

MINUTES
CITY PLANNING AND ZONING COMMISSION
Bonnors Ferry City Council Chambers
7232 Main St.
(208) 267-3105
January 18, 2024
5:15 pm

Chair Andy Howe called the Planning and Zoning Commission meeting for January 18, 2024, to order at 5:15 pm. Planning and Zoning Commissioners present were Chair Howe, Chris Rawlings, Dave Gray, Sue Larson, and Darci Price. Also, present were Contract Planners Clare Marley, Tessa Vogel and Sam Stringer and City Clerk Stephanie Lewandowski.

Present from the public were Dottie Gray, and Tera King on Zoom.

NEW BUSINESS

- 1) Election of Planning & Zoning Commission Chair. **ACTION ITEM**
- 2) Election of Planning & Zoning Commission Vice Chair. **ACTION ITEM**
Commissioner Chris Rawlings moved to leave the chair and vice chair positions as is.
Commissioner Sue Larson seconded the motion. The motion passed on a voice vote, all in favor.

CONSENT AGENDA

- 3) Approval of November 16,2023 Minutes: **ACTION ITEM.**
Commissioner Darci Price moved to approve the minutes of November 16, 2023.
Commissioner Sue Larson seconded the motion. The motion passed on a voice vote, all in favor.

NEW BUSINESS

- 4) 2024 Zoning & Subdivision Code Update: **DISCUSSION/DIRECTON TO STAFF:**
 - a) Review draft outline and draft timeline.
 - b) Review zone district housing and uses.
 - c) Review zone designations and names.
 - d) Review zoning density (time allowing).

City Planner Clare Marley explained that tonight's meeting is the kick-off of the Zoning & Subdivision Code Update. Last year was spent getting the comp plan adopted so now it is time to go through a series of workshops to look at how to zone properties based on the comp plan, what the uses will be and what the standards are. Tonight's meeting will be mostly looking at types of uses based on the comp plan.

Clare presented her slides and explained the purpose of the meeting. Some of the zones will look the same but the new zone of mixed-use masterplan area will be brand new. Tonight's meeting will be to talk about what belongs there and come to a consensus so that Clare can go back and begin writing the document that will become the zoning code. Eventually as the Commission works through this process the Commission will be taking the draft ordinance out for public comment.

Tera King joined the meeting because she and Clare had been talking about the mixed-use masterplan area.

Once the Commission has gone through these exercises, there will be a draft code for the zoning law and the subdivision code, and both will be updated at the same time through a hearing process.

Clare presented a timeline for this process:

<u>MONTH</u>	<u>TASK</u>	<u>PERSONNEL</u>
January	Zoning Districts: Move Sections of Code to be Retained into First Draft	P&Z, RYA Staff
February	Rough Draft of Zoning Districts: Standards And Uses Discussion: Table of Uses. District Densities	P&Z, RYA Staff
March	(Pending Public Hearing Files to Be Scheduled) If Open, Review Draft; Review Future Zone District Boundaries	RYA Staff
April	Second Draft Review; Uses and Standards Sections: Review of Sections Retained and Refined, Public Participation Process	RYA, P&Z Staff
May	Review First Zoning Map Draft; Review. Subdivision Code Section Updates; Review Draft Zoning Revisions	RYA, P&Z Staff
June	Public/Comp Plan Advisory Committee Review?	P&Z, Advisory Committee, RYA
July	Final Draft Review	P&Z, RYA Staff
August	Break	
September	Public Hearing	P&Z

Clare has started to draw in some of the documents work that were previously finished like the planned unit development, the parklets, the accessory dwelling units and parking. Some of those features will need to be brought into the new zoning code.

Clare stated that she has re-organized part of the document. Currently definitions are in two places, and she has moved them to Chapter 2 to make it easier to read. The rough zoning code outline is as follows:

Rough Zoning Coded Outline

<u>CHAPTER</u>	<u>SUBJECTS</u>	<u>NEW/REVISED/CURRENT</u>
1	General Provisions/Authority	Move Certain Regulations Out of This Chapter; Move Definitions
2	Definitions	Merge Chapter 1 & Appendix A
3	Administration and Enforcement	Consolidate Procedures: Recent Appeals Work; Hearings; Administrative Action And Enforcement
4	Application Procedures	Consolidate Special Use Permits, Administrative Permits, Variances, And Amendments into One Chapter
5	Zoning Districts	New Zoning Districts; Map Authority; Possible Elimination of PUD and Incorporation Into Each Zone as Special Exceptions/Opportunities
6	Zoning Standards	Incorporate Recent Work on Setbacks; Provide Revised Setbacks Table; Review Density; Incorporate Non-Conforming Standards
7	Parking Standards	Keep Recent Work
8	Sign Code	Keep with Certain Updates
9	Supplemental Regulations	Keep New ADU; Parklet & RV Parks; Incorporate Existing
10	Table of Uses, Appendix A	Review Existing Uses & Update

Clare explained that in today’s meeting, the focus will be on housing types, the uses in each district, the formation of new mixed-use zoning district and the review of current industrial and commercial uses. The Commission will also be considering the mixed-use zone and deciding what to include in the commercial, residential, transition neighborhoods, medical and general industrial and public uses.

Before the city administrator left, she had mentioned removing the Planned Unit and looking at a combination of that where some of the districts have an automatic ability to do a PUD if they offer certain amenities like a public pathway.

Clare has received some input from David Sims because some people are interested in developing the downtown area and he wants us to look at the parking standards for downtown.

Sign code needs a little updating. The Commission will look at some updating in the supplemental regulations on ADU's, parklets and RV parks and then lastly, Appendix A, which is now Appendix B will be a quick index for everyone of uses.

The work the city does now will become law. Clare quoted a section of Idaho law which states that "in accordance" does not mean that a zoning ordinance must be exactly as the Comprehensive Plan shows it to be. "*Love II*, 108 Idaho at 730, 701 P.2d at 1295. The reason is that the Comprehensive Plan is looking out 10-15 years into the future for what the city might grow into.

Sam discussed different housing options and what they mean. He covered townhomes, apartments and condominiums, cottage housing, tiny homes, RV's, park models, chalets, and cottage style housing. He also talked about attached and detached ADU's and shops, parks, and churches. He also pointed out the livestock options and industry and Airbnb's. Tonight, the commissioners will discuss which of these options belongs in each zone.

After discussion, the commissioners settled on the following suggested uses for the zones represented by the comp plan map designations:

Residential Single Family: Church, Home Occupation, Coach/Carriage House, Cabin, Park, Airbnb, Chalet, School, Attached ADU and Detached ADU

Residential Medium Density: Home Occupation, Cottage Housing, Duplex, Townhome, Church, School, Airbnb, Attached ADU, Detached ADU, Cabin, Park, Condos, Coach/Carriage House

Residential Low Density: Attached ADU, Detached ADU, Duplex, Park, Livestock, Cabin, Cottage Housing, Single Family, Church, Airbnb, Chalet, Mobile Home, Townhome

Master Plan Mixed Use: Parks, Cottage Homes, Cabin, Local Small Shops, Shopping Malls (Small), Detached ADU, Attached ADU, Restaurant, Grocery Store, Airbnb, Light Industry, Gas Station, Church, Condos, Chalet, Duplex

Neighborhood Transition: Cabin, Apartments, Single Family, Airbnb, Home Occupation, Mobile Home, Duplex, Chalet, Tiny Home, Mom and Pop Shops, Restaurant, Grocery Store, Small Medical, Coach House, Cottage Homes, Attached ADU

Industrial and Public: Public Utility, Fairgrounds, Light Industrial

General Commercial and Mixed Use: Mobile Home, RV's, Tiny Home, Local Shops, School, Grocery Store, Condos, Restaurant, Apartments

Downtown: Airbnb, Grocery, Mom and Pop Shops, Bars, Living over Business, Apartments, Public, Parks, Restaurant, Shopping

Medical Commercial: All Medical, Cabin, Airbnb, Duplex, Townhome, Park, Church, Cottage Homes

5) Commission, Council and Staff Updates: Advisory/Direction to Staff

- a) February meeting: Code update, pending any public hearings.
- b) Announcements from staff or Commission

6) Adjournment

Commissioner Larson voted to adjourn the meeting at 6:56 pm. Commissioner Gray seconded the motion. The motion passed unanimously.