
**MIDDLETON CITY PLANNING AND ZONING COMMISSION SPECIAL MEETING
MAY 21, 2018**

The Planning and Zoning Commission Special Meeting of May 21, 2018 was called to order by Chairman Lary Sisson at 7:05 p.m.

Chairman Sisson introduced the new Planning and Zoning Officials Ray Waltemate and Jackie Hutchison. Deputy Clerk Dawn Dalton then administered the Oath of Office to Commissioner Ray Waltemate.

Roll Call: Chairman Lary Sisson and Commissioners Jeff Garner and Ray Waltemate were present.

Motion: Motion by Commissioner Garner to approve the minutes of the April 9, 2018 Planning and Zoning meeting with the change of spelling of Commissioner Garner's name on page 4 second paragraph, was seconded by Commissioner Waltemate and carried unanimously.

5) Action Items:

Consider approving a request by Middleton Fitness Center for design review of a proposed gym to be constructed on Lot 14, Block 1 of the Wellstone Subdivision, Middleton, Canyon County, Idaho.

Chairman Sisson introduced the agenda item. Immediately following Planning and Zoning Official Randall Falkner gave a brief staff report regarding the design review. A brief discussion followed amongst the Commissioners.

Motion: Motion by Commissioner Garner to approve a request by Middleton Fitness Center for design review of a proposed gym to be constructed on Lot 14, Block 1 of the Wellstone Subdivision, Middleton, Canyon County, Idaho, was seconded by Commissioner Waltemate and carried unanimously by roll call vote.

Consider recommending that city council approve a request by Hopkins Mortgage LLC to abandon and vacate a portion of the alley in between Lots 3, and 4-8, 6, Block 6 of The Foote Addition to Middleton, Canyon County, Idaho.

Chairman Sisson declared the public meeting on the agenda item open at 7:20 p.m. Planning and Zoning Official Randall Falkner then gave a brief staff report regarding the alley.

Commissioner Waltemate asked what the reason to vacating the alley had for the city. Planning and Zoning Official Randall Falkner and Will Mason from Mason and Associates both responded that it allows for a saver environment for new tenants of the property and allows the city to now tax the property while still allowing for the city to have unrestricted access when needed.

Chairman Sisson declared the public meeting for the agenda item closed at 7:28 p.m.

Motion: Motion by Commissioner Waltemate to recommend that City Council approve a

request by Hopkins Mortgage LLC to abandon and vacate a portion of the alley in between Lots 3, and 4-8, 6, Block 6 of The Foote Addition to Middleton, Canyon County, Idaho, was seconded by Commissioner Garner and carried unanimously by roll call vote.

4) Information Items:

Overview of commissioner duties, ethics in government, open meeting law, public hearing procedure, public meetings, the Local Planning Act, city zoning and subdivision ordinances, and construction standards.

Mayor Darin Taylor addressed the Commissioners regarding how to conduct an open hearing such as a design review versus a public meeting such as a vacation of alley or right away and he addressed what the duties of the Planning and Zoning Commission were. Mayor Taylor also updated the Commissioners on new laws that were passed during the legislative session that would help cities, laws that did not pass and laws that could pass in future legislative sessions.

5) Action Items:

Consider recommending that city council amend Titles 1, 3, 4, 5, 6, 7, 8, and 9 of the Middleton City Code, combining and amending zoning and subdivision provisions, relocating administrative procedures to title 1, chapter 14 and adopting hearing procedures, defining applications that require public hearings, designating public records custodian, requiring posting of agendas on city website, combining permits and licenses into title 1, chapter 15, adding a farmers market permit, subdivision plat and construction permits, deleting title 4, chapter 2 mobile home regulations and references to mobile homes throughout city code, relocating impact fees to title 1, chapter 16, relocating late comer fees to title 1, chapter 17 and adding transportation late comer fee provisions, amending timing of design review applications, amending subdivision phasing requirements, amending open space definition and requirements, adding requirements for construction and as-built drawings, amending waiver provisions, reconfiguring and updating title 7 public facilities, reconfiguring title 8 nuisances, amending nuisance definitions, relocating fire code to title 4, and providing an effective date.

The agenda item to consider recommending that the city council amend Titles 1, 3, 4, 5, 6, 7, 8 and 9 of the Middleton City Code was a public hearing.

Mayor Taylor addressed the Commission regarding the changes purposed to be made to the Middleton City Code. Mayor Taylor informed the Commission most of the changes were to move chapters and titles to better fitting areas of the code book in order to clean it up. He also informed them that the city is purposing to remove all references and the code section pertaining to mobile homes and adding a broadband fee to Title 1 Chapter 16 while adding a transportation and broadband late comers fee.

Motion: Motion by Commissioner Waltemate to recommend that the city council amend Titles 1, 3, 4, 5, 6, 7, 8, and 9 of the Middleton City Code, combining and amending

zoning and subdivision provisions, relocating administrative procedures to title 1, chapter 14 and adopting hearing procedures, defining applications that require public hearings, designating public records custodian, requiring posting of agendas on city website, combining permits and licenses into title 1, chapter 15, adding a farmers market permit, subdivision plat and construction permits, deleting title 4, chapter 2 mobile home regulations and references to mobile homes throughout city code, relocating impact fees to title 1, chapter 16 adding a broadband fee, relocating late comer fees to title 1, chapter 17 and adding transportation and broadband late comer fee provisions, amending timing of design review applications, amending subdivision phasing requirements, amending open space definition and requirements, adding requirements for construction and as-built drawings, amending waiver provisions, reconfiguring and updating title 7 public facilities, reconfiguring title 8 nuisances, amending nuisance definitions, relocating fire code to title 4, and providing an effective date

- 6) **Public Comments:** none.
- 8) **Commission/Staff Comments:** none.
- 8) **Adjourn**

Motion: Motion by Commissioner Garner to adjourn the meeting, was seconded by Commissioner Waletmate and carried unanimously by voice vote. Meeting adjourned at 9:37 p.m.

ATTEST:



Randall Falkner, Planning and Zoning Official
Approved: June 11, 2018



Lary Sisson, Chairman