

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

Monday, September 14, 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 5:36 PM by Chair Shawn Taylor.

ROLL CALL OF COMMISSION MEMBERS

Present: Chris Morris, Shawn Taylor, Ron Walters, Vince Vargas and Tony Grano

Staff Present: Donna Phillips, Community Development Director, Fonda Jovick, City Attorney, Sadie Roe, Planning Assistant.

PLEDGE OF ALLEGIANCE

Commissioner Grano led the pledge of allegiance.

ADDITIONS OR CORRECTIONS

Minutes for 8-31-26 meeting are not ready for approval yet.

1. CALL FOR CONFLICTS OF INTEREST

None

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

2.A. Approval of Planning & Zoning Commission Regular Meeting Minutes from August 31, 2026

Note: The Minutes were not ready for approval. They will be added to the next meeting's Agenda for approval at that time.

3. WORKSHOP

3.A. Code Amendment Final Review - Title 11: Zoning Regulations

Donna Phillips, Community Development Director, started this workshop with a discussion of Title 11: Zoning Regulations Amendments. She directed the Commissioners to open Title 11 on their tablets so that they can better observe the changes to Title 11. She added that the difference between the changes to Title 11 and Title 12 is that 12 is a Repeal and Replace, meaning the entire Title section is being reworked. Title 11 is an Amendment, meaning only select portions of Title 11 will be changed. Title 11 has been reduced to 8 Chapters. She continued by stating that the red lines throughout the handout represent items that have been removed or changed. Fonda Jovick, City Attorney, asked what the color of the text represents in the Title 11 changes. Ms. Phillips responded that they are associated with the individual who produced the changes. Each color represents a different City Staff member who worked on the Title. The Title 11 changes skip some sections, because there were no changes to those sections. Ron Walters provided

important comments and questions related to the changes in both Title 11 and 12, which informed portions of the changes. The definitions will likely be given header sections to help with traversal of the code. These will be tied to the use case of the word being defined. These sections will be Zoning Definitions, Measurement Definitions, Building Definitions, and Miscellaneous Definitions. Ms. Phillips stated that the rest of the slides on her presentation of Title 11 changes are redundant to information provided in the last meeting.

She continued by providing a handout for the Northern Lakes Fire Protection District (NLFPD) Burning Rules, which outlines burning rules as dictated by NLFPD. Ms. Phillips had looked at other district's burn rules, which appeared to be synonymous with our burn rules. NLFPD outlined that burning of garbage is not allowed, while burning of organic plant material is allowed. She continued that the Mayor and City Council can set guidelines for when burning may be allowed. She continued that the NLFPD permit is only concerned with the period of time between May and October, and aside from that does not cover burn rules. Vice Chair, Chris Morris asked if a permit is still required outside of that timeframe. Ms. Phillips replied that it is not. That was the reason for including language in the Title changes to cover the gap in residential burn permits.

Ms. Phillips continued with a discussion of Sign Code. She discussed the purpose of the Sign Code, which includes: Protecting the rights of businesses and individuals to convey their messages through signs, the right of the public to be protected from the unrestricted proliferation of signs, further the goals of the City Comprehensive Plan, maintain and enhance the visual quality of the City, improve motorists and pedestrian safety by minimizing distractions, obstacles and visual clutter, protect and enhance economic viability, protect property values, protect views of natural landscape and the sky, avoid personal injury and property damage from unsafe signs, provide businesses with effective and efficient opportunities for identification by reducing competing demands for that visual attention, and ensure fair and consistent enforcement of sign code occurs. Commissioner Vince Vargas asked Ms. Phillips if she was able to communicate with the fire district if there was anything they wanted to change in the future. She replied that the only request received was that which was covered by the code amendments. Vice-Chair Morris asked if the city requires a Title Policy. Ms. Phillips pointed them to section 11-1-4, and that it was flagged by a reviewer to clarify which certificates the city is asking for. Ms. Jovick added that it doesn't have to be a full policy, simply a certificate. Ms. Phillips asked if the language should be changed in the Code Amendment. Ms. Jovick suggested the language be changed to: A vesting certificate from a title insurance company licensed under the state of Idaho. She clarifies that one could use a title certificate, but they can be cost prohibitive. Ms. Phillips requests Sadie Roe, Planning Assistant, to make a note of those changes in language. Ms. Phillips asked if anyone had any further questions. None were presented. She continued by stating that both Titles have the word regulation in the name of the associated Titles. Title 11 is Zoning Regulations, and Title 12 is Subdivision Regulation. City Staff are currently taking everything out of Title 12 and replacing it.

3.B Code Amendment Final Review - Title 12: Subdivisions - Repeal and Replace

Ms. Phillips continued her presentation with a discussion of Title 12 changes. She started with a discussion of the section: Interpretations and Conflict. This section dictates that when one is interpreting Title 12, the more restrictive interpretation, or the one which is most likely to protect the public's safety, health, and general wellbeing, shall be controlled.

Ms. Jovick asked if when the city produces a Staff Report, on any project, Staff would outline where they have chosen a more restrictive path if there is conflict. Ms. Phillips confirmed this. She continued that in the past, before "Imagine Hayden" in 2019 and 2020, long-range plans were developed independently of each other and rarely overlapped in intention and focus. These days, long range plans are created in reference to one another. Ms. Phillips stated that previously, a question had arisen as to the number of lots in the city which are above four acres in size. There are 173 lots currently within the city that meet those parameters. Five of which are agricultural lots, five of which are private areas such as roads and open space. 27 of those are from previously approved projects, 33 are Residential (R-1), Mixed-Residential, or Residential Suburban zoning. 9 of them are park areas, 11 are manufactured home parks, and 87 are zoned Commercial and Light Industrial areas. Of the 33 Residential underdeveloped lots, 19 are less than five, nine of them are between 5-10 acres. There is a 13-acre, 19-acre, 22-acre, two 40-acre (one being school district and the other is anticipated to be the next phase in a subdivision.) Vice Chair Chris Morris asked if there are nine that "fit the bill." Ms. Phillips responds that there are 31. Chair Shawn Taylor stated that many cities in Idaho have put conditions on the lot size of starter home subdivisions, and that the parameters of these subdivisions will likely change as legislators make amendments to state ordinance. He continued by expressing a desire for State Legislators Jordan Redman and Ben Toews to come to the City's workshop on the 29th to discuss these changes. Ms. Phillips replied that the Commissioners should be cautious, as that isn't the only matter being discussed on that day. City Attorney, Fonda Jovick stated that having them at the workshop would not be productive, as the work needing to be done on the whole of the code would be lost in a workshop setting, but possibly beneficial in a hearing setting. Ms. Phillips asked if the Commissioners have any other questions for Staff. She added that one question Staff received was in combining certain definitions. She stated that most of the definitions in this Title are made separate, as their processes are different. Commissioner Walters replied that he felt the number of definitions could be daunting for a developer and thought that a more streamline definition section would be beneficial. Commissioner Vince Vargas additionally stated that the amount of code to work through might be intimidating to developers.

4. REPORTS

4.A. Community Development Director's Report

Director Phillips asked the Commissioners if they would prefer their staff review packets before or after their meeting on September 29, 2026. The Commissioners agreed to receive them after the meeting. Ms. Phillips asked if the city would have quorum on the at the next Planning & Zoning Commission public hearing which is scheduled for October 5, 2026. Quorum for that meeting was confirmed by the Commission. Ms. Phillips asked if there would be quorum for the meeting on October 9. The Commission confirmed that there would be.

5. ADJOURNMENT

Chair Taylor adjourned the meeting at 6:57 PM

Motion to adjourn meeting. This motion, made by Chair Taylor and seconded by Commissioner Walters; Motion carried.

Tony Grano: Yes

Shawn Taylor: Yes

Chris Morris: Yes

Vince Vargas: Yes

Ron Walters: Yes

Respectfully submitted,

Cooper Broggel, Clerk