

Buhl Planning & Zoning  
203 Broadway Ave N

March 15, 2023  
**MINUTES**

**COMMISSIONERS PRESENT:**

Barbara Gietzen	Commission Chair
Maggie Himmelberger	Commission Member
Patricia Beltran	Commission Member
Gary Dannenhauer	Commission Member
Jeff Gabardi	Commission Member

**CITY STAFF PRESENT:**

Karen Drown	City Clerk
Scott Bybee	City Engineer
Mike Hampton	Building Inspector
Pam McClain	Mayor
Jazmine Mills	P & Z Administrator
Teresa Robbins	Public Works Clerk
Jason Scott	Public Works Director

**ALSO PRESENT:**

Concerned Citizens

**VIA ZOOM:**

Two unidentified Samsung Devices

**OPENING** The meeting was called to order at 10:30 AM.

**REGULAR MEETING**

**CONFIRMATION OF QUORUM:** Jazmine Mills confirmed a quorum.

Barbara Gietzen invited Karen Drown to speak to the Board.

Karen stated she spoke to the City of Ketchum, which is also undergoing a Comprehensive Plan Review and Zoning Code update. They have sent out an (RFP) Request for a Proposal and will have a council meeting on March 27, 2023. After this meeting, the clerk will share their documents with the City of Buhl. This updating project will occur in three phases over three years; Phase 1: Project scope/data gathering and community input, Phase 2: Comprehensive Plan audit, and Phase 3: Zoning Code rewrite.

Karen stated a meeting with Jerome Mapp occurred recently to discuss Comprehensive Plan updates. He is a retiree from the City of Caldwell and is familiar with Planning & Zoning matters. In that meeting, he suggested looking into doing Emergency Ordinances to have guidance over pressing issues now and then pursuing the Comprehensive Plan project. The City of Ketchum calls those types of ordinances Interim Ordinances which allow code updates for one year. After the year expires, the city chooses to either adopt the new code or revert to the old code. Ketchum's Interim Ordinances helped them address the "low-hanging fruit" issues such as workforce housing, parking, and density.

Karen stated a meeting with Region IV occurred on Tuesday about Buhl's Comprehensive Plan. They don't provide resources to fund this update but do facilitate it in a consultant role. Our City Council will have to approve the budget to do that.

**OLD BUSINESS:**

Minutes of February 22, 2023:

Jeff moved to approve the minutes. Patty seconded. There was no discussion. All voted in favor. The motion passed.

## **NEW BUSINESS:**

### Review and Discussion of February 27<sup>th</sup>'s City Council Meeting and Code Updates:

Scott stated the Board could start with identifying 3 to 5 hot topics to put into Interim Ordinances to relieve the pressure before doing the Request for Proposal especially since this update would take 1 to 2 years and Code Services is trying to keep up.

Gary asked what the staff sees as priority topics.

Scott stated there are many as seen on the list given at the council meeting and that one is RV living on property during construction which has come up a lot from citizens.

Jeff stated the current code dealing with green space and retention pond maintenance should be in the same ordinance and to review the enforcement measures.

Scott stated a second hot topic was animal grazing in town. Rick Brook stated that last summer, 15 to 20 sheep were grazing by Poplar St. Karen stated that the code does not address hobby farms on properties less than 1 acre. Jason stated properties on Poplar St have back pastures that become weed patches because of the current code limitations and the loss of the right to graze when the grandfather right permits are not applied for and issued. Barbara stated a lot of people down that area prefer not to use sprays for weed control. Jason stated many of the residents lost the right to have animals because they were unaware of the permit process to maintain the grandfather right.

Scott stated a third hot topic was mother-in-law homes to care for elderly parents. Barbara stated that the lot coverage percentage should be revised by allowing second dwellings. Jeff stated there are multigenerational development designs that allow for this type of living space. Scott stated City Code allows expansions or additions to homes as long as it's attached to the primary dwelling. There was a discussion about Scott's personal experience with Jerome's rules regarding having a secondary dwelling and removal of it. There was discussion about enforcement if a similar model was followed. Jazmine stated another thing to consider was the minimum size for secondary dwellings and the possibility of tiny homes being them. Gary stated adding restrictions on splitting lots and selling off the land with secondary dwellings.

Barbara stated she understands the need to live in an RV during construction especially if people miss the window when the market was good and need a place to stay. Scott stated it is common to see people living in RVs around the area. Barbara asked if someone living in an RV on a property in city limits should have the property's city utility bill reflect that to not miss revenue. Jeff agreed that RV living should be refined in detail. He stated you see it a lot at RV and Manufactured parks.

Scott advised the Board to create a list with these points—their pros and cons—so that these ordinances can be drafted and go to a public hearing for public comment.

Tom McCauley stated his concern about any ordinance rewrite is enforcement; the City will need to fund two Ricks. Karen stated that this will be something to consider when writing these updates, there will be permits to track and an increased workload in the office. Scott agreed and enforcement is the difficult part. Pam McClain stated she has already requested a second Rick.

Karen stated the more we dive in, the bigger the task feels, but we don't want to write a policy that cannot be enforced. She stated the City of Ketchum is also dealing with code from the 70s, so Buhl is not alone.

Jeff asked about the process to create the ordinances after making their lists and having the public scope included. Karen stated that before a public hearing, a town hall meeting can take place for more public involvement. Scott stated he hopes sincere input is obtained.

Scott stated the staff can put together their thought on five points and present them to the Board for their tweaking before obtaining public input; green spaces, RV storage, mother-in-law homes, RV living, and animal grazing.

Gary asked about the area of impact and the code updates. Scott stated once the agreement is in place, the County will enforce City Code in that area. Karen stated we're close to having that.

Barbara stated that the County also has a seat open for someone who lives in the area of impact and would be beneficial to have that filled.

There was a discussion about how someone who lives in the area of impact becomes a Buhl P & Z Board member.

**COMMISSION CONCERNS** — There were none.

**CITIZEN CONCERNS** — There were none.

**MEETING ADJOURNED** — Maggie made a motion to adjourn. Gary seconded. All voted in favor. The meeting was adjourned at 11:05 AM.

Minutes prepared by Jazmine Mills, Planning & Zoning Administrator