

**MINUTES OF THE  
Planning & Zoning Meeting for the City of Menan held March 2, 2017.**

**Present:** Victor Cammans, Roy Storer, Jason Watson, Jeff Gunderson, Lane Mortimer, Sheree Peterson, Chauncey T Haight, Jeff Geisler, and Allyson Pettingill.

**Planning and Zoning Meeting called to order at 7:06 pm.**

Meeting called to order.

**Property/Subdivision Process:** Sheree Peterson addresses the Commission. She explains what the decision was at the City Council meeting regarding the classification of the property they are proposing to divide and build on. The Council looked at what was presented by her and the recommendation of the P&Z and agreed that their property did qualify as a subdivision, but it also qualified to submit a short application for a subdivision as per Code Title 8-2-4. According to the description in this section of the Code, they are able to apply for a plat with a short application, which lessens the requirements for a smaller piece of property to be subdivided. She then presents the Commission with a Draft Development Agreement. The Commission discusses the Agreement. It is discussed what the next step would be. It is decided that the Commission will either accept or deny, then make a motion as such. It will then go to the Council with a recommendation. Victor asks if any Commission Member has a question for Sheree. There is discussion of what the recommendation would be.

**Jason Watson made a motion to approve the Recommendation of the Draft Development Agreement and send it forward to the City Council. Roy Storer seconded the motion. Motion passes.**

**Processes of Items Moving Forward with City Council:** Victor explains that he went to the last Council meeting to discuss finding a way for the P&Z and Council to have better communication between them. He would like a section in each P&Z meeting directed at the City Council with questions or comments. He further states he hopes this will help so both the Commission and The Council will be able to work together especially as there seem to be more building opportunities and applications in the City. Discussion ensues. Allyson states she will have a running bulletin point on the Agenda for the City Council. The Commission agrees this will be a great help going forward. The City Council will also receive a copy of the monthly P&Z minutes and the P&Z Commission will also receive a copy of the City Council minutes so both parties can stay updated on the information they are in need of.

**Review and Discuss Checklists from Mayor:** Mayor Haight addresses the Commission. He explains what he is trying to accomplish. He is trying to take everything in the City Codes and Ordinances and build checklists for each Zone so that when a building permit is being issued there is a more cohesive way to make sure everything is done correctly and in compliance. He further states that there will be signature lines or at least initials for each point ensuring that all has been checked and is in compliance. There is discussion of the checklists. This will also require signatures from Matt, along with a representative from the P&Z so that if an issue comes up not all of the blame is on one person. If done correctly, every issue will be addressed and the process should run smoothly. The Mayor then asks the Commission to look over the checklists and let him know what they think. There is more discussion on the Codes and checklists.

**State Building Dept., Jeff Geisler-** Jeff discusses what he would like to see added to the City's building permit application. He states two items that are the most important to him. He needs to have the valuation of the proposed structure and either a warranty deed or the legal description of the property. The Commission

discusses the permit and the checklists that the Mayor has submitted. The Commission goes through the existing building permit application with Jeff and discusses what Jeff needs on the permit application to do his job as Building Inspector. There is discussion of forming a permit. Jeff Gunderson states he will draw up a new site plan example page. It is asked that the bullet requesting where the septic system and drainfield would be, that is not needed in Menan. There is discussion of what needs to be on the page. Jeff Geisler asks that on the new example page there is a bullet requesting the applicant show where the sewer will hook into the City sewer system. There is discussion of this.

**Minutes: Jeff Gunderson made a motion to accept the minutes from the February 9, 2017 meeting as written. Roy Storer seconded the motion. Motion passes.**

**Calendar-** Victor informs the Commission that the date for the next P&Z Meeting will be April 6, 2017. Jeff Gunderson states he will be out of town and unable to attend.

**Lane Mortimer made a motion to adjourn the meeting. Jason Watson seconded the motion. Motion passes.**

Planning and Zoning meeting ends at 8:11 p.m.

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Allyson Pettingill  
Clerk/Treasurer