



PLANNING AND ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson at 5:01 p.m. on Thursday, February 6, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Chairperson, Emmy Masterson

Commissioners – Rhonda Stancil, Claudia Spooner

3. Approve December 2024 Minutes. – action item

Motion made to approve December 2024 Minutes.

Result:	Passed
Moved By:	Spooner
Seconded by:	Stancil
Voted Yes:	Masterson, Spooner, Stancil
Absent:	Councilors – Amberina Osier, Brian St. John

4. Review Draft Code Amendments.

Rand Wichman, City Planner, discussed the draft code amendments with Commission. The proposed code amendments include nonconforming uses, enforcement of planning and building, and administrative appeals and Request for Reconsideration.

5. Adjourn.

The regular meeting was adjourned at 5:52 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____, 2025.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk



PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson at 5:02 p.m. on Thursday, March 6, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Chairperson, Emmy Masterson

Commissioners – Rhonda Stancil, Claudia Spooner, Amber Osier

3. Approve February 2025 Minutes. – action item

Motion made to approve February 2025 Minutes.

Result:	Passed
Moved By:	Spooner
Seconded by:	Osier
Voted Yes:	Masterson, Spooner, Stancil, Osier
Absent:	Commissioner –Brian St. John

4. Public Hearing, Deliberation, and Decision: Code Amendments for Non-Conforming Uses, Enforcement, and Requirements and Procedures for Administrative Appeals and Requests for Reconsideration. – action item

Chairperson, Emmy Masterson, introduced the topic and explained the order and procedure of the public hearing. Rand Wichman, city planner, gave a staff introduction of the proposed code amendments for non-conforming uses, enforcement, and requirements and procedures for administrative appeals and requests for reconsideration. The public hearing was open at 5:08 p.m. There were no written comments. There was no testimony being in favor, neutral or in opposition. The public hearing was closed at 5:09 p.m.

Motion made to recommend approval of code amendments in conformance with the comprehensive plan as outlines in the staff report, to the City Council.

Result:	Passed
Moved By:	Spooner
Seconded by:	Stancil
Voted Yes:	Masterson, Spooner, Stancil, Osier
Absent:	Commissioner –Brian St. John

5. Code Amendment Discussion.

The Commissioners discussed ideas for the next round of code amendments which include setback requirements. The Commissioners also discussed looking into the area of impact map.

6. Adjourn.

The regular meeting was adjourned at 5:45 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____, 2025.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk

DRAFT



PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson at 5:00 p.m. on Thursday, April 3, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Chairperson, Emmy Masterson

Commissioners – Rhonda Stancil and Claudia Spooner

3. Approve March 2025 Minutes. – action item

Motion made to approve March 2025 Minutes.

Result: Passed
Moved By: Spooner
Seconded by: Stancil
Voted Yes: Masterson, Spooner, Stancil
Absent: Commissioner – Amber Osier

4. Boundary Line Adjustment – Tamarack Creek Investments and PotlatchDeltic Land & Lumber, LLC. – action item

Chris Renaldo, on behalf of the applicants, explained to the Commission the boundary line adjustment proposal which would allow Tamarack Creek Investments more accessibility on the north side of their property.

Rand Wichman, City Planner, explained the request, as outlined in the staff report, to the Commission.

Motion made to approve the Boundary Line Adjustment request, with the conditions of approval outlined in the staff report.

Result: Passed
Moved By: Spooner
Seconded by: Stancil
Voted Yes: Masterson, Spooner, Stancil
Absent: Commissioner – Amber Osier

5. Area of City Impact Discussion.

Rand Wichman, City Planner, discussed Idaho Code §67-6526 pertaining to the Area of Impact. Wichman suggested that the Commission focus on a map that would be beneficial to the City,

that can get approved by City Council, and then sent over to the Benewah County Commissioners for further approval.

6. Adjourn.

The regular meeting was adjourned at 5:48 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____, 2025.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk

DRAFT



PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson at 5:00 p.m. on Thursday, June 6, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Chairperson, Emmy Masterson

Commissioners – Rhonda Stancil and Claudia Spooner

3. Approve April 2025 Minutes. – action item

Motion made to approve April 2025 Minutes.

Result:	Passed
Moved By:	Spooner
Seconded by:	Stancil
Voted Yes:	Masterson, Spooner, Stancil
Absent:	Commissioner – Amber Osier

4. Area of City Impact Discussion. – action item

Rand Wichman, City Planner, discusses area of impact with Commissioners. Wichman and Commissioners review current utility areas outside of the city limits that are serviced by the City, and began discussing which areas should be included in the area of impact.

No action taken.

5. Adjourn.

The regular meeting was adjourned at 5:40 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____, 2025.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk



PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson at 5:00 p.m. on Wednesday, July 2, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Chairperson, Emmy Masterson

Commissioners – Rhonda Stancil, Amber Osier, Claudia Spooner

3. Approve June 2025 Minutes. – action item

Correction to agenda to approve June 2025 Minutes and not May 2025 Minutes. Motion made to approve June 2025 Minutes.

Result: Passed
Moved By: Stancil
Seconded by: Spooner
Voted Yes: Masterson, Spooner, Stancil, Osier

4. Lot Merger Request – Lots 11 and 12, Block 65, Government Townsite. – action item

Tyler Kuber, City Planner, shares the applicant is requesting a lot merger to combine lots 11 and 12, block 65, government townsite. Claudia Spooner stated that the application **complies** with the filing requirements for this type of application, that the lots which are proposed to be voluntarily merged **do not** contain dedicated easements for roads, ingress and egress, utilities or for any other purpose, and the request **is** in the best interest of the City and good cause **is** found to support the decision. Spooner motions, Masterson seconds, based on the aforementioned findings, the request by James Lakes and Roselee Day for a voluntary lot merger is hereby approved subject to the conditions of approval outlined in section 5 of the Staff Report.

Result: Passed
Moved By: Spooner
Seconded by: Masterson
Voted Yes: Masterson, Spooner, Stancil, Osier

5. Lot Merger Request – Lots 29 and 30, Block 1, Anderson Heights Subdivision. – action item

Tyler Kuber, City Planner, stated that due to a recent discovery of existing easements for utilities within Anderson Heights Subdivision, the applicant has decided to put a hold on this application. Motion made to Table this item.

Result: Tabled
Moved By: Spooner
Seconded by: Osier
Voted Yes: Masterson, Spooner, Stancil, Osier

6. Area of City Impact Discussion. – action item

Tyler Kuber, City Planner, stated that the work order to begin drafting the Area of Impact map was approved by City Council on June 23rd, and that he has not been able to finish it yet.

7. Adjourn.

The regular meeting was adjourned at 5:13 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____, 2025.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk



PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Acting Chairperson, Claudia Spooner, at 5:01 p.m. on Thursday, August 7, 2025, in Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Commissioners – Amber Osier, Rhonda Stancil, Claudia Spooner

3. Approve July 2025 Minutes. – action item

Motion made to approve July 2025 Minutes.

Result: Passed
Moved By: Stancil
Seconded by: Osier
Voted Yes: Spooner, Stancil, Osier

4. Lot Merger Request – Lots 1, 2, and 3, Block 23, Railroad Addition. – action item

This item was tabled.

5. Discuss Area of Impact. – action item

City Planners, Rand Wichman and Tyler Kuber, present a draft Area of Impact (AOI) map that includes the City's utility boundary area. Wichman explained that pursuant to the new Idaho Code requirements for AOIs, the area cannot exceed a 2-mile radius from city limits. City Attorney, Terrun Zolman, and Wichman suggest the Commissioners include all the parcels within a 2-mile radius that the City provides utilities too beyond city limits. Kuber will begin amending the draft AOI map to show the 2-mile radius and the Commission will hold a Special Planning and Zoning Meeting on Wednesday, August 20th to review the amended map.

No action taken.

6. Ordinance Amendment for Platting of Condominiums. – action item

City Planner, Rand Wichman, explains to Commission that the State of Idaho requires a plat for condominiums in order to have one. Wichman states there are currently no guidelines outlined in our current City Code pertaining to condominiums, and asks Commission if they would like to work on an amendment to the City Code to include platting for condominiums. The Commissioners agreed that it would be better to have something in place to be prepared for such request.

No action taken.

7. Adjourn.

The regular meeting was adjourned at 5:49 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____, 2025.

Claudia Spooner, Acting Chairperson

Attest: Jaidyn Kinzer, City Clerk

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PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson, at 5:00 p.m. on Thursday, September 4, 2025, in the Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Commissioners – Emmy Masterson (Chairperson), Rhonda Stancil, Claudia Spooner (by phone)

3. Approve August 2025 Minutes. – action item

Motion made to approve August 2025 Minutes.

Result: Passed Moved By: Stancil Seconded by: Spooner Voted Yes: Spooner, Stancil, Masterson

4. Discuss Area of Impact. – action item

The Commissioners reviewed the draft area of impact completed by City Planner, Tyler Kuber. They also reviewed City Planner, Rand Wichman, proposed edits to the NE corner of the map due to the area being unlikely to be annexed to the City in the next 5-years.

Motion made to recommend the two Area of Impact maps, as discussed, for City Council to review.

Result: Passed Moved By: Masterson Seconded by: Stancil Voted Yes: Spooner, Stancil, Masterson

5. Adjourn.

The regular meeting was adjourned at 5:49 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on September 4, 2025.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk



PLANNING & ZONING MEETING MINUTES

1. Call to Order.

The regular meeting of the St. Maries Planning Commission was called to order by Chairperson, Emmy Masterson, at 5:00 p.m. on Thursday, December 4, 2025, in the Council Chambers at City Hall, 602 College Avenue, St. Maries, Idaho.

2. Roll Call.

PRESENT –

Commissioners – Emmy Masterson (Chairperson), Rhonda Stancil, Claudia Spooner

3. Approve November 2025 Minutes. – action item

Motion to approve meeting minutes from November 6, 2025.

Result:	Passed
Moved By:	Stancil
Seconded by:	Spooner
Voted Yes:	Stancil, Spooner, Masterson
Absent:	Osier

4. Public Hearing: Condominium Plat Code Amendment. – action item

Chairperson, Emmy Masterson, introduced the topic and explained the order and procedure of the public hearing. Rand Wichman, city planner, gave a staff introduction of the proposed code amendments for processing condominium plats. The public hearing was open at 5:06 p.m. There were no written comments. Chris Renaldo, being neutral, expressed concerns regarding the Table C-1, in the draft ordinance, needing to be updated each time there were changes/updates and whether it needed to be on the table or if that information could be stated within the Condominium Plat code chapter. Renaldo also expressed concern about whether 11-14-2(F)(2) was necessary to be included within the draft ordinance. Wichman stated he would recommend the removal of 11-14-2(F)(2) in its entirety. There was no additional testimony being in favor, neutral or in opposition. The public hearing was closed at 5:14 p.m.

Motion made to recommend approval of code amendments to the City Council with the removal of 11-14-2(F)(2) in its entirety outlined in the draft ordinance.

Result:	Passed
Moved By:	Stancil
Seconded by:	Masterson

Voted Yes: Stancil, Spooner, Masterson

Absent: Osier

5. Discuss Upcoming Code Amendment.

Rand Wichman, City Planner, Chris Renaldo, and the Planning Commission discussed potential code amendments to begin reviewing. Areas of concern that may need amended are the zoning setback requirements outlined in certain zoning districts. Jacob Parsons, City Building Official, stated that there is some language throughout the City Code regarding service and delivery within zones that may need to be looked into. Parsons also stated that there are certain zoning districts that do not allow single-wide homes and believe that needs to be looked into.

6. Adjourn.

The regular meeting was adjourned at 5:32 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by the Planning Commission during their regular meeting held on _____.

Emmy Masterson, Chairperson

Attest: Jaidyn Kinzer, City Clerk