

Sugar City Planning & Zoning Meeting

June 17, 2021

Commissioners in Attendance: Dave Thompson, Christine Lines, Paul Jeppson

Others in Attendance: Quinton Owens (P&Z Administrator), Chase Hendricks (City Attorney), Kurt Hibbert, Emily Klinke, Kloie Ellen Horne, Roger Hughes, Nate Williams.

Meeting was called to order at 7:15 pm

Motion made by Paul Jeppson to move the review of minutes to later in the meeting. Seconded by Commissioner Lines. Motion passed unanimously.

No Public Comments

Comprehensive Plan: Kurt Hibbert gave recommendations to the Commission on next steps after the survey . Analyzing the data and input to identify key issues was the next step to be done and hold a public hearing on those issues to obtain additional input. Common themes and synonymous questions were found that indicated a direction the public wanted to go. In updating the Comprehensive Plan it becomes important to make sure city ordinances support the plan or are updated to do so. Seeking childrens' perspective can play a valuable role in greater community involvement and ideas for the plan. Pictures of and quotes from citizens also would help personalize the Comprehensive Plan for the community.

There is a push to move quickly on the Comprehensive Plan with 13 Chapters to get through, so it will be needed to schedule a specified number of sections each meeting to get through them. .

Motion made by Commissioner Lines to add July 29 and September 30 as work meetings for P&Z to address the Comprehensive Plan.

Motion seconded by Commissioner Jeppson. **Motion passed** unanimously.

OFE Development Agreement and Master Plan: The most current versions of the proposed Development Agreement and Master Plan are for Old Farm Estates expected to be submitted tomorrow and given to City Council for their meeting next week, and then the Master Plan concept would be sent back to P&Z for a public hearing and recommendation. The layout of the buildings is still being worked on to make them more aesthetically pleasing.

Dark Sky Ordinance: It was noted that projects over the past couple of years have agreed to comply with Dark Sky requirements that were being discussed. It becomes important to have the ordinance appropriately written to be enforceable.

Buffering requirements: The main purpose of buffering is to reduce potential negative impacts one zone may have on another zone. Buffering is going to be a vital key component to whether or not those infrastructural changes and new developments have congruence through the city, yet still maintain the feel that everybody's wanting to maintain. A draft ordinance is planned to

be ready in a couple of weeks for P&Z to review and discuss. Some communities are creating buffers with creative cement walls for the purpose of cutting out street noise where needed.

Plat Process: Issues with the plat process and a couple more other components are needed in the process for checks and balances. Along with the flowchart, another document will be a guide through steps of yes's and no's, 'move forward' or 'go back', time labels, and time restarts. Contact information will also be available for each step. The city may consider adopting additional fees as done in other jurisdictions for multiple reviews caused by new changes or not making requested corrections correctly or not at all. The approval process must be documented and maintained as public record by state code. Parts of city code will need to be updated to reflect the corrected plat process. The documentation may clarify the city's expectations to developers and increase efficiency.

Tables & Maps: The county has recommended the city to have a survey of entire areas to be annexed or added to the impact area rather than identified by individual parcels. This will help the county correct differentials in the GIS maps.

Codes: Part of the intent of the Personal Wireless Service Facilities section of city code was to regulate certain uses but still allow for personal reception and transmission of light services such as Dish, DirectTV, or ham radio operators and be consistent with federal laws. There are still limits to height for safety. This section of code may need to be reviewed because there appears to be some misrepresentation regarding licensed vs. unlicensed use. It was determined that the maximum height for a Ham radio antenna is 45 feet by code.

Administrator Report: A contract has been set up with Jefferson County and another is waiting for approval from St. Anthony to assist with inspections and plan reviews. If this contributes to increased workload as expected it may be time to review past discussions on a secretary position for P&Z. A review of building permit fees is being planned for after a comparison was done with other cities and counties in eastern Idaho. A review of zoning application fees could also be included in the review.

Chairman Report: The addressing process the county uses when addressing sites with multi-dwelling unit buildings was explained. The Chairman learned that although the county is required to keep certain mapping information, they do not receive any contribution from Sugar City. If the city paid their fair share it would be very costly, but the county would appreciate any amount of payment the city could give in support of the service which is used by staff. A letter is being put together with citations for the "Frito Lay" building in the Business Park for failing to complete site work as required. It is expected to go to court through which process the property could be liened. Other properties are also being sought to be brought into compliance and this action may influence them to get their work done as required.

Review of Minutes:

Motion made by Commissioner Lines to approve the P&Z minutes as amended for April 15, 2021 meeting.

Seconded by Commissioner Jeppson. **Motion passed** unanimously.

Motion made by Commissioner Jeppson to approve the P&Z minutes once all the changes are added for March 4, 2021

Seconded by Commissioner Lines. **Motion passed** unanimously.

Motion made by Commissioner Jeppson to adjourn the meeting.

Seconded by Commissioner Lines

Meeting adjourned 10:17 pm