

## **Planning and Zoning Meeting – Regular Meeting January 14, 2025**

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. 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 Graham, second by Jackson to approve the agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The January 6, 2025, regular meeting minutes were reviewed. A motion was made by Anderson, second by Graham to approve the January 6, 2025, regular meeting minutes – all voted yes, motion carried.

**Public Comments:** None

### **Old Business:**

- **Review/Discuss Proposed Changes for Residential Districts:** At the December 10, 2024, 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 for z-lots and single-family dwelling. The Board reviewed the proposed changes and held a brief discussion on lot and yard regulations for multi-housing in RA zoning. It was the consensus of the Board to keep multi-family lot and yard regulations “as-is” for both R zone and RA zone. It was also the consensus of the Board to keep z-lots “as-is” in R zone. A motion was made by Jackson, second by Kutil to move forward with the proposed zoning changes as presented with one amendment to keep z-lots in R zone just as it currently reads and to move forward with a public hearing for the zoning changes on January 28, 2025 – all voted yes, motion carried.

### **New Business:**

- **Certificate of Appointments:** Tony Randall, Tim Graham, and Stacy Kutil were re-appointed by the mayor to serve an additional 2-year term on the Planning and Zoning Board to run from January 2025 to the end of December 2026. The city appreciates their continuing service. There is currently one open position on the Board.
- **Election of Chairman for 2025:** Randall called for 2025 Chairman nominations from the Board. Kutil nominated Tony Randall for the 2025 Planning and Zoning Chair, nomination was second by Graham. Chairman called for further nominations but received none. Jackson made a motion to cease nominations and cast a unanimous vote for Randall as the 2025 Planning and Zoning Chairman, second by Graham – all voted yes, motion carried.
- **Election of Vice-Chairman for 2025:** Randall called for 2025 Vice-Chairman nominations from the Board. Graham nominated Brad Miles for the 2025 Planning and Zoning Vice-Chair, nomination was second by Kutil. Chairman called for further nominations but received none. Kutil made a motion to cease nominations and cast a unanimous vote for Brad Miles as the 2025 Planning and Zoning Vice-Chairman, second by Graham – all voted yes, motion carried.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board. Clarke did note that he is in contact with the contractor for MAC storage and is working with him for timely inspections on their project.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Items addressed this past month include pet violations, parking and abandoned vehicle violations. Christensen also noted that he has reviewed the properties in the Northside Mobile Home Park and several code violations are being addressed.
- **City Administrator Update:**
  - **Project Updates**
    - Hwy 38 Project – The project will be completed this spring with additional grading and seeded.
    - WRRF – Work continues on the Aeromod structure and operations building.
    - 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:** Staff meet with representatives from ISG to discuss current park facilities and future needs.
  - **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

- **TA Grant:** The city has applied for a Transportation Alternative Grant through the state for a 10ft pedestrian path that will run along the south side of Mickelson Road from Patrick Avenue to Turtle Creek Drive. The state will make a decision on the grant application in January or February. The Board stated that it would be nice to place a sidewalk on the lot at 508 Jameson Circle (this is the only parcel along the north side that does not provide a sidewalk connection). As of now, the grant project does not include this. It was noted that the Mayor is working on a sidewalk initiative that will hopefully produce some ordinance changes that will address lots without sidewalks and the maintenance of current sidewalks.

**Adjournment:** A motion was made by Jackson, second by Anderson to adjourn at 7:32pm – 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