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**DOVER PLANNING AND ZONING COMMISSION  
MINUTES  
MARCH 5, 2020**

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**CITY OF DOVER PLANNING AND ZONING COMMISSION MEETING  
Dover Council Chambers  
699 Lakeshore Ave., Dover, ID**

**P&Z COMMISSIONERS IN ATTENDANCE:**

Marilyn Becker    Joe Gibbs    Julie Reister-Keaton    Susie Kubiak    John Thorpe

**STAFF/OTHERS IN ATTENDANCE:**

Clare Marley, AICP, City Planner

**CALL TO ORDER/ROLL CALL:**

Chair Becker called the meeting to order at 6:07 p.m. New Planning and Zoning Commissioner John Thorpe was introduced.

**CONSENT AGENDA:**

Commissioner Gibbs moved, and Commissioner Kubiak seconded the motion, to approve the minutes of the joint P&Z-City Council meeting of February 6, 2020, as written. The Chair declared the motion approved on a unanimous vote.

**PUBLIC COMMENT:**

None.

**OLD BUSINESS:**

**Conservation Subdivision Draft Ordinance:** Commissioner Gibbs reviewed his handout on "defensible space" and guidelines for development within the Wildland/Urban Interface (WUI). The Commission discussed the addition of fire-wise standards for development within conservation subdivision forestlands. The group reviewed measures, which included developing safe areas around the home, reducing fuels, using fire-resistant materials, having water sources available for fighting fires, properly storing flammables, and ensuring emergency access routes. They discussed whether these measures for development of future homesites within forestlands should be guidelines or standards required by building or subdivision laws. The Commission suggested the City should use these measures as guidelines rather than requirements and could develop handouts for homeowners. Ms. Marley advised that Bonner County and the fire districts developed a defensible space handout for homeowners several years ago and suggested she could obtain that literature for the City of Dover.

Ms. Marley reviewed the status of the conservation subdivision, noting that the draft is about 90 percent complete. She reviewed the components of the proposed ordinance and the sections of the draft needing further discussion, which included:

- Minimum acres required for qualifying features (forestland; wetland; farmland, etc.). The group discussed whether a minimum number of acres or percentage of the project must be devoted to farmland, forestland, recreation, wetlands, or other features specified in

Section 11-12-2 B of the draft. The latest draft provides that a minimum of 15% of the qualifying land features must be present to be a conservation subdivision. Further discussion was suggested.

- Percentage bonus maximum and incentives. The draft proposes a 150% maximum bonus density, if incentives such as affordable housing units, additional open space, or other amenities are provided. While clustered lots and added amenities can reduce infrastructure costs, provide greater open space, and improve home values, there are challenges with balancing bonuses with a desire to create a true conservation project. A lack of incentives may be a barrier to conservation platting, Ms. Marley noted. She shared examples of other communities' incentives and maximum bonus density and pointed out that lack of sewer and water services can constrain clustered developments. The Commission reviewed several scenarios for the different zoning districts using the potential maximum bonus. They agreed the higher density districts produced much greater potential for increased housing units if the full 150% maximum is employed. The Commission requested the planner provide a demonstration of a planned unit project, so they have a better understanding of how bonuses, incentives, and maximum densities work.
- Required clustering. Section 11-12-4 C of the draft calls for clustering of a minimum of two lots and buffering of adjoining properties from the dwelling clusters.
- Multi-family dwelling bulk and placement standards. Ms. Marley reviewed the draft language that calls for:
  - Integration of multi-family with single-family units and design to be similar in location, scale, and architecture, so as not to isolate the higher density units from the rest of the development;
  - Setback minimums of one hundred feet (100') from all external road rights-of-way;
  - Setback minimums of fifty feet (50') from all adjoining property lines.
- Fire safe development in forestlands. The Commission agreed to provide guidance in the draft ordinance rather than specific regulations.
- Defining and preserving viewsheds. Ms. Marley discussed the draft language, which states in Section 11-12-5 B 10: Protected viewsheds. No-build, no-plantings easements or other features shall be incorporated into the subdivision lots to protect identified views. (This is a conservation subdivision amenity option, not a requirement.)
- Determining the process for conservation subdivision reviews. The Commission believes the Planning and Zoning Commission and City Council should both hear the proposed conservation plat due to its potential impacts.

The Commission asked the city planner to also address at the next workshop ways that affordable housing can be preserved for its intended use and how conservation plats can be protected from later loss of open space through plat vacations or redesign.

**Subdivision draft update:** Ms. Marley reviewed the reasons for the subdivision update, which include:

- Current code contains outdated filing procedures
- Lacks connection to street standards (says must meet comp plan) and lighting
- Provides short plat definition but no process
- Lacks requirements for street naming and addressing protocol

- Contains erroneous condo plat process
- Needs updates/corrections to definitions
- Needs update to exemptions and applicability sections
- Needs improved application process
- Requires correct legal notice requirements
- Needs "fix" to "limits of liability," section per legal counsel

The City Council adopted new street standards developed by the city engineer, planner, and Commission last May. Those standards would be tied to the subdivision update, Ms. Marley said. The group discussed options for the short plat procedures. They agreed four or fewer lots would constitute a "short plat." For review, the P&Z could hear the plat, forward the decision to Council, and Council could accept the recommendation without hearing to shorten the process. An option to hear the application could be included, if issues arise. The process would be consistent with state law for consideration of subdivisions, Ms. Marley said. Plats requiring road development, sewer or water extensions, or zone changes should not qualify as short plats, the Commission suggested.

**Stormwater ordinance:** Ms. Marley advised further work with the city engineer is needed on the stormwater ordinance. She shared the components of the first draft.

**ANNOUNCEMENTS:**

The Commission reviewed topics for the April agenda. They requested samples of planned unit development scenarios be provided to help their understanding of density, bonuses, and incentives.

**MEETING ADJOURNED:**

Commissioner Kubiak moved and Commissioner Gibbs seconded the motion to adjourn. The Chair declared the motion passed unanimously and declared the meeting adjourned at 7:53 p.m.

  
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Marilyn Becker  
Dover Planning and Zoning Commission Chair