

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

Chris Rawlings called the Planning and Zoning meeting for July 15, 2021 to order at 5:15 pm. Planning and Zoning Commission present were: Chris Rawlings, Andy Howe, Glenda Poston, Sue Larson, and Dave Gray. Also present were: Contract Planner Clare Marley, City Administrator Lisa Ailport, and Planning & Zoning Clerk Julie Fairchild

PUBLIC COMMENTS

No Public were present.

CONSENT AGENDA

1. Approval May 20, 2021, Minutes: **ACTION ITEM.**

Dave Gray moved to approve the minutes from May 20, 2021. Andy Howe second the motion. The motion passed all in favor.

OLD BUSINESS

2. Review final draft of housing and setback ordinance amendment for pending public hearing. – **ACTION/DIRECTION TO STAFF TO SET DATE & PREPARE FOR PUBLIC HEARING**

Clare said we had a recommendation from Council to make the minimum livable floor space 400 square feet for all detached ADU's. Clare said the livable floor space of an ADU attached to the primary dwelling unit may be smaller but shall meet minimum residential building code, which is 200 square feet, requirements for the living space. Clare said Council suggested a change to set the maximum size of fifty percent of the primary dwelling unit square footage on the lot parcel or 800 square feet of livable floor space. Clare said there was no comments on the setbacks from Council. Clare asked whether conversion of an existing single-family dwelling should be 400 square feet or 1000 since our current code must be at least 1000 square feet. Clare said the question is do we keep ours at 400 square feet to match the proposed minimum for an ADU. Glenda said if we're going to allow 400 square feet and you're going to have one to renovate and change, then why make it bigger. Clare said Council's intention is if you have a single-family dwelling upstairs and downstairs and you want to convert it to a duplex or triplex and it meets zoning code, this current law says it can't be smaller than 1000 square feet for each unit. Clare said that Council is saying that's not going to match ADU requirements. Clare said if you change this code then you could get a 500 and a 1000 square foot dwelling but still must meet zoning code. Glenda asked if there is a limit on ADU's. Clare replied that the draft code limits to one.

NEW BUSINESS

3. Future projects:
 - a. Correction to drafting error in appeal Section 11-15-5, Bonnors Ferry City Code.
ACTION/DIRECTION TO STAFF

Clare said the City Code 11-15-5 needs to be updated and to include staff and it also should say it needs to go to Council instead of commission for the final action. Clare said it also should say appealing of administrative and Commission decision is through Council. Clare said this code needs to be cleaned up but after this most recent appeal is done with reconsideration. Sue asked what a reconsideration was. Clare replied a reconsideration is where a final written decision is made, and the applicant has exhausted all of their ordinance abilities to consider then they have in state law 14 days to ask for a reconsideration to the body that made the final decision, which is the Council.

b. Subdivision ordinance update-DISCUSSION

Clare said the subdivision ordinance was last updated in 2005 and needs to be modernized. Clare said some procedures need to be added. Clare said we also need to identify what a minor modification is and major. A minor is an adjustment such as moving a plat lot the line just a little, we wouldn't take it back through hearing. Clare said but if they want to add land that wasn't first heard by you then we would consider that major and take it back through hearing. Clare said we need to add a chapter on amending. Clare said property splits need to be added to the code. Clare said if someone wants to build over 2 or 3 lots with a home, we allow that, but code doesn't say that you can do that. Clare said if you wanted to change the lot line of a platted lot, we must determine whether they should replat or not and right now we say nothing and don't require it. Clare said we must decide whether to take condo plat through a process and look at what state law says about it. Clare says the subdivision definition needs to be fixed as well. Clare suggested code could be updated to allow electronic filing of applications.

c. Comprehensive plan update-DISCUSSION

Lisa said she was approached by the Blue Cross Foundation to look at our comprehensive plan as it relates to public health and community form, so they submitted a letter of intent to our Council back in May to provide us with a \$50,000 grant to update the comprehensive plan if we're willing to look and fold into that plan the 5 determinants of community health that they had developed over the last few years. Lisa said the Council thought it was a good alignment since we already understood what health is as a community. Sue asked why they chose us. Lisa replied because they thought we were a trusted partner and because of the work we had done with the community transformation grant and we took it seriously. Lisa said the 5 determinants of community health are education, economic stability, access to health care, neighborhood and built environment, and social and community context. Glenda asked if the hospital has or will be participating in this. Lisa replied they have participated in the community transformation grant. Lisa said that Council and she preferred to call for "requests for qualifications," which means we ask for qualified to come to us and tell us why they're qualified to take on this project. Lisa said submissions are due by August 13th. Lisa said after that date they will select ones that we want to interview. Lisa said she's hoping some P & Z members would be interested. Dave said since he was on the last one, he'd like to be on this one. Lisa said we'll ask the Mayor and a Council member to be on the selection committee. Lisa said Blue Cross doesn't have any real requirements or objectives except they would like to receive a copy when this is done and follow us through on how we adopted it. Lisa said finalists will be interviewed the week of September 20 and then we designate the most highly qualified firm to City Council on or before October 5 and start the next fiscal year, and adoption by January of 2023. Lisa said she would like some P & Z members since she sees them as the first level to gain community input. Andy asked if we were going to tackle those 5 items and insert them or are we going to redo the whole comp plan. Lisa replied saying yes it will be a whole new comp plan. Clare said one thing she'd like to see is if we look at our land use component which is now identical to our zoning and with some expansion to that and mixed use just isn't there in the current comp plan.

UPDATES & ANNOUNCEMENTS

4. Schedule Updates & Announcements- DISCUSSION/DIRECTION TO STAFF

- a. Pending files

Clare said the only file we have pending is the zone change application we have for the hospital sign and that remains in a pending state because we don't have a legal for it yet.

- b. Pending agendas
- c. Council, Commission and staff announcements

Dave Gray moved to adjourn the meeting. Sue Larson seconded the motion. The motion passed all in favor. The meeting adjourned at 6:12.