

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING NOVEMBER 2, 2017**

**Commissioners in attendance:** Dave Thompson, Jeanne Wright, Quinton Owens, Sean Bartholick, Dan Mecham  
**Others in attendance:** Shelley Jones, Paul Jeppson, Cliff Morris, Greg Venema, Jared Thurston, Brennan Anderson, Joy Ball

**7:08 p.m.**

The meeting was called to order by Dave Thompson  
Pledge of Allegiance

**7:15 p.m. Minutes:**

The minutes of **October 19, 2017** were reviewed  
Motion to approve the minutes as amended after reviewing definitions: Sean Bartholick  
Motion 2<sup>nd</sup>: Jeanne Wright  
Discussion on the motion: none  
Motion carried

**7:15 p.m. Council Meeting Report by Councilman Greg Venema:**

- The property previously owned by Dalen Tolman located at 220 S. Teton and sold to Enrique Reyes was approved by the city council to go forward with home being turned into a duplex.
- The city accepted a contract to go forward with a new logo design for the city.

For a full report, see the council minutes for October 26, 2017.

**7:22 p.m.**

Motion to swear in Dan Mecham as a new commission member and for Dave Thompson to give update on meeting with Jon Gregory: Jeanne Wright  
Motion 2<sup>nd</sup>: Sean Bartholick  
Discussion on the motion: none  
Motion carried

**7:24 p.m.** Commissioner Thompson updated the P&Z on a meeting that he and Design Review Chairman Paul Jeppson had with Jon Gregory, who is the builder that is working with Design Review concerning property in the Business Park. Mr. Thompson and Mr. Jeppson felt that the meeting went well and Mr. Gregory was informed of the items that would be beneficial to him and the city to include on his Design Review Application. Mr. Gregory will be working on those before Design Review holds a meeting with him.

**7:37 p.m. Swearing in of Commission Member Dan Mecham**

Dan Mecham was sworn in by Deputy Clerk Shelley Jones to become a member of the Planning & Zoning Commission.

**7:42 p.m. Discussion on Land Use Schedule, Definitions & Map and Possible Setting of Public Hearing Date**

The commission reviewed the definitions from our last meeting.

**New changes added are underlined.**

**Definitions reviewed:**

Apartment: ~~In a multi family dwelling, one or more rooms are designed as one separate housekeeping unit to be rented, including permanently installed kitchen and bathroom.~~ An individual dwelling unit intended for rental use.

Auction Establishment: An establishment where auctions are held to sell off items for profit or non-profit.

Cluster Homes Development: A subdivision technique where 8-10 dwellings are grouped close together with a common area shared by the 8-10 dwelling cluster. Note: See Cluster Home Development Area.

**Cottage/Patio Homes:** A single family dwelling on a small lot ~~often with~~ can have one wall of the home abutting the property line. Patio homes have no common ~~structural~~ walls with adjoining structures ~~but their~~ and can have one zero lot line. ~~walls may form part of a neighbor's back or side yard fence/wall. The lot may have a small back or side yard suitable for a patio or garden.~~

**Dwelling Unit:** ~~One or more rooms, as within a multi family dwelling, arranged as a separate housekeeping unit, including permanently installed kitchen and bathroom.~~ A single unit providing complete independent living facilities for one or more people, including permanent provisions for living, sleeping, eating, cooking and sanitation.

**Manufactured Home:** A single family dwelling fabricated in one or more sections at a location other than the home site, each section bearing a label certifying compliance with federal manufactured home construction and safety standards, June 15, 1976, also meeting HUD ~~and building code~~ standards.

**Modular Home:** A single family dwelling involving a module or modules as a basis of construction fabricated at a location other than the home site but built to the adopted building code standards of installed location.

**Machine Shop:** A room, building or company where machining is done to make parts usually of metal, plastic, glass or wood.

**Multi-family Dwellings:** A ~~detached~~ building containing two or more dwelling units. Under this definition, twin homes, townhouses, condominiums and apartments are multi-family dwellings, as are duplexes, ~~three~~ tri-plexes, six-plexes, etc.

**Pre-Fabricated Homes:** See Modular and Manufactured Homes.

**Public Utility Yard:** Land used for storage of materials, equipment or for operations related to providing public utility services.

**Tiny Home:** A single family residence of 400 sq. feet or less, excluding a loft area. For tiny homes with wheels see travel trailer definition.

**Travel Trailer:** A vehicle equipped with wheels capable of unrestricted highway use, intended for temporary human occupancy and for vacation travel or recreational purposes; includes, but not limited to, travel trailers, motor homes, camper units and tiny homes.

**Travel Trailer/Tiny Home/Recreational Vehicle Park:** A parcel intended for rental of spaces for temporary placement of travel trailers, ~~recreational vehicles or tiny homes~~ with wheels attached.

**Warehouse and Storage:** A. Limited: Storage space for personal property or commercial goods in an enclosed area without direct public ~~access~~ access to individual storage spaces. Excludes operations such as wholesaling, distribution and limited access mini-storage and vehicle storage.

**Wood Processing Plant:** The production of forest products, such as pulp and paper, construction materials and tall oil.

Items for future discussion and consideration:

Tiny, patio & cottage homes need to have front porches. (Save for PUD area)

Cluster homes should be on permanent foundations.

Tiny homes should be without wheels and on foundation to be in a cluster development.

Cottage & Patio Homes shall be 401-1000 sq. feet maximum. Discuss setbacks.

Single Family, Tiny Homes, Patio & Cottage Homes that are less than 1000 sq. feet must be clustered.

Floor Area Ratios

**10:30 p.m.**

**Motion made by:** Quinton Owens to accept the minutes of October 19<sup>th</sup>, 2017, after having reviewed the definitions from the last meetings minutes.

Motion 2<sup>nd</sup> by: Dan Mecham

Discussion on the motion: none

Motion carried

**10:32 p.m.**

**Motion made by:** Jeanne Wright to hold our next Planning & Zoning meeting on November 30<sup>th</sup> instead of December 7<sup>th</sup> and cancel December 21<sup>st</sup> meeting due to the holidays.

Motion 2<sup>nd</sup> by: Dan Mecham

Discussion on the motion: none

Motion carried

**10:35 p.m.**

**Motion made by:** Sean Bartholick to schedule a public hearing if everything is completed for the Land Use Schedule, Map & Definitions on November 30, 2017, with the location to be Sugar City Hall with the option to move the hearing to the Sugar-Salem Jr. High in the event City Hall reaches capacity.

Motion 2<sup>nd</sup> by: Dan Mecham

Discussion on the motion: none

Motion carried

**10:40 p.m.**

Motion to adjourn the meeting: Quinton Owens

Motion 2<sup>nd</sup> by: Sean Bartholick

Discussion on the motion: none

Motion carried

Meeting adjourned. Our next regular P&Z meeting will be held November 16, 2017 @ 7:00 p.m.