

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

Monday, March 16, 2026

Commission 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 Taylor.

ROLL CALL OF COMMISSION MEMBERS

Present: Tony Grano, Joel Johnson, Chris Morris, Shawn Taylor, Vince Vargas.

Staff Present: Donna Phillips, Community Development Director, Nick Peterson, City Attorney

PLEDGE OF ALLEGIANCE

Commissioner Johnson led the pledge of allegiance

ADDITIONS OR CORRECTIONS

There were no additions or corrections noted.

1. CALL FOR CONFLICTS OF INTEREST

None

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

A. Approval of Planning & Zoning Commission Regular Meeting Minutes, 02-02-2026

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

Joel Johnson: Yes

Tony Grano: Yes

Chris Morris: Yes

Vince Vargas: Yes

Shawn Taylor: Yes

3. PUBLIC HEARING (Public Testimony will be received for these items)

A. PZE-25-0080 Sycamore Valley Subdivision **ACTION ITEM** - This public hearing is a request for a: 37 lot subdivision on two lots; approximately 13 acres in size.

Chair Taylor opened the public hearing at 5:32 PM.

Staff Introduction:

Donna Phillips, Community Development Director gave an overview of the proposed subdivision stating the request is for a 37-lot subdivision on two lots and approximately 13 acres in size. Access is to be from N. Maple Street and E. Miles Avenue. The property is south of Dana Court and West of North Maple Street, North of East Miles Avenue. Subdivision does not include the property known today as 385

E Miles Avenue, but does include 337, 565, and 587 E Miles Avenue. The Applicant/Engineer of Record is Olson Engineering Inc. and the owner of the land is Kulka Land LLC.

Chair Taylor asked if anyone had any ex-parte communication with the applicant prior to public hearing. All those in attendance affirmed that they did not.

Applicant's Presentation:

Jeramie Terzulli, on behalf of Olson Engineering, Inc. and Kulka Land, LLC presented. He began by handing out the Preliminary Subdivision plan.

Mr. Terzulli identified the process started about two years ago when the property came up for sale. He stated there have been multiple meetings with the city over this time with the applicant, and the city has performed reviews ensuring city code has been met prior to this public hearing. Mr. Terzulli addressed the standards of subdivision approval as follows:

Review Criteria: Utilities:

Mr. Terzulli stated that Avondale Irrigation District (AID) will be the water purveyor for the subdivision and has provided a will serve letter stating so. The district stated there is a need for an upsize in some pipes which has been reflected on the preliminary plans. Fire flows will be adequate for the subdivision.

Sewer will be provided by the City of Hayden, and a will serve letter has been provided and capacity is available as of the date of the will serve letter. Mr. Terzulli stated that a sewer extension North to Dana court has been provided.

Multiple dry utility providers will be part of the subdivision, and the Engineer will coordinate with providers during the construction design phase.

Review Criteria: Streets:

All streets are in accordance with the city standard. Stormwater/snow storage will be in the street side swales. There will be ample frontage on each lot to accommodate driveway placement, and multiple mailbox locations have been reserved and have been confirmed with United States Postal Service (USPS). Right-of-way (ROW) dedication and frontage improvements along Miles Avenue and Maple Street are required and the half section of the streets will be built to city standards. At that time Mr. Terzulli showed a slide of proposed mailbox unit locations, noting they are on internal streets. The slide also showed the design of street standards for the internal streets.

Review Criteria: City Code:

All lots exceed the minimum lot size required in R-1 (8,250 square feet). Only four lots are less than 10,000 square feet. There are large lots in this subdivision. The context of the neighborhood still has lots that are approximately one acre, however, much of the development has lots near the 1/5 to 1/4 acre size. The proposal is consistent with adjacent neighborhoods and plans will be reviewed by the city engineer and other agencies. Northern Lakes Fire Protection District (NLFPD) did

not receive the notice during the agency noticing period. However, the applicant will ensure the preliminary plans are reviewed before the City Council public hearing to verify the placement of fire hydrants and other requirements are met. Mr. Terzulli mentioned the applicant is already aware of many NLFPD requirements and has included those in the preliminary plans.

The Engineer of record will provide oversight and observation during construction as the city requires this for anything that will become public infrastructure. At this time, no additional studies were requested by agencies. Impact Fees will be assessed and collected for the subdivision's impact on traffic and parks.

PARKS:

Mr. Terzulli displayed a slide with the 2040 Parks Master Plan map and stated many projects within the city often include the required parks on the map within an annexation agreement. This project does not have that. Ms. Phillips emailed the applicant in October 2025 asking how the proposed subdivision is in compliance with the Parks Master Plan. At that time, the applicant reviewed the Parks Master Plan and identified the proposed subdivision is within the area dedicated for a "Proposed Future Neighborhood Park". Two neighborhood parks are proposed for the northeast quadrant of the city. Mr. Terzulli referenced the upcoming Marks Ranch neighborhood park and the upcoming Hayden Canyon community park, which are both being built as part of their annexation agreements. The applicant met with City staff numerous times to find a resolution to the second park required in this area. The Parks Master Plan estimates approximately \$400,000 - \$800,000 of City funds to acquire land for the second neighborhood park. As the park is required to be five to 9.9 acres, it would roughly be the entirety of the subdivision, so the applicant inquired about the city purchasing all the land for the park, which the city denied. Other possibilities were for the city to purchase the corner of Miles Ave and Maple St with the existing home for park land, however, the cost of remediation of the home was far beyond what the city could afford. Mr. Terzulli informed the city of a vacant lot of approximately two and one-half acres in close proximity to the subdivision. While it is not on the market, Mr. Terzulli is acquainted with the owners and believes they may be willing to sell. He put the city in touch with the owners and stepped away from the discussions from that point on. He believes the applicant is in compliance with the 2040 Parks Master Plan due to their diligence in helping the city find a location that would satisfy the need for a park in this quadrant.

Summary:

Mr. Terzulli confirmed that water and sewer are readily available in this development, and they are going to extend sewer up to north Maple Street to pick up a dry line that is in Dana Ct. right now. This is in case the residents at north Maple Street ever need to hook up to city sewer that line will now be active and moved down to the collection point of Miles Avenue and Maple Street. He also stated that the infrastructure can be installed in an orderly manner. Additional requirements from all agencies having jurisdiction will promote public health and safety. He also stated that the street designs comply with the city design standards, and Engineer oversight will ensure soil stabilization and erosion control will be addressed. The Impact fees will also be assessed and can be used towards a future neighborhood park for the area. Staff recommended conditions contain additional requirements.

Commissioner Johnson asked if the Developer would install a traffic light or keep it a four-way stop at the intersection of Miles Avenue and Maple Street. Mr. Terzulli replied that the intersection is proposed to remain a 4-way stop at this time.

Staff Presentation:

Ms. Phillips started her presentation by saying that there are eight standards of approval for a subdivision. She referenced the Staff Analysis and appendix, stating that her presentation is a summary of the Staff Analysis. She went on to say that 90% of the Staff Analysis is Infrastructure related, and she will be covering those throughout her presentation.

A Conditional Will Serve Letter was provided by AID in October 2024 and was then updated in March of 2026. She then stated that all water utility infrastructure is required to abide by City Codes, standards, and policies.

A Will Serve letter was provided by the City in September 2025 for sewer requirements and identified that the sewer is in the H-1 sewer basin. She also identified that the residence located at 385 E Miles shall be connected to the City sewer in accordance with Hayden City Code resulting from a boundary line adjustment (BLA). Boundary Line Adjustment Code requires that if you do a subdivision on either one of the properties that is involved in a boundary line adjustment within 3 years, then you [the developer] has to put in the frontage improvements on that piece of property and you have to connect them to municipal services when they are available.

Ms. Phillips went on to say that the Stormwater & Snow Storage Requirements shall be reviewed at the time of the construction plan review in accordance with Title 8 of City code.

Next, she referenced the Kootenai County GIS Map, showing an overlay of the subdivision. She showed how the lot lines of each parcel will line up with the lot lines of the parcels to the North of the subdivision (off East Dana Court). She referenced the developers' plan to connect sewer to Dana Court and how it is in accordance with the Sewer Master Plan of the City of Hayden. Dana Court was constructed between 1992 and 1993. The properties already have sewer connections, and the Sewer CAP fees were paid at that time. Therefore, when these homes transition from their current septic systems to the city sewer system, no additional Sewer CAP fees will be required, as those fees were paid in the 1990s.

This development does not have any cul-de-sacs or eyebrows due to the Public Works Department request because of snowplowing difficulties. She also stated that there is a future possibility to connect this subdivision to East Pearl, and connecting the large lot to the south. Ms. Phillips also mentioned that Maple Street has a share the road, class three bike path in accordance with the Transportation Master Plan.

Director Phillips referenced the 2040 Parks Master Plan and how each mark on the map is a proposed spot for a park, not an exact location for one. She also noted how the City of Hayden is exploring opportunities to purchase other properties for a park. Park impact fees shall be collected at the time of building permit issuance.

On the next slide, Ms. Phillips explained erosion control and that the Geo-hazards stabilization will be reviewed during construction to the satisfaction of the city. The utilities will be placed underground, and the mailboxes will be located on internal public streets. She also identified that no parcels shall have access (primary or secondary) to Maple Street or to Miles Avenue.

This subdivision is proposed to be a Single-Family Residential (R-1) subdivision. All lots are larger than the minimum lot size is required to be. The smallest lot size is approximately 8,700 square feet, and the largest is 17,000 square feet. The average lot size is 11,000 square feet. Director Phillips references the Goals and Policies of Comprehensive Plan. She identified that although the Comprehensive Plan Update has been approved, this application came in under the old Comprehensive Plan and therefore, those were the goals and policies provided here (in her slideshow).

The next slide references on-site and off-site improvements and how it is required by the Developer to include extension of infrastructure per the adopted City codes, standards, and plans, and mitigating improvements as required.

Director Phillips requested that should the City be able to purchase land that is close by to this subdivision property, and an approval is made today for this subdivision, that a condition be added from the PZC for the developer to make some sort of connectivity to this potential future park land from this subdivision so the residents can enjoy the park lands. This requested condition is not a part of the staff's recommended conditions.

She went on to identify the agencies' noticed and their responses: Notice was sent to 24 Agencies with five comments back. Panhandle Health District (PHD) will require a full subdivision application submitted and all fees paid prior to final plat. Kootenai County Sheriff's Office (KCSO) does not have any concern currently. Avondale Irrigation District (AID) had no additional comments. Idaho Fish and Game (IDFG) did not have any comments at this time, and the Coeur d'Alene Airport requested an aviation easement to be completed.

Director Phillips then referenced the public comments that are available on BoardBook. She then handed out one public comment that was submitted at 3:00 PM on the day of the public hearing to the Commission and developer. She went on to provide the staff recommended conditions of approval, identifying that they are in addition to the subdivision requirements of Hayden City code. Any dedications and easements will be on the plat, or on a separate document and then noted on the plat. She referenced other agencies who must do their reviews, and the developer must comply with those requirements. All approvals run with the land.

Questions from the Commission:

Chair Taylor asked what are the improvements proposed along Maple Street and Miles Avenue? Ms. Phillips replied that it's the half-width that is part of the typical section for each of those streets. He then asked if Ms. Phillips had an example of the typical section to show what that looks like. She replied that she did not have that in her PowerPoint but explained it would be a street section, then a curb, then a 10-foot swale and then a sidewalk with and 10-foot utility easement behind that. He then asked if they had plans to widen Miles Avenue and Maple Street, to which Ms. Phillips

shook her head yes and said in accordance with the typical sections. Chair Taylor then went on to ask if there are any proposed improvements for the Miles Ave and Government Way intersection. Ms. Phillips stated no, not with this project.

Commissioner Johnson asked about streetlights and/or lighting within the subdivision. Ms. Phillips answered there are generally streetlights proposed within the subdivision itself in addition to where the two new roads meet the existing roads. Commissioner Johnson asked about lighting along Maple Street and Miles Avenue, to which Ms. Phillips said generally along where those two streets intersect.

Chair Taylor asked if there are plans for a traffic signal at the Miles Ave and Government Way intersection any time soon and the timeline. Ms. Phillips confirmed yes there is and the city has been working on that, but there is no timeline as of today.

Vice Chair, Morris asked Ms. Phillips if she was able to discuss the park or anything about that topic that was brought up by the Engineer. Ms. Phillips answered that the city has had many discussions about the park and park area and ultimately, the city chose not to buy this specific piece of property for a variety of reasons and decided to look at other opportunities, which are still in discussions.

Vice-Chair Morris asked for confirmation that there is no traffic signal being discussed at the Maple Street and Miles Ave intersection, including a roundabout. Ms. Phillips stated not at this time.

Commissioner Johnson then inquired about the property that is wrapped around all three sides, asking if the development will have sidewalks, and swales on the east and west side of that, what point does that property have to have that sidewalk go through. Ms. Phillips replied that it will go through as part of this project as the city has standards that if a boundary line adjustment has been approved within three years of a subdivision application on either of the properties, frontage improvements must extend along both properties. Commissioner Johnson then asked if the developer is completing the frontage improvements for the other property included in the boundary line adjustment, and Ms. Phillips indicated yes, they are. Commissioner Johnson asked for clarification on sidewalk locations to the west of the property not included in the subdivision which Ms. Phillips clarified there will be a sidewalk in that location.

Public Comments: 5 minutes allotted for individuals, 15 minutes allotted for groups.

FOR:

Ryne Stoker: 224 Eagle Crest Dr. Coeur d Alene, ID: One of the two partners that is developing this project. Developer of "The Fields" subdivision and said this subdivision is going to be built very similarly. He made a comment in reference to the roundabout question and stated if the city can obtain the ROW for it, he would be happy to construct it. Asked if the Commission had any questions for him, which they did not at this time.

Jeremy Voeller: Did not wish to speak.

NEUTRAL:

Judy Eichelberger: 7037 E Hayden Haven Rd. Enjoys "History & Horticulture". Judy told the history of the Miles house and Miles and Hanson families. The house was built in 1905 by Joseph Miles who lived there until he died in 1939, and his wife remained there until she couldn't take care of herself. The house sat unoccupied until Adolph Hansen bought the house and it was passed down in the family for generations. There are lots of outbuildings, original furniture, and extensive gardens on the property. She proposed before demolition that people from the community be able to go and "rescue" the rose bushes and other plant life from the property. Ms. Eichelberger stated that anybody that came to take a plant would also need to take a copy of the Miles & Hansen story, so that they can pass the story on. She called it "Growing it forward."

Bill Brizee: 12201 N Strahorn. Member of the Hayden Historic Preservation Commission and was not there in that capacity for comment. Stated he, "hates to see history demolished". Bill proposes that at the corner of Maple Street and Miles Avenue a small piece of land could be used for a "history board" in dedication to the historical aspect of the property. Additionally, he proposed saving parts of the Miles house to be used architecturally in the future construction of the homes and/or sites in this new subdivision.

Kurt White: 10642 N Bligh Ct. He owns a secondary property on the cul-de-sac and has concerns about what types of homes that are going to be built. One story? Two-story? Concerns of people looking down into his backyard (if they are two-story homes).

AGAINST:

Kay Schneider: 1286 E Ezra Ave. She is very disappointed this was not going to be made into a park. She does not like that sidewalks are going in for this development. Sidewalks narrow the streets and make the lots smaller. She proposes to reduce the number of lots in this subdivision, she thinks there are too many lots in this subdivision. Concern about two-story houses.

Lorelle Cardenas: 10518 N Maple. Speaking for a group. She owns just shy of two-acres. Neighbors next to her own just shy of three-acres. Her neighbor, Marsha Holly, did not get a notification in the mail and does not occupy the home but does receive their tax documents for this address. Ms. Cardenas read into testimony a letter provided by her neighbor, Marsha Holly, whose house is located at: 10482 N Maple St.

The letter reads: "Thank you for considering our comments on the proposed subdivision we have owned our property since 2012. Our property is on Maple directly across from the subject property. We have not yet received any notice in the mail in regard to the new subdivision but have only been made aware of it through neighbors who have apparently received notices. Why have we chosen to make a comment at this meeting? If each one of us takes a serious look at our daily lives, we will see that decisions that are made in our local community affect us more directly than whatever decisions are made statewide and nationally. Local planning affects our lives every day. Local planning cannot be put on the back burner or ignored until some time in the future. When you step out of your door, local planning is there in front of you affecting how you move and what you do. Truth be told, the actions of us as private

citizens are directly affected by the plans made by your department. We appreciate that you folks will listen seriously to our comments and questions. Plans by your department also affect you similarly to how they affect the rest of us. The new development is sitting in the middle of an area of properties that are larger than usual lot sizes. Properties on the East side of Maple and on the South side of Miles are larger lots. Most lots seem to be greater than half an acre and many are greater than an acre as you know, even close to two or three acres. Our lot right across the street is .626 an acre. These larger lots give the area a more tranquil feeling. We are aware the current roadways will be greatly impacted by the increased traffic. Is there an opportunity here and now to have the developer do an intense traffic study? A study that would give your department a good quantity of accurate information that could be used to make decisions regarding traffic. The decisions made now will affect all of our lives for years to come. Employees of the planning department do all of the reviewing and approving of the developments for the City of Hayden. The City Council only finalizes the planning department's recommendations. We ask you and the planning department to remember what a long-lasting effect your decisions have on all of us and on all of you and your families and the rest of us and our families. We are familiar with the saying time is of the essence. We trust the people of the planning department to improve on that expression by keeping foremost in their minds that care is of the essence. Care which will affect all our lives for years to come. Thank you for this opportunity to add our voice to the voices of our neighbors. We trust you will hear us." End of letter.

Ms. Cardenas went on to her statement. She believes that the city is in violation of Hayden City Code 11-1-7(E) because her neighbor did not get notice in the mail. She stated that she and her husband have lived at their property for many years now. She does not like the increase in density and does not like the fact that there will be no parks or open spaces. She referenced the 2040 Comprehensive Plan. She also stated that she thinks the new developments should be consistent with the neighborhood with being a one-story home or a one-story home with a basement. She suggested only one-story homes be built on the perimeter and two-story homes within the interior of the subdivision. She expressed concerns about law enforcement response time. She mentioned again that she doesn't think noticing was done correctly by the City of Hayden staff.

Director Phillips informed Ms. Cardenas that the City of Hayden did two rounds of noticing because there were incorrect dates on the first round of noticing that went out, so the city made corrections and then sent out the second round of noticing with the correct date.

Nick Peterson, City Attorney, addressed this concern by saying that the City of Hayden is meticulous in their notice requirements and that noticing was done properly to the best of his knowledge.

Applicant Rebuttal:

Mr. Terzulli began his rebuttal regarding traffic and stated all they have is the Master Transportation Plan, the guidance of staff, and the proposal. He noted that these parcels will develop out over time, and the developer is not insensitive to the fact that there are some holes in the Master Transportation Plan. Mr. Terzulli added that the developer does care about the community, and they understand that the roads are

narrow. He mentioned that he used to live over in Emerald Estates and his kids attended Hayden Meadows; acknowledged that Maple Street is narrow. He said that the developer is open to ideas of alternatives for the changes on Maple Street, and that they need guidance with that. He commented that Maple Street is never going to look like Government Way. He went on to discuss parks in the area, and how the City had the opportunity to acquire some of this property for a park. He mentioned that the City had a first right of refusal on this property.

He went on to say that they are very willing to have the Historic Preservation come in and acquire some of the items from the house and the property (plants, historic board, etc.). They are also willing to move this structure onto "a new piece," (of land) and they are not going to bulldoze this structure down without letting anybody know. Mr. Terzulli finished his rebuttal by addressing the lot size concerns from the public, and he referenced Dana Court and meeting the R-1 subdivision density cap. He also referenced Idaho state private property rights and then concluded by requesting recommendation for approval.

Questions from the Commission:

Commissioner Johnson asked about the discussion of turning the six properties in the middle of the proposed subdivision into a park or wild nature park, or putting up a historical board?

Mr. Terzulli answered by stating that this was never offered to the developer, and that they were open to reserving 4-6 lots in the corner of the subdivision or some of the lots up Maple for that use (park). He stated that any discussion of park land on this site never materialized an official offer of any kind from the City of Hayden.

Chair Taylor asked, "We've seen impact fees upfront to get traffic improvements done, is that something that we could be looking at to get the proposed traffic light put in at Government Way and Miles?"

Mr. Terzulli said that they are open to just about anything. From his understanding, urban renewal funds "are going to be the ticket there". If there is something that makes sense for the community and will benefit the development, improve safety and traffic flow, he said that the developer will sit down at any meeting and have a good faith discussion of what that looks like, and can assure the commission of that.

Director Donna Phillips stated that any park land would have to be purchased by the City of Hayden. The 6 lots in the middle of the subdivision were referenced here. She clarified that the development did not trigger a traffic impact analysis, and she also referenced old City code that called for parks to be included in developments over so many acres. But she then said that this code has since been changed and no longer applies.

Chair Taylor closed the hearing at 7:04 PM.

Deliberations

Vice-Chair Morris said that he has lived north of this property for 30 years and is aware of the concerns of more homes in the area. However, he feels the developer has done their due diligence, and that the challenges are traffic related. He stated

that hopefully we can solve this over time, but that the developer has met all criteria. He closed his deliberation by recommending approval.

Commissioner Vargas does not like the proposal, because he said it is not consistent with the rest of the neighborhood or the history of the property. He does not recommend approval.

Commissioner Grano said "I have nothing."

Commissioner Johnson said that he does not like that there are no parks, or "open land" in this subdivision, and that this development will increase the neighborhood traffic. He also said that the idea of extending sewer services to Dana Court is a good idea. However, he does not have a positive feeling about this subdivision and feels like it should be taken back to the drawing board. He would like to see more open spaces in the proposal for this subdivision, or somewhere for a historical board to be placed. He concluded by saying that this proposal should be revised to meet the neighborhood character better.

Chair Taylor commented that extending sewer to Dana Court is a good idea and noted his concerns for traffic, including saying that he would like to see a traffic light at Miles Avenue. He said that the City of Hayden had the opportunity to buy this property, and they did not.

Chair Taylor went on to make a potential proposal of saying that the subdivision cannot issue a [building] permit until there is a light at Miles Avenue. He stated that he thinks the only way that we would get a park in this area is if someone donated land to the City of Hayden for a park, or if someone sold land below market value to the city. He agreed with Director Phillips' recommendation of whether they were to add a future park, that it be within the proximity of this subdivision, and that there would be access from the subdivision to this future park as well. He concluded by saying this would be his recommendation.

Deliberation continued with Vice Chair Morris. Director Phillips reminding the Commission that if the Commission adds a condition that it needs to tie back to a Standard of Approval, that they need to be able to make a finding to that condition.

Traffic conditions were mentioned by Vice Chair Morris, but Attorney Nick Peterson advised the Commission that there is no legal way of adding this condition into the record. Commissioner Johnson also asked if they could add a condition about having two lots be donated to the city out of this development, to which Mr. Peterson said, "no probably not at this stage, but that the City of Hayden is actively looking to find lots within the Parks Master Plan to acquire for parks."

Motion to approve PZE-25-0080 Sycamore Valley Subdivision request with the recommended conditions of approval, adding two additional conditions: 1) connectivity to future parks, and 2) a historic sign at the corner of Maple Street and Miles Avenue. This motion, made by Vice-Chair Morris and seconded by Commissioner Grano; Carried.

Joel Johnson: No
Tony Grano: Yes
Chris Morris: Yes
Vince Vargas: Yes
Shawn Taylor: Yes

Chair Taylor explained that this motion was approved by the Planning and Zoning Commission at this time, and it will go to a City Council public hearing next, and the public can attend and make their same argument with their evidence. The City Council will make their decision, and their decision is final.

Director Phillips corrected the record and said that City Council will have a meeting first and then will decide if they need to proceed with a public hearing after their review with the City Attorney. She then put a map up on the screen from her slideshow presentation for a member of the public with Chair Taylor's approval.

Chair Taylor called a recess at 7:23 PM

Chair Taylor called the meeting back to order at: 7:27 PM

4. REPORTS

A. Community Development Director's Report

While waiting for Vice-Chair Morris to return to the dais after the brief recess, Director Phillips commented on this being Commissioner Johnson's last meeting and how they have appreciated his 6 years of service as a member of the Planning and Zoning Commission and the Parks Department. She brought celebratory treats for everyone on the Commission to enjoy after the meeting.

Director Phillips reported that there are more preliminary plats coming before the Commission, but they have not been noticed to date. There will be a call-in meeting at the next Planning and Zoning meeting because of the Written Recommendation from this public hearing. She went on to address the noticing requirements for subdivisions. The City is required to provide a legal written notice to the CDA Press at least 15 calendar days prior to a public hearing. The notice has to be given to the CDA Press on Tuesday morning in order to be put into the paper by that Friday. It also gets emailed as a Public Service Announcement to a variety of other news agencies, and a version also gets put on the City of Hayden's website under public hearings. Public comments can be submitted to the city via the website under public hearings and then you can click on public comment form. Public comments can also be submitted via email to the Planning Department, or members of the public can come into City Hall and staff can help them make a comment. Director Phillips stated that every comment is taken very seriously. She then went on to say that large yellow

signs get posted onto the property with the same information that gets mailed out to the public. These mailers go out to everyone within a 300-foot radius of the property. This 300-foot radius report is given to the city by the Title company, and that is how the city knows which residences get notified by mailers.

She went on to explain what happened with the March 9th public noticing mistake that happened. The newspaper announcements went out, the website announcement was published, but the mailers did not go out. So, because the mailers did not go out, the city paid for the second noticing and re-sent those notices with the corrected dates. Generally, the developer pays for the noticing, but because the city made a mistake, they paid for the second round of noticing. She clarified that all public hearings get noticed the same way, and all noticing goes out the same way.

Chair Taylor confirmed that April 6th is the next PZC meeting, and that he will try to call in to that meeting, as he will be in Canada. Vice Chair Morris confirmed he will be attending the meeting on April 6th in person.

Director Phillips stated that Planning and Zoning code text amendments most likely will come back by the end of April or the first part of May, and they will have one more workshop before they go to a full public hearing because there are some potential changes.

5. ADJOURNMENT

Chair Taylor adjourned meeting at 7:34 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Sadie Roe".

Sadie Roe, Clerk