
DOVER PLANNING AND ZONING COMMISSION MINUTES JANUARY 6, 2022

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* Rowdy MacDonald

*Attendance via video conference.

STAFF/OTHERS IN ATTENDANCE:

Clare Marley, AICP, City Planner

CALL TO ORDER/ROLL CALL:

Chair Kubiak called the meeting to order at 6:04 p.m.

CONSENT AGENDA:

Commissioner Reister-Keaton moved, and Commissioner Becker seconded the motion, to approve the minutes of November 30, 2021, and December 2, 2021. The Chair declared the motion approved on a unanimous voice vote.

Public Comment: None.

NEW BUSINESS:

Short-term rental standards: Ms. Marley presented a city request to initiate an ordinance amendment to the short-term rental standards, Section 12-7-4 of Dover City Code. She explained that current code requires either a fire district or building official inspection of the proposed short-term rental (vacation home) prior to issuance of the city permit to ensure that life/safety codes are met. However, the fire district will no longer provide the inspection service and the Idaho Division of Building Safety will not do such inspections due to staffing constraints and contracts. Therefore, the city wishes to amend the zoning code to allow the applicants to provide their own life/safety checklist confirming fire extinguishers, smoke alarms, carbon monoxide detectors, and other required equipment are in place. In addition, the city proposes to add a deadline for public comment on vacation home permits. A deadline is missing from the current code. A 14-day deadline to comment is proposed, dating from the day the notice is mailed by the city to property owners within 300 feet of the proposed vacation rental.

MOTION: Commissioner Reister-Keaton moved to initiate an amendment to the short-term rental standards regarding life/safety inspections and public comment deadlines, as discussed. Commissioner Becker seconded the motion. The Chair declared the motion approved on a unanimous voice vote.

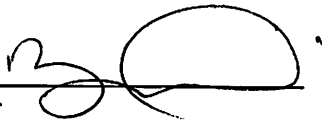
Ms. Marley advised that the code amendment will be placed on the February 3rd agenda for public hearing.

Comprehensive Plan Implementation Table 2022:

The Commission discussed updates to the Comprehensive Plan Implementation Table for 2022. Each year, the table is updated by the Commission with tasks that have been completed and schedules for completion of remaining tasks. The Commission completed a review and update of Sections 1-3 of the table. The remaining sections will be reviewed at the next Commission meeting. The table as of the January meeting is attached to these minutes and made a part of the minute record.

MEETING ADJOURNED:

Commissioner Reister-Keaton moved to adjourn, and Commissioner Gibbs seconded the motion. The Chair declared the meeting adjourned at 7:20 p.m. on a unanimous voice vote.



Marilyn Becker
Dover Planning and Zoning Commission Vice Chair

Attachment: Draft Comprehensive Plan Implementation Table as of 1/6/2022