

CITY OF BURLEY
PLANNING & ZONING COMMISSION
SPECIAL MEETING AUG 30, 2023
CITY HALL
7:00 AM

Agenda Items:

- 1- Action Item – Approval of minutes for Aug 16, 2023, meeting
- 2- Action Item – Public hearing on approval of preliminary plat of Ponderosa Park Subdivision
- 3- Action Item – Deliberation and decision regarding Ponderosa Park Subdivision
- 4- Discussion Item – Setback definitions

CITY OF BURLEY
PLANNING & ZONING COMMISSION
MINUTES FOR AUG 16, 2023

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

First Agenda Item: Action Item - Approval of minutes from July 26, 2023

A motion is made by Scott Draper to approve the minutes as written. A second is made by Ty Jones. All in favor.

Second Agenda Item: Discussion Item – Ponderosa Park Preliminary Plat Application

City Engineer Bryan Reiter gave the board an update on this project. They have pulled the previous application and have re submitting a new one with some corrected information. The new application was received, and the TRC reviewed it and is scheduled for a meeting on Aug 30, 2023.

Third Agenda Item: Action Item – Schedule hearing on Proposed Change to Title 6 of the Burley City Code concerning the subdivision approval procedure

City Attorney Dave Shirley goes over the changes to the ordinance.

AN ORDINANCE OF THE CITY OF BURLEY, IDAHO, AMENDING BURLEY CITY CODE SECTIONS 6-2-1,6-3-3-2,6-3-3-3,6-3-3-6,6-3-3-7,6-3-3-8,6-3-3-9 and 6-3-4-3 REMOVING THE DEFINITIONS OF COMMITTEE AND TECHNICAL REVIEW COMMITTEE; ELIMINATING THE TECHNICAL REVIEW COMMITTEE FROM THE SUBDIVISION APPROVAL PROCESS; REQUIRING THE ADMINISTRATOR TO GIVE RECOMMENDATIONS AND REPORTS TO THE COMMISSION; DESIGNATING THE BURLEY FIRE DEPARTMENT AS AN AGENCY THAT MAY BE ASKED TO REVIEW PRELIMINARY PLATS AND APPLICATION; REQUIRING THE PLANNING AND ZONING ADMINISTRATOR TO PERFORM TASKS PREVIOUSLY REQUIRED OF THE TECHNICAL REVIEW COMMITTEE; REQUIRING THE COMMISSION TO REVIEW ANY REPORTS FROM THE SUPERINTENDENTS OF CITY DEPARTMENTS AT THE HEARING ON THE PRELIMINARY PLAT; REQUIRING ACTION BY THE COMMISSION TAKE PLACE WITHIN 30 DAYS OF THE HEARING; PROVIDING THAT THE WRITTEN STATEMENT OF THE REASONS FOR SUCH ACTION MAY BE WRITTEN BY SOMEONE OTHER THAN THE ADMINISTRATOR; REMOVING THE PROVISION THAT FAILURE OF THE COMMISSION TO ACT SHALL BE CONSTRUED AS AN APPROVAL; PROVIDING FOR THE SEVERABILITY OF THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE. The board and Mr. Shirley have a round table discussion on this Ordinance change. The board likes the current changes but would like to see a 45-day time period from the certification of application to the completion of report provided that there be the availability for an extension based on good cause this approved by the commission. Then a 45-day period completion of the report to scheduling the hearing. Mr. Shirley will be doing some revision on the proposed changes from the board.

A motion has been made by Ty Jones to schedule a hearing for our next meeting. Next meeting will be September 20th. A second is made by Scott Draper. All in favor.

Fourth Agenda Item: Action Item – Revisions to Preliminary Drafts of Land Use Map and Comprehensive Plan

City Engineer Dave Waldron is looking for some resolution from the board on the Land Use Map. He would like to get the Land Use Map and Comp Plan ready for a public hearing. The board would like to see a zone for Industrial added to the Land Use Map. Mr. Waldron will need to come up with the definition of Industrial. A motion is made by Tyson Nelson to modify the area of impact commercial and new industrial to match the outside area of impact and then add a new Industrial classification to the Land Use Map for the proposed future of the Comprehensive Plan and Land Use Map. A second is made by Ty Jones. All in favor.

A motion to adjourn at 8:14 is made by Scott Draper and second by Ty Jones.