



**City of Rigby**  
**Planning and Zoning Commission**  
**Meeting Minutes**  
**March 10<sup>th</sup>, 2016**  
Kevin W. Hathaway- Administrator

**Chairman Finlayson is traveling. Vice-Chairman Belk is also out of town. The commission has asked that Commissioner Williams conduct this meeting.**

The meeting was called to order at approximately 7:18 p.m.

Acting Chairman Reed Williams asked Kevin Hathaway to conduct a roll call, to determine if there is a quorum.

Roll call was conducted. **Those present** were Comm. Acting Chairman Williams, Comm. Warner (by telephone), Commissioner Bennett, Commissioner Treasure, and Commissioner Moore.

**Absent:** Chairman Finlayson, Vice Chairman Belk, and Comm. Ellsworth.

It was determined that there is a quorum to conduct the business of the Planning and Zoning commission.

Also present at the meeting: Mark Olsen representing Rialta, Inc., LLC, and P & Z Administrator Kevin Hathaway.

**Acting Chairman Williams** asked if there were any conflicts of interest or “Ex parte” communication issues related to any upcoming meeting agenda items. Having no issues, the meeting moved to the agenda items.

**Acting Chair Williams** asked if there were any changes or additions related to the Planning and Zoning Meeting minutes from the February 11<sup>th</sup>, 2016 meeting. There were no changes or additions noted. **Commissioner Treasure** made a motion to adopt the minutes from the February 11<sup>th</sup>, 2016 Planning and Zoning meeting. Seconded by **Commissioner Bennett**. Vote was unanimous.

**Acting Chairman Williams** began the public hearing on a request for variance submitted by Rialta, LLC, Mark Olsen, to allow waiver of the setback requirement noted in the City of Rigby building code 10-5C-3, and build townhomes on a “zero lot line” with a common wall joining the homes on the lot lines of the Delbert Call Subdivision #3, adjacent to N 5<sup>th</sup> W., between Blaine and Marian streets in Rigby, ID. He noted that there was no one in attendance and signed up to testify, or any written testimony to include in the public hearing.

**Mr. Mark Olsen, 335 N. 4425 E., Rigby, ID.,** was asked to present his request to the commission. He began his testimony at approximately 7:24 p.m.

Mr. Olsen stated that the variance request is consistent with the area and noted there were homes on Autumnwood Drive that they had built earlier, that will be very similar to these proposed units. The homes will be approximately 1800 square feet on the main floor, and also will have full basements. Mr. Olsen continued to report that he had contacted Carolyn Downey Flint with the Autumnwood Homeowners Association, to ask if the new home purchasers could join the existing Autumnwood Homeowners Association, and was told they could by Ms. Flint.

**Mr. Olsen** continued; The streets and curbing are in as well as utilities. In summary Mr. Olsen stated that each home would be located on their own lots, and meet or exceed all other building code requirements for the City of Rigby, ID. Mr. Olsen concluded his remarks and asked for questions.

**Comm. Warner** (by telephone), asked if these proposed homes would be the same type as the neighboring homes in the subdivision area.

**Mr. Olsen:** Yes, we would build homes that would be nearly identical in size, quality, and design as the homes located on Autumnwood Drive.

**Acting Chairman Williams** asked for any additional public comment or questions prior to concluding the public comment period of the public hearing. There was no additional public comment or rebuttal noted. Public comment portion of the hearing concluded at approximately 7:35 p.m.

The commission members began discussions related to the variance request.

**Comm. Treasure:** Commented that the area on Autumnwood Drive had been well done and was a nice residential area. If the new townhomes were like those, they would be a positive addition to the area.

**Comm. Bennett:** Agreed the area homes look very nice, including landscaping. Very well done area. General discussions amongst commission members relating to construction of the homes on a zero lot line with a common wall on the property line. Discussions about the proposal relating to the suitability of townhomes in the area. Determined they were actually single family homes, consistent with the zoning. They just are built on the lot line of the property. After discussions, the commissioners indicated they were ready for a motion.

**Acting Chairman Williams** called for a motion.

**Comm. Warner** made a motion to approve the "Variance" as requested and allow variance of the setback restrictions noted in Rigby City Code 10-5C-3: B. **Comm. Treasure** seconded the motion.

*Voting was unanimous in the affirmative.*

The public hearing was concluded at approximately 7:54 p.m. Mr. Olsen thanked the commission and left the meeting.

The Commission continued the discussion from the previous meeting, related to the "Draft Impact Zone" map. Discussion about the feedback from the meetings with the county and any other changes with the map, from the previous meeting.

**Comm. Warner** joined the meeting in person at about 8:04 p.m.

General discussions related to the impact zone map included questions about why we need an impact zone map. What are the goals and potential impact of impact zones? How do impact zones relate to annexation? Are there costs to property owners relating to impact zones? How does the impact zone relate to city/county joint planning efforts? Are there benefits to being included in the impact zone? What are the benefits to the city or county?

General consensus following discussions were that it is a benefit to the city to have an impact zone surrounding the city limits, to allow the city to have a voice and standing in decisions and development that takes place in the impact zone. It was also felt that the impact zone would facilitate a longer term planning component for the city now and in the future, relating to future infrastructural demands on utilities, roadways, natural resources and public safety needs of the city.

**Action item:** After much discussion, the commission members requested a map showing a larger area surrounding the city, to be considered as part of the Impact Zone map. The new map should include the area north of the city to the county line, west to include the area surrounding where the schools west of Rigby, on Hwy. 48 are located, then south to the county line, and a mile or so east, to include the area where Southfork Elementary is located. After reviewing that map, the commission will work together to finalize an impact zone map for discussion and potential implementation by the designated entities.

**Comm. Williams:** When do we have to amend the Impact Zone map?

**Adm. Hathaway:** A review should be done each time the comprehensive plan is amended, otherwise its either every four or five years.

**Comm. Moore:** I think it's every four years. It is overdue for action.

General discussion continued related to potential areas to be included in the impact zone and reasoning related to that.

**Comm. Moore:** Proposed the map include Rigby Lake in the Impact Zone Map.  
After some discussion, all members of the commission in attendance agreed.

A new map showing the boundaries requested by the commission members will be prepared and sent to them prior to next month's meeting, in their packets. That will allow them time to make boundary line changes to discuss at our next meeting on April 14<sup>th</sup>, 2016.

**Staff report:** None

**Other business:** An invitation from the City of Rexburg to participate in the annual Rexburg Business Contest in May, was discussed and reviewed. Commission members agreed to consider any community members that may be interested in participating, and refer them and help them get to the contest organizers to sign up.

**Acting Chairman Williams** noted that the next meeting will be on April 14<sup>th</sup>, 2016 at 7p.m.  
Having no further business, a motion to adjourn was made by Comm. Moore, and seconded by Comm. Warner.

The meeting adjourned at approximately 8:36 p.m.

 \_\_\_\_\_ - Commission Chairman or Vice- Chairman

 \_\_\_\_\_ - Attest Kevin Hathaway; P&Z Administrator

Dated- 4-14-16