

## **Planning and Zoning Meeting – Regular Meeting September 9, 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, and Brad Miles. Troy Jackson was absent with notice. City Administrator Teresa Sidel, Building Inspector and Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There was one person present from the public.

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

**Approval of the Minutes:** The August 26, 2025, regular meeting minutes were reviewed. A motion was made by Kutil second by Graham to approve the August 26, 2025, meeting minutes – all voted yes, motion carried.

**Public Comments on Non-Agenda Items:** None

### **Hearings/Petitions/Applications:**

- **7:05 Rezone Hearing:** Jeff Zacharias, on behalf of the Windsor Group, has submitted a rezone application for the south portion of their development at the NE corner of Highway 38 and Colton Road. The proposed zoning would be a mixture of residential, commercial and natural resource conservation. Development of commercial property along highways and arterial roads, along with residential on the east side and north incorporate good planning strategies. Mr. Zacharias was present to address any questions from the Board. A motion was made by Anderson, second by Graham to approve rezone application 2025-8-14 for the south ½ of Parcel #15994 as presented – all voted yes, motion carried.
- **7:15 Conditional Use Hearing:** The city submitted a conditional use application for their municipal wastewater treatment facility at 26073 466<sup>th</sup> Ave. The land was purchased with the full intention of erecting a wastewater facility and there have been many public meetings held, but part of the conditional use process allows the Board to place various conditions or requirements on the project. Since this property is still in the rezone process, a motion was made by Miles, second by Kutil to table the conditional use hearing until the Board's next meeting on September 30, 2025 – 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 and one twin home open permit. Clarke also provided an update on several commercial projects under construction and an update on 5 commercial projects.
- **City Administrator Update:**
  - **Project Updates**
    - Hwy 38 Water Project – This project has been closed out.
    - Western Ave Expansion: The street for phase 2 between Opal Lane and Diamond Trail will open this week. Construction will begin on the west ½ of Diamond Trail next.
    - 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.
    - 12<sup>th</sup>/Oaks Street Project – The state plans to do a final inspection on 9/23 so we can close out our grants.
    - Swenson Parking Lot – A pre-construction meeting was held on 9/9. Work is set to begin the week on 9/15.
    - 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 to be presented to the council at their 9/16 meeting.
    - 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 filled the Wastewater Plant Specialist position but is still seeking a full-time public works assistant.
    - The August Code Enforcement Reports was provided to the Board.
    - 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 Espinoza, second by Miles to adjourn at 7:37pm – 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.

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Teresa Sidel, City Administrator