

03-10-2026 Regular Monthly Meeting Minutes-City of Challis

By: Shanna Runnels-Deputy Clerk

5:30 pm Called to Order by: Mayor Sugden

Roll Call: Kaylee Morrison, Cade Peterson, Chris Sugden, JaNean Bradshaw, and Terrill Swain

Monthly Expenditures: *unanimously approved*

Monthly Minutes: *unanimously approved*

Public Comment: (None)

Petitions, Applications, Appeals & Communications:

A. Custer County Commissioner, Will Nailon, presented a request for the City to vacate a platted alley located within the courthouse parking lot area between 8th and 9th Streets; the alley appears on historical plats but does not currently exist as a developed roadway and runs through existing courthouse structures and parking areas. This discussion confirmed no city utilities are located within the proposed vacation area. The county seeks the vacation to consolidate ownership of the courthouse property. Planning consultant Gary Armstrong advised that Idaho law requires submission of a formal written request, a legal description or survey, public notice and a public hearing, notification of nearby property owners, and preparation of a quitclaim deed transferring ownership upon approval. Sections involving School District 181 property require separate applications. No motion was made, and the county will submit a formal request and legal description for council consideration at a future meeting. *unanimously approved.*

~~B. Jeffery Allen zoning permit application submitted and reviewed for construction of a garden shed at 131 Crystal Court. The original site plan showed a 13-foot setback measured from an existing fence; staff clarified that the measurement must be taken from the actual property line. The applicant submitted a corrected site plan reflecting the required minimum 15-foot setback by adjusting the setback to 18-feet, bringing the project into compliance with zoning requirements. *Unanimously approved.*~~

C. Comprehensive plan review. Planning consultant Gary Armstrong introduced himself and discussed potential assistance with municipal planning matters, including the City's comprehensive plan originally adopted in 2001 with a minor amendment in 2021, the absence of a formally adopted zoning map maintained by ordinance, reliance on an unofficial digital zoning map lacking version control, zoning districts that may be overly complex for a small community, and parcels that appear split between zoning districts. Armstrong recommended beginning with a gap analysis to evaluate the comprehensive plan, zoning ordinances, zoning map, and administrative processes in order to identify outdated provisions, inconsistencies, and

missing regulatory language before beginning a full update, while additional discussion included simplifying zoning categories, aligning zoning boundaries with parcel lines where appropriate, adoption of an official zoning map through the required public hearing process, legal nonconforming (“grandfathered”) uses, and public outreach methods such as open houses and community surveys. Council also discussed creating a centralized working document for the City’s comprehensive plan to ensure all members review the same version, with suggestions including a shared digital folder for planning documents, collaborative tools for document editing and public feedback, and the use of online surveys or QR codes to collect community input; no formal action was taken.

D. Zone permit application review. Council reviewed proposed revisions to the City’s zoning permit application form, including clearer instructions and definitions, checkboxes for zoning categories, fields for parcel identification numbers, links to applicable zoning ordinances and parcel maps, and an “Official Use Only” section for administrative tracking. Council members discussed maintaining council oversight of zoning permits rather than delegating approval administratively at this time. No formal action was taken.

E. Centerra Gold DBA Thompson Creek Mining Company (represented by Jason Evans) zone clarification request. Council revisited a zoning matter involving parcel RPA01050000020 and determined that based on legal documentation the parcel is properly designated as Residential B. The parcel was historically represented with a split designation of Residential A and Residential B on the unofficial map. Motion was made and seconded to reaffirm the zoning designation as Residential B referencing Ordinance 427 dated December 8, 1981; the motion passed unanimously, and planning consultant Gary Armstrong may assist with drafting an ordinance formally documenting the reaffirmation. *Unanimously approved*

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F. A motion was made and seconded to amend the agenda to include the Custer County Sheriff’s Office report because it was not listed on the original agenda; the motion passed unanimously. The Sheriff then provided an operational update, noting the Board of County Commissioners declined a request for an additional animal control position and related personnel restructuring will not proceed, the county jail continues to house several inmates outside the county due to capacity limitations, and the sheriff’s office maintains a small reserve deputy program primarily composed of previously certified officers. Ongoing discussions are also occurring with the City of Stanley regarding potential shared office space for deputies within a facility currently occupied by the Chamber of Commerce; no formal action was taken.

G. Auditor proposals review. The council reviewed proposals from two auditing firms for the City’s Fiscal Year 2025 audit, discussing municipal audit experience, cost comparisons and fee

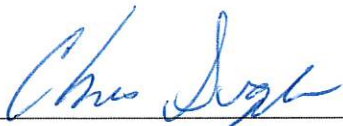
structure, familiarity with the City's accounting software, and the ability to provide recommendations to strengthen internal financial controls; estimated costs were approximately \$15,000 to \$18,000 depending on scope, with an additional Single Audit required due to federal funding related to the City's water infrastructure project. A motion was made and seconded to approve the proposal from Zweigart & Associates Certified Public Accountants to conduct the City's FY2025 audit, including the required Single Audit. *Unanimously approved*

H. City Wide zoning discussion Planning consultant Gary Armstrong introduced himself and discussed potential assistance with municipal planning, including issues with the City's comprehensive plan, lack of an officially adopted zoning map, and complexities within current zoning districts. He recommended conducting a gap analysis of the comprehensive plan, zoning ordinances, zoning map, and administrative processes to identify inconsistencies and outdated provisions before a full update. Additional discussion covered simplifying zoning, aligning boundaries, adopting an official map, and public outreach; no formal action was taken.

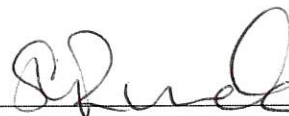
Ordinances, Resolutions & Agreements

A-Council reviewed the City's water conservation ordinance and discussed potential seasonal conservation measures due to concerns regarding low snowpack and possible drought conditions, including the current restriction prohibiting lawn watering between 11:00 a.m. and 5:00 p.m., the capacity of the City's wells and Clearwell system, environmental considerations associated with diverting water from the local creek, increasing water demand related to development and recreational uses, and the importance of maintaining adequate creek flow for fish habitat. Council emphasized early public communication encouraging voluntary conservation practices and drought-appropriate landscaping and agreed to continue monitoring water supply conditions. No formal resolution or restrictions were adopted at this time.

Adjourned at 7:20 pm



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Mayor Sugden



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Deputy Clerk-Shanna Runnels

3/31/20

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Date of Approval