



**MINUTES**  
**TWIN FALLS CITY PLANNING & ZONING COMMISSION**  
**September 27, 2016 6:00 PM**  
**City Council Chambers**  
**305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301**

**PLANNING & ZONING COMMISSION MEMBERS**

**CITY LIMITS:**

Danielle Dawson   Tom Frank   Kevin Grey   Gerardo “Tato” Muñoz   Ed Musser   Christopher Reid   Jolinda Tatum  
**Chairman   Vice-Chairman**

**AREA OF IMPACT:**

Ryan Higley   Steve Woods

**ATTENDANCE**

**CITY LIMIT MEMBERS**

**PRESENT**

Dawson  
Frank  
Grey  
Muñoz- (On Phone)  
Reid  
Tatum

**ABSENT**

Musser

**AREA OF IMPACT MEMBERS**

**PRESENT**

Woods

**ABSENT**

Higley

**CITY STAFF:** Carraway-Johnson, Nope, Spendlove, Strickland, Vitek, Weeks, Moore (Logan Simpson)

**I. CALL MEETING TO ORDER:**

Chairman Frank called the meeting to order at 6:00 P.M. He then reviewed the public meeting procedures with the audience, confirmed there was a quorum present and introduced City Staff.

**II. CONSENT CALENDAR:**

1. Approval of Minutes from the following meeting(s): **September 7, 2016 WS, September 13, 2016 PH**
2. Approval of Findings of Fact and Conclusions of Law:
  - (Rogers –SUP 09-13-16)

**Motion:**

Commissioner Reid made a motion to approve the consent calendar. Commissioner Grey seconded the motion.

**Unanimously Approved**

**III. ITEMS OF CONSIDERATION: **None****

**IV. PUBLIC HEARINGS:**

1. Request for a **Special Use Permit** to construct a 1248 sq. ft. detached accessory building on property located at 1020 Green Tree Way c/o C-N-R Construction, LLC on behalf of Jeff & Laura Brinker (app. 2810)

**Applicant Presentation:**

Nevin Oberg, CNR Construction, LLC representing the applicant stated this is a request for a Special Use Permit so that the applicant may construct a 1248 sq. ft. accessory building on property located at 120 Green Tree Way. The building needs to be 45 ft. long so they can fit the RV, currently they store the RV off-site. They would also like to be able to remove their items from their garage and store them in the new accessory building allowing them to use their garage as a garage. They also have added a small area for a work space and the lawn mower. The accessory building will be a little shorter than the house and it will be designed to match the house colors and coordinate with the property.

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**Staff Presentation**

Planner I Spendlove reviewed the request on the overhead and stated this lot is part of the Green Tree Estates North Subdivision, which went through the public hearing process, platted and recorded in the spring of 2000. The current residence was constructed in 2003. The site is zoned R-2 within city limits. The applicant has supplied a site plan showing an existing single family residence and a proposed 1170 sq. sf. detached accessory building. The applicant describes the building for storage and private use, no commercial activity. If the special use permit is granted the applicant will proceed with development of the detached accessory building as approved.

**Per City Code 10-4-4:** Detached accessory buildings within the R-2 Zone greater than 1000 sq. ft. are required to obtain a Special Use Permit prior to being legally constructed. The proposed plan is showing the detached residential garage to the north of the main residence

**Per City Code 10-11-1 thru 8:** Required improvements include access, drainage and storm water. These required improvements will be evaluated and all applicable code requirements will be enforced at the time of building permit submittal.

Detached accessory buildings are common for this subdivision, however, not to the size proposed. The size will be imposing on surrounding neighbors due to its size, height, and proximity to the side yard setback. This will be impactful to the neighbor on the west side.

Planner I Spendlove stated upon conclusion should the Commissioner grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to construction of the detached accessory building to be consistent with the submitted drawings/elevations, as presented.
3. Subject to personal use by the occupant of the home - no business use within this structure.

**PZ Questions/Comments:**

- Commissioner Woods asked if the 3' side yard is consistent with code.
- Planner I Spendlove confirmed that the 3' side yard setback for a detached accessory building is consistent with code.
- Commissioner Woods asked if the applicant spoke with the neighbor on the west side of the property.
- Mr. Oberg stated the owners were notified however they did not respond with any concerns.
- Commissioner Grey asked if there are any CCR for this neighborhood.
- Mr. Oberg stated the applicants have checked into this and there are not any that are currently enforced.
- Commissioner Reid asked for clarification on the square footage for the accessory building.
- Mr. Oberg explained the correct size for the building is 1170 sq. ft.
- Commissioner Woods asked about the materials being used to construct the building.

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- Mr. Oberg explained the applicant has plans to redo the outside of the house and the structures will match in color.
- Commissioner Reid asked about a driveway to the smaller door and materials.
- Mr. Oberg stated the applicant has decided to put the smaller on the back for the lawnmower access. As for the materials the City requires hard surface so the applicants have decided to use cobblestones for the driveway material to blend in with the landscaping.

**Public Hearing: Open & Closed Without Input**

**Deliberations Followed:**

- Commissioner Woods stated his biggest concern is he is not sure that this won't look out of character for the area.
- Zoning & Development Manager Carraway-Johnson explained the Commission can add conditions that make it more harmonious.
- Commissioner Grey explained that the description presented stated the building will look like the house when completed and the neighbors have not come forward to speak against this request.
- Commissioner Munoz agreed with Commissioner Grey and the front facing portion is going to be covered by the door, so he is not concerned.

**Motion:**

Commissioner made a motion to approve the request, as presented, with staff recommendations. Commissioner Reid seconded the motion. All members present voted in favor of the motion.

**Approved, As Presented, With The Following Conditions**

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
  2. Subject to construction of the detached accessory building to be consistent with the submitted drawings/elevations, as presented.
  3. Subject to personal use by the occupant of the home - no business use within this structure.
2. Request for a **Special Use Permit** to add 1200 sf to an existing 480 sf detached accessory building, totaling 1680 sf, on property located at 2767 East 3400 North within the Area of Impact. c/o C-N-R Construction, LLC on behalf of Mike & Karen Harnar (app. 2812)

**Applicant Presentation:**

Nevin Oberg, CNR Construction, LLC this is a request for a Special Use Permit to add 1200 sq. ft. to an existing 480 sq. ft. detached accessory building on property located at 2767 E 3400 N within the Area of Impact. This building will provide a garage for the property and a place to store lawn equipment and other personal items. The building will be designed to look like the house and there will be hard surfacing to access the garage.

**Staff Presentation:**

Planner I Spendlove reviewed the request on the overhead and stated the parcel records show the main residence was built in 1995, and the existing detached accessory building was built in 1998. The site is zoned AP within the Area of Impact. The applicant has supplied a site plan showing an existing single family residence, an existing 480 sq. ft. detached accessory building, and a proposed 1200 sq. sf.

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detached accessory building addition. The 1200 sq. ft. addition to the existing detached accessory building, totaling 1680 sq. ft. which exceeds 25% of the total sq. ft. of existing buildings and therefore is subject to required improvements set out in city codes 10-11-2 through 10-11-5. The applicant describes the building for storage and private use, no commercial activity. If the special use permit is granted the applicant will proceed with development of the detached accessory building as approved.

**Per City Code 10-4-12:** Detached accessory buildings within the AP Zone greater than 1500 sq. ft. are required to obtain a Special Use Permit prior to being legally constructed. The proposed plan is showing the detached accessory building to the east of the main residence.

**Per City Code 10-11-1 thru 8:** Required improvements include access, drainage and storm water. These required improvements will be evaluated and all applicable code requirements will be enforced at the time of building permit submittal.

Detached accessory buildings are common for this area. The property to the West has a similarly sized pole barn for hay storage. Staff does not expect overtly burdensome impacts to be created with this Special Use Permit. Within the AP Zone all parking & maneuvering areas are required to be hard surfaced. The driveway is currently gravel/dirt. The addition will require the driveway to be hard surfaced prior to a final inspection.

Planner I Spendlove stated upon conclusion should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to construction of the detached accessory building to be consistent with the submitted drawings/elevations, as presented.
3. Subject to personal use by the occupant of the home - no business use within this structure.

**PZ Questions/Comments:**

- Commissioner Grey asked if the current driveway is gravel or hard surfaced.
- Mr. Oberg, stated the current driveway is gravel.
- Commissioner Munoz asked about the finish on the existing building.
- Mr. Oberg, stated it has a metal roof but is a lapped siding that is painted. The building will be finished with a metal roof and siding.

**Public Hearing: [Opened & Closed Without Input](#)**

**Deliberations Followed: [Without Concerns](#)**

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**Motion:**

Commissioner Dawson made a motion to approve the request, as presented, with staff recommendations. Commissioner Woods seconded the motion. All members present voted in favor of the motion.

**Approved, As Presented, With The Following Conditions**

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to construction of the detached accessory building to be consistent with the submitted drawings/elevations, as presented.
3. Subject to personal use by the occupant of the home - no business use within this structure.

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3. Requests the Commission's recommendation on an **Amendment to the 2009 City of Twin Falls Comprehensive Plan** which includes updates to the following; 1-Summary & Intro Background, 2-Land Use, 3-Community Design, 4-Housing, 5-School Facilities, 6-Public Services and Utilities, 7-Economic Development, 8-Environmental Considerations and Transportation – Airport only c/o City of Twin Falls Planning & Zoning Department (app. 2809)

**Staff Presentation:**

Zoning & Development Manager Carraway-Johnson stated the current Comprehensive Plan, The Twin Falls Vision 2030 – a comprehensive plan for a sustainable future, was updated and amended in February 2009. in the state of Idaho, comprehensive plans are advisory documents used to guide land development decisions. because the plans are derived from public input about what people desire for their community, the goals and future land use plan designations of the comprehensive plan have an important role in many regulatory decisions the city makes. these decisions surround land use, such as changes in the jurisdictional boundary, rezoning, and amendments to city codes and development standards. the goal is to ensure this document meets the needs and desires of the community.

As part of the 2014-2015 budget the City Council approved \$100,000 for an update of the 2009 Comprehensive Plan. In October 2014 a request for qualifications (RFQ) was prepared and distributed on the American Planning Association website, in the Idaho Statesman, the Times News and various other planning related internet locations. The RFQ was specific to update an replace certain elements of the 2009 Comprehensive Plan in the following areas:

- Summary & intro background
- Land use
- Community design
- Housing
- School facilities
- Public services and utilities
- Economic development
- Environmental considerations
- Transportation – airport only

Seven (7) responses were received. A selection committee made up of then councilperson Rebecca Mills-Sojka, Planning and Zoning Commissioner Tom Frank, Parks & Recreation Chairman Kevin Dane, local Businessman Kevin Mahler and myself reviewed and ranked the seven (7) submittals. The top two consultants were then selected for an interview by the planning & zoning commission.

On February 4, 2015 at a regularly scheduled public meeting the planning & zoning commission conducted interviews of the top two (2) consulting firms. On February 17, 2015 the City Council approved the commission's recommendation of Logan Simpson Design, Inc., Fort Collins, Colorado.

At the May 11, 2015 meeting, the city council approved a contract with Logan Simpson Design, Inc. and tasked them to begin the process for a comprehensive plan update for the city. On June 22, 2015 staff

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discussed with the council -- the topic of forming a Comprehensive Plan Advisory Committee. Staff began discussions with Logan Simpson to initiate the first step which is establishing an advisory committee. The goal and direction of this committee was to work with Logan Simpson design and city staff to complete an updated comprehensive plan that projects the communities' needs and goals for the next 20 years.

Also in June Logan Simpson conducted several days of "stakeholder" interviews at a local coffee shop where they had great participation and received a great insight into who is twin falls.

Staff discussed with the City Manager Rothweiler, Deputy City Manager Humble and Mayor Hall the list of prospective advisory committee members. After some consideration we were able to consolidate some of the targeted areas with one person.

An advisory committee was formed & approved by the city council on July 6, 2015. The advisory committee consisted of thirteen (13) members including City of Twin Falls Council Person, City of Twin Falls Planning & Zoning Commissioner, local municipal representatives and local residents who volunteered to participate and help guide the direction for the comprehensive plan update process.

The advisory committee was made up of the following community citizens:

- Greg Lanting                      Twin Falls City Council Member
- Rebecca Mills-Sojka        Former-Twin Falls City Council Member
- Tato Munoz                      Twin Falls Planning & Zoning Commission
- Ryan Higley                      Twin Falls Planning & Zoning Commission (Area of Impact)
- Kevin Dane                      Local Business Owner
- Kevin Mahler                    Local Business Owner
- Brad Wills                      Developer/Urban Renewal Agency
- Nancy Duncan                 City of Kimberly City Council Member
- Brady Dickinson              Twin Falls School District
- Dr. Cindy Bond                CSI/former Chair Chamber of Commerce/former Urban Renewal Agency Chair
- Laura Stewart                 Chamber of Commerce Member/St. Luke's
- Dan Olmstead                 Idaho Power/SIEDO Member
- Laura Wilson                 Twin Falls County Planner

The first advisory committee meeting was held on July 16, 2015. The first item on the agenda was to name our plan.... The name came from a group discussion and was decided on: "Grow With Us" this statement embodies the positive feeling of the community;

- ❖ Grow- The City of Twin Falls Is "Growing"
- ❖ The City of Twin Falls includes all our citizens; "With"
- ❖ And the City of Twin Falls is because of our citizens, we are all included in; "Us"

The advisory committee met nine (9) times over the last 15 months- several of those meetings were joint meetings with the City Planning & Zoning Commission. Every advisory committee meeting and community event we participated with was conducted in accordance with the Idaho open meeting laws and the City of Twin Falls Transparency Resolution.

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Additionally, Logan Simpson, advisory committee members, Planning & Zoning Commission members and city staff have participated in several community events; 2 City Fairs, Optimists Clubs Wings-n-Things, Oktoberfest, Death by Chocolate plus made several presentations to various community groups; Optimist, Lions, Senior Center and Chamber of Commerce. Staff and Logan Simpson gave media interviews, conducted several surveys (with 2000+ citizen comments), posted several public announcements and distributed informational fliers throughout the year – all to notify and encourage citizen participation.

The Twin Falls Vision 2030-a Comprehensive Plan for a sustainable future, was adopted in February 2009. The request is to amend the current Comprehensive Plan and replace it with 2016 City of Twin Falls Comprehensive Plan – “Grow With Us”.

Extensive public involvement and review has gone into the development of this document. Twin Falls City Code Title 10 Chapter 17 includes the bylaws of the Planning & Zoning Commission. Title 10 Chapter 17 Section 3-article 9.3 states that a duty of the Commission is to “conduct a comprehensive planning process designed to prepare, implement, review and update a Comprehensive Plan as required by law.

Idaho State Statutes regarding the Planning & Zoning Commission states the following 67-6508 Planning Duties:

It shall be the duty of the planning or planning and zoning commission to conduct a comprehensive planning process designed to prepare, implement, review and update a comprehensive plan, hereafter referred to as “The Plan”.

“The Plan” shall include all land within the jurisdiction of the governing board. “the plan” shall consider previous and existing conditions, trends, desirable goals and objectives, or desirable future situations for each planning component.

“The Plan” with maps, charts, and reports shall be based on the following components -- as they may apply to land use regulations and actions unless “the plan” specifies reasons why a particular component is unneeded.

The required components of a comprehensive plan are” a) property rights, b) population, c) school facilities and transportation, d) economic development, e) land use, f) natural resources, g) hazardous areas, h) public services, facilities, and utilities, i) transportation, j) recreation, special areas or sites, l) housing, m) community design, n) agriculture, o) implementation and q) public airport facilities.

The proposed comprehensive plan this evening, as presented, includes a discussion of all of these elements. The contracted update included the following:

- Summary & intro background
- Land use
- Community design
- Housing
- School facilities
- Public services and utilities

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- Economic development
- Environmental considerations
- Transportation – airport only

New state statutes required a new addition entitled public airport facilities. This chapter was developed by Bill Carberry, Airport Manager and Chris Pomeroy-CH2M Hill.

The parks and recreation master plan was recommended for approval by the parks & rec commission in December 2015 but has yet to be adopted by the city council.

The City's 2009 Master Transportation Plan will begin the process for updating later this year and hopefully will be complete late next year.

Adoption of a resolution by the City Council shall be required to include the 2015 Parks & Recreation master plan and the 2016 Master Transportation Plans in this proposed plan.

The 2009 Comprehensive Plan was adopted with the condition to not allow amendments to the plan for a period of one (1) year after adoption. Staff would support this condition being recommended upon the adoption of this plan.

Comprehensive Plan Amendment approval procedure:

A request for a comprehensive plan amendment is initially made to the commission. The Planning and Zoning Commission shall hold a public hearing to evaluate the request and to determine the extent and nature of the amendment. Upon conclusion of the public hearing the commission shall make a recommendation to the city council on whether or not to approve the request as presented, deny the request or approve the request subject to conditions/modifications.

The city council shall then hold an additional public hearing where they may approve the 2016 Comprehensive Plan as recommended by the commission, deny the plan or remand the plan back to the commission for further proceedings.

If approved, a resolution is prepared and at a later public meeting is adopted by the city council. Once the resolution is published the comprehensive plan is the official

2016 City of Twin Falls Comprehensive Plan – "Grow With Us".

Staff recommends the planning & zoning commission recommend adoption of the 2016 City of Twin Falls Comprehensive Plan; "Grow With Us", as presented and including the following:

1. Subject to no amendments to the plan for one (1) year after adoption.

**Consultants Presentation:**

Megan Moore, Logan Simpson, presented an overview of the content of the proposed Comprehensive Plan Amendment highlighting the changes that have been recommended.

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**Public Hearing: Opened**

- Stace Campbell, Twin Falls, stated that he wanted to thank the Commission and the Advisory Committee for all their time and effort put into this process. He has been involved throughout the process and is really pleased with the recommendations for neighborhood villages, bringing some of the amenities out to the neighborhoods.
- Carolyn Baird, Twin Falls, stated that AARP has a plan for Senior Citizens Housing and she has noticed that a lot of the neighborhoods don't have wandering streets to allow for better connections and travel.

**Public Hearing: Closed**

**Deliberations Followed:**

- Commissioner Woods stated that the Citizens seems to have similar visions for Twin Falls if compared to the previous plan and he is excited about the plan and the public input.
- Commissioner Munoz thanked the staff and the consultants for the hard work put into the plan. He is pleased with the outcome.
- Commissioner Grey would like to have more discussion about the corridors into the City and transportation throughout the City. He wants to protect the plans that have been developed and the code that has been designed to protect the plan for future growth and development of roads.
- Commissioner Reid thanks everyone for the efforts put into this process. He thinks this is just the starting point and would like to see more discussion with the citizens on how to implement the plan. This process has created more questions like what does protecting the canyon rim mean, if the citizens are willing to pay for things that they want.
- Commissioner Frank agreed and the best thing to do is to review the document constantly so that it reflects the community's desires.

**Motion:**

Commissioner Woods made the motion to recommend approval of the request, as presented, with staff recommendations. Commissioner Grey seconded the motion. All members present voted in favor of the motion.

**Recommended Approval, As Presented, to City Council**

1. Subject to no amendments to the plan for one (1) year after adoption.

**City Council Public Hearing Scheduled for October 24, 2016**

**V. GENERAL PUBLIC INPUT:**

- Carolyn Baird stated that she has seen an increase in traffic over the years and wanted to know about a second bridge across the canyon.

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- Zoning & Development Manager Carraway-Johnson explained that the Master Transportation Plan review is going to begin in the near future and citizens are welcome to participate and contact staff with any questions or concerns.
- Assistant City Engineer Vitek explained this will be a long process and transportation covers everything from vehicles to bike lanes, so input from the public is encouraged.

**VI. ITEMS FROM THE ZONING DEVELOPMENT MANAGER AND/OR THE PLANNING & ZONING COMMISSION:**

Zoning & Development Manager Carraway-Johnson thanked the Commission and the Consultants for their efforts in the process. The City Council will have a public hearing to discuss the Comprehensive Plan amendment on October 24, 2016.

**VII. UPCOMING PUBLIC MEETINGS:** (held at the City Council Chamber unless otherwise posted)

1. Work Session- **October 5, 2016**
2. Public Hearing-**October 11, 2016**

**VIII. ADJOURN MEETING:**

Chairman Frank adjourned the meeting at 7:38 PM

Lisa A Strickland  
Administrative Assistant  
Planning & Zoning Department