

PLANNING COMMISSION AGENDA
COEUR D'ALENE PUBLIC LIBRARY
LOWER LEVEL, COMMUNITY ROOM
702 E. FRONT AVENUE

SEPTEMBER 13, 2016

THE PLANNING COMMISSION'S VISION OF ITS ROLE IN THE COMMUNITY

The Planning Commission sees its role as the preparation and implementation of the Comprehensive Plan through which the Commission seeks to promote orderly growth, preserve the quality of Coeur d'Alene, protect the environment, promote economic prosperity and foster the safety of its residents.

5:30 P.M. CALL TO ORDER:

ROLL CALL: Jordan, Fleming, Ingalls, Luttrupp, Messina, Rumpler, Ward

APPROVAL OF MINUTES:

August 9, 2016

PUBLIC COMMENTS:

STAFF COMMENTS:

ADMINISTRATIVE:

1. Applicant: City of Coeur d'Alene
Request: Proposed Repeal of the Pocket Residential Development Ordinance
ADMINISTRATIVE, (0-3-16)

PUBLIC HEARINGS:

1. Applicant: Lake City Engineering, Inc.
Location: 2650-2750 W. Prairie Avenue
Request: A proposed 32-lot preliminary plat "Prairie Trails"
in a R-8 (Residential at 8 units/acre) zoning district
QUASI-JUDICIAL, (S-6-16)

ADJOURNMENT/CONTINUATION:

Motion by _____, seconded by _____,
to continue meeting to _____, __, at __ p.m.; motion carried unanimously.
Motion by _____, seconded by _____, to adjourn meeting; motion carried unanimously.

****The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Shana Stuhlmiller at (208)769-2240 at least 24 hours in advance of the meeting date and time.***



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**PLANNING COMMISSION
MINUTES
AUGUST 9, 2016
LOWER LEVEL – COMMUNITY ROOM
702 E. FRONT AVENUE**

COMMISSIONERS PRESENT:

Brad Jordan, Chairman
Lynn Fleming
Michael Ward
Peter Luttropp
Tom Messina, Vice Chair
Lewis Rumpler
Jon Ingalls

STAFF MEMBERS PRESENT:

Hilary Anderson, Community Planning Director
Sean Holm, Planner
Mike Behary, Planner
Shana Stuhlmiller, Public Hearing Assistant
Randy Adams, Deputy City Attorney

COMMISSIONERS ABSENT:

CALL TO ORDER:

The meeting was called to order by Chairman Jordan at 5:30 p.m.

APPROVAL OF MINUTES:

Motion by Luttropp, seconded by Fleming, to approve the minutes of the Planning Commission meeting on July 12, 2016. Motion approved.

COMMISSION COMMENTS:

None.

STAFF COMMENTS:

Hilary Anderson, Community Planning Director, announced that we have one (1) item scheduled for a public hearing on the September 13th Planning Commission meeting. She announced that a draft Vacation Ordinance is almost complete and when the draft is done a copy will be sent to staff, the stakeholders and then the Planning Commission. This year we will be holding another Parking (it) On Sherman Day, which is tentatively scheduled for Friday, September 15th.

PUBLIC COMMENTS:

None.

ADMINISTRATIVE ITEM:

1. Applicant: Marina Yacht Club, LLC
Location: Property immediately Southwest of the Blackwell Island RV Park,
800 S. Marina Drive.

Request: Removal of Blackwell Island Marina Yacht Club
Property from the RV Park PUD and Special Use Permit
ADMINISTRATIVE (PUD-1-97SP.m)

Mike Behary, Planner presented the staff report and answered questions from the Commission.

Commissioner Luttrupp questioned when the original Planned Unit Development (PUD) and Special Use Permit were granted for this property.

Mr. Behary explained that the original PUD and Special Use Permit were approved by the Planning Commission on April 30, 1997.

Ms. Anderson explained that this request, if granted, will remove the existing PUD and Special Use Permit approved in 1997 giving the applicant a “clean slate” for the new request. She explained that Randy Adams, Chief Civil Deputy City Attorney, reviewed the request, and determined the PUD removal does not require a public hearing and can be done administratively.

Public Testimony open.

Matthew Hall, owner of Blackwell Island RV Park, explained when the original RV Park was under construction Marina Drive was rebuilt and repositioned as a condition of the original PUD. When the property was sold to the Hagedone Corporation, the legal description was copied from an out of date Title report. The Hall family has tried to correct this error with the Hagedone Corporation for nine years, and feels it is in the best interest for everyone involved that this error be resolved.

Ms. Anderson stated this is unfortunate, and suggested they should work with the County and the City Engineering Department, to determine the correct legal description.

Chairman Jordan expressed that the job of the Planning Commission is to make a decision on the removal of the existing PUD and Special Use Permit. He suggested they talk with staff after the meeting, to determine the right contact to help resolve this title error.

Mr. Hall requested staff to bring up the aerial map on the screen, so he could show the Commission where the discrimination is for the property line.

Ms. Anderson clarified that the map used for this exhibit is based on the GIS and our plat lines don't always line up with aerial map. The line maybe shifted to look like the line is on their property, which may not be accurate.

Ann Hall, owner of Blackwell Island RV Park, explained when Robert Hall sold the Marina and Yacht Club the agreement with the Hagedone Corporation was that each was to keep ½ of Marina Drive. She stated when the agreement was being drafted the title company pulled up the wrong legal description and when they found out the legal description was wrong they contacted John Magnuson to correct this problem. A new agreement was drafted and a copy has been sitting on Mr. Hagedone's desk since 2008. The Hagedone Corporation has acknowledged that the legal description completed in 2008 is correct. They will not sign the paper work. She is concerned because if this request is based on the map that is presented tonight, they will be losing six of their RV sites.

Chairman Jordan inquired if staff has any suggestions to help resolve this issue.

Mr. Adams suggested that we hear from the Applicant, and hear his side of the story before we give any direction.

John Barlow, Applicant explained when they purchased the property in 2004 the legal description was based on a survey prepared by the Hall family. He stated in 2006 when they came before the Planning Commission with a PUD and Annexation request, it was discovered there was an error with the legal description. When the Hall's moved the road, they failed to move the property line so the legal description was wrong. He stated there are two sides to every story, and as of today is in negotiations with the Hall family to try and resolve this problem.

Mr. Adams expressed concern the property to be removed from the PUD is described by a legal description, and if there is a dispute to remove this by the legal description and that is wrong, that needs to be addressed by the Applicant and the Hall Family.

Public Testimony closed.

Discussion:

Motion by Ingalls, seconded by Messina, to approve Item PUD-1-97SP.m. Motion approved.

PUBLIC HEARINGS

1. Applicant: Active West Builders
Location: Between John Loop and West Riverstone Drive
Request: An 11-lot residential pocket housing preliminary plat "Riviera Court" in a C-17 (Commercial & Residential at 17 units/acre) zoning district.
QUASI-JUDICIAL, (S-5-16)

Sean Holm, Planner presented the staff report and answered questions from the Commission.

Commissioner Ingalls noted that the open space requirements for a pocket housing development are not similar to a normal Planned Unit Development (PUD), and inquired if staff could explain what those are.

Mr. Holm explained the open space requirements are based on usable open space for residents. Such space may be either in a common, or shared form or associated with individual units.

Public Testimony open.

Eric Olson, Applicant representative stated that staff did a great presentation and feels that there is not much more to add. He explained when the original plan was presented earlier staff suggested omitting some of the units so the project would meet city requirements. He upheld that staff has been great to work with. He then asked if the commission had any questions.

Commissioner Ingalls commented in the staff report there are 10 conditions, and inquired if the Applicant has any issues with them.

Mr. Olson stated that they do not have any issues with the conditions.

Public Testimony closed.

Motion by Ward, seconded by Fleming, to approve Item S-5-16. Motion approved.

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Ingalls	Voted	Aye
Commissioner Messina	Voted	Aye
Commissioner Luttrupp	Voted	Aye
Commissioner Rumpler	Votes	Aye
Commissioner Ward	Voted	Aye

Motion to approve carried by a 6 to 0 vote.

2. Applicant: Marina Yacht Club
Location: 1000 N. Marina Drive and portions of the Spokane River and Lake Coeur d'Alene surrounding Blackwell Island.
Request:
- A. Zoning Prior to Annexation of 172.24 acres from County Commercial to City C-17(Commercial at 17units/acre) and NW (Navigable Waters). LEGISLATIVE, (A-4-16)
 - B. A proposed 15.61 acre Limited Planned Unit Development "Blackwell Island Marina Yacht Club Limited Design PUD" QUASI-JUDICIAL, (PUD-3-16)

Mike Behary, Planner presented the staff report and answered questions from the Commission.

Public Testimony opened.

A. A-4-16

The property is located within two stable and established Comprehensive Plan districts: Spokane River District and the Coeur d'Alene Lake Shoreline District.

Comprehensive Plan objectives include: environmental, water quality, water development, encourage private and public development, incorporate and provide ample public access (both physical and visual) to lakes and rivers.

There are no topographical or other physical constraints that would make the property unsuitable for the annexation request.

Traffic and neighborhood are existing land uses that have been there for many years.

Water modeling to determine required fire flow and recommendations.

This annexation application will be sent to City Council for final review, and recommendations for approval/denial.

John Barlow, P.O. Box 1180, Coeur d'Alene, ID, 83816, spoke on behalf of the Hagadone Marine Group.

The Hagadone Marine Group has been operating the marina since 2004, and has invested several million dollars improving the site to include: storm water runoff, curbing, upgraded buildings, upgraded ramps, lighting, sales area with an on-the-water showroom, entryway ramp to the Cedar's

floating restaurant, enhanced drainage swale areas that are properly sloped and filtered, and private well and drain fields.

The Annexation request is driven by the growth of their business, and the requested expansion is consistent with the use of the land in the past.

This property connects people to the lake and the activities via boating and dining on the water at the Cedar's Restaurant.

Page No. 70 of the City's Comprehensive Plan describes a mix of uses from east to west to include: high end condominiums, golf courses, beaches, marinas and restaurants. Barlow - Blackwell Island is consistent with the neighborhood and established Comprehensive Plan.

The Applicant has no problems with the outlined requirements for this project.

The Applicant is requesting zoning for existing uses and expected uses of a marina facility, including boat sales, boat slips, seasonal boat trailer storage, boat service areas, boat showroom and storage.

Applicant Summary – zoning request is consistent with City Comprehensive Plan, property is stable and established, marinas and restaurants are listed in the Comprehensive Plan as acceptable uses, existing Blackwell Island property is zoned C-17 (including the Hall property). What you see today is what you will continue to see operating. The Applicant has reviewed staff recommendations, and is “on board” with the conditions to be hammered out in a future annexation agreement.

Ron and Juanita Loveland were “neutral” regarding the project.

There being no addition comments, the Public Testimony was closed.

Commissioner Ingalls moved to approve this annexation and support the annexation request, with the following findings: This matter has come before the Planning and Zoning Commission on August 9, 2016, A-4-16 for annexation request from County Commercial to C-17 Commercial at 17 units per acre and Navigable Water (NW) zoning district, Applicant is Marina Yacht Club, LLC, property is located at 1,000 South Marina Drive and portions of the Spokane River and Lake Coeur d'Alene surrounding Blackwell Island, adopting findings B1 through B7 as written verbatim in the template, and that B8 be incorporated – which is the finding that the proposal is in conformance with the Comprehensive Plan policies, the Comprehensive Plan supports the area being in flux, focus on protection of quality of water, area is going through a multitude of changes with a long historic use being preserved into the future, public areas being provided to the river while balancing public and private entities, the annexation agreement stands up against Section 1.01 Environmental / Section 1.02 Water Quality Protection / Section 1.03 Waterfront Development Goals / Section 1.04 Waterfront Development with Protective Requirements / Section 1.05 Vistas / and Section 1.07 Hazardous Areas / B9 the future annexation agreement supports the statement that utilities are available / B10 finding that the physical characteristics of the site do make it suitable for the request / B11 finding that the proposal would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character and existing uses supported by a future traffic study / and the same uses have been in existence since 1965. Commissioner Ingalls concluded the motion that the Planning Commission, pursuant to the aforementioned, finds the request of Marina Yacht Club, LLC, for zoning prior to annexation, as described in the application, should be approved, with suggested provisions for inclusion in the annexation agreement, these 16 items, 13 from staff, three from ITD, as written verbatim in the template.

Motion by Ingalls, seconded by Rumpler, to approve Item A-4-16. Motion approved
ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Ingalls	Voted	Aye
Commissioner Messina	Voted	Aye
Commissioner Luttrupp	Voted	Aye
Commissioner Rumppler	Votes	Aye
Commissioner Ward	Voted	Aye

Motion to approve carried by a 6 to 0 vote.

Public Testimony opened.

B. PUD-3-16

Chairman Jordan stated this second portion of this project involves planning development for a 15.61 acre Planned Unit Development, Blackwell Island, Marina Yacht Club, Limited Design PUD. No conflicts of interest were declared.

Mike Behary, City Planner stated public notice was published in the Coeur d'Alene Press on July 23, 2016 and all other notifications have been made, presented he staff report and answered questions from the commission.

The location is Blackwell Island and part of this PUD will go into the area that was removed.

The Applicant has indicated significant improvements have been made to the Marina, which continues to grow.

City services including sewer and water would accommodate their growth and future plans.

This limited design PUD is contingent upon approval and completion of the annexation of this property into the City.

The Applicant has structures located at the Marina that are in conflict with the City's Shoreline Ordinance, and if approved the limited design PUD would allow for these Marina structures and facilities to remain and be a legal use along the City's shoreline. The City's shoreline ordinances prohibits construction within 40 feet of the shoreline, and is intended to protect the shoreline from erosion and maintain an open space / buffer between development and the water.

Marina operations typically consist of sales offices, maintenance and repair facilities, restaurants, bars, docks, walkway, ramps, boat slips, dry boat storage areas over gravel, dry stack buildings and are typically found in close proximity to the water.

The required eight findings must receive approval as follows: B8A – The Applicant has steadily improved the facility, and the Cedar's Restaurant provides a unique place to dine and enjoy the lake. The Applicant is proposing to allow for dry stack storage buildings for boating customers. B8B – The project is located within the Spokane River District and the Coeur d'Alene Lake Shoreline District, which are both stable and established. The Comprehensive Plan objectives were discussed in the annexation portion of this project under 1.01 Environmental, 1.02 Water Quality, and 1.03 Waterfront Development and discussed above for compliance. Building envelope considerations include: buffering, building heights and bulk, off-street parking, open space, privacy and landscaping. The building envelopes being proposed are consistent with the Marina operation and adjacent uses, and proposed for location away from the Spokane River. B8E – Provisions for open space area as determined by the Commission, no less than 10 % of the gross land area, free of buildings, streets, driveways or parking areas. Common open space shall be accessible to all users of the development and usable for open space and recreational purposes. The Applicant has indicated a 36-foot wide open area through the Marina is and will continue to be open dedicated space, which totals 1.7 acres and meets the 10 percent requirement of the PUD. See pages 17 and 19 of the Staff Report for

specific department comments regarding traffic. Setbacks provide access for emergency vehicles, protection of neighborhood character with buildings not proposed adjacent to other property owners. B8H – The building envelope does/does not provide for adequate sunlight, fresh air, and usable open space. The dry stack structures will be located toward the west part of the property, and away from the riverside of the property.

Recommended conditions – This PUD is conditionally approved pending the annexation of the subject property into the City. There are an additional 20 recommended conditions, including two from ITD. See pages 21 and 22 of the Staff Report.

The Shoreline Ordinance was discussed at length, and how that affects this application for an existing project and PUD Overlay.

Mr. John Barlow, representing Marina Yacht Club, LLC was present to discuss the PUD Overlay for the existing facilities. Area A contains no structures to maintain the shoreline and have stabilization. Area B involves the restaurant, sewerage provisions, lift station, transformers, controls, light poles, gates, and ramps with a request for structures up to 20 feet in height, light poles up to 30 feet in height, and bank stabilization. Area C preservation of marina-related facilities, structures up to 20 feet in height, light poles up to 30 feet in height, and utilities and other shoreline stabilization required to be a marina (3.4 acres in total). Area D allows for the area of our sales building (.15 existing acres), 30 feet of height to accommodate what's there. Area E and the future of marinas, largely driven by costs and water space involve dry stack buildings for summer storage and not winter storage uses. Up to 60 feet in height allows for a smaller footprint for the dry stack buildings. Area F comprises the uses of inside and outside boat and boat trailer storage, boat showrooms, boat sales, and other related boat uses. Proposing .2 spaces per stored boat or one space per boat, because everybody doesn't come at the same. The 36-foot open space area is part of our permit with the United States Corps for the dredging and the improvements of the island, following 3.5 years of public comments, as this is a popular kayaking and paddle board route. Their zoning request fully respects the 40-foot Shoreline Ordinance allowing access to be in the marina business. If these cannot be accommodated and the PUD overlay isn't approved, we are unable to annex into the City as we would lose our access. The height of the dry stack buildings would be viewed from the Highway, and some hillside homes. The dry stack boats are out of the water and not leaking oil for environmental benefits. Project includes close to a million dollars putting in the infrastructure that we have to have; taxes will be generated and paid to the City. The project creates hundreds of jobs, with many kids from the NIC Training programs who now work on engines and service boats. They have really good jobs now because of a vibrant and growing business.

Commissioner Ingalls moved to approve the PUD-3-16 request on August 9, 2016 for a Limited Planned Unit Development known as Blackwell Island Marina Yacht Club Limited Design PUD.

The Applicant is the Marina Yacht Club for a +/- 15.6 acre parcel located at 1000 S. Marina Drive. Adopting findings B1 through B7 as referenced in the form sheet, and adopting B8 and B8A providing that the proposal does provide a functional, enduring and desirable environment good for growth, and jobs. This supports preservation of current use and allows for improvement of an asset that's been there since 1965. Preserving continued public access to restaurants and marina facilities, as well as the open space that's embodied in this are all positives that relate to B8A. This proposal is consistent with the Comprehensive Plan B8 finding that the proposal is in conformance with the Comprehensive Plan policies, the Comprehensive Plan supports the area being in flux, focus on protection of quality of water, area is going through a multitude of changes with a long historic use being preserved into the future, public areas being provided to the river while balancing public and private entities, the annexation agreement stands up against Section 1.01 Environmental / Section 1.02 Water Quality Protection / Section 1.03 Waterfront Development Goals / Section 1.04 Waterfront Development with Protective Requirements / Section 1.05 Vistas / and Section 1.07 Hazardous Areas. B8C syncs nicely with the Comprehensive Plan for the annexation that this is embodied in, and the building envelopes are compatible with and are sufficiently buffered from uses on adjacent properties. The design elements that may be considered and that we

looked at are the heights and bulk and proximity to the river versus the slough. The setback is back from the 40-foot line. The 60-foot height and the nature of the dry stack buildings that we have seen pictures of are an indication that the envelopes would be compatible with the existing marina uses and surrounding environment. B89D, the proposal is compatible with the natural features of the site and adjoining property. We have looked at the natural features of topography, vegetation, wildlife, and habitats. Basically supported by the staff comment on page 13 it is compatible with the topography and vegetation. B8E, the proposal does provide private common space with 1.7 acres of open water to the public for kayaking and paddle boarding. B8F the location, design and size of the proposed building envelope is such that traffic generated by the development can be accommodated safely on minor arterials and collector streets without requiring unnecessary utilization of other residential streets. Finding supported by the staff report and analysis by the City's Engineer. B8G proposed setbacks do provide adequate emergency vehicle access, referenced in the supportive staff report comments from the Fire Department. The neighborhood character is preserved, as it is an existing use. B8H the proposed building envelope will provide for adequate sunlight, fresh air and usable open space; based upon the Planning Commission's judgment of the exhibits. Adequate provisions have been made with respect to flood and landslide hazards. In conclusion, and as the decision motion, that pursuant to the aforementioned, we would find that the request that the Marina Yacht Club Limited Design Planned Use Development should be approved. There are special conditions that would be recorded that I will not read, that I would reference as those that are on page nos. 3, 4, and 5 of the staff report, and that would be, by reference, 21 special conditions indicated there to be included.

Commissioner Luttrupp will be voting against this motion for two reasons; I believe that it is not compatible with our Comprehensive Plan, and I also believe it is not compatible with our Shoreline Ordinance.

Chairman Jordan stated in his personal opinion, this is one of the first properties that is seen, as people approach the City from the south end. I commend the Applicant for all of the improvements that you are doing out there, and I think seeing the high quality of design and development here reflects well on the City. When people drive in from this direction it is the first impression of the City. It is one of those properties that you notice as you drive in from the south. It's hard to believe in the early 1960's they had pits out there and burned garbage on this property. Back then, a lot of areas around the lake were industrial users, so it has come a long way.

Commissioner Ingalls stated he feels the essence of the marina is at odds with our Shoreline Ordinance. You can't have a marina without some structures, and I think we are looking for the spirit and intent. We are only trying to make an existing marina, existing restaurant, and existing structures there better. The Applicant put the money into them already, and just need to hook it up to sewer. So, a lot of this is just a matter of grandfathering in marina stuff. There is no other marina in town that would meet it strictly anyway.

Commissioner Luttrupp clarified he believes the project is pretty. If the Marina chooses to expand, they need to hook up to City water and sewer, which is fine. But it would seem that there would be possible buildings to provide more shoreline compatibility, per the Shoreline Ordinance. We disagree on part of it, but I do not disagree that it is a nice marina. It was built in the County, and if it comes within the City, there's no question it is a positive piece of work.

Motion by Ingalls, seconded by Messina, to approve Item PUD-3-16. Motion approved.

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Ingalls	Voted	Aye
Commissioner Messina	Voted	Aye
Commissioner Luttrupp	Voted	Nay
Commissioner Rumpler	Votes	Aye
Commissioner Ward	Voted	Aye


Motion to approve carried by a 6 to 0 vote.

ADJOURNMENT:

Motion by Messina, seconded by Fleming, to adjourn the meeting

The meeting was adjourned at 7:54 p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant



ADMINISTRATIVE



MEMORANDUM

Date: September 13, 2016
To: Planning Commission
From: Hilary Anderson, Community Planning Director
Subject: O-3-16. Proposed Repeal of the Pocket Residential Development Ordinance

DECISION POINT:

Provide a recommendation to the City Council to repeal the Pocket Residential Development Ordinance. Other options include retaining the ordinance or modifying the ordinance.

HISTORY:

The City Council adopted the Pocket Residential Development Ordinance in 2007. The ordinance allows Pocket Residential Development (PRD), which is more commonly referred to as "pocket housing," within the R-8, R-12, R-17, C-17 and C-17L zoning districts.

The PRD Ordinance was drafted by Mark Hinshaw, formerly of LMN Architects, and replaced the city's Cluster Housing Ordinance.

The purpose of the PRD Ordinance is to,

1. Encourage greater efficiency of land use by allowing compact infill development on aggregate sites.
2. Stimulate new housing that is compatible in scale and character to established surrounding residential areas.
3. Produce a broader range of building forms for residential development.
4. Expand opportunities for home ownership, including both condominium and fee simple.
5. Ensure that residents of such housing enjoy a high quality environment, with permanence, stability and access to green space.

Since 2007, more than a dozen PRD projects have been approved and more than 50 pocket homes (comprised of a mix of single-family units, duplexes and fourplexes) have been constructed or started. The smallest pocket housing project has three units and the largest has 20 units. The projects are spread throughout the city.

FINANCIAL ANALYSIS:

The proposed repeal of the PRD ordinance is anticipated to be cost neutral.

PERFORMANCE ANALYSIS:

While some of the pocket housing projects have helped create opportunities on infill lots, the majority have been projects in greenfield areas where development could have occurred as a standard subdivision or a Planned Unit Development project.

Each time a project is described as "Pocket Housing," city staff is on guard and prepared to review a plan that pushes the Pocket Housing Ordinance rules and sometimes the Fire and Building Codes. Staff has grown to expect that proposed pocket housing projects have a high likelihood of resulting in a poorly designed development typically in a greenfield area of the city.

The following list of concerns and complaints about pocket housing came from a staff discussion at a Development Review Team meeting in May 2016, involving the Planning, Engineering, Building, Fire, Water, Wastewater, and Parks & Recreation departments, and other discussions with staff members in recent months.

Known issues and recommendations that staff documented (May 2016):

- Infill is the original intent of the ordinance. The majority of the pocket housing projects are not infill projects.
- The ordinance allows pocket housing projects on lots up to 5 acres in size. A 5-acre lot is very different from an infill lot that is a challenge to develop. The maximum size should be reduced from 5 acres to 1.5 acres. Greater than 1.5 acre should be a PUD.
- The minimum size should also be evaluated.
- Pocket Housing has undone everything in the subdivision code
- A maximum of 5 units should be allowed on a private drive. Pocket housing should not be allowed to have more than 5 lots on a driveway.
- There is a desire to remove the option for private streets in pocket housing projects.
- Addressing can often be an issue in pocket housing projects.
- The pocket housing projects off of Davidson are technically driveways.
- The ordinance does not require frontage on a public street and allows shared driveways. Pocket housing units should front on a public street.
- The open space requirement is less than PUD projects and the designated open space areas in several pocket housing projects are not improved, maintained or usable.
- Evaluate the maximum lot coverage of 50%.
- Evaluate the setback requirements. The ordinance requirements are for the entire lot not setbacks between units.
- Evaluate lot sizes. The ordinance does not have a minimum lot size for lots within a pocket residential development.
- The ordinance requires parking to be off of an alley. Some projects may be better served with parking off of the street.
- Shared parking lots are allowed. This results in apartment style parking, which may not be compatible with surrounding single-family uses.
- No private streets should be allowed unless it is a PUD project

- Gated entrances should be prohibited in pocket housing projects.
- Projects with dead-end water mains should not be permitted.
- The Fire Department has concerns with driveways/private roads longer than 150', turning radius, road widths, and water supply for pocket housing projects.
- The design standards restrict T-111 siding and metal siding in the R-8 and R-12 zones. It is not clear the way code was drafted if T-111 is permitted in the R-17, C-17 and C-17L zones. The intent was to exclude T-111 as an acceptable material.
- Vinyl siding, which can be a fire hazard for structures that are placed closely together, is not restricted in any of the zoning districts. Staff believes vinyl siding should be restricted. But because pocket housing projects can use vinyl siding, most of the pocket housing projects opt for these cheaper alternatives. Also, the Pocket Housing Design Standards handout lists examples that encourage the following materials as siding: Brick, cedar shake, and traditional lap siding.
- The design standards require separate entrances but do not specify that front doors are visible from the street or private driveway.

Photos of several pocket housing projects will be presented at the Planning Commission meeting to provide context to the discussion and show the wide range of project sizes, architectural styles, quality of materials, and compatibility with surrounding residential uses.

The Planning Department is proposing to repeal the ordinance rather than take a Band-Aid approach and try to fix the ordinance. Staff is recommending repeal the ordinance to draft a brand-new ordinance. A newly designed ordinance would seek to incentivize infill development that fits well with surrounding residential uses that does not duplicate PUD projects or projects that could occur as a standard project under the Subdivision Code. Sandpoint's cottage housing ordinance is a better example of how to allow and incentivize infill development while ensuring high quality design that is compatible with existing neighborhoods.

If the Pocket Housing Ordinance is repealed, affordable and market-rate housing options would still be allowed in the city with the underlying zoning districts, the FAR development potential in the overlay zoning districts, and the Accessory Dwelling Unit and PUD provisions of the Zoning Code.

DECISION POINT/RECOMMENDATION:

Recommend that the City Council repeal the Pocket Residential Development Ordinance. Other options include retaining the ordinance or modifying the ordinance.

Attachments:

- Pocket Housing handout
- Sandpoint's ordinance



POCKET RESIDENTIAL DEVELOPMENT

PURPOSE

- To encourage greater efficiency of land use by allowing compact infill development on aggregate sites.
- To stimulate new housing that is compatible in scale and character to established surrounding residential areas.
- To produce a broader range of building forms for residential development.
- To expand opportunities for home ownership, including both condominium and fee simple.
- To ensure that residents of such housing enjoy a high quality environment, with permanence, stability and access to green space.

APPLICABILITY

- Pocket residential Development is permitted within the R-8, R-12, R-17, C-17L and C-17 Districts. (Pocket Residential Development replaced the previous “Cluster Housing”)

BASIC DEVELOPMENT STANDARDS

A. Maximum Building Height

- 32 feet

B. Maximum Site Coverage

- 50%

C. Minimum / Maximum Site Size

- R-8 – 16,500 sf
- R-12 – 10,500 sf
- R-17, C-17L & C-17 – 7,500 sf /
- Subdivided development > 5 ac requires approval through Planned Unit Development process.

D. Site Setbacks

- Front Yard: 20 feet
- Side Yard, adjacent to other residential zoning: 10 feet
- Side Yard, fronting a street: 10 feet
- Rear Yard: 15 feet

E. Density

The density in a pocket residential development is limited to that allowed in the appropriate zoning district on a site of the same size.

F. Frontage:

Frontage on a public street is not required for lots in a pocket housing development provided that the planning and zoning commission determines through the subdivision process that the development provides for adequate access to the lot via easements, shared driveways or other means.

G. Parking

- One stall for each one-bedroom dwelling.
- Two stalls for each dwelling having two or more bedrooms.

H. Usable Open Space

Pocket Residential Development shall provide usable open space for residents. Such space may be either in a common, shared form or associated with individual units. The minimum required amount is 300 sf per dwelling unit. Such space shall be at least 15 feet in the narrowest dimension and shall be planted with grass and one tree minimum of 2" in cal for each 300 sf. Hard-surfaced patios or decks may occupy up to one-half of the required area.

I. Lot Size

There is no minimum lot size within a pocket residential development

DESIGN STANDARDS

A. GROUND LEVEL ACCESS

Intent:

To create the appearance of individual homes rather than apartments.

Standards:

Each dwelling unit shall have its own individual access from grade. Stacked Units with internal stairways accessed from grade are permitted.



Individual Access from Grade



Example of Individual Access for Each Unit



Example of Individual Access with Shared Open Space

B. PARKING LOTS

Intent:

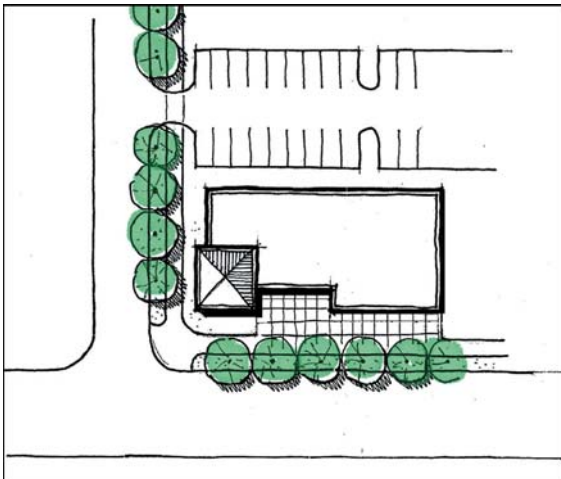
To ensure that parking is as unobtrusive as possible.

Standards:

1. If the development abuts an alley, parking shall be accessed from the alley.
2. Surface parking lots shall be screened both from the street and adjacent residential development by a combination of trees and shrubs. Trees shall be at least 2" in cal at the time of planting and no more than 30 feet apart. Shrubs shall be at least 30" in height at the time of planting. Decorative walls or fences no more than 48" in height may be used in lieu of shrubs.
3. All surface parking shall be paved with asphalt, concrete or unit pavers. Gravel is not permitted.



Planting Material Screen



Example of Surface Parking Accessed from Alley



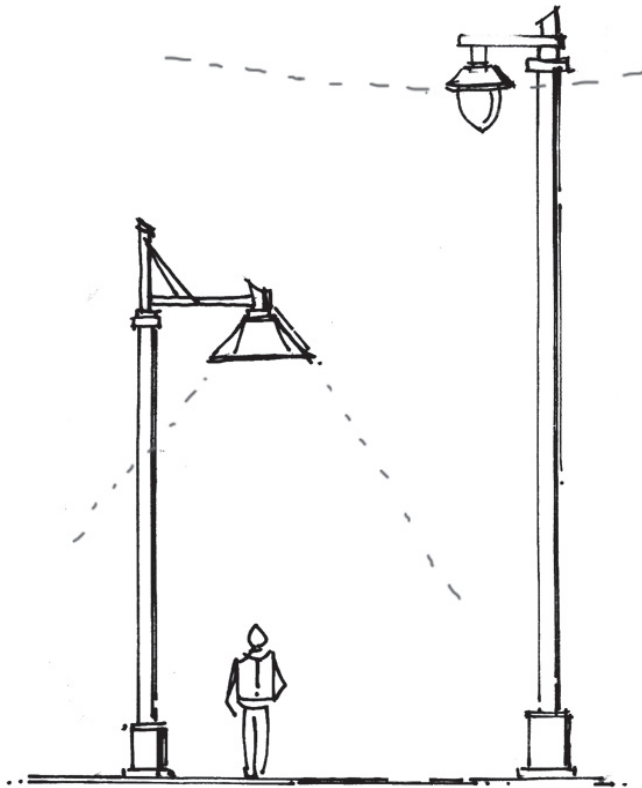
Example of Surface Parking Screened from Street

C. Lighting

Intent: To diminish the amount of glare and spillover from lighting

Standards:

1. Exterior lighting fixtures shall not exceed 1 foot candle in intensity.
2. Lighting fixtures shall be equipped with cutoff elements to direct light downwards



Cut-off Fixture vs Non-Cut-off Fixture



Example of Cut-off Fixture

D. Fencing

Intent:

To ensure a residential atmosphere.

Standards:

1. Chain link fence is not permitted.
2. Fencing higher than 48" shall not be permitted along any street frontage.



Residential Fence Along Street Frontage



Fencing Along Street No Higher than 48"



Residential Fencing

E. Materials

Intent:

To ensure a high quality level of development

Standards:

1. T-111 and metal siding is not permitted on any structure in R-8 or R-12 zone.
2. Metal siding is permitted on structures in R-17 or Commercial zones.



Examples of Acceptable Siding



Examples of Acceptable Siding Including Brick, Cedar Shake and Traditional Lap Siding

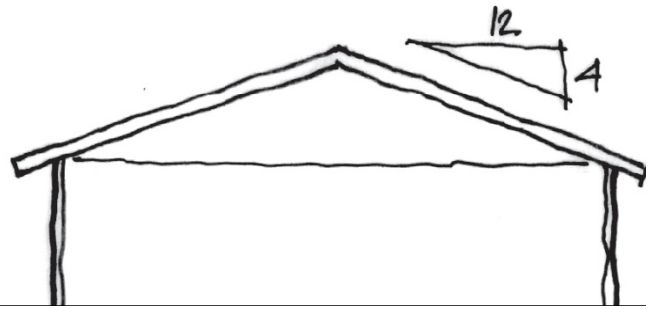
F. Roof Pitch

Intent:

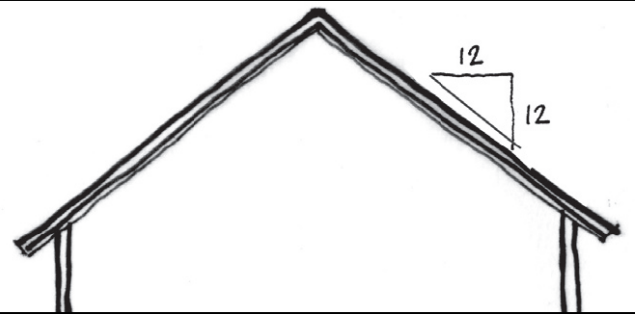
To ensure that rooflines present a distinct profile and appearance for the building and express the neighborhood character.

Standards:

In R-8 and R-12 districts, Roof pitch shall have a minimum slope of 4:12 and a maximum slope of 12:12.

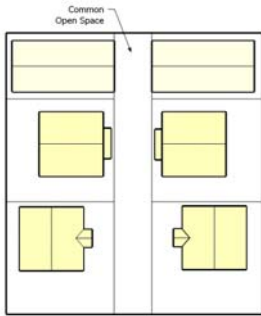


Minimum Slope 4:12



Maximum Slope 12:12

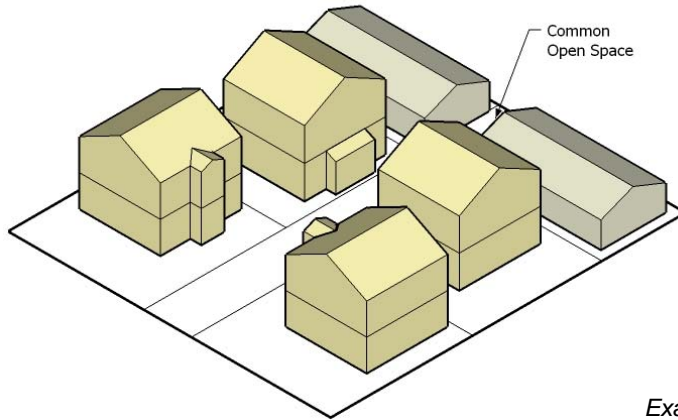
Illustrative Configurations



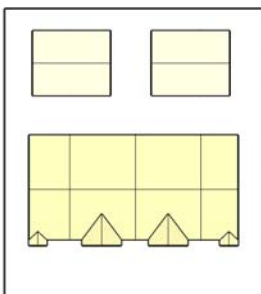
Separate ownership

Example Parcel in R-17

11,000 sq ft parcel
4 units
1200 sq ft ea



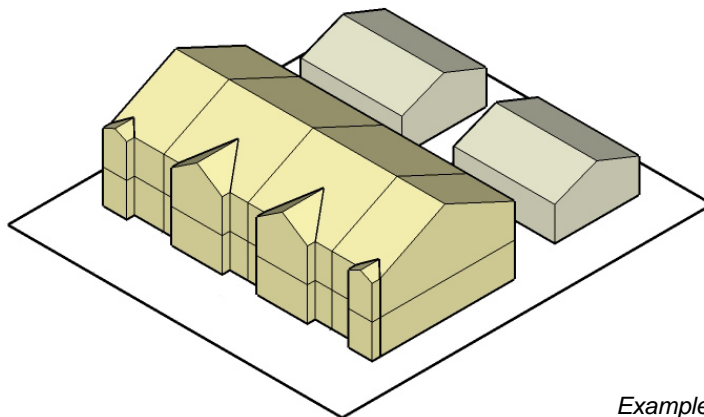
Example 1



Single ownership

Example Parcel in R-17

11,000 sq ft parcel
4 units
1200-1600 sq ft ea



Example 2

9-4-7: COTTAGE HOUSING:

9-4-7-1: PURPOSE AND INTENT:

This provision provides standards for cottage housing within residential zones. These standards are intended to provide opportunities for a variety of housing choices including the need for more smaller, more diverse, and often, more affordable housing choices. Providing for a variety of housing types also encourages innovation and diversity in housing design and site development, while ensuring compatibility with surrounding single-family residential development. (Ord. 1263, 12-29-2011)

9-4-7-2: CONFLICTING STANDARDS:

In the event that other standards of this title conflict with standards in this provision, the standards within this provision shall prevail. (Ord. 1263, 12-29-2011)

9-4-7-3: EXISTING DWELLINGS:

An existing detached single-family dwelling that is incorporated into a cottage housing development as a residence and is nonconforming with respect to the standards of this section shall be permitted to remain on a site used for a cottage housing development and shall count as one of the allowed units. However, the extent of the noncompliance may not be increased unless the proposed change is determined by the planning director to be consistent in character, scale and design with the cottage housing development. An existing dwelling may be replaced with cottage units consistent with this section. (Ord. 1263, 12-29-2011)

9-4-7-4: HOUSING TYPES DEFINED:

CARRIAGE UNIT: A dwelling unit, not to exceed eight hundred (800) square feet in gross floor area, located above a garage structure in a cottage housing development.

COTTAGE HOUSING: A tract of land under single ownership or unified control developed with four (4) to twelve (12) detached dwelling units (each unit no larger than 1,000 square

feet) arranged on at least two (2) sides of a commonly owned courtyard/common area. Parking space is also commonly owned. Cottage housing development may or may not be condominiums. (Ord. 1263, 12-29-2011)

9-4-7-5: AREA ALLOWANCES:

A. Cottage housing meeting the requirements of this section is allowed in zoning areas RS and RM. (Ord. 1263, 12-29-2011)

9-4-7-6: DENSITY STANDARDS:

The following density standards shall apply to cottage housing developments:

A. Cottages (including carriage units) may be built at up to 1.7 units per single-family home allowed in the underlying zone. For example, if the minimum lot size for a single-family home in a zone is five thousand (5,000) square feet, a cottage development of five (5) units could be constructed on a fourteen thousand seven hundred five (14,705) square foot lot $(5000/1.7) * 5 = 14,705$.

B. Existing single-family dwellings will count toward total units.

C. Minimum units: Four (4).

D. Maximum units: Twelve (12).

E. Carriage house units may be built on top of a common garage, when the garage is located adjacent to the common open area. No more than twenty five percent (25%) of the total number of units may be located above a common garage. (Ord. 1263, 12-29-2011)

9-4-7-7: COTTAGE HOUSING DISPERSION REQUIREMENT:

The dispersion requirement is designed to disallow cottage developments from clustering in any one area so that housing diversity is retained.

- A. In the RS zone, developments containing cottage/carriage homes may not be located closer than seven hundred fifty feet (750') to another development approved under the provisions of this section. (Ord. 1263, 12-29-2011)

9-4-7-8: COMMUNITY BUILDINGS AND COMMUNITY SPACE IN COTTAGE DEVELOPMENTS:

Community buildings and community space are encouraged in cottage developments.

- A. Community buildings or space shall be clearly incidental in use and size to the dwelling units.
- B. Building height for community buildings shall be no taller than the height restrictions for the underlying zone. Building heights and roof standards for cottage units shall apply per section [9-4-7-10](#) of this chapter.
- C. Where the community space is located above another common structure, such as a detached garage or storage building, buildings heights and roof standards for carriage units shall apply (see section [9-4-7-10](#) of this chapter).
- D. Community buildings must be located on the same site as the cottage housing development, and be commonly owned by the residents. (Ord. 1263, 12-29-2011)

9-4-7-9: ACCESS AND PARKING:

The intent of these access and parking standards is to minimize the visual impact of vehicles

and parking areas for residents of the cottage housing development and adjacent properties and to provide for adequate off street parking for cottage housing developments.

A. Minimum Number Of Off Street Parking Spaces:

1. The minimum number of parking spaces shall be one per dwelling unit.

B. Parking Design: The intent of these parking design standards is to create unobtrusive parking, by screening and disguising parking structures and spaces from surrounding properties, including screening by architectural design and/or vegetation, and by minimizing the number of contiguous spaces.

1. Parking areas or common garages shall be limited to no more than five (5) contiguous spaces separated by a minimum of five feet (5') of sidewalk, landscaping, or open space.
2. Shared detached garage structures may not exceed five (5) garage doors per building and a total of one thousand six hundred (1,600) square feet. Carriage units located above these parking structures shall not be factored into this square footage.
3. Parking shall be separated from the common open area, adjacent properties, and public streets by landscaping and/or architectural screening. Solid board fencing shall not be allowed as an architectural screen. Exception: One parking structure may be adjacent to the common open area, if carriage house units are placed on top and the garage includes architectural features to make it look consistent with the units and community assets.
4. Parking shall be set back a minimum of twenty five feet (25') from a public street.
5. The design of garages and carports, including rooflines, shall be similar to and compatible with that of the dwelling units within the cottage housing development.
6. Parking located between or adjacent to structures, shall be located to the rear of the structure and served by an alley or driveway. (Ord. 1263, 12-29-2011)

9-4-7-10: COTTAGE HOUSING DESIGN STANDARDS AND GUIDELINES:

- A. Cottage Size: Setting a unit size helps ensure that the overall size of cottages remains small and causes less visual impact than standard sized single-family dwellings, particularly given the increased density of cottage dwellings, and to provide variety in cottage housing developments through a mixture of building sizes and footprints.

1. The total floor area of each cottage shall not exceed one thousand (1,000) square feet. The total square foot area of a cottage dwelling unit may not be increased. A note shall be placed on the title to the property for the purpose of notifying future property owners that any increase in the total square footage of a cottage is prohibited for the life of the cottage or duration of city cottage regulations.
2. The footprint of each cottage shall not exceed eight hundred (800) square feet.
3. There shall be no minimum size requirements for the individual units.
4. The second floor area cannot exceed seventy five percent (75%) of the first floor area.
5. Cottage areas that do not count toward the gross floor area or footprint calculations are:
 - a. Interior spaces with a ceiling height of six feet (6') or less, such as in a second floor area under the slope of the roof;
 - b. Unheated storage space located under the main floor of the cottage;
 - c. Basements;
 - d. Attached unenclosed porches;
 - e. The first two hundred (200) square feet of an attached enclosed porch (square footage utilized for attached porches beyond 200 square feet shall be counted toward total square footage allowance for each cottage);
 - f. Garages or carports; or
 - g. Architectural projections (i.e., bay windows, fireplaces or utility closets) no greater than twenty four inches (24") in depth and six feet (6') in width.
 - h. The planning director may approve other exemptions similar in nature provided the intent of this section is met.

B. Cottage Height And Roof Standards:

1. A cottage shall have a gable roof or a hipped roof. Dormers are allowed.
2. Maximum height of cottage units with a minimum roof slope of six to twelve (6:12) shall be twenty five feet (25'), subject to all parts of the roof above fourteen feet (14') shall be pitched.
3. Maximum height shall be eighteen feet (18') for cottages without a roof slope of six to twelve (6:12) and for all accessory structures.
4. Deviation from the roof standards may be considered through the CUP process.

- C. Orientation Of Dwelling Units: Dwellings within a cottage housing development should be oriented to promote a sense of community, both within the development, and with respect to the larger community, outside of the cottage project. A cottage development should not be designed to "turn its back" on the surrounding neighborhood.
1. Each dwelling unit shall be oriented toward a common open area, and sixty five percent (65%) of the units shall abut the common open area.
 2. Lots in a cottage housing development are not required to abut a public street.
 3. Each facade facing a public street (not including alleys) shall have at least two (2) of the following enhancements: secondary entrance, porch, bay window, or other architectural enhancement approved by the planning director that is oriented to the public street in order to prevent a blank, monotonous wall facing the street and surrounding neighborhood.
- D. Cottage Setbacks:
1. The minimum setbacks between all structures and exterior property lines (including cottages, parking structures and community buildings) in a cottage housing development shall be ten feet (10'). Eaves may project into the required setback up to eighteen inches (18").
 2. Cottage units abutting an external street shall use the front yard setback requirements for the zone they are within in order to determine how far the unit must be set back from the public right of way.
 3. No part of any structure in a cottage housing development (including, but not limited to, cottages, parking structures, and community buildings) shall be more than one hundred fifty feet (150'), as measured by the shortest clear and open route, from legally compliant fire department vehicle access.
- E. Fencing And Screening: The intent of internal decorative fencing and screening is to delineate private yards and screen parking structures, community assets and unit walls. A cottage housing development shall internally be an open community sharing common areas.
1. Decorative fencing may be used for delineating private yards.
 2. Fencing or shrubbery may be used to screen parking areas, community assets, and unit walls.
 3. Fencing and shrubbery used for fencing may not exceed thirty six inches (36") in height, except directly adjacent to a parking structure or as allowed in subsection E5 of this section.

4. Chainlink fencing shall not be allowed. Solid fencing is allowed on the exterior boundary, except bordering an external street.
5. Rear yards not bordering an external street may be delineated using solid fencing and may not exceed four feet (4') in height.

F. Required Common Open Space: Common open space should provide a sense of openness, visual relief, and community for cottage developments. The space must be outside of wetlands, streams and their buffers, and developed and maintained to provide for passive and/or active recreational activities for the residents of the development.

1. There shall be a minimum of four hundred (400) square feet of common open space per cottage.
2. Each area of common open space shall be in one contiguous and usable piece with a minimum dimension of twenty feet (20') on all sides.
3. Land located between dwelling units and an abutting right of way or access easement greater than twenty one feet (21') in width may not serve as required common open space, unless the area is reserved as a separate tract, and does not contain pathways leading to individual units or other elements that detract from its appearance and function as a shared space for all residents.
4. Required common open space may be divided into no more than two (2) separate areas per development.
5. Common open space shall be located in a centrally located area and be easily accessible to all dwellings within the development.
6. Landscaping located in common open space areas shall be designed to allow for easy access and use of the space by all residents, and to facilitate maintenance needs. Where feasible, existing mature trees should be retained.
7. Unless the shape or topography of the site precludes the ability to locate units adjacent to the common open space, the following standards must be met:
 - a. The open space shall be located so that it will be surrounded by cottages or two/three-unit homes on at least two (2) sides;
 - b. At least fifty percent (50%) of the units in the development shall abut a common open space. A cottage is considered to "abut" an area of open space if there is no structure between the unit and the open space.

(1) Surface water management facilities shall be limited within common open space areas. Conventional stormwater collection and conveyance tools, such as flow control and/or water quality vaults are permitted if located underground.

G. Carriage Units Within Cottage Projects: Carriage units may be included within a cottage housing development. Design of these units should be compatible with that of the cottages included in the project.

1. The maximum size of a carriage unit shall be eight hundred (800) square feet.
2. Carriage units, including roof, shall be no taller than thirty feet (30').
3. Carriage units shall not have roofs less steep than four to twelve (4:12).

H. Variation In Unit Sizes, Building And Site Design: Cottage projects should establish building and site design that promotes variety and visual interest that is compatible with the character of the surrounding neighborhood.

1. Projects should include a mix of unit sizes within a single development.
2. Proposals are encouraged to provide a variety of building styles, features and site design elements within cottage housing communities. Dwellings with the same combination of features and treatments should not be located adjacent to each other.

I. Private Open Space:

1. Each cottage shall have a minimum of three hundred (300) square feet of private, contiguous usable open space adjacent to each dwelling unit, for the exclusive use of the cottage resident.

J. Pedestrian Flow Through Development: Pedestrian connections shall link all buildings to the public right of way, common open space and parking areas.

K. Exterior Design Standards For Cottages: This subsection K is intended to ensure cottage design is based on a coherent architectural concept, to ensure cottages possess architectural finish, to ensure they contribute positively to the architectural character of the neighborhood, and to provide flexibility in design and contrast among individual cottages while assuring attention to design amenities.

1. Character Compatibility: Cottage housing developments shall utilize building and site design that promotes variety and visual interest and that is compatible with the character of the surrounding neighborhood.
2. Variety In Building And Site Design: Cottage housing developments shall avoid the repetitive use of the same combination of building size, styles, features, and site design elements within the entire residential development and between adjacent

dwellings. Dwellings with the same combination of features and treatments shall not be located adjacent to each other.

3. Site Design Requirements: The overall site design for all common areas must include a minimum of five (5) points from the following table:

SITE DESIGN OF COMMON AREAS
(Minimum Of 5 Points)

Mixture of grass areas and garden areas	3 points
Incorporate additional site and architectural features such as special paving, ornamental gate and/or fence, seating, functional accent lighting, artwork near entry, and/or special landscape treatment with seasonal color, flowering trees, and trees with interesting bark or branching structure	1 point per type of feature

4. Exterior Design Requirements: No blank walls are allowed, and each cottage in a cottage housing development must be designed to include a minimum of thirty four (34) points from the following table, including the specified minimum number of points from each category:

Totals by category as determined by tables below:	
Facade	Minimum of 12 points
Roof	Minimum of 8 points
Windows and doors	Minimum of 10 points
Landscaping and groundwork	Minimum of 4 points

Facade (minimum of 12 points):	
Stucco, cedar shingle siding, board and batten, or horizontal lap siding (wood or hardiplank. Exposed siding must be between 4 inches and 7 inches in width)	4 points
Change of plane of front elevation	3 points
Architectural detailing on porch railings and posts	2 points
Decorative gable vents	2 points
Exterior stonework, masonry, stone, rock, cultured, stone, woodwork, or brickwork	2 points

Gable detailing	2 points
Gable detailing on porch roof	2 points
3-tone paint on exterior walls trim and roof	2 points
Bay window	1 point
Roof (minimum of 8 points):	
Architectural metal roof (must be commercial quality with hidden fasteners)	3 points
Architectural shingle roof	3 points
Gable dormer (shall not also be used for gabled porch roof or porch roof overhang)	3 points
Gabled or modified porch roof	3 points
Porch roof overhang to cover stairs (shall not also be used for a change of plane of front facade or as a gable dormer or gabled porch roof)	2 points
Roof brackets	2 points
Soffit detailing (exposed rafter tail painted or decoratively cut; soffit finished in shiplap or similar treatment)	2 points
Rooftop cupola	1 point
Windows and doors (minimum of 10 points):	
Mullioned windows (minimum of 2)	3 points
Skylights or clerestory windows	3 points
Window placement offset for privacy	3 points
Decorative window(s) on front facade	2 points
Front door lights or sidelights, glass front doors, transoms, glass borders, or split front door	2 points
Window trim (must include cornice molding, jamb molding, and sill for all windows)	2 points
Front door trim (must have cornice molding, parting bead, and plinth blocks)	1 point
Landscaping and groundwork for each cottage's private area (minimum of 4 points):	
Architectural fence around cottage (not less than 2, or more than 3 feet high)	2 points

Front yard landscaping (must include at least 1 dozen perennial bushes and/or trees native to the area or tolerant of local climate conditions. Landscaping does not include lawns)	2 points
Incorporate additional architectural features such as special paving, ornamental gate and/or fence, seating, planter boxes or pots, functional accent lighting, artwork near entry, and/or special landscape treatment with seasonal color, flowering trees, and trees with interesting bark or branching structure	1 point per type of feature

(Ord. 1263, 12-29-2011)



PUBLIC HEARINGS



**PLANNING COMMISSION
STAFF REPORT**

FROM: TAMI STROUD, PLANNER

DATE: SEPTEMBER 13, 2016

SUBJECT **S-6-16** - 32-LOT, 1 TRACT PRELIMINARY PLAT SUBDIVISION
KNOWN AS "PRAIRIE TRAILS"

LOCATION: +/- 9.47 ACRES LOCATED EAST OF ATLAS ROAD AND SOUTH OF
PRAIRIE AVENUE, NORTH AND WEST OF SUNSHINE MEADOWS

APPLICANT: Lake City Engineering, Inc.
3909 N. Schreiber Way, Suite #4
Coeur d'Alene, ID 83814

OWNER: Miller Development Group, LLC
2900 N. Government Way, #310
Coeur d'Alene, ID 83815

DECISION POINT:

Lake City Engineering, Inc. is requesting approval of a proposed preliminary plat of a 32-lot, 1-tract subdivision known as "Prairie Trails " based on two existing parcels which are currently being annexed into the City.

GENERAL INFORMATION:

Land uses in the area include single-family and multi-family residential, commercial, and vacant land. The subject property is currently vacant.

- "Prairie Trails" is a proposed 32-lot, 1 tract subdivision.

AERIAL PHOTO:

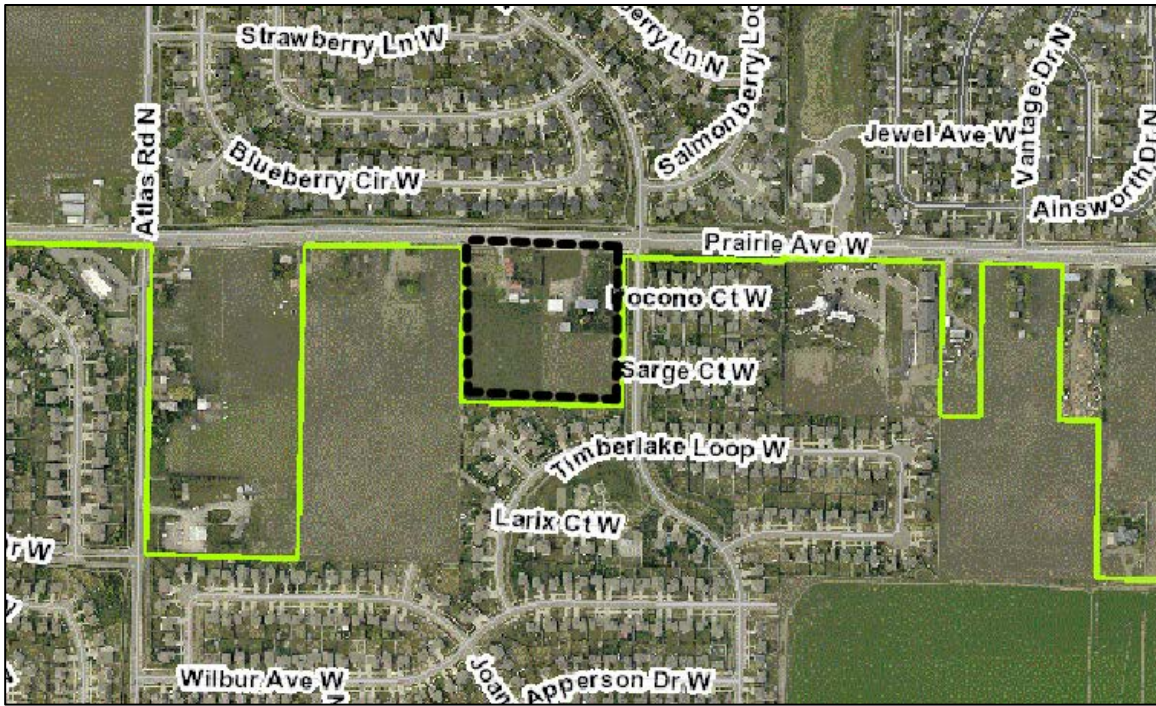
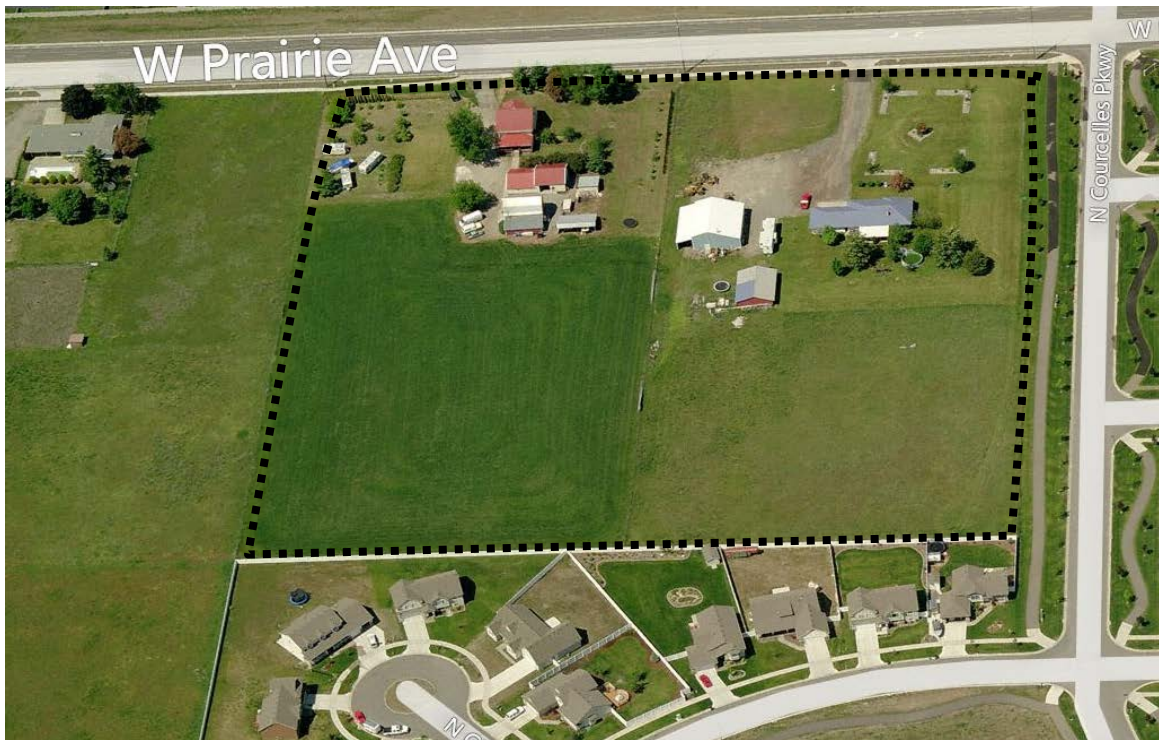


PHOTO OF SUBJECT PROPERTY:



Evaluation: *The Planning Commission must determine based upon the information before them, whether or not all of the general preliminary plat requirements have been met as attested to by the City Engineer or his designee.*

Finding #B7B: **That the provisions for streets, alleys, rights-of-way, easements, street lighting, fire protection, planting, drainage, and utilities (are) (are not) adequate where applicable.**

SUMMARY OF DEPARTMENT COMMENTS:

UTILITIES SUMMARY:

Sewer

1. This subdivision is required to extend public sanitary sewer infrastructure conforming to all current City Standards and Sewer Policies.
2. The nearest public sanitary sewer (manhole SUN2-12) is located at the intersection of Sarge Court and Courcelles Parkway, which borders this subdivision request.
3. The City's Wastewater Utility has the wastewater system capacity and willingness to serve this project

-Submitted by Mike Becker, Utility Project Manager

Water

Water service for the proposed subdivision will be provided by the Hayden Lake Irrigation District. A Will Serve letter is required.

-Submitted by Terry Pickel, Water Superintendent

ENGINEERING:

Stormwater

City Code requires a Stormwater Management Plan to be submitted, and approved prior to any construction activity on the site.

Evaluation:

The proposed submittal outlines specified areas for stormwater containment. Detailed analysis of these for capacity sizing will be addressed during the infrastructure plan submittal review.

Traffic

The ITE Trip Generation Manual estimates the project may generate approximately 20 and 26 average daily trips respectively, during the A.M. and P.M. peak hour periods.

Evaluation:

The development is proposing to utilize the local street to the east Courcelles Parkway, as the principal point of access to the subject property. Secondary access will be available through the newly developing subdivision (Garden Grove) adjoining the westerly boundary. It is apparent that the additional traffic volume will be accommodated and allow for rapid dispersion.

Streets

The streets and rights-of-way within the proposed development do meet current standards established in the City Subdivision Ordinance. Allowance has been made for roadway connection to the west of the proposed development.

Evaluation:

The proposed street sections as shown in the preliminary plat submittal meet City criteria for street width, drainage and sidewalk requirements. Any changes to the submittal will require approval of the City Engineer or designee.

-Submitted by the Engineering Department

FIRE:

The Fire Department works with the Engineering, Water and Building Departments to ensure the design of any proposal meets mandated safety requirements for the city and its residents:

Fire department access to the site (Road widths, surfacing, maximum grade and turning radiuses), in addition to, fire protection (Size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance. The CD'A FD can address all concerns at site and building permit submittals.

-Submitted by Bobby Gonder, Fire Inspector

PLANNING:

All lots in the proposed subdivision that are double frontage lots will have to meet the requirements of Section 16.15.180 of the Municipal Code, which requires the landscape buffer to be located in a dedicated tract. The buffer must be at least 30-foot wide for a planting screen that must be landscaped in accordance with Section 16.15.180 in the zoning ordinance for all double frontage lots. A landscape plan must be approved by the Planning Department with improvements installed or bonded for, prior to approval of the final plat for each phase. Lots adjoining Darlena Loop and Daylily Drive are double frontage lots. All double frontage lots are required to comply with the planting screen standards of the Subdivision Ordinance.

1. A 30-foot wide planting screen easement on all double frontage lots shall be dedicated on the final plat as a tract.
2. A landscaping plan, pursuant to Section 16.15.180 of the Municipal Code, for all buffer zones must be approved by the Planning Department with improvements installed or bonded for by the applicant, prior to approval of the final plat for each phase of

development.

3. The planting screen areas will be the responsibility of the Homeowner's Association to maintain.

PARKS AND RECREATION:

The city of Coeur d'Alene's draft 2016 Trails and Bikeways Master Plan calls for a 10-foot multi-use path along Prairie Avenue in this area. The plan is anticipated to be adopted by the City Council this September or October. The developer to the west in Garden Grove will be removing the existing concrete sidewalk and replacing with a 10-foot multiuse path. The properties to the east, within Sunshine Meadows, have already built a trail along Prairie Avenue and Courcelles Parkway, and a future development has already submitted plans to continue the trail. Once these trails are finished, they will complete a 4-mile trail loop that will serve all of Coeur d'Alene, especially the current and future residents in this area. If the sidewalk is allowed to remain in its current form and alignment, it will not connect to the adjacent trails and will be unusable by the public. Even if the 5-foot sidewalk was connected to the future trail, it would not serve the same purpose because it is too narrow to accommodate both pedestrians and bicycles. Additionally, sidewalk riding is dangerous and an ordinance preventing sidewalk riding is being considered by the Coeur d'Alene Pedestrian and Bicycle Advisory Committee.

See attached maps

- Monte McCully, Trails Coordinator

Evaluation: *The Planning Commission must determine, based on the information before them, whether or not the provisions for sidewalks, streets, alleys, rights-of-way, easements, street lighting, fire protection, planting, drainage, pedestrian and bicycle facilities, and utilities adequate where applicable.*

Finding #B7C: **That the proposed preliminary plat (do) (do not) comply with all of the subdivision design standards (contained in chapter 16.15) and all of the subdivision improvement standards (contained in chapter 16.40) requirements.**

SUBDIVISION IMPROVEMENTS:

All subdivision infrastructure that is required to be installed for purpose of obtaining building permits for the subject lots can be installed through the site development permit process. Per the Engineering Department, the subdivision design and improvement standards have been met.

Evaluation: *The Planning Commission must determine, based on the information before them, whether or not the proposal complies with all of the subdivision design standards and all of the subdivision improvement standards requirements.*

Finding #B7D: **The lots proposed in the preliminary plat (do) (do not) meet the requirements of the applicable zoning district.**

The "Prairie Trails" preliminary plat is proposed as R-8 zoning, in conjunction with the annexation request (Item #A-3-16). Lot sizes range from 7,590 SF to 10,750 SF and meet the minimum lot size requirements of 5500 SF, as required in the

R-8 zoning district.

The R-8 zone has the following performance standards, which will be met as building permits are issued on each lot:

Front yard –	20-feet
Side yards –	5/10-feet
Side street yard	10-feet
Rear yard –	25-feet
Minimum lot size -	5,500 sq. ft.
Street frontage -	50-feet on a public street (Unless requested as a deviation)
Building height -	32 feet

17.05.090: GENERALLY:

- A. The R-8 district is intended as a residential area that permits a mix of housing types at a density not greater than eight (8) units per gross acre.
- B. In this district a special use permit, as prescribed in section 17.09.205 of this title may be requested by neighborhood sponsor, to restrict development for a specific area to single-family detached housing only at eight (8) units per gross acre. To constitute neighborhood sponsor, at least sixty six percent (66%) of the people who own at least seventy five percent (75%) of the property involved must be party to the request. The area of the request must be at least one and one-half (1 1/2) acres bounded by streets, alleys, rear lot lines, or other recognized boundary. Side lot lines may be used for the boundary only if it is also the rear lot line of the adjacent property.
- C. In this district a special use permit may be requested by the developer for a two (2) unit per gross acre density increase, for each gross acre included in a pocket residential development. This density increase provision is established to reflect the concern for energy and environment conservation.
- D. Project review (see sections 17.07.305 through 17.07.330 of this title) is required for all subdivisions and for all residential, civic, commercial, service and industry uses, except residential uses for four (4) or fewer dwellings. (Ord. 3288 §11, 2007: Ord. 1691 §1(part), 1982)

17.05.100: PERMITTED USES; PRINCIPAL:

Principal permitted uses in an R-8 district shall be as follows:

- Administrative.
- Duplex housing.
- Essential service (underground).
- "Home occupation", as defined in this title.
- Neighborhood recreation.
- Pocket residential development.
- Public recreation.
- Single-family detached housing.

17.05.110: PERMITTED USES; ACCESSORY:

Accessory permitted uses in an R-8 district shall be as follows:

- Accessory dwelling units.
- Garage or carport (attached or detached).
- Private recreation facility (enclosed or unenclosed).

REQUESTED DEVIATIONS:

The applicant has requested a deviation for lot frontages.

Lot Frontage

- Lot frontages on lots that are situated in “knuckles” (eyebrow cul-de-sacs) of the development require a deviation to allow reduced frontage from the minimum of fifty feet (50’). Six lots fall into this category. They range from thirty-one feet (34’) to forty-four feet (47’) in linear frontage, as shown in the preliminary plat.

16.25.040: DEVIATIONS:

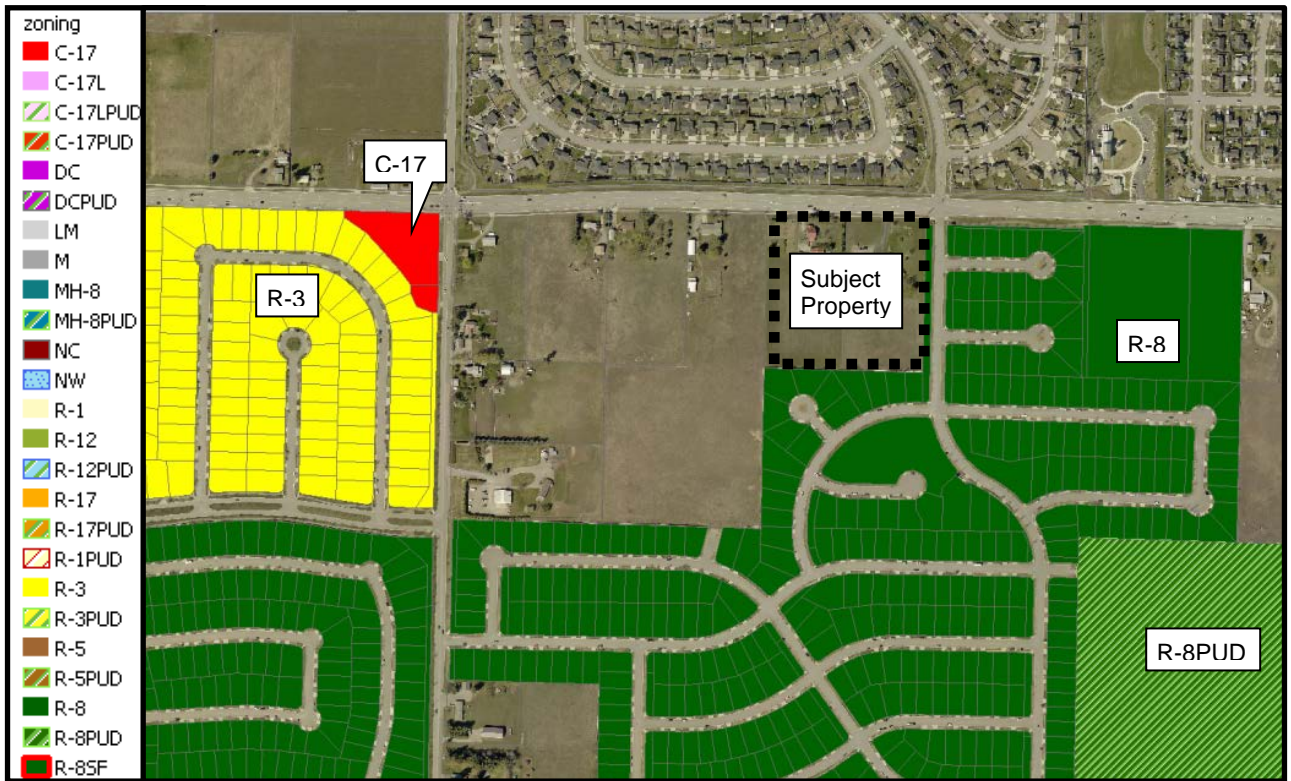
A. In specific cases the Commission may authorize deviations from the requirements of chapters 16.15 (design standards) and 16.40 (improvement standards) of this title, but only where, owing to special conditions pertaining to a specific subdivision, the literal interpretation and strict application of the provisions or requirements of this title would cause undue and unnecessary hardship. No deviation from the provisions or requirements of this title may be authorized by the commission unless they find that all of the following facts and conditions exist:

1. Exceptional or extraordinary circumstances or conditions exist warranting the approval of the requested deviation that does not generally apply to other properties in similar subdivisions or in subdivisions in the vicinity of the proposed subdivision.
2. Approval of the deviation is necessary for the preservation and enjoyment of a substantial property right of the developer or is necessary for the reasonable and acceptable development of the property.
3. Approval of the deviation will not be injurious to property in the vicinity in which the subdivision is located.
4. Approval of the deviation is consistent with the Comprehensive Plan.

B. The Commission may attach conditions of approval concerning the design or features of the deviation in order to meet the purpose and intent of this title. (Ord. 3485, 2014).

(See Zoning Map on the following page)

ZONING:



Evaluation: *The Planning Commission must determine, based on the information before them, whether or not the lots proposed in the preliminary plat meet the requirements of the applicable zoning district.*

APPLICABLE CODES AND POLICIES

UTILITIES

1. All proposed utilities within the project shall be installed underground.
2. All water and sewer facilities shall be designed and constructed to the requirements of the City of Coeur d'Alene. Improvement plans conforming to City guidelines shall be submitted and approved by the City Engineer prior to construction.
3. All water and sewer facilities servicing the project shall be installed and approved prior to issuance of building permits.
4. All required utility easements shall be dedicated on the final plat.

STREETS

5. All new streets shall be dedicated and constructed to City of Coeur d'Alene standards.
6. Street improvement plans conforming to City guidelines shall be submitted and approved by the City Engineer prior to construction.
7. All required street improvements shall be constructed prior to issuance of building permits.

8. An encroachment permit shall be obtained prior to any work being performed in the existing right-of-way.

STORMWATER

9. A stormwater management plan shall be submitted and approved prior to start of any construction. The plan shall conform to all requirements of the City.

FIRE PROTECTION

10. Fire hydrants shall be installed at all locations as determined by the City Fire Inspector.

GENERAL

11. The final plat shall conform to the requirements of the City.
12. The Covenants, Conditions, and Restrictions and/or Articles of Incorporation of the Homeowner's Association shall be subject to review for compliance with the conditions herein by the City Attorney.

SUBDIVISION CONDITIONS:

ENGINEERING:

1. Lot frontages on the knuckle radii are less than the minimum required therefore, a deviation will need to be approved (16.15.170).

PLANNING:

2. A minimum 30' tract for a landscape buffer/planting screen shall be dedicated on the Final Plat as a Tract for all double frontage lots per Section 16.15.180.
3. A planting screen landscaping plan approved by the Planning Department and installed, prior to final plat approval or, if not installed before final plat approval, a bond or other sufficient security for the planting screen landscaping approved by the city attorney, equal to one hundred fifty percent (150%) of the costs of landscaping, provided by the owner/developer and held by the City until said landscaping is complete.
4. Formation of a Home Owner's Association, approved by the City Attorney, for the purpose of maintaining the planting screen landscaping

WATER:

5. A Will Serve letter from Hayden Lake Irrigation District will be required.

WASTEWATER:

6. Extension of public sanitary sewer infrastructure and installation of sewer laterals to each newly created lot will be required prior to final plat approval.

FIRE:

7. There are 32 proposed single-family residential structures on the subject property. Per the IFC (International Fire Code) Section D107, any developments having over 30 one or two family residents requires two separate and approved fire apparatus access roads.
8. The number of dwelling units on a single fire apparatus access road shall not be increased (over 30 units) unless fire apparatus access roads will connect with future development, as determined by the fire code official (IFC Section D107 Exception #2).
9. The Garden Grove PUD adjacent to the west of this project constitutes 'future development'. The Fire Code Official (CD'A FD) will allow the additional two single-family residential structures, dependent on the continuance of Daylily Drive into the Garden Grove PUD.
10. If any gates or barriers are proposed for the approved fire apparatus access road, the FD will require full access through such gates or barriers utilizing Knox products.

PARKS AND RECREATION:

11. The existing sidewalk shall be removed and a 10 foot multi-use path shall be constructed within the subdivision boundary in the 30-foot buffer area. The path shall connect to the multi-use path being constructed to the west of the property along Prairie Avenue within the Garden Grove project and tie into the trail along Courcelles Parkway. If the sidewalk cannot be removed, the sidewalk shall be widened to accommodate bicyclists and pedestrians and shall be reconfigured at the west end to tie into the future trail alignment.

ORDINANCES AND STANDARDS USED IN EVALUATION:

Comprehensive Plan - Amended 1995
Transportation Plan
Municipal Code
Idaho Code
Wastewater Treatment Facility Plan
Water and Sewer Service Policies
Urban Forestry Standards
Transportation and Traffic Engineering Handbook, I.T.E.
Manual on Uniform Traffic Control Devices
Coeur d'Alene Bikeways Plan
Resolution 14-049

ACTION ALTERNATIVES:

The Planning Commission must consider this request and make appropriate findings to approve, approve with additional conditions, deny or deny without prejudice. The findings worksheets are attached.

A decorative border composed of a grid of purple diamonds in various shades, surrounding a central light purple rectangular area.

**APPLICANT'S
NARRATIVE**

Prairie Trails

Preliminary Subdivision

Project Narrative

City of Coeur d'Alene, Idaho

August 1, 2016



3909 N. Schreiber Way, Suite 4
Coeur d'Alene, Idaho 83815
Phone/Fax: 208-676-0230

✓

PROJECT SUMMARY

Prairie Trails is a proposed development consisting of 32 single-family residential lots. The subject property is located at the northwest corner of the intersection of Prairie Avenue and Courcelles Parkway.

LAND USE

The subject property, which has two existing single family residences and several outbuildings, is currently within the Urban Growth Area. The property was recently annexed into the City of Coeur d’Alene as Medium Density Residential (R-8) zoning. The surrounding property consists of residentially zoned parcels. The property is bordered by R-8 Residential zones to the East and South and by Agricultural zones within the County to the West.

The proposed uses for Prairie Trails are consistent with the existing zoning classifications, the surrounding land uses, and are in conformance with the Coeur d’Alene Municipal Code. Additional open space is not required as a part of this project. A brief summary of the proposed project is provided below:

<i>Existing Zoning:</i>	<i>R-8 Residential</i>
<i>Comprehensive Plan Designation:</i>	<i>Atlas-Prairie Land Use Area</i>
<i>Project Area:</i>	<i>9.41 acres</i>
<i>Open Space / Buffer:</i>	<i>0.47 acres</i>
<i>Residential Units:</i>	<i>32 units</i>
<i>Density:</i>	<i>3.6 units/ac</i>

<u>Setback or Provision</u>	<u>Proposed</u>
<i>Maximum Lot Size</i>	<i>10,750 sf</i>
<i>Minimum Lot Size</i>	<i>7,590 sf</i>
<i>Average Lot Size</i>	<i>9,725 sf</i>
<i>Allowable Lot Coverage</i>	<i>50%</i>
<i>Front Setback</i>	<i>20'</i>
<i>Side Setback</i>	<i>5' / 10'</i>
<i>Rear Setback</i>	<i>25'</i>
<i>Max Building Height</i>	<i>32'</i>

PRE-DEVELOPMENT CHARACTERISTICS

The project site is located within Kootenai County. It is situated South of Prairie Avenue, West of Sunshine Meadow and North of Sunshine Meadow 4th Addition subdivisions, and East of Hayden Lake Irrigation Tracts. The frontage improvements on Prairie Avenue are complete and include curb, gutter and drainage swales. Existing improvements along Courcelles Parkway include curb, gutter, pedestrian pathways and drainage swales. The site is relatively flat with a combination of bare farm ground, fir & pine trees and natural brush & grasses. The existing single-family residences and outbuildings are located along the northern portion fronting Prairie Avenue. Access to the residences are off of Prairie Avenue. There are no topographical limitations to the development of this property.

An existing 10" domestic water main is located within Courcelles Parkway as well as an existing 8" gravity sewerage collection system. The sewer infrastructure is currently live and being used by the City.

POST-DEVELOPMENT CHARACTERISTICS

The proposed 32 unit development will be built in accordance with City of Coeur d'Alene standards and common accepted construction practices. Each lot will be accessed from public internal streets which are connected to Courcelles Parkway.

Transportation and Roads

The proposed access to and from the subdivision will be from Courcelles Parkway to the East. This is an existing public street and maintained by the City of Coeur d'Alene. The proponent has secured access through the Sunshine Meadow Tract A in line with Sarge Court. Courcelles Parkway is an existing 37' wide road within a 60' right-of-way. Proposed internal residential streets will be 37' wide. Roadway widths are measure from top back of curb to top back of curb. All roadways will be constructed with concrete curb and gutter, asphalt pavement and a concrete 5' sidewalk along both sides. In the future, Daylily Drive will connect to a future residential development.

Stormwater

Stormwater will be collected and mitigated via grassed infiltration basins and permanent drywell injection per City standards. A stormwater management plan shall be designed to use best management practices (BMP) during and after construction in accordance with accepted standard construction practices and City of Coeur d'Alene Standards. The soils on the project site consist of silty sands and prairie gravels, which are suitable for this type of development and stormwater disposal.

Water

Domestic water is currently available to the project site via a 10" PVC water main located in Courcelles Parkway on the East side of the project. An 8" diameter PVC distribution system is proposed to be looped internally. All water services are proposed to be tapped into the new

water distribution main and extended into each lot of the project as required. The water system is owned and operated by the Hayden Lake Irrigation District, and all construction shall meet their standards and requirements. There is currently adequate capacity within the existing water system to serve this project.

Existing fire hydrants are located on the East side of Courcelles Parkway near Prairie Avenue, the North side of Timerlake Loop, and at the Northeast corners of the intersections of Pocono Court and Sarge Court along Courcelles Parkway. All fire hydrants are proposed to be installed at 600 feet spacing per Hayden Lake Irrigation District Standards. There is adequate capacity in the existing water system to meet the fire flow requirements.

Sewer

Sanitary sewer is currently available to the project site via an 8" PVC gravity sewer main located in Courcelles Parkway. Existing manhole SUN2-12 will be cored and a new 8" PVC line extended to the West to serve the project. All sewer mains within the proposed project will be 8" PVC installed at or above the 10 State Standards recommended minimum grades. Sanitary sewer services are to be extended to each lot. The gravity sewer collection system is owned and operated by the City of Coeur d'Alene. There is currently adequate capacity within the existing gravity system to serve this project.

Other Utilities

All dry utilities are currently available to serve the proposed project and are located in Courcelles Parkway. Similar to other developments, power, natural gas, communications and internet service will be provided to each lot. All dry utility companies will be notified of the proposed project at the appropriate time where agreements will be finalized between the developer and the respective utility company.

Development Schedule

It is anticipated the construction of this project will begin in the fall of 2016 and be completed in one phase.

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**COEUR D'ALENE PLANNING COMMISSION
FINDINGS AND ORDER**

A. INTRODUCTION

This matter having come before the Planning Commission on September 13, 2016 and there being present a person requesting approval of ITEM: S-6-16 a request for preliminary plat approval of a 32-lot, subdivision known as "Prairie Trails".

APPLICANT: LAKE CITY ENGINEERING INC.

LOCATION : +/- 9.47 ACRES LOCATED EAST OF ATLAS ROAD AND SOUTH OF PRAIRIE AVENUE, NORTH AND WEST OF SUNSHINE MEADOWS

B. FINDINGS: JUSTIFICATION FOR THE DECISION/CRITERIA, STANDARDS AND FACTS RELIED UPON

(The Planning Commission may adopt Items B1-through7.)

B1. That the existing land uses are: single-family and multi-family residential, commercial, and vacant land. The subject property is currently vacant.

B2. That the zoning is R-8.

B3. That the notice of public hearing was published on August, 27, 2016, which fulfills the proper legal requirement.

B4. That the notice was not required to be posted on the property.

B5. That the notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property.

B6. That public testimony was heard on.

B7. Pursuant to Section 16.10.030A.1, Preliminary Plats: In order to approve a preliminary plat, the Planning Commission must make the following findings:

B7A. That all of the general preliminary plat requirements **(have) (have not)** been met as determined by the City Engineer or his designee. This is based on

- B7B. That the provisions for sidewalks, streets, alleys, rights-of-way, easements, street lighting, fire protection, planting, drainage, pedestrian and bicycle facilities, and utilities **(are) (are not)** adequate. This is based on

- B7C. That the proposed preliminary plat **(do) (do not)** comply with all of the subdivision design standards (contained in chapter 16.15) and all of the subdivision improvement standards (contained in chapter 16.40) requirements. This is based on

- B7D. The lots proposed in the preliminary plat **(do) (do not)** meet the requirements of the applicable zoning district. This is based on

Criteria to consider for B7D:

- 1. **Do all lots meet the required minimum lot size?**
- 2. **Do all lots meet the required minimum street frontage?**
- 3. **Is the gross density within the maximum allowed for the applicable zone?**

- B8. Deviations from Provisions Criteria, Section 16.32.010, Standards for Granting. In specific cases, the Commission may authorize deviations from the provisions or requirements of this title that will not be contrary to public interest; but only where, owing to special conditions pertaining to a specific subdivision, the literal interpretation and strict application of the provisions or requirements of this title would cause undue and unnecessary hardship. No such deviation from the provisions or requirements of this title shall be authorized by the Commission unless they find that all of the following facts and conditions exist:
 - A. Exceptional or extraordinary circumstances or conditions applying to the subject subdivision or to the intended use of any portion thereof that does not apply generally to other properties in similar subdivisions or in the vicinity of the subject subdivision. This is based on

 - B. Such deviation is necessary for the preservation and enjoyment of a substantial property right of the subdivider or is necessary for the reasonable and acceptable development of the property. This is based on

 - C. The authorization of such deviation **(will) (will not)** be materially detrimental to the public welfare or injurious to property in the vicinity in which the subdivision is located. This is based on

- D. The authorization of such deviation will not adversely affect the Comprehensive Plan.
- E. Deviations with respect to those matters originally requiring the approval by a City Engineer or his designee may be granted by the Commission only with the written approval by the City Engineer or his designee.

C. ORDER: CONCLUSION AND DECISION

The Planning Commission, pursuant to the aforementioned, finds that the request of LAKE CITY ENGINEERING for preliminary plat of approval as described in the application should be **(approved) (denied) (denied without prejudice)**.

Special conditions applied to the motion are:

ENGINEERING:

1. Lot frontages on the knuckle radii are less than the minimum required therefore, a deviation will need to be approved (16.15.170).

PLANNING:

2. A minimum 30' tract for a landscape buffer/planting screen shall be dedicated on the Final Plat as a Tract for all double frontage lots per Section 16.15.180.
3. A planting screen landscaping plan approved by the Planning Department and installed, prior to final plat approval or, if not installed before final plat approval, a bond or other sufficient security for the planting screen landscaping approved by the city attorney, equal to one hundred fifty percent (150%) of the costs of landscaping, provided by the owner/developer and held by the City until said landscaping is complete.
4. Formation of a Home Owner's Association, approved by the City Attorney, for the purpose of maintaining the planting screen landscaping

WATER:

5. A Will Serve letter from Hayden Lake Irrigation District will be required.

WASTEWATER:

6. Extension of public sanitary sewer infrastructure and installation of sewer laterals to each newly created lot will be required prior to final plat approval.

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7. There are 32 proposed single-family residential structures on the subject property. Per the IFC (International Fire Code) Section D107, any developments having over 30 one or two family residents requires two separate and approved fire apparatus access roads.
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9. The Garden Grove PUD adjacent to the west of this project constitutes 'future development'. The Fire Code Official (CD'A FD) will allow the additional two single-family residential structures, dependent on the continuance of Daylily Drive into the Garden Grove PUD.
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Motion by _____, seconded by _____, to adopt the foregoing Findings and Order.

ROLL CALL:

Commissioner Fleming	Voted _____
Commissioner Ingalls	Voted _____
Commissioner Luttrupp	Voted _____
Commissioner Messina	Voted _____
Commissioner Rumpler	Voted _____
Commissioner Ward	Voted _____

Chairman Jordan Voted _____ (tie breaker)

Commissioners _____ were absent.

Motion to _____ carried by a ____ to ____ vote.

CHAIRMAN BRAD JORDAN