

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF MARCH 19, 2019**

COMMISSION MEMBERS PRESENT: Tom Riggs, Cate Huisman, Slate Kamp, John Hastings

COMMISSION MEMBERS ABSENT: Jason Meyer, Danny Strauss

STAFF MEMBERS PRESENT: Planning & Community Development Director Aaron Qualls, Planner Ryan Shea (minutes), City Engineer Dan Tadic

Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Commissioner Hastings moved to approve and Commissioner Huisman seconded to approve the minutes of March 5, 2019. **Motion passes unanimously.**

Agenda Item B: Comprehensive Plan Update – Defining the Scope

Qualls gave a brief overview of the comprehensive update. The plan should be updated every 5-10 years. The missing elements in the comp plan are Agriculture and Public Airport Facilities. Additionally, National Interest Electric Transmission Corridors is a required element, but staff believes there are none of these in the City. Qualls asked the Commission if they agreed to add both Agriculture and Public Airport Facilities elements to the comprehensive plan. The Commission agreed.

Huisman pointed out that during the Comprehensive Plan process, while it was impressive and lengthy, was dominated by people from South Sandpoint. What are some ways to broaden input from other parts of the City? Qualls said that there are various methods the City can use to broaden the outreach: reaching out to the community as opposed to meetings only at City Hall and digitally the City could use an online system and social media to reach out.

Qualls explained that the Commission needs to review each element to determine whether or not it needs to have changes made to it or not. Huisman asked if would be sensible to hold off until the 2020 census data coming out. Hastings wondered when the 2020 data actually gets released, a year or two after it is finished? Qualls said that this it may be wise to wait a bit longer to do so but is currently not the plan. The census data is not necessarily critical to the comprehensive plan goals and policies. Further, the comprehensive plan is a living document and should be updated regularly.

Hastings asked about #11 on page 4 and wondered if the phrase “To avoid undue water and air pollution” could be worded more strongly. Qualls said that this is restated from

State Code, specifically the Local Land Use Planning Act. Hastings said he would prefer to have a stronger statement here. Qualls said that there is nothing preventing the Planning Commission from recommending stronger language for things like this.

Qualls next went onto Chapter 2, which is largely focused on population. Qualls said that the population growth predicted in the Comprehensive Plan has not come to pass – they were too aggressive. Huisman asked if there is data of growth within the ACI (Area of City Impact) and where that has been in relation to the predictions from the Comp Plan. Qualls said that staff did not have this data but it would be great to have moving forward and staff would have to perform GIS analysis. Hastings asked if the school district collects their own data. Qualls said that the school district have recently been working with a demographer to create a report and is looking forward to its release which could help inform planning efforts.

Riggs pointed out that Chapter 2 may need to be significantly revised. Qualls said that ultimately there will be a variety of data that will go into Chapter 2 to inform these forecasts. The Commission agreed that Chapter 2 needed to be updated.

Qualls next went onto the ACI (Area of City Impact) element of the Comprehensive Plan. The ACI is mentioned in a variety of areas in the plan. Qualls explained that the ACI is an area of the County where the City is anticipated to grow into. Planning for the ACI brings many benefits including helping ensure orderly development and to provide a level of predictability. Maintaining agricultural lands and water quality is also important in ACI planning.

Huisman asked about the first steps of the ACI and asked when negotiations will happen. Qualls said that this is happening on Thursday. Huisman asked who would attend. Qualls said that the mayor, he, and the City Administrator would represent Sandpoint there. Huisman asked if the borders of the ACI would change through this. Qualls said that this could potentially happen. Riggs asked if there was an amicable agreement between the cities and the County when it was negotiated in 2007. Qualls said, as he understands, the previous negotiations were contentious. Riggs asked if the other cities are undertaking this as well. Qualls said all the cities have been invited to the initial discussions.

Huisman asked if the ACI context areas in the comprehensive plan are consistent with the County's vision. Qualls said this is a good question and will certainly be a point of discussion during the negotiations. Qualls said he provided the water service areas in the included map because they can inform the ACI discussions. Currently, development in the ACI provides the City only the opportunity to comment on larger County applications like subdivisions, variances, condition use permits, etc. Through the discussions, the City may be able to obtain more than just the ability to comment.

Qualls explained that after the adoption of the Comprehensive Plan the City allowed significantly more density which has taken shape predominantly in single family homes

on smaller lots. Riggs commented that the Accessory Dwelling Unit ordinance has been successful.

Qualls said as this update moves forward and prior to completing the full comprehensive plan update, the City could entertain smaller code updates.

Hastings asked if the City's actions are primarily through zoning or if there are incentives to redevelopment within the core instead of pushing out. Qualls said that the return on investment in developing in the core is higher. Also, there are other requirements like off-street parking that can restrict development and more diverse housing types.

The Commission agreed that entering into ACI discussions with the County is appropriate.

Kamp asked where the City services end. Qualls showed that generally, sewer does not go outside the City limits while water lines service Kootenai, Ponderay, parts of Dover, and in some areas in the ACI. The Commission said that moving forward, it would be helpful to know what the capacity is of our water/sewer plants are and how much development they could support.

Riggs asked at the staff level, if there is any desire to change the ACI. Qualls said that this would be driven by public input and the Planning Commission.

MATTERS FROM STAFF: Qualls told the Commission that the City will be accepting applications for a Citizen Advisory Committee to inform historic design standards and would like two volunteers from the Planning Commission to serve. This Committee would be tasked with determining if current design standards in the city's zoning regulations need to be changed, added to, or are good as is in order to maintain historic Sandpoint.

ADJOURNMENT: The meeting adjourned at 7:03 p.m.