

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

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

Dottie Gray joined the community.

**CONSENT AGENDA**

- 1) Approval of June 20th, 2024, Minutes: **ACTION ITEM.**

Commissioner Dave Gray moved to approve the minutes of June 20th, 2024.

Commissioner Darci Price seconded the motion. The motion passed all in favor.

Commissioner Dave Gray asked for it to be noted that the minutes were very complete and somebody coming in from out of town would be able to figure out what is going on in Bonnors Ferry if they read them.

**NEW BUSINESS**

- 2) **NEW BUSINESS:2024 Zoning Code Update: DISCUSSION/DIRECTION TO STAFF:**
  - a) Residential AB multi-unit density

City Planner, Clare Marley shared a quick summary of zoning and density. It was decided at the last meeting that Zone Residential A (formerly AA) would have a minimum square footage of 12,000 for newly created lots. The areas represented by this draft zone are Marx Subdivisions and the Wildhorse Street Area, Tannenbaum Lane, and the Presidential Streets west of main to the RR tracks.

Zone B's suggested square footage is an 8,000 square foot minimum for newly created lots and 12,000 square feet for duplex development. The areas represented by this draft zone are one small Marx Subdivision lot, the tree streets of Hazel, Hemlock, and Alder, south of Cow Creek and north of the cemetery and the newly annexed Poston properties.

Ms. Marley shared that at the last meeting it was suggested that the domestic livestock option for Zone B not be included in the code update.

Ms. Marley stated that the AB Zone needs to be resolved. This zone opens the idea of cottage housing and townhomes. At past meetings, there has been discussion about 8,000 square feet of land for one-single-family dwelling; 11,000 square feet of land for a duplex; and 3,000 square feet of land for each additional attached unit. A four-plex is the recommended maximum multi-family residence allowed in this zone. Cottage housing would be given an exception to the total housing units, Ms. Marley suggested.

Mixed use is a little different in that a single-family home will need 8,000 square feet of land unless the applicant does a masterplan or cottage housing.

The medical, commercial, and industrial zones have no minimums.

b) Site plan review

Ms. Marley presented the Site Plan Application requirements for the cities of Dover, Kootenai, and Coeur d' Alene as examples of items that might need to be addressed in the Bonners Ferry Site Plan. The site plan review allows the applicant to skip a hearing. Things move faster and it is done by the planner, the city administrator, and/or the engineer.

The site plan gets sent out to affected agencies and property owners within 300 feet of the property. In past discussions in this meeting when the table was created, it was decided that only certain uses needed special, mailed notice to the landowners within 300 feet, so those are marked on the table. Ms. Marley noted that if it is required in the zoning or if it is required by the table, special notice is required.

The purpose of the notice is to let people know that it is already permitted by law and to find out whether there are conditions that need to be placed to mitigate the impacts, such as a possible need for easements or other such conditions, Ms. Marley said.

Ms. Marley drafted a site plan review process for Bonners Ferry:

*A. Purpose: The site plan review process allows the city to administratively review proposed development in a timely manner without requiring a public hearing. The administrative review ensures that future development meets the applicable standards and requirements of city code and addresses potential development impacts by setting conditions to mitigate those impacts.*

*B. Applicability: Certain uses and proposed development, which are not subject to the public hearing process as set forth in this title, are subject to the administrative site plan review application process. Approval of the site plan application is required prior to issuance of building permits, encroachment approval, or any other such permits allowing the development to commence. The following uses and developments require a site plan review:*

- 1. Those specified in Appendix A of this title as requiring a site plan review.*
- 2. Residential developments of four (4) dwelling units or more on a single lot or parcel.*
- 3. Commercial, industrial, or light industrial new development that requires a building permit for construction, conversion, or enlargement and is greater than 4,000 square feet.*
- 4. Any development specified in the respective zoning districts as requiring a site plan review.*

*C. Application: A site plan review application and applicable fees shall be filed with the city clerk prior to any construction, building permit approvals, placement of structures, or use of a site that is subject to site plan review cited at 11-7-? B. The application shall be completed on a form provided by the city and shall contain at a minimum the following:*

- 1. A to-scale drawing of the site showing the boundaries of the subject property, access and traffic patterns, parking, pathways, the general vicinity, proposed and existing*

structures and uses, utility features, landscaping, lighting, signs, drainage patterns and proposed stormwater features, fire protection, and any other information deemed by the city to be necessary to properly assess the proposed use and impacts to city infrastructure and neighborhood.

2. A narrative explaining the proposed use, compliance with city standards, estimated traffic, hours of operation, potential for noise, lights, and glare from the use, and any measures proposed to mitigate potential impacts.

3. A stormwater/erosion control or hillside development plan, where applicable.

4. Any additional information deemed necessary by the city administrator or engineer to allow a thorough review of the development.

*D. Review: The city planner shall complete a review of the application consistent with 11-? -? procedures for administrative reviews. Copies of the application shall be provided to affected agencies, as determined by the planner. Agencies shall be given adequate time to review and reply, but not more than thirty (30) days, unless the planner determines there are extenuating circumstances that warrant additional review and comment time.*

*E. Notice: For those developments identified in the use table or zoning districts as requiring neighborhood notice, the city shall provide written notice of the proposed development via regular U.S. mail to landowners within three hundred feet (300') of the external boundaries of the subject property. Public comment on the proposal shall be limited to whether the proposed development meets the standards of city code and suggested conditions to mitigate potential impacts. The deadline to reply to the city shall be fourteen (14) days from the date the notice is mailed.*

*F. Decision: The determination of the city planner shall be in writing. No construction or commencement of uses shall begin until the site plan is approved. The planner may approve, deny, approve with conditions, based upon the following standards:*

1. Compliance with zoning, floodplain, stormwater, and hillside development standards.

2. Adequacy of public and private services.

3. Ability to mitigate potential impacts to the neighborhood and city services through applied conditions or the development's design and applicant proposals.

*G. Conditions: The city planner may impose conditions of approval to:*

1. Mitigate potential impacts.

2. Ensure dedication or installation of public improvements.

3. Meet zoning, health, safety, services or infrastructure standards.

4. Other reasonable conditions attributable to the direct impacts of the development on the city, its infrastructure, the environment, or the neighborhood.

*H. Expiration: The approval shall expire one year from the date of the written decision if the use or construction has not commenced. Prior to the expiration date, the applicant may seek an extension of up to one year. The written request shall be filed with the city clerk and may be approved by the city planner upon a showing of good cause as to why the use or*

*construction has not commenced, such as weather-related delays, unexpected construction challenges, environmental remediation, or development-related legal actions.*

*I. Appeals: Any administrative decision made by the planner may be appealed to the city council, pursuant to section 11-? -?*

Ms. Marley asked for further discussion on who needs a site plan review and where it should be cut off. Items needing a site plan review included uses marked in Appendix A as needing a site plan and most commercial and light industrial. For example, the O'Reilly's that is going in probably did not need a site plan review. It is under 4,000 square feet. Ms. Marley picked the smaller commercial as being the threshold. Anything residential with four or more units, like apartments, will trigger the site plan review. Also, this process will need to occur before a building permit is issued.

Ms. Marley noted that the city of Bonners Ferry currently does not have anything in their ordinances concerning storm water erosion or hillside erosion. The city engineers are currently working on those codes, and they will be placed in the building and development code rather than in the planning and zoning code. Those items are added to the current draft and noted where it is applicable.

Ms. Marley stated that notices go out by regular mail with a fourteen-day notice. The decision will be decided by the city planner or whoever the city decides will make those decisions. It has to show that it has adequate services such as sewer and water available and show a plan to mitigate anything that might be an issue.

The commissioners had no questions about the draft of the site plan review process.

c) Cottage housing

Ms. Marley presented a slide of what cottage housing is designed to look like. It consists of small single-family units that are usually clustered around a shared open space. The units are typically modestly sized, often being 1,000-1,200 square feet and can be attached or detached. Some allow up to 1,500 square feet. Almost all cottage housing plans do set a maximum square footage.

Some cottage housing units have community gardens or a community hall. Ideally, they have parking in several areas although some have one parking area. Most cottage house settings have walking paths throughout.

Cottage style housing allows for additional density. The zones it is permitted in are transition, medical, mixed, and medium density. They can be developed as a condo plat or a PUD or as single ownership. These options will be written in the proposed code.

Most of the examples that Ms. Marley previewed showed at least 200 square feet of personal space like barbecue space or a fenced area for a dog. They also showed at least 600 square feet of land per unit of open space in a central location.

The city comp plan states that it has to be designed to achieve neighborhood scale and privacy.

The commissioners decided to allow more units if open space is provided. Commissioner Price shared that she has seen cottage housing done well to accommodate more density. She also

presented the idea of the land being held in trust and only the homes being saleable. Ms. Marley stated that she will check into including the trust option.

Ms. Marley requested thoughts on additional density for the code on cottage housing and how the city can encourage that type of building.

The commissioners agreed to allowing for greater density of 1 ½ to 1 in exchange for the open spaces in the cottage housing.

Some city plans have codes which have ten feet between home as a minimum. The outer perimeter has to meet the zoning district minimums, so as not to crowd up against a single-family home. The commissioners agreed to those standards.

Dottie Gray asked if a cottage housing unit butted up to single family homes on multiple sides, would the neighbors have to be notified beforehand. Ms. Marley replied that draft site plan review is listed only for mixed use, medical and commercial zones. Residential AB currently requires a special use permit, which is a full hearing.

d) Public outreach

Ms. Marley asked the commissioners how they wanted to proceed with getting the word out to the public. Commissioner Gray stated that it is important to get it out on the internet.

Ms. Marley asked if the commissioners would like to get the comprehensive plan committee to reconvene and give feedback. The commissioners agreed to ask them back.

Ms. Marley suggested having an open house with some storyboards to make the changes easy to understand. The commissioners will be thinking about who to invite to the open house. It was suggested that the Chamber of Commerce be invited and the downtown business owners, builders, the new Fodge Mill owner, surveyors, emergency services, school board members, hospital employees and engineers.

It was agreed to plan the hearing in January or February.

e) Mixed-use options

The mixed-use zone provides for a variety of housing options, small scale, low-impact retail, dining, and entertainment uses, public recreational and gathering amenities, parks, public utilities, and churches. This zone is designed to encourage the development of mixed use and public and development concepts. Incentives for clustered, more intense development and a wider array of uses are offered through the mixed use planned unit development approach. In return the city requires walkable and bikeable public streets, corridors to recreational opportunities, public gathering places, and other amenities to be created as part of the planned unit development. This zoning district is generally appropriate for lands designated as Masterplan Mixed Use on the city's comprehensive plan future land use map.

The opportunities in the mixed-use zone are greater density, lesser setbacks, reduced parking, smaller lots, and greater coverage and fewer setbacks.

**3) Commission, Council and Staff updates: Advisory/Direction to Staff**

- a) September meeting: Code update
- b) Announcements from staff or Commission

At the next meeting in September, Ms. Marley will present the second draft of the zoning map and public outreach plans will be considered. There will be no meeting in August and there are currently no pending hearings.

**4) Adjournment**

Commissioner Darci Price moved to adjourn the meeting at 6:24 pm. Commissioner Chris Rawlings seconded the motion. The motion passed all in favor.

\_\_\_\_\_  
Andy Howe, Chairman

Attest: \_\_\_\_\_  
Stephanie Lewandowski, City Office Clerk