

## **Planning and Zoning Meeting – Regular Meeting March 10, 2026**

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, Keely Espinoza, and Brad Miles, with Stacey Kutil present via phone. Tim Graham and Joe Whealy were absent with notice. City Administrator Teresa Sidel and Building Inspector/Code Enforcer Kyle Christensen were also present with one person from the public.

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

**Approval of the Minutes:** The February 24, 2026 regular meeting minutes were reviewed. A motion was made by Espinoza, second by Miles to approve the February 24, 2026 meeting minutes – all voted yes, motion carried.

### **Public Comments on Non-Agenda Items:**

- Cooper Tracy of 411 N Oaks was present to address the Board. Mr. Tracy lives between Ramona Drive and W 5<sup>th</sup> Street with a large parcel of green space behind his home that is for sale. Mr. Tracy believes this would be a good area for a city park, pointing out that the latest county study shows a bike path along the east side of Western Ave that would allow a safe access at some point in the future. The Board thanked Mr. Tracy for his comments but suggested that he attend the next Park & Recreation Board meeting on Monday, March 23<sup>rd</sup>.

**Hearings/Petitions/Applications:** None

### **New Business:**

- **Review Current Building Permit Fees/Charges:** The last time the city's building fees were reviewed and updated was in 2018. The Board periodically reviews the city's building permit fee schedule to ensure it is within area standards. The Board reviewed the city's valuation schedule, fee calculation schedule, and additional fee charges for both residential and commercial properties and compared them with surrounding communities. Each municipality varies slightly in their valuation costs, building permit fees, and extra charges. A single-family home building permit fee was compared to other communities and discussion was held regarding Hartford's valuations. After some Board discussion, staff was asked to bring comparables for commercial projects, an estimate of administrative costs (inspections, plan reviews, issue of permit, etc.) and a suggested square footage valuation for commercial projects. More discussion will be held at the next Planning & Zoning meeting.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was unable to attend the meeting but provided a written update that was presented by Sidel, along with his February building permit report. Clarke noted that there are currently 7 open single-family permits and 2 twin home permits. Clarke also provided an update on open commercial permits.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to update the Board on recent code enforcement issues. His February code enforcement report was provided in the Board packet. Items addressed this past month include pet licensing, animals at large, and temporary signage. The Board noted that a vehicle parked along Maple Ave may be in violation of city ordinance and asked Christensen to address.
- **City Administrator Update:**
  - **Project Updates**
    - Western Ave Expansion: All 3 phases of the road are complete. Some minor punch list items still need to be addressed such as seeding, sidewalks, dirt work, etc. A follow-up walk-through was conducted and an updated punch list was provided to the contractor.
    - WRRF –Substantial completion has been achieved on the project and the city is treating all our wastewater through the new plant. The city continues to work with ISG and Rice Lake on equipment startups, updates to the SCADA system and testing. The start of the sludge press is scheduled for April. The city continues to advertise for a plant operator.
    - TA Grant – ISG has received state approval to move forward on this project. ISG is surveying the land so design work can begin.
    - Kelley Ave Drainage Study – ISG conducted a study of this area due to the poor drainage concerns. Current drainage conditions and 3 possible alternatives for improvements were reviewed by the city council on 10/7. No action was taken by the council but it will be revisited within the next couple of months. A possible meeting is being looked at for April.
    - Other Projects: All on-going developments have been provided with an updated punch list to be completed from the city.
  - **Other Updates:**
    - The city is advertising for a new wastewater plant operator.

- The city has approved the final plan and development agreement for TIF #3. All necessary approvals have been completed and TIF #3 is in effect.
- The City Council approved the preliminary plans for 38 North Development contingent that engineer comments are addressed. Discussions will continue with the city on long-term maintenance on detention ponds.
- Progress continues on the EPA study for regionalization. We hope to have the study completed in 6-8 months.
- SD 250<sup>th</sup> is this year. The city council is open to any suggestions to help celebrate and recognize this event.

**Adjournment:** A motion was made by Espinoza, second by Anderson 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