

## **Hartford Planning and Zoning Minutes - Regular Meeting November 24, 2015**

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

**Approval of the Agenda:** A motion was made by Wegleitner, second by Cain to approve the November 24, 2015 agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The minutes from the November 10, 2015 meeting were reviewed. A motion was made by Cain, second by Bender to approve the November 10, 2015 minutes – all voted yes, motion carried.

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

**A motion was made by Bender, second by Cunningham, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.**

- **7:05 Variance Hearing:** Vance Peterson has submitted a variance application to the city to request a two foot south side yard setback variance upon Lot 5, Block 5 of Oaks 2nd Addition. Mr. Peterson would like to place a 36'x100' duplex upon this lot. The lot is 66' wide by 165' deep. He plans to address the duplex off of Oaks street so his front setback from the west needs to be 25', his back setback from the east needs to be 25', his side yard from the north needs to be 7' and his setback from the south also needs to be 25' since it is along a street frontage. The house he was planned to erect is 100' x 36' – since the lot is only 66' wide and a 7' setback is needed from the north and a 25' setback is needed from the south, his lot falls 2' short in width. He plans to keep the 7' required setback on the north in order to be the proper setback distance and not infringe on neighboring properties but he is asking for a 2' setback on the south along 3<sup>rd</sup> street, which is the minimum he requires. Granting a 2' variance on the south would not infringe on any neighboring properties and would conform to Section C & D of the city's variance regulations. A motion was made by Bender, second by McMahon to allow a 2 foot south side setback variance on Lot 5, Block 5 of Oaks 2<sup>nd</sup> Addition – all voted yes, motion carried.

**A motion was made by Bender, second by Cunningham, to adjourn as the Board of Adjustments and reconvene as the Planning and Zoning Board – all voted yes, motion carried.**

### **Old Business:**

- **Review of Zoning Regulations:** This agenda item was postponed until the Board's December 8, 2015 meeting.

### **Updates:**

- **Code Enforcement/Building Inspector Update:** Paul Clarke gave the Board an update on building permits - he has issued occupancy to 2 new homes, he is working with the new contractor for the 1<sup>st</sup> floor commercial units in Eich's mixed use building and he just completed the footing inspection for the vet clinic expansion. For code enforcement, he continues to deal with pet issues, a snow removal complaint and a property maintenance code violation along west 2<sup>nd</sup> street.
- **City Administrator Update:** The board was giving a brief update on the following:
  - The developer of South Main Addition has submitted a plat for lots along Main Avenue. The plat conforms to city regulations, but under the advisement of the city engineer a drainage issue will need to be addressed before approval of the plat. Both the developer and his engineer are working on this issue.
  - The developer of Cressman Addition has submitted a concept plan for an additional 14 lots – a plat is expected to follow shortly.
  - The City continues to advertise the position of Chamber & Economic Development Director. Applications are being accepted until November 30<sup>th</sup>.
  - The Board was updated regarding the two council resignations received by the city. It was noted that the city council will discuss their plans for filling those positions at their next meeting on December 1<sup>st</sup>.

- **Attendance Chart:** The Board was given a copy of their attendance chart for 2015 – they have been asked to review and contact city hall with any corrections.

**Adjournment:** A motion was made by Cunningham, second by Bender to adjourn at 7:28 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel