

Hartford Planning and Zoning Minutes - Regular Meeting October 13, 2015

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cain, Cunningham, Wegleitner, Kuehl and McMahon. City Administrator Teresa Sidel and City Code Enforcer/Building Inspector Paul Clarke were also present.

Approval of the Agenda: A motion was made by Cunningham, second by Wegleitner to approve the October 13, 2015 agenda as set – all voted yes, motion carried.

Approval of the Minutes: The minutes from the September 29, 2015 meeting were reviewed. A motion was made by Cain, second by Wegleitner to approve the September 29, 2015 minutes – Bender abstained with all others voting yes, motion carried.

Hearings/Petitions/Applications:

- **7:05 Conditional Use Hearing:** Terese Michaels, DVM has submitted a condition use application to the City for an expansion of the Hartford Veterinary Clinic at 903 N Oaks Avenue. Ms. Michaels was present to address the Board and answer questions. The proposed expansion would add on to the existing 16'x24' building and make a 70'x83' building to allow for additional exam and office rooms, along with additional storage and kennel space. The new building will still meet the city's setback regulations and height requirements. The clinic will only board animals with a medical need. Refuse containers are proposed to be enclosed within the building and the existing outdoor fencing will remain the same. A motion was made by Kuehl, second by Cain to approve conditional use permit 2015-9-25 for an expansion to the Hartford Veterinary Clinic at 903 N Oaks Avenue with the following conditions: 1) the previous conditions set forth by the Board on November 10, 2009 are still apply and 2) All Applicable Standards must be met according to city zoning ordinance #575 – all voted yes, motion carried.

Updates:

- **Code Enforcement/Building Inspector Update:** Paul Clarke's September 2015 Code Enforcement/Building Inspection Reports was provided to the Board for their reference. Clarke noted that there are presently 15 single family houses in various stages of construction, the residential units of the mixed use building are coming closer to occupancy – the owner is hoping for a November 23rd occupancy date, the storage units along Kingsbury are close to completion and the new commercial building along Western Avenue is also making progress. Clarke has preformed two rough-in inspections on other commercial properties. He continues to deal with various code enforcement issues as they arise.
- **City Administrator Update:** The board was giving a brief update on the following:
 - Contractors are currently working on the water main extension project, which should be completed this month.
 - The water and sewer service to the Matthies property has been installed.
 - An updated CIP should be available to the Board shortly.
 - Information on the upcoming SD Planners Conference was distributed to the Board.

Adjournment: A motion was made by McMahon, second by Kuehl to adjourn at 7:48 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel