Land Use Committee Meeting
March 29, 2021

Members Responding via email:	Trevor Keyworth
	Amanda Miller
	Lonnie Galloway
Members Absent:	Joe Lambert

Work Session:
At 5:30 the work session began. The LUP reviewed the applications concerning new business items, as well as recommendations addressing shipping containers and billboards.

Meeting:
At 5:50, Amanda Miller called the LUP meeting to order.

- Also Present: Jay Pixley, Jere Hege, Randy Gill and Robert Schurman
- Approval of Minutes:
  - Motion: Lonnie Galloway moved to approve the minutes of the February 22nd, 2021 LUP meeting which was held via email. Trevor Keyworth seconded.
  - Vote: 3 in favor, 0 opposed
  - Resolve: Motion carries

1. Unfinished Business:
   A. *As our community is seeing unprecedented growth, the LUP would like to recommend to City Council the following modifications to our current ordinances in order to help regulate and protect the overall aesthetics and natural setting:*
      - ***Shipping Containers:***

        Shipping containers, look-alike shipping container buildings or metal buildings marketed as "containers or "portable storage units" placement shall only be allowed on properties zoned Industrial; all other zones shipping containers are not allowed.

        Portable moving containers/moving pods used for moving and extreme temporary use shall remain on a property for not more than 30 days before being removed by the Owner.

        Existing shipping containers outside of Industrial zones shall be removed by the Owner immediately; any that have current building permits may remain for the duration of the current building permit.

        - Motion: Lonnie Galloway made a motion to approve the recommendation as written above to City Council. Trevor Keyworth seconded.
        - Vote: 3 in favor, 0 opposed
        - Resolve: Motion carries

- ***Billboards:***

  Add to Section 1006, Prohibited Signs:

  8. Billboards, Off-premises Signs, or Outdoor Advertising Signs as defined in Chapter 10, Section 1002 shall not be allowed within City Jurisdiction and Limits.

  - Motion: Trevor Keyworth made a motion to approve the recommendation as written above to City Council. Lonnie Galloway seconded.
  - Vote: 3 in favor, 0 opposed
  - Resolve: Motion carries

2. New Business:

   A. *Darin Morgan submitted an application on behalf of Powder River Energy for an electric car charging station on 221 E Main Street. After discussions between LUP members, it is recommended to consider locating the stations on N 3rd Street to ensure more accessible parking; as Main Street parking can fill up, especially in tourist seasons, and the charging spot could easily be occupied for periods of time.*
      - *Motion: Lonnie Galloway made a motion to approve, with the recommendation for the charging unit to be placed on 3rd Street in lieu of Main. Amanda Miller seconded.*
      - Vote: 3 in favor, 0 opposed
      - Resolve: Motion Passes

   B. Mike Taylor submitted an application for a fence around the rear of his residence on 108 N 21st Street. The fence appeared to meet the City requirements.
      - Motion: Trevor Keyworth made a motion to approve Lonnie Galloway seconded.
      - Vote: 3 in favor, 0 opposed
      - Resolve: Motion Passes

   C. Conrad Signs submitted an application to relocate the previously approved sign for Family Dollar at 27919 E Cleveland St. The new location appeared to meet the City requirements.
      - Motion: Amanda Miller made a motion to approve. Trevor Keyworth seconded.
      - Vote: 3 in favor, 0 opposed
      - Resolve: Motion Passes

   D. Jeff Hodge submitted an application for a new front porch on his residence at 407 Boxelder Street. The setbacks appear to be in conformance with the City requirements, but the LUP would request applicant to identify property line to confirm 25' set back to new porch structure.
      - Motion: Lonnie Galloway made a motion to approve the application. Trevor Keyworth seconded.

- Vote: 3 in favor, 0 opposed
- Resolve: Motion Passes

E. *Crook County School District has submitted an application for a new greenhouse structure at 1013 East Sewell Street. We believe the property to be zoned HDR (which includes LDR), and allows for public schools, as well as "public facilities compatible with a residential environment, and accessory buildings." Greenhouses themselves do not appear to be specifically noted in the zoning requirements. Due to this being an educational facility, as well as an accessory building often found within residential environments, LUP finds no issues with the proposed use. The setbacks proposed are consistent with residential zones.*

- Motion: Amanda Miller made a motion to approve the application. Lonnie Galloway seconded.
- Vote: 3 in favor, 0 opposed
- Resolve: Motion Passes

F. Robert Schurman has submitted an application for a new residence at his current location of 235 Canyon Street. The proposed structure would be erected after the demolition of the current dome house. All setbacks appear to meet City requirements.

- Motion: Amanda Miller made a motion to approve the application. Lonnie Galloway seconded.
- Vote: 3 in favor, 0 opposed
- Resolve: Motion Passes

**It is believed that Mr. Schurman needs to submit a demolition application for the current structure. Also, with construction costs today, the estimated cost of $130,000 seems low.*

G. Jere Hege has submitted a sign application for his business at 2409 E Cleveland Street. The sign will be approximately 40'-50' from the sidewalk along Cleveland, and approximately 6' wide and 20' tall, with 8'± below the bottom of the sign. The sign is located on the East end of the property, so it is believed that it will not impact the visibility at the corner Government Valley and Cleveland. The LUP recommended Mr. Hege identify his property corners to be sure he's well out of the right-of-way for US 14. The sign will be constructed out of metal and wood.

- Motion: Trevor Keyworth made a motion to approve the application. Lonnie Galloway seconded.
- Vote: 3 in favor, 0 opposed
- Resolve: Motion Passes

H. Ricardo Cortez has submitted a building application for a new garage at his residence at 114 Himile Road. The new structure is to be located 5' from his side a rear property line. LUP would like the applicant to be aware that this setback is to the eaves of the structure.

- Motion: Amanda Miller made a motion to approve the application, understanding the setbacks are to the eaves of the structure. Trevor Keyworth seconded.
- Vote: 3 in favor, 0 opposed
- Resolve: Motion Passes

I. *Jay Pixley submitted a preliminary plat of his property just south of I90 near Industrial Ave. The plat would divide the parcel into (11) lots ranging in size from 2.53 acres to 4.36 acres. The intended use of the lots would be Industrial and the applicant is aware that a letter must be submitted to start a rezoning process. As a preliminary plat, the LUP would like the applicant to consider the following:*
    - *Information provided per Section 3.2, including the proposed subdivision and street names, drainage plan, utilities, and all other items referenced.*
    - *Per section 7.2 (2), if City Sewer is not provided due to being over ½ acre lots, percolation tests shall be made available to LUP thru DEQ to ensure adequate plans for waste.*
    - *Per section 7.2 (4), f neither city water or sewer is being planned for the subdivision, percolation tests and a plan indicating source of water shall be made available to LUP.*
    - *"Rural Street" shall be provided for lots greater than 2 ½ acres as shown in Exhibit C of Section 7.2; this includes a minimum of 24' wide paved surface of a minimum of thickness of 3" asphalt.*
    - *Section 7.2 recommends a minimum frontage of 125', and the southern parcel at 4.00 acres appears to have minimal frontage access.*
    - *The City engineer shall confirm the city utilities have capacity for the new subdivision, after the applicant provides utility plan to City.*
    - *Of the southern-most lots were further subdivided as the applicant had mentioned in the meeting, the lots would need to meet the requirements of the new subdivision for curb & gutter, and utilities, providing a tap to each lot if required by size in the ordinances.*
        1. *The City Engineer would need to verify that the City water and sewer would have capacity for additional subdivision on these parcels.*

J. *Bearlodge Engineering has submitted a preliminary plat of a subdivision on behalf of their clients for a housing subdivision south of I90, between 21st and 27th street. The subdivision being proposed would include 55 single family residential lots, 3 industrial lots, and 4-5 Highway Business lots, of which would need to be re-zoned accordingly. As a preliminary plat, the LUP would like the applicant to consider the following:*
    - *Information provided per Section 3.2, including the proposed subdivision and street names, drainage plan, utilities, and all other items referenced.*

- *Curb and gutter shall be provided per Exhibit A or B of Section 7.2; this would also include extending the improvement of 27th street to the north side of the proposed subdivision.*
- *The City engineer shall confirm the city utilities have capacity for the new subdivision, after the applicant provides utility plan to City.*
- *LUP would recommend the following:*
    1. *To incorporate a community green space into the subdivision; this could be maintained thru HOA fees or perhaps the City with approval. The LUP is researching other community requirements for recommended percentage or amount of green space within a new subdivision.*
    2. *Consider sidewalks*
    3. *Consider a requirement for maximum coverage of lot and landscaping/number of trees. The LUP is researching other community requirements for further recommendations.*
    4. *If covenants or an HOA are included in the subdivision, the by-laws are written to absolve the City of Sundance of enforcement.*

The meeting was adjourned at 6:50PM.

Minutes prepared by: Amanda Miller on April 1st, 2021.

Signed: Amanda M Miller