

SUGAR CITY PLANNING & ZONING MEETING MINUTES
REGULAR MEETING MAY 3, 2018

Commissioners in attendance: Sean Bartholick, Dave Thompson, Tyson Harris, Quinton Owens, Clay Rasmussen
Others in attendance: Deputy Clerk Shelley Jones, Design Review Chairman Paul Jeppson, Barbara Lusk, Mary Louise Barney, Catherine Nielsen

7:30 p.m.

The meeting was called to order by Dave Thompson.

Minutes – Action Item:

The minutes of *regular meeting* on **April 19, 2018** were reviewed.

Motion to approve the minutes as amended: Quinton Owens

Motion 2nd: Sean Bartholick

Discussion on the motion: none

Motion carried

7:40 p.m. Council Meeting Report:

Joy Ball gave the report on the city council meeting held on April 26. Councilman Barrus was concerned that open meeting laws were being violated and he read an item from the attorney general about open meeting laws. Councilman Waddell amended the agenda to add action items to make changes to planning and zoning and design review city code. The council discussed a possible program similar to Idaho Falls' Project Help to help those who may struggle with a utility bill. The council has been encouraged to take a tour with Public Works Asst. Director Arlynn Jacobson of the city utilities. Logo designs were discussed. For further details see city council minutes for April 26th.

7:50 p.m. Design Review Report:

Report by Chairman Paul Jeppson. The committee approved Jon Gregory's plans to build shops for Paul Jensen. Mr. Gregory will make changes to bring exterior and landscaping percentages up to code and add his lighting plan. Mr. Gregory was asked about a former business in the Business Park (Frito-Lay) having their landscaping up to code and he has agreed to finish the landscaping at his own expense as the business owner will not make the improvements. (Mr. Gregory was the builder for this business.)

7:58 p.m. Discussion on Business Park Block 2 Lot 8, Jon Gregory Builder – Action Item

Motion by: Quinton Owens to recommend approval to the city council for Paul Jensen's Shop plans for Block 2 Lot 8 of the Business Park. The following items are noted:

- The shops will include firewalls between each unit.
- The units will have twelve (12) foot doors.
- Two of the full complete units will bump out in the front of the building and will be rocked all of the way up.
- The rest of the front and the other sides of the building will have a three (3) foot wainscot.
- There will be a dumpster near the front of the property that will be enclosed on three (3) sides.

Motion 2nd by: Sean Bartholick

Discussion on the motion: none

Motion carried

8:05 p.m. Discussion on Kaiback Outfitters/Mission Shoe Business in Business Park - Action Item

Motion to recommend Kaiback Outfitters/Mission Shoe plans (573 Business Loop) to the city council with parking stalls to meet minimum requirements of length and width by: Tyson Harris

Motion 2nd: Sean Bartholick

Discussion on the motion: none

Motion carried

8:14 p.m. Discussion on possible changes to Planning & Zoning City Code 9-1-3 and 9-1-4 - Action Item

The commission was presented a proposed code change for Planning & Zoning city code 9-1-3 and 9-1-4 from Councilman Vaun Waddell for review. The committee discussed the proposed changes and will individually review it further and send suggestions to Deputy Clerk Shelley Jones. A detailed list of suggestions will be submitted to the Mayor and City Council.

8:27 p.m.

Motion to amend the agenda to discuss the plat process prior to the land use schedule discussion: Sean Bartholick

Motion 2nd: Tyson Harris

Discussion on the motion: none

Motion carried.

8:30 p.m. Discussion on Impact Area – Action Item

There was a review of the formula to figure out an acreage amount to ask for an impact area increase.

It was stated that if a property owner requests to be in a city's impact area, this has the most force when trying to expand. The city needs to look at expanding in an area that would make most property owners happy and be most beneficial to the city for future business growth. We have a provable, viable need to expand for businesses. Expanding to school boundaries just makes sense. It would be contrary to county and state to not follow P&Z's recommendation. Motion made by Clay Rasmussen to propose to city council to expand impact area to go to 3000 North, West to the Sugar Salem school boundary, South to Highway 20 and East to current impact area boundary.

Motion 2nd: Tyson Harris

Discussion on the motion: none

Motion carried

9:20 p.m. Discussion on Plat Process as amended agenda item

The commission reviewed the plat process that had been discussed at the last P&Z meeting. There was discussion as to who would be the deciding person on whether a plat was complete. The commission felt that the P&Z as a whole should determine the completeness of an application. Sean Bartholick will be looking into required time lines for the plat application process and checking it against city code. The commission will do another review at our next meeting before finalizing their suggestions.

10:10 p.m. Discussion on Land Use Schedule, Map, Definitions, Cottage Homes, Setbacks & Lot Sizes

The commission discussed examples of cottage homes and how to handle their setbacks, lot lines and home sizes. Green space areas still need to be determined. They want to make sure homes are not too close to the streets on corners. The commission will be looking at examples and come with suggestions to eliminate possible concerns.

10:18 p.m.

Motion to amend the agenda to discuss possible new P&Z member: Sean Bartholick

Motion 2nd: Clay Rasmussen

Discussion on the motion: none

Motion carried.

The commission did have interest from a person to be on the P&Z board, but has since the last council meeting felt that the time to commit would be greater than what they had previously thought so is no longer able to serve at this time.

The commission is looking for more people interested in serving.

10:30 p.m.

Motion to adjourn the meeting: Sean Bartholick

Motion 2nd by: Clay Rasmussen

Motion carried

Meeting adjourned

Our next regular P&Z meeting will be held May 17, 2018 @ 7:00 p.m.