

## **Hartford Planning and Zoning Minutes - Regular Meeting December 13, 2016**

Chairman Munce called the meeting to order at 7:00 p.m. with the following members present: Bender, Cain, Freemark, McMahon, and Wegleitner. Finch was absent without 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 Cain, second by Freemark to approve the December 13, 2016 agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The minutes from the November 29, 2016 meeting were presented. A motion was made by Freemark, seconded by McMahon to approve the November 29, 2016 meeting minutes – all voted yes, motion carried.

### **Old Business:**

- **Review 2015 International Building Code Ordinances:** The Board reviewed draft ordinances that would update the city's current 2012 International building codes to the 2015 International building codes. A motion was made by Cain, second by Munce to approve the draft ordinances as presented and recommend approval to the city council – all voted yes, motion carried.

### **New Business:**

- **Discussion of Joint Jurisdiction Process:** The Planning and Zoning Board was presented information about joint jurisdictions, which outlining what is a joint jurisdiction, how it can be set up with the county and how it is implemented. The Board asked for more information regarding the zoning regulations within a joint jurisdiction area and more information on plat areas. Sidel will gather this information for future Board discussion.
- **Review Fence Placement Permits:** The Board reviewed the city's placement permit application for fences. Sidel suggested adding wording to the application, that would clarify the applicant's responsibility for proper placement. A motion was made by Bender, second by Wegleitner, to add the following wording to the city's fence application: "The applicant is responsible for the correct placement of the fence. The city can assist in locating property pins if necessary but the city does not guarantee placement or assume any liability for missing property pins or mis-locate property pins" – all voted yes, motion carried.

### **Updates:**

- **Code Enforcement/Building Inspector Update:** The Board reviewed November's Building Inspection/Code Enforcement Report. Paul Clarke gave the Board an update on building permits – the city currently has 8 single family home permits in various stages of construction, along with several multi-family dwellings and commercial properties. Clarke has also been busy addressing code complaints.
- **City Administrator Update:** The Board was given a brief update on the Mickelson Road Project. The Board's attendance chart was reviewed for payroll at the end of this month. The board terms for Finch, McMahon, Munce and Wegleitner expire at the end of December – new appointments will be made by the Mayor on December 20<sup>th</sup>. It was the consensus of the Board to cancel their December 27<sup>th</sup> meeting unless an agenda item needs to be addressed before their January 10<sup>th</sup> meeting.

**Adjournment:** A motion was made by Freemark, second by McMahon to adjourn at 7:53pm - all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel