

**City of Heyburn**  
**Planning & Zoning Commission**  
**Meeting**  
**October 18, 2018**

**Call Meeting to Order:**

Planning & Zoning Chairperson Maureen Newton called the meeting to order at 4:00 p.m.

**Declaration of a Quorum:**

A declaration of a quorum present was confirmed by Chairperson Maureen Newton. Those present were Heather Petersen, Glen Loveland and Bryan Jensen. Amy Despain and Paul Ross were excused.

**Discuss / Consider Approval of the Minutes of the August 30, 2018 Planning & Zoning Meeting & Public Hearing and the Minutes of the September 27, 2018 Planning & Zoning Work Meeting:**

Motion by Glen Loveland to approve the minutes of the August 30, 2018 Planning & Zoning Meeting & Public Hearing. Second by Bryan Jensen. Vote: Heather Petersen – Aye; Glen Loveland – Aye; Bryan Jensen – Aye; Maureen Newton – Aye.

Motion by Heather Petersen to approve the minutes of the September 27, 2018 Planning & Zoning Work Meeting with the condition of correcting her last name from Peterson to Petersen. Second by Glen Loveland. Vote: Heather Petersen – Aye; Glen Loveland – Aye; Bryan Jensen – Aye; Maureen Newton – Aye.

**Discuss / Consider vote for new Planning & Zoning Committee Vice Chairperson:**

Glen Loveland nominated Heather Petersen for the new Vice Chairperson of the Planning & Zoning Committee. Heather Petersen accepted to being the new Vice Chairperson for the Planning & Zoning Committee.

Motion by Glen Loveland to have Heather Petersen be the new Planning & Zoning Committee Vice Chairperson. Second by Bryan Jensen. Vote: Heather Petersen – Aye; Glen Loveland – Aye; Bryan Jensen – Aye; Maureen Newton – Aye.

**Discuss / Consider Approval of the Urban Renewal Plan for the 208 Business Park Urban Renewal Project Area:**

Tony Morley, Planning & Zoning Administrator, gave a brief description of the Urban Renewal Plan for the 208 Business Park Urban Renewal Project Area. Chairperson Maureen Newton asked if Heyburn Urban Renewal was partners with the city. Mr. Morley then explained that the Urban Renewal Agency was separate from the City of Heyburn. Mr. Morley said the Mayor and City Council appoint the members of the Urban Renewal Agency, but do not direct them in any way.

Brent Tolman with Outwest Policy Advisors, who does Administrative Services for the Urban Renewal Agency, said the members of the Urban Renewal Agency are Dan Lloyd – Chairman, Clayton King – Vice Chairman, Leanne Smith, Kent Warr and Dustin Smith. Mr. Tolman said they are a separate body from the city. Mr. Tolman also said that the developer is a separate entity than the Urban Renewal Agency as well. Mr. Tolman explained what the role of the agency is and how it works with the developers.

Maureen Newton said there were new members of the Planning & Zoning Committee that were not here when Tilley’s brought the 208 Business Park presentation to the city. Mr. Morley then explained how the Urban Renewal Plan is separate from the Re Plat. Mr. Morley said this is for the Planning & Zoning Committee to look at and see if the Urban Renewal Plan complies with the City of Heyburn’s Comprehensive Plan. They will then need to sign a resolution recommending it goes to the City Council for approval.

Mike Tilley with 208 Business Park, said there is no business connection between the developers and the Urban Renewal Agency. None of them are investors, there is no conflict of interest.

Mr. Morley said on page 28 & 29 of the Comprehensive Plan are the Goals and Policies of the Economic Development of the city.

Bryan Jensen said that he has spent quite some time reviewing all the information on the 208 Business Park Urban Renewal Project Area, and doesn’t see any issues of why we can’t progress with it, we need the growth and economic development to happen in this area.

The Planning & Zoning Committee had a discussion regarding the 208 Business Park Urban Renewal Project Area.

No motion was made on this item.

**Discuss / Consider the Resolution of the Planning & Zoning Commission for the City of Heyburn validating conformity of the Urban Renewal Plan for the 208 Business Park Urban Renewal Project Area with the City of Heyburn’s Comprehensive Plan:**

Chairperson Maureen Newton asked for clarification on the difference between #5 & #6 on the agenda. Mr. Morley explained.

Mr. Morley advised the Planning & Zoning Committee to go back to #6 on the agenda and make a motion.

Chairperson Maureen Newton read the Resolution by title only.

Motion by Heather Petersen to send the resolution of the Planning & Zoning Commission with the signature of the Chairperson to the City Council. Second by Glen Loveland. Vote: Heather Petersen – Aye; Glen Loveland – Aye; Bryan Jensen – Aye; Maureen Newton – Aye.

Resolution was signed by Chairperson Maureen Newton and Planning & Zoning Administrator Tony Morley.

**Discuss / Consider Recommending to City Council for Approval of the Developers Agreement for 208 Business Park:**

Mr. Morley explained the Developer’s Agreement. Mr. Morley explained this item was put on here for review, the P & Z Committee could recommend it goes to City Council or it could be tabled until the Re Plat process.

Heather Petersen asked what would be the benefit of sending this item forward only to have it come back during the Re Plat process. Mr. Morley said it is here for review. Mr. Morley suggested the Commission table this item.

Motion by Heather Petersen to table this item until the Final Plat process. Second by Bryan Jensen. Vote: Heather Petersen – Aye; Glen Loveland – Aye; Bryan Jensen – Aye; Maureen Newton – Aye.

**Training on the process of Planning & Zoning meeting procedure:**

Mr. Morley said he and Paul Ross are working on a training curriculum for future meetings.

**Adjournment:**

Motion to adjourn the meeting by Glen Loveland. Second by Heather Petersen. Vote: Heather Petersen – Aye; Glen Loveland – Aye; Bryan Jensen – Aye; Maureen Newton – Aye.

The meeting adjourned at 4:42 P.M.

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Maureen Newton, Chairperson

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Debra L. Encinas, Planning & Zoning  
Secretary