

## **Hartford Planning and Zoning Minutes - Regular Meeting April 26, 2011**

President Munce called the meeting to order at 7:00 p.m. with the following members present: Ham, Campbell, Kuehl, Cunningham and Bender. Mitchell was absent with notice. City Administrator, Teresa Sidel was also present along with the city code enforcer/building inspector, Orlin Punt. A motion was made by Bender, second by Cunningham to approve the minutes of the April 11, 2011 meeting – all voted yes, motion carried.

### **Hearings/Petitions/Applications:**

\*Site Plan for Miller Funeral Chapel - The Board reviewed a site plat submitted by Perry Kolb with Brosz Engineering on behalf of Miller Funeral Chapel. Kolb answered questions from the Board regarding the proposed site plans. The Board noted that signage will have to be submitted and reviewed by the city before erected to ensure that all regulations are being followed and also noted that there are no plans for outside dumpsters. If outside dumpsters are to be added in the future, Board approval will be needed. All other aspects of the site plan are intact. A motion was made by Kuehl, second by Bender to approve the site plans for Miller Funeral Chapel – all voted yes, motion carried.

### **Old Business:**

\*Review Proposed Zoning Districts – Toby Brown, with SECOG, was present to discuss with the Board revisions to the city's commercial zoning districts. Brown's proposal is to revise the current commercial districts into 4 new districts – Central (or mixed) Commercial, Neighborhood Commercial, Community Commercial and Regional Commercial. The Board will be adding permitted and conditional uses to each district and he plans to add a "planned unit development" to community commercial and regional commercial districts. A planned unit development would allow a business not listed in the district to be placed in these districts as long as they receive a conditional use permit from the Planning and Zoning Board. Toby Brown will also be working with the Board to revise the lot dimensions and requirements for each commercial district. Mr. Brown will come before the Board again on May 31<sup>st</sup> for more discussion.

\*In-Home Businesses – The Planning and Zoning Board also discussed with Mr. Brown the regulation of in-home businesses. Mr. Brown noted that some communities require a home occupancy permit for in-home businesses and others do not. He will gather some information for the Board to review.

### **New Business & Updates:**

\*Fence Ordinance – The Planning and Zoning Board reviewed the city's current fence ordinance. Discussion was held by the Board regarding fences within drainage ways or on drainage easements. The current ordinance does not allow any type of fence in the drainage ways or on drainage easements. The board was asked to consider revising the ordinance to allow chain link fences with drainage areas. After discussion by the Board, it was the consensus to keep the current ordinance as is and not to allow any fences within drainage ways or drainage easements. The Board noted that this regulation was initially put into the fence ordinance to protect property owners. It will help eliminate water problems and save property owners expense if their fence needed to be torn out in the future to allow work or improvements within a drainage way. Items that were placed within easement areas before the ordinance was effective are grandfathered in but they are subject to future expenses if access is needed to that drainage way. The ordinance is in place to help deter future problems and expenses. City hall will be asking all property owners to come to the city before they place a fence or accessory building less than 120 square feet to receive a no-fee placement permit so city hall can confirm the placement and give out all regulations.

\*Code Official/Building Inspector Update - Orlin Punt gave the Board an update regarding issues in the trailer park and noted that he will be following up on any code violations.

**Adjournment:** A motion was made by Ham, second by Cunningham, to adjourn at 8:00 pm - all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel