

**City of Heyburn**  
**Planning & Zoning Commission**  
**Work Meeting**  
**September 27, 2018**  
**4:00 P.M.**

**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 was confirmed by Chairperson Maureen Newton. Those present were Amy Despain, Heather Petersen, Glen Loveland & newly appointed commission member Bryan Jensen.

Tony Morley, Planning & Zoning Administrator requested a moment to introduce new P & Z Commission member Bryan Jensen, who was just appointed last night at the City Council meeting.

Bryan Jensen introduced himself and thanked the committee for having him.

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

Chairperson Maureen Newton opened the meeting for training.

Paul Ross Legal Counsel explained open meeting and how everything we do has to be open to the public. He also discussed public meetings and hearings. He said not to discuss business over email in a group because this then turns into a serial meeting.

Mr. Morley said it is proper to contact him for more information and ask questions on what is going on when it comes to applications and permits. It is his job to gather this information.

Mr. Morley went on to the training agenda and explained it. He also said they are going to try to incorporate some training in all of our meetings.

Mr. Morley explained where to find ordinances and showed us how to get to it online under Sterling Codifiers and in City Code Title 8 for Zoning Ordinance. Mr. Morley said that some of

the members have paper form in their City Code books, he said they will start using the website instead of this form. Mr. Morley also said that the website updates automatically.

Mr. Morley went on to explain Special Use Permits & Variances. Mr. Morley said that a Special Use Permit is when a certain use is permitted in that zoning by special use with conditions. Mr. Morley then shared a few examples of this. Mr. Morley told the committee that they don't have a right to change zoning but could make recommendations. Mr. Morley said that Variances should only be granted if the condition of the land demands that to happen. Mr. Morley then shared some examples.

Mr. Morley discussed the Comprehensive Plan. Mr. Morley said that they have included a copy of the statute that talks about the Comprehensive Plan and the 17 or 18 things the Plan has to address. Mr. Morley said they have included a copy of the Comprehensive Plan as well for the committee members to review. He said the city is working on updating the Comprehensive Plan within the next year and that 10 different entities have submitted applications to help with this. The Comprehensive Plan is a vision for the City and everything has to fit or comply or there is potential for a lawsuit. Mr. Morley said the Comprehensive Plan has to be updated to then update the Zoning Ordinance as well.

**Adjournment:**

Motion by Heather Petersen to adjourn the meeting. Second by Amy Despain. Vote: Heather Peterson – Aye; Amy Despain – Aye; Glen Loveland – Aye; Bryan Jensen – Aye.

The meeting adjourned at 5:05 P.M.

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Maureen Newton, Chairperson

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Debra L Encinas, Planning & Zoning  
Secretary