City of Rigby
Planning and Zoning Commission
Official Minutes
October 29th, 2026, 7:00 PM

City Hall Council Chambers 158 Fremont St. Rigby, Idaho

Public Attendance: Tess Soll, Planning & Zoning Administrator, Keisha Keller, City Clerk, Kristin Moor Rocky Mountain Environmental and Michelle Mortimor Rigby, Andrus & Rigby Law PLLC.

Roll Call: A special meeting of the City of Rigby Planning and Zoning Commission was held in the Council Chamber of City Hall and was called to order by Commissioner Stone at approximately 7:05 pm.

Planning and Zoning Commissioners Present: Matthew Mattherly, Roger Stone, Travis Smith and Allisin Dennet

Approval of Minutes: Motion was made by Matherly to approve September 10th, 2026 minutes. Motion was seconded by Commission Smith. Motion passed with no objection 4-0

Public Hearing

1) **ORDINANCE NO. 2026-669**
AN ORDINANCE OF THE CITY OF RIGBY, IDAHO AMENDING/ADDING CHAPTER _TBD_ OF THE MUNICIPAL CODE REGARDING DOMESTIC WATER, IRRIGATION WATER RIGHTS, WATER RIGHT PLANS, AND IRRIGATION SYSTEM RESPONSIBILITY FOR DEVELOPMENT AND ANNEXATION.

Public hearing opened on Ordinance 2026-669 adding and/or amending the municipal code for domestic water, irrigation water rights, water rights plans and irrigation system responsibilities in development and annexation. The PNZ administrator gave a brief history of this ordinance. This ordinance has been developed in consultation with our water attorney, water rights analyst and city staff. The purpose of this ordinance is to comply with Idaho code and to protect the city and enable enforceable requitements. The commission reviewed key definition such as domestic use, EDU (equivalent dwelling unit), commercial and municipal vs domestic water. The commission discussed the relevance of state alignment, effective dates back to July 1, 2025 and the

grandfathering concept. The commission discussed the scope of developer responsibility and city capacity management, irrigation requitements regarding surface vs. groundwater systems.

Some commissioners raise questions over aquifer recharge rational by the state and other management policies. Other questions were raised regarding the domestic water right and the fee-in-lieu of section of the ordinance. The commissioner reviewed single-lot connections and terminology consistency, annexation, sequencing and permitting. Considerable time was spent reviewing the ordinance sections that addressed annexation. This discussion included shared/community water systems, will-serve and system integration, phasing developments and developers obtaining the appropriate water rights to turn over to the city.

Discussion was raised by the commission of the expiration of the annexation moratorium and the mechanics of this new ordinance. The commission worked through some potential edits to the v4 of the ordinance of the annexation sequence. It was concluded Ms. Mortimer would make the edits and return v5 of the ordinance to go before council.

Action: Commissioner Smith made a motion to approve the ordinance with the amendments discussed in the meeting. Commissioner Matherly seconded the motion. Motion carried 4-0

Old Business

The commission briefly discussed a future day training to be held by region 6 of the Idaho APA and attendance of that. The statement of decision from the September meeting was signed by Commissioner Stone.

Adjournment

There being no further business the meeting was adjourned at 9:12 PM

PLANNING AND ZONING COMMISSION
CITY OF RIGBY

Roger Stone Acting Chair

Jenny Kifer, Chairwomen, City of Rigby Planning and Zoning Commission

Attest: Tess Soll

Tess Soll, City of Rigby Planning and Zoning Administrator