

**PLANNING AND ZONING AGENDA**  
**TUESDAY, JANUARY 14, 2025**  
**CITY HALL - 7:00 P.M.**

- 1) ROLL CALL  
Mark Anderson, Tim Graham, Stacey Kutil, Troy Jackson, Brad Miles, and Tony Randall
  
- 2) APPROVAL OF THE AGENDA
  
- 3) APPROVAL OF MINUTES
  - January 6, 2025 Meeting
  
- 4) PUBLIC COMMENTS
  - Public Input on Non-Agenda Items (Comments Limited to 5 minutes per speaker)
  - \*Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda\*
  
- 5) HEARINGS/PETITIONS/APPLICATIONS
  
- 6) OLD BUSINESS
  - Review/Discuss Proposed Zoning Changes for Residential Districts
  
- 7) NEW BUSINESS
  - Certificate of Appointments
  - Election of Chairman for 2025
  - Election of Vice-Chairman for 2025
  
- 8) UPDATES
  - Building Inspector Update – Paul Clarke
  - Building Inspector/Code Enforcer Update – Kyle Christensen
  - City Administrator Updates – Teresa Sidel
  
- 9) ADJOURNMENT

**Next Planning & Zoning Meeting: January 28, 2025**

**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.
    - 12<sup>th</sup>/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.

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Teresa Sidel, City Administrator



## Agenda Item Staff Report

**DATE:** January 14, 2025

**AGENDA ITEM:** Review/Discuss proposed zoning changes for residential districts

**PREPARED BY:** Teresa Sidel, City Administrator

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**Staff Recommendation:** Discussion Only

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### **Background/Summary:**

At the 12/10 P&Z meeting, the Board held discussion on possibly 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. The board has directed staff to present a possible ordinance change for their review – attached is that proposed ordinance change.

After discussion with SECOG, it was decided that keeping our current zoning of “R – residential district” for residential lots and adding a new zone for “RA – residential affordable housing district” would be the easiest way to achieve the Board’s request to allow smaller lots and setbacks for Z lots and single-family detached lots.

The proposed changes include:

- R-Residential District:
  - Pocket Neighborhoods (tiny homes) would be removed as a conditional use
  - Single-family Z lots would be removed, along with verbiage on exceptions
- RA – Affordable Housing Residential District (new zoning district)
  - Allows single-family dwelling, including Z lots, and two-family dwellings as permitted uses
  - Adds Pocket Neighborhoods (tiny homes) as a conditional use
  - Sets up Lot and Yard regulations for Z lots, single family detached dwellings, with smaller lot area, width and setbacks and it allows two-family and multi-family with our current regulations.

The major changes are moving tiny homes and z-lots to the new affordable housing district and setting smaller lots and yard regulations for affordable housing for single-family dwellings.

If the city moves forward with these changes, we will only need to rezone the few existing Z lots that are in Turtle Creek Highlands – any future affordable housing will be zoned at the time of development.

**Changes Made after 1/6 P&Z Meeting:** After review by the Board, these additional changes were made to

the proposed zoning changes:

1. RA Zone – Keep “Home occupations” as a conditional use
2. RA Zone – Reduce Lot Area for Z-lot from 7,500sf to 5,000sf

These changes were made per Board discussion on 1/6. If the Board is in agreement will all proposed changes, we will need a motion to schedule a public hearing for 1/28.

**Prior Council/Board Action:**

None

**Possible Action:**

Discussion Only – If the Board wants to proceed with any amendments or changes, a public hearing will need to be scheduled before any formal action can be taken.

**Fiscal Impact:** N/A

**Attachments:**

- Proposed zoning amendment with changes discussed on 1/6.

**Section 1. Change Chapter 2.01 Districts Designated.**

**2.01 Districts Designated**

The City is hereby divided into the following districts:

- NRC Natural Resource Conservation
- R Residential
- R-A Residential – Affordable Housing
- MH Residential - Manufactured Housing
- NC Neighborhood Commercial
- CC Community Commercial
- RC Regional Commercial
- CB Central Business
- LI Light Industrial
- HI Heavy Industrial

**Section 2. Change Title 4 to Title 4(A) – Single Family Dwelling (Low Density)**

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**TITLE 4 ~~---~~ R: RESIDENTIAL DISTRICT**

The purpose of this district is to provide for certain low density residential areas the City now developed primarily with single-family, two-family and multiple-family dwellings and where similar development is likely to occur.

**4.01 Permitted Uses**

| Permitted Use                    | Applicable Standards   |
|----------------------------------|--|
| Single-family detached dwellings | 12.02, 12.04, 12.06, 12.10, 12.11  |
| Two-family dwelling              | 12.02, 12.04, 12.06, 12.10, 12.11  |
| Place of Worship                 | 12.02, 12.04, 12.11<br>All parking lots being eight feet from all residential properties.<br>One of the principal frontages shall abut upon an arterial or collector street.<br>One free standing sign as allowed within 12.06 |
| Library                          | 12.02, 12.04, 12.11<br>All parking lots being eight feet from all residential properties.<br>Signage as allowed within 12.06 under CB District.  |

| Permitted Use   | Applicable Standards   |
|---|--|
| Public parks and trails                                       | 12.02, 12.04, 12.06  |
| Schools   | 12.02, 12.04, 12.11<br>All parking lots being eight feet from all residential properties.<br>One of the principle frontages shall abut upon an arterial or collector street.<br>One freestanding sign as allowed within 12.06. |
| Neighborhood utility facility                                 | 12.02  |
| Electrical substation   | 12.11, 12.02<br>An opaque screen, six feet in height, shall be located at all setback lines.   |
| Wireless communication facility on existing support structure | 12.09  |
| Accessory use and buildings (i.e. garage, shed)               | 12.03<br>(see definition)  |
| Fences  | 12.08  |

(Amended: Ordinance No. 694, Adopted 10/6/2020)

#### 4.02 Conditional Uses

| Conditional Use                                      | Applicable Standards   |
|--|--|
| Multiple-family dwellings (3 or more dwelling units) | 12.02, 12.04, 12.06, 12.10, 12.11, 19.01   |
| Group day care                                       | 19.01<br>A safe pickup and drop off area must be provided for the children.  |
| Bed and breakfast establishment                      | 12.14, 19.01<br>All single-family detached dwelling standards.<br>One freestanding sign as allowed within 12.06.   |
| Home occupations                                     | 12.12, 19.01   |
| Group home (see definition)                          | 19.01<br>Structure must be a single housekeeping unit.<br>Applicant must provide copy of state agency license.<br>All single-family detached dwelling standards apply. |
| Pocket Neighborhood                                  | <del>12.02, 12.04, 12.06, 12.10, 12.11, 12.18</del>  |
| Shouses  | 12.04, 12.04, 12.06, 12.10, 12.11, 12.17   |
| Wind energy conversion system                        | 12.02, 12.06, 12.15, 19.01   |

**Commented [SH1]:** Deleted Pocket Neighborhoods - will add as a conditional use in affordable housing; seems better suited in that classification.

(Amended: Ordinance No. 753, Adopted 8/7/2024)  
 (Amended: Ordinance No. 754, Adopted 8/7/2024)

### 4.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions). Lot coverage shall not exceed 50% in R Districts.

**Commented [SH2]:** Deleting Z-Lots and Exception #1 for Z-Lots. Will move this into Chapter 4A - Affordable Housing.

|   | Lot Area   | Lot Width          | Front Yard                    | Side Yard  | Rear Yard                              | Maximum Height            |
|---|--|--------------------|-------------------------------|--|--|---------------------------|
| <del>Single-Family detached dwelling (Z-Lots Only) #1</del> | <del>7,500 sq. ft.</del>                             | <del>55 feet</del> | <del>25 feet see #2, #3</del> | <del>5 feet see #4</del>                                   | <del>25 feet/15 feet—corner lots</del> | <del>35 feet See #5</del> |
| Single-family detached dwelling                             | 7,500 sq. ft.  | 66 feet            | 25 feet see #21, #32          | 7 feet see #43   | 25 feet/15 feet - corner lots          | 35 feet See #54           |
| Two-family dwelling   | 11,250 sq. ft.<br>Zero lot line split: 5,625 sq. ft. | 90 feet            | 25 feet see #21, #32          | 0' on party wall side and 7' on nonparty wall side see #34 | 25 feet/15 feet - corner lots          | 35 feet See #45           |
| Multiple-family dwellings (3 or more dwelling units)        | 7,500 sq. ft. plus 800 sq. ft. per dwelling unit     | 100 feet           | 25 feet see #12, #23          | 15 feet see #34  | 25 feet/15 feet - corner lots          | 45 feet See #65           |
| All other uses  | 5,000 sq. ft.  | 75 feet            | 25 feet see #12, #2           | 7 feet see #34   | 25 feet / 15 feet - corner lots        | 35 feet See #45           |

#### Exceptions

~~#1 A Z-Lot is a residential lot that has been approved by the City Engineer. The structures on a Z-Lot must be placed parallel to the angle portion of the lot and can only have a 25-foot driveway within the boulevard area with a maximum of a 6-foot flare.~~

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#12 There shall be a required front yard on each street side of a double-frontage lot. There shall be a required front yard on each street side of a corner lot.

#23 One required front yard may be reduced to 20 feet on corner lots. The street upon which the property is addressed must have a front yard setback of 25 feet.

- #34 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #45 A conditional use permit will be required for any structure having a maximum height exceeding 35 feet. (See 19.01).
- #56 A conditional use permit will be required for any structure having a maximum height exceeding 45 feet. (See 19.01).

*(Amended: Ordinance No. 665, Adopted 5/7/2019)*  
*(Amended: Ordinance No. 677, Adopted 8/20/2019)*  
*(Amended: Ordinance No. 733, Adopted 6/21/2022)*

Section 3: Add Title 4(BA) – ~~Single Dwelling Medium Density~~ R-A: Affordable Housing

**TITLE 4(A) – R-~~2A~~: SINGLE-FAMILY (MEDIUM DENSITY) AFFORDABLE HOUSING RESIDENTIAL DISTRICT**

The purpose of this district is to provide for smaller, low density residential areas primarily for affordable housing. This district is primarily for the development of single-family detached dwellings with small lot sizes or Z-lots that will provide affordable housing options for residents.

**4.01 Permitted Uses**

| Permitted Use                                   | Applicable Standards                     |
|---|--|
| Single-family detached dwellings                | 12.02, 12.04, 12.06, 12.10, 12.11        |
| Single-family detached dwellings (Z-Lot)        | 12.02, 12.04, 12.06, 12.10, 12.11        |
| <u>Two-family dwelling</u>                      | <u>12.02, 12.04, 12.06, 12.10, 12.11</u> |
| Accessory use and buildings (i.e. garage, shed) | 12.03<br><i>(see definition)</i>         |
| Fences  | 12.08                                    |

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(Amended: Ordinance No. 694, Adopted 10/6/2020)

#### 4.02 Conditional Uses

| Conditional Use                                      | Applicable Standards   |
|--|--|
| Multiple-family dwellings (3 or more dwelling units) | 12.02, 12.04, 12.06, 12.10, 12.11, 19.01   |
| Home occupations                                     | 12.12, 19.01   |
| Group home (see definition)                          | 19.01<br>Structure must be a single housekeeping unit.<br>Applicant must provide copy of state agency license.<br>All single family detached dwelling standards apply. |
| Pocket Neighborhood                                  | 12.02, 12.04, 12.06, 12.10, 12.11, 12.18   |
| Shouses  | <del>12.04, 12.04, 12.06, 12.10, 12.11, 12.17</del>  |
| Wind energy conversion system                        | <del>12.02, 12.06, 12.15, 19.01</del>  |

(Amended: Ordinance No. 753, Adopted 8/7/2024)

(Amended: Ordinance No. 754, Adopted 8/7/2024)

#### 4.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions). Lot coverage shall not exceed 50% in R Districts.

|  | Lot Area  | Lot Width | Front Yard            | Side Yard  | Rear Yard                     | Maximum Height    |
|--|---|-----------|-----------------------|--|-------------------------------|-------------------|
| Single-Family detached dwelling (Z-Lots Only) #1 | <del>7,500</del><br>5,000<br>sq. ft.                    | 55 feet   | 25 feet<br>see #2, #3 | 5 feet<br>see #4   | 25 feet/15 feet – corner lots | 35 feet<br>See #5 |
| Single-family detached dwelling                  | 5,000<br>sq. ft.  | 50 feet   | 25 feet<br>see #2, #3 | 5 feet<br>see #4   | 25 feet/15 feet - corner lots | 35 feet<br>See #5 |
| Two-family dwelling                              | 11,250 sq. ft.<br>Zero lot line split:<br>5,625 sq. ft. | 90 feet   | 25 feet<br>see #2, #3 | 0' on party wall side and 7' on nonparty wall side<br>see #4 | 25 feet/15 feet - corner lots | 35 feet<br>See #5 |

|   | Lot Area   | Lot Width | Front Yard         | Side Yard      | Rear Yard                       | Maximum Height    |
|---|--|-----------|--------------------|----------------|---------------------------------|-------------------|
| <b>Multiple-family dwellings (3 or more dwelling units)</b> | 7,500 sq. ft. plus 800 sq. ft. per dwelling unit | 100 feet  | 25 feet see #2, #3 | 15 feet see #4 | 25 feet/15 feet - corner lots   | 45 feet<br>See #6 |
| <b>All other uses</b>                                       | 5,000 sq. ft.                                    | 75 feet   | 25 feet see #2,    | 7 feet see #4  | 25 feet / 15 feet - corner lots | 35 feet<br>See #5 |

**Exceptions**

- #1 A Z-Lot is a residential lot that has been approved by the City Engineer. The structures on a Z-Lot must be placed parallel to the angle portion of the lot and can only have a 25 foot driveway within the boulevard area with a maximum of a 6 foot flare.
- #2 There shall be a required front yard on each street side of a double-frontage lot. There shall be a required front yard on each street side of a corner lot.
- #3 One required front yard may be reduced to 20 feet on corner lots. The street upon which the property is addressed must have a front yard setback of 25 feet.
- #4 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #5 A conditional use permit will be required for any structure having a maximum height exceeding 35 feet. (See 19.01).
- #6 A conditional use permit will be required for any structure having a maximum height exceeding 45 feet. (See 19.01).

# December 2024 Building Inspection Report

| <u>Date</u> | <u>Address</u>         | <u>Permit #</u> | <u>Type</u> | <u>Status</u> | <u>Comments</u>                  |
|-------------|------------------------|-----------------|-------------|---------------|----------------------------------|
| 12/2/2024   | 1051 Ruud Trail        | 2024-96         | bld         | Status        | Commercial site                  |
| 12/3/2024   | 807 Turtle Creek Cir   | 2024-19         | bld         | Status        | rechecked for a final inspection |
| 12/5/2024   | 106-B Kingbury         | 2024-45         | bld         | final         | closed out                       |
| 12/6/2024   | 713 W. Opal Lane       | 2024-85         | bld         | Status        | framing in progress              |
| 12/6/2024   | 514 W Opal Lane        | 2024-95         | bld         | Status        | framing in progress              |
| 12/7/2024   | 1135 Ruud Trail        | 2024-75         | bld         | Status        | storage units                    |
| 12/7/2024   | 508 Connie Circle      | 2024-7          | bld         | Status        | finish items                     |
| 12/7/2024   | 304 W. Opal Lane       | 2024-17         | bld         | Status        | vertical const. beginning        |
| 12/7/2024   | 400 E. 4th Street      | 2024-33         | bld         | Status        | rear deck check                  |
| 12/7/2024   | 302 Duck Trail         | 2024-41         | bld         | Status        | finish work                      |
| 12/7/2024   | 402 E. 5th Street      | 2024-64         | bld         | Status        | siding and roofing set           |
| 12/7/2024   | 309 N. Mundt Ave       | 2023-59         | bld         | Status        | siding set                       |
| 12/9/2024   | 202 Elm Road           | 2024-39         | bld         | framing       | lower level                      |
| 12/10/2024  | 604 Turtle Creek Drive | 2024-110        | bld         | footing       | new house                        |
| 12/11/2024  | 200 W. 7th st          | 2024-79         | bld         | final         | closed out deck                  |
| 12/12/2024  | 202 E. 5th street      | 2024-73         | bld         | Status        | reside job                       |
| 12/12/2024  | 202 E. 4th Street      | 2024-80         | bld         | final         | reside job                       |
| 12/12/2024  | 203 E. 6th Street      | 2024-87         | bld         | Status        | reside job                       |
| 12/13/2024  | 102 Whistler Circle    | 2024-21         | bld         | Status        | finish work                      |
| 12/14/2024  | 1051 Ruud Trail        | 2024-96         | bld         | Status        | shops                            |
| 12/14/2024  | 207 W. 6th Street      | 2024-40         | bld         | Status        | move in house                    |
| 12/14/2024  | 1021 Diamond Circle    | 2023-18         | bld         | Status        | interior plumbing progress       |
| 12/14/2024  | 26015 466th St.        | 2023-113        | bld         | Status        | city job                         |
| 12/14/2024  | 202 N. Eastern Ave     | 2023-82         | bld         | Status        | garage job                       |
| 12/14/2024  | 110 N. Kelly Ave       | 2024-60         | bld         | Status        | deck addition                    |
| 12/16/2024  | 301 Sagehorn Drive     | 2024-107        | bld         | final         | closed out deck remodel          |
| 12/18/2024  | 717 W. Opal Lane       | 2024-113        | bld         | footing       | new house set up                 |
| 12/19/2024  | 304 W. Opal Lane       | 2024-17         | bld         | footing       | additional footprint             |
| 12/20/2024  | 102 Whistler Circle    | 2024-21         | bld         | pre final     | reviewed items with GC           |
| 12/21/2024  | 302 Duck Trail         | 2024-41         | bld         | final         | closed out new house             |
| 12/21/2024  | 1000 Duck Cir          | 2024-52         | bld         | final         | shed                             |
| 12/21/2024  | 509 Mulligan Circle    | 2024-49         | bld         | Status        | lower level                      |
| 12/21/2024  | 402 E. 5th Street      | 2024-64         | bld         | Status        | 4 season room                    |
| 12/21/2024  | 1004 Tortuga Ave       | 2024-68         | bld         | Status        | rough framing progressing        |
| 12/21/2024  | 1610 N. Western Ave    | 2024-69         | bld         | Status        | concession bld                   |
| 12/21/2024  | 705 E. 2nd Street      | 2024-77         | bld         | Status        | rough framing progressing        |
| 12/23/2024  | 604 Turtle Creek Drive | 2024-110        | bld         | Status        | foundation walls being set       |
| 12/23/2024  | 1011 Tortuga Ave       | 2024-10         | bld         | Status        | finish work                      |
| 12/24/2024  | 751 Shamrock Drive     | 2022-30         | bld         | final         | pool house                       |
| 12/24/2024  | 751 Shamrock Drive     | 2022-123        | bld         | final         | swimming pool                    |
| 12/30/2024  | 603 N. Mundt ave       | 2022-110        | bld         | Status        | void permit                      |
| 12/31/2024  | 1135 Ruud Trail        | 2024-78         | bld         | pre final     | storage units                    |

**DECEMBER 2024 CODE REPORT**

| ADDRESS             | DATE       | DEADLINE/FOLLOWUP                  | CODE TYPE | REASON                                   | SOURCE | CLOSED? | COMMENTS  |
|---------------------|------------|------------------------------------|-----------|--|--------|---------|---|
| 105 N Vandemark Ave | 12/6/2024  | <del>12/13/2024</del><br>1/14/2025 | Zoning    | Parking on Non-Hard Surface (i.e. grass) | R      | No      | Final courtesy letter sent on 12/6 for trailer parked on the grass. Letter with \$200/day fine sent on 12/31. |
| N Mundt & E 2nd St  | 12/6/2024  | 12/13/2024                         | Municipal | Abandoned Vehicle                        | R      | Yes     | Letter sent on 12/6 for trailer parked on street longer than the ordinance allows.                            |
| 203 E 5th #101      | 12/23/2024 | 1/1/2025                           | Municipal | No Pet License                           | S      | Yes     | Letter sent on 12/23 for no pet license.  |
|                     |            |                                    |           |  |        |         |   |
|                     |            |                                    |           |  |        |         |   |

R=RESIDENT  
S=STAFF

# City Administrator Update

January 14, 2025

- **Certificate of Appointments:** Mayor Jones has re-appointed Tony Randall, Stacy Kutil, and Tim Graham to the Planning and Zoning Board for another 2-year term. Their terms will be from January 2025 through December 2026. We still have an open seat to fill that was previously held by Michelle Kilbourn – she asked to step down. The Mayor will appoint this position when he has a viable candidate. Congratulations!
- **Election of Chairman and Vice-Chairman for 2025:** The Board needs to elect a Chairman and a Vice-Chairman for 2025. Nominations will be sought and then votes will be taken. The Chairman is responsible for conducting the meeting but can make motions and have a vote. The Vice-Chairman will carry out the Chairman’s duties if they are not present. (Current Chair is Tony Randall and current Vice is Brad Miles)

## City Projects (Changes in red):

- **Hwy 38 Water Main Extension** – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. SECOG has completed the SRF loan application, and it was sent to the state on Thursday (3/30) for review. This project was also placed on the state water plan (requirement for SRF funding). The state reviewed our SRF loan application on 6/29 for \$500,000 and it was approved. The city pledged system revenues for repayment, so no surcharge is required. ISG is completing plans to get ready for bid. The plan is to bid this fall for construction next year. Final plan edits are being made by ISG and then they will be reviewed by staff and sent to DANR. We are working with the city engineer to look at a possible redesign as discussed at our last meeting. Staff and ISG have reviewed plans for the Windsor Development – this will aid in placement of the water main extension. Plans have been sent to DOT to start their review process. Still planning a spring bid and fall completion of this project. The state DOT has reviewed our plans and sent comments back to the city. ISG is addressing those comments and will resubmit. Once we receive DOT approval, we can plan to bid this project. ISG will be asking for approval to bid this project at the city’s 5/7 meeting (plans will be placed in the council box system for your reference). We still need to close on our SRF loan before the project is awarded so I am working with the state to complete this paperwork. Still working with the state and bond counsel to close our SRF loan – should be completed within the next one or two. We are planning to place approval to bid the project on the next city council agenda (5/21). Plans are in the council’s computer box. We received word this last week that our project contact with the state is no longer there, so they have reassigned her duties. This means we now have a new part-time contact that is working with us on our project. He is working on getting the environmental done on this project, but it may take longer than we anticipated. Until the environmental is done we should hold off bidding for this project. We anticipate this to be late June or early July. We received word that the SHPO – State Historical Preservation Office report has been completed so we hope final completion of the environmental is not too far away. Still waiting for the state to approve our environmental so we can close on our SRF loan and move forward with bidding. I received an email on 6/27 that included a Categorical Exclusion Determination (CATEX) notice from DANR. We have to publish this notice in our legal newspaper to ask the public for comments on our project. DANR will review these comments and if there are no serious objections, they can proceed forward with approval of our environmental to allow this project to move forward. Engineers would like approval for bid letting contingent DANR approval – this is an agenda item. We are advertising for bids – the advertisement will be on 8/2 and 8/9, with bid opening on 8/28 at 3pm. We closed on our SRF loan on 8/8, so all funding is in place for this project. Bids were received and opened for this project on 8/28. The city council will review the bids and can award at the 9/3 meeting. Now that the bid was awarded to the low bidder, Siteworks, city engineers have sent out the notice of award and contracts for signatures. Once all the paperwork is in place, the contractor can start the project at any time. All required paperwork and contract are in place. A preconstruction meeting is planned for Tuesday, 10/1 at 3pm – the city will receive a timeline of the project at that time. The contractor started the project on 10/10 and is well underway. The east end of Railroad is anticipated to open on either Friday 11/1 or Monday 11/4, as anticipated. Once Railroad is open again, the dump site will be relocated back to its original place. The boring contractor has run into some issues with large rocks under highway 38. They are requesting that the city change our casing from a 16” to a 24” – this change order and explanation is in the council packet. Railroad will remain closed until the boring under Hwy 38 is done – may be until Thanksgiving week. The contractor has completed the boring under Highway 38. They will work on adding gravel and blading Railroad Street next week to get it open. **The water main in installed and the water main is live. Bacteria and pressure tests were conducted and have passed. Railroad street has been re-opened to traffic. In the spring, additional grading on railroad and seeded will be completed.**
- **Western Avenue Expansion** - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options. ISG is working with HR Green and meeting with them regularly to ensure communication on coordinating the state and city project. ISG and city staff met with DOT officials on Monday, 9/18 to discuss this project and bidding procedure/coordination. Both projects will be let by the state for

bidding and any contractor that bids on one project will be required to bid on the other project as well – thus ensuring the same contractor for both projects. This will make project coordination much easier. Once a contractor is secured, each project will be independent, with the state in charge of their bridge portion and the city in charge of our Western Ave portion. Bidding is still set for next spring with the project commencing in 2025. ISG continues to work on plans and coordinate with HR Green and the state. Project is still planned to be bid next year, with work being performed in 2024. I have talked with ISG about setting up property owner meetings for 2024 to go over the project and address any concerns they may have. ISG states the plans are 90% complete and a final set will be sent to the state by Feb 2024. Part of this project requires the DOT to evaluate the drainage along the off ramps. There will need to be a drainage area created along the NW ramp that will run between the lots in the Western Meadows Industrial Park. The state, ISG and city have been working with the property owner to finalize plans for this drainage. ISG has provided an updated cost estimate per my request and I plan to meet with Sophie at SECOG to discuss financing options for this project the first part of March. I have confirmed a meeting with Sophie at SECOG for this Thursday (3/7) to discuss possible funding options. I anticipate a small community access grant and then a sales tax bond. Once I get additional information and discuss it with Karen, we will present it to the council for discussion. I did meet with SECOG last week to discuss funding for this project. As anticipated, there is little help out there for road reconstruction projects. We do plan to submit an application for the small community access grant, but this will only cover about \$600,000. Anticipated costs are approximately 5M now. SECOG was going to try and see if there are any programs under rural development to help. In the meantime, Karen and I will put together some information on a possible assessment and sales tax bond. Hope to have a funding scenario to the council by our next meeting. DOT is still planning a late 2024 bid date. We are planning to have a stakeholder meeting for adjoining property owners this Thursday (3/21) from noon to 1pm at city hall to give a brief overview of the project. We can then schedule individual meetings if need be to answer specific questions about the project. We held a stakeholder meeting with property owners along Western Ave on Thursday, 3/21. There were about 9 in attendance. Obviously, there were questions about the project and concerns with access to the businesses, but all-in-all the property owners think this will be a great improvement once completed. ISG will follow up individually with each property owner to go over the logistics of the project. ISG is also reaching out to the business along Ruud Lane to discuss the project and possible impacts. I haven't heard back from SECOG yet to see if there is any funding available from Rural Development for this project or not. Once we get an answer to that, we can discuss funding scenarios with the council. I did hear back from SECOG and Rural Development may have a funding source that could possibly help with street improvements. I have reached out to Diane Sieperda with Rural Development, and we have a zoom meeting scheduled for 4/18 to discuss further. As you know, I have been working with SECOG, Rural Development, and bond counsel to discuss funding for this project. We will discuss funding options again at this meeting. We submitted our application for the community access grant to the state on Thursday. I am working on the REED application and have started working with Tom Grimmond on the sales tax bond. A resolution for the sales tax bond is in the packet for council approval. The application for the REED loan will be ready by Monday – I needed to provide financials through 6/30/24 so I need to wait for the month to close. ISG has meet with Tammen Oil and Ace to address any specific questions regarding the project. A meeting for next week (7/2 or 7/3) is being scheduled to meet with Grocotts, Dairy Queen, Buss CPA, and Doc Nik's as well. Our bond resolution has been published and we submitted our REED Loan application this past week. Additional landowner meetings are planned. We continue to meet with landowners and address any questions or concerns. We will close on our bond loan this fall and our REED Loan has been approved by the COOP board with approval of the agreement on the agenda. We continue to meet with property owners. We met with the manager of AmericInn on Wednesday and are working to set up a meeting with Jeff Harms from the Coffee Cup. Plans have been submitted to the state to prepare for bid letting this winter. I have emailed the DOT to get status update on the Exit 387 bridge project. They were to bid the steel beams this month and the rest of the project in January or February. Once I hear back from them, I'll pass along the update. **I talked with the DOT this week. The state is still working to secure ROW from one property owner. If they get the property secured shortly, they plan to bid the project on 2/19. If they need to condemn the property, it will be bid on 3/5. I have indicated that the city wants to bid asap in order to secure better pricing and be within budget.**

- WRRF – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. Grading work continues at the site. The groundbreaking was a great success. Dirt work for the road and facility is underway, along with utilizes. ISG has been reviewing shop drawings and bi-weekly construction meetings are being planned. We are still working on finalizing easement documents with Assam and Tyler. A progress meeting was held with the engineers, staff and contractors on Wednesday, 1/10. The weather is starting to slow things down. Rice Lake will continue to work on the Aeromod structure, but utility work will probably cease until spring. Equipment and materials will be moved to city ground (yard waste site) for winter storage. At our construction meeting on Wednesday, Rice Lake indicated that they have 8 walls poured out of 46 total – so they have about 17% completed. This process will take 2-3 months, depending on the weather. The lid for the lift station will be placed once the site dries out and work can be done. At this point, Rice Lake is continuing to pour the walls for the Aeromod structure and Siteworks has begun work again on the pipe this past week. The outside walls of the Aeromod structure have been completed and the crews are back filling the structure. Work will start on the operations building next. The gravity main will start as well – when the main crosses Michelson Road, we will need to shut down the road for a few days. We plan to get the message out about this road closure 2 or 3 weeks prior. We will put on the city's website, Facebook page, marquee, alert system, and place signage along the road. A tour will be planned for June as discussed at our previous meeting. We had a construction progress meeting this last Wednesday (4/10). The Aeromod walls are approximately 65% complete.

Parts for the Aeromod are now being delivered. The contractor has begun footing work for the operations building. All soil compaction tests have been good. Work also continues on the lift station and collection line – we are still looking at needing to close Mickelson Road towards the end of May/beginning of June. We have noticed some water retention issues along Highway 38 – we are working to correct. Coordination for electrical, gas, and water service is being done. No big changes for this project. Work continues on the Aeromod, lift station, and operations building. We talked of having a tour of the project on either 6/18 or 7/16 – I believe 6/18 would work best for the majority of the council. I will contact Rice Lake and coordinate this. A tour of the facility has been scheduled for June 18<sup>th</sup> at 5:30 – a calendar invite has been sent to the city council, P&Z, and HADF Board. Please respond at your earliest convenience so I can send a head count to Rice Lake. Work continues on the operations building. Siteworks plans to be on location again in late July or early August to install the gravity main cross Mickelson. Work continues to be on schedule. Work on the UV system, plumbing and electrical are being completed. Siteworks also plans to be back on site this month to complete the gravity main. Work continues on this project, with plans for Siteworks to come next month to complete the pipework on the gravity main. At our last construction update meeting, ISG and Rice Lake had suggested using some of the city’s contingency funds for suggested improvements. The city does have \$409,006.28 in contingency funds available through our Rice Lake contract and the suggested expenditures are:

- Mickelson Alignment changes due to S103 \$40,315.12  
(conveyance alignment adjustments made by ISG on Assam Property)
- ½” 304SS Embed plates for protection floor from dumpsters \$10,522.00
- Rough cost of 8’x8 precast splitter type structure \$19,250.00
- Explosion proof garage door opener for screening room \$ 3,495.00

These changes were discussed with staff and staff believe these would be worth the expense. We will discuss them more in detail at our meeting to ensure the council is okay with the changes. Work continues on this project – UV system, electrical, plumbing, and concrete. Siteworks is planning to be back on site mid-September to complete the gravity main. Work progresses on the Aeromod plant, UV system and operations building. Siteworks has now indicated that they will be back on site at the end of September to complete the gravity flow main. During our last update meeting with Rice Lake, it was suggested to use some contingency funds to place an extra value in the piping right before entering the building for a cleanout and possible future connection for regionalization. Rice Lake is working on a cost for this change, and it will be presented to the council for discussion at our next meeting. Work continues on the Aeromod structure and operations building. Utilities (electric, gas, water and cable) are starting to be placed. Siteworks is back and is starting to place the remaining gravity main. Mickelson Road at Hwy 38 will be closed tentatively from 9/30 to 10/18. Siteworks is completing the gravity main, and work continues on the Aeromod and operations building. Our contractor is completing pipe installation and clarifier work on the Aeromod, electrical work and driveway work is being done at the lift station, and the concrete floor has been completed at the operations building – framing and door installation are being done this week. The collection system is complete. Still working with MCWC on connection of water line. The piping is done, and work continues on the Aeromod, UV system, and Operations building. The lift station is complete with the transformer and generator still to be installed. Work also continues on the Aeromod and Operations building structure. The UV structure has been completed and backfilled. The piping has been completed as well. Work continues on the Aeromod equipment and operations building. Staff will be working with Rice Lake and ISG on a plant start up plan. **No significant updates – construction continues pipe installation on the Aeromod. The electrical at the lift station is done. The collection system just has some minor cleanup/tie-in work that will be completed this spring. Work continues on the operations building with piping, mechanical, electrical and plumbing – drywall is nearly completed. Work will slow down over the winter months but start up again in the spring.**

- 12<sup>th</sup>/Oaks Project – Infrastructure Design Group has been working on the plans. A meeting was held on 12/18 with IDG, ISG, and city staff to review. It sounds like bidding is now planned for March with construction to begin in spring 2024. IDG presented full plans for the city and ISG to review this week. We will get comments back to them so they can incorporate into a final design. We are still on track to bid this March. Comments on the plans were provided from ISG to IDG. IDG has incorporated those changes and plans are being reviewed once again by ISG. The plans are ready to bid. They are being reviewed by the state for the EDA and LIIP Grant. Once we have their approval, we will want to bid asap to secure a contractor and good price. The state has approved the plans, and a bid notice was sent to the paper for advertisement on 4/5 and 4/12, with bid opening on 4/24 at 3pm at city hall. The council is welcome to attend. Bids were opened on 4/24 and came in favorably. The City Council awarded the bid to the low bidder – Alliance Construction. We have secured agreements, bonds, and insurance. A preconstruction meeting was held on Thursday, May 30<sup>th</sup>. Alliance plans to start work the 2<sup>nd</sup> week of June – essential completion is set for 10/18/24. Work is progressing on this project – utility work has started. Road work continues – the sewer is close to complete, and work on the water is beginning. Work is still progressing and there are no outstanding issues with the road construction. Project is still on schedule. Gravel base for the roads should be completed by the end of this week and curb and gutter is planned for next week. There have been a couple of items that we will be presenting to the council as change orders at the meeting. We need to make a correction to the manholes, extend a couple of water hydrants, and place some extra rock material in the roadbed to support our utilities. These items will be a change order that is presented on the agenda.

Also, I found out late Thursday afternoon that we have a broken storm sewer pipe on 12<sup>th</sup> Street by Western Ave. This pipe was installed with the previous project and had little traffic on it until we started this project. Since we started the 12<sup>th</sup>/Oaks street project there has been quite a bit of heavy equipment traffic on it, so we believe the broken pipe is the contractor's responsibility. We will know more once we get the pipe dug up and take another look at it. Alliance has fixed the broken storm sewer pipe and work continues on the project. Gravel was being placed this week, with curb & gutter planned to start next week. Gravel for the road has been placed, curb and gutter installed, and the contractor is working on the intersection of Oaks & 12<sup>th</sup> to ready it for concrete. They have requested a contract extension which will be discussed at our meeting. Although the contractor was granted an extension until 10/31 by the city council, work is still not complete at the site. Asphalt on the road started on 10/30 but it will take 3-4 days for completion. Liquidated damages will be assessed (\$1,250 per day). A walk-through of the project was conducted last week, and a punch list of incomplete items was provided to the contractor. The project is substantially complete. The council will review a change order that is in the packet. The road has been opened and the contractor is working on punch list items. I believe all items are complete for now. We will wait to see if the seeding comes up in the spring and ensure all punch list items are completed before we close out the project and make final payment. **Project complete for now – the city will assess the seeding in the spring. Final payment will not be paid out until all is completed.**

- Other Projects –
  - ISG is working with Maple Pass, Knapp's Landing, and Assam development to ensure compliance with city design standards and completion of punch list items. ISG did an inspection on these developments and any punch list items needing correction were given a deadline of 5/31. ISG will be inspecting each of these properties to see if punch list items are completed or not. ISG continues to work with these developers to get punch list items completed. ISG has done follow up inspection at Maple Pass, Knapp's Landing and Turtle Creek – a revised punch list for each was made and sent to the developers. Jesse O'Kane did a walkthrough of these punch list items last week. There are some things that are completed but a few other items added to the list. We will continue to work with ISG and the developers to get everything addressed.

#### **Other:**

- **Updated 2025 Board Contact List:** In your packet is an updated Board contact list with new term expirations for your reference.
- **Park Master Plan:** Craig and I had an initial meeting with park planners from ISG on Friday, 1/10. We reviewed the current park system and discussed future needs. Proposed timeline for the study:
  - January 2025 - Phase 1: This will be an inventory and analysis of existing conditions.
  - February – March 2025 – Phase 2A: Additional meetings and workshops with other city personnel (including 1 or 2 members from the P&Z Board), prioritizing park categories and levels of service, review of park amenities, and 60% completion of master plan.
  - March 2025- Phase 2B: Presentation to staff and staff review plus final mini master plan – costs phasing.
  - April – June 2025 – Phase 3: Development of final park and trails master plan, with presentations to staff and city council.
- **TIF:** An MOU will be discussed with the council at their 1/21 meeting regarding a TIF for part of Sam Assam's land in Turtle Creek Highlands. If the council is not opposed to a TIF, an actual plan will be developed that needs to be approved by the P&Z Board and the City Council in order to move forward.

**Please call if you have any Question: 605-528-6187 (office) or 605-906-1750 (cell).**



## Planning and Zoning Members - Jan 2025

|               |                     |          |    |       | Cell Number  | Email Address  | Original Appointment | Term Expire |
|---------------|---------------------|----------|----|-------|--------------|--|----------------------|-------------|
| Stacey Kutil  | 902 Nordic Circle   | Hartford | SD | 57033 | 605-675-4804 | <a href="mailto:stacey.kutil@gmail.com">stacey.kutil@gmail.com</a>             | 4/6/2021             | 12/31/2026  |
| Brad Miles    | 501 N Sagehorn      | Hartford | SD | 57033 | 605-595-4483 | <a href="mailto:hookemiles@gmail.com">hookemiles@gmail.com</a>                 | 4/15/2019            | 12/31/2025  |
|               |                     |          |    |       |              |  |                      |             |
| Troy Jackson  | 700 Trojan Ave      | Hartford | SD | 57033 | 605-553-4945 | <a href="mailto:tj4041975@gmail.com">tj4041975@gmail.com</a>                   | 7/5/2022             | 12/31/2025  |
| Tony Randall  | 500 Shamrock Drive  | Hartford | SD | 57033 | 605-366-7498 | <a href="mailto:trandall17@msn.com">trandall17@msn.com</a>                     | 1/1/2017             | 12/31/2026  |
| Mark Anderson | 500 Mulligan Circle | Hartford | SD | 57033 | 605-351-9851 | <a href="mailto:mark@siouxfalls-electric.com">mark@siouxfalls-electric.com</a> | 2/18/2018            | 12/31/2025  |
| Tim Graham    | 301 Sagehorn Drive  | Hartford | SD | 57033 | 605-323-7693 | <a href="mailto:pamtimgraham@gmail.com">pamtimgraham@gmail.com</a>             | 8/6/2019             | 12/31/2026  |

|              |                |          |    |       |              |  |   |   |
|--------------|----------------|----------|----|-------|--------------|--|---|---|
| Teresa Sidel | 302 Emma Drive | Hartford | SD | 57033 | 605-906-1750 | <a href="mailto:cityhall@hartfordsd.us">cityhall@hartfordsd.us</a> | - | - |
|--------------|----------------|----------|----|-------|--------------|--|---|---|