

PLANNING & ZONING COMMISSION



Wendy McClure
Commission Chair

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~Meeting Minutes~

September 26, 2018

Mike Ray
Staff Liaison

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The meeting was called to order at 7:00 PM.

MEMBERS PRESENT: Robb Parish, Vice Chair; Scott Gropp, Joel Hamilton, Wendy McClure (via phone), Mike Nelsen, Victoria Seever, Dennis Wilson

MEMBERS ABSENT: Kurt Obermayr, Nels Reese

ALSO IN ATTENDANCE: Mike Ray, Anne Zabala, Anne Peterson

1. Approval of minutes from August 22, 2018

RESULT:	ACCEPTED BY ACCLAMATION
MOVER:	Wilson
SECONDER:	Seever
ABSTENTIONS:	Hamilton

2. Correspondence

None.

3. Transportation Commission Meeting Report

No report.

4. Public Comment

None.

5. Comprehensive Plan Open House Schedule

Ray reminded Commissioners the Comp Plan Update Review concluded last spring just as students and faculty were leaving for the summer, so the open house and hearings were postponed until fall. He suggested scheduling the open house on October 24 from 5:30-7 in place of the regular meeting. Commissioners concurred. Ray explained the open house session would include poster stations for each chapter, with Commissioners and staff present to informally respond to any questions or discussion. A 30-day period will follow the open house to allow citizens time to submit comments. The open house and comment period will both be well publicized.

Ray mentioned he will be gone to a planning conference during the first meeting of October so Commissioners agreed to cancel the October 12 meeting as well.

6. Subdivision Code Review

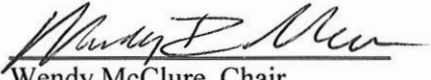
Ray reviewed the current subdivision code in preparation for update discussions. The lot division process is currently not codified but Ray described how Moscow handles them and provided examples from other jurisdictions. Staff proposed revising Moscow's process to provides notice to everyone within 300 feet and

a 15-day written comment period followed by the Zoning Administrator approval. Public Works Finance and Council would no longer be part of the process unless the Zoning Administrator's decision was appealed to City Council. The lot line adjustment process would change in a similar manner. Seever asked why 300 feet instead of 600; she thought the only concern with many lot divisions is parking and that impacts residents in a proximity beyond just 300 feet. She predicted written comments will impact staff's time commitment, but will also provide citizens a better opportunity for comment. Ray said the PWF meetings are not official hearings and have always been awkward. The proposed process would allow staff better opportunity to explain details to the public. Currently the subdivision code is in Title 5 but staff recommend moving it to the rest of the Zoning Code (Title 4) and include lot divisions, lot line adjustments, and the re-platting process. Parish said he was particularly interested tackling some of their identified goals by discussing parkland dedication and development securities first.

7. Goal Setting Recap

McClure said she understood some people misunderstood the purpose of the recent goal-setting conversation. She clarified the Comp Plan is the strategic plan for city planning purposes, whereas last meeting's conversation was simply to list topics of interest for Commissioners' continuing education.

The meeting adjourned at 8:27 p.m.


Wendy McClure, Chair