

MINUTES
CITY PLANNING AND ZONING COMMISSION
Bonnors Ferry City Council Chambers
7232 Main St.
(208) 267-3105
November 18, 2021
5:15 pm

Vice Chair Andy Howe called the Planning and Zoning meeting for November 18, 2021 to order at 5:15 pm. Planning and Zoning Commissioners present were: Andy Howe, Glenda Poston, Sue Larson, Dave Gray and via zoom, Chris Rawlings. Also present were: Contract Planner Clare Marley, and Planning & Zoning Clerk Julie Fairchild

PUBLIC COMMENTS

Kenneth & Teresa Baker and James Robinson from the public were present.

CONSENT AGENDA

1. Approval October 21, 2021, Minutes: **ACTION ITEM.**

Commissioner Glenda Poston moved to approve the minutes October 21, 2021. Commissioner Sue Larson second the motion. The motion passed all in favor.

2. Adoption of 2022 P & Z Commission calendar: **Action Item.**

Commissioner Glenda Poston moved to approve the 2022 P & Z Commission calendar. Commissioner Sue Larson second the motion. The motion passed all in favor.

NEW BUSINESS

3. **File #SUP010-21-James Robinson:**

James Robinson is requesting approval for a special use permit to allow for a professional office (Enviro Assessment PC) within an existing home located at 6491 Washington Street in Bonnors Ferry. The property is described as Lots 4-6, Block 1, Riverview Addition, and is zoned Residential A.

Andy asked if there is any conflicts of interest with this file. Chris said he has known James Robinson and family for a long time and wants to be transparent about knowing James and his family, but he can be objective about the decision making. Clare said ordinarily a friendship isn't a reason for a conflict so he should be good.

Clare said that this property is about .42 of an acre, zoned residential, and this particular zone does allow for offices but excludes medical offices. James Robinson estimates about 5 employees with 5 office spaces and the proposed business hours are 8 to 5 Monday through Friday. There are 5 parking spaces plus 1 additional in a covered car parking area with dimensions of 42 across the top. As a result of recent parking code updates, the closets, stairways, and hallways were not included in the square footage of this building layout as well as the downstairs since there is a large area of kitchen and access points, she said. Calculations show at least 5 parking spaces are required, she said. The application was sent to City streets, fire, engineering, electrical and Panhandle Health District. Health District advises structure served by city water and sewer and there is no further comments. Clare said there is one written public comment, stating the business sounds ideal, but there are concerns about the parking plan not showing individual parking stalls. It is unclear how 5 vehicles could fit on either side of the rectangle shown in parking plan and allow room to exit vehicles, the comment stated. Parking spaces seem full already. Clare said all of the decisions need to reflect the standards

in the ordinance, and presented a few bullet points: allowable use, harmonious with plan and character of vicinity, hazardous, adequate services, excessive public expenditures for services, uses detrimental, noise, lights, glare, fumes, approaches or avoid interference with traffic, destroy or damage scenic or historic features. She reviewed the draft conditions of approval. Subsequent owners of the parcel shall be required to apply for a special use permit if they desire to continue the special use, pursuant to Bonners Ferry City Code 11-5-3. Other conditions included that the use shall be developed and operated in accordance with the approved application; a minimum of five parking stalls shall be always maintained for use of the professional office employees and customers; a change of use building permit from the City of Bonners Ferry is required; the use of the structure shall be limited to professional office space and shall not include medical offices and the use of the structure for a professional office is limited to the existing residence. Sue Larson asked if employees would be backing out onto the street. Clare requested the applicant address the question.

James Robinson, the applicant, stated he's had the business in town for 8 years and has lived at this address for 5 years and he understands his business and the house. James said he has fit 5 cars plus 1 in the covered parking and there hasn't been a single accident. James said you can see oncoming traffic before you get into street and they routinely wouldn't have 6 cars there all the time. James said it is an internet-based company professional office and has only had 3 clients walk in his office in the last 8 years and that was just to say hi. James said that is the reason he wants to vacate the space and move to the house. Sue asked if anybody would be living in this building. James said nobody will be living there, it's only used for office space. Glenda asked if the employees would be there from 8 to 5. James replied that yes, they would. James said there will be security cameras and one company truck that would stay there overnight. Glenda asked what his time frame is. James said he would like to be fully up there by June. Andy asked if there was a plan for a sign on the building. James replied that there would be no sign. Chris asked how many bedrooms is this house. James replied that there are 4 bedrooms on the second floor.

Andy advised that no public was present to testify. Andy asked the staff if there were any other comments. Sue asked whether the city street department commented. Clare replied that no comments were received.

Andy asked for any deliberation. Chris said this applicant has met all the requirements and expectations of the City and is in favor of this application. Sue said she has no reason to not be in favor of this application.

Glenda Poston moved to recommend to City Council approval of this File #SUP010-21, for special use permit to allow the use of an existing home at 6491 Washington Street for a professional office, finding that it is in accord with the standards of Bonners Ferry City Code for special use permits and adopted comprehensive plan, as enumerated in the findings as presented in the staff report and based upon testimony received at the Commission hearing. She further moved to adopt the conditions of approval as written. Sue Larson and Chris Rawlings both second the motion. The motion passed all in favor.

4. File #SUP011-21-Kenneth & Teresa Baker:

Kenneth & Teresa Baker are requesting approval for a special use permit to allow for a one-chair styling salon on their property, located at the corner of Canyon and Kaniksu Streets in Bonners Ferry. The property is described as Lots 14-17, Block 7, Bonners Ferry Amended, and is zoned Residential A.

Andy asked if there were any conflicts of interest with this hearing. Chris replied saying that he knows both Kenneth and Teresa Baker and will be objective for the consideration of the application.

Clare said this lot is about a quarter of an acre. Clare said the applicant is requesting a one-chair salon with additional room for waiting customers, to be located in a proposed 320 square

foot structure that would house the styling salon. A minimum 2 parking stalls are required. Hours are to be 8am to 6pm, 3 days a week. Clare said there is no written public comment for the record. Health District advised it has no jurisdiction over the styling salon. The salon will have water and sewer to this site. Clare said they don't indicate any hazardous material or noise limited to the shop and they are also not in a historic or scenic area. Draft conditions were presented to the Commission, and included: the permit is not transferrable; use must commence within two years; they are limited to what is on their site plan; a minimum 2 parking stalls are required; a building permit must be obtained for new structure; access from public streets to be approved by street department; signs have to comply with the sign code; any outside lighting has to be downward directed; and water and sewer extensions must be approved by the city.

Teresa Baker, the applicant, said she doesn't plan to put a sign out except possibly on the door of the building. Teresa said she's been in the same spot for about 20 years and is not looking to build more business. Teresa said the reason they are looking at moving is because the building she's in is for sale and doesn't know what's going to happen with the new owners and also, she is on the second floor, which is hard going upstairs for her older clients.

Andy asked if there were any questions from the Commission. Glenda said she can understand why Teresa wants to move her salon. Dave said he thinks it's a good idea also. Andy asked with if the existing garage that's there would be removed. Teresa replied they will be building a new building at the corner of the existing garage. Andy asked if this shop is on a separate lot than the residence. Teresa replied yes, the shop is on a separate lot with an alley in between the residence and shop. Teresa said it's one parcel, but it's divided by an alley. Clare said they're divided lots but taxed as one. Andy asked if they could sell these lots separately. Clare replied it depends on their site plan and when they come in for their building permit and if they build across property lines. Andy asked if the lot with the shop changes ownership, then the new owners would have to go through a different process. Clare replied that another special use permit would have to be obtained, because city code requires that.

Andy asked for any deliberation. Sue said it's nice to move out of that building with stairs and into something on one level for people and it's a good area for it. Dave agreed with Sue. Chris said it's all straight forward.

Glenda Poston moved to recommend to City Council approval of this File #SUP011-21, for a special use permit to allow the placement of a one-chair styling salon on the subject property, finding that is in accord with the standards of Bonners Ferry City Code for special use permits and the adopted comprehensive plan, as enumerated in the findings as presented in the staff report and based upon testimony received at the commission hearing. She further moved to adopt the conditions of approval as written. Sue Larson second the motion. The motion passed all in favor.

5. Comprehensive plan update- DISCUSSION

Clare said they are still working on the wording of the scope and then the contract will be forwarded to Council, followed by a launch of the project. Clare said that Lisa suggested to either appoint an advisory group or subcommittee, who might reach out to the community in different ways. Clare said the subcommittee could include members of the Commission and they might be able to meet more frequently and give back that information of what they've collected. The consultant takes the heavy load of preparing the document, preparing interviews, working on surveys and outreach, and writing the documents, she said. City staff is kind of in the middle, they will be making sure deadlines are met, documents are presented in the forms that the city requested. If an advisory committee is formed, city staff would need to make sure legal notices are given and the project is kept on time. If the Commission wants to form a subcommittee, the state law provides the authority to appoint people to serve on that committee. Sue asked if Clare would be involved. Clare replied she would attend meetings and be a "middleman" in the process.

Glenda said she doesn't see anything wrong with the advisory committee but does see something wrong with the committee of newcomers. Sue said she would do it and Chris agrees but it would be nice to have extra heads and additional input. Sue suggested to anybody from this committee that wants to be on it should be. Clare asked how she finds out who is interested. Andy said to get a list of the High Five steering committee.

UPDATES & ANNOUNCEMENTS

6. Schedule Updates & Announcements-**DISCUSSION/DIRECTION TO STAFF**
 - a. Pending files, zone change
 - b. Pending agenda for January
 - c. Council, Commission, and staff announcements

Commissioner Sue Larson moved to adjourn the meeting. Commissioner Glenda Poston seconded the motion. The motion passed all in favor. The meeting adjourned at 6:28 p.m.