

WORKSHOP MINUTES

KOOTENAI COUNTY
PLANNING AND ZONING COMMISSION

OCTOBER 5, 2023 1:30 P.M.


Planning Commissioners:

Paul Glader
David Levine
John Malloy
Cheri Zao-Absent
Leander James-Zoom
Madeline David
David Dean

Staff Members:

David Callahan
Ben Tarbutton
Jennifer Conner
Amy Hilland
Vlad Finkel
Justus MacGeorge
Joseph Foughty

MINUTES
PREPARED BY:


Jennifer Conner
Deputy Clerk

MINUTES
REVIEWED BY:


Madeline David
Chair



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

Call to Order:

Chair David called the October 5, 2023 workshop to order at 1:31 PM.

Roll Call of Planning and Zoning Commissioners:

Present: Commissioners David, Dean, Glader, James (via Zoom), Levine, and Malloy.

Absent: Commissioner Zao

Community Development Staff in Attendance: Director David Callahan, Planning Manager Ben Tarbutton, Planner Vlad Finkel, Planner Amy Hilland, Planner Justus MacGeorge, and Planner Joseph Foughty.

Also in Attendance: Deputy Civil Prosecuting Attorney Pat Braden

Changes to the Agenda:

Chair David asked if there were any changes to the agenda. No changes to the agenda were requested.

Approval of July 20, 2023 Workshop Minutes:

Chair David asked for changes to the workshop minutes of July 20, 2023. No changes were identified. A motion to approve the workshop minutes as written was made by Commissioner Levine and seconded by Commissioner Dean. All voted aye by a voice vote and the motion passed.

Approval of August 24, 2023 Public Hearing Minutes:

Chair David asked for changes to the public hearing minutes of August 24, 2023. No changes were identified. A motion to approve the public hearing minutes as written was made by Commissioner Dean and seconded by Commissioner Levine. All voted aye by a voice vote and the motion passed.

Workshop Agenda Item

Discussion of revised code amendments to prevent serial minor subdivisions.

Chair David reviewed the formation of a subcommittee to study the problems associated with serial minor subdivisions and the process the subcommittee used to bring forth a recommendation, and asked Commissioners to use the same kind of process in evaluating this recommendation.

She then turned the presentation over to Director Callahan, who summarized the purpose of revising the code as a preemptive attempt to deal with the abuse by some developers of the existing regulations in order to avoid creating major subdivisions.

Planning Manager Ben Tarbutton then reviewed the history of serial minor subdivisions and their resultant road access and maintenance problems. He explained that two changes to the code made in 2016 contributed to this problem. He reviewed the subcommittee's proposed solutions which include altering the Large Parcel Division process to create a minimal application and review process. This process would require a proposed parcel layout, a road master plan, a road maintenance agreement, and agency (highway district/fire district) review. Parcels created pursuant to the Large Parcel Division exemption process would be encumbered by deed restrictions to ensure compliance with the submitted application. Planning Manager Tarbutton then reviewed two options for further subdivision

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of land for parcels that were created through the Large Parcel Division exemption. After considerable discussion, Planning Commissioners mostly favored Option 2, limiting further Minor Subdivision potential to two lots, each meeting the minimum lot size of the underlying zone. Furthermore, a Plat Restriction would be placed on the face of the subdivision plat to inform future owners that a Major Subdivision would be required for further subdivision. In addition, a provision would allow Boundary Line adjustments as long as they do not remove the lot from the boundaries of the existing plat.

Announcement:

Applications for appointment to fill the two expiring terms on the Planning Commission are due by October 27.

The next workshop will review road infrastructure problems and possible solutions.

The workshop adjourned at 3:21 PM