

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING - THURSDAY, May 21, 2020**  
**Meeting held electronically via ZOOM**

**Commissioners in attendance (via ZOOM):** Dave Thompson, Paul Jeppson, Christine Lines, Tyler Hoopes  
**Others in attendance (via ZOOM):** P&Z Administrator Quinton Owens, City Attorney Chase Hendricks, Emily Cornelius, Barbara Lusk.

**7:10 P.M.** The meeting was called to order by: Chairman Dave Thompson

**Motion by** Commissioner Jeppson to postpone the 2<sup>nd</sup> and 3<sup>rd</sup> items on the agenda to later in the meeting  
Seconded by Commissioner Lines  
Motion Passed (unanimous)

**Discussion on Comprehensive Plan:** Previously discussed section assignments are ready to be sent out. Commissioner Lines volunteered for reviewing the section related to history and Commissioner Jeppson volunteered for the section on Design Review.

**7:22 Report from Chairman and Administrator:**

Renewed interest has been expressed in a previous request for a lot split on Mary Lou's property on the corner of Fremont and 3<sup>rd</sup> South. The split would be along the existing fence line running east/west through the middle of the existing property. The potential buyer of the south portion is interested in building a house there and wants to know any concerns the commission may have. There is roughly fifteen feet between the two accessory buildings by the alley. The smaller building north of the fence line would be allowed without setback requirements only if it is less than 200 sf. An easement may be created south of the building if it is larger than 200 sf. Both accessory buildings' setback to the alley would be considered grandfathered. A variance may be required for reduced setback along 3<sup>rd</sup> South depending on house size and location on the lot. Both sides of south portion facing a street have sufficient frontage and square footage to build a house. Setback requirements should be confirmed through the building permit process. The clear sight triangle shall be maintained at intersection.

SCC 9.3.8F for accessory buildings include setback requirements if on a permanent foundation regardless of size. The potential buyer can work out these details and further questions with P&Z Administrator.

The City Council is considering some changes with the Business Park such as the name, allowing trucks through the Business Park instead of Front St., handling violations of city code, and other items of review in the CC&R's. The city is currently the largest property holder in the Business Park, so three members of P&Z need to participate in meetings related to the Business Park. Commissioners Hoopes, Lines, and Thompson volunteered to serve in such meetings and Commissioner Jeppson will serve as an alternate. Mr. Owens will obtain copies of CC&R's to review along with city codes. The scheduling of the meeting will be placed on the next agenda.

P&Z Administrator, Owens, reported that Top Notch Jerky has been issued a building permit. The only other permit issued in the last month was on a porch addition. A public hearing the night before passed the zone change and special use permit with conditions to meet the city engineer's recommendations for the new Jr High School. It is not ready for a building permit because the requirements of the city engineer are not yet approved and evidence of the state review being completed has also not been received. The hearing held on OFE Division 4 preliminary plat passed with conditions. Teton Height Apartments' SUP hearing will be discussed in the next city council meeting, May 28.

**8:16 Discussion on Annexation (Tabled)**

## **Discussion on Impact Area**

The annexation before P&Z may affect impact area calculations. Therefore everyone needs to be familiar with county code on impact areas chapter 105.1 (Limited development space), 105.5 subsection 4 (expansion of city impact area), 105.7 (1-8), 105.9 (dispute process), 105.10 (calculations), and state code 67-6526., showing several ways that impact areas may be enlarged. With interest expressed from Salem area to not be part of either city but having a preference to Sugar City, the city code may be amended with a section to include specific regulations for a potential Salem impact area based on input from citizens in that area. This would also help better control development that is currently less regulated by county codes.

## **8:40 Town Hall meetings on Comprehensive Plan and East Parkway Corridor:**

These are intended to be scheduled as separate meetings, and possibly multiple meetings. The East Parkway Corridor has potentially significant impact on people's property and farm lands. There were several routes proposed for the EPC and flood mitigation has been a part of the decision process due to proposed changes to FEMA flood maps. Sugar City will have the control over desired route north of Moody Road. Future development, impact on residents and flood mitigation should all be considered in decision on EPC.

In scheduling these meetings P&Z is to consider priorities, have factual points involved, and put it out in a way that allows for dissemination of accurate points and concepts of all viable options for best long term use. All input also needs to be carefully considered and documented so nothing is missed in considerations, and will be beneficial in passing on recommendations to City Council.

## **9:07 Opportunity for public comment:**

Barbara Lusk is worried about the East Parkway Corridor. She felt the City Council agreed to have the EPC stay along existing roads and not cut through her property. She said their property was annexed into the impact area without their knowledge. She also said the EPC is being planned because of a land sale tied to an agreement to put the road all the way up the hill. Anyone that builds on the east side in the flood zone can build the land up so buildings are out of the flood zone. After a hearing with about 50 people the county promised to do another study and let the citizens know, but later found out Rexburg had pressured Sugar for the location of the EPC and none of the options included what the citizens were originally told. The farmers and homes already built outside the city will be affected the most.

## **9:13 Review minutes from Public Hearings and Regular Meetings**

**Motion made by** Commissioner Jeppson to approve the minutes as amended for the Public Hearing on April 2, 2020.

Seconded by Commissioner Lines

Motion Passed

**Motion made by** Commissioner Jeppson to approve the minutes as amended for P&Z Regular Meeting on April 2, 2020.

Seconded by Commissioner Lines

Motion Passed

**Motion made by** Commissioner Lines to approve the minutes as amended for P&Z Regular Meeting on April 16, 2020.

Seconded by Commissioner Hoopes

Motion Passed

**Motion made by** Commissioner Jeppson to approve the minutes as amended for the Public Hearing on April 16, 2020.

Seconded by Commissioner Hoopes

Motion Passed

**Motion made by** Commissioner Jeppson to table remaining minutes and adjourn meeting

**Motion seconded:** Commissioner Hoopes

**Motion carried.** Meeting adjourned at **9:45**