

Planning and Zoning Meeting – Regular Meeting April 14, 2026

Planning & Zoning Vice-Chairman Brad Miles 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, and Joe Whealy. Tony Randall gave notice that he would be late and Mark Anderson was absent with notice. City Administrator Teresa Sidel and Building Inspector/Code Enforcer Kyle Christensen were also present with two people from the public.

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

Approval of the Minutes: The March 10, 2026, regular meeting minutes were reviewed. A motion was made by Espinoza, second by Kutil to approve the March 10, 2026, meeting minutes with one minor wording correction – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications:

- **7:05 Conditional Use Hearing for 600 N Sagehorn Drive – Exemption Request for Accessory Building Materials:** Kerri and Jerry Brockhaus of 600 N Sagehorn Drive have submitted a conditional use application to allow a metal roof on an accessory building. The property owners secured a permit to place a 10'x16' (160sf) accessory building. The placement meets all city regulations but the material of the roof does not comply with Section 12.03B8 – which states that the roofing and siding materials of accessory buildings larger than 150sf, except greenhouses, must be of like kind to the principal structure. The Brockhaus shed has like siding as the house but the roof is metal with exposed fasteners (not asphalt like the house). Since this building is 10sf above the current regulations and cannot comply, they are seeking a conditional use permit per city regulation 12.03B10 to allow the metal roof. The property owners were present and noted that the color of the roof will match the house. Since the color scheme will be the same and the roof is only 10sf over current regulations, it was the consensus of the Board that this would not upset the aesthetics of the neighborhood. A motion was made by Graham, second by Kutil to approve conditional use permit 2026-3-30 for 600 N Sagehorn Drive and allow a metal roof on their accessory structure with the condition that the roof be of like color as the roof on the house – all voted yes, motion carried.

(Tony Randall arrived at 7:12pm during the hearing discussion)

Old 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. They were also provided information on estimated administrative time required for plan reviews, permit issuance, inspections, etc. The Board reviewed comparisons for sample residential and commercial permits. After Board discussion, it was the consensus of the Board that Hartford's building permit fees are in line with other area communities and no suggested changes were made by the Board. The Board stated that going forward they want to do an annual comparison of our building permit fees with other communities to ensure we are staying comparable. This comparison will be done in February each year before building season.

New Business:

- **Review/Approve County Plat for Tract 9 of Lufco Addition:** A plat for Tract 9 of Lufco Addition has been presented to the city for review and approval. This parcel is a little unique since part of the land being platted is in city limits and part is in the county. The owner is Lufco Inc with Warren Luke as the president. He wants to plat all his pastureland into one parcel. Since part of the plat is in the county but within our growth area, we are having him go through this approval process that requires approval of the P&Z Board, City Council and signing of a pre-annexation agreement. The land lays on the west side of Hartford. Per city subdivision regulations, a pre-annexation agreement must be received by the city in order to approve any platting or re-platting of land within the city's platting jurisdiction - this agreement was signed and returned to the city. The owner meets all our regulation requirements for replatting. A motion was made by Kutil, second by Espinoza, to approve county plat for Tract 9 of Lufco Addition – all voted yes, motion carried.

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 March building permit report. Clarke noted that there are currently 8 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 March code enforcement report was provided in the Board packet. Items addressed this past month include pet licensing, rubbish/junk, garbage cans in the street, inoperable vehicles, parking on grass and no building permit. He also provided an update on 200 N Main Ave.

- **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. The culvert on the east side of Mickelson was damaged but is being repaired by our 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 this month. 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. Because of the Federal grant, actual construction will not be until 2027.
- 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 at that time but a follow-up meeting with the property owners is being planned for Tuesday, 4/21.
- Other Projects: All on-going developments have been provided with an updated punch list to be completed from the city.

- **Other Updates:**

- The Board was provided information on election signage as a follow-up to their last meeting.
- The city is advertising for a new wastewater plant operator and summer positions.
- 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 submitted a grant application to the SD GFP for a future trail to run from 12th Street north to the Sports Complex.
- 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.
- The Board was provided an update on Dakota Mainstem’s annual meeting. The appraisal study is now complete and work is beginning on a feasibility study, which is a more in-depth study. The feasibility study is anticipated to be completed in 2-2 ½ years.
- American’s 250th 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 Randall to adjourn at 7:46pm – 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