



## City of Donnelly

169 Halferty Street  
P.O. Box 725  
Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-4091

### **SPECIAL CITY OF DONNELLY PLANNING & ZONING COMMISSION'S**

**Wednesday July 13, 2011 at  
6:00 pm**

**At the  
DONNELLY COMMUNITY CENTER  
Agenda**

#### **PREVIOUS MINUTES:**

- P&Z meeting minutes dated June 6, 2011

#### **STAFF REPORTS:**

Clerk, Commissioners, P&Z Administrator

#### **OLD BUSINESS:**

- Fletchers Donnelly Club Sign Permit 11-01SD – update

#### **NEW BUSINESS**

- Sign Ordinance – email from LVPS – Update/discussion

#### **OTHER BUSINESS**

- Draft 2011 - Donnelly Comprehensive Plan – Final Document from Sage Community Resources

#### **ADJOURN:**



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### Special Planning & Zoning Commission Meeting

**Wednesday July 13, 2011 at 6:00 pm**

**AT**

**THE DONNELLY COMMUNITY CENTER**

## MINUTES

### ROLL CALL:

Call to order 6:00 pm. Chair Gilbert present, Commissioners Jahn, and Mangum present. Commissioner Smith absent. Quorum Exists.

Staff members present were: Clerk Linman and P&Z Administrator Joel Chaudoir. Commissioner Smith arrived later during the Clerk report.

### PREVIOUS MINUTES

Motion by Smith, 2<sup>nd</sup> by Jahn to approve the previous minutes dated June 6, 2011 with edit in point #2. Motion Carried.

### STAFF REPORTS

Clerk reported on:

1. **Settlers Mill** – The Clerk reiterated the status of the County's actions for the Settler's Mill development renewal. The Commission discussed comment points needing to be relayed to the County such as:
  - a. rapid changing economy and potential annexation
  - b. what is the County's rationale for a 3 year extension
  - c. by granting an extension are they grandfathering in a policy
  - d. is the County addressing noxious weeds on the site and are BMPs in place
2. **Up Coming City meetings schedule:**
  - a. City Council on 7/20/11
  - b. 2<sup>nd</sup> Public Hearing on Streetscape Project 8/3/11
  - c. Public Hearing on the FY12 budget 8/22/11
  - d. FY12 LOT applications 8/1/11 due committee meeting 8/2/11 both were extended and the committee has open seats if they know anyone that wants to serve. The Clerk asked the Commission if they had any LOT application ideas the City could benefit from.
3. **Street Signs** - Chair Gilbert stated that many Yield and Stop signs in the City are either missing or are not readable including the Yield sign on Halferty and State. Clerk will relay info to Bruce Dyrud in Public Works.

P&Z Administrator reported on:

- **CDBG Downtown Revitalization Project:** Punch list is now ongoing. The pedestrian lights currently in place on the street are larger than the specs called for so they will be replaced with ones that meet the specs. [Joel suggested that maybe the old "skirts" could be used on side streets to direct the light

in a more downward fashion and reduce unwanted streetlights into City homes.] Joel also mentioned the Trading Post and Vigilantes sidewalk back curb that prevents parking lot cars from backing into the sidewalk as the “Berlin Wall.”

- **Sign Enforcement** – Joel stated that Council approved 8 hours of his time for Area of Impact and Signs.
- **Pump Park** – Joel said the Pump Park volunteers down at the Kiosk site were organizing a volunteer day for July 24<sup>th</sup> to try and get the pump park into shape for an opening during Huckleberry Festival in August. He also said that a Design Review application will be coming through on the park to the Commission even though it may be after the fact.

## **OLD BUSINESS**

### **Fletchers Donnelly Club Sign Permit 11-01SD**

Section 9.2.12 - The Commission discussed neon signs and exempt signs – and discussed Fletcher’s parking sign to see if it would fit into a directional sign definition.

Then a discussion came up for a possible text amendment to the Donnelly Zoning ordinance that would create a definition for directional:

1. hours of operation;
2. directional;
3. and size restriction.

Section 9.2.7.2 – Non Conforming signs – there was a discussion as to whether or not a hardship should be granted for a new business.

The Commission requested the P&Z Administrator send the Donnelly Club a letter stating that the 24 sq. ft. parking sign application exceeded the current allowable square footage the Club could have. Also have the letter should state that the Club is currently at a moratorium for any new signs, and that the Commission is ruling this parking sign exempt. The Commission also wants the letter to state that they are granting a variance for the old existing non-conforming sign out front on Hwy 55 due to hard economic times but the variance would be subject to annual reviews.

There was a discussion about West Mountain Resort Village temporary trailer permit they had for a sales office and whether or not there was a water hookup to that building from a Hunemiller [West Roseberry Plaza] water line. Clerk is to ask Bruce in Public Works to investigate.

## **NEW BUSINESS**

### **Sign Ordinance – email from Long Valley Preservation Society (LVPS) – Update/Discussion**

There was discussion about the email in the packet from LVPS stating that there was an error in the City’s sign permit application form for Temporary Signs and that the museum’s Craft Fair sign was exempt from permitting. The City Temporary Sign Application should read: “less than 20 sq.ft. per side.” to fit a temp sign definition.

The email states that the Craft Fair sign meets Temporary Sign definitions of section 9.2.9.7 and thus does not require a permit. The sign, according to the email states that it is 46”x 46” per side which is less than 16 sq.ft. per side. The sign is also a “community or civic event sign” as defined in 9.2.3. The Commission agreed with the LVPS email and said the sign does not require a City sign permit. There were references to section 9.2.12 (e) and a 20’ by 20’ size requirement.

### **Draft 2011 Comprehensive Plan – Final Document from Sage Community Resources**

Chair Gilbert stated that the Commission needs at this point to move the draft comp plan onto Council since Sage is done with their edits and the P&Z Commission has gone through document a couple times page by page. The Commission agreed that the Council may find some minor typos but Chair Gilbert said Council will need time to go through it them selves and schedule a public hearing prior to adoption.

Motion by Jahn, 2<sup>nd</sup> by Smith to send the 2011 Draft Comprehensive Plan on to City Council as is with the understanding that there may be minor grammatical errors in the document. Motion Carried.

Motion by Mangum, 2<sup>nd</sup> by Smith to adjourn until the next regularly scheduled meeting on August 1, 2011. Motion Carried

**Meeting adjourned at 7:20 pm**