

**City of Dalton Gardens**  
**Planning & Zoning Meeting Minutes**  
**Thursday, July 28, 2022 @ 6:00 PM**

Meeting was conducted in person and via Zoom.

1. **CALL TO ORDER:** Chairman Becker called the meeting to order at 6:00 PM
2. **ROLL CALL OF COMMISSION MEMBERS:** Physically present were Commissioners Chad Haunschild, Melissa Cleveland, Ron Sampert and Chairman Mike Becker. Commissioner Caitlin O'Brien attended via Zoom. Also present were Ryan Hughes- City Planner, Teresa Janzen- City Clerk Treasurer, and Candace Baker- Deputy Clerk.
3. **APPROVAL OF MINUTES:** **RSampert made a motion to approve the regular meeting minutes from June 23, 2022. MCleveland seconded.**  
**CHAunschild: aye MCleveland: aye RSampert: aye CO'Brien: aye MBecker: aye**  
**Motion Carries.**
4. **CITY PLANNER REPORT:** City Planner gave an update on the adoption and application process of the Telecom Ordinance since last meeting, notified the Commission of the upcoming City Council workshop regarding short plat subdivisions, current commercial business license renewals, and updates to the review and approval process.
5. **PUBLIC HEARING FOR SPECIAL USE PERMIT SU 22-01:** Opened 6:05 PM - Closed 6:37 PM

City Planner read the Special Use application and intent of the applicants Timothy and Cara Clinton at 2287 E. Dalton Ave; parcel number D-1400-31- 024-AB, to occupy an existing residence while constructing a new residential home, in the residential district. Commissioner Melissa Cleveland asked for clarification to the demolition and inspection requirements. Commissioner Ron Sampert suggested a bond option with a contracted completion date. Commissioners Chad Haunschild and Caitlin O'Brien concur.

**PUBLIC TESTIMONY:**

- Erik Campbell- 2127 E Thomas Hill Drive, Coeur d'Alene Id. 83815 (representative of applicants Cara & Timothy Clinton) gave a chain of process underway to ensure the timely completion of the Special Use project.
- Mike Becker read in the written comment from Mark & Brenda Soderling- 2017 E Dalton Avenue, favoring the approval of the Special Use request being granted.

**MCleveland made a motion to approve the Special Use application SU 22-01, and read the Facts and Findings with additional stipulations outlined in a notarized affidavit and signed by all parties involved, to complete all construction and demolition. RSampert Seconded.**

**CHAunschild: aye MCleveland: aye RSampert: aye MBecker: aye CO'Brien: aye**  
**Motion Carries.**

6. **PUBLIC HEARING FOR SPECIAL USE PERMIT SU 22-02:** Opened 6:37 PM - Closed 6:51 PM

Commissioner MCleveland recused herself from her position during the Public Hearing for Special Use Permit SU 22-02.

City Planner read the Special Use application and intent of the applicants Melissa and Anderson Cleveland located at 6576 N 16th Street: parcel number D-L637-001-001-0, to construct an accessory building prior to completion of primary residence for the purpose of storing personal belongings during the construction of residential home in the residential district. Applicants acknowledge and agree to the city code restrictions to occupy accessory building as habitable space and agree that accessory building is subject to inspection.

**PUBLIC TESTIMONY:**

- Melissa Cleveland- 5976 N Mt Carrol addressed the Commission of the change in date necessary to have accessory building available for storage use, to be a lesser time than originally anticipated. The construction of the residential home has fallen behind schedule by roughly two-three weeks, changing the completion to November potentially.

**MBecker made a motion to approve the Special Use application SU 22-02. CHaunschild Seconded. RSampert read the Facts and Findings with additional stipulations subjecting property and accessory building to inspection, signed by all parties involved.**

**RSampert: aye CO'Brien: aye CHaunschild: aye MBecker: aye Motion Carries.**

City Planner- Ryan Hughes read into record Facts and Findings.

7. **DISCUSSION OF HEIGHT CALCULATION OPTIONS:** City Planner gave a presentation showing neighboring jurisdictions height standards and methods of calculation, giving grade and structure options for definition to reflect natural vs average, peak vs wall top, and measurement location points. Commission directed staff to work towards ordinance update to clarify definition of height and measurement method standard.

8. **DISCUSSION OF COMMERCIAL CORRIDOR DESIGN STANDARDS:** City Planner presented ideas and illustrations of surrounding commercial areas to inspire key components to achieve a cohesive identity and welcoming aesthetic to the commercial district of Dalton Gardens based on comprehensive plan. Key factors include landscape, drainage, and parking as an initial step. Other factors included: space use, diversity, color themes, signage, and rural/agricultural elements. Clerk/Treasurer- Teresa Janzen presented the commission with options to investigate grants, and commercial district participation incentives and partnering with organizations that promote community service opportunities.

9. **DISCUSSION OF PLANNER PRIORITIES:** City Planner gave a list of accomplishments for current and upcoming projects and sought Commissions direction for planning priorities.

- **ACCOMPLISHED ITEMS**

- i. Recently adopted ordinances

1. Telecom Ordinance 278
2. Fees according to adopted fee schedule Ordinance 277
3. ADU's Ordinance 276

• **OUTSTANDING PRIORITY ITEMS**

- i. Commercial district design guidelines
- ii. Cleaning up home based/commercial business licenses
- iii. Short term rental policies
- iv. Sign ordinance
- v. Camping within city limits

MCleveland suggested that commercial design guidelines be addressed as the next priority and RSampert also suggested sign ordinance and guideline standards.

**10. AUGUST P&Z MEETING:**

**MCleveland made a motion to cancel the regular Planning and Zoning meeting for August due to staffing conflicts. CHaunschild seconded.**

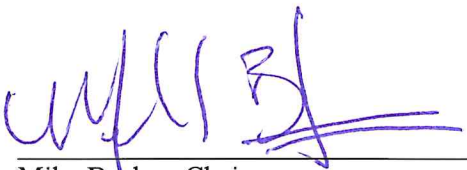
**CHaunschild: aye MCleveland: aye RSampert: aye CO'Brien: aye MBecker: aye**

**Motion Carries.**

**11. SEPTEMBER 15, 2022 MEETING ITEMS: \*(September meeting moved due to Clerk's required off-site training)**

- Special Use Permit Applications
- Commercial Design Standards/Restrictions
- Sign Code
- Change to City Code height definition
- Short Subdivision provisions/modifications

**12. ADJOURN: Chairman Becker adjourned the meeting at 7:52 PM.**

  
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Mike Becker, Chairman

ATTEST:

  
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Candi Baker, Deputy Clerk