

**JOINT PLANNING COMMISSION  
CITY OF EMMETT / GEM COUNTY  
SUMMARY MINUTES  
October 20, 2008  
Emmett City Hall  
10:00 a.m.**

**MEMBERS PRESENT:** Anita Hendrix, Debbie Rouwenhorst, Maria Salazar, Rick Weekly, Lawrence Whitsell

**MEMBERS ABSENT WITH PRIOR NOTICE:** None

**OTHERS PRESENT:** Troy Kochner (potential member), Brad Hawkins-Clark, Lan Smith, Marge Lawrence, Pam Garrison

1. **Call to Order:** Brad Hawkins-Clark called meeting to order
2. **Review Agenda:** added By-Laws as #5; changed Mayor Butticci to Lan Smith on #3; added Pam Garrison as #6
3. **Lan Smith – Elected Official’s Perspective:** Commissioner Smith reviewed history of the formation of and expectations for the Planning Commission. Emphasized the importance of the Commission to remain focused on global, over-arching issues and not get bogged down with ordinances. The Commission may recommend ordinance changes but will not hold public hearings on ordinance amendments. Implementation of the entire Comprehensive Plan should be the focus.
4. **Approval of Minutes – September 15, 2008:** Motion by Rick to approve as submitted; second by Maria. Approved.
5. **Adoption of By-Laws:** Motion by Maria to approve with additions and corrections per the ordinance that created the Joint Planning Commission. Second by Debbie. Approved. Brad said that staff will amend the By-Laws and include a final version in the November meeting packets.
6. **Pam Garrison – Overview of 2003 Community Review:** Pam provided an overview of a new volunteer committee of NW Community Development Institute participants to review the 2003 Community Review. She distributed the mission statement of the Steering Committee. Sharon Church-Pratt is Chair of this new committee. Members have been assigned to various chapters of the Review. They meet the second and fourth Thursday of each month at the Toadstool Cafe. The public is welcome. A survey is being distributed throughout the community for input on all aspects of community life. GEDA approved \$1,000 to support this committee and the outreach efforts. The 2003 Review is available on-

line at Idaho Association of Cities web site. Pam requested Planning Commission members to review the 2003 document and take a hard look at the issues and challenges. The Land Use and Design Sub-Committee is asking for Planning Commission members to review and comment on page 49 of the Review. Be brutally honest with issues that need to be addressed. Goal is to complete the update by June 30, 2009. Pam requested to be on the Planning Commission agenda again in January or February, 2009 for another update.

7. **Election of Officers:** Rick nominated Anita Hendrix for Chair. Unanimous vote to approve. Debbie Rouwenhorst nominated for Vice Chair. Unanimous vote to approve.
8. **Minutes and Agendas from City and County Zoning Commissions:** Discussion held regarding verbatim versus summary minutes for the Commission. Brad said that staff cannot provide verbatim minutes and suggested summary minutes. Debbie asked if detailed minutes could be provided for certain agenda items that require action and more information. The Commission informally agreed that summary minutes of all Commission meetings would suffice. If more detail is desired, the Commission will request so during that agenda item discussion.
9. **Comprehensive Plan – Process for Completing Chapters:** Commission reviewed and discussed the handout called “2009 Joint Comprehensive Plan Update Schedule/Strategy.” Maria said the Education chapter that was included in the packets will need to be revised and will not be ready for a December 2, 2008 public hearing. Discussion held regarding the proposed target dates. The Commission felt it was important not to rush the changes. Rick noted a lot of background and research work is necessary to make the document relevant and it will take time. Brad said the elected officials want to see the remaining chapters updated soon since it has been more than one year since the first five chapters were adopted. The Commission members volunteered to be representatives for each chapter of the Comprehensive Plan.

- Historic/Cultural - Maria
- Economic Development - Anita
- Private Property & Population - Troy
- Land Use - Debbie
- Housing - Debbie & Rick
- Education - Maria
- Natural Resources - Lawrence
- Recreation & Open Space - Troy
- Public Facilities - Rick
- Transportation - Lawrence & Rick
- Implementation - Rick
- Community Design - not yet assigned

10. **Public Hearing Date for Education Chapter of Comprehensive Plan:** Anita said that the December 2, 2008 hearing date was proposed under the assumption that the Education chapter was completed and the Education sub-committee was comfortable with the public hearing proceeding. Maria said she would like to discuss the chapter with Superintendent

Beteia and others before scheduling a public hearing. The Commission agreed that no hearing would be scheduled until further information was received and the Commission had a chance to review the latest revisions.

**11. Items from Planning Director:** Brad discussed his memo and attachments dated 10/14/08 regarding training opportunities for the Commission.

**12. Items from Planning Commission:** Rick requested copies of the City and County budgets for Fiscal Year 2009 be provided to the Commission.

**13. Upcoming Meetings:** Next meeting is November 17, 2008