



BOUNDARY COUNTY PLANNING AND ZONING

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PLANNING & ZONING COMMISSION

MINUTES of September 28, 2023, Public Meeting

Boundary County Annex (former Armory Building) at 6566 Main St., Bonners Ferry, ID 83805

P&Z Members in attendance:

- | | | | |
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| <input checked="" type="checkbox"/> Caleb Davis, Chair | <input checked="" type="checkbox"/> Wade Purdom, Co-Chair | <input type="checkbox"/> David Hollabaugh | <input checked="" type="checkbox"/> John Cranor |
| <input checked="" type="checkbox"/> Rob Woywod | <input type="checkbox"/> Scott Fuller | <input checked="" type="checkbox"/> Bill Benage | |
| <input type="checkbox"/> Adam Isaac | <input checked="" type="checkbox"/> Ron Self | | |

Chair Davis called the meeting to order at 5:30 p.m. Roll call: Commission members present are noted with an "X" in the boxes above. Also in attendance: Acting Zoning Administrator Clare Marley, Assistant Contract Planner Tessa Vogel, and members of the public.

Consent Agenda: Commissioner Self moved, and Commissioner Woywod seconded the motion, to approve the August 24, 2023, minutes. The Chair declared the motion approved on a unanimous voice vote.

Agenda Change: Acting Zoning Administrator Clare Marley notified the Commission that the Duarte special use permit modification, File #23-0137, is being moved to the October 26, 2023, public hearing to allow for additional agency review and noticing of additional requests. A vote to continue is not necessary since the County will need to publish and mail the legal notices again, she advised.

Public Workshop: Ms. Marley and Assistant Contract Planner Tessa Vogel presented multiple land use code topics to the Commission regarding enforcement, private road standards, subdivision, and permit transferability, and the schedule for the Commission to hear ordinance updates. The two updated the Planning and Zoning Commission on the Board of County Commissioners' review of the following topics:

- **Enforcement:** Ms. Marley presented the first draft of the enforcement ordinance update, file #23-0180, to the Commission and went through the proposed changes. The Commission requested additional information on procedures for a notice to title and placing liens on properties in violation and that they would like to see an updated draft ordinance with the changes discussed. They requested plain language be used rather than legalese for certain sections of the draft code amendment.
- **Private Road Standards:** Ms. Marley provided suggestions for changes from the meetings with Road & Bridge and the County Commissioners, noting more research is required for slope requirements and proposed language. The Commission requested additional information regarding roads planned to be dedicated to the public and language regarding turnarounds.
- **Subdivisions:** Ms. Marley noted that the County Commissioners preferred a minimum lot width regulation, rather than a depth-to-width formula, and that Planning Staff will discuss subdivision ordinance changes in further detail because there was limited time to adequately cover the topic with the County Commissioners at their July meeting.

- **FEMA CAV:** Ms. Vogel and Ms. Marley provided an update on the FEMA community visit and where the County stands at this time with compliance with the County flood code. The Commission requested an update on any decisions made by the County Commissioners on the County FEMA program.
- **Permit Transferability:** Ms. Marley and Ms. Vogel provided the current language for the duration of placement permits, comparing residential permits to commercial/industrial permits and noted that placement permits have no expiration dates. The Commission requested draft language to include expiration dates, specifically for a maximum of two (2) years, and allowance to transfer permits regardless of level of development completed.

Updates: Ms. Vogel provided an overview of the files to be heard by the Board of County Commissioners at the October 3, 2023, public meeting and what is on the agenda for the October P&Z Commission public meeting. Ms. Marley explained that the scheduling of the November/December 2023 combination public hearing needed to be approved by a motion so the November 30, 2023, public hearing can be scheduled.

Motion: Commissioner Purdom moved, and Commissioner Cranor seconded the motion, to approve the scheduling of the November 30, 2023, special meeting and public hearing at 5:30 p.m. at the Boundary County Annex Building to consider workshop and public hearing items that will be noticed in accord with the public meeting requirements. The Chair declared the motion approved on a unanimous voice vote.

Adjournment: Commissioner Benage moved, and Commissioner Woywod seconded the motion, to adjourn the meeting. The Chair declared the motion approved on a unanimous voice vote at 7:16 p.m.



Caleb Davis, Chair
Boundary County Planning & Zoning Commission



Date: