

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING, WEDNESDAY, JUNE 27, 2018**

**Commissioners in attendance:** Sean Bartholick, Dave Thompson, Dan Mecham, Quinton Owens

**Others in attendance:** Cliff Morris

**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 7, 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

Motion made by: Quinton Owens to correct date on previous minutes accepted to change the clerical error on the minutes dated June 6<sup>th</sup> to the 7<sup>th</sup>, which is the correct date P&Z was held.

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

Motion carried

**7:20 P.M. Council Meeting Report:**

Councilman Vaun Waddell gave the council report for June 14<sup>th</sup>, 2018.

- The city's garbage collection contract is due to be renewed and the city is taking bids.
- The city is awarding the water tank bid.
- The council discussed possible changes to Design Review and Planning & Zoning Code, currently no action was taken and the items will be reviewed and discussed further at next meeting.
- There is a potential the city will be re-opening the budget and it will be scheduled to discuss the annual budget process.
- The Community Breakfast and Sugar Days Celebrations are coming up on July 21<sup>st</sup>.
- There will be a re-organization of Madison economic Partners and there could be potential participation by Sugar City.
- The Historical Preservation Committee is inviting more people to serve.

See council minutes for more detailed report.

**7:35 P.M. Discussion on Plat Process - Action Item**

Commission reviewed the proposed plat process. The committee will review everyone's notes and see if they complete the plat process and then they will move forward.

**7:40 P.M. Discussion on Establishing Trails Committee - Action Item**

Names were suggested for new Trails Committee. They included Claudia Mecham, Ron & Whitney Arnold, Mitch & Melanie Workman, Jeth & Chelsie Zurich & Bruce Arnell. Dave Thompson will be attending a meeting in Rexburg with the county discussing alternate transportation trails to see what Rexburg and the county is doing. They may have information on possible grants for the project. Trail plans do not currently go into the Salem area but the committee discussed having some representation from Salem because of the possible impact area expansion. Names suggested from the area included Arlynn Jacobson, Reese Butikofer, Allan Dunn, & Tyler Fillmore.

Dave Thompson will be contacting suggested names to see if they are interested in being on the new Trails Committee. Sean Bartholick asked what the time commitment would be to serve on the committee. The committee thought that a lot could be done through email with occasional meetings. Commissioner Quinton Owens discussed his experience in taking part in a walk audit that the city of Rexburg did to see how walk friendly the city was. Rexburg used Center Street as an example. The city did an elementary school walk with the community and made suggestions. Sugar City children have to cross the busiest road in town which is a state highway. Chairman Thompson approached the

developers of Old Farm Estates, the Lerwills, a year ago to see if they would consider in giving part of their land to the city for bike paths. Having a bike and walking path around a development could be a positive thing for a new development. The current street layout in the development is wide enough to put bike paths in. The city needs to plan smart for future growth. Money is available to cities with alternate transportations plans and the cities do better economically.

Dan Mecham and Quinton Owens were able to attend the Association of Idaho Cities Training in Boise the previous week. They stated that they had learned that alternate trails were very important at or near schools. Counting how many children that cross at crosswalks, how many near misses there have been, photos of skid marks, and hard data can help with possibility of receiving funds to cover costs for alternate plans. The previous grant applied for, lost points for not having enough people involved. This is why creating a Trails Committee is important in moving forward to apply for future grants. This new Trails Committee would report to P&Z and then P&Z would report findings to the city council.

Chairman Dave Thompson and Public Works Director Arlynn Jacobson recently went to some training concerning alternate transportation routes. They discussed the fact that 5<sup>th</sup> South is two times the size of the roads it joins into, including the highway. It makes sense to re-evaluate the road size. We don't want to impede the flow, but slow it down. Instead of a four lane road with no turning lane, it is better to have a two lane road with a turning lane. This helps traffic flow. Having bike lanes on the sides of the road is a better use of the road.

Dan Mecham and Quinton Owens will go to an initial trails committee meeting to learn information to start the process. They mentioned a "Guideline for Pedestrian and Bikeway Transportation Development" was shared with them with helpful information for the city to use.

#### **8:00 P.M. Amendment to Agenda to Discuss AIC Training**

Motion to amend the agenda: Sean Bartholick

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

Motion carried

Quinton Owens discussed how many children are given rides to school. If the walking routes to school were safer it could actually reduce the traffic. It was shared that in Boise they have bike rentals downtown to encourage alternate transportation and many bike/walk paths. They also have angled parking that you back into so that when you pull out, you can see the traffic coming when they leave. The kids go to the sidewalk instead of the street. The trends are leaning towards areas of use for walking. Multiple Use Zoning is popular, with people living above businesses with parking in rear and buildings being built next to the sidewalks. This makes the area walker friendly and friendlier for the elderly as well. People utilize the area and enjoy it.

Dan Mecham shared the trend for people to use shipping containers for homes. A company in Caldwell called Indie Dwell is constructing single homes to 6-plexes from recycled transport containers. The cost is lower than stick built homes. They are inspected before moving. They are put on cement foundations and are livable within 2 days. The foundation is done ahead of time. The homes look nice. They are a different look for modular homes.

Quinton Owens stated that businesses in some areas are dying because the cost of living is too high. Sun Valley is an example where businesses need employees, but the cost of living in the area is such that people cannot afford to live there. Lower cost housing such as container homes can allow people to live in areas where the average cost of housing is much higher.

Dave Thompson felt we need to address container homes in the Land Use Schedule. Cities could be concerned about container homes. They could make the community accessible to all income brackets.

Quinton Owens took a class that discussed how important it is to let the public know what is going on ahead of time. Get a positive buzz for projects. Get people who are excited to go out and do Public Relations. Do homework ahead of time and distribute information ahead of time. It would be good to hand out flyers to the older generations and for millennials, do online surveys, etc. Documentation of processes is important as well as following procedures, otherwise decisions could be overturned. Comprehensive planning takes time so avoid controversy by doing it right.

Dan Mecham took a Planning & Zoning Nuts & Bolts class. He stated that P.U.D.'s (Planned Unit Developments) do not require a public hearing, but our city code does. Subdivisions do not require a public hearing. Refer to Idaho Statute 67-65-35.

Shape processes with the end in mind, don't do aimless wandering. Look at all perspectives: the developer, the city, the public. It is not good to have long, late meetings, as good decisions usually aren't made. Make decisions based on fact, not opinions or emotions.

Housing costs were discussed at AIC training. Commodification is the transformation of goods, services, ideas and people into commodities, or objects of trade. It is a disruptor for the housing market, when housing is not for families but for investment purposes only. If you have many units for rent with a low vacancy rate, it drives the rates for housing up. There should be a 5 to 7 percent vacancy rate. Madison County currently has a 0 percent vacancy rate.

#### **8:50 P.M. Discussion on Possible Changes to Planning & Zoning City Code 9-1-3 and 9-1-4 - Action Item**

Points brought out in the discussion concerning the proposed change to P&Z Code:

- Whether it is the intent or not, the changes takes a lot of discretion out of the committee and puts someone into it making decisions that is not part of the P&Z Commission.
- P&Z should be in control of their own processes.
- Takes control away from P&Z and puts our interests with council.
- Having a council member in our meeting is not appropriate.
- Opens up potential to say we think something meets code but they may have council vote on an issue and that one individual may be bias after hearing our meetings.
- As far as electing officers we don't want council to tell us who and when to elect or how to organize committee such as chairman, secretary, etc.
- There is a need to take out changing officers "at 1<sup>st</sup> of each calendar year" in current code 9-1-4 B#1 and leave the rest.
- A P&Z member cannot take minutes and do an efficient job as part of the commission.
- The commission questions what the catalyst for this proposed revision is. Why is the council coming to us for this change?
- Difficult to appoint 8 individuals. It is difficult to acquire that many volunteers.
- It is understood that the council can't make a change to the code without P&Z's recommendation; it is felt that the suggestions were intended as a catalyst to get P&Z independent of city staff and council.
- It would be easier in the future for chairman to have the "body" deem items are complete. The whole commission would authorize the chairman to state that an application is complete.
- We need to be diligent in our duties.
- Feel it is beneficial to continue having the Deputy Clerk, who serves as secretary for P&Z, continue doing all clerical work for the committee including minutes. The P&Z body reviews, agrees upon final draft and then approves the minutes.

It was shared through conversation; Councilman Waddell felt it was important for P&Z to be at a point where the commission is autonomous from the council or from city employees.

It was also discussed that other cities have 3-5 full time city staff members that do the homework to see if applications are complete and then submit them to P&Z to make a ruling. Our P&Z does all of the work and a staff member is here to assist and help with their jobs. A staff member is here to keep records and keep track of them. In light of the fact that our city's P&Z does not have a staff of 3-5 to assist in applications, it needs to be understood that items take time to review and discuss them. An example was shared of another city's Land Use Schedule taking a few years to complete with many staff members working 4 hours a day on it.

An example of P&Z's time consuming work is the current work on our Land Use Schedule. There has been a lot of discussion concerning cottage/tiny homes. There has been a lot to research, study and consider because it is a new item on the schedule. Items to consider include setbacks, frontages and floor area ratios. In a city in Washington, there are cottage home clusters that have appeared to not be successful over time. Who controls the HOA makes a

difference in success. The city involved didn't feel good about any of the clustering of homes after the experience. The cottage homes that were NOT rented out and were lived in until the family outgrew them and sold them to other families, were successful. There are many things to research before making final decisions in adding items to the Land Use Schedule or any other city code.

The commission will continue this discussion about the proposed P&Z changes at the next meeting, considering the consequences of changes proposed along with making suggestions to improve the current P&Z code.

#### **9:20 P.M. Discussion on Land Use Schedule, Map, Definitions, Cottage Homes, Setbacks & Lot Sizes**

The commission felt that tiny homes should only be allowed in a Planned Unit Development (PUD). In clusters where some of the homes were not owned, but rented, there was a tendency for the rentals to not be cared for which made the homeowners want to sale, causing the other units to often be purchased for rentals and then the cluster development begins to run down and become an undesirable place to live. Age differences in residences also caused problems, such as an older person living by a millennial and not liking loud music, so they move out and the unit becomes a rental which doesn't get taken care of.

At the AIC conference it was brought up that the city of Chubbuck is requiring more property ownership which is something to consider.

In designing developments, it would be good to tailor to an age group of who you are trying to attract and market it. A developer can do this. The city could define requirements in the city code.

Land use definitions were discussed.

- " Dwelling Unit" needs better definition. Add: "which complies with zoning. Compare with "Apartment".
- On patio homes it was questioned how many zero lot lines should be allowed, zero, one or two. Should there be no more than two walls abutting the property lines?
- Add "Carriage" to Cottage/Patio Homes
- Cluster Home Development – should we add "Residents have extremely small properties with large common spaces."?
- Add "Storage Container Homes"
- Add multi-family modular homes (storage containers), modular built for multi-family allowed in certain zones
- Add modular commercial buildings
- Warehouse – review item B to see if any changes are needed
- Add multi-family and commercial to pre-fabricated homes/buildings
- Travel Trailer Park – discuss temporary situations

#### **10:35 P.M. Amendment to Agenda to discuss Impact Area**

Motion to amend the agenda by: Dave Thompson to discuss the impact area and other city business

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

Motion carried

Some businesses in our impact area may be annexed into the city. Having the businesses put in the city would affect the business build out for impact area expansion. This could be a good thing for a statistics report. The P&Z will make a recommendation about the area to be annexed, with positive and negative impacts in requesting impact area expansion. Commissioners Dan Mecham and Dave Thompson will figure percentages after possible annexation is completed so that the numbers will be accurate.

#### **10:50 P.M.**

Motion to adjourn the meeting: Sean Bartholick

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

Motion carried

Meeting adjourned

Next P&Z meeting will be held July 19<sup>th</sup>, 2018.