

MINUTES OF WORK MEETING
SUGAR CITY COUNCIL/PLANNING & ZONING
THURSDAY, NOVEMBER 13, 2019

Presiding: Mayor David D. Ogden
Meeting Convened at 6:30 p.m.

Present: Mayor David D. Ogden; Clerk-Treasurer Wendy McLaughlin; Councilors Brent Barrus, Sid Purser, Connie Fogle, and Steve Davis; Building Inspector Cliff Morris; Chairman Dave Thompson of the Planning and Zoning Commission; Shelley Jones Planning and Zoning Administrator; Planning and Zoning Commissioners Sean Bartholick, Paul Jeppson, Christine Lines, and Quinton Owens; Citizens Joy Ball, Barbara Lusk, and Catherine Nielsen.

REVISIONS TO PLANNING & ZONING CODE TITLE 9: The City Council and Planning & Zoning Commission went through the proposed changes to P&Z Code 9-1-3 and 9-1-4 and agreed upon the following changes (in red).

9-1-3 ADMINISTRATOR

- A. Unless the mayor, with the consent of the city council, appoints another person as planning and zoning administrator, the administrator shall be the city clerk or the assistant city clerk. The administrator may be provided with the assistance of such other persons as directed by the mayor, ~~with approval of city council.~~ but requires city council approval when assistance provided is by a new employee or by contract.
- B. The administrator shall provide or arrange for:
1. Information and advice concerning this title;
 2. ~~Notification to news media regarding matters of public interest;~~
 3. Aid to applicants in preparation and expedition of applications; and ~~makes an~~ initial review for completeness prior to submittal to the commission,
 4. Receipt of applications and fees;
 5. On-site inspection (with permission of the owner) of properties subject to application;
 6. Collection, filing, and distribution of all required materials relevant to applications;
 7. Coordination with other Sugar City departments and public agencies concerning applications and permits;

8. Preparation of planning and zoning meeting agendas, minutes, findings of facts, permits, notifications, letters and all other materials as required under the direction of the Planning & Zoning Commission and its Chairman;
9. As approved by the Planning & Zoning Commission, the administrator may sign and issue ~~Issuance of~~ all required permits, notifications, letters, findings of facts and other similar items, subject to review by the city attorney, if applicable.
10. Investigation of violations and written communications with violators; and
11. Assistance to the planning and zoning commission and city council in carrying out provisions of this title.

HISTORY *Adopted by Ord. 290 on 10/14/2010*

9-1-4 PLANNING AND ZONING COMMISSION

- A. Membership: The planning and zoning commission shall consist of not fewer than three (3) nor more than twelve (12) voting members, as recommended by the Planning & Zoning Commission to the Mayor for appointment with consent of the city council. A quorum shall consist of more than 50 percent of the appointed members of the commission. The administrator or his or her assistant and a member of the city council acting as liaison to the commission are ~~nonvoting~~ not members of the commission. The following provisions apply to the voting members:

A1-3 Remains the same
- B. Operation of The Commission: Operations are governed by Idaho Code 67-6504 and other applicable statutes.
 1. Organization: The commission shall elect a chairman and create and fill any other office it deems necessary. To advise and assist in carrying out its responsibilities, the commission may appoint nonvoting ex officio advisors and establish subcommittees, advisory committees, and neighborhood groups. Committees and groups shall comply with open meeting laws and maintain records of their activities as required by law as Provided in IC 50-210, the commission provides “its own manner of organizing” as follows:
 - a. Positions from among the voting members, at minimum, shall include a chairman, a vice chairman and other such positions as deemed necessary.
 - b. The chairman shall preside at and conduct meetings of the commission. In the chairman's absence, meetings shall be conducted by the vice chairman. All commission business must be approved by the commission before any other action by the chairman, vice chairman or administrator is taken.

- c. Members of the commission may suggest agenda items subject to acceptance by the chairman.
 - d. The commission shall determine the content and wording of drafts submitted to them for their consideration, including but not limited to minutes of meetings, findings of fact, conclusions of law and recommendations.
 - e. The administrator or appointed member shall take minutes of meetings and submit them in draft form to the commission. The administrator shall disseminate all materials necessary throughout the commission. The administrator shall assist the chairman in the business of the commission.
 - f. With the approval of the commission, the chairman or vice chairman, in the chairman's absence, shall sign all plats and other required documents.
2. Rules: Modified parliamentary rules approved by city council will govern conduct of meetings. Agendas will be prepared and meetings conducted in accordance with the open public meetings act, Idaho Code 67-2340 through 2345. Business of the commission shall be conducted by discussion and deliberation among the members and by votes taken. In case of a tie vote, the chairman will declare the action tabled until a subsequent meeting. In case of tabling an action because of a tie vote, the deadline for action shall be extended until the next regular meeting if such extension is needed. An applicant may be asked to revise his application in the interim. If the tie is not broken at the second meeting, the planning and zoning commission shall forward the application to the city council with no recommendation.

B3-5 and C & D Remains the same

At the conclusion of the meeting Mayor Ogden expressed his appreciation for council members and the P&Z commissioners and for their service and also for the opportunity to have served the P&Z commission for 5 years and as Mayor for the past 4 years. P&Z Chairman Thompson expressed appreciation to the Mayor and council for meeting with the commission to review the proposed changes to the P&Z code.

Meeting adjourned at 7:55 p.m.

Signed: _____
David D. Ogden, Mayor

Attested: _____
Wendy McLaughlin, Clerk-Treasurer