



**CITY OF PONDERAY PLANNING & ZONING  
PONDERAY CITY COUNCIL CHAMBERS  
288 4<sup>TH</sup> STREET  
JUNE 20<sup>TH</sup>, 2018**

**CALL MEETING TO ORDER - THE PLEDGE OF ALLEGIANCE WAS RECITED.**

**Chairman Merrill called the meeting to order at 6:34 p.m.**

**Planner Miller called the roll: Commission Members Present: Kellee Merril, Steve Fox, Marc Woller, Lawson Tate**

**Staff: Planner KayLeigh Miller**

**ABSENT: Planner Erik Brubaker, Josh Devita**

**AMEND AGENDA:** remove Minutes

**PLANNING UPDATES:**

**COMPLIANCE:** We have rescheduled the Clean up weekend for July 7th and 8th.

**File SP17-037 – Time extension request-Garage Village LLC-** The Planning and Zoning Commission approved this application to construct an industrial building on July 12th, 2017 with conditions. That approval included a condition that required construction to commence within the first year of approval. That has not occurred and we are coming up on that expiration date. We did receive a request from the owner indicating that he had some unexpected medical procedures and has requested a time extension. Staff noted that no changes to code had occurred since approval that would affect the project. We would ask that you grant approval for a one year time extension.

**Commission Member Woller/Fox, Roll Call Vote, all in favor. Approved**

**File SP17-033 - Time extension request-Panhandle Animal Shelter Thrift Store (storage facility)** –The Planning and Zoning Commission approved this application to construct a storage facility for the Panhandle Animal Shelter Thrift Store on April 29, 2017. The project contractor submitted a time extension request in February 2018 it failed to get placed on the agenda prior to its expiration date. Staff asked that the time extension request be retroactively approved because expiration occurred due to no fault of the applicant. If granted the new expiration date would be April 12th 2019. Staff noted that no changes to code had occurred since approval that would affect the project.

**Commission Member Woller/Fox, Roll Call Vote, all in favor. Approved**

**File BL18-016 - McNearney Boundary Line Adjustment**

Phillip McNearney is requesting approval to adjust the boundaries between two adjacent parcels of land. This property is at the North end of McNearney Road. Ponderay City Code allows for the adjustment of lines between both parcels and lots. However, Ponderay City Code does require that certain criteria are met. The must meet all the submittal requirements including submission of an application, a preliminary plat or in this case a survey because it is not a platted lot; and documentation from the Health District or the sewer district showing that they are still able to service so there is no need to implement any restrictions. This project reduces an existing ±3.9-acre parcel to ±3.59-acres and enlarges an existing ±.70 acre to ±1.199-acres. The project was reviewed for compliance with all requirements of code and found it to meet all applicable standards. The submitted

application is the first of a three phase project. Agency comment was requested on May 24th. KPSD responded and said that it is within their boundaries but they have not received any of the new user facility fees nor have there been any reserved at this time. Prior to any connection they would need to meet all of the requirements of the district. Panhandle Health responded that they have no restrictions and therefore has no impact at this time. Avista, had no comment. Northside Water, who currently services the site had no comments. Sandpoint Water, stated that it is in their project boundary. Staff recommends approval.

**Moved to approve this application, BL18-016 requesting approval to adjust the lot boundary lines between the two existing parcels. Finding that it is accord with applicable section of the Ponderay City Code. Commission Member Woller/Fox, Roll Call Vote, all in favor. Approved**

**File UP18-044 - Bonner County EMS Facility-Special Use Permit - Public Utility Facility in a Commercial Zoning Dist.** Bonner County Emergency Medical Service (EMS) is requesting Special Use Permit (SUP) approval to develop a commercially zoned parcel with a satellite EMS Facility. The project is located on the corner of Moody Lane and Kootenai Cut-Off Road.

**Public Hearing:** 6:47 p.m. – The project is considered a public utility complex facility, which is allowed by special use permit in the commercial zoning district as long as specific criteria are met. Any minimum lot size is acceptable but they cannot cover more than 35% of the property with structures. Other considerations are that it has to be a public convenience, a necessity and the facility will not adversely impact the properties in the vicinity. The application stated that their intention is to leave as much of the property in its natural state as possible. They are planning to retain all existing trees. Site will be served by KPSD and City of Sandpoint Water, Northside Fire, Lake Pend Oreille School District. The structure will be ±2,288 sq. ft that is broken down into two sections. There will be two apparatus bays that total ±1,088 sq. ft. The remaining square footage will be for living quarters for those on duty. The project includes the required parking spaces. The project was reviewed for code compliance. Access is off Moody Lane. We have requested that the existing twenty foot easement along Kootenai Cutoff Road be dedicated. The request will be placed on an agenda for the Board of County Commissioners business meeting for a decision to dedicate because it is County owned property. The request for agency comment was sent out on May 23rd. Ponderay Engineer did not request any revisions. Northside Fire said that he could see nothing that would prevent this structure from going in on site. Ponderay Police stated they had no negative comments and they felt it would be an asset to our community. Kootenai Ponderay Sewer said it is within their boundaries and there are some new user facilities fees that have been reserved for this project. They do want an updated application for service. City of Sandpoint stated the project is within the boundaries and once the fees are paid they will service the site. Staff referred the planning commission members to the findings of fact and conclusions of law for the determination regarding public convenience and necessity and the adverse impact statement. Commissioner Tate asked about weed abatement

**Robert Bussey**-Bonner County EMS-spoke about siren protocol and how they can better serve this area. This is a *response* facility, there should be very little to no public walk-in traffic. There was discussion on railroad blockages. The county has a weed department and had no objection to a condition regarding weed control.

**Staff:** Staff proposed the following language for consideration.

**Condition B-12:** The property shall be maintained so as to prevent the growth and spread of noxious weeds.

**PUBLIC COMMENT:** In favor-Dottie Kinn-839 Kootenai Cut-Off Rd.-Manager at Woodland Crossing. Down the road when traffic on Kootenai Cut-Off increases would you consider putting in a stop light or flashing light system at the intersection?

Phil McNearney-442 Birch St. Ponderay-This is a much needed facility and in a convenient location.

Neutral: Don Kinn-839 KCOR-He is a retired paramedic and building official for twenty years. His big concern is the tenants at Woodland Crossing. Traffic is going to increase on us over time. It is needed.

Opposed: none

Commission Member Woller asked about putting up lights or signs to let people know there will be emergency vehicles entering the roadway.

Planner Miller advised the council that crosswalk lights are proposed for that location. She indicated that we would want to consider whether it might cause confusion if additional lights were installed at the intersection.

Commission member Tate asked if anyone had considered taking this commercial property off the tax records. The property is already owned by the County so there is no tax value at this time, whether developed or not. Closed Public Hearing at 7:30 p.m.

**MOTION TO APPROVE:** I move to recommend approval of this application FILE UP18-044, requesting special use permit approval to develop Public Utility Complex Facility (Satellite EMS Facility) in the commercial zoning district, finding that it is in accord with the applicable sections of Ponderay City Code as enumerated in the findings of fact and conclusions of law in the staff report, and based upon the evidence submitted up to the time the staff report was prepared and testimony received at this hearing. I further move to recommend adoption of the findings of fact, conclusions of law, and conditions of approval in the staff report with the addition of Condition B-12.

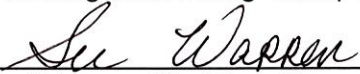
**Commission Member Woller/Tate, Roll Call Vote, all in favor. Approved**

Motion passes. This is a recommendation of approval to the City Council. This will be placed on the July 2nd council meeting agenda for consideration. At that time the City Council will have the opportunity to approve based on the record from the P&Z commission meeting, or to hold a second hearing.

**The Meeting was adjourned at 7:33 p.m.**



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Planning and Zoning Chairperson



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Su Warren, City Clerk-Treasurer

