

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

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cunningham, Haugen, Wegleitner and McMahon. Bjergaard 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 Cunningham, second by McMahon to approve the January 13, 2015 agenda as set – all voted yes, motion carried.

Approval of the Minutes: The minutes from the December 9, 2014 meeting were reviewed. A motion was made by Bender, second by Haugen, to approve the December 9, 2014 minutes – all voted yes, motion carried.

Old Business:

***Updates on Graffiti Properties:** The Board was given a brief update on Graffiti properties. The developer of this property has secured a conditional use permit for a planned unit development. All conditions imposed by the Board have been met including the incorporation of a 14'x 35' off-street loading area and engineer assurance that all water and sewer requirements have been met and are adequate to supply the demand of the PUD. The city's building inspector has approved the construction plans for the unit and with all conditions and regulation being met, the city can now issue a building permit for this project.

New Business/Updates:

***Certificate of Appointments:** Mayor Zimmer has re-appointed Dean Munce, Mark Wegleitner, Brad Bjergaard and John McMahon to the Planning and Zoning Board for an additional 2-year term to run from January 2015 to January 2017. Certificates were presented to the newly appointed board members that were present.

***Election of 2015 Vice-Chairman:** Munce called for 2015 Vice-Chairman nominations from the Board. Cunningham nominated Haugen for 2015 Planning and Zoning Vice-Chairman, nomination was second by McMahon – all voted yes, motion carried. Cunningham made a motion to cease nominations, second by Wegleitner – all voted yes, motion carried. The vote was called on the one nomination for Bill Haugen as 2015 Planning and Zoning Vice-Chairman – Haugen Abstained with all others voting yes, motion carried. Bill Haugen will be the 2015 Planning and Zoning Vice-Chairman.

***Election of 2015 Chairman:** Munce called for 2015 Chairman nominations from the Board. Haugen nominated Munce for the 2015 Planning and Zoning Chairman, nomination was second by Cunningham – all voted yes, motion carried. McMahon made a motion to cease nominations, second by Bender – all voted yes, motion carried. The vote was called on the one nomination for Dean Munce as 2015 Planning and Zoning Chairman – Bender voted no, Munce abstained and all others voted yes, motion carried. Dean Munce will be the 2015 Planning and Zoning Chairman.

***Code Enforcement and Building Inspector Report:** The December code enforcement/building inspection report was reviewed. City code enforcer/building inspector Paul Clarke was present to update the Board on various building permits throughout the city. There are currently 9 open new home permits. A framing inspection has been completed on the E 5th Street 6 plex. Clarke has also reviewed and approved construction plans for the Plan Unit Development along Hwy 38 and Vandemark Avenue.

***2015 Meeting Dates/Member List:** The Board received a list of 2015 meeting dates and an updated board member list for their reference.

***City Administrator Updates:** City Administrator Sidel provided the Board with a brief update on various projects within the city: The City Council has had preliminary discussion regarding the city property along N Vandemark, the water lines in the Costello industrial development have passed inspection and all water tests, the opening date of the AmericInn Hotel is set for February 26, 2015 and plans to re-align Diamond Trail continue to move forward. The Board was informed that the developers of South Main Addition have submitted a preliminary plan for the city to review and talks with another residential developer are planned to move forward later this month.

Adjournment: A motion was made by Cunningham, second by Bender to adjourn at 7:40 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel