



# Agenda for Regular Planning & Zoning Meeting

Thursday, September 28, 2023 @ 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/89006953083?pwd=WIBCvk9kcHpKRXlqRnI0SEJsQkRRQT09>

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

Webinar ID; 890 0695 3083; Password: 896909

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FOR THE AUGUST 24, 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. DISCUSSION OF DALTON MARKET
8. DISCUSS AGENDA MEETING ITEMS FOR OCTOBER 26, 2023
9. ADJOURN- **ACTION ITEM**

Original Posting: 9/25/2023

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, August 24, 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 Melissa Cleveland, Ron Sampert and Chairman Mike Becker. Also present, Ryan Hughes- City Planner and Candi Baker- Deputy Clerk. Commissioner Caitlin O'Brien attended via Zoom. Commissioner Chad Haunschild was absent.
3. **APPROVAL OF MINUTES:** MCleveland made a motion to approve the regular meeting minutes from July 27, 2023. RSampert seconded.  
CO'Brien: yes MCleveland: yes RSampert: yes MBecker: yes     **Motion Carries.**
4. **CITY PLANNER REPORT:** The City Planner reported no special use or variance applications have been submitted, nor subdivisions. Building permits are steady and commercial business license applications are wrapping up. Lot Line Adjustments were presented to the City Council and decided that the proposed amendment needed clarifying the definition, therefore denied the proposed ordinance amendment. Next steps to be determined after the Council consults legal. The City Planner also presented a list of priorities by ranking for consideration of how the commission might direct staff for future projects and agenda items.
5. **PUBLIC COMMENT:**  
**Opened 6:15 PM Closed 6:24 PM**  
  
Sue Supp- 7024 N 16<sup>th</sup> Street: Addressed the commission regarding platted vs un-platted lots and encouraged the commission to continue refining definitions.  
  
The commission discussed the difference between a re-plat and lot line adjustments.
6. **DISCUSSION OF COMMERCIAL CORRIDOR COMMUNITY ENGAGEMENT:**  
The City Planner gave an update of information to be sent to property owners and the commercial district requesting community involvement. The commissioners made minor edits to the draft and discussed best practices for introducing to the public. The commission agrees to present visual aids at the picnic, followed by a survey and letter explaining the desired outcome of involvement. Also interested in creating a QR code to educate the community and promote feedback.
7. **DISCUSSION OF SHORT-TERM RENTALS:** The City Planner reminded the commission that short-term rentals are currently on the list of priorities and informed the commission that residents are contacting City Hall to inquire about City Code compliance of short-term rentals. The City Planner reminded the commission that the City Code is currently silent and asked if the commission would like to begin discussing ideas that might include

provisions for short-term rentals. The commission decided to postpone discussions and address commercial corridor further.

8. **DISCUSSION OF DALTON MARKET:** The commission discussed applying a zone overlay to the specific parcel that allows its current use and adding additional standards and allowances. The City Planner added that this would be a Comprehensive Plan amendment which would require a public process. The City Planner to inquire with legal and update the commission at the September 28, 2023 meeting.
9. **DISCUSSION OF AGENDA ITEMS FOR SEPTEMBER 28, 2023 MEETING:**
  - Commercial Corridor
  - Dalton Market zoning vs overlay
10. **ADJOURN:** RSampert made a motion to adjourn the meeting. MCleveland seconded. All in favor. Meeting adjourned at 7:11 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,  
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(208) 772-3698

### Monthly Planner Activity Report

**August 31, 2023**

#### Code amendments

As their August meeting, Planning and Zoning (P&Z) Commission continued discussion of planning priorities over the next couple months. They would like to continue eliciting input on Commercial District design. This includes preparation of an engagement poster to be displayed at the City's September picnic. They suggested discussing a letter inviting community members to take a survey, gauging interest in updates to the district's design requirements. No code amendments are currently under review by the P&Z Commission. The P&Z recommended Lot Line Adjustment code amendment was denied by the City Council at their August regular meeting. Further LLA amendments are to be determined per further direction from city leadership.

#### Variances / Special Use Permits

No new special use permits 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. Staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,  
City Planner

Planning & Zoning Commission Priorities  
8/21/2023

Topic	Comprehensive Plan (Implementation - Pg 52)	Staff / administration	P&Z / CC Priorities (November, 2022)	Policy	Code Amendment	Priority Rank (P&Z - CC Nov 22 only)
Commercial Corridor	Amend the Municipal Code to ensure that design standards are adequately addressed for Commercial and existing light industrial uses and focus on addressing impacts such as hours of operation, noise, traffic and lighting.	Update Commercial zone allowed and special uses, improve landscaping and buffering standards. Creation of commercial district design guidelines			X	
Commercial Corridor	Amend the Municipal Code to ensure that design standards in the Commercial District offers adequate buffering from the Residential District.		Commercial district community design (page 41) Goal #2- Develop an identity for the Dalton commercial district	X		1
Commercial Corridor	Explore a streetscape concept for Government Way, addressing landscaping, street furniture, public art and other elements as appropriate.			X		
Commercial Corridor	Amend Commercial standards and regulations that promote uses that will be compatible with future sewer design plans and strategies.				X	
Commercial Corridor			Restrict "Formula Business" establishment in commercial zones protecting rural small business culture.	X	X	2
Commercial Corridor			Commercial district land use (page 46) Goal #3- Create a lively, active and dynamic place along Government Way corridor that encourages social interaction.	X		2

Planning & Zoning Commission Priorities  
8/21/2023

Topic	Comprehensive Plan (Implementation - Pg 52)	Staff / administration	P&Z / CC Priorities (November, 2022)	Policy	Code Amendment	Priority Rank (P&Z - CC Nov 22 only)
<b>Commercial Corridor</b>	Consider appropriate designs for local streets intersecting Government Way.			X		
<b>Pedestrian provisions</b>	Develop, coordinate, and facilitate a pedestrian pathway committee to make recommendations on pedestrian traffic and circulation in Dalton Gardens.		Pedestrian Safety: The Comp Plan says, "Explore the feasibility of improving the pedestrian, bicycle, and equestrian pathways which link schools, parks, and the commercial strip to meet federal guidelines." I'd like to see a real effort in improving the pedestrian and bicycle safety, not to meet federal guidelines, but just because it would improve livability. There are many kids that bike or walk to school every day, plus our community is a fun one to walk or bike around for other residents. We have few facilities to make this activity safe and comfortable especially on the main roadways.	X		
<b>Pedestrian provisions</b>			Improve and maintain a high standard road safety infrastructure and law enforcement	X		1

Planning & Zoning Commission Priorities  
8/21/2023

Topic	Comprehensive Plan (Implementation - Pg 52)	Staff / administration	P&Z / CC Priorities (November, 2022)	Policy	Code Amendment	Priority Rank (P&Z - CC Nov 22 only)
Pedestrian provisions			Look at opportunities to make Dalton Gardens a walkable community by increasing pedestrian safety, explore grant opportunities that can assist financially with these pedestrian improvements.	X		2
Dalton Market	Rezone Dalton Market to allow small expansion and repair.		Determine what to do with Dalton Market. My understanding is that they are a non-conforming commercial use in the residential zone. The Comp plans says, "Create a neighborhood commercial district." I'd like to see a path forward for them so that they could improve their site, if desired. Options might include: adding zone development agreements to our code, create an overlay that would only apply to this parcel, creating a new zone that would be specific to this property with separate design criteria, or something else that I'm not thinking of.	X	X	1
Sewer Management Agreement						

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Topic	Comprehensive Plan (Implementation - Pg 52)	Staff / administration	P&Z / CC Priorities (November, 2022)	Policy	Code Amendment	Priority Rank (P&Z - CC Nov 22 only)
<b>Sewer Management Agreement</b>	Maintain agreements with Dalton Water Association regarding water consumption issues.		Maintain compliance with the SMA by enforcing/regulating those property uses that are not allowed under City Code	X		1
<b>Sewer Management Agreement</b>		Mandatory pumping of septic tanks every 5 years – add violation provisions		X	X	
<b>Sewer Management Agreement</b>	Continue to ensure compliance with the Sewage Management Plan Agreement with Panhandle Health District every five years.			X		
<b>Business licencing / home businesses</b>						
<b>Business licencing / home businesses</b>	Review and update home occupation regulations to permit uses compatible with residential surroundings.	Business licenses and home-based businesses – clarify and enhance standards for home-based businesses, improve process for regular business licenses to simplify renewals		X	X	
<b>Land Use and other Standards</b>	Update zoning to incorporate appropriate uses for each district.		Agricultural (PAGE 25) Goal #1- Recognize agriculture as an important resource in the city and encourage the preservation of farmland. Goal #2- Protect and Promote Hobby Farms.	X	X	3
<b>Land Use and other Standards</b>	Regulate nuisance yards.			X		
<b>Land Use and other Standards</b>	Develop a utility undergrounding standard.			X	X	

Planning & Zoning Commission Priorities  
8/21/2023

Topic	Comprehensive Plan (Implementation - Pg 52)	Staff / administration	P&Z / CC Priorities (November, 2022)	Policy	Code Amendment	Priority Rank (P&Z CC Nov 22 only)
Land Use and other Standards	Review and implement buffer standards.			X	X	
Land Use and other Standards		Short-term rental policy		X	X	
Land Use and other Standards		Signs – simplify and bring code into compliance with constitutional requirements		X	X	
Land Use and other Standards		Wind power generators – eliminate variance provision		X	X	
Land Use and other Standards		Prohibit camping on city property		X	X	
Planning			Park Plan: I'd like to see the City pursue developing a park plan to see what the community would like to see in our parks. There is a variety of funding available for park improvements so if we knew what the community wanted, we may be able to attract funding.	X		2
Traffic	Discourage through traffic from other communities by increasing communication with the Cities of Hayden and Coeur d'Alene, and Kootenai County. Participate in the land use process of adjacent cities and develop memoranda of understanding or joint powers agreements to ensure adequate traffic mitigation.		Continue to work towards reducing traffic speeds by enforcing the posted speed limits to increase public safety. Work on funding opportunities for increased law enforcement presence.	X		3

**Planning & Zoning Commission Priorities**

8/21/2023

Topic	Comprehensive Plan (Implementation - Pg 52)	Staff / administration	P&Z / CC Priorities (November, 2022)	Policy	Code Amendment	Priority Rank (P&Z CC Nov 22 only)
Aesthetics	Review and evaluate existing ordinances, resolutions and standards, and ensure that the provisions and regulations regarding community image goals are met.			X		
Aesthetics			Beautify and attract use of city owned properties disincentivizing homeless encampment.	X		3











