

**SANDPOINT PLANNING COMMISSION MEETING  
5:30 P.M. CITY HALL COUNCIL CHAMBERS  
MINUTES OF OCTOBER 18, 2016**

**COMMISSION MEMBERS PRESENT:** Tom Russell, Danny Strauss, Yuri Simon, Collin Beggs, Mark Remmetter, Cate Huisman

**COMMISSION MEMBERS ABSENT:** Tom Riggs

**STAFF MEMBERS PRESENT:** Planning & Community Economic Director Aaron Qualls, Assistant Planner Ryan Shea (minutes)

**COUNCIL PRESENT:** None

Vice Chair Huisman called the meeting to order at 5:30 p.m.

**Matters from the Public:** None

**Approval of Consent:**

Commissioner Beggs moved and Commissioner Simon seconded to approve the minutes from the September 20, 2016. **Motion passes unanimously.**

**Agenda Item B: Workshop discussing draft telecommunication facility ordinance**

Qualls introduced the ordinance and attached materials and reminded the commission that municipalities cannot regulate telecommunication facilities based on emissions. The commission can regulate location and construction of facilities. Qualls asked for a general response to the draft ordinance from the commissioners. Huisman asked about where it came from. Shea responded by saying that the code primarily came from Moscow and Missoula. Russell inquired if the commission could restrict towers from being in residential. Qualls stated that an ordinance could not be created that would have a prohibiting effect throughout the city. Beggs said that for residential zones he would prefer that an applicant prove a clear necessity in order to place them in residential zone. Beggs also asked given the number of towers that already exist in the city. Staff responded by saying the attached map had most of the towers in the city, but not all.

Beggs requested that the Planning Commission be given some court cases regarding wireless facilities.

Huisman asked about how much stealth design requirements would add to the project. Do we have a solid number? Shea explained that staff had no numbers but that it would generally add cost to a project. Qualls explained that in order to determine what would be acceptable for design of towers, the city would prefer that the Planning Commission review applications through the CUP process. Qualls showed some examples of stealth design from Coeur d'Alene in order to illustrate how some of the stealth designs can look. Huisman wondered when we would require a conditional use permit. Beggs said that having towers or facilities out of commercial is equally as important as having them out of residential.

Strauss stated that he believes the commission could use more education from experts on cell towers and where the future of this telecom is heading. Strauss went on to say that changing economic conditions and towers being abandoned he is worried about property owners being saddled with onerous removal costs in the future. Russell asked if we could place a bond on the tower for removal. Qualls suggested that some kind of agreement or bond could be written up

between the cell tower developer and property owner to fix this issue. Beggs suggested that during the permit process staff could have the CUP process notify the property owner.

Beggs said that it is important to keep the historic character of our downtown and commercial areas intact. He referenced some of the included pictures of the power house building and explained that if these stealth design requirements were in place that this building could look much better than it does now.

Huisman said that the code for the ground mounted equipment enclosure language should be extended to the rest of the stealth design stealth design requirements. Beggs suggested making the requirements in the code as clear as possible in order to get best possible outcome. Qualls said that the commission sounded like they would prefer to weigh in on telecommunication facilities in residential and commercial zones through a CUP process. Qualls said that he would prefer that during the decision of what would be stealth or what would not that the Planning Commission handle this decision through CUP process. Qualls stated that a decision like this should be in a public forum instead of an administrative staff decision.

Russell stated that he is against having towers in residential at all. The only reason they should go in is if they can prove a necessity to be in residential. Russell stated that the ordinance should focus facilities in areas where we want them.

Huisman pointed out that IBP verges on commercial and should have different requirements compared to the other industrial zones. Qualls pointed out that some of those industrial zones would be affected by FAA regulations anyway.

Qualls asked the commission if schools should be exempt from these regulations. Huisman pointed out that most schools are in residential areas and have large impacts to surrounding land uses. Simon said that schools may construct towers for commercial gain. Strauss suggested limiting schools to one tower.

Beggs said that residential zones deserve to have some kind of public comment in regards to towers. Remmetter and Russell agreed. Qualls stated that every meeting is open to the public.

Huisman asked staff when the moratorium was enacted. Qualls stated August 10<sup>th</sup>. Huisman stated that gives the city until February to have an ordinance ready. Qualls said that in order to get everything ready a public hearing would need to be held on December 6<sup>th</sup>.

The commission directed staff to continue to work on the rough draft and incorporate the feedback gathered during the meeting.

**Matters from Staff: None.**

**ADJOURNMENT:** The meeting adjourned at 6:20 p.m.

**SANDPOINT HISTORIC COMMISSION MEETING**

**October 18, 2016**

**12:00 p.m. at Tango Café, Sandpoint Center  
414 Church Street, Sandpoint, ID**

**COMMISSION MEMBERS PRESENT:** Cindy Peer, Linda Hutten, Sue Graves, Jacquie Albright, Carrie Logan

**COUNCIL/COMMISSION MEMBERS ABSENT:** Steve Garvan, Krister Allen, Heather Upton, Bill Harp

**COUNCIL/STAFF MEMBERS PRESENT:** Ryan Shea – Staff Liaison (minutes)

**MEMBERS OF PUBLIC PRESENT:** None.

**MATTERS FROM THE PUBLIC:** None.

**APPROVAL OF MINUTES:** Approval of September 20<sup>th</sup>, 2016 minutes motioned by Hutten, seconded by Peer. **Motion passes unanimously.**

**NEW BUSINESS:** None.

**OLD BUSINESS:**

**Agenda Item B: Update on the State Historic Preservation Office Community Enhancement Grant**

Shea explained the commission did not receive this grant and suggested that the major issue is Sandpoint's lack of properties on the National Register of Historic Places. Shea urged the commission to consider future CLG projects to focus on adding properties to the National Register. Logan suggested that the commission seek alternative funding sources for the walking tour brochure in February.

**Agenda Item C: CLG Grant update**

Shea explained that next year's CLG grant will be different than year's past. The grant period is now shifting to a two-year grant cycle and that the grants will be judged on their merit instead of the population of the community. Shea said that this is good news for smaller cities like Sandpoint as long as we can write competitive grants.

**Agenda Item D: Fundraising**

Graves handed out a bid sheet for the fundraiser silent auction. Albright spoke about the value of the photos she brought and suggested prices. Logan suggested that bids need to be set low initially and then hope for the best outcome.

Peer volunteered to contact Laughing Dog Brewery and see if they had any raffle items they wanted to provide. Peer also volunteered to bring the utensils for the event.

Camp said that every Thursday Bob Witte of 1400 KSPT does a radio show that would be suitable for the commission to advertise the event on. Logan and Graves said that they would volunteer for this. Hutten volunteered to find a list of businesses that may be interested and send out news of the event. Logan volunteered to contact the Reader. Peer said she would see if Dann Hall could donate anything.

**Agenda Item E: Historic Neighborhood Designation**

Shea explained that it sounded like what the Historic Commission desired for historic neighborhood designations were guidelines as opposed to some kind of set of requirements that would be codified. Logan suggested that the commission would prefer education of historic preservation of neighborhoods instead of codified requirements.

Meeting adjourned @ 1:00.

**SANDPOINT URBAN RENEWAL AGENCY  
MEETING MINUTES OF OCTOBER 4, 2016  
7:30 A.M. CITY HALL COUNCIL CHAMBERS**

**MEMBERS PRESENT:** Eric Paull, Curt Hagan, Kate McAlister, Marilyn Sabella, Kendon Perry, Jeremy Grimm, Steve Lockwood, Aaron Qualls

**MEMBERS ABSENT:** Tom Bokowy

**CITY COUNCIL/ STAFF PRESENT:** City Administrator Jennifer Stapleton\*, Public Works Director Ryan Luttmann, Melissa Bethel (minutes)

Meeting was called to order by Chairman Paull at 7:30AM.

**Minutes:** Minutes for the September 6, 2016 meetings were approved as submitted.

**Financial report\*** Downtown general account \$665,340; Revenue Allocation Fund a/c \$126,142 Northern \$1,500,267. Downtown loan balance \$1,035,976.64 (next payment due 3-15-17 \$125,435.49).

**\*All account balances and advances listed in this Agenda are as of September 30, 2016.**

Increment received in September: Downtown \$204,287.47; Northern \$180,008.49. Total FYE 2015/2016. Downtown \$551,107.42 (budgeted \$540,600) and Northern \$502,051.47 (budgeted \$490,000)

Monthly invoice report and invoices for payment: \$51,582.54

ICRMP Invoice:

**Motion:**

Grimm moved and McAlister second to deny terrorism coverage. **Motion passes unanimously.**

**Motion:**

Grimm moved and Lockwood second to approve payment to ICRMP for \$1,144.00 for insurance coverage. **Motion passes unanimously.**

**Motion:**

Grimm moved and Sabella second to pay the remainder of the monthly invoices for \$50,438.54 (minus ICRMP). **Motion passes unanimously.**

**Old Business:**

Downtown streets: Ryan Luttmann/ Bruce Robertson update on street projects. Church Street: 2014/2015 and 2015/2016 \$600,000. Advanced to date; \$557,548.12. Remaining balance \$12,820.02. Invoices for approval \$0. Downtown Street Engineering 2015/16 \$7,000. Advanced to date \$6,900; Remaining balance: \$100.00. Invoice for approval \$0.

Luttmann stated the City is in negotiations with Century West for revisiting downtown design and community participation. Luttmann advised the downtown restriping of the streets most likely will happen in the spring so the City and ITD can coordinate signals and traffic flow.

Lockwood clarified phasing and timing are being considered as public input, not the street design. Luttmann stated he does not see major changes in design; however some minor tweaks will have to be made. Luttmann gave the example that Church Street is slated to be two- way with diagonal parking and the dimensions do not meet the downtown street guide. Luttmann stated the public process is to reeducate

the public. Hagan inquired how delivery trucks would be accommodated once the downtown streets are two-way. Luttmann stated the issue would be part of the design and public input process. Grimm inquired again if the City plans to utilize a community block grant. Luttmann stated the question is where best to apply the grant and what phase of the project.

Baldy Pedestrian Project: Ryan Luttmann/ Bruce Robertson update on project. Advanced to date: \$16,000. Remaining balance \$704,000 (\$500,000 FY15/16 and \$220,000 FY16/17). Invoices for approval \$0. Luttmann stated he has a contract going to City Council tomorrow for engineering. Luttmann advised construction would begin next year.

Fiber network: Bruce Robertson. Advanced to date; \$736.72. Remaining balance; \$29,263.28. Invoice for approval \$0. Luttmann stated he is still waiting for an invoice from Avista.

804 Airport Way: Qualls advised construction is on schedule with frontage improvements going out to bid.

BID grant program: BID Grant for 2015/2016 \$45,000. Advanced to date \$35,526.44; remaining balance \$9,473.56. Report & Invoices for approval: \$749.17.

McAlister advised the final invoice will probably just reflect advertising. McAlister stated Boise State will be in town to do a survey on the Business Improvement District which will help the City make decisions on how to move forward with the BID. McAlister stated the Chamber will still decorate the downtown trees with lights this year.

**Motion:**

Qualls moved and Hagan second to approve payment of \$749.17 to the BID. **Motion passes unanimously with McAlister abstaining.**

LPSOD: Matt Diel; Report and invoice for approval; \$186,036.40

Diel presented a PowerPoint of before and after pictures of the project. He thanked SURA for the funding. Paull advised the Board the project came in under budget.

Grimm stated he is voting against payment because he feels the school district can go to the tax payers for a levy; which it did and was voted down. Grimm stated he feels funding these projects opens the Board to criticism from the public. Diel stated none of the SURA funded projects were part of the levy.

**Motion:**

Perry moved and Sabella second to approve payment of \$186,036.40 to LPSOD for infrastructure improvements to Farmin Stidwell school. **Motion passes with Grimm voting no.**

Art: Gateway Project update. Hydrant painting; budget of \$1050.00; invoices for approval \$0. Deaner advised the hydrant project will probably be extended until Spring.

Grimm inquired about the details of the public art feature proposed for the N. Boyer roundabout.

\*City Administrator Jennifer Stapleton arrived\*

Luttmann explained some of the roundabout design details to the Board. Luttmann stated construction is slated to start next year and would be a one-year project. Deaner stated the Arts Commission is involved in the project and working with Public Works.

Discussion ensued related to the roundabout design and Art installation.

Panida: Patricia Walker White PANIDA Grant. Advanced to date \$407,071.24; Remaining balance \$42,928.76. Invoices for approval: \$0. No report

**New Business:** None

**Staff Comments:** Qualls stated the solar roadways project is in and mostly working. He stated the project has been a draw for downtown. Qualls showed the Board the website and the webcam. Stapleton stated representatives from other States were in town looking at the demonstration.

**Adjourn:** Next regular meeting, November 1, 2016, 7:30 a.m. City Hall City Council Chambers