



**CITY OF PONDERAY PLANNING & ZONING
PONDERAY CITY COUNCIL CHAMBERS
288 4TH STREET
JANUARY 9TH, 2019**

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

Commission Member Woller called the meeting to order at 5:30 p.m.

Planner Brubaker called the roll: Commission Members Present: Marc Woller, Lawson Tate, Josh Devita, Karen Engel (via phone conference)

Staff: Planner KayLeigh Miller

ABSENT: Planner Erik Brubaker, Steve Fox, Chairman Merrill

Commission Member Woller mentioned that the City might want to send something to help out Commission member Fox. His Son-in-Law contracted a bacterial infection that is eating his skin away and some internal areas. He has been transferred to Harbor View to have reconstructive surgery. He has been fighting this for four to five weeks. Steve has been a big part of the City of years.

ACTION ITEMS:

File AM18-018 – Boundary Line Adjustment-Schweitzer and 95, LP & GVD Commercial Properties are requesting approval to adjust the boundaries between two adjacent parcels of land. Currently the parcels are ± 7.75 acres and ± 10.85 acres. Post adjustment the parcels will be ± 7.73 acres and ± 10.87 acres. Proposed parcel 3A is zoned Commercial. Proposed parcel 2A is zoned commercial and residential. The parcels are located off of U.S. Highway 95 in Section 3, Township 57 North, Range 2 West, Boise Meridian.

PCC Title 8, Chapter 2: Lot Line Adjustments

- Allows for the adjustment of lot lines between two or more existing adjacent lots or parcels, whether platted or not, where land taken from one lot or parcel is added to an adjacent lot or parcel.
- Submittal requirements
 - Application
 - Preliminary Plat or Survey
 - Letter from the health district or sewer district
 - Administrative process
 - Application requirements have been met
 - Verify that the resulting parcels conform to the zoning standards and design criteria.
- PCC 8-2-5 Hearing
 - Requires the Planning & Zoning Commission to conduct a hearing and make a decision to approve or reject the application based on the information provided.
 - The hearing is not conducted as a public hearing.
 - No publication or legal notification requirements

- Proposed adjustment reduces an existing ±.75-acre parcel to ±.73 acres (Parcel 3A, Commercial Zone) and enlarges an adjoining existing parcel to ±10.87 acres (Parcel 2A, Commercial and Residential Zones)
- Relocates Parcel 3A further to the south so that it abuts “Parcel 1” which containing the existing Schweitzer Crossing commercial development
- The parent parcels were created by a prior BLA in 2013/2014
- Application was reviewed for compliance
 - There is no minimum lot size in the commercial zoning district
 - The minimum lot size for the residential zone is 7,100 sq. ft (±.16 ac) with 50 ft of highway frontage
 - Both parcels retain US Highway 95 frontage in excess of 50ft.
 - Instrument #932909 – Declaration of Protective Covenants, Restrictions and Easements
 - Parcel 3A as proposed will include the existing US Highway 95 approach for the Schweitzer Crossing Development.
 - Document ensures continued access to US Highway 95 for Schweitzer Crossing and future development.
- Agency Routing, December 27, 2018
 - Kootenai-Ponderay Sewer District, Colleen Johnson, letter dated December 31, 2018
 - Located within the district boundaries
 - Currently no new user facility fee’s (NUFF’s) have been purchased and no capacity reserved
 - Will serve the site once all conditions of the district have been met
 - Avista Utilities, Don Peterson, email dated January 2, 2019
 - Gas line runs North-South along the east property boundary and US Highway 95
 - Power is available at the northwest corner of the US Highway 95 and Schweitzer Cutoff intersection with multiple options to access the site
 - Three phase power is available in this location
 - Relocation of the boundaries will not affect Avista’s ability to serve the parcels
 - City of Sandpoint (Water), Dan Tadic, P.E., email dated January 3, 2019
 - City of Sandpoint has no issues with the proposed boundary line adjustment
 - Northside Water
 - No response received
- Staff Recommendation
 - Approval
- Proposed Condition 1
 - Upon completion of the boundary line adjustment, the applicant shall provide the city with a copy of the recorded boundary line adjustment deeds and record survey.
- **MOTION TO APPROVE: I move to approve this application FILE BL18-018, requesting approval to adjust the boundary lines between two existing parcels, subject to proposed Condition 1, finding that it is in accord with the applicable sections of Ponderay City Code.**

Commission Member Tate/DeVita, Roll call vote, all in favor. Motion approved

**Ponderay Sign Code workshop- Title 7
The Meeting was adjourned at 6:08 p.m.**

Planning and Zoning Chairperson

Su Warren, City Clerk-Treasurer