

Planning and Zoning Meeting – Regular Meeting January 6, 2025 (rescheduled from 12/31/24)

Planning & Zoning Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Tim Graham, Stacey Kutil, Troy Jackson and Brad Miles. Michelle Kilbourn was absent with notice. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There was no one present from the public.

Approve Agenda: A motion was made by Jackson, second by Anderson to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes: The December 10, 2024, regular meeting minutes were reviewed. A motion was made by Miles, second by Kutil to approve the December 10, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

New Business:

- **Review/Discuss Proposed Changes for Residential Districts:** At the 12/10 P&Z meeting, the Board held discussion on allowing smaller lot sizes and setbacks for more affordable housing lots. It was the consensus of the Board to move forward with considering an ordinance change for our residential zoning that would allow various densities for residential development. Staff worked with SECOG to propose a new district for affordable housing – RA. This district would allow single family dwellings, including Z lots, and two-family dwellings as permitted uses and multi-family and pocket neighborhoods (tiny homes) as conditional uses. The RA zone would allow for smaller lot sizes and setbacks. Our current residential zone would stay the same except we would move z-lots and pocket neighborhoods to the new RA zone. The Board reviewed the proposed changes. It was the consensus of the Board to keep “home occupations” as a conditional use in RA zone and to change the lot area for single-family z-lots from the proposed 7,500sf to 5,000sf. in RA zone – all other proposed changes were acceptable to the Board. It was noted, that if the city moves forward with the proposed new zoning district for affordable housing, only the current z-lots within the city would need to be rezoned. Staff will incorporate the suggested Board changes and present an updated version for the Board to review at their 1/14 meeting.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided an update on building inspection to the Board. There are currently 13 single family homes under construction. Clarke also gave a recap of current commercial permits that are still open or being addressed, including West Central Schools, Blue Tide Car Wash, Par Tee Storage, MAC shops, and the city’s concession stand at Swenson Park. He also noted that the home at 504 W Opal is nearing completion and the new owners plan to sell it.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Items addressed this past month include parking and pet violations.
- **City Administrator Update:**
 - **Project Updates**
 - Hwy 38 Project – The new water main is installed and is live.
 - WRRF – Work continues on the Aeromod structure and operations building. Work will slow down this winter but begin again in the spring.
 - 12th/Oaks Project – The project is complete for now. The city will assess the seeding in the spring.
 - Western Ave Expansion: The DOT is planning to bid this project either 2/19 or 3/5, depending on ROW acquisition.
 - **Park Plan:** ISG is moving forward with a master park plan for the city.
 - **TIF:** Sam Assam with Turtle Creek Highland plans to propose a TIF to the city council at their 1/21 meeting. If the council is not opposed to the TIF, an actual plan will need to be presented and approved by both the P&Z Board and City Council.

Adjournment: A motion was made by Jackson, second by Miles to adjourn at 7:37pm – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator, in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which are on file at Hartford City Hall.

Teresa Sidel, City Administrator