

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

Monday, September 15, 2025

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 7:32 PM.

**ROLL CALL OF COMMISSION MEMBERS**

David Erickson: Present  
Joel Johnson: Present  
Chris Morris: Present  
Shawn Taylor: Present

Staff Present: Fonda Jovick – Legal Counsel, Donna Phillips – Community Development Director, Shannon Drappo – Planner

**PLEDGE OF ALLEGIANCE** was led by Commissioner Erickson.  
**ADDITIONS OR CORRECTIONS** were not noted.

**1. CALL FOR CONFLICTS OF INTEREST**

There were no conflicts of interest noted.

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

- A. Approval of Planning & Zoning Commission Regular Meeting Minutes from August 18, 2025.

**Motion to approve the Consent Calendar as presented. Motion made by Commissioner Erickson and seconded by Commissioner Johnson, Carried.**

David Erickson: Yes  
Joel Johnson: Yes  
Chris Morris: Yes  
Shawn Taylor: Yes  
Yes: 4, No: 0

**3. WORKSHOP**

- A. Comprehensive Plan Update

Donna Phillips, Community Development Director, presented information from the previous meeting in August 2025, stating City Council tasked Staff with bringing the Comprehensive Plan updates back to the Planning and Zoning Commission to verify the updates were or were not on the right track. She presented the timeline of 2040 Comprehensive Plan update, from August 2023 to present and reviewed the process of a Comprehensive Plan update. Ms. Phillips then presented a clean version of Chapter 4, Land Use and potential changes, which were inclusive of all previous meetings and workshops and the changes proposed by each of them. The update begins with an

introduction that includes an in-depth background of the land uses as the City migrates to more generalized land uses in the future, providing the context and “why”. It also defines what land use is and isn’t. The Agriculture land use is summarized, noting it played a huge part in who the City is historically. These parcels are large pieces of land, do not have City services (sewer, water, etc.) and are considered Rural, with Single-Family dwellings on the parcels and a large amount of open space for farming. Forested areas are not necessarily within the City but do play a role in design standards. This land use type was a topic of conversation in many of the workshops and therefore, expanded upon.

There are five Land Use Types in the proposed changes, including General Commercial, Light Industrial, Mixed Commercial, Public/Recreation, and Residential. Ms. Phillips showed these on the Table of Land Use Descriptions, giving a brief definition of each. She also reviewed Neighborhood Commercial Overlays (formerly known as “Nodes”) and gave more context to what they are and the purpose. She noted the only way a Neighborhood Node would be approved is through the Conditional Use Permit process. Commissioner Erickson asked what the exact terminology will be. Ms. Phillips answered it will be referred to as Neighborhood Commercial Areas, however it has not been vetted. Chair Taylor asked if the mention of “live, work, play” in the Comprehensive Plan will upset some people. Ms. Phillips does not believe it will. Chair Morris asked about the word, “Node” and why it isn’t liked. Ms. Phillips answered the term is quirky and historically used, but the terms have since changed. The Central Business Planning Area was discussed next. In Zoning Code, it is referred to as a District, but in a Land Use aspect, it is considered a Planning Area. The section referencing the Coeur d’Alene Airport has not changed. All maps and sound references will remain the same.

Future Land Use Analysis and “Available Land” cannot be updated until the land uses are identified. The numbers drive the data in this section. Future development identifies what has been decided by the Commission and Council in the workshop. She reviewed future development information, noting the City will take a proactive and coordinated approach to guiding future development, ensuring a balanced mix of residential, commercial, industrial, and open space uses. It will support infill and redevelopment, encourage a wide range of housing options, and promote strategic commercial and industrial growth. Evaluation for consistency with available infrastructure, fiscal responsibility and compatibility with existing neighborhoods. Commercial development will be concentrated in designated growth areas, particularly along major transportation corridors. Land Use strategy will prioritize a more walkable and connected community particularly along arterial roads and within the Central Business overlay. Annexation will extend based on infrastructure and services for any given project. A more rural development of single-family residences on larger lots with more open space is the vision for the Area of Impact west of North Huetter Road and north of West Lancaster Road, as extending public services to those areas would not be economical. Agricultural and recreational zones are in place to safeguard natural resources, ensuring infrastructure development is funded through shared public and private investment. Ms. Phillips explained her goal was to encapsulate what was heard at the workshop.

The table of Land Use Considerations was presented with changes. The table presents an overview of some of the major issues and concerns from the analysis of Hayden’s land use and includes the “Consideration” (Airport, Growth’s impact on transportation, etc.), “Concerns”, “How Land Use Plan Addresses Concerns”, and “Reference”. The Private Property Rights section in the Comprehensive Plan remained the same.

Ms. Phillips gave the Commission handouts, including her PowerPoint presentation and the proposed Future Land Use Map (FLUM). Commissioner Erickson [who was not able

to be present at the previous workshop] asked the Commissioners if there were certain areas of contention when it came to the FLUM. Commissioner Johnson mentioned there were conversations about what a 30,000-foot level looks like and if they were supposed to go deeper into the zoning designations. Chair Taylor mentioned there was talk about density, which belongs on the Zoning Map, not the FLUM, and just because it shows residential on the FLUM does not insinuate it will be high-density housing. Commissioner Erickson received clarification from the Commissioners that the general consensus of the workshop was what was presented at the meeting tonight on the proposed FLUM.

Ms. Phillips continued her presentation, noting the green areas on the map are the recreational or open space that exists today or have plans in process to be future open space or recreational areas. The area west of the dike, which is in the City's Area of Impact will remain in perpetuity as it is in a Conservation Easement. A 300-foot buffer around the airport was created based on the outcome of a conversation of buildable land between Council President Roetter and Councilmember Shafer in the workshop. She noted the lines of a FLUM are relatively fuzzy and there is room for more to be requested when looking at Zone Map Amendments that come to the Commission. These requests wouldn't necessitate a Comprehensive Plan Amendment as we know the line can extend another 300 feet. Hayden Avenue now shows a 300-foot buffer of the Mixed Commercial land use, as well as the north side of Prairie Avenue. Similarly, west of Highway 95 has Commercial land use along it, which extends to the east side of Government Way. The Commercial area south of Lancaster and west of Warren K is due to the mix of Light Industrial and Commercial. It did not make sense to make a small portion of that Residential use. She referenced Ramsey Road and how it connects today versus its future after Huetter is decided. She asked the Commissioners if they saw anything on the proposed map that may not work. They were all happy with the map.

Commissioner Johnson asked about the Commercial portion along Hayden Avenue (red color) and if it was due to that portion being within the airport area. Ms. Phillips answered the reason it is Commercial and not Light Industrial is because the businesses there today are Commercial uses, and it cannot be Mixed Commercial due to the possibility of higher density residential use. Commissioner Erickson asked if there is anything along Hayden that is Mixed Residential today. Ms. Phillips indicated it is all Commercial. Commissioner Johnson asked about the Commercial use to the north of Lancaster. Ms. Phillips stated it is in the City's Area of Impact and not part of the agricultural parcel to the north, which leads her to believe it may be developed Commercial. It also creates a buffer to the park, which could benefit both parties.

#### B. Proposed Amendments to Hayden City Code Title 11-2, Zoning Districts

Ms. Phillips transitioned the conversation to Zoning Districts and the proposed addition of a Rural Zone Designation. This came from the Joint Workshop and the discussion of marrying the Residential Suburban and Agriculture uses, as a Rural zone. She defined the Rural (R-1, R-2, R-5) as, "The Rural zone provides for larger tracts of land and to accommodate the rural lifestyle generally associated with larger lots located on the outskirts of the City. It provides for a very low-density development and typically, does not require the infrastructure improvements of higher-density developments. Rural requires design review per section 11-2-9 of this chapter." She then presented a new "Site Area and Building Setback Requirements Table" as found in Hayden City Code 11-2-3 showing the new Rural uses. She moved the Agriculture use to the right of the table so it can show the relation to the Rural zone. She reviewed height and setback restrictions across the board and noted the minimum lot size in the Agriculture zone changed to 10 acres.

Ms. Phillips noted the notes within the table, which add to a particular setback or design requirement. A new note (5) relating to minimum lot width and depth was added. She reviewed requirements, adding the goal is to avoid skinny lots that aren't buildable. The proposed note requires a minimum lot width and depth for lots less than or equal to 2.5 acres is 100-feet and lots greater than 2.5 acres is 200-feet. A rewrite and clarification for 11-2-3(B) is also proposed, stating, "B. Density Provisions: 1. A maximum of one primary permanent dwelling unit and one accessory dwelling unit as allowed in the table above unless otherwise allowed by an approved Conditional Use Permit or Zoning Development Agreement. 2. In the Mixed Residential zone designation, no more than eight dwelling units per acre shall be allowed. 3. In the Mixed Use and Central Business District zone designation, no more than 12 dwelling units per acre shall be allowed, unless otherwise allowed by Hayden City Code 11-2-8(C)(10) to a maximum of no more than 15 dwelling units per acre. 4. Densities may be averaged using a Planned Unit Development and lot clustering." Commissioner Morris asked if there is a way to incentivize a landowner to build larger lots and encourage less density to keep rural areas rural and slow growth. Ms. Phillips noted she will discuss that in a moment and continued, mentioning one of the things the City would like to keep away from are large lots subdividing and creating cul-de-sacs. From a maintenance perspective, cul-de-sacs are time consuming for snow removal. Density Provision #4 (above) will help with that when thinking of future growth with utilities for continuation of services if/when they become available. It will also bring a good community feel if the roads are inter-connected with other communities.

Uses within the new Rural Zone (RU) were the next topic of discussion. The uses allowed are bridging between the Residential Suburban (RS) and Agriculture (A) zones. Ms. Phillips prompted the Commissioners to review the RS and A uses and to suggest allowances in the Rural zone designation. She reviewed the proposed changes Staff made. Chair Taylor asked about one home and one Accessory Dwelling Unit per lot, and if a Conditional Use Permit would allow for more. Ms. Phillips answered the owner would not get more dwellings based on how code is written today. Fonda Jovick, Legal Counsel, added this would include multiple dwellings on one lot for a "family compound". The Commissioners believe that is something they should look at as that is something becoming more prevalent in today's culture in our area. Commissioner Morris asked if an owner could then do a Minor Subdivision, and Ms. Phillips answered it would depend on services available. Child and Adult Care uses mirror the RS zone and would be updated to follow Idaho Statutes for the number allowed. For Community Service uses, she noted the removal of Club, Lodge, Social Hall as they are not allowed in A. She reviewed several other uses, which did not produce responses from the Commission until Commissioner Johnson asked why Public Plaza or Open Space uses are not allowed in A. Ms. Phillips stated it would depend on the use – what is going in there? Rural in nature, facilitates the rural environment, etc. She confessed she did not think the Commission wanted large buildings for meetings in the A zone. Commissioner Johnson mentioned he wants to allow people to meet in granges, etc. in the A zone. They need a place to meet. Commissioner Erickson said he'd like to see that as a Conditional Use Permit as it opens it up to things the Commission may not want to outright not allow. Ms. Phillips segued into rural design standards. Minimum lot requirements are proposed based on comments received by Lisa Ailport, City Administrator during the workshop, who noted larger lots are generally not serviced by public infrastructure because it is distinctly not cost effective. In addition, most of these larger lots are over the Aquifer and have a minimum lot size requirement of five acres. Agencies will comment based on their restrictions when Agency Notices are sent, and the City needs to find a way to marry the requirements. The proposed lot requirements are: Minimum lot area five acres when served by individual well and septic systems, two and one-half acres when serviced by either or both community water or sewer systems

with remaining service by individual systems, and one acre when served by both City sewer and municipal water system and must be created by an approved PUD. New local roads servicing lots of 2.5 acres or larger shall be private, consistent with HCC or otherwise allowed by City Council. Based on these requirements, services provided would likely not be approved of larger venues based on the size of the lot. The consensus was to make the use of Club, Lodge, Social Hall as requiring a Conditional Use Permit.

Transportation, Utility, Agricultural and Animal-Related uses were covered. When Retail (Sales) was reviewed, Commissioner Johnson asked why hay, wheat, etc. is not allowed in A. Ms. Phillips stated it is due to that being in a retail sales use, which would belong in Commercial or Light Industrial uses. A farmer who wants to sell hay could do that under a seasonal-use as it wouldn't be year-around. Commissioner Erickson asked about a possible vineyard or brewery for these larger parcels. Ms. Phillips replied that anyone is able to go before City Council to request a use that is not listed in the Uses Table, in their zone. Otherwise, if the Commissioners want to see that added, that can happen. Commissioner Erickson noted he would not want to stifle an owner who is pursuing an entrepreneurial business. Commissioner Morris added if the City wants to keep rural areas rural, we should allow small farms to sell products from their land. Shannon Drappo, Planner, stated a farmer would be able to sell their products under the "Seasonal Uses" use with a Conditional Use Permit. Commissioner Erickson did not believe a brewery would be categorized in that use. Ms. Phillips stated under the Neighborhood Commercial Node, they would be able to apply for that use with a Conditional Use Permit. Ms. Phillips asked the Commission if they wanted Recreation Centers as a use allowed outright in the RU and A zones, or by Conditional Use Permit. The Commission agreed they would like to see that use allowed by Conditional Use Permit in both zones. Accessory structures will mirror RS for RU and mirror A for the rest of the uses in the Accessory Uses category. Home Occupations for Class A and Class B remain the same throughout all zones. The standards for Home Occupations were stated for clarification between the two. There was discussion about Beekeeping as a hobby but ultimately decided to keep it as requiring a Conditional Use Permit as it can pose a public safety concern. Commissioner Johnson asked about temporary voting places and why it is not allowed if a school is allowed by Conditional Use Permit. The decision to allow a Temporary Voting Place allowed outright in the A zone was made.

Ms. Phillips asked the Commission if there were additional uses they would like to see included in the table. Chair Taylor mentioned something may come up in the future, while Commissioner Erickson stated the list is substantial. Ms. Phillips then reviewed the Rural Design Standards, which apply to all new construction and renovations. Exemptions include interior remodels of the same use, normal or routine maintenance and repair, construction which does not require a permit and temporary structures as allowed and emergency structures. She reviewed sewer and water standards in the context of a Community System. Aquifer protection standards and connection to City sewer would take place at some point. Prior to the City approving a CUP, Subdivision, PUD or issuance of a building permit, authorization to connect in the future shall be recorded. Development using a non-city sewer system shall connect when services become available, however, no development shall be required to connect in less than five years of the infrastructure being installed (community utility). Ms. Phillips stated this is important as the systems can be quite costly and the City would not want the community in question to have to forego the improvements that were so recently installed.

Ms. Jovick stated she did not see any red flags with how the code is written and stressed to the Commission that she hopes they understand the amount of work that goes into creating new zones, as well as all the codes that need to be adjusted related to the

changes. Ms. Phillips added the Code presented today is just a small portion of all the changes that need to be made throughout the rest of the City Code. As that will take a good amount of work, her goal is to ensure Staff is on the right track with the changes. The Commission agreed they are on the right path.

Ms. Phillips went over the timing of the public hearings for the Comprehensive Plan, noting there are a significant amount of red-line changes. In the next version the Commission sees, it will be a clean copy with all the changes. No red lines, however the Commission will need to pull up the old Comprehensive Plan to compare. The second meeting in October will have the Public Hearing for the Comprehensive Plan as well as another project. She gave the Commission the choice to have another workshop at the first meeting in October, or it could be cancelled as there are no other agenda items scheduled. The Commission decided to go forward with another workshop to review the proposed Comprehensive Plan prior to the Public Hearing. Ms. Phillips also added at the direction from the previous workshop and Council President Roetter's mention of recently adopted Idaho State Code that protects Agricultural areas, and Counties being tasked with providing a map of those areas, she reached out to Kootenai County's Community Development Department and the Mapping Department for this map which would indicate if Hayden had any protected areas. As of the date of the meeting, she has not received anything from the County. As for the Hazardous Fire map for the area, the one the City has in the current Comprehensive Plan is the most recent. The school district and neighborhood overlay maps have been updated in the new version of the Comprehensive Plan.

#### **4. UNFINISHED BUSINESS**

- A. Direction to Staff to Notice for Comprehensive Plan Public Hearing **ACTION ITEM**

**Motion to allow Staff to publish for the Comprehensive Plan Public Hearing for October 20, 2025. Motion made by Commissioner Morris and seconded by Commissioner Johnson, Carried.**

David Erickson: Yes

Joel Johnson: Yes

Chris Morris: Yes

Shawn Taylor: Yes

Yes: 4, No: 0

#### **5. REPORTS**

- A. Community Development Director's Report  
Ms. Phillips did not have anything else to report.

#### **6. ADJOURNMENT**

Chair Taylor adjourned the meeting at 6:58PM.

Respectfully submitted,

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Shannon Drappo, Clerk