

MINUTES

ADAMS COUNTY PLANNING & ZONING COMMISSION

Regular Meeting

August 17, 2020, Adams County Courthouse

7:00 p.m.

Members Present: Julie Burkhardt, Kip Kamerdula, Dennis Nau, Joe Warner; Al Becker joined the meeting at 7:30.

Members Absent: Mark Peterson

Others Present: County Prosecutor Christopher Boyd; P&Z Administrator Wendy Green

Public Present: Suzanne Budge via teleconference

1. **Call to Order:** Vice-Chairman Joe Warner called the meeting to order at 7:00 p.m.
2. **Review Agenda:** Julie Burkhardt moved to approve the agenda as presented; Kip Kamerdula seconded; passed.
3. **Approval of Minutes:** Kip Kamerdula moved to accept the minutes of the August 10th public hearing as presented; Julie Burkhardt seconded; there was discussion about how to provide more detail regarding the Commission's consideration and findings on the Schneiders' request for variance. After reaching agreement on content of findings to be drafted by administrator based on chairman's summary and clarification that the Commission voted to recommend the BOCC deny the request for variance from the requirement for two points of egress, the Commission voted to approve the minutes as presented; passed.
4. **Old Business:** Continued review of zoning and subdivision ordinances for amendment. Commission directed administrator to draft proposed language to amend the following items:
 - Section 2-2-B-3: Revise to **one** additional single-family dwelling may be permitted on a parcel.
 - Section 2-2-C-2-a: Remove requirement of one-mile buffer between new rock pits and existing dwellings or reduce the size of the buffer. Add factors to be considered when evaluating conditional use permits, including noise, dust, hours of operation, hauling restrictions, blasting notification, whether to allow asphalt plants, and protecting water quality as required mitigation for permitting new rock pits.
 - Section 2-2-A: Intent of ATG Zone very low-density development needs to be clarified as it pertains to number and size of lots in subdivisions in Ag Zone.
 - Section 2-2-C: Conditional Uses Permitted in ATG Zone: Refine this language to clarify that this list is not exclusive; see Section 2-4-C-10 example of "Similar uses as determined by the Board." Also consider the appropriateness of the requirement that uses must support timber/ag. Develop language to permit short-term rental of properly

permitted residential dwellings; short-term rental of non-residential units, including camp trailers, recreational vehicles, tents, yurts or other structures intended for temporary occupation may be permitted under Section 2-2-C-3, campgrounds.

- Section 4-2-E: At the discretion of the Board, a CUP *may* be transferrable if the parcel is sold if the purchaser agrees to comply with the conditions of the CUP.
- Section 4-3-G: Applicant may apply for a one-year extension of CUP, Variance or building permit.
- Several items appear in both the zoning ordinance and the subdivision ordinance and the language may not be identical. It may be better to only include the language in one ordinance and cross-reference between the zoning and subdivision ordinance to avoid confusion.
- A Comprehensive Plan objective is to promote development close to cities and existing services. Administrator showed maps of Areas of Impact for Council and New Meadows. County ordinance applies to AOI, per agreements between the county and the cities. How does current AOI zoning affect the comp plan objective of promoting affordable housing? Administrator will gather information from city managers on Areas of Impact: How far do sewer and water lines extend? What are the cities' plans for extending sewer and water services or annexing land into cities? What other considerations should be taken into account when reviewing the Area of Impact?
- Section 2-9, top of p. 10 only mentions Council Airport Overlay Zone; add New Meadows Airport.
- Section 2-7, Irrigated Land Overlay Zone needs clarification. Zoning ordinance requires 20-acre minimum lot size in this zone to protect productive agricultural land and groundwater quality. The intent is to minimize development in this zone. The zoning map needs to be updated to include the Irrigated Land Overlay Zone. Revise first sentence to "Irrigated lands are those that are either flood irrigated or irrigated using various sprinkling systems and/or have a legal Idaho State water right."
- Changes to the comprehensive plan require the same public process as amending ordinances.
Administrator will draft language for these proposed changes and send to commissioners by September 14th. Commissioners will come to the September 21st meeting with proposed edits and try to refine the language to recommend to BOCC. Once the BOCC and P&Z agree on amendments, we will present at a public hearing.

5. **New Business:** P&Z Meeting Policies and Procedures--

Require that all pertinent application materials be complete and submitted to the administrator at least 10 days prior to a hearing so that commission can receive materials at least a week before the meeting. When negotiating a deadline with an applicant, the chair will stipulate that information must be received 10 days in advance of the agreed-upon meeting date. All participants and attendees need to follow proper protocols, including waiting to be recognized by the chair before speaking. Chair will remind everyone to speak into the microphones. Callers should state whether they wish to comment so the chair can make time for comments from callers within the flow of the meeting. Teleconference connection and audio volume need to be tested prior to the start of the meeting to be sure all participants can hear and be heard. It would be helpful to have a mic for each commissioner and, in the courtroom, a mic on a stand for participants. Julie Burkhardt suggested we check with Rick Waitley with Association

Management Group about conducting a workshop for the commission on conducting public meetings. Prosecutor Boyd advised the commission to err on the side of allowing applicants and affected persons an opportunity to speak, even if the commission (through a motion) sets a time limit for each speaker, depending on the number of people who wish to comment. We should purchase a timer that would be visible to people in the room as well as the commissioners or designate a commissioner to keep time.

6. Upcoming Meetings:

Next Regular Meeting: September 21, 2020 at 7:00 p.m..

Valley Knolls additional information and deliberation; administrator will request that applicant provide materials by September 11th; public hearings on a CUP for short-term rental and a variance request; if time allows, continue ordinance review, including gifting land to immediate family, division of large tracts, and the two-year exemption; subdivision ordinance and the further division of lots and additional dwellings in a platted subdivision,

7. Adjournment

Meeting adjourned at 9:10 p.m.


Chairman

Date


