

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

SEPTEMBER 12, 2023

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: Messina, Fleming, Ingalls, Luttropp, Coppess, McCracken, Ward

PLEDGE:

APPROVAL OF MINUTES: ***ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM.

June 20, 2023, Impact Fee Workshop
August 8, 2023, Planning Commission Meeting

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSION COMMENTS:

ADMINISTRATIVE:

1, Applicant: Coeur d'Alene Homes, Inc dba Orchard Ridge Senior Living
Location: 704 W. Walnut
Request: A request for a one-year extension for SP-2-22.
ADMINISTRATIVE, (SP-2-22)

PUBLIC HEARINGS: ***ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS.

1. Applicant: Azzardo, LLC
Location: 3912 N. Schreiber Way
Request: A proposed multi-use Special Use Permit
in the LM Zoning District
QUASI-JUDICIAL, (SP-7-23)

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 72 hours in advance of the meeting date and time.*

****Please note any final decision made by the Planning Commission is appealable within 15 days of the decision pursuant to sections [17.09.705](#) through [17.09.715](#) of Title 17, Zoning.***



MINUTES



**PLANNING COMMISSION WORKSHOP
MINUTES
JULY 20, 2023
CITY HALL – UPSTAIRS CONFERENCE ROOM #6
702 E. MULLAN AVENUE**

COMMISSIONERS PRESENT:

Tom Messina, Chairman
Jon Ingalls, Vice-Chair
Lynn Fleming
Phil Ward
Peter Luttrupp
Sarah McCracken
Mark Coppess

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Sean Holm, Senior Planner
Shana Stuhlmiller, Public Hearing Assistant
Randy Adams, City Attorney
Troy Tymesen, City Administrator
Bill Greenwood, Parks & Recreation Director
Todd Feusier, Streets & Engineering Director
Chris Bosley, City Engineer
Tom Greif, Fire Chief
Lucas Pichette, Fire Captain
Dave Hagar, Police Captain

CALL TO ORDER:

The meeting was called to order by Chairman Messina at 12:00 p.m.

WORKSHOP:

Sean Holm, Senior Planner, introduced Melissa Cleveland, Welch Comer (consultant), who will be providing the current findings of the Impact Fee Study.

Ms. Cleveland stated that she would like to introduce Todd Chase, FCS Group (subconsultant), who will do the PowerPoint presentation.

Todd Chase, FCS Group provided the following presentation. To view the entire presentation, click [here](#)

- Mr. Chase provided an overview of impact fees and how the City gets a chance to do a one-time charge on projects that result in an increase in system demand.
- He stated that this fee impacts developers that are trying to build new projects with fees calculated, taking account what is on the site now, which becomes a credit against the total fee. The net fee is the difference between what is there now and what they propose to do.
- He explained the numbers presented today will change between now and the actual report, and possibly even after, based on CIP projected cost and project timing, etc.
- He commented that he is hopeful to get clear direction from this group to help fine tune some of the systems we are highlighting to bring back further refinements to you later this year..
- He explained today we are focused on Parks and Trails, Fire/Police, and Transportation including motorized/nonmotorized connections.
- He stated that impact fees are derived from and must comply with State of Idaho Code.
- He stated this study will be based on a timeline of 10 years.
- He explained an overview of how Impact Fees are Calculated.
- The fee analysis evaluates how many improvements will be needed based on a joint population growth forecast from Kootenai Metropolitan Planning Office (KMPO) and the City.
- He stated that the Impact fee denominator is growth and the numerator is the CIP (capital improvement plans). We are looking at a 10-year growth period. He asked for confirmation from

the group on whether to keep using the four quadrants for Transportation, or if the City wanted to have City-wide fees for all impact fees. He also noted they wanted input on the categories for the fees with a goal of having the fees make sense and be simple for staff to calculate.

- Transportation impact fees are generated using the projects listed in the CIP, units of growth, and applying PM Peak Hour vehicle trips and bicycle/ped person trips.
- Parks/trails Impact Fees - We will look at population, visitors, overnight lodging facilities, and people who work in Coeur d'Alene but don't live here, who use park during their lunch hour etc. These calculations are used in our nonresidential growth in Parks/Trails numbers.
- Public Safety Impact Fees for Fire/ Police - calculations are based on the population growth forecast looking at dwelling units, assisted living and nonresidential development with all this information included in the report.
- He explained Impact Fees CIP numbers per groups for Parks/Trails, Transportation, Police and Fire.
- He stated we can charge residential and nonresidential customers, which includes lodging and employers.
- Melissa Cleveland added that the line item under "new park system expansion" was to provide for an opportunity for the City to purchase land for a park where impact fees can be used for that purchase.
- Mr. Chase explained that the City Council can amend the project lists in the CIPs every year, if needed, and as long as the City is not increasing the charge beyond inflation it is fine and legal.
- He explained various options for potentially increasing fees on an annual basis based on an escalation rate of 4% per year over 10 years, or the option of waiting to do an index for five years. He also said the City could direct that the fees be based on 3034 dollars rather than 2024 dollars. He said the most typical was to do an annual escalation based on construction cost indexes.
- He explained that Parks/Trail impact fees are calculated based on construction of new parks with a maximum allowed fee of fee \$1,733.00 per customer.
- He stated that there are more people in the City who live in multifamily vs. detached housing, which is not uncommon in areas that have a lot of visitors. He added that there is an opportunity to vary this fee by housing types with 2.5 people per detached homes, 3.3 people per multifamily with blended 2.75 per person. He added that at the next meeting we will discuss varying fees by dwelling size with the option to charge impact fees based on square footage with smaller units paying less and larger units paying more.
- He stated some jurisdictions don't charge nonresidential fees, but that it may make sense for Coeur d'Alene based on the impacts to parks from tourists.

Mr. Chase paused the presentation to take questions.

Ms. Patterson inquired if she could get clarification on the ability of the City to charge an impact fee for nonresidential uses for parks and if he could provide examples of jurisdictions that charge the fee. Mr. Chase listed cities like Bend, Oregon, and others that are similar to Coeur d'Alene where it does make sense in certain cases, and that the fee is small enough that it wouldn't impact the businesses being charged the fee. Bill Greenwood questioned if the fee for non-residential should be higher to offset the cost of Parks improvements since many of the people use them aren't Coeur d'Alene residents and questioned how to fairly charge for that. Mr. Chase stated that maybe the non-residential fee should be charged to lodging.

Mr. Luttrupp stated he feels uncomfortable discussing this issue without having a better understanding of the goals and objectives of certain areas and questioned if this process is similar to other cities in Idaho. He said he would like recommendations on the fees and questioned if Short Term Rental (STR) properties could be charged impact fees that would be similar to lodging. He inquired if Chris Bosley, City Engineer, uses the same formula for traffic counts. Mr. Bosley explained the impact fees calculated through the Building Department program uses the same manual that he uses to calculate his traffic reports for public hearings. Ms. Cleveland noted that we have had discussions with the Building Department and Mr. Bosley to simplify the way the calculations are being done. She added that by putting the fees into logical categories it will be easier for developers to know what their fees are going to be and

easier for staff to select the appropriate fees.

Mr. Chase responded to the STR question. He said in Hood River, Oregon, which is similar to Coeur d'Alene, they have a policy that if you are building a home, you will have to pay the residential use impact fee, but if you change the use to a STR, that it will trigger the lodging impact fee in addition. Commissioner McCracken questioned if your fees are based on Residential and then later turned the residence into a STR, how the difference would be calculated and if there would be a credit. Ms. Cleveland answered that they would get credit for paying the residential fees.

Mr. Chase said he would recommend blending the persons per household numbers to base it on an average and the charge the residential use based on square footage.

Mr. Holm said when reading through the State Code there is language that reads "No double dipping." He questioned if the City is currently too large to qualify for a resort lodging tax, but asked if in the future if the City was allowed to charge that resort lodging fee due to changes in legislation, if that would be considered a "double dip". Ms., Cleveland doubts that could happen since the City is over the population threshold but if that threshold changes, they would have to look at the fees. Troy Tymeson City Administrator explained if we had the opportunity to do a local option tax we would need a vote to apply to fee to a specific use.

Commissioner Coppess asked about how usage of parks from people that live outside of the City can be addressed. Ms. Cleveland explained that there is a level of service criteria in the Parks Master Plan with the formula 5 acres per 1000 people and when looking in the future at year 2034 they compared the parks acreage currently plus the new parks the City is anticipating, and the parkland would still be below the 5 acres/ per 1000 ration. She indicated that she discussed this with Mr. Greenwood and they reviewed the CIP list for parks in the 10-year timeframe to scale back the list to what is realistic to accomplish. Mr. Greenwood explained that we didn't include in the CIP that we will be getting 18 acres of parkland with Coeur Terre. He added that he anticipates the Coeur Terre parkland to be past the 10-year timeframe and he is not sure when the build out will happen. He also clarified that these calculations aren't based on open space but on developed parkland. The group discussed trails and how they will be developed and Mr. Tymesen suggested adding a new fee for trails.

Mr. Chase continued the presentation with an overview of Transportation Impact Fees. He explained that these fees were calculated two ways; one with the Julia Overpass and the other without. He added this is a big project and that we don't have to include this project in the 10 year program. He questioned if we should include a portion of the project's cost, such as 25% of the cost, and asked for the group's input on whether it should be included in the 10-year program. Discussion ensued where the Julia Overpass is located and the cost.

Mr. Holm inquired if it is possible to do a match with a grant. Ms. Patterson added maybe we consider including a portion of the cost versus the full \$29 million. Commissioner Ingalls said there is going to be a study and 10 years goes by fast. He added that when you add up all the fees it will be a big number compared to the other cities and might be an issue selling this to the North Idaho Builders Association (NIBCA) or anyone associated with the construction trades, especially with City Council pressure to bring these numbers down. The discussion ensued costs associated with the implementation of these fees with a decision to maybe do this in stages.

Mr. Chase explained the fees within the transportation impact fees. He stated that the Police CIP went down on fees. The cost is \$7.4 million out of a possible total cost of the CIP projects of \$10.3 million. For the Fire CIP, Mr. Chase stated that their fees went down. The cost is \$11.3 million and he explained that they are looking at land uses in three categories: Residential; Assisted Living; and Non-Residential. He added that from the numbers they received from Police, that 62% of the reported calls were to Residential, 60% to Assisted Living, and 5% to Nonresidential.

Ms. Patterson inquired if Fire is included in the Assisted Living calls or if those numbers just reflect the Police Department. She feels those calls would be a different count if they included Fire. Tom Greif, Fire

Chief, concurs that assisted living numbers would be greater. Mr. Chase stated that they will go back and check on these numbers.

Mr. Chase stated by combining the public safety impact fees for Fire/Police the possible impact fee would be \$2,309 dollars per dwelling unit, \$4.50 per square foot for Assisted Living and \$1.00 per square foot for non-residential uses.

Commissioner Luttrupp inquired if the Police Department is aware of these numbers. David Hagar, Police Captain, explained that many of our responses are in the middle of the street. Commissioner Luttrupp commented that he wants to make sure these numbers are correct. Mr. Hagar explained that when talking with the consultants, they pulled out the incidents that don't match these categories with a lot of our stuff not associated with land use. Ms. Cleveland explained that we can place a footnote clarifying how the fees were calculated based on land use versus calls for service that do not occur on a parcel with a land use category. Mr. Hagar explained that Police had 47,000 calls that year and that 20,000 of those calls didn't take place on a specific privately owned parcel. Mr. Holm commented the idea behind Impact Fee assignment is there is an aggregate dollar amount coming from all departments which is fairly applied across all land uses, excluding publicly owned property, such as rights-of-way, parks, etc. since there is no way to collect or attach the fee to those areas.

Mr. Hagar referenced an option tax where Police did a study and if you were a victim, suspect, or driver in a vehicle between Memorial Day and Labor Day, 16% of people in one of those categories was not from the area bordering west side of Spokane to Montana, Sandpoint to Lewiston. Another local option tax issue is because of 16% of customers aren't from this region.

Mr. Chase explained that Post Falls had some recent changes and now their impact fees are the highest in the area. He commented that Coeur d'Alene hasn't had an increase in 20 years. He explained what the other jurisdictions are charging and, in our report, we will show how Coeur d'Alene will be lower than other jurisdictions. Mr. Chase explained if you blend residential and multifamily, Coeur d'Alene would be about \$4300.00 compared to Post Falls which is currently charging \$6000.00 and that the city will be below Post Falls without raising the CIP by 20%. Commissioner Coppess asked for clarification on what is allowed with indexing of fees on an annual basis. Ms. Cleveland explained will be in our report and suggested one methodology would be capping the new fees for 5 years and then starting raising after that time period.

The Discussion ensued on fees with the group. The Commission's consensus was to go in heavy with the numbers to show the actual impact and needed fees, which are long overdue for an update/increase, and noted that ultimately it will be up to the City Council to adopt the fees.

There was further discussion about the Transportation impact fees and the Julia Overpass. Mr. Chase explained the numbers for transportation per single-family, multi-family, and commercial. These numbers are based on KMPO trips. He explained that some numbers were based on the Julia Overpass which were high, but if there is a decision to remove the cost of the Overpass in the CIP, that the impact fees would go down significantly. Mr. Bosley explained that he thinks the Julia Overpass won't be constructed in the next 10 years, based on little activity from the Health Corridor based on lack of tax increment funding. He discussed the option to remove the Overpass from the CIP versus putting in 20% of the cost to account for design and engineering. He asked the consultant team what would happen if we decide not to include the Julia Overpass project in the CIP now, but then change our mind in the next 10 years would we be able to use impact fees. Mr. Chase said the City Council could amend the CIP list, which is allowed, and he expects that the City will be doing an update within the next 10 years. Discussion ensued comparing our fees with other jurisdictions.

Policy Discussion and Direction:

- Mr. Chase confirmed the direction was to remove quadrant-based fees for Transportation and to use the City-wide methodology for all impact fees.
- He advised the City not to compare our fees to Post Falls.

- He advised the group to consider carrying the Julia Overpass option forward with 20% of the cost in the CIP for design/engineering. They were going to check the legality of such a strategy.
- Discussion ensued on the Julia Overpass going forward or not.

Discussion

Commissioner Ingalls inquired, "What is our job in this process?", and asked if they are supposed to make a recommendation to Council, or, if our job is to make sure everything is covered and give Council all options, to make a determination.

Chairman Messina concurs, and said he does not believe it is the Commission's job to tell Council what fees they should adopt. He believes it is their role to make it simpler to understand and give Council the options so that they can move forward.

Commissioner Ward stated the importance of an accurate CIP and added that he thinks the escalation, if it is 5-10 years, is a huge jump. He suggested that the committee come up with a number for the actual cost of City projects that we will need over 10 years, with an escalation every two years. He added that we do need to include Parks/Rec since this is a resort city with a large use of our parks from out of state people. He added that he feels it would be a mistake to compare ourselves to Post Falls.

Commissioner Fleming stated we need to see the matrix and to say to the City Council that we are close in the fees. She concurs to let Council decide, but that the fees should be the actual fees that we need for the projects since our fees are so out of date. We should not reduce the fees just to make them more palatable in the short term. She suggested at the next workshop for staff to provide examples.

Commissioner McCracken disagrees about the Commission's role in the process. She feels they are tasked with making a recommendation on the fees, instead of passing everything onto council. She agrees we need to look at the actual numbers and that the fees are going up. She stressed that we don't need to get in this situation again with having our fees lagging behind actual costs. She would like to add the construction index starting at year one. She added if Council takes to the lower level that index escalation percentage will stay the same.

Mr. Tymeson noted that the City is familiar with indexing and that you can put a max on the index.

Mr. Holm commented that he sees how people are "beating the system" while reviewing residential plans, claiming that one room is an office or den, rather than a bedroom. He cautioned against using the number of bedrooms to calculate the fees. He explained in our overlay districts when a residential unit gets to four or more bedrooms, the applicant must provide one parking stall per bedroom. People get away with less parking by removing the closet space to designate the space as a home office, game room, den, etc. By contrast, he added that STR owners seek to gain as many bedrooms as possible to profit from occupancy; which has happened later without review or approval by converting those offices, game rooms, etc. to bedrooms. Mr. Chase explained he is working with one jurisdiction that goes by new square feet added, by assessing impact fees for additions. He suggested that may be an approach the City wants to consider to account for residential expansions.

Next steps:

Chairman Messina inquired when is our next meeting. Ms. Cleveland explained our next step is to have a workshop with Council to explain to them where we are at with the process and it may be after Labor Day. She said that once we get feedback, we will have a final document to bring back to the group for review.

ADJOURNMENT:

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

The meeting was adjourned at 1:44 p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant

**PLANNING COMMISSION
MINUTES
AUGUST 8, 2023
LOWER LEVEL – LIBRARY COMMUNITY ROOM
702 E. FRONT AVENUE**

COMMISSIONERS PRESENT:

Tom Messina, Chairman
Jon Ingalls, Vice-Chair
Lynn Fleming
Sarah McCracken
Mark Coppess

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Tami Stroud, Associate Planner
Sean Holm, Senior Planner
Shana Stuhlmiller, Public Hearing Assistant
Randy Adams, City Attorney

COMMISSIONERS ABSENT:

Phil Ward
Peter Luttrupp

CALL TO ORDER:

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

OATH:

Lynn Fleming
Tom Messina
Mark Coppess

APPROVAL OF MINUTES:

Motion by Fleming , seconded by McCracken, to approve the minutes of the Planning Commission meeting on May 9, 2023. Motion approved.

Motion by Ingalls , seconded by McCracken, to approve the minutes of the Planning Commission meeting on May 17, 2023. Motion approved.

PUBLIC COMMENTS:

Shirley Freeman commented that she used to live at 1513 N. 3rd Street that recently burned down in August of 2021. She explained that she moved into her garage and was evicted by the city. She stated that she was unfairly treated by the city and is now living in a motor home which was on my property and didn't see a reason why she couldn't stay in it and is now living in my car.

STAFF COMMENTS:

Hilary Patterson provided the following statements.

- She stated that we have scheduled one public hearing for September which is a special use permit on Schreiber Way.
- She announced that we have a new Planning Technician. Virginia Loustalot has joined our team and is helping us tonight.
- She announced that Shana Stuhlmiller our Administrative Assistant is retiring on September 15th.
- She welcomed our new Planning Commissioner Mark Coppess and congratulated Chairman Messina and Commissioner Fleming for their reappointment. She added that she wanted to thank Brinnon Mandel for her service and appreciated all her efforts on this commission.

PUBLIC HEARINGS

1. Applicant: North Idaho Archery
Location: 3848 & 3846 N. Schreiber Way
Request: A proposed Commercial Recreation and Specialty Sales special use permit in the M (Manufacturing) zoning district
QUASI-JUDICIAL, (SP-5-23)

Sean Holm, Senior Planner presented the staff and provided the following comments:

- North Idaho Archery is a full-service archery pro shop with a 20-yard indoor range. Our retail space sells high end archery and outdoor related products. We provide a recreation site that can be utilized 365 days a year; a recreation source that has been highly requested and applauded by the community. In addition, we will be offering outdoor survival education, hunting education, archery education courses as well as many other seminars to help grow the outdoor community in Coeur D'Alene.
- Our long-term goal is to get connected with the schools and offer an archery physical education class to get students more involved in outdoor recreation as well. I believe North Idaho Archery is adequately serving the community with its offered services that cannot be located anywhere nearby. The next closest full service certified pro shop is in Spokane Valley.
- The owners of North Idaho Archery have spent 5 months remodeling the space to be as community friendly as possible and kindly request your granting of a special use permit to continue operating in the space. We are an all veteran owned and operated business.
- He noted that the Comprehensive Plan designates this area as "General Industrial".
- He noted that all city staff reviewed the request with no issues.
- He stated that there are no conditions.

Mr. Holm concluded his presentation.

Commission Comments:

Commissioner Ingalls commented that this area was zoned manufacturing and noted the map in the staff report referencing all the special use permits that have been approved. He inquired if staff would agree this area has been reshaped and asked if there are more alternative uses in this area than manufacturing uses. Mr. Holm concurred with that statement and commented that we have had these discussions over the years and explained if the zone is changed that the other businesses that are manufacturing will become non-conforming uses. He said he sees the options as continuing to have special use requests or come up with a specialty zone for this area. Commissioner Ingalls inquired if there have been any complaints since there is a mix of various uses in this area. Mr. Holm responded that it does work to have the mix of uses and explained there is a difference between manufacturing and light manufacturing that has different performance standards which include light, noise, dust etc. and because of those standards, we don't get complaints. He added we do occasionally get business moving in and find out they will need to get a special use permit for their use. Commissioner Ingalls explained from reading the applicant's narrative that this is what happened with this applicant. Mr. Holm stated that is correct and after speaking with them they were happy to comply.

Public testimony open.

Austin Johnson provided the following statements:

- He is one of three owners of Idaho Archery
- He explained that when they started this business a few years ago they saw a need for a pro archery shop located that people can come in and get their questions answered, the full experience.
- He commented all of the owners are military veterans and have a law enforcement background. They are involved in that community and people in these professions need an outlet and hopefully this will fulfill that need.

Jon Fontaine commented that he is one of the owners and one of their goals is to get the schools involved with archery by forming leagues and to be involved in the Jr. Olympics.

Commissioner Fleming inquired about hours of operation. Mr. Johnson explained that they are open Tuesday thru Saturday from 10:00 a.m. to 6:00 p.m.

John Padula stated that he supports these owners and the business – there is a huge need in our area with most people are tired of going to the “big box” stores and not getting the help they need.

Public testimony closed.

Discussion:

Commissioner Fleming commented that this is a great indoor business for this community and a plus is that the owners are passionate about this business. She supports this request.

Commissioner McCracken concurs this is a great fit and stated that in this area there is a half and half on zoning and suggested that maybe in the future we can discuss the zoning further.

Chairman Messina concurs great fit and hopes they do pursue getting into the schools.

Commissioner Ingalls concurs and likes working with schools. He will support this request.

Commissioner Coppess asked the City Attorney from a legal perspective if there is anything that “caught your eye” with this process. Mr. Adams explained that the process conforms with the city code and state law. Commissioner Coppess commented that he loves their vision and supports this request.

Motion by Fleming, seconded by Ingalls, to approve Item SP-5-23. Motion approved.

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Ingalls	Voted	Aye
Commissioner Coppess	Voted	Aye
Commissioner McCracken	Voted	Aye
Chairman Messina	Voted	Aye

Motion to approve carried by a 5 to 0 vote.

2. Applicant: Todd Kaufman
Location: 2810 N. 17th
Request:
- A. A proposed 2.3-acre PUD known as "Kaufman Estates PUD" QUASI-JUDICIAL, (PUD-1-23)
 - B. A proposed 18-lot preliminary plat known as "Kaufman Estates" QUASI-JUDICIAL, (S-5-23)

Tami Stroud, Associate Planner provided the following statements:

- Olson Engineering, on behalf of Todd Kaufman, is proposing a Planned Unit Development request to allow 18 lots and two (2) tracts known as "Kaufman Estates" PUD in the R-12 (residential at 12 units per acre) zoning district.
- The subject property is located at 2810 N. 17th Street, slightly southeast of Stiner Avenue, north of Gilbert Avenue and south of Nettleton Gulch Road. The property is an approximately 2.3-acre site with an existing single-family dwelling and accessory structure that will be removed. The applicant is proposing a planned unit development (PUD) as part of this request. (See PUD map on page 14).
- The PUD will consist of 18 lots, with two open space tracts, one tract that will contain a private road and the other tract will contain the required Open Space. The applicant has indicated that the 18 lots are designed for twin homes, which are like duplexes except that they are on individual lots with one shared wall and zero lot line construction, each with separate utilities, and each can be sold as real property. The project is designed for one of the units in each structure to contain a one-car garage with a smaller overall footprint, while the other unit will be larger and contain a two-car garage. The 18 proposed buildable lots will have access to a private road within the development and the private road will have a single public access connection to N. 17th Street. The total number of units would be 18. The applicant has also proposed 22 parallel parking stalls along the south side of the private road.
- The applicant is proposing 12,400 SF of open space, or 12% of the total area, that will be located in a tract known as "Tract B" on the preliminary plat. The open space amenities include a grassy area with a walking path, trees, shrubs, and a picnic area with a gazebo. The applicant has indicated that the open space area will be maintained by a Homeowners' Association (HOA).

- The applicant has indicated that this project will be completed in one phase with construction beginning in spring/summer of 2024 and completed by late 2024/early 2025. See the attached Narrative by the applicant at the end of this report for a complete overview of their PUD, and subdivision request.

HISTORY:

- This proposal originally came before the Planning Commission on August 9, 2022. As presented to Planning Commission, it was a request for 24 twin home units on the 2.3-acre parcel with two (2) Open Space tracts and a private road. Many of the owners/occupants of neighboring parcels testified in opposition to the request. The request was unanimously denied on the grounds that it was not in conformance with the Comprehensive Plan, it was not compatible with the adjacent properties or natural features of the site, and would not be adequately served by existing streets, public facilities, and services.
- On February 10, 2023, the applicant’s development team, including Jeramie Terzulli, Olson Engineering and Todd Kaufman, the owner and developer of Kaufman Estates, met with several of the neighbors surrounding the proposed development to discuss the project. The neighbors shared their concerns with the density, compatibility with adjacent uses, and their hope that single-family homes would be built on the parcel. Jeramie and Todd explained that they would like to build the twin homes and sell them individually.
- In response to the comments and feedback made at the hearing on August 9, 2022, the applicant thereafter modified his request to propose 18 twin homes, +/- 12,000 SF of Open Space that will be open to the public, and 22 parallel parking spaces proposed on the south side of the private street for visitor parking.

The applicant is requesting approval of a the “Kaufman Estates” PUD with the following deviations.

1. A residential planned unit development (PUD) that will allow for 18-lots and two tracts with the following modifications.
 - a. Lots fronting on a private street rather than a public street.
 - b. Allow for twin home type construction in the R-12 Zoning District.
 - c. Minimum Lot Area of 2,663 SF for a twin home unit rather than 3,500 SF.
 - d. Side Setback (interior) of 5’ and 0’ rather than 5’ on one side and 10’ on the other.
 - e. Street Side Setback of 5’ rather than 10’.
 - f. Sidewalk on one side of street rather than sidewalks on both sides of street.
 - g. 30-foot lot frontage for each twin home lot.
2. An 18-lot, two tract preliminary plat to be known as Kaufman Estates
 - The Comprehensive Plan designates this area as Compact Neighborhood and Mixed-use Low.
 - City staff reviewed the project with no objections.
 - If approved, there are 20 recommended conditions.

Ms. Stroud concluded her presentation

Commission Comments:

Chairman Messina inquired about the R-12 zone and if duplex and Townhouses are allowed, and also questioned if there was a definition for twin homes. He said the applicant's narrative references the design of the twin homes which were based on R-17 zoning. Ms. Stroud explained in the R-12 zone that duplexes are allowed but townhomes and twin homes are only allowed with a PUD which would allow separate ownership and deviations to house style and setbacks. Chairman Messina inquired how many units would be allowed in the R-12 zone versus what they are proposing. Ms. Stroud commented and explained that 2.3 acres divided by 5500 for a single-family dwelling would allow 20 or more units taking in consideration that the applicant needs to put sidewalks on both sides of the street, swales and street trees and meet setbacks that minimizes the number of units you could actually build and still meet setbacks. Chairman Messina inquired if there are other properties around this project that are similar. Ms. Stroud noted on a map where other duplexes and triplexes are located.

Commissioner Ingalls explained a year ago, when this project was originally in front of us, one of the struggles we had was compatibility as stated in Finding B8B that needs to be met and couldn't be met. He added that we have a neighborhood that is surrounded by various mixes of homes but Finding B8B states "Compatible with adjacent properties" and explained looking at the houses on the north, south, east etc. those properties adjacent are bigger. Mr. Adams explained that the word adjacent is defined in our code "Adjacent means near, close or abutting".

Mr. Coppess commented that there are two additional parking spaces per unit. Ms. Stroud explained that there are 22 parallel parking stalls on the street and explained that our code requires two parking stalls per unit. They have met that requirement with one parking stall in the garage and one in the driveway.

Public testimony open.

Jeremie Terzulli, applicant representative, provided the following statements:

- He stated that this project is a perfect location for an Infill development based on location, services, and proximity to ped/bike trails.
- He noted that there are a lot of infill projects in this area located within a ½ mile radius.
- He explained the difference between duplexes and townhomes with the difference that a duplex is two units within one structure on one parcel and a townhome can be multiple units sharing a zero-lot line, each owner shares a common wall going all the way to the property line. Each unit has their own waterline similar to a single-family home.
- He added financing for this project is different than a condominium where you get a conventional mortgage because you have a legal description, and own the lot.
- He explained that the vision of the applicant is to provide entry level home ownership.
- He commented based on feedback from last year's hearing we changed the architectural style so its more conventional and compatible with the area.
- He noted on an area map four different areas that represent 10-acre parcels east of 15th Street. He said, with our proposal, those 18 twin homes would have less density compared to the homes in these four different areas.
- He described the property as vacant, with a house on it that will be demolished and that the larger trees on the property will be preserved to act as a barrier between property owners.
- He stated the property is located over the aquifer.
- He stated that we will be required to pave 17th Street.
- He commented that staff did a great job covering the Comprehensive Plan policies stating that this property is consistent with the land use map, compact neighborhood and close to commercial corridors. He added that we intend for this project to be entry level workforce housing.
- He explained that the owner employs many people in the area and is struggling to find help as his business expanded with the biggest complaint not able to buy a house in this community.
- He stated the development team previously met with city staff many times to discuss various designs.
- He explained that the city engineer indicated that there might be some traffic impacts, but

increases on 17th Street will be minimal.

- He commented that our open space exceeds 10%
- He stated that we will offer 54 off-street parking spaces that includes parking in the garage and based on information from staff people will use the garage for storage. He added that, with an additional 22 parking stalls along the street, we don't anticipate parking to spill out into the roadway.
- He showed a rendering of what the homes will look like using a 3-D image of the area and explained that we eliminated one of the homes in the southern portion to provide additional open space. We are asking for sidewalks on only one side of the street, but we intend to provide crosswalks for safety.
- He explained the differences that were made from last year's project.
- He added that we did change the style of the homes from modern to contemporary.
- He stated by adding two car garages eliminates the need for additional parking on the street.
- He stated that, "By Right" with the current zoning, we could submit eight (8) duplexes without going through this process. He added that, after last year's denial, the development team took the feedback from the neighborhood to see if we could get only duplexes in this area and noted that design on the screen. He explained the duplex project would meet all city standards.
- He stated that staff encouraged us to meet the neighbors to see if we could come up with a compromise.
- He explained that they later came back with a plan we are submitting tonight which is the twin home design.

The applicant's representative concluded his presentation.

Commission Comments:

Commissioner McCracken appreciates the comparison on the two options but curious between the two what is the parking difference. Mr. Terzulli said the only difference would be not to have any on street parking that would have to be contained in the driveways.

Commissioner Ingalls explained our mission is to look out for property owner rights and questioned if this was denied and appealed by council would the applicant choose option 2. Mr. Terzulli explained that the owner bought the property a year and a half ago and has incurred over \$50,000 in costs from design fees. If this request does not get approved, he has a decision to either develop it as a duplex project or sell the property. Commissioner Ingalls explained after hearing a bunch of emotional testimony last year, we still have to meet our findings and even through it was denied I made the comment at last year's hearing that "change is coming" and the only way for the neighborhood to keep this property as a park would have the neighbors to buy it.

Commissioner Fleming questioned if the park is going to be public. She said that, with cars allowed to park on the street in front of the park, it would be hard to access the park for people who are walking to the park. She suggested removing the parking stalls in front of the park or adding curb cuts with two dedicated entry points for ingress/egress. Mr. Terzulli explained that staff has a slide showing a crosswalk going to the sidewalk with curb cuts. He added that the lines on the drawing represent parallel parking stalls.

Commissioner Fleming commented that she draws designs for a living and these elevations are "scary," with four different roof lines and stair-stepping windows up a staircase, and commented this project is a mess and that doesn't have a unified look. She described the design as a big box with two pop-outs and a shed roof. She suggested trying to be thoughtful with the design and make it look like one building. She added that she wouldn't want to see this design of building built in the neighborhood. It doesn't have a traditional look.

Chairman Messina inquired if the design of the project would be part of the PUD if this project were approved. Ms. Patterson said that design is out of the Commission's purview unless it's tied to one of the

findings. Chairman Messina inquired if we could put a condition on this project if approved, saying something about changing the design. Ms. Patterson explained that the design could be addressed if the Commission felt like it was part of Finding B8B. Mr. Adams added that it would be difficult for the commission to micromanage the design and that the Code talks about design compatibility with the location, setting and existing uses, and it is not the purpose of this Commission to impose their personal views on design. Commissioner Fleming commented that she recognizes that the Commission is not a Homeowner's Association, but she won't give her blessing to something that is below her standard.

Commissioner McCracken inquired if the applicant has determined a price point for these homes. Mr. Terzulli said we estimate mid-\$400,000 for the units with a two-car garage and mid-\$300,000 for units with a one-car garage.

Tom Hungerford provided a PowerPoint comparing the lot sizes of the surrounding area, which are .68 acres, with these lots, which are .08 acres, and talked about the neighborhood and compatibility. He cited Finding B8B and feels that finding can't be met based on the lot sizes. He added that there are 17 duplexes on the west side of 15th Street. If 17th Street is the dividing line, there are 113 duplexes and on the east side there are only 14 on the west side. So, the proposal doesn't fit in this location. He added that we did meet with the applicant who presented a 3rd option and we proposed to put 5-6 single family homes on the property, which would still make money for the applicant and would be compatible with the neighborhood. He showed an example on Willow and 19th of a similar setup that could be built and fit the neighborhood.

Rick Rainbolt commented he lives on Gilbert and the applicant didn't address where the snow is going. He said the previous plan showed the snow going to his property line and now, on this plan, snow storage isn't addressed. He doesn't get the applicant's calculations on parking spaces. He explained that, based on nine homes with three off-street parking, there would be 27, and he said that with 22 on the street, there would be 49 not 54 total spaces.

Kevin Jacobson commented that, on this plan, there are no cul-de-sacs which means the applicant intends to expand the project to the east or wait for the aging community to leave. He questioned the length of the driveways and said if the driveways are not long enough cars will block the sidewalk. He stated that the traffic is terrible on Nettleton Gulch Road and trying to turn on 15th Street is impossible. He added that 17th Street isn't paved and that the applicant will pave that street with this project. But he is concerned that this project's required improvements to 17th Street will be taking property from the people living on the east/west of 17th Street who have no parking and have to park on the road.

Megan Johns commented that she abuts the northern boundary and that she also testified last year about incompatibility. She commented that the big difference with this plan versus the one last year is instead of 5 units will have 4 units to look at from her back yard. She added with this plan it is lower density, but is concerned with compatibility with the design of the neighborhood. She feels that if approved this has the potential for many short-term rentals. She added she was at the meeting with the developer in February and in that meeting the owner stated "He will buy from whoever sells". She asked that if the Commission approves the applicant, to stress to the applicant that they need to work with the neighborhood.

Dave Patzer stated he lives on Nettle Gulch Road and wasn't able to attend last year's meeting and is opposed to two things: He doesn't like PUD's and knows that the developer gives tradeoffs for deviations in a PUD. He added the developer is promising to pave 17th Street and provide 12% open space that will be available to the public. He explained that he served on the Park/Rec Commission and was part of the group that worked on the Riverstone Park. He remembers the concessions that the developer gave to the city for Bellerive, which was riverfront access to the public for perpetuity, and he commented that when he and his wife were walking on that boardwalk, he felt the residents don't want the public on that boardwalk. He worries when this developer promises that the open space will be open to the public, that the new residents would not want it to be open to the public.

Amber Hicks is concerned with the safety for all kids who play and ride bikes on this street. She has concerns with the definition for a compatible neighborhood that states a Compact Neighborhood has an

established street grid with bike/ped facility and we don't have any of that in our neighborhood.

Mike Oliver stated that he was on the fence about this project when coming here tonight and he supports private property rights, but after hearing the presentations he is now opposed to this project. He commented that, after hearing the applicant's presentation, it lacks integrity and explained that the applicant stated that they met with neighbors and lived in this area for 25 years and that nobody came to his door. He added that 17th Street is too small and that the applicant is proposing this street goes to the end of the development. He asked how are they going to widen the street to make it safe for the kids.

Shannon Sardell commented that she lives on Nettleton Gulch Road and that the south side of her property will be directly affected by this proposal. She is opposing the current plan for 18 units. She added that her family is very active in the neighborhood and they like this neighborhood, and she feels that everyone is accountable to each other and if one person speeds through the neighborhood that everyone would know about it and would ask them to slow down. She added that the density proposed doesn't fit and what is proposed is doubling the density of what exists today.

Elise Bell stated she is going to start driving soon and she is concerned about the snow and where people will park. She likes to ride her bike and is concerned that there will be no storage for people who have bikes and other toys since garages are generally used for storage and not to park their cars.

Todd Kaufman stated that he bought this property a year ago and wanted to build some houses. The property is zoned R-12 which is 12 units/per acre. When the older residences in the area are demolished, they will be replaced by more units per acre. That was the intention of how the area was zoned. He added we are proposing 76 parking spaces between garages, driveways and the on-street parking on the private street. We are only required to provide 36 parking spaces. He addressed the design of the homes and said he wasn't going to spend a lot of money on the architecture at this time, which isn't what we are approving today. They will figure out the design later when it will be addressed at the building permit stage. He added the city isn't concerned about traffic and that snow will be stored in the swales. He added that he doesn't want to have rental properties and that is why they designed these as townhomes.

Keith Clemans commented he lives near Nettle Gulch Road and stated that this proposal doesn't fit this area and is concerned with the number of parking spaces

Robert Mesah stated we have seen this proposal before and feels these units will be rentals with parking issues. He added that people are getting upset and moving out of the area. He explained that 17th Street is an alley. He said the entire property slopes to the south and west and will shed water, which will go onto his property.

Nathanael Hause stated that his family has been in his house for 60 years and doesn't want to have a lot of houses in their backyard.

Shelly Costco stated this property is intended for single family homes and has concerns with the beauty of the land and that is the reason we moved into this area.

Rebuttal:

Jeremie Terzulli made the following comments

- He explained that there would be nine (9) homes with two stalls in the garage and two stalls in the driveway. Each unit with a one-car garage would each have one space in the garage and one in the driveway with a total of 54 off-street parking spaces. Additionally, there would be 22 parallel parking spaces on the road.
- He explained the stormwater by saying there is a swale on the southside of the private street that will be able to catch water and hold snow.

- He noted the staff report on page 27 where it states that all stormwater will be contained onsite and that a stormwater plan is required by the city.
- He commented that people are speculating that these homes will be rentals and stated that he believes in the free market. If an investor wanted to buy all of these lots to use as rentals, they would be wanting a discount on the land price. He explained that it's the applicant's intent to provide an entry level home and to turn a modest profit.
- He commented that he did discuss with Mr.Hungerford about his proposal for six (6) custom homes versus twin homes. Custom homes would be expensive and would not meet the applicant's goal or community need. The applicant's goal is to provide entry level housing and hopefully getting a modest profit. He explained that, by the time you put in the infrastructure, the home price plus the lot would be around \$1.2 million, which is not an entry level home.

Public testimony closed.

Discussion:

Commissioner Ingalls stated this is a better plan than what we saw last year. The parking is better and there are fewer units. He added this is better than an alternative of having duplexes which is doable by right. He stated in previous testimony it was stated that the individual said they didn't like PUD's because of the concessions that are made. He would disagree. He explained that there are appropriate places for PUD's. He added that PUD's give you cluster housing which can provide additional open space and may result in a better project. He added he struggles with this project. He acknowledged that this meets the gross density and is less than what is allowed (18-27 units). He stated in previous testimony they showed a slide of a pocket housing development on the north side of Lunceford and the homes were all lined up like a "drill team." There is a question of compatibility with that pocket housing development and with this proposal. He can't support this request.

Commissioner Coppess commented that he went back and watched the previous hearing and that there has been an effort by the applicant to approach the community. He noted that there were numerous remarks on safety, Wastewater/Stormwater, and discussion on what the free market will look like. He commented that he doesn't think the city is going to approve something that isn't safe. But, he added the issue with growth and development and recognizing a neighborhood's distinct identity. He referenced how the project would affect the abutting properties and said even with a 3-D picture showing how this development will fit on the property that it won't look like that. Maybe this design might fit in another area of the city.

Commissioner McCracken commented she sees both sides and appreciates the efforts from the developer to make some changes but neighborhood integrity is a concern and concurs that this might not be the right area for this development. She added that she appreciates being able to buy your home but she can't get past the neighborhood character and that the project doesn't fit with the neighborhood.

Commissioner Fleming concurs and maybe this project is too soon and the impact overrides this unified community but she appreciates the efforts.

Chairman Messina concurs. He acknowledged that they can do single-family homes and duplexes by right in the R-12 zoning district. This project is not compatible with the neighborhood.

Commissioner Ingalls went through the findings required to approve a PUD.

Motion by Ingalls, seconded by Coppess, to deny Item PUD-1-23. Motion approved.

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Ingalls	Voted	Aye

Commissioner Coppess Voted Aye
Commissioner McCracken Voted Aye
Chairman Messina Voted Aye

Motion to deny carried by a 5 to 0 vote.

Commissioner Ingalls went through the findings required to approve a subdivision.

Motion by Ingalls, seconded by Fleming, to deny Item S-5-23. Motion approved.

ROLL CALL:

Commissioner Fleming Voted Aye
Commissioner Ingalls Voted Aye
Commissioner Coppess Voted Aye
Commissioner McCracken Voted Aye
Chairman Messina Voted Aye


Motion to deny carried by a 5 to 0 vote.

ADJOURNMENT:

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

The meeting was adjourned at 8.27p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant



ADMINISTRATIVE

PLANNING COMMISSION

STAFF REPORT

FROM: MIKE BEHARY, ASSOCIATE PLANNER
DATE: SEPTEMBER 12, 2023
SUBJECT: EXTENSION OF PLANNING COMMISSION APPROVAL OF SP-2-22 – AN APPROVED R-34 SPECIAL USE PERMIT FOR A DENSITY INCREASE FOR A PROPOSED SENIOR MULTI-FAMILY APARTMENT COMPLEX IN THE R-17 ZONING DISTRICT.

LOCATION: A 1.99 ACRE PARCEL LOCATED AT 704 W. WALNUT AVENUE.

DECISION POINT:

To approve or deny the request of Coeur d'Alene Homes, Inc. dba Orchard Ridge Senior Living for a one-year extension of an approved R-34 Density Increase Special Use Permit for a proposed multi-family apartment complex in the R-17 zoning district.

PRIOR ACTION:

- On August 9, 2022, the Coeur d'Alene Planning Commission held a public hearing on the above request and approved by a 7 to 0 vote with the following condition.

Planning:

1. The parcel shall be deed restricted to residents of 62 years of age or older to qualify for the reduced parking standard prior to the issuance of a Certificate of Occupancy (CO or TCO).

DISCUSSION:

For the Density Increase Special Use Permit, the Planning Commission may extend its approval for one-year upon the finding that upon receiving written request filed prior to the permit expiration and showing of unusual hardship not caused by the owner or applicant, an extension may be approved. (See attached extension request from the applicant.)

The applicant has submitted a letter requesting the extension with a statement explaining that due to the global supply chain disruptions coupled with intense inflationary pressures surrounding the costs of construction related materials have placed a brief pause on their development plans. They are closely monitoring the market to determine the most cost-effective timeframe to proceed with construction and are committed to see its completion as soon as feasible.

17.09.230: ADHERENCE TO APPROVED PLANS:

A special use permit shall be subject to the plans and other conditions upon the basis of which it was granted. Unless a different termination date is prescribed, the permit shall terminate one year from the effective date of its granting unless substantial development or actual commencement of authorized activities has occurred, or if there is a cessation of use or occupancy for two (2) years. However, such period of time may be extended by the Planning Commission for one year, without public notice, upon written request filed at any time before the permit has expired and upon a showing of unusual hardship not caused by the owner or applicant.

COMMISSION ALTERNATIVES:

1. The Commission may, by motion, grant a one-year extension of the approved special use permit to August 24, 2024.
2. The Commission may, by motion, deny the one- year extension. If denied, the item expires and the applicant must reapply for the density increase special use permit.



ORCHARD RIDGE
Senior Living

August 14, 2023

Hilary Anderson
City of Coeur d'Alene
Planning Department
710 E. Mullan
Coeur d'Alene, ID 83814

Subject: Special Use Permit Extension Request for Orchard Ridge Senior Living (CDA Homes) SP-2-22 – R-34


I would like to request a one-year extension to our Special Use Permit. I believe the current SUP permit expires August 28, 2023.

We are hoping to apply for building permits in October and are currently finishing up the building design process with our architect, Bernardo Wills. This request for extension stems from the fact that our architects ran into unexpected deadlines from a new Washington state law that put their Washington clients on a fast track during the month of July. Our project was delayed, and the process has taken longer than anticipated.


Your consideration for this request is appreciated.

Sincerely,

Ann Johnson, Executive Director



PUBLIC HEARING



PLANNING COMMISSION STAFF REPORT

FROM: MIKE BEHARY, PLANNER

DATE: SEPTEMBER 12, 2023

SUBJECT: SP-7-23, REQUEST FOR SPECIAL USE PERMITS (MULTIPLE USES) IN THE LM (LIGHT MANUFACTURING) ZONING DISTRICT

LOCATION: A +/- 1.26 ACRE PARCEL LOCATED AT 3912 N. SCHREIBER WAY

APPLICANT:
David Shrontz, Architect
21 Commerce Drive, Suite A
Hayden, ID 83835

OWNER:
Azzardo LLC
204 Walnut, Suite D
Newport, WA 99156

DECISION POINT:

Azzardo LLC is requesting approval of a total of six (6) activity uses; three (3) service activities and three (3) commercial activities, via the Special Use Permit process, to allow for the following uses in the LM (Light Manufacturing) Zoning District.

Service Activities

1. Commercial Recreation
Activities that include profit-oriented sports activities performed either indoors or outdoors, which require a facility for conducting the recreational activity; such activities are typical of swimming centers, tennis courts, racquetball courts, golf courses, etc.
2. Personal Service Establishment
Activities that include the provision of informational, instructional, and similar services of a personal but nonprofessional nature, such as driving schools, travel bureaus, and photography studios.
3. Professional & Administrative Offices
Activities that include managerial, clerical, consultation and professional, including medical, services for therapeutic, preventative or corrective personal treatment, typically performed by the following:
 1. Insurance and real estate offices.
 2. Architects, engineers, lawyers and accounting offices.
 3. Planning and educational research service.
 4. Doctors, dentists and other health care practitioners.
 5. Medical testing and analysis services.
 6. Corporate headquarters, branch offices and data storage centers.

Commercial Activities

4. Business Supply Retail Sales
Activities that include the retail sale or rental from the premises of the office equipment and supplies and similar goods primarily to individuals, firms and other organizations utilizing the goods; they exclude the sale or rental of motor vehicles and the sale of materials used in construction of buildings or other structures; such activities are typical of barber equipment and supply firms, and hotel or office equipment and supply firms.
5. Food & Beverage Stores (on/off site consumption)
(On-Site Consumption) Activities that include the retail sale from the premises of food or beverages prepared for on-premises consumption; such activities are typical of restaurants and bars.
(Off-Site Consumption) Activities that include the retail sales from the premises of food and beverages for off-premises consumption; such activities are typical of groceries, markets, liquor stores and retail bakeries. On-site consumption seating areas of up to fifteen percent (15%) of the gross floor area may be provided.
6. Specialty Retail Sales
Activities that include the sale or rental from the premises of particular or predominant types of goods and merchandise primarily for personal or household use; they exclude the sale or rental of motor vehicles, parts and accessories, furniture and major appliances, and materials used in the construction of buildings or other structures; such activities are typical of apparel, antique, camera and flower stores.

GENERAL INFORMATION:

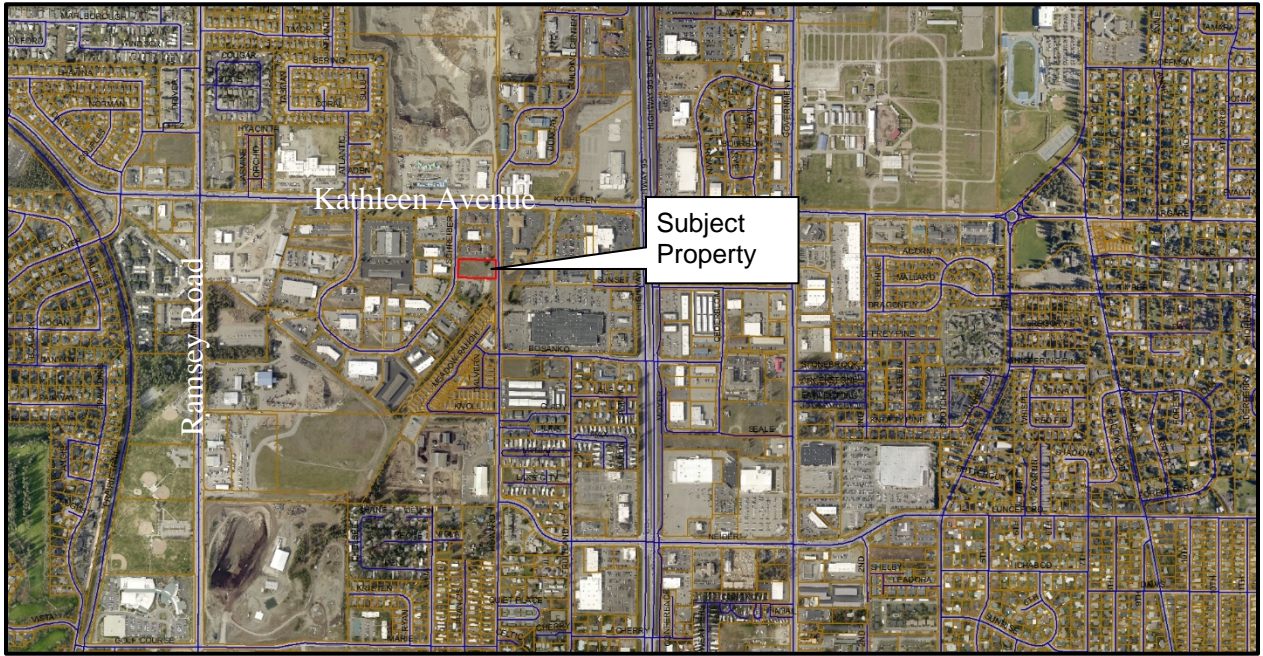
The Light Manufacturing District is intended for a variety of manufacturing uses that are conducted indoors with some manufacturing uses that include outdoor activities that may create some noise, dust, and odor. The applicant's proposed uses would be conducted primarily within the proposed structure, and the applicant is aware that a possible manufacturing use may be built in the area, or may occupy an existing structure. An outdoor patio area (See Site Plan on page 5) could be affected by an adjacent manufacturing use, in which case the city would support the continued operation of the manufacturing use, as allowed by right, in the context of the city's performance standards:

It should be noted that special use permits expire within 1 year of the effective date of approval unless substantial development has begun, and if the use ceases for two (2) years. Below is the code section language that pertains to the expiration of special use permits.

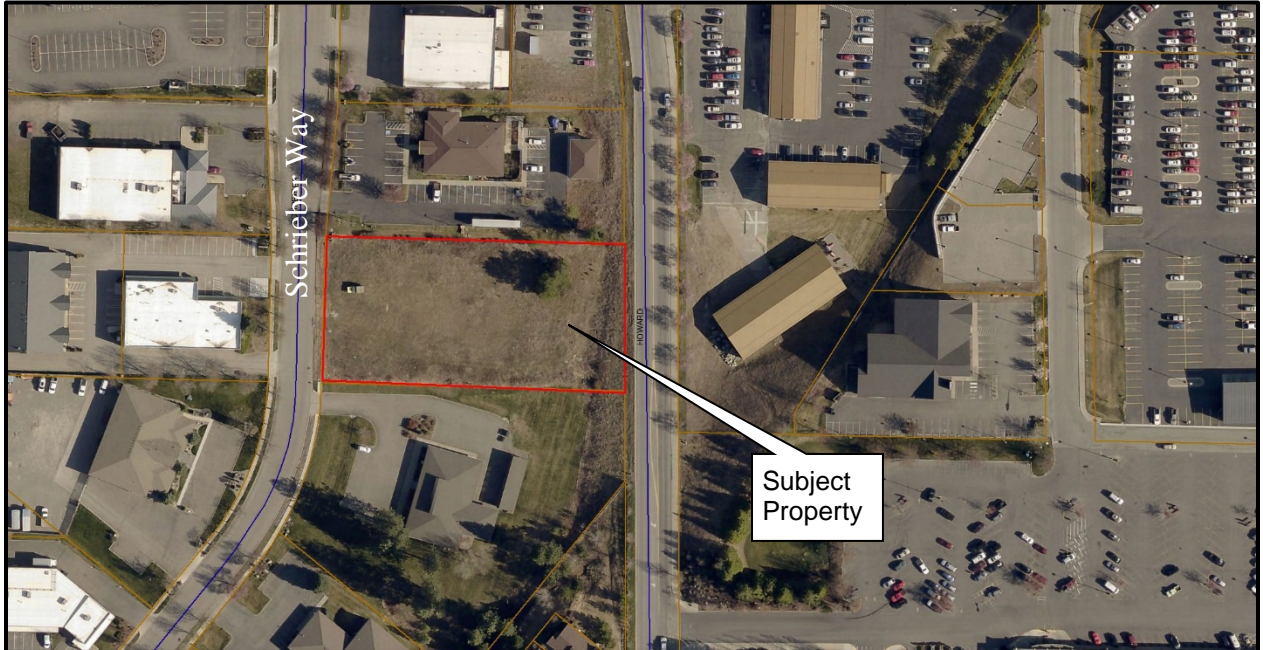
17.09.230: ADHERENCE TO APPROVED PLANS:

A special use permit shall be subject to the plans and other conditions upon the basis of which it was granted. Unless a different termination date is prescribed, the permit shall terminate one year from the effective date of its granting unless substantial development or actual commencement of authorized activities has occurred, or if there is a cessation of use or occupancy for two (2) years. However, such period of time may be extended by the Planning Commission for one year, without public notice, upon written request filed at any time before the permit has expired and upon a showing of unusual hardship not caused by the owner or applicant.

PROPERTY LOCATION MAP:



AERIAL PHOTO:



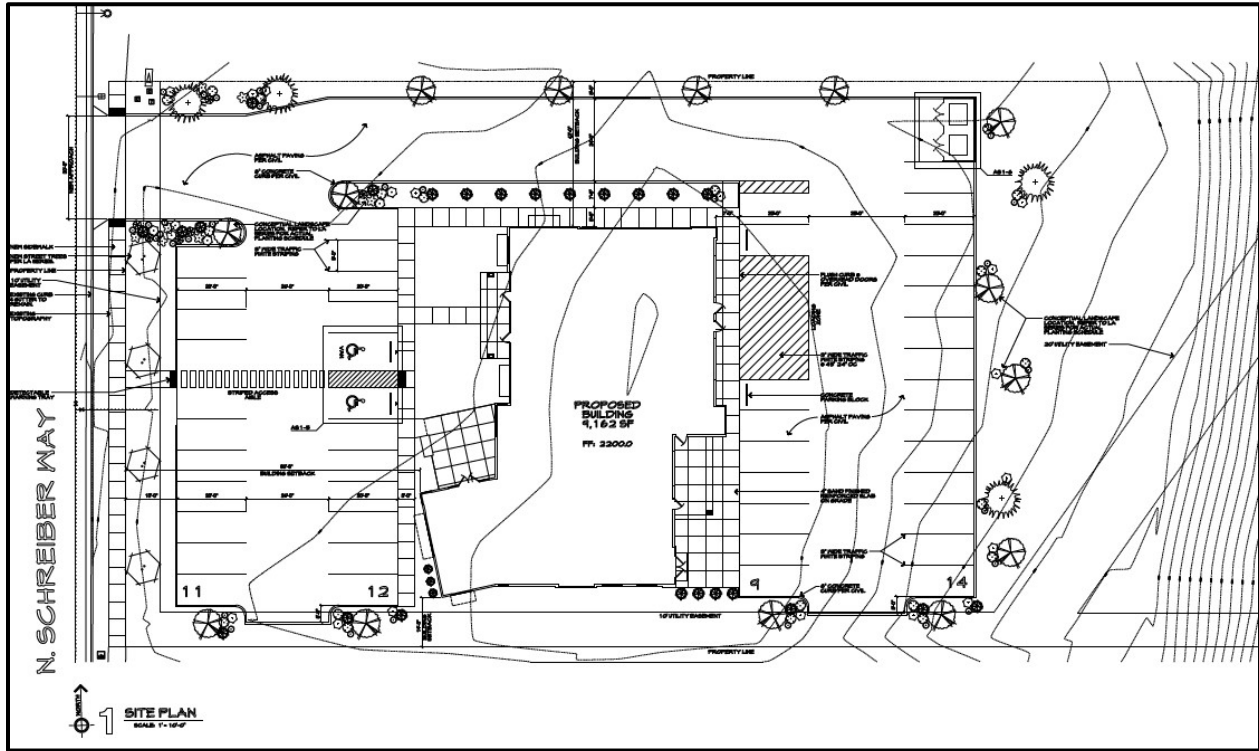
BIRDS EYE AERIAL PHOTO LOOKING NORTH:



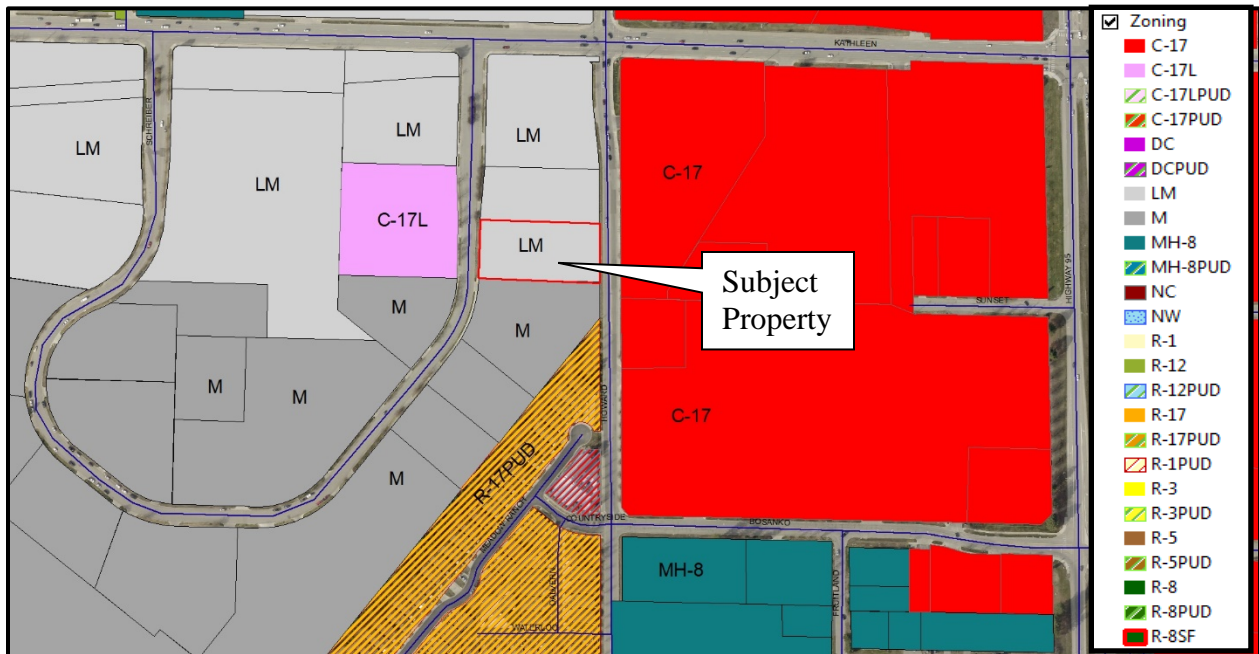
BIRDS EYE AERIAL PHOTO LOOKING WEST:



APPLICANT'S SITE PLAN:



ZONING MAP:



LM – LIGHT MANUFACTURING ZONING DISTRICT:

The Light Manufacturing (LM) district is intended to include manufacturing, warehousing and industry that is conducted indoors with minimal impact on the environment. The applicant's proposed use would be conducted primarily within the structure to be built, and the applicant is aware that a possible light

manufacturing use may be built in the area, or may occupy an existing structure now or in the future. The proposed office space could be affected by an adjacent light manufacturing use, in which case the city would support the continued operation of any allowed uses by right, in the context of the city's performance standards:

17.05.740: PERMITTED USES; PRINCIPAL:

Principal permitted uses in an LM 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 and retail sales
- Custom manufacture
- Essential service
- 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

17.05.760: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in an LM 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
- Extensive impact
- Extractive industry
- Finished goods retail
- Food and beverage stores for on/off site consumption
- Funeral service
- Group assembly
- Home furnishing retail sales
- Hotel/motel
- Mobile food court
- Personal service establishments
- Professional offices
- Retail gasoline sales
- Specialty retail sales
- Veterinary office or clinic
- Wireless communication facility

17.05.770: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:

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

17.05.800: SITE PERFORMANCE STANDARDS; MINIMUM YARD:

Minimum yard requirements in an LM 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.

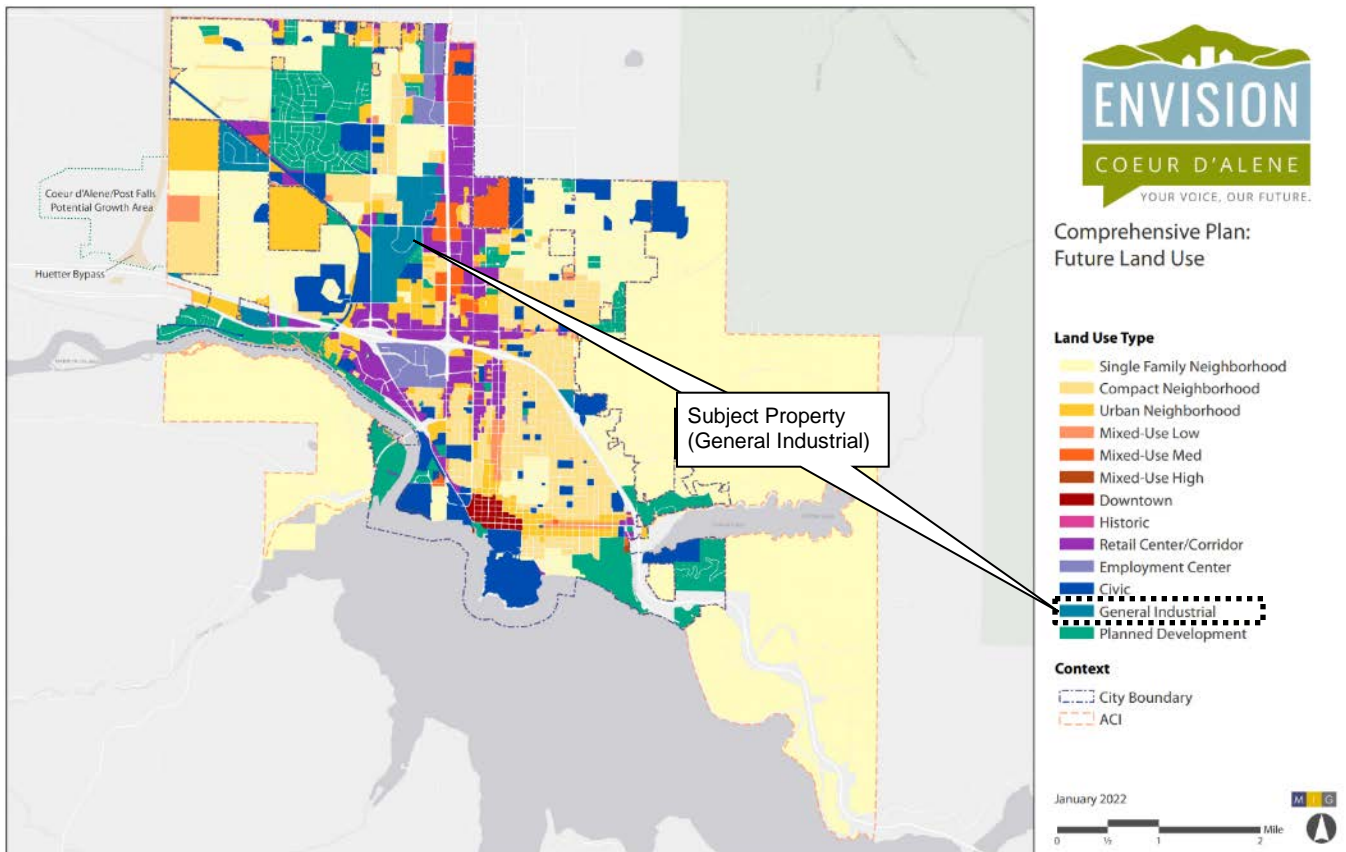
REQUIRED FINDINGS FOR SPECIAL USE PERMITS:

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 land use type as “General Industrial”.

COMPREHENSIVE PLAN FUTURE LAND USE MAP: General Industrial



Future Land Use Map (Neighborhood Context):



Place Types

Place Types represent the form of future development, as envisioned by the residents of Coeur d’Alene. These Place Types provide the policy-level guidance that will inform the City’s Development Ordinance. Each Place Type corresponds to multiple zoning districts that will provide a high-level of detail and regulatory guidance on items such as height, lot size, setbacks, adjacencies, and allowed uses.

General Industrial

Industrial places include manufacturing & logistics that provide a range of job types, services, and wage levels. These areas are locations that provide concentrated areas of employment areas that create goods and services with a mix of indoor industrial uses separated from residential areas. Primary uses include manufacturing, warehousing, storage, and industrial parks located in one to two-story buildings with varied building footprints and interior ceiling heights. Industrial places are located near major transportation corridors as they often require access for large vehicles.

Compatible Zoning: LM and M

Industrial



Key Characteristics

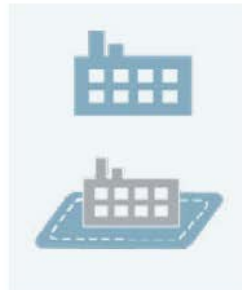
Industrial places include manufacturing & logistics that provide a range of job types, services, and wage levels. These areas are locations that provide concentrated areas of employment areas that create goods and services with a mix of indoor industrial uses separated from residential areas. Primary uses include manufacturing, warehousing, storage, and industrial parks located in one to two-story buildings with varied building footprints and interior ceiling heights. Industrial places are located near major transportation corridors as they often require access for large vehicles.

Transportation

- Roads able to accommodate large vehicles
- Access to arterials and highways

Typical Uses

- Primary: Manufacturing, warehousing, storage, industrial parks, automotive repair, and similar
- Secondary: Parking, dining, office, and commercial



Building Types

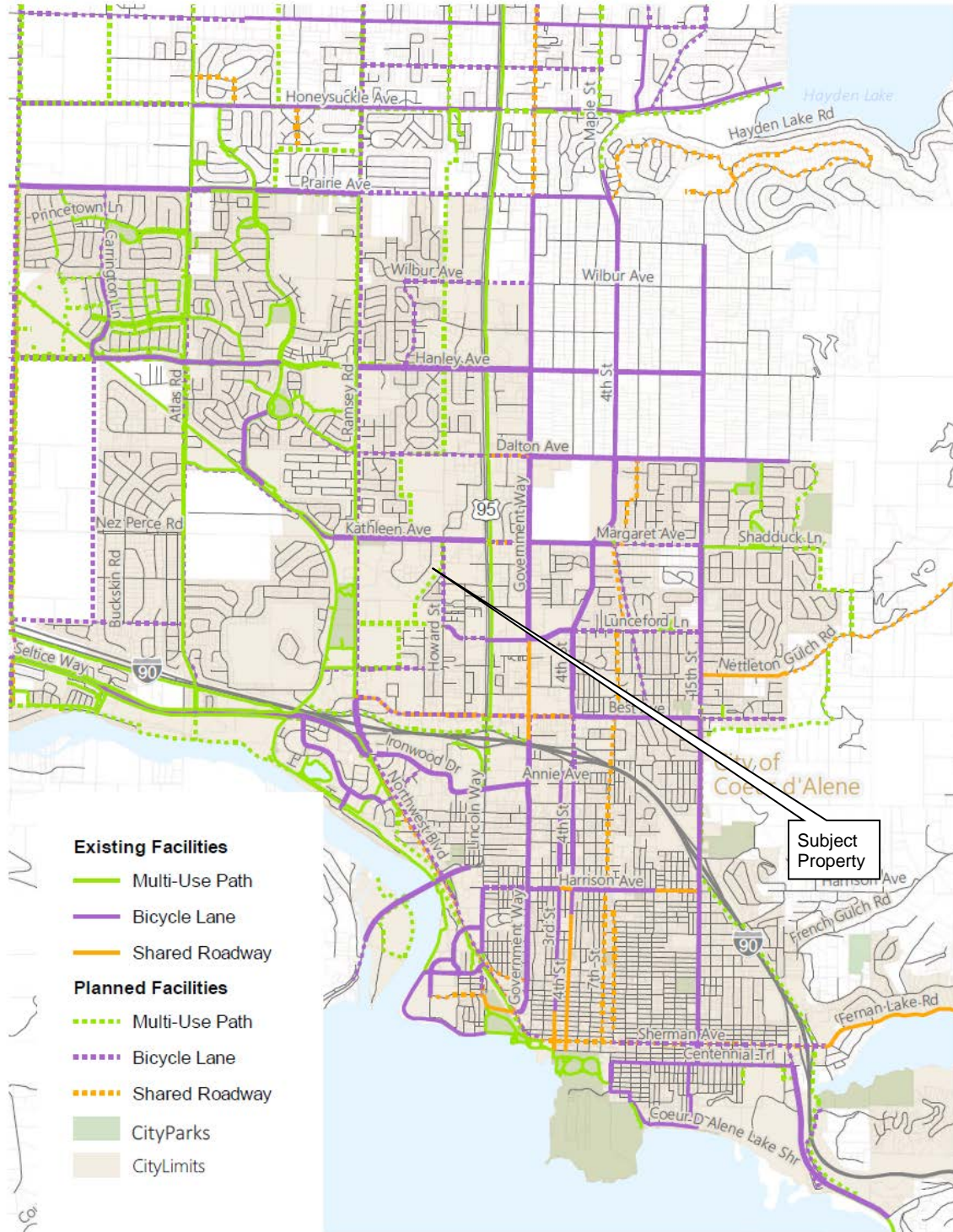
- 1-2 story large footprint buildings with varied forms

Compatible Zoning

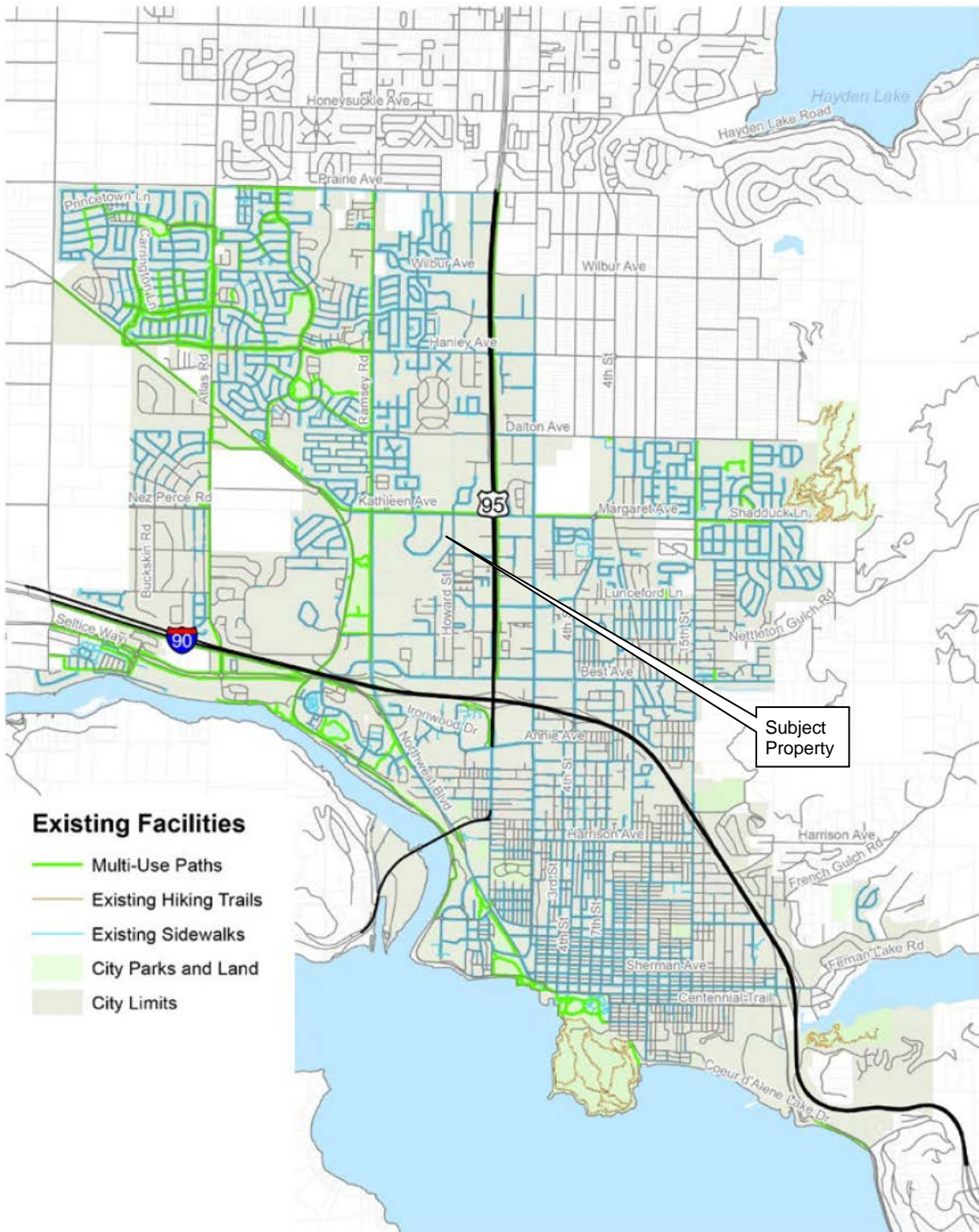
- LM and M

Transportation

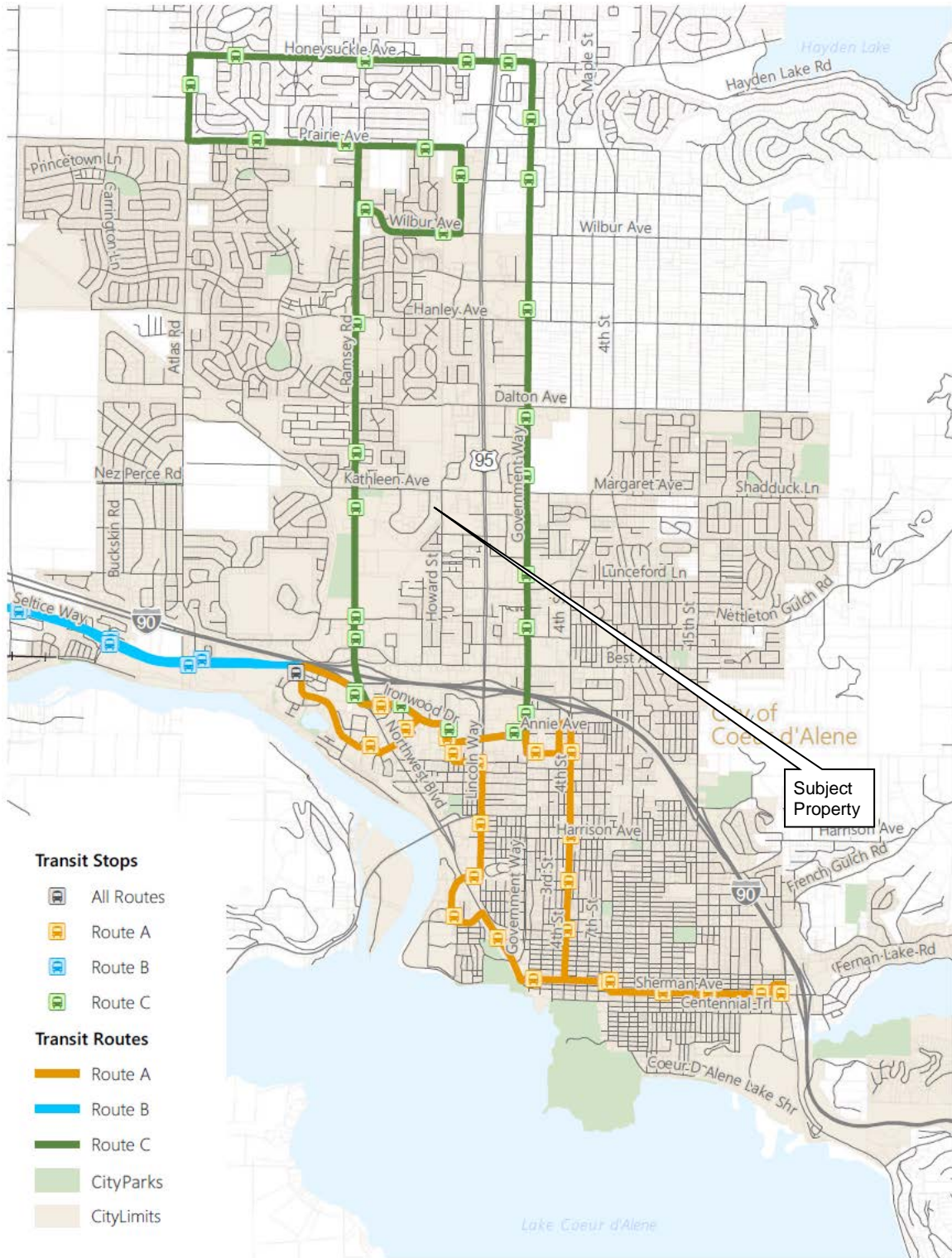
Existing and Planned Bicycle Network:



Existing and Planned Walking Network:



Existing Transit Network:



Comprehensive Plan Policy Framework:

Community & Identity

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Environment & Recreation

Goal ER 2: Provide diverse recreation options.

Objective ER 2.2: Encourage publicly-owned and/or private recreation facilities for citizens of all ages. This includes sports fields and facilities (both outdoor and indoor), hiking and biking pathways, open space, passive recreation, and water access for people and motorized and non-motorized watercraft.

Growth & Development

Goal GD 1: Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d'Alene a great place to live.

Objective GD 1.6: Revitalize existing and create new business districts to promote opportunities for jobs, services, and housing, and ensure maximum economic development potential throughout the community.

Jobs & Economy

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth.

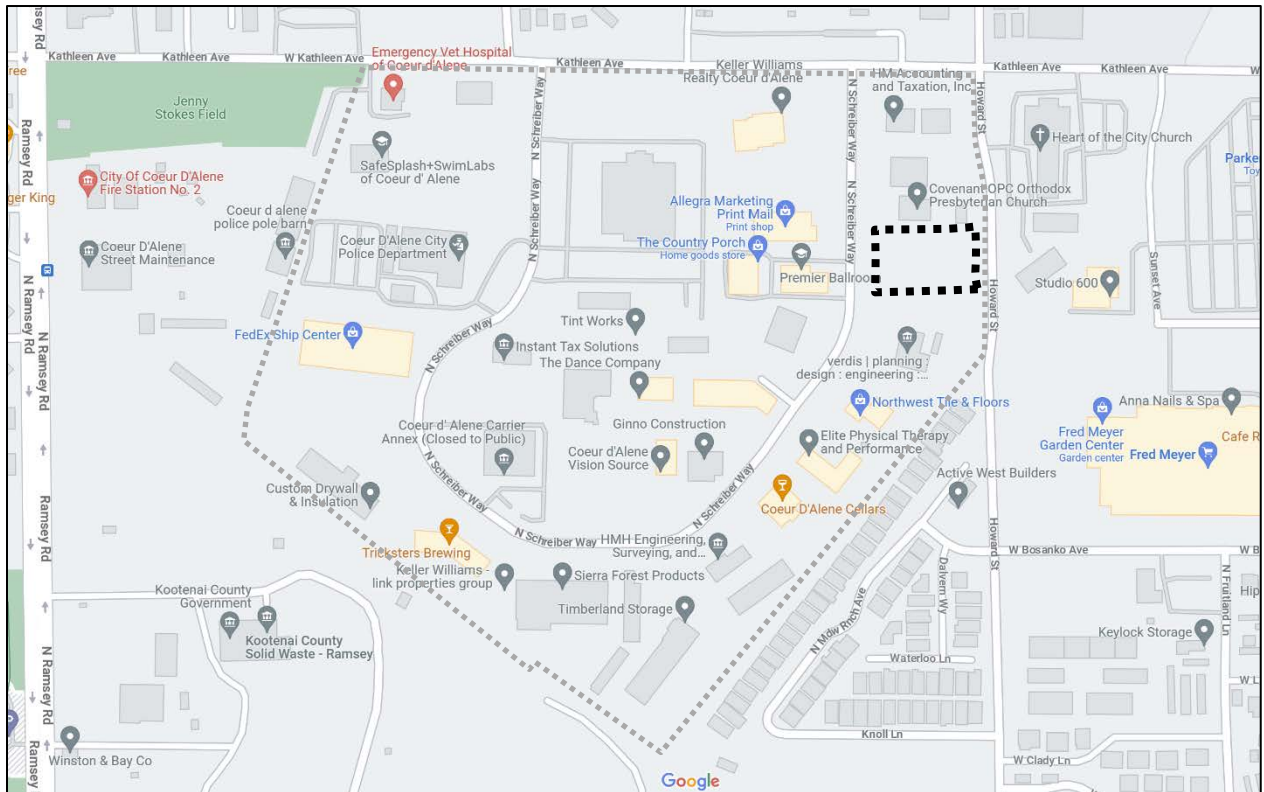
Evaluation: *The Planning Commission must determine, based on the information before them, whether the Comprehensive Plan policies do or do not support the request. Specific ways in which the policy is or is not supported by this request should be stated in the finding.*

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

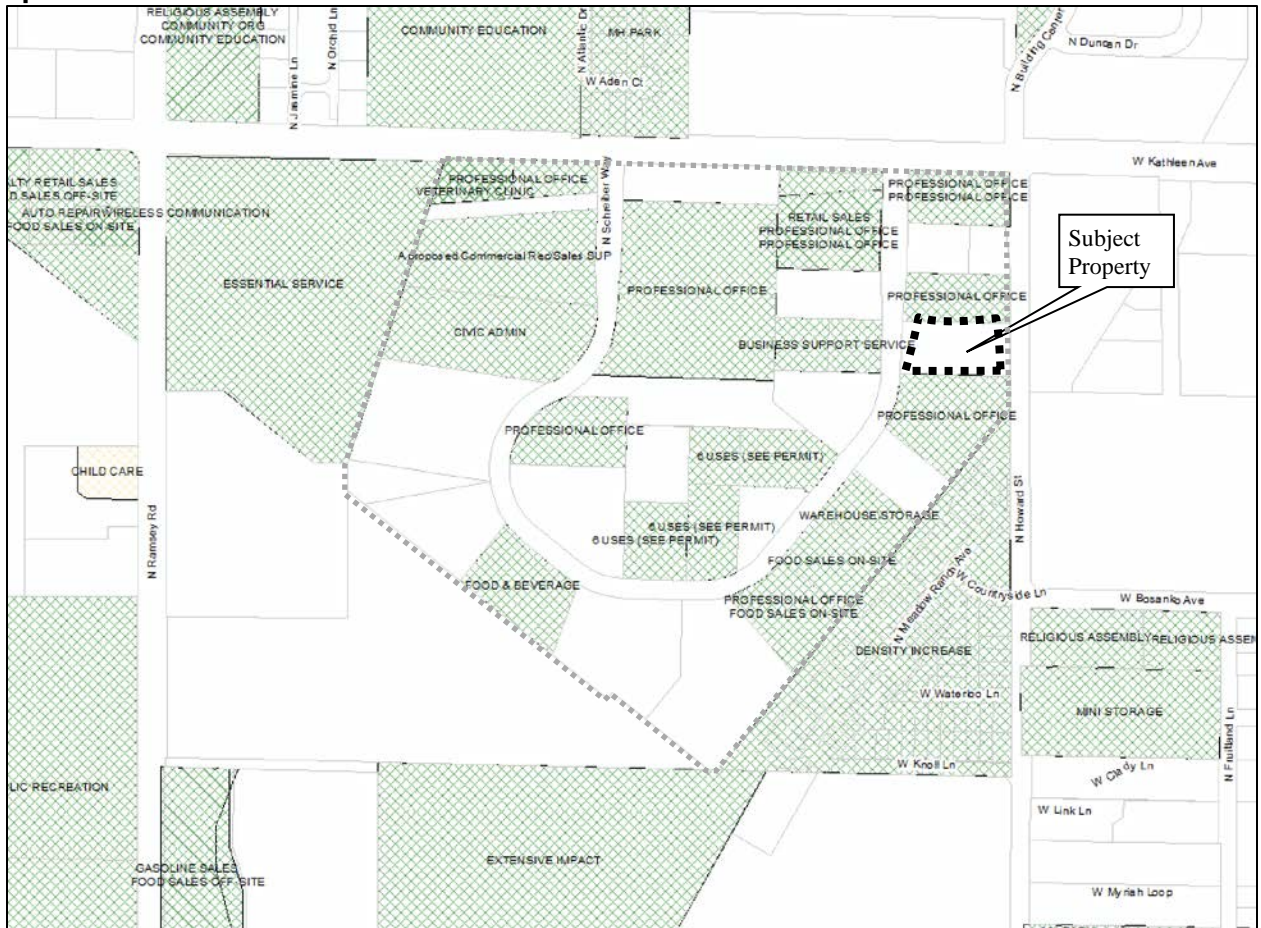
LOCATION AND SETTING:

The subject property is located along the east side of Schreiber Way, where the looped access is from Kathleen Avenue. This area is an eclectic area containing an array of uses including: civic, manufacturing, commercial, and service (see existing uses below). A number of special use permits have been approved in the area (see SUP map below). The area is fairly flat with a gain of elevation to the east. Unlike the Industrial Park, the frontages have curb, gutter, and sidewalks, which provide a pleasant pedestrian experience.

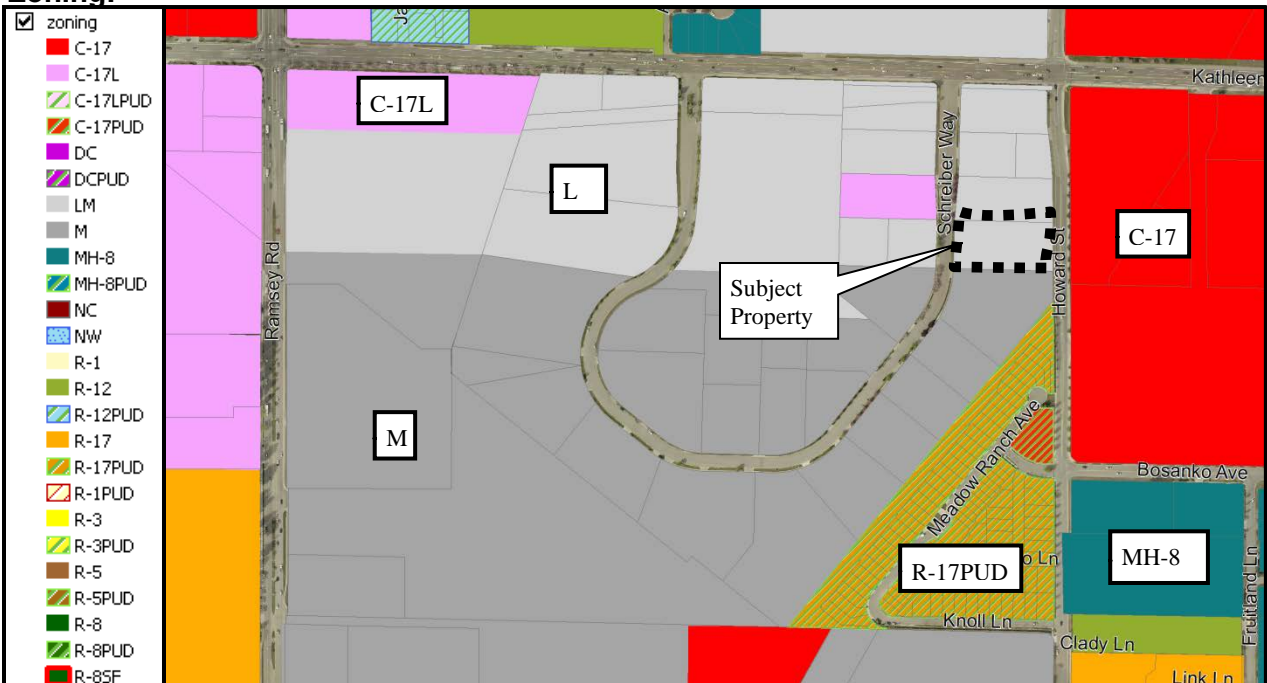
EXISTING USES:



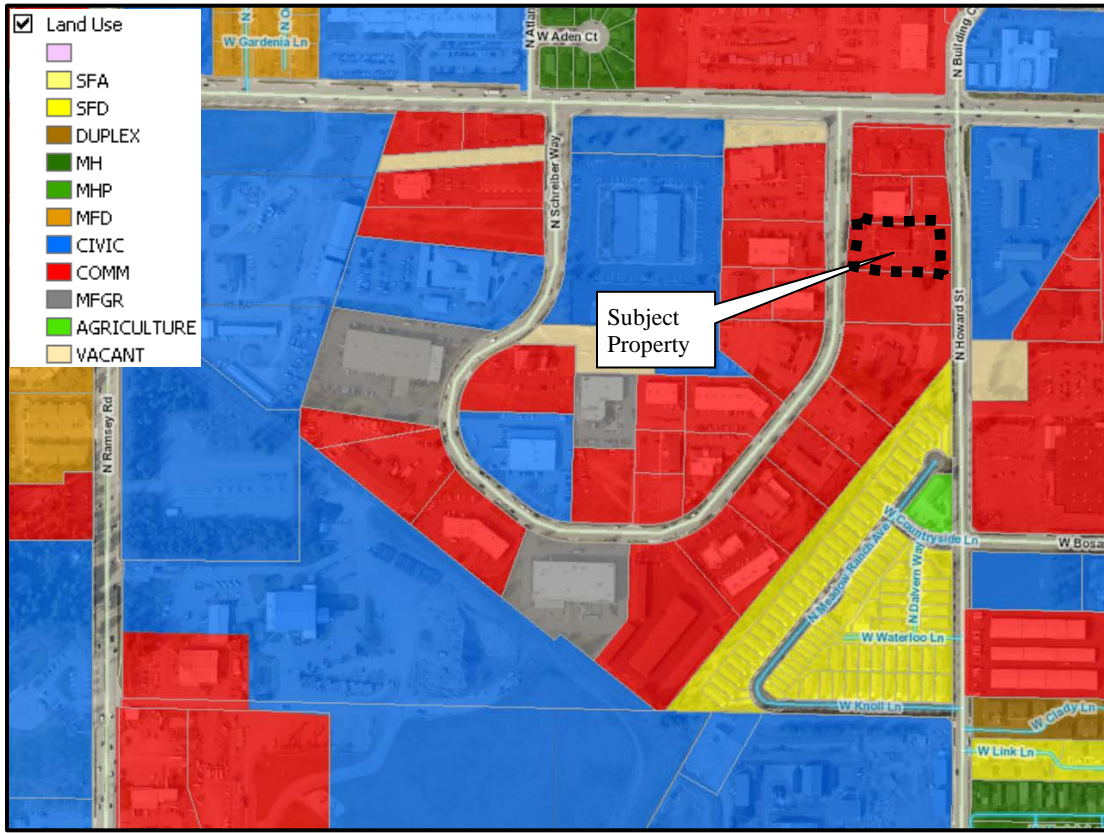
Special Use Permits in Area:



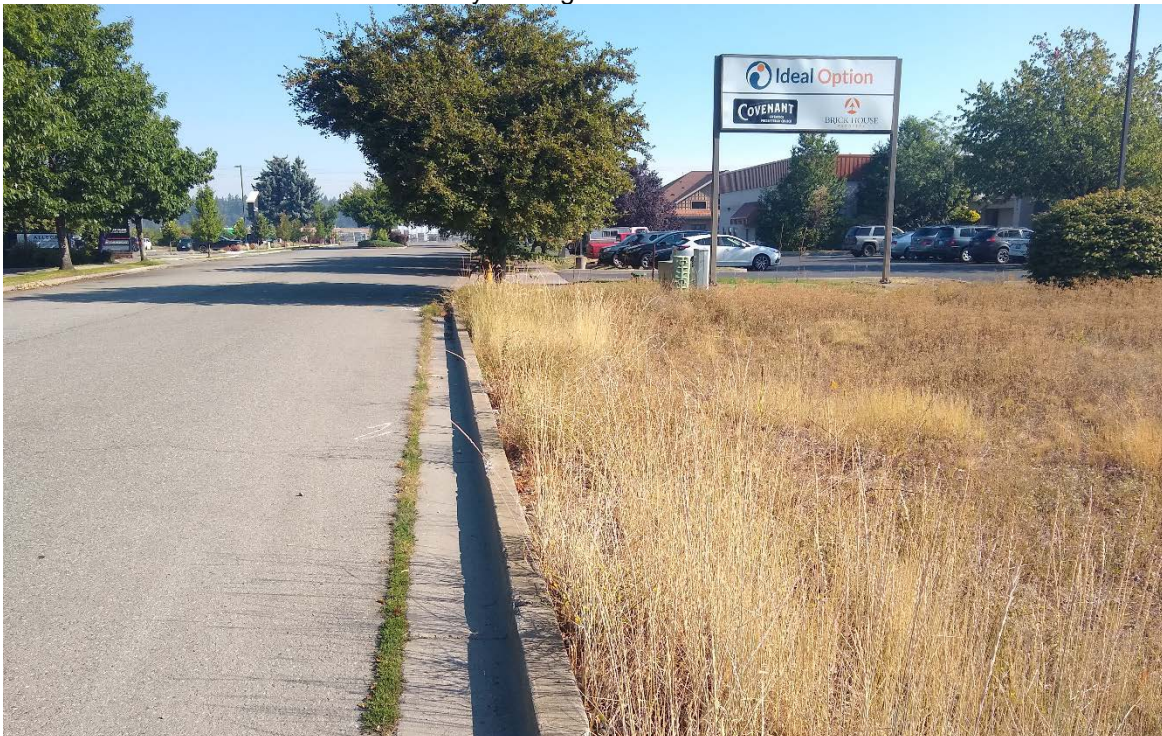
Zoning:



Generalized Land Use Pattern:



SITE PHOTO 1: View from Schriber Way looking north.



SITE PHOTO 2: View from Schriber Way looking east.



SITE PHOTO 3: View from the central part of property looking north.



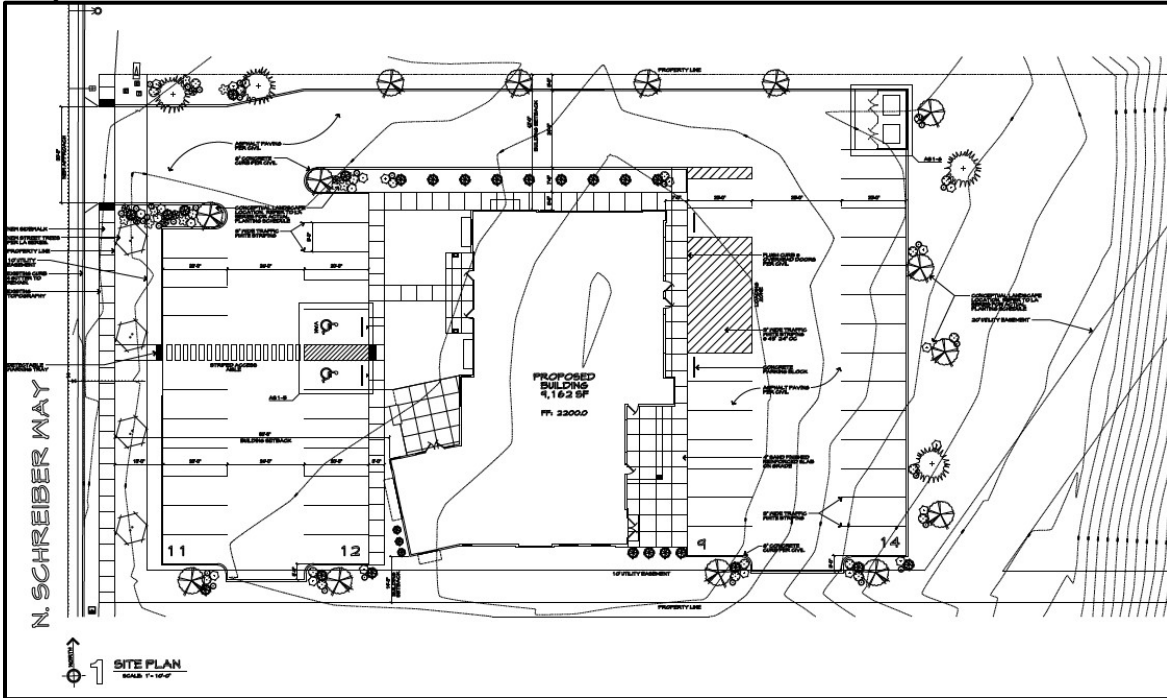
SITE PHOTO 4: View from the central part of property looking south.



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.

Proposed Site Plan:



STORMWATER:

City Code requires that all storm drainage be retained on site and a stormwater management plan to be submitted and approved prior to any construction activity on the site. This issue will be addressed at the time of site development.

STREETS:

The subject property is bordered by Schreiber Way to the west. Sidewalk along the frontage must be added at the time of construction.

TRAFFIC:

Traffic generated from this proposed 9,162 SF development is expected to be between 33 and 69 trips/day, depending on the commercial business or business housed there. Schreiber Way and Kathleen Ave have available capacity to accommodate the traffic from the project. Streets and Engineering has no objections to the proposed SUP.

-Submitted by Chris Bosley, City Engineer

WATER:

There is adequate capacity in the public water system to support domestic, irrigation, and fire flow for the proposed special use permit for 3912 Schrieber Way. Domestic water service and a fire line is available to the proposed building. There is a 12" main in the street and a 2" domestic service and a 6" fire service. The Water Department has no objection to this special use permit as proposed.

-Submitted by Terry Pickel, Assistant Water Superintendent

SEWER:

This parcel has connection to City sewer available via sewer lateral on Schrieber Way to the west. There is a deeded sewer easement across the back (east) side for the property and along the south property line. No permanent structures or monuments can be built over the sewer line. Wastewater presently has the sewer system capacity and willingness to serve this Special Use as proposed.

-Submitted by Larry Parsons, 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. The Fire Department has no objection to this special use permit as proposed.

-Submitted by Craig Etherton, Deputy Fire Marshal

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:

WASTEWATER:

- 1) No permanent structures or monuments can be built over the sewer line.

FIRE:

- 2) Address must be clearly visible from Schriber Way.
- 3) Building permit requirements from the 2018 International Fire Code 2018 edition.

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:

- 2020 - 2042 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
- 2017 Trails & Bikeways Master Plan

ACTION ALTERNATIVES:

The Planning Commission will need to 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

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Project # _____

REQUIRED SUBMITTALS

Application Fee: \$700.00

Publication Fee: \$300.00

Mailing Fee: \$6.00 per hearing

** Public hearing required with the Planning Commission*

A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at <http://cdaid.org/1105/departments/planning/application-forms>.

Completed application form

Application, Publication, and Mailing Fees

A report(s) by an Idaho licensed Title Company: Owner's list three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:

1. All property owners within 300ft of the external boundaries. ** Non-owners list no longer required**
2. All property owners with the property boundaries.

A report(s) by an Idaho licensed Title Company: Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property. The report(s) shall be a full Title Report and include the Listing Packet. Explain how the location, design, and size of the proposal will be adequately served by existing streets, public facilities and services.

A written narrative: Including a description of the request, how the request conforms to the 2007 Comprehensive Plan, how the design and planning of the site is compatible with the location, setting, and existing uses on adjacent properties. Explain how the location, design, and size of the proposal will be adequately served by existing street, public facilities and services.

A legal description: in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.

A plan set map: A site plan with floor plans, and/or building elevations as deemed necessary to demonstrate the characteristics of the proposed use. All plans must be accurately drawn to an acceptable scale and complete with dimensions that show lot size, setbacks, required off-street parking, any landscaping that may be proposed to ensure the compatibility with the abutting properties, and surrounding neighborhood.

DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posted on the property is also required and must be returned to the Planning Department.

APPLICATION INFORMATION

PROPERTY OWNER: Azzardo, LLC		
MAILING ADDRESS: 204 Walnut, Suite D		
CITY: Newport	STATE: WA	ZIP: 99156
PHONE: 509.671.0439	FAX:	EMAIL: alex@exbabylon.com
APPLICANT OR CONSULTANT: David Shrontz, Architect		STATUS: ENGINEER <input type="checkbox"/> OTHER <input checked="" type="checkbox"/>
MAILING ADDRESS: 21 Commerce Drive, Suite A		
CITY: Hayden	STATE: Idaho	ZIP: 83835
PHONE: 208.699.4977	FAX:	EMAIL: dave@dzgarch.com

FILING CAPACITY

- Recorded property owner as to of _____
- Purchasing (under contract) as of _____
- The Lessee/Renter as of _____
- Authorized agent of any of the foregoing, duly authorized in writing. *(Written authorization must be attached)*

SITE INFORMATION:

GENERAL LOCATION OR ADDRESS OF THE PROPERTY: Lot 4, block 2 of the Commerce Park of CDA subdivision. Parcel Number: C-1994-002-004-0
GROSS AREA/ACRES): 1.269 Acres in total
EXISTING CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-1 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> DC <input type="checkbox"/> LM <input checked="" type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>
CURRENT LAND USE: Vacant land
DESCRIPTION OF PROJECT/REASON FOR REQUEST: Construction of single 2 story building for Commercial Recreation, Personal Service Establishments, Professional and Admin offices, Business Supply Retail Sales, Food & Beverage Sales (on/off site consumptions), & Specialty Retail sales. All of the activities listed above are allowed uses under the current zoning via Special Use Permit.

CERTIFICATION OF APPLICANT:

I, David Shrontz, being duly sworn, attests that he/she is the applicant of this
(Insert name of applicant)

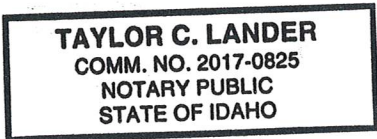
request and knows the contents thereof to be true to his/her knowledge.

Signed: [Signature]
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 1st day of August, 2023.

Notary Public for Idaho Residing at: Kootenai County



My commission expires: 10/27/2023

Signed: [Signature]
(notary)

CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: _____ Telephone No.: _____

Address: _____

Signed by Owner: _____

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this _____ day of _____, 20____.

Notary Public for Idaho Residing at: _____

My commission expires: _____

Signed: _____
(notary)

*For multiple applicants or owners of record, please submit multiple copies of this page.

CERTIFICATION OF APPLICANT:

I, _____, being duly sworn, attests that he/she is the applicant of this
(Insert name of applicant)

request and knows the contents thereof to be true to his/her knowledge.

Signed: _____
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this _____ day of _____, 20____.

Notary Public for Idaho Residing at: _____

My commission expires: _____

Signed: _____
(notary)

CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: Tina Peralta Telephone No.: 509-671-2567

Address: 6730 N Hourglass, CDA ID 83815

Signed by Owner: Tina Peralta

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 1st day of August, 2023.

Notary Public for Idaho Residing at: hootenai County

TAYLOR C. LANDER
COMM. NO. 2017-0825
NOTARY PUBLIC
STATE OF IDAHO

My commission expires: 10/27/2023

Signed: _____
(notary)

*For multiple applicants or owners of record, please submit multiple copies of this page.

SPECIAL USE PERMIT APPLICATION

I (We) the undersigned do hereby make petition for a special use permit of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record, and retained in the file.

DATED THIS 01 DAY OF August 2023
Tina Peralta Tina Peralta

Special Use Permit Request

This property is located at 3912 N. Schreiber 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 to an area containing Industrial, Warehouse, retail and office buildings.

The request is to allow the following activities to take place in the current existing LM – Light Manufacturing Zone:

Service Activities:

- Commercial Recreation
- Personal Service Establishments
- Professional and administrative offices

Sales Activities:

- Business Supply Retail Sales
- Food and Beverage Sales (on/off site consumption)
- Specialty Retail Sales

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 two-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. Access from Kathleen Ave to Schreiber way for vehicles, pedestrians and bicycles will not represent a significant impact to the area.

The Schreiber Commerce Park currently has multiple businesses that fall into the above categories and our request will further the viable mix of services available in the area.

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

SP-7-23

A. INTRODUCTION

This matter having come before the Planning Commission on September 12, 2023 , and there being present a person requesting approval of ITEM:SP-7-23 a Multi-Use Special Use Permit in the LM (Light Manufacturing) zoning district.

APPLICANT: AZZARDO, LLC

LOCATION: 3912 N SCHREIBER WAY

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

The Planning Commission (adopts) (does not adopt) Items B1 to B7.

- B1. That the existing land uses are Commercial and Residential.
- B2. That the Comprehensive Plan Map designation is General Industrial.
- B3. That the zoning is LM .
- B4. That the notice of public hearing was published on, August 26, 2023 , which fulfills the proper legal requirement.
- B5. That the notice of public hearing was posted on the property on, August 29, 2023 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 September 12, 2023 .

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:

Community & Identity

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Environment & Recreation

Goal ER 2: Provide diverse recreation options.

Objective ER 2.2: Encourage publicly-owned and/or private recreation facilities for citizens of all ages. This includes sports fields and facilities (both outdoor and indoor), hiking and biking pathways, open space, passive recreation, and water access for people and motorized and non-motorized watercraft.

Growth & Development

Goal GD 1: Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d'Alene a great place to live.

Objective GD 1.6: Revitalize existing and create new business districts to promote opportunities for jobs, services, and housing, and ensure maximum economic development potential throughout the community.

Jobs & Economy

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth

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 for a special use permit, as described in the application should be **(approved) (denied) (denied without prejudice)**.

Special conditions applied are as follows:

WASTEWATER:

- 1) No permanent structures or monuments can be built over the sewer line.

FIRE:

- 2) Address must be clearly visible from Schriber Way.
- 3) Building permit requirements from the 2018 International Fire Code 2018 edition.

Motion by _____, seconded by _____, to adopt the foregoing Findings and Order.

ROLL CALL:

Commissioner Fleming	Voted _____
Commissioner Ingalls	Voted _____
Commissioner Luttrupp	Voted _____
Commissioner Coppess	Voted _____
Commissioner McCracken	Voted _____
Commissioner Ward	Voted _____
Chairman Messina	Voted _____

Commissioners _____ were absent.

Motion to _____ carried by a ____ to ____ vote.

CHAIRMAN TOM MESSINA