

City of Priest River

Planning & Zoning Department

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MEMORANDUM

To: Department Heads

From: Jake Gabell, Planning and Zoning Administrator

Subject: Comprehensive Plan Update – Phase 1 Project Initiation

Date: 10/14/2025

Introduction and Purpose

The Priest River City Council has approved the initiation of the Comprehensive Plan Update, launching a coordinated citywide effort to refresh the 2013 Comprehensive Plan. This update will provide a data-driven, policy-based roadmap to guide growth, infrastructure investment, and community priorities for the next 20 years.

As required by the Idaho Local Land Use Planning Act (Title 67, Chapter 65), the updated plan will address each of the 16 statutory components while integrating local needs and goals. The process will take place between **Fall 2025 and Summer 2026**, culminating in City Council adoption of the updated plan.

Department Head Involvement

Department heads will play a key role in shaping the content and accuracy of the updated Comprehensive Plan. Each department's knowledge and expertise are essential to ensuring the plan reflects real-world conditions and achievable strategies.

Your involvement will include:

- **Assisting with Data Gathering (as requested):** Provide available data, maps, and reports related to your department's services, facilities, or operations when requested by Planning & Zoning staff.
- **Review and Feedback:** Review draft components when distributed, ensuring factual accuracy and alignment with your department's operations and plans.
- **Coordination:** Participate in interdepartmental discussions when topics overlap (e.g., utilities, parks, transportation).

Planning & Zoning will lead the drafting process but will rely on each department to contribute information and review relevant sections to ensure the plan is both practical and actionable.

Timeline and Workflow

Phase	Milestone	Target Period	Department Involvement
1. Project Initiation	Council approval, kickoff meeting, establish roles, schedule, and project web page	October 2025	Participate in kickoff meeting; confirm roles and data sources.
2. Data Collection & Existing Conditions	Compile demographics, housing, infrastructure, and service data	October - December 2025	Assist with data gathering as requested; verify baseline information.
3. Preliminary Drafting	Draft plan components and maps; internal review	December 2025 to April 2026	Review draft components; confirm data accuracy and policy alignment.
4. Public Engagement	Surveys, open houses, stakeholder interviews	May 2026	Provide technical input and participate in outreach as needed.
5. Drafting & Revision	Integrate feedback; finalize draft plan	June 2026	Review full draft plan and provide final comments.
6. Adoption	Public hearing and City Council adoption	July 2026	Support Council review and respond to any final revisions.

Roles and Accountability

- Planning & Zoning Administrator (Project Lead): Coordinate project tasks, compile data, draft plan components, and manage interdepartmental communication.
- Department Heads: Provide subject-matter input, ensure timely review of drafts, and identify operational or budget implications of proposed goals or policies.
- City Council: Provide policy direction, review drafts, and adopt the final Comprehensive Plan.

Each department's early and consistent participation will help ensure the plan accurately represents current conditions, community priorities, and shared objectives.

Component Review Assignments

Component / Chapter	Reviewer(s)
Property Rights	Katie
Population	Laurel
School Facilities & Transportation	School District
Economic Development	Karly Kurylo, Jim Martin
Land Use	Department Heads
Natural Resources	Jeff
Hazardous Areas	Department Heads
Public Services, Facilities & Utilities	Paul, Laurel
Transportation	Chad, Laurel
Recreation	Greg, Laurel
Special Areas or Sites	Department Heads
Housing	Department Heads
Community Design	Department Heads
Agriculture	Jeff
Implementation	Jeff, Laurel
National Interest Electric Transmission	N/A
Public Airport Facilities	Dave Schuck (Bonner County)

Next Steps

The Planning & Zoning staff will begin requesting data and information from departments during phases two and three. Draft components will be circulated by chapter for review prior to internal consolidation.

Your continued collaboration will ensure the updated Comprehensive Plan represents the collective expertise of all City departments and supports Priest River's long-term vision.