



## City of Donnelly

169 Halferty Street  
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Telephone (208) 325-8859 Fax (208) 325-4091

### Planning & Zoning Commission Meeting

Monday, September 11, 2017 at 6:00 pm

AT

Donnelly Community Center  
MINUTES

**Roll Call:** 6:05 p.m. Sally Gilbert, George Dorris, Maggie Bryant and Larry Mangum were present. Gene Tyler was absent. Quorum exists. Clerk Cami Hedges and Administrator Delta James were present.

#### **Previous Minutes – August 7, 2017**

**Motion by Gilbert, 2<sup>nd</sup> by Dorris** to approve the minutes from the August 7, 2017 meeting as corrected. Motion carried.

#### **GENERAL BUSINESS:**

##### **Design Review – DR17-01 Nancy Moudy**

Administrator presented her staff report to Commission. Applicant received a violation notice and was instructed at the last P&Z meeting on what she needed to do for compliance. Applicant had placed a shed on property in the Central Business District which requires a Design Review. Applicant submitted a partial application that proposed 3 options. Administrator's Recommendations were to have applicant choose an option, submit a site plan drawn to scale showing all buildings, parking and loading areas, snow storage, traffic access and circulation, open spaces, easements, existing and proposed grade, landscaping, exterior lighting, refuse and service areas, utilities, signs and property. Also, to present a separate plan showing all exterior elevations of the proposed structure or improvements to an existing structure.

Administrator explained to the Commission if the applicant wanted to pursue placing the structure on the North parcel this would trigger a building permit as it would then be a commercial building and would need to meet Commercial building codes and if it was determined by the commission if it was a new commercial use it would trigger a water connection requirement to the City water and sewer system. Commission indicated that this would not be a new use as it has been used for an outdoor sales area for years. However, agreed that the building would need to meet the Commercial Building codes and would applicant would need to obtain a building permit from the City.

Administrator presented that Option 2, to move the shed to the rear of the already occupied lot and to use it for storage only would be the best option for the applicant.

Option 1 & 2 have considerable more obstacles, i.e. meeting Commercial Building Code, not being used as an accessory building.

Applicant – Nancy Moudy at 14078 Farm to Market road stated she wanted the building up front so it would look nicer and with the façade of an old building it would fit in with the Pioneer Victorian look the City recommends. She talked to other businesses in town and they thought it was a good idea. She also asked if the design review money is returned if she goes with the simpler option.

Commissioner Gilbert responded as the fee is a set fee and pays for the review time by staff.

Commission discussed the option of combining lots, however applicant said that the lots would not be combined because she was going to buy or lease the northern lot.

**Motion by Gilbert, 2<sup>nd</sup> by Dorris** to table the Design Review application until next meeting to give the applicant enough time to submit staff recommendation items provided in staff report. Motion Carried.

**Staff Updates:**

Clerk – Open House at park on the 18<sup>th</sup> from 5-6:15 p.m. City Council is asking for input on P&Z commission to become part of the council responsibility. There will be some public meetings to discuss. Gilbert – is concerned of the ditch along SH55 north of Old Street. She was going to call ITD as a private concerned citizen. She is not sure that it was approved the way it is now.

**ADJOURN**

**Motion by Gilbert, 2<sup>nd</sup> by Bryant** to adjourn until the next regular scheduled meeting at 6:00 p.m. October 2, 2017. Motion carried.

Adjourned: 7:40 p.m.

Approved: October 2, 2017