

**City of Dalton Gardens**  
**Planning & Zoning Meeting Minutes**  
**Thursday, February 23, 2023 @ 6:00 PM**  
Meeting was conducted in person and via Zoom.

1. **CALL TO ORDER:** Chairman Becker called the meeting to order at 6:01 PM
2. **ROLL CALL OF COMMISSION MEMBERS:** Present were commissioners Chad Haunschild, Melissa Cleveland, Ron Sampert, Caitlin O'Brien and Chairman Mike Becker. Also present were Teresa Janzen- Clerk/Treasurer, and Candi Baker- Deputy Clerk.
3. **APPROVAL OF MINUTES:** MCleveland made a motion to approve the regular meeting minutes from January 26, 2023. CHaunschild seconded.  
CHaunschild: yes MCleveland: yes RSampert: yes CO'Brien: yes MBecker: yes   **Motion Carries.**
4. **CITY PLANNER REPORT:** City Clerk/Treasurer, Teresa Janzen read the planner report, (see attached) in the absence of City Planner, Ryan Hughes. She gave updates on the upcoming public hearing for short plats subdivisions at City Council's March 9, 2023 meeting. In addition, she gave updates on Lot Line Adjustments, work plan priorities, commercial district designs, zoning for Dalton Market, park plan, building permits, business licenses, and other various requests. City Clerk also updated the commission on the addition of a new Code Enforcement Officer, Mike Hollis.
5. **DISCUSSION OF LOT LINE ADJUSTMENT FOR STAFF DIRECTION:**  
MCleveland asked about the requirement change regarding the Record of Survey and encouraged the legal description to include an exhibit/illustration for visual clarification. TJanzen explained that drawings of lot lines to properties being accessible in the parcel files would be helpful for staff in addition to determining eligibility for lot line adjustments. The commission asked what improvements can be managed through the application process as a condition. TJanzen explained that potential conditions have not been specified but it would be in the city's best interest to explore potential options. MBecker stated that upon performing a record of Survey, the Surveyor is required to file a CP&F (corner perpetrating and filing) by Idaho State Statute. He suggested that filed records would follow chain of title and requested that the City Planner investigate if the CP&F might be obtainable by the city. The commission asked if nonconforming properties can qualify for lot line adjustments. TJanzen explained that the proposed changes are intended to support city code and bring conformity to properties that may not be compliant. CHaunschild asked if properties that are land locked or cannot become compliant have provisions for lot line adjustment eligibility. MCleveland asked what the city requires to process and complete a land consolidation. RSampert suggested precise language to assist applicants. CHaunschild asked how many homes in Dalton Gardens are currently potable water by well, not being serviced by Dalton Water. Chairman MBecker asked that draft ordinance be updated by the city planner for review at the March planning and zoning meeting.
6. **DISCUSSION OF COMMERCIAL DISTRICT DESIGN:**  
The commission discussed ideas of a garden theme, Dalton Gardens entry/welcome signage, banners/flags, etc. TJanzen suggested organizing a packet to include a list of the items required to make changes in the commercial district and pursue grant funds to assist in the implementation without encumbering local business owners. MBecker asked if the city has inquired or applied for CGBC grant funds. TJanzen reminded the commission that the city council votes on grant fund applications. She also explained that commercial district only requires 50' of road frontage and sewer connection to subdivide and the current city code does not currently have many limitations in place to prevent additional subdividing of businesses. She encouraged the commission to consider a workshop to address these potential deficits in the city code to

regulate business growth in the commercial district. CO'Brien reminded the commission that the commercial design standards were extensively discussed in previous years with community support and involvement. She requested that any documentation available from previous meetings and workshops addressing the commercial district be reviewed at the March 23, 2023 Planning & Zoning meeting. TJanzen proposed that discussing and addressing the design standards for properties that are connected to sewer might be a priority over the beautification of the commercial district. MBecker suggested taking an initial step to begin branding the city while addressing the larger standards on an ongoing basis. The commission agreed to a joint workshop with the City Council to establish a mutual vision and direction in the March meeting. CHaunschild suggested reviewing comparable information in towns that have recently accomplished similar design standards that the commission is trying to achieve. MBecker suggested community involvement in the planning process and execution of design standards.

**7. DISCUSSION OF CITY COUNCIL EXECUTED MINUTES FOR JANUARY 2023:**

MCleveland stated that she was happy to see Dalton Market as a topic of discussion during the City Council meeting. MBecker expressed appreciation for the opportunity to attend the city council meeting and encouraged the other commissioners to attend city council meetings as well.

**8. DISCUSSION OF AGENDA MEETING ITEMS FOR MARCH 23, 2023:**

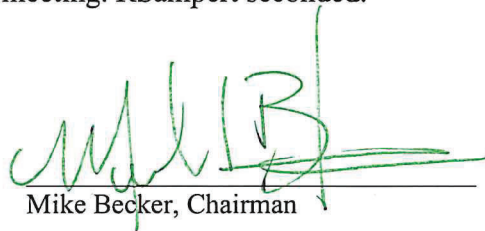
- Updated draft ordinance for Lot Line Adjustments.
- Present and review the previously discussed commercial design standards.

**9. PUBLIC COMMENT: Opened 7:16 PM Closed 7:21 PM**

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.


- Lucy Jernigan- 7439 N Davenport Street- Lucy expressed great interest in the commercial district design and encouraged the commission to consider a 5-step plan as a simple starting point. She suggested banners and flags as an inexpensive solution to define the commercial area and avoid confusion into the residential district.

**10. ADJOURN: CO'Brien made a motion to adjourn the meeting. RSampert seconded.  
All in favor. Meeting adjourned at 7:22 PM.**



Mike Becker, Chairman

ATTEST:



Candi Baker, Deputy Clerk