

CITY OF BURLEY
PLANNING & ZONNING COMMISSION
MEETING AUG 16, 2023
7:00 AM
CITY HALL

AGENDA ITEMS:

- 1- Action Item - Approval of minutes from July 26, 2023, meeting
- 2- Discussion Item – Ponderosa Park Preliminary Plat Application
- 3- Action Item – Schedule hearing on Proposed Change to Title 6 of the Burley City Code concerning the subdivision approval procedure
- 4- Action Item –Revisions to Preliminary Drafts of Land Use Map and Comprehensive Plan

CITY OF BURLEY
PLANNING & ZONING COMMISSION
MINUTES FOR JULY 26, 2023

Members Present: Chairman Trevor Reno, Tyson Nelson, Scott Draper, Brittany Mitchell, Scott Hansen, Ty Jones, City Building Official Gary Pawson, and City Attorney Dave Shirley.

First Agenda Item: Action Item – Approval of minutes from June 21, 2023, meeting.
A motion is made by Scott Draper to approve the minutes as written. A second is made Scott Hansen. Roll call all in favor.

Second Agenda Item: Action Item – Public hearing on approval of preliminary plat of Ponderosa Park Subdivision.

Chairman Trevor Reno goes over the process of the public hearing.

The public hearing opened at 7:03. The commission has received five letters from the public to be read at this meeting.

Exhibit A – Letter from Wallace & Lisa Blacker – Opposed

Exhibit B – Letter from Bo & Jaymie Sanford – Opposed

Exhibit C – Letter from Katie Reyes – Opposed

Exhibit D – Letter from Monte & Carole Dayley – Opposed

Exhibit E – Proof of Publication and Affidavit of mailing

Exhibit D – Letter from Amy May – Opposed

Exhibit H – Plat Map

Commissioner Nelson asked if an application form was submitted for this project. The city does not have an application form for new projects. Mr. Nelson asked if any of the emails have been included with the plat map and the review of the technical review committee notes as well. He would like them to all be included with the submittal of the plat map. Mr. Shirley asks that the commission go forward with the rest of the public hearing, but they will need to have another hearing allowing for all the material to be added with the plat map. City Engineer Dave Waldron goes over the preliminary plat map with the board. This project has met all the city requirements and the city technical review committee recommends the approval of this project. Michael Fife with Blue Terra Development goes over the project with the board.

Chairman Reno asks if there are any more comments from the public before we close the hearing. Mark Hawker is opposed. Jim Whipmore spoke not in favor or against. Michael Fife addresses the public comments one more time before the hearing is closed. Mr. Shirley addressed the board about closing the hearing and allowing the board for deliberations but with the request made to supplement the record the city attorney asks that the board continue this meeting to another date so that all material can be part of the record. The next scheduled meeting is Aug 16, at 7:00 am. Mr. Shirley would like to give another public notice for the continued meeting so that date would need to be Aug 23, at 7:00 am. A motion is made by Scott Draper to move the meeting to Aug 23, at 7:00 am City hall. A second is made Scott Hansen. Roll call taken all in favor.

Fourth Agenda Item – Discussion Item – Setback definitions

City attorney Rhett Miller goes over what he has found on the definition of setbacks. Mr. Miller is still going through some of the setback definition and will be continuing to work on this for the commission.

Fifth Agenda Item – Discussion Item – Proposed Comprehensive Plan Review

Mr. Walron goes over the comp plan with the board. Commissioner Nelson had some questions for Mr. Waldron on the comp plan. Mr. Waldron goes over the questions with board.

A motion to adjourn at 8:13 am is made by Scott Draper and second by Ty Jones. All in favor.