

MINUTES

ADAMS COUNTY PLANNING & ZONING COMMISSION

Regular Meeting - *Adams County Courthouse - Corrected 9/17/2018*
August 20, 2018
7:00 p.m.

Members Present: Al Becker, Julie Burkhardt, Rich Laine, Dennis Nau, Mark Peterson, Joe Warner

Members Absent: Royce Bauer

Others Present: P&Z Administrator Wendy Green

Public Present: None

1. **Call to Order:** P&Z Administrator Wendy Green called the meeting to order at 7:05 p.m.
2. **Review Agenda:** Julie Burkhardt moved to approve agenda as presented; Dennis Nau seconded; passed.
3. **Approval of Minutes of July 23, 2018:** Al Becker moved to accept the Minutes of the July 23, 2018 Training Meeting as presented; Julie Burkhardt seconded; passed.
4. **New Business**

Election of Officers: After discussion about each member's interest in serving as chair or vice-chair, Mark Peterson nominated Rich Laine as Chair; Burkhardt seconded; passed.

Peterson nominated Joe Warner as Vice-Chair; Al Becker seconded; passed.

After election of officers, Chairman Laine presided over the remainder of the meeting. *corrected 9/17/18*

Review Articles of Agreement & Bylaws: The Commission reviewed the existing Articles of Agreement and Bylaws of the Planning & Zoning Commission and updated/amended as needed. The revised Bylaws and Articles of Agreement are attached. Administrator Green will forward the amended documents to the Board of County Commissioners for review with a Commission recommendation to adopt.

5. **Items from the Public:** None

6. **Items from the Planning & Zoning Administrator**

Subdivision Project Reviews in Process: Administrator Green informed the Commission that there are two projects under initial administrative review: Valley Knolls Subdivision north of New Meadows and Goose Creek Planned Unit Development (PUD)/Creekside RV Park.

The applicant for Goose Creek PUD has asked that the Preliminary and Final plats be combined in one process, which may be allowed under County ordinance. Administrator has requested that the applicant provide standard plats, rather than the 8-1/2x11 plats submitted with the application, before she can complete the project review. Green said she may be ready to ask the Commission to set a date

for a public hearing within the next month or two, and Commissioners should review the County Subdivision Ordinance pertaining to PUDs and combining Preliminary and Final plats.

The Valley Knolls project is in early stages of review and is not ready for a public hearing.

Commissioners' County Email Addresses: Burkhardt and Nau have been able to activate their County email addresses. They recommended to the other Commissioners that they call Rich Parker at CTC for assistance in activating their accounts and changing their passwords. Once Commissioners confirm to Green that their County email addresses are active, she will no longer send official correspondence to their personal email addresses. Laine opted not to setup an email account.

7. Items from or Questions for the Prosecuting Attorney: None

8. Items from the Planning & Zoning Commission: Commissioners discussed the challenges of having members call-in to participate in P&Z meetings. The general feeling was that it was preferable to attend in person.

P&Z Fees: Commission requested that Green provide information on how Adams County's fees for rezoning, subdividing and other P&Z processes compare to neighboring counties and whether our current fees cover our administrative and technical advisory costs.

Rules of Order: The Commission asked Green to obtain a copy of Roberts Rules of Order or other generally accepted guidelines for conducting public meetings. She will check with Idaho Association of Counties to see which guides the Association recommends.

9. Upcoming Meetings:

Next Regular Meeting: September 17, 2018 at 7:00 p.m.

10. Adjournment

Meeting was adjourned at 8:25 p.m.



Rich Laine, Chairman

8-17-18

Date