

## Hartford Planning and Zoning Minutes - Regular Meeting January 12, 2016

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

**Approval of the Agenda:** A motion was made by Cain, second by Freemark to approve the January 12, 2016 agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The minutes from the December 8, 2015 meeting were reviewed. A motion was made by Bender, second by Kuehl to approve the December 8, 2015 meeting minutes – Munce, Bender, Wegleitner and Kuehl voted yes, with Cain, McMahon and Freemark abstaining, motion carried. The minutes from the December 29, 2015 meeting were reviewed. A motion was made by Bender, second by McMahon to approve the December 29, 2015 meeting minutes – Munce, Bender, Cain, Wegleitner, McMahon voted yes, with Kuehl and Freemark abstaining, motion carried.

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

- **7:05 Right-of-Way Vacate Hearing:** The City received a petition, signed by all adjoining property owners, to vacate a portion of Diamond Trail between Western Avenue and Diamond Circle lying between Lot 3 of Interstate Inns Second Addition and Lot 4A of Interstate Inns Third Addition all to the City of Hartford, Minnehaha County, South Dakota and Diamond Trail from the east edge of Diamond Circle to the end lying adjacent to Lot 6A of Interstate Inns Third Addition to the City of Hartford, Minnehaha County, South Dakota and lying within the NW ¼ of Section 27, Township 102 North, Range 51 West of the 5<sup>th</sup> P.M., Minnehaha County, South Dakota. The road lying along this right-of-way was re-located to the north in order to align with the existing roadway to the west of Western Avenue. A motion was made by Kuehl, second by Bender to approve the vacate petition as presented to the City – all voted yes, motion carried.

### **Old Business:**

- **Review of Zoning Regulations:** The Board preformed a final review of the proposed zoning regulations. Discussion was held regarding temporary signage. The proposed regulations will incorporate allowing temporary signage up to 32 square feet for realtor, developer and construction related signage. City Staff will determine the appropriate timeline for this signage. A public hearing will be held by the Planning and Zoning Board on January 26, 2016 to review the proposed changes and answer any questions from the public. If approved by the Board, the proposed zoning regulation, with the changes will be sent to the City Council for their review and final approval.

### **New Business:**

- **Certificate of Appointments:** Mayor Campbell has re-appointed Bob Bender and Matt Cain to the Planning and Zoning Board for an additional 2-year term to run from January 2016 to January 2018. Mayor Campbell has also appointed Rick Freemark to the P&Z Board for a 2-year term from January 2016 to January 2018. Chairman Munce presented certificates to the newly appointed board members.
- **Election of 2016 Chairman:** Munce called for 2016 Chairman nominations from the Board. Kuehl nominated Munce for the 2016 Planning and Zoning Chairman, nomination was second by McMahon – all voted yes, motion carried. Bender made a motion to cease nominations, second by Cain – all voted yes, motion carried. The vote was called on the one nomination for Dean Munce as the 2016 Planning and Zoning Chairman – all voted yes, motion carried. Dean Munce will be the 2016 Planning and Zoning Chairman.
- **Election of 2016 Vice-Chairman:** Munce called for 2016 Vice-Chairman nominations from the Board. Cain nominated Travis Kuehl for the 2016 Planning and Zoning Vice-Chairman, nomination was second by Freemark - all voted yes, motion carried. Bender made a motion to cease nominations, second by Wegleitner – all voted yes, motion carried. The vote was called on the one nomination for Travis Kuehl as the 2016 Planning and Zoning Vice-Chairman – all voted yes, motion carried. Travis Kuehl will be the 2016 Planning and Zoning Vice-Chairman.

### **Updates:**

- **Code Enforcement/Building Inspector Update:** Paul Clarke gave the Board an update on building permits – the city currently has 9 single family home permits in various stages of construction, plus six multi-family units. Clarke's December 2015 inspection report was provided to the Board for their review.

- **City Administrator Update:** The board was giving a brief update on the following:
  - The City continues to move forward with the application/interview process for both the Chamber and Economic Development Director and Finance Officer.
  - The City is currently in talks with the county regarding the County's Colton Road Project. The City would like to incorporate a bike path on the west side of the Colton Road from Hwy 38 north to 9<sup>th</sup> street as part of this project. Both the city and county agree that this is a beneficial project and it would be cost effective to do it as part of the county road project.
  - The City is advertising for bids for our new wading pool project. Bids will be opened on February 11<sup>th</sup> and the city hopes to have the project completed by early summer.
- **Contact List:** The Board was given an updated contact list for their reference.

**Adjournment:** A motion was made by Freemark, second by Kuehl to adjourn at 7:52 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel