

## **Planning and Zoning Meeting – Regular Meeting January 28, 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, Troy Jackson and Brad Miles, along with recently appointed member Keely Espinoza. Stacey Kutil was absent without 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 Graham to approve the agenda as set – all voted yes, motion carried.

**Approval of the Minutes:** The January 14, 2025, regular meeting minutes were reviewed. A motion was made by Anderson, second by Miles to approve the January 14, 2025, regular meeting minutes – all voted yes, motion carried.

**Appointment:** Keely Espinoza was appointed to the Board by the Mayor on January 21<sup>st</sup>. She will serve a 2-year term that will run from January 2025 to December 2026. Chairman Randall presented an appointment certificate to Espinoza.

**Public Comments:** None

### **Hearings/Petitions/Applications:**

- **7:05 Public Hearing – Amendment to Zoning Districts:** The Chairman opened the public hearing – there were no comments from the public. The Board took a final review of the proposed changes to the city’s residential zoning district. Changes to the city’s current zoning district of R – Residential include moving pocket neighborhoods, which at tiny homes, to the new residential district for high density. A new district of RA – Residential Affordable Housing was proposed as well, which will include Z lots, single family dwellings, and two-family dwellings as permitted uses with smaller lot sizes and setbacks. This new district would also include pocket neighborhoods as conditional uses. Both districts R and RA would still allow multi-family under the same lot sizes and setback as the city currently has. The Board discussed the proposed title of the new residential district. It was the consensus of the Board that the word “affordable” may have different meanings to different people. Since this new district is aimed at smaller lot sizes and setbacks to provide higher density housing, the Board decided that the new district should be named “RHD – Residential High Density”. A motion was made by Anderson, second by Graham to approve the proposed changes to the city’s zoning regulations with the new district to be named RHD and recommend approval to the city council – all voted yes, motion carried.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board. There are currently 13 open single-family permits. Open commercial permits include West Central’s elementary project, MAC Storage, Blue Tide Car Wash, Proframing, and the Light of the World Church. The church did receive its final plumbing inspection so they will be granted full occupancy.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Items addressed this past month include inoperable vehicles, parking on grass, open burn and poor exterior condition.
- **City Administrator Update:**
  - **Project Updates**
    - Hwy 38 Project – The project will be completed this spring with additional grading and seeded. A punch list has been provided to the contractor.
    - WRRF – Work continues on the Aeromod structure and operations building. Staff is working on a job description and start up plan for the new plant.
    - 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 – it sounds like it is now scheduled for 3/5. An update meeting for property owners is scheduled for Tuesday, 2/4.
    - Park Master Plan – An initial meeting with staff to review existing conditions and facilities was held on 1/10. A second meeting is being planned for 2/27 with representation from the council, the park board, and the P&Z board. Mark Anderson stated that he can tentatively attend.
  - **TIF:** Sam Assam with Turtle Creek Highland plans to propose a TIF to the city council at their 2/4 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.

**Adjournment:** A motion was made by Jackson, second by Graham to adjourn at 7:35pm – 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