

MINUTES
CITY PLANNING AND ZONING COMMISSION
Bonnors Ferry City Council Chambers
7232 Main St.
(208) 267-3105
January 20, 2022
5:15 pm

Chair Chris Rawlings called the Planning and Zoning meeting for January 20, 2022 to order at 5:17 pm. Planning and Zoning Commissioners present were: Chris Rawlings, Sue Larson, Dave Gray, Darci Price. Also present were: Contract Planner Clare Marley, and Planning & Zoning Clerk Julie Fairchild

PUBLIC COMMENTS

Isaac Carey and Nick Larsen from the public were present and via zoom Desiree Staples.

CONSENT AGENDA

1. Approval November 18, 2021, Minutes: **ACTION ITEM.**

Commissioner Sue Larson moved to approve the minutes November 18, 2021. Commissioner Dave Gray second the motion. The motion passed all in favor.

NEW BUSINESS

2. Election of Planning & Zoning Commission Chair: **ACTION ITEM.**

Clare introduced a new member to the Planning and Zoning Commission, Darci Price. Sue Larson motioned Andy Howe for Chair. Dave Gray second the motion. The motion passed all in favor.

3. Election of Planning & Zoning Commission Vice Chair: **ACTION ITEM.**

Chris Rawlings said he will vice chair. Dave Gray second the motion. The motion passed all in favor.

4. Comprehensive plan update

- a. Formation of subcommittee/advisory committee: **ACTION ITEM.**

Darci said she reached to a couple realtors but none of them live in City limits. Chris said business owners are impacted the directions that we would be taking in the comp plan and their input would be valuable. Sue said it should be most city residents or business owners. Dave agreed that it should be majority of city residents. Clare said we have a suggested list of comprehensive plan advisory committee names which are: Sandy Ashworth, Glenda Poston, Laura Anderson, Adam Arthur, Jessica Tingley, Craig Anderson, Rob Tompkins, Amy Robertson, Jan Bayer, Gini Woodward, David Anderson, Isaac Carey, Desiree Staples, and Shelly Kramer. Clare said she thinks 10 people is a fair amount of people for this committee. Chris said to also have one P & Z commission on this subcommittee. Sue motioned to form a subcommittee that includes one sitting P & Z commission member and no more than 10 additional members, with 60% of the members being city residents and 40% who live in the Area of City Impact or work in the City of Bonnors Ferry. Darci second the motion. The motion passed all in favor.

- b. Project update: **DISCUSSION ITEM.**

Clare said the joint AC/ PZ meeting will be February 22. Clare asked if she needs to contact these folks on the list to see if they are interested. Chris replied yes that's a great idea. Isaac Carey and Desiree Staples both said they would be on this committee. Clare said Glenda Poston is interested.

5. Parklet Ordinance Draft: DISCUSSION/DIRECTION TO STAFF

Clare said after last year being the first year for the parklet's, the City would like an ordinance written up. Clare said the City would like to keep the areas of Main, Bonner, and Kootenai Streets in the downtown zoning district. Clare said there will be a permit application now. Clare said the take aways they want to be more flexible with is the dates, adequate height clearance for overhead features, such as umbrellas, and keeping of the sidewalks clear. Clare said some of the design standards that will be in the ordinance is the height requirement will be 8 feet, flexible with the season depending on the weather, no tripping hazards coming on or off the parklet, level on the business side, a railing that withstands the force of at least 200 feet, a concrete barrier on the street side. Clare said to keep the parklets to businesses on the ground floor. Clare asked if we should cover in the ordinance if 2 businesses want the same space. Chris replied that yes, we probably should put some language in the ordinance about deciding but also letting both businesses have an opportunity. Clare said the permit needs to be renewed annually. The City may require the parklet to be removed and invalidate the permit if the applicant fails to maintain the parklet in accord with the design requirements and permit conditions, she said. The draft includes consideration for a parklet definition. Clare said a \$1million liability policy will be kept in the ordinance. Clare said she suggested to the city administrator that for any reason if the Council wanted to expand it to one street in either direction to write it in resolution because it's more efficient. Clare asked is loss of parking going to be a community issue. Chris replied that we have the City parking lot and that handicap parking might be the only issue. Dave said it's not possible to have 2 handicap parking spaces.

UPDATES & ANNOUNCEMENTS

- 6. Schedule Updates & Announcements: DISCUSSION/DIRECTION TO STAFF**
- a. Pending files, Council action on files
 - b. Pending agenda for February
 - c. Council, Commission, and staff announcements

Commissioner Sue Larson moved to adjourn the meeting. Commissioner Darci Price seconded the motion. The motion passed all in favor. The meeting adjourned at 6:16 p.m.