

PUBLIC HEARING

Commissioner Jody Emra reviewed the public hearing purpose (Conditional Use Permit for living quarters accessory to a commercial use for Amber and Nick Ward, 535 S. Meyers Street) and protocol.

Mike Manning, SCJ Alliance, stated this is a conditional use permit for a dwelling unit accessory to the commercial structure. He stated no public comment was received and this proposal is exempt from SEPA. He further stated there are two comments from city department heads, the building inspector and fire chief, both comments are regarding the ingress/egress windows for the bedroom. Mike then stated the only other comment or condition he would have is from the municipal code, living quarters shall be secondary to the retail or commercial use and should any change to the retail or commercial use be evidenced a grace period of one hundred and eighty days will be provided for the applicant or the building owner to get another retail or commercial tenant in place. A floor plan was provided as required by municipal code, a city business license must be obtained and kept in good standing. If the conditional use permit is approved a renewal for the application must be filed by the end of each calendar year along with a declaration from the applicant stating, there has been no change in the usage of the conditional use permit.

Commissioner Jody Emra stated these will be the conditions for the conditional use permit and asked if there are any comments from other staff members.

Commissioner Nick Gourlie said there are state codes requiring a public restroom for employees so there may need to be something added stating the commercial tenant shall have access to the bathroom.

Amber Ward stated she has no employees, it is just her.

Commissioner Nick Gourlie stated this may need to be added just in case they have a new tenant.

Amber Ward stated they have purchased and arranged for an egress window to be put in. She also stated she does have a current state business license.

Mike Manning stated from the city planning department's perspective he recommends approval of this conditional use permit.

Commissioner Nick Gourlie asked the Ward's when they plan to put in the egress window.

Nick Ward stated he is planning to put it in this spring rather than doing it during the winter, hopefully no later than April.

Mike Manning stated they will need to apply for a commercial building permit to install the window, and it will be detailed in the conditions.

Commissioner Jody Emra opened the public hearing for public testimony at 6:12 p.m.

Lisa Wolfe – 425 E. 9th Avenue – stated not specific to this conditional use permit, but when you have a conditional use permit for a business in front with living quarters in the back it would be good to enforce them because there are people living in commercial spaces with no commercial business in front.

Commissioner Jody Emra closed the public hearing to public testimony at 6:14 p.m.

NEW BUSINESS

No new business at this time.

OLD BUSINESS

CONDITIONAL USE PERMIT – AMBER AND NICK WARD – 535 MEYERS STREET

Commissioner Nick Gourlie made a motion to approve the Conditional Use Permit for Amber and Nick Ward at 535 S. Meyers Street for living quarters accessory to commercial use including the amendments discussed during the public hearing portion of this meeting. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Ownes – YES. Motion carried.

CLOSED

CLIMATE RESILIENCY PLAN AND COMPREHENSIVE PLAN UPDATE

Mike Manning, SCJ Alliance, gave planning commission a copy of Climate Planning Grant: Summary of Planning and Engagement and a chart showing the rankings for climate hazards (copy on file).

Mike Manning stated the first step of the Comprehensive Plan update will be to identify and interview stakeholders; this will also include the climate element.

Commissioner Jody Emra asked about the advisory committee for the climate element.

Mike stated that since there was no interest from the public in serving on the advisory committee at the initial meeting, planning commission will serve as the climate advisory committee. These meetings will be open to the public and anyone can give input.

Commissioner Nick Gourlie thought there was going to be a workshop to recruit members for climate resiliency.

Mike Manning stated there will be a public workshop and felt planning commission would be the advisory committee and help gather input from the public. He then reviewed the Summary of Planning and Engagement and asked planning commission to review it before the next meeting to decide if it is ready to submit as deliverables to the state.

Commissioner Nick Gourlie asked if Lisa Wolfe wanted to serve on the Advisory Committee, could she?

Mike Manning stated yes, she could and if planning commission agrees the Advisory Committee meetings can be held along with planning commission meetings.

Allison Zimmerman, SCJ Alliance, stated there are other jurisdictions combining the public outreach of the climate plan and comprehensive plan updates as not to exhaust stakeholders.

Commissioner Nick Gourlie shared his concern about the length of the meetings if they are combined.

Mike Manning stated there can be separate meetings if planning commission wants to try and find an advisory committee. He then stated the chart he presented is an item to be discussed during an advisory committee meeting.

After further discussion, planning commission decided to function as the advisory committee along with Lisa Wolfe.

Mike Manning introduced Allison Zimmerman, planner with SCJ Alliance, to everyone in attendance and stated she will also be working on the updates.

Allison Zimmerman, SCJ Alliance, stated in the climate elements we are focusing on data from historical and climate driven occurrences to help develop the best plan for the jurisdictions they are for. She reviewed the chart of priority climate hazards and asked planning commission to review and identify what our risks are.

Commissioner Nick Gourlie stated on the list drought is rated very low and felt it should be higher in the ranking.

Secretary LeAnne Sanders stated in the past during low levels water customers were asked to limit outside watering, Boise Cascade and Avista were also asked to limit usage.

Allison Zimmerman, SCJ Alliance, stated this is very good information and drought can be moved higher in the rankings. She asked planning commission and Lisa Wolfe to review the chart and send feedback to Mike, and she will do more research on how to best rank the hazards for our area.

Mike Manning stated for the comprehensive plan there will be separate stakeholder meetings scheduled for one-on-one interviews. They are currently drafting a list of questions and asked planning commission to identify people they felt would be meaningful to add to the stakeholders list.

OPEN

PARK UPDATE

Commissioner Jody Emra asked if the discussion with the park plan was settled.

Commissioner Nick Gourlie stated it is not, and he will review the information he has and talk with City Attorney Logan Worley after one of council meetings.

OPEN

ZONING UPDATE

Planning Commission reviewed in detail the Public and Semi-Public Uses portion of the matrix and made some revisions. Planning Commission will review the rest of the matrix at upcoming meetings.

OPEN

PUBLIC COMMENT

Council Member Chris Shurrum stated with this new Climate Plan Avista and Boise Cascade use water, but they are also paying customers. He stated he is not sure how the city could ask them to restrict usage during low water levels in the wells when we charge them for it.

Allison Zommerman, SCJ Alliance, stated that it would not happen but look at how much water they are using and find a solution to provide them with water but also accommodate other water customers.

There was also discussion that during fire season firefighters get city water for fire suppression. It was also noted the river and area lakes are used by air resources.

Commissioner Nick Gourlie felt if there was a drought situation with low water levels restrictions would be placed on Avista and Boise before the firefighters.

Next Planning Commission meeting will be Monday, December 22, 2025, at 6:00 p.m.

HOMEWORK

Chair Jody Emra will:

- Title 17 - Zoning Updates
- Park Plan Update
- Review Comp Plan and Climate Resiliency Information
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Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- Park Plan Update
- Review Comp Plan and Climate Resiliency Information

