

Sugar City Planning & Zoning
Regular Meeting March 20, 2008
Minutes

Attending: Bruce Bills, Ray Barney, Ninette Galbraith, Paul Lusk, Vaun Waddell, Brian Hawkes, Stephanie Blackham, Alaina Sharp, Caden Dodson, Mitch Luthy, Colton Bloom, Terry Mortensen, Eddie Pincock, Josh Garner

Chairman Hawkes opened the meeting. The minutes were discussed and corrected. Ninette moved to accept the March 6, 2008 minutes as corrected. Vaun seconded the motion and it passed unanimously.

The Old Farm Estates final plat was discussed. The commission was given a letter from Mr. Dunn to the Teton-Madison Irrigation District. He addressed their concerns with the development in reference to the water rights and storage water. As a result, the Teton Island Canal Company as well as Teton-Madison Irrigation District signed off on the final plat for Phase I of Old Farm Estates. It was determined that in the future, the affected canal companies should be included in the agency review process.

The commission then discussed City Engineer Dick Dyer's comments on the final plat. He requested the following:

- 1) Change the name S 1st W to South Cutler
- 2) Change the designation "City Surveyor" to "Planning & Zoning".
- 3) Move the Acknowledgement under Owner's Certificate
- 4) Change the Health Department Certificate to the standard certificate #3.
- 5) The question of water rights included in the development agreement. Vaun suggested a copy of the most recently received Dunn letter be attached to the final plat in answer to this request.
- 6) A floodplain certificate.
- 7) A municipal water service statement to come out of Owner's Certificate as a separate certification.
- 8) Final plat submitted to Madison County to the examining surveyor for a detailed review. The city will submit it.
- 9) A drawing of a typical house placed on Lots 33 and 27 to show that they can meet setback requirements. The city attorney reminded the commission that the preliminary plat has already been approved and now is not the time to change the lot configurations.
- 10) A designation of the order of phases on the master plan.
- 11) An information packet with the submission of the final plat containing documentation and letters such as the ones received by the commission and city council. The commission feels it would have been helpful if OFE had taken the verbiage from the code and demonstrated how they had met each point. It was also noted that a final plat application was not given to them as it is too out-dated. It was generally agreed that things could have been handled better by both parties.
- 12) A copy of the development agreement to be reviewed. Josh has a copy of the agreement that isn't quite complete. The finished agreement will be included

with the final plat submission. It was noted that the planning & zoning commission need not approve the development agreement. Approval rests with the city council, city engineer and city attorney.

The commission then addressed the seventh condition of the preliminary plat approval. Vaun cited from the Idaho Code the sections that needed to be met. They are: Title 50, Sections 1302-survey and file, 1305-land surveyor, 1326-sanitary restriction, 1329-DEQ certificate, 1330-highway district, and 1332-interior monuments.

The commission determined that what was needed was the final plat in its complete form. As the city code does not provide for conditional approval of the final plat or extension of time limits, Vaun moved that P&Z recommend the OFE Phase I final plat to city council for approval. The motion died for lack of a second. It was then discussed by the commission and recommended by Josh that Eddie be given seven days to clean up the final plat and include the items discussed. Eddie indicated he would do this. A special meeting would then need to be held by the P&Z to vote on the final plat. Stephanie moved to give OFE an extension of seven days to clean up the final plat for Phase I. Ninette seconded the motion and it passed unanimously. Vaun moved that P&Z hold a special meeting March 27, 2008 at 6:30 pm for the purpose of considering the OFE Phase I final plat. Ninette seconded the motion and it passed unanimously.

Brian read a letter notifying the commission of a meeting to be held March 27, 2008 in the Madison County Commissioners Room at 1:00 pm. They will be discussing, identifying how to mitigate hazards and disasters in the area.

The commission's priority list was discussed. In view of the meeting held in Idaho Falls with Mason and Herrington, it was felt that an in-depth look at the comprehensive plan should be our first priority. It was proposed that the commission members, in the next 7-9 days, read the comprehensive plan on a macro and micro level and send comments to Vaun. He will then have a draft for the commission to review prior to the April 3 meeting at which the commission will discuss the draft. It was suggested that commission members read Rexburg's comprehensive plan as well as any others they might want to look at. It was felt that the survey data included in the present comprehensive plan was still valid for use in defining a vision and values for the city. Vaun proposed a schedule for the new priorities.

- 1) Have the comprehensive plan ready for public hearing in May.
- 2) Have the land use map ready for enactment in June.
- 3) Prepare to rezone the city in July.

The commission then discussed application forms. Vaun felt that the present applications go beyond what the ordinances require and are hard to look at. He provided the commission with a sample application draft. It was discussed that while applications are the responsibility of the city council, Sharon has asked the P&Z to update them. The commission feels this is acceptable as long as the new applications are given to the city council as suggestions for them to implement. The five applications that are felt to be the most urgent are: preliminary and final plat, zone change, annexation and special use.

Brian will submit the forms to the city council and suggest that Bruce King prepare them for online use.

Paul reported on the meetings with the Development Company. The city and county are working out financing for the business park infrastructure and a schedule for bids and advertising is being prepared.

The meeting was adjourned.

Brian D. Hawkes
4/3/2008