

SUGAR CITY PLANNING & ZONING MEETING MINUTES
REGULAR MEETING, THURSDAY, NOVEMBER 1, 2018

Commissioners in attendance: Dave Thompson, Quinton Owens, Dan Mecham, Paul Jeppson, Tyler Hoopes, Clay Rasmussen

Others in attendance: Cliff Morris – Building Inspector, Shelley Jones – Deputy Clerk, Councilwoman – Joy Ball, Citizens – Catherine Nielsen, Barbara Lusk, Brianna Terry (sp?), Kinlee Young, Chandra Potter, Jacoby Pacheco, Madison Orr, Shawn Robertson, Jaylon Robertson, Gabe Barnhill, Hallie Beagley, Angelica Torres, Reylen Vernon, Carlee Anderson, Kody Leavitt, Logan Lerwill, Ryan Lerwill, Luke Purser

7:13 P.M.

The meeting was called to order by Dave Thompson.

Prayer

Pledge of Allegiance

7:18 P.M. Minutes – Action Item:

The minutes of regular meeting on **October 18, 2018** were reviewed.

Motion to approve the minutes as amended: Dan Mecham

Motion 2nd: Paul Jeppson

Discussion on the motion: none

Motion carried

7:23 P.M. Council Meeting Report:

Councilwoman Joy Ball gave the council report for the October 25th council meeting. They discussed the South Fork Villa plat amendment. Email security for city staff was discussed. The council approved of a new public works employee. There was a rebid of the new water tank. The city has received the Tree City USA award for the 15th year in a row. See council minutes for full details.

7:30 P.M. Discussion on O'Rullian Design Review Application – Action Item

Due to a Design Review code change by Councilman Waddell, which in turn removed many members of the board, Planning & Zoning committee is now acting as Design Review because of lack of a Design Review quorum.

Design Review Chairman Paul Jeppson updated the commission on a meeting held with Jon O'Rullian concerning his business to be built in the Business Park. They looked over materials that will be used for the building which meet the 70/30 split in differing materials for the exterior. The landscaping will meet code with a combination of grass, trees, bushes, river rock and perma-rock (rock that looks like bark). Lighting will be minimal and to code and signage will be minimal on the door of the business and meet code. Chairman Jeppson and Deputy Clerk Shelley Jones witnessed and verified Mr. O'Rullian's certificates for business licensing. He has the required number of parking spaces and a handicapped spot that needs to meet ADA requirements, right now the space is too small on the plans and needs to be one foot wider and the building inspector will make sure it is correct. The building inspector will follow through with seeing ADA requirements are met.

Motion made by: Paul Jeppson to accept all materials submitted with mention of:

- 1) verification of landscaping/hardscape meeting code percentages
- 2) licensing verifications being met
- 3) handicapped parking meeting ADA requirements

and to approve this application once items are verified and Planning & Zoning Commission has been polled and approve electronically.

Motion 2nd: by Dan Mecham

All were in favor
Motion carried

7:55 P.M. Input from Citizens Concerning Agenda

Catherine Nielsen voiced she appreciated the opportunity to comment on public concerns and was able to get a list of street light issues to the city to address the concerns.

Barbara Lusk asked about what kind of rock is being used in the landscaping for Mr. O'Rullian's lot. She was told about perma-bark which is a rock that looks like bark and also river rock that will be used. Chairman Thompson asked how we felt about the time for public comments. The feelings for public and the commission were positive.

8:05 P.M. Report from Chairman

- Chairman Thompson updated the commission on LHTAC (Local Highway Technical Assistance Council) grants for child pedestrian safety. Public Works Director Arlynn Jacobson is working on the issue of safety concerning the S curve of the highway coming into the southern entrance of Sugar City. The grant applications are due December 6th. The Alternate Transportation Plan Committee will be working with them. There is a desire to put a sidewalk on E. 1st N. from Central Elementary to the Jr. High and possibly more painted crosswalks or signals. This would help move kids off of Center St. This is the last year for the pedestrian grant.
1st priority is signaling, 2nd priority is sidewalks and if possible down both sides of the street.

Motion made by: Dan Mecham to recommend applying for the grants.

Motion 2nd by: Tyler Hoopes

All were in favor

Motion carried

- Thanks to the citizen that donated some Halloween candy to the Planning & Zoning Commission for their meeting tonight.
- Reminder that the City's Employee Christmas dinner is December 6th.

8:32 P.M. Discussion on Plat Process - Action Item

The commission discussed updating our applications and possible fee increases to the plat applications. Impact area applications will be verified by Planning & Zoning and sent on to the county.

The commission reviewed the revised notes of the previous discussion on updating the city's plat approval process.

They suggested some minor changes and will review the changes and discuss it further at the next meeting before making any additional suggestions to city council.

10:10 P.M. Discussion on Possible Changes to Planning & Zoning City Code 9-1-3 and 9-1-4 - Action Item

The commission reviewed the revised notes of the previous discussion on possible changes to the city code.

They made some minor changes and will review the changes at the next meeting before making any additional suggestions to city council.

10:32 P.M. Discussion on Land Use Schedule, Map, Definitions, Cottage Homes, Setbacks & Lot Sizes

There was discussion on clustering groups of 8 to 10 homes. The commission will work on percentage ideas concerning percentages of land and home density. Green space between clusters will be considered as well as how many clusters per acreage. Having certain zones for clustering and possibly having developments over five acres in a designated zone and having a certain percentage of clustering was discussed. It was bought up

that Blackfoot is working on a tiny home ordinance with the suggestions of lot lines being the footprint of the home and driveway only, with communal property in between homes.

10:45 P.M. Discussion on South Fork Villa Amended Final Plat – Action Item

On the first amendment there were some handwritten notes that were later typed in. On the second amendment the lot lines were moved about six (6) feet and some wording had changed. The CC&R's are recorded and filed; the county does not have a copy. The code says open space is supposed to be on the plat. The commission recommends to city council that open space be shown on the plat. If the code requirements are okay, the commission feels okay in signing the second amended plat and authorized Chairman Thompson to do so.

Motion made by Dan Mecham to require designated open space and reference open space correctly in the CC&R's and reprint mylars before signing.

Motion 2nd by: Paul Jeppson

All were in favor

Motion carried

Holiday Meeting Times:

Motion made by Dan Mecham to hold December's Planning & Zoning Meeting on the 5th of December instead of the 6th due to conflict of the city's Christmas party on the 6th and to cancel the meeting for the 20th of December.

Motion 2nd by: Paul Jeppson

All were in favor

Motion carried

11:20 P.M.

Motion made by Tyler Hoopes: to have Chairman Thompson continue serving as chairman for Planning & Zoning, for the time being.

(Note: Chairman Thompson has agreed to serve a second term starting in January 2019, after getting the feedback of the committee concerning his term ending December 31st, 2018.)

Motion 2nd by: Clay Rasmussen

All were in favor

Motion carried

11:30 P.M.

Motion to adjourn the meeting: Dan Mecham

Motion 2nd by: Paul Jeppson

All were in favor

Motion carried

Meeting adjourned

Next P&Z meeting will be held November 15th, 2018.