

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

Chair Andy Howe called the Planning and Zoning Commission meeting for April 18, 2024, to order at 5:16 pm. Planning and Zoning Commissioners present were Chris Rawlings, Dave Gray, Sue Larson, and Darci Price. Also, present were Contract Planners Clare Marley and Tessa Vogel, and City Clerk Stephanie Lewandowski.

Present from the public was Dottie Gray.

CONSENT AGENDA

- 1) Approval of March 21, 2024, Minutes: **ACTION ITEM.**
Commissioner Darci Price moved to approve the minutes of March 21, 2024.
Commissioner Chris Rawlings seconded the motion. The motion passed all in favor.

OLD BUSINESS

- 2) 2024 Zoning & Subdivision code Update: **DISCUSSION/DIRECTION TO STAFF:**
 - a) Review draft Appendix A use table, residential.

City Planner, Clare Marley shared the vision to finish reviewing the Table of Uses. Ms. Marley shared the replacement comp plan because the original went missing. A new one was needed for a proposed annexation.

On the timeline, the goal was to be at the standards review section in the second draft, but we will be finishing the standards review and finishing the table. However, the zoning district future boundaries have already been discussed so that map will come back as a draft at the next meeting.

Ms. Marley states that the draft zoning district names were changed to match the comp plan and to lessen confusion.

- AA is similar to the current AA zone and the Single Family Residential of the comp plan.
- B is similar to the current B zone and Low Density Residential of the comp plan.
- AB is similar to the combined A and B current zones and matches Residential medium Density of the comp plan.
- Light Industrial is similar to the current Industrial zone.

Ms. Marley explained the site plan review process. Bonnors Ferry does not currently have a site plan review process but it is one that is intended to be included in this code update. She explained that it is a little bit more expansive review of someone's eventual use.

A site plan review would include calling in for a traffic review from the street department, and review by the city engineer and fire department. They would all work within the site plan review

to ensure turn lanes, fire hydrants, utility access etc. It would be a more concentrated review for future housing and commercial and industrial building projects.

In the Table of Uses, a site plan will be notated by an asterisk.

Ms. Marley stated that most of the time communities allow the city engineer or city planner to sign off on site plan reviews. At the last meeting, the commissioners stated that some uses, such as cottage housing, would require neighborhood notice, so going forward the site plan review will have two levels. One will require neighborhood notice and one will not.

Ms. Marley shared that one thing that was not completed at the last meeting was the four levels of commercial uses. Clare presented the chart that her team developed with examples from our community.

1. Large Retail: In our community, this would be represented by Super One which is 25,194 square feet. The proposed range for this category will be 10,000 square feet and up. Tessa Vogel shared that anything 15,000 square feet and up triggers conditional use permits in Boundary County unincorporated.
2. Medium Retail: In our community, this would be represented by the Family Dollar which will be built soon where the old Pape building used to be. That store will be 10,600 square feet. The range for this category is proposed at 4,000 to 10,000 square feet.
3. Small Retail: In our community, this would be represented by Kaniksu Pharmacy, which is 1,296 square feet. The proposed range for this category will be less than 4,000 square feet.
4. Specialty Retail: In our community, this would be represented by the new Good Donut store. These will fit into the new mixed use and downtown and commercial areas. You would not see the large retail in these areas.

The draft zoning descriptions are as follows.

Residential A-Single Family Homes, Home Occupations, Churches/Schools, Utilities and Parks

Residential B-Single and 2 Family Homes, Home Occupations, Schools/Churches, Certain Livestock and Parks

Residential AB- One- and Two-Family Homes, Townhouses, Cottage Housing, Assisted Living, Schools/Churches, and Parks

Mixed Use: Variety of Housing, Entertainment, Dining, Parks, and Gathering Places

Light Industrial-Light and Medium Industrial Uses, Warehouses, Fairgrounds, Food Processing

Commercial- Small- and Large-Scale Retail, Offices, Housing, Dining and Entertainment

Downtown-Small Scale Retail, Offices, Dining, Services and Residential

Medical-Variety of Health Care Services, Housing, Parks, Churches, Public Services

Ms. Marley reminded the commissioners of the previous discussion about manufactured home parks. Manufactured home parks are special use permits in three residential districts on the chart. State laws say they must be treated the same as a site-built home. It will be a special use permit because if you had several manufactured homes in one parcel, it would be considered a subdivision. Ms. Marley will follow up with legal counsel to ensure we are on the right track for that.

Ms. Marley stated that on the Table of Uses, the full Industrial zone was changed to a Light Industrial Zone. Uses like food processing and brewery or other warehousing uses can be included. It steers away from bigger industrial uses like slaughterhouses. Ms. Marley would like to contact the owners of Fodge Pulp Mill to see if they intend to reopen to be sure that is included in the Table of Uses.

The only public comment received so far was from Kootenai River Lumber. Kootenai River Lumber wrote to Ms. Marley since the last meeting, and they would like leeway for senior housing/assisted living, a dockside café, paddle board/bike rental, ice cream shop, small grocery store and other amenities to the path and recreation.

Concerning parking, we will need to have further discussion about downtown parking following the visit by Mr. Pipitone. David Sims and Mr. Pipitone would like to see a zero-requirement concerning residential parking downtown but that is a discussion that will need to include the business community.

David Sims also had questions concerning multiple structures on a single parcel in the commercial zone. Our code is silent on this and does not have any restrictions.

After completing discussion of the Table of Uses, the P&Z Commission suggested the following revisions:

- Adding an electric vehicle charging station to the utilities category.
- Combining plumbing and electric shop into one under construction.
- Removing sheet metal shop from the Downtown zone.
- Rewording bakery in manufacturing category to indicate it is large-scale, not small-scale bakeries.
- Specifying a size for the large-scale brewery, perhaps 10,000 square feet or larger.
- Keeping the machine shop in the Downtown zone for those uses that already exist on a small scale and perhaps defining.
- Limiting commercial printing to not greater than 10,000 square feet.
- Making sure bakery under retail is small scale.
- Adding a gas station as a special use under the Mixed-Use zone.
- Specifying that small retail sales in the RES AB must only be where the comp plan is mapped as Transition.
- Adding a bus station to Medical.
- Removing cold storage from Downtown.
- Fixing the duplicate grain storage listing and explaining it is warehousing.
- Confirming impound yard is not a junk yard.
- Confirming warehousing under transportation and warehousing category is large scale.
- Adding banks to Medical and Mixed.
- Changing mini storages to permitted outright in Light Industrial and commercial (with site plan review).

- Removing dispatch service as no longer a needed use.
- Adding real estate to the professional, scientific, and technical category; removing this use from the RES AA RES B and stating only with special use if mapped as Transition in the RES AB.
- Stating that studios in the RES AB are only by special use permit with Transition mapping.
- Making administrative school offices a special use permit in RES B and RES AB.
- Adding schools as special permit in Mixed.
- Allowing medical clinics in RES B and RES AB where mapped Transition.
- Adding senior center to community centers under health care and social services.
- Separating nursing home care and assisted living for further review and discussion.
- Requesting a review of standards for adult business, per Idaho Code.
- Allowing amusement center in Downtown w/ site plan review.
- Adding health/fitness spa and health club to RES AB where mapped Transition.
- Marking parks in the residential zones as needing site plan reviews.
- Removing taxidermy from RES AA and RES B.
- Adding theater to Downtown, with site plan review.
- Defining waterpark and removing from Downtown.
- Striking boarding house from RES AA and allowing in Mixed.
- Striking catering from RES AA RES B and RES AB.
- Removing club/lodge from RES B and only allowing w/ special use permit in AB where mapped Transition and adding to Mixed.
- Marking dine-in restaurant as special use permit for RES AB where mapped Transition.
- Removing barber shop from RES AA.
- Marking funeral home in RES AB as special use permit only where Transition.
- Removing pet grooming from RES B and allowing w/ special permit in RES AB where mapped Transition and adding veterinary hospital to this list. Requiring site plan review if Downtown.
- Changing prison/corrections facility to special use permit in commercial.

NEW BUSINESS

3) 2024 Zoning Code Update: DISCUSSION/DIRECTION To Staff

a) Zoning districts and density

Ms. Marley introduced the meaning of density in different parts of the country, noting that density is the number of dwelling units allowed per net acreage.

In the Bonners Ferry Zoning code, density is defined as:

- Minimum lot area of 5,000 square feet for all zones except the Downtown Zone.
- Minimum lot width of 50 feet except for the Downtown Zone.
- Number of dwelling units/acres: silent.
- Number of primary structures per parcel or per acre: silent.

What needs to be addressed relative to density?

- Minimum acreage per zoning district.
- Number of acres required per dwelling unit.
- Number of principal structures permitted per parcel.

- Residential
- Mixed
- Commercial, Medical, Downtown
- Industrial
- Multi-family, multi-unit standards for density.
- Comp plan is guide for density.
- Single-family dwelling density will differ from multi-family, where permitted by zone.

Ms. Marley explained that in the city of Bonners Ferry's plan, it's always been administered that there is only one housing unit per lot except for an ADU. For the commercial zone, it has generally been administered to allow more than one use per lot. For example: a gas station and a carwash. However, this has never been written anywhere.

David Sims is working with the Economic Development Council, and they want clarification on whether more than one structure in commercial is permitted. Former City Administrator, Lisa Ailport had asked if we could add that to the discussion before she left employment with the city. The current City Administrator, Mike Klaus, asked that we look at issues of sewer, water and drainage as part of multiple structures.

Ms. Marley reviewed the current policy on density, per land use section. The current plan states:

- Residential Single-Family (AA Zone): Up to 10 units per acre; moderate to large sized lots (10 to the acre is 4,356 square feet not counting the R-O-W).
- Residential Low Density (B Zone): Up to 10 units/acre, moderate-sized lots or 4,356 square feet.
- Residential Medium Density (AB Zone): Up to 16 units/acre, small to moderate-sized lots or 2,723 square feet.
- Masterplan Mixed Use (Mixed Use): No specified minimum acreage/lot size or density.
- Downtown, Medical, Commercial: No minimum lot size or density.
- General Commercial and Mixed Use: No minimums.
- Industrial & Public: No minimums.

Ms. Marley provided the commissioners models of the different sized lots showing the sizes of an acre, a half-acre, a quarter acre and 5000 square feet. She also supplied two different sized houses which were a 60-foot-wide house and a 40-foot-wide house. These were designed to help the commissioners think about density and setbacks.

Ms. Marley shared that a new law was passed that goes into effect on July 1st, 2024. They essentially will do away with any "forced" annexation. It would require 60% consent from property owners for non-voluntary annexations. Voluntary annexations would work the same. All cities have to re-do their areas of city impact by December 31, 2025. The county commissioners are in the driver's seat for establishment of the new impact boundaries.

Tessa Vogel shared that she spoke with the county commissioners, and it sounded like they want to keep the city involved. When they looked at the map, they didn't have any idea about changing anything.

Commissioner Larson stated that the county will have a new commissioner in January.

Ms. Marley will put together a proposal for the commissioners to review at the next meeting. The commissioners agreed to schedule some extra time for the next meeting.

Commissioner Sue Larson moved to adjourn the meeting at 7:19 pm. Commissioner Chris Rawlings seconded the motion. The motion passed all in favor.