

WORKSHOP MINUTES

KOOTENAI COUNTY
PLANNING AND ZONING COMMISSION

NOVEMBER 2, 2023 1:30 P.M.

Planning Commissioners:

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

Staff Members:


David Callahan
Ben Tarbutton
Pat Braden
Amy Hilland via Zoom
Vlad Finkel
Joseph Foughty
Jennifer Conner

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 November 2, 2023 workshop to order at 1:33 PM.

Roll Call of Planning and Zoning Commissioners:

Present: Commissioners David, Dean, Glader, James, Levine, Malloy and Zao.

Community Development Staff in attendance:

Director David Callahan, Planning Manager Ben Tarbutton, Planner Vlad Finkel, Planner Amy Hilland (via Zoom), Planner Joseph Foughty, and Deputy Clerk Jennifer Conner

Also in attendance:

Deputy Civil Prosecuting Attorney Pat Braden, Eric Olsen (Engineer) and Chief Jeryl Archer, Kootenai Fire & Rescue

Changes to the Agenda:

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

Approval of October 5, 2023 Workshop Minutes:

Chair David asked for changes to the workshop minutes of October 5, 2023. No changes were identified. A motion to approve the workshop minutes as written was made by Commissioner Dean and seconded by Commissioner Glader. All voted aye by a voice vote and the motion passed, except Commissioner Zao whom was absent for the October 5th workshop.

Workshop Agenda Items

1. ORA23-0002 Exempt Family Division of Land: Director Callahan reported that this issue has been remanded back to the Planning Commission by the Board of County Commissioners (BOCC) because several changes and/or additions to the proposal which had not been presented at the Planning Commission public hearing were added just prior to the BOCC public hearing. The revised proposal will be reviewed at an upcoming workshop and will be scheduled for a Planning Commission public hearing.
2. Continued discussion of revised code amendments to prevent serial minor subdivisions: Director Callahan and staff presented a graphic depicting a) parcels in the County which are already divided into 20 acres and could potentially be developed as serial minor subdivisions and b) those parcels which could be divided in the future and would therefore be subject to the Large Parcel Division process discussed at the last workshop. This prompted the observation that we need to deal with **both** scenarios in our recommendations and Scenario B will need further exploration.
3. Planning Manager Tarbutton began a review of several existing road infrastructure problems:
 - a) Difficulty in determining if existing private roads are physically constructed to IFC standards. Chief Archer described the staffing problems and lack of knowledge faced by fire district personnel in making these determinations. Fees collected are far too low for the time invested

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to make the proper determination. Commissioners generally agreed that requiring the applicant to demonstrate that a road complies with IFC standards or a deviation from the standards approved by the Fire District, through an analysis by an engineer, is a reasonable solution.

- b) IFC standards require secondary emergency access when a road provides access to 31 or more dwelling units, but with the ability to construct duplexes, Accessory Living Units and to provide hardship housing, it is difficult to determine when the threshold of 31 living units will be reached. It is unfair to existing lot owners to have to help fund a secondary road because of new development and at the same time unfair to the 31st dwelling owner to have to bear the entire cost of constructing a road. After discussion, a majority of Planning Commissioners informally agreed that an Applicant for a subdivision must provide secondary emergency access if the existing road serves or has the potential to serve 25 or more lots/parcels.
- c) Commissioners began a discussion of the inconsistency between standards for roads **in** a minor subdivision and for roads providing access **to** a minor subdivision and will continue this discussion at the next workshop.

The next workshop will be held on Thursday, November 9 at 1:30 PM.

The workshop adjourned at 3:38 PM.