

SUGAR CITY PLANNING & ZONING MEETING
THURSDAY June 4, 2020
(Meeting held electronically via ZOOM)

Commissioners in attendance: Dave Thompson, Paul Jeppson, Christine Lines (online), Justin Merrill

Others in attendance: P&Z Administrator Quinton Owens, City Attorney Chase Hendricks (online), Rees Butikofer

7:13 P.M. The meeting was called to order.

Prayer by: Commissioner Lines

Comments from Public: None

Report from Chairman and Administrator:

In summary, the Chairman reported that some questions and interest has been expressed from several people in the Salem area on moving forward and including them in our impact area. A meeting will be scheduled to discuss possible amendments to CC&R's for the Business Park, possibly renaming the Business Park, and allowing truck traffic through the Business Park.

P&Z Administrator reported the city just received the approved plans on the Junior High from the state and will be confirming approval from other departments. Another permit has been issued for a new home. Sun Glo is planning for an addition, but no further details have been submitted at this time. A design review will be required for additions.

7:18 Sugar City Business Park protective covenants

The meeting for the Business Park changes will likely be scheduled before June 21, 2020. The commission has been asked to review the CC&R's and submit any suggestions to Chairman Thompson or Mr. Owens.

7:20 Discussion on Comprehensive Plan and setting town hall meeting

Review of assigned sections is still in progress. Interest was expressed in getting public input through a survey. It was suggested the commission make some decisions on what to send out prior to the survey for better direction. The survey would be helpful in preparing for a town hall meeting. The survey should include questions regarding the common goal to beautify the community consistent with its small-town family focused character and whether people agree it should still be the main objective throughout the plan. More clarity to define "small town family focused character" could be requested through survey. Open ended comments should be included for citizens to elaborate. The plan could be expanded to incorporate areas such as economic development and land use to be proactive in planning the city.

7:29 Town Hall meetings on East Parkway Corridor (EPC):

The opinion of a commissioner was expressed that the plan for the East Parkway Corridor is premature because actual growth is not yet going in the direction expected. The county has asked Sugar City for their decision on the East Parkway Corridor placement and therefore should still be provided. Previous comments were made about promises made by the county, but the same elements are not certain to have been made by the city. Multiple options are still up for review. Mr. Dyer has some of the proposals and impact studies that could be included in future discussions. The EPC review should also be reviewed for potential flood mitigation and for issues related to proximity to Sugar-Salem High School. Again, it was expressed to have the town meetings on the Comprehensive Plan and EPC scheduled separately. Neither meeting was scheduled at this time.

7:48 Discussion on Annexation and setting of public hearing.

In effort to figure the effect of proposed annexation on impact area, the total impact areas for each zone have been calculated. Further calculations for determining developable areas are needed, and various parcels in the impact area and in the city were reviewed to determine if “built out” or not. Built-out lots by definition do not include vacant lots, platted lots of record or bare ground. Since the term “built-out” relates to development, agricultural use does not count as built-out.

Possible inclusion of Salem in the impact area could be prepared with a sub-committee where Salem would have representation and input in regulating it were it to be adopted into the impact area. Comment from Mr. Butikofer indicated that people in the Salem area do want to maintain their current character and would have preference working with Sugar City on an agreement.

8:52 Discussion on Annexation of properties near intersection of Moody Rd and Yellowstone Hwy. – Action Item

This annexation was presented early in 2019 and has been on hold due to other development activities. The annexation effect on potentially expanding the impact area was also in need of review. To make for a smoother transition from public hearing to city council, the P&Z Administrator will look to review the annexation in relation to impact area for better direction going into the public hearing.

9:16 Review minutes from April meetings and public hearings

Several corrections were discussed but not all have been added to the draft. Discussion was made about possibly getting a secretary position to take minutes and allow the P&Z Administrator to be more attentive to meeting discussions.

P&Z Minutes - Action Item

Motion by: Commissioner Jeppson to approve the minutes as amended for P&Z Regular Meeting on May 7, 2020.

Motion Seconded: Commissioner Lines

Voting was unanimous, motion carried.

Motion by: Commissioner Jeppson to approve the minutes as amended for P&Z Regular Meeting on May 21, 2020 with condition that the administrator confirms with City Clerk and Deputy Clerk what they learned from AIC training to be important in the minutes regarding the use of names.

Motion Seconded: Commissioner Merrill

Voting was unanimous, motion carried.

Letter from a citizen to the Commission was read as quoting some of the state statutes related to Planning and Zoning and expressing interest to see the Commission make the City Councils job more efficient in their recommendation processes. With the P&Z Administrator acting in his capacity and the P&Z commission acting in their authority it will expedite the planning process in the city. The citizen also expressed appreciation for the commissioners’ service.

Motion to adjourn: Commissioner Jeppson

Motion seconded: Commissioner Merrill

Voting was unanimous, motion carried. Meeting adjourned at 8:56.