

Planning and Zoning Meeting – Regular Meeting April 29, 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, Stacey Kutil, Keely Espinoza, and Brad Miles. Troy Jackson was absent with notice. City Administrator Teresa Sidel, City Attorney Tom Frieberg, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There were 4 from the public present.

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

Approval of the Minutes: The April 8, 2025, regular meeting minutes were reviewed. A motion was made by Kutil, second by Espinoza, to approve the April 8, 2025, regular meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications:

- **7:05 Public Hearing: Conditional Use Application for 203 S Main Ave – Addition to existing accessory structure:**
Terry Miller owns the property at 203 S Main Ave. He would like to place an addition on to his current detached accessory building. The current building is 50'x30' (1,500sf) and he would like to add a 40'x30' (1,200sf) addition to the rear of the building. Since both the addition and overall size of building will over 1,000 square feet that is allowed by our zoning regulations, he has submitted a conditional use application asking to allow the 1,200 square foot addition – for an overall building size of 2,700 square feet. The applicant does have a double lot that is 16,552 square foot (.38 acres). The proposed addition will be built on the west end of the existing structure and will be placed in their rear yard. The addition will meet all setbacks for rear, side, and fire code. The property does have a 2nd accessory building on the lot that is in the rear yard. This building is in bad shape and not up to code. Staff is recommending that a demo permit be secured for this structure. The property has a mixture of commercial and residential property surrounding it. The Board reviewed the site plan and discussed setbacks, lot size, and the current accessory building. A motion was made by Graham, second by Anderson to approve the CUP for 203 S Main Ave for a 40'x30' building addition with the condition that a demolition permit be secured to remove the 2nd accessory building from the property by 12/31/25 – all voted yes, motion carried.
- **7:10 Public Hearing: Conditional Use Application for 200 S Oaks Ave - Addition to existing accessory structure:**
John O'Kane owns the property at 200 S Oaks Ave. He would like to place an addition on to his current detached accessory building. The current building is 30'x24' (720sf) and he would like to add a 20'x25' (500sf) addition to the south of the building. Since the overall size of building will over 1,000 square feet that is allowed by our zoning regulations, he has submitted a conditional use application asking to allow the 500 square foot addition – for an overall building size of 1,220 square feet. The applicant does have a large lot that is 17,859 square foot (.41 acres). The proposed addition will be built on the south end of the existing garage structure at the rear of the property. It would meet all the setbacks for rear, side and fire code. The property does currently have a small accessory building just to the south of the current garage – the owner has indicated that this will be removed since the new addition will take some of this space. The property has a mixture of commercial and residential property surrounding it. The Board reviewed the site plan and discussed setbacks, lot size, and current accessory building. A motion was made by Kutil, second by Espinoza to approve the CUP for 200 S Oaks Ave for a 20'x25' garage addition with the condition that a demolition permit be secured to remove the small accessory building that is currently to the south of the garage by 12/31/25 – all voted yes, motion carried.

Board Member Mark Anderson excused himself from the Board at 7:25pm to discuss the next agenda item.

- **7:25 Public Hearing: Amendment #2 to Tax Increment Financing District #1 – Maple Pass Addition:** In 2022, the city reviewed and approved our first TIF District – TID #1 for Talon Development (Maple Pass Addition). Approval of this TIF District allowed the construction of affordable housing and commercial property. Currently the property has a 69-unit apartment building, along with 20 townhome units. The TIF was amended in 2023, due to unforeseen costs that included street improvements to Maple St, a turning lane required by DOT, site improvements, soil corrections, and additional professional services. Picket Fence Investments owns the south portion of the TIF District, and they are asking for a second amendment to cover expenses to construct Oakley Ave and Willow Ave within the TIF district, sidewalks and associated costs. The 2nd amendment is asking for an additional \$1.5M. The developer has indicated that 2 commercial lots are already sold, with one being planned for a large sales tax business, which would bring additional sales tax revenue to the city. The bank has agreed to allow Picket Fence to increase the loan amount. The developer still holds the bank loan and is responsible for all loan payments if actual taxes received do not cover the payments. State law allows amendments to TIF Districts within the first 5 years. The city attorney has reviewed the amendment, and it complies with all requirements – he was present to address questions from the Board. Mark Anderson, with Picket Fence Investments, was present to explain the proposed amendment and address questions from the Board. A motion was made by Miles, second by Graham to recommend approval of TIF amendment #2 to the city council – all voted yes, motion carried.

Board Member Mark Anderson rejoined the Board after vote was taken at 7:49pm.

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 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. Items addressed over the last 2 weeks include parking on grass violations and commercial dumping at the city's yard waste site.
- **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: Project has begun and the intersection of Mickelson Road and Western has been shut down. Car traffic is being detoured through town and truck traffic is being detoured to Railroad St and Hwy 38. The contractor anticipates this to re-open at the end of May. The city website has a link for the project that will provide updates and contact information throughout the project.
 - WRRF – Work continues on the operation building, Aeromod, and collection system. All major equipment has been delivered. The startup process is still planned to begin in May.
 - 12th/Oaks Street: A final punch list has been sent to the contractor, once completed, the project can be closed out.
 - Park Master Plan – 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.
 - **Other Updates:** The Windsor Group has submitted a TIF for the city to review. Final plans for the Hwy 38 corridor study will be presented in the coming months. The city has received the grant agreement for the trail along Mickelson Road.

Adjournment: A motion was made by Espinoza, second by Miles to adjourn at 7:55pm – 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