

Planning and Zoning Meeting – Regular Meeting August 12, 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, Stacey Kutil, Tim Graham, Keely Espinoza, Troy Jackson, and Brad Miles. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There were 4 people 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 29, 2025, joint meeting minutes and regular meeting minutes were reviewed. A motion was made by Anderson second by Jackson, to approve the May 29, 2025, meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications:

A motion was made by Jackson, second by Kutil, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.

- **7:05 Variance Hearing:** The city has received a variance application from ROCKSD2 LLC for Parcel #99627. This parcel is at the far SW corner of the Western Meadows Addition and is the location for the new Mega MAK Storage Units. Due to the large size of their lot and their location along the interstate, they are requesting a variance to allow additional signage on their property. This property is zoned Light Industrial and the total amount of signage that they are allowed is based off of lineal street frontage. The lot is oddly shaped with a bottleneck on the NE corner along Ruud Trail – reducing the street footage of this lot to approximately 120sq. With 120sq, per our regulations, they are allowed 240 sf of signage. They have already secured a sign permit for 2 signs – One is 40 sq and the other is 200sq, which utilized all their allowed signage. They would like to erect up to two more signs that would be 10’x20’ (400 sf for both) on the south side of the facility along the interstate. Staff believe that the request is not unreasonable due to the large lot size (7.11 acres) and the odd shape of the lot with the bottled neck along the street frontage, which reduces the allowed sign area. The variance would fall within city zoning regulation 17.04F. A motion was made by Jackson, second by Graham, to approve variance application 2025-7-25V as applied for – all voted yes, motion carried.

A motion was made by Jackson, second by Kutil, to adjourn as the Board of Adjustments and reconvene as the Board of Appeals – all voted yes, motion carried.

- **7:15 Rezone Hearing:** The city has received a rezone application from LF Lanpher. Lorri Lanpher is requesting to rezone parcel #23862 from Residential to Residential High Density & parcel #80872 from Natural Resource Conservation to Residential High Density. These 2 parcels are on the east side of Western Ave between Ramona Drive and 5th Street in the middle of the Block. Due to the placement of the parcels, these lots have remained undeveloped for several years. If the rezone is approved, Ms. Lanpher intends to purchase the lots and erect 8 single family homes with a smaller square footage in order to be affordable. A preliminary concept drawing has been submitted to the city for review but this is not the final design plan and can be subject to revisions. The request to rezone to RHD would allow slightly smaller lot widths and side yard setbacks (proposed lot area and front & back yard setbacks are not reduced) per their concept plan. The use fits the area with residential zoning on all sides of the property. There are single family homes to the south and east and Leisure Living and 2- 6plex units to the north. The rezone would allow the development of this property verses sitting as bear land. Area resident, Vanessa Haken was present with an ask for this to be utilized as a city park since it already has green space and trees – the issue with this is that the city does not own the land, there is only one access point, and several of the trees may need to be removed due to Emerald Ash Borer. Jennifer Davidson and Kristin Trana also live in the neighborhood and had several questions regarding the future plans of this area including the street design and drainage – design plans are not completed so several of those questions could not be answered but plans and will be reviewed by the city in the future if the development moves forward. Lori Lanpher was present as well and she noted that they plan to erect appealing single-family residents, will keep as many trees as possible, will have street lighting that points down and not at neighboring properties, and the drainage will be addressed by her engineers to meet the city’s design standards. Chairman Randall noted that this is only a zoning hearing to determine if the zoning is compatible with the area and this is not a hearing to review the proposed development. A motion was made by Jackson, second by Espinoza, to approve rezone application 2025-7-25 and rezone parcel #23862 and parcel #80872 to Residential High Density – Randall and Miles voted no, with all others voting yes, motion carried.

Old Business:

- **Review/Approve Park Master Plan as Presented by ISG:** A final draft of the Master Park Plan that was submitted by ISG was presented to the Board for review. The city council employed ISG to review and analyze the city's current park system and provide guidance on future parks, trails, and possible improvements. This will serve as a fluent planning document that will help with planning for future improvements. This plan is meant to be reviewed and updated periodically. ISG is asking for input or comments on possible changes – the Board noted that we need to keep in mind future parks and trails, along with additional facilities like more pickleball courts and a new pool. The Park & Rec Board reviewed the document at their meeting on August 4, with no comments or changes. A motion was made by Graham, second by Anderson to recommend approval of the plan – 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 July building inspection report was provided to the Board. There are currently 9 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 his July code enforcement report for Board review. Items addressed this past month include rubbish/junk in yards, tall grass/weeds, grass on city streets, no garbage service, no pet license, animals are large, and large tree branches hanging over city streets. It was suggested that the City contact the DOT regarding possible improvements to the Hwy 38 ROW ditch on the west side of the city.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: Due to the recent rains, Phase 2 is running behind but work continues on the utilities. Additional way-finding signs have been for the businesses on the east side.
 - WRRF – Work continues on the operations building. Clean water testing has been done and we have started treatment - all testing has been going very well and test results are lower than expected. A ribbon cutting for the new plant is being planned for October.
 - Swenson Parking Lot – Bid opening was held on 7/24. The city approved the low bid to Zacharias Construction for \$142,993.90. Work on this project will commence this fall.
 - TA Grant – ISG continues to work with the state on the work order so we can move forward with this project.
 - Kelly Ave Drainage Study – ISG has preliminary calculation but a final analysis and summary is yet come.
 - City-wide water model – ISG and AE2S has begun work on a water model for the city that will help with future planning.
 - Other Projects: All on-going developments have been provided an updated punch list to be completed from the city.
 - **Other Updates:**
 - The city has 2 full-time open positions – Wastewater Specialist and Public Works Assistant.
 - Wastewater Regionalization – Discussions with surrounding cities has been placed on hold until a preliminary engineering analysis has been completed for the regionalization study.
 - Proposed TIFs – The city continues to work with the Windsor Group on their TIF plan and with Turtle Creek Highlands on another possible TIF.

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