

TOWN OF JEROME

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MINUTES

SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, THE JEROME PLANNING & ZONING COMMISSION, and THE JEROME DESIGN REVIEW BOARD

VIA ZOOM

TUESDAY, FEBRUARY 22, 2022 at 4:00 PM

<p>ITEM #1: 4:00 pm (0:10)</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Jack Dillenberg called the meeting to order at 4:00 p.m.</i></p> <p>Town Clerk to call and record the roll for Town Council.</p> <p><i>Town Manager/Clerk Candace Gallagher performed the roll call for Council. Mayor Jack Dillenberg and Councilmembers Alex Barber, Sage Harvey and Jane Moore were present. Vice Mayor Mandy Worth was not present.</i></p> <p>Deputy Clerk to call and record the roll for Planning & Zoning Commission and Design Review Board.</p> <p><i>Deputy Town Clerk Rosa Cays performed the roll call for the Design Review Board and Planning and Zoning Commission. Present were P&Z Chair Lance Schall, Vice Chair Chuck Romberger, and Commissioner Jera Peterson. Present for DRB were Chair Tyler Christensen, Vice Chair Brice Wood, and Board members Carol Wittner, Mimi Romberger, and John McDonald. Not present were P&Z Commissioners Jeanie Ready and Lori Riley.</i></p>
<p>ITEM #2: 4:04 pm (2:22)</p>	<p>RESOLUTIONS AND OTHER ITEMS OF MUTUAL INTEREST</p> <p>Members of the Jerome Town Council, Planning & Zoning Commission, and Design Review Board will discuss the use of resolutions and other items of mutual interest.</p> <p><i>Mayor Jack Dillenberg thanked all the board members for attending. Ms. Gallagher introduced the topic at hand and asked Councilmember Jane Moore to speak of the concerns over the use of resolutions by the boards brought up by herself and Board of Adjustment member Margie Hardie.</i></p> <p><i>(3:35) Councilmember Moore explained that what they receive in their council packets for P&Z and DRB includes the resolution number and whether it was approved. There's nothing for them to review as far as discussion goes, without going to the audio files, to learn about the actions taken by the boards. (5:00) She mentioned that Planning and Zoning meetings are often over a week before council meetings, which seems to her to be enough time to get the full minutes. She added that DRB meets right before Council, and there's been discussion about having both those meetings moved to allow for more time. Her biggest objection is that just the resolution noted in the minutes does not allow Council to look at the board's actions and to be able to make decisions.</i></p> <p><i>(6:35) Ms. Moore also commented that the Board of Adjustment is a quasi-judicial board and resolutions may not be appropriate for that board. She suggested that perhaps they need legal advice prior to their meetings.</i></p> <p><i>(7:06) Councilmember Sage Harvey agreed with Ms. Moore and stated that when she looks at the packets and only sees a resolution referenced, she feels she does not have enough information as a councilmember. She said that she thinks it would be beneficial to not have resolutions and would rather see all the information.</i></p> <p><i>(7:42) Councilmember Alex Barber commented that they were previously getting minutes in their entirety and were told that the reason they received abbreviated minutes was lack of staff. The Deputy Clerk was handling Planning and Zoning tasks, but now the Town has a new Zoning Administrator. She stated that the previous ZA, John Knight, was the one who started doing the resolutions. Also, that Al Sengstock, the ZA before Mr. Knight, didn't do resolutions. She agreed with Ms. Moore's and Ms. Harvey's comments and said that when the boards are looking at a resolution, it seems like there is already a thought process behind it. She believes it is better for the boards to have open dialogue, and not to have a resolution that is already stating, as could be perceived, the ZA's opinion for the outcome.</i></p>

(9:55) P&Z Commissioner Jera Peterson agreed that she wants transparency and complete discussion. She believes there is no reason to hurry things through. The Town should be considered, especially the historic part of it.

(10:25) DRB Vice Chair Brice Wood commented that sometimes the language needs a little clarification between what a resolution is, versus an ordinance change, versus what a recommendation is and where these things fit in with public face of the board, as well as what goes on internally.

(10:58) P&Z Chair Schall commented that it seems Council wants more information in their minutes. He believes John Knight started using resolutions for his own recordkeeping process. If a Councilmember is interested in a detail regarding a decision, that information would not be in the resolution or the original motion. Instead, the details regarding what happens during meetings would be filed in P&Z's records. Mr. Schall said that he doesn't believe that resolutions pre-suppose the case, but if that is the impression they give, he believes that is a good reason to stop using them.

(14:40) Ms. Harvey commented that she does feel that the resolutions are leading. She also wants to make sure that Council gets the full information in their packets.

(15:08) DRB Chair Tyler Christensen agreed with Chair Schall. He saw the resolutions as an organizational tool but has no problem doing away with them if they are perceived as an issue.

Mayor Dillenberg then asked Mr. Blodgett if he had any questions.

(15:47) Mr. Blodgett stated that he is willing to follow Council's direction. He agrees with the importance of being open and transparent.

(16:30) P&Z member Chuck Romberger agreed with Chair Schall as well. He commented that the issue with resolutions may be in the name, and perhaps they can be called suggestions. He also agreed that Council should have a full set of notes along with a resolution or proposal in their packets for full information.

(18:07) Ms. Moore explained that Council has a limited amount of time to review decisions by the other boards and, if they wait to see the full minutes in the next meeting, it's too late to send something back. Having a recording in writing of comments that the public makes, or any comments that someone wants to make regarding the proposal, will give Council the opportunity to investigate what people are saying. All they are getting is the resolution and whether it was approved or discussed. She also feels that it takes too much time for Council to have to listen to the audio files for an entire meeting. She thinks resolutions complicate Council's ability to understand the actions taken by the other boards.

(20:10) Chair Christensen asked if DRB needs to change the date of their meetings to accommodate the gathering of information.

Mayor Dillenberg said that this is a great idea.

(21:23) Chair Schall suggested that wording could be added to the resolution to clarify that it may or may not be approved by the commission. He noted that there is a line at the bottom of each resolution for the Commission chair's signature to show that it was reviewed and approved. He said that he does not believe that resolutions were ever intended as a substitution for adequate minutes.

(23:55) Ms. Peterson suggested that if the boards prefer having full minutes first, perhaps change the wording from "resolution," which sounds final, to "recommendation."

(24:30) Mr. Wood commented that decisions of the boards are sometimes simple, and to call them Resolutions sounds like an improvement for the future that is not currently in the ordinance. He agrees that the timing of the meetings could be arranged into a sequence to allow P&Z meetings first, then DRB, and finally Council. He believes it used to be that way.

(27:48) Ms. Gallagher explained that this topic is agendized for action.

Mayor Dillenberg asked if there is anyone who disagrees with the consensus to do away with resolutions and no one responded.

Ms. Gallagher said that it's just a matter of discontinuing the practice and does not require formal action. She asked if council wants full draft minutes in their packets before they have been approved by the individual boards.

(29:03) Ms. Moore commented that she doesn't believe approval is necessary, and added that she would like to see the actions and comments from the board members and public.

Mayor Dillenberg commented that the draft minutes would still help guide their discussion. He also agreed that it may be necessary to change the dates of the DRB meetings.

Ms. Moore asks for clarification on whether the use of resolutions was voted on and Ms. Gallagher said that it was not.

(32:24) Chair Schall said that they should try to keep their processes as efficient as possible for the applicants.

(36:03) Chair Christensen mentioned that there were some meeting dates that had to be adjusted due to holidays. He suggested that someone puts a new schedule together for the boards to review.

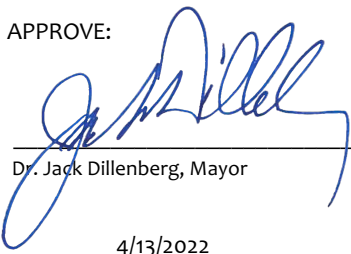
(37:55) Ms. Gallagher confirmed that staff will work on a new schedule to present to council and the boards. There was general discussion of the best arrangement of the meetings.

(42:41) Ms. Moore said that she attends meetings in other communities and finds reading the minutes helpful, especially the comments from those attending the meeting.

(44:44) Ms. Peterson suggested that all the meetings take place on Tuesdays, one week apart.

ITEM #3 4:48 p.m.	ADJOURNMENT						
	<u>Motion to adjourn at 12:34 p.m.</u>						
	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
	BARBER			X			
	DILLENBERG			X			
	HARVEY	X		X			
	MOORE		X	X			
WORTH					X		

APPROVE:



Dr. Jack Dillenberg, Mayor

Date: 4/13/2022

ATTEST:



Candace B. Gallagher, CMC, Town Manager/Clerk