

Planning and Zoning Meeting – Regular Meeting August 26, 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, Tim Graham, Keely Espinoza, and Troy Jackson. Mark Anderson and Tony Randall were absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke were also present. There was no one from the public present.

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 August 12, 2025, regular meeting minutes were reviewed. A motion was made by Kutil second by Espinoza to approve the August 12, 2025, meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications:

- **7:05 Rezone Hearing:** The city has submitted an application to zone Tract 1 of Hartford Hills Addition (Parcel #93372) to Light Industrial. This land was purchased by the city a few years ago for the placement of the city's new wastewater treatment facility. The land still has the county zoning of Agricultural from when it was annexed into the city. This zoning needs to be changed to municipal zoning of Light Industrial. A motion was made by Graham, second by Kutil to recommend zoning parcel #93372 to Light Industrial – 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. There are currently 10 open single-family permits in construction and an update on 5 commercial permits was provided.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: Utilities have been placed in phase 2 and pavement pouring is expected to be completed next week.
 - WRRF –The city is treating wastewater through the new plant and all is working well. Final touches on the plant, operations building, and site are being completed. A ribbon cutting is still being planned for October.
 - Swenson Parking Lot – Contracts have been signed with the low bidder and a pre-construction meeting will be conducted within the next couple of weeks.
 - TA Grant – ISG continues to work with the state on the work order so we can move forward with this project. Construction may not begin until next spring.
 - Kelly Ave Drainage Study – Final report is expected at the end of the month or beginning of September.
 - 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 with 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.
 - Code Enforcement Reports will be provided once a month to the Board.
 - 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 – we need to revise the TIF boundaries. We are also waiting on an updated TIF plan from Turtle Creek Highlands.

Adjournment: A motion was made by Graham, second by Kutil to adjourn at 7:15pm – 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