

## SUGAR CITY PLANNING & ZONING MEETING MINUTES

Regular Meeting

Thursday, 17 February 2011

Commissioners in attendance: David Ogden, Sam Lines, Steve Hawkes, Jared Luthy, Bill Taylor, Tom Fleming, and Janet Harris. Joy Ball asked to be excused.

In attendance from city: Bruce King and Sharon Bell.

Public in attendance: John Ball

1. 7:05 p.m. Meeting was called to order by Sam Lines
2. The minutes of the January 17<sup>th</sup> Planning and Zoning meeting was reviewed. A motion was made by Steve Hawkes to approve the minutes. Jared Luthy seconded the motion and the minutes were approved by the commission.
3. A motion was made by Tom Fleming and seconded by Bill Taylor to amend the agenda to include three more items. The items added to the agenda include the administration of oath of office to two new commissioners, election of a secretary, and training by Sharon Bell to the planning and zoning commissioners. The motion was approved.
4. The Oath of Office was administered to two new planning and zoning commissioners by Sharon Bell the City Clerk. The two new commissioners are Janet Harris and David Ogden.
5. Joy Ball was nominated by Tom Fleming to become the secretary. Janet Harris seconded the nomination. With no other nominations Joy was elected. Tom Fleming was nominated by David Ogden as assistant secretary. Bill Taylor seconded the nomination. Tom Fleming was elected.
6. Sharon Bell taught the commissioners the procedure for amending agendas. She then taught how to coordinate the preparing of agendas and the meeting minutes. She reminded the commission that the city posts agendas to the public 48 hours before all planning and zoning meetings. All minutes of the planning and zoning meetings are posted on the city website. She reminded us that the recorded cassette tapes of the meetings need to be labeled in a certain way identifying the difference between a regular meeting and a public hearing. Then she taught that all public hearing notices need to be in the newspaper 15 days before the actually public hearing therefore it takes a minimum of at least 3 weeks to prepare for a public hearing. Normally we would plan a public hearing 4 weeks after a request is made.
7. City councilman Bruce King reported on the city council meeting. Before he reported he thanked everyone who serve representing our city and impact community members. He explained the importance of local government and all city officers. He talked to us about the importance of learning the city and state codes that govern the city. Bruce then reported on the city council meeting. Discussion items at city council meeting included snow removal, transportation issues, constant updating the city website, and a discussion of city maps and GIS. He reported about a

projector and screen that the city will be getting. Bruce continued saying the Vaun Waddell and Paul Jeppson attended a Teton Dam marathon meeting. He also reported the Tuthill Group will be used to help the city in an attempt to get the necessary water rights to drill a needed well.

8. The planning and zoning commission prioritized the goals that we will be working throughout this coming year. Since most of the commissioners on the commission are new within this past year our highest priority is to educate ourselves. We will have some type of on going instruction from the Mason and Herrington training DVD's at most meetings.

Other goals are listed in the order we feel a priority to work forward.

1 – Review the land use schedule to see if any changes need to be made. (Title 9: 9-3-6.)

2 – Revisit the land use map to see if it needs updating.

3 – Study Title 10 to see is any updates are needed.

4 – Work on updating the sign ordinance.

5 – Work on a lighting ordinance.

6 – Review the established zones in the impact area to see what if anything needs to be updated.

7 – Learn more about water rights and how that impacts the city and P&Z commission.

8 – Update the transportation map when the county and cities involved make decisions.

9. With Randall Miller and Jess Brown leaving the commission it became necessary to divide again the assignments of whom would become the primary and secondary expert in the certain areas which the planning and zoning commission have most responsibilities of understanding.

<u>Assignments:</u>	<u>Primary</u>	<u>Secondary</u>
Chair	Sam	
Assistant Chair	Steve	
Secretary	Joy	
Assistant Secretary	Tom	
Maps	Steve Hawkes	Tom Fleming
Title 8	Jared Luthy	Bill Taylor
Title 9	Janet Harris	Jared Luthy
Title 10	Tom Fleming	Janet Harris
Comprehensive Plan	David Ogden	Steve Hawkes
Idaho Code	Bill Taylor	David Ogden

10. In the next P&Z meeting we will review Title 9. The commission members are asked to review this for discussion. The correct date is the 23 Sep 2010 version. Title 9 is currently being updated by Sterling Codifiers Inc. and will be in code binders when it returns to the city updated.

11. Meeting adjourned at 8:35 pm.

