

Planning and Zoning Meeting – Regular Meeting March 25, 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: Tim Graham, Stacey Kutil, Keely Espinoza, Troy Jackson and Brad Miles. Mark Anderson was absent with notice. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There were 2 people from the public present.

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

Approval of the Minutes: The March 11, 2025, regular meeting minutes were reviewed. A motion was made by Miles, second by Graham to approve the March 11, 2025, regular meeting minutes – all voted yes, motion carried. It was noted that Keely Espinoza and Stacey Kutil were absent with notice from the March 11th meeting – minutes will be corrected.

Public Comments: None

Visitors:

Aaron Junck – Discuss Possible Development of Parcel #80872 & #23862: There are 2 parcels of land within the city that have been sitting undeveloped for many years. The 2 parcels are on the east side of Western Avenue – midblock between Ramona Drive and W 5th Street. Both lots sit mid-block with development on the north, south and east side of the parcels. The lots run east and west about 468’ and 170’ north and south. There is a portion of parcel #23862 that is only 78’x81’. The only possible access to the property would be off of Western Avenue since the parcels have development on the other 3 sides. Aaron Junck is interested in purchasing both parcels and placing a private road along the south side of the property and twin homes to the north – very similar to the development along Bernadine Place. With the north parcel being wider than the south parcel, there is an odd shape piece on the east end that would be hard to develop. Mr. Junck is proposing splitting the parcels into 6 lots and placing twin homes on each lot. All the proposed lots would meet the minimum lot area required by the city and the developer stated that the buildings would meet all the setback requirements. The one requirement that the proposed plan cannot meet is the width of each lot. Per city regulations, twin homes require a minimum width of 90’ – the first lot on the west side would meet this regulation but the remaining lots would be less. Mr. Junck was present to discuss this possible development with the Board. He noted that the twin homes he is proposing would be two-story and not as wide as a typical twin home – this allows the lots to be narrower and still be able to meet the setback requirements of the city. The Board noted that there is plenty of lot area to allow large back yards and that the design of the homes would not encroach on neighboring properties. This proposal would also allow these lots to be developed for future residents verses standing idle. Discussion of a possible variance was talked about by the Board since these lots sit mid-block and have extraordinary circumstances that do to apply to other property in the area. Rather than allow a variance, the Board thought that amending the width requirement for twin homes in the new RHD zone would be a better alternative. This will allow for future developers to do something similar with narrower twin homes. The Board has directed staff to publish a public hearing notice for the 4/8 P&Z meeting to review a zoning amendment for RHD district.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. There are currently 12 open single-family permits, along with several open commercial permits.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Items addressed this past month include parking on grass, maintenance of gravel pads, animals at large, pet licensing, and a dilapidated building.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: Bids were received for this project on 3/12 and come in lower than estimated. D&G Concrete was awarded the low bid on 4/1.
 - WRRF – Piping for the Aeromod and construction on the operations building continues. Equipment is being installed as it is received. A planned start up for testing with clean water is anticipated for May.
 - Park Master Plan – ISG continues to work on a park master plan for the city. Draft vision statements and possible improvements in Lyons Park were presented for input. A draft of the 60% completed plan is anticipated for April.
 - **TIF:** A TIF for the Turtle Creek Highland development is still being planned. The City has received a plat of the proposed TIF area, and it is currently under review.
 - **Nielson Development:** The City Council approved the buffer stripe amendment within the Nielson Development.
 - **Safe Streets Grant:** SECOG applied for a planning grant from the US Dept of Transportation that would help implement safer streets and roads within our region. The grant funds would develop a Safety Action Plan that would promote safety and incorporate strategies and projects that would help prevent fatalities and injuries. Participants could apply for future funding opportunities for sidewalks, lighting, signage, traffic control, etc. SECOG has broadened their scope of work to include Hartford and would identify specific needs of our community – this allows Hartford to apply

for future grant funding as well. The cost to the city was minimal (\$2,500) and approved by the city council last April. SECOG was informed last week that President Trump signed an executive order to mandate further review of all federal grants, which has put this grant application on hold. Unfortunately, there was no timetable provided for how long this hold will stay in place. We will have to wait for further updates.

Adjournment: A motion was made by Espinoza, second by Graham 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