

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING, THURSDAY, OCTOBER 4, 2018**

**Commissioners in attendance:** Dave Thompson, Quinton Owens, Tyler Hoopes, Paul Jeppson  
**Others in attendance:** Cliff Morris – Building Inspector, Shelley Jones – Deputy Clerk

**7:20 P.M.**

The meeting was called to order by Dave Thompson.

Prayer

Pledge of Allegiance

**Minutes – Action Item:**

Tabled until next meeting

**Council Meeting Report:**

No report.

**7:22 P.M.** Discussion & Outline from Chairman Regarding Public Comment/Input from Citizens Concerning Agenda Items  
Need to make a pamphlet for public comment rules. Public is to share factually based comments. Commission may or may not give back an answer or comment. There will be a time limit and public may be removed from meeting if necessary. Only the chairman will speak, members may address the chairman to supply any needed comments. Keep this period formal, no repetition of comments, just additional information allowed. This is going to be experimental and if it doesn't work, we will not continue having this on the agenda. We are doing this to hopefully start a healing process in the city to listen to concerns of the public or facts that may help the commission.

**7:40 P.M. Report from Chairman**

Discussion on Business Park Property Code Violations such as landscaping.

1. Chairman Thompson got in contact with tenants and investors which proved helpful. Investors did not know their property was out of compliance and wanted to know how. For the Frito Lay business, the driveway is still gravel. Mr. Thompson is going to call the builder to verify if he was paid to complete the building. The builder was supposed to have everything completed and up to code. Mr. Thompson needs to review the original design and plat paperwork, see what it is and see what still needs done and then he will start the process of sending a letter from Planning & Zoning and the city to the Business Park Group.
2. A business license application was made for in home care of patients by company out of Utah. We will check to see if business is a legitimate LLC and also get a copy of the applicant's driver's license, and then the application will be approved.

**8:05 P.M. Nomination of Planning & Zoning Vice-Chairman – Action Item**

There will be no vote for a vice-chair. The chairman will appoint someone from the committee as needed.

Motion made by: Paul Jeppson that the chairman will designate a person to chair a meeting in his absence.

Motion 2<sup>nd</sup> by: Tyler Hoopes

Motion carried

**8:10 P.M. Discussion on Plat Process - Action Item**

A flow chart will be created and we will review notes of previous discussion for the next meeting. Chairman Thompson will compile a list of examples from talking to cities from Pocatello north. On the signature process, the Planning & Zoning committee will start and finish the process and sign as the final step. It has been found that other cities do this and we currently do not. It was suggested to change our code to require a response from fire marshal and other public entities within a certain time frame with a yes, no, or yes with conditions instead of assuming the fire dept. and other entities are okay with the plat if we do not hear back from them.

**8:20 P.M. Discussion on Possible Changes to Planning & Zoning City Code 9-1-3 and 9-1-4 - Action Item**

The committee will continue to study this and prepare to view possible changes at our next meeting.

**8:22 P.M. Discussion on Land Use Schedule, Map, Definitions, Cottage Homes, Setbacks & Lot Sizes**

Commissioner Owens reviewed definitions this week. He will review the SIC code and the commission will review this at the next meeting.

**8:55 P.M.**

Motion to adjourn the meeting: Paul Jeppson

Motion 2<sup>nd</sup> by: Quinton Owens

Motion carried

Meeting adjourned

Next P&Z meeting will be held October 18, 2018. Future meetings with holidays coming up will be Nov 1, Nov 14<sup>th</sup> instead of the 15<sup>th</sup>, and Dec. 5<sup>th</sup> instead of December 6<sup>th</sup> due to City's Christmas Dinner scheduled on the 6<sup>th</sup>. December 20<sup>th</sup> meeting will be canceled.