

**REGULAR MEETING OF THE WALLACE PLANNING, ZONING
AND HISTORIC PRESERVATION COMMISSION**
Wallace City Hall-Council Chambers
March 6, 2024

COMMISSIONERS PRESENT:

Emma Marlow, Chair
Sarah Murphy, Vice Chair
Dave Kuns
Courtney Friehe
Heather Barnhart

STAFF MEMBERS PRESENT:

Ben Allen, Legal

COMMISSIONERS ABSENT:

CALL TO ORDER:

Chairman Marlow called the meeting to order at 6:00 p.m. at Wallace City Hall in the Council Chambers.

FLAG SALUTE:

APPROVAL OF MINUTES: (ACTION ITEM)

Chairman Marlow wanted to state that only the commission members who were in attendance at those meetings could vote to approve the list of meeting minutes unless a member had listened to the full recording.

S. Murphy motioned, seconded by C. Friehe to approve the November 1, 2023, P&Z Historic Preservation Regular meeting.

ROLL CALL:

Commissioner Friehe	Voted Yes
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted

Motion to approve carried.

S. Murphy motioned, seconded by D. Kuns to approve the January 3, 2024, P&Z Historic Preservation Regular Meeting.

ROLL CALL:

Commissioner Friehe	Voted
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted Yes

Chairman Marlow Voted Yes
Commissioner Barnhart Voted

Motion to approve carried.

S. Murphy motioned, seconded by D. Kuns to approve the February 7, 2024, P&Z Historic Preservation Regular Meeting.

ROLL CALL:

Commissioner Frieh Voted
Commissioner Murphy Voted Yes
Commissioner Kuns Voted Yes
Chairman Marlow Voted Yes
Commissioner Barnhart Voted

Motion to approve carried.

STAFF COMMENTS:

COMMISSION COMMENTS:

Chairman Marlow stated that Scott Lewis has resigned as Commissioner and the City Council has appointed Heather Barnhart as his replacement. She stated she had met with the newly appointed commissioner and discussed relevant city codes and the duties that the appointment entailed.

Chairman Marlow stated that she met with Alison Tompkins and Hannah Anderson from J-U-B, Ben Allen, and Clerk Trogden on February 7, 2024, to discuss possible options for the Comp Plan update. Discussed that J-U-B would provide a proposal by the March P&Z Meeting for review to then present to the City Council at the March 13, 2024, City Council Regular Meeting.

Emma Marlow, Sarah Murphy, and Courtney Frieh were in attendance on February 28, 2024, in the District Courtroom regarding the BOCC Public Hearing for the Proposed MOD Ordinance. Stated that the BOCC made no action at that meeting and tabled the Ordinance for a later date.

CONFLICT OF INTEREST DECLARATION:

PUBLIC HEARING:

ADMINISTRATIVE/BUSINESS: (ACTION ITEM)

1. Election of Chair and Vice-Chair

Chairman Marlow stated that Sarah Murphy and herself are currently serving in that capacity. S. Murphy was asked if she would consider another term and she stated she would.

C. Frieh nominated S. Murphy to continue as Vice Chair of the Commission.

ROLL CALL:

Commissioner Frieh	Voted Yes
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes

Motion to approve carried by a 5 to 0 vote.

S. Murphy motioned, seconded by H. Barnhart to nominate E. Marlow as Chair of the Commission.

ROLL CALL:

Commissioner Frieh	Voted No
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted No
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes

Motion to approve carried by a 3 to 2 vote.

2. J-U-B presentation of Comprehensive Plan Update

Alison Tompkins addressed the Commission and made the following comments.

Stated that she is a certified planner and professional landscape architect with J-U-B Engineers and met with Chair Marlow, Ben Allen, and the clerk last month to discuss what might be needed for a complete Comprehensive Plan update. After that meeting, Alison stated that she and her colleague Hannah Anderson worked together to create a proposal with a timeline to present to the commission.

Stated that the approach to the update is three phases.

Phase 1 – Existing Conditions Assessment

The Information-gathering phase begins with gathering and reviewing existing data and plans including the existing Comp Plan and areas of concern the commission and community might have. Also, the phase includes a review of existing mapping and updates according to the current zoning codes as well as a review of any existing planning within the county, transportation, and area of impact.

Phase 2 – Vision, Goals, and Implementation

With the information developed in Phase 1, we would then actively engage the community in the plan update which typically includes the involvement of a steering committee, one or more public

surveys, and at least one public event depending on what would work well for the community and commission depending on what the commission wants as far as public involvement. The steering committee would help identify current areas and issues of concern to the community. Also, GIS specialists will utilize the data obtained to develop maps for use throughout the planning process.

Phase 3 – Plan Development

Information that was gathered from Phase 1 and 2 will be assembled into a draft form of the updated plan. With the steering committee, the draft will be reviewed for necessary content and feedback and will be vetted by the public with the encouragement of feedback for any additional information with the end goal of having a completed updated Comprehensive Plan.

S. Murphy asked if the comp plan is similar to a mission statement.

Alison stated that it was not, but is required in Idaho Statutes by the Local Land Use Planning and there are several elements the code states must be addressed.

Discussion was held regarding the elements required and/or needed.

C. Frieh asked if the team would draw off existing surveys and land use maps or if would they have to draw up new maps.

Alison stated she was not familiar with what data is available so she could not answer specifically on that.

More discussion was held on the various resources available for collecting the necessary data and hopefully coming under budget during the process.

Ben Allen spoke to P&Z developing a steering committee, limited to members with proper representation from the governing bodies of the city and citizens as stakeholders for the City Council to consider.

C. Frieh asked in regards to the steering committee what the mix of representation Alison has seen in previous Comp Plan Updates.

Alison stated ideally, good representation across community interests would include someone who is involved with youth activities or the school district, someone who has the pulse on the senior citizen community, someone who's dealing with transportation issues, a business owner and major employer of the area, a city council representative, and a P&Z representative. These are great examples of how to represent a variety of interests from the community.

S. Murphy asked Alison how often she is seeing cities update their comp plans.

Alison stated that it depends on the funding and unfortunately, Idaho does not have a lot of available funding sources for comp plan updates. Standard planning practices should be looked at every ten years, and the planning horizon of the comp plan should be 10-20 years depending on the size and growth of the city.

Alison noted that after seeing Wallace's current comp plan, there is no doubt that a total revision needs to be done.

Discussion was held on the longevity of a new plan once done.

Ben Allen asked Alison to give an update on the possibility of utilizing GIS data that might be available.

Alison stated that she has not looked into that yet and spoke to the commission about the process of J-U-B mapping experts generating a map and the potential costs associated with that.

Chairman Marlow asked about the possibility of funding through grants.

Alison stated she is only familiar with the Blue Cross Foundation and has used them in other comp plans, with the stipulation of incorporating health initiatives in the comp plan update.

Discussion was held regarding other grants and what the process would be going forward.

Motion made by C. Frieh, seconded by S. Murphy to recommend to Wallace City Council the reviewed proposal as drafted by J-U-B for their consideration.

ROLL CALL:

Commissioner Frieh	Voted Yes
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes

Motion to approve carried by a 5 to 0 vote.

S. Murphy motioned, seconded by C. Frieh at 6:39 p.m. to exit the regular meeting and enter into an Executive Session Per Idaho Code § 74-206(1)(f): to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

ROLL CALL:

Commissioner Frieh	Voted Yes
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes

Motion to approve carried by a 5 to 0 vote.

S. Murphy motioned, seconded by D. Kuns at 7:06 p.m. to exit the Executive Session and re-enter the regular meeting.

ROLL CALL:

Commissioner Frieh	Voted Yes
Commissioner Murphy	Voted Yes
Commissioner Kuns	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes

Motion to approve carried by a 5 to 0 vote.

Chairman Marlow stated for the record under the advisement of our legal counsel, an amendment of the agenda is needed to reflect the addition of an Executive Session Per Idaho Code § 74-206(1)(f) under the Administrative/Business section of the meeting.
All in favor.

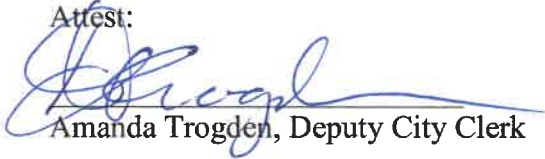
There being no further business to come before the Commission, S. Murphy motioned, seconded by C. Friehe to adjourn.

Motion approved. The meeting adjourned at 7:07 p.m.



Emma Marlow, Chairman of the Commission

Attest:



Amanda Trogden, Deputy City Clerk