

## **Planning and Zoning Meeting – Regular Meeting December 30, 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: Tim Graham, Stacey Kutil, Keely Espinoza, and Troy Jackson. Mark Anderson and Brad Miles was absent with notice. City Administrator Teresa Sidel and Building Inspector Paul Clarke 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 December 9, 2025, regular meeting minutes were reviewed. A motion was made by Kutil, second by Graham to approve the December 9, 2025, meeting minutes – all voted yes, motion carried.

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

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

- **7:05 Public Hearing – Review Proposed Updates to Subdivision Regulations:** 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.

A public hearing was held and the proposed wording changes were reviewed and discussed by the Board. A typo needed to be corrected and the Board wanted clarification on when a monetary donation will be calculated. These two amendments will be incorporated into the final revision. A motion was made by Graham, second by Jackson to recommend approval of the amended sub-division regulations to the city council with amended wording to public space contributions as discussed by the Board – all voted yes, motion carried.

### **New Business:**

- **Presentation of Certificate of Appreciation to Troy Jackson:** Board Chairman Tony Randall presented Troy Jackson with a certificate of appreciation for his years of service on the P&Z Board. Jackson’s term expires on 12/31/25. We thank Mr. Jackson for his time and dedication to the city.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. Clarke noted that there are currently 8 open single-family permits and one twin home permit. Clarke also gave an update on commercial projects. The Board asked Clarke to review a property on Mundt Ave.
- **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 addressed 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 has received state approval to move forward on 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 1<sup>st</sup> 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 brief summary of the report was provided to the city council with a full report anticipated in January.
- Other Projects: All on-going developments have been provided with an updated punch list to be completed from the city.
- **Other Updates:**
  - The city will be advertising for a new wastewater plant operator.
  - The Windsor Group is working with the city on a development agreement for approval by the city council in January.
  - Christensen and Sidel met with a representative with ISGO Mitigation on 12/10 for 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. A final report will be issued in 3-6 months.

**Adjournment:** A motion was made by Jackson, second by Graham to adjourn at 7:23pm – 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