

APPROVED

CITY OF GRACE
PLANNING & ZONING COMMISSION
REGULAR MEETING HELD ON
JULY 12, 2022, AT 7:00 P.M.

PRESENT: Chairman David Pristupa
Commission Members: Scott Rasmussen, Kyle Bingham, Kim Welch
Zoning Clerk: Loy Raye Phillips

OTHERS PRESENT: Emma Morton, SICOG

Chairman Pristupa called the regular meeting of the Planning & Zoning Commission to order at 7:00 p.m. on July 12, 2022.

Invocation: Commission Member Rasmussen

Pledge of allegiance: Clerk Phillips

Chairman Pristupa welcomed Ms. Morton from Southeastern Idaho Council of Governments, Inc. (SICOG), thanking her for coming.

Chairman Pristupa asked the Planning & Zoning Commission if there were any amendments to the agenda. There were none.

Chairman Pristupa asked the Planning & Zoning Commission if they had reviewed the minutes of the June 9, 2022, regular meeting and if there were any changes or corrections.

Motion as made by Commission Member Welch to accept the minutes of the June 9, 2022, regular meeting. Motion was seconded by Commission Member Bingham. Motion passed unanimously.

Commission Member Bingham reported from the city council meeting held July 6, 2022. The city council are still working on the subdivision ordinance referencing having pins installed prior to building. Discussion was had on the dog ordinance. City Attorney Wood and Sherriff Mabey attended the meeting. It was recommended that the city go with the ordinance it is using. Sherriff Mabey stated that the state ordinance is very broad with nothing to enforce the ordinance.

Another item discussed with the city council was a bridge on 2nd South. Mayor Barthlome is working on getting a wider bridge on Center street. Discussion was had that there are two new subdivisions in the Burton Canyon area with a total of 39 more homes.

Commission Member Welch indicated the increase of traffic on Mingo Road from the Highline View and Burton Canyon Phase 2 subdivision has increased considerably. The bridge on 2nd South should have been installed long before Burton Canyon Phase 1 subdivision was approved.

Chairman Pristupa asked Ms. Morton to update the Planning & Zoning Commission on what a comprehensive plan is, what should the comprehensive plan be used for and why a comprehensive plan.

Ms. Morton stated that a Comprehensive Plan is a document to help the city make decisions for the future. The current population is listed. But it allows Planning and Zoning and the city to have projections of what the city wants the population to look like over a 5 to 10 year period, decisions can be made when approving subdivisions, new parks, and infrastructure issues. Keeping in mind that the population may grow over the next few years. The Comprehensive Plan provides the community a breakdown of what the city's priorities are. If the city would like to add a park in the City of Grace. It states that one of the cities priorities is to add a park. This applies for infrastructure, recreation, and run down homes, anything that could be imagined as a Planning and Zoning Commission should be in the comprehensive plan. It is helpful for planning purposes besides applying for grants for parks, as well as larger issues. This helps so that the population is considered when applying for grants. It is guide as to what these projects serve for the City of Grace. Ms. Morton stated that it should be updated every few years.

Discussion was had that a different format has been used in other cities and are much cleaner than the City of Grace.

Ms. Morton stated the Planning & Zoning Commission needs to state what changes need to be done, then it can be reviewed, and the changes made from thoughts and suggestions. Ms. Morton stated she would go through and make changes and corrections not telling the commission what to do but suggesting, why it might not work and what can be done different. A digital and hard copy will be provided and SICOG will also have a copy on file.

Commission Member Welch asked if there was going to be a public input on the plan? Ms. Morton stated that it would be valuable. Commission Member Welch stated that the turn out and information from the meeting held on the last update was informative. Ms. Morton stated that this information is incredibly valuable because you hear from the community.

Ms. Morton stated that the Planning & Zoning Commission had listed Elements 1 through 5 and 12 through 14.

Chairman Pristupa stated that all the Elements 1 through 5 need to have corrections made due to changes and increase in subdivisions.

Element 2: Population

Discussion was had Table one: Population History, Table two: Comparison of the Population for Caribou County, Table Three: Households and Household Size 2010, and Table four: Median Age Population Age 5 thru 19, Population Age 65 and over 65. Dated 2010. These tables seem out of place and are they necessary for the Comprehensive plan. Ms. Morton stated they should be in an appendix for the plan and the tables do have information for the city.

Element 3: School and Transportation has many changes. There is only one Elementary School, a bond for \$5,000,000. A bond, for a plant facility levy for \$150,000 and supplemental levy for \$3000,000.

The City participated in a safe walk to school in 2008. The city has added another crossing light on main street in 2021.

Element 4: Economic Development: Infrastructure: A wastewater bond was passed May 2021. A new grinder was installed at the sewage lift station in 2021. The six million dollar bond on the water system is not on the comprehensive plan and a three point two million dollar bond on the sewer system. Comment was made that Senator Simpson was working on getting a grant for the city for two million dollars.

Question was asked on the community service items like: Just Serve, 4-H Program, FFA Program, and Business Professional of America, do these need to be added? Discussion was had that these could be identified as available.

Element 5: Land Use: A correction for only one elementary school. The zones of A 1, A 2, and A 3, need to be added to the A (agricultural) zone. The approximate acres that the city covers needs to increase due to the Burton Canyon Phase 2 addition of 16.69 acres.

Ms. Morton asked if those in charge of removing the old elementary school had talked to Brownfields about a grant? Ms. Morton stated that SICOG has Brownfields money that communities can get to help mitigate projects. Where Grace Elementary is the owner would they be willing to donate it to someone who could be the second donor and they would be eligible for grant funds to remove the building or to mitigate it.

Element 6: Natural Resources: a new Veterans Memorial has been placed at the Black Canyon Elementary School, and there is a Veterans Memorial at the Grace Cemetery.

Ms. Morton asked the Commission if they would go to the strategies in Element 5, there are five of them. Question was asked how does the city get the community to revitalize?

Ms. Morton stated that the city could try to get the community to engage in doing projects. There are opportunities for businesses in the main street area coming into town that would be interested in doing this to make improvements on the look of the buildings in town. There are opportunities to fix sidewalks, lights, making a more walkable space or a gathering space to try to draw the community into the area.

This would take a committed group of people: City Council, a community foundation. Discussion was had on the Grace City Chamber of Commerce. Ms. Morton stated that if the Chamber of Commerce would be willing to work with the City there are grants to help communities with revitalization projects.

Chairman Pristupa stated that Mayor Barthlome has been working on getting grant money to redo the sidewalks.

Ms. Morton stated that there are grants for sidewalks alone through Local Highway Technical Assistance Council (LTACH). It is through the department of transportation. Community Development Block Grants (CDBG) funds are available which can be used for water infrastructure, and downtown projects as well. Having someone who would be willing to go discuss with the businesses to at least be willing to do something on improvements.

Discussion was had that driving into the City of Grace there are properties that could be improved to help the community look cleaner.

Commission Member Welch stated that one problem is going to the businesses. Businesses get hammered by every organization going for donations. The businesses are supportive of the organizations in the community.

Chairman Pristupa stated that Ms. Morton was suggesting that the business do maintenance and upkeep of their buildings, to make the businesses presentable.

Discussion was had that a park should have been laid out in the Burton Canyon Phase 2. The youth must cross town for access to the park. There is one at the school. Discussion was had that a discussion with Mr. Rasmussen could have been had on making a park in the new subdivision.

Commission Member Welch asked how could the city park be made more family friendly? Discussion was had that some of the people at the park leave a lot to be desired. Questioning if you would want to leave you children to play with the kind of rough crowd that hangs out in the park. Discussion was had should a park in a subdivision be added to the comprehensive plan. Ms. Morton stated that it is something that can be added to the ordinances of the city if you want to make it mandatory. It can be in the comprehensive plan. Discussion was had that it would be difficult to ask a contractor to deed a parcel of the property to the city or could the city buy the parcel of property for a park.

Chairman Pristupa stated that the goals and strategies need to be looked at and updated to better serve the community to protect the city on future growth and development.

Goal 2: A City that honors the agricultural beginnings of the City of Grace while providing a framework for progress and citizen comfort.

Ms. Morton asked about doing a review on city policies and doing an updated opinion poll? This is the section that Ms. Lorenz updated on Element 5: Land Use. Discussion was had that a comparison is needed with the existing ordinances to see if the city is going in the right direction.

Ms. Morton asked if the poll had been put out by email or social media? Discussion was had that it was handed out at the community meeting in 2016. The poll indicated thoughts and ideas of those that attended the meeting.

Chairman Pristupa stated that the City of Grace has a Facebook page that could be used or asked the citizens to stop by city hall to pick up a survey and return, if citizens are interested.

Commission Member Rasmussen stated that a lot of the citizens in Grace will not even read the information sent on the billing card. Discussion was had that many of the older citizens do not have a computer or do Facebook. Discussion was had on other avenues that could be used, taking the survey door to door, or doing an opinion poll of some fashion. Discussion was had on people who attended the meeting doing the poll and then after the meeting going door to door getting citizens that did not attend the meeting to get a more random sample from the community. The poll is strictly confidential.

Ms. Morton asked if the city had updated the zoning maps? Chairman Pristupa stated that the Planning & Zoning Commission are currently working on an update. This update will do a correct impact area, and the subdivisions will be included. Question was ask of Ms. Morton if the City of Grace had to include a Future Land Use Map (FLUM)? Ms. Morton stated that it would be good to have a map of the

future. Discussion was had that citizens from the impact area of the City of Grace need to be involved in the future map planning.

Ms. Morton asked if the Planning & Zoning Commission was working with an engineer on the update of the maps? Chairman Pristupa stated that the Commission was working with Ally Schwulst of the Caribou County GIS office. Discussion was had that there are three springs on the south side of the impact area that needed to be placed on the impact area map. Commission Member Rasmussen asked if the Planning & Zoning Commission members could go to the springs with Superintendent Crookston. Discussion was had that it would be feasible.

Ms. Morton asked how the Planning & Zoning Commission felt about the housing for the City of Grace? Discussion was had that there is no housing available. They are all rented or sold. Discussion was had that there are a few older homes for sale in town at the present time.

Ms. Morton asked about multifamily housing. Discussion was had that multifamily homes could be built in the R2 (residential) Zone. The A (agricultural) Zone does not allow for multifamily homes. Discussion was had on owning one half acre of property in the A (agriculture) Zone and not being able to build on the property. There is an update to the A (agriculture) Zone ordinance, adding A1, A2, A3 for acreage allowing owners of property with small acreage to be build a home. The R1 (residential) Zone ordinance for housing applies for the building of homes in the A (agriculture) Zone.

Ms. Morton commented on the strategies in goal 4; for affordable housing of 10th South or as an infill project to replace any dilapidated unoccupied homes/building is that still an option at this point? Ms. Morton asked if there had been any cases in the last 5 years where unoccupied buildings have been renovated? Comment was made there were none.

Ms. Morton suggested that the Planning and Zoning Commission keep an eye on these strategies and decide if the strategies need to be reevaluated. Discussion was had that the old Blue Bell just south of the park had been removed. Discussion was had on updating the lot and the possibility of a new building being built there. A building for the community to utilize.

Ms. Morton discussed updating the wish list from the new community meeting that will be held.

Element 7: Public Services, Facilities, and utilities: Discussion was had on updating the cell service, Direct Communications, and adding fiber optics for information.

Discussion was had that there is an update for the Volunteer Fire Department. There are approximately 14 members, and a possibility of adding 4 more members. The department owns 6 pieces of firefighting equipment, and fire department/community has a fire rating of 6.

Discussion was had on an EMT being a volunteer service with not many new members being certified.

A correction to the Grace Medical Clinic is now called Caribou Medical Clinic. Canyon Creek Dental Clinic is a full scale clinic in the community.

Element 8: Recreation: Discussion was had that the Caribou Highlands Golf and RV Park located at 1750 Gibson Lane; Grace Idaho is not listed. The golf course can be accessed from Highway 30. The programs for youth need to include T-Ball.

Element 10: Transportation: The city has more than 37.5 miles of streets within the city limits due to the addition of the new Burton Canyon Subdivision addition the miles will increase.

Question was asked if the Pocatello Rural Transit (PRT) bus had a route in the area. Discussion was had that some public relations may need to be done so that people are aware of the routes. Discussion was had on the demand for use of the bus and routes. The PRT bus goes to Montpelier three days a week and it does go to Pocatello. More information is needed on the PRT bus and the possibility of more people using the service if there was more information given to the public.

Commission Member Bingham asked if the PRT bus was funded by the Idaho State Department of Transportation or does it have fares. Ms. Morton stated that there is a bus fare.

Element 11: Housing: Ms. Morton stated that the housing would change due to population and the new subdivisions being built in the area.

Element 12: Community Design and Special Sites:

There are now four subdivisions in the City of Grace: Turner Subdivision, Monte Vista, Burton Canyon Phase 1 and the addition of Burton Canyon Phase 2 adding 29 lots in the area for new homes.

Discussion was had on other sites around the City of Grace making a change to remove the Cove Plant because it is no longer there.

Question was asked on the goals and objectives item 5: A: Advertise at the Jackson Visitors Center. If the addition of the Orgon Trail Museum and the Chesterfield Townsite, Enders Hotel Museum, Stoor's Grocery Museum should be added to the advertising? Discussion was had that it would be a good idea.

Element 13: Agriculture:

A change needs to be made to the type of livestock. Goats need to be added to the list.

An addition of Quinoa grain needs to be added to the type of crops grown. Commission Member Rasmussen asked how much would have to be marketed to be added to the list of crops grown? There are onions grown in the community. Discussion is it a crop?

Element 14: Plan Implementation:

Execute the Comprehensive Plan as a vital working document and guide for the future growth of the City of Grace.

Chairman Pristupa stated that in looking over the Comprehensive Plan there would need to be a contract implemented.

Ms. Morton stated that changes to the contract would be to correct items listed as Elements 1 through 8 and Elements 12, 13 and 14.

Chairman Pristupa stated that the Planning & Zoning Commission had some money for this year to get started, and then it would have to apply to next year's budget. Discussion was had on what the cost would be.

Ms. Morton stated that the contract would have an update of July 12, 2022, sections 1 through 8,

and studies conducted for and on behalf of the City of Grace. To update the format of the plan and additional copies of the plan, attend meetings with City Council, Planning & Zoning Commission as needed. Ms. Morton will add facilitate by community activity. Chairman Pristupa stated that this update will cover the area from 2008. There is also an update of 2016 and 2017. The new comprehensive plan will be dated 2022-2023.

Chairman Pristupa asked how often should the comprehensive plan be reviewed and updated?

Ms. Morton stated that an unofficial review can be done to make sure that there is nothing major that has come up that needs to be addressed immediately. Ms. Morton suggested that a rewrite or an updated should be done every 5 years. An annual review covers something that is not in the comprehensive plan that needs to be added. It is easy to provide an amendment to the comprehensive plan.

Ms. Morton stated that the Planning & Zoning Commission were free to call if there were any questions that needed to be asked. Ms. Morton will retype the contract and send it to Chairman Pristupa.

Chairman Pristupa stated that approval from the City Council could come from the next city council meeting. Discussion was had that payment can be made over a two year period.

Ms. Morton stated that SCIOG could bill monthly or as needed, but it will be over the two year period.

Chairman Pristupa thanked Ms. Morton for meeting with the Planning & Zoning Commission.

Chairman Pristupa stated that Ally Schwulst, Caribou County GIS Department is doing an update to correct the Impact Area map which includes the forest service area for the springs the City of Grace uses for water. The city needs to protect the area. Ms. Schwulst will have a large copy of the map for the Planning & Zoning Commission to review, it will have the sections and subsections numbers on the map. There will be a broken line or a solid line to show where the east side existed for reference. The correction is to extend the impact area to add the three city's south spring water locations which were not on the original the impact area map.

Chairman Pristupa stated the City Council meeting assignments for the Planning & Zoning Commission are July 20, 2022, is Commission Member Bingham. Commission Member Crabb will attend the city council meetings on August 3, 2022, and August 17, 2022. Chairman Pristupa stated that the city council will meet at 5:00 p.m. for a short meeting on August 3, 2022.

Chairman Pristupa stated that the Planning and Zoning would hold a Variance hearing for Mike Kelsey on July 21, 2022, at 7:00 p.m. and a quick meeting after the hearing to approve or disapprove the Variance. Chairman Pristupa stated the city council will receive the variance at their meeting on August 3, 2022.

Chairman Pristupa stated that the next official Planning & Zoning Commission meeting will be held September 8, 2022.

Chairman Pristupa asked for a motion to adjourn.

Motion to adjourn was made by Commission Member Bingham. Motion was seconded by Commission Member Welch. Motion passed unanimously.

Meeting adjourned at 8:28 p.m.

ZONING CLERK

APPROVED _____
CHAIRMAN/CO CHAIRMAN

DATE _____