require any type of permit for flatwork done within the city. Flatwork includes any concrete or asphalt horizontal surfaces such as sidewalks, driveways, parking pads, patios or entryways. Discussion was held with the Board as to if the city should require a permit, which will help ensure that all flatwork is being done to regulations. The Board has asked the City Administrator to draft a proposed permit, with recommendations for a fee amount and present the information at the Board next meeting.
- **Review of Attendance Chart:** The Board was asked to review their attendance chart for accuracy since payroll will be completed at the end of December.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to address the Board. Clarke noted that there are currently 8 single-family homes under construction within the city, with one close to being completed, and 3 twin homes. He also reviewed the commercial permits that are currently under construction and in various stages.
- **Code Enforcer Introduction:** Lance VanMoer, the city's new part-time code enforcer, was present to introduce himself to the Board. Lance started his duties for the city in October so he is fairly new to the position but all is going well so far.
- **City Administrator Update:** City Administrator Teresa Sidel gave the Board an update on the Mickelson Road Project and the Sports Complex. The Board was also brief about the strategic planning that the council discussed in November for 2018.

Adjournment: A motion was made by McMahon, second by Cain to adjourn at 7:55 p.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