



# Agenda for Regular Planning & Zoning Meeting Wednesday January 24, 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/86444820430?pwd=UklOWnNNQ3phTTdKbXZDcXJyRm93dz09>

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

Webinar ID: 864 4482 0430 Password: 370432

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR THE OCTOBER 26, 2023, 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. APPROVAL OF COMMERCIAL CORRIDOR MAILING- **ACTION ITEM**
7. DISCUSSION OF COMMERCIAL CORRIDOR SURVEY REVIEW
8. DISCUSSION OF DALTON MARKET
9. DISCUSS AGENDA MEETING ITEMS FOR FEBRUARY 29, 2024
10. **ADJOURN- ACTION ITEM**

Original Posting: 1/18/2023

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.

**City of Dalton Gardens**

**Planning & Zoning Meeting Minutes**

**Thursday, October 26, 2023 @ 6:00 PM**

Meeting was conducted in person and via Zoom.

1. **CALL TO ORDER:** Chairman Becker called the meeting to order at 6:00 PM
2. **ROLL CALL:** Present were Commissioners Chad Haunschild, Melissa Cleveland, Ron Sampert, Caitlin O'Brien, and Chairman Mike Becker. Also present, Ryan Hughes- City Planner and Candi Baker- Deputy Clerk.
3. **APPROVAL OF MINUTES:** **CO'Brien made a motion to approve the regular meeting minutes from September 28, 2023. MCleveland seconded.**  
**CHaunschild: yes CO'Brien: yes MCleveland: yes RSampert: yes MBecker: yes Motion Carries.**
4. **CITY PLANNER REPORT:** The City Planner presented the commission with the proposed 2024 Planning and Zoning meeting dates and requested that the commission review and confirm availability.
5. **PUBLIC COMMENT:**  
**Opened 6:03 PM Closed 6:03 PM**
6. **DISCUSSION OF COMMERCIAL CORRIDOR COMMUNITY ENGAGEMENT SURVEY:** The City Planner reviewed the draft survey/letter edits and presented the commission with a sample letter and QR Code link to the survey. The commission discussed personally delivering the letters to the commercial district and proposed requesting funds from the council to mail the letters to commercial property owners. Chairman Becker requested to be added to the City Council agenda to seek approval of mailing funds and update them of the commissions progress and intent of survey feedback.
7. **DISCUSSION OF LOT LINE ADJUSTMENT JOINT MEETING REVIEW:** The commission discussed the successful joint meeting, and the City Planner informed the commission that the proposed LLA changes will be an action item for the upcoming City Council meeting.
8. **DISCUSSION OF DALTON MARKET:** The City Planner reviewed the September 28, 2023, meeting discussion and proposed creating framework for potential allowable uses. To include possible templates for rezoning solutions, providing provisions of potential future operational changes if initiated by business property owners.
9. **DISCUSSION OF AGENDA ITEMS FOR NOVEMBER 16, 2023 MEETING:** The commission discussed the scheduled November meeting and due to conflicting availability, decided to cancel the November 16, 2023 meeting. Chairman Becker proposed moving any agenda item topics to the December 21, 2023, meeting.

- **DECEMBER 21, 2023 AGENDA ITEMS**

1. City Council commercial corridor mailing funds.
2. Commercial corridor survey review results.
3. Discussion to invite Dalton Market to meet in early 2024.

**10. ADJOURN:** CHaunschild made a motion to adjourn the meeting. MCleveland seconded. All in favor. Meeting adjourned at 6:44 PM.

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Mike Becker, Chairman

ATTEST:

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Candi Baker, Deputy Clerk



## City of Dalton Gardens

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

### Monthly Planner Activity Report

**December 31, 2023**

#### Code amendments

The Planning and Zoning (P&Z) Commission will be taking next steps in the commercial district vision outreach and engagement project. In November and December they agreed to hand deliver engagement letters personally to business operators along the Commercial District. Additionally, City Council authorized a direct mailing to property owners along the commercial corridor. No code amendments are currently under review by the P&Z Commission. However, at their October meeting, the P&Z Commission continued discussion on objectives for creating zoning provisions for the lot occupied by the Dalton Market.

#### Variances / Special Use Permits

No new variances or special use requests have been submitted.

#### Subdivisions

No new subdivision requests have been submitted.

#### Building Permits

The City continues to receive and manage a variety permit request. Building permits are received weekly and are reviewed on a rolling basis. Other permit types include home based business permits, commercial business licenses and others. The City consistently receives permit applications for both accessory structures and new home construction.

#### Code enforcement

The City has an extensive backlog of code compliance cases logged in OpenGov. Without additional staffing resources, only priority cases (per the Code Compliance Policy Manual) are currently being reviewed. This includes issuing Notice of Violations on unpermitted Accessory Dwelling Units. Staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,  
City Planner