City of Rigby Planning & Zoning Commission Minutes

Date: September 10th , 2026
Time: 7:00 p.m.
Location: City Hall 158 Fremont St. Rigby Idaho

Call to Order

The Planning & Zoning Commission meeting was called to order at 7:02 p.m.

Roll Call

Present: Commissioners Kifer, Smith, Matherly, Dennett and Stone

Absent: Commissioners Belk and Sutherland

City of Rigby Staff Present: Mitch Bradley, Public Works Director & Tess Soll, Planning and Zoning Administrator.

Approval of Minutes

Approval of May 14, 2026, Meeting Minutes

The Commission reviewed the minutes of the July 9th , 2026 meeting.

A motion was made and seconded to approve the minutes as presented. No corrections or amendments were noted.

Motion carried.

Agenda Amendment

No amendments to the agenda.

Public Hearing – Mountain Ridge at Burgess Point PUD

Ryan Singleton with Mountain West Engineering presented a Planned Unit Development application for approximately 8.969 acres. The proposal includes 76 attached single-family townhome units consisting of duplexes, fourplexes, and eight-unit buildings. The development would have private roads and utilities maintained by a homeowner's association and approximately 38,000 square feet of common open space.

Ryan presented the commission with detailed information packets to each commissioner. Ryan pointed out agency reviews, additional comments and subsequent plan approvals from the corresponding agencies. Ryan proceeded with addressing the private lift station, water rights and irrigation plans for the project. The project representatives have contacted water rights specialists to assist in navigating the water/irrigation requested to be addressed within the project. Ryan confirmed meeting with Burgess Canal Co. in receiving the appropriate approvals with canal set back and fence. Included in the packet are draft CCR's which would be assigned to the HOA. Ryan addressed and pointed out the common/open space questions the commission had previously when the application was tabled. He identified three amenity spaces which encompassed common open space. He said the optimal landscape plan would investigate all possibilities of water and an alternative xeriscape plan, which would be acceptable under the code.

Additional discussion was held for approximately two hours between the commission and the representatives regarding several issues. These included, reduced Burgess Canal setback, additional fire access, building envelope ownership in the PUD concept, storm catch basin and retention ponds for storm water, procured water rights and future irrigation plans, clarification where grass will be in the common open space areas, and sidewalk connectors.

Discussion with the commission and project representative was had regarding how the PUD concept played into property ownership and community open space. The commission asked the applicant for the relevance of a traffic study. It was thought because the trip generation report identified such low peak trip numbers, ITD would not entertain a traffic study the 5th W and HWY 48.

It was noted by the commission that the inclusion of the retention pond(s) could not necessarily be included in the greenspace calculation. It was concluded that, even without the inclusion of the pond(s), the project would still meet the minimum greenspace requirement.

Action

Commissioner Kifer asked for a motion from the commission to approve, deny or table the application. A motion to approve conditions was made by Commissioner Smith specified within this meeting. Commission Kifer added to the motion and asked the commission to review the

findings with PUD. All present commission found the application met the required findings for a PUD. Second by Commissioner Stone with the following conditions:

1. Creation of a dog park
2. Two parks/playground with two 10x20 covered pavilions
3. 8ft privacy fence around the 'dog leg' of the property for privacy
4. Stormwater and retention pond not to be included in greenspace calculation
5. A 'loop' 5ft sidewalk beginning on N. Meadow up to the 'dog leg' area and back down the exterior of property.
6. Extending PUE easement on S. Burgess
7. A water/irrigation plan acceptable to the City of Rigby
8. Calculate pumps to not interfere with schools
9. Additional trees throughout the development
10. All maintenance associated with lift station and pressure sewer main is to be the responsibility of the HOA
11. Charged force main and discharge line to be owned and operated by HOA
12. The final plan shall clearly identify the R-2 and R-3 portions of the development. Building containing more than two attached dwellings units shall be located within the R-3 area.

Motion carried 5/0.

Adjournment

Motion to adjourn Commissioner Kifer motion to adjourn seconded by Sutherland

Motion carried.

Adjournment

There being no further business, the meeting was adjourned.

Approved by Chairwoman Jenny Kifer

Roger K Stone acting Chairman

Approved by Tess Soll Planning and Zoning Administrator