

CITY OF GRACE, IDAHO  
PLANNING & ZONING COMMISSION  
MINUTES OF THE REGULAR MEETING  
HELD ON FEBRUARY 24, 2016

PRESENT: Chairman: Randy Nelson  
Commission Members: Kevin Fredrickson, Sadie Sant  
Zoning Clerk: Loy Raye Phillips

OTHERS PRESENT: Le Grande Van Gass, Linx Van Gass, Laexin Van Gass, Lea Van Gass, Lytzie Van Gass  
Susan Lorenz, SICOG

Chairman Nelson called the regular meeting of the Planning & Zoning Commission held on February 24, 2016 to order at 7:00 p.m.

Invocation was offered by Chairman Nelson  
Pledge of Allegiance lead by Zoning Clerk Phillips

Chairman Nelson excused Commission Member Smith and Commission Member Hardy.

Chairman Nelson asked the Commission if they had read the minutes of the previous meeting and if there were any changes. Motion to approve the minutes of the regular meeting held on February 10, 2016 was made by Commission Member Fredrickson. Motion was seconded by Commission Member Sant. Motion passed unanimously.

Report from the City Council: Chairman Nelson stated that he had discussed with the City Council what the Planning & Zoning Commission was doing on the Comprehensive Plan and that he had reserved the Legion Hall for April 7, 2016 from 5-8 p.m.

Citizen Comments: Chairman Nelson turned the time to Le Grand Van Gass. Mr. Van Gass stated that he had purchased the Mathew Collins property and would like to change zones if possible. Mr. Van Gass wants to build one duplex for now. The area across the street from the property is Zoned R-2 there is one block that is R-2 which is for multifamily dwellings. Discussion was had on the property being zoned R-1 (Use District 3-1-3 Regulations for R-1(Single Family Residential Zone). Discussion was had on doing a Conditional Use permit which would be good for one duplex (3-1-4 Regulations for the R-2 (Multiple-Family Residential Zone). Discussion was had on the cost of the Conditional Use permit, property owners within 300 feet, notification in the Caribou County Sun and the number of days needed before holding the hearing and being approved by the City Council. Mr. Van Gass would have to do a Conditional Use permit for each of the duplexes that he would build and the process would be the same for each duplex built.

Discussion was had on doing a Zoning Amendment change (Amendment & Reclassification 3-3-1) to include the block in question from R-1 to R-2 which would allow a multifamily dwelling. A Zoning Amendment would only have to be done once so that each duplex could be built when Mr. Van Gass, was ready to build. Discussion was had on this being a longer process, the cost of the Zoning Amendment change, property owners within 300 feet, cost of publication in the Caribou County Sun for

three weeks, a public hearing would be held, and the Planning & Zoning Commission sending it on to the City Council for approval. Mr. Van Gass stated he would prefer to go with a Zone change. Chairman Nelson stated that the Planning & Zoning Commission could not do anything until the paper work was turned in. Mr. Van Gass asked about the next City Council meeting. It will be held on March 2, 2016, at 6:00 p.m.

Chairman Nelson suggested that Mr. Van Gass visit with the citizens in and around his property to see how they would feel about duplexes being built in that area and about making the change from R-1 to R-2 which might help him decide what type of permit he would like to use.

Discussion was had on the activity the Planning & Zoning Commission will be holding to help update the land use plan for the City. This would be a good place for Mr. Van Gass to come and talk about a change that is needed in this area.

Chairman Nelson turned the meeting to Susan Lorenz from SICOG. Ms. Lorenz handed out a Comprehensive Plan Update Planning Session agenda. Discussion was held on the following:

1. Invitations and Flier: Ms. Lorenz showed examples of a small invitation that could be held in a pocket and handed out to citizens inviting them to come to the update planning session, the 8 ½ X 11 inch flier that will be posted in the businesses and what the larger hand out looks like before the invitation was cut from an 8 ½ X 11 inch paper. Discussion was held on the type of paper and the style of the invitation. A decision was made to use the larger handout and the flier Ms. Lorenz presented.
2. Local paper: Discussion was held on a public service announcement being used two weeks ahead of the event and an article that would stimulate interest in the City of Grace that might get people to come participate. Chairman Nelson will work with the local paper for the event.
3. Radio: Discussion was had on who would be able to go to the radio station to talk about why the Commission is going to have this activity. Commission Member Sant will visit the radio station and set up the interview and community notice.
4. Instagram and Facebook: Discussion was held on which to use and it was decided that it could be posted from one to the other. Commission Member Sant will work on this item for the activity and use the same format as the invitation. Discussion was had on loading to Instagram and then posting to Facebook. Discussion was had on the Facebook page for the City of Grace, Commission Member Sant will check with City Clerk Reeves.

Discussion was had on the information on the handout that reads: Do you live in or near the City of Grace? Come for chili and homemade to die for cinnamon rolls. A one hour work session to help plan the future of the City. April 7, 2016 at 6:00 p.m. This event will be a controlled event where you will do twenty minutes and then move to the next activity but people can get up to go eat and come back moving around as they would like. Events that are going to be happening are going to be cheerful, friendly events with laughter. This will be a community bonding type event.

Commission Member Sant will see about getting the one inch strips to the Elementary School as a hand out for students to take home.

Ms. Lorenz showed the Commission two ideas that were available to color and stated that there are others that are available that could be used if you want something different. Discussion was held on the coloring contest. Is there anyone who needs a Community project for service hours for a college application who could oversee the coloring contest? Discussion was had on a Commission Member taking the coloring event it was tabled for a later meeting.

Ms. Lorenz stated in the planning work session we have her doing a wish list, SWOT, Charrette, Survey about the animals this is too much to do in an hour. One thing should be removed. Discussion was had on what a SWOT was. It is a list of strengths, weakness, opportunities, and threats in the Community. Have the citizen do an exercise where they tell what the strengths of the City are, where the weaknesses are, where the opportunities are and what the threats are.

Question was asked, what is a Charrette? Ms. Lorenz stated it is where you take a map of the City and place it on the table with a list of problems that need to be looked at, ideas that need to be talked about. Give it to a group of three or five people all working together at this map figuring out where they would like to have new businesses, new neighborhoods, storage sheds, etc., this table comes up with a plan and at another table a group of three or five people are working on the same thing to come up with their plan. At the end of the Charrette according to how many groups you have the Commission will have all these great ideas to address some of the issues the Commission is struggling with, sometimes these groups come up with similar ideas or new ones that have not been thought of which are fantastic. Ms. Lorenz asked if the Commission liked the map she presented of Lava Hot Springs. The Commission Members agreed the map was a good idea.

Discussion was held on a Wish List. Ms. Lorenz stated that you handout two or three blank cards asking the citizen to write one thing on each card of something they would want. Then you have a volunteer stick the cards on the wall. This gets the Community interested in forming the same ideas into like items of interest.

Discussion was held on the survey. Questions would be asked about issues that the community would naturally bring to the table for discussion. Survey would lead into the S W O T. Discussion was held on not wanting the discussion leading to disagreements.

Discussion was had on the amount of time for each activity. Commission Member Sant asked if 15 minutes would work on some of the activities and 20 minutes on the other activities so all four of the items listed on the agenda could be done. Ms. Lorenz stated that it would be more beneficial to remove one of the activities to keep things moving.

Discussion was had on a SWOT not leading to where the Commission wants to go. It is everything and anything. A survey is needed as an agenda to be a directive to keep the citizens going where we want them to go leading into the Charrette.

Discussion held on the Wish List and if there were two or more ideas that all match it would tell the Commission that we need to have a second meeting. The wish list would be put in the Comprehensive Plan. Citizens feel like they are being ignored and when you asked citizens for help next time they won't help because no one listened and the citizens need to know that something is being done.

Discussion was held on how often a Comprehensive Plan needs be updated, it should be done every five to ten years. Discussion was held on spending time to review a chapter once a month and work on updating a couple of chapters every year.

Discussion was had on the questions to be asked in the survey and it was felt many of the Citizens would not know many of the terms being used. Ms. Lorenz stated that complicated questions are not asked that you use simple questions to get the answer to what you are trying to accomplish. Discussion was held on having no guidance and there needed to be an agenda to actually lay out the area of what this Commission is trying to accomplish.

Decision was made to drop the SWOT and go with the Survey and Charrette to give the Commission a nice map for the future land use ideas.

Ms. Lorenz stated that she felt the Commission had done the things needed to start working on the activity and that she would not need to come back until March 23, 2016.

Motion to adjourn the meeting was made by Commission Member Fredrickson. Motion seconded by Commission Member Sant. Motion passed unanimously.

Announcements: Next Planning & Zoning Commission Meeting will be held on March 23, 2016 at 7:00 p.m.

Meeting Adjourned at 8:33 p.m.

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ZONING CLERK

APPROVED: \_\_\_\_\_  
CHAIRMAN

DATE: \_\_\_\_\_