

**Planning & Zoning Commission Work Session Minutes
September 3, 2014**

end the request.

- Jill Skeem, stated she had the impression that it would come back again and they didn't want to vote no because of the developer that was making the request.
- Community Development Director Humble stated there was a lot of discussion, about the Comprehensive Plan Amendment coming up for review. The Council thought it should be looked at during that time. He left the meeting wishing there was clearer direction for the item, the intent was not clear. At some point the item could be scheduled and they could act on the item at another meeting, if they want more input from the public the item would have to be re-published and re-notification to the neighbors would have to occur. It is not normal that things get tabled.
- Commissioner Woods stated that the paper stated that the item was tabled so that more people could be notified. There needs to be better broadcasting of the meeting.
- Council Liaison Mills Sojka stated she felt the public deserved a final decision and she was surprised at the tabling decision. She will recommend that this item go through a re-notification process because she would not feel right about making a decision without it being notified again.
- Penny Ploss, 236 Taylor, asked if the City Council verbalized that the item was tabled.
- Community Development Director Humble stated the City Council voted to table the item, it has not been acted on and it has not been re-scheduled. There was no clarification for re-notification and he believes it was tabled to make it go away. He stated some research has been started by staff with regards to public hearing notification and it was not on today's agenda however he feels there should be some discussion on the topic today. He stated the Comprehensive Plan is another item that needs some focus sooner than later, he explained the budget has been approved to do an update, it will not be re-written, there will be certain focus areas and staff is working on putting together a plan for the review to begin. He asked that if the Commission feels there is something that they would like reviewed to notify staff.

III. DISCUSSION ITEMS FROM THE COMMUNITY DEVELOPMENT STAFF AND/OR THE PLANNING & ZONING COMMISSION:

1. Review Proposed Code Amendment Items Update
 - a. Zoning Development Amendment/PUD process (Update on Changes from August Work Session)

Planner I Spendlove reviewed the changes that were recommended to staff at the last work session and showed the Commission on the overhead where the changes occurred.

Discussion Followed: Without Concerns

- b. Wireless Communication Facilities/ (Update on Changes from August Work Session)

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Planner I Spendlove reviewed the recommendation from staff and asked for discussion from the Commission.

Discussion Followed: Without Concerns

- c. ~~Chapter 4; Zoning Districts/Land uses/ (discussion on removal of identified Land Uses)~~ **changed to discuss notification process**

Discussion Followed:

- Commissioner Tatum explained that the notification expansion was required when the Zip Line came through for a Special Use Permit. In looking at the code she asked how to determine on a case by case basis when the extra notification should be required.
- Commissioner Grey stated he thinks that if they are not nearby residents it doesn't necessarily mean they don't have a voice.
- Commissioner Munoz stated it is very difficult to accommodate for all of the situations.
- Commissioner Frank stated there is not a perfect system but it should be reviewed.
- Community Development Director Humble reviewed what the code states he explained an applicant can be asked to send out more notification letters but that if the number is ≥ 200 then three notifications in the paper is all that is required. Staff felt that three notices in the paper is less notice. He explained that the staff is in the process of reviewing this topic so that more examples of what other cities are doing can be brought forth for discussion.
- Council Liaison Mills Sojka explained that the notification requirements can be more restrictive than the state requirements. There are cities like Jerome that have made the use of the property and the size of the property as a way to determine if a larger notification process is needed. We need to be sensitive to the applicant, but one thing that may be address is timeframe. Possibly having the signs go out sooner and possibly have more signs along the property. The key is to consider what would accomplish the goal for notification, and maybe the letters are not the issue, maybe it's the signage.
- Commissioner Higley agreed that having the sign out longer and possibly providing more signage or larger signs would be more effective than the letters.
- Community Development Director Humble explained he understands there is a need for review. The letters are a low priority, but there is a need for more

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signage, possibly larger signs, location of the signs, and Council directive was to take advantage of the code that allows for staff to request more notification.

- Commissioner Munoz explained that the difficulty for staff is to determine what item is going to be a hot item and whether or not it will need more notification.
- Commissioner Higley suggested looking at some guidelines to help staff make that decision.
- Commissioner Frank stated there is always recourse but there is a need to review this issue.

2. Upcoming P&Z Agenda Items.

1. Review of September 9, 2014 & September 23, 2014

Zoning & Development Manager Carraway reviewed on the overhead the items that have been scheduled for public hearings.

3. General Commission Training: **No Discussion Occurred**

1. *Definitions of Land Use Terms*
2. *State Noticing Requirements*

IV. UPCOMING PUBLIC MEETINGS (held at the City Council Chambers unless otherwise posted):

1. Public Hearings – Tuesday, **September 9, 2014**
September 23, 2014

V. ADJOURN MEETING:

Lisa A Strickland
Administrative Assistant
Planning & Zoning Department