

MINUTES  
KOOTENAI COUNTY PLANNING AND ZONING COMMISSION  
WORKSHOP

January 31, 2019 - 1:00 P.M.  
County Administration Building, Meeting Room 2  
451 Government Way, Coeur d'Alene, ID 83814

Planning Commissioners:

Present:

Bob Grossglauser  
Wes Hanson  
David Levine  
John McFaddin

Staff Members:

David Callahan  
Amy Hilland  
Mary Shaw  
Sandi Gilbertson

Absent:

Collin Coles  
John Malloy

MINUTES  
PREPARED BY:

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Sandi Gilbertson  
Deputy Clerk

MINUTES  
REVIEWED BY:

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David Levine  
Chair



The workshop was called to order at 1:00 p.m. The Planning and Zoning Commission is an advisory board to the Board of County Commissioners.

The official record of the workshop is on a DVD recording available at Kootenai County Community Development.

Chair Levine called the workshop to order at 1:00 p.m. All Planning Commissioners were present except for Commissioners Coles and Malloy.

Chair Levine asked for changes to the minutes. No changes were offered. Motion to approve the workshop minutes of January 24, 2019 was made by Commissioner Hanson, seconded by Commissioner McFaddin. All voted aye by a voice vote.

**Workshop Agenda Items:** Chair Levine advised the Commissioners that the adopted goal/policy and comparison documents have been updated to reflect the most current information. It was agreed to break out objectives from the policies and Chair Levine will send out an updated version. He also mentioned that the public comment report with references is almost completed and will be distributed for feedback.

Commissioner Hanson briefly reviewed draft public outreach communication documents and asked the Commissioners to be ready to discuss feedback at the next workshop. Discussion continued with the sequence of events that must be completed prior to the completion of the comprehensive plan update.

A brief summary of some of the decisions that have been made:

- a) The Comprehensive Plan public outreach communication process will be divided into two phases.  
 First, a factual general education piece on the 2010 comprehensive plan will be distributed to the public. The idea is to summarize the 2010 plan and provide an understanding of how the comprehensive plan was developed, how it affects land use decisions, etc.  
 Second, solicit input from the public about the proposed goals, objectives and policies. The document will also include an explanation of the thought process or logic used by the Planning Commission in developing the goals, objectives and policies.
- b) Commissioners Hanson and Coles will draft sample paragraphs to be discussed at an upcoming workshop.
- c) Update workshops will be held at the County's Administration building and tentatively at five remote locations. The Commissioners decided that the workshop should begin with the public offering their oral comments. After the meeting, the Commissioners would remain to talk to people individually.
- d) Director Callahan will contact survey consultants to learn how they would conduct community surveys. He will also review the data in the plan and recommend which data are relevant and should be updated during this process.
- e) Director Callahan and Chair Levine will meet with the County Commissioners to inform them of the progress of the Comprehensive Plan update and to get their views on the need and timing of a countywide survey.
- f) Commissioner Hanson will update the suggested sequence of events document and send it out for comment.

Workshop recessed at 2:15 p.m. and reconvened at 2:23 p.m.

**Announcements:** The next workshop is planned for February 14 to continue discussion on public outreach strategies and to review revised documents. Director Callahan will send out the final Omnibus III draft with the goal of using an upcoming workshop to discuss and make recommendations to the County Commissioners.

**Adjournment:** Motion to adjourn by Commissioner McFaddin, seconded by Commissioner Grossglouser and passed by voice vote. Time 2:52 p.m.