

MINUTES
IDAHO CITY PLANNING AND ZONING COMMISSION
IDAHO CITY HALL
NOVEMBER 13, 2018

6:00 P.M.

REGULAR MEETING

1. CALL TO ORDER.

Attorney Dick Linville called the meeting to order at 6:01pm.

2. ROLL CALL.

Tyrell Jewell, RC Hayes, James Nicholson, and Peter Scarborough present. Randy Lee, Gary Secor absent.

3. REVIEW AGENDA – ACTION ITEM

Dick Linville explained the Agenda and the Action items to the commission.

4. APPROVAL OF MINUTES – [none] – ACTION ITEM

None at this time.

5. ELECTION OF CHAIRPERSON AND APPOINTMENT OF ZONING ADMINISTRATOR - ACTION ITEM

PUBLIC HEARING – ACTION ITEMS

REGULAR MEETING

1. ITEMS FROM THE PUBLIC.

None at this time.

2. ITEMS FROM THE CITY CLERK.

Clerk Ptak gave the commission materials and books for reference and explained the importance of following the guidelines.

3. ITEMS FROM OR QUESTIONS FOR THE CITY ATTORNEY.

The City Attorney will give a brief summary of the Zoning Ordinance, the duties of the commission, and the responsibilities of members under the open meeting and ethics in government laws.

All roles and responsibilities were explained to the commission members. He asked them to appoint a chairman. RC Hayes would like James and Peter to be chair and co-chair for the commission.

RC Hayes made a motion to appoint James Nicholson and Peter Scarborough as chair and co-chair. 4 Ayes.

Dick Linville explained some of the zoning issues that have come up at regular council meetings and how they as a commission will want to handle changing zoning for the city.

He went on to explain the City Zoning ordinance. All the codes are also on-line. He explained the difference between the codes and the comp plan.

He explained the importance of recording the meetings, conflicts of interest, open meeting laws.

Appointing an administrator and setting a fee schedule was discussed. Linville gave out example form from Cascade.

He explained also the Insurance liabilities and how they are insured through IRCMP.

The commission at this time has decided to make the administrator's job shared between two people.

RC Hayes made a motion to appoint Peter and (James? or Tyrell?) as administrators. 4 ayes.

3. ITEMS FROM THE ZONING COMMISSION.

Public hearings, matrix, ordinances, area of impact and other items were discussed. Code enforcement was discussed as were fines and penalties. RC Hayes asked who will be responsible for taking minutes. Clerk Ptak explained how they can go about getting their minutes done as well as their tape recordings of the meetings and all paperwork they have and how any of these items are open to the public.

4. UPCOMING MEETINGS:

Dick Linville stressed of the importance of knowing the laws of the open meeting laws. Commissioners need to be aware of their emails and phone calls between each other. Clerk Ptak explained the difference between regular meeting, special meetings and how they can plan ahead.

a. Next regular meeting: December 10th, 2018 at 6:00 pm

Peter made a motion to have the next regular meeting December 10th, 2018 seconded by James. 4 ayes.

6. ADJOURN. ACTION ITEM

RC Hayes made a motion to adjourn the meeting at 7:16pm, seconded by Peter Scarborough. 4 ayes.

This institution is an equal opportunity provider. Any persons needing special accommodations to participate in the above noticed meeting should contact Idaho City Hall at 208-392-4584 prior to the meeting at 511 Main Street.

12/10/18

James Nicholson
Chairman/Co-Chairman

Date Approved

RC HAYES

Attest: