



**City of Rigby  
Planning and Zoning Meeting  
August 14, 2014  
7:00 p.m.**

Chairman Williams called the meeting to order at 7:00 pm.

Melodie Halstead conducted roll call. Those present were: Commissioner Belk, Commissioner Berrett, Commissioner Finlayson, Commissioner Warner and Chairman Williams. Therefore, a quorum was established and the meeting continued.

Also present was: Melodie Halstead, Planning and Zoning Administrator. Absent were: Commissioner Bennett, Commissioner Moore and Commissioner Treasure.

**Old Business**

No old business.

**New Business**

No new business

**Minutes – July 10, 2014 Meeting**

Commissioner Berrett moved to approve the July 10, 2014 minutes as written. Commissioner Belk seconded the motion. Motion passed unanimously.

**Work session – Comprehensive Plan Update**

Jeff Patlovich – All Idaho Land Consulting  
Mr. Patlovich presented the draft land use map and comprehensive plan. Mr. Patlovich asked what the planning and zoning commissioners would like to do now.

Commissioner Belk stated that he was ready to receive public comments now.

Commissioner Finlayson suggested the commission dovetail this public forum with the community review report that is scheduled for the end of September.

Commissioner Warner suggested the commission hold several meetings on different days and a variety of times. Commissioner Warner also suggested the commission display the land use map in and around the community such as; the library, senior citizen center, local coffee shop, court house, Scotty's, Broulims, Facebook page, and the city website.

The commission decided that the public service announcement should be printed in several different sizes and mediums. Commissioner Warner volunteered to ask local

business owners to post the public service announcement through out town. The Commissioners determined that the comprehensive plan should be added to the October 9, 2014 planning and zoning agenda. Therefore, the deadline for comment submittals will be October 1, 2014.

The commissioners also decided to schedule two open houses; September 25 at the senior citizen center 12 (noon) to 2 pm and September 30 at city hall 7-9 pm. Mr. Patlovich will contact the senior citizen center and city hall to schedule the open houses.

Chairman Williams recognized Colby Smith, a Boy Scout and his father. Colby Smith is working on his citizenship in the community merit badge.

Mr. Patlovich explained what the comprehensive plan is and the process that the planning and zoning commission must follow to comply with state law.

### **Administrator's Report**

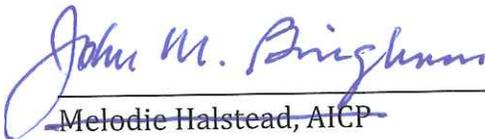
Melodie Halstead presented the monthly building permit list; the month of July had one shed, one fence, one commercial remodel and the first week in August a new residential home.

Mrs. Halstead informed the commission that she has accepted another job with Idaho Transportation Department (ITD) and she may or may not be back for the September meeting.

### **Meeting Adjournment**

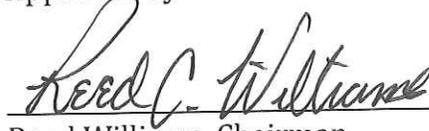
Commissioner Warner moved to adjourn the meeting. Commissioner Finlayson seconded the motion. Motion passed unanimously. Meeting adjourned at 8:15 pm

Submitted by:

  
\_\_\_\_\_  
~~Melodie Halstead, AICP~~  
P & Z Administrator

10-7-14  
Date

Approved by:

  
\_\_\_\_\_  
Reed Williams, Chairman  
Planning & Zoning Commission

9 Oct. 2014  
Date