

Hartford Planning and Zoning Minutes - Regular Meeting May 31, 2016

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cain, Freemark, Kuehl, Wegleitner 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 Freemark, second by Cain to approve the May 31, 2016 agenda as set – all voted yes, motion carried.

Approval of the Minutes: The minutes from the April 26, 2016 meeting were presented. A motion was made by Bender, second by Wegleitner to approve the April 26, 2016 meeting minutes – Cain and McMahon abstained, with all others voting yes, motion carried. The minutes from May 10, 2016 meeting were presented. A motion was made by McMahon, second by Cain to approve the May 10, 2016 meeting minutes – Kuehl and Wegleitner abstained, with all others voting yes, motion carried.

Old Business:

- **Review of Proposed 2016 Zoning Regulations (Section 12.03, 12.06 & 12.07):** The Hartford City Council asked the P&Z Board to review the proposed zoning regulations for accessory buildings and signs.
 - Section 12.03-Accessory Buildings – The city’s proposed regulations will not allow accessory buildings in the front or side yards, only in the rear yards. Concerns from the council focused around already platted lots that have a smaller rear yard than side yard. The P&Z Board noted that new developments plat out larger rear yards and this regulation would only adversely affect a few properties in town. The Board also noted that if a property cannot meet this regulation because of a smaller rear yard, they can apply for a conditional use permit from the P&Z Board and if that is denied, they can appeal to the city council. No action was taken by the P&Z Board on this regulation.
 - Section 12.06 & 12.07 – On and off premise signs – The P&Z Board reviewed both our on premise and off premise sign regulations and noted that both need to be adjusted or clarified. Discussion focused on signage along the interstate and questions arose regarding DOT sign regulations. After input from the Board members, staff and Patrick Andrews from SECOG, it was the consensus of the P&Z Board to have the city administrator do some more research on DOT regulations and other community regulations so this can be reviewed and discussed at the next Board meeting on 6/28.

New Business:

- **Review Updated Zoning Map:** The Board was presented an updated zoning map for their review. Since our last zoning map update, several properties have been rezoned by the city or have been annexed into the city. This information was sent to SECOG so our current zoning map can be updated. After review by the P&Z Board, the updates all look to be correct, the city will move forward with the process to update our zoning map.
- **Certificate of Appreciation to Travis Kuehl:** Board President Dean Munce presented Travis Kuehl with an Appreciation Certification and thanked him for serving on the Planning and Zoning Board this past year. Travis has accepted an appointment by the Governing Board to Councilperson-Ward 3 – his duties on the city council will begin on June 8th.

Updates:

- **Code Enforcement/Building Inspector Update:** Paul Clarke gave the Board an update on building permits – the city currently has 8 single family home permits in various stages of construction and he has performed inspections on 3 commercial properties. Clarke continues to address code enforcement issues within the city.
- **City Administrator Update:** The Board was giving a brief update on the following: Construction of the city’s wading pool project is on schedule with the deadline being June 15th. The city has interviewed for the chamber/EDD position, no formal council action has been taken. Jeremy Menning will take the Mayor’s oath and Travis Kuehl will take his oath of office on June 8th – this will leave an open position on the city council (ward 3) and the P&Z Board. The Board was updated on the city’s property north of town and a development east of town.

Adjournment: A motion was made by Kuehl, second by Freemark to adjourn at 8:01 pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel