

Planning and Zoning
Commission Meeting
February 8, 2018
7:00 PM
Meeting Minutes

Call to order: Chairman Warner at 7:01 PM

Prior to calling the meeting to order, Chairman Warner discussed with an audience member the requirements to conduct business and what constitutes a quorum. Commissioner conducted roll call and it was determined that a quorum was present to conduct the business of the commission.

Roll Call- Chairman Warner

Commissioner Bennett-Absent

Commissioner Stowell- Present

Commissioner Ellsworth-Absent

Commissioner Sutherland- Present

Commissioner Warner- Present

Commissioner Wilder- Present

Commissioner Moore- Absent

Commissioner- (Open)

Commissioner Ellsworth arrived approximately five minutes after roll call.

Chairman Warner determined if there were any conflicts or “Ex Parte” communication related to agenda items. There were no conflicts or “Ex Parte” communication.

Chairman Warner explained the role of the commission to a young audience member in attendance. **Chairman Warner** explained that the commission helps to guide the planning and zoning decisions of the city and the decisions of the commission are then sent to City Council for review. **Chairman Warner** also explained “Ex Parte” communication to the audience, and that avoiding such communication helps keep the commission fair and impartial.

Chairman Warner directed commission members to review the minutes from the January 10th, 2018 Planning and Zoning Commission Meeting. While reviewing the minutes, **Chairman Warner** directed the commissioners to especially review pages 4-5 of the minutes, which contained comments and votes from the previous meeting. **Commissioner Sutherland** commented on the previous public hearing for a planned unit development, and how his questions and concerns were resolved. **Chairman Warner** stated he would entertain a motion if a motion were to be made.

After reading the minutes, **Commissioner Stowell** made a motion for the approval of the meeting minutes, as written. **Commissioner Wilder** seconded the motion. The vote was unanimous in the affirmative, to adopt the meeting minutes from the January 10th, 2018 Planning and Zoning Commission meeting, as written.

Chairman Warner continued with the agenda.

Administrator Tyson Schwartz was given time to introduce himself to the commission and to audience members.

Chairman Warner continued with the agenda item pertaining to a discussion of sign code along Highway 20. **Administrator Schwartz** led by introducing the topic as a matter of discussion brought on by a conversation with the mayor. The conversation was focused on the height limit of signs in commercial zones along the Highway 20 corridor. **Administrator Schwartz** stated that he wanted to put up for discussion the possibility of increasing the limit on height for signs in those areas from the current limit of 30 feet to possibly a limit of 50 feet.

Chairman Warner asked what the code stated for sign height limit for main street and other areas. **Chairman Warner** stated the reason for the question was because he had expected representatives from the Maverik store to be in attendance requesting a taller sign to be seen from the highway.

Commissioner Stowell asked if it was O'Reilly Auto Parts that had requested a variance previously. **Chairman Warner** responded by stating that Tad Jenkins Chevrolet had applied for a variance for a larger sign.

Commissioner Wilder expressed concerns over not just the height of the sign, but how large the signs could be.

Administrator Schwartz stated that there are restrictions in city code that limit the area of the signs in square feet, and that the discussion between himself and the mayor centered on height restrictions.

Chairman Warner asked if there had been any community interest or input in changing the height limit of signs. **Administrator Schwartz** stated that he did not know of any interest or input currently. **Chairman Warner** stated that he believes that there would be wisdom in keeping the regulations as they are until the community brought a need forward. **Chairman Warner** stated he does not see a business need and would be reluctant to make any changes absent of repetitive requests. **Chairman Warner** suggested that a more detailed discussion on the code and the need being expressed by the business community. **Chairman Warner** spoke of the opportunity the commission has to make changes to the code to enhance the community, but that changing the sign code to increase height limit does not ensure that businesses will come to Rigby.

Commissioner Sutherland stated that this could be handled on a case-by-case request.

Commissioner Ellsworth stated that a sign could be built too high and turn into more of a billboard.

Chairman Warner stated that more details and information about who has requested such changes and a discussion about the timing of the change would be needed. **Chairman Warner** stated they would entertain a business that wanted to increase their sign height.

Administrator Schwartz stated that the purpose of this discussion was to hear the opinion of the commission, and that he did not know if the mayor had received any requests or input from the community.

Chairman Warner stated that there could be some great opportunities to pursue code changes, but there is no one currently representing a code change.

Commissioner Stowell suggested that we look to neighboring cities to see what their regulations are, along with any pros and cons.

Chairman Warner stated that the city sign code is good and that it helps maintain an attractive city, and that until there is a group of interested individuals interested in making a change in the code, the commission should be slow to make any change.

Administrator Schwartz stated that any change made would be based on strict boundaries as to where signs of greater height would be allowed.

Commissioner Stowell stated that a business he works for in Idaho Falls followed code for their sign and picked a sign that was lower to the ground, and now the business wished they had a taller sign. Upon researching Idaho Falls code, **Commissioner Stowell** discovered that there are various provisions in the code that allow one sign per business, and provisions that allow businesses that have fronts on two streets to have one sign per street. **Commissioner Stowell**

stated that these are things that could be looked at but agreed with **Chairman Warner** that more information would be needed.

Chairman Warner continued with the agenda.

Chairman Warner asked the commission members if they had any updates or input. **Chairman Warner** then stated that the commission is still working on an Area of Impact with Jefferson County, and that the Area of Impact is something that needs to be continually looked at.

Commissioner Wilder stated that the commission should create areas on the map of where the commission believes is the vision of how growth will take place in the various commercial and residential zones.

Commissioner Sutherland stated that he felt the input from Jefferson county was that the county is there to help, but really centers on the vision that the City of Rigby has for growth.

Chairman Warner stated that the previous administrator is now working for Jefferson County, and understands the process that the city went through to develop the Area of Impact. **Chairman Warner** reiterated the importance of getting back to work on the Area of Impact so that the city can properly plan for growth.

Commissioner Stowell stated that the commission could benefit from researching Jefferson County code in the areas in which the city is looking to grow, so that when the time comes to expand into those areas, there can be cooperation if differences in code arise.

Chairman Warner stated that another purpose of the Area of Impact is to plan for city services to be extended into the area. **Chairman Warner** also stated that cooperation with the Jefferson County Planning/Zoning Administrator would be helpful.

Administrator Schwartz stated that he has worked closely with the county administrator and his goal is to continue work on the Area of Impact with the cooperation of Jefferson County.

Chairman Warner suggested that the commission could work on the Area of Impact during commission meetings that do not have specific agenda items that need to be addressed before the commission.

Chairman Warner stated that commission business had been conducted and asked community members in the audience if they had any input. **Chairman Warner** asked **Ed Bloxham** if there was anything that the commission could do for him. **Ed Bloxham** stated that he had been working with **Administrator Schwartz** to apply for a variance for the building that Mr. Bloxham owns by the Maverik store.

Ed Bloxham stated that he desires to tear the building down and build a smaller, new building farther back on the lot. However, he will not have space to build it unless he can build on the property line abutting the alley, instead of adhering to the 15-foot minimum setback. **Ed Bloxham** asked the commission about timelines for getting a variance and was informed about the date of the next planning and zoning meeting as well as city council meetings. **Ed Bloxham** stated that if he is not able to get the variance he does not want to pay an architect and might have to leave the building as it is.

Chairman Warner stated that he hopes the commission would work with Ed Bloxham with what he proposes to do, and that the commission looks forward to the proposal.

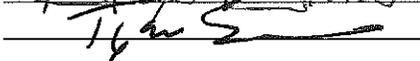
Commissioner Sutherland stated that improving that area and constructing a new building could vastly improve the area.

The next Planning/Zoning Commission meeting will be held on Thursday, March 8th at 7:00 PM.

Having no further business **Chairman Warner** adjourned the meeting at 7:39 PM.



- Chairman Warner



- Attest, Tyson Schwartz, P&Z Administrator

March 8, 2018

Dated- March 8, 2018