



**CITY COUNCIL  
SPECIAL MEETING  
Monday, June 7<sup>th</sup>, 2021 at 6:00 PM  
Donnelly Community Center  
MINUTES**

CITY OF DONNELLY  
P.O. Box 725  
169 Halferty Street  
Donnelly, ID 83615  
Telephone (208) 325-8859

Meeting called to order by Planning and Zoning Chairman, Sally Gilbert 6:02 p.m.

**Roll Call:** Mayor Dorris, Councilmember Davenport, Councilmember Minshall, Councilmember Henggeler, Councilmember Bergquist, and City Clerk Clemens present.

Sally Gilbert (P&Z) lead Pledge of Allegiance

**Training from City Attorney**

Joint training with Planning and Zoning presented by Chris Yorgason, City Attorney.  
Idaho Code 67-6501 and Donnelly City Code 18.130

**Planning and Zoning Duties:**

- Provide for citizen meetings, hearings, surveys, or other methods to obtain advice on the planning process.
- Make recommendations to the City Council concerning the plan, planning process or implementation of the plan.
- Perform such other duties assigned by the City Council.
- Conduct the comprehensive planning process designed to prepare, implement, review and update a comprehensive plan (every five years/area of impact every ten years).
- Recommend and make suggestions to the City Council for the adoption of a long-range comprehensive plan.
- All departments and employees of the city are instructed to cooperate with and furnish maps, reports and all available data necessary for the Commission to properly and adequately carry out its functions.
- Prior to recommending the plan, amendment or repeal of the plan to the governing board, the Commission shall hold at least one public hearing in which interested parties have an opportunity to be heard.
- Considers and makes recommendations on the following: Zoning, Development Agreements, Special Use Permits, Subdivision Ordinance, Planned Unit Developments, Variances, Future Acquisitions Map, Areas of City Impact (to consider the map, plan and ordinance requirements).

**City Council Duties**

- Creates a Planning Commission

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- Must adopt a Resolution to make a plan effective.
- Makes all final decision on all Ordinances: Annexation, Zoning, Development Agreements, Area of City Impact.
- Makes final decision on Land Subdivisions: Preliminary and Final Plats and Planned Unit Developments.

**ADJOURNMENT:**

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to adjourn until next regularly scheduled meeting June 21, 2021 at 6:00 p.m. Davenport (yes), Minshall (yes), Henggeler (yes), Bergquist (yes). Motion carried.

Adjourned at 7:05 p.m.

ATTEST:

Lori Clemens, City Clerk