



Agenda for Regular Planning & Zoning Meeting

Thursday, June 22, 2023 @ 6:00 PM

Location: DALTON GARDENS CITY HALL,
6360 N 4th St., Dalton Gardens, ID

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

<https://us02web.zoom.us/j/87878118402?pwd=WjMwN1ZUMm4waW5TcjJ5emRuNy9iZz09>

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

Webinar ID; 878 7811 8402; Password: 358473

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR THE MAY 25, 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. DISCUSSION OF COMMERCIAL CORRIDOR COMMUNITY ENGAGEMENT
7. CITY PLANNER PRIORITIES
8. DISCUSS AGENDA MEETING ITEMS FOR JULY 27, 2023
9. ADJOURN- **ACTION ITEM**

Original Posting: 6/20/2023

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, May 25, 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, and Chairman Mike Becker. Also present, Ryan Hughes- City Planner and Candi Baker- Deputy Clerk. Commissioners Caitlin O'Brien and Ron Sampert were absent.
3. **APPROVAL OF MINUTES:** **CHaunschild made a motion to approve the regular meeting minutes from April 27, 2023. MCleveland seconded.**
CHaunschild: yes MCleveland: yes MBecker: yes **Motion Carries.**
4. **CITY PLANNER REPORT:** City Planner gave the commission an update of the Lot Line Adjustment recommendation to the City Council and the Public Hearing to be discussed at the Council's June meeting. He also reported on the commercial district design considerations, incoming building permits, commercial business license applications, and home-based business license applications being reviewed. No variances to report.
5. **PUBLIC HEARING FOR SU 23-01 AT 115 E HANLEY AVE:** City Planner reviewed and outlined the applicants request to obtain a special use permit to operate a marine and automotive repair shop and presented the commission with the historical use and conditions required to comply with the city's code. Planner recommended the applicant complete the critical materials program and inspection. The Commission had no questions or comments.

Opened 6:08 PM Closed 6:11 PM -No Comments

MCleveland made a motion to approve SU 23-01 with the Conditions of Approval 6.01 and 6.02.

CHaunschild: yes MCleveland: yes MBecker: yes **Motion Carries.**

6. **PUBLIC HEARING FOR SU 23-02 AT 108 E HANLEY AVE:** City Planner reviewed and outlined the applicants request to obtain a special use permit to an automotive repair shop and presented the commission with the historical use and staff findings. Wastewater concerns include a roof covered wash-pad, (building permit to be issued allowing the covered wash-pad to bring property into compliance) re-evaluation of cap fees, critical materials inspection, and prohibit residential use at the commercially zoned property location to come into compliance with current city code.

Robert Norris- 5500 N Government Way: Requested that the commission consider that the property has been used as a residence for over a decade and be permitted as a part of the special use allowance.

The Commission asked applicant Tammy Maskell -6473 W Harbor Drive, about parking for residence and the historical use of the property. The City Planner recommended as a condition of the Special Use Request; the commercial property be brought into compliance with the current city code by prohibiting residential use in the commercial district. Applicants Robert Norris and Tammy Maskell reiterated the request for consideration of approval of Special Use permit with allowance of residential use in commercial district.

Opened 6:32 PM Closed 6:34 PM- No Comments

The Commission discussed the possibility of conversion of residential space to commercial space. Chairman Becker asked for 6.01 to be amended to read Coeur d'Alene Wastewater.

Commissioner CHauschild made a motion to re-open Public Hearing for SU 23-02. MCleveland seconded.

CHauschild: yes MCleveland: yes MBecker: yes Motion Carries.

Opened 6:49 PM Closed 6:53 PM

Robert Norris- 5500 N Government Way: Asked that residential use be considered on the requested commercial property and transferrable to future owners of the property to retain value and clarified that the residential space on commercial property would not exceed more than the existing two units.

Commissioner MCleveland made a motion to approve SU 23-02 with Conditions of Approval to include amendment allowing residents to remain on commercially zoned property with a non-transferrable clause to be. NO second. Motion Denied.

Commissioner CHauschild made a motion to deny SU 23-02. NO second. Motion Denied.

Commissioner CHauschild made a motion to approve the Special Use application SU 23-02 and read the Facts and Findings with recommended conditional stipulations recommended by staff. MCleveland seconded.

CHauschild: yes MCleveland: yes MBecker: yes Motion Carries.

7. PUBLIC COMMENT:

Opened 7:16 PM Closed 7:19 PM

Ray Craft- 931 E Wilbur Ave: Commended the commission for conducting a thorough deliberation of the SU applications.

8. DISCUSSION OF COMMERCIAL CORRIDOR COMMUNITY ENGAGEMENT:

Commissioner CHauschild requested to table the discussion of Commercial Corridor Community Engagement to June 22, 2023. The Commission agreed.

9. **DISCUSS AGENDA ITEMS JUNE 22, 2023, MEETING:**

- Discussion of Commercial Corridor Community Engagement

10. **ADJOURN:** MCleveland made a motion to adjourn the meeting. CHaunschild seconded. All in favor. Meeting adjourned at 7:22 PM.

Mike Becker, Chairman

ATTEST:

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

May 31, 2023

Code amendments

No code amendments were discussed at the Planning and Zoning Commission's May meeting. However, the recommended Lot Line Adjustment code amendments will be heard at the Dalton Gardens June City Council meeting. The Commission also chose to table continued discussion of the Commercial District design considerations until the full membership of the Commission was present. Staff has prepared the costs breakdown of conducting a visual preference survey. The VPS would be on display at City Hall for the public's comments with the purpose of gauging the community's desire for change along the corridor.

Variances / Special Use Permits

Two special use permits requests received public hearings at the P&Z Commission's May meeting. Both were approved subject to conditions as described in the Order of Decisions.

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. Additional permit reviews include commercial business license renewals, home based business permits, and others. The City consistently receives permit applications for both accessory structures and new home construction.

Code enforcement

Code compliance activities include review of an un-permitted Accessory Dwelling Unit. Other compliance concerns include water overage issued to non-compliant properties in the commercial district. With the continued backlog of code enforcement cases logged in OpenGov, staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,
City Planner

Commercial District Design



Government Way, Dalton Gardens



Government Way, Hayden



Highway 2, Leavenworth, WA

Dalton Gardens Commercial Corridor Design Survey

Visual preference survey boards

Item	\$	Count	Total
Printing	13	5	\$65
Time (hrs)	75	4	\$300
Dots / post it notes / pens	30	1	\$30
Easels / backer board	0	10	\$0

Nexus can provide

\$395