

**MINUTES**  
**CITY PLANNING AND ZONING COMMISSION**  
**Bonnors Ferry City Council Chambers**  
**7232 Main St.**  
**(208) 267-3105**  
**March 17, 2022**  
**5:15 pm**

Chair Andy Howe called the Planning and Zoning meeting for March 17, 2022 to order at 5:15 pm. Planning and Zoning Commissioners present were: Andy Howe, Chris Rawlings, Sue Larson, Dave Gray, and Darci Price. Also present were: Contract Planner Clare Marley and Planning & Zoning Clerk Julie Fairchild

**PUBLIC COMMENTS**

No Public were present.

**CONSENT AGENDA**

1. Approval February 17, 2022 Minutes: **ACTION ITEM.**

Vice Chair Chris Rawlings moved to approve the minutes February 17, 2022. Commissioner Darci Price second the motion. The motion passed all in favor.

**OLD BUSINESS**

2. Review Final Parklet Ordinance Draft: **ACTION ITEM: DISCUSSION/DIRECTION TO STAFF**

Clare said the 8-foot height requirement clearance is in the draft resolution and flexibility with seasons is in the ordinance. Clare said slip-resistant surface and flush transition at sidewalk are in resolution and free flow of pedestrians is in ordinance. Clare said required wheel stops, guardrails on parklets, vertical elements to make visible to traffic and general liability insurance are in resolution. The definition of parklet was added into the ordinance. Parklets would be permitted downtown district, and would not have to go through a special use permit hearing she said.

3. Review Final Appeal Procedures Draft: **ACTION ITEM: DISCUSSION/DIRECTION TO STAFF**

Clare said some examples of administrative land use decisions are: issuance/denial of building permits, determination of non-conformity, violations, parklet permits, legality of land divisions. She noted that the current code erroneously assigns appeal considerations to P&Z commission and allows appeals by anyone aggrieved by ruling of the commission. However, the commission makes no final decisions. Clare said appeals should be heard by elected body. Clare said the rewording for the City Code 11-5-10 is that appeals must be filed within fifteen working days after a decision has been rendered. The clerk shall provide the applicant with written notice of the action or the request. The City Council decision shall be final, and any recourse shall be as provided in Idaho Code, title 67, Chapter 65. Any appeal has to be written, not verbal, she said, and any administrative written decision is final unless appealed. Written appeal needs to have these grounds for such an appeal, and any supporting documents, shall be filed with the City Clerk, along with applicable fees within fifteen days of the issuance. Clare said failure to appeal timely is automatic dismissal. Clare said once that is received, the City schedules it to the City

Council at a regular meeting. The final decision can't grant a special privilege or provide an exception to the regulations of this title. The City shall provide written notice of the decision, Ms. Marley explained.

**4.Subdivision update: DISCUSSION**

Clare advised that the City may see it's first commercial condo plat. While the City does not have current code addressing condo plats, the City would review a condo plat against state law requirements. Clare said they will be updating subdivision definitions and will verify required road requirements. Clare said the City Administrator requests a review of the "ease of application." The code already allows minor plat of 4 lots to be administratively approved.

**5.Comprehensive Plan update: DISCUSSION**

Clare said the first meeting is March 23<sup>rd</sup> at 5:30 at City Hall and Aaron Quall's would like to get the existing conditions report to the City by next week. Clare said Aaron is working on a website where the public could be informed of meetings and provide email contact information.

Commissioner Sue Larson moved to adjourn the meeting. Commissioner Darci Price seconded the motion. The motion passed all in favor. The meeting adjourned at 5:55 p.m.

DRAFT