

**AGENDA OF THE PLANNING AND ZONING COMMISSION MEETING  
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Monday, February 2, 2026

Commission Meeting: 5:30 PM

Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER**

**ROLL CALL OF COUNCIL MEMBERS**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS OR CORRECTIONS**

1. **CALL FOR CONFLICTS OF INTEREST**
2. **CONSENT CALENDAR *All items on the consent calendar are Action Items***
  - A. Approval of Planning & Zoning Commission Regular Meeting Minutes from January 5, 2026

**DRAFT**  
**MINUTES OF THE PLANNING AND ZONING COMMISSION MEETING**  
**FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Monday, January 5, 2026

Commission Meeting: 5:30 PM  
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER**

The meeting was called to order at 5:30 PM.

**ROLL CALL OF COMMISSION MEMBERS**

Commissioner Tony Grano: Present  
Commissioner Joel Johnson: Present  
Commissioner Chris Morris: Present  
Chair Shawn Taylor: Present  
Commissioner Vince Vargas: Present

Staff Present: Fonda Jovick – Legal Counsel, Donna Phillips – Community Development Director, Shannon Drappo – Planner (Clerk)

**PLEDGE OF ALLEGIANCE** was led by Chair Taylor

**ADDITIONS OR CORRECTIONS** Commissioner Vargas stated while the Minutes from the 12/15/2025 meeting show he was absent; he was present online and heard the entire meeting. Fonda Jovick, Legal Counsel, stated that he was marked as absent for the record due to the audio and visual on his end not working properly and therefore, the City was not able to confirm his attendance nor ask for his vote on the action items. She appreciated his comments for the record of the meeting.

1. **CALL FOR CONFLICTS OF INTEREST** - There were none stated
2. **CONSENT CALENDAR** *All items on the consent calendar are Action Items*
  - A. Approval of Planning & Zoning Commission Regular Meeting Minutes from December 15, 2025
  - B. Approval of Written Recommendation to City Council for PZE-24-0133, City-Initiated Annexation of Government Way

**Motion to approve the Consent Calendar as presented. This motion, made by Commissioner Johnson and seconded by Commissioner Morris, Carried.**

**Tony Grano: Yes**  
**Joel Johnson: Yes**  
**Chris Morris: Yes**  
**Shawn Taylor: Yes**  
**Vince Vargas: Yes**  
**Yes: 5, No: 0, Absent: 0**

**3. PUBLIC HEARING (Public Testimony will be received for these items)**

- A. PZE-25-0110 City-Initiated Annexation of City of Hayden Owned Properties, N Ramsey Rd - **ACTION ITEM** *This public hearing is for annexation of two parcels of land currently owned by the City of Hayden into Hayden City Limits.*

STAFF / APPLICANT PRESENTATION

Donna Phillips, Community Development Director stated she is both the presenter for the City and the applicant, as the parcels in question for the Annexation request are owned by the City of Hayden. The background of the properties was covered, stating the properties were previously owned by Lakes Highway District. Upon their move to another location, an agreement was in place that the City would purchase the buildings from Lakes Highway District and lease the land. The City later purchased the land from Kootenai County and are now wishing to annex the parcels into Hayden City Limits. The parcels are currently with Kootenai County's jurisdiction and upon the start of the process, were located within the City of Hayden's Area of City Impact (now known as the Area of Impact).

Ms. Phillips then covered the Standards of Approval (a – e) for an Amendment to the Zoning Map. Standards a. and b. have to do with additional studies needed as it relates to the zoning of the parcels. Ms. Phillips stated Staff does not believe any additional studies, plans or conditions are required. Standards c., d. and e. require the request to be in accordance with the Future Land Use Map (FLUM) and goals and policies in the Hayden Comprehensive Plan, that the zoning shall align with the zone district's purpose and intent, and that the zoning shall be consistent with the neighborhood context. She then gave information from the FLUM, stating the parcels are listed as Light Industrial uses, which allows for most types of manufacturing and wholesale business activities primarily made up of light assemblage, distribution services, fabrication, manufacturing, processing, and warehousing. Current use of the property is office, shop and storage structures. The Comprehensive Plan goals and policies are available in the Staff Analysis and also in the Appendix. Ms. Phillips noted the design standards of the Light Industrial Zone, including setbacks, heights, road frontage and then showed numerous pictures taken from Google Maps of the context of the existing neighborhood. The area is mostly made up of airport buildings as the location is adjacent to the Coeur d'Alene (CDA) Airport, shops, offices and vacant land.

Agency notices were sent to approximately 12 agencies. Of those, ten responded, generally with "No Comment". Northern Lakes Fire Protection District (NLFPD) conditioned that the property meets their requirements upon development. Due to location of the CDA Airport and County ownership, the CDA Airport requests an Avigation Easement. As of the date of the hearing, no public comments were received. Staff recommend two conditions for the Annexation, should it be approved by Council. One, that upon development, the site and/or subdivision shall comply with the requirements of NLFPD, and two, that at time of future development, future site plans indicate how the property will be connected to municipal sewer when available.

QUESTIONS FROM THE COMMISSION:

Commissioner Johnson asked if the property is to be used as-is and Public Works, or if there are future plans for the parcels. Ms. Phillips replied that Public Works (Parks and Streets Departments) have moved into the shop as of today. As for the open lot, there may be expansion plans, but she is not certain what they are at this time.

PUBLIC COMMENTS

None in attendance wished to comment on the request.

Chair Taylor asked if the Commission had any other questions. With none mentioned, he closed the Public Hearing at 5:46PM. He then asked the Commission if they would like to move on with deliberations or table discussions for another date. The Commission decided to move forward with deliberations.

DELIBERATIONS

Commission Johnson believes the zoning request fits the area perfectly as the area is surrounded with Light Industrial for the most part, and it will be used similarly. Chair Taylor believes the request meets all standards of approval. He does not see why the City would not annex the properties into City Limits within the Light Industrial zone. The other Commissioners agreed.

**Motion to recommend approval of PZE-25-0110 City Parcels on Noth Ramsey Road Annexation request with a zone designation of Light Industrial should City Council approve the Annexation request and with staff recommended conditions of approval, finding the request IS in accord with the standards of Hayden City Code, based upon testimony received at the Planning & Zoning Public Hearing and the record of the request. This motion, made by Commissioner Johnson and seconded by Commissioner Morris, Carried.**

- Tony Grano: Yes
- Joel Johnson: Yes
- Chris Morris: Yes
- Shawn Taylor: Yes
- Vince Vargas: Yes

**Yes: 5, No: 0, Absent: 0**

**4. NEW BUSINESS**

- A. Appointment of Planning & Zoning Commission Chair and Vice-Chair for 2026 - **ACTION ITEM**

**Motion to appoint Shawn Taylor as Chairman of the Planning and Zoning Commission for 2026. This motion, made by Commissioner Morris and seconded by Commissioner Johnson, Carried.**

- Tony Grano: Yes
- Joel Johnson: Yes
- Chris Morris: Yes
- Shawn Taylor: Yes
- Vince Vargas: Yes

**Yes: 5, No: 0, Absent: 0**

**Motion to appoint Chris Morris as Vice-Chairman of the Planning and Zoning Commission for 2026. This motion, made by Chair Taylor and seconded by Commissioner Johnson, Carried.**

**Tony Grano: Yes**

**Joel Johnson: Yes**

**Chris Morris: Yes**

**Shawn Taylor: Yes**

**Vince Vargas: Yes**

**Yes: 5, No: 0, Absent: 0**

## **5. REPORTS**

### **A. Community Development Director's Report**

Ms. Phillips presented the Commission with the 2026 Regular Meeting Calendar. She noted there is only one meeting this month and one in February due to holidays. The meeting on 2/2/2026 will likely have a public hearing. She mentioned the need to meet quorum.

Upon review of the calendar, Chair Taylor noted he will be out of town for the 2/2/26 meeting. Vice-Chair Morris will be able to run the meeting in Chair Taylor's absence. Additionally, both Chair Taylor and Vice-Chair Morris will be out of town for the 3/2/26 meeting and requested moving it to 3/9/2026. The other Commissioners did not oppose the date change. The City will make the appropriate adjustments to notice the date change.

Ms. Phillips ended her report by noting a steady calendar for the beginning of 2026, adding the first round of Code changes will be coming soon for the Commission to review and recommendation to Council.

## **6. ADJOURNMENT**

The meeting was Adjourned at 5:54 PM

Respectfully Submitted,

---

Shannon Drappo, Planner (Clerk)

- B. Approval of Written Recommendation to City Council for PZE-25-0110, City-initiated Annexation of Ramsey Road Properties

# WRITTEN RECOMMENDATION

## Annexation Request

### PZE-25-0110 City Parcels on North Ramsey Road

The City initiated a request to annex two parcels owned by the City located to the west of North Ramsey Road, north of West Wyoming Avenue and immediately west of the City limits with a zone designation of Light Industrial (LI) was recommended by the Planning and Zoning Commission to the City Council to **APPROVE** the request.

**Planning and Zoning Commission Motions on January 5, 2026:** At the conclusion of the hearing, the Planning and Zoning Commission deliberated the proposal and Commissioner Johnson moved and Commissioner Morris seconded the motion, to recommend approval with staff recommended conditions of approval of the file PZE-25-0110 North Ramsey Road Annexation request with a zone designation of Light Industrial (LI), finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission hearing and the record of the request.

#### FINDINGS:

#### Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(1): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

*Staff: Based on the applicant's proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.*

HCC §11-1-7 (E)(2): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

*Staff: Based on the applicant's request, staff does not believe additional conditions are necessary.*

HCC §11-1-7 (E)(3): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

*Staff: See Staff Analysis pages 3 & 4. Additionally, road right-of-way does not have a land use identified separate from that provided east and west of the right-of-way.*

HCC §11-1-7 (E)(4): Amendment to the zoning map and zone text shall align with the zone district's purpose and intent.

*Staff: See Staff Analysis pages 5.*

HCC §11-1-7 (E)(5): Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

*Staff: See Staff Analysis page 5-8.*

**PZC Hearing:** Commissioner Johnson asked how the property was intended to be used in the future. Donna Phillips, Community Development Director, identified the Public Works Department (Parks and Streets) have moved out to the site today, and as far as the undeveloped property, it is not known how it will develop in the future.

**Public Comment:** No public provided comments at the public hearing.

**PZC Deliberations:** Commissioner Johnson identified the property with the Light Industrial Zone designation fits the area well. Chair Taylor identified the request met the standards of approval. Commissioner Morris and the other commissioners concurred with these opinions.

**STAFF RECOMMENDED CONDITIONS OF APPROVAL**

1. At the time of either site and/or subdivision development the applicant shall comply with the requirements from the Northern Lakes Fire Protection District.
2. At the time of future development, future site plans shall indicate how the property will be connected to municipal sewer when available and any existing or future building(s) shall be connected to municipal sewer.

FINDINGS, CONCLUSIONS AND RECOMMENDATION OF APPROVAL on the \_\_\_\_\_ day of February 2026, by the City of Hayden Planning and Zoning Commission.

CITY OF HAYDEN, IDAHO

By: \_\_\_\_\_

Shawn Taylor, Chair

ATTEST:

\_\_\_\_\_  
Shannon Drappo, Clerk

3. **REPORTS**

A. Community Development Director's Report

- i. Invitation to The Housing Solutions Partnership 5th Annual Housing & Growth Workshop

4. **ADJOURNMENT**