



City of Rigby
Planning and Zoning Meeting
February 7, 2013
7:00 p.m.

Chairman Orme called the meeting to order at 7:07 pm.

Melodie Halstead conducted roll call. Those present were: Commissioner Brown, Chairman Orme, Commissioner Richardson and Commissioner Sites. Also present was: Melodie Halstead, Planning and Zoning Administrator. Absent were: Commissioner Bennett, Commissioner Carpenter and Commissioner Warner.

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Commissioner Richardson moved to approve the minutes as written. Commissioner Sites seconded the motion. Motion carried.

Old Business

Bylaws – Planning and Zoning Commission Bylaws 3:18 Disk 1 of 3

Melodie Halstead, Planning and Zoning Administrator, stated that a copy of the proposed bylaws were included in the packets for the Commission's review. The bylaws would be a recommendation to the City Council for City Council's decision.

Questions: Commissioner Richardson mentioned that there may be a conflict between the bylaws and the ordinance concerning eight (8) members' verses seven (7) members on the Commission. Chairman Orme agreed that he recalled reading that somewhere as well, then he wondered if it was just the language that identified seven members within the city limits and 1 member that represents the Area of Impact. Both Chairman Orme and Commissioner Richardson will look to see if they can locate where the discrepancy may be, so that this issue may be addressed in the future.

Commissioner Richardson read the Bylaws aloud page by page. Article III – Membership needs a period after the word "chairman".

Commissioner Richardson verified that if City Council adopts these bylaws, and there is a violation of these bylaws that the bylaws would not be retroactive. Mrs. Halstead verified that as correct.

Article VI – Voting Section 1. Commissioner Brown recommend modifying the word "telephonic" to "electronic communication ie, computer, telephone, ect".

Article VII – Meetings Section 4. Commissioner Richardson asked that additional language be added to include “Quorum is not necessary for conducting a work session although preferred.” Mrs. Halstead will work with Robin Dunn, City Attorney, to address proposed wording.

Article VIII Section 2 and Section 5 Chairman Orme asked about one-on-one contact is not addressed in either of these situations. Several different situations were discussed. It was determined that additional wording should be added to clarify ex parte contact. Mrs. Halstead will work with Robin Dunn, City Attorney, to address proposed wording.

Article III Section 7 Commissioner Brown suggested adding “religion” to members shall be selected without respect to political affiliation, race, sex or creed.

Motion:

Commissioner Richardson moved to recommend to the City Council to approve the bylaws as amended. Commissioner Brown seconded the motion. Motion passed unanimously.

New Business

No new business.

Work Session

Chairman Orme verified that the decision on the Airport discussion was the correct action that needed to be accomplished. Mrs. Halstead confirmed that it was and that City Council has already sent out letters to a couple of consultants asking for a proposal to modify our Comprehensive Plan. Mrs. Halstead also indicated that the Comprehensive Plan may be back before them in 6 to 8 months.

R-2 Multi-Family Zoning – 29:23 Disk 1 of 3

During the last meeting, the Planning and Zoning Commissioners asked what the lot sizes of Caribou are. Mrs. Halstead presented the plat plan identifying the lot sizes of approx 115' x 135' for the multi-family dwellings. Commissioner Richardson stated that the Caribou apartments have a large open area in the back. Mrs. Halstead explained that at the last meeting, the majority of the Planning and Zoning Commission had not realized that the proposed draft was different then the last version that they had reviewed a year ago. Therefore the Planning and Zoning Commission had tabled this item to today to read the proposed language. Mrs. Halstead included a colored version of the text in the Planning and Zoning Commissioners' packets. She indicated that all the black text is language that is already in the current R-2 chapter, red and struck through text is language that is current language that will be deleted and blue and underline text indicates new and proposed additions to the current R-2 zone.

Discussion:

Commissioner Richardson stated that he has a concern with the proposed lot sizes. In the current R-1 residential zone, which is intended to be less dense, the minimum lot size is 5,500 sq ft. The R-2 residential zone, which is intended to be our higher density residential,

requires more space for something that is supposed to be denser. Commissioner Richardson stated that the builder should be able to determine what size of a building that they want to build on the parcel, which should not be a Planning and Zoning Commissioner's concern. Commissioner Richardson declared that the Planning and Zoning Commissioners should be looking at how close the structures could be built to each other. He is not in support of making the restrictions so tough that the builders are not willing to consider building here. He feels that the major issues with some of the past projects are the widths of the streets and parking, which were already on the books at that time, but were not enforced. Commissioner Richardson stated that it is not the size of the lot, the size of the home or the setbacks; it is that no one enforced the rules that were already on the books.

Commissioner Richardson recommends that we expand the setbacks to state that all two-story multi-family structures adjacent to an existing R-1 structure must be setback an additional 50', unless the existing R-1 structure is located across the street/road right-of-way. The Commissioners agreed with that additional modification.

Commissioner Brown liked the requirement to alternate and vary the structure face. She felt that this requirement created a welcoming appearance.

Commissioner Richardson stated that sidewalks should be mandatory for all multi-family projects, but the walking pedestrians path between developments should not be a "shall" but maybe "encouraged". Commissioner Brown agreed with Commissioner Richardson.

The Commissioners expressed their frustrations with the current ordinances not be enforced throughout the city.

Commissioner Brown supports the current 4,000 sq. ft. required minimum lot size for the R-2 zone for a single family home. She is more concerned with the multi-family structures minimum lot sizes. Chairman Orme would like to see the minimum lot sizes a little closer to the R-1 for a single family dwelling. The Commissioners agreed upon maintaining the minimum of 4,000 sq ft for a single family dwelling then adding an additional 1500 sq. ft. for each dwelling unit to a maximum of four units for structure per lot.

Mrs. Halstead stated the current parking requirements and the proposed parking requirements which increased the minimum parking spaces from 1.5 to 2 spaces with requiring 1 space to be covered. This provision remained in the proposed draft.

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A lengthy discussion ensued concerning the right of way widths of various streets in town, sidewalks, parking regulations, a landscape strip between the street and the sidewalk, and the enforcement of regulations. No modifications were made.

Commissioner Sites asked if someone could build a two-story single family home in an R-1 district. Mrs. Halstead responded that they could. Commissioner Sites asked what the difference between R-1 and R-2 two-story structures. Commissioner Richardson

responded that R-2 multi-family structures typically had more transient-type people residing in them. Commissioner Brown stated that apartment dwelling people may only live there for 3 months as opposed to someone that purchases their own home and plan on living there for a long period of time.

The Commissioners modified Section 10-5C-3B3 to state: "Multi-family structures adjacent to existing R-1 zoned districts shall not exceed single story height along the exterior perimeter of the development, unless setbacks are greater than fifty feet (50)".

Commissioner Richardson asked why colleges could go into an R-2 but a school has to go through the Special Use Permit process. Following the commissioners discussion, the commissioners decided to modify the language to state that colleges, libraries, courthouse, fire stations, public swimming pools, lodging houses, nursing homes and residential care facilities through the Special Use Permit process. Commissioner Richardson suggested we recommend to the City Council to modify the Commercial Zoning District requirements to allow churches, colleges, libraries, public swimming pools, nursing homes, schools and residential care facilities in the commercial zoning district without being required to go through the Special Use Permit (SUP) process. The rest of the Commission agreed.

Section 10-5C-3D should include a road section standard that requires sidewalks to be mandatory.

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The Commissioners agreed that visitors parking should be increased to .5 spaces per one bedroom, .75 per two bedroom and 1 space per three bedroom dwelling units. Parking space calculations are mathematically rounded up.

The Commissioners agreed that all streets along the front of and within multi-family dwelling facilities should be a minimum of 60' road right of way to accommodate the additional traffic demands.

After a lengthy discussion on the landscape buffer/fencing requirements, the Commissioners decided to leave the proposed requirements as written.

Motion:

Commissioner Richardson moved to schedule public hearing on March 14, 2013. Commissioner Brown seconded the motion. Motion passed unanimously.

Administrator's Report – 29:00 Disk 3 of 3

Melodie Halstead, P & Z Administrator, handed out copies of the P & Z training packets, colored zoning map and comprehensive plan to the Planning and Zoning Commissioners.

Meeting Adjournment – 38:00 Disk 3 of 3

Commissioner Brown moved to adjourn the meeting. Commissioner Sites seconded the motion. Motion passed unanimously. Meeting adjourned at 9:45 pm.

Submitted by:

Melodie Halstead
Melodie Halstead, AICP
P & Z Administrator

4-11-13
Date

Approved by:

Val R Orme
Val Orme, Chairman,
Planning & Zoning Commission.

4/11/2013
Date