

Planning and Zoning Meeting – Regular Meeting October 28, 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, Keely Espinoza, Troy Jackson, and Brad Miles. Stacey Kutil was absent with notice. City Administrator Teresa Sidel and Building Inspector and Code Enforcer Kyle Christensen were present. There were 5 people present from the public as well.

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

Approval of the Minutes: The September 30, 2025, regular meeting minutes were reviewed. A motion was made by Espinoza, second by Miles to approve the September 30, 2025, meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications:

- **7:05 Conditional Use Hearing – Multifamily Units for Lot 1, Block 1 of Windsor Addition:** Veldco Construction LLC has submitted a Conditional Use Application for Lot 1, Block 1 of Windsor Addition. This property is zoned Residential and does allow for multi-family buildings of 3 or more units with a conditional use permit. Plans received indicate that there will be 8 buildings total. One building with 10 units and the remaining seven buildings will have 14 units in them – making a total of 108 new units. Each building will have 3 floors; 7 of the buildings will have 6 units on floor 1 and 4 units on floors 2 & 3. One building will have 2 units on the bottom floor (with community space) and 4 units on floors 2 & 3. The site plan submitted, meets all lot and yard regulations – any signage, landscaping, etc. will need to follow city regulations. Caleb Veldhouse with Veldco Construction was present to address questions from the Board. Garbage area and screening were discussed, along with pet relief stations. The Board indicated that the plan is a good transition area between commercial and single family residential. A motion was made by Miles, second by Jackson to approve conditional use permit 2025-10-7 with the one conditional of enclosing the garbage/refuse area – all voted yes, motion carried.
- **7:10 Conditional Use Hearing – Detached Garage for 402 N Main Ave:** Dustin & Hezel Garness has submitted a Conditional Use Application for 402 N Main Ave. The application is to erect a 27'x36' detached garage off the existing alleyway. The property currently has a 22.3'x14.3' detached garage with a driveway off of Main Ave. Current regulations allow for 2 accessory buildings/detached units per lot as long as one is no larger than 150 square feet. If the applicant erects a 27'x36' detached garage, they will not be in compliance since both detached structures are over 150 square feet. The applicant is asking for a conditional use permit to allow both detached garage units. There are similar properties within this area. The site plan meets all other city regulations for setbacks, access, and required yard space. The Board reviewed the plan and noted the similar properties with 2 detached structures already within this neighborhood. A motion was made by Jackson, second by Espinoza, to approve conditional use application 2025-10-16 as submitted with no additional conditions – all voted yes, motion carried.
- **7:15 Review/Discuss Project Plan Submitted by Windsor Group LLC for the Creation of Tax Increment Finance District #3:** The Windsor Group LLC has submitted a Project Plan for the development of a Tax Increment District (Proposed TIF #3). The Windsor Group is developing land on the east side of the city - Parcel # 15994. They originally came to the city in May of this year seeking a TIF for this land. Planning & Zoning and the City Council agreed to create the TIF after discussion with the developer led to the inclusion of 2nd Street improvements. In order to include 2nd street in the TIF, the city needed to plat the 2nd Street ROW separate from the adjoining property owner. This right-of-way was platted, filed with the county, and then annexed into the city – thus allowing the ROW to be included in the TIF. The proposed TIF District will include all of the Windsor land, north and south of 2nd Street, and 2nd Street from the Colton Road to the east end of their land. The TIF proposal is for \$3,250,000, which will be financed by the developer. The life of the TIF is anticipated to be 25 years. The development will include commercial and residential property that will increase the city's tax base and bring future residents to the city. With the inclusion of 2nd street, the developer can make improvements to this street with TIF funds at a lower cost to the city. This is a benefit for the developer and the city. Jeff Zacharis, one of the property owners, was present to address questions from the Board. Bob Gilliland was also present to ask general questions about TIFs. A motion was made by Espinoza, second by Graham to recommend to the city council the creation of TIF District #3 as proposed – all voted yes, motion carried.

New Business:

- **Discuss Date to Reschedule the November 11, 2025 Meeting – Due to the Veterans Day Holiday:** The next regularly scheduled P&Z meeting is November 22, 2025, which is Veterans Day and a holiday for all city staff. Due to the Holiday, the meeting needs to be rescheduled. A motion was made Jackson, second by Miles to reschedule the November 11, 2025 meeting to November 10, 2025 (same time and place) – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was unable to attend the meeting, but his September report was provided for Board review.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his September report to the Board, along with an update on recent code enforcement issues. Items addressed this past month include low hanging branches, unlicensed pets, parking on grass and building without a permit. The Board also asked him to follow up on a code issue along Hwy 38.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: All 3 phases of the road are complete. Some minor punch list items still need to be address such as seeding, sidewalks, dirt work, etc. The DOT's bridge project also continues to move forward and is ahead of schedule
 - 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, along with additional testing.
 - Swenson Parking Lot – Work is completed. A seed warranty is being issued by the contractor to ensure seeding comes up next spring.
 - 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 was present to the city council on 9/16. Current drainage conditions and 3 possible alternatives for improvements were reviewed. No action was taken by the council to allow time to review and discuss further.
 - City-wide water model – ISG and AE2S has begun work on a water model for the city that will help with future planning. Existing conditions were reviewed with staff on 10/16 and our current system is running well, with nothing that needs immediate attention. Future conditions are still be analyzed, and any suggested improvements for the years to come will be identified.
 - 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 and an offer has been made for the public works position.
 - Proposed TIFs – The Windsor Group TIF district was address at this meeting. We are waiting for an updated TIF plan from Turtle Creek Highlands.

Adjournment: A motion was made by Espinoza, second by Jackson to adjourn at 7:46pm – 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