

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

JULY 12, 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:

June 14, 2016

PUBLIC COMMENTS:

STAFF COMMENTS:

ADMINISTRATIVE:

1. Applicant: Port of Hope Centers INC.
Request: A request for a six month extension of special use permit (SP-3-13)

PUBLIC HEARINGS:

1. Applicant: Lake City Engineering, Inc.
Location: E.2650 and 2750 W. Prairie Avenue
Request: A proposed 9.47 acre annexation from County Ag to City R-8.
LEGISLATIVE, (A-3-16)
2. Applicant: Ian Woodman, Instant Tax Solutions, LLC
Location: 3829 N. Schreiber Way
Request: A proposed Professional/Administrative special use permit in the
M (Manufacturing) zoning district.
QUASI-JUDICIAL, (SP-1-16)

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
JUNE 14, 2016
LOWER LEVEL – COMMUNITY ROOM
702 E. FRONT AVENUE**

COMMISSIONERS PRESENT:

Brad Jordan, Chairman
Lynn Fleming
Michael Ward
Peter Luttrupp
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
Jim Hammond, City Administrator
Sam Taylor, Deputy City Administrator

COMMISSIONERS ABSENT:

None.

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Commissioner Ward noted one change to the minutes for May 10th that the minutes incorrectly stated he was present, when he was actually absent.

Motion by Ingalls, seconded by Luttrupp, to approve the amended minutes of the Planning Commission meeting on May 10, 2016. Motion approved.

COMMISSION COMMENTS:

Commissioner Luttrupp stated a community tribute will be held at McEuen Park for Scott Reed and Art Manley to recognize what they did for the community and Tubbs Hill.

STAFF COMMENTS:

Hilary Anderson, Community Planning Director, announced that we have two items scheduled for the upcoming planning commission meeting on July 12th. She stated that this week she received the reports from the Fort Grounds neighborhood and will need to circulate them to staff and once they review them will schedule a workshop to discuss findings. She stated that staff is working on the Vacation Rental Ordinance and a draft will be available for review within a couple months. She announced that the city has just hired the new Deputy City Attorney; Sam Taylor.

Mr. Taylor stated that he is a native and is happy to be back raising his three sons in the area.

PUBLIC COMMENTS:

There were none.

ADMINISTRATIVE:

1. Applicant: City of Coeur d'Alene, Jim Hammond
Request: De-annexation of parcels from URA River and Lake Districts.
ADMINISTRATIVE (I-5-16)

Jim Hammond, City Administrator, presented the staff report and answered questions from the commission. He explained the reason for the de-annexation is the city needs money to hire 10 to 12 additional police officers. He commented that the city is in need of extra patrol officers for areas requiring additional coverage. He stated that realistically, the city needs an additional 20 officers.

Commissioner Ingalls questioned if there is new legislation allowing for partial closure of these districts.

Mr. Hammond explained that the Attorney General's office in the past stated that any change or modification to the Urban Renewal District would result in a reset of the base and now with the new legislation the tax base would not be reset.

Commissioner Rumpler inquired how much revenue the city would recognize from this de-annexation.

Mr. Hammond estimated \$1.4 million, with \$800,000 of that returned to taxpayers as a refund.

Motion by Ingalls, seconded by Fleming, that the plan amendments are in conformity with the Comprehensive Plan, and recommend approval of the proposed amendments by the city. Motion approved.

2. Applicant: City of Coeur d'Alene
Request: Interpretation of Drive-Through Uses in the Downtown Core (DC) Zoning District.
ADMINISTRATIVE (I-3-16)

Hilary Anderson, Community Planning Director, presented the staff report and answered questions from the Commission.

Commissioner Messina questioned why this piece was eliminated.

Ms. Anderson explained that the Zip Stop gas station and Zips-drive-through restaurant buildings have been in use since the early 1990's which makes the Zip Stop gas station a non-conforming use. The DC (Downtown Core) regulations were adopted in 2006. She stated that she is bringing this forward to the Planning Commission for discussion.

Chairman Jordan stated that he appreciates staff bringing this forward for discussion even though staff could have made the decision without input from the commission. He feels that the boundaries should be included in the Design Guidelines and suggested to discuss boundaries at a separate workshop.

Commissioner Ingalls concurs with Chairman Jordan that the Design Guidelines need to be updated and inquired if those guidelines are updated, would that need to go through the public hearing process.

Ms. Anderson stated that is correct.

Commissioner Luttrupp stated East Sherman should also be included with the boundary update. He feels

that a Starbucks would not be appropriate on this corner, because this corner is always busy. He stated that a walkup would be great, but a drive through on this corner would be too busy.

Gary Fowler stated that he is the owner of the property and that the lease is up for the convenience store and explained that Starbucks had been in contact with him about placing a drive through at this corner. He stated that the convenience store will not be at this corner anymore. Starbucks is interested in a drive-through and not just a walk-up only coffee shop.

Commissioner Ward inquired if this would be a deal breaker for Starbucks is they are not allowed to have a drive through at this location.

Mr. Fowler stated that is correct.

Commissioner Ingalls suggested that Mr. Fowler look at a copy of the Design Guidelines, which if this is approved, would need to go before the Design Review Commission. He explained that after reviewing the renderings submitted in the packet, that parking in the front of the building would not be considered as a design departure and questioned if the building could be moved closer to the street with parking in the back. Commissioner Ingalls stated the drive through is not a concern for him.

Mr. Fowler commented that he would not be opposed to moving the building closer to the street.

Commissioner Rumpler commented that he doesn't have any concerns with the drive-through and concurs with the other commissioners for the building to be redesigned closer to Sherman with parking in the rear. He appreciates the applicant's efforts on the project.

Commissioner Ward inquired if it is allowable for the building to be placed closer to Sherman Avenue.

Ms. Anderson stated that it would be allowed, but the problem is that a drive-through is not allowed on pedestrian-oriented streets.

Commissioner Messina suggested that the applicant look at the Design Guidelines so the applicant is aware of the type of design criteria the commission would be looking at if this comes forward.

Commissioner Ingalls stated that he is struggling with this request for reasons that we have a potential active project in front of us that is not within the boundary for the pedestrian-oriented streets, which would make it hard to deny. He feels that this project could be a win/win for the city.

Commissioner Messina questioned if this project is approved, would the approval include the updates to the Design Guidelines for the pedestrian-oriented streets.

Ms. Anderson suggested if the commission prefers, they could make two separate motions.

Commissioner Ward feels that an update is needed, so this type of thing doesn't happen again.

Commissioner Luttrupp stated that he feels this property falls within the Downtown Core that does not allow a drive-through, and until this gets changed it should not be allowed.

The discussion ensued on if the building could be moved closer to Sherman Avenue and if the commission would agree to allow a drive-through at this location and plan a workshop to discuss updating the boundaries within the Design Guidelines, to include the 100, 600 and 700 blocks of Sherman Avenue, Front Avenue from 2nd to 8th Streets, Lakeside from Northwest Boulevard to 8th Streets, Fourth Street between Lakeside and Indiana, and 7th Street from Lakeside Avenue to Front Avenue as pedestrian-oriented streets.

Motion by Ingalls, seconded by Rumpler, to approve Item I-3-16. Motion approved.

Motion by Luttropp, seconded, by Ward to expand the pedestrian oriented streets within the Downton Core.

3. Applicant: City of Coeur d'Alene
Request: Interpretation of Fences in Downtown Overlay-Eastside (DO-E)
Zoning District.
ADMINISTRATIVE (I-4-16)

Hilary Anderson, Community Planning Director, presented the staff report and answered questions from the Commission.

Commissioner Jordan inquired if side fences are included in this request.

Ms. Anderson stated that is correct and with this request, the Commission is being asked to consider if all new fences in the DO-E zoning district are required to be visually transparent, or if the guideline only applies to fences within the "front yard" setback.

Commissioner Luttropp stated before a decision is made if it would be helpful to get public input.

Ms. Anderson stated there are a few fences recently constructed and other fences currently being constructed in the DO-E. Additionally, the Design Review Commission recently approved a fence design that is not visually transparent for a housing project on Mullan Avenue in the DO-E zoning district.

Chairman Jordan stated that he feels the side yard fence should be allowed to be solid, so people can have some privacy.

Commissioner Ingalls thanked staff for the great examples in the packet that show the different examples of fences in this area. He stated that he does not like to see a solid fence along a sidewalk. He stated that he would make the motion to approve staff's recommendation regarding fences.

Lynn Schwendel stated that he wants to change his fence and has an issue with number three under the heading Wire/Industrial Fences Prohibited. He explained that his fence has not been updated since 1928 and recently got an estimate on replacing the existing fence with chain link. He feels that if the commission is going to make a change for fences, all of it should be changed.

Commissioner Ingalls stated that he is sympathetic to Mr. Schwendel's concerns and values his opinion and explained that the commission can only make a decision on what is on the agenda tonight, which only affects the DO-E zoning district.

Motion by Ingalls, seconded by Fleming, to approve Item I-4-16. Motion approved.

PUBLIC HEARINGS

1. Applicant: City of Coeur d'Alene
Location: Blackwell Island
Request: A proposed 1.83 acre annexation from County RR to City C-17.
LEGISLATIVE (A-2-16)

Mike Behary, Planner, presented the staff report. There were no questions for staff.

Public Testimony open.

Mark Hall stated that a few years ago, this property belonged to him and back then it was intended to be a bike path. He explained there is a road on the property that he has maintained for many years, and if approved, would like permission to use the road to access the RV park. Staff clarified that he was approved an easement on city property.

Commissioner Rumpler inquired if there was another way to access the RV park.

Mr. Hall stated there is not and commented that he wanted the commission to be aware of this situation.

Julie Delasaco stated that she is opposed to this request and commented that she has seen the plans for high-rises that are to be placed on the property. She suggested that before this property is annexed, that a citizen group be formed to come up with some options on ways for the public to enjoy this property. She stated that this property is valuable and to dispose of this property would be a slap in the face to the people who use it for recreation.

Motion by Messina, seconded by Ward, to approve Item A-2-16. 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: Greenstone-Kootenai II
Location: Hanley and Atlas
Request:
- A. A proposed modification to Coeur d'Alene Place PUD. QUASI-JUDICIAL, (PUD-2-94.M.6)
 - B. A proposed 67-lot preliminary plat "Bolivar 3rd Addition". QUASI-JUDICIAL, (S-3-12.M)

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

Chairman Jordan announced the upcoming hearing and asked if any of the commissioners had any ex-parte communication with the applicant.

Commissioner Ingalls announced that he now lives in Coeur d'Alene Place and does not have a relationship with the applicant. He questioned the applicant's phasing plan if each phase will meet the 10% open space requirement

Planner Holm stated that each phase will meet the required amount for open space.

Public testimony open.

Kevin Schneidmiller, applicant, presented a PowerPoint highlighting what this project is all about. He explained that this project is intended to be for empty nesters. He explained that these homes will be

constructed with fewer stairs and amenities that provide the opportunity to stay in their home longer and continue living an independent lifestyle. He explained this was originally intended to be a commercial project, but with the demands of the market this will not happen. This project is planned for three phases, but will most likely be done in two.

Commissioner Ingalls stated that he is comfortable with the 15-foot rear yard setbacks, but is concerned with the homes that back up to these lots and questioned if people living in these homes behind this property will have concerns.

Mr. Schneidmiller explained that the interior lots will more likely have 15 foot rear yard setbacks than the homes that will be behind these lots. He stated that the rear yard setbacks will be determined by the type and style of home that the customer wants.

Commissioner Ingalls inquired if the trail from Atlas Road to La Rochelle will be complete before phase one is complete.

Mr. Schneidmiller stated that is correct.

Public testimony closed.

Motion by Ingalls, seconded by Messina, to approve Item PUD-2-94.M.6. 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.

Motion by Ingalls, seconded by Messina, to approve Item S-3-12.M. 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.

ADJOURNMENT:

Motion by Fleming, seconded by Rumpler, to adjourn the meeting. Motion approved.

The meeting was adjourned at 8:31 p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant



ADMINISTRATIVE

**PLANNING COMMISSION
STAFF REPORT**

FROM: HILARY ANDERSON, COMMUNITY PLANNING DIRECTOR
DATE: JULY12, 2016
SUBJECT: EXTENSION OF CITY COUNCIL APPROVAL FOR SP-3-13 – SPECIAL USE PERMIT REQUEST FOR PORT OF HOPE TO ALLOW THE OPERATION OF A CRIMINAL TRANSITION FACILITY RELOCATING TO POST FALLS
LOCATION: 218 N. 23RD STREET – APPROX. 0.842 OF AN ACRE

DECISION POINT:

Port of Hope Centers, Inc., is requesting an additional six month extension, following a six month extension approval on February 9th, 2016, made by Planning Commission, of the original City Council approval for a Special Use Permit request. The original approval, which allowed a two year continuation of a criminal transition facility in its existing location, was granted to allow the applicant time to find a new location. The letter of request is attached explaining the timing and public hearing approval for relocating the facility to a new location in Post Falls.

This request would allow the facility to operate in its current location until **March 1st, 2017 (A full one year extension from original approval sunset date of March 1st, 2016).**

No additional extension will be allowed for this Special Use Permit (SP-3-13) if this request granted.

PRIOR ACTION(S):

- On July 9th, 2013, the Coeur d’Alene Planning Commission held a public hearing, considering the Port of Hope request for a criminal transition facility, which was continued to August 13th, 2013.
- On August 13th, 2013, the Coeur d’Alene Planning Commission denied the request 3 to 0.
- On August 21st, 2013, Port of Hope, Inc. appealed the Planning Commission decision to deny the request to City Council.
- On October 1st, 2013 City Council held a public hearing, considering the Port of Hope request for a criminal transition facility, which was approved 6 to 0 with conditions (Listed as “PRIOR CONDITIONS OF APPROVAL” at the end of the staff report).
- On February 9th, 2016, Planning Commission approved a six month extension, half of the time allowed for an extension request, to allow for remodeling of the new facility in Post Falls.

DISCUSSION:

Section 17.09.230 of the city's Zone Code allows the Planning Commission to extend a Special Use Permit for one year, without public notice, upon written request filed at any time before the permit has expired and upon showing of unusual hardship not caused by the owner or applicant. The applicant has submitted a letter requesting an additional 6-month extension (for the total extension allowable by code of one year); with a statement explaining that Port of Hope has been actively seeking building permits and renovating the location in Post Falls.

NOTE (From the February 9th, 2016, Staff Report):

A phone call to Warren Wilson, Post Falls Legal Services Director, revealed that the Port of Hope Special Use Permit appeal request was recently approved as described in the applicant's letter of request. This special use permit extension will allow Port of Hope time to renovate their new location in Post Falls prior to relocating.

COMMISSION ALTERNATIVES:

- The Planning Commission may, by motion, grant an additional six month extension of the Port of Hope's special use permit to allow Port of Hope to continue to operate the facility at its current location under the conditions of the existing permit (with the exception of condition 8, which would be modified to a Sunset date of **March 1st, 2017**) during renovation of the new Post Falls facility, or;
- The Planning Commission may, by motion, deny the extension request.

PRIOR CONDITIONS OF APPROVAL:

The following conditions were approved with the request:

1. The maximum number of offenders is 43.
2. No offenders required by Idaho law to register as a sex offender may be housed at the facility.
3. No offender will be allowed to reside at the facility for more than 365 calendar days.
4. The facility must at all times comply with requirements of the Federal Bureau of Prisons Residential Reentry Center Statement of Work regarding security and discipline (currently Chapters 11 & 12).
5. Create an exclusion zone within the facility's GPS (Veritraks) system around the Fernan Elementary School property. The system must alert the facility within one minute if an offender enters the exclusion zone. Exclusion zone reports (with names redacted) must be made available to School District 271 and the City upon request.
6. Place GPS units on all pre-release offenders, in the facility and on home confinement with a VCCLEA status. This status includes assault charges, drug charges, etc.
7. The facility will not allow offenders to travel to bus stops without staff supervision during the peak hours when school children are arriving and leaving school (currently 7:00 - 8:00 a.m. and 2:30 - 3:30 p.m.).
8. The approved Special Use Permit will be valid until the Sunset date of **March 1st, 2017**.



Residential Reentry Center
218 N. 23rd
Coeur d' Alene, Idaho 83814
Telephone: (208) 664-6816 ext.204

Planning Commission
City of Coeur d' Alene
710 E Mullan Ave.
Coeur d' Alene, ID 83814

RE: Extension of Special Use Permit SP-3-13

Dear Commissioners,

Port of Hope's current special use permit is set to expire on 09/01/16. Port of Hope is requesting a 6 month extension to the special use permit to allow us to complete the relocation process.

On January 12th the Post Falls Planning Commission granted Port of Hope a Special Use Permit to operate at 1007 Boulder Ct. in Post Falls. We are actively moving forward with the new building and have been working with ML Architect on renovation plans. These plans were submitted to the Post Falls Building Department on May 26, 2016 and are awaiting approval for permits. The architect is also in the process of seeking out bids for the project.

At this time it does not appear we will be able to complete the renovations by the sunset date of September 1, 2016 set on our current SUP. An extension of our current Special Use Permit would allow more time to complete the renovations, as well as, give us time to incorporate our move.

Port of Hope has upheld all of the conditions set forth in the Special Use Permit and will continue to abide by them. We have remained incident free at our facility and used due diligence to protect the surrounding community from feeling any negative impact of our presence. We continue to believe in the necessity of our program and are seeking the best location to continue to provide this service.

Thank you for your time and consideration of granting Port of Hope a 6 month extension.

Sincerely,

Carlos V Solorza Jr.
RRC Director
Port of Hope Centers INC.
Coeur d' Alene Facility

**PLANNING COMMISSION
STAFF REPORT**

FROM: TAMI STROUD, PLANNER
DATE: JULY 12, 2016
SUBJECT: A-3-16 – ZONING PRIOR TO ANNEXATION OF +/- 9.47 ACRES FROM COUNTY AGRICULTURAL-SUBURBAN TO R-8.
LOCATION: +/- 9.47 ACRE LOCATED EAST OF ATLAS RD. AND SOUTH OF PRAIRIE AVE., NORTH AND WEST OF SUNSHINE MEADOWS.

APPLICANT:	OWNER:
Lake City Engineering, Inc. 3909 N. Schreiber Way, Suite #4 Coeur d'Alene, ID 83814	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 +/- 9.47 acre annexation from County Agricultural to city R-8 zoning district (Residential at 8 units/acre).

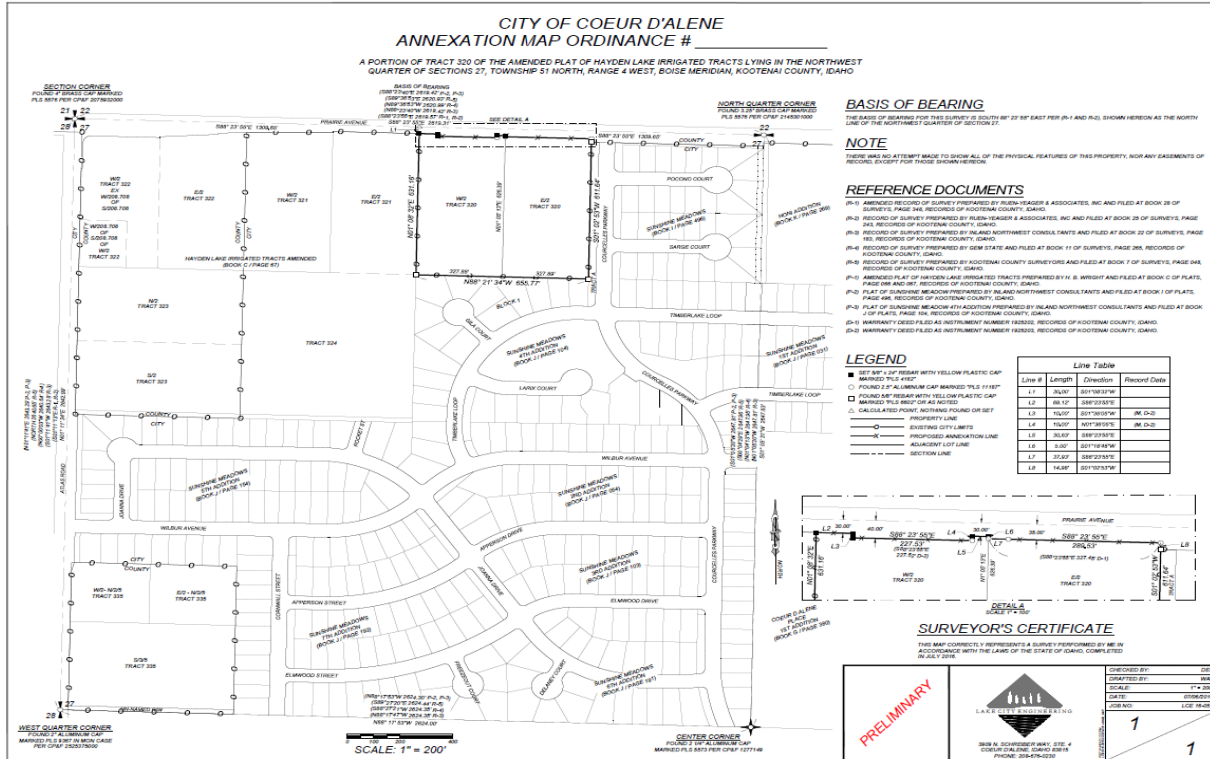
Area Map:



GENERAL INFORMATION:

Lake City Engineering, Inc. is proposing to annex a +/- 9.47 acre parcel as shown in the annexation map below.

Annexation Map:



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 sixty six percent (66%) 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.

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).

17.05.120: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in an R-8 district shall be as follows:

- A two (2) unit per gross acre density increase
- Boarding house
- Childcare facility
- Commercial film production
- Community assembly
- Community education
- Community organization
- Convenience sales
- Essential service (aboveground)
- Group dwelling - detached housing
- Handicapped or minimal care facility
- Juvenile offenders facility
- Noncommercial kennel
- Religious assembly
- Restriction to single-family only

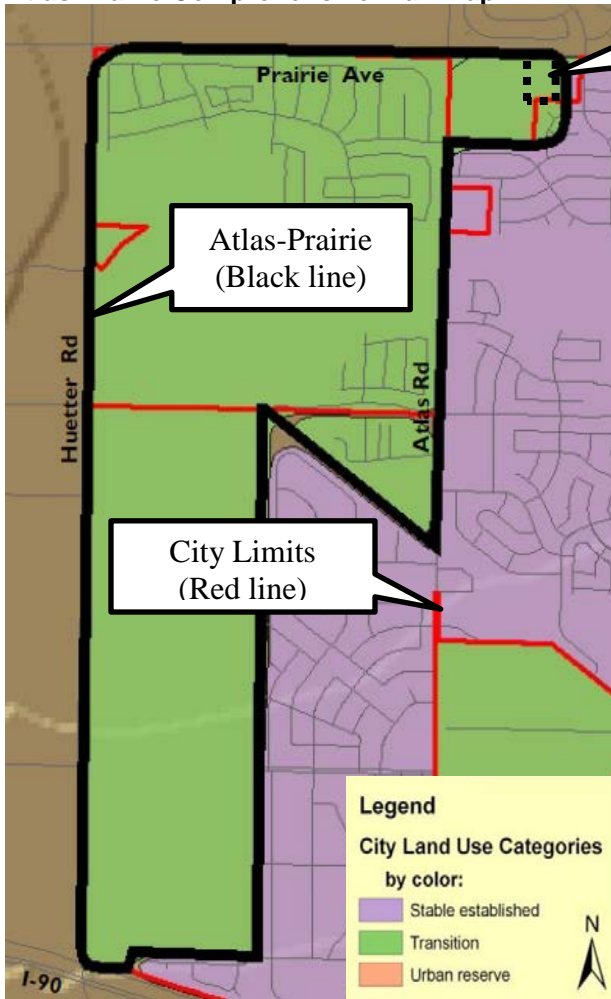
REQUIRED FINDINGS FOR ANNEXATION:

Finding #B8: That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.

2007 COMPREHENSIVE PLAN- LAND USE CATEGORIES:

- The subject property is contiguous with existing city limits
- The City Comprehensive Plan Map designates this area as: Atlas-Prairie - Transition:

Atlas-Prairie Comprehensive Plan Map:



SUBJECT
PROPERTY

Atlas-Prairie
(Black line)

City Limits
(Red line)

Legend

**City Land Use Categories
by color:**

- Stable established
- Transition
- Urban reserve



Transition:

These areas are where the character of neighborhoods is in transition and should be developed with care. The street network, the number of building lots and general land use are expected to change greatly within the planning period.

Atlas-Prairie Today:

This area consists largely of prairie farmland and native conifer forest. The northern tier of the district contains a rapidly developing, suburban subdivision. This area lies over the Spokane Valley-Rathdrum Prairie Aquifer, and also holds the last, large tract of vacant land within the Area of City Impact (ACI).

Farmland is broken into parcels ranging from approximately 23 to 160+ acres. Subdivisions are developing with approximately three houses per acre (3:1). The remaining parcels provide opportunities for large-scale master planning.

Public infrastructure for development is not present in some locations and would require extensions from existing main lines.

Atlas-Prairie Tomorrow:

Generally, this area is envisioned to be a residential area, lower in density, that develops with interconnected neighborhoods providing a mix of housing choices.

The characteristics of Atlas-Prairie neighborhoods will be:

- That overall density may approach four to five residential units per acre (4-5:1), however, pockets of higher density housing and multi-family units are appropriate in compatible areas.

- Annexing requires careful evaluation of infrastructure needs.
- Open space, parks, and pedestrian and bicycle connections will be provided.
- Developments adjacent to the Area of City Impact (ACI) boundary will provide for a distinctive entrance to the city.
- Neighborhood service nodes where appropriate.
- The street network will be interconnected, defining and creating smaller residential blocks and avoiding cul-de-sacs.
- A bypass study is underway to determine how traffic will be distributed to ease pressure from US 95.

COMPREHENSIVE PLAN GOALS & OBJECTIVES:

- **Objective 1.02 - Water Quality:**
Protect the cleanliness and safety of the lakes, rivers, watersheds, and the aquifer.
- **Objective 1.11- Community Design:**
Employ current design standards for development that pay close attention to context, sustainability, urban design, and pedestrian access and usability throughout the city.
- **Objective 1.12 - Community Design:**
Support the enhancement of existing urbanized areas and discourage sprawl.
- **Objective 1.13 - Open Space:**
Encourage all participants to make open space a priority with every development and annexation.
- **Objective 1.14 - Efficiency:**
Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.
- **Objective 1.16 - Connectivity:**
Promote bicycle and pedestrian connectivity and access between neighborhoods, open spaces, parks, and trail systems.
- **Objective 2.02 - Economic & Workforce Development:**
Plan suitable zones and mixed use areas, and support local workforce development and housing to meet the needs of business and industry.
- **Objective 2.05 - Pedestrian & Bicycle Environment:**
Plan for multiple choices to live, work, and recreate within comfortable walking/biking distances.
- **Objective 3.01 - Managed Growth:**
Provide for a diversity of suitable housing forms within existing neighborhoods to match the needs of a changing population.
- **Objective 3.02 - Managed Growth:**
Coordinate planning efforts with our neighboring cities and Kootenai County, emphasizing connectivity and open spaces.
- **Objective 3.05 - Neighborhoods:**
Protect and preserve existing neighborhoods from incompatible land uses and developments.

- **Objective 3.08 - Housing:**
Design new housing areas to meet the city's need for quality neighborhoods for all income and family status categories.
- **Objective 3.16 - Capital Improvements:**
Ensure infrastructure and essential services are available prior to approval for properties seeking development.
- **Objective 4.02 - City Services:**
Provide quality services to all of our residents (potable water, sewer and stormwater systems, street maintenance, fire and police protection, street lights, recreation, recycling and trash collection).
- **Objective 4.06 - Public Participation:**
Strive for community involvement that is broad-based and inclusive, encouraging public participation in the decision making process.

Evaluation: *Planning Commission must determine, based on the information before them, whether the Comprehensive Plan policies do or do not support the request. Specific ways in which the policy is or is not supported by this request should be stated in the finding.*

Finding #B9: That public facilities and utilities (are) (are not) available and adequate for the proposed use.

STORMWATER:

Stormwater will be addressed as the area proposed for annexation develops. It is anticipated that any proposed residential development will typically utilize curb adjacent swales, or, centrally located "community" type swales (used to minimize maintenance) to manage site runoff.

TRAFFIC:

The requested 9.5 acre annexation may generate traffic volumes of 20 to 26 ADT's for the A.M. and P.M. peak hour periods respectively.

Assessment:

Due to increased traffic loading on Prairie Avenue, the east/west arterial roadway adjoining the northerly boundary of the subject property, 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. Utilizing these points of access, eliminates an additional connection point to Prairie Avenue, and, will be summarily addressed at such time that the applicant submits infrastructure improvement plans for the site.

STREETS:

The area proposed for annexation is bordered by one of the area's major east/west arterial roadways, Prairie Avenue. The roadway is a fully developed five (5) lane configuration that has multiple signalized intersections. A developed five (5) lane road section can carry upwards of 27,000 - 45,000 vehicles/ day (Level's "A" – "F"), with an average 36,000 at Level "C".

Assessment:

Current traffic volumes on Prairie Avenue are in the range of 15,000 ADT's, thus well below the volumes that would result in a lower level of service. The adjoining and adjacent streets will more than adequately manage the anticipated volume that may be generated by the proposed annexation. Also, the adjoining Prairie Avenue is under the jurisdiction of the Lakes Highway District, therefore, any development in that associated right-of-way will be required to be approved by them.

-Submitted by Chris Bates, Engineering Project Manager

WATER:

The subject property falls within the service area of Hayden Lake Irrigation District and is their responsibility to determine service capacity for said parcel(s).

-Submitted by Terry Pickel, Water Superintendent

WASTEWATER:

The Wastewater Utility does not have comments with regards to Annexation A-3-16 and presently has the wastewater capacity and willingness to serve this project as proposed.

-Submitted by Mike Becker, Utility Project Manager

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

Evaluation: *Planning Commission must determine, based on the information before them, whether or not the public facilities and utilities are adequate for the request.*

Finding #B10: **That the physical characteristics of the site (make) (do not make) it suitable for the request at this time.**

PHYSICAL CHARACTERISTICS:

The subject property is relatively flat with Prairie Avenue to the north and future access proposed along Courcelles Pkwy adjacent to the site.

PHOTOS OF SUBJECT PROPERTY:

View of the subject property looking north



Evaluation: *Planning Commission must determine, based on the information before them, whether or not the physical characteristics of the site make it suitable for the request at this time.*

Finding #B11: **That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.**

TRAFFIC:

The requested 9.5 acre annexation may generate traffic volumes of 20 to 26 ADT's for the A.M. and P.M. peak hour periods respectively.

Assessment:

Due to increased traffic loading on Prairie Avenue, the east/west arterial roadway adjoining the northerly boundary of the subject property, 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. Utilizing these points of access, eliminates an additional connection point to Prairie Avenue, and, will be summarily addressed at such time that the applicant submits infrastructure improvement plans for the site.

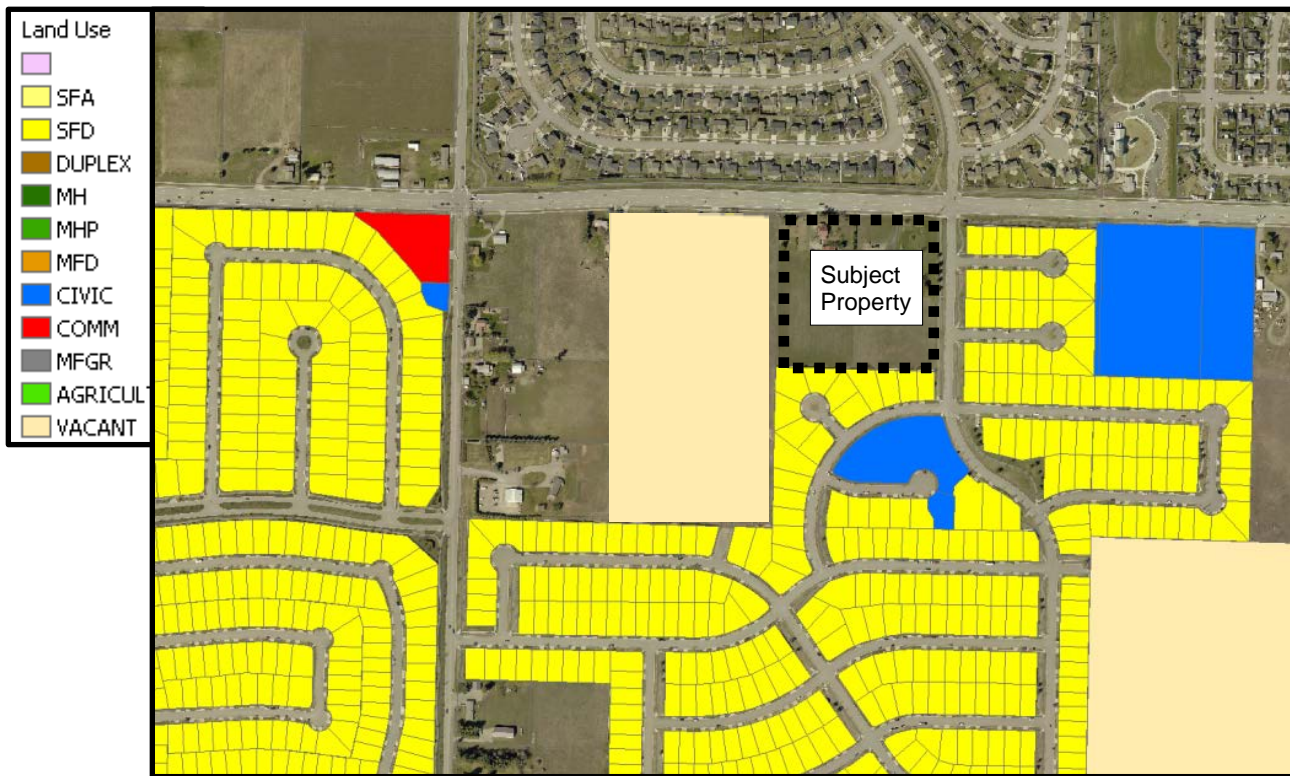
-Submitted by Chris Bates, Engineering Project Manager

NEIGHBORHOOD CHARACTER:

See the “Atlas-Prairie Today” descriptions from the 2007 Comprehensive Plan listed in finding #B8 as well as the photos of subject property.

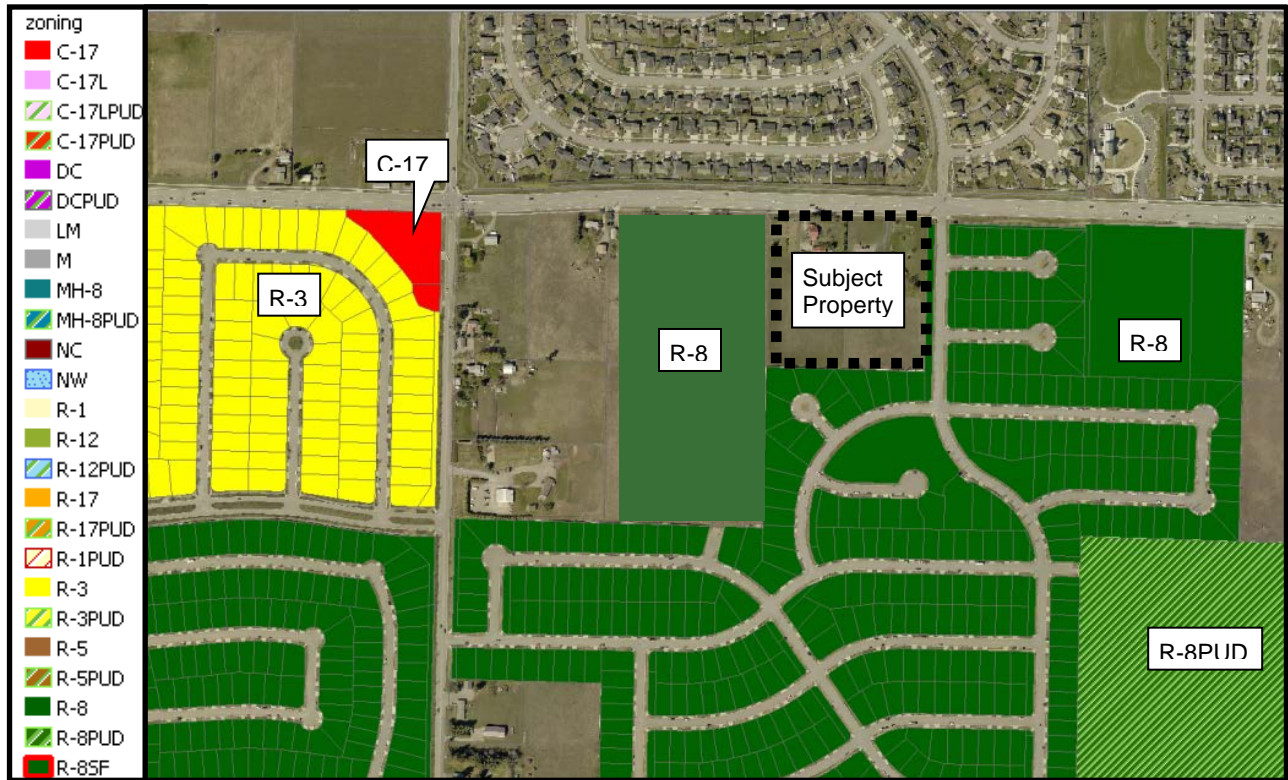
The property is made up of two large parcels located at the northern boundary of the city, and currently in Kootenai County. R-8 zoning adjoins a portion to the south and adjacent to Courcelles Parkway to the east which includes single family homes with the exception of Sunshine Meadows Park. Existing/adjacent uses include residential single-family, large parcels (in county), civic, and vacant land. There are two existing single family residences and several outbuildings currently on the property; however the majority of the land is vacant. Garden Grove which was recently annexed abuts the property to the west.

GENERALIZED LAND USE PATTERN:



See zoning map on the next page.

EXISTING ZONING:



Evaluation: *Planning Commission must determine, based on the information before them, whether or not the proposal would adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and)/(or) existing land uses.*

PROPOSED CONDITIONS:

No proposed conditions are recommended by staff for the applicant's request for annexation. An annexation agreement will address any concerns for this request.

ORDINANCES & STANDARDS USED FOR EVALUATION:

- 2007 Comprehensive Plan
- 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
- 2010 Coeur d'Alene Trails Master Plan

ACTION ALTERNATIVES:

Planning Commission must consider this request and make separate findings to approve, deny or deny without prejudice. The findings worksheet is 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 AVENUE

ANNEXATION

PROJECT NARRATIVE

Coeur d'Alene, Idaho

June 1, 2016



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

ZONING CLASSIFICATION

The property is currently zoned Agricultural in Kootenai County and is located at the northern boundary of the City of Coeur d'Alene City Limit. The surrounding property consists of residentially zoned parcels. The project proponent is requesting a zoning classification of R-8 to allow for a future residential development. As can be seen from Figure 2, the subject property is bordered by R-8 Residential zones to the East and South and by Agriculture zones within the County to the West. The requested zoning classifications are in conformance with the goals of the Comprehensive Plan and are compatible with the surrounding land uses.



Figure 2: Proposed Zoning Map

COMPREHENSIVE PLAN ANALYSIS

The property lies in a *Transition* area along the northern boundary of the Atlas-Prairie land use area per the City of Coeur d'Alene Comprehensive Plan. The northern tier of this area lies over the Spokane Valley-Rathdrum Prairie Aquifer. Neighborhood characteristics for this land use tend to be single-family and multi-family housing with an overall density of 4 – 5 units per acre with pockets of higher density housing. Connections to open space, parks, and pedestrian and bicycle trails should also be included. The proposed zoning would be consistent with the Comprehensive Plan.

The City of Coeur d'Alene Comprehensive Plan is the guiding document for all land use development decisions. It is important that land use decisions meet, or exceed, the goals,

policies and objectives as outlined in the Comprehensive Plan. The project proponent believes that the following Goals and Objectives (shown in *italics*) as outlined in the Comprehensive Plan are applicable to the requested annexation and zone classification:

Objective 1.12 – Community Design: Support the enhancement of existing urbanized areas and discourage sprawl.

The subject property is currently within the County and has two single family residences and several outbuildings. The property is located on the northern boundary of the City of Coeur d'Alene. This annexation will allow for the development of this property to match that of the surrounding land uses.

Objective 1.14 – Efficiency: Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Existing utilities including sanitary sewer and domestic water are extended to this property and are readily available and have the capacity to serve future development. This property is already included in the Sewer, Water and Transportation Master Plans for the City, and will be developed in accordance with the same.

Objective 2.02 – Economic and Workforce Development: Plan suitable zones and mixed use areas, and support local workforce development and housing to meet the needs of business and industry.

Objective 3.10 – Affordable & Workforce Housing: Support efforts to preserve and provide affordable and workforce housing.

The proposed residential zoning will allow for the construction of affordable market housing at a density that is compatible with the surrounding properties.

Objective 3.04 – Neighborhoods: Encourage the formation of active neighborhoods and associations and advocate their participation in the public process.

Objective 3.05 – Neighborhoods: Protect and preserve existing neighborhoods from incompatible land uses and developments.

The proposed annexation and zoning will allow for the future development of a residential subdivision that will be consistent with the Sunshine Meadows subdivision and will be similar in character and style of the existing project.

PRE-DEVELOPMENT CONDITIONS

The subject property is currently occupied by two single-family residences and several outbuildings, however the majority of the property is vacant. The general slope of the land is towards the south. The property is covered by fir and pine trees and underbrush. 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.

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.

Figure 3 below shows the current site conditions.



Figure 3: Existing Site Conditions

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

A. INTRODUCTION

This matter having come before the Planning Commission on July 12, 2016 and there being present a person requesting approval of ITEM A-3-16, a request for zoning prior to annexation from County Agricultural to City R-8 (Residential at 8 units/acre) zoning district.

APPLICANT: LAKE CITY ENGINEERING, INC.

LOCATION: +/- 9.47 ACRE LOCATED EAST OF ATLAS RD. AND SOUTH OF PRAIRIE AVE.,
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 residential, single-family, large parcels (in county), civic, and vacant land.

- B2. That the Comprehensive Plan Map designation is Transition.

- B3. That the zoning is County Agricultural.

- B4. That the notice of public hearing was published on June 25, 2016, which fulfills the proper legal requirement.

- B5. That the notice of public hearing was not required to be posted, which fulfills the proper legal requirement.

- B6. That the notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property.

- B7. That public testimony was heard on July 12, 2016.

B8. That this proposal **(is) (is not)** in conformance with the Comprehensive Plan policies as follows:

B9. That public facilities and utilities **(are) (are not)** available and adequate for the proposed use.
This is based on

Criteria to consider for B9:

1. Can water be provided or extended to serve the property?
2. Can sewer service be provided or extended to serve the property?
3. Does the existing street system provide adequate access to the property?
4. Is police and fire service available to the property?

B10. That the physical characteristics of the site **(do) (do not)** make it suitable for the request at this time because

Criteria to consider for B10:

1. Topography.
2. Streams.
3. Wetlands.
4. Rock outcroppings, etc.
5. vegetative cover.

B11. That the proposal **(would) (would not)** adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, **(and) (or)** existing land uses because

Criteria to consider for B11:

1. Traffic congestion.
2. Is the proposed zoning compatible with the surrounding area in terms of density, types of uses allowed or building types allowed?
3. Existing land use pattern i.e. residential, commercial, residential w churches & schools etc.

C. ORDER: CONCLUSION AND DECISION

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

Suggested provisions for inclusion in an Annexation Agreement are as follows:

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

PLANNING COMMISSION STAFF REPORT

FROM: MIKE BEHARY, PLANNER

DATE: JULY 12, 2016

SUBJECT: SP-1-16, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW A PROFESSIONAL AND ADMINISTRATIVE OFFICE IN THE MANUFACTURING DISTRICT

LOCATION: A +/- 1.5 ACRE PARCEL LOCATED AT 3829 SCHREIBER WAY

APPLICANT/OWNER:

Ian Woodman – Instant Tax Solutions, LLC
11371 N. Cattle Drive
Hayden, ID 83835

DECISION POINT:

Instant Tax Solutions LLC is requesting approval of a special use permit to allow a Professional and Administrative Office in the Manufacturing (M) Zoning District.

BACKGROUND INFORMATION:

The applicant operates a tax consulting and tax solutions business. The business has grown over the years and has out grown its current location. The applicant currently has 24 employees and has indicated that the proposed facility will employ approximately 35 employees in each building. The applicant has submitted a site plan showing the proposed new building and has also shown a second building that is stated on the site plan as "Future Building Phase 2". The applicant has indicated that there are no immediate plans to construct the second building at this time.

The subject property is located in an industrial area and is surrounded by the manufacturing district on all sides. There are a variety of uses located in the immediate vicinity that are compatible with the proposed use. To the north is the Bureau of Land Management (BLM) office and the USDA Forest Service, Idaho Panhandle National Forests Headquarters, to the west is a FedEx facility and the City of Coeur d' Alene's Police Department. To the south is the U.S. Post Office and to the east is a vacant lot. Many of the surround uses along Schreiber Way have been approved by special use. The City's Police Station was approved by a special use permit in 1997 (item SP-2-97). In 1993 the BLM office was approved by a special use permit as a Professional and Administrative Office (item SP-19-93). A winery with a tasting room was also approved by a special use permit in 2014 (item SP-8-14).

The Manufacturing District is intended for a variety of intensive manufacturing uses that are primarily conducted indoors with some manufacturing uses that include outdoor activities that may create some noise and dust. However, the proposed use will be conducted primarily within the proposed building and the applicant is aware of the possible manufacturing uses that may be built in the area in the future.

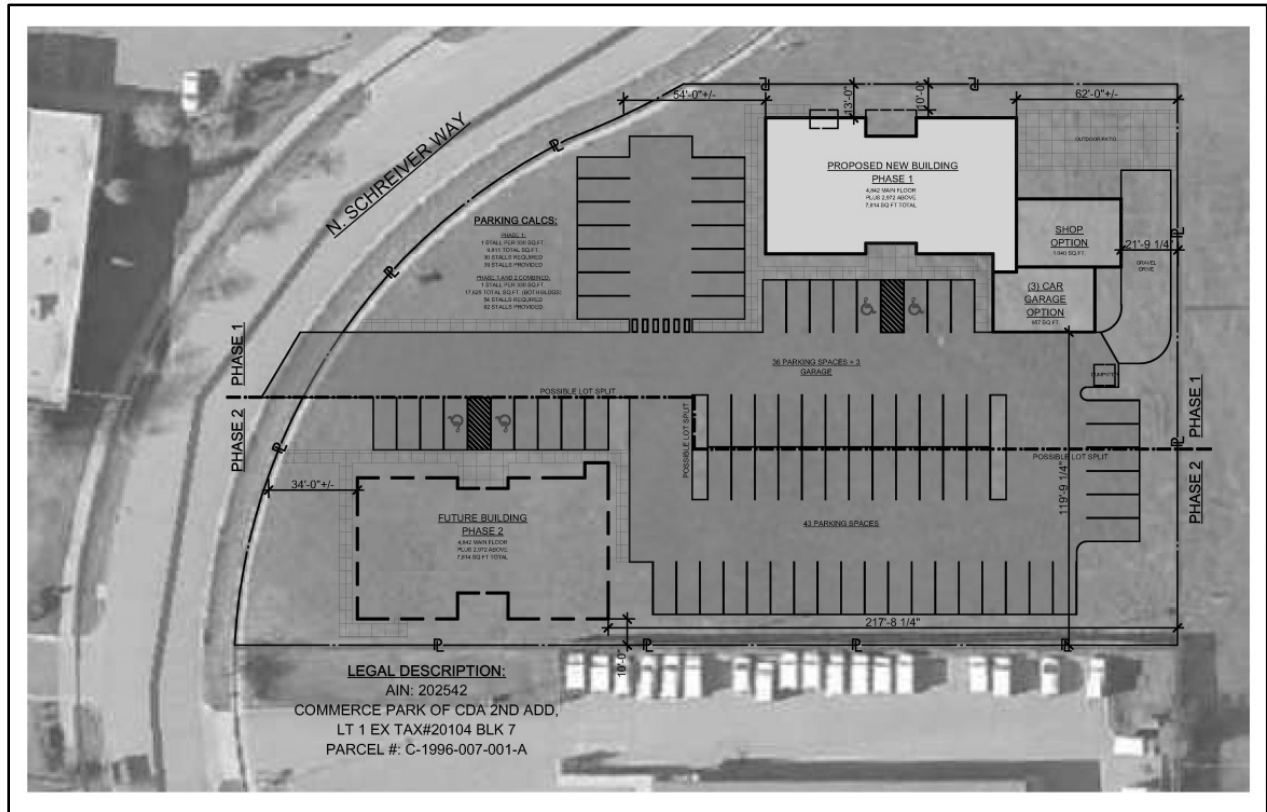
PROPERTY LOCATION MAP:



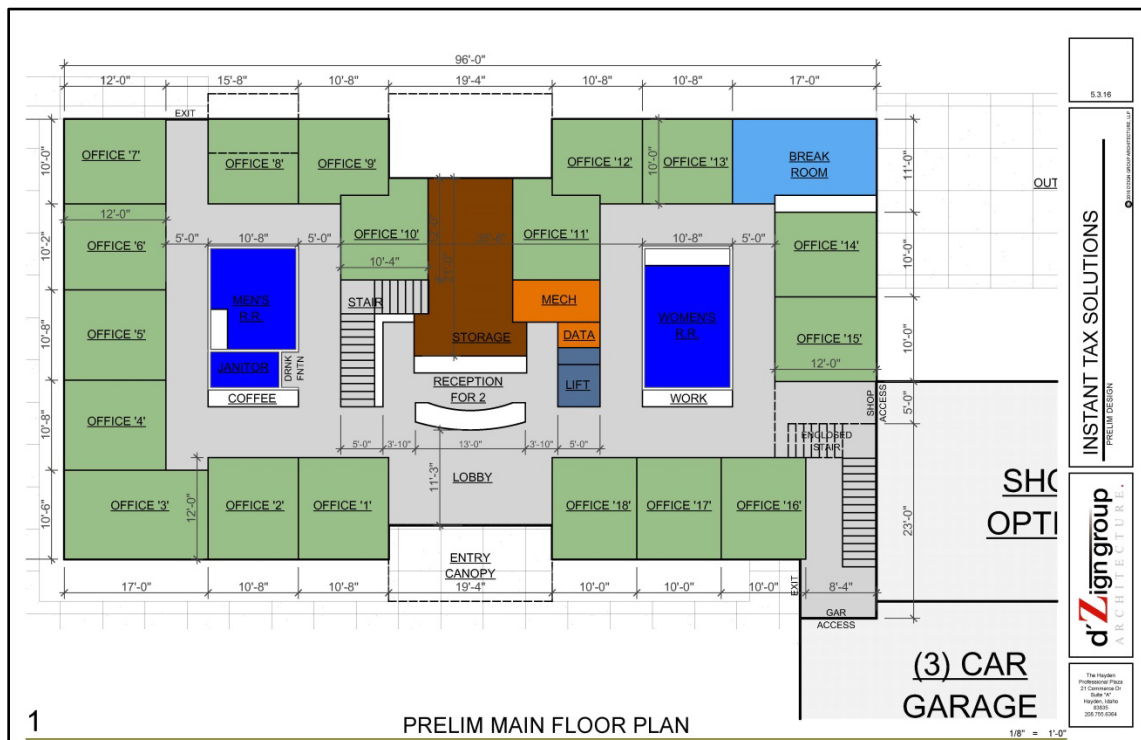
AERIAL PHOTO:



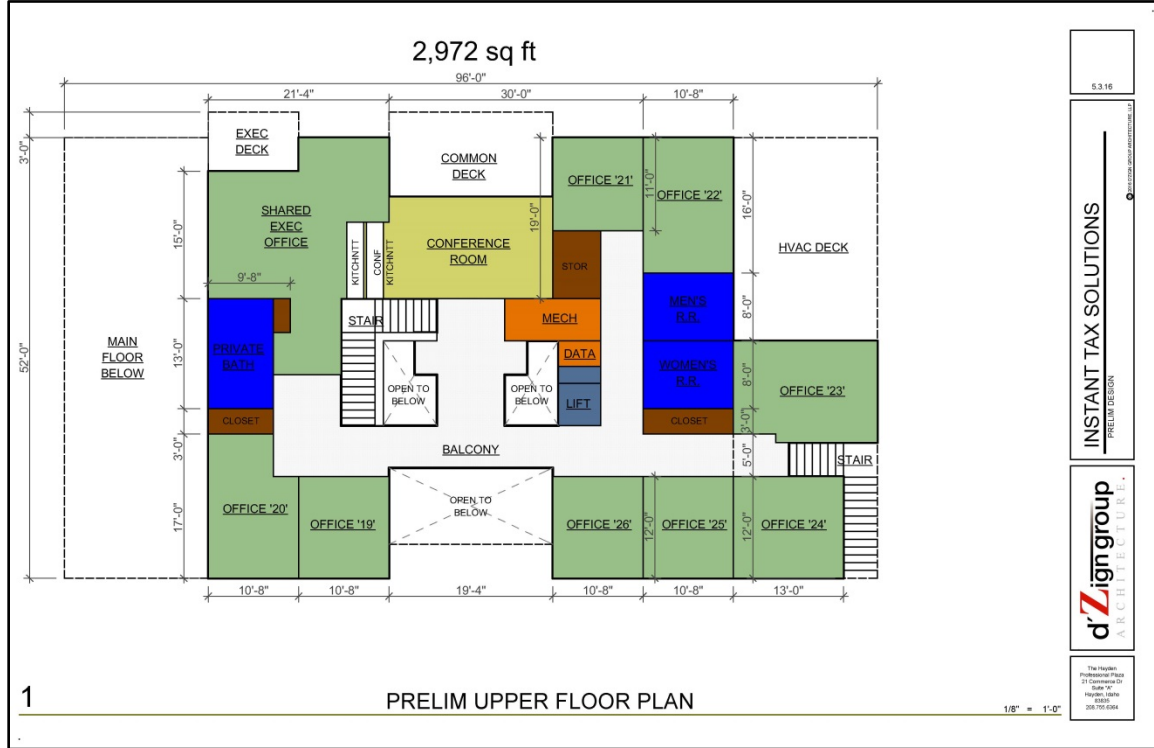
APPLICANT'S PRELIMINARY SITE PLAN:



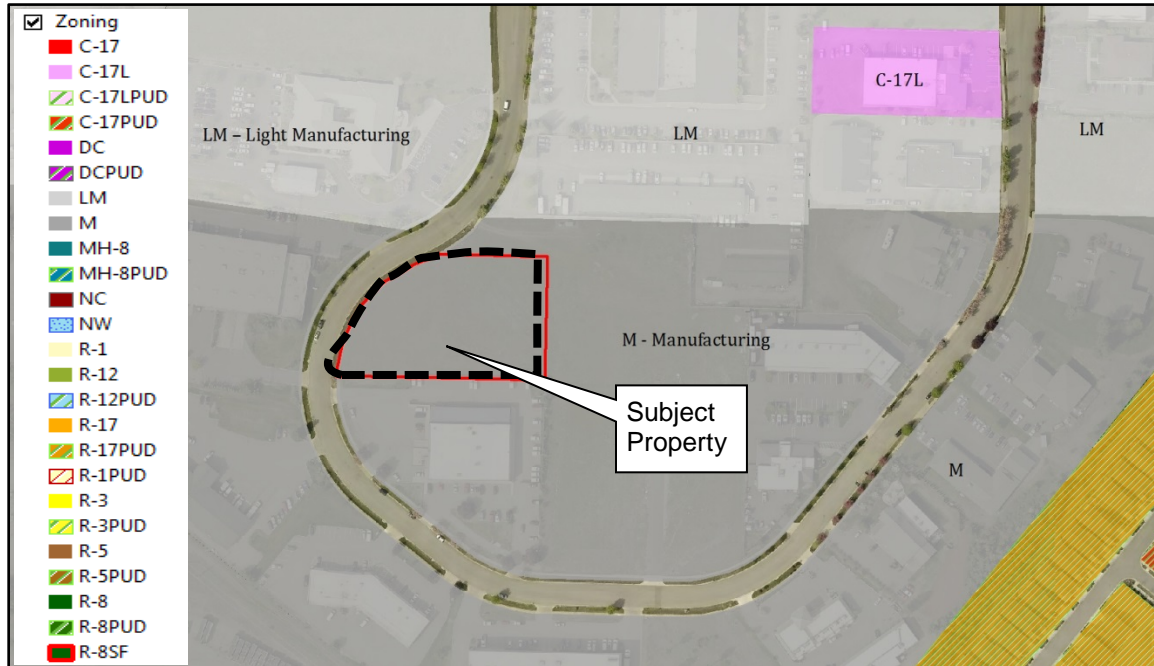
FLOOR PLAN – LOWER FLOOR:



FLOOR PLAN – UPPER FLOOR



ZONING MAP:



M-Manufacturing District:

The M district is intended to include manufacturing, warehousing and industry that are primarily indoors with an on-site operation that has minimal impact on the environment. Residential uses are not permitted.

In addition to permitting light manufacturing uses, this district permits all commercial activities. A special use permit is required for all heavy manufacturing land uses. This district should be located close to major or principal arterials and is suitable as a buffer zone for heavy industry. In this district, development of manufacturing land uses in an industrial park and away from residential or sensitive areas is encouraged.

17.05.820: PERMITTED USES; PRINCIPAL:

Principal permitted uses in an M district shall be as follows:

- Agricultural supplies and commodity sales
- Auto and accessory sales
- Automobile parking
- Automobile parking when serving an adjacent business
- Automobile renting
- Automotive fleet storage
- Automotive repair and cleaning
- Building maintenance service
- Commercial film production
- Commercial kennel
- Construction retail sales
- Custom manufacture
- Essential service
- Extensive impact
- Farm equipment sales
- Finished goods wholesale
- General construction services
- Laundry service
- Light manufacture
- Mini-storage facilities
- Unfinished goods wholesale
- Veterinary hospital
- Warehouse/storage
- Wholesale bulk liquid fuel storage

17.05.840: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in an M district shall be as follows:

- Administrative offices
- Adult entertainment
- Banks and financial establishments
- Business supply retail sales
- Business support service
- Commercial recreation
- Communication service
- Consumer repair service
- Convenience sales
- Convenience service
- Criminal transitional facility
- Department store
- Extractive industry
- Finished goods retail
- Food and beverage stores for on/off site consumption
- Funeral service
- Group assembly
- Heavy manufacture
- Heavy manufacture
- Home furnishing retail sales
- Hotel/motel
- Personal service establishments
- Professional offices
- Retail gasoline sales
- Specialty retail sales
- Veterinary office or clinic
- Wireless communication facility

17.05.880: SITE PERFORMANCE STANDARDS; MINIMUM YARD:

Minimum yard requirements in an M district shall be as follows:

1. Front: The front yard requirement shall be twenty feet (20') except, when abutting along the side or across the street from a residential district. The front setback shall be equal to the most restrictive front setback thereof.
2. Side, Interior: The interior side yard requirement shall be ten feet (10').
3. Side, Street: The street side yard requirement shall be twenty feet (20').
4. Rear: The rear yard requirement shall be twenty feet (20'). However, the rear yard will be reduced by one-half (1/2) when adjacent to public open space.

17.05.850: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:

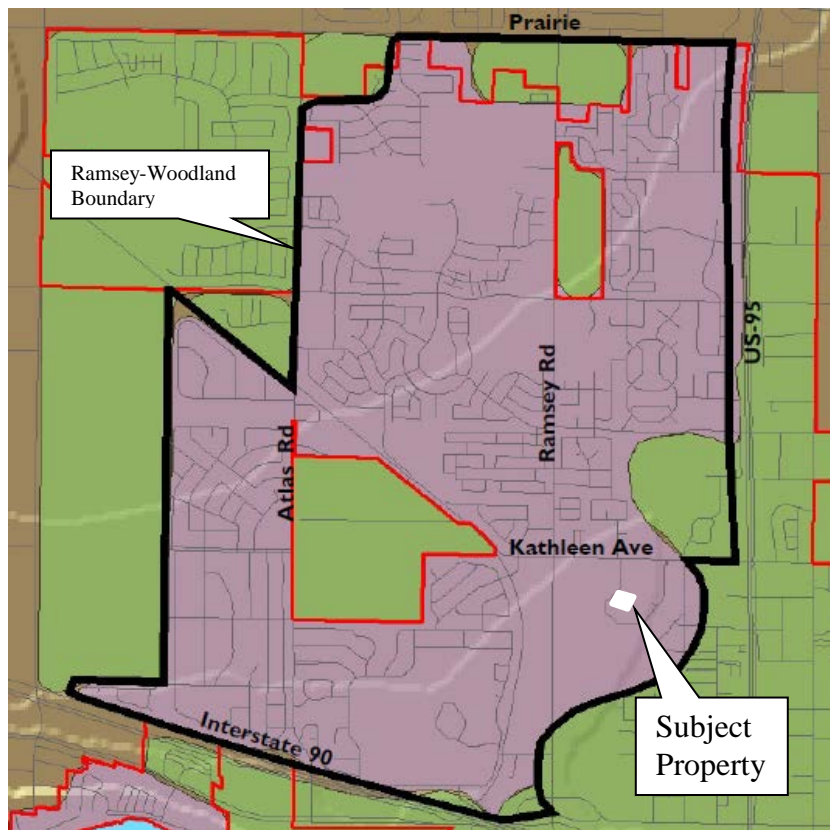
Maximum height requirements in an M district shall be as follows: 63 Feet

REQUIRED FINDINGS FOR SPECIAL USE PERMITS:

Pursuant to Section 17.09.220, Special Use Permit Criteria, a special use permit may be approved only if the proposal conforms to all of the following criteria to the satisfaction of the Planning Commission:

A. **Finding #B8A: The proposal (is) (is not) in conformance with the Comprehensive Plan.**

- The subject property is within the existing city limits.
- The City Comprehensive Plan Map designates this area as Ramsey-Woodland: Stable Established:



Legend

City Land Use Categories
by color:

- Stable established
- Transition
- Urban reserve

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Land Use: Ramsey – Woodland

Stable Established:

These areas are where the character of neighborhoods has largely been established and, in general, should be maintained. The street network, the number of building lots and general land use are not expected to change greatly within the planning period.

Ramsey - Woodland Today:

The development pattern in this area is mixed with established subdivisions, such as Coeur d’Alene Place, that are continuing to expand to the north. Passive and active parks have also been provided for the residents of these housing developments. Industrial uses are prominent to the west of Atlas Road with a mix of residential zoning on the south side of Hanley Avenue. Neighborhood service nodes can be found throughout the Ramsey-Woodland area.

Ramsey - Woodland Tomorrow:

Characteristics of the neighborhoods have, for the most part, been established and should be maintained. Development in this area will continue to grow in a stable manner. Lower density zoning districts will intermingle with the existing Coeur d’Alene Place Planned Unit Development (PUD) providing a variety of housing types. The northern boundary is the edge of the community, offering opportunities for infill.

The characteristics of Ramsey – Woodland neighborhoods will be:

- That overall density may approach three to four residential units per acre (3-4:1), however, pockets of higher density housing and multi-family units are appropriate in compatible areas.
- Pedestrian and bicycle trails.
- Parks just a 5-minute walk away.
- Neighborhood service nodes where appropriate.
- Multi-family and single-family housing units.

2007 Comprehensive Plan Goals and Objectives that apply:

Objective 1.12

Community Design:

Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14

Efficiency:

Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Objective 2.01

Business Image & Diversity:

Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

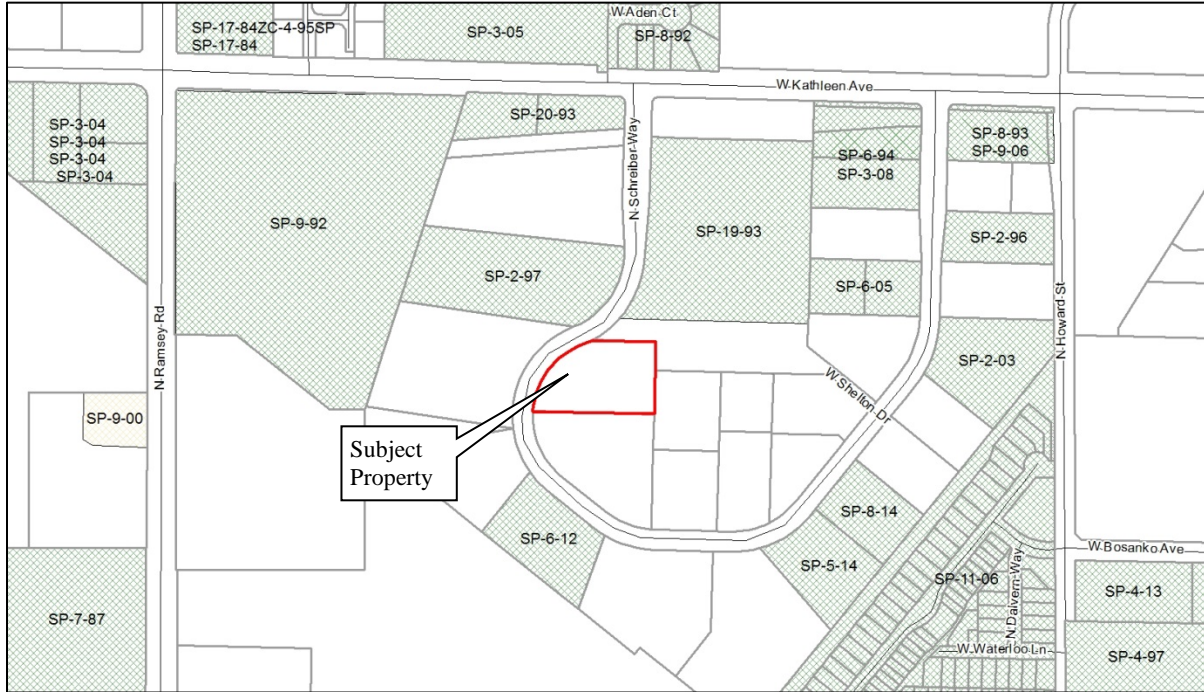
Evaluation: *The Planning Commission must determine, based on the information before them, whether the Comprehensive Plan policies do or do not support the request. Specific ways in which the policy is or is not supported by this request should be stated in the finding.*

B. Finding #B8B: The design and planning of the site (is) (is not) compatible with the location, setting, and existing uses on adjacent properties.

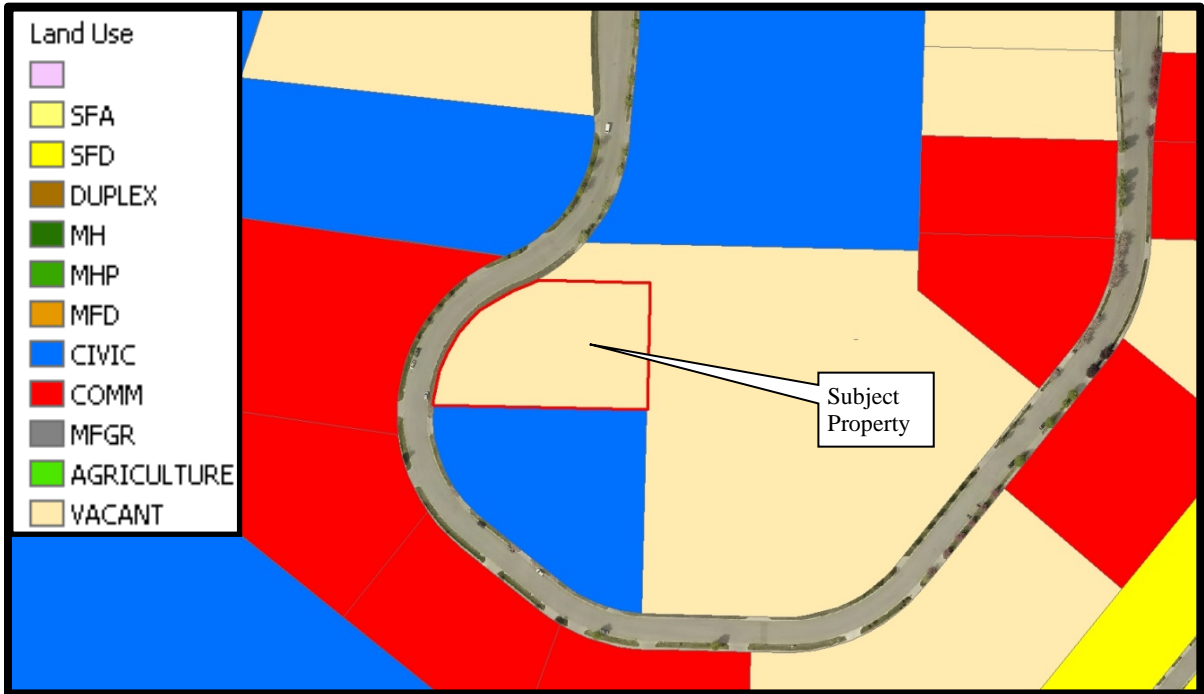
The area surrounding the request is relatively flat. The vicinity yields two zones, Manufacturing (M) and Light Manufacturing (LM), located to the north of the request (as shown on the zoning map above).

A variety of uses are located in the area of Schreiber Way: The BLM office, an insurance agency, the CDA Police Dept., Summit Cider (Cider Brewing), Tricksters Brewing, hardware sales, Beverage distributorship, USPS, printers, tile store and construction services are examples of businesses operating in the immediate vicinity of this request.

SURROUNDING SPECIAL USE LOCATIONS:



GENERALIZED LAND USE MAP:



SITE PHOTO - 1: Southwest corner of property looking northeast along road



SITE PHOTO - 2: Southwest corner of property looking east



SITE PHOTO - 3: East part of property looking east



SITE PHOTO - 4: Northeast corner of property looking southwest



Evaluation: Based on the information presented, the Planning Commission must determine if the request is compatible with surrounding uses and is designed appropriately to blend in with the area.

- C. **Finding #B8C:** The location, design, and size of the proposal are such that the development (will) (will not) be adequately served by existing streets, public facilities, and services.

STORMWATER:

On-site stormwater is required to be contained on the subject property, and, the management and design of that will be a required component of any site development plan that may be submitted. Street drainage is currently contained in existing curbside swales along the subject property frontage on Schreiber Way. At the time of site development, rehabilitation and general cleanup of the existing street swale may be required.

STREETS:

Schreiber Way adjoining the subject property is a fully developed street section; therefore, unless there is some form of damage to the roadway or appurtenant facilities (curb/sidewalk), no alterations or repairs will be required. Any part of the facilities that are damaged as a result of site development will be required to be repaired during the site construction phase of development.

TRAFFIC:

Although the applicant is proposing an office type structure on the subject property, there is no defined type, or, size to the building, therefore, traffic loading cannot be quantified at this time. Any change in use and related traffic impacts are evaluated prior to issuance of building permits. The Development Impact Fee Ordinance requires any extraordinary traffic impacts to be mitigated by the applicant as a condition of permit issuance. Therefore potential traffic impacts need not be addressed at this time.

-Submitted by Chris Bates, Engineering Project Manager

WATER:

There is adequate capacity in the public water system to support the proposed use of the property with domestic, irrigation and fire service. There is a 12" main on the east side of Schreiber Way. Fire hydrants exist along the west side of Schreiber Way. A 2" domestic service and a 6" fire service to the property have been stubbed. An additional fire hydrant may be required, especially if a fire service is required. Recommend a separate irrigation service to reduce sewer fees paid on water usage. Any required irrigation service, additional domestic service, additional fire hydrants and any potential main extensions will be the responsibility of the developer.

-Submitted by Terry Pickel, Water Superintendent

SEWER:

The Wastewater Utility does not have comments with the Special Use and presently has the wastewater capacity and willingness to serve this project as proposed.

-Submitted by Mike Becker, Utility Project Manager

FIRE:

The Fire Department works with the Engineering and Water 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 building permit or site development, utilizing the currently adopted International Fire Code (IFC) for compliance. The City of Coeur d'Alene Fire Department can address all concerns at site and building permit submittals.

-Submitted by Bobby Gonder, Fire Inspector

Evaluation: *Planning Commission must determine if the location, design, and size of the proposal are such that the development will or will not be adequately served by existing streets, public facilities and services.*

PROPOSED CONDITIONS:**FIRE**

1. **Additional fire hydrants are required to be installed to provide the fire flow with a maximum spacing of 450 feet. The maximum distance from any point on the street or road frontage to a hydrant is 225 feet (refer to project review 5-17-2016).**
2. **Minimum road widths (20') are determined by IFC 2012 Appendix D. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26', exclusive of shoulders.**
3. **Turning radiuses are 25 foot interior and 50 foot exterior.**
4. **Dead-end fire apparatus roads in excess of 150' shall be provided with width and turnaround in accordance with table D103.4.**

WATER

5. **Addition of second building will require a separate domestic water service.**

The Planning Commission may, as a condition of approval, establish reasonable requirements to mitigate any impacts that would adversely affect the surrounding neighborhood. Please be specific, when adding conditions to the motion.

ORDINANCES AND STANDARDS USED IN EVALUATION:

- 2007 Comprehensive 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

ACTION ALTERNATIVES:

The Planning Commission must consider this request and make appropriate findings to approve, deny or deny without prejudice. The findings worksheet is attached.



**APPLICANT'S
NARRATIVE**

Special Use Permit Application – Answers to Justification questions A through D

- A. Request is to allow professional and administrative offices in the existing M – Manufacturing Zone
- B. This property is located in the Fruitland area on Schrieber way and is designated in the Comprehensive Plan as an area containing a mix of commercial, manufacturing and residential uses. The new occupant will maintain the mixed use character of the neighborhood by adding additional Business and Administrative offices to an area containing Industrial, Warehouse, retail and office buildings.
- C. The design and planning of the proposed building will be compatible with the existing adjacent uses through its architectural character, ample parking and overall site and landscape design. The 2-story building will be similar in size and height to multiple adjacent buildings and its architectural style will blend well with the existing buildings on Schreiber Way. The site and landscape design will allow for ample parking, limiting overflow on to Schreiber Way. There are multiple professional and administrative offices to the east and the adjacent properties have uses that are ideal to mix with this type of building use.
- D. The location, design and size of this proposed use is ideal for the immediate area in which the building is located. There is adequate parking on site and access from Kathleen Ave to Schreiber way for vehicles, pedestrians and bicycles will not represent a significant impact to the area.
- E. The proposed building will add to the existing mixed use character of Schreiber Way. There are multiple similar occupancies in the vicinity of the proposed building.

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

A. INTRODUCTION

This matter having come before the Planning Commission on July 12, 2016 and there being present a person requesting approval of ITEM: SP-1-16, a request for a Professional and Administrative Office Special Use Permit in the Manufacturing zoning district.

APPLICANT: IAN WOODMAN, INSTANT TAX SOLUTIONS, LLC

LOCATION: A +/- 1.5 ACRE PARCEL LOCATED AT 3829 SCHREIBER WAY

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

(The Planning Commission may adopt Items B1 to B7).

- B1. That the existing land uses are mixed residential and Industrial.
- B2. That the Comprehensive Plan Map designation is Stable Established.
- B3. That the zoning is Manufacturing.
- B4. That the notice of public hearing was published on, June 26, 2016, which fulfills the proper legal requirement.
- B5. That the notice of public hearing was posted on the property on June 27, 2016, which fulfills the proper legal requirement.
- B6. That the notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property.
- B7. That public testimony was heard on July 12, 2016.
- B8. Pursuant to Section 17.09.220, Special Use Permit Criteria, a special use permit may be approved only if the proposal conforms to all of the following criteria to the satisfaction of the Planning Commission:

B8A. The proposal **(is) (is not)** in conformance with the comprehensive plan, as follows:

B8B. The design and planning of the site **(is) (is not)** compatible with the location, setting, and existing uses on adjacent properties. This is based on

- Criteria to consider for B8B:**
1. Does the density or intensity of the project "fit " the surrounding area?
 2. Is the proposed development compatible with the existing land use pattern i.e. residential, commercial, residential w churches & schools etc?
 3. Is the design and appearance of the project compatible with the surrounding neighborhood in terms of architectural style, layout of buildings, building height and bulk, off-street parking, open space, and landscaping?

B8C The location, design, and size of the proposal are such that the development **(will) (will not)** be adequately served by existing streets, public facilities and services. This is based on

- Criteria to consider B8C:**
1. Is there water available to meet the minimum requirements for domestic consumption & fire flow?
 2. Can sewer service be provided to meet minimum requirements?
 3. Can police and fire provide reasonable service to the property?

C. ORDER: CONCLUSION AND DECISION

The Planning Commission, pursuant to the aforementioned, finds that IAN WOODMAN, INSTANT TAX SOLUTIONS, LLC for a special use permit, as described in the application should be **(approved) (denied) (denied without prejudice)**.

Special conditions applied are as follows:

FIRE

- 1. Additional fire hydrants are required to be installed to provide the fire flow with a maximum spacing of 450 feet. The maximum distance from any point on the street or road frontage to a hydrant is 225 feet (refer to project review 5-17-2016).
- 2. Minimum road widths (20') are determined by IFC 2012 Appendix D. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26', exclusive of shoulders.
- 3. Turning radiuses are 25 foot interior and 50 foot exterior.
- 4. Dead-end fire apparatus roads in excess of 150' shall be provided with width and turnaround in accordance with table D103.4.

WATER

- 5. Addition of second building will require a separate domestic water service.

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 Rumpier	Voted _____
Commissioner Ward	Voted _____
Chairman Jordan	Voted _____ (tie breaker)

Commissioners _____ were absent.

Motion to _____ carried by a ____ to ____ vote.

CHAIRMAN BRAD JORDAN