

APPROVED

CITY OF GRACE
PLANNING & ZONING COMMISSION
REGULAR MEETING HELD ON
JUNE 15, 2023, AT 7:00 P.M.

PRESENT: Chairman Dave Pristupa
Commission Members: Scott Rasmussen, Mark Crabb
Zoning Clerk: Loy Raye Phillips

OTHERS PRESENT: Emma Morton, SICOG, Via Phone

Chairman Pristupa called the regular meeting to order at 7:05 p.m.

Invocation: Commission Member Rasmussen

Pledge of Allegiance: Clerk Phillips

Chairman Pristupa asked if the commission members had read the minutes of the regular meeting held on May 11, 2023, and if there were any changes?

Motion was made by Commission Member Crabb to approve the minutes of the regular meeting of the Planning & Zoning held May 11, 2023. Motion was seconded by Commission Member Rasmussen. Motion passed unanimously.

Chairman Pristupa excused Commission Member Bigham and Commission Member Spackman.

Report from City Council: Commission Member Rasmussen stated there was nothing to report. Chairman Pristupa stated that the Planning & Zoning Commission had presented the Building Inspector Proposal at the May 17, 2023, city council meeting and the city council had tabled the proposal until it could be reviewed.

Chairman Pristupa stated that the Planning & Zoning Commission had received information from Ms. Morton on the Comprehensive Plan that has been updated. The proposal is in two parts. The first part is the updated portion of the new comprehensive plan, and the second part is the Grace Comprehensive Plan Survey Results from the meeting with the community that was held in April of 2023 and survey handouts from members of the community.

Chairman Pristupa turned the meeting over to Emma Morton from Southeastern Idaho Council of Governments, Inc. (SICOG) by phone.

Chairman Pristupa thanked Ms. Morton for the information that has been provided. Chairman Pristupa asked Ms. Morton to go through the information with the Planning & Zoning Commission.

Chairman Pristupa stated that there were changes of members on the Planning & Zoning Committee. Ms. Morton stated that there would be a correction on the update of the Planning & Zoning Commission Members. Ms. Morton stated the Vision Statement was from discussions held at the meetings with the

Planning & Zoning Commission and the survey. This is what the Planning & Zoning Commission would like to have in the Comprehensive Plan.

The Vision Statement reads:

The City of Grace wants to promote community vitality that honors the community's rural roots through quality community and economic development, the expansion of technical educational opportunities and responsible maintenance of city property.

Ms. Morton stated that a discussion earlier with Planning & Zoning would have photos of the community added. If the Commission has any photos, would you send them to be added to the comprehensive plan. Discussion was had that a young man had done a video of the community. The Video will be forwarded to Ms. Morton.

Commission Member Crabb asked if there were any sections on this draft that have changed drastically. Is there is something we need to focus on, instead of going page by page. Is there anything that has been updated and changed recently.

Ms. Morton asked the commission to go to the section of Elements. There were changes to most of the elements. Most of the changes will be the update effective on the new comprehensive plan summary. Ms. Morton stated that page 4, Introduction. after the table of contents is completely new.

Ms. Morton stated that there are places that have had substantial additions. Element # 5: Land Use, Element 6: Natural Resources, Element 7: Public Services, Facilities, and Utilities, Element 8: Recreation.

Commission Member Crabb asked what kind of changes are being discussed? Does the Commission need to set the old comprehensive plan next to the updated comprehensive plan. Commission Member Crabb stated that he is trying to understand the purpose of the review, has there been drastic changes in each of the Elements?

Ms. Morton asked the Commission Members to look at the tables on pages 1-3. The first column has the elements listed. The second column is the summary of the original language, and the third column shows what information has been updated. Ms. Morton stated that most of the update has been adjusting the six years that have passed since the last update. Updating population numbers, updating information regarding the school, community projects, and the water bond and wastewater bond.

Ms. Morton stated that a lot of these substantial changes occurred in the Economic Development, Public Service, Recreation, Housing, community input survey that was put out to the community. There are tables listed in those sections with the updated material from the survey that was collected.

Ms. Morton stated that there was attached a full analysis report of the Community Survey.

Chairman Pristupa asked if this was the full analysis on Element 14? Ms. Morton stated that Element 14: Plan Implementation is the last page of the Comprehensive Plan. Then after that it states Grace Comprehensive Plan Survey Results are the compilation of all the survey results.

Chairman Pristupa asked about the ND's listed on page 12 of Element 4: Economic Development.

Ms. Morton stated that ND: Indicated Not Disclosed. The Department of Labor can only put data from companies that hire certain number of individuals. Those are not mandatory to be disclosed by the Department of Labor. Ms. Morton stated that a note could be added there to explain what ND means.

Chairman Pristupa stated that a better picture could be sent to update the public library.

Ms. Morton asked the Commission to go to pages 18 and 19. These pages are completely different than the older version of the Comprehensive Plan. The old plan asked for a wish list or priority list. Ms. Morton stated that in the survey the citizens had been asked for input on specific items: Sections of the city, transportation, downtown. The citizens were asked for their vision of the city over the next 5-10 years. Pages 18 and 19 are a list of statements from the citizens. Discussion on something that the city council could look at to see a priority for the community and businesses. Something that the citizens would take notice of.

Discussion was had on 20 people attending the meeting and the results of a total of 59 people responded to the survey, besides from citizens that did not attend. Ms. Morton stated that the response rate was great.

Chairman Pristupa stated that pages 21-23 were blank pages to add Land Use Maps, Impact Area Map, and Zoning Maps. The Planning & Zoning Commission are working on getting the Impact Area up to date. Ms. Morton stated that the Comprehensive Plan can be finalized as is and the maps can be added when finalized.

Ms. Morton stated on Element 6: Natural Resources have a few strategies that engage information to the conversation district. Ms. Morton stated there was something in the works in the area and will check on this. Ms. Morton stated that the project was with the Caribou Soil Conservation Department. Chairman Pristupa stated that Chris Banks was working on projects south of Grace and north of Grace. Those could be included which is not a problem.

Chairman Pristupa stated that the City of Grace is working on improving the springs for conservation purposes.

Chairman Pristupa stated that Element 7: Public Service, Facilities, and Utilities to add the wastewater bond. Ms. Morton stated that she could pull the map of the drinking water and wastewater system from Keller & Ass. map for this section if this would work.

Question was asked if Direct Communications had been added to the utility's information. Ms. Morton stated that it was not added and asked if it was part of the fiberoptics for the City of Grace. Chairman Pristupa stated that Direct Communications provides internet through fiberoptics. Discussion was had on Century Link is for the telephone. Direct Communications had rural grants and had installed fiberoptics in a lot of the rural area and some through the city. Chairman Pristupa stated that Ms. Morton could gather information from Direct Communication.

Discussion was had on the fire rating data from 2010. Ms. Morton stated that there was not information available anywhere on the fire rating. Information needs to be found to update the fire rating.

Chairman Pristupa stated that under police protection being handled by an agreement with the Caribou County Sherriff's office there is no agreement with the county for law enforcement. Discussion was had

that this needs to be checked out for the information to be corrected on the Comprehensive Plan update.

Ms. Morton stated that the changes to Element 8: Recreation, were the addition of the RV space at the Caribou Golf Course that are private and the Caribou Golf Course.

Ms. Morton stated that Element 9: Hazardous Areas was not substantially updated. The only addition was that the City of Grace participates in the County Mitigation Plan.

Chairman Pristupa stated that an update to Element 10: Transportation was to include Pocatello Regional Transportation (PRT) bus service. Ms. Morton stated that there was discussion on the demand for the use of the PRT bus and how it functions and how the customers rely on the bus. Ms. Morton stated that sometimes it does not work ideally. The addition has been added in goals and objectives to go forward, Objective A, which will provide an educational opportunity pertaining to PRT bus on demand service and work with the mobility manager based at SICOG to get materials and posters to provide the opportunity to use the bus. Ms. Morton stated that she could reach out to the mobility manager to at least get information, so the citizens are able to better understand how the on demand service works. Discussion was had that 70 percent of the survey respondents have never used the PRT Bus. Information needs to be put out, so residents are aware of the service.

Chairman Pristupa stated that in Element 11: Housing, the population in the City of Grace had gone down from 2010. Ms. Morton stated that the population did go down, that the city had maintained the 900 range constantly. Ms. Morton stated that the 2020 census data has not been made official, so this information is not available yet. Ms. Morton stated that as soon as the numbers are released it can be added to the Comprehensive Plan table.

Ms. Morton stated in Element 11 Housing: Objective 3, Provided informational and educational opportunities/materials to the community regarding infill housing and affordable housing. Ms. Morton stated that there is an addition to Objective 3: a. Encourage development of apartments, multiple family dwellings, affordable and accessible housing.

Question was asked if the information survey on page 40 came from the data of the survey? Ms. Morton stated that it had been obtained from the survey.

Ms. Morton stated that Element 12: Community Design and Special Sites stayed the same. There is an addition to have places for additional signage. Ms. Morton stated that the 29 lots were added with the Phase 2 Burton Canyon Estates.

Ms. Morton stated that Objective 5: Develop a plan of action for Grace Promotion along the Scenic Byway with Objective A, to advertise at the Jackson Visitors Center, Chesterfield Townsite, Montpelier OR/ID museum.

Ms. Morton stated an update of Element 13: Agriculture, the only two changes were to add quinoa to the crops grown and the addition to the type of livestock goats.

Ms. Morton asked to take a moment with Element 14: Implementation: Ms. Morton stated that one of the very first meetings with the Planning & Zoning Commission this was discussed, and she would like to double check to verify what the Planning & Zoning Commission would like to see and if there were any

additions to the information that is missing. Discussion has been had with the Planning & Zoning Commission and with community members about expanding education for college courses not only for the school district but also for community members and would like to have this recognized in this document.

Chairman Pristupa stated that the city should promote the ability to improve education which is quite high on the survey. Ms. Morton will add this to the implementation plan. Ms. Morton asked if the Commission would like a high priority or a low priority. Discussion was had that the commission could go high or medium on page 45 under tasks and priorities to increase technical opportunities for education. Commission Members agreed that it should be a high priority.

Commission Member Rasmussen stated that transportation should be added to the task list. Ms. Morton stated transportation can be added to the task list. The Commission Members would like it to be a priority of high on the list.

Ms. Morton discussed the Comprehensive Plan Survey Results: Overall, the participation has been great. For the most part everyone agreed with the questions regarding the economic development, land use, city improvements, and infrastructure. The infill housing and affordable housing went more towards somewhat agree to agree. Ms. Morton stated that the infill housing should be addressed so that the citizens would understand what infill housing represents. Affordable housing and infill housing regarding the people who live in those homes was a question on the survey.

Ms. Morton stated that the survey respondents were pleased with the city services and the idea of encouragement of economic development specifically in the downtown area, the industrial area, and the commercial area.

Commission Member Crabb asked who is responsible for sidewalks in the residential area of the city. Discussion was had the property owner is responsible for sidewalks around the property, and businesses would be responsible for the sidewalk in the business area.

Ms. Morton stated that most of the citizens were mostly satisfied with Public Services, Facilities, and Utilities Survey Results: Agreed the water pressure, city utilities, and lighting, but were dissatisfied with the sidewalks which the survey indicated desperately need repairs. Chairman Pristupa stated the information is found on page 6 for Public Services. Ms. Morton explained how the color code worked. The higher the color the higher the response rate. The lighter the color the lower the response. Discussion was had on adding up the percent of the numbers from 3, 2, and 1 would be over 70 percent of the surveys felt that the city did not do well on sidewalks in the City of Grace. Ms. Morton stated that grant opportunities come around annually from the Idaho Department of Transportation so the city should keep this on their radar to apply for sidewalk assistance.

Ms. Morton stated that on the recreation element some agree with the opportunities to use the city park as a gathering space. Most people agree that the city park could use some updates. About 65 percent would like to see community service more publicized. Discussion was had on needing a place for community events to be held.

Discussion was had on housing, the survey indicated that all agreed in some of the areas that there also needs to be improvement. Ms. Morton stated new housing developments are good for the city. Most of the citizens agreed there should be different types of housing, like apartment housing for citizens who

are low income. Commission Member Crabb stated that there is a need for more rentals, the rental monthly charge is climbing. Discussion was had that it might be due to the lack of rentals in the community.

Chairman Pristupa thanked Ms. Morton for compiling the information for the new comprehensive plan update.

Ms. Morton stated that the changes that have been discussed will be made and she will wait for the pictures to add. Ms. Morton stated if the Planning & Zoning Commission agreed, then a public hearing can be scheduled at the next Planning & Zoning Commission meeting, then it could go to the city council with recommendation, or a public hearing could be scheduled on the same night. Discussion was had that the Planning & Zoning Commission would discuss the hearing with the city council, so the council does not feel the Planning & Zoning Commission are out of order to schedule hearings on the same night.

Ms. Morton stated that information on changes or questions can be forwarded to her.

Chairman Pristupa stated that Mr. Buxton could help with pictures for the cover and the vision section of the comprehensive plan. Discussion was had on the video that was presented as a senior project at school.

Chairman Pristupa stated that the next Planning & Zoning Commission meeting would be with Caribou County Administrator Askew on the Impact Area. Chairman Pristupa asked the Commission Members to review the information from the meeting held on the Impact Area. Commission Member Crabb stated that the shrinking the north end and the east end borders because of the forest service property. Discussion was had that the Impact Area cannot encompass the springs because it is forest owned property. Chairman Pristupa stated that the City of Grace is working on an agreement that will allow the protection of the springs. Discussion was had on the new map showing Harwood Road. Commission Member Crabb stated there needs to be care taken in protecting the city water line that brings the water from the springs going through private properties, being able to identify where the line goes through the property. Commission Member Rasmussen stated that the property had changed ownership since the line was installed. Commission Member Crabb stated if the property owner is wanting to put in a subdivision on the property that could impact the water line and the springs. Chairman Pristupa stated that if a subdivision were developed on the acreage, it would be done through Caribou County Planning and Zoning.

Chairman Pristupa asked the Commission Members if there was any items needing to be discussed? Commission Member Rasmussen asked if the Commission had anything that needed to be taken to city council? Chairman Pristupa stated that Commission Member Rasmussen should inform the city of the meeting with SICOG on the Comprehensive Plan and that there are some corrections and additions. The Planning & Zoning Commission will need to have a public hearing and ask them if the city would like to combine a public hearing.

City Council assignments:

Commission Member Crabb is assigned for July 5, 2023, and July 19, 2023.

Chairman Pristupa stated that the next Planning & Zoning Commission meeting will be July 13, 2023, at 7:00 p.m.

Discussion was had that there may be a Variance hearing that would be scheduled.

Chairman Pristupa asked for a motion to adjourn the meeting.

Motion was made by Commission Member Rasmussen. Motion was seconded by Commission Member Crabb. Motion passed unanimously.

Meeting adjourned at 7:53 p.m.

ZONING CLERK

APPROVED: _____
CHAIRMAN/CO-CHAIRMAN

DATE: _____