

MINUTES OF SPECIAL MEETING
SUGAR CITY COUNCIL
FRIDAY, APRIL 17, 2020

Presiding: Council President Joy Ball
Meeting Via Internet Convened at 2:00 p.m.
Prayer: Councilwoman Nielsen
Pledge of Allegiance: Councilman Davis

Present Online: Council President Joy M. Ball; Councilors Steve Davis, Connie Fogle, and Catherine Nielsen; Clerk-Treasurer Wendy McLaughlin; City Building Inspector Quinton Owens; Chairman Dave Thompson of the Planning and Zoning Commission; Design Review Board Chair Paul Jeppson; Attorney Chase T Hendricks; Citizen Bert McLaughlin.

IMPROVING COUNCIL MEETING PROCESS:

Hard Copies of All Materials: The Council asked that they be given hard copies of the council packet for all materials except for the financial statements and minutes. Larger items such as maps to scale as required by Sugar City Code 10-3-1(g) shall be provided by the developer or applicant.

Deadlines for Submittal: The deadline for items to be included on the regular council agenda shall be five days before the meeting or the Friday preceding the meeting as stated in the city code.

Thorough Council Discussion: Council would like to discuss items freely amongst themselves by asking questions of one another and without time constraints so as to come to a good decision with as many facts before them as possible.

Streamlining vs. Rushing: The agenda should be organized so that the most important items will be discussed at the beginning of the meeting. They would like the meeting to end at 10:00 pm or before. The public comment period could be placed as the first item so that discussion on other items is not interrupted.

Resolution Drafting: The council prefers a draft resolution ahead of time to work off of rather than drafting a resolution at the meeting.

TRAINING: City Attorney Chase Hendricks reviewed two handbooks with the council on ethics in government and meeting procedures. He also sent the council information on resolutions and ordinances and answered questions. Mr. Hendricks will redo the Planning and Development chart in the ethics handbook to match the city departments.

PLANNING & ZONING (P&Z) DEFINITIONS: City P&Z Administrator Quinton Owens and P&Z Chairman Dave Thompson went over definitions of the following items summarized below:

- **Variance** – authorizes a land use not normally permitted by the zoning ordinance on grounds of unusual hardship.
- **Zone Change** – changing a land use or what is allowed in an area or zone.
- **Building Permit** – official approval issued by the city to ensure project complies with local standards for land use, zoning, and construction. Issued after a final plat is recorded.

Agriculture buildings are not exempt from a building permit. Structures under 200 square feet can be exempt depending on use.

- **Special Use Permit** – authorizes a land use not normally permitted by the zoning ordinance with conditions to prevent harm to surrounding uses
- **Preliminary and Final Plat** – A preliminary plat provides detailed graphic information of a proposed development such as property lines, easements, land use, streets, utilities, and drainage. A final plat is the legal document that is recorded and should mirror the preliminary plat.
- **Site Plan** – a pictorial layout that shows the major features of the land with landscaping, parking, roads, lighting, and footprints of existing structures and structures to be built.
- **Development Agreement** - a contract detailing the obligations of the land owner or developer and city specifying the standards and conditions that will govern development of the property.
- **Planned Unit Development (PUD)** – not a “cookie cutter” development. It allows a developer to meet density and land use goals without being bound by existing zoning requirements.

PLANNING AND ZONING PROCESS: P&Z Chair Dave Thompson reported that the Planning and Zoning Commission is currently working on a flow chart and check list that will outline and streamline the process and make it more user friendly.

Meeting adjourned at 5:30 p.m.

Signed: _____
Joy M. Ball, Council President

Attested: _____
Wendy McLaughlin, Clerk-Treasurer