

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

**October 21, 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             | Not –Present arrived at 5:03 |
| Alan Davis                 | Present                      |
| Gavin Moberaten            | Present                      |
| Benjamin Prickett          | Present                      |
| Shawn Taylor               | Present                      |

**STAFF PRESENT**

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

**FLAG SALUTE**

Caitlyn Kling 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 October 7, 2019 with the amendment to the staff recommended conditions of approval number 4 to read, "As long as only one access point is approved to the site, no more than 30 units shall be constructed." and the written decision in Case No. PZE-19-0242, a request by the McCarthy Corporation for a special use permit. Commissioner Davis moved to approve the consent calendar and Commissioner Taylor second the motion. All were in favor, none were opposed.

**NEW BUSINESS**

**Review Ordinance 604, Hayden City Code 2-0-1 Meeting Absences**

Chair Petersen recited the ordinance for the Commission. Ms. Cleveland stated that this ordinance was a decision by the Clerks Department in order to help all City Commissions and Boards to understand the expectation of members when dealing with a member's absentee count. The group as a whole stated they enjoy working together and moving forward will work on the availability of each meeting and each member voicing when they are able or not able to attend each meeting in advance.

### **Planning for Wildfire in the Wildland Urban Interface**

Elizabeth Allen, Planner educated the commission on the definition of what is Wildland Urban Interface (WUI) is: Any development area where conditions affecting the combustibility of both natural and cultivated vegetation (fuels) allow for the ignition and spread of fire through the combined fuels. She discussed zoning definitions and fire science, along with planning solutions or updates that should include the Comprehensive Plan, Hazard Mitigation Plan, and Community Wildfire Protection Plan. Ms. Allen continued by discussing how other states and or jurisdictions use regulations for building components in subdivisions, as well as defensible space for certain zoning within the Wildlife Urban Interface to help prevent the spread of wildfire. She continued by discussing different sources of fuel this included landscaping, hardscaping, building materials, and building design. Ms. Allen then continued by stating the City of Hayden participates in the Kootenai County Multi-Jurisdictional All Hazard Mitigation Plan which current goals include:

HAY-1 Require numbering of street addresses on all buildings in accordance with City Code Section 9-5-3.

HAY-6 Convene monthly Emergency Committee meetings and conduct training and prepare for emergencies.

Ms. Allen continued with the benefits of implementing a Community Wildlife Protection plan.

- Enables communities to identify local priorities and actions.
- Enable access to additional state funding opportunities.
- Can assist communities in influencing where and how federal agencies implement fuel reduction projects.
- Reinforces existing stakeholder partnerships and establishes relationships among a wide variety of non-traditional partnerships.

Ms. Allen also stated that there are several programs such as FireWise, and FireSmart that are available to the City and its residents, that should be utilized. These tools should assist property owners with the chipping and the thinning on a property.

The Commission would like to have more information on where the designations of hazard zones in the community are. After identifying the zones how then to help protect residents and firefighter lives as well as limit property damage and save taxpayer money. They also stated that it is important that they do not implement something that in the end is a burden to the homeowners without the benefit of fire protection.

### **Public Comment:**

Ken Windrum, 10789 Atlas Road, Hayden stated that it is important to look at the fire districts input, he would like to hear what Hayden Lakes Fire Protection District would like to suggest.. It is important to look at the changing environment and look at prevention for the future.

Ms. Cleveland stated that the next follow would discuss the Comprehensive Plan, and landscaping requirements as a start to the conversation.

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

#### **Directors Review**

Ms. Cleveland invited the Commission and anyone who would like to attend the Imagine Hayden Festival on Thursday November 14, 2019 from 4-7 p.m. at Atlas Elementary School, 300 West Honeysuckle Avenue Hayden.

#### **Planning and Zoning Commission**

November 4, 2019

- Consent Calendar
- Case No. PZE-19-0300, Venture Five Associates Special Use Permit

- Case No. PZE-19-0289, Shaporda Zone Map Amendment

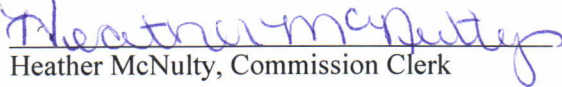
City Council Actions

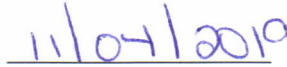
October 8, 2019

- Approval of Hayden Canyon Annexation Agreement to Replace Original Annexation Agreement
- Approval of Master Development Agreement for Hayden Canyon Planned Unit Development and Subdivision Phase 1A Replace Original Master Development Agreement

**ADJOURNMENT**

The meeting adjourned at 6:20 p.m.

  
Heather McNulty, Commission Clerk

  
Date