

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING - THURSDAY, MARCH 21, 2019**

**Commissioners in attendance:** Dave Thompson, Paul Jeppson, Quinton Owens, Sean Bartholick, Tyler Hoopes, Justin Merrill, Christine Lines

**Others in attendance:** Building Inspector Cliff Morris, Deputy Clerk Shelley Jones

**Citizens:** Catherine Nielsen, Barbara Lusk, Chester & Kaci Bradshaw, Kelton Larson, Ben Munns, Clint Miller

**7:08 P.M.**

Meeting called to order by Dave Thompson

Prayer by Paul Jeppson

**Council Meeting Report:** Councilwoman Ball gave a report of the Council meeting held on March 14<sup>th</sup>. A well house bid was awarded. Three bids came in; low bid was \$939,000 from Industrial Construction out of Idaho Falls. This will be saving the city about \$100,000. The well house should be finished in October. The council discussed the water fee schedule for large water users and the possibility of imposing a city impact fee. Recall election had a good turnout and Mayor Ogden and Councilman Barrus were voted to remain in office with 52% voter turnout with close to 2/3 vote in favor of keeping them in office. See council minutes for full report.

**Minutes – Action Item:**

The minutes of regular P&Z meeting on **March 7, 2019** were reviewed.

**Motion made by:** Paul Jeppson to approve the minutes as amended.

**Motion 2<sup>nd</sup> by:** Sean Bartholick, **Motion carried**

**Motion made by:** Paul Jeppson to amend the agenda to discuss K&C Concrete and Bradshaw Property after Chairman Thompson's report on these two items. Permission was asked for and granted of the citizens to move the 2 items forward on the agenda.

**Motion 2<sup>nd</sup> by:** Tyler Hoopes, **Motion carried**

**Report from Chairman:** Welcome to new P&Z members Justin Merrill and Christine Lines who were sworn in before the P&Z meeting.

K&C Concrete – discussed zone requirements and design review of building.

Bradshaw's acquired the Neeley property on 3<sup>rd</sup> N and are applying for a zone change and special use permit.

**Discussion on K&C Concrete Special Use Permit (Kelton Larson-Property Owner):** An incomplete application form was turned in for discussion.

- Design Review requirements of a 70/30 split on exterior siding are met.
- Property needs to be parceled out to a 1 acre parcel and platted correctly before approval. They must do a plat process, not a short form application.
- Traffic plan will meet minimum of code. Roadways are fixing any issues; the right of ways will be in the fix.
- There will be 1 ADA compliant bathroom. If the building is divided in the future there will need to be two unless the 1 bathroom is open and available to both sides of the building.
- We need to make sure road has been deeded to the city. If not, it needs to be corrected and deeded with city approval.
- 60 foot wide access, 80 feet with utility right of way. Property line would be center line of road. City Code 8-6-2. You can landscape in the 10 foot right of way. Discussed if roadway is for city or private. It might need to be public on the east side.
- Dashed lines on plans are right of way, not the property line.
- Access is on east side of building. Back of building is gravel. Committed to no more than 30% of total lot to be hardscape (gravel & pavement).
- 2 more stalls will be added for parking with easy access, for a total of 12 spaces, one of which will be ADA compliant.
- Snow storage will be on grass on west side.
- There will be green space on east and west sides and landscaping plans meet the minimum of code.
- Lighting will be on the front of the building, with no light pollutions, which will cover side exits adequately and minimum of code.
- The business is not for concrete storage. Concrete forms may be inside for maintenance, not outside.
- Property will be designated as "other business/commercial".

Kelton Larson would like to amend the application to add the items discussed. Design Review Chairman Paul Jeppson stated that the application is now complete.

**Motion made by:** Sean Bartholick to approve the completed application with the conditions discussed.

**Motion 2<sup>nd</sup> by:** Quinton Owens, **Motion carried**

After discussion on changing the zone from C2 to industrial and based on the use described by the applicant, the commission felt the best fit for the applicant would be the "Other business/commercial" designation. If the use was as discussed, then it would meet the

zone requirement with a Special Use Permit. Chairman Thompson suggested to Design Review Chairman Paul Jeppson that this might be best if included in the Design Review motion and to amend previous motion to this designation. The applicant agreed with this request.

**Motion made by:** Sean Bartholick to amend the motion, that K&C is requesting the designation of "Other commercial/business".

**Motion 2<sup>nd</sup> by:** Quinton Owens, **Motion carried**

Design Review feels the application is complete and recommends it to Planning & Zoning.

P&Z reviewed the application covering the points discussed previously.

Planning & Zoning accepted the application from Design Review as complete.

**Motion made by:** Tyler Hoopes to hold a public hearing for K&C Concrete (Kelton Larson Holdings) Special Use Permit on April 18<sup>th</sup> at 7:00 p.m.

**Motion 2<sup>nd</sup> by:** Paul Jeppson, **Motion carried**

**Discussion on Bradshaw Property:** Bradshaw's acquired the Neeley property on 3<sup>rd</sup> N and are requesting a zone change and special use permit to put in an RV Park and storage units. The property is 6 acres (parcel 1 & 2), 8 with the homes located on 3<sup>rd</sup> North. Drawings were reviewed. 3.5 acres would be for storage units, including a 60 foot wide access. We would need to schedule a public hearing for a zone change to C3 and for the special use permit following the zone change request. There would be 50 foot frontage on the west side and required 20 foot setbacks. The Bradshaw's will be working on the application to make changes and will bring it in on the 28<sup>th</sup> to be placed on the April 4<sup>th</sup> agenda for further discussion. They will split to each zone. They would like to use gravel versus paving with cement or asphalt. They could ask for a variance on the paving matter. The criteria for the variance would need to be justifiable.

**Cont'd Report from Chairman:** Chairman Thompson reported on a sign violation by Catherine Nielsen on Councilman Waddell's property on Center St. before the March 6<sup>th</sup> public hearing concerning Old Farm Estates Division #3 rezoning. A letter was given to Mr. & Mrs. Nielsen and Councilman Waddell informing them of the violation because of the lack of a sign permit. Mrs. Nielsen and Mr. Waddell were given 14 days to remove the sign according city code 8-2-5, however instead of removing it, changed the sign out replacing it with a "Vote for Recall" sign after the formal warning. It was removed before the 14 day period ended. There was also a "Vote Against Recall" sign placed on Center Street the day before the recall election. This sign was removed the night of the election. No letter of violation was given to unknown persons who posted this sign as it was removed before the owner could be determined. The commission will be discussing the city sign code to make suggestions for better clarification on public meeting and election signs.

Chairman Thompson informed the commission of an Economic Impact Group Survey as to what kind of businesses the city would want to see come to the community. Information is on the city's website.

There was a business license application for "Idaho Bernese Mountain Dogs" and a fence permit for the property of the business license applicant. The Van Dyck's on Jeanine are the applicants. Mrs. Van Dyck had previously paid, applied for and received a kennel permit for her 2 adult dogs and 2 puppies. The fence permit is for fencing on the property they own behind their home. They have put up kennel fencing and they will be fencing in and landscaping the entire property at a later date. The applicant will have to re-apply at the end of each year for a new business and kennel license, again getting approval from all property owners within 300 feet of her property. Due to an oversight and upon further review, there were other property owners who should have been notified but were not notified because properties were vacant. The commission felt that the definition of kennels was unclear and a suggestion to council would be to clarify those definitions.

**Motion made by:** Sean Bartholick to approve the business license and fence permit.

**Motion 2<sup>nd</sup> by:** Paul Jeppson, **Motion carried**

Paul Jeppson stated that he felt they were close to finishing changes to Design Review Code.

Dave Thompson is still working on Impact Area Expansion.

**Items tabled due to late hour:**

**Impact Area Expansion**  
**Annexation of 4 Properties**  
**Possible Code Change to Design Review**

**Possible Changes to Planning & Zoning City Code**  
**9-1-3 and 9-1-4**  
**Land Use Schedule, Map & Definitions**

**11:30 P.M. Motion to adjourn the meeting:** Dave Thompson

**Motion 2<sup>nd</sup> by:** Paul Jeppson, **Motion carried**

Meeting adjourned. Next P&Z meeting will be held April 4, 2019.