

Planning and Zoning Meeting – Regular Meeting December 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, Tim Graham, Stacey Kutil, Keely Espinoza, and Troy Jackson. Brad Miles was absent with notice. City Administrator Teresa Sidel and Building Inspector and Code Enforcer Kyle Christensen were present. There was no one from the public present.

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

Approval of the Minutes: The October 28, 2025, regular meeting minutes were reviewed. A motion was made by Graham, second by Anderson to approve the October 28, 2025, meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications: None

Old Business:

- **Discuss Updates to Hartford’s Subdivision Regulations – Open Space Contributions:** In 2024, the city engineers and staff did a review of the city’s subdivision regulations. A few recommended changes came to the city for adoption. All recommendations were reviewed and approved except for wording of our open space dedication – section 4.1.3. After several discussions by the P&Z Board, sample wording was presented that referenced a “master park plan”, which would identify area for new parks. Changes to this section were put on hold until the city adopted such a plan. This past year, the city worked with ISG to develop and adopt a park master plan. Once again, the P&Z Board reviewed proposed wording changes for open space contribution. The updated wording highlights the following:
 - Reference to the city’s master park plan was incorporated.
 - If a development includes areas identified in the master park plan, the developer will be required to donate 5% of their development land to the city. This will need to be identified in their preliminary plans.
 - If a development does not include areas identified in the master park plan, then a monetary donation will be required that is equal to 5% of the develop land at fair market value – this calculation will be from either recent sales or an appraisal.
 - Payment will be paid to the city within one year of preliminary plan approval.

The proposed wording changes were reviewed and discussed by the Board. The consensus of the Board was to incorporate the proposed wording changes into our subdivision regulations and move forward with a public hearing to adopt all changes.

New Business:

- **Review/Approve Final TIF Plan for 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. The TIF District includes 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 creation of TIF District #3 was approved by both the P&Z Board and the City Council. The city has since received a preliminary classification of economic development from the state so now the Board can move forward with approval of the TIF plan. The TIF plan is for \$3,250,000, which will be financed by the developer. The life of the TIF is anticipated to be 20 years. The development will include commercial and residential property that will increase the city’s tax base and bring future residents to the city. A motion was made by Graham, second by Jackson to recommend approval of the TIF plan for TIF District #3 to the city council – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was unable to attend the meeting, but his October and November building permit reports was provided for Board review.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his October and November building permits to the Board, along with an update on recent code enforcement issues. Christensen also addressed questions from the Board.
- **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 state’s bridge project also continues to move forward.
 - WRRF –Substantial completion has been achieved on the project and the city is treating all our wastewater through the new plant. The city continues to work with ISG and Rice Lake on equipment startups, updates to the SCADA system and testing.

- Swenson Parking Lot – Work is completed. A seed warranty was 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. Design is planned for this winter with construction this spring.
 - Kelley Ave Drainage Study – ISG conducted a study of this area due to the poor drainage concerns. Current drainage conditions and 3 possible alternatives for improvements were reviewed by the city council on 10/7. No action was taken by the council but it will be revisited after the 1st of the year.
 - 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. A final report is anticipated for mid-December.
 - 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 open public works position.
 - Keith Carlson was appointed to fill the open Ward 1 position.
 - Members of the City council and P&Z Board attend a strategic planning session with the HADF.
 - Christensen and Sidel will be meeting with a representative with ISGO Mitigation to conduct a review of the city's policies and procedures for building codes, inspection, plan reviews and floodplain management. This will be used to update the city's ISO insurance rating.

Adjournment: A motion was made by Jackson, second by Graham to adjourn at 7:50pm – 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