

DRAFT
MINUTES OF THE PLANNING AND ZONING COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Monday, July 20, 2026

Regular Meeting: 5:30 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:30 PM by Chair Shawn Taylor.

ROLL CALL OF COMMISSION MEMBERS

Present: Chris Morris, Shawn Taylor, Ron Walters, Vince Vargas. Tony Grano was absent.

Staff Present: Donna Phillips, Community Development Director, and Fonda Jovick, City Attorney.

PLEDGE OF ALLEGIANCE

Commissioner Ron Walters led the pledge of allegiance.

ADDITIONS OR CORRECTIONS

N/A

1. CALL FOR CONFLICTS OF INTEREST

None

2. CONSENT CALENDAR *All items on the consent calendar are Action Items*

3. Approval of Planning & Zoning Commission Regular Meeting Minutes, 06-01-2026.

Motion to approve the Consent Calendar as presented. This motion, made by Vice-Chair Morris and seconded by Commissioner Walters; Motion carried.

Tony Grano: Absent

Shawn Taylor: Yes

Chris Morris: Yes

Vince Vargas: Yes

Ron Walters: Yes

UNFINISHED BUSINESS

Update to Title 12 Subdivisions – Proposed Code Amendments

Director Donna Phillips started off her presentation stating that today is a check-in with the commission regarding Title 12 since their workshop back in November of 2025. Some of the items that they wanted to clarify are updating the code to match the process for subdivisions, clarifying when to renew when a project expires, when to record the approved final plat, landscaping and when it is required of the subdivision or the building permit, clarify condominium platting, townhome platting, subdivision final platting and lot consolidation plats.

Ms. Phillips stated that Title 12 will be “repeal and replace” code amendments which will migrate from ten chapters into seven chapters.

Title 12 chapter one addresses fees, potential mitigation requirements, enforcement and penalties, interpretation of conflict, development and construction improvement agreements. Language will also be added to the Master Development Agreement, to make it useable for major or minor subdivisions. It will be a fluid document that can be used for either type of subdivision. Definitions were added to help clarify items in code: condominium which was defined by Ms. Phillips as being residential or commercial and can be placed in any zone designation that they are allowed. Lot or parcel consolidations are needed when two or more lots are used to make up a building envelope for your project site, you need to consolidate them into a single plat so that they all exist as one. A Minor Subdivision was defined as any subdivision of land that is five acres or less, or any division of land that consists of six lots or less. Ms. Phillips stated that all others are considered Major Subdivisions.

Other definitions that staff are clarifying in these code changes consist of starter home subdivisions, townhomes, duplexes, and twin homes.

Title 12 chapter three has some changes as well, particularly moving the boundary line adjustments piece from chapter 10 into this chapter, and staff also removed the references to paper submittals, since submittals are now received electronically.

Title 12 chapter four changes were made to reflect Major and Minor Subdivisions. These changes included exemptions, applications, and procedures. Reflecting how the process works for each kind of subdivision. It was mentioned that today's code has a Major Subdivision chapter, and a Minor Subdivision chapter but with these new changes and with the processes being so similar, the subdivision processes will be merged into one chapter and will give a summary of the process for each and what those steps look like.

Title 12 chapter five will reflect more details for subdivisions, noticing, and the process for public meetings and public hearings and the difference between the two.

Discussion continued regarding subdivision requirements, with a focus on ingress and egress standards. Subdivisions greater than 15 lots need to have ingress / egress for the development, and it needs to be built within the first phase of that development.

The Commission also discussed Accessory Dwelling Units (ADU's), including recently enacted Idaho state legislation governing ADUs and the potential impacts of implementing those requirements within the City of Hayden most notably traffic conflicts, and where there are lots in the city that currently don't have connectivity to another street might have limitations regarding ADU's.

Right-of-way encroachment permits, demolition permits, move permits, fire permits, stormwater permits, and agency permits were discussed as all possibilities for new subdivisions and their construction process.

Next, Ms. Phillips discussed inspection requirements for new construction projects. Topics included, but were not limited to, part-time and full-time inspections, compaction reports, sewer line video inspections, and whether sewer lines must be jetted prior to inspection. She also explained that the Engineer of Record for each project will complete a standardized inspection form, certify the required information, and submit it to the City along with all other required project documentation showing that it has been built in accordance with the plans as approved.

Title 12, Chapter 7, pertaining to plats, was discussed. The discussion included the application process, the review process, and the procedures for plat approval. It was noted that plats are reviewed by multiple agencies, not solely City staff. The review process includes consideration of easements, water and sewer infrastructure, and compliance with all conditions of approval.

It was further explained that City staff will not present a final plat to the City Council until all private infrastructure has been completed, all subdivision improvements have been completed with the exception of landscaping, and Kootenai County has advanced the plat to "Mylar Pending" status. Before the final plat gets signed off by the mayor, and the city clerk, the city will have also received the performance surety or the warranty surety and any fees that are due will be paid as well before the final plat is signed.

Ms. Phillips explained that Title 12, Chapter 7 also addresses lot consolidation plats and provides additional clarification regarding their application and review process. She also discussed the differences between town homes and condominiums. She stated that townhomes are constructed in accordance with the International Residential Code (IRC), with each unit receiving individual utility connections extending from the public right-of-way.

In contrast, condominiums are constructed under the International Building Code (IBC). She explained that condominium units are required to have fire sprinkler systems, and utility services may be installed as a single connection from the public right-of-way and then distributed to the individual units through the crawl space or "rafters" (attic/roof framing), as applicable. Ms. Phillips went on to say that Townhomes and Condominiums have different requirements, and different plats / platting processes.

The next steps were discussed. City staff will complete the proposed amendments to the City Code and, following legal review, provide the revised draft to the Commission for review. It was also noted that the Commission may hold a workshop with the City Council, tentatively scheduled for October, to further discuss the proposed amendments.

REPORTS

Ms. Phillips reported saying that there are projects coming up but are not ready to come before a hearing body yet. She stated that Title 11 changes might be coming forward to the commission for review particularly for starter home subdivisions.

ADJOURNMENT

Chair Taylor adjourned meeting at 6:10 PM

Respectfully submitted,

Sadie Roe, Clerk

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