



**Agenda for  
Regular Planning & Zoning Meeting  
Thursday, December 05, 2024 @ 6:00 PM  
Location: DALTON GARDENS CITY HALL,  
6360 N 4<sup>th</sup> St., Dalton Gardens, ID**

**The meeting will be conducted in person and with online access using ZOOM:**

**<https://us02web.zoom.us/j/89234327553?pwd=2ausLAXCUeaiBNmYmNR3FsMq1H7Nhf.1>**

**Number: 1-669-900-6833 or 1-346-248-7799 or 1-253-215-8782**

**Webinar ID 892 3432 7553; Password: 394689**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE APRIL 25, 2024, MAY 23, 2024, OCTOBER 3, 2024, & NOVEMBER 7, 2024, MEETING- ACTION ITEM**
- 4. CITY PLANNER REPORT**
- 5. PUBLIC COMMENT:** Each speaker will be allowed a maximum of three (3) minutes to address the Planning & Zoning Commission on matters relating to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the Planning & Zoning Commission can only take official action this evening for those items already listed on the agenda.
- 6. DISCUSSION OF COMMERCIAL BUSINESS LICENCE PROCESS**
- 7. DISCUSSION OF RESPONSE TO SPECIFICS OF MAYOR'S EMAIL DATED 11/25/2024**
- 8. DISCUSSION OF COMPREHENSIVE PLAN OF RECREATION, GOAL 1 AND POLICY 3**
- 9. DISCUSSION OF TAKEAWAY HOUSING SOLUTIONS WORKSHOP**
- 10. DISCUSSION OF DALTON MARKET**
- 11. CONSIDERATION OF P&Z MEETINGS 2025 – ACTION**
- 12. CONSIDERATION OF P&Z JANUARY MEETING DATE - ACTION**
- 13. DISCUSSION OF AGENDA ITEMS FOR JANUARY 2025, MEETING**
- 14. ADJOURN- ACTION ITEM**

Original Posting: 11/26/2024

The purpose of the Agenda is to assist the Commission and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Commission on any other subject should plan to speak when Item: Public Comments is identified by the Chairman. The Chairman and Commission will not normally allow audience participation at any other time. Please no repetitive or abusive comments. Workshops are for Commission Members discussion only on a topic, no action or decisions occur at this time. No Public Comment is taken during Workshops. Assistance for persons with disabilities will be provided upon 24-hour notice prior to the meeting by calling, City Clerk at (208) 772-3698 x102.

**DALTON GARDENS PLANNING & ZONING MEETING MINUTES**  
**Thursday, April 25, 2024**

1. **Call to Order:** The Chairman called the meeting to order at 6:00 p.m.

2. **Roll Call**

*Present:* Chairman Mike Becker, Commissioner Ron Sampert, Melissa Cleveland, and Chad Haunschild. Caitlin O'Brien joined via Zoom.

*Absent:* None

*Staff Present:* City Clerk Teresa Janzen and City Planner Ryan Hughes

3. **Consent Calendar (Action Item)**

Moved by Sampert and seconded by Haunschild to approve the March 28, 2024, minutes as presented.

**Result: Passed**

**AYES:** Sampert, Cleveland, Haunschild and O'Brien

**NAYS:** None

**ABSTAIN:** None

**RECUSE:** None

4. **City Planner Report**

The City Planner provided an update on the 15 water violation letters.

5. **Public Comment**

None

6. **Consideration & Public Hearing for SU 24-2**

City Planner gave an overview of the application SU 24-2 to operate an automotive repair shop located at 7040 N Government Way, Dalton Gardens Idaho, 83815. During that review, it was ascertained that their proposed use falls under the 'special use permit' provisions of city code. (DGCC 5-7).

All city procedures have been followed, and the notice for a public hearing was sent to surrounding properties and published in the CdA Press.

Applicant John Sinclair shared details about the business. Mr. Sinclair then invited his tenant, Jonathan Packer, to provide further explanation of the day-to-day operations of the business.

Public hearing opened at 6:00 p.m. No public testimony. Hearing closed at 6:12 p.m.

Moved by Haunschild and seconded by Cleveland to approve SU-24-2, based on the Findings of Fact and Conclusions of Law set forth in this document. The Planning Commission APPROVES WITH CONDITIONS the application for a special use permit to operate an automotive repair shop in the Commercial District.

**Result: Passed**

**AYES:** Sampert, Cleveland, Haunschild, O'Brien, and Chairman Becker

**NAYS:** None

**ABSTAIN:** None

**RECUSE:** None

**7. Discussion of Lighting Standards in the Commercial Corridor**

Chairman Becker and Ryan Hughes presented this item to the commission, accompanied by a presentation. Discussion ensued.

**8. Discussion of Short-Term Rental Registration Regulations**

Chairman Becker presented this item to the commission and opened the floor for discussion. Discussion ensued.

**9. Discussion of Commercial Standards for Subdivision of Properties on CDA Sewer**

Commission tabled this item for a later meeting.

**10. Discussion of Agenda Items for May 22, 2024, Meeting**

- Draft short-term rental registration
- Community standards for lighting

**11. Adjournment**

Moved by Haunschild and seconded by Sampert to adjourn.

**Result: Passed**

**AYES:** Sampert, Cleveland, Haunschild and O'Brien

**NAYS:** None

**ABSTAIN:** None

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**RECUSE:** None

The Chairman adjourned the meeting at 7:30 p.m.

Passed this \_\_\_\_ day of December.

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Mike Becker, Chairman

ATTEST:

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Sandy McFarland, City Clerk

**City of Dalton Gardens**  
**Planning & Zoning Meeting Minutes**  
**Thursday, May 23, 2024**

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:00 PM
2. **ROLL CALL:** Commissioners Chad Haunschild, Melissa Cleveland, Ron Sampert, Caitlin O'Brien, and Chairman Mike Becker were physically present; Also present: Ryan Hughes-City Planner and Candi Baker-Interim City Clerk.
3. **MINUTES FROM THE APRIL 25, 2025 P&Z TO BE FORTHCOMING FOR APPROVAL**
4. **CITY PLANNER REPORT:** City planner updated that the reports have modified dates to better reflect the adjustment to City Council meetings dates. Additionally, he updated the commission of the two new contract staff positions of engineer and code enforcement.
5. **PUBLIC COMMENT:** Opened 6:07 PM - Closed 6:07 PM

Chairman Becker addressed the commission and public to clarify that commissioner CHaunschild will not be stepping down from his position as commissioner.

6. **DISCUSSION OF LIGHTING & DESIGN STANDARDS:** The commission discussed examples provided by the city planner and discussed combining illumination with signage. Chairman Becker suggested approaching any changes to be established be carefully considered and review the new material provided before decisions are made. The commission focused attention on color schemes, size, and font choices for signage, and offered the potential of limiting the variety of signage without creating unenforceable violations. Additionally, the commission proposed that addresses be larger for easy visibility. Further discussion at the June 27, 2024, meeting.
7. **SHORT-TERM RENTAL APPROVAL (BEFORE PUBLIC HEARING): ACTION**  
The commission discussed the suggested additions from the previous P&Z meetings and requested that city planner Ryan Hughes amend the draft to include occupancy limits, parking restrictions, age qualification, and annual registration and renewal requirements.

**CO'Brien made a motion to approve the Short-Term Rental Draft and hold a Public Hearing June 27, 2024, before submission to the City Council for consideration. CHaunschild seconded. CHaunschild: yes MCleveland: yes RSampert: yes CO'Brien: yes Motion carries.**

8. **DISCUSSION OF JOINT WORKSHOP WITH CITY COUNCIL:** The commission proposed a joint workshop on July 25, 2024, at 5:00 PM and gave directions to the clerk to confirm with city council to discuss Short-Term Rentals and Community Design Standards for signage.
9. **DISCUSSION OF AGENDA ITEMS FOR JUNE 27, 2024, MEETING:**
  - a. Open meeting laws
  - b. Short-Term Rental Public Hearing
  - c. Commercial Lighting

**10. ADJOURNMENT: ACTION**

**CO'Brien made a motion to adjourn the meeting. RSampert seconded.  
All in favor. Adjourned 7:46 PM**

\_\_\_\_\_  
Mike Becker, Chairman

ATTEST:

\_\_\_\_\_  
Candi Baker, Interim City Clerk

**Regular Planning & Zoning Meeting Minutes**  
**Thursday, October 3, 2024**

1. **Call to Order:** Chairman Mike Becker called the meeting to order at 6 p.m.

2. **Roll Call**

*Present:* Chairman Mike Becker, Commissioner Ron Sampert, Melissa Cleveland, and Chad Haunschild

*Absent:* Caitlin O'Brien

*Staff Present:* City Clerk Sandy McFarland and City Planner Jill Ainsworth

3. **Approval of Minutes of the August 22, 2024, Meeting (Action Item)**

Moved by Sampert and seconded by Haunschild to approve the August 22, 2024, meeting minutes, including corrections to the spelling of Commissioner Sampert and O'Brien names.

**Result: Passed**

**AYES:** Sampert, Cleveland, & Haunschild

**NAYS:** None

**ABSTAIN:** None

**RECUSE:** None

4. **City Planner Report**

The City Planner updated the commission on permits, sub-divisions, and short-term rentals. Discussion ensued.

5. **Public Comments**

None.

6. **New Business**

a. Discussion Item: Area of City Impact. Chairman Becker presented this item to the commission. Chairman Becker opened the discussion to the commission for comments concerning the ACI, Idaho Code-ACI Section 67-6526-Idaho State Legislature, and Kootenai County Code ACI for Dalton Gardens. A lengthy discussion ensued.

b. Discussion Item: Hillside Ordinance. Chairman Becker presented this item to the commission. Chairman Becker opened the discussion to the commission for

comments concerning the Hillside Ordinance for Dalton Garden and Kootenai County Hillside Ordinance. Discussion ensued.

- c. Discussion Item: Fire Code. Chairman Becker presented this item to the commission. Chairman Becker opened discussion to the commission concerning the Fire Code and Dalton City Code. For comparison, the City of Hayden Design Standard for Private Roads, Lakes Highway District Design Standards, and Lakes Highway District Design Standard Detail Graphics were included. Discussion ensued.
- d. Discussion Item: Common Driveway Ordinance. Chairman Becker presented this item to the commission. Chairman Becker opened discussion to the commission concerning the Common Driveway Ordinance. Discussion ensued.
- g. Discussion Item: Agenda items for future meetings
  - Review email from Mayor
  - Review business license procedure
  - Review Dalton Market

#### 10. **Adjournment**

Moved by Haunschild and seconded by Sampert to adjourn.

**Result: Passed**

**AYES:** Sampert, Cleveland, & Haunschild

**NAYS:** None

**ABSTAIN:** None

**RECUSE:** None

The Chairman adjourned the meeting at 7:58 p.m.

Passed this \_\_\_\_ day of December.

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Mike Becker, Chairman

ATTEST:

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Sandy McFarland, City Clerk

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**Regular Planning & Zoning Meeting Minutes**  
**Thursday, November 7, 2024**

1. **Call to Order:** Officially not completed as host provided an open meeting forum. Forum started at 5:00 PM.

2. **Roll Call**

*Present:* Chairman Mike Becker, Commissioner Ron Sampert, Melissa Cleveland, and Chad Haunschild

*Absent:* Commissioner Caitlin O'Brien

*Staff Present:* None

3. **Planning and Growth Workshop**

See attached Workshop Agenda

4. **Adjournment**

The Chairman adjourned the meeting at 7:22 p.m.

Passed this \_\_\_\_ day of December.

\_\_\_\_\_  
Mike Becker, Chairman

ATTEST:

\_\_\_\_\_  
Sandy McFarland, City Clerk



## City of Dalton Gardens

6360 N Fourth Street, Dalton Gardens,  
ID 83815 Phone: (208) 772-3698 Fax:  
(208) 772-3698

### Monthly Planner/Code Enforcement Activity Report

**November 14, 2024**

#### Code amendments

No new code amendments. However, the Planning Commission will be looking for the City Council to hold a public hearing in January 2025 on the Short-Term Rental ordinance workshopped this summer. A copy of the ordinance will be part of the December packet for consideration and discussion.

#### Variances / Special Use Permits

No new variances or special use requests have been submitted.

#### Subdivisions

No new subdivision requests have been submitted.

#### Pre-Development Meeting

On October 24<sup>th</sup>, Jeryl Archer from Kootenai County Fire and Rescue, Scott McArthur of McArthur Engineering, and I representing the city of Dalton Gardens met with Dick Colburn of H2A Architects and representative of Selkirk met to discuss the change of use of their building located at 7878 N Government Way. The parcel is owned by Newport Properties, LLC and is in the Commercial zone. They are intending to create a pro-shop retail area, and two pickleball courts when they redesign the existing office area on the first floor to create a sales floor area, and they convert the rear storage of the building to two pickleball courts. Their concept is to create space where customers can try out their newly purchased paddles and gain some pro tips through private lessons. Through this process it was revealed that the upstairs remodel, BP 22-41, never was completed by the owner/applicant (not current tenant). No inspections were requested or completed, and no Certificate of Occupancy was issued for the second-floor tenant improvement. The second floor built-out product is not what was submitted as the tenant improvement plans.

Additionally, it became known that Selkirk had changed the use of the rear of the building, from storage to pickleball courts some time in August, without the benefit of proper change of use permits. They were not aware that this change of use required city review and approval. Another meeting was scheduled to discuss November 13<sup>th</sup> the course of action and timeline to bring the building into compliance and how to move forward with the current request. The current tenant, Selkirk, was advised the outstanding BP 22-41 would need to be addressed in full before additional permits are reviewed and issued.

#### Permits

There were twenty-two new records created in OpenGov during the month of October; all which were related to community development permits. The following should be noted for the month of October 2024. There were three facility requests. Total Revenue collected was

\$4,845.50.

Permit Type	New	Issued	Inspections	Revenue Collected
CommBusLicense	4	6	6	\$ 200.00
Roof	2	2	5	\$ 400.00
Right-of-way	1	1	3	\$ 360.00
Building Permit	3	3	16	\$1,097.00
Mechanical	4	5	6	\$1,411.00
Sign Permit	3	0	0	0
Facility Request	3			

The above does not include many OpenGov records that have been researched, reviewed, and discussed to bring them forward in the process towards permit issuance and completion during the month of October.

### Planning Commission

The Planning Commission met on November 8th at the Kootenai County Planning and Growth Workshop held at the Kootenai County Administration building and hosted by the Housing Solutions Partnership. The meeting opened at 5 pm and concluded about 7:45 pm. Kiki Miller the Chair of the committee was the host speaker and the agenda touched on such items as the Housing Study Updates, Development Agreements, Short Term Rental Reviews, KMPO, a Panel Discussion, a presentation on Miracle on Britton Worker Profiles (subdivision in Post Falls for worker income level people) and concluded with a roundtable discussion and question/answer period.

### Code enforcement

One new Code Enforcement record was created.

The City's backlog of code compliance cases logged in to OpenGov are being reduced as new ones are added. The following were resolved this month.

Case Number	
CE-24-22	No permits for roof or patio cover; Applicant has applied for permits, BP 24-50, and Roof 24-23. Closed.
CE-24-2	After consulting with expert legal counsel, the parking of side by sides and ATV's are considered an allowed accessory use per 5-3-1. B.2 due to them being defined as a vehicle by Idaho Code, Title 49. CE can be closed.
No CE #	RV moved from ROW at 1071 4 <sup>th</sup> Street

Respectfully submitted,

*Jill Painsworth*  
City Planner

## **6. DISCUSSION OF COMMERCIAL BUSINESS LICENCE PROCESS**



**CBL-23-** [redacted]  
Commercial Business  
License  
Status: Active  
Submitted On: [redacted]

**Primary Location**  
[redacted]  
DALTON GARDENS, ID 83815

**Owner**  
[redacted]

**Applicant**  
[redacted]  
[redacted]  
[redacted]  
Dalton Gardens, Idaho 83815

### Business Information

**Business Name\***

[redacted]

**Business Mailing Address\***

[redacted]

**Business Phone Number\***

[redacted]

**Business Email Address\***

[redacted]

**Is there a Suite # for the physical location of the business?\***

[redacted]

**Suite Number of Physical Location**

[redacted]

**Business Website\***

[redacted]

**Describe Nature of Business and Activities at the Physical Location\***

[redacted]

**Will there be any chemicals on site?\***

[redacted]

**If yes, please explain.\***

[redacted]

**Business Contact Name\***

[REDACTED]

**Business Contact Phone Number\***

[REDACTED]

**Business Type\***

[REDACTED]

**Under laws of what state?\***

[REDACTED]

**Number of part time employees\***

[REDACTED]

**Number of full time employees\***

[REDACTED]

**Is this an Existing Business License Renewal?\***

[REDACTED]

**Please state use of business and if a renewal, disclose any changes or expansion of use for the business.\***

[REDACTED]

**What type of application are you submitting?\***

[REDACTED]

**Dalton Water Association Account Number\***

[REDACTED]

**Is this business connected to CdA Sewer?\***

[REDACTED]

**Have you received any notices of water overage in the past 12 months?\***

[REDACTED]

## Signature

City Code: Title 3, Chap 1, Sec 3: A site plan showing the building that houses the business and the parking lot must be included with this application. The parking lot site plan shall show the location, number of parking spaces and size of the parking spaces designated for the business. The floor plan of the building must differentiate between the square footage of occupied space and storage space. (Ord. 207, 4-1-2010)

City Code: Title 3, Chap 1, Sec 5: Generally, upon receipt of an application or renewal for a license or permit where laws of the municipality necessitate an inspection or investigation before the issuance of such permit or license, the clerk shall refer such application to the proper officer for making such investigation. The officer charged with the duty of making the investigation or inspection shall make a report thereon, favorable or otherwise, within 15 days after receiving the application or a copy thereof.

I certify under penalty of perjury that the above information is correct & complete to the best of my knowledge and belief.

Applicant Digital Signature\*



## Staff Only

 Conditions of Approval

 Conditions for Denial

# WASTEWATER RESTRICTION AGREEMENT

## CITY OF DALTON GARDENS

To be signed by Property Owner **and** Tenant and returned to the City with Business License Application, Unless the property has already moved to the City of Coeur d' Alene sewer system.

- Wastewater flow (the water going into the septic tank) from commercial properties on a subsurface sewage disposal will not be allowed to exceed 250 gallons per day per acre. Unless a more direct method, approved by the Panhandle Health District, is used, flows will be determined by using the winter (September-March) water meter readings provided by the Dalton Water Association.
- All commercial property owners and tenants, who own or lease commercially zoned property within the City of Dalton Gardens shall submit this Wastewater Restriction Agreement with every new or renewed Business License Application.
- Wastewater quantity must be in compliance by July 1<sup>st</sup> of each year for the City to be able to issue a business license.
- The property owner/ tenant shall maintain regular contact with the Municipality during the period of determining compliance.
- Once the property owner/ tenant believes that they have resolved the issue and achieved compliance, the property owner/ tenant shall provide proof of wastewater quantity compliance to the Municipality for approval.
- No new business licenses will be issued, nor existing licenses renewed, for any out of compliance properties.

City Code: Title 3, Chapter 1, Section 2: No person shall be engaged in, maintain or conduct any business by himself or through an agent, employee or partner to hold himself forth as being engaged in business or occupation, or to solicit patronage therefor, actively or passively, within the city without obtaining a license therefor. (Ord. 207, 4-1-2010)

I have read and agree to abide by the above restrictions on water usage within the City of Dalton Gardens. I understand that additional restrictions may be determined by Panhandle Health District before a business license is issued. I understand that a valid Business License is required in order to conduct business within the City of Dalton Gardens.

Property Address \_\_\_\_\_

Property Owner (print) \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

.....

Tenant (print) \_\_\_\_\_ Tenant Phone: \_\_\_\_\_

Business Name \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

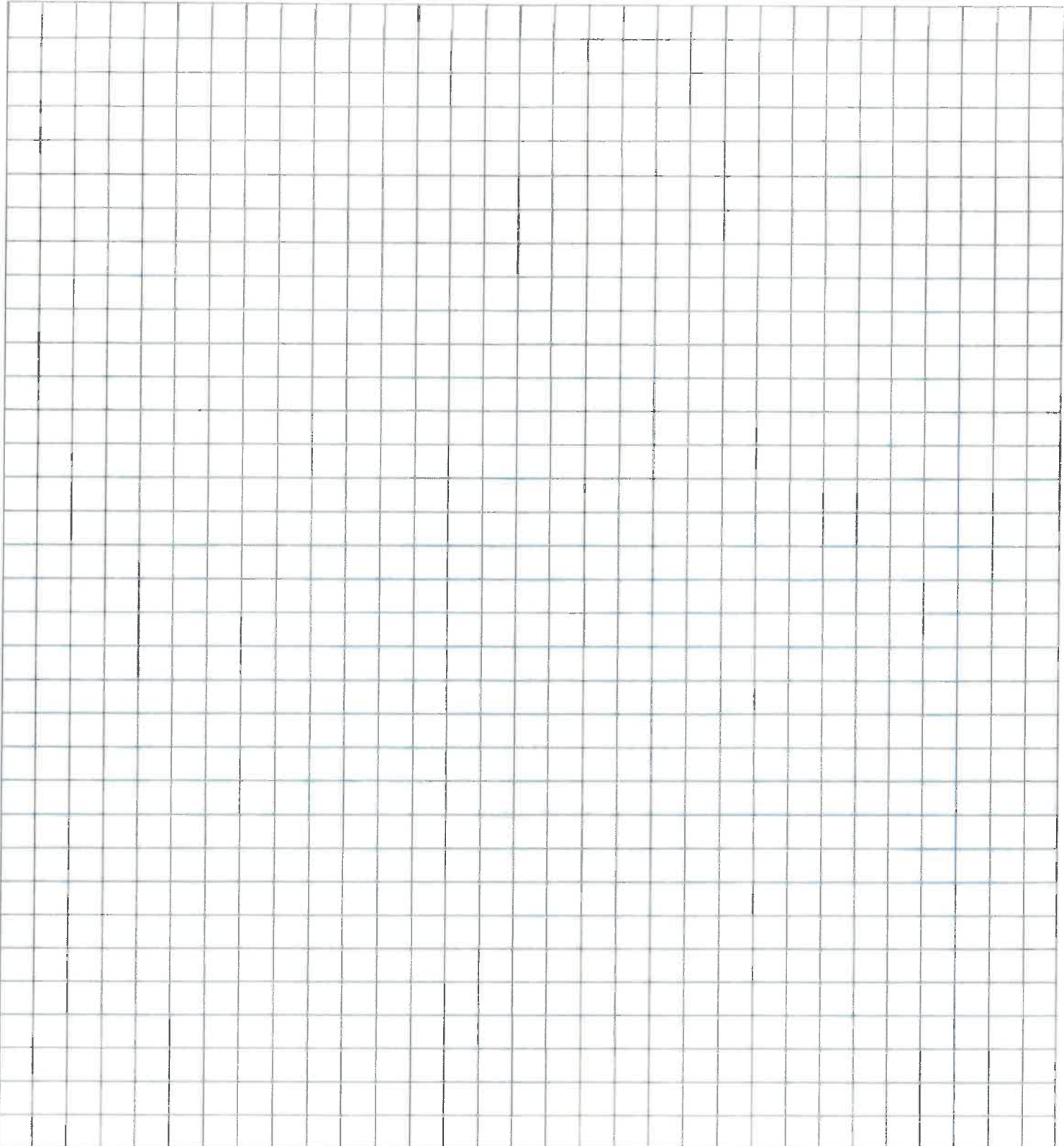
## **Title 5, Chapter 10, Section 2B Site Plan:**

1. All applications for building permits shall be accompanied by a site plan.
2. The following types of permits require a site plan that is delineated in subsection B3 of this section. Other permits or applications such as primary commercial buildings, special use permits and variances may require additional information as requested by the city.
  - a. Commercial alterations and additions;
  - b. Change of use not affecting the intensity or change of location of a commercial or industrial parking lot, truck loading or vehicle access;
  - c. Residential primary structures, additions and alterations and detached accessory structures without new vehicular access.
  - d. All other projects shall be subject to project review per chapter 3 of this title.
3. The following site plan drawing is required and may be obtained either on forms provided by the city or by a set of scaled drawings provided by the applicant. The scale of the drawing shall be at a minimum one inch equals ten feet (1" = 10') to a maximum scale of one inch equals fifty feet (1" = 50') and contain the following:
  - a. **Address of project.**
  - b. **Owner's name.**
  - c. **Legal description of the property, including any easements and project numbers of short plats or lot boundary adjustments.**
  - d. **Kootenai County assessor's parcel number (property tax account number).**
  - e. **Kootenai County recording instrument number for any easements or other pertinent legal features.**
  - f. **North arrow.**
  - g. **Property lines, dimensions and bearings.**
  - h. **Identification and right of way (ROW) and roadway widths of adjacent streets (by name), alleys or other adjacent public property.**
  - i. **Curbs and sidewalks if applicable: type, location, dimensions.**
  - j. **Street and alley improvement type (asphalt, concrete, gravel, etc.).**
  - k. **Location of the primary entrance to each building.**
  - l. **If existing or proposed building structures (e.g.: building overhangs, chimneys, gutters, underground parking, etc.) extend into, over or under the ROW, a utility easement, or known utility for which there is no easement, the dimensions of these structures and their locations must be provided.**
  - m. **Location and dimensions of all driveways, parking areas, and other paved areas (existing & proposed).**
  - n. **General location, size and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, porches, driveways, pools, spas and other water features, septic tank and drainfield locations (existing and proposed).**
  - o. **Dimensions showing front, side and rear distances from structures to property lines, distances between structures, porches and decks (existing and proposed).**
4. The following supplemental information is required:
  - a. In narrative form, identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures. (**Clearly distinguish between existing and proposed features on the site plan drawing.**) Statements such as "existing wall to remain" are acceptable call outs for the site plan. Clearly indicate by citation or notation the explanation with of work to be done with the site plan drawing.
  - b. Signature of preparer and relationship to owner and a certification stating that this is a true and accurate representation of the site and that the preparer takes responsibility for the accuracy of the information.
  - c. If not prepared by the property owner, a notarized authorization by the property owner that the preparer can act on behalf of the property owner.
5. A record of all such applications, site plans and supplemental information shall be kept in the office of the city clerk.



**SITE PLAN**

PERMIT# \_\_\_\_\_



I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.  
I/We certify that the proposed construction, alteration and/or repair will conform to the local planning and zoning requirements that will be in effect on the date of the granting of the building permit.

Owner Name \_\_\_\_\_ Site Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**7. DISCUSSION OF RESPONSE TO SPECIFICS OF MAYOR'S  
EMAIL DATED 11/25/2024**

**Sandy McFarland**

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**From:** City Mayor  
**Sent:** Monday, November 25, 2024 2:29 PM  
**To:** Mike Becker  
**Cc:** Sandy McFarland  
**Subject:** Requested Information  
**Attachments:** CommisionerDuncanACI.PNG; Agenda\_Reg\_Meeting\_and\_Budget\_Workshop\_June\_9\_2022.pdf; EXECUTED\_June\_9\_2022.pdf; CommunityProfile-KC.pdf

Hello Commissioner Becker,

Information you requested:

1. Confirmation of Mayor's nomination of Chad Haunschild for P&Z Commissioner - ACTION (June 9, 2022). Attached minutes confirm appointment.

APPROVAL OF NOMINATION FOR P&Z COMMISSIONER CHAD

HAUNSCHILD.

Mr. Haunschild provided a written bio and resides in the ACI (area city impact)

RWuest made motion to approve Mayor's nomination of Chad Haunschild

for P &Z Commissioner. SJordan seconded.

TDrechsel: yes RWuest: yes SJordan: yes Motion Carries

2. Attached image confirms Dalton Gardens will be the first city on to negotiate the Area of Impact with the Kootenai County. In addition, this was mentioned during the Mayors Meeting held October 9, 2024 county administration building.

It was last negotiated about 12 years ago.

Let me know if you need anything else.

Curt Jernigan  
Mayor  
City of Dalton Gardens  
6360 N 4<sup>th</sup> St.



Leslie Duncan <lduncan@kcgov.us>

To: City Mayor

Cc: Sue Supp; Jill Answorth; David Callahan <dcallahan@kcgov.us>

Reply Reply all Forward

FR 8/12/2024 9:00 AM

You forwarded this message on Mon 8/19/2024 4:14 PM

Hi Mayor,

Thank you for reaching out. The next step is to develop a project management program but Community Development currently does not have the staff members available for this project. One option is to use a consultant. Director Callahan is monitoring the situation and working towards solutions. Dalton Gardens is still first in the process.

I am grateful for your understanding and patience. It will be quite an undertaking for the 12 Areas of City Impact that will need to be addressed.

Feel free to reach out again for any concerns where I may be of assistance.

Sincerely,  
*Leslie Duncan*



**KOOTENAI COUNTY COMMISSIONER**  
DISTRICT 3

433 N Government Way • PO Box 9000

Coeur d'Alene, Idaho 83816-9000

Phone 208-446-1600 • Email [lduncan@kcgov.us](mailto:lduncan@kcgov.us)



# **Agenda for the Budget Workshop & Regular Meeting**

## **Dalton Gardens City Council**

Thursday, June 9, 2022 @ 4:00 PM (Workshop);  
6:00 PM (City Council Meeting)

**Location: DALTON GARDENS CITY HALL, 6360 N 4<sup>th</sup> St., Dalton Gardens, ID**

Meeting will be conducted via teleconference and in person.  
Please use this link to join the webinar via computer/smartphone:

<https://us02web.zoom.us/j/83071291269?pwd=d0d2TUNQTGt2R1o3a0ZPa2FjQjBFUT09>

**Phone Number: 1-669-900-6833 or 1-346-248-7799 or 1-253-215-8782**

**Webinar ID: 830 7129 1269; Passcode: 840663**

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**FY23 BUDGET WORKSHOP WILL BE FROM 4:00 PM TO 5:50 PM.**

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**CITY COUNCIL MEETING WILL BEGIN AT 6:00 PM.**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL CONSENT CALENDAR- ACTION**

- a. Minutes from the Regular Meeting May 12, 2022
- b. Ratification of Bills from May 1-31, 2022
- c. Monthly Financial Statement for May 1-31, 2022

**5. STAFF REPORTS**

- a. City Engineer
- b. City Planner
- c. City Attorney

**6. PUBLIC COMMENT**

Each speaker will be allowed a maximum of three (3) minutes to address the City Council on matters that relate to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the City Council can only take official action this evening for those items already listed on the agenda.

**7. CITY BUSINESS**

- a. Discussion Code Compliance Manual Updates
- b. Discussion Temporary Committees

- c. Confirmation of Mayor's nomination of Chad Haunschild for P&Z Commissioner - ACTION
- d. Consideration of Ordinance amending the fee designations in City Code- ACTION

## 8. ADJOURNMENT-ACTION

Original Posting: 06/03/2022

The purpose of this Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when Item: Public Comments is identified by the Mayor. The Mayor will not normally allow audience participation at any other time. Please, no repetitive or abusive comments. Workshops are for Council Members discussion only on a topic, no action or decisions occur at that time. No Public Comment is taken during Workshops. Assistance for persons with disabilities will be provided upon 24-hour notice prior to the meeting by calling the City Clerk at (208) 772-3698 ext 102.

**City of Dalton Gardens Council Budget Workshop &  
Regular Meeting Minutes  
Thursday, June 9, 2022**

Meeting was conducted in person and via Zoom.

1. **CALL WORKSHOP TO ORDER:** Mayor Edwards called to order at 4:03 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan (arrived 4:09 PM), and Mayor Dan Edwards were physically present. Also present: Teresa Janzen-City Clerk/Treasurer. Absent: Councilmember Aaron O'Brien.
3. **FY23 BUDGET WORKSHOP:** Discussion of FY23 budget

Next Workshop 7/13/2022. Budget Workshop Adjourned at 5:50 PM.

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1. **CALL TO ORDER:** Mayor Edwards called regular City Council Meeting at 6:00 PM
2. **ROLL CALL:** Physically present were Councilmembers, Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Dan Edwards. Councilmember Aaron O'Brien was absent. Also present: Teresa Janzen-City Clerk/Treasurer, Chris Gabbert-City Attorney, Ryan Hughes-City Planner.
3. **PLEDGE OF ALLEGANCE**
4. **APPROVAL OF CONSENT CALENDAR:**
  - a. Minutes from the Regular Meeting May 12, 2022
  - b. Ratification of Bills May 1-31, 2022
  - c. Monthly Financial Statement May 1-31, 2022**TDrechsel made motion to approve the consent calendar items A-C. SJordan seconded.**  
**RWuest: yes SJordan: yes TDrechsel: yes Motion Carries**

5. **STAFF REPORTS:**

1. **City Engineer-** Matt from HMH Engineering gave updates on:
  - i. Cooperative funding with Hayden bid to be awarded to RPI for Chipseal.
  - ii. Attended Craftco and ITD lunch and learn for new products information.
  - iii. Working on projected costs for potential demo on Colfax to fix cracking.
  - iv. Applied for Child Pedestrian Safety Program grant. Results of winning recipient should be notified around the end of July.
  - v. Striping of roads is ready for bidding.
  - vi. City Hall parking lot current drainage issues have led to compromised sections of pavement. General condition of parking lot is poor. Cost of projected repairs and solutions will be submitted shortly.
2. **City Planner-** Presented written report. Presented to Association of Realtors regarding City Codes, ADU's, and SMA.

3. **City Attorney-** DWA MOU ready for execution. Telecom Ordinance to have upcoming public hearing with City Council on June 30, 2022

6. **PUBLIC COMMENT PERIOD:** Opened 6:32 PM – Closed at 6:38 PM

- Randy Gregerson- 7288 N. 4<sup>th</sup> St: Mayor Edwards read written comment.
- Sue Supp- 7024 N 16<sup>th</sup> St: Satisfied with Telecom Ordinance.
- Ray Craft- 931 E Wilbur: Inquiry regarding date of second Code Enforcement Workshop, as council promised to have.
- Eileen Wilson- 7454 Valley St: Request for a re-painting of the crosswalk at intersection of Prairie Ave. and 4<sup>th</sup> St.

7. **CITY BUSINESS**

a. **DISCUSSION CODE COMPLIANCE MANUAL UPDATES:**

**RHughes-** Manual was designed to show how code enforcement cases are to be triaged.

**TDrechsel-** Updates to the manual can be made at any regular City Council meetings. Manual gives guidance to staff. Define visible violations. Gave suggested changes to Clerk.

**SJordan-** City needs enforceable codes that don't require micromanagement.

**RWuest-** Questions on which violations are legally enforceable.

\* Council scheduled code compliance manual workshop on July 19,2022 at 6:00 PM. Council's suggested edits are due to Clerk by July 4, 2022

b. **DISCUSSION OF TEMPORARY COMMITTEES**

**TDrechsel-** Drafted a new application, submitted it to legal and the Clerk's office for review. Applications to be taken for Mil Levy, Picnic, and ARPA and brought to Council for approval.

c. **APPROVAL OF NOMINATION FOR P&Z COMMISSIONER CHAD HAUNSCHILD.**

Mr. Haunschild provided a written bio and resides in the ACI (area city impact).

**RWuest made motion to approve Mayor's nomination of Chad Haunschild for P&Z Commissioner. SJordan seconded.**

**TDrechsel: yes RWuest: yes SJordan: yes Motion Carries**

d. **CONSIDERATION OF ORDINANCE AMENDING FEE DESIGNATION IN CITY CODE**

- **SJordan made motion to suspend reading the proposed ordinance on three different days and have the title of proposed ordinance read once. TDrechsel seconded.**

**RWuest: yes SJordan: yes TDrechsel: yes Motion Carries**

- City Clerk TJanzen read the title of the proposed ordinance: An ordinance of the City of Dalton Gardens, a municipal corporation of the State of Idaho, relating to regulation of telecommunication towers and personal wireless service facilities by adding a new title 5, chapter 13, providing for

applications, procedures, design requirements and restrictions and general provisions; amending title 5, chapter 3,4, and 5, to provide for use classifications and definitions; providing for severability; providing repeal of conflicting ordinances; and providing an effective date.

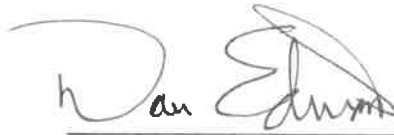
- **SJordan made motion to adopt Fee Designation Ordinance, direct Clerk to assign the appropriate number, and publish once upon passage in the CdA Press. TDrechsel seconded.**

**RWuest: yes SJordan: yes TDrechsel: yes Motion Carries**

**8. ADJOURNMENT:**

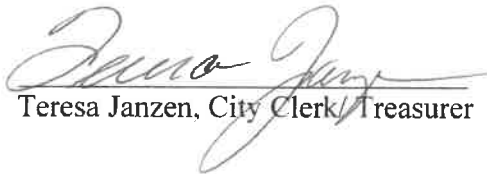
**SJordan made motion to adjourn. RWuest seconded.**

**All in favor. Adjourned 7:11 PM**



Dan Edwards, Mayor

ATTEST:



Teresa Janzen, City Clerk/Treasurer

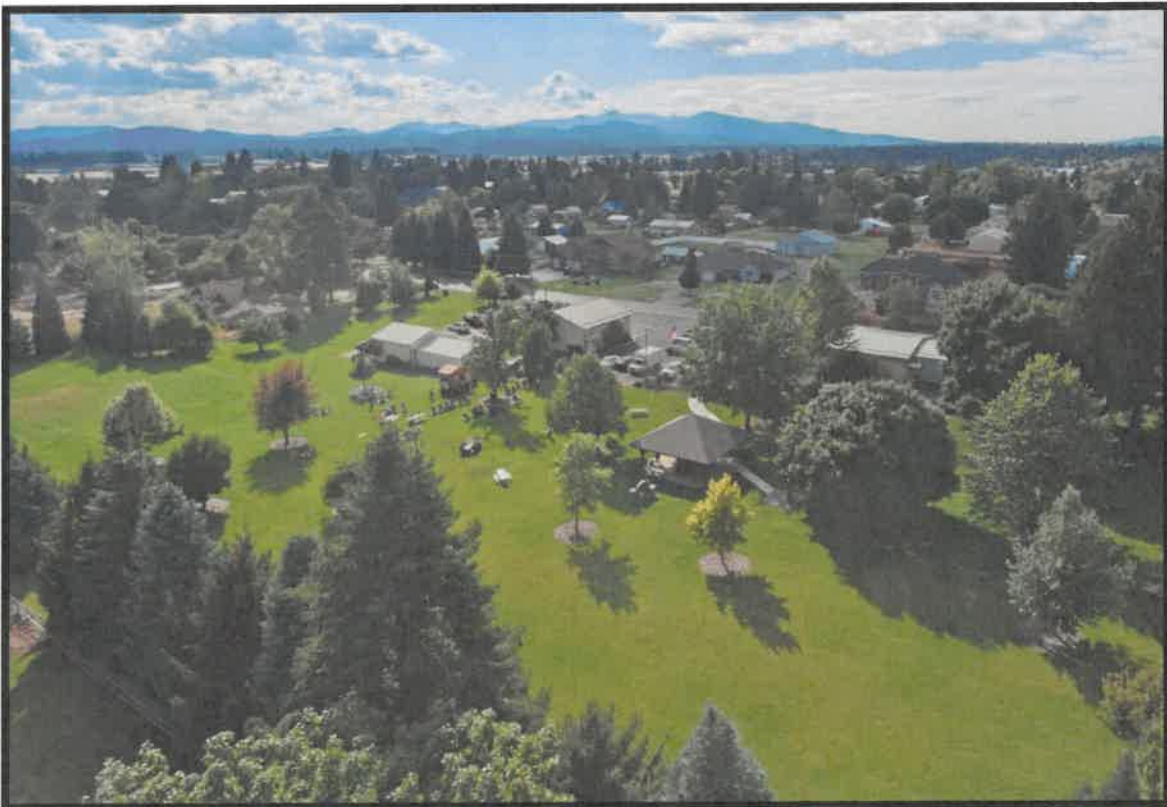
**8. DISCUSSION OF COMPREHENSIVE PLAN OF  
RECREATION, GOAL 1 AND POLICY 3**



# ***COMPREHENSIVE PLAN***

***2019-2030***

***Adopted December 5, 2019***





December 5, 2019

Fellow Dalton Residents:

Job Well Done!

Writing our new Comprehensive Plan has been an open, public process. Over the past several months, input from citizens culminated in this draft. The process has modeled collaboration and democracy in action. It is a living, flexible tribute to the power of citizen involvement and mutual respect, the very essence of healthy relationships. We should be proud of this.

Thank you to all the citizens who freely gave so much of their time to be a part of this vision for the future. Also, let us recognize the enormous efforts of the Planning Commission: volunteer citizens who give hundreds of hours of their time to make this a better community. In our efforts to modernize our planning standards, and to be more responsive to our rapidly changing economic and social conditions, this new plan provides a road map for moving our city forward to achieve its full potential.

It is within Dalton Gardens' grasp to be known as *The Most Appealing, Livable, Sustainable and Well Managed City in the Gem State*. This is not a dream—it is a promise to our children and grandchildren. It is a promise we must keep.

Jeffery Fletcher

Mayor, Dalton Gardens



Dalton Gardens:  
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## ACKNOWLEDGEMENTS

### Dalton Gardens City Council

Jeffery Fletcher, Mayor  
Scott Jordan  
Jamie Smith  
Tyler Drechsel  
Kenneth Egbert

### Dalton Gardens Planning Commission

Alan Wasserman, Chair  
Dan Edwards  
Kelley Gleixner  
Caitlin O'Brien  
Mike Becker  
Randy Biddle, former Chair  
Wally Kingery, former Commissioner

A special thank you to the volunteer Comprehensive Plan Committee who worked tirelessly to not only be prepared and present for workshops, but to set up, take down, clean up and put away all of the materials, chairs and tables at each public open house. They are the true spirit of Dalton Gardens!

### Comprehensive Plan Committee

Vernon Church	Karen Gravelle	Bill Robb
Gary Domanski	Arnold Hiebert	Laurie Robb
Yvonne Domanski	Tony Kastella	Vicki Rutherford

Photographer  
David Ronalds

### Staff

Cheri Howell, Comp Plan Project Leader, Planner 2001-2017  
Rand Wichman, Planner 2017-2019  
Matt Gillis and Melissa Cleveland, Welch Comer Engineers  
Valerie Anderson, Clerk/Treasurer      Rebecca Harshaw, Deputy Clerk  
Ken Jacobsen, John Cafferty, Caitlin Kling, City Attorneys



## COMPREHENSIVE PLAN 2019-2030

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#### Appendix

Survey

Survey responses



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The increase in students has been addressed by the current permanent facilities and the occasional use of portable (modular) buildings, which have been added by the School District to handle the excess students. A Dalton Elementary School remodel and addition was completed in 2017 to help eliminate the need for portable classrooms. City residents prefer not to see portable classrooms used in the City.

Because the Dalton Elementary School is on a septic system, enrollment is capped by the Health District. The Health District will not permit the school to exceed a 2500 gallons per day of flow on this individual sewerage system.

City students are served by two school buses and two transportation routes. Bus routes are set by the School District and are not expected to change significantly. Buses and routes could be added if more students rode to school on public transportation. The vast majority of the students' parents pick up and drop off their children at Dalton Elementary School. This creates traffic congestion and parking problems in the vicinity of the school in the mornings and afternoons. Some steps have been taken by the City and the school district to alleviate the parking impacts around Dalton Elementary, but it is a constant concern for residents in the area.

The citizens of Dalton Gardens have traditionally been supportive of supplemental levy or bond elections in the past years. In addition to the School District facility priorities, the increased state and federal education mandates and physical facility requirements have augmented overall needs identified by the School District board.

### **Recreation**

Dalton Gardens has recreational opportunities available within the community, as well as numerous opportunities within the County. These include organized activities and programs, as well as opportunities for self-initiated recreation. Those found within the community and surrounding areas include, but are not limited to, city parks, the Dalton Gardens Horse Arena, the Kroc Center, and numerous golf courses.

Public Lands – Dalton Gardens is adjacent to Canfield Mountain, which is part of the U.S. Forest Service. Canfield Mountain has a network of trails for biking, hiking and horseback riding. Due to land use decisions over the years, access to the Mountain is very limited. The City is seeking opportunities to acquire perpetual access to Canfield Mountain and adjacent public lands.



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Other Recreational Activities - Within close proximity to the City are other activities such as movie theaters, shopping malls, Silverwood Amusement Park, camping, fishing, biking, horseback riding, and hiking on State and Federal lands and Tubbs Hill. There are many other activities in the region such as Art on the Green. The City of Dalton Gardens residents enjoy a wide variety of activities found within surrounding communities that provide many points of interest, such as museums, historical sites, lakes and rivers, performing arts, wineries, and the North Idaho Fairgrounds.

The City has a website where all City activities are listed.  
<http://www.daltongardens.com>.

The City's Facebook page provides up to date information on activities and "goings-on" within the City.

The City holds an annual picnic and concert for its citizens in Newcomb Park in the summer.





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## **RECREATION GOALS AND POLICIES**

### **GOAL 1:**

Support and maintain the existing recreational sites and create additional recreation opportunities for all residents to enjoy.

### **POLICIES:**

1. Make additional use of City Hall for recreational opportunities.
2. Encourage a community center and pursue funding for its construction.
3. Plan, prepare and implement a Park Plan. The Plan should include, but is not limited to: identifying the types of recreational opportunities currently available, including park equipment; determining what recreational activities are not available but that would be used by the community; proposing a plan of action on how to improve those areas that are lacking; setting forth a time frame for improvements to be in place; and estimating budget requirements. Consider earmarking City monies on an annual basis that would be used expressly for the purpose of meeting those recreational priorities outlined in the Park Plan.
4. Develop a future acquisition plan for the purchase of land / access to state and federal lands. Research and acquire funding options and grant opportunities to develop a trail system that includes access to state and federal lands.
5. Encourage the use of the arena and park grounds for additional and varied uses.
6. Explore strategies including funding to develop additional pedestrian and bike paths on all streets in Dalton Gardens. Develop a "complete streets" policy which furthers this effort.

## **SPECIAL SITES GOALS AND POLICIES**

### **GOAL 1:**

Encourage the preservation and protection of sites that are historically or culturally significant.

### **POLICIES:**

1. Identify and maintain areas of interest in the community for education, history, and community pride. Encourage the development of a historical preservation committee.
2. Encourage the owners of these sites to recognize their significance to the community and to preserve them as much as possible.
3. Provide a procedure for the City to keep a historic record of each site for future generations.

## **11. CONSIDERATION OF P&Z MEETINGS 2025**

## City of Dalton Gardens

<b>CITY COUNCIL</b>	<b>PLANNING &amp; ZONING</b>
<b><i>4<sup>th</sup> Wednesday of the Month</i></b>	<b><i>1<sup>st</sup> Thursday of the Month</i></b>
<b>01/29/2025</b>	<b>01/09/2025*</b>
<b>02/26/2025</b>	<b>02/06/2025</b>
<b>03/26/2025</b>	<b>03/06/2025</b>
<b>04/23/2025</b>	<b>04/03/2025</b>
<b>05/28/2025</b>	<b>05/01/2025</b>
<b>06/25/2025</b>	<b>06/05/2025</b>
<b>07/23/2025</b>	<b>07/10/2025</b> <b>**2<sup>nd</sup> Thursday</b>
<b>08/27/2025</b>	<b>08/07/2025</b>
<b>09/24/2025</b>	<b>09/04/2025</b>
<b>10/29/2025</b>	<b>10/02/2025</b>
<b>11/19/2025</b> <b>**3<sup>rd</sup> Wednesday</b>	<b>11/06/2025</b>
<b>12/17/2025</b> <b>**3<sup>rd</sup> Wednesday</b>	<b>12/04/2025</b>