

Planning and Zoning Meeting – Regular Meeting April 8, 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 was no one from the public present.

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

Approval of the Minutes: The March 25, 2025, regular meeting minutes were reviewed. A motion was made by Jackson, second by Kutil to approve the March 25, 2025, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings/Petitions/Applications:

7:05 Public Hearing – Amendment to Zoning District – Residential High Density (RHD): Previously this year, the city added a new zoning district for Residential High Density (RHD) to our zoning ordinance, which allows smaller lot sizes and setbacks for more affordable housing lots. When the original RHD was adopted, lot area and lot width were adjusted for Z-lots and single-family dwellings but 2-family dwellings and multi-family dwellings lot area, lot width and setbacks were kept the same as in Residential Zone (R). In order to accommodate higher density for all development types, the Board has discussed adjusting the lot area and width for 2-family and multi-family as well. Staff gathered comparable data from surrounding communities for high density residential development for reference. Ordinance #763 incorporates proposed changes on Lot Area and Lot Width for 2-family dwellings and multi-family dwellings. There were no proposed changes to setback requirements in order to provide adequate separation between dwellings and not encroach on neighboring properties. After Board discussion, it was the consensus of the Board to reduce the minimum lot area for 2-family dwellings to 6,000 sq ft and reduce the minimum lot width to 60 feet. The proposed change for multi-family would be to reduce the lot area to 3,000 sf per dwelling unit and reduce the minimum lot width to 75 feet. A motion was made by Graham, second by Kutil to recommend approval of the proposed ordinance #763, with changes to RHD to the city council – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. His March building inspection report was provided to the Board. There are currently 11 open single-family permits and one twin home permit. Clarke also gave an update on commercial projects.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. His March code enforcement report was provided to the Board. Items addressed this past month include no building address and parking on grass. Christensen also sent courtesy letters to all licensed garbage haulers to remind them that dumpsters and garbage cans cannot be placed in the city streets. He is also coming to resume inspections within the Northside Mobile Court Park.
- **City Administrator Update:**
 - **Project Updates**
 - Hwy 38 Water Main Extension: A walk-through of the project was completed, and a punch list was devised. Once punch list items are done, the project can be closed out.
 - Western Ave Expansion: Contract have been executed for the project and a pre-construction meeting is being planned for 4/9. The city is planning to send out courtesy letters to property owners south of Mickelson Road, an in-person meeting is being planned with adjoining property owners on 4/17, and a project link will be on the city's website for updates and contact information as the project progresses.
 - WRRF – Work continues on the operation building, Aeromod, and collection system. Painting has begun in the building and on the piping. A clean water start-up is being planned for May – the entire start up process will take 3-5 months.
 - 12th/Oaks Street: Seeding has been placed. Once punch list items are completed, the project can be closed out.
 - 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 was also received and sent to the Board for input.
 - Other Projects: All on-going developments have been provided an updated punch list to be completed from the city. Contracts for the county chip sealing project have been executed.
 - **Other Updates:** The Board was provided updates on the Highway 38 corridor study, Highway 151 study, Dakota Mainstem, and the SDML District 3 meeting and legislative update.

Adjournment: A motion was made by Espinoza, second by Miles to adjourn at 7:28pm – 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