

PLANNING & ZONING COMMISSION (P&Z)
Minutes for Meeting of January 22, 2020 at 6:30 p.m.
City Council Chambers, Municipal Building
911 North Seventh Avenue, Pocatello, ID 83201

AGENDA _____

The meeting began at 6:30 PM.

AGENDA ITEM #1: ROLL CALL AND DISCLOSURE OF CONFLICT OF INTEREST, EX-PARTE COMMUNICATION AND SITE VISIT.

Disclose who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if there is anything personally or professionally that would not allow an impartial or unbiased decision. Disclose if a site visit was done, location(s) of the visit, and what was seen.

Kirkham had nothing to report. **Moore** made a site visit for agenda item 3 and had nothing else to report. **Ricks** made a site visit for agenda item 3 and had nothing else to report. **Ryu** made a site visit for agenda item 3 and had nothing else to report. **Satterfield** made a site visit for agenda item 3 and had nothing else to report. **White** made a site visit for agenda item 3 and had nothing else to report.

Present: Jill Kirkham, Jack Moore, Dorothy Ricks, Shin Kue Ryu, Ryan Satterfield, and Kailey White.

Excused: Jared Bernt.

Staff: Carl Anderson, Jim Anglesey (arrived at 6:36 P.M.) Shawnie Ferrin (arrived at 6:36 P.M. and left at 7:15 P.M.) Matthew Lewis, Aceline McCulla, and Merrill Quayle (left at 6:38 P.M.).

AGENDA ITEM #2: APPROVAL OF MINUTES

The Commission may approve the minutes for the clarification and regular meetings from January 8, 2020.

It was moved and seconded, (**J. Moore, K. White**) to approve the minutes for the clarification and regular meeting from January 8, 2020. Those voting in favor were Kirkham Moore, Ricks, Ryu, Satterfield, and White. Those voting against were none. Motion passed unanimously.

AGENDA ITEM #3: PUBLIC HEARING - ZONING MAP AMENDMENT

This time has been set aside for the Commission to hear comments from the public regarding a request by Clint Martin, represented by Dean Funk, to rezone, by contract, the property located at 2909 Pole Line Rd. from Commercial General (CG) to Light Industrial (LI) for the use of industrial services and sales.

Chair Satterfield opened the public hearing at 6:32 P.M.

Dean Funk, Realtor, 460 E Oak Street, Suite A, Pocatello stated he represents Clint Martin. Funk gave some history of himself and the applicant, and noted the business venture is an equipment rental and self-storage.

Carl Anderson, Senior Planner with the City of Pocatello summarized the staff report.

In consideration of the application and proposed development, staff concludes that the proposed zoning map amendment by contract is compliant with Pocatello Municipal Code Sections 17.02.180. A full analysis is detailed within the staff report in pages 2-6.

Should the Commission recommend approval of the subject application, staff recommends the following conditions: **1)** The property in question shall be zoned as Light Industrial (LI) by contract for the sole use of industrial services & sales; **2)** The applicant shall enter into an agreement with the City subject to City Code 17.02.180.J.5; **3)** The applicant shall continue to coordinate with the appropriate City Departments to ensure that all applicable standards are met prior to the issuance of a building permit; **4)** The existing 10' parking lot setback adjacent to Pole Line Road shall remain, and shall remain landscaped; **5)** The proposed fence shall be

erected behind the landscaped area adjacent to Pole Line Road; **6)** All future lighting shall comply with the Section 17.05.410 and subject to the standards of the Commercial General (CG) zoning district, in order to remain compatible with uses in the surrounding area; **7)** No displays may be located within the 10' parking lot setback area adjacent to Pole Line Road; **8)** The landscaped area adjacent to Pole Line Road shall include one tree, selected from the City's approved planting list, for each 50 linear feet of street frontage facing Pole Line Road; **9)** Any activity requiring a separate development or building permit shall comply with applicable regulations; and **10)** Any standards/regulations not herein noted but applicable to the proposed development shall be strictly adhered to.

With no public comments, **Chair Satterfield** closed the public hearing at 6:38 P.M.

It was moved and seconded, (**K. White, J. Kirkham**) to recommend approval of the application from Clint Martin to rezone the property located at 2909 Pole Line Road to be zoned as Light Industrial, and to be used as Industrial Services and Sales, finding the application by contract does meet the standards for approval under Chapter 17.02.180 of Pocatello Municipal Code with the conditions of approval listed in the staff report.

McCulla recommended adding that "the Chair be authorized to sign the findings of fact in the motion." **White** asked to amend the motion to include the phrase "and to authorize Chair Satterfield to sign the findings of fact" following "the conditions of approval listed in the staff report."

The motion was amended, moved and seconded, (**K. White, J. Kirkham**) to recommend approval of the application from Clint Martin to rezone the property located at 2909 Pole Line Road, to be zoned as Light Industrial, and to be used as Industrial Services and Sales, finding the application does meet the standards for approval under Chapter 17.02.180 of Pocatello Municipal Code with the conditions of approval listed in the staff report, and to authorize Chair Satterfield to sign the findings of fact. Those voting in favor were Kirkham, Moore, Ricks, Ryu, Satterfield, and White. Those voting against were none. Motion passed unanimously.

With no other business, **Chair Satterfield** closed the meeting at 6:40 P.M., The Commission then moved into the training session.

Training Session

The Commission were trained on the State's open meeting laws, general land use, and commission standards.

Chair Satterfield began the training session at 6:45 P.M.

Shawnie Ferrin, with the Mayor's Office, discussed the State's open meeting laws with the Commission from the City of Pocatello, Idaho Answers to Commonly Asked Questions: Policy Guide for Members of City Boards, Commissions and Committees (v2020) guide. Ferrin emphasized not to have a serial quorum. Ferrin reviewed what a serial quorum was, the fines and periods for serial quorum offenses, that fines are payable by the commission members found in violation, and that the fine would not be paid by the City of Pocatello.

Matthew Lewis, P&Z staff liaison with the City of Pocatello, showed a P&Z Workshop training video produced by the Association of Idaho Cities that provided a legislative refresher, discussed types of decisions and rules for quasi-judicial decisions, distinctions between policies and codes, and conduct of meetings and decision-making.

With no other business, **Chair Satterfield** closed the training session at 8:00 P.M.

Submitted by Aceline McCulla Approved on 2.12.20
Aceline McCulla, Secretary