

**MINUTES OF THE PLANNING AND ZONING COMMISSION  
CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

**August 26, 2019**

**Regular Meeting: 5:00 PM  
Council Chambers**

**Hayden City Hall, 8930 N. Government Way, Hayden, ID 83835**

**CALL TO ORDER**

Chair Petersen called the meeting to order at 5:00 p.m.

**ROLL CALL OF COMMISSION MEMBERS**

Brian Petersen, Chair	Present
Michael Cramer, Vice-Chair	Present
Corey Andersen	Present
Alan Davis	Present
Gavin Mabraten	Not-Present
Benjamin Prickett	Present
Shawn Taylor	Not-Present

**STAFF PRESENT**

Melissa Cleveland, Community Development Director  
John Cafferty, Legal Counsel  
Donna Phillips, Senior Planner  
Elizabeth Allen, Planner  
Heather McNulty, Commission Clerk

**FLAG SALUTE**

Elizabeth Allen led the meeting in the Pledge of Allegiance.

**CALL FOR CONFLICTS OF INTEREST**

No conflicts were reported.

**CONSENT CALENDAR**

The consent calendar included the approval of the meeting minutes for August 5, 2019. The motion was made by Vice-Chair Cramer, and seconded by Commissioner Davis to approve the consent calendar. All were in favor, none were opposed.

**NEW BUSINESS**

**Comprehensive Plan Workshop**

Melissa Cleveland, Community Development Director, presented the framework for the upcoming comprehensive plan update. She stated that she would like the Commission to review the 2008 comprehensive plan that exists now with the goals, policies, and actions framework provided in the meeting binder for discussion at the next meeting on September 16, 2019. She continued by stating that the redundancies found in the older plan are being redesigned for a consistent and sharp look for the new plan. This streamlining process relates to the whole City and will shorten the length of the document. Ms. Cleveland continued by stating that she would like comments at the next meeting in regards to the new comprehensive plans goals, policies and actions framework document that was provided.

## **CONTINUING BUSINESS**

### **Fall 2019 Miscellaneous Code Amendments**

Elizabeth Allen, Planner, began the presentation with the definitions for Outdoor Storage and Outdoor sales the modifications proposed were based on the discussions at prior workshops, and are the following:

HCC 11-1-3: Proposed language:

Outdoor sales display: An area where customers are encouraged to examine and/or experience merchandise in their typical configuration and/or manner of use. This use is distinct from “outdoor storage” or junk as elsewhere defined.

Outdoor Storage: The short-term or long-term storage of equipment, products, supplies, and materials, outside an enclosed building, and not for the purpose of outdoors sales display, in an area as an accessory to a primary use.

Ms. Allen continued with the accessory buildings portion of Code, as discussed in earlier workshops the changes are meant to cut down the need for the Applicant to come forward to the Planning and Zoning Commission for a Special Use Permit taking in consideration lot coverage, and meeting other building standards.

Driveway Definitions were then reviewed, Ms. Cleveland explained that the City has several flag lots that are currently undeveloped. Changing this definition of driveway/private street will help with infill development. This change is specific to five dwelling units per driveway (which meets the fire district code), these would be private drives that can meet City standards and will improve development options for historical residential in-fill lots.

Donna Phillips Senior Planner reviewed that the memo provided to the Commission that included those proposed code amendments, which have been reviewed several times with the Planning and Zoning Commission these related to code enforcement process, appeals, and reconsiderations: and that those would not be discussed tonight but wanted to include them here as they would be a part of a future public hearing. Ms. Phillips went on to identify the process of adding a “New and Unlisted Use” to a particular zone and that those were approved by the City Council and did not require to be heard by the Planning and Zoning Commission. As such the definition of an “Animal Daycare” was provided and added to the Commercial and Light Industrial zones by City Council in November 14, 2017 and is added here to get it codified at the time of new code amendments. It was also noted that an Animal Daycare is not the same as a boarding. Frontage improvement language was then discussed Ms. Cleveland asked if there were any further comments from this discussion in earlier workshops before it goes forward to City Council. Lastly, public hearing process was revamped to eliminate the second public hearing to City Council for some process. This would leave the public meeting process for City Council after the public hearing with the Planning and Zoning Commission.

Ms. Allen Senior Planner, then discussed Mobile Food Establishment, a pilot program was discussed reviewing the application, and registry program the Commission agreed this would be a good way to test out the process. A one-year trial will be added to the fall code amendments to see how many applicants are interested in moving to Hayden for the new trial.

#### **Commission Discussion:**

Commissioner Prickett stated that he does not want to see an established food truck district within the Hayden City limits, in other neighboring communities these districts become dirty, junky, and may attract



unwanted activity if not monitored. Other members in attendance agreed that a pilot program would be a cautious way to test a food truck ordinance.

## **REVIEW OF UP COMING MEETING CALENDAR, AND REPORT ON COUNCIL ACTION**

### Director's Review

Ms. Cleveland stated that the "Imagine Hayden" process is moving forward and that there has been a lot of internal review for the Parks Department portion of the new plan. She continued by stating that the City infrastructure portion has been reviewed by Alan Soderling, Director of Public Works, and he has added his thoughts to the project team. Ms. Cleveland also stated that the fall open house to give the opportunity for public input, is still scheduled for a September/October timeline.

### Planning and Zoning Commission

September 16, 2019

- Consent Calendar
- Public Hearing – Case No. PZE-19-0055 Daugherty Zone Map Amendment

October 7, 2019

- Consent Calendar
- Public Hearing – Fall 2019 code Amendments
- Public Hearing – Case No. PZE 19-0242 McCarthy Special Use Permit for duplexes

October 21, 2019

- Fire Prevention Workshop – New Business

### City Council Actions

August 13, 2019

- Mountain Ridge Holdings Annexation Ridge Holdings Annexation Agreement – Unfinished Business
- Mountain Ridge Holdings Annexation Ordinance – Unfinished Business

## **ADJOURNMENT**

The meeting adjourned at 6:14 p.m.

  
Heather McNulty, Commission Clerk