

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

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

**PUBLIC COMMENTS**

No Public were present

**CONSENT AGENDA**

**1. Approval February 18, 2021: ACTION ITEM.**

Glenda Poston moved to approve the minutes from February 18, 2021. Dave Gray second the motion. The motion passed all in favor.

**OLD BUSINESS**

**2. Setback standards– DISCUSSION/DIRECTION TO STAFF**

Clare said with the side yard setbacks the agreement with general consensus is to have setbacks go to a five foot with eave allowance. Clare said side yard interior setbacks for lots or parcels fifty feet or narrower shall be a minimum of five feet. Clare said structure shall be designed and constructed to retain snowshed and stormwater runoff on site. Clare said the groups discussion wanted to make sure that when an application comes in, they are going to show how they will hold rainwater on site and take care of snowshed. Clare said there are no changes to the common wall discussion, except adding a requirement for a common wall agreement to commercial and industrial. Clare said the eaves in architectural projections after discussion we retained eight foot and twelve feet combo where you have a total of twenty feet on side yard setbacks but you are allowed to come as close to eight feet on one side as long as the other side totals twenty feet setback. Andy asked with discussed eaves, is it inclusive with the five-foot setback as the exception. Clare replied yes, we did. Clare said so it needs to be five foot to the greatest architectural projections is how we ought to word it but inclusive of eave. Clare discussed administrative exceptions with City Administrator Lisa Ailport and they propose an exception of up to for setbacks. The Administrator may grant an exception not to exceed one foot for any setback or height standard upon a showing any undue hardship or extra ordinary physical conditions of the property or structure. Glenda asked what if it's thirteen inches. Clare replied the thirteen inches than they could only get the one foot administratively. Clare said if they're more than a foot off then they're going to need a variance. Chris said he liked the idea of the administrative exception. Clare said the front yard is an unoccupied space extending across the full width of a parcel or lot that abuts a street or access easement that is the primary access for the property, same thing is true for the rear and side yards. Clare reviewed suggestions for yard definitions and said she added the corner yard definition for property line, which is an unoccupied space on a corner lot that is not the primary access point for the property. Clare said the rear yard is an open unoccupied space on the same lot as the structure that is most

opposite the front yard. For triangular lots, the rear yard shall be measured from the apex of the triangle. Chris said it all makes sense to him. Clare said many communities use administrative exceptions and they have to prove why they are merited.

3. RV park standards and zoning-**DISCUSSION/DIRECTION TO STAFF**  
No changes to the draft language.

## **NEW BUSINESS**

4. Accessory Dwelling Units- **DISCUSSION/DIRECTION TO STAFF**  
Clare said since because our community is on the edge of sewer and water capacity it would be smart for Bonners Ferry to examine the effect of accessory dwelling units on city services. Clare said she got together with the City Engineer, Mike Klaus about water and sewer impacts and capacities and what affects these might have. He estimated about 10 percent of the water capacity left and the sewer is about 10 to 20 percent left. Chris asked what the cost of water and sewer hookup is. Clare replied it was a total of \$7000. Chris said to build an ADU would be costly then. Clare said the worry is new users don't necessarily pay that fee and then you end up with a capacity issue and there has to be money to pay for that. Clare said an ADU without a permit isn't giving us a chance to look at safe exits and fire extinguishers or smoke detectors and anything that comes with home additions. Glenda said she has a concern for structural integrity and architecture. Glenda said to not treat ADU's different from one another. Clare said that's where Mike is on that as well. Clare said that Mike shared with her that all the apartments in town are treated as a 1 EDU and that they're not given a discount. Clare said the current code on minimum habitable space is no existing single-family dwelling may be so converted if it contains less than 1,000 square feet of livable space. Clare said the state defines a tiny home as 400 square feet or less in floor area, excluding lofts and they have a whole set of requirements for safety exits, loft standards and how you get in and out of it, and ceiling height. Clare said international code goes a little bit farther and says every dwelling shall have at least one habitable room that's not less than 120 square feet of gross floor area and other rooms have to be not less than 70 square feet, excluding a kitchen and all the rooms have to be at least seven feet high. Clare asked if ADU's should be allowed in all our zones, where residences are allowed. Chris replied he thinks they should be. Andy asked if we had industrial zones with residences in them existing. Clare replied that yes, we do. Chris said an ADU can't be in downtown but some people get creative with that kind of thing if it is not written down. Andy said we do have single family dwellings in downtown area. Clare asked if ADU's should be allowed where residential is permitted or allow where we're residential zoned thinking about commercial, medical in downtown as being non-residential but they allow residences. Chris said to not allow ADU's in medical and in downtown. Andy said we have plenty of residential in all the zones and if we're going to allow it then we should allow for any residential use. Sue asked how many houses are in medical. Clare replied that she didn't know and could look at a map. Clare said another thing to think about is our downtown district has zero setbacks so where there's a residence, we could potentially allow somebody right on the property line to add a home. Andy asked if we could word that so that it would go back into residential setback. Clare replied yes, we could. Clare said the general consensus is we need to look at commercial in downtown setbacks so they're not zero lot line and we would allow wherever residential is allowed and the only question we have is medical. Clare asked should there be minimum lot size or just meet setbacks. Chris asked if the minimum lot size is 5000 square feet. Clare replied yes, the minimum is 5000. Dave said that we need to know minimum. Chris said it needs to at least meet minimum lot size. Clare said in order to be eligible to have an ADU than we need to go with the minimum lot size of 5000. Andy also agreed. Clare asked for now to have either

attached or detached on smaller lots and take a look at that, if need be, as this is put together. Chris and Dave both said that makes sense. Clare asked what's the biggest an ADU can be. Clare said Boundary County's maximum is 1050 square feet. Chris said the 40 percent of the combined area of the primary unit in consideration if the ADU is larger than the primary unit which we should avoid. Andy said he recommends capping it at some level to keep them small. Chris agreed with Andy to keep it small. Clare said there should be a minimum size. Chris said he thinks there should be a minimum. Clare said the building codes have that the tiny home must be 400 square feet and smaller. Clare said anything larger than 400 square feet isn't considered a tiny home. Clare asked if increasing it larger than 400 square feet would help. Glenda replied that she's more inclined of a larger foot print of a tiny home. Chris said parking is an issue and should be in our language. Clare said buildings need to go through a building code permit process to embrace safety measures. Sue asked if there was room on your property, could you have more than one structure. Clare replied that the model ordinance says one otherwise it could become a village.

**5. Schedule Updates & Announcements-DISCUSSION/DIRECTION TO STAFF**

- a. Pending files: Variance and zone Change/Comp Plan Amendment
- b. April agenda & attendance
- c. Council, Commission and staff announcements

Clare said due to schedule changes Matt Morgan can no longer be on the P & Z Commission.

Sue Larson moved to adjourn the meeting. Glenda Poston seconded the motion. The motion passed all in favor. The meeting adjourned at 6:25.