

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING - THURSDAY, MARCH 19, 2020**  
**Meeting held electronically via ZOOM**

**Commissioners in attendance(via ZOOM):** Dave Thompson, Paul Jeppson, Quinton Owens, Dan Mecham, Christine Lines, Justin Merrill, Tyler Hoopes

**Others in attendance (via ZOOM):** City Attorney Chase Hendricks, Deputy Clerk Shelley Jones, Kelton Larson

**7:09 P.M. The meeting was called to order by:** Chairman Dave Thompson

**Prayer by:** Dan Mecham

**P&Z Training:**

Mayor Adams and City Attorney Chase Hendricks discussed the importance of knowing open meeting laws to help avoid breaking those laws and to be aware of ex parte communications. Mr. Hendricks went over a public meeting handbook and suggested the commission study the handbook and use it as a reference when questions arise. Mayor Adams discussed parliamentary procedure and discussed the role of the chairman who has a lot of authority and mentioned that the commissioners can challenge any decision by the chairman. A seconded motion can also be debated. It was suggested to keep citizens first on the agenda and committee business such as minutes towards the end of meeting. Mr. Hendricks reminded us that he serves the city as an entity, not the mayor, nor the council and his purpose is to protect the city. He shared with the commission that he is available to them for questions or concerns and that those communications are confidential. Mayor Adams hopes knowing what can and can't be done in the meetings will help make meetings more manageable and help get items moving through the P&Z process.

**Motion by:** Dan Mecham to amend agenda to move Larson Property discussion forward.

**Seconded by:** Paul Jeppson

**Voting was unanimous, motion carried.**

**Discussion on Kelton Larsen Plat Application on property located between 3<sup>rd</sup> N and ProPeat and Possible Setting of Public Hearing – Action Item**

Commissioner Owens reviewed the Larson plat, showing the commission the proposed plat drawing and the current plat on the county's GIS map. Reviewing the parcels showed that 2 parcels currently overlap. The minor boundary issues will be corrected with the final plat. A strip of ground from 3<sup>rd</sup> North to ProPeat Road through the Madsen and Bradshaw properties will be a public city owned utility easement only. There will be no ingress/egress or roadway easement as currently shown on the plat. The sliver of property along Highway 20 will become city property. The roadway easement on the west side of the Sugar-Salem school shop property will be eliminated as there will be no road on the west side of the school shop property. The applicant stated he intends to deed the property to the school and will so note that on the plat. The east side of the existing school property will continue north to separate the property on the west side from the road easement between the school and ProPeat. Kelton Larson stated he will be responsible for putting the

road in between ProPeat and the school shop in the future and will deed it to the city and this will be stated on the plat. Mr. Larson stated that all of these issues have been addressed on the most recent map. Portions of Mr. Larson's property concerning 3<sup>rd</sup> North have been deeded to the city. Mr. Larson stated that he has no control over other property owners, such as Mr. Bradshaw, in this plat plan. Commissioner Jeppson stated that the issues presented were easy to understand. Commissioner Owens also stated that the property has fire hydrants on the west side near the highway and an easement is shown for when the center area would eventually need at least one as it is developed. Kelton Larsen agreed to install a fire hydrant to be compliant, if requested.

**Motion by:** Justin Merrill to set a public hearing for Larson Plat for April 16th.

**Seconded by:** Dan Mecham

**The voting was unanimous, the motion carried.**

City Attorney Chase Hendricks shared with the committee that the governor has made a proclamation that allows public meetings to be held via telecommunication. All other aspects of a public meeting are still in force. No one has to be at city hall for these meetings.

**P&Z Minutes - Action Item**

**Motion by:** Paul Jeppson to approve the minutes of **March 5, 2020** as amended.

**Seconded by:** Dan Mecham

**Voting was unanimous, motion carried**

**Discussion on Open Space in City Code and Plat Process:**

Chairman Thompson has been working on the plat process chart. Commissioner Merrill stated he feels that there are open space discrepancies in SCC 10-4-7 and 9-3-2, and also feels that there were questions of the purpose and intent of the code and references to percentages in the code having discrepancies. Condominiums and townhomes in code were an example of a difference of percentages. He believes that the open space definition states open space is anything that is open to sky, and that this is open to interpretation. We can only require the minimums in code. The commission absolutely must continue to study and come up with suggestions to clarify the city code. Attorney Hendricks suggested that he, Commissioner Merrill, Commissioner Owens, and Chairman Thompson work on clarification of the definition and present suggestions to the commission at a future meeting.

**Public Comment from Citizens Concerning Agenda Items - None**

**Motion to adjourn:** Paul Jeppson

**Motion seconded:** Dan Mecham

**Voting was unanimous, motion carried**

Meeting adjourned