

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING, THURSDAY, JULY 19, 2018**

**Commissioners in attendance:** Dave Thompson, Dan Mecham, Quinton Owens, Tyler Hoopes

**Others in attendance:** Cliff Morris – Building Inspector, Shelley Jones – Deputy Clerk, Citizen - Stephen Peters

**7:00 P.M.**

The meeting was called to order by Dave Thompson.

Pledge of Allegiance

**7:10 P.M. Minutes – Action Item:**

The minutes of regular meeting on **June 27, 2018** were reviewed.

Motion to approve the minutes as amended: Dan Mecham

Motion 2<sup>nd</sup>: Quinton Owens

Discussion on the motion: none

Motion carried

**7:25 P.M. Council Meeting Report:**

Mayor Dave Ogden gave the council report for July 12, 2018.

- There will be a study to determine the city's needs for an advocacy program for abused persons/children through the United Way Voice Advocacy Program.
- The city received bids for garbage collection and PSI remained the best in our area. Their contract will be renewed this fall for another 5 years with a clause that if there are problems the city can terminate the contract.
- There were water tank bids and there was a mathematical error which after correcting affected the bids. The low bidder will have 1 week to protest or accept the award of the bid to another bidder.
- The Showcase Interior sewer project is now completed.
- FEMA agreed to redo the flood plain subject to using new software recommendations the city has made. There is a new gravel pit going in near Fremont County which can create water flow going into pit which will help.
- There will be a sewer rate increase this October. This increase is required to make the sewer system EPA compliant.
- The city will be holding Run, Hide, Fight, Active Shooter Training for its staff and council.
- ITD has proposed changes to Highway 33 to 2<sup>nd</sup> East. Instead of connection at 2<sup>nd</sup> E. they will put a circular turnaround at the end and the traffic would have to turn west on Moody Road by Walmart to get into town.
- The council discussed a program to help citizens who struggle with utility bills by having donations to help the needy. The council decided there were other options for citizens to obtain help when needed.
- Design Review proposed changes are still being reviewed before making final changes.
- The council discussed the possibility of having a theme city.
- There was a budget discussion to re-open the current budget to cover a request to pay legal fees for Citizens for Rule of Law totaling over \$70,000. The budget also needs to be re-opened for water projects.

**7:55 P.M. Discussion on Theme City**

Building Inspector Cliff Morris stated that it would be a good time to start plans for a theme city starting with 1 to 3 blocks. There may need to be some zone changing for the theme city plans. If we don't provide a space for our citizens to gather they will go somewhere else. Suggestions were made to have businesses open later in evenings so citizens could gather, another suggestion was to have open theatres for the community. In 10 to 15 years we could have something really nice here that people would like to come to and enjoy. The mayor can appoint a committee to work on a theme city project. The city could possibly acquire block grants to change business facades.

**8:40 P.M. Discussion on Establishing Trails Committee - Action Item**

The overall objectives for the committee were discussed, which includes writing grants, trail modification ideas, looking at future plans and additions and planning for the future. They would like to get the community involved. The committee is still in the process of contacting possible committee members and would like to invite interested parties to the next P&Z meeting.

**9:35P.M.**

**Motion** made by Quinton Owens to cancel P&Z meeting on August 2<sup>nd</sup> and hold a meeting instead on August 30<sup>th</sup>

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

Motion carried

### **9:37 P.M. Discussion on Plat Process - Action Item**

The commission reviewed the proposed plat process. The commission feels there should be a checklist for approval of applications such as notifying the building inspector, school district, fire dept. inspector and mailing out letters and have a deadline to receive letters of input asking if they approve with a yes, no or yes with conditions. P&Z should review steps along the way and reviews the plat application before final signatures from the mayor, chairman, P&Z administrator, etc. The council should be aware of anything that is not in compliance with code. Review process discussed is as follows with more changes and suggestions coming at future meeting:

- Preliminary Plat Application received 1 week before being placed on agenda and notify applicant that it could take 3-4 weeks.
- Planning & Zoning review then reviews the code for accuracy and completeness in a 5 minute discussion.
  1. If it looks good, start the timing process and send letters to departments, agencies and neighbors.
  2. If not complete, then request more information for next meeting. It must be on the next agenda within 21 days, and take no more than 60 days to get to council.
- GIS check ownership and boundary closure.
  1. If errors, send back to P&Z for corrections.
  2. If correct send to P&Z to go ahead and schedule public hearing.
- Planning & Zoning hold public hearing.
  1. Recommend to council (motion to check and approve).
  2. Recommend with conditions to council.
  3. Deny approval.
- Council may hold a 2<sup>nd</sup> public hearing if desired, after receiving a recommendation from P&Z.
  1. If recommended with conditions, P&Z notifies GIS of conditions for final plat review.
- Applicant prepares final plat and submits to city.
- P&Z reviews final plat to see if complete and accurate.
  1. If in impact area, county needs to approve.
  2. If in city area, city needs to approve.
- GIS does comprehensive review.
- GIS notifies P&Z examining surveyor of completed GIS review.
  1. If errors – notify applicant.
- City notifies county P&Z.
- County submits to examining surveyor.
- Surveyor does final review and a hard copy is signed.
- P&Z notifies applicant, GIS, assessor and treasurer.
- Prepare final plat for signatures.
- Obtain required signatures such as mayor, P&Z chairman or administrator, etc.

### **10:12 P.M. Discussion on Possible Changes to Planning & Zoning City Code 9-1-3 and 9-1-4 - Action Item**

The commission will add suggestions to the P&Z proposal for the next meeting.

### **10:15 P.M. Discussion on Land Use Schedule, Map, Definitions, Cottage Homes, Setbacks & Lot Sizes**

Container homes were discussed. Certain amenities are required and geared for different age groups such as seniors or millennials. For cluster homes there should be a limit to the amount of clusters with a decent separation of space between the clusters to make them successful. The discussion will continue at the next meeting. The commission will review the land use definitions.

### **10:55P.M.**

Motion to adjourn the meeting: Dan Mecham

Motion 2<sup>nd</sup> by: Tyler Hoopes

Motion carried

Meeting adjourned

Next P&Z meeting will be held August 16<sup>th</sup>, 2018.