



City of Donnelly

169 Halferty Street

P.O. Box 725

Donnelly, ID 83615

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

PLANNING & ZONING COMMISSION'S Monday, February 4, 2019 at 6:00 pm at the Donnelly Community Center Agenda

ROLL CALL

MINUTES

January 7, 2019 Minutes

GENERAL BUSINESS:

- Election of Planning & Zoning Chairman Continued (ACTION ITEM)
- Approval of P&Z Bylaw Amendments

STAFF UPDATES

ADJOURN:

Next Meeting March 4, 2019 at 6:00 p.m.



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Planning & Zoning Commission Meeting

Monday, January 7, 2019 at 6:00 pm
AT

Donnelly Community Center
MINUTES

Roll Call: 6:01 p.m. Commissioner Gilbert, Commissioner Mangum, Commissioner Engberg and Commissioner Tyler were present. Quorum exists. Commissioner Dorris was absent.

PREVIOUS MINUTES:

November 5, 2018 Minutes

Motion by Mangum, 2nd by Tyler to approve minutes as written. Motion carried.

December 3, 2018 Minutes

Motion by Mangum, 2nd by Engberg to approve minutes as written. Motion carried.

GENERAL BUSINESS:

Election of Planning & Zoning Chairman

Gilbert nominated herself to remain as chairman, Tyler 2nd the nomination.

Tyler nominated Mangum for P&Z Chairman, Engberg 2nd the nomination.

Clerk called for a vote:

Gilbert to remain Chairman – Gilbert (yes) Engberg (yes)

Mangum for Chairman – Mangum (yes) Tyler (yes)

Results in a split vote.

Motion by Mangum, 2nd by Tyler to table the election of Planning & Zoning Chairman until the February 4th meeting. Motion carried.

STAFF REPORTS:

Clerk reported 2 new businesses in town, 1 additional but have not applied for permits. Some inquiries of design review have been received. Cell tower is still planning construction, hopefully to begin in Spring. Water project moving forward, and they are working on the booster station upgrades.

Engberg has received a few complaints on the canopy lighting at the Stinker Station. Clerk indicated that a written complaint with backup would be better than just verbal so that it can be presented appropriately.

ADJOURN

Motion by Tyler, 2nd by Mangum to adjourn until the next regular scheduled meeting at 6:00 p.m. February 4, 2019. Motion carried.

Adjourned: 6:31 p.m.

Approved:

DRAFT

**BYLAWS, PRACTICES AND PROCEDURES
CITY OF DONNELLY PLANNING AND ZONING COMMISSION**

**ARTICLE I
ESTABLISHMENT**

Section 1. Establishment:

The City of Donnelly Planning and Zoning Commission (hereinafter called the Commission) is established by authority of Idaho Code. The office shall be located in the Donnelly City Hall Building at 169 Halferty St, Donnelly, Idaho 83615, telephone: (208) 325-8859.

**ARTICLE II
MEMBERSHIP AND OFFICERS**

Section 1. Membership:

The Commission shall consist of five (5) voting members appointed by the City Council. The term of office for each appointive member shall be six (6) years, renewable by City Council.

Section 2. Officers, Number, Qualifications and Duties:

The officers of the Commission shall be a Chairperson and a Vice-Chairperson. The Chairperson shall be elected by and from among the members of the Commission. The member of the Commission most senior in longevity (not including the Chairperson) shall be designated as and serve as Vice Chairperson. The duties of such officers shall be such as are usually performed by such officers in similar organizations and as defined by the parliamentary authority adopted by the Commission in Article IV, Section 1, of these Bylaws, as well as the following:

A. Chairperson:

1. Preside at all meetings of the commission.
2. Sign documents of the commission.
3. Assure that all actions of the commission are properly taken.
4. Make committee appointments as required.

B. Vice-Chairperson:

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson.

Section 3. Election and term of Office, Vacancies:

The Chairperson shall be elected by majority vote of the members of the Commission ~~annually at the first Commission meeting of each calendar year~~, and shall serve a term of ~~one year~~ two years or until a successor is elected at the first Commission meeting of that calendar year. Vacancies in officer positions shall be filled by election whenever they occur, at the meeting next following the occurrence of the vacancy in the manner provided for election of officers in this section.