

Planning and Zoning Meeting – Regular Meeting May 27, 2025

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: Stacey Kutil, Keely Espinoza, and Troy Jackson. Tony Randall, Mark Anderson, and Tim Graham were absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There was no one from the public in attendance.

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 May 13, 2025, regular meeting minutes were reviewed. A motion was made by Espinoza, second by Jackson, to approve the May 13, 2025, regular meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

New Business:

- **Review/Approve County Plat for Lot 1 of Ruhlman Addition:** A plat for Lot 1 of Ruhlman Addition has been presented to the city for review and approval. This parcel is not currently within the city limits but is within the city's platting jurisdiction (growth area) so it must be approved by the city's Planning & Zoning Board and City Council before it can be submitted to the county for approval. This plat is for property that is currently owned by James Ruhlman, Jeffrey W. VanderWoude, and James J. VanderWoude and lays about 1 ¼ miles east of the Colton Road, along E 2nd Street/Benton Road. The property owners are seeking to plat this area in order to sale the property. 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 by the owners and returned to the city. The plat has been reviewed by the city engineers and conforms to our regulations. A motion was made by Kutil, second by Jackson, to approve county plat for Lot 1 of Ruhlman Addition – all voted yes, motion carried.
- **Review/Approve TIF Guidelines – Policy 2025-1:** As more development begins to occur within the city, more and more developers are looking towards the city for a TIF - Tax Increment Financing districts. In South Dakota, a tax increment financing district is a designated area where public improvements are financed through the increased property taxes generated by new development within that area. The city foregoes this tax revenue for the life of the TIF but in exchange, new developments can bring new residential and commercial development, thus benefiting the city in the long run. With the increase in popularity of TIFs by developers, the city would like to be proactive and adopt a set of criteria and processes for TIF submittals. This will help staff and the Boards in their review of each request. Policy 2025-1 has been drafted by staff with input from other municipalities and the city attorney. The Board reviewed the policy and discussed section 3 in detail, since this sets forth the criteria for granted a TIF. Charges associated with the TIF review and administration was also discussed and it was the consensus of the Board to increase the initial application fee to \$5,000 and set the annual administrative costs associated with the TIF at \$5,000 per year. A motion was made by Kutil, second by Espinoza to recommend approval of Policy 2025-1, with amended fees to the city council – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided the Board with an update on outstanding building permits within the city. There are currently 10 open single-family permits and one twin home permit. Clarke also gave an update on commercial projects.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was unable to attend the meeting.
- **City Administrator Update:**
 - **Project Updates**
 - Hwy 38 Water Main Extension: Still waiting for the contractor to finish punch list items.
 - Western Ave Expansion: Water and Sewer has been completed on Phase 1 of the project and now the contractor is working on storm sewer. The rain has caused some delays in the project.
 - WRRF – Work continues on the operation building, Aeromod, and collection system. Some testing of the system has been completed. The city has received permission to discharge our lagoon water to use with the start-up and we will get activated slug from Sioux Falls. Initial interviews for an operator have begun.
 - 12th/Oaks Street: A final inspection was held on 5/7. Some minor seeding and grading are still needed.
 - Park Master Plan – ISG continues to work on this plan – completion is expected in June.
 - Swenson Parking Lot – ISG has begun design work on expanding the parking lot at Swenson Park. They plan to ask the council to go out to bid on 6/3.
 - TA Grant – The agreement for the grant has been approved and ISG will move forward with design work once the notice to proceed is issued.
 - County Chip Seal Project – A pre-construction was held on 5/15 and work by Hartford is expected to begin the 2nd week in June.
 - Other Projects: All on-going developments have been provided an updated punch list to be completed from the city.

○ **Other Updates:**

- TIF #2 – The City Council tabled their discussion on TIF District #2 – further discussion with the developer is planned.
- Regionalization – The city continues to move forward with regionalization on our wastewater plant. An MOU has been developed to be utilized between all parties to clarify intentions – this will be presented to Crooks this week. A RFQ has been issued for engineering services for the conveyance line project.
- Jans Development -City staff have met with Jans Corp to review their concept plan for a residential housing development.

Adjournment: A motion was made by Espinoza, second by Jackson to adjourn at 7:43pm – 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