

**TETON COUNTY PLANNING AND ZONING COMMISSION**  
**JOINT MEETING WITH THE BOARD OF COUNTY COMMISSIONERS**  
**Meeting Primer - June 14, 2016**  
**Commissioners' Chambers - Driggs, ID**

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On the May 10, 2016 joint work session, the Board agreed to provide comments to the Planning Commission related to the Draft Code. Those notes are included in the packet. In general, the Board agreed they would like to hear public comment before making revisions to the code, but they did provide some comments related to the Code.

**Goals**

- Agree on schedule to adopt the code
- Agree on Public Outreach methods and dates
- Schedule Work Session to educate PZC and BoCC on basics of the Code
  - Use this to create a Frequently Asked Questions document
- Discuss the Executive Summary Outline
  - Make changes as needed and agree on what the document should include

## Board of County Commissioners' Work Session

### Staff's Notes from the Draft Land Use Code Discussion | 5-31-2016

In general, the Board agreed that the current draft was a good beginning and that it was important to collect public comment before deciding whether revisions are needed. However, we should move forward with an open mind that the draft code is changeable if needed.

#### **Concerns & Comments**

- **Wildlife Protection**
  - How will this section work County-wide?
  - Is there enough in this section to protect wildlife habitat? (i.e. the map does not include the entire county)
- **Water Quality/Quantity**
  - What are the impacts to our water?
  - The Nutrient Pathogen Analysis helps with this concern, but is that enough?
  - Should we look at the number of existing wells and septic systems, the number of possible new ones, and the number that could occur while maintaining good water quality/quantity?
- **Lot Size/Density**
  - The 1 acre minimum lot size is too small, especially with an accessory dwelling unit.
  - There is concern that even though the PUD process is being removed, the 1 acre lot size is allowing a similar impact.
  - Having the densities the same through all rural zones is not effectively moving development toward the cities.
- **Goals/Policies of the Comprehensive Plan**
  - The Property Development Plan does a good job at making sure development address concerns, i.e. natural resources, agriculture, views, etc., but this may be too subjective. Is it accomplishing everything we want it to? Is there proof that the Draft Code will successfully accomplish the goals of the Comp. Plan?
  - Having the densities and land split options the same in each rural zone makes it hard to envision how they are actually different based on the character areas.
- **User Friendliness**
  - The Draft Code includes a lot of information. Is it actually easy to use?
  - A preliminary PDP is required for a pre-application meeting, which implies someone has to know what they want before they come in, instead of coming in to talk with staff and come up with something that works in the County.
  - The Scenario Tool helps someone understand what they can or cannot do with their property, but someone should be able to read the code and know exactly what can or can't be done.

- Having plans in Article 13 required and possibly required does not make it easy to identify everything that will be needed and how much it might cost.
- Missing Pieces
  - Some maps are missing from the Draft Code
    - Zoning, workforce overlay, Transferred Development Rights areas
  - Descriptions of each zone with specifics about its character, not just the intent of the zone.
  - Descriptions of what went into choosing the boundaries of the zones, like the different maps, and what went into creating those maps.
- Other
  - What are the zoning implications to existing parcels?
  - Does the public feel there is anything fundamentally wrong with the Draft Code that can't be fixed?

### **Suggestions**

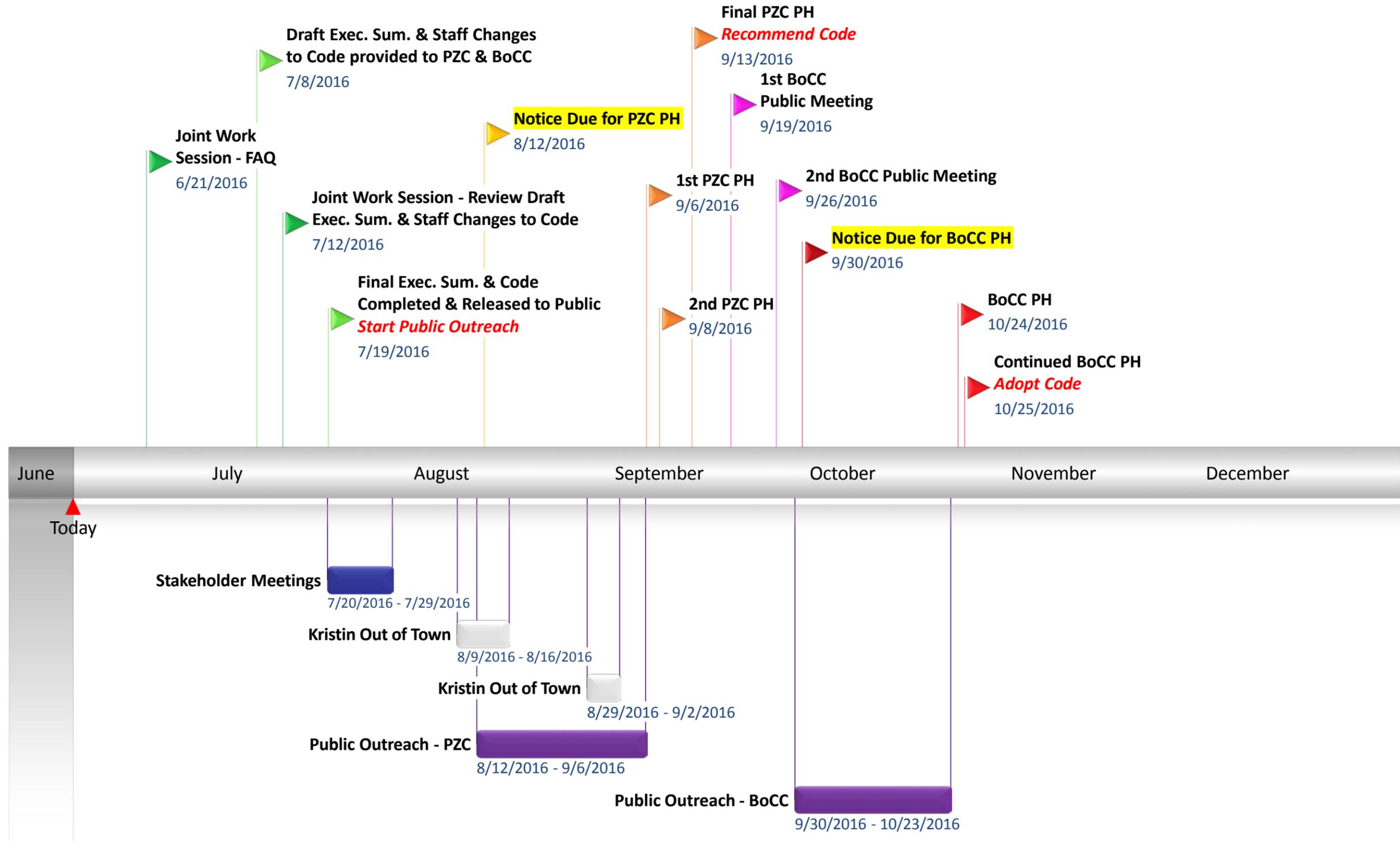
- Provide an Executive Summary (5-10 pages) with graphics to explain the major points of the code
- Seeing supplemental documents with the Draft Code may make it easier to understand
  - Buildout Analysis with the proposed densities versus existing
  - Comp. Plan matrix showing how the Code is addressing the policies, goals, and objectives
- Provide a Q&A session for the Board and Planning Commission members to learn the basics of the Draft Code, zoning language, density examples, etc. – this can be used to create a Frequently Asked Questions component for the Executive Summary and public outreach

## Land Development Code – Teton County Idaho

Comments – Bill Leake – May 30, 2016

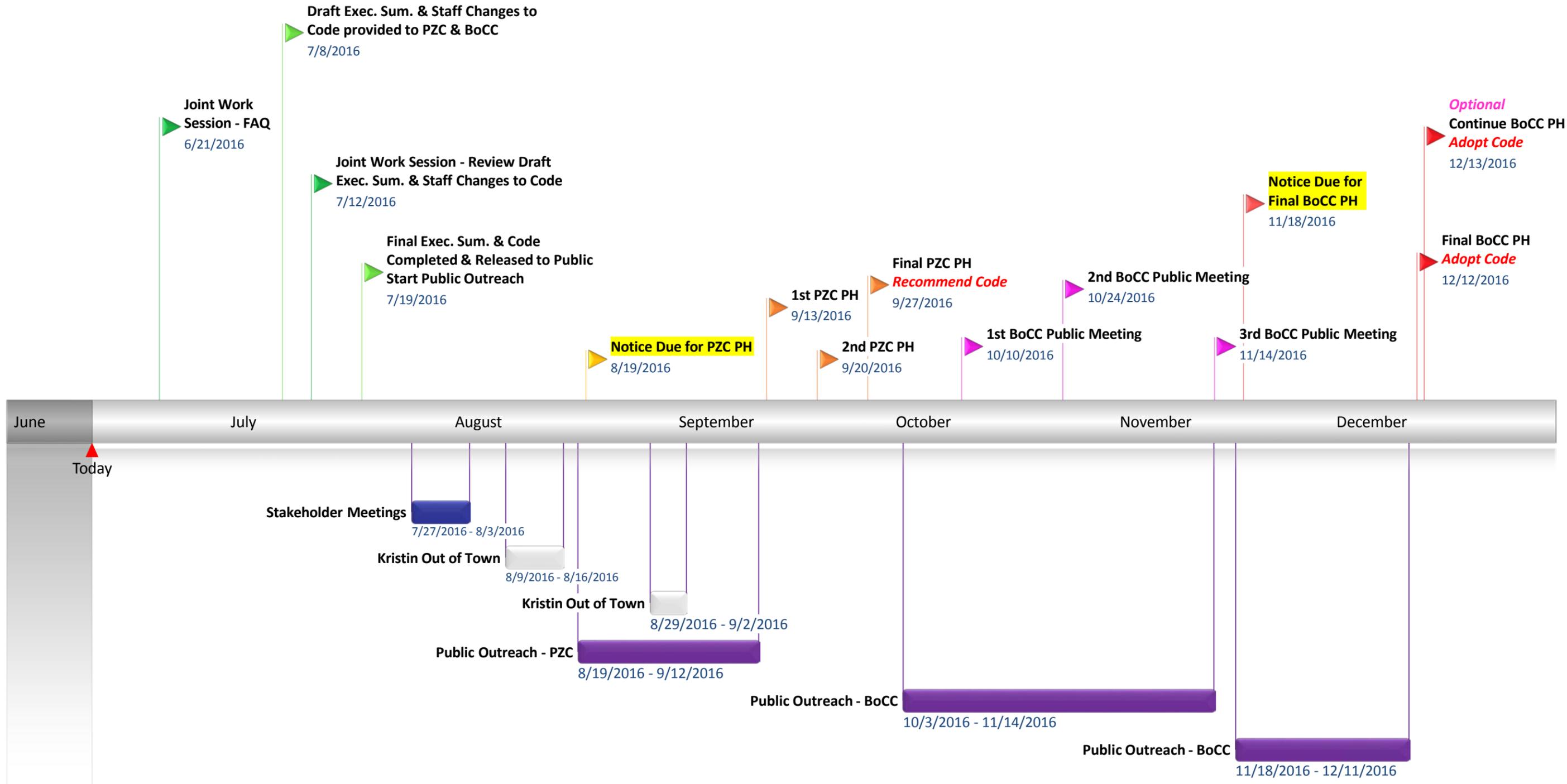
Page	Comment	Notes	
3-13	Confirm 3.6.1 C. – minimum lot size eligible for a One-Time Lot Split is 20 acres.		
3-14	3.7.4. A. who in the County grants the exceptions?		
7-5	Why aren't building types applicable to the REC district?		
9-34	9.4.2.D. seems to be missing the final item or is D. the final item		
9-39	9.5.3. 1. Is the intent to have an actual overlay map for affordable housing?		
9-38	9.5.2 E. Who approves workforce housing applications? Who establishing the qualification requirements? What is the criteria for determining who gets a unit if there is more demand than supply?		
9-40	9.5.6.A. What is the basis for 17%		
9-41	9.5.6.D.5. Is the intent here to identify more specifically how deed restrictions are established and ensured?		
13-3	13.1.3.A.2.a.viii. Need to more specifically define what constitutes "confirmed source of funding adequate to cover ..."		
13-3	13.1.3.B. Who is the "approving body"?		
13-3	13.1.3.C. Who and by what criteria determine if a fiscal guarantee is required?		
13-4	13.1.3.C.2. Who is the "approving entity"?		
13-4	13.1.3.C.2.j. Define "documented historical significance."		
13-34	13.3.10.B. What is the basis for requiring the Public Service/Fiscal Impact Analysis being "more than ten (10) lots?"		
13-36	13.3.11.D.2. Where is LOS A, LOS B defined?		
13-44	13.3.16 Shouldn't building rights applicability be stated?		
13-45	13.3.17.B. Define "Pre-Recorded Deeds." How are previously recorded Deeds track to ensure historical accuracy of the property ownership?		
14-9	14.3.6.A. Shouldn't each public hearing "shall" follow these procedures versus "should"?		





## Schedule to Adopt a New Land Use Development Code - October

ACTIVITY	START	END	NOTES
Joint Work Session on FAQ	6/21/2016	6/21/2016	Identify Frequently Asked Questions - Staff Changes to Code
Draft Executive Summary Complete/Staff Changes to Draft Code	07/08/2016	07/08/2016	Submit to PZC/BoCC - make revisions as needed
Joint Work Session on Executive Summary & Staff Changes to Code	07/12/2016	07/12/2016	Discuss Draft Executive Summary - Identify changes
Final Executive Summary Complete - Start Public Outreach	7/19/2016	7/19/2016	Release Executive Summary to the public. Start outreach to notify public the process is starting and staff is available to answer questions. This will be done through Facebook ads and posts on County & community pages; e-news letter & email blasts; newspaper ads/article; local news coverage; radio coverage; flyers around town; comment boxes set up throughout the county.
Stakeholder Meetings	7/20/2016	7/29/2016	*Meetings with specific groups - i.e. engineers/surveyors, farmers, realtors, owners of commercially zoned parcels being changed *Free days to allow groups to schedule Meetings with us as desired
Kristin Out of Town (Wedding)	08/09/2016	08/16/2016	Public outreach efforts will continue without specific activities by using Facebook, newspaper, flyers around town, comment boxes, etc. *If there's staff, or if PZC/BoCC want to do it on their own, more activities could take place this week.
Notice PZC Public Hearing	8/12/2016	8/12/2016	Notice sent to paper
Outreach Efforts to Boost Public Comment	8/12/2016	9/6/2016	Vamp up outreach efforts. Continue Facebook ads and posts on County & community pages; set up social media Q&A sessions; newspaper ads/article; e-news letter & email blasts; local news coverage; radio coverage; flyers around town; mailers; comment boxes set up throughout the county. Schedule open houses (one in each city + Felt). Provide times for people to schedule neighborhood meetings as desired. Attend local events (i.e. the Spud, Pierre's, Farmers' Market, Music on Main, rodeos, high school sports, etc.).
Kristin Out of Town (FEMA Training)	8/29/2016	9/2/2016	Public outreach efforts will continue without specific activities by using Facebook, newspaper, flyers around town, comment boxes, etc. *If there's staff, or if PZC/BoCC want to do it on their own, more activities could take place this week.
1st PZC Public Hearing	9/6/2016	9/6/2016	Hear public comment and discuss
2nd PZC Public Hearing	9/8/2016	9/8/2016	Continue public comment and discussion - make revisions as needed
Final PZC Public Hearing	9/13/2016	9/13/2016	Make a recommendation to the Board
1 <sup>st</sup> BoCC Public Meeting	9/19/2016	9/19/2016	BoCC reviews the recommended Code from the PZC. The BoCC is not required to have a public hearing until they may material changes to the recommended code. The public meetings are intended for the BoCC to review and decide if any material changes are needed. Once those changes are made, a public hearing will be noticed.
2 <sup>nd</sup> BoCC Public Meeting	9/26/2016	9/26/2016	Continue reviewing recommended Code and make changes as needed.
Notice Due for BoCC Public Hearing	9/30/2016	9/30/2016	Notice due to paper
Outreach Efforts to Boost Public Comment	9/30/2016	10/23/2016	Vamp up outreach efforts to notify that the PZC made a recommendation & BoCC is about to Adopt. Continue Facebook ads and posts on County & community pages; set up social media Q&A sessions; newspaper ads/article; e-news letter & email blasts; local news coverage; radio coverage; flyers around town; mailers; comment boxes set up throughout the county. Schedule open houses (one in each city + Felt). Provide times for people to schedule neighborhood meetings as desired. Attend local events (i.e. the Spud, Pierre's, Farmers' Market, Music on Main, rodeos, high school sports, etc.).
1st BoCC Public Hearing	10/24/2016	10/24/2016	Hear public comment and discuss
Continued BoCC Public Hearing	10/25/2016	10/25/2016	Continue public comment and discussion – Adopt Code by resolution



### Schedule to Adopt a New Land Use Development Code – December

ACTIVITY	START	END	NOTES
Joint Work Session on FAQ	6/21/2016	6/21/2016	Identify Frequently Asked Questions - Staff Changes to Code
Draft Executive Summary Complete/Staff Changes to Draft Code	07/08/2016	07/08/2016	Submit to PZC/BoCC - make revisions as needed
Joint Work Session on Executive Summary & Staff Changes to Code	07/12/2016	07/12/2016	Discuss Draft Executive Summary - Identify changes
Final Executive Summary Complete - Start Public Outreach	7/19/2016	7/19/2016	Release Executive Summary to the public. Start outreach to notify public the process is starting and staff is available to answer questions. This will be done through Facebook ads and posts on County & community pages; e-news letter & email blasts; newspaper ads/article; local news coverage; radio coverage; flyers around town; comment boxes set up throughout the county.
Stakeholder Meetings	7/27/2016	8/3/2016	*Meetings with specific groups - i.e. engineers/surveyors, farmers, realtors, owners of commercially zoned parcels being changed *Free days to allow groups to schedule Meetings with us as desired
Kristin Out of Town (Wedding)	08/09/2016	08/16/2016	Public outreach efforts will continue without specific activities by using Facebook, newspaper, flyers around town, comment boxes, etc. *If there's staff, or if PZC/BoCC want to do it on their own, more activities could take place this week.
Notice PZC Public Hearing	8/19/2016	8/19/2016	Notice sent to paper
Outreach Efforts to Boost Public Comment	8/19/2016	9/12/2016	Vamp up outreach efforts. Continue Facebook ads and posts on County & community pages; set up social media Q&A sessions; newspaper ads/article; e-news letter & email blasts; local news coverage; radio coverage; flyers around town; mailers; comment boxes set up throughout the county. Schedule open houses (one in each city + Felt). Provide times for people to schedule neighborhood meetings as desired. Attend local events (i.e. the Spud, Pierre's, Farmers' Market, Music on Main, rodeos, high school sports, etc.).
Kristin Out of Town (FEMA Training)	8/29/2016	9/2/2016	Public outreach efforts will continue without specific activities by using Facebook, newspaper, flyers around town, comment boxes, etc. *If there's staff, or if PZC/BoCC want to do it on their own, more activities could take place this week.
1st PZC Public Hearing	9/13/2016	9/13/2016	Hear public comment and discuss
2nd PZC Public Hearing	9/20/2016	9/20/2016	Continue public comment and discussion - make revisions as needed
Final PZC Public Hearing	9/27/2016	9/27/2016	Make a recommendation to the Board
Outreach Efforts to Boost Public Comment	10/3/2016	11/14/2016	Vamp up outreach efforts to notify that the PZC made a recommendation & BoCC is reviewing it. Continue Facebook ads and posts on County & community pages; set up social media Q&A sessions; newspaper ads/article; e-news letter & email blasts; local news coverage; radio coverage; flyers around town; mailers; comment boxes set up throughout the county. Schedule open houses (one in each city + Felt). Provide times for people to schedule neighborhood meetings as desired. Attend local events (i.e. the Spud, Pierre's, Farmers' Market, Music on Main, rodeos, high school sports, etc.).
1st BoCC Public Meeting	10/24/2016	10/24/2016	BoCC reviews the recommended Code from the PZC. The BoCC is not required to have a public hearing until they may material changes to the recommended code. The public meetings are intended for the BoCC to review and decide if any material changes are needed. Once those changes are made, a public hearing will be noticed.
2 <sup>nd</sup> BoCC Public Meeting	11/7/2016	11/7/2016	Continue reviewing recommended Code and make changes as needed.
3 <sup>rd</sup> BoCC Public Meeting	11/14/2016	11/14/2016	Continue reviewing recommended Code and make changes as needed.
Notice BoCC Public Hearing	11/18/2016	11/18/2016	Notice sent to paper
Outreach Efforts to Boost Public Comment	11/18/2016	12/11/2016	Vamp up outreach efforts that a decision is about to be made. Continue Facebook ads and posts on County & community pages; set up social media Q&A sessions; newspaper ads/article; e-news letter & email blasts; local news coverage; radio coverage; flyers around town; mailers; comment boxes set up throughout the county. Schedule open houses (one in each city + Felt). Provide times for people to schedule neighborhood meetings as desired. Attend local events (i.e. the Spud, Pierre's, Farmers' Market, Music on Main, rodeos, high school sports, etc.).
Final BoCC Public Hearing	12/12/2016	12/12/2016	Hear public comment, discuss, then Adopt Code by resolution
OPTIONAL - Continue BoCC Public Hearing	12/13/2016	12/13/2016	Continue public comment & discussion as needed, then Adopt Code by resolution

## Draft Land Use Development Code - Executive Summary Outline

The purpose of this Executive Summary is to provide the public with an overview of the Land Use Development Code update. This will be done by providing a brief history of the Comprehensive Plan update and code revision process, examples of specific changes from the existing code to the new code, including an explanation of what those changes mean on a county-wide and parcel level, and an overview of how the Code complies with the goals and policies of the Comprehensive Plan. The Executive Summary will include a Frequently Asked Questions section to help educate the public on the basics of the Land Use Development Code. The Scenario Tool will be included to allow members of the public try out the process on their own.

- I. Introduction to the Code Process
- II. History of the Comprehensive Plan Update
- III. History of the Code Writing Process
  - a. HUD Sustainability Grant & Code Studio
  - b. Public Outreach
  - c. Planning & Zoning Commission Work Sessions
- IV. Examples of Specific Code Changes
  - a. Zoning District Changes
    - i. Maps that went into creating these new boundaries
  - b. Land Split Options
  - c. Density Options
    - i. *Build-Out Analysis*
  - d. Use Changes
  - e. Sign Changes
- V. Compliance with the Comprehensive Plan
  - a. *U of I analysis*
- VI. Frequently Asked Questions
- VII. Scenario Tool