

MINUTES  
KOOTENAI COUNTY  
PLANNING AND ZONING COMMISSION  
March 11, 2021 1:00 p.m.  
Room 1B and Virtual Workshop  
451 Government Way, Coeur d'Alene, ID  
83814

Planning Commissioners Present:

Madeline David  
Wes Hanson  
Connie Krueger  
David Levine  
John Malloy  
Deborah Rose  
Barry Stearns

Staff Members Present:

David Callahan  
Sandi Gilbertson  
Attended by Zoom  
Pat Braden (exit 2:30 pm)  
Mary Shaw  
Zach Trevino

MINUTES  
PREPARED BY:

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Sandi Gilbertson  
Deputy Clerk

MINUTES  
REVIEWED BY:

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David Levine  
Chair



The Planning and Zoning Commission is an advisory board to the Board of County Commissioners.

March 11, 2021  
Planning and Zoning Workshop Minutes

Call to Order: Chair Levine called the workshop to order for March 11, 2021 at 1:00 p.m.

Roll Call of Planning and Zoning Commissioners:

Present: David, Hanson, Krueger, Levine, Malloy, Rose, Stearns

Minutes Approval from February 11, 2021 workshop:

A motion to approve the workshop minutes of February 11, 2021 was made by Commissioner Hanson; seconded by Commissioner Rose. All voted aye by a voice vote.

**Workshop Agenda Items**

Phase II policy implementation recommendations:

Phase II policy implementation recommendations were discussed and there was agreement that the sub-committee should focus their attention to the following policies:

1. Economic Development Policy 4: Review regulations for home-based businesses and cottage industries in the rural county.
2. Land Use General Policy 4: Review new and emerging technologies for possible inclusion in county regulations.
3. Land Use Objective 7A Policy 2: Determine areas adjacent to water bodies that are environmentally sensitive and develop appropriate land use regulations to protect water quality. (Also related to: Land Use Objective 7A Policy 1, Natural Resources Objective 3 Policy 1 and Natural Resources Objective 3 Policy 2.)
4. Natural Resources Objective 4 Policy 1: Work with wildlife management agencies, where it is appropriate, to identify critical wildlife habitats and travel corridors and protect and enhance these areas through voluntary means.

Commissioners David and Hanson will provide a summary of how they will approach each policy workplan and provide the information prior to the next workshop.

Chair Levine and Director Callahan will discuss possible ways to enact Implementation Goal 2 Policy 5 which states: Communicate budget needs annually through the Planning Commission to the Board of County Commissioners for costs associated with the enforcement of zoning and land use regulations.

Chair Levine distributed a draft of a Land Use Code Amendment Checklist that could be used to verify that new proposals are consistent with the Comprehensive Plan. The item would be put on the agenda for next week's workshop for further discussion. Commissioner Krueger suggested that Implementation Goal 2 Policy 5 be added. Chair Levine will update the draft document to include this policy and send the revised document out prior to next week's workshop.

Recess: 2:09 p.m. Reconvene: 2:16 p.m.

Proposed Land Use Code amendments:

8.203 C4: Procedures for granting variances: Director Callahan explained that the intent of this proposal is to provide more clarity around the variance approval process. The Commissioners asked questions, made suggestions and agreed to move forward with this proposal. Director Callahan will revise the document and distribute it.

8.6.301 Minor Subdivision description and applicability section: Director Callahan explained that he wanted to have a draft proposal pertaining to minor subdivision regulations to use during stakeholder meetings. The draft proposal will be reviewed with the Planning Commissioners so there is early involvement in the process.

Announcements

- The next workshop is March 18 at 1 p.m., Room 1A, Administration Building.
- Please provide availability for April so a workshop schedule may be finalized.
- Chair Levine gave a reminder to turn in the Advisory Board Volunteer Agreement.
- Chair Levine spoke of the process for the Planning Commissioners to review applications and the possibility of providing information to prospective applicants that explains the role and responsibilities of the Planning Commission. This item would be added to a future workshop agenda.

Workshop was adjourned at 2:47 p.m.