



MINUTES
Planning & Zoning Commission
Tuesday, June 16, 2020
6:00 PM

ON-LINE MEETING

This agenda and the meetings can be viewed at www.Townofeagle.org.

PUBLIC WIFI - TOEG – townofeagle2019

Virtual Meeting Procedure

- [Register in advance for this meeting here.](#)
- Public comments can be made when the Chair opens the public comment. Please prompt through Zoom to raise your hand and you will be called on when it is your turn.
- All public attendees will be muted during the meeting, unless the Chair or meeting facilitator invites them to speak live during the meeting.
- Meetings are recorded and will be published on the Town's web page.
- For technical difficulties, please email peyton.heizman@townofeagle.org and we will do our best to assist you.

6:00 PM - REGULAR MEETING CALLED TO ORDER

Chair Matthew Hood called the meeting to order at 6:03pm.

COMMISSIONERS PRESENT

Robert Townsend, Lani Webb, Jesse Gregg,
Matthew Hood, Kyle Hoiland, Brent McFall

STAFF

Chad Phillips – Community Development Director
Angie Kyle - Administrative Tech II
Jessica Lake - Planner I
Peyton Heitzman – Planner I

COMMISSIONERS ABSENT

Charlie Perkins
Bill Nutkins

APPROVAL OF MINUTES *Approval of the minutes from the June 2, 2020 meeting of the Planning and Zoning Commission.*

1. Minutes dated June 2, 2020

MOTION: COMMISSIONER JESSE GREGG MOTIONED TO APPROVE THE MINUTES. MOTION WAS SECONDED BY COMMISSIONER KYLE HOILAND AND PASSED WITH A VOTE OF 6 (TOWNSEND, WEBB, GREGG, HOOD, HOILAND, AND MCFALL) IN FAVOR AND 0 OPPOSED.

PUBLIC COMMENT

Citizens are invited to comment on any item not on the Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person.

Chair Hood opened public comment. There was no public comment.

DISCUSSION

1. Discussion of a code amendment to create an automatic termination period for certain types of land use projects.

Mr. Phillips discussed the staff memo in the agenda packet. He informed the Commission that there is an applicant who has gone through the subdivision process and was approved with conditions. Now, the applicant has decided not to move forward with the approval and instead the applicant wants to leave their Plat in the original state. Currently, the Plat for the new zoning has not been recorded.

Q&A

Chair Hood inquired what would happen to the applicant's file if the Commission did not move forward with the code amendment. Staff responded that there are no penalties however the file would remain in limbo. Chair Hood asked that with the approval from the Commission and/or Town Council, would applications need to be formally withdrawn? He followed up with another question asking if the applicant wanted to sell their property and did not do anything with pursuing the recording of the approved Plat, would it impact the buyer? Staff said that it would be a possibility.

The Commission asked for the timeframe that a plat needs to be recorded within and if the plat would become null and void if nothing happened within the identified timeframe. Staff informed the Commission that the Plat is required to be recorded within the timeframe identified in the resolution. However, if the plat is not recorded within that timeframe, there is nothing identified in the Town Code that explains the result of this.

Staff informed the Commission they would like to use their software to create alerts that would prompt them to inform the applicants of their deadline to record their plats. The question staff is asking the Commission is, what happens when the applicant chooses not to move forward with the recording?

Commission Webb included that when a timeframe is identified and an applicant asks for an extension, how would the Commission determine the timeframe extension? Staff informed the Commission that this extension request would be included in the ordinance so the timeframes would be written clearly.

The Commission supports staff presenting this discussion to Town Council and drafting an ordinance to present to the Commission.

TOWN COUNCIL MEETING REVIEW

Staff update to the Planning & Zoning Commission on recent decisions made by the Town Council on various Land Use files.

The Code Amendment to Section 4.04.070 was approved by Town Council.

COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Staff update to the Planning & Zoning Commission on recent work and upcoming files.

1. Department update and answers to questions.

Staff went over the memo providing updates on requested Community Development applications. Commission Townsend requested staff to provide these memos on a monthly basis. The Commission agreed. Staff will provide the Commission with these memos once a month.

OPEN DISCUSSION

None.

ADJOURN

MOTION: COMMISSIONER BRENT MCFALL MOTIONED TO ADJOURN. MOTION WAS SECONDED BY COMMISSIONER JESSE GREGG AND PASSED WITH A VOTE OF 6 (TOWNSEND, WEBB, GREGG, HOOD, HOILAND, AND MCFALL) IN FAVOR AND 0 OPPOSED.

APPROVED:

DATE: 07/07/2020



Matthew Hood (Jul 8, 2020 13:53 MDT)

Matthew Hood, Chair



Angie Kyle, Community Development Administrative Tech II

PZ 6-16-2020

Final Audit Report

2020-07-08

Created:	2020-07-08
By:	Angie Kyle (angie.kyle@townofeagle.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdxQkPK3hrplhptpmKvLys9eGBJudwlp6

"PZ 6-16-2020" History

-  Document created by Angie Kyle (angie.kyle@townofeagle.org)
2020-07-08 - 4:21:45 PM GMT- IP address: 209.193.93.178
-  Document emailed to Matthew Hood (matthew.hood@townofeagle.org) for signature
2020-07-08 - 4:21:55 PM GMT
-  Email viewed by Matthew Hood (matthew.hood@townofeagle.org)
2020-07-08 - 7:50:49 PM GMT- IP address: 71.211.43.153
-  Document e-signed by Matthew Hood (matthew.hood@townofeagle.org)
Signature Date: 2020-07-08 - 7:53:58 PM GMT - Time Source: server- IP address: 71.211.43.153
-  Signed document emailed to Angie Kyle (angie.kyle@townofeagle.org) and Matthew Hood (matthew.hood@townofeagle.org)
2020-07-08 - 7:53:58 PM GMT