



City of Donnelly

169 Halferty Street
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CITY OF DONNELLY PLANNING & ZONING COMMISSION'S

**Monday November 7, 2011 at
6:00 pm**

**At the
DONNELLY COMMUNITY CENTER
Agenda**

ROLL CALL

PREVIOUS MINUTES:

- P&Z meeting minutes dated, July 13, 2011

STAFF REPORTS:

Clerk, Commissioners, P&Z Administrator

NEW BUSINESS

- Sign Permit – Buffalo Gal Restaurant –Julie Steinberg
- Design Review Fire Department Training Facility – Building Permit 11-06D
- Design Review Trading Post – Jill Layton - Building Permit 11-07D
- Rabbit Pen (321 Halferty Street) Michael Robbins– Conditional Use Permit 11-01

OLD BUSINESS:

- Area of Impact and Comprehensive Plan – update

ADJOURN:



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Planning & Zoning Commission Meeting

Monday November 7, 2011 at 6:00 pm

AT

THE DONNELLY COMMUNITY CENTER

MINUTES

ROLL CALL:

Call to order 6:02 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. Also present in the audience were Donnelly Rural Fire Chief Juan Bonilla, Fire Captain Jayme Berheim, and Buffalo Gal restaurant owner Julie Steinberg.

PREVIOUS MINUTES

Motion by Mangum, 2nd by Jahn to approve the previous minutes dated July 13, 2011 as written. Motion Carried.

STAFF REPORTS

Clerk reported on:

1. **Streetlights** – New lamp posts did not get electrical receptacles so we can not put up Christmas wreath decorations the Chamber turned over to the City a few years ago. Only the tree wells have receptacles so Council just ordered LED lights for the new trees in white and purple at a cost of approximately \$800.00.
2. **Up Coming City meetings schedule:**
 - a. City Council on 11/21/11
 - b. City Council wanted a public hearing set for the Comp Plan adoption on Dec 7th
 - c. City Council wanted a public hearing set for the AOI the following week on Dec 14th
 - d. City Council elections are tomorrow for Mayor Backus 4 year term, Councilman Stayton 4 year term, Councilman Minshall 4 year term, and Councilman Koch 2 year term. Councilman Mentzer did not run again so there is an open 2 year seat.

Commissioner Mangum reported on:

- **Donnelly Christmas event:** As a Donnelly Chamber of Commerce board member Commissioner Mangum reported that the outdoor chili feed etc will take place on December 3rd from 4 to 7pm next to the Donnelly Club. There will be a band outdoor in the vacant lot and Santa will be arriving at 5pm and will be set up in Jerry's Foote of the Mountain Antiques building next to the empty lot.

P&Z Administrator report on items in his staff report dated 11/7/11 included in the packets and asked to have the agenda amended to change the order of items to be addressed in the following manner: Trading Post; Rabbit Pen, Fire Department and Sign Permit:

- **Design Review for Trading Post Building Permit 11-06D** – Joel stated that it was delayed until next spring, and he gave the Commission a brief overview that the permit will entail a new front building façade and parking plan, drainage etc.
- **Rabbit Pen (321 Halferty Street) Michael Robbins – Conditional Use Permit 11-01** – Joel said the application was withdrawn so it is a non-issue. Apparently the property owner informed the renter all rabbits had to be removed within 10 days so the structure is being taken down. Joel said the Mayor had given the renter preliminary approval since the structure was already up - until the CUP process was completed. Joel also stated that the temporary rabbit structure for 60 rabbits was actually on City Right of Way (ROW) property.

Motion by Mangum, 2nd by Jahn to amend the agenda to put the Fire Department 3rd and the Buffalo Gal sign 4th on the agenda. Motion Carried.

NEW BUSINESS

Design Review Fire Department Training Facility – Building Permit 11-06D

Joel gave an introduction on the building permit and went over his staff report dated November 7th that was included in the P&Z packets for the Fire Training Facility. Jamie Berheim from the Fire Department gave a presentation to the Commission. He said he has worked on this project for over a year. He said the burners in the proposed facility will not melt paint. He said there will be lots of training camps coming into Donnelly to use the facility and it could become a multi-state facility. He said the closest similar facilities are in Nampa and Lewiston.

Jamie said it will be only “Class A” burning and they will not be burning synthetics but rather wood base.

Chair Gilbert had a question on the structure having a 3rd floor verses just the 2nd floor. Commissioner Mangum asked if there would be secured doors on everything for child safety.

Jamie said there would only be white smoke only coming out of the vent. Commissioner Jahn asked what they use for fire starter and Jamie said its heating oil on hay to start the fires.

Motion by Jahn, 2nd by Mangum to approve the Design Review for Fire Department Training Facility Building Permit 11-06D contingent upon the P&Z Administrator’s recommendations being followed:

- 1) Exterior coloring should match existing Fire Dept. building
- 2) City Engineer approval of drainage plan
- 3) Conflict between proposed footer locations and proposed culvert locations be addressed by the building official through the permitting process
- 4) Verification that the lease is in good standing and
- 5) P&Z Commission added that the Fire Department is to address child safety attractive nuisance. Motion Carried.

Jamie also stated that the structure will take one month to build it and they want to build it this spring.

Sign Permit – Buffalo Gal Restaurant – Julie Steinberg

P&Z administrator Joel Chaudoir introduced the sign permit 11-02SD from Buffalo Gal Restaurant which is addressed in his staff report dated November 7th and in the Commission packets. There is a letter from Julie Steinberg requesting an extension of the non-conforming sign use due to economic hardship dated November 7, 2011 in the packets as well. Joel stated that when the ownership changed into the Buffalo Gal Restaurant there was no effort to bring the non-conforming sign into compliance.

Commissioner Mangum asked Julie what the height of the sign was and Julie stated that it is approximately 16 to 18 feet tall. Commission discussed the fact that code is 15 ft in height but the sign face meets the 4x6 foot code and is in compliance.

Commissioner Jahn stated that he is ethically challenged on this matter and would like to distance himself if possible on this issue since he knows Julie Steinberg personally.

Julie stated that until the new sidewalks come to in-front of her building and she can see how they interface with her business, she may take the sign out and she is thinking of expanding her outdoor seating area. Julie also stated that she is willing to bring the sign into compliance in the future.

Motion by Jahn, 2nd by Mangum to accept the sign permit 11-02SD for the Buffalo Gal's non-conforming signface change contingent upon a letter stating that she will have the sign come into compliance within 3 years. Motion Carried.

OLD BUSINESS

Area of Impact (AOI) and Comprehensive Plan Update

Joel stated that the City Council made some edits to the current AOI draft agreement in Section 4 which basically stated that the City of Donnelly would have jurisdiction inside City limits and out City limits all P&Z matters within the newly proposed AOI boundary would still be processed by Valley County for all standard conforming applications and any non-conforming applications would go through the City.

OTHER BUSINESS

Chair Gilbert mentioned text amendments for the zoning code should be compiled for our next meeting and to put it on the agenda. She stated that the Commission should try to complete a review of Articles I through VI. The Clerk noted that during the City codification process there were some edits to the zoning code that have been compiled already that can be added to the Commission's process as well.

Joel mentioned that the Glen Development is knocking at the City's door again and that Attorney JoAnn Butler and Joel did a conference call regarding Millemann's request to complete entitlements and that Millemann's office was getting the latest annexation study with the developer's comments. Joel stated that a newer version of a development/annexation agreement is a Community Improvement District which has been developed in Idaho which is an entity boundary formed to improve infrastructure within that community.

Motion by Mangum, 2nd by Jahn to adjourn until the next regularly scheduled meeting on December 5, 2011. Motion Carried

Meeting adjourned at 7:15 pm