

## City of Rigby Planning and Zoning Commission Meeting Minutes October 9, 2025 – 7:00 p.m. Rigby City Hall

### 1. Call to Order

Chairman Jenny Kifer called the meeting to order at 7:00 p.m.

### 2. Roll Call

The following individuals were present:

- Commissioner Jenny Kifer (Chair) – Present
- Commissioner Sutherland (Vice Chair) – Present
- Commissioner Smith – Present
- Commissioner Stone – Absent
- Commissioner Belk – Absent
- Planning & Zoning Administrator Ione Hansen – Present
- Public Works Representative Mitch Bradley – Present

### 3. Pledge of Allegiance

Led by Chairman Kifer.

### 4. Approval of Minutes

Motion by Commissioner Sutherland to approve the minutes of the September 11, 2025, meeting. Second, by Commissioner Smith. Roll Call Vote:

- Kifer – Yes
- Sutherland – Yes
- Smith – Yes **Motion carried.**

### 5. Public Hearing

**Applicant:** Josh Grover (represented by Tanner Loftus) **Project Name:** Burgess Point  
**Location:** Approximately 265 South 5th North **Zoning Request:** R-2 (Medium-Density Residential)

#### Project Overview:

- Proposed development includes 15 duplexes.
- A hammerhead turnaround is included per fire code (Central Fire letter submitted).
- Setbacks and right-of-way conform to city code.
- A variance is requested from the canal company to reduce the required 60-foot setback to 25–30 feet to allow for larger backyards and fencing.

- R-2 zoning permits duplexes.
- Proposed road width is 62 feet, including a 5-foot mow strip and sidewalk.
- Water rights will be transferred to the City.
- A lift station is included in the design.
- Awaiting response from the canal company regarding the variance.

**Correspondence and Discussion:**

- Planning & Zoning Administrator inquired whether the proposed structure meets the 60-foot canal setback.
- Tanner Loftus responded that Lot 1 Block 2 requires variance. If not granted, Lots 1 and 2 of Block 2 would be combined.
- Chairman Kifer read a letter from Central Fire regarding fire access.
- Chairman Kifer also read the proposed conditions of approval.

**Conditions of Approval (if granted):**

1. Water rights must be transferred to the City.
2. Five-foot (5') mow strips and five-foot (5') sidewalks are required.
3. Sidewalks must be installed prior to issuance of any occupancy permits.
4. Developer must coordinate with the U.S. Postal Service for mailbox placement.
5. Developer is responsible for the first chip seal on all roads.
6. All property lines, canal, ditch, and bridge setbacks must be met.
7. A development agreement must be recorded.
8. HOA documents or CC&Rs must be recorded.
9. Sewer and water hookup fees must be paid prior to issuance of building permits.
10. Developer is responsible for installation of all street signs.
11. Developer must install curbing, gutters, sidewalks, and lighting.
12. Road and Bridge Fee: \$800.00 per acre (R-2 zoning); total for 4.5 acres is \$3,600.00.

**Public Works Comments:** Mitch Bradley discussed required infrastructure upgrades and clarified that a private road would be acceptable if constructed to city standards.

**Public Comment:**

- In Favor: None
- Neutral: None
- Opposed: None

**Rebuttal:** Tanner Loftus inquired whether the road could be private and maintained by the homeowners.

Mitch Bradley confirmed that a private road is acceptable if it meets city construction standards.

**6. Commission Discussion and Action**

Commissioners expressed concern regarding the canal setback, particularly for Lot 1, Block 2. They agreed that a decision should be postponed until a response is received from the canal company. Additional concerns included the number of buildable lots, road right-of-way, and maintenance responsibilities.

**Motion:** Commissioner Kifer moved to Table the preliminary plat application for the Burgess Point development until the following items are addressed:

- Written response from the canal company regarding the requested setback variance.
- Clarification on the number of buildable lots.
- Finalized road right-of-way and maintenance plan.

Seconded by Commissioner Sutherland.

Roll Call Vote:

- Kifer – Yes
- Sutherland – Yes
- Smith – Yes

**Motion carried unanimously.**

The next Planning and Zoning Commission meeting is scheduled for **November 13, 2025, at 7:00 p.m.**

## 7. Adjournment

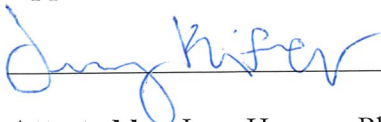
Motion to adjourn by Commissioner Sutherland.

Second, by Commissioner Smith.

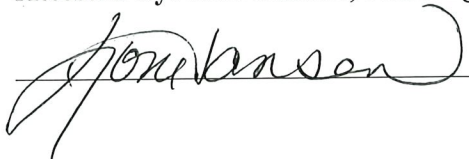
**Motion passed unanimously.**

Meeting adjourned at 8:15 p.m.

**Approved by:** Jenny Kifer, Chair

  
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**Attested by:** Ione Hansen, Planning & Zoning Administrator

  
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