

MINUTES  
KOOTENAI COUNTY PLANNING AND ZONING COMMISSION  
WORKSHOP

February 6, 2020 – 1 p.m.  
Room 2 County Administration Building  
451 Government Way, Coeur d’Alene, ID 83814

Planning Commissioners Present:

Madeline David  
Wes Hanson  
David Levine  
John Malloy  
Deborah Rose  
Barry Stearns  
Bingham Van Dyke

Staff Member Present:

Mary Shaw  
Amy Hilland  
Sandi Gilbertson

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 p.m. The Planning and Zoning Commission is an advisory board to the Board of County Commissioners.

Chair Levine called the public meeting to order at 1:01 p.m.

Roll Call of Planning and Zoning Commissioners:

All Planning Commissioners were present with Commissioner Hanson arriving at 1:21 p.m.

Introductions

The Planning Commissioners introduced themselves and gave a brief summary of their backgrounds.

Election of Chair and Vice-Chair:

Chair Levine asked for nominations for Planning and Zoning Commission Chair. Motion was made by Commissioner Malloy to nominate Commissioner Levine for the role of Chair, seconded by Commissioner Stearns. The motion was approved by voice vote.

Chair Levine asked for nominations for Planning and Zoning Commission Vice-Chair. Motion was made by Commissioner Malloy to nominate Commissioner Hanson for the role of Vice-Chair, seconded by Commissioner David. The motion was approved by voice vote.

Chair Levine mentioned the need for Commissioners to consider future opportunities to move into the Chair and Vice-Chair positions. He encouraged anyone interested to reach out to him to learn more about the roles and time commitments.

Minutes Approval from November 14, 2019 workshop:

Motion by Commissioner Rose to approve the minutes of November 14, 2019; seconded by Commissioner Malloy. All voted aye by voice vote.

Workshop Agenda Items:

Chair Levine reviewed Planning Commission administrative procedures including email protocol, handling of requests from the public and press, and conflicts of interest. The tentative date for the Open Meeting Law training is February 27, 2020. Chair Levine will check with Communications Manager Nancy Jones to verify her availability on that date.

The Commissioners reviewed the Comprehensive Plan Amendment goals, objectives and policies document that was approved by the Board of County Commissioners during their deliberations on January 23, 2020. The Board made minor edits to the Planning Commission recommendations and approved the format that would have the Comprehensive Plan Update as a primary section, future land use map as a separate section, and 2010 Comprehensive Plan shown as an appendix, minus the goals and policies.

There was discussion on the following remaining Comprehensive Plan projects:

- Updating relevant planning data and creating on-line capability for stakeholder access. The work should be completed first before moving to discussion on revising Future Land Use Maps. Planning Manager Mary Shaw agreed that staff could provide preliminary information on which data would be pertinent to the planning process, the source of that data and how the summary reports could be displayed on the County's website. The Commissioners also felt it would be helpful to have staff provide a tutorial on the purpose of Future Land Use Maps and the best way to accomplish the work.
- Develop dashboard that lists and assigns responsibility for implementing the approved goals, objectives and policies. There was agreement that the next step is to review each goal, objective and policy to determine which ones are more informational and which ones require specific actions. Next, each dashboard item would be prioritized, including determining responsible party and timelines. Chair Levine will put this topic on a future workshop agenda.

- Update glossary of terms if needed or use/add to current land use code definitions. Staff will review the Comprehensive Plan document to determine inconsistencies between glossary and land use definitions. The findings will be presented at a future workshop.

Recess at 2:12 p.m. Reconvened at 2:18 p.m.

There was discussion on the following Land Use Code projects:

- Commissioner Rose commented on the re-entry center proposal from the state. Chair Levine stated that as a result of this proposal, the County Commissioners requested that the Planning Commission develop possible code amendments for a re-entry center, including a complete list of necessary requirements for conditional use permit approval. Planning Manager Mary Shaw will check with Civil Deputy Prosecuting Attorney Pat Braden to see if he would be available to attend a workshop on February 20, 2020 to give an update on what work needs to be done.
- Planning Manager Mary Shaw gave a briefing on the status of the Hauser ACI amendment. A proposed zoning map has been developed that reflects amended ACI boundaries based on community input provided through staff outreach. Once the proposed final ordinance is drafted, the proposed ordinance amendment and map will be presented to the Joint Planning Commission comprised of County and City Planning Commissioners. The Joint Planning Commission will make a recommendation to the City Council and Board of County Commissioners who will render the final decision. It was agreed that Commissioner Stearns's name should be submitted to the County Commissioners to fill the vacancy on the Joint Planning Commission.
- There was agreement to defer discussion on changes to the Flood Damage regulations, deferred Omnibus III items, and changes to nuisance land use code regulations.

Announcements:

Commissioner Malloy asked that an agenda discussion item regarding Idaho Statute Title 67, Chapter 65 Local Land Use planning be added to a future workshop.

Adjournment at 3:01 p.m.