

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING JUNE 7, 2018**

**Commissioners in attendance:** Sean Bartholick, Dave Thompson, Tyler Hoopes, Clay Rasmussen  
**Others in attendance:** Deputy Clerk Shelley Jones, Jason Morris, Reese Butikofer

**7:10 p.m.**

The meeting was called to order by Dave Thompson.

Pledge of Allegiance

Welcome to Tyler Hoopes who was sworn in prior to the meeting by Deputy Clerk Shelley Jones

**7:12 p.m. Minutes – Action Item:**

The minutes of *regular meeting* on **May 3, 2018** were reviewed.

Motion to approve the minutes as amended: Dan Mecham

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

Discussion on the motion: none

Motion carried

**7:24 p.m. Council Meeting Report:**

Joy Ball gave the report on the city council meetings held on May 10 & May 24<sup>th</sup>. On May 10<sup>th</sup> the council encouraged the Planning & Zoning committee to go forward on impact area expansion. Bids for city trash collection services are coming up. On May 24<sup>th</sup> it was mentioned that Lot 9 Block 3 of the Business Park had been sold to a business called Radiation Services. Design Review code changes have been tabled until further discussion considering Design Review's input. The city logo has been finalized and will be revealed in the near future. The city will have Run, Hide, Fight training in July. For further details see city council minutes for May 10<sup>th</sup> & May 24<sup>th</sup>.

**7:32 P.M. Discussion on Structure Addition to Property Located at 432 E. Appaloosa**

Jason Morris, who lives at 432 E. Appaloosa, would like to build a covered storage area next to his existing garage. According to city code the building would have to have a 5-foot clearance or set back to the eave line. Mr. Morris wanted a larger building with more space. The required set back would only give him 7 feet to garage wall. Mr. Morris asked if there were any other options so other options were discussed and he could build a non-permanent 200 square feet building and would not need a building permit for that. If Jason wanted more than 200 square feet he could possibly build two buildings. City Code 9-3-8-F and 9-3-7-A were reviewed. Mr. Morris will move forward with construction and will build the structures in a manner that follows the city code.

**8:00 p.m. Discussion on Impact Area Expansion - Action Item**

Some property owners are willing to give a written request to be included in the proposed impact area expansion. The committee has expressed they feel the boundary should be the same as the Sugar Salem School District boundary. They would like to request expanding between Highway 20 to 3000 N. and west to 1000 W. Dan Mecham will review land percentages allowed from county and city code. The P&Z will move forward to request a meeting with the county. Motion made by Dan Mecham to select Dave Thompson, Sean Bartholick and Clay Rasmussen, and as an alternate Quinton Owens offered to help as needed, as the members of P&Z who would meet with the county to request an impact area expansion.

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

Discussion on the motion: none

Motion carried

**8:37 P.M. Discussion on AIC Training**

Quinton Owens and Dan Mecham will be going to AIC training in Boise the week of our next regular meeting time. Dave Thompson will be also, if available.

Motion by Dan Mecham to cancel the June 21<sup>st</sup> P&Z meeting for AIC training and to move the July 5<sup>th</sup> meeting to June 27<sup>th</sup> because of the 4<sup>th</sup> of July holiday.

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

Discussion on the motion: none

Motion carried

#### **8:50 P.M. Application Update Report**

Update on Old Farm Estates, Division #3 PUD application. The applicant had requested through the mayor, days after their initial submission, to put their application for a PUD on hold.

#### **8:52 P.M. Discussion on Plat Process - Action Item**

The commission wants a P&Z member to sign off on plat applications and for a plat to be reviewed by all of the P&Z members to make sure the plat is complete. P&Z starts the process, goes through it, and feels the plat needs to come back to P&Z to make sure all items did get completed before being signed off. City code 10-3-5-C was reviewed. The commission would like to see instructions on the application that it must be submitted 1 week prior to a P&Z meeting to be placed on the agenda in a timely manner. The application form needs to have the application, a vicinity map, the tract map, a list of addresses within 300 feet of the property and a master plan. The committee needs to see if they have all 5 items at the first meeting and at a 2<sup>nd</sup> meeting compare the application to city code and review it for accuracy, verify if it is complete and accurate and then suggest to approve or disapprove the application to the city council. The developer needs to know that once the fees are paid, we cannot let them know what needs changed on an application, we either accept or deny what they have turned in. The committee as a whole should evaluate and approve applications before the chair or co-chair sign off on them. The committee will review and discuss the final process suggestions at our next meeting.

#### **10:30 P.M. Discussion on Establishing Trails Committee - Action Item**

The P&Z is establishing a Trails Committee to work on developing areas of the city for bike, walking paths, etc. The committee will be considering names to bring and discuss at the next meeting.

#### **10:37 P.M. Discussion on possible changes to Planning & Zoning City Code 9-1-3 and 9-1-4 - Action Item**

It was expressed that the council should not overreach into the Planning & Zoning commission and their processes. Instead of having a P&Z member as the secretary as suggested, they felt that they should continue to keep a secretary that is separate from the committee so that all committee members can continue to focus on the discussion at hand instead of losing the possible input of a committee member due to taking minutes, etc. The commission did discuss having the P&Z review and finalize the plat process and not the city clerk, so that they can make sure items discussed through the application process have been completed. The commission will review items discussed and make final suggestions to take to the council for Planning & Zoning code changes.

#### **10:55 P.M. Discussion on Land Use Schedule, Map, Definitions, Cottage Homes, Setbacks & Lot Sizes**

The definition for a vape shop was agreed upon for the Land Use Definitions. The committee will continue to discuss the Land Use Schedule at the next meeting.

#### **11:05 p.m.**

Motion to adjourn the meeting: Clay Rasmussen

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

Motion carried

Meeting adjourned

Regular meeting for June 19<sup>th</sup> will be cancelled due to P&Z members attending Association of Idaho Cities Training in Boise that week. Our next regular P&Z meeting will be held Wednesday, June 27<sup>th</sup>, 2018 @ 7:00 p.m. instead of the following week on July 5<sup>th</sup> due to members being out of town for 4<sup>th</sup> of July holiday.