



**MINUTES OF THE PLANNING AND ZONING COMMISSION REGULAR MEETING
CITY OF MOUNTAIN HOME, ELMORE COUNTY, IDAHO**

Monday, July 3, 2023, at 6:00 PM

ESTABLISH A QUORUM

Chairperson Kristopher Wallaert noted a quorum present and called the July 3, 2023, Regular Meeting of the Planning and Zoning Commission. Attending were Planning and Zoning Commission Members, Cristina Drake, William Roeder, Travis Eikeness, and Scott Harjo.

Staff members attending were Community Development Director, Brock Cherry, Public Works Director, Richard Urquidi, Legal Counsel, Geoff Schroeder, and the meeting was recorded by Betsy Hiddleston.

Commission Member Travis Eikeness, and Assistant Planner, Chris Curtis, were not in attendance.

MINUTES

*Action Item: June 20, 2023

Commission Member William Roeder made a motion to approve the minutes for June 20, 2023. Commission Member Scott Harjo seconded the motion. All in favor. The motion passed by a unanimous vote.

RECOGNIZING PERSONS NOT ON THE AGENDA – None

CONFLICT OF INTEREST DECLARATION

* Does any Commissioner, Commissioner's employer, or Commissioner's family member have an economic interest in any matter on the agenda? (Idaho Code 67-6506)

* Have any Commissioners received communications or engaged in discussions regarding matters on this agenda outside of this meeting? – None

PUBLIC HEARING AND ACTION

* Action Item – Annex (ANX) - Teran Mitchell, TKM Architecture. To Annex and Zone to C-4 property bounded by Highway 67 – Airbase Road to the North, and Highway 51 – S 18th W Street to the East.

PZ-23-36

Community Development Director, Brock Cherry, gave the staff report. This property is approximately six and a half acres off Airbase Road and Highway 51, next to the Chevron. The future land use map has this area for commercial use. It does meet the Comprehensive Plan and the Zoning Ordinance. There are utilities in the area, and they have access to those. All four applications regarding this location are conditioned on one another.

Teran Mitchell came forward to speak. The future land use delineates this as Urban Development/Urban Development transition. The transition is C-4 and mixed use with mixed use being residential as well. To be able to access water and sewer we would request annexation for this parcel.

Public Hearing Opened.

No Testimony Given.

Public Hearing Closed.

Planning & Zoning Minutes

Commission Member Cristina Drake made a motion to approve the annexation and zoning to C-4 of property bounded by Highway 67, Airbase Road to the North and Highway 51, South 18th West to the East, application PZ-23-36. Commission Member Scott Harjo seconded the motion. The vote is as follows: Commission Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye, and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

*Action Item Vacation (VAC) Teran Mitchell, TKM Architecture. To Vacate a portion of the Falconcrest subdivision #1 comprised of lots 3-7 and 10, containing approximately 6.5 acres.
PZ-23-39

Community Development Director, Brock Cherry, gave the staff report. The purpose of the proposed vacation is that there is an underlying subdivision. To further the development, the owner wishes to rearrange the ownership of lots, therefore he is wishing to vacate the existing plat in order to replace it with a new preliminary plat which will provide more efficient ownership opportunities towards the applicant's objectives.

Public Hearing Opened.
No Testimony Given.
Public Hearing Closed.

Commission Member William Roeder made a motion to approve the request to vacate portions of the Falconcrest Subdivision #1 comprising of lots 3-7 and 10, containing approximately 6.5 acres, application PZ-23-39. Commission Member Scott Harjo seconded the motion. The vote is as follows: Commission Member Harjo; aye, Commission Member Drake; aye, Commission Member Roeder aye; and Commission Member Wallaert, Aye. The motion passed by a unanimous vote.

* Action Item – Planned Unit Development (PUD) – Teran Mitchell, TKM Architecture. To Rezone 6.5 acres located south of Airbase Road bounded by Highway 67 – Airbase Road to the North, and Highway 51 – S 18th W Street to the East to Airbase Commons C-4 PUD (Planned Unit Development).
PZ-23-37

Community Development Director, Brock Cherry, gave the staff report. This is the Airbase Commons PUD. It is proposed as a mixed use residential and neighborhood commercial community. It will provide eleven four-plex buildings, totaling forty-four attached two-story townhomes, along with approximately thirty thousand four hundred gross square feet of commercial retail and/or office space. C-4 is a commercial corridor, and it was important to staff that anything fronting Airbase Road was commercial. Per the PUD for the commercial pads, they request to follow the C-4 designation. The applicant took the most demanding parking requirement and applied it throughout for the commercial uses and therefore met the parking requirements. A traffic study analysis has been completed. They have submitted it to ITD. However, we have not received an official response from them regarding their requirements. We could pass this application with a condition to comply with ITD requirement. The residents of this PUD will know that they are in close proximity to commercial uses. The applicant meets the intent of the Comprehensive plan and the Zoning Ordinances. In the C-4 Zoning designation, residential uses must follow R-4 property development standards, the PUD will allow deviation from those standards. The PUD will also allow for deviation from the sign code to allow for more building signage and forego their allowed allotment of freestanding signage.

At the request of the Chairperson the applicant was asked to include the preliminary plat with the PUD presentation.

The owner Mike Freer was in attendance and spoke about himself and the desired uses of the parcels to maximize the land use and fit the needs and the aesthetics of the area.

Teran Mitchell came forward to speak on the application. Mr. Mitchell gave a slide show presentation of the site. The project does meet almost every permitted outright use in criteria as found in both the

Ordinance and Comprehensive Plan. This location is in the area of impact and the future Land Use Maps. There are nine existing parcels that will make up the preliminary plat, eleven residential lots, one common lot, and one commercial lot, for a total of thirteen lots. It is a total of six and a half acres. The uses themselves are permitted outright and encouraged. The density is lower than what is allowed. The residential units are proposed as three bedroom, two and a half bath, townhouse units. There is potential for on-street parking, as the streets are designed to City standards. These will be private roads. There is more open space than is required for this development. Mr. Mitchell showed the utility plan and layout. There are two proposed connection points to public rights-of-way, both are State Highways. There has been a discussion with ITD, and the applicant will receive an official review. Commercial parking was designed to meet the most restrictive requirement, which thirty thousand four hundred square feet for the commercial space equals one parking stall for every three hundred square feet of commercial retail space. The residential component is to be in strict conformance with the R-4 standards. Each building is on a lot greater than five thousand square feet. Adequate stormwater retention has been provided. Each of the buildings has an individual parcel. The common lot includes all the roadways, sidewalks, and infrastructure. Block two lot one is the commercial lot. There is water conservation landscaping throughout the project. A few of the townhomes do offer grass, to offer flexibility on the rental side for options of no maintenance, and a yard. There is a park. This PUD has requested no freestanding signs in exchange for greater wall mounted signs, from thirty-two square feet to fifty square feet. Commercial buildings will be designed and built to suit. City Code does not require design standards for commercial development, like there are for residential. The applicant has entertained separating the road access from the residential and commercial uses via removable bollards or reboundable delineation posts if necessary. The project follows C-4, and residential R-4 standards with the exception of the residential interior side setbacks. Rather than the five and twelve setbacks, the request is five foot minimum and then either seven and a half or ten-foot setback. The mixed use allows connectivity for the residents to walk to commercial uses. The park has playground equipment, a pavilion, and a built-in fire pit. The development also has a pocket park. They are proposing permission for monument signs. The end units will include additional windows which help to keep eyes on the spaces between the buildings. Each unit will have a single car garage and a driving apron for a minimum of two off-street parking spaces. There is water, sewer and power close by. Staff have consulted with the airport manager, and they are happy that commercial is in front.

Public Hearing Opened.
No Testimony Given.
Public Hearing Closed.

The commercial portion of the plat could be condominiumized the spaces should the applicant choose. They would not own the ground underneath. It should be acknowledged with the Airport and Optimist Park close by that there will clearly be noise. There is sufficient water availability. There are about one hundred and thirty sewer EDU's available, before some changes need to be made. Sewer with this development and Runway Estates in order for both of those projects to be fully built out there will need to be some improvements there. It would not be inappropriate to have a condition that the buildout is based on the City's capacity to provide wastewater services and water. The issue is that downstream there will need to be some pipe upgrades. The one hundred thirty sewer EDU's are the capacity for that area. The only approved development for Runway Estates is a singular final plat that consists of up to eighteen dwelling units total. If this was the only development and Runway wasn't going to be fully built out there would be sufficient capacity for that area. As the area becomes more fully built out improvements will be required. It was recommended that the application be conditioned that in the lease documents that there is a statement recognizing that this development is near the airport, and that approval of the development will be based on the City's water and wastewater capacity.

Commission Member Scott Harjo made a motion to approve application PZ-23-37, for Airbase Commons and it's rezone of the nine consecutive parcels of land of approximately six point five acres, to the South of Airbase Road, bounded by Highway 67, Airbase Road to the North and Highway 51, South 18th West Street to the East for a C-4 Planned Unit Development, along with the following conditions; the recorded lease accepted sound from the airport and recreation is accepted, and that it is conditioned upon the availability of wastewater EDU's. Commission Member Cristina Drake seconded the motion. The vote is

as follows: Commission Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye, and Commission Member Roeder; aye. The motion passed by a unanimous vote.

***Action Item Preliminary Plat (PLAT) Teran Mitchell, TKM Architecture. To Approve Airbase Commons Preliminary Plat consisting of 6.5 located south of Airbase Road bounded by Highway 67 Airbase Road to the North, and Highway 51 – S 18th W Street to the East.
PZ-23-40**

Community Development Director, Brock Cherry, gave the staff report. Mr. Cherry asked that the applicant be given the opportunity to provide any comment before the Public Hearing was opened. No additional comments were given by the applicant.

Public Hearing Opened.
No Testimony Given.
Public Hearing Closed.

Public Works Director, Richard Urquidi, had a discussion regarding the sewer line, to see if that easement needed to be on the plat or not. For Runway Estates they must provide the sewer easement in writing with the landowners of the properties it runs through before they get their final approval, or it doesn't exist. The applicant would like to see a manhole to attach to the sewer. This will all need to be identified in the final plat.

Commission Member William Roeder made a motion to approve the Airbase Commons Preliminary Plat, consisting of six point five acres located South of Airbase Road, bounded by Highway 67, Airbase Road to the North, and Highway 51, South 18th West to the East, PZ-23-40. Commission Member Scott Harjo seconded the motion. The vote is as follows: Commission Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye; and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

***Action Item - Comprehensive Plan Amendment – Brock Cherry - Amend the *City of Mountain Streets Department's Impact Fee Capital Improvement Plans* ("Capital Improvements Plan") identified as Appendix "N" of the Comprehensive Plan.
PZ-23-49**

Community Development Director, Brock Cherry, gave the staff report. Per State Code, on an annual basis, the City is required to do an analysis of our development impact fees. Those are fees collected strictly for new development to help ensure that growth pays for growth. We look at growth rate, and projects to see what things are still reasonable to have within our CIP. The funds that we collect can only go towards the project within the CIP. When we initially adopted our existing impact fees, we were projecting a growth rate of approximately four percent. The growth has slowed to more of a two and a half growth rate. Because of the slower growth we reviewed the CIP to see if any of the projects that will not be able to be completed within the ten-year time period to collect the funds. It was discovered that irregardless of growth rate some projects shouldn't be in the CIP because we have new information. The most notable was the elimination of Autumn Road. Autumn Road is not a road, and there is no existing public right-of-way. It is a private agreement between property owners that live along it, making it a private road. The project was estimated to be four million dollars. This project has been removed, as well as the West 5th Street repaving project. This has already been budgeted using existing street funds and will be completed in this budget cycle. The final project removed was a traffic light at Highway 51 and Smith Road. Given the decline in growth the City no longer sees that as being an immediate need within the time period established for impact fees. Note that the projects looked at were street projects. Based on applied mathematics and with what was provided we believe this would be best. In order to implement the recommendations, we would have to amend the Capital Improvement Plan, which is why we have a Comprehensive Plan Amendment and also the Zoning Title Ordinance regarding impact fees.

Other locations have a larger population and development base, and therefore may have a lessor impact fee. For our community and population base with our existing infrastructure, therefore making the

proportionate share for developers higher. The Capitol Improvements for Parks, Police, Fire, are not being changed. The same mathematic formula was used to calculate the impact fee, having removed the proposed project expenditures. The fee will apply to projects upon adoption by the City Council. The CIP can be adjusted as needed. State Statute requires a yearly review. The growth rate did not change in the new calculations, just the Streets expenditure amount.

Public Hearing Opened.
No Testimony Given.
Public Hearing Closed.

Commission Member Cristina Drake made a motion to approve the amendment to the City of Mountain Home's Streets Department Impact Fee Capital Improvements Plan (identified as appendix N of the Comprehensive Plan), application PZ-23-49. Commission Member Scott Harjo seconded the motion. The vote is as follows: Commission Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye, and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

* Action Item – Zoning Title Amendment (ZTA) – Brock Cherry – Amend Mountain Home City Code, Title 9: Land Use & Development, Chapter 4: Development Impact Fees, Streets Impact Fees.
PZ-23-50

Community Development Director, Brock Cherry, gave the staff report. The Zoning Title Amendment changes the numbers to reflect the removal of the projects in the CIP.

Public Hearing Opened.
No Testimony Given.
Public Hearing Closed.

Commission Member Cristina Drake made a motion to amend Mountain Home City Code, Title 9: Land Use & Development, Chapter 4: Development Impact Fees, Streets Impact Fees, application PZ-23-50. Commission Member Scott Harjo seconded the motion. The vote is as follows: Commission Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye; and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

NEW BUSINESS

*None

OLD BUSINESS

* Action Item – Approve Finding of Fact - Vacation (VAC) – Teran Mitchell, TKM Architecture. To Vacate a portion of the College Addition subdivision comprised of lots 8-9 and 10-12, containing approximately .43 acres.
PZ-23-32

Commission Member William Roeder made a motion to approve the Findings of Fact for Vacation for Teran Mitchell, TKM Architecture to vacate a portion of the College Addition Subdivision comprised of lots 8-69 and 10-12, containing approximately .43 acres for PZ-23-32. Commission Member Cristina Drake seconded the motion. The vote is as follows: Commission Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye; and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

*Action Item – Approve Finding of Fact - Planned Unit Development (PUD) – Teran Mitchell, TKM Architecture. To re-zone two lots totaling .43 acres located at East 2nd South Street to the north and South 14th East Street to the west to R-4 PUD.
PZ-23-28

Commission Member Cristina Drake made a motion to approve the Findings of Fact of application PZ-23-28. Commission Member William Roeder seconded the motion. The vote is as follows: Commission

Member Roeder; aye, Commission Member Drake; aye, Commission Member Harjo; aye; and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

*Action Item - Approve Finding of Fact - Preliminary Plat (PLAT) - Teran Mitchell, TKM Architecture. To Approve Freer Fields Preliminary Plat consisting of .43 acres located at East 2nd South Street to the north and South 14th East Street to the west.

PZ-23-38

Commission Member Cristina Drake made a motion to approve the Findings of Fact for application PZ-23-28. Commission Member William Roeder seconded the motion. The vote is as follows: Commission Member Harjo; aye, Commission Member Drake; aye, Commission Member Roeder; aye, and Commission Member Wallaert; aye. The motion passed by a unanimous vote.

DEPARTMENT HEAD ITEMS


* Update on Meeting Date/Time Change -Begin July 18, 2023, at 5:30 PM.

ITEMS REQUESTED BY COMMISSIONERS/STAFF

* Community Development Director said his goodbyes to the Commission.

ADJOURN

Chairperson Kristopher Wallaert adjourned the meeting at 7:35 p.m.


Chair