

Minutes of the Meeting

Rigby City Planning and Zoning Commission

March 14, 2019, Rigby City Council Chambers

Meeting was called to order at 7:02 p.m.

Present were: Commissioners Cowley, Sutherland, Wilder, Ellsworth, Warner and Stowell.

The Pledge of Allegiance was led by Chairman Ellsworth.

Chair Ellsworth welcomed new commissioner Kevin Cowley.

Approval of minutes of February 13, 2019, meeting. Commissioner Warner asked for the correct spelling of Warner instead of Warren. Without further modifications, Warner moved to approve the minutes of the February 13, 2019, meeting as amended; Stowell seconded. Motion passed; none voting nay.

Training: Planner Sharon Parry presented training items to the commissioners including: quasi-judicial vs. legislative matters, ex parte, site visits, staff reports, and protocol for quasi-judicial agenda items being at the beginning of P&Z meetings in case City Council members would like to be in attendance.

New Business: it was decided that there would not be a special meeting on March 28, 2019.

Legislative Issues: there were discussions regarding several new ordinances including: surface water rights transferred to the City upon annexation, the City Council updating the Comprehensive Plan Map in their last meeting to reflect the intent with Mixed Use being R-2 and Residential being R-1, the need to update the Comprehensive Plan as new zones are added, the need for the tool of development agreements for all land uses, the new R-Ranch zone, the historical downtown overlay zone, expiration of preliminary plats and final plats, and PUD Design Review.

Regarding the expiration of PUD's it was mentioned that extra notice should be given to the public regarding this proposed ordinance. The term "good cause" should perhaps be given examples.

Warner expressed his support for the downtown overlay and the need to get the ordinance out to the public and landowners in the proposed area.

Hearing: Planned Unit Development—Mountain Ridge PUD

Commissioner Stowell needed to exit the meeting.

Planner Parry presented the staff report regarding Mountain Ridge PUD Approval in Principle.

Ryan Loftus represented the applicant and presented regarding Mountain Ridge PUD Approval in Principle.

There was a discussion regarding the application.

Commissioner Warner moved to approve the PUD in Principal; Sutherland seconded the motion. All in favor; none opposed. Motion included the following facts, requirements and conditions:

36 units were proposed

Proposed 4 units per building; preference to drop to 3 units per building

Parking spaces per unit are now at 108; required parking spaces per City code is 108; consider turning 30' spaces into additional parking.

The developer will have a snow removal plan.

Plan for how pedestrians would get to Open Spaces

Improve plan for where visitors park. Add additional parking; 500' from building too far

Elevations shared at hearing will be part of development agreement

Maintenance of property is owner's responsibility

Lift station will be built by developer to City Standards, then City will maintain if built to City standards

One single water meter

Alignment of roads necessary; two more 4-plexes are planned for build on the parcel to the east; streets shall align

Two primary accesses off of 5th West; 2nd exit northwest corner near building #8. Intent to have dead-end road to north where open space will be. The Commission would like to see more than one access. Staff will verify with Central Fire District what safety standard is for number of accesses to the PUD parcel. Compliance with Fire Marshall's recommendation will be required.

Two phases of project. Phase One = with acceptable turn-around. Phase 2 = additional access point. The first phase buildings #1-#5 with a turn-around at #6. Open space to south would also be a turnaround if needed. Hammer-head turn arounds would be least preferable option. Phase two would be buildings #6-#9.

Developer will apply to ITD for access to Highway 48; they will confirm with ITD and follow up with P&Z on this.

Distance between buildings is currently 30'

Developer will install fence on north edge of community green space at sidewalk along Highway 48. Community green space will be on sprinkler system.

City code requirements all apply and will be put into development agreement

Additional notes from Staff Report:

Garbage can placement must be in accordance with Public Works requirements

No water and curb stops in driveways

4' sidewalks preferred to allow for wider streets

Surface water rights to transfer to City, if applicable

18 Fire Lane/No Parking signs required. No parking on inner streets

Firewalls between the units per IBC and IFC

Limit of two stories

A short recess was taken, and the meeting adjourned at 8:45.

Hearing: Planned Unit Development—Sweetwater Townhomes PUD

Commissioner Sutherland recused himself from this hearing and application, and left the meeting.

Planner Parry presented the staff report regarding Sweetwater Townhomes PUD.

Ryan Loftus represented the applicant and presented regarding Mountain Ridge PUD.

There was a discussion regarding the application.

Cowley moved to approve the PUD in Principal; Ellsworth seconded the motion. All in favor; none opposed. Motion included the following facts, requirements and conditions:

Sweetwater Townhomes PUD P&Z Requirements, March 14, 2019

The setbacks are: 80' on the north; 60' on the south (canal); 30' on the west.

Landscape architect's plan will be in development agreement.

83 doors; 3 bedroom townhomes

Green space currently is 36% with 30% being the requirement. If additional parking is required the green space will go down to the minimum requirement of 30%.

Parking allotment is 3 vehicles per unit-- Double car garages plus one parking stall in common totals 3 per unit.

Depth of garages is 21'

Parking enforced by HOA with assigned parking

Developer will work with plan to get at least 10 additional parking spaced than was presented on preliminary plan.

Storm water: catch basins and storm water—developer will provide calculations. Some swales may need to be deeper than the 1' and up to 4' depth presented.

Swales were presented on the plan as being on the whole north side, in the island, and in the southwest and northwest of the property.

Raingutters will be installed to aid in water runoff.

Snow removal: snow will be pushed into the grassy areas on the property.

Face on south side on canal bank; fence all around three sides (N, W, and S).

30' wide streets

Entry island—provides for one way in and one way out. An additional emergency access point if required by Fire/EMS can be through the paved parking lot on the southeast corner of the parcel.

All presentation elements from the developer including preliminary layout, elevations, and floorplans will be part of the development agreement.

An asphalt walking path will be installed around the entire perimeter of the property.

Units will be sold individually with individual water meters.

An HOA will be established with CC&R's; at P&Z's request staff will contact the attorney to see how much latitude the City has regarding the placement of the developer on the HOA board as president, at what percent of units sold can the developer or owner be made to stay on the board, and how long can the developer or owner be made to stay on the board.

Door/entry access will be through the garage door on the garage side of the building.

The developer said the garbage cans will be stored in the garages. City garbage service will be used.

Staff will verify with the developer as to the Phases of the development, and staff the developer will fine tune the details of the timing of the laying of asphalt before a subsequent phase can be begun.

The developer will conduct at his expense a traffic study based on peak hour trips. At minimum two issues will be addressed during this traffic study: a dedicated left turn lane added to turn out of the development, and should a left turn lane be striped on the street.

All other requirements by City Code.

The meeting was adjourned at 11:17 p.m. Moved by Warner; seconded by Cowley. Motion passed; none opposed.