

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room at 6:00 P.M.
AGENDA

VISION STATEMENT

Our vision of Coeur d'Alene is of a beautiful, safe city that promotes a high quality of life and sound economy through excellence in government.

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when **Item F - Public Comments** is identified by the Mayor. The Mayor will not normally allow audience participation at any other time.

December 17, 2024

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Chris Lauri: Anthem CDA

C. PLEDGE OF ALLEGIANCE

D. AMENDMENTS TO THE AGENDA: Any items added less than forty-eight (48) hours prior to the meeting are added by Council motion at this time. [Action Item](#).

E. PRESENTATIONS:

1. Name the Storm Presentation

Presented by: Todd Feusier, Streets and Engineering Director

2. 2024-2025 Annual Snow Plan ([Action Item](#))

Presented by: Todd Feusier, Streets and Engineering Director

F. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

G. ANNOUNCEMENTS:

1. City Council
2. Mayor

*****ALL ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

H. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the December 3, 2024 Council Meeting.
2. Approval of the December 9, 2024 General Services/Public Works Committee Minutes.
3. Setting of the January 13, 2025 General Services/Public Works Committee Meeting.
4. Setting of public hearing for **January 21, 2025**
 - a. (QUASI JUDICIAL) BR-1-24 - Lamar Advertising of Spokane is requesting relocation and digitization of a two-sided 300-square-foot V-structure billboard; current location is 1621 Northwest Boulevard to be removed and relocated to property located at 3119 N. 2nd Street and adjacent to Government Way.
5. Approval of a Cemetery Lot transfer from Catherine Eachon to Robert Eachon Jr.; Section RIV, Block C, Lot 523, Forest Cemetery Riverview Annex

As Recommended by the City Clerk

6. Approval of Bills as Submitted.
7. Approval of Financial Report.
8. Approval of the Annual Road and Street Financial Report for the Fiscal Year Ending September 30, 2024.

As Recommended by the City Treasurer

9. Approval of **Resolution No. 24-097** -
 - a. Approval of a Grant Deed for Utility Easement from Blue Fern Development 03, LLC, Grantor, in the alley north of Wallace Avenue, south of Garden Avenue, between 1st and 2nd Streets for a Sewer Line
 - b. Approval of amendments to, and a five-year renewal of, the Memorandum of Understanding with Idaho Disaster Dogs Inc.

As Recommended by the City Engineer

As Recommended by the General Services/Public Works Committee

I. OTHER BUSINESS:

1. **Resolution No. 24-098** – Adoption of the Kootenai County Emergency Operations Plan.

Staff Report by: Tom Greif, Fire Chief; and Tiffany Westbrook and Sarah Long, Office of Emergency Management

2. Council Bill No. 24-1020 – Repealing Municipal Code § 15.06.050, Firefighter Equipment Rooms, and Adopting Appendix L to the 2018 International Fire Code, Firefighter Air Replenishment System (FARS), with amendments.

Staff Report by: Bill Deruyter, Deputy Fire Chief

3. Council Bill No. 24-1021 – Approving the adoption of a \$2,590 per ERU surcharge for properties defined within the Annexation and Development Agreement and the US Forest Service Land which contribute flow to the Riverside Interceptor, and a \$1,005 per ERU surcharge for properties defined within the Annexation and Development Agreement and the US Forest Service Land which contribute flow to the Fairway Trunk Main, with an annual adjustment to both surcharges based on the ENR Construction Cost Index as provided in the Annexation and Development Agreement

Staff Report by: Mike Anderson, Wastewater Director

4. Council discussion on billboard relocation regulations and direction to Staff to prepare amendments to the regulations

Staff Report: Renata McLeod, Municipal Services Director

J. PUBLIC HEARING:

Please sign up to testify at <https://www.cdaid.org/signinpublic/Signinformlist>

1. ((Legislative) V-24-02 – Vacation of alley; known as a Portion of Block 15, Coeur d’Alene and Kings Addition

Staff Report: Dennis Grant, Streets & Engineering Project Manager

- a. **Council Bill No. 24-1022** – Approving V-24-02 - Vacation of alley known as a Portion of Block 15, Coeur d’Alene and Kings Addition
2. (Quasi-judicial) A-2-24 – Annexation request by JBR Landholdings for a 2.12-acre parcel from County Agriculture Suburban to City residential R-12 (residential at 12 units per acre); location: 3415 N. 15th Street. Coeur d’Alene

Staff Report: Sean Holm, Senior Planner

- a. **Council Bill No. 24-1023** - Ordinance Approving the Annexation of 2.12-acre parcel from County Agriculture Suburban to City residential R-12 (residential at 12 units per acre); location: 3415 N. 15th Street.
- b. **Resolution No. 24-099:** Approval of Annexation Agreement for A-2-24; JBR Landholdings.

K. ADJOURNMENT

This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5, and on Facebook live through the City’s Facebook page.



Coeur d'Alene CITY COUNCIL MEETING

December 17, 2024

MEMBERS OF THE CITY COUNCIL:

Woody McEvers, Mayor
Council Members English, Evans, Gabriel, Gookin, Miller, Wood

PRESENTATIONS

CITY COUNCIL STAFF REPORT

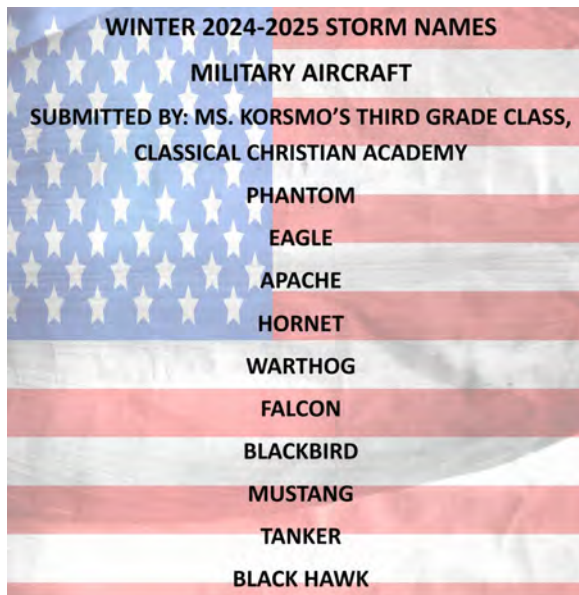
DATE: December 17, 2024

FROM: TODD FEUSIER, STREETS & ENGINEERING DIRECTOR

SUBJECT: Presentation of 2024-25 Name the Storms

HISTORY: The Streets & Engineering Department has historically solicited winter storm names from area elementary students during educational events and department tours. The names are used to identify a specific storm and appear on the City website.

This year we had the opportunity to invite Ms. Korsmo's third grade class from Classical Christian Academy to tour our facility and learn about the City of Coeur d'Alene Streets & Engineering Department. This presentation is to announce the storm names that were chosen and to thank the kids for their participation.



**CITY COUNCIL
STAFF REPORT**

DATE: December 17, 2024

FROM: Todd Feusier, Streets & Engineering Director

SUBJECT: Winter Operation Plan

DECISION POINT: Should Council approval of the Winter Operation Plan as part of the Streets and Engineering Department Standard Operating Procedures?

HISTORY/BACKGROUND: For many years, the City has published a snow plan that outlines the policies, priorities and operational procedures for the Streets and Engineering Department. The snow plan is updated annually to reflect winter weather forecasts, and equipment and personnel availability.

OPERATIONAL ANALYSIS: Citizens and staff mutually benefit from a clear understanding of City snow removal policies and responsibilities. The Department's snow removal policies, approved by Council, are recorded in the Winter Operation Plan which is available on the City website. The Winter Operations Plan is an effective means of educating the public on City snow removal policies.

PERFORMANCE ANALYSIS: The majority of the policies and procedures outlined in the proposed Winter Operation Plan are relevant and continued as routine operation. The overall objective is to continue to provide the citizens with efficient plow operations and provide unrestricted road surfaces. Adopting the Winter Operation Plan as part of the Department's Standard Operating Procedures would mean that updates are only needed when significant changes warrant a plan change.

DECISION POINT/RECOMMENDATION: Council should approve the Winter Operation Plan as part of the Streets and Engineering Department Standard Operating Procedures.



City of Coeur d'Alene Winter Operation Plan



Todd Feusier
Streets & Engineering Director

Contents

WINTER OPERATIONS PLAN PURPOSE	3
ANTI-ICING / DE-ICING	3
CITY WIDE PLOW	3
SNOW REMOVAL PRIORITIES	4
DOWNTOWN CORE / CENTRAL BUSINESS DISTRICT (CBD)	5
EQUIPMENT AND PERSONNEL.....	6
SCHEDULE	7
DEPARTMENT PERSONNEL RESPONSIBILITIES	8
ORDINANCES	9
STREET CLASSIFICATION MAP.....	10

WINTER OPERATIONS PLAN PURPOSE

The Streets & Engineering Department is responsible for the performance and coordination of snow and ice control management on our city streets. Our commitment is to provide safe, passable roadways to the citizens of Coeur d'Alene. During the snow season, mid- November through mid-March, the Streets & Engineering Department will provide monitoring of street conditions and will respond to these conditions in accordance to the procedures outlined in this operation maintenance plan.

ANTI-ICING / DE-ICING

Pre-treating and de-icing operations will commence when temperature range between 32 degrees – 15 degrees and will include liquid and granular products. Products will be applied to arterials, collectors and hills. Residential areas will receive sanding as needed.

CITY WIDE PLOW

The Streets & Engineering Director will implement a City-Wide Plow when more than 4" of snowfall on the roadway surface or 3" of snowfall on the roadway and more than 4" predicted.

During a city-wide plow, operations will begin at 4:00 A.M. in the Downtown Central Business District with concurrent with priority 1 operations. Shifts will operate continually until completion.

Approximately 40 hours are required to complete a Citywide plow.

Once all streets are passable, the removal of any center berms shall become the highest operational priority.

SNOW REMOVAL PRIORITIES

Priority 1: Arterials and Emergency Service Areas

Arterials will be the first streets to be plowed. Areas near the Hospital, Fire Stations, Police Department and the 911 Dispatch Center will also be included.

Priority 2: Collector Streets and Hills / Curves

Upon completion of priority 1 areas, work will begin on the Collector streets, school bus routes and areas that have steep hills.

Snow gates generally will not be used on arterials/collector streets due to the large volume of snow pushed to the curb on wider streets, as well as the need to keep the gates in residential areas. Gates are not used in areas that are plowed under cooperative agreement by East Side Highway District (Fernan and Armstrong Park).

- **Cherry Hill**
- **Tubbs Hill**
- **Stanley Hill**
- **Fernan Terrace Drive**
- **Fernan Hill**
- **Lakewood Drive**
- **Armstong Hill**

Priority 3: Residential Areas

Upon completion of priority 2 areas, plowing will commence in the residential areas. Snow gates reduce the snow deposits into residential driveways. The City's (5) five snow gates will enable all residential areas of the City to receive snow gate service. In many cases, snow gates cannot block all snow from driveways and mailboxes. During an extreme event the Streets & Engineering Director may seek City Council approval to suspend snow gate service.

DOWNTOWN CORE / CENTRAL BUSINESS DISTRICT (CBD)

Sand is not normally used in the district; only chemical treatment. It will be the judgment of the Street/ Engineering Director or his designee if sand is to be applied. Generally, this will only occur if temperatures are below 15° Fahrenheit and conditions warrant the use.

Berms: Sherman Avenue, 1st Street to 23rd Street and Lakeside Avenue, 1st Street to 7th Street a berm will be present after plowing. Removal of the berm will take place after priority 3 plowing.

The CBD consists of the following downtown areas:



EQUIPMENT AND PERSONNEL

During winter months, the Streets & Engineering Department operates with the following personnel and equipment:

Streets & Engineering Personnel:

- 1 Streets & Engineering Director**
- 1 Assistant Director**
- 1 Field Supervisor**
- 1 Shop Supervisor**
- 4 Mechanics**
- 1 Administrative Assistant**
- 4 Lead Workers**
- 22 Regular Full-time Employees**

When conditions warrant additional personnel, staff and equipment from the Parks, Water and Wastewater Departments and Drainage Utility will be utilized. Maintenance Shop personnel will provide equipment maintenance and service as required on a 24-hour basis during critical ice and snow control periods.

Streets & Engineering Equipment:

1	Deicer w/Plow	500 gallons
3	Deicer Truck	400 gallons
1	Deicer Tanker Truck	900 gallons
1	Sander / Salt Truck w/plow	
2	Sander / Salt Truck	
1	Sander / Deicer Truck	300 gallons
4	Graders	
4	Front-end Loader w/ snow gate	
1	Loader w/ Snow Blower	
6	Dump Truck w/ plow	
1	Dump Truck Plow w/ snow gate	

SCHEDULE

The Street Crews will conduct snowplowing/sanding/deicing operations according to the following schedule. This schedule will go into effect in December and continue through mid-March. It may be extended one month depending on the weather patterns.

1. Monday through Friday

Day Shift 7:00 a.m. to 3:30 p.m.

Night Shift 3:00 p.m. to 11:30 p.m.

Early Shift 4:00 a.m. to 12:30 p.m.

Total 35 employees

***Sunday night to Friday morning**

2. Weekends and Holidays

From at 11:30 p.m. Friday night through 04:00 a.m. Monday morning all snowplowing/sanding/deicing functions will be covered by standby personnel.

3. Weekend Callout

Snowplowing/sanding/deicing will be conducted only on Priority 1 and Priority 2 routes during weekend shifts. Additional work on Priority 3 routes may be completed if time allows. During the winter operations period, a Street Lead Field Worker and three operators will be assigned a stand by status for the weekends.

DEPARTMENT PERSONNEL RESPONSIBILITIES

Director

Responsible for communications with City Administrator, Mayor and City Council, Emergency Services, public and the media. The Director has the responsibility to authorize and initiate a City-Wide Plow when conditions warrant.

Assistant Director

Responsible for management of overall daily winter operations. Assures the department has sufficient equipment and supplies. Assumes Director responsibilities in Director absence.

Field Supervisor

**Monitor and assess road conditions.
Coordinate and determine priority operations.
Provide administrative staff and field crew support.**

Shop Supervisor

**Prioritize, assigns and provides maintenance and repair for all equipment.
Operate snow removal equipment and deicer during extreme events.**

Lead Duties

All shifts will have an assigned Lead. The Lead will communicate and coordinate with the Director, Assistant Director or Field Supervisor for the duration of the shift. The lead is responsible for street maintenance activities when a supervisor is not on duty.

**Administrative Assistant, Office Hours 7:00 a.m. to 3:30 p.m. Monday-Friday
Assist and respond to inquiries from the public, in-person, phones and on-line.
Record updated plowing status on the Snow Line (208)769-2233.
Update the online snowplowing map.**

ORDINANCES

SNOW AND ICE REMOVAL

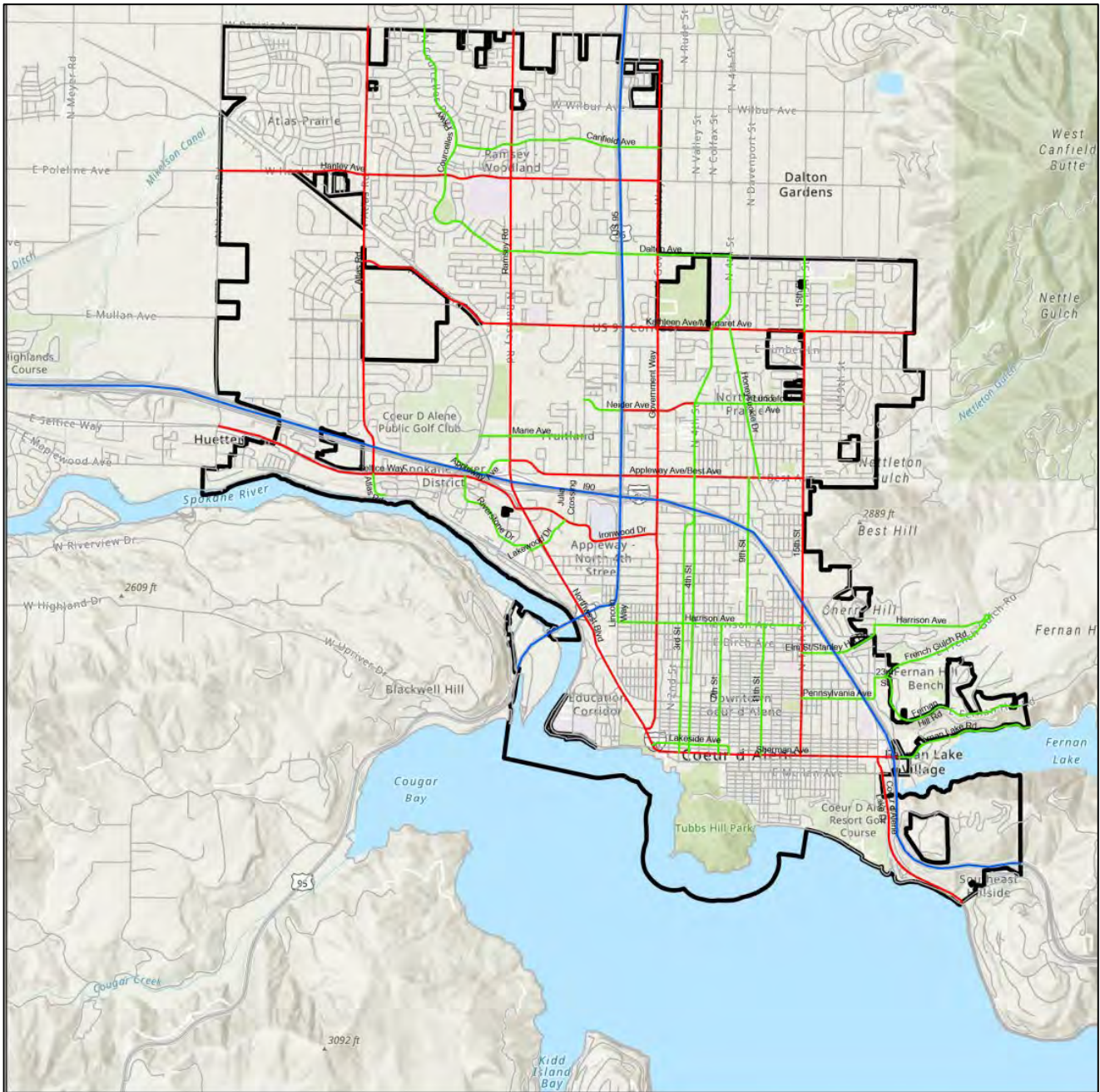
Municipal Code 12.24.010

Every owner or occupant of any house or other building, or of any vacant lot or block shall, within a reasonable time after a snowfall, considering all the circumstances, and whenever otherwise necessary, clear the sidewalk abutting such property of snow and ice, and shall keep it reasonably free therefrom so as to allow citizens to use the sidewalk in a safe and convenient manner. In case the snow and/or ice is so compacted or frozen that it cannot be removed without injury to the sidewalk, the owner or occupant shall apply sand or other traction material to the walkway. (Ord. 3563, 2017

Municipal Code 12.32.060

It is unlawful for any person too deposit, or cause to be deposited, thrown upon or moved onto any public street, sidewalk, thoroughfare, or other public property, any snow, ice, dirt, soil, rocks or debris which has accumulated on any private property. (Ord. 1559 S 1,1978).

STREET CLASSIFICATION MAP



City of Coeur d'Alene Street Classification

Legend

- Arterial
- Collector
- Interstate
- Roads
- City Limits

0 0.5 1 2 Miles





1




2


WINTER 2024-2025 STORM NAMES
MILITARY AIRCRAFT
SUBMITTED BY: MS. KORSMO'S THIRD GRADE CLASS,
CLASSICAL CHRISTIAN ACADEMY

- PHANTOM**
- EAGLE**
- APACHE**
- HORNET**
- WARTHOG**
- FALCON**
- BLACKBIRD**
- MUSTANG**
- TANKER**
- BLACK HAWK**

3



City of Coeur d'Alene
Winter Operation Plan



Todd Feusier
Streets & Engineering Director

4

WINTER OPERATIONS PLAN PURPOSE

The Streets & Engineering Department is responsible for the performance and coordination of snow and ice control management on our city streets. Our commitment is to provide safe, passable roadways to the citizens of Coeur d'Alene. During the snow season, mid-November through mid-March, the Streets & Engineering Department will provide monitoring of street conditions and will respond to these conditions in accordance to the procedures outlined in this operation maintenance plan.

ANTI-ICING / DE-ICING

Pre-treating and de-icing operations will commence when temperature range between 32 degrees – 15 degrees and will include liquid and granular products. Products will be applied to arterials, collectors and hills. Residential areas will receive sanding as needed.

CITY WIDE PLOW

The Streets & Engineering Director will implement a City-Wide Plow when more than 4" of snowfall on the roadway surface or 3" of snowfall on the roadway and more than 4" predicted.

During a city-wide plow, operations will begin at 4:00 A.M. in the Downtown Central Business District with concurrent with priority 1 operations. Shifts will operate continually until completion.

Approximately 40 hours are required to complete a Citywide plow.

Once all streets are passable, the removal of any center berms shall become the highest operational priority.

5

SNOW REMOVAL PRIORITIES

Priority 1: Arterials and Emergency Service Areas

Arterials will be the first streets to be plowed. Areas near the Hospital, Fire Stations, Police Department and the 911 Dispatch Center will also be included.

Priority 2: Collector Streets and Hills / Curves

Upon completion of priority 1 areas, work will begin on the Collector streets, school bus routes and areas that have steep hills.

Snow gates generally will not be used on arterials/collector streets due to the large volume of snow pushed to the curb on wider streets, as well as the need to keep the gates in residential areas. Gates are not used in areas that are plowed under cooperative agreement by East Side Highway District (Fernan and Armstrong Park).

- Cherry Hill
- Tubbs Hill
- Stanley Hill
- Fernan Terrace Drive
- Fernan Hill
- Lakewood Drive
- Armstrong Hill

Priority 3: Residential Areas

Upon completion of priority 2 areas, plowing will commence in the residential areas. Snow gates reduce the snow deposits into residential driveways. The City's (5) five snow gates will enable all residential areas of the City to receive snow gate service. In many cases, snow gates cannot block all snow from driveways and mailboxes. During an extreme event the Streets & Engineering Director may seek City Council approval to suspend snow gate service.

6

DOWNTOWN CORE / CENTRAL BUSINESS DISTRICT (CBD)

Sand is not normally used in the district; only chemical treatment. It will be the judgment of the Street/ Engineering Director or his designee if sand is to be applied. Generally, this will only occur if temperatures are below 15° Fahrenheit and conditions warrant the use.

Berms: Sherman Avenue, 1st Street to 23rd Street and Lakeside Avenue, 1st Street to 7th Street a berm will be present after plowing. Removal of the berm will take place after priority 3 plowing.

The CBD consists of the following downtown areas:



EQUIPMENT AND PERSONNEL

During winter months, the Streets & Engineering Department operates with the following personnel and equipment:

Streets & Engineering Personnel:

- 1 Streets & Engineering Director
- 1 Assistant Director
- 1 Field Supervisor
- 1 Shop Supervisor
- 4 Mechanics
- 1 Administrative Assistant
- 4 Lead Workers
- 22 Regular Full-time Employees

When conditions warrant additional personnel, staff and equipment from the Parks, Water and Wastewater Departments and Drainage Utility will be utilized. Maintenance Shop personnel will provide equipment maintenance and service as required on a 24-hour basis during critical ice and snow control periods.

Streets & Engineering Equipment:

1	Deicer w/Plow	500 gallons
3	Deicer Truck	400 gallons
1	Deicer Tanker Truck	900 gallons
1	Sander / Salt Truck w/plow	
2	Sander / Salt Truck	
1	Sander / Deicer Truck	300 gallons
4	Graders	
4	Front-end Loader w/ snow gate	
1	Loader w/ Snow Blower	
6	Dump Truck w/ plow	
1	Dump Truck Plow w/ snow gate	

SCHEDULE

The Street Crews will conduct snowplowing/sanding/deicing operations according to the following schedule. This schedule will go into effect in December and continue through mid-March. It may be extended one month depending on the weather patterns.

1. Monday through Friday

Day Shift 7:00 a.m. to 3:30 p.m.

Night Shift 3:00 p.m. to 11:30 p.m.

Early Shift 4:00 a.m. to 12:30 p.m.

Total 35 employees

*Sunday night to Friday morning

2. Weekends and Holidays

From at 11:30 p.m. Friday night through 04:00 a.m. Monday morning all snowplowing/sanding/deicing functions will be covered by standby personnel.

3. Weekend Callout

Snowplowing/sanding/deicing will be conducted only on Priority 1 and Priority 2 routes during weekend shifts. Additional work on Priority 3 routes may be completed if time allows. During the winter operations period, a Street Lead Field Worker and three operators will be assigned a stand by status for the weekends.

9

DEPARTMENT PERSONNEL RESPONSIBILITIES**Director**

Responsible for communications with City Administrator, Mayor and City Council, Emergency Services, public and the media. The Director has the responsibility to authorize and initiate a City-Wide Plow when conditions warrant.

Assistant Director

Responsible for management of overall daily winter operations. Assures the department has sufficient equipment and supplies. Assumes Director responsibilities in Director absence.

Field Supervisor

Monitor and assess road conditions.
Coordinate and determine priority operations.
Provide administrative staff and field crew support.

Shop Supervisor

Prioritize, assigns and provides maintenance and repair for all equipment.
Operate snow removal equipment and deicer during extreme events.

Lead Duties

All shifts will have an assigned Lead. The Lead will communicate and coordinate with the Director, Assistant Director or Field Supervisor for the duration of the shift. The lead is responsible for street maintenance activities when a supervisor is not on duty.

Administrative Assistant, Office Hours 7:00 a.m. to 3:30 p.m. Monday-Friday
Assist and respond to inquiries from the public, in-person, phones and on-line.
Record updated plowing status on the Snow Line (208)769-2233.
Update the online snowplowing map.

10

ORDINANCES

SNOW AND ICE REMOVAL

Municipal Code 12.24.010

Every owner or occupant of any house or other building, or of any vacant lot or block shall, within a reasonable time after a snowfall, considering all the circumstances, and whenever otherwise necessary, clear the sidewalk abutting such property of snow and ice, and shall keep it reasonably free therefrom so as to allow citizens to use the sidewalk in a safe and convenient manner. In case the snow and/or ice is so compacted or frozen that it cannot be removed without injury to the sidewalk, the owner or occupant shall apply sand or other traction material to the walkway. (Ord. 3563, 2017)

Municipal Code 12.32.060

It is unlawful for any person too deposit, or cause to be deposited, thrown upon or moved onto any public street, sidewalk, thoroughfare, or other public property, any snow, ice, dirt, soil, rocks or debris which has accumulated on any private property. (Ord. 1559 S 1,1978).

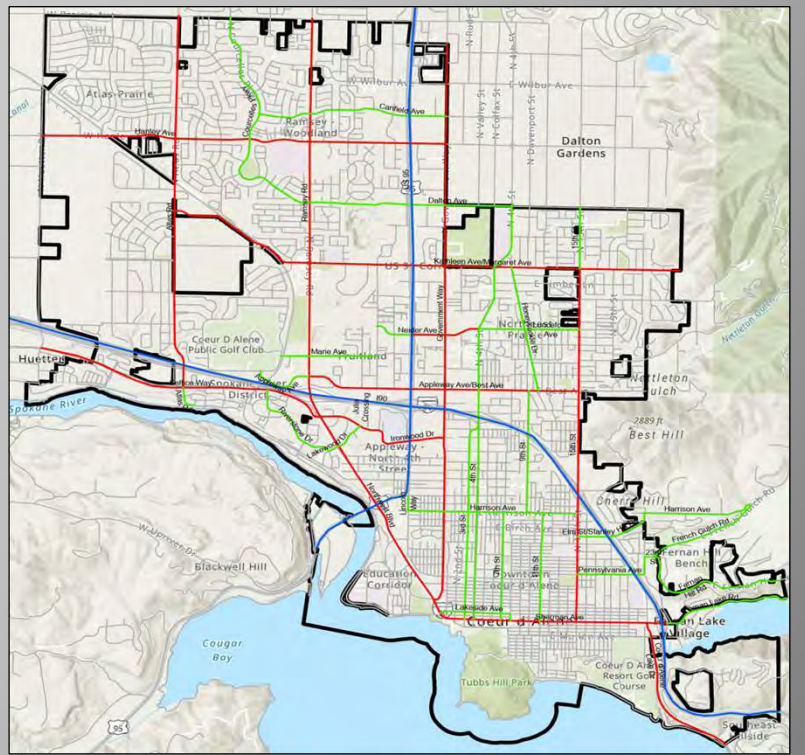
11

City of Coeur d'Alene Street Classification

Legend

- Arterial
- Collector
- Interstate
- Roads
- City Limits

0 0.5 1 2 Miles



12

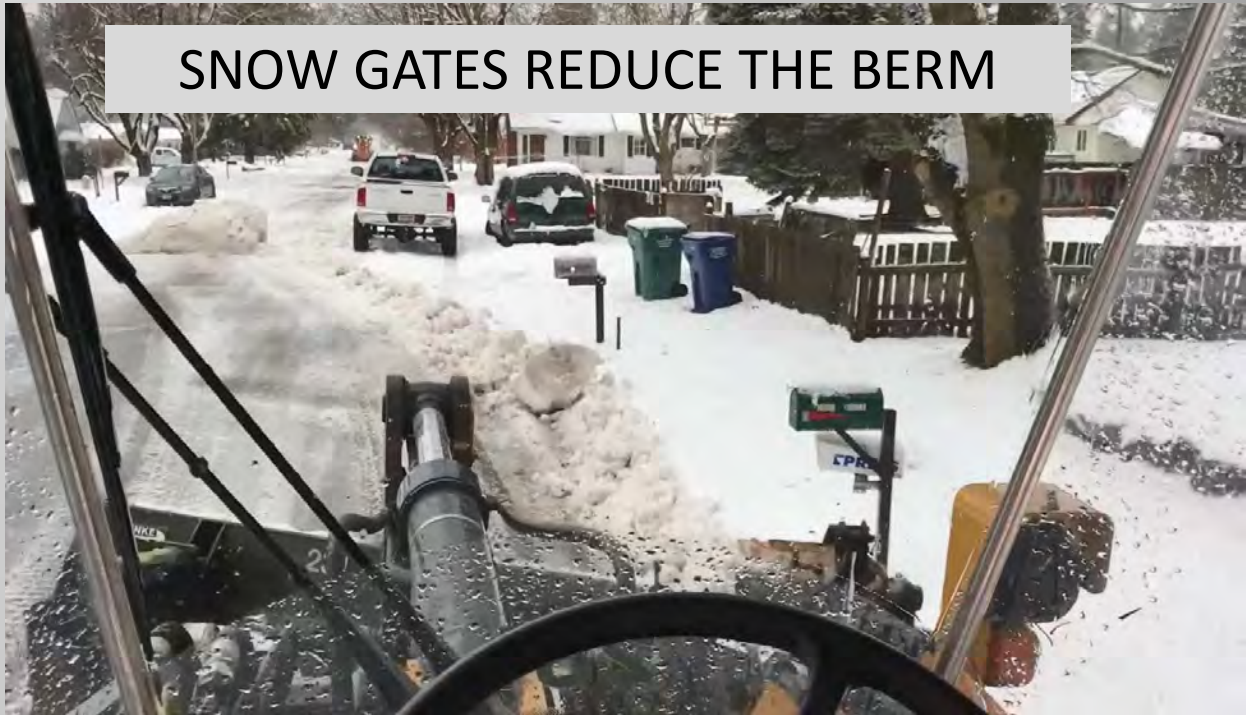
SNOW REMOVAL ISSUES

- Online reporting at www.cdavid.org
- Office Hours
7:00 am to 3:30 pm
- Snow Line Number
(208)769-2233

The screenshot shows the City of Coeur d'Alene website's 'Snow Removal Issues' reporting form. The header features the city logo and a navigation menu with the following items: Street and Engineering Department, Organization Chart, Leaf Pickup, Snow Information, Snow Removal Issues (highlighted), Name the Storms, Brine Center, Snow Guide, Major Routes, Arterials, Loader Gate, Snow Plan, Engineering, Stormwater Maintenance, Sidewalks / ADA Program, Sweeping Streets, Street Maintenance, and Vehicle Maintenance. The form title is 'Snow Removal Issues' and includes the instruction: 'Use this form to notify us of a snow removal issue.' The form fields are: Name, Address, Phone Number, Cell Number, Email Address, and Nearest Cross Street. A larger text area is provided for the 'Description of Problem of Concern:'. A 'Submit' button is located at the bottom right of the form.

13

SNOW GATES REDUCE THE BERM



14

CONSENT CALENDAR

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

December 3, 2024

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on December 3, 2024, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor

Dan English)	Members of Council Present
Christie Wood)	
Dan Gookin)	
Kiki Miller)	
Kenny Gabriel)	
Amy Evans)	Member of Council Absent

CALL TO ORDER: Mayor McEvers called the meeting to order.

PLEDGE OF ALLEGIANCE: Members of the Girl Scout Troop 2121 led the pledge of allegiance.

PRESENTATIONS:

International Day of the Girl: Councilmember Miller read the Proclamation noting that October 11, 2024 was declared as International Day of the Girl and was accepted by Brian Newberry, Chief Executive Officer of the Girl Scouts of Eastern Washington and Northern Idaho. Mr. Berry stated that the International Day of the Girl was celebrated in October, and they wanted to attend the Council meeting to recognize the Girl Scouts and remind them that their voice matters. He added that this year, there are about 1,000 Girl Scouts in Idaho. The girls helped donate 39,000 boxes of cookies to the US servicemen including those overseas. Mr. Newberry mentioned that Councilmember Miller along with four women legislators attended their democracy meeting last month. Councilmember Miller responded that the democracy meeting went great, and she is proud that she got to be involved.

Downtown Association Farmer's Market Summary: Municipal Services Director Renata McLeod shared the Downtown Association (DTA) summary report on the pilot project allowing open container at the Farmer's Market every Wednesday which was held from September 4 – 25, 2024 along 5th Street between Front Avenue to Lakeside Avenues, with vehicular traffic still allowed on Sherman Avenue. The report noted the large amount of set up time, the hiring of additional security and the need for customers to finish alcoholic beverages before crossing Sherman Avenue as downsides to the program. However, no law enforcement incidents occurred as a positive point. The summary report stated that they were able to have four events. While containing the area is feasible, DTA will not pursue the open container project at the Farmer's

Market next year due to the added expenses and large amount of set-up time needed. Ms. McLeod stated that the DTA is weighing in other possible options for other events. She added that the Police Department wanted to make sure that for any future event, they will still require fencing in order to contain the alcohol in that area. Councilmember Miller commented that she appreciates the depth and details of the report.

PUBLIC COMMENTS:

Russ McLain, Kootenai County, asked the Council to look into fire codes for new building construction as there might be some redundancies, and it comes with huge costs.

Erin Barnard, Coeur d'Alene, applauds the Council for the Proclamation declaring October 11 as International Day of the Girl, which recognizes the hardships that girls must endure and overcome. She asked Council to continue to recognize the specialness of traditional family values which strengthen society and benefits the children. She looks forward to seeing a proclamation about traditional family values.

Nancy Phillips, Coeur d'Alene, talked about the home delivered meals program, previously known as the Meals on Wheels program, and shared that they recently had their first Thanksgiving meal at the Community Center benefiting 142 people, of which majority were seniors in the community. She stated that they are currently serving 121 homebound seniors in Coeur d'Alene. An average of 2,500 meals are delivered to them each month. The area agency provides 27% of the funding while 73% would be coming from donations, fundraisers, and grants such as the Community Development Block Grant (CDBG). Ms. Phillips mentioned that they need to come up with \$168,000 with donations and grants. They are holding a blanket drive for the holiday season to provide blankets for homebound seniors along with a goodie bag from the Church of Jesus Christ of Latter-Day Saints. She thanked the Council for its continuing support and invited them to attend the dinner for their volunteers on December 11 from 5:00 p.m.– 7:00 p.m.

Suzanne Knutson, Coeur d'Alene, noted that today, December 3, is International Day of Persons with Disabilities (IDPD) which is observed annually since 1992. The theme for this year is amplifying the leadership of persons with disabilities for an inclusive and sustainable future. Ms. Knutson stressed the importance of celebrating the contributions of persons with disabilities and reflecting on the challenges they face in the community. She called for greater personal awareness and movement toward greater inclusion for people with disabilities through trainings from the ADA National Network, participation in web or podcasts, and attending the annual ADA symposium. Ms. Knutson asked the Council to include people with all types of disabilities and organizations that represent or serve them when projects for any type of city improvements are being considered.

ANNOUNCEMENTS:

Councilmember English stated that he will be attending his first Library Board meeting tomorrow, December 4, as the Council Liaison. He mentioned that he attended a legislative forum in the past week and discussed with Representative Joe Alfieri the city's process to fill up the Council seat vacancy.

Mayor McEvers requested the appointments of Sarah Garcia to the Ignite CDA Board, and Tracey Benson to the Arts Commission.

MOTION: Motion by Wood, seconded by Miller to appoint Sarah Garcia to the Ignite CDA Board and Tracey Benson to the Arts Commission. **All in favor. Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the November 19, 2024, Council Meeting.
2. Approval of Minutes from the November 12, 2024 and November 25, 2024 General Services/Public Works Committee Meetings.
3. Setting of the General Services/Public Works Committee Meeting at Noon on December 9, 2024.
4. Setting of public hearings for **December 17, 2024:**
 - a. (QUASI JUDICIAL) A-2-24 – Annexation request by JBR Landholdings for a 2.12-acre parcel from County Agriculture Suburban to City residential R-12 (residential at 12 units per acre); location: 3415 N. 15th Street.
 - b. (QUASI JUDICIAL) BR-1-24 - Lamar Advertising of Spokane is requesting relocation and digitization of a two-sided 300 square foot v-build billboard; current location is 1621 Northwest Boulevard to be removed and relocated to 3119 N. 2nd Street, while addressed off of 2nd Street, the billboard would be adjacent to Government Way.
5. Approval of Bills as Submitted.
6. Approval of **Resolution No. 24-094** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO APPROVING THE DESTRUCTION OF CITY RECORDS RETAINED BY THE BUILDING DEPARTMENT; APPROVING THE FINAL PLAT, ACCEPTING IMPROVEMENTS, AND APPROVAL OF A MAINTENANCE/WARRANTY AGREEMENT, A LANDSCAPE WORK AGREEMENT, AND SECURITY FOR COEUR D'ALENE PLACE 38TH ADDITION; ACCEPTING IMPROVEMENTS, APPROVAL OF A MAINTENANCE/ WARRANTY AGREEMENT, AND SECURITY FOR FULL CIRCLE TRACKS; APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH J-U-B ENGINEERS, INC., FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2024/2025 WASTEWATER COLLECTION SYSTEM CAPITAL IMPROVEMENTS PROJECTS; APPROVING THE IDAHO TRANSPORTATION DEPARTMENT - LOCAL PROFESSIONAL SERVICES AGREEMENT WITH J-U-B ENGINEERS, INC., FOR THE RAMSEY ROAD SIGNAL UPGRADES; AND APPROVING AN AGREEMENT WITH COEUR D'ALENE AMERICAN LEGION BASEBALL INC., FOR THE USE OF THORCO FIELD AT RAMSEY PARK.

MOTION: Motion by Gookin, seconded by Miller to approve the Consent Calendar as presented, including **Resolution No. 24-094**.

DISCUSSION: Councilmember Gookin stated that the proposed agreement with Coeur d'Alene American Legion Baseball, Inc. will be renewed every five years. He explained that it was only for every two years in the past. Councilmember Miller added that it was the American Legion's request to have it renewed for five years, and with the great partnership with the city, both parties agreed to do so.

ROLL CALL: Miller Aye; Gabriel Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

RESOLUTION NO. 24-095

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF ARMORCAST METER BOXES FROM H.D. FOWLER COMPANY IN THE AMOUNT OF \$85,378.00 FOR USE IN THE ANNUAL MAINTENANCE AND METER PIT UPGRADES.

STAFF REPORT: Water Assistant Director Glen Poelstra noted that yearly, approximately 200–300-meter pit settings in the City’s water system are required to be updated to keep ageing infrastructure up-to-date and operational. This would include basement meter pit upgrades, water service leaks, Yardley service upgrades, and meter pit upgrades in general. Mr. Poelstra explained that the Water Department originally used concrete meter boxes which are extremely heavy and fragile. Staff experimented with other types of meter boxes and chose the Armorcast composite meter boxes as they were very similar in size to the existing boxes but much lighter and much more durable due to the composite construction of the box. The boxes and lids come in 15,000- and 20,000-pound load capacity so they can withstand being driven on where the concrete boxes would easily be crushed. Past practice has been to purchase a small truck load at a time, but due to supply chain issues for the past couple of years, staff recommends purchasing a larger quantity to ensure they are readily available for future projects. Three quotes were solicited for 100 sets of the Armorcast-brand composite meter boxes which is a quantity expected to meet annual service replacement needs. The quotes received were from H. D. Fowler at \$85,378.00, Consolidated Supply Co. \$89,103.00, and Ferguson Waterworks which was non-responsive. Mr. Poelstra asked Council to accept the lowest responsive bid of, and approve the purchase of Armorcast meter boxes from, H. D. Fowler Company in the amount of \$85,378.00 for Maintenance and Meter Pit Upgrades. The funding for the service line replacements is included in the FY 24-25 budget which also includes water main replacements in the amount of \$800,000. Other anticipated materials and projects are included in the same line item.

DISCUSSION: Mayor McEvers inquired how often the Water Department changes the meter pits with Mr. Poelstra responding that whenever they are in the area, they look up and down the roadways to see what needs to be replaced so they can be most efficient. Councilmember Wood asked if they have encountered people who purposely tamper with the meter boxes. Mr. Poelstra stated that it is very rare; however, he recommends that customers call the Water Department for the necessary repair.

MOTION: Motion by Miller, seconded by Gabriel to approve **Resolution No. 24-095**; approving the purchase of Armorcast meter boxes from, H. D. Fowler Company in the amount of \$85,378.00 for the Water Department’s Annual Maintenance and Meter Pit Upgrades.

ROLL CALL: Miller Aye; Gabriel Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

RESOLUTION NO. 24-096

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE AND INSTALLATION OF A MIOX CHLORINE GENERATION UNIT FROM FILTRATION TECHNOLOGIES, IN AN AMOUNT NOT TO EXCEED \$124,725.00, TO BE INSTALLED AT THE RALPH CAPAUL WELL (RC WELL).

STAFF REPORT: Water Assistant Director Glen Poelstra stated that in the past, the Water Department utilized 100% gas chlorine as a disinfectant. However, due to its high volatility and dangerous nature, it was decided to source a different way of disinfection. He explained that technology has been developed to utilize a liquid salt solution along with direct current electricity as a way of producing a consistent source of liquid chlorine at a much safer concentration for employees to handle. Less than ½% Chlorine is generated and injected at each well site to keep the minimum required amount of chlorine in the distribution system. A Microclor brand of chlorine generation unit is currently installed at RC Well but has reached end of life and parts have become more expensive and unreliable to source. The Miox brand units have been installed at multiple other well sites and have proven to be reliable units. Staff advertised for bids and Filtration Technologies was the only bidder to respond and can supply and install a 30 PPD (pound per day) Miox Chlorination Unit at a total cost of \$124,725.00. Mr. Poelstra stated that a line-item amount of \$123,000 was budgeted for this unit. The remaining amount above the budget will be obtained from the Maintenance Pumping Station budget.

DISCUSSION: Councilmember Gookin asked if there is a waste product in the process and what they do with it, with Mr. Poelstra explaining that the only waste product that's generated that they have to off gas is hydrogen, which is vented out to the atmosphere. He stated that other than that, the entire solution from what comes out of the chemical process goes into the chlorine tank. He added that they were told that it's a completely safe process for disinfection as approved by the State of Idaho Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA). Councilmember Wood inquired what kind of safety equipment the Water Department uses and how often they update it with Mr. Poelstra stating that they wear Personal Protective Equipment (PPE) when they are working with the piping system but to change a bottle of chlorine, they also use a self-contained breathing apparatus (SCBA). He added that they undergo training with the Fire Department on how to handle a spill or leak, which happened at one point and caused thousands of dollars for replacement of equipment, hence, they took the avenue to go to a much safer technique of disinfection. Councilmember Wood asked if they often rotate their safety equipment and if it's built into the budget with Mr. Poelstra responding in the affirmative and stating that it gets used up regularly. Councilmember Miller stated that there's only one bidder that responded and asked about whether staff made due diligence in advertising and to get the best price considering that this is a specialized item that they require. Mr. Poelstra explained that purchases over \$100,000 must go out to a public bid and are advertised on multiple avenues such as in the newspaper and online. He added that staff reached out to Microclor, the company where they purchased before; however, they never submitted a bid. Staff also conducted research to find different vendors that would be able to provide a bid. Mayor McEvers inquired if every well would have the Miox Chlorine and Mr. Poelstra stated that they have two of the Microclor left and this Miox Chlorine request would fulfill the large capacity RC Well. Right now, 2 ½ wells are running compared to 11 wells running during summer.

MOTION: Motion by Miller, seconded by English to approve **Resolution No. 24-096**; approving the purchase and installation of a Miox Chlorine Generation Unit from, Filtration Technologies, in the amount of \$124,725.00, to be installed at Ralph Capaul Well.

ROLL CALL: Gabriel Aye; Gookin Aye; English Aye; Wood Aye; Miller Aye. **Motion carried.**

LEGISLATIVE HEARING - APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PLAN YEAR 2023, YEAR END CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

STAFF REPORT: CDBG Specialist Sherrie Badertscher requested Council to hold a public hearing and approve the submittal of the Community Development Block Grant (CDBG) Plan Year (PY) 2023 Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). She noted that HUD requires the annual report every year and the draft is shared with the public to give them the opportunity to make comments as well as to see if goals that were established in the Annual Action Plan were met. She explained that CDBG is a grant from HUD to support low-to-moderate income (LMI) residents through specific allowable activities such as LMI housing but can include public facility improvements and public service projects. The Consolidated 5-year Plan goals for 2023-2027 include: maintain and increase housing stock; public facility and infrastructure projects; public services; homelessness assistance; and economic development. The City received \$358,560.00 from HUD for PY 2023, of which \$10,000 was awarded to the Lake City Center for the “Home Delivered Meals” Program; \$75,000 was allocated to the Emergency Minor Home Repair and Accessibility Program (EMRAP); \$201,848.00 for Community Opportunity Grants was allocated for St. Vincent de Paul (\$125,000) for their roof replacement, and Safe Passage (\$76,848) for roof replacement and kitchen remodel of their safe house; and \$71,712.00 was allotted for Administration. For the 2023 EMRAP, \$40,081 was awarded for six home rehabilitation projects and additional \$32,000 was committed for five projects. CDBG PY 2023 ended September 30, 2024 and the goals that were met include: maintain and increase housing stock (housing rehab-EMRAP projects); public facilities; and public services. On the other hand, 2023 goals that were not met are homelessness assistance and economic development because no funding were allocated for these types of activities. Other completed activities in PY 2023 which utilized PY 2020 and PY 2022 funds are TESH Inc. lighting upgrade project and Habitat for Humanity’s completion of the planning phase of the 2nd Street Development Project. Ms. Badertscher mentioned that Habitat for Humanity will be having an open house on Monday, December 9, from noon to 6:00 p.m.

DISCUSSION: Councilmember English asked what kind of activities would fall under homelessness assistance and if it were done before, with Ms. Badertscher responding that it would be providing funds for public service activity such as providing a temporary place to sleep for homeless people. She added that they thought they would be able to meet this goal through the grant provided to St. Vincent de Paul and Safe Passage but the way it was reported did not tick that box for homelessness assistance. Councilmember Gabriel inquired how many applied for EMRAP and how it was decided who gets the funding. Ms. Badertscher explained that it is on a first come, first serve basis and there were 11 applicants that were awarded grant funds. With the September

30 cut-off, there were remaining projects that the funds were already committed to. When all the funds are allocated for a plan year, they just hold the applications until the next round of funding opens up.

PUBLIC TESTIMONY: Mayor McEvers opened the public testimony portion of the meeting. With no comments received, Mayor McEvers closed public testimony.

DISCUSSION: Councilmember Miller asked clarification on how much was left from the PY2023 funds with Ms. Badertscher replying that all of the funds have been allocated except for the \$2,900 funding left for EMRAP which will roll over for the following year.

MOTION: Motion by Gabriel, seconded by Miller to approve the Community Development Block Grant 2023 Consolidated Annual Performance Evaluation Report (CAPER). **Motion carried.**

ADJOURNMENT: Motion by Gookin, seconded by English that there being no other business, this meeting be adjourned. **Motion carried.**

The meeting adjourned at 6:58p.m.

Woody McEvers, Mayor

ATTEST:

Jo Anne Mateski
Executive Assistant

December 9, 2024
GENERAL SERVICES/PUBLIC WORKS COMMITTEE
MINUTES
12:00 p.m., Library Community Room

COMMITTEE MEMBERS

Council Member Amy Evans, Chairperson
Council Member Christie Wood
Council Member Dan English

STAFF

Juanita Knight, Senior Legal Assistant
Randy Adams, City Attorney
Troy Tymesen, City Administrator
Craig Etherton, Deputy Fire Marshal
Bill Deruyter, Deputy Fire Chief
Jeff Sells, Deputy Fire Chief, Operations
Mike Anderson, Wastewater Director

Item 1. Repeal of Municipal Code § 15.06.050, Firefighter Equipment Rooms, and Adopt Appendix L to the 2018 International Fire Air Replenishment System (FARS).
(Agenda)

Deputy Fire Chief Bill Deruyter, requests the Council to adopt regulations for the Firefighter Air Replenishment System (FARS) for new high-rise buildings, based on Appendix L of the International Fire Code with specific amendments. The proposal also includes repealing the current Municipal Code section on Firefighter Equipment Rooms in high-rises. Mr. Deruyter explained that while Firefighter Equipment Rooms have been required since at least 2006, they are expensive and difficult to maintain. Transitioning to FARS would enhance firefighter safety and operational efficiency by providing a faster and safer method for air replenishment during high-rise fire emergencies. Mr. Deruyter discussed the following key points:

- **FARS Advantages:**
 - Enables firefighters to refill air bottles within stairwells in under two minutes, without removing SCBA packs.
 - Reduces dependency on labor-intensive "bottle brigades" to shuttle equipment during fires.
 - Enhances safety and efficiency, especially in high-rise firefighting where equipment loads can exceed 90-100 pounds per firefighter.
- **Existing Challenges:**
 - Firefighter Equipment Rooms are difficult to maintain, and equipment reliability is a concern.
 - Fire officers have expressed a lack of confidence in the readiness of current equipment stored in these rooms.
- **Cost Implications:**
 - No initial cost to the City; developers bear all FARS implementation expenses.
 - Long-term savings in maintenance costs for firefighter equipment currently managed by the City.
 - The eventual replacement of the City's air trailer may be necessary.

Mr. Deruyter concluded by noting that as new mid-rise and high-rise developments increase, modern firefighting tactics are required to ensure safety. Adopting FARS aligns with best practices and addresses the limitations of existing systems.

Councilmember Wood inquired if the Fire Department had engaged with local builders regarding the FARS (Firefighter Air Replenishment System) and whether they supported its implementation. Mr. Deruyter replied that emails, along with a video presentation shown to the committee, had been sent to relevant groups. However, no responses were received.

Deputy Fire Marshal Craig Etherton added that when the City of Meridian implemented its FARS ordinance, they also notified the Building Contractors Association but received no feedback. He noted that staff had planned to present the matter to the Governmental Affairs Committee for NIBCA last month, but the meeting was canceled. Additionally, staff has communicated with the Hagadone Corporation regarding their new development. However, their permit application was submitted last week, prior to the ordinance's implementation.

Councilmember Wood expressed hope that, if the ordinance is approved, efforts can be made to demonstrate its importance and necessity to the Hagadone stakeholders.

Councilmember English sought clarification regarding the air used in tanks, emphasizing that the cost of FARS-related equipment should be borne by high-rise developers rather than taxpayers. He viewed this as a reasonable user fee. Mr. Deruyter clarified that the tanks contain compressed air, not pure oxygen, and consist of the same air we naturally breathe.

MOTION: by Wood, seconded by English, to recommend that Council repeal Municipal Code § 15.06.050, Firefighter Equipment Rooms, and adopt Appendix L to the 2018 International Fire Code, Fire Fighter Air Replenishment System (FARS). Motion Carried.

Item 2. Proposed Changes to and Renewal of the Memorandum of Understanding with Idaho Disaster Dogs, Inc.
(Consent)

Deputy Fire Chief of Operations, Jeff Sells, requests the Council's approval of the proposed changes to the Memorandum of Understanding (MOU) between the City and Idaho Disaster Dogs, along with the renewal of the MOU for an additional five years. Mr. Sells explained that the Idaho Disaster Dogs, a 501(c)(3) non-profit organization, owns and maintains search canine resources used by the Coeur d'Alene Fire Department's technical rescue program. The City entered into the current MOU with the organization in 2020, which outlines responsibilities, including the number of canines on the team and the maintenance and certification of these resources. The MOU is set to expire in February 2025. He said that in the current agreement the City provides \$5,000 annually to cover the liability insurance policy and assist with veterinary expenses. The veterinary expenses, however, have risen sharply, from \$3,408 in 2020 to \$7,911 in 2023. The non-profit has covered costs exceeding the stipend through donations. Mr. Sells said the proposed changes will increase the City's annual stipend by \$3,000 to address rising veterinary expenses, noting the increased funding will be included in the proposed 2025-2026 fiscal year budget. Mr. Sells said the canine program has significantly enhanced the Coeur d'Alene Fire Department's technical rescue capabilities. During the current MOU term, the canine teams have deployed to five federal disasters under the FEMA Urban Search and Rescue system, as well as numerous regional and local search operations. These deployments have provided invaluable experience, strengthening the department's planning and operational proficiency in technical rescues.

Councilmember Wood commended the Fire Department for its prudence in requesting an additional \$3,000. She expressed her support for increasing the request to up to \$5,000, with the stipulation that any unspent funds would be returned to the City's General Fund.

Mr. Sells clarified that the \$5,000 provided by the City to the non-profit is considered a contribution rather than a budgeted amount. He explained that if the non-profit utilizes the entire \$5,000, it would rely on donations from other sources to cover additional expenses.

City Administrator Troy Tymesen further clarified that the \$5,000 serves as a sponsorship for the programs, while the non-profit secures additional funding independently.

MOTION: by English, seconded by Wood, to recommend that Council approve the proposed changes to, and the renewal of, the Memorandum of Understanding with Idaho Disaster Dogs. Motion Carried.

**Item 3. Adoption of Wastewater Fairway Trunk
(Agenda)**

Wastewater Director Mike Anderson requests that Council approve wastewater surcharges for the Coeur Terre development and associated US Forest Service (USFS) property. The surcharges aim to fund critical infrastructure improvements required for wastewater service. Mr. Anderson said the proposed surcharges are \$2,590.00 per Equivalent Residential Units (ERU) for new customers contributing flow to the Riverside Interceptor and \$1,005.00 per ERU for new customers contributing flow to the Fairway Trunk Main. Mr. Anderson explained in his staff report that in 2023, the City entered into an Annexation and Development Agreement with Kootenai County Land Company and 13 limited liability companies to annex approximately 440 acres (the Coeur Terre development) into the City. This Agreement restricts the total number of ERUs for the Coeur Terre development to 2,800. To calculate the ERUs for the adjacent US Forest Service (USFS) property, the same density per acre as Coeur Terre was applied, yielding an additional 1,275 ERUs, for a total of 4,075 potential new ERUs. Mr. Anderson said the surcharges will apply to properties defined within the Annexation and Development Agreement which will contribute flow to the Riverside Interceptor and/or Fairway Trunk Main; the properties on the USFS land, which has yet to be annexed, and which also will potentially contribute flow to the Riverside Interceptor and/or Fairway Trunk Main. This ensures a fair distribution of costs, reflecting the unique needs of the annexed areas and those potentially annexed in the future, as well as the interests of the City and the Wastewater Utility in serving current customers. The surcharges are calculated based on the Opinion of Probable Construction Cost (OPCC) for each project and the estimated number of ERUs contributing flow. These surcharges align costs with specific beneficiaries while preventing existing City customers from bearing the financial burden of infrastructure expansions that primarily serve these areas.

Councilmember English asked for clarification regarding whether the U.S. Forest Service (USFS) property is being developed with housing. Mr. Anderson explained that the USFS area has not been annexed into the City, nor are there plans for housing. He noted that the inclusion of the USFS area in the Coeur Terre development was primarily to share infrastructure improvement costs. Infrastructure upgrades will only be required if the USFS property is annexed into the City.

Councilmember Wood inquired about the timeline for construction and its potential impact on neighborhood residents. Mr. Anderson acknowledged the difficulty of providing an exact timeline but highlighted that the Fairway Truck main construction would have the greatest impact on current residents. He mentioned that traffic

might need to be rerouted around the golf course, with construction expected to last approximately 30 to 45 days. He added that larger construction projects could affect the Centennial Trail, though an estimated timeline for those projects is not yet available.

Councilmember English sought clarification on the size of the pipes to be replaced. Mr. Anderson stated that the current pipes are 24 inches in diameter. A parallel pipe of 21 inches will be installed, and both pipes will be utilized.

MOTION: by Wood, seconded by English, to recommend that Council approve the adoption of a \$2,590 per ERU surcharge for properties defined within the Annexation and Development Agreement and the US Forest Service Land which contribute flow to the Riverside Interceptor, and a \$1,005 per ERU surcharge for properties defined within the Annexation and Development Agreement and the US Forest Service Land which contribute flow to the Fairway Trunk Main, with an annual adjustment to both surcharges based on the ENR Construction Cost Index as provided in the Annexation and Development Agreement. Motion Carried.

Recording of the meeting can be found at: (not yet posted on City's YouTube Channel)

The meeting adjourned at 12:34 p.m.

Respectfully submitted,
Juanita Knight
Senior Legal Assistant
Recording Secretary



CEMETERY LOT TRANSFER / SALE / REPURCHASE ROUTING FORM

REQUEST RECEIVED BY:

Municipal Services Department Name Kelley Setters Employee 12.6.24 Date

REQUESTED BY:

Rob Eachon Jr. Name

Address _____ Phone _____

Request is for: Repurchase of Lot(s) Transfer of Lots(s) from Catherine Eachon to Robert Eachon Jr.

Section: RIV Block: C Niche(s): _____ Lots(s): 523

Lot(s) are located in: Forest Cemetery Forest Cemetery Annex. (Riverview)
Copy must be attached: Deed Certificate of Sale
Requester is: owner executor other **Note: If "executor" or "other", affidavits of authorization must be attached.*

Title Transfer Fee: \$ 40.00 Receipt No: _____

ACCOUNTING DEPARTMENT completes the following: Attach original contract.

Accountant Signature _____ Date: _____

CEMETERY SUPERVISOR completes the following:

The above-referenced Lot(s) is/are certified to be vacant: Yes No
The owner(s) of record of the Lot(s) in the Cemetery Book of Deeds is listed as: Catherine Eachon
The purchase price of the Lot(s) when sold to the owner of record was \$ 1000 per lot.

Supervisor's Signature M Brundt Date: 12/9/2024

LEGAL/RECORDS completes the following:

Certificate of Conveyance/Transfer received: Yes No
Requester is authorized to execute certificate: Yes No

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that the transaction be completed.

City Clerk's Signature _____ Date: _____

Council approved transfer/sale/repurchase of above-referenced Lots(s) in regular session on. Date: _____

CEMETERY SUPERVISOR completes the following:

Change of ownership noted in Book of Deeds: Yes No
Cemetery copy filed original and supporting documents returned to City Clerk: Yes No

Cemetery Supervisor's Signature _____ Date: _____

**CERTIFICATE OF TRANSFER
CEMETERY LOT**

For good and sufficient consideration, receipt of which is hereby acknowledged,
Catherine Eachon (POA) Robert Eachon JR. (the "Transferor") does hereby
transfer and convey to Robert Eachon Jr. (the
"Transferee") the following lot(s) in the Riverview Annex Cemetery:
Section(s) RIV, Block(s) C,
Niche(s) _____, Lot(s) 523

according to the plat thereof, now on file and of record in the office of the Kootenai County
Recorder, state of Idaho.

This Certificate vests in the Transferee, and his or her heirs or assigns, a right in fee simple
to said lot(s) for the sole purpose of interment, under the ordinances and regulations adopted by
the City Council as authorized by Idaho Code § 50-320.

DATED this 4 day of Dec., 2024

By Robert Eachon Jr.
Transferor

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 6th day of Dec, 2024, before me, a Notary Public, personally appeared Robert Eachon JR., known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.



Kelley Setters
Notary Public for Idaho
Residing at Spirit Lake ID
My Commission expires: 8-18-26

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
TWO MONTHS ENDED
November 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 11/30/2024	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$279,817	\$39,075	14%
	Services/Supplies	9,150	\$664	7%
Administration	Personnel Services	249,686	\$43,324	17%
	Services/Supplies	2,590		
Finance	Personnel Services	870,733	\$142,199	16%
	Services/Supplies	904,134	\$430,166	48%
Municipal Services	Personnel Services	1,652,793	\$242,331	15%
	Services/Supplies	1,237,565	\$224,030	18%
	Capital Outlay			
Human Resources	Personnel Services	372,005	\$64,280	17%
	Services/Supplies	115,239	\$20,853	18%
Legal	Personnel Services	1,324,012	\$218,923	17%
	Services/Supplies	74,500	\$1,480	2%
Planning	Personnel Services	766,017	\$131,399	17%
	Services/Supplies	54,700	\$9,673	18%
	Capital Outlay			
Building Maintenance	Personnel Services	373,979	\$62,869	17%
	Services/Supplies	390,800	\$41,145	11%
	Capital Outlay			
Police	Personnel Services	18,607,937	\$3,436,822	18%
	Services/Supplies	2,227,376	\$253,574	11%
	Capital Outlay	4,954,978	\$165,797	3%
Fire	Personnel Services	13,414,095	\$2,250,371	17%
	Services/Supplies	1,076,509	\$91,879	9%
	Capital Outlay			
General Government	Services/Supplies	38,800		
	Capital Outlay			
Police Grants	Personnel Services	247,275	\$106,555	43%
	Services/Supplies			
	Capital Outlay			
Streets	Personnel Services	3,622,983	\$623,196	17%
	Services/Supplies	2,966,230	\$40,662	1%
	Capital Outlay	90,000		
Parks	Personnel Services	2,223,086	\$294,175	13%
	Services/Supplies	772,045	\$55,599	7%
	Capital Outlay	40,000	\$33,276	83%

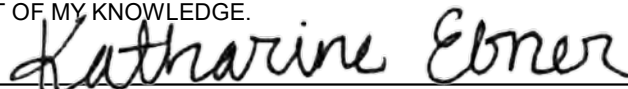
CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 TWO MONTHS ENDED
 November 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 11/30/2024	PERCENT EXPENDED
Recreation	Personnel Services	629,686	\$101,617	16%
	Services/Supplies	155,950	\$11,611	7%
	Capital Outlay			
Building Inspection	Personnel Services	1,033,101	\$166,943	16%
	Services/Supplies	55,205	\$3,560	6%
	Capital Outlay			
Total General Fund		60,832,976	9,308,049	15%
Library	Personnel Services	1,689,366	\$264,333	16%
	Services/Supplies	220,000	\$23,038	10%
	Capital Outlay	200,000	\$17,552	9%
CDBG	Personnel Services	108,274	\$17,627	16%
	Services/Supplies	250,786	\$18,150	7%
Cemetery	Personnel Services	199,298	\$36,957	19%
	Services/Supplies	143,800	\$13,532	9%
	Capital Outlay	15,000		
Impact Fees	Services/Supplies	1,093,000		
Annexation Fees	Services/Supplies	580,000		
Parks Capital Improvements	Capital Outlay	751,100	\$83,096	11%
Cemetery Perpetual Care	Services/Supplies	19,500	\$816	4%
Jewett House	Services/Supplies	31,120	\$3,035	10%
Street Trees	Services/Supplies	134,500	\$3,170	2%
Public Art Fund	Services/Supplies	244,500	\$35,545	15%
		5,680,244	516,849	9%
Debt Service Fund		877,308		

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
TWO MONTHS ENDED
November 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 11/30/2024	PERCENT EXPENDED
Atlas - Kathleen to Newbrook	Capital Outlay			
Traffic Calming	Capital Outlay	40,000		
Public Transit Sidewalk Accessibility	Capital Outlay			
Ramsey Road Rehabilitation	Capital Outlay			
15th Street	Capital Outlay	900,000		
LHTAC Pedestrian Safety	Capital Outlay			
Atlas Waterfront Project	Capital Outlay			
Wilbur / Ramsey Project	Capital Outlay			
Government Way	Capital Outlay	4,926,000	\$445,187	9%
LaCrosse Ave. Improvements	Capital Outlay			
		5,866,000	445,187	8%
Street Lights	Services/Supplies	801,000	\$48,891	6%
Water	Personnel Services	3,012,695	\$474,285	16%
	Services/Supplies	5,942,033	\$179,436	3%
	Capital Outlay	4,233,000	\$208,582	5%
Water Capitalization Fees	Services/Supplies	2,260,000		
Wastewater	Personnel Services	3,439,843	\$530,522	15%
	Services/Supplies	9,442,232	\$229,648	2%
	Capital Outlay	11,651,000	\$437,299	4%
	Debt Service	5,128,241		
WW Capitalization	Services/Supplies	7,143,549		
WW Property Management	Services/Supplies			
Sanitation	Services/Supplies	5,469,062	\$474,064	9%
Public Parking	Services/Supplies	1,788,090	\$16,570	1%
	Capital Outlay	-		
Drainage	Personnel Services	257,526	\$45,196	18%
	Services/Supplies	1,322,141	\$40,340	3%
	Capital Outlay	495,000	\$349,645	71%
Total Enterprise Funds		62,385,412	3,034,478	5%
Kootenai County Solid Waste		3,240,000	\$306,854	9%
KCEMSS Impact Fees		38,000	\$4,362	11%
Police Retirement		149,000	\$24,742	17%
Business Improvement District		301,200	\$60,000	20%
Homeless Trust Fund		9,000	\$499	6%
Total Fiduciary Funds		3,737,200	396,458	11%
TOTALS:		\$139,379,140	\$13,701,020	10%

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

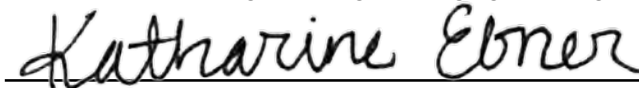


Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

**City of Coeur d Alene
Cash and Investments
11/30/2024**

Description	City's Balance
U.S. Bank	
Checking Account	271,647
Checking Account	81,087
Checking Account	66,382
Investment Account - Police Retirement	364,981
Investment Account - Cemetery Perpetual Care Fund	1,225,827
Idaho State Investment Pool	
State Investment Pool Account	47,335,509
Spokane Teacher's Credit Union	
Certificate of Deposit	7,510,704
Numerica Credit Union	
Certificate of Deposit	10,228,440
Money Market	16,313,631
Cash on Hand	
Treasurer's Change Fund	1,350
Total	<u>83,399,558</u>

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE.



Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

CITY OF COEUR D'ALENE
Treasurer's Report of Cash and Investment Transactions

FUND	UNAUDITED			
	10/31/24 BALANCE	RECEIPTS	DISBURSE- MENTS	BALANCE 11/30/2024
<u>General-Designated*</u>	\$6,871,560	\$200,396	\$114,729	\$6,957,227
<u>General-Undesignated</u>	8,308,146	4,338,733	5,403,054	7,243,825
<u>Special Revenue:</u>				
Library	(108,944)	10,124	172,923	(271,743)
CDBG	(9,471)	18,150	26,306	(17,627)
Cemetery	121,675	12,363	25,544	108,494
Parks Capital Improvements	1,179,123	35,317	38,826	1,175,614
Impact Fees	7,196,167	125,706		7,321,873
Annexation Fees	587,109	2,383		589,492
American Recovery Plan	4,331,004		2,473,791	1,857,213
Cemetery P/C	1,237,072	8,459	5,910.00	1,239,621
Jewett House	112,923	534	3,036.00	110,421
Street Trees / Reforestation	179,880	3,130	3,170	179,840
Public Art Fund	14,986	69,153	20,067	64,072
Public Art Fund - ignite	483,237	1,963		485,200
Public Art Fund - Maintenance	134,488	546	26	135,008
<u>Debt Service:</u>				
2015 G.O. Bonds	154,212	1,781		155,993
<u>Capital Projects:</u>				
Street Projects	6,548,535	309,669	445,187	6,413,017
Riverstone Mill Site Project	-			-
<u>Enterprise:</u>				
Street Lights	67,493	62,214	63,580	66,127
Water	4,323,998	1,597,584	490,140	5,431,442
Water Capitalization Fees	6,885,590	80,572	687,661	6,278,501
Wastewater	18,772,996	1,383,265	381,449	19,774,812
Wastewater-Equip Reserve	490,159	27,500	517,659	-
Wastewater-Capital Reserve	6,696,000			6,696,000
WWTP Capitalization Fees	5,713,529	150,951		5,864,480
WW Property Mgmt	72,766			72,766
Sanitation	839,753	1,609,430	1,679,028	770,155
Public Parking	1,753,345	66,081	10,687	1,808,739
Drainage	1,439,789	93,904	406,678	1,127,015
Wastewater Debt Service	680,342	2,763		683,105
<u>Fiduciary Funds:</u>				
Kootenai County Solid Waste Billing	306,854	249,251	306,854	249,251
KCEMSS Impact Fees	4,362	1,985	4,362	1,985
Police Retirement	452,094	12,413	23,775	440,732
Sales Tax	644	3,329	2,257	1,716
BID	438,255	6,624	60,000	384,879
Homeless Trust Fund	499	313	499	313
GRAND TOTAL	<u><u>\$86,280,170</u></u>	<u><u>\$10,486,586</u></u>	<u><u>\$13,367,198</u></u>	<u><u>\$83,399,558</u></u>

*Designated fund balance will be recalculated as the City's audit progresses.

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


 Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

**CITY COUNCIL
STAFF REPORT**

DATE: DECEMBER 17, 2024
FROM: KATIE EBNER, FINANCE DIRECTOR
SUBJECT: ANNUAL ROAD AND STREET FINANCIAL REPORT

DECISION POINT: Should Council approve the Annual Road and Street Financial Report for the fiscal year ending September 30, 2024?

HISTORY: Idaho Code § 40-708 requires the certification of road fund receipts and disbursements be completed and sent to the Idaho State Controller by the 31st of December for the preceding fiscal budget year for cities, counties, and highway districts.

FINANCIAL ANALYSIS: The certification and timeliness of this report is critical to the City receiving funding from the State's Highway User Tax Disbursement. The revenue received during fiscal year 2023-24 was \$12,029,630, and \$9,660,410 was received for fiscal year 2022-23.

PERFORMANCE ANALYSIS: The Annual Road and Street Financial Report is an accounting of the dollars used in maintaining, creating and improving the road network overseen by the City. This report is a collaborative effort with the Street Maintenance Department and the Finance Department.

DECISION POINT: Council should approve the Annual Road and Street Financial Report for the fiscal year ending September 30, 2024.

Annual Road and Street Financial Report

Reporting Entity Name, Mailing Address and Contact Phone Number:		Please return, not later than December 31 , to:
Entity City of Coeur d'Alene	BRANDON D. WOOLF IDAHO STATE CONTROLLER ATTN: HIGHWAY USERS STATEHOUSE MAIL BOISE, ID 83720	
Address 710 E Mullan Avenue		
City State Zip Coeur d Alene ID 83814		
Contact/Phone (208) 769-2225	Contact/Email: kebner@cdaid.org	

This certified report of dedicated funds is hereby submitted to the State Controller as required by 40-708, Idaho code.

Dated this 17th day of December, 2024.	Commissioner Signature
ATTEST: <i>Katharine Ebner</i>	Commissioner Signature
	Mayor or Commissioner Signature
City Clerk/County Clerk/District Secretary (type or print name & sign) AND	Commissioners or Mayor (type or print name & sign)

FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2024

Line 1 BEGINNING BALANCE - Balance from Previous Year's Report	0
--	---

RECEIPTS

	LOCAL FUNDING SOURCES	
Line 2	Property tax levy (for roads, streets and bridges)	
Line 3	Sale of assets	3,891
Line 4	Interest income	88,650
Line 5	Fund transfers from non-highway accounts	615,878
Line 6	Proceeds from sale of bonds (include LIDs)	
Line 7	Proceeds from issue of notes (include loans)	722,732
Line 8	Local impact fees	136,293
Line 9	Local option registration fee	
Line 10	All other LOCAL receipts or transfers in.	554,386
Line 11	Total Local Funding (sum lines 2 through 10).	2,121,830
	STATE FUNDING SOURCES	
Line 12	Highway user revenue	4,073,505
Line 13	Sales tax	
Line 14	General fund/Leading Idaho	
Line 15	Sales tax/Inventory replacement tax	
Line 16	Sales tax/Revenue sharing	
Line 17	State Exchanged funds.	
Line 18	All other STATE receipts or transfers.	5,109,080
Line 19	Total State Funding (sum lines 12 through 19).	9,182,585
	FEDERAL FUNDING SOURCES	
Line 20a	Secure Rural Schools (Title I Funds)	
Line 20b	Secure Rural Schools (Title III Funds)	
Line 21	Federal-aid Bridge.	
Line 22	Federal-aid Rural.	
Line 23	Federal-aid Urban.	
Line 24	Federal Lands Access Funds and All other FEDERAL receipts or transfers	725,215
Line 25	Total Federal Funding (sum lines 20 through 25)	725,215
Line 26	TOTAL RECEIPTS (sum lines 11, 19, 25)	12,029,630

DISBURSEMENTS

	NEW CONSTRUCTION (include salary and benefits on each line)	
	Total lane miles constructed in the last year	
	Total square feet of bridge deck constructed in the last year	
Line 27	Roads	
Line 28	Bridges, culverts and storm drainage	
Line 29	RR Crossing	
Line 30	Other (signs, signals or traffic control).	99,915
Line 31	Total New Construction (sum lines 27 through 30).	99,915
	RECONSTRUCTION/REPLACEMENT/REHABILITATION (include salary and benefits on each line)	
	Total lane miles rebuilt, realigned, or overlay in the last year	16.25
	Total square feet of bridge deck reconstructed or rehabilitated in the last year.	-
Line 32	Roads (rebuilt, realign, or overlay upgrade).	399,670
Line 33	Bridges, culverts and storm drainage	1,212
Line 34	RR Crossing.	
Line 35	Other (signs, signals or traffic control).	238,176
Line 36	Total Reconstruction/Replacement (sum lines 32 through 35).	639,058
	ROUTINE MAINTENANCE (include salary and benefits on each line)	
	Total lane miles with surface treatments, chip sealed, seal coated etc. on line 37.	16.80
	Total lane miles graded or bladed on line 40	3
Line 37	Chip sealing or seal coating.	2,276,090
Line 38	Patching	761,042
Line 39	Winter Maintenance	304,174
Line 40	Grading/blading	639,942
Line 41	Bridge.	
Line 42	Other (signs, signals or traffic control).	1,614,705
Line 43	Total Routine Maintenance (sum lines 37 through 42)	5,595,953
	EQUIPMENT	
Line 44	Equipment purchase - automotive, heavy, other.	945,316
Line 45	Equipment lease/purchase	112,488
Line 46	Equipment maintenance.	742,275
Line 47	Other (specify).	
Line 48	Total Equipment (sum lines 44 through 47)	1,800,079
	ADMINISTRATION	
Line 49	Administrative salaries and expenses.	407,025
	OTHER EXPENDITURES	
Line 50	Right-of-way and property purchases	
Line 51	Property leases	
Line 52	Street lighting	
Line 53	Professional services - audit, clerical, and legal	
Line 54	Professional services - engineering.	938,951
Line 55	Interest - bond (include LIDs).	
Line 56	Interest - notes (include loans).	
Line 57	Redemption - bond (include LIDs)	
Line 58	Redemption - notes (include loans)	
Line 59	Payments to other local government.	
Line 60	Fund transfers to non-highway accounts.	
Line 61	All other local expenditures	1,239,832
Line 62	Total Other (sum lines 50 through 61)	2,178,783
Line 63	TOTAL DISBURSEMENTS (sum lines 31, 36, 43, 48, 49, 62).	10,720,813
Line 64	RECEIPTS OVER DISBURSEMENTS (line 26 - line 63).	1,308,817
Line 65	OTHER ADJUSTMENTS (Audit adjustment and etc.).	
Line 66	CLOSING BALANCE (sum lines 1, 64, 65)	1,308,817
Line 67	Funds on Line 66 obligated for specific future projects & reserves.	1,308,817
Line 68	Funds on Line 66 retained for general funds and operations.	
Line 69	ENDING BALANCE (line 66 minus the sum of lines 67, 68)	0
PROJECTS		
	FUTURE PROJECTS & RESERVE DESCRIPTIONS	

<u>Project List</u>	<u>Start Year</u>	<u>Projected Cost</u>
15th Street - Harrison to Best	2024	\$2,300,000
Government Way Signal Improvements	2024	\$3,900,000
Deferred maintenance costs over the last 5 years (in dollars).		7,832,671

RESOLUTION NO. 24-097

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE GRANT DEED FOR A UTILITY EASEMENT FROM BLUE FERN DEVELOPMENT 03, LLC, GRANTOR, IN THE ALLEY NORTH OF WALLACE AVENUE, SOUTH OF GARDEN AVENUE, BETWEEN 1ST AND 2ND STREETS FOR A SEWER LINE; AND APPROVING AMENDMENTS TO, AND A FIVE-YEAR RENEWAL OF, THE MEMORANDUM OF UNDERSTANDING WITH IDAHO DISASTER DOGS INC.

WHEREAS, it has been recommended that the City of Coeur d’Alene renew the Memorandum of Understanding (“MOU”), with amendments, and take the other actions listed below, pursuant to the terms and conditions set forth in the MOU and other action documents attached hereto as Exhibits “A” through “B” and by reference made a part hereof as summarized as follows:

- A) Grant Deed for Utility Easement from Blue Fern Development 03, LLC, Grantor, at the alley north of Wallace Avenue, south of Garden Avenue between 1st and 2nd Street for Sewer Line at 105 E. Wallace Ave;
- B) Amendments to, and a five-year renewal of, the MOU with Idaho Disaster Dogs Inc.;

AND,

WHEREAS, it is deemed to be in the best interests of the City of Coeur d’Alene and the citizens thereof to renew such MOU, with amendments, and take the other actions.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d’Alene that the City renew the MOU, with amendments, and take the other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits “A” through “B” and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said MOU and the other action documents, so long as the substantive provisions of the MOU and the other actions remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute the MOU and other documents as may be required on behalf of the City.

DATED this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER WOOD	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER GOOKIN	Voted

_____ was absent. Motion _____.

CITY COUNCIL STAFF REPORT

DATE: December 17, 2024
FROM: Dennis J. Grant, Streets & Engineering Project Manager
SUBJECT: **Approval of Grant Deed for Utility Easement for Sewer Line at 105 E. Wallace Avenue.**

DECISION POINT

Staff is requesting the City Council to approve the Grant Deed for Utility Easement for Sewer Line from Blue Fern Development 03, LLC, Grantor, at the alley north of Wallace Avenue, south of Garden Avenue between 1st and 2nd Street.

FINANCIAL ANALYSIS

There will be no cost to the City for this grant of this Easement.

PERFORMANCE ANALYSIS

The Wastewater Department has stated that they need this easement. Attached are the Grant Deed and the Easement for approval. The signed agreement will allow the vacation at the alley right-of-way, at this same location, to be completed.

RECOMMENDATION

Staff recommends the approval of the Grant Deed for Utility Easement for Sewer Line from Blue Fern Development 03, LLC, Grantor, at the alley north of Wallace Avenue, south of Garden Avenue between 1st and 2nd Street.

Recording Requested By and When
Recorded Return to:

City of Coeur d'Alene
Attn: Mike Anderson
710 E. Mullan Avenue
Coeur d'Alene, ID 83814

UTILITY EASEMENT FOR SEWER LINE

KNOW ALL MEN BY THESE PRESENTS, that **Blue Fern Development 03, LLC**, whose address is **18300 Redmond Way Ste. 120, Redmond, WA, 98052-5183**, the **GRANTOR**, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, does hereby grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE, a municipal corporation, the GRANTEE**, whose address is **710 Mullan Avenue, Coeur d'Alene, Idaho, 83814**, its successors and assigns, a non-exclusive easement, together with the rights of ingress and egress for the improvement, operation and maintenance of the sanitary sewer line and appurtenances, twenty (20) feet in total width, over and through the following described property:

See attached EXHIBIT A and as depicted on EXHIBIT B.

The **GRANTOR** agrees to keep the above-described easement clear of all buildings, structures, deep rooted flora, and other obstructions, not to include the storage of removable items.

The **GRANTOR** further agrees that no other easement shall be granted on, under, or over this easement without the prior written consent of the **GRANTEE**.

The **GRANTOR** agrees that all underground facilities installed by or for the **GRANTEE** shall remain the property of the **GRANTEE**, and removable by the **GRANTEE** at its option.

It is also understood and agreed that the **GRANTOR** shall not increase or decrease the existing ground surface elevations within this easement which exists at the time this document is executed without obtaining prior written consent of the **GRANTEE**.

Should it be necessary for the **GRANTEE** to remove fencing, remove or damage any asphalt, concrete or their surfacing for the maintenance or repair of the underground facility, the **GRANTEE** shall repair and restore them to their original condition at the expense of the **GRANTEE**.

TO HAVE AND TO HOLD such easement for public purposes so long as the same shall be used, operated, and maintained as such.

IN WITNESS WHEREOF, the **GRANTOR** has caused this instrument to be executed this _____ day of _____, 20__.

GRANTOR:

Michelle Branley, Agent
Blue Fern Development 03,
LLC

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

On this _____ day of _____, 20____, before me, the subscriber, a Notary Public in and for said State and County, personally appeared Michelle Branley, the Authorized Agent of Blue Fern Development 03, LLC, known or subscribed and sworn to me to be the person whose name is subscribed to the within instrument, and in due form of law acknowledged that he is authorized on behalf of said corporation to execute all documents pertaining hereto and acknowledged to me that he executed the same as his voluntary act and deed on behalf of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for Idaho
Residing at _____
My Commission Expires: _____

EXHIBIT A
SEWER EASEMENT LEGAL DESCRIPTION

THE 20.00 FEET WIDE RIGHT-OF-WAY WITHIN BLOCK 15 OF THE PLAT OF COEUR D'ALENE AND KINGS ADDITION, RECORDED IN BOOK C OF DEEDS, PAGES 144 AND 145, RECORDS OF KOOTENAI COUNTY, IDAHO, LYING EAST OF THE FIRST STREET RIGHT-OF-WAY AND LYING WEST OF SECOND STREET RIGHT-OF-WAY.

SITUATE IN THE CITY OF COEUR D'ALENE, COUNTY OF KOOTENAI, STATE OF IDAHO.

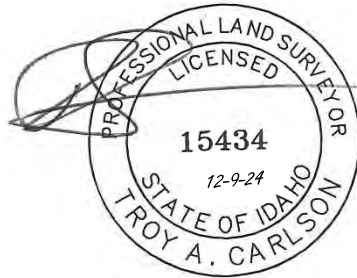
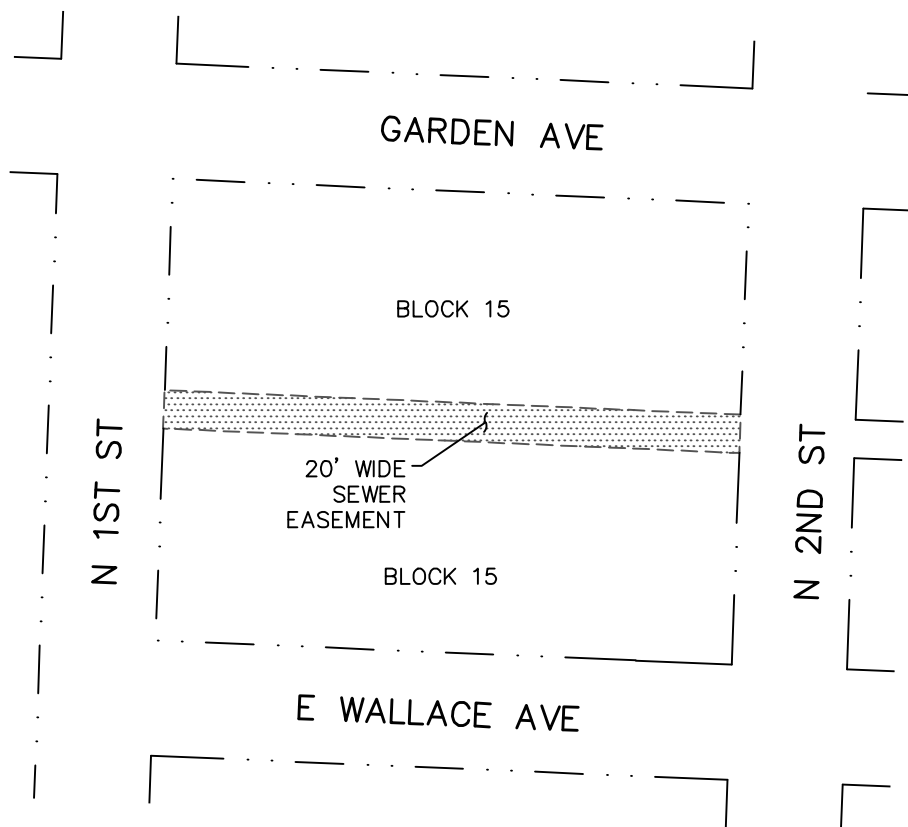
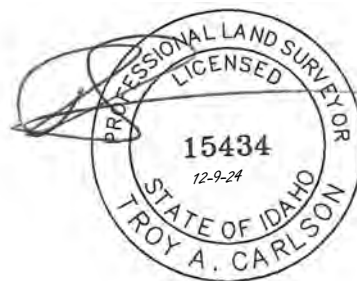


EXHIBIT B

A PORTION OF BLOCK 15, COEUR D'ALENE AND KINGS ADDITION,
 WITHIN TRACT 42 (NW1/4 OF THE SW1/4),
 SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M.,
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



GRAPHIC SCALE
 0 50 100
 (IN FEET)
 1 inch = 100 ft.



X-24-044 CTRL.dwg 8.5x11 (SWR)

storhäug
 civil engineering | planning
 landscape architecture | surveying
 510 east third avenue | spokane, washington 99202
 p 509.242.1000

SEWER EASEMENT EXHIBIT B			
BLOCK 15, COEUR D'ALENE AND KINGS ADDITION COEUR D'ALENE, IDAHO			
DRAWN	TAC	DATE 12/09/2024	EXHIBIT 1
CHECKED	TAC	SCALE 1" = 100'	PROJECT 24-044

Recording Requested By and When
Recorded Return to:

City of Coeur d'Alene
Attn: Mike Anderson
710 E. Mullan Avenue
Coeur d'Alene, ID 83814

UTILITY EASEMENT FOR SEWER LINE

KNOW ALL MEN BY THESE PRESENTS, that **Blue Fern Development 03, LLC**, whose address is **18300 Redmond Way Ste. 120, Redmond, WA, 98052-5183**, the **GRANTOR**, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, does hereby grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE, a municipal corporation, the GRANTEE**, whose address is **710 Mullan Avenue, Coeur d'Alene, Idaho, 83814**, its successors and assigns, a non-exclusive easement, together with the rights of ingress and egress for the improvement, operation and maintenance of the sanitary sewer line and appurtenances, twenty (20) feet in total width, over and through the following described property:

See attached EXHIBIT A and as depicted on EXHIBIT B.

The **GRANTOR** agrees to keep the above-described easement clear of all buildings, structures, deep rooted flora, and other obstructions, not to include the storage of removable items.

The **GRANTOR** further agrees that no other easement shall be granted on, under, or over this easement without the prior written consent of the **GRANTEE**.

The **GRANTOR** agrees that all underground facilities installed by or for the **GRANTEE** shall remain the property of the **GRANTEE**, and removable by the **GRANTEE** at its option.

It is also understood and agreed that the **GRANTOR** shall not increase or decrease the existing ground surface elevations within this easement which exists at the time this document is executed without obtaining prior written consent of the **GRANTEE**.

Should it be necessary for the **GRANTEE** to remove fencing, remove or damage any asphalt, concrete or their surfacing for the maintenance or repair of the underground facility, the **GRANTEE** shall repair and restore them to their original condition at the expense of the **GRANTEE**.

TO HAVE AND TO HOLD such easement for public purposes so long as the same shall be used, operated, and maintained as such.

IN WITNESS WHEREOF, the **GRANTOR** has caused this instrument to be executed this _____ day of _____, 20__.

GRANTOR:

Michelle Branley, Agent
Blue Fern Development 03,
LLC

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

On this _____ day of _____, 20____, before me, the subscriber, a Notary Public in and for said State and County, personally appeared Michelle Branley, the Authorized Agent of Blue Fern Development 03, LLC, known or subscribed and sworn to me to be the person whose name is subscribed to the within instrument, and in due form of law acknowledged that he is authorized on behalf of said corporation to execute all documents pertaining hereto and acknowledged to me that he executed the same as his voluntary act and deed on behalf of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for Idaho
Residing at _____
My Commission Expires: _____

EXHIBIT A
SEWER EASEMENT LEGAL DESCRIPTION

THE 20.00 FEET WIDE RIGHT-OF-WAY WITHIN BLOCK 15 OF THE PLAT OF COEUR D'ALENE AND KINGS ADDITION, RECORDED IN BOOK C OF DEEDS, PAGES 144 AND 145, RECORDS OF KOOTENAI COUNTY, IDAHO, LYING EAST OF THE FIRST STREET RIGHT-OF-WAY AND LYING WEST OF SECOND STREET RIGHT-OF-WAY.

SITUATE IN THE CITY OF COEUR D'ALENE, COUNTY OF KOOTENAI, STATE OF IDAHO.

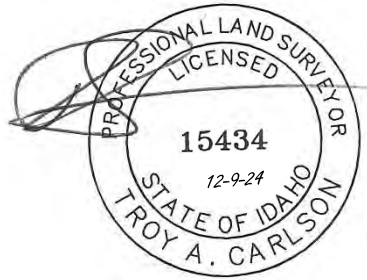
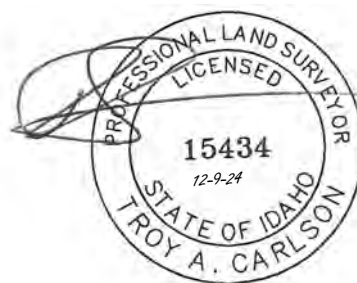
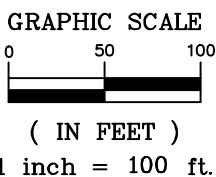
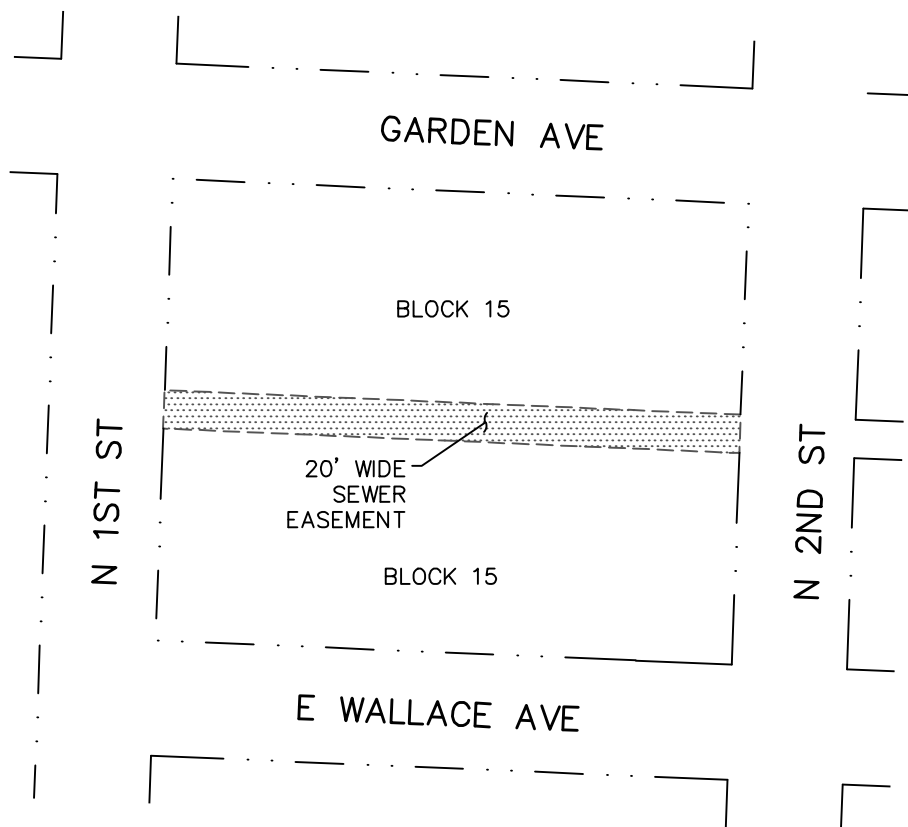


EXHIBIT B

A PORTION OF BLOCK 15, COEUR D'ALENE AND KINGS ADDITION,
 WITHIN TRACT 42 (NW1/4 OF THE SW1/4),
 SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M.,
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



X-24-044 CTRL.dwg 8.5x11 (SWR)

storhäug
 civil engineering | planning
 landscape architecture | surveying

510 east third avenue | spokane, washington 99202
 p 509.242.1000

SEWER EASEMENT EXHIBIT B			
BLOCK 15, COEUR D'ALENE AND KINGS ADDITION COEUR D'ALENE, IDAHO			
DRAWN	TAC	DATE	12/09/2024
CHECKED	TAC	SCALE	1" = 100'
		EXHIBIT	1
		PROJECT	24-044

City Council Staff Report

DATE: December 17, 2024
FROM: Jeff Sells, Deputy Fire Chief, Operations
SUBJECT: Approval of changes to and the renewal of the MOU between the City of Coeur d'Alene and Idaho Disaster Dogs, Inc.

DECISION POINT: Should the City Council approve:

1. Proposed changes to the MOU between the City of Coeur d'Alene and Idaho Disaster Dogs. Those changes are:
 - a. Change of address for Idaho Disaster Dogs to 300 E. Foster Ave. (FD Administration), and housekeeping changes for consistency and compliance with the law
 - b. Increase in funding from \$5,000 annually to \$8,000
2. The renewal of the MOU between the City of Coeur d'Alene and Idaho Disaster Dogs for 5 years

HISTORY: Idaho Disaster Dogs is a 501(c)(3) non-profit organization that owns and maintains the search canine resource that is utilized by the City of Coeur d'Alene Fire Department's technical rescue program. In 2020, the City and Idaho Disaster Dogs entered into the MOU to define the parameters of that arrangement. Those parameters include the number of canines that are on the team and who is responsible for the maintenance and certification of the dogs. The current MOU expires in February 2025. Pursuant to the MOU, the City agreed to provide \$5000 annually to Idaho Disaster Dogs to purchase a Liability Insurance Policy and assist with veterinary expenses incurred by Idaho Disaster Dogs. The cost of the insurance policy has remained fairly consistent at approximately \$1,000/year. Veterinary expenses, however, have increased. In 2020, veterinary expenses were \$3,408. This year they are at \$7,911. Expenses that have exceeded the stipend have been covered through donations received by the non-profit.

FINANCIAL ANALYSIS: The increase by \$3,000 to the Idaho Disaster Dogs stipend will be included in the proposed budget for the upcoming 2025-2026 fiscal year.

PERFORMANCE ANALYSIS: The canine program has had an active role in enhancing the technical rescue resources of the Coeur d'Alene Fire Department. During the term of this MOU, the canine teams have deployed to 5 federal disasters as part of the FEMA Urban Search and Rescue system, as well as for multiple regional and local search requests. The impact of their participation in these searches can't be overstated. The experiences they have brought back from their deployments have been invaluable in planning how technical rescue operations will be conducted by the Coeur d'Alene Fire Department, as well as serving to ensure we have an experienced and technically proficient canine search capability.

DECISION POINT/RECOMMENDATION: Council should approve the proposed changes to, and the renewal of, the MOU between the City of Coeur d'Alene and Idaho Disaster Dogs.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF COEUR D’ALENE
AND
IDAHO DISASTER DOGS**

This MEMORANDUM OF UNDERSTANDING (“MOU”), entered into this 17th day of December, 2024, between the City of Coeur d’Alene, a municipal corporation with its principal place of business at 710 Mullan Avenue, Coeur d’Alene, Idaho (hereafter called the “City”), and Idaho Disaster Dogs, Inc., an Idaho Nonprofit Corporation with its principal place of business at 300 E. Foster Avenue, Coeur d’Alene, Idaho (hereafter called “IDD”).

WHEREAS, the City maintains a Fire department and has obligations for responding to emergencies within City limits, and maintains mutual aid agreements which obligate the City’s Fire Department to respond to emergencies outside City limits; and

WHEREAS, the City’s Fire Department participates in the Idaho Technical Search and Rescue teams administered through the Idaho Bureau of Homeland Security, which obligates the City Fire Department to respond to emergent search and rescue situations; and

WHEREAS, the City has supplemented its search and rescue capabilities with a canine search component and desires to continue to do so in the future; and

WHEREAS, IDD maintains teams of certified search and rescue dogs and handlers; and

WHEREAS, the City and IDD desire to work together to enhance the City’s search and rescue abilities using IDD’s dog teams subject to the terms and conditions more fully described below.

NOW, THEREFORE, based on the mutual promises set forth herein, the parties agree as follows:

1. The City will provide IDD Five Thousand and no/100 Dollars (\$5,000.00) annually to support IDD’s operations. The Fire Department agrees to request an increase in that support to Eight Thousand and no/100 Dollars (\$8,000.00) annually, for the Fire Department’s budget for the fiscal year 2025-2026. This support is dependent on City Council approval of the budget.
2. The City will consider IDD’s members as volunteers with the City Fire Department for Worker’s Compensation coverage purposes. IDD will require all new volunteers to complete and submit a City employment application to provide sufficient information to the City to complete a background check on the prospective volunteer. IDD agrees not to use any person as a volunteer on a City required deployment who has not passed

a City background check or who is otherwise disqualified by the City. IDD agrees to indemnify, defend and hold the City harmless from any injuries to its staff members who have not been approved as City volunteers for Workers Compensation purposes. IDD members will not be considered employees of the City for any other purpose.

3. The City will provide IDD with Idaho Technical Rescue Team (ITRT) approved Personal Protective Equipment and uniforms appropriate for Canine Search and Rescue.
4. The City will pay for ITRT required training to integrate IDD dog teams into the City's search and rescue functions.
5. IDD will maintain, and will provide the City with proof of, liability insurance, naming the City as an additional insured with a policy limit of at least Five Hundred Thousand and no/100 Dollars (\$500,000) for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of person injured or the number of claimants or the policy amount required by I.C. § 6-924 whichever is greater. The insurance policy must provide for 90 days advanced notice to the City prior to policy cancellation.
6. IDD will be solely responsible to purchase or otherwise provide up to six (6) certified search and rescue dogs along with the same number of certified handlers.
7. IDD will pay for and otherwise provide for the care and medical needs of IDD dogs to ensure that the dog teams can deploy immediately when needed.
8. IDD will maintain appropriate training for both dogs and handlers so that the teams meet or exceed FEMA certified levels for Search and Rescue canines.
9. IDD will maintain its non-profit status at all times. If, for any reason, IDD loses its non-profit status, temporarily or permanently, it will promptly notify the City.
10. When deployed or when training, IDD staff will follow all City directives, rules and Fire Department policies.
11. Either party can cancel this MOU with 90 days written notice to the other party at the address listed above provided that, however, the party desiring to terminate must meet and confer with the other to try to resolve any misunderstandings that may exist and attempt to reach an agreeable resolution prior to termination.

12. This MOU shall be reviewed prior to February 1, 2030, and may be renewed upon consent of both parties and upon such terms as may be agreed. This MOU may be amended in writing at any time by mutual consent of the parties. This MOU shall be effective upon date of the final signature below.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be duly executed the day and year above set forth.

IDAHO DISASTER DOGS

By: _____
Printed Name: _____

CITY OF COEUR D'ALENE

By: _____
Woody McEvers, Mayor

ATTEST:

By: _____
Renata McLeod, City Clerk

OTHER BUSINESS

**CITY COUNCIL
STAFF REPORT**

DATE: December 17th, 2024
FROM: Tom Greif- Fire Chief
SUBJECT: Kootenai County Emergency Operations Plan

DECISION POINT: Should the City Council adopt the current (newly updated) Kootenai County Emergency Operations Plan?

HISTORY: In accordance with Title 46, Chapter 10, “State Disaster Preparedness Act of 1975, as amended by the Idaho Homeland Security Act of 2004,” Kootenai County is required to plan and prepare for disasters and emergencies that are natural or man-caused. The Emergency Operations Plan provided fulfills this requirement.

FINANCIAL ANALYSIS: No cost to the city for adoption of the plan. Each agency is responsible for providing its own financial services and support to its response operation in the field. Funds to cover eligible costs for response activities may be provided through reimbursement by the Idaho Office of Emergency Management.

PERFORMANCE ANALYSIS: Kootenai County, Idaho, recognizes the need for an all-hazards approach to emergency management and planning. The stated purpose of this Emergency Operations Plan (EOP) is to guide the County in its actions before, during, and after an emergency or disaster. It is the intent of this Plan to be scalable to the size of event that is occurring within the County. This EOP provides the framework in which the County’s resources will respond to an emergency or disaster. The Kootenai County Office of Emergency Management Director, in coordination with county and local shareholders, is responsible for ensuring that the county is prepared to respond to and recover from all natural and human-caused emergencies. Therefore, EOP maintenance will be managed by KCOEM. The development of the EOP was conducted in partnership with an established planning team consisting of various disciplines and subject matter experts. The EOP is designed to be a living document that can be easily edited, revised, and updated. When emergencies go beyond the capabilities of local first responders, they will seek additional resources needed to respond to the incident at hand. The intent of this is EOP is to describe basic strategies, assumptions, and mechanisms through which Kootenai County will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts. This EOP is founded on the principle that disasters begin and end locally. The scope of this Plan is not tactical nor does it focus on incident command at the field level. Rather, the EOP addresses overall coordination of the County’s response to an emergency, disaster or event through providing procedures that are scalable in order to address both incidents that develop over time and those that may occur without warning. The EOP provides guidance to all County departments, districts, municipalities, State agencies, and other agencies, as well as to Non-Governmental Organizations (NGO’s), volunteer organizations, and private entities that may be asked to provide assistance in an emergency. The identified actions and activities in this Plan are based on existing county, state and federal statutory authorities.

DECISION POINT/RECOMMENDATION: Council should adopt the Kootenai County Emergency Operations Plan as recommended by Fire Chief Tom Greif and Police Chief Lee White.



1


EOP PURPOSE

- **A GUIDE TO HELP AGENCIES AND ORGANIZATIONS RESPOND TO A DISASTER BEYOND NORMAL RESPONSE**
- **AWARENESS OF RESPONSIBILITIES AND RESOURCES**

AUGUST 2024

KOOTENAI COUNTY, IDAHO

EMERGENCY OPERATIONS PLAN



2

WHY?

- ✓ **REQUIRED PER IDAHO CODE 46-1009**
- ✓ **REQUIREMENT FOR EMPG FUNDING**
- ✓ **FACILITATES MULTI-JURISDICTIONAL & INTERAGENCY COORDINATION (LOCAL, STATE, FEDERAL)**

3

PLAN DEVELOPMENT



4



PURPOSE
SCOPE
PROMULGATION
SITUATION OVERVIEW
CONCEPT OF OPERATIONS
DIRECTION AND CONTROL
ROLES AND RESPONSIBILITIES
APPENDICES: DECISION MAKING, EOC, FINANCE, TRAINING & EXERCISE

BASE PLAN
ESF
INCIDENT
SUPPORT

5



1 - TRANSPORTATION
2 - COMMUNICATIONS
3 - PUBLIC WORKS
4 - FIREFIGHTING & EMS
5 - EMERGENCY MANAGEMENT
6 - MASS CARE
7 - LOGISTICS
8 - PUBLIC HEALTH
9 - SEARCH AND RESCUE
10 - HAZMAT
11 - AGRICULTURE AND NATURAL RESOURCES
12 - UTILITIES
13 - PUBLIC SAFETY AND SECURITY
14 - CROSS SECTOR BUSINESS
15 - PUBLIC INFORMATION

BASE PLAN
ESF
INCIDENT
SUPPORT

6

ESF 1 - TRANSPORTATION

Transportation provides support and coordination of local transportation needs, issues and activities before, during and after a disaster or emergency (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES	RESOURCES / AGREEMENTS
STATE <ul style="list-style-type: none"> Idaho Department of Transportation Idaho National Guard 	Memorandum of Understanding (MOU) for Emergency Transportation: <ul style="list-style-type: none"> Coeur d'Alene School District Kellogg School District Kootenai School District Lakeland School District Plummer - Worley School District Post Falls School District Coeur d'Alene Casino Citylink South Transportation HDB Marine Lake Coeur d'Alene Cruises StanCraft Marine Construction
TRIBAL <ul style="list-style-type: none"> Coeur d'Alene Casino Citylink South Transportation 	
LOCAL <ul style="list-style-type: none"> Kootenai County Transit Citylink North Coeur d'Alene Airport 	Resources:
DISTRICTS <ul style="list-style-type: none"> Lakes Highway District Post Falls Highway District East Side Highway District Worley Highway District Local School Districts 	
MUNICIPALITIES <ul style="list-style-type: none"> Coeur d'Alene Street Department Post Falls Street Division 	
PRIVATE <ul style="list-style-type: none"> BNSF Railways Union Pacific Railway 	
Waterborne <ul style="list-style-type: none"> HDB Marine Lake Coeur d'Alene Cruises StanCraft Marine Construction 	

ESF 4 - FIREFIGHTING & EMS

Firefighting provides local support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated response for assistance. ESF 4 works to coordinate and mobilize necessary resources when local capabilities are expected to become overwhelmed (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES	RESOURCES / AGREEMENTS
FEDERAL <ul style="list-style-type: none"> United States Forest Service Bureau of Land Management 	Memorandum of Understanding (MOU) for Firefighting: <ul style="list-style-type: none"> Fire District MOU Spokane County MOU Fire District and IDL
STATE <ul style="list-style-type: none"> Idaho Department of Lands (IDL) 	
DISTRICTS <ul style="list-style-type: none"> East Side Fire District Hauser Fire Department Kootenai County Fire and Rescue Mica Kidd Island Fire Northern Lakes Fire District Shoshone Fire District 2 Spirit Lake Fire Protection District Timberlake Fire Protection District Worley Fire Protection District 	Resources: <ul style="list-style-type: none"> Mass Casualty Incident (MCI) Unit BNSF Fire Train LifeFlight
MUNICIPALITIES <ul style="list-style-type: none"> Coeur d'Alene Fire Department 	

7

GENERAL ACTIONS

CYBERSECURITY

FLOODING / DAM FAILURE

HAZMAT / TRANSPORTATION

INFECTIOUS DISEASE

SEVERE WEATHER

TERRORISM / CIVIL UNREST

WILDLAND FIRE

RECOVERY

BASE PLAN

ESF

INCIDENT

SUPPORT

8

STATE RESPONSE
Kootenai County Office of Emergency Management (KCOEM) will coordinate with and update the Area Field Officer (AFO) for the Idaho Office of Emergency Management (IOEM). In the event that local resources have been exhausted, a request will be submitted to IOEM for assistance in accordance with established procedures.]

RECOVERY

- Clean up burned properties; debris may contain hazardous materials such as asbestos or lead in the ash and remains of burned structures, which may require involvement of the Department of Environmental Quality (DEQ) or Panhandle Health District (PHD).
- Develop a recovery plan for post fire flooding and work with relevant partners to ensure landscape restoration.
- See *Recovery Incident Annex* for information related to general recovery actions.

Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to a wildland fire incident within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support recovery efforts.

Local Government Entities

PRIMARY ESF

ESF 4 – FIREFIGHTING AND EMS

Each agency of government (local, state, and federal) will retain fire suppression responsibilities within its normal fire protection jurisdiction and provide firefighting resources and incident management in accordance with protocol. Priority shall be given to protecting first responders, saving lives and protecting property, in that order.

RESPONSE ACTIONS

The responsible fire jurisdiction will establish incident command and command post(s) as needed.

Completed

- Establish communications with:
 - State (IDL/IOEM)
 - Responding Agencies
 - Highway Districts
 - Utilities
 - Area Schools
 - PHD
 - Affected Businesses
- Notify KCOEM.
- Coordinate with Law Enforcement on evacuation needs and traffic control/security.

Through communications with responding agencies, determine as quickly as possible:

 - Number of fatalities or injured (if any)
 - General boundary of impacted area
- Evaluate the general extent of fire, exposures, and threats to life safety.
- Provide 24/7 duty roster to the Kootenai County Emergency Operations Center (KCEOC) and/or command post.
- Maintain situation reports to relevant partners as needed.

9

ALERTS & WARNINGS

DAMAGE ASSESSMENT

DEBRIS MANAGEMENT

EVACUATION

FATALITY & CASUALTY MANAGEMENT

MASS CARE

VOLUNTEER DONATIONS MANAGEMENT

BASE PLAN

ESF

INCIDENT

SUPPORT

10

Support Annex: Alerts and Warnings

Introduction

PURPOSE
This Annex sets expectations for issuing public alerts and warnings utilizing the County's alerting platform. In this Annex, "alert" refers to a notification that communicates an incident is occurring or is imminent. "Warning" refers to a message that includes an expected action for the public to take, typically to evacuate, shelter in place, or boil water.

SCOPE
This Annex applies to all agencies who wish to initiate alerts or warnings utilizing the County's alerting platform. In this Annex, "alert" refers to a notification that communicates an incident is occurring or is imminent. "Warning" refers to a message that includes an expected action for the public to take, typically to evacuate, shelter in place, or boil water.

Situation and Assumptions

SITUATION

- Kootenai County Sheriff's Office (KCSO) is the lead agency for initiating alerts and warnings.
- Based upon the circumstances and conditions that evolve during an incident, decisions will be made to select the alert type, message content, and the most effective way to release the alert or warning.
- Partnerships with Public Information Officers (PIOs) from collaborating agencies will be essential to share relevant information to their impacted populations using various methods such as websites and social media.
- Given that the public receives and processes information in different ways, multiple systems should always be used to communicate protective actions.

ASSUMPTIONS

- In any disaster, primary consideration is given to the preservation of life.
- There may not always be sufficient time to notify the public prior to an emergency but the County will make every effort to provide emergency alerts and warnings as expeditiously as possible.
- Communications infrastructure could be damaged, causing disruption to landline telephone, cell phones, radio, internet, and other communication services. Re-establishment of communications infrastructure will be critical.
- Detailed information regarding an incident may not be available at the onset of a disaster or in the midst of a disaster depending on the nature of the event. As more information becomes available, responding agencies will distribute updates as appropriate.
- Alerts and warnings may not be accessible to the entire population.

TABLE OF CONTENTS

Introduction
Purpose
Scope

Situation & Assumptions


Concept of Operations
Alert & Warning Authority
Notification Process
Notification Types & Use

Roles & Responsibilities


References

Roles and Responsibilities


ESF 1 - TRANSPORTATION

Associated Agencies	Tasks
 <ul style="list-style-type: none"> Idaho Department of Transportation (ITD) BNSF Union Pacific 	<ul style="list-style-type: none"> Update message boards. Provide needed information for alerts and warnings.

ESF 2 - COMMUNICATIONS

Associated Agencies	Tasks
 <ul style="list-style-type: none"> Kootenai County 9-1-1 Consolidated Dispatch Center Post Falls Police Polioe Dispatch Idaho State Police Dispatch STATECOMM Telecommunication Providers 	<ul style="list-style-type: none"> Issue public alerts and warnings. Coordinate with KCOEM to assist with emergency notifications.

ESF 4 - FIREFIGHTING AND EMS

Associated Agencies	Tasks
 <ul style="list-style-type: none"> Spirit Lake Fire District Timberlake Fire District Northern Lakes Fire District Hauser Lake Fire District Kootenai County Fire & Rescue Coeur d'Alene Fire Department Mica Kidd Island Fire District Worley Fire District East Side Fire District St. Maries Fire District Shoshone #2 Fire District Idaho Department of Lands U.S. Forest Service Fernan Ranger District Bureau of Land Management 	<ul style="list-style-type: none"> Request emergency notifications. Provide personnel for door-to-door notification. Provide needed information for alerts and warnings.

11



12

RESOLUTION NO. 24-098

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ADOPTING THE KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN (EOP).

WHEREAS, the EOP is required by Idaho Code § 46-1009, required for EMPG funding, and facilitates Multi-Jurisdictional and Interagency Coordination (Local, State, and Federal); and

WHEREAS, the EOP is a guide to help agencies and organizations respond to a disaster beyond normal response and the plan provides awareness of responsibilities and resources; and

WHEREAS, Fire Chief Tom Greif and Police Chief Lee White recommend that the City Council adopt the Kootenai County Emergency Operations Plan (EOP), which is summarized in Exhibit "A" hereto. A full version of the EOP is on file in the office of the City Clerk; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to adopt the EOP.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the Kootenai County Emergency Operations Plan (EOP) be and is hereby adopted.

DATED this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER GOOKIN	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER WOOD	Voted

_____ was absent. Motion _____.

KOOTENAI
COUNTY, IDAHO

EMERGENCY OPERATIONS PLAN





TABLE OF CONTENTS

PROMULGATION AND ADOPTION STATEMENT 4
 NOTICE OF ACCEPTANCE AND PARTICIPATION..... 5
 RECORD OF CHANGES AND REVISIONS 5
 PLAN DEVELOPMENT AND MAINTENANCE 6

BASE PLAN

INTRODUCTION 7
 HOW TO USE THE EOP 7
 WHEN TO USE THE EOP 8
 PLAN PRIORITIES..... 8
 LAWS AND AUTHORITIES 9
 PURPOSE..... 9
 SCOPE..... 10
SITUATION 10
 HAZARD RISK ASSESSMENT 10
CONCEPT OF OPERATIONS..... 11
 EMERGENCY/DISASTER DECLARATION 11
 DIRECTION AND CONTROL 13
 LIFELINES 14
 OPERATIONAL PHASES 15

EOP APPENDICES

A: DECISION MAKING 16
B: KOOTENAI COUNTY EMERGENCY OPERATIONS CENTER (KCEOC)..... 17
 PURPOSE 17
 MISSION 17
 WEBEOC 18
 ACTIVATION AND RESPONSE LEVELS 18
 ACTIVATION..... 21
 DEACTIVATION..... 21
 MAINTENANCE, TRAINING AND EXERCISES 21
C: FINANCIAL MANAGEMENT 22
 PURPOSE..... 22
 POLICIES AND PROCEDURES 23
 PREPAREDNESS 23
 RECOVERY 23
 PUBLIC ASSISTANCE 24
D: TRAINING AND EXERCISE..... 25
 PERSONNEL TRAINING 25
 FUNDING 25
 EXERCISE TYPES 26



EOP ANNEXES

EMERGENCY SUPPORT FUNCTIONS 27

1. TRANSPORTATION 29

2. COMMUNICATIONS 30

3. PUBLIC WORKS AND ENGINEERING 31

4. FIREFIGHTING AND EMS 32

5. EMERGENCY MANAGEMENT 33

6. MASS CARE AND SHELTERING 34

7 LOGISTICS 35

8. PUBLIC HEALTH AND MEDICAL SERVICES 36

9. SEARCH AND RESCUE 37

10. HAZMAT 38

11. AGRICULTURE AND NATURAL RESOURCES 39

12. UTILITIES 40

13. PUBLIC SAFETY AND SECURITY 41

14. CROSS SECTOR BUSINESS AND INFRASTRUCTURE 42

15. PUBLIC INFORMATION 43

INCIDENT ANNEXES 44

GENERAL ACTIONS 45

CYBERSECURITY 46

FLOODING / DAM FAILURE 56

HAZMAT / TRANSPORTATION INCIDENT 70

INFECTIOUS DISEASE 83

SEVERE WEATHER 92

TERRORISM / CIVIL UNREST 104

WILDLAND FIRE 113

RECOVERY 126

SUPPORT ANNEXES 139

ALERTS AND WARNINGS 140

DAMAGE ASSESSMENT 146

DEBRIS MANAGEMENT 155

EVACUATION 160

MASS FATALITY AND MASS CASUALTY MANAGEMENT 170

MASS CARE AND SHELTERING 178

VOLUNTEER AND DONATIONS MANAGEMENT 184

ACRONYMS 192

GLOSSARY 195

REFERENCES 208



Promulgation and Adoption Statement

- Kootenai County, Idaho, recognizes the need for an all-hazards approach to emergency management and planning. The stated purpose of this Emergency Operations Plan (EOP) is to guide the County in its actions before, during, and after an emergency or disaster. It is the intent of this Plan to be scalable to the size of event that is occurring within the County. This EOP provides the framework in which the County’s resources will respond to an emergency or disaster.
- This EOP has been prepared in accordance with National Incident Management System (NIMS) and Comprehensive Preparedness Guide (CPG) concepts and terminology. It is the intent of this Plan to be compatible with the State of Idaho EOP. This Plan has been developed in accordance with applicable federal and state guidelines. Signatories concur with the concepts, requirements, and assignments of the base plan, to include all incident and support annexes.
- The EOP is intended to and shall be interpreted to give effect to the purposes of the Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability to Kootenai County or any signatory.
- Signatories of this Plan shall execute their acceptance in counterpart, originals of which shall be filed with the County Clerk.
- The County is dedicated to the maintenance and preservation of this Plan. The EOP will be tested, revised, and updated as required. It is requested that all recipients of this document review its contents and advise the Kootenai County Office of Emergency Management (KCOEM) Director of recommendations for improvement.
- This Plan has been approved as the EOP for Kootenai County, Idaho, by its Board of County Commissioners. The adoption of this Plan nullifies all previously-adopted Emergency Operations Plans for Kootenai County.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Leslie Duncan, Commissioner - Signed 8/20/2024

Bruce E. Mattare, Commissioner - Signed 8/20/2024

ATTEST:

JENNIFER LOCKE, CLERK

Teri Johnston, Deputy Clerk - Signed 8/21/2024



The full version of the EOP is on file in the office of the City Clerk and can also be found at

<https://www.cdaid.org/files/Council/Packets/2024%20EOP%20Final.pdf>

City Council Staff Report

Date: December 17, 2024

From: Craig Etherton – Deputy Fire Marshal, IAAI-CFI – Coeur d’Alene Fire Department.
Bill Deruyter – Deputy Fire Chief – Coeur d’Alene Fire Department

Re: Repeal the current Firefighter Room ordinance and adopt FARS (Firefighter Air Replenishment System) ordinance.

DECISION POINT: Should Council adopt Firefighter Air Replenishment System (FARS) regulations for new high-rise buildings constructed in the City, as set out in Appendix L of the 2018 International Fire Code, with City-specific certain amendments, and repeal Municipal Code § 15.06.050 dealing with Firefighter Equipment Rooms in high rises?

HISTORY: Since at least 2006, the City has required Firefighter Equipment Rooms in high rise structures. A new Firefighter Air Replenishment System (FARS), which provides for firefighter safety when combatting fires in high rise buildings, is recommended to replace the Firefighter Equipment Rooms which are difficult and expensive to maintain.

FINANCIAL ANALYSIS: No initial cost to the City. All fees for the FARS system are paid by the developer. Eventual replacement of currently owned air trailer. Decreases in ongoing maintenance cost for City of equipment in firefighter equipment rooms.

PERFORMANCE ANALYSIS: The population of Coeur d’Alene continues to grow and construction, especially single family and multi-family dwellings, has developed to the boundaries of the city. New mid-rise and hi-rise buildings are being constructed throughout the city where more people can live in a smaller footprint. Protecting these new hi-rise buildings requires different firefighting tactics. Fighting a fire in a single-family residential structure is far different from fighting a fire in a hi-rise building. In hi-rise firefighting, we take all our equipment up to the fire by way of the building’s stair system. On average, a firefighter in full PPE gear will carry an extra 90 to 100 pounds of equipment including hoses, nozzles, and extra SCBA air bottles. The higher the fire is in the building, the longer it will take firefighters to get to the fire. The most important equipment we need in every fire is breathable air and water. Water is provided through the building’s standpipe system, but we take our breathable air in bottles to the fire floor. A ‘bottle brigade’ is the normal operation in hi-rise firefighting to shuttle equipment (SCBA bottles, tools, hoses, nozzles, etc.) from the ground floor to the staging floor. This process is very labor intensive and our area may not have the man power to carry it out. The FARS fill port stations are located within the safety of the stairwells and allow firefighters to fill their bottles within two minutes without having to remove their SCBA pack and get back to work fighting fire.

Our current system is to provide Firefighter Equipment Rooms every 5 stories of a high-rise building that includes staged equipment purchased by the building owner and maintained by your fire department. We have found that maintenance, service, and confidence in the readiness

of this equipment is lacking and all of our fire officers have expressed that they would not feel comfortable risking their life on the readiness of this equipment. It is our desire to repeal the Firefighter Equipment Room ordinance and replace it with the adoption of Appendix L of the International Fire Code.

DECISION POINT/RECOMMENDATION: Council should repeal Municipal Code § 15.06.050, the Firefighter Equipment Room Ordinance, and adopt Appendix L to the 2018 International Fire Code, with certain City-specific amendments.

ORDINANCE NO. _____
COUNCIL BILL NO. 24-1020

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF COEUR D'ALENE MUNICIPAL CODE § 15.05.010; PROVIDING FOR THE REPEAL OF COEUR D'ALENE MUNICIPAL CODE § 15.06.050; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendment be adopted.

NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Coeur d'Alene:

SECTION 1. *That section 15.05.010 of the Coeur d'Alene Municipal Code be amended as follows:*

15.05.010: ADOPTION; AMENDMENTS:

A. The ~~i~~International ~~f~~Fire ~~e~~Code (IFC) as currently adopted by the Idaho state fire marshal, including any amendments or revisions thereto (IDAPA 18.01.50) is the applicable fire code for the city.

B. In addition, the City adopts Appendix L to the 2018 IFC, and any amendments or revisions thereto which may be included in a later version of the IFC adopted by the Idaho state fire marshal, applicable to the following:

1. When a building or structure meets the definition of a high-rise per the adopted Fire and/or Building Code; or

2. Where a building or structure has 3 stories below lowest level of exit discharge; or

3. Where building or structure is greater than 150,000 square feet.

C. Appendix L, Section L104.13.1(1), to the 2018 IRC is modified as follows: Fill stations shall be provided at the third floor above and below the ground level floor, and every third floor level thereafter.

D. Appendix L, Section L104.13.1(2), to the 2018 IFC is modified as follows: In all buildings in which FARS is installed, each stairwell shall have a supply riser. A FARS air filling station

shall be located in the primary stairwell on odd-numbered floors, and in secondary stairwells on even-numbered floors, including stairwells below grade. For purposes of this section, “primary stairwell” shall be defined as the stairwell located closest to the main entrance. “Secondary stairwell” shall be defined as all other stairwells. For buildings 500,000 square feet or more in size, an interior air fill panel shall be located within two hundred feet (200’) of the main entrance and at intervals not exceeding four hundred feet (400’) thereafter.

E. Appendix L to the 2018 IFC shall include: **External air fill station.** In all buildings in which FARS is installed, a minimum of one (1) external air fill station will be required for supplementing the air supply or refilling the system. Depending on the size and complexity of the facility, more than one external air fill station may be required, as specified by the firefighter air replenishment professional preparing the plans.

F. Appendix L to the 2018 IFC shall include: **FARS Plan Review.** Prior to construction, plans and specifications showing the location of all FARS shall be submitted to the Fire Department plans examiner for plan review and approval prior to installation. Plans and specifications shall be prepared by a firefighter air replenishment professional and certified by an Idaho licensed professional engineer.

G. Appendix L to the 2018 IFC shall include: **Air Supply Specifications.** All FARS shall have an on-site cascade system capable of refilling fifty (50) air bottles and shall provide an external ground level connection for an air supply trailer, as determined by the Fire Department plans examiner.

SECTION 2. *That section 15.06.050 of the Coeur d'Alene Municipal Code be repealed.*

SECTION 3. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

SECTION 5. After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on December 17, 2024.

APPROVED, ADOPTED and SIGNED this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
Amending Section 15.05.010 of the Coeur d'Alene Municipal Code, and
Repealing Section 15.06.050 of the Coeur d'Alene Municipal Code

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF COEUR D'ALENE MUNICIPAL CODE § 15.05.010; PROVIDING FOR THE REPEAL OF COEUR D'ALENE MUNICIPAL CODE § 15.06.050; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, Amending section 15.05.010 of the Coeur d'Alene Municipal Code, and providing for the repeal of section 15.06.050 of the Coeur d'Alene Municipal Code; and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 17th day of December, 2024.

Randall R. Adams, City Attorney

**CITY COUNCIL
STAFF REPORT**

DATE: December 17, 2024
FROM: Mike Anderson, Wastewater Director
SUBJECT: Adoption of Wastewater Fairway Trunk Main and Riverside Interceptor Surcharges for Coeur Terre Development and US Forest Service Property

DECISION POINT: Should the General Services/Public Works Committee recommend that Council approve the adoption of wastewater surcharges for the Coeur Terre development and associated US Forest Service (USFS) property in order to fund infrastructure improvements required for wastewater service in the amount of \$2,590.00 per ERU for new customers contributing flow to the Riverside Interceptor, and \$1,005.00 per ERU for new customers contributing flow to the Fairway Trunk Main?

HISTORY: In 2023, the City of Coeur d'Alene entered into an Annexation and Development Agreement with Kootenai County Land Company and 13 limited liability companies to annex approximately 440 acres (the Coeur Terre development) into the City. This Agreement restricts the total number of Equivalent Residential Units (ERUs) for the Coeur Terre development to 2,800. To calculate the ERUs for the adjacent US Forest Service (USFS) property, the same density per acre as Coeur Terre was applied, yielding an additional 1,275 ERUs, for a total of 4,075 potential new ERUs.

The surcharges will apply to:

1. Properties defined within the Annexation and Development Agreement which will contribute flow to the Riverside Interceptor and/or Fairway Trunk Main; and
2. Properties on the USFS land, which has yet to be annexed, and which also will potentially contribute flow to the Riverside Interceptor and/or Fairway Trunk Main.

Although there are no current plans for the USFS property to be annexed into the City, including that property in the calculation for the surcharge ensures a fair distribution of costs, reflecting the unique needs of the annexed areas and those potentially annexed in the future, as well as the interests of the City and the Wastewater Utility in serving current customers, without unduly burdening the Coeur Terre development with the entire cost.

FINANCIAL ANALYSIS: The surcharges are calculated based on the Opinion of Probable Construction Cost (OPCC) for each project and the estimated number of ERUs contributing flow.

Summary of Surcharge Fees

1. Fairway Trunk Main:

- Project Cost: \$2,426,000
- Total ERUs Served: 4,075
- Surcharge: \$1,005 per ERU

2. Riverside Interceptor Parallel Piping:

- Project Cost: \$10,553,000
- Total ERUs Served: 4,075
- Surcharge: \$2,590 per ERU

Application

- Future customers within the Coeur Terre development and the USFS property and contributing flow to the Riverside Interceptor will pay \$2,590 per ERU.
- Future customers within the Coeur Terre development or the USFS property and contributing flow to the Fairway Trunk Main will pay \$1,005 per ERU.

These surcharges align costs with specific beneficiaries while preventing existing City customers from bearing the financial burden of infrastructure expansions that primarily serve these areas.

PERFORMANCE ANALYSIS: These surcharges provide a fair and equitable method of funding essential infrastructure improvements for wastewater service to the Coeur Terre development and the adjacent USFS property.

By applying the surcharges exclusively to properties defined in the Annexation and Development Agreement and the USFS property, the City ensures that these costs are borne by those directly benefiting from the new infrastructure. The surcharges will be adjusted annually using the Engineering News-Record (ENR) Construction Cost Index to ensure that the collected funds keep pace with rising construction costs, preventing shortfalls when the projects are actually constructed.

DECISION POINT/RECOMMENDATION: Council should approve the adoption of:

1. A \$2,590 per ERU surcharge for properties defined within the Annexation and Development Agreement and the US Forest Service Land and contributing flow to the Riverside Interceptor, and
2. A \$1,005 per ERU surcharge for properties defined within the Annexation and Development Agreement and the US Forest Service Land and contributing flow to the Fairway Trunk Main.

Council should also approve an annual adjustment to the surcharges based on the ENR Construction Cost Index as provided in the Annexation and Development Agreement.

To: Mike Anderson, Director City of Coeur D'Alene Wastewater Utility Department

From: Shawn Koorn and Kevin Lorentzen, HDR

Date: November 27, 2024

Subject: Coeur Terre Wastewater Surcharge

1.0 Purpose

The City of Coeur D'Alene (City) signed a development agreement with Kootenai County Land Company (Company). The agreement provides the requirements of the Company for approximately 440 acres to be annexed into the City of Coeur D'Alene. As part of the agreement the City will provide wastewater service to the annexed area, subject to a wastewater surcharge to be collected at the time of issuance of a building permit meant to generate funds sufficient to pay for infrastructure necessary to extend wastewater service to the area to be annexed. The purpose of the surcharge is to prevent existing customers of the wastewater utility from having undue impact on their utility bill from the extension of infrastructure to the annexed area. This technical memorandum details the calculation of the wastewater surcharge as described in the agreement.

2.0 Overview of the Agreement

Section 3.2. of the Annexation and Development Agreement, Resolution No. 23-012 outlines the approach.

“Wastewater: The Owners agree to use the City Sanitary Sewer system for all development of the Property and to be responsible for all required fees and charges, including all connection and/or capitalization charges generally applicable at the time service is requested. Sanitary sewer service will be provided in accordance with the rules and regulations of the City in effect at the time of request. The City does not warrant that sanitary sewer capacity will be available at the time the Owners request connection to the sanitary sewer system. Any connections and associated projects must not negatively impact the progression and continuity of the City's wastewater collection system.”

Several projects were identified in the development agreement as necessary to provide adequate capacity to serve the development. Two of those projects are to be paid with a surcharge adopted by the City. These two projects are the Fairway Trunk Main, described in section 3.2.1.4 and the Riverside Interceptor described in section 3.2.1.5. The surcharge is to be paid with each building permit that contributes to the section of the sewer main line. The development agreement also specifies that after the surcharge is adopted it will be updated annually based on the regional construction cost index.

3.0 Assumptions

To calculate the surcharge, several assumptions and data inputs need to be developed. The basis for the fee, at a basic level, is the cost of the projects divided by the number of Equivalent Residential Units (ERUs) served. Provided below is a summary of the assumptions used to develop the fee.

3.1 Construction Costs

The City provided detailed criteria and information to HDR to develop a Opinion of Probable Construction Cost (OPCC). The detail of the OPCC is provided in Basis of Estimate Technical Memorandum for the Coeur Terre Development. As noted, there are two projects that are necessary to provide wastewater service and paid for through the surcharge, the Fairway trunk Main and the Riverside Interceptor. The following tables are from the Basis of Estimate Technical Memorandum containing the OPCC used in this surcharge analysis.

Summary of Opinion of Probable Construction Cost Phase 1: Fairway Trunk Main		
High Range		Low Range
+50%	Construction Cost	-30%
\$3,640,000	\$2,426,000	\$1,699,000

Summary of Opinion of Probable Construction Cost Phase 2: Riverside Interceptor Parallel Piping		
High Range		Low Range
+50%	Construction Cost	-30%
\$15,829,000	\$10,553,000	\$7,387,000

The Basis of Estimate Technical Memorandum provided a range of a values, which is common practice when developing a cost estimate such as these, the probable construction cost, the middle column in the above tables, were the value used for the calculation of the surcharge. For additional information regarding the estimate of the construction costs please see the Basis of Estimate Technical Memorandum attached to this Memorandum.

3.2 Development of Equivalent Residential Units

ERUs are a standard means of measuring the amount of capacity for designing as well as calculating fees and charges for wastewater systems. Per the development agreement the Coeur Terre development is designed for a maximum of 2,800 ERUs per section 1.4 of the Development agreement. A complicating factor in this calculation is that there is an additional 200 acres, currently, or formerly owned by the US Forest Service (USFS) that could be developed in the future, but that property does not have detailed development plans. As a result, there is not an estimated number of ERUs known for the USFS property. To determine a reasonable estimate for the number of ERUs for the USFS property it was determined that the same level of density per acre as the Coeur Terre property would be utilized to determine the total number of ERUs. Provided in the table below is a summary of the calculation of the ERUs.

Calculation of Acres per ERU at Coeur Terre Density			
	Acres	ERUs	Acres/ERU
Coeur Terre	438.72	2,800	6.38

Multiplying the number of ERUs per acre of the Coeur Terre property by the number of USFS acres provides an estimate of the number of ERUs for the USFS property.

USFS ERUs Based on Coeur Terre Acres per ERU			
	Acres	Acres/ERU	ERUs
USFS	199.82	6.38	1,275

Based on the Coeur Terre acres per ERU it was estimated that the USFS property could add an additional 1,275 ERUs to the project area. The ERUs served by the Riverside interceptor is limited to 2,800 ERUs as stipulated in the Development Agreement plus the USFS ERUs of 1,275 for a total of 4,075 ERUs. However, the Fairway Trunk Main is not able to serve the entire development area’s allowable ERUs. The Fairway Trunk Main ERUs were determined by reviewing the development area maps from the Coeur Terre Development Wastewater Collection summary map which included Area 03N, Area 03S, Area 04 School and Area 04 which totaled 1,139 ERUs. With the estimated number of ERUs for Fairway Trunk Main plus the USFS property, the total of ERUs is 2,414.

4.0 Calculation of the Surcharge

As noted, the key assumptions and data inputs are the project cost, and the number of ERUs benefiting from the improvements. Given the OPCC and the ERUs the surcharge can be calculated by dividing the total probably cost by the number of ERUs. The following table shows the calculation for the Coeur Terre wastewater surcharge.

Coeur Terre Wastewater Surcharge Calculation			
	Cost	ERUs	Cost/ERU
Fairway Trunk Main	\$2,426,000	2,414	\$1,005
Riverside Interceptor	\$10,553,000	4,075	\$2,590

By assessing these surcharges to the appropriate connections in the Coeur Terre and the USFS properties the City will recover revenues, over time, that provide sufficient funding to build the Fairway Trunk Main and Riverside Interceptor. The surcharges in the above table are based on 2024 costs and should be adjusted annually to account for the increase in construction cost using a cost index such as the regionally appropriate, Engineering News Record (ENR) Construction Cost Index (CCI) as directed in the development agreement. Failing to adjust the

surcharge to match the increasing cost of construction will result in collecting insufficient funds to pay for the capital projects at the time of construction.

5.0 Summary

This memo has summarized the approach and methodology for establishing the Fairway Trunk Main and the Riverside Interceptor surcharges for the Coeur Terre development along with the probable development on the current, or prior, USFS property.



1

**Riverside Interceptor and Fairway
Trunk Main Surcharge Fees**

December 9, 2024

A smaller version of the City of Coeur d'Alene logo is located in the bottom right corner of the slide. It includes the stylized tree, mountains, and water graphic, along with the text "City of Coeur d'Alene IDAHO".

2

Presentation Objectives

- **Present the Rationale:** Why surcharges are necessary for infrastructure improvements.
- **Explain Cost Distribution:** Financial analysis of surcharge calculations.
- **Ordinance Details:** Overview of the proposed ordinance.
- **Community Benefits:** How this supports the City and its residents.
- **Action Needed:** Seek council approval.



3

Background on Coeur Terre Development

- March of 2023, annexed 438.72 acres
- 2,800 ERUs allocated under the development agreement
- US Forest Service property of 199.82 acres, at an equivalent density would add 1,275 ERUs
- Total potential: 4,075 ERUs



4

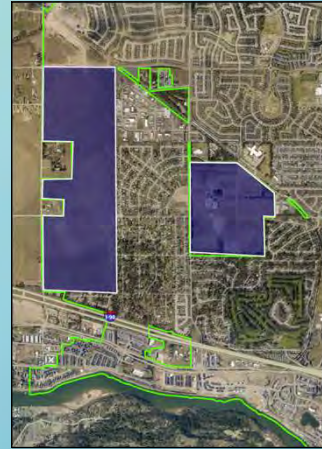
Infrastructure Improvements Needed

Fairway Trunk Main



Slope modifications, est. cost \$2.4M

Riverside Interceptor



Parallel pipe, est. cost \$10.5M



5

Surcharge Calculations

Project	Cost	ERUs Served	Surcharge per ERU
Fairway Trunk Main	\$2,426,000	2,414	\$1,005
Riverside Interceptor	\$10,553,000	4,075	\$2,590

- Fees assessed during building permit issuance
- Annual adjustments based on the Engineering News Record, Construction Cost Index



6

Benefits of Proposed Surcharges

- **Equity:** Costs borne by those benefiting from infrastructure.
- **No Burden on Current Residents:** Protects existing utility customers from rate increases.
- **Sustainability:** Ensures sufficient funding for future infrastructure needs.



7

Decision Point

- Approve surcharges for the Coeur Terre development and US Forest Service property:
 - **Fairway Trunk Main:** \$1,005/ERU.
 - **Riverside Interceptor:** \$2,590/ERU.
- To be adjusted annually based on ENR Construction Cost Index



8

Questions and Discussion



ORDINANCE NO. _____
COUNCIL BILL NO. 24-1021

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING SEWER SURCHARGES FOR CERTAIN PROPERTIES LOCATED IN AN AREA CONSISTING OF 438.718 ACRES COMMONLY KNOWN AS COEUR TERRE, DESCRIBED IN EXHIBIT "A" HERETO, AND PROPERTIES WHICH MAY BE ANNEXED IN THE FUTURE; AND PROVIDING FOR THE EFFECTIVE DATE HEREOF.

WHEREAS, on March 21, 2023, the City of Coeur d'Alene (the "City") annexed 438.718 acres of land adjacent to and east of N. Huetter Road, more particularly described in Exhibit "A" hereto (the "Property"), subject to the owners of the Property entering into an annexation and development agreement with the City; and

WHEREAS, the City also approved an Annexation and Development Agreement with Kootenai County Land Company, LLC, and thirteen other limited liability companies, (the "Agreement") at a regularly scheduled Council meeting on March 21, 2023; and

WHEREAS, the Agreement became effective on March 29, 2023, when the Kootenai County Land Company, LLC, and thirteen other limited liability companies, signed the Agreement; and

WHEREAS, in paragraph 3.2.1.4(b), the Agreement provides that the City will adopt a surcharge by ordinance to cover the cost of modifications to pipe slope needed to increase the capacity of the existing eighteen inch (18") Fairway Trunk Main, said surcharge to be paid with each building permit within the Property that contributes to this section of sewer main line; and

WHEREAS, in paragraph 3.2.1.5(b), the Agreement provides that the City will adopt a surcharge by ordinance to cover the cost of reducing the d/D of the existing twenty-four inch (24") Riverside Interceptor, rerouting flow from the Hawk's Nest Lift Station force main and the Fairway Trunk Main into a new parallel twenty-four inch (24") pipe along the same alignment, said surcharge to be paid with each building permit within the Property that contributes to this section of sewer main line; and

WHEREAS, other properties, currently outside the City, will impact the Fairway Trunk Line and Riverside Interceptor if annexed in the future, in particular the U.S. Forest Service property south of W. Kathleen Avenue and east of N. Atlas Road; and

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendment be adopted.

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene:

SECTION 1. A surcharge to cover the cost of modifications to pipe slope needed to increase the capacity of the existing eighteen inch (18") Fairway Trunk Main, in the amount of One thousand Five and no/100 dollars (\$1,005.00) per ERU shall be assessed on all properties within the City or hereafter annexed into the City that contributes, or will contribute, to this section of sewer main line, to be due and paid at the time of application for any building permit for such property.

SECTION 2. A surcharge to cover the cost of reducing the d/D of the existing twenty-four inch (24") Riverside Interceptor, rerouting flow from the Hawk's Nest Lift Station force main and the Fairway Trunk Main into a new parallel twenty-four inch (24") pipe along the same alignment, in the amount of Two thousand Five hundred Ninety and no/100 dollars (\$2,590.00) per ERU shall be assessed on all properties within the City or hereafter annexed into the City that contributes, or will contribute, to this section of sewer main line, to be due and paid at the time of application for any building permit for such property.

SECTION 3. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

SECTION 4. The surcharges established by this Ordinance shall be adjusted annually based on the change in the ENR Construction Cost Index (CCI) applicable to this region.

SECTION 5. After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on December 17, 2024.

APPROVED, ADOPTED and SIGNED this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D’ALENE ORDINANCE NO. _____
SURCHARGE FOR SEWER IMPROVEMENTS

AN ORDINANCE OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING SEWER SURCHARGES FOR CERTAIN PROPERTIES LOCATED IN AN AREA CONSISTING OF 438.718 ACRES COMMONLY KNOWN AS COEUR TERRE, DESCRIBED IN EXHIBIT “A” HERETO, AND PROPERTIES WHICH MAY BE ANNEXED IN THE FUTURE; AND PROVIDING FOR THE EFFECTIVE DATE HEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D’ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D’ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 17th day of December, 2024.

Randall R. Adams, City Attorney

**CITY COUNCIL
STAFF REPORT**

Date: December 17, 2024

From: Renata McLeod, Municipal Services Director
Hilary Patterson, Community Planning Director
Randy Adams, City Attorney

Re: Sign Code – Billboards

DECISION POINT: Should Staff be directed to prepare amendments to Municipal Code § 15.50.400(C) and 15.50.410(H) pertaining to the relocation of billboards?

HISTORY: On March 1, 2022, the City adopted a new Sign Code which consolidated and simplified several sections of the existing Code to ensure that the new Code met the Constitutional requirements set out in a case out of the U.S. Supreme Court. This new code shrank the sign regulations from 31 pages to 19 pages. One section of the proposed new Sign Code, which required the removal of a billboard if it was more than 50% damaged, was deleted by Council prior to passage, based on the concern that the section was not business-friendly and could result in the removal of historic billboards. *See Minutes of the March 1, 2022, at pp. 5-6.* At the December 19, 2023, Council meeting, some Councilmembers wanted to revisit the Sign Code and provide a way to allow the relocation of existing billboards within the City limits. Staff was directed to draft amendments to accomplish this as the Code provided that no new billboards were allowed and that existing billboards must “remain in place.”

At its June 18, 2024, meeting, the Council approved Ordinance No. 3731, providing for the relocation of billboards under certain circumstances upon application to the City Council and following a public hearing and based on findings of fact. See attached code.

During the processing of the first billboard relocation application, it became apparent that the application did not meet two of the criteria of the Code established by Council. Eventually, the applicant made a request that Council amend the code to provide for variances to the required elements within the Code and/or change the height requirements and minimum distances from a residential zone.

As a reminder, Staff reviewed codes from several cities including Post Falls, Hayden, Meridian, Idaho Falls, Pocatello, Spokane, Spokane Valley, Twin Falls, Bend, Oregon, Missoula, Montana, Boise, Nampa, Caldwell, and Eagle, as well as the Montana Department of Transportation, and the Idaho Transportation Department (a summary of each is attached). In reviewing those codes, most cities did not allow for new billboards, and some, but not all, provided for their relocation subject to certain restrictions. Staff prepared amendments to the Sign Code to allow existing billboards to be relocated and to set reasonable criteria for relocation. Council adopted the amendments.

FINANCIAL ANALYSIS: Costs are incurred with the codification of Code amendments.

PERFORMANCE ANALYSIS:

The following is a summary of the new Sign Code as compared to the previous Code.

CODE	AMENDED SIGN CODE SUMMARY
15.50.210	Updated definition of Billboard to clarify that it is an off-premises sign
15.50.400 (C)	Provides for the allowance of existing lawful billboards to be relocated with permits; within C-17, M or LM zoning districts on private property lots with a minimum of 100’ of arterial street frontage; setback and height requirements, relocation no more than once every 10 years; requires written agreement with the landowner approved by the City; after a public hearing with notice to property owners within 300’ of the billboard; Council to make certain findings; set standards for relocated billboards including but not limited to size, location, height, number of sign faces and structure, distance between signs, setbacks, and permit requirements, and distance from residential zoning districts. Provides for existing lawful billboards that are up to 672 sq. ft. to be relocated in C-17, M and LM zoning districts that are on property abutting Northwest Boulevard within 615' of an Interstate 90 on/offramp edge of pavement, on property abutting US95 within 615' of an Interstate 90 on/offramp edge of pavement, and on property north of Seltice Way and south of Interstate 90.
15.50.400 (D)	Clarification of illumination distraction; requirement for technology to automatically dim at night, with references to foot candles instead of nits; messages to be held for 8 seconds, transitions shall be no more than ½ of one second, and a prohibition of video messages.
15.50.410 (H)	Clarification regarding billboard movement as allowable off premise sign and to clarify mobile billboard to be off-premise and prohibited.

As noted above, as staff was processing a request from Lamar Advertising of Spokane to relocate its existing billboard from Northwest Boulevard to a property on Government Way, it was discovered that the relocated billboard would be unable to meet two of the adopted Sign Code’s requirements: 1) maximum height, and 2) setback from residentially-zoned properties.

The adopted Code restricts the height of a relocated billboard to the height of the existing billboard, except where needed to provide for minimum height clearance from the ground to the bottom of the billboard to comply with roadway safety. The height of the existing billboard on Northwest Boulevard is approximately 25’8” feet as measured to its highest point. The relocated billboard height would be 37 feet as measured to its highest point. The adopted Code also requires a billboard to be located more than 500 feet away from residentially-zoned properties. The closest residentially-zoned property is approximately 380 feet to R-12 property and 410 feet to R-17 property. See Code language below.

M.C. § 5.50.400(C)(4)(e) provides: “No increase in height of the existing Billboard shall be permitted except where needed to provide for minimum height clearance (from the ground to the bottom of the Billboard) to comply with roadway safety.”

M.C. § 5.50.400(C)(4)(h) provides: “No Billboard may be located closer than five hundred feet (500') to a residential zoning district, designated historic district, park, school, church, or cemetery measured in any direction from said Billboard.”

Staff is seeking direction from City Council on possible further amendments to the Sign Code.

DECISION POINT/RECOMMENDATION: Council should provide Staff with guidance for further amendments to Municipal Code §§15.50.400(C), and 15.50.410(H) pertaining to the relocations of billboards.

MUNICIPAL CODE § 15.50.400(C)(1)-(4)
RELOCATION OF BILLBOARDS

- C. Billboards and other Off-premises signs.
1. Except as otherwise provided in this section, Billboards are prohibited in the City.
 2. Billboards that were lawful on December 1, 2019, may remain in place.
 3. Lawful Billboards may be relocated within the City as follows:
 - a. Relocation of a Billboard requires submission of a completed Sign application and the Sign fee approved by resolution of Council;
 - b. Relocation of a Billboard also requires a demolition permit for the existing Billboard. Demolition must occur prior to placement of any advertisement on the relocated Billboard;
 - c. Relocation must be to non-residential property zoned C-17, M, or LM, which property must have a minimum frontage on an arterial street of one-hundred feet (100');
 - d. Relocation must be to private property; relocated Billboards are not allowed on public property;
 - e. A relocated Billboard may not be relocated again within ten (10) years of a previous relocation; and
 - f. A written agreement for the relocated Billboard between the Billboard owner and the owner of the property proposed for relocation, acceptable to the City Attorney, must be provided to the City to ensure compliance with the Municipal Code;
 - g. A public hearing before the City Council is required before a relocation is approved;
 - h. At least fifteen (15) days prior to the public hearing, notice of the time and place and a summary of the relocation plan shall be published in the official newspaper or paper of general circulation within the jurisdiction. Additional notice shall be provided by mail to property owners or purchasers of record within three hundred feet (300') feet of the external boundaries of the land where relocation is being considered. Notice shall also be posted on the property on which the Billboard will be located not less than one (1) week prior to the hearing;
 - i. Council may approve the relocation of a Billboard upon finding:

- (1) That the purposes of the Sign Code, as set out in Coeur d'Alene Municipal Code § 15.50.110, are furthered by the relocation; and
- (2) That the proposed Billboard meets the Standards contained in this section; and
- (3) That the Billboard will not result in a negative impact to the visual quality of general area as determined from the perspective of a reasonable person applying community standards; and
- (4) That the Billboard is designed to be as compatible in appearance and layout with adjacent uses as is practical as determined from the perspective of a reasonable person applying community standards; and
- (5) That the Billboard does not block the view from a public right-of-way of a structure of historical or architectural significance; and
- (6) That the height of the Billboard is compatible with buildings within a three hundred foot (300') radius. If the view of the Billboard would be blocked by buildings, or if the view of buildings would be blocked by the Billboard, the Billboard height does not exceed the building height by more than twelve feet (12') and, in any case, does not exceed forty-eight feet (48'). If there are no buildings within three hundred feet (300'), the Billboard does not exceed twenty-four feet (24'). In measuring height, the base structure and display area shall be included; and
- (7) That the Billboard is not unduly disruptive to traffic and residential uses; and
- (8) That the Billboard complies with City standards for Illumination and Electronic Message Displays in Coeur d'Alene Municipal Code § 15.50.400(D).

4. Standards for relocated billboards.

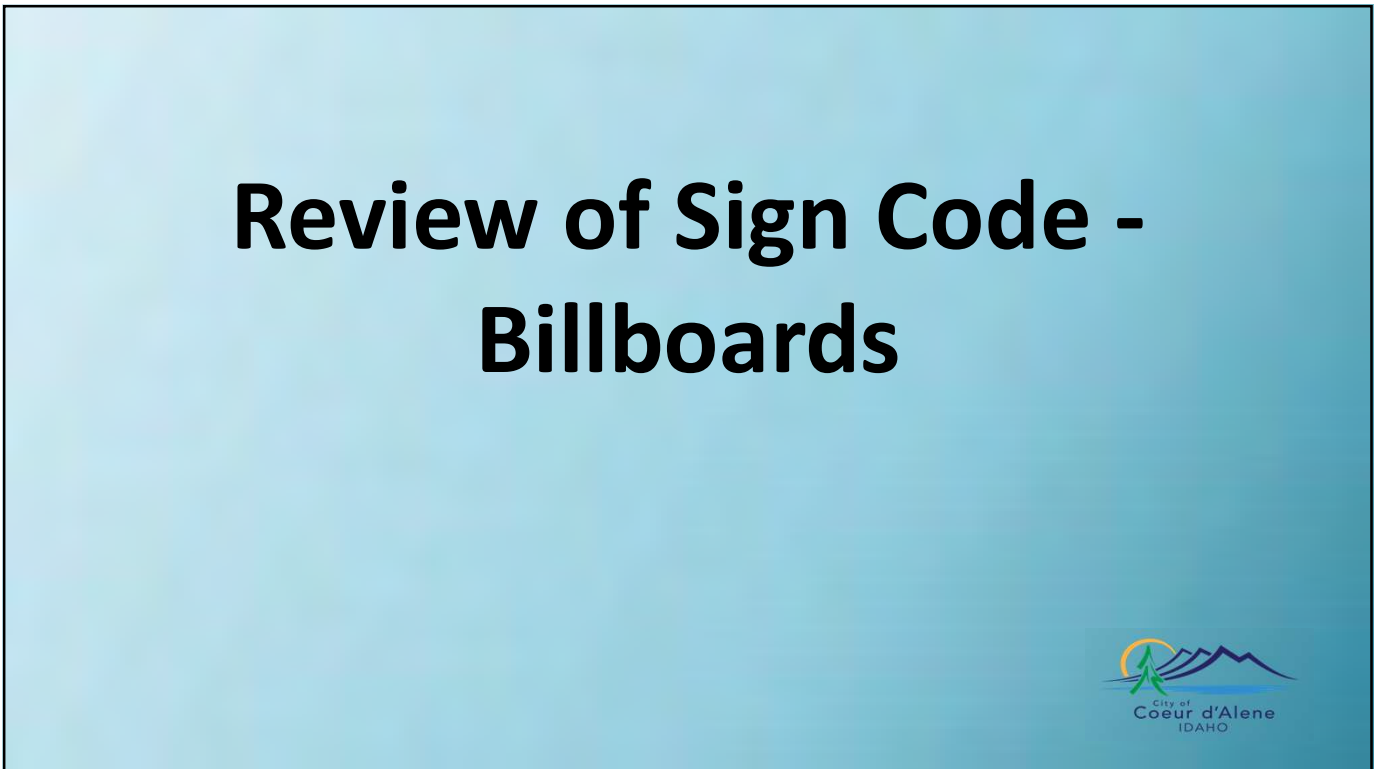
- a. The display area of the Billboard may not be increased in size;
- b. Except as provided herein, a Billboard not exceeding three hundred square feet (300 ft²) in size may be relocated in a C-17, M, or LM zoning district;
- c. Billboards exceeding three hundred square feet (300 ft²) may be relocated as follows:

- (1) in C-17, M, and LM zoning districts; and
 - (2) on property abutting Northwest Boulevard within six hundred fifteen feet (615') of Interstate 90 as measured from the edge of the travel lane closest to the right-of-way; or
 - (3) on property abutting US95 within six hundred fifteen feet (615') of Interstate 90 as measured from the edge of the travel lane closest to the right-of-way; or
 - (4) on property north of Seltice Way and south of Interstate 90.
- d. The relocation of a Billboard may not result in an increase in the number of sign faces or sign structures; and
 - e. No increase in height of the existing Billboard shall be permitted except where needed to provide for minimum height clearance (from the ground to the bottom of the Billboard) to comply with roadway safety; and
 - f. There shall be at least one thousand feet (1,000') between all Billboards located on the same street or highway, measured along the centerline of the public right-of-way, regardless of which side of the street or highway the Billboards are located; and
 - g. No Billboard shall be relocated within one hundred fifty feet (150') of an intersection, measured perpendicular to the nearest public right-of-way line for the crossing street; and
 - h. No Billboard may be located closer than five hundred feet (500') to a residential zoning district, designated historic district, park, school, church, or cemetery measured in any direction from said Billboard.
 - i. A Billboard may only be placed adjacent to an arterial street; and
 - j. A Billboard shall not extend over the public right-of-way or any property line; and
 - k. No portion of a Billboard may extend into or over an area defined as a structural setback in the applicable zoning district standards.
 - l. The relocation of a Billboard requires submission of drawings stamped by an Idaho-licensed architect or engineer to the Building Official whose approval is required before the Billboard may be relocated. The required drawings must include:

- (1) Detailed plans showing footing and foundation design, reinforcement size and placement, pole type, size and thickness, all bolted and/or welded connections, and a description of Billboard construction materials; and
 - (2) Supporting calculations which address the design criteria (wind, soils, materials, and seismic);
 - (3) A detailed site plan which shows the location on the property, and distances to all adjacent site appurtenances (buildings, structures, trees, roads, etc.) and rights-of-way.
 - (4) Accurate architectural renderings and elevations, a scaled site plan, and photo simulations showing the locations of all existing structures and improvements, and the proposed Billboard;
- m. A Billboard shall not be relocated in such a manner as to impede fire access, a required fire turnaround, a required drive aisle, required parking, or a required emergency access, or in such a manner as to impair any required landscape buffer or public street trees.
- n. All utilities required for a relocated Billboard, including electrical, shall be underground if power is located on the property or within seventy-five feet (75') of the property.
- o. Any lighting must be directed toward the display surface and, if necessary, shall be shielded to prevent light from interfering with the quiet enjoyment of nearby properties.



1



2

Things to keep in mind when regulating Signs

Constitutionality – cannot regulate signs by content: Cities, of course, can impose reasonable “time, place, and manner” regulations for signs, but any such regulations must be “content-neutral,” meaning that the same time, place, and manner regulations apply regardless of what the sign says.

Conflicts with existing codes/uses



3

Purpose within Code

15.50.110: FINDINGS, PURPOSE, INTENT, SEVERABILITY:

- A. Based on evidence collected by and for multiple communities over many years, the City has determined that Signs can obstruct views, distract motorists, displace alternative uses for land, and affect the aesthetics of a community.
- B. The City finds and declares that it is necessary to regulate the construction, erection, maintenance, electrification, illumination, type, size, number, and location of Signs to:
1. protect the health, safety, property, and welfare of the public;
 2. improve the neat, clean, and orderly appearance of the City;
 3. provide for informational needs of the public;
 4. preserve and protect the scenic beauty of the City;
 5. promote traffic safety; and
 6. promote a healthy business climate in the City.



4

Code Allowance

At the June 18, 2024 Council meeting, Council approved Ordinance No. 3731, authorizing the owner of an existing billboard to apply for relocation within the City under certain parameters, requiring a public hearing on the application and Council findings of fact.



5

First Relocation Request

The applicant (Lamar Advertising of Spokane) has made a request that Council amend the code to provide for variances to the required elements within the Code and/or change the height requirements and minimum distances from a residential zone.



6

Relocation Request

Relocate a 2-sided billboard currently located at 1621 Northwest Boulevard and upgrade to a digital “V” shaped 2-sided billboard along Government Way frontage (addressed at 3119 N. 2nd Street)



7

Existing Sign



Proposed Sign



8

Specific code conflicts

- M.C. § 5.50.400(C)(4)(e) provides: “No increase in height of the existing Billboard shall be permitted except where needed to provide for minimum height clearance (from the ground to the bottom of the Billboard) to comply with roadway safety.”
- M.C. § 5.50.400(C)(4)(h) provides: “No Billboard may be located closer than five hundred feet (500') to a residential zoning district, designated historic district, park, school, church, or cemetery measured in any direction from said Billboard.”



9

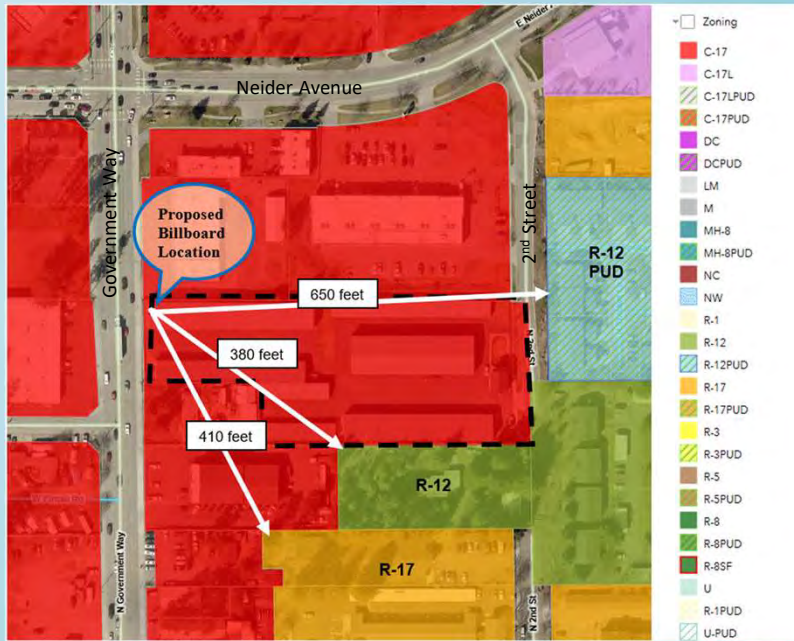
Height and Residential Measurement

- The height of the existing billboard on Northwest Boulevard is approximately 25'8" feet as measured to its highest point. The relocated billboard height would be 37 feet as measured to its highest point.
- The closest residentially-zoned property is approximately 380 feet to R-12 property and 410 feet to R-17 property.



10

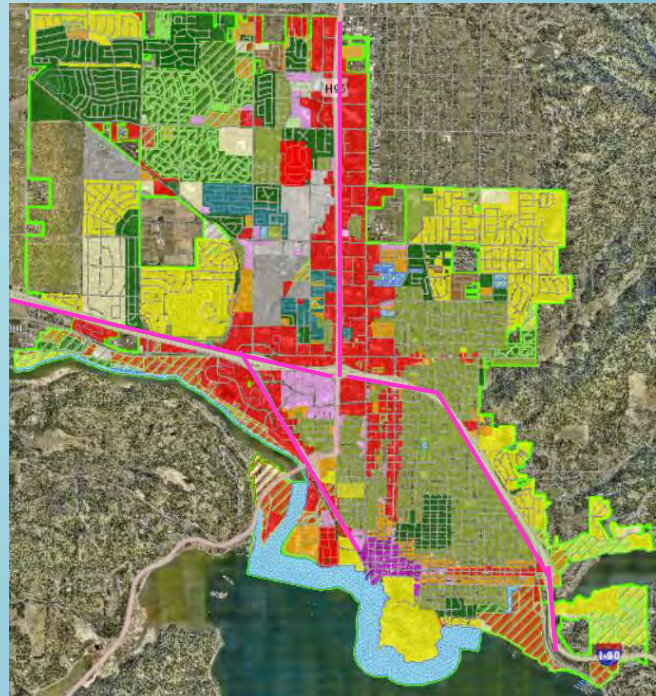
Distances to Residential Zoning Districts



11

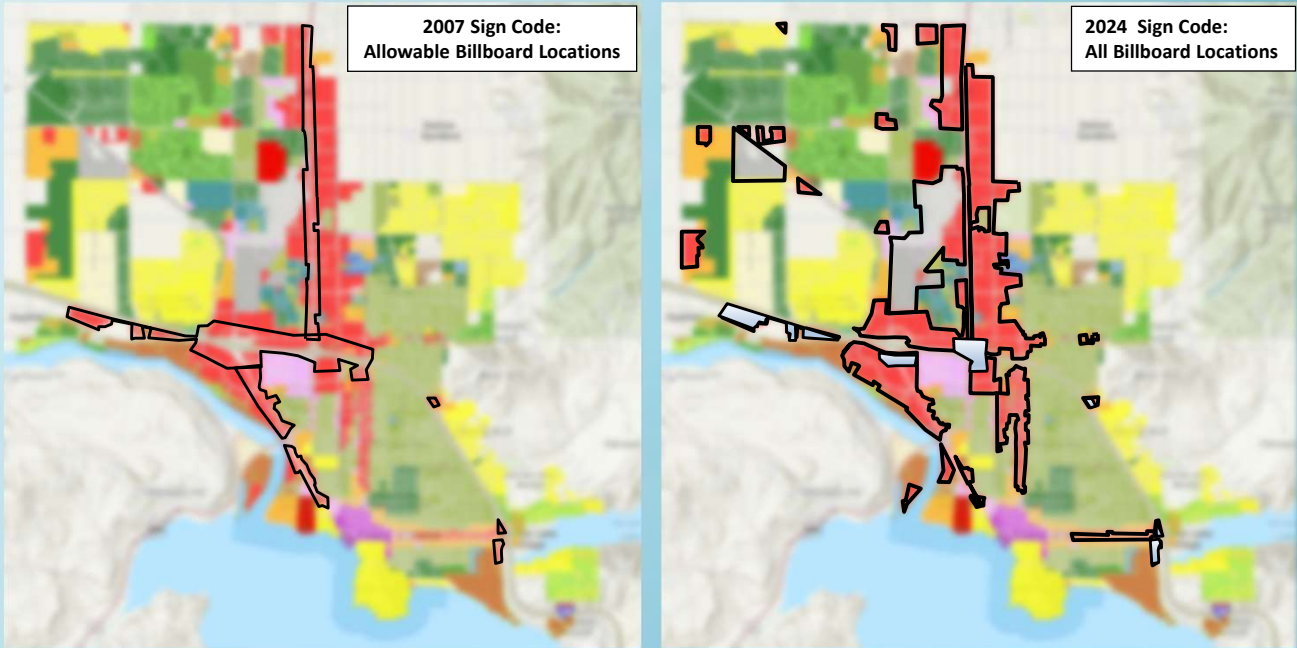
Prior Code

- No outdoor advertising sign shall be allowed on property which is not zoned commercial or manufacturing and is not within six hundred fifteen feet (615') of the interstate freeway, along Northwest Boulevard and along Highway 95 north of Appleway Avenue, within the city limits.



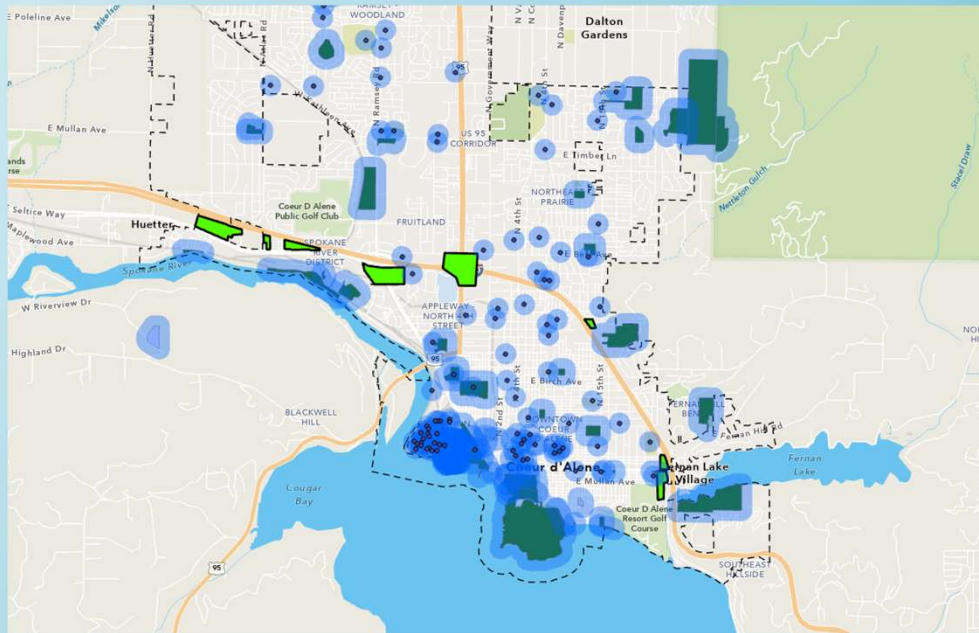
12

Allowable Billboard Locations – 2007 Code vs. Current without buffers



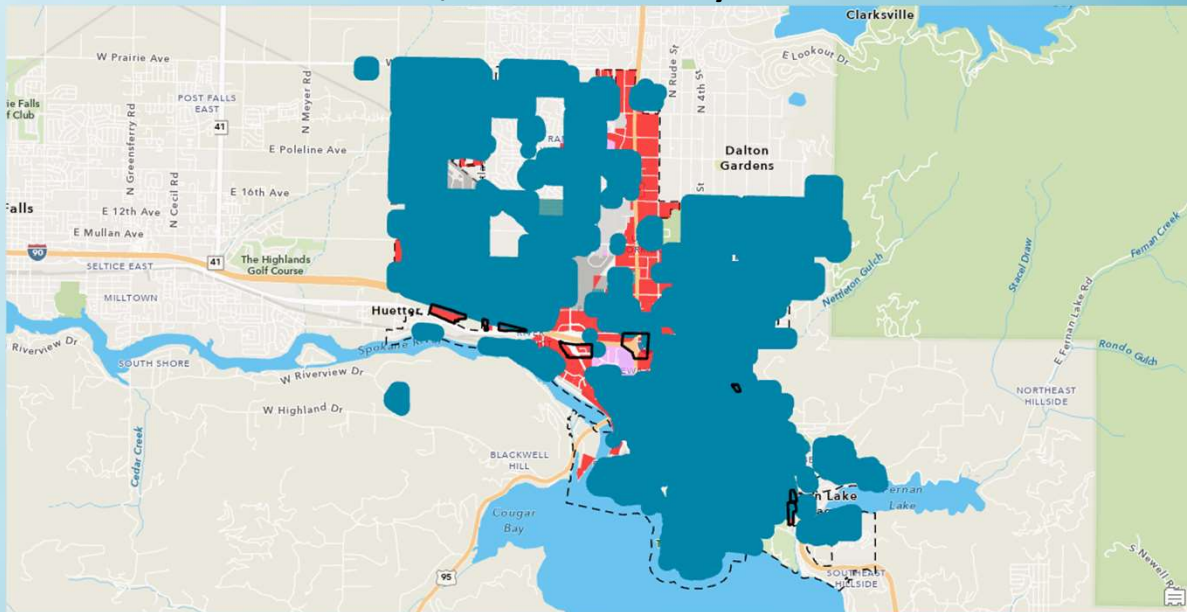
13

500-foot Buffer from Historic Properties, Schools, Parks, Churches, Cemeteries



14

500-foot Buffer from Historic Properties, Schools, Parks, Churches, Cemeteries, and Residentially-Zoned Areas



15

Action Requested

Provide direction to staff regarding any desired code amendments.



16

PUBLIC HEARINGS

CITY COUNCIL MEETING

STAFF REPORT

DATE: December 17, 2024
FROM: Dennis J. Grant, Streets & Engineering Project Manager
SUBJECT: V-24-02, Vacation of a 20' feet wide alley right-of-way located within a portion of Block 15 of the Coeur d'Alene and Kings Addition in the City of Coeur d'Alene.

DECISION POINT

The applicant, Blue Fern Development 03, LLC, is requesting the vacation of a 20' feet wide alley right-of-way located within a portion of Block 15 of the Coeur d'Alene and Kings Addition. The general location is north of Wallace Avenue, south of Garden Avenue, and between 1st and 2nd Street.

HISTORY

The requested right-of-way was originally dedicated to the City of Coeur d'Alene in the Corrected Plat of the Town of Coeur d'Alene and Kings Addition on July 5, 1886.

FINANCIAL ANALYSIS

The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 6,000 square feet to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue and to the land owners whose lots adjoin the alley.

PERFORMANCE ANALYSIS

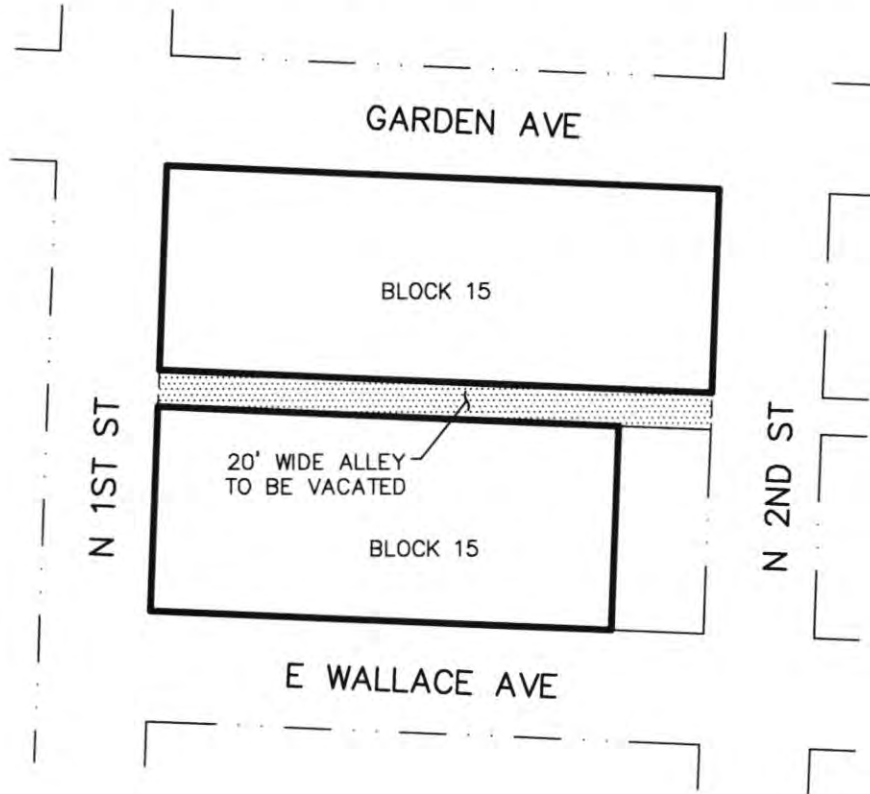
The purpose of this request is part of an effort to balance preserving the Roosevelt Inn and the development potential of the site. The project site encompasses 92% of the frontage along the alley to both the north and south. The alley will primarily be used for access to parking and services for the proposed development. The apartment complex on the southeast corner of the block, at the intersection of Wallace Avenue and Second Street has limited purpose for the alley outside of the very eastern portion that provides immediate access to their parking stalls. An access agreement would be put in place to ensure their access right remains. All existing owners agreed to this vacation. The two property owners to the south of the proposed area to be vacated have relinquished their interest to their half of the area. Vacation of the alley would ensure that the alley is developed and maintained in a manner that feels seamless to the rest of the project and integrates the separate parcels into one cohesive development. This roadway would be maintained by the HOA, resulting in reduced maintenance and associated costs for the city. There are several existing utilities, including sanitary sewer, power and other franchised utilities, that are currently located in the alley. These utilities will remain and/or be replaced or upgraded during construction. Blue Fern Development will provide the necessary easements for all of these utilities once the alley is vacated and as part of the vacation ordinance. The Development Review Team was informed about this vacation.

RECOMMENDATION

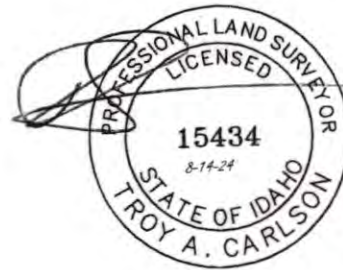
City Council should approve the vacation action per Idaho Code Section 50-1306 and to vacate the property to the applicant, Blue Fern Development 03, LLC.

RIGHT- OF-WAY VACATION EXHIBIT

A PORTION OF BLOCK 15, COEUR D'ALENE AND KINGS ADDITION,
 WITHIN TRACT 42 (NW1/4 OF THE SW1/4),
 SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M.,
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



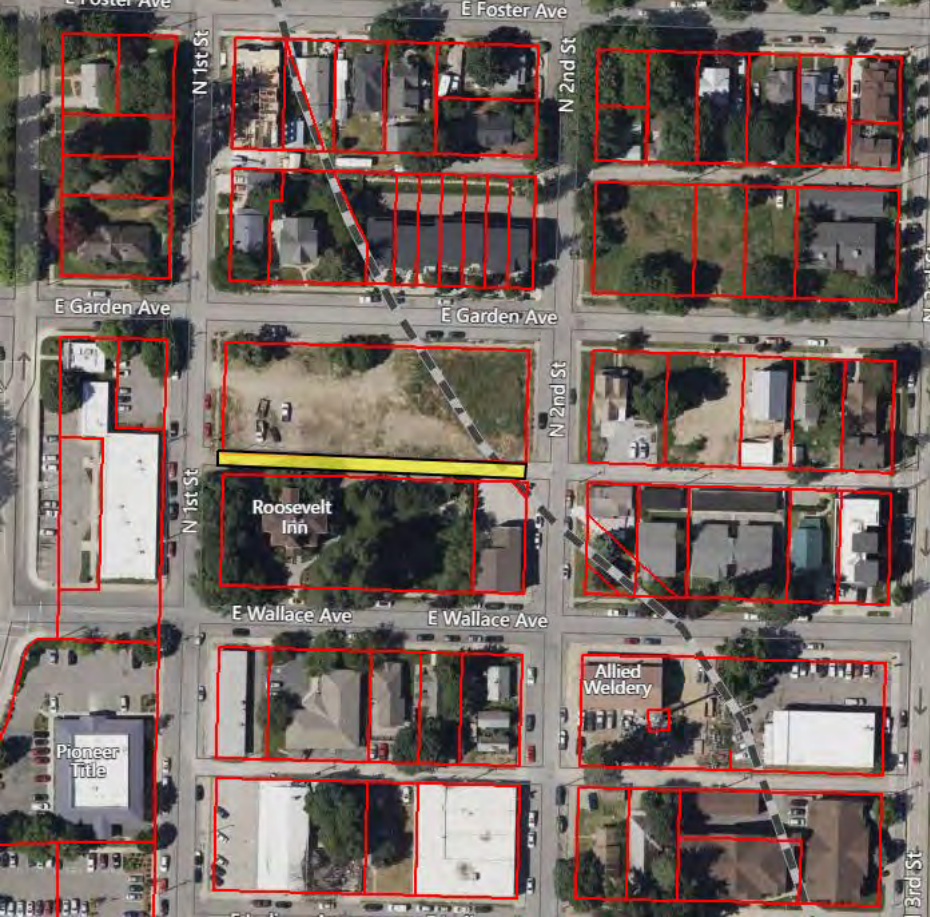
GRAPHIC SCALE
 0 50 100
 (IN FEET)
 1 inch = 100 ft.



X-24-044 CTRL.dwg 8.5x11 (Auditor)

storphäug
 civil engineering | planning
 landscape architecture | surveying
 510 east third avenue | spokane, washington 99202
 p 509.242.1000

RIGHT-OF-WAY VACATION EXHIBIT			
BLOCK 15, COEUR D'ALENE AND KINGS ADDITION			
COEUR D'ALENE, IDAHO			
DRAWN	TAC	DATE 08/14/2024	EXHIBIT 1
CHECKED	TAC	SCALE 1" = 100'	PROJECT 24-044



E Foster Ave

E Foster Ave

N 1st St

N 2nd St

E Garden Ave

E Garden Ave

N 1st St

N 2nd St

Roosevelt Inn

E Wallace Ave

E Wallace Ave

Pioneer Title

Allied Weldery

N 3rd St

COUNCIL BILL NO. 24-1022
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, VACATING A PORTION OF ALLEY RIGHT-OF-WAY WITHIN BLOCK 15, AS SHOWN ON THE PLAT OF COEUR D'ALENE AND KING'S ADDITION, RECORDED IN BOOK C OF DEEDS, PAGES 144 & 145, RECORDS OF KOOTENAI COUNTY, IDAHO, GENERALLY DESCRIBED AS THAT PORTION OF THE ALLEY RIGHT-OF-WAY, LYING EAST OF THE FIRST STREET RIGHT-OF-WAY AND LYING WEST OF SECOND STREET RIGHT-OF-WAY BEING SITUATED IN SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing, the City Council finds it to be in the best interests of the City of Coeur d'Alene and the citizens thereof that said portion of alley right-of-way be vacated;

NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Coeur d'Alene:

SECTION 1. That the following described property, to wit:

Legal Description and Drawing, attached as Exhibits 'A' & 'B'

be and the same is hereby vacated.

SECTION 2. That said vacated alley right-of-way shall revert to the adjoining property owner of record on the north side.

SECTION 3. That the existing right-of-way, easements, and franchise rights of any lot owners, public utility, or the City of Coeur d'Alene shall not be impaired by this vacation, as provided by law, and that the adjoining property owners shall in no manner place any obstruction over any public utilities.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an ordinance of the City of Coeur d' Alene at a regular session of the City Council on December 17, 2024.

APPROVED by the Mayor this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
V-24-02, ALLEY RIGHT-OF-WAY VACATION

The City of Coeur d'Alene, Idaho hereby gives notice of the adoption of Coeur d'Alene Ordinance No. _____, vacating that portion of Alley right-of-way.

Such right-of-way is more particularly described as follows:

Legal description and drawing, attached as Exhibits 'A' & 'B', are on file in the City Clerk's office.

The ordinance further provides that the ordinance shall be effective upon publication of this summary. The full text of the summarized Ordinance No. _____ is available at Coeur d'Alene City Hall, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814 in the office of the City Clerk.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, V-24-02, Alley right-of-way vacation and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 17th day of December, 2024.

Randall R. Adams, City Attorney

EXHIBIT 'A'



510 East Third Avenue
Spokane, Washington 99202
509-242-1000 Info@Storhaug.com

RIGHT-OF-WAY VACATION LEGAL DESCRIPTION

THE 20.00 FEET WIDE RIGHT-OF-WAY WITHIN BLOCK 15 OF THE PLAT OF COEUR D'ALENE AND KINGS ADDITION, RECORDED IN BOOK C OF DEEDS, PAGES 144 AND 145, RECORDS OF KOOTENAI COUNTY, IDAHO, LYING EAST OF THE FIRST STREET RIGHT-OF-WAY AND LYING WEST OF SECOND STREET RIGHT-OF-WAY.

SITUATE IN THE CITY OF COEUR D'ALENE, COUNTY OF KOOTENAI, STATE OF IDAHO.

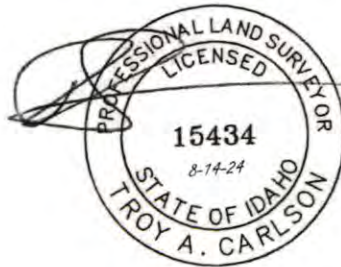
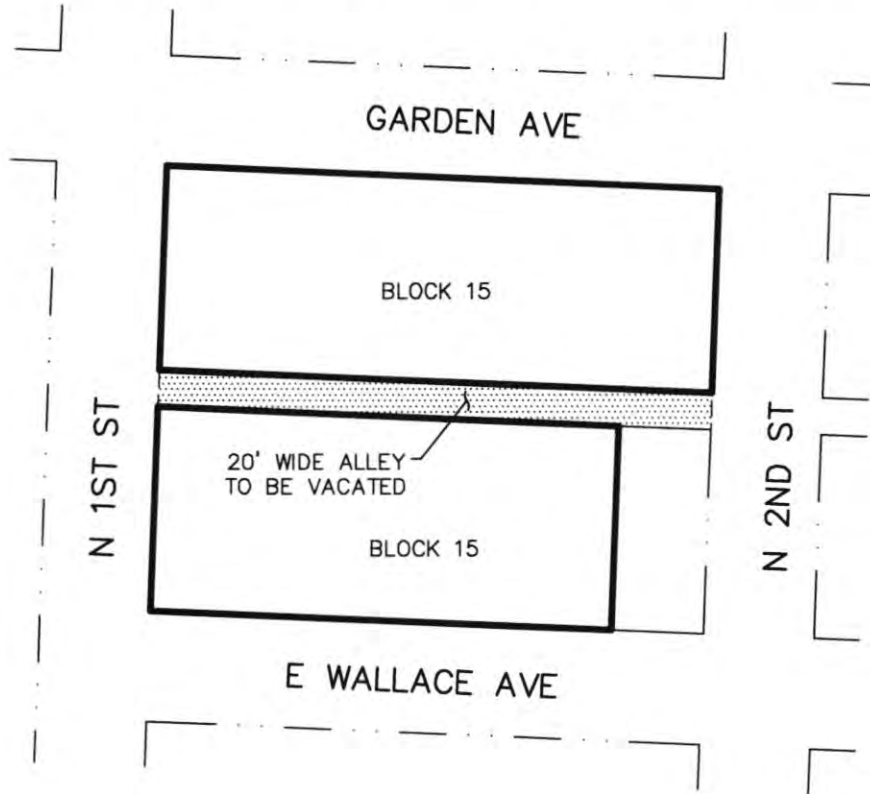


Exhibit 'B'

RIGHT- OF-WAY VACATION EXHIBIT

A PORTION OF BLOCK 15, COEUR D'ALENE AND KINGS ADDITION,
WITHIN TRACT 42 (NW1/4 OF THE SW1/4),
SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M.,
CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



GRAPHIC SCALE
0 50 100
(IN FEET)
1 inch = 100 ft.



X-24-044 CTRL.dwg 8.5x11 (Auditor)

storhäug
civil engineering | planning
landscape architecture | surveying
510 east third avenue | spokane, washington 99202
p 509.242.1000

RIGHT-OF-WAY VACATION EXHIBIT			
BLOCK 15, COEUR D'ALENE AND KINGS ADDITION			
COEUR D'ALENE, IDAHO			
DRAWN	TAC	DATE 08/14/2024	EXHIBIT 1
CHECKED	TAC	SCALE 1" = 100'	PROJECT 24-044

**CITY COUNCIL
STAFF REPORT**

FROM: SEAN E. HOLM, SENIOR PLANNER
DATE: DECEMBER 17, 2024
SUBJECT: A-2-24: ZONING IN CONJUNCTION WITH ANNEXATION OF 2.12
ACRES FROM COUNTY AG-SUBURBAN TO R-12PUD
LOCATION: PROPERTY IS LOCATED AT 3415 N. 15th STREET

APPLICANT & OWNER:
JBR Landholdings, LLC
1108 N. C Street
Coeur d'Alene, ID 83814

ENGINEER:
Connie Krueger
1859 N. Lakewood Drive, Suite 102
Coeur d'Alene, ID 83814

DECISION POINT:

Should the City Council approve the requested annexation of 2.12 acres in conjunction with zoning approval from County Ag-Suburban to the R-12PUD zoning district? An annexation agreement has been drafted.

BACKGROUND INFORMATION:

Currently the subject property is located in the unincorporated area of the county and consists of one parcel that has a single-family dwelling located on it. The subject site is 2.12 acres in area and is relatively flat. The site is adjacent to the city limits along its south and west property line.

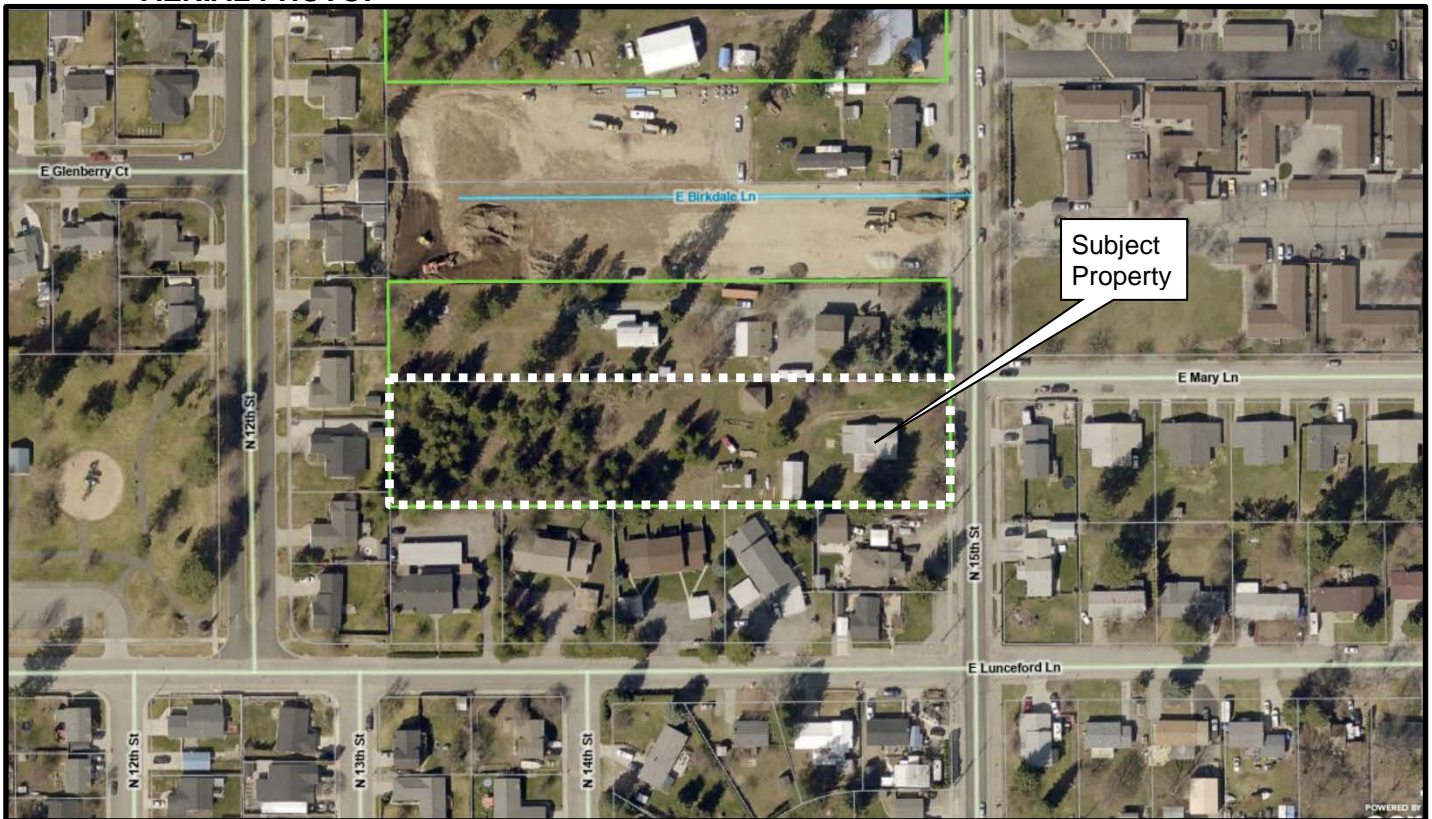
The property is currently zoned Agricultural-Suburban in the county. As part of the annexation request, the applicant is proposing the R-12 zoning district be applied to the subject site. The subject site is located within the City's Area of City Impact (see ACI Map on page 7).

The applicant has submitted an Annexation Map (see page 5) and a narrative as part of this request. See the attached narrative by the applicant at the end of this report for a complete overview of their annexation request.

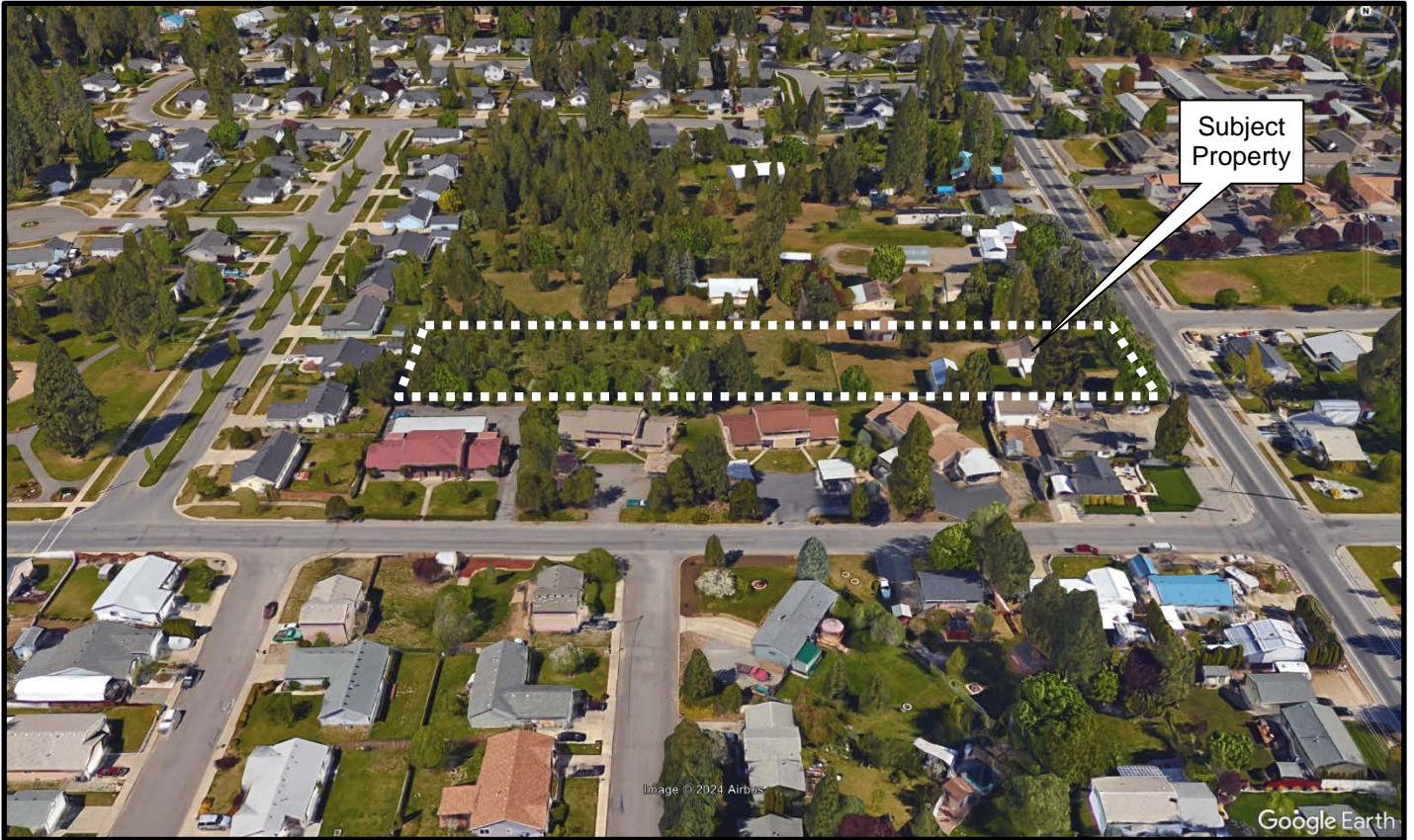
PROPERTY LOCATION MAP:



AERIAL PHOTO:



BIRD'S EYE AERIAL:



PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission found that the annexation request met all of the required criteria and recommended adoption of the R-12PUD zoning in conjunction with the annexation request at their meeting on November 12, 2024, by a unanimous vote of 6-0.

***Note:** This request was one of three submitted by the applicant as part of a comprehensive package. Alongside the annexation request, the Planning and Zoning Commission approved a Planned Unit Development and a Preliminary Plat, which are interdependent.*

SUMMARY OF FACTS:

The following facts align with the facts listed in the draft Findings and Order worksheet for the City Council's consideration. These facts can be modified and added to as part of the motion associated with the Findings and Order.

- A1.** All public hearing notice requirements have been met for item A-2-24.
 - Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on November 30, 2024, seventeen days prior to the hearing.
 - Notice of the public hearing must be posted on the premises no less than one (1) week

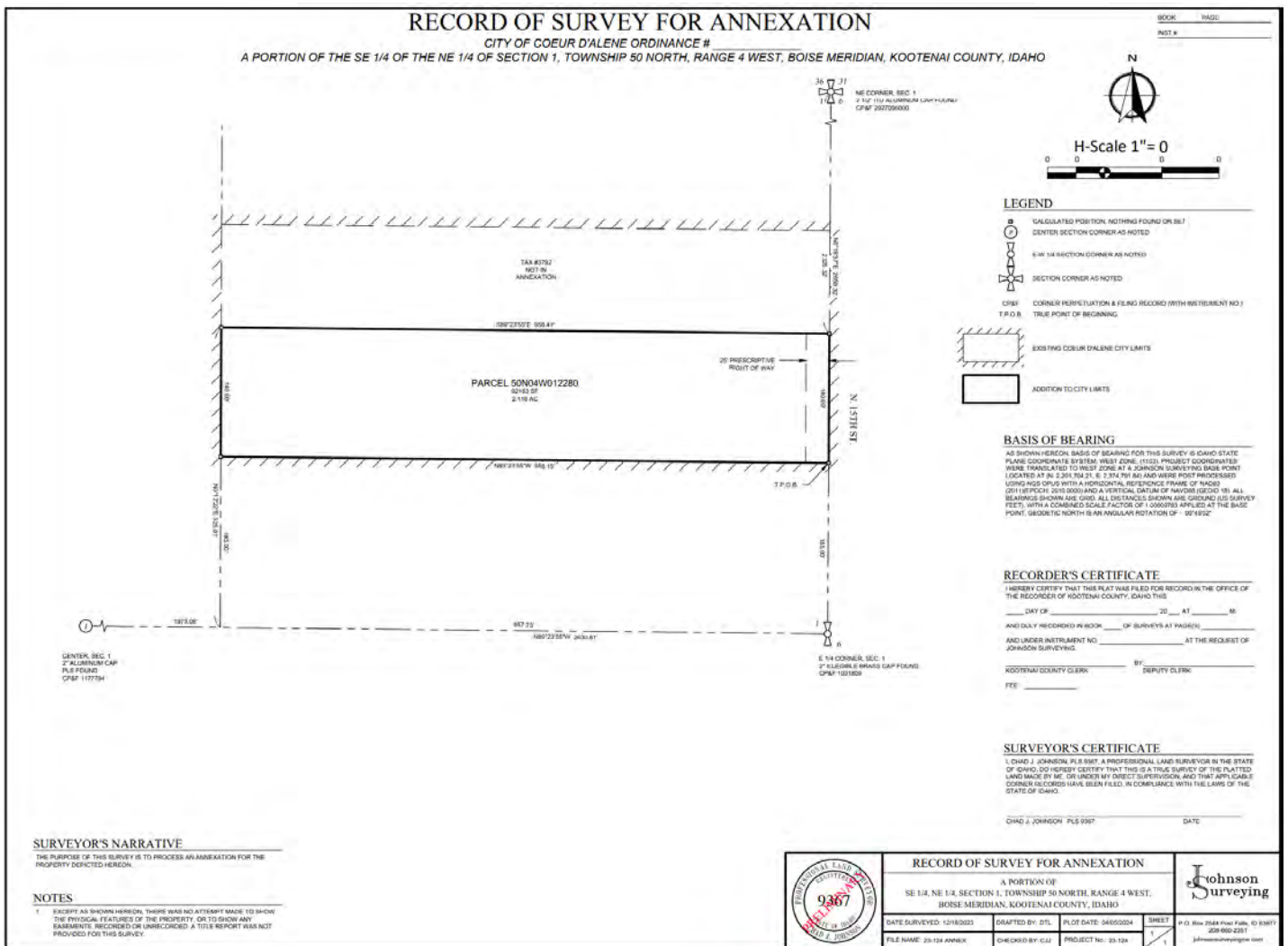
prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on December 4, 2024, thirteen days prior to the hearing.

- Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Sixty-nine (69) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on November 27, 2024.
- Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on November 27, 2024.
- Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on November 27, 2024.

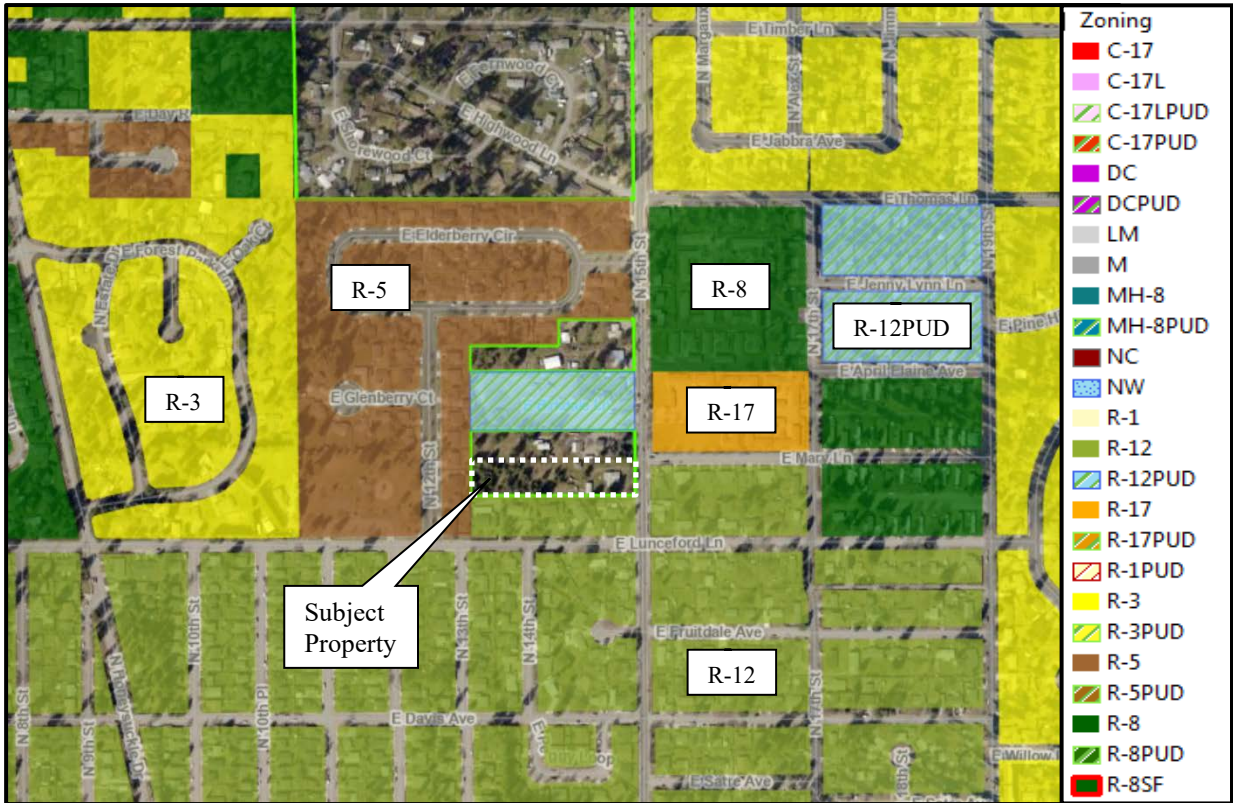
- A2.** The subject site is located in an unincorporated area of Kootenai County, with the total area of the subject property measuring 2.12 acres, and is currently zoned AG-Suburban.
- A3.** The subject property is currently developed as a large lot single family home. If approved, the project would include four (4) six-plexes on four (4) lots and two (2) tracts, one as open space and the other a private street.
- A4.** The Comprehensive Plan Future Land Use Map designation is the Mixed Use-Low. Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.
- A5.** Staff identified Comprehensive Plan goals and objectives for particular consideration by the City Council on pages 10 and 11 of this staff report. See the Attachment 3 for the full list of Comprehensive Plan goals and objectives.
- A6.** The Comprehensive Plan is a guide for annexations and land use decisions, and the Future Land Use Map, in conjunction with the Goals and Policies, shall be used by the City Council to approve or deny zoning in conjunction with annexation.
- A7.** The property is flat and a multitude of residential housing types are located within the vicinity of the subject site. The natural features of the site are consistent with the natural features of the surrounding properties.

- A8. City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A9. The subject property is bordered by 15th Street to the east which is a major collector street but is being reclassified as a minor arterial through the Kootenai Metropolitan Planning Organization (KMPO). Using the Land Use Code 231 – Low-Rise Residential Condominium/Townhouse from the ITE Trip Generation Manual, traffic from the four proposed residential lots is estimated to generate approximately 16 trips in the AM peak hour and 19 trips in the PM peak hour. 2018 traffic counts indicate 15th Street experiences an average of 770 PM peak hour trips.

ANNEXATION MAP:



EXISTING ZONING MAP: Subject property zoned AG-Suburban in Kootenai County



The proposed R-12 zoning district is consistent with the existing residential zoning of the surrounding properties in the vicinity of the subject property. Approval of the requested R-12 zoning in conjunction with annexation (+ PUD & Subdivision) would allow the following potential uses of the property subject to: joint approvals, deviations, conditions, and annexation agreement:

Proposed R-12 Zoning District:

The R-12 district is intended as a residential area that permits a mix of housing types at a density not greater of twelve (12) units per gross acre.

17.05.180: PERMITTED USES; PRINCIPAL:

Principal permitted uses in an R-12 district shall be as follows:

- Administrative Office
- Duplex housing
- Essential service
- Home occupation
- Neighborhood recreation
- Public recreation
- Single-family detached housing

17.05.190: PERMITTED USES; ACCESSORY:

Accessory permitted uses in an R-12 district shall be as follows:

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

17.05.240: SITE PERFORMANCE STANDARDS; MINIMUM YARD:

Minimum yard requirements for residential activities in an R-12 District shall be as follows:

1. Front: The front yard requirement shall be twenty feet (20').
2. Side, Interior: The interior side yard requirement shall be five feet (5'). If there is no alley or other legal access behind a lot, each lot shall have at least one side yard of ten-foot (10') minimum.
3. Side, Street: The street side yard requirement shall be ten feet (10').
4. Rear: The rear yard requirement shall be twenty-five feet (25'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space

A-2-24 REQUIRED ANNEXATION FINDINGS:

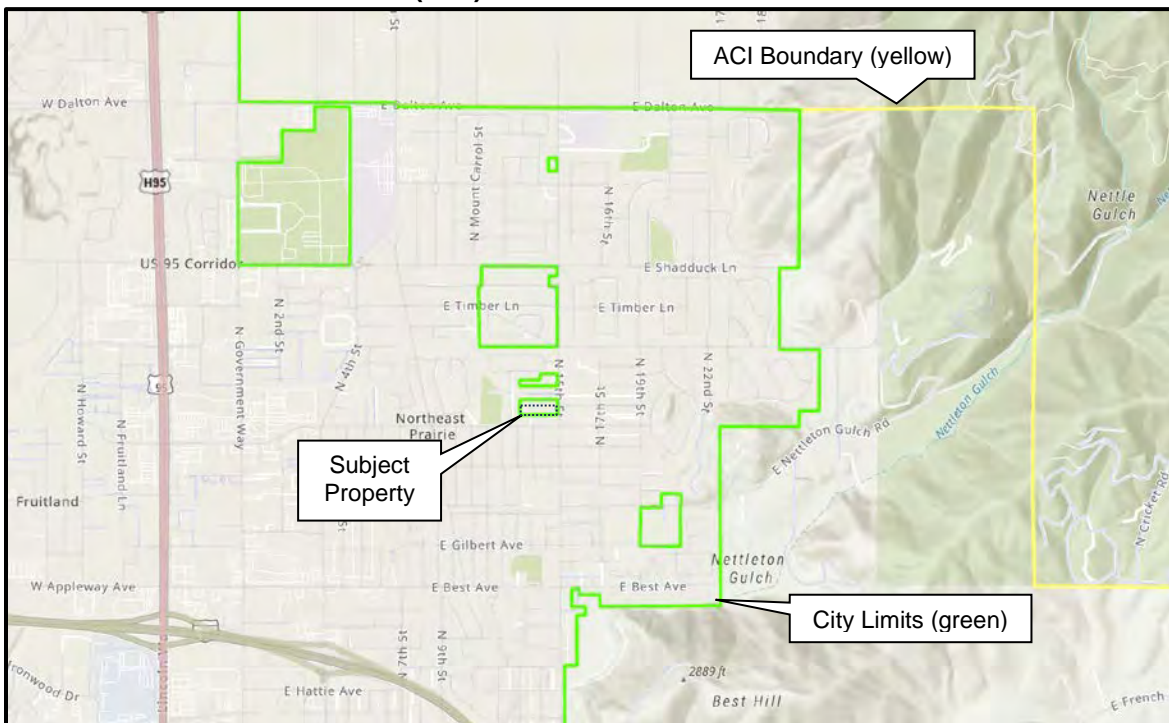
Finding B1: That this proposal (is) (is not) in conformance with the Comprehensive Plan.

Use the following information as well as the attached Comprehensive Plan goals and objectives worksheet to make this finding. This corresponds with Statement of Facts A4, A5, and A6.

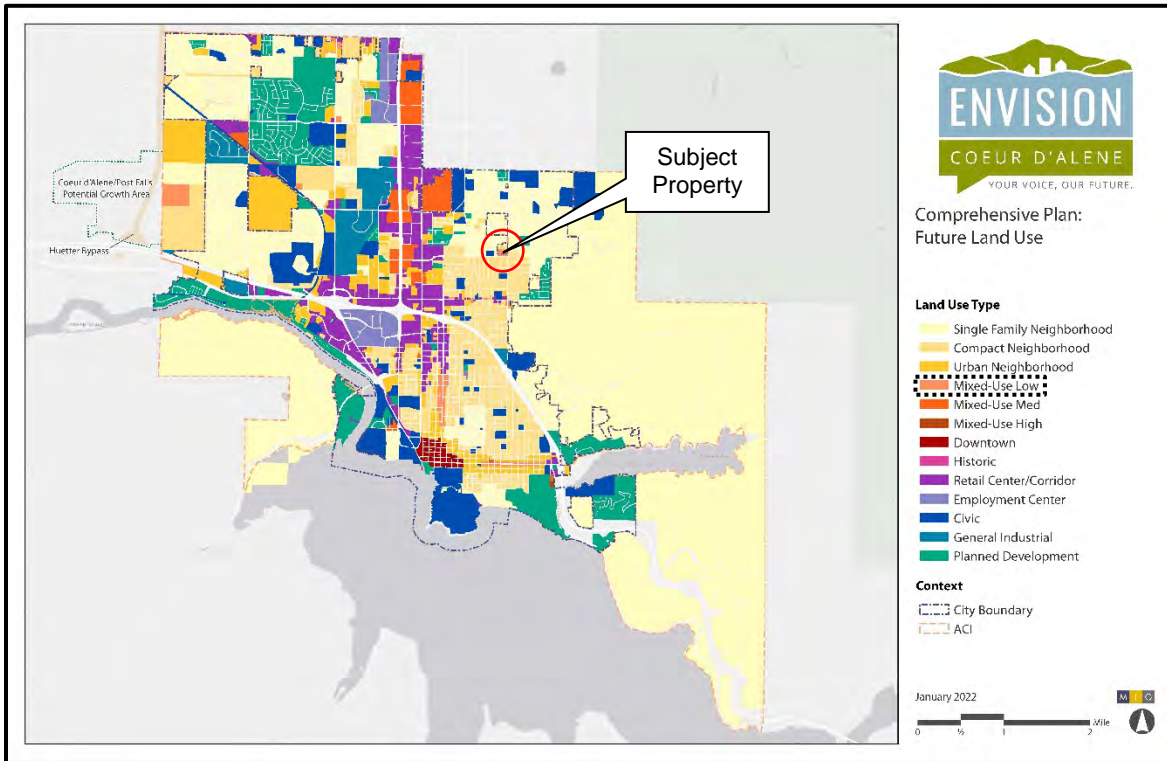
2042 COMPREHENSIVE PLAN LAND USE:

- The subject property is not within the existing city limits.
- The subject site lies within the City’s Area of City Impact (ACI).
- The City’s Comprehensive Plan designates the subject property a Mixed-Use Low place type.^[HP1]

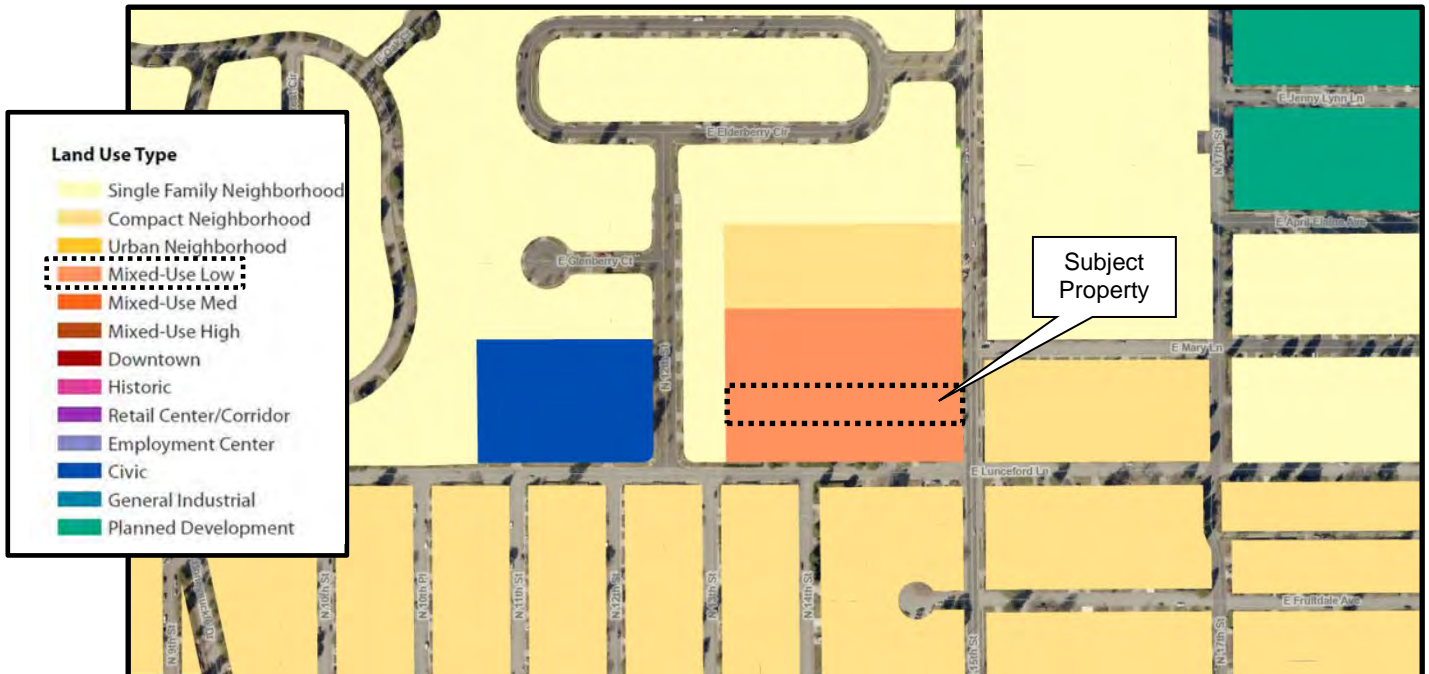
AREA OF CITY IMPACT MAP (ACI):



2042 COMPREHENSIVE PLAN LAND USE MAP:



2042 COMPREHENSIVE PLAN LAND USE MAP: Site Location



2042 Comprehensive Plan Place Types:

The Place Types in this plan represent the form of future development, as envisioned by the residents of Coeur d'Alene. These Place Types will in turn 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 use.

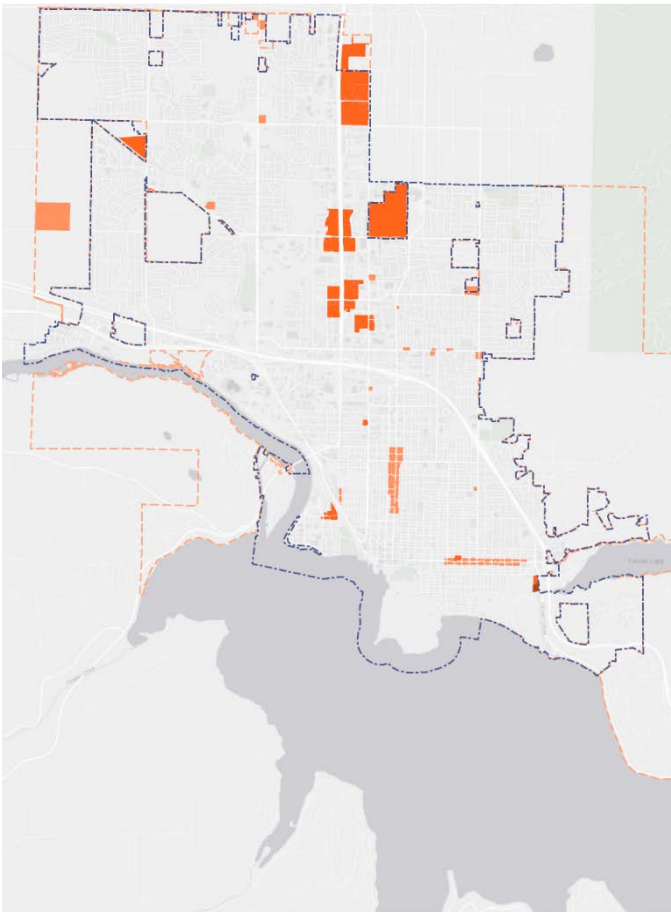
Place Type: Mixed-Use Low

Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.

Compatible Zoning Districts within the "Mixed-Use Low" Place Type: [HP2]

- C17 and C17L; NC and CC

Key Characteristics of "Mixed-Use Low" Place Type:



Mixed-Use Low



Key Characteristics

Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.

Transportation

- Gridded main streets and mid-block pedestrian connections
- High ease-of-use pedestrian and bicycle facilities



Typical Uses

- Primary: Retail, commercial, office, restaurant, multifamily residential
- Secondary: Civic uses, parking

Building Types

- Up to four stories, retail and commercial on the ground floor, with residential units above

Compatible Zoning

- C17 and C17L; NC and CC

2042 Comprehensive Goals and Objectives that apply:

Community & Identity (CI)

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.

Goal CI 3

Coeur d'Alene will strive to be livable for median and below income levels, including young families, working class, low income, and fixed income households.

OBJECTIVE CI 3.1

Support efforts to preserve existing housing stock and provide opportunities for new affordable and workforce housing.

Environment & Recreation (ER)

Goal ER 1

Preserve and enhance the beauty and health of Coeur d'Alene's natural environment.

OBJECTIVE ER 1.4

Reduce water consumption for landscaping throughout the city.

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.

OBJECTIVE ER 2.3

Encourage and maintain public access to mountains, natural areas, parks, and trails that are easily accessible by walking and biking.

Growth & Development (GD)

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 1.1

Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.

OBJECTIVE GD 1.3

Promote mixed use development and small-scale commercial uses to ensure that neighborhoods have services within walking and biking distance.

OBJECTIVE GD 1.5

Recognize neighborhood and district identities.

Goal GD 2

Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

OBJECTIVE GD 2.1

Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

OBJECTIVE GD 2.2

Ensure that City and technology services meet the needs of the community.

Goal GD 3

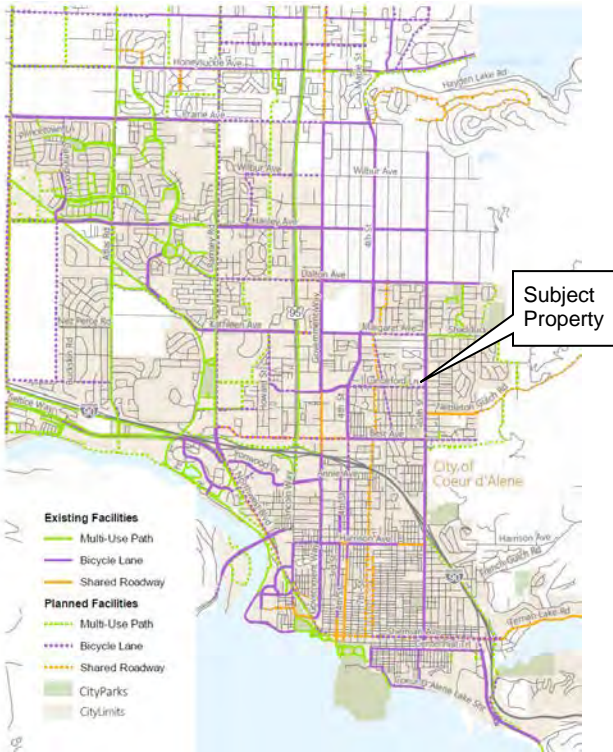
Support the development of a multimodal transportation system for all users.

OBJECTIVE GD 3.1

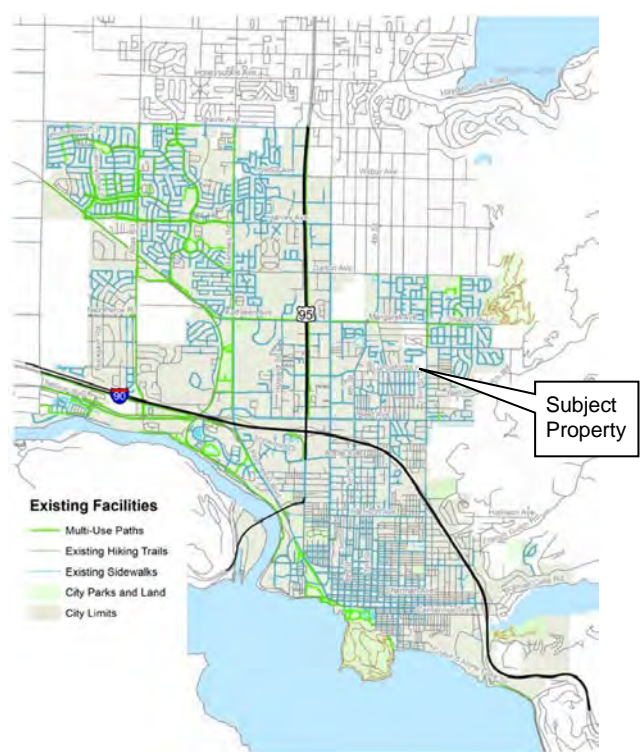
Provide accessible, safe, and efficient traffic circulation for motorized, bicycle and pedestrian modes of transportation.

Transportation:

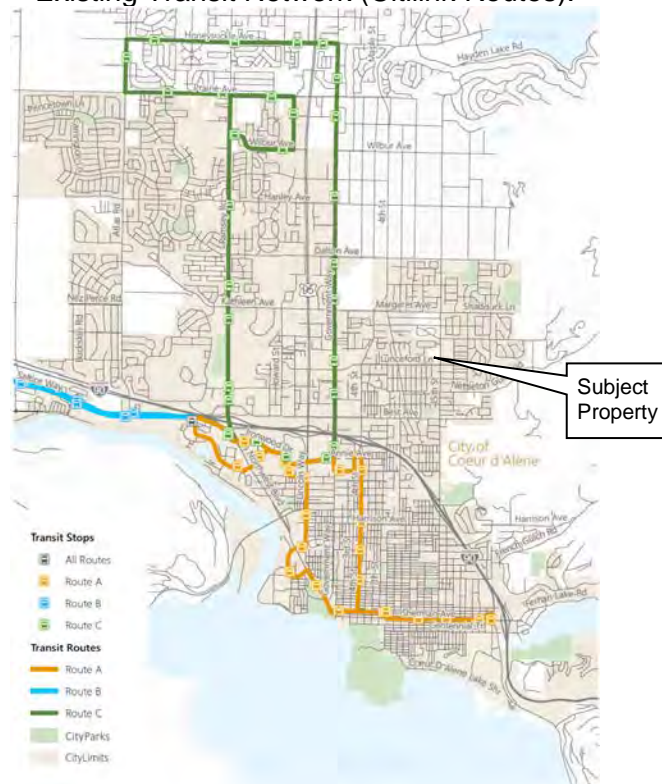
Existing and Planned Bicycle Network:



Existing and Planned Walking Network:



Existing Transit Network (Citilink Routes):



Evaluation: *The City Council must determine, based on the information before them, whether the Comprehensive Plan goals, objectives and Future Land Use Map Place Type do or do not support the request. Specific ways in which the goals, objectives and Place Type is or is not supported by this request should be stated in the finding.*

Finding B2: **That public facilities and utilities (are) (are not) available and adequate for the proposed use.**

*Use the following information as well as testimony from the hearing to make this finding. This corresponds with Statement of Facts **A9**.*

STORMWATER:

Stormwater will be addressed as the area proposed for annexation develops. Per City code, all stormwater must be contained on-site. A stormwater management plan, conforming to all requirements of the City, shall be submitted and approved prior to the start of any construction.

-Submitted by Chris Bosley, City Engineer

STREETS:

The site has frontage on 15th St. All necessary improvements to the frontages, including the required addition of sidewalk and stormwater swales, will be addressed during construction. Approximately 10 feet of right-of-way along 15th

Street shall be deeded to the City to create the required 40-foot half-width. The on-site sidewalk should be concrete rather than asphalt as it will be poorly defined across the frontages of the garages and is likely to be blocked by parked cars. Additionally, the proposed asphalt surface is more susceptible than concrete to rutting, heaving, and other distortions resulting in accessibility issues.

-Submitted by Chris Bosley, City Engineer

WATER

1. There is adequate capacity in the public water system to support domestic, irrigation and fire flow for this proposed project.
2. There is a 12" AC water main in 15th St.
3. A 1" service with a ¾" meter is currently serving the property.

-Submitted by Glen Poelstra, Water Department Assistant Director

SEWER:

1. Sewer Policy #719 requires an "All-Weather" surface permitting unobstructed O&M access to the public sewer.
2. Sewer Policy #716 requires all legally recognized parcels within the City to be assigned with a single (1) public sewer connection.
3. Idaho Code §39-118 requires IDEQ or QLPE to review and approve public infrastructure plans for construction.
4. Sewer Policy #719 requires a 20' wide utility easement (30' if shared with Public Water) to be dedicated to the City for all public sewers.
5. Cap any unused sewer laterals at the public main.

-Submitted by Larry Parsons, Utility Project Manager

FIRE:

The Fire Department works with the Engineering, Water, and Building Departments to ensure the design of any proposal meets mandated safety requirements for the city and its residents and can provide services to the subject property.

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

-Submitted by Craig Etherton, Fire Inspector

Evaluation: *The City Council will need to determine, based on the information before them, whether or not the public facilities and utilities are adequate for the request.*

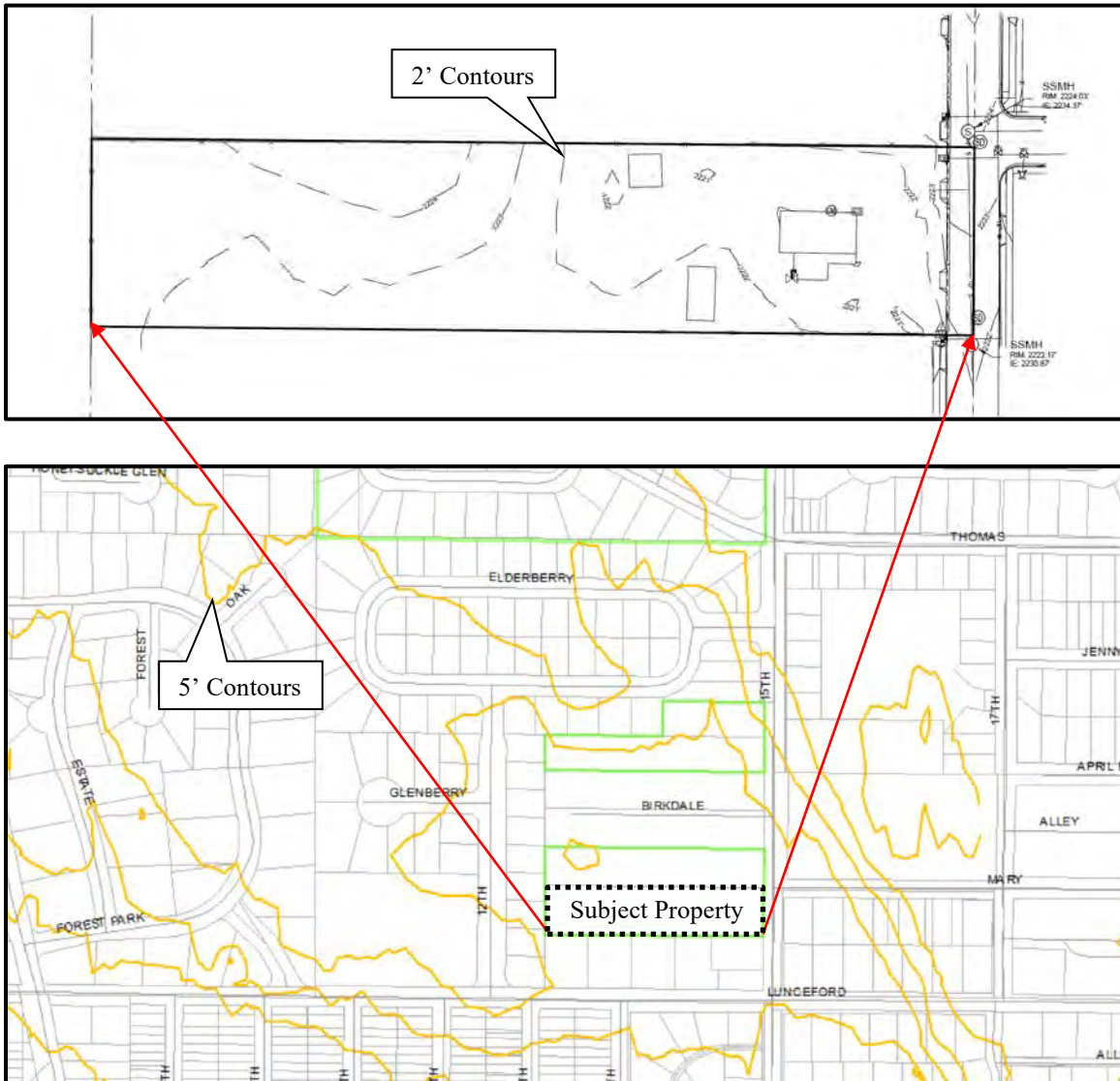
Finding B3: That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

Use the following information as well as testimony from the hearing to make this finding. This corresponds with Statement of Facts A7.

PHYSICAL CHARACTERISTICS:

The subject site is relatively flat with a treed area to the rear. The site is adjacent to 15th Street along its east property line (see topography map below). There is a single-family dwelling located on the eastern portion of the site. Site photos are provided on the next few pages showing the existing conditions.

TOPOGRAPHIC MAP:



SITE PHOTO - 1: View of the subject property from 15th Street looking west.



SITE PHOTO - 2: Looking southwest at the corner of subject property and the neighboring property to the south along 15th Street.



SITE PHOTO - 3: 15th Street ROW looking north from the southeast corner of subject property.



SITE PHOTO - 4: 15th Street looking north from the northeast corner of subject property.



SITE PHOTO - 5: View from the rear of home looking east towards 15th Street.



SITE PHOTO - 6: View of multifamily property looking south from behind the home.



SITE PHOTO - 7: Looking east down Lunceford Lane toward multifamily units and rear yard of single family that abuts subject property to the south.



Evaluation: *The City Council will need to determine, based on the information before them, whether or not the physical characteristics of the site make it suitable for the request at this time.*

Finding B4: **That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.**

*Use the following information as well as testimony from the hearing to make this finding. This corresponds with Statement of Facts **A2, A3, A7, and A9.***

TRAFFIC:

As noted above in finding B9, the subject property is bordered by 15th Street to the east which is a major collector street but is being reclassified as a minor arterial through the Kootenai Metropolitan Planning Organization (KMPO). Using the Land Use Code 231 – Low-Rise Residential Condominium/Townhouse from the ITE Trip Generation Manual, traffic from the four proposed residential lots is estimated to generate approximately 16 trips in the AM peak hour and 19 trips in the PM peak hour. 2018 traffic counts indicate 15th Street experiences an average of 770 PM peak hour trips. This approximately 2.5% increase in traffic can be accommodated by 15th Street. Currently, 15th Street adjacent to the proposed project is only two lanes, but adequate width exists to create a center turn lane during a future chipseal or overlay to accommodate left turns without impacting through traffic.

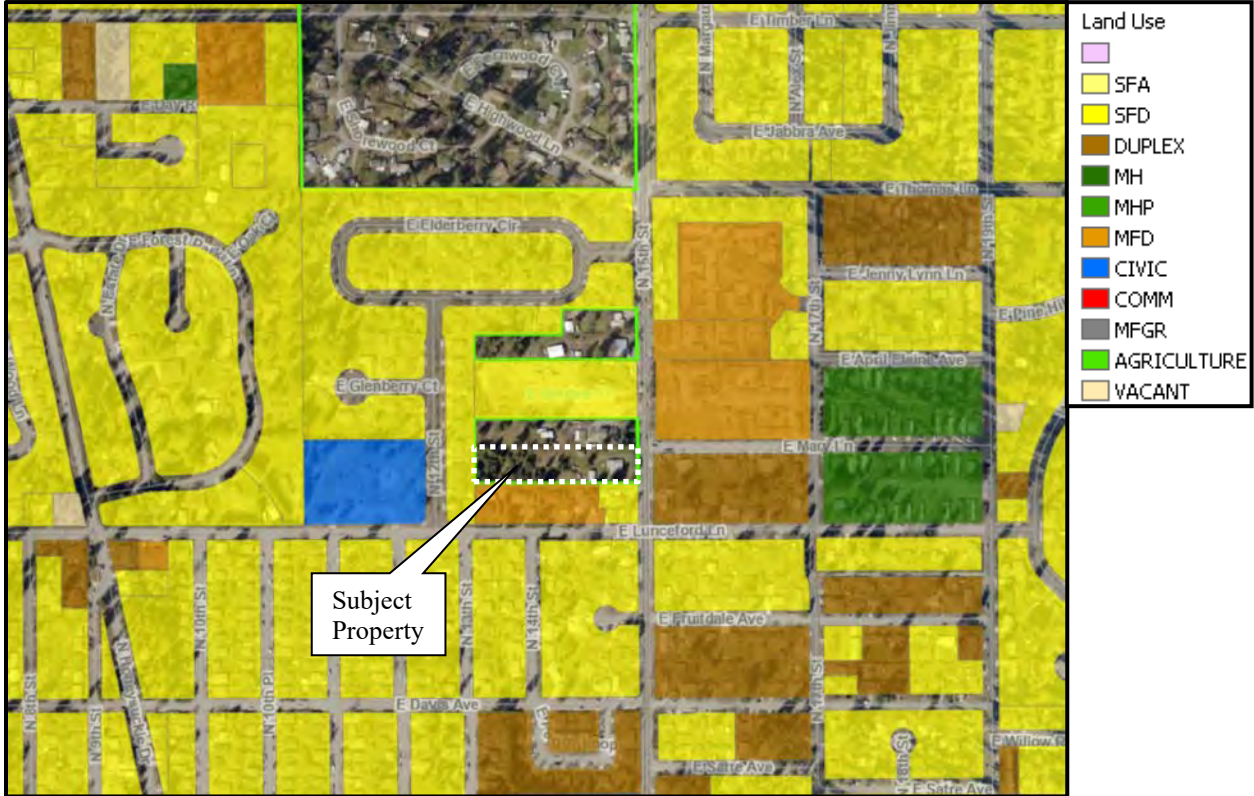
-Submitted by Chris Bosley, City Engineer

NEIGHBORHOOD CHARACTER:

There is a single-family dwelling with accessory buildings on the subject site. To the east, across 15th Street, are multi-family apartments and duplex housing units. To the

south are four multi-family units as well as single family dwellings. To the west are single family dwellings. There are existing residential uses that surround the subject site on all sides. (see existing land use map located below).

GENERALIZED LAND USE PATTERN:



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

ORDINANCES & STANDARDS USED FOR EVALUATION:

- 2042 Comprehensive Plan
- Transportation Plan
- Municipal Code
- Idaho Code
- Wastewater Treatment Facility Plan
- Water and Sewer Service Policies
- Urban Forestry Standards
- Transportation and Traffic Engineering Handbook, I.T.E.
- Manual on Uniform Traffic Control Devices (MUTCD)
- 2017 Coeur d'Alene Trails Master Plan
- 2021 Parks Master Plan

RECOMMENDATIONS FOR ITEMS TO INCLUDE ANNEXATION AGREEMENT:

Engineering:

1. Approximately 10 feet of right-of-way along 15th Street shall be deeded to the City to create the required 40-foot half-width.
2. The on-site sidewalk should be concrete rather than asphalt as it will be poorly defined across the frontages of the garages and is likely to be blocked by parked cars. Additionally, the proposed asphalt surface is more susceptible than concrete to rutting, heaving, and other distortions resulting in accessibility issues.

Fire:

3. Must meet fire flow requirements of 2018 IFC and fire hydrants spacing requirements.
4. FD access minimum 20'. Minimum at fire hydrant locations is 26'.
5. Proposed turn around appears to meet fire code requirements.
6. All other Fire policies will be met at time of building permit.

Planning:

7. The creation of a homeowner's association (HOA) will be required to ensure the perpetual maintenance of the open space, all other common areas, the private street, stormwater maintenance, and snow removal.
8. The open space must be completed, or bonded for (150%), prior to recordation of the plat. The open space areas shall be consistent with this approval and include the same or better amenities and features. If bonded for, the open space must be completed prior to the first certificate of occupancy.
9. The applicant's requests for subdivision, PUD, and annexation run concurrently. The subdivision and PUD designs are reliant upon one another. If the PUD is approved and in the future subject to expiration due to non-performance, the city may de-annex the subject property.
10. An access/utility easement over the private road will be required to allow for automobile circulation for all residents of the future vehicular connection on the north stub. In turn, staff will request the same treatment on the property to the north if developed similarly, with the goal of creating a looped system.

Wastewater:

11. Sewer Policy #719 requires a 20' wide "All-Weather" surface permitting unobstructed O&M access in a utility easement (30' if shared with Public Water) to be dedicated to the city for all city sewers.
12. An unobstructed City approved "all-weather" access shall be required over all city sewers.
13. This PUD shall be required to comply with Sewer Policy #716 requires all legally recognized parcels within the City to be assigned with a single (1) city sewer connection. "One Lot, One Lateral".
14. City sewer shall be run to and through this project and installed to all city specifications and standards.
15. Idaho Code §39-118 requires IDEQ or QLPE to review and approve public infrastructure plans prior to construction.
16. WW would ask that sewer lateral for Lot #4 be installed into dead-end manhole.
17. Cap any unused sewer laterals at the city main (In 15th St.)

Water:

18. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional service will have cap fees due at building permit.
19. Any unused water services currently serving this property must be abandoned.

NOTE: These recommended items are also conditions proposed for the PUD & Subdivision. If approved, staff will work with the Legal Dept. to ensure these items are memorialized as needed.

ACTION ALTERNATIVES:

City Council will need to consider this request for annexation and R-12PUD zoning and make findings to approve, deny or deny without prejudice.

An annexation agreement has been drafted and City Council will act on that request separately.

Attachments:

- Attachment 1 – Applicant’s Application & Narrative*
- Attachment 2 – Planning and Zoning Commission’s Findings*
- Attachment 3 – Comprehensive Plan Goals and Objectives*
- Attachment 4 – Annexation Agreement*



PAID

ANNEXATION APPLICATION

SEP 25 2024
CITY OF COEUR D'ALENE

\$ PUD \$ SUB-DIV

STAFF USE ONLY
 Date Submitted: 9/25/24 Received by: [Signature] Fee paid: 6934.00 Project # TBD A-2-24

REQUIRED SUBMITTALS

**Public Hearing with the Planning Commission and City Council required*

Application Fee: \$ 2,000.00

Publication Fee: \$ 300.00

Mailing Fee (x2): \$ 1.00 per address + \$ 28.00

(The City's standard mailing list has 28 addresses per public hearing)

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** - *NEED OWNERS SIG*
- Application, Publication, and Mailing Fees**
- Map:** Conforming to State of Idaho requirements (see attached example), and legal description of the property for which annexation is requested. Once approved by the City Surveyor, and City Council approval of the annexation, two (2) additional copies will be required. The map may be drawn from record information (existing plats/survey). If in the opinion of the City Surveyor, the record information is not adequate, a new record of survey may be required. **(*the record of survey must show bearings and distances for the exterior boundaries, the existing city limits, the proposed city limits, and a narrative description of the property boundaries taken from the Record of Survey).**
- Letter:** Addressed to the Mayor and City Council stating that you are requesting annexation into the City of Coeur d'Alene, and that you understand there are annexation fees and an annexation agreement that will be negotiated. ****Please note that a mutually acceptable annexation agreement must be negotiated and executed within six (6) months from the date of City Council approval of the zoning designation, or any previous approvals will be null and void.**
- Title Report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company. The report(s) shall be a full Title Report and include the Listing Packet.
- Mailing labels provided by an Idaho licensed Title Company:** Owner's list and 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 within the subject property boundaries. *(Including the applicant's property)*
 3. A copy of the tax map showing the 300ft mailing boundary around the subject property.
- A written narrative:** Including zoning, how proposal relates to the 2022-2042 Comprehensive Plan Category, Neighborhood Area, applicable Special Areas and appropriate Goals and Policies, and how they support your request.
- A legal description:** in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.
- A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- Record of Survey:** showing bearings/distances for the exterior boundaries including any linkages needed for contiguity. The existing city limits, the proposed city limits, city limits of nearby cities, when appropriate and a narrative description of the property boundaries taken for the Record of Survey.
- Submittal documents:** Applications will not be accepted unless all application items on the form are submitted both with original documents and an electronic copy.

PAID

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 posed on the property is also required and must be returned to the Planning Department.

APPLICATION INFORMATION

PROPERTY OWNER: JBR Landholdings		
MAILING ADDRESS: 1108 N C St		
CITY: Coeur d'Alene	STATE: ID	ZIP: 83814
PHONE: 208-699-9268	FAX:	EMAIL: bradhobson72@gmail.com
APPLICANT OR CONSULTANT: Connie Krueger		STATUS: ENGINEER <input type="radio"/> OTHER <input checked="" type="radio"/>
MAILING ADDRESS: 1859 N Lakewood Dr, Suite 102		
CITY: Coeur d'Alene	STATE: ID	ZIP: 83814
PHONE: 208-500-9268	FAX:	EMAIL: ckrueger@stonehenge-us.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:

PROPERTY LOCATION OR ADDRESS OF PROPERTY: 3415 N 15th St, Coeur d'Alene, ID
EXISTING ZONING (CHECK ALL THAT APPLY): Ag. Zone <input type="checkbox"/> AS <input checked="" type="checkbox"/> RR <input type="checkbox"/> C <input type="checkbox"/> LI <input type="checkbox"/> I <input type="checkbox"/> M <input type="checkbox"/> R <input type="checkbox"/> HDR <input type="checkbox"/>
PROPOSED CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input checked="" type="checkbox"/> R-12 <input checked="" type="checkbox"/> R-17 <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 type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>

TAX PARCEL #: 54N04W-01-2290	EXISTING ZONING: Agricultural Suburban	ADJACENT ZONING: R-12, R-17, R-5
GROSS AREA/ACRES: 2.12 acres	CURRENT LAND USE: Single-family residential	ADJACENT LAND USE: Single and multi-family residential
DESCRIPTION OF PROJECT/REASON FOR REQUEST:		
The owner is proposing annexation with R-12 zoning to construct four, six-unit townhome buildings with open space amenities and a private road tract		

COMPREHENSIVE PLAN DESIGNATIONS:

PROPERTY NOT CURRENTLY LOCATED WITHIN THE CITY PLANNING AREA MUST RECEIVE A 2022-2042 COMPREHENSIVE PLAN DESIGNATION ALONG WITH THE NEW ZONING CLASSIFICATION.
CITY COMPREHENSIVE PLAN CATEGORY (PAGE 43): Mixed-Use Low
NEIGHBORHOOD AREA (PAGES 44-53): Mixed-Use Low
SPECIAL AREAS (PAGES 61-68) N/A

Note: The 2022-2042 Comprehensive Plan is available
https://www.cdavid.org/files/Planning/2042CompPlan/Coeur%20d'Alene_2042CompPlan.pdf

CERTIFICATION OF APPLICANT:

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

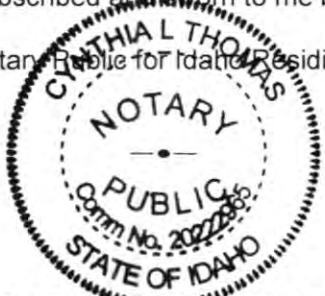
request and knows the contents thereof to be true to his/her knowledge.

Signed: Connie Krueger
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 25th day of September, 2024.

Notary Public for Idaho Residing at: Coeur d' Alene, Idaho



My commission expires: 6-7-28

Signed: Cynthia L Thomas
(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: Brad Hobson Telephone No.: 208-699-0988

Address: 1108 N C Street, Coeur d'Alene, ID 83814

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, Connie Krueger, 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:

Connie Krueger
(applicant)

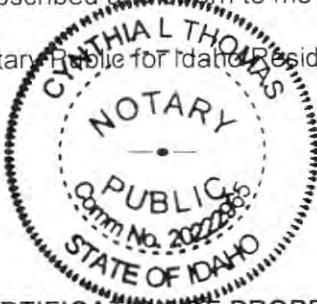
Notary to complete this section for applicant:

Subscribed and sworn to me before this 25th day of September, 2024.

Notary Public for Idaho Residing at: Coeur d' Alene, Idaho

My commission expires: 6-7-28

Signed: Cynthia L Thomas
(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: Brad Hobson Telephone No.: 208-699-0988

Address: 1108 N C Street, Coeur d'Alene, ID 83814

Signed by Owner: [Signature]

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 26th day of September, 2024.

Notary Public for Idaho Residing at: Coeur d' Alene, ID

My commission expires: 6-7-28

Signed: Cynthia L Thomas
(notary)

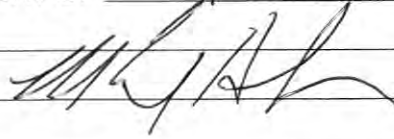


*For multiple applicants or owners of record, please submit multiple copies of this page.

I (We) the undersigned do hereby make petition for annexation and zone classification 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 26th DAY OF September 20 24



NOTIFICATION OF ADDITIONAL FEES:

The cost to prepare certain documents necessary to obtain annexation approval and the actual cost of the land surveyor's review of the legal description and map will be billed to the applicant/owner.

The legal preparation fee for Annexation Agreement will a base fee of \$800.00 and actual labor costs, if needed.

An annexation fee will be negotiated as part of the Annexation Agreement – the fee is based on \$1,133.00/dwelling unit or equivalency.

I (We) the undersigned do hereby make petition for annexation and zone classification 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 _____ DAY OF _____ 20 _____

NOTIFICATION OF ADDITIONAL FEES:

The cost to prepare certain documents necessary to obtain annexation approval and the actual cost of the land surveyor's review of the legal description and map will be billed to the applicant/owner.

The legal preparation fee for Annexation Agreement will a base fee of \$800.00 and actual labor costs, if needed.

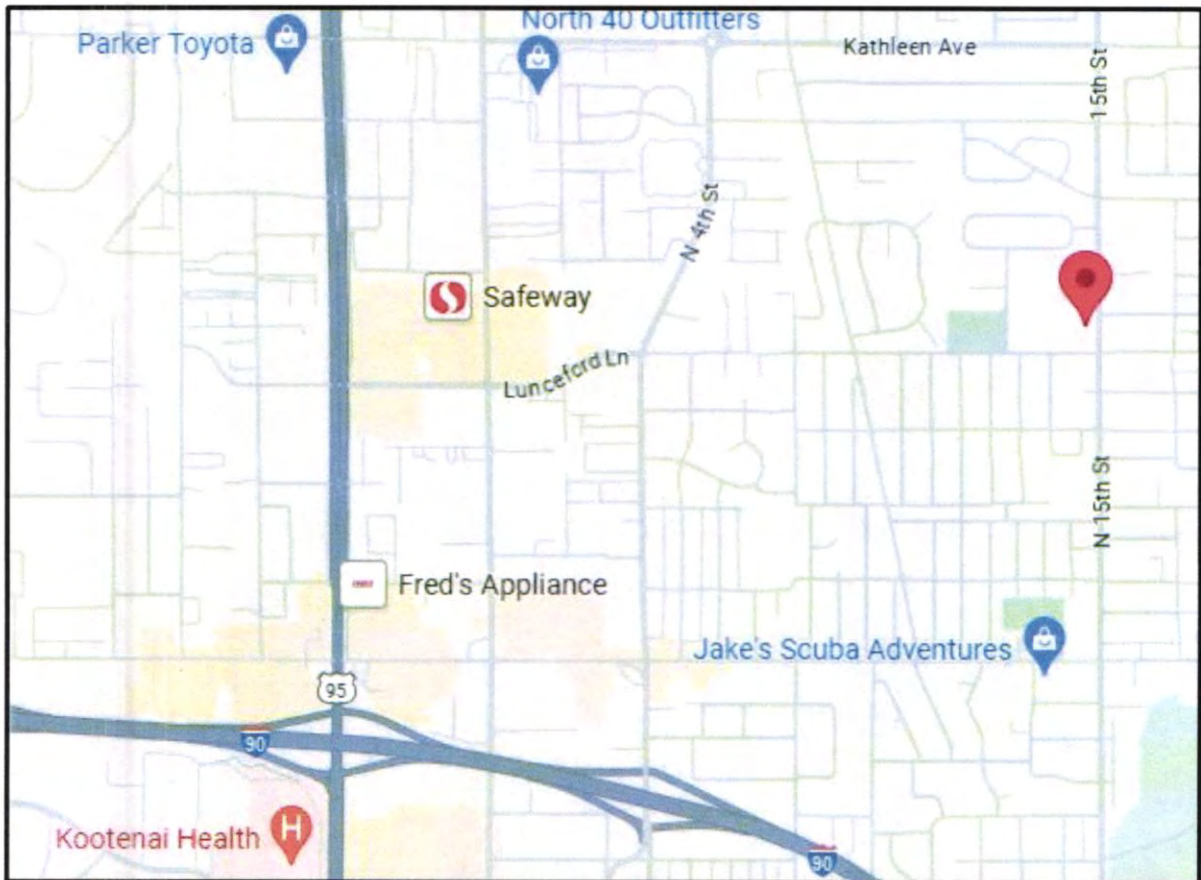
An annexation fee will be negotiated as part of the Annexation Agreement – the fee is based on \$1,133.00/dwelling unit or equivalency.

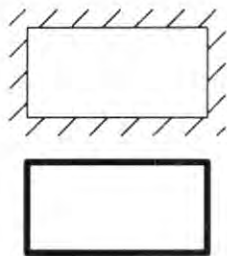
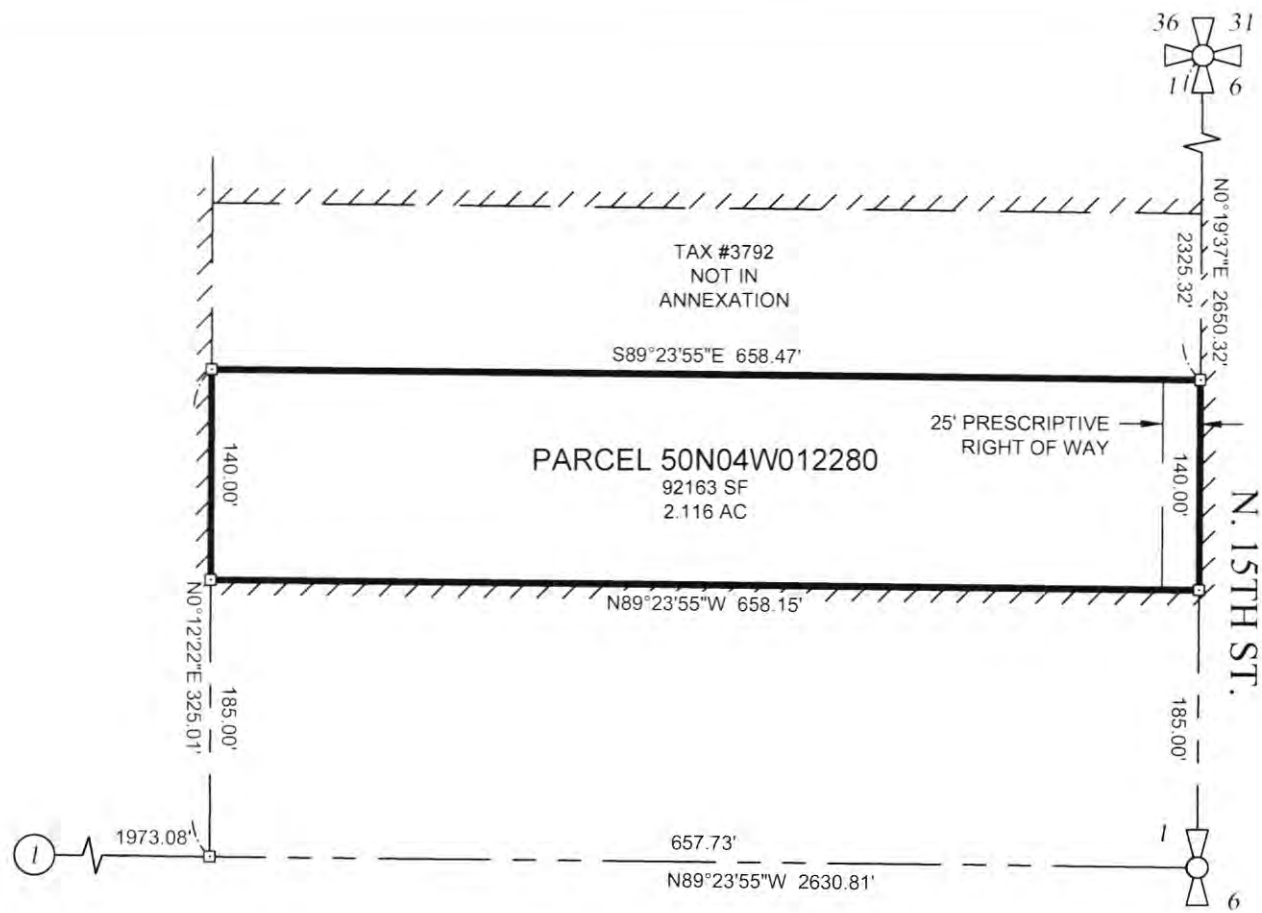
Vicinity Map

15th Street Annexation, PUD, and Major Subdivision

3415 N 15th Street

Coeur d'Alene, ID 83814





EXISTING COEUR D'ALENE CITY LIMITS

ADDITION TO CITY LIMITS



H-Scale 1" = 120'



ANNEXATION EXHIBIT "B"

SE 1/4, NE 1/4, SECTION 1, TOWNSHIP 50 NORTH, RANGE 4 WEST,
BOISE MERIDIAN, COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

Johnson
Surveying

P O Box 2544 Post Falls, ID 83877
208-660-2351
johnsonsurveyingnw.com

DATE SURVEYED: 12/18/2023

DRAFTED BY: DTL

PLOT DATE: 04/05/2024

SHEET

FILE NAME: 23-124 ANNEX

CHECKED BY: CJJ

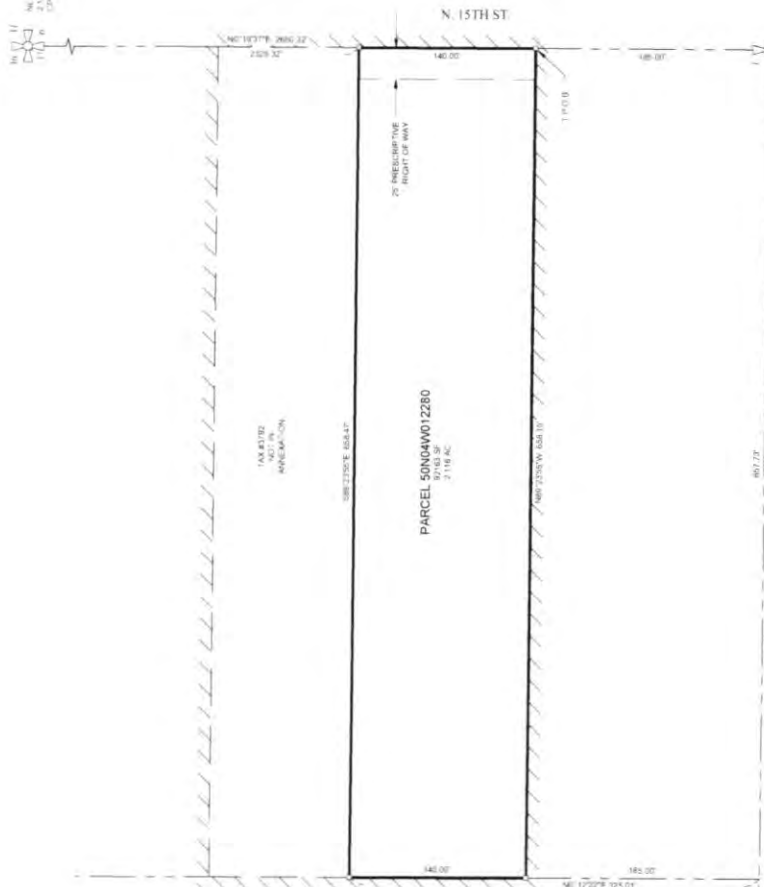
PROJECT No.: 23-124

1 / 1

RECORD OF SURVEY FOR ANNEXATION

CITY OF COEUR D'ALENE ORDINANCE #
 A PORTION OF THE SE 1/4 OF THE NE 1/4 OF SECTION 1, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO

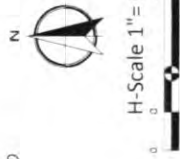
NE CORNER SEC. 1
 217.112 IN. JAWLESS CAP FOUND
 CMP# 1177180



SE 1/4 CORNER SEC. 1
 2" ALUMINUM BRASS CAP FOUND
 CMP# 1177184

SURVEYOR'S NARRATIVE
 THE PURPOSE OF THIS SURVEY IS TO PROVIDE AN ANNEXATION FOR THE
 PROPERTY IDENTIFIED HEREON.

NOTES
 EXCEPT AS SHOWN HEREON, THERE WAS NO ATTEMPT MADE TO SHOW
 EASEMENTS, ENCUMBRANCES, OR INTERESTS. A FULL REPORT WAS NOT
 PROVIDED FOR THIS SURVEY.



- LEGEND**
- CALCULATE POSITION, NOTHING FOUND OR BEYOND CENTER SECTION CORNER AS NOTED
 - 1/4 IN. BEYOND CORNER AS NOTED
 - SECTION CORNER AS NOTED
 - CORNER PERMEATION BY FENCE RECORD WITH INSTRUMENT NO. 1
 - TRUE POINT OF BEGINNING
 - EXISTING ORIGINAL LINE DISTANCE
 - ADDITIONAL 10 FEET LIMIT

BASIS OF BEARING
 ALL BEARINGS FOR THIS SURVEY ARE BASED ON THE NAD 83 DATUM. THE BEARINGS ARE CALCULATED FROM THE NAD 83 DATUM. THE BEARINGS ARE CALCULATED FROM THE NAD 83 DATUM. THE BEARINGS ARE CALCULATED FROM THE NAD 83 DATUM.

RECORDER'S CERTIFICATE
 I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF KOOTENAI COUNTY, IDAHO, THIS
 DAY OF _____, 20____ AT _____ M.
 AND I HAVE RECORDED IN BOOK _____ OF SURVEYS AT FAULTS
 AND UNDER INSTRUMENT NO. _____ AT THE REQUEST OF
 JAMES JOHNSON, SURVEYOR
 KOOTENAI COUNTY CLERK BY _____ DEPUTY CLERK
 FEE _____

SURVEYOR'S CERTIFICATE
 I, JAMES JOHNSON, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS IS A TRUE SURVEY OF THE PLATTED LAND AND THAT THE SAME HAS BEEN MADE IN ACCORDANCE WITH THE LAWS OF THE STATE OF IDAHO. I HAVE BEEN LICENSED BY THE BOARD OF SURVEYORS AND ENGINEERS OF THE STATE OF IDAHO.



RECORD OF SURVEY FOR ANNEXATION	
BY JAMES JOHNSON, SURVEYOR	
FOR THE CITY OF COEUR D'ALENE	
DATE SURVEYED 12/18/2023	DATE 12/18/2023
BY NAME: JAMES JOHNSON	BY NAME: JAMES JOHNSON
PROFESSIONAL No. 9367	PROFESSIONAL No. 9367

Johnson
 Surveying
 P.O. Box 2544 Pocatello, ID 83401
 208.692.2021
 johnsonsurveying.com

ANNEXATION LEGAL DESCRIPTION

THE SOUTH 325 FEET, LESS THE SOUTH 185 FEET, OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO; SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 1; THENCE NORTH 00°19'37" EAST, ALONG THE EAST LINE OF SAID SECTION 1, A DISTANCE OF 185.00 FEET TO THE CURRENT COUER D'ALENE CITY LIMITS AND THE **TRUE POINT OF BEGINNING**; THENCE ALONG SAID CITY LIMITS NORTH 89°23'55" WEST 658.15 FEET; THENCE NORTH 00°12'22" EAST 140.00 FEET; THENCE DEPARTING SAID CITY LIMITS SOUTH 89°23'55" EAST 658.47 FEET TO THE CURRENT COUER D'ALENE CITY LIMITS AND THE EAST LINE OF SAID SECTION 1; THENCE SOUTH 00°19'37" WEST, ALONG SAID CITY LIMITS, 140.00 FEET TO THE **TRUE POINT OF BEGINNING**.

CONTAINING 2.116 ACRES, MORE



JBR Landholdings
2205 S Whitetail Crossing Ct
Coeur D Alene, ID 83814

September 24, 2024

City of Coeur d'Alene
710 E Mullan Avenue
Coeur d'Alene, ID 83814

Re: JBR Landholdings Annexation

Dear Mayor and City Council Members:

We write today to request the annexation and R-12 zoning of property located at 3415 N 15th St. We have also submitted Planned Unit Development and Major Subdivision applications for this property.

We look forward to this opportunity to integrate into the incorporated City limits and appreciate the opportunity to develop our property in a manner that is more appropriate than the current Agricultural-suburban County Zoning.

We recognize that there are annexation fees and that a mutually accepted annexation agreement must be negotiated and executed within six months from the date of City Council approval of the zoning designation.

Thank you for this opportunity and for your time and consideration of our application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Hobson', written in a cursive style.

Brad Hobson
Representing JBR Landholdings, LLC
On behalf of myself, Roger C Dunteman, and Josh Meyer

Juniper Ridge Annexation, Planned Unit Development, and Subdivision

JBR Landholdings, LLC
| Coeur d'Alene, ID |

Table of Contents

Existing Conditions	2
Development Process	2
Permitting/Entitlements:	3
Construction Phasing	3
Development Features.....	3
Infrastructure Improvements.....	4
Transportation Infrastructure.....	4
Utility and service infrastructure	5
Parks and Open Space infrastructure.....	5
Design Deviations.....	5
Comprehensive Plan Analysis to Support Zoning Request	6
Goals	6
Objectives.....	6
Coeur d'Alene City Code (CCC) Analysis for Consistency with Planned Unit Development Criteria	8
CCC 17.07.205: Title and Purpose.....	8
CCC 17.07.220: Ownership and Division of Land	8
CCC 17.07.230: Planned Unit Development Review Criteria	8
CCC 17.07.235: Public Services and Maintenance of Open Space.....	9
CCC 17.07.245: Development Standards	10
B. Planned Unit Development.....	10
17.07.250: Distribution Of Improvements Without Reference to Lot or Block Lines	11
City Code Analysis for Consistency with the R-12 Zoning District Criteria.....	11
CCC 17.05.170: Generally.....	11
CCC 17.05.200: Permitted Uses; Special Use Permit	12
CCC 17.05.210: Site Performance Standards; Maximum Height	12
CCC 17.05.230: Site Performance Standards; Minimum Lot	12
CCC 17.05.240: Site Performance Standards; Minimum Yard.....	13

Property Information

JBR Landholdings LLC (JBR) is the owner of a 2.12-acre property located at 3415 N 15th St. JBR is requesting annexation of this property into the City of Coeur d'Alene with the R-12 zoning designation. JBR is also requesting approval of a major subdivision.

The tax parcel number is 50N04W-01-2290 and the AIN is 144084. The property is currently zoned under Kootenai County Code as Agricultural-Suburban.



Figure 1 KC Earth GIS Image of Property

Existing Conditions

There is a single-family residence with residential accessory buildings on the property. The property is in an urbanized area of Coeur d'Alene with nearby public services in terms of schools, emergency responders, and medical services. Water, sewer, power, and dry utilities are present and serving the property. There are no known environmental constraints in terms of wetlands, floodplains, riparian areas, unstable soils, contaminated soils, or the like.

Development Process

This application is for annexation with a Planned Unit Development and Preliminary Plat. The plat will have four lots with two tracts--a road tract (Tract A) and an open space tract (Tract B).

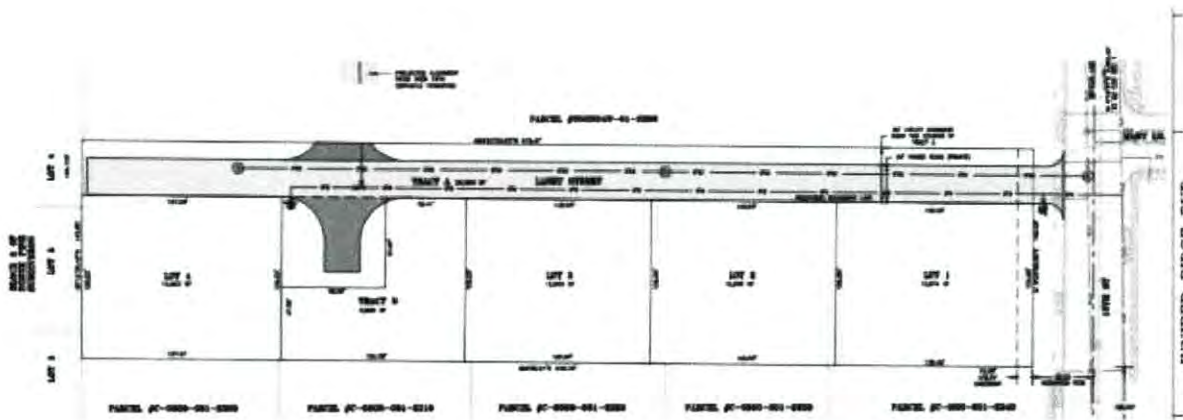


Figure 2 Proposed Preliminary Plat Design

The anticipated development process is as follows:

Permitting/Entitlements:

- Combined Planned Unit Development, Annexation, and Preliminary Plat Application
- Engineered plans for subdivision infrastructure
- Final Plat Application
- Final Townhome Plat Application following construction of the townhome units

Construction Phasing

- Clearing, grubbing, site grading (entire site, one phase)
- Utility and private drive construction, 15th St frontage improvements, and site amenity construction (entire site, one phase)
- Construction of townhome buildings, beginning with internal lots, possibly retaining existing home on east until later or last phase

Development Features

The owner is interested in retaining the existing residence at the east end of the property while progressively constructing four buildings containing six townhome units per building. Each six-unit building will be on an individual lot. An approach to 15th St. will be constructed on the north end of the property to align with E Mary Lane on the east side of 15th St.

Each townhome will have a single car garage. Additionally, two external parking spaces will be provided for each townhome unit. The parking spaces will be accessed from a 24' wide private road on the north side of the property.



Figure 3 Photos of Buttercup Townhomes in Hayden, ID (constructed by the owner of this 15th St property)

Each unit will have a covered patio with greenspace (south facing). There will also be a common area open space tract (Tract B) between Lot 3 and Lot 4. with a bench, picnic table, and fenced pet area. The site is designed for potential future cross connectivity to the north.

The PUD layout is below.

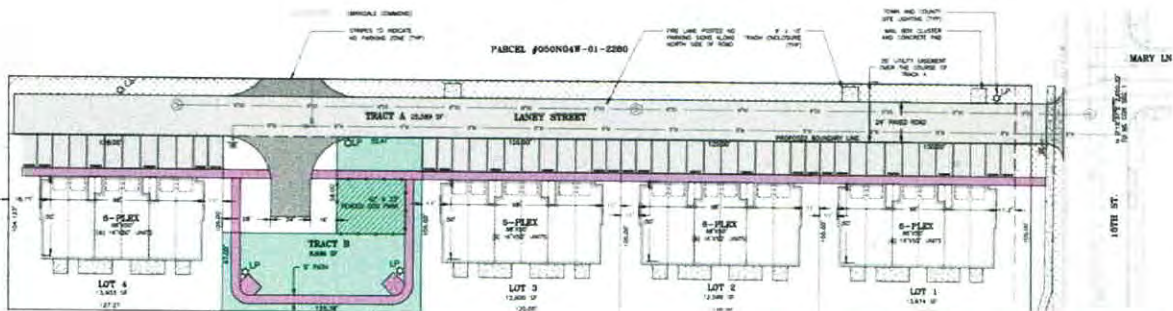


Figure 4 Proposed Planned Unit Development

Infrastructure Improvements

Transportation Infrastructure

- 15th St frontage improvements:
 - Concrete curb and gutter
 - Concrete sidewalk
 - Park strip or grassy swales as required by City
 - Street trees

- Internal transportation infrastructure improvements:
 - Asphalt drive 24' wide
 - Asphalt parking stalls, 9' wide x 20' long (12 stalls per building, two per townhome unit)
 - Asphalt fire turn-around, 24' wide
 - Asphalt apron for future northern connection/circulation
 - No-parking signs
 - Asphalt sidewalk, 5' wide, located between the front of the townhome buildings and the head of the asphalt parking area

Utility and service infrastructure

- Sewer main—8"
 - Manholes
 - Service lines
- Water main—8"
 - Service lines
- Fire hydrants
- Trash enclosures
- Mailbox (cluster) on concrete pad
- Lights

Parks and Open Space infrastructure

- Common open space (Tract B) with community amenities as follows:
 - Bench on concrete pad
 - Picnic table on concrete pad
 - Fenced pet park
 - Pet waste receptacle
- Yards at south side of townhomes
 - Covered concrete patios
 - Turf grass
 - Trees
 - Shrubs

Design Deviations

Pursuant to Coeur d'Alene City Code 16.25.040: Deviations, the owner is requesting the following deviations from City Code and/or adopted design standards:

- Transportation infrastructure:
 - Private road instead of a public road within the boundaries of the PUD
 - Reduction of the required right-of-way width for the private road from 55' to 35'
 - 5' wide asphalt pedestrian walkway at the head of the parking stalls in lieu of a concrete sidewalk
- 120' of lot frontage on the private road in lieu of 50' minimum frontage on a public right-of-way

Comprehensive Plan Analysis to Support Zoning Request

This property is designated as Low-Density Mixed Use in the City of Coeur d'Alene's Comprehensive Plan. This is infill development and annexation of an island of unincorporated property, as such this is orderly development.

There are other R-12 zoned lands and similar lands uses to the south and the east

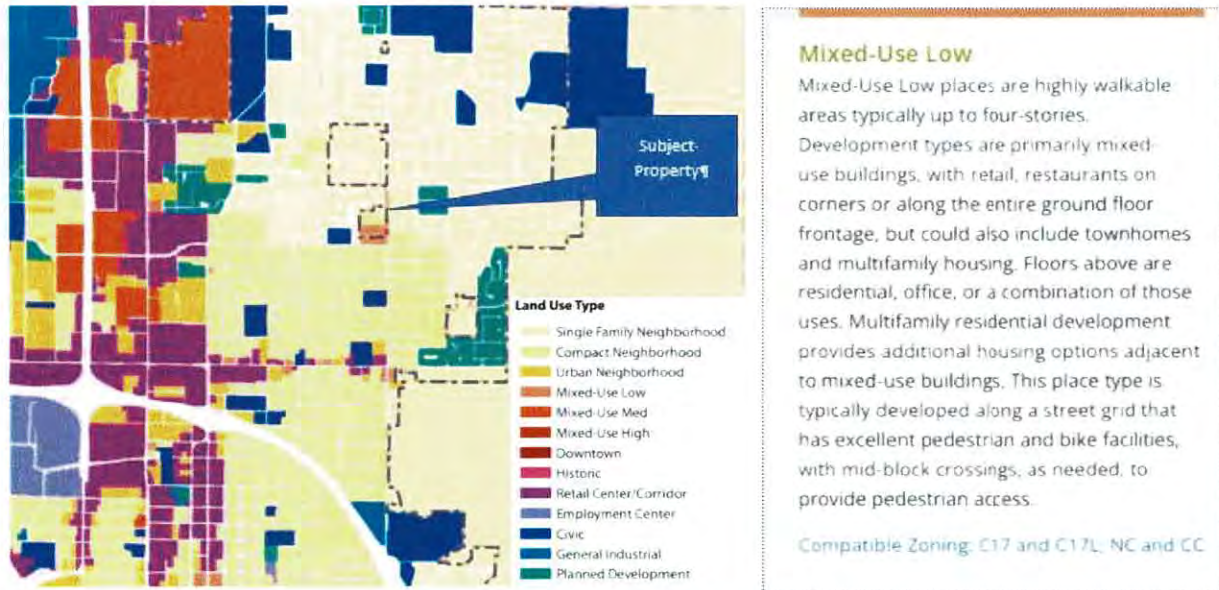


Figure 5 Excerpt from City of Coeur d'Alene's Comprehensive Plan

This proposal is consistent with the following goals and objectives of the Comprehensive Plan.

Goals	Objectives
Goal C1 3 Coeur d'Alene will strive to be livable for medium and below income levels, including young families, working class, low income, and fixed income households.	Objective C1 3.1 Support efforts to preserve existing housing stocks and provide opportunities for new affordable and workforce housing.
Goal ER 3 Protect and improve the urban forest while maintaining defensible spaces that reduce the potential for forest fire.	Objective ER 3.1 Preserve and expand the number of street trees within city rights-of-way.
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 1.1 Achieve a balance of housing product types and price points, including affordable housing, to meet city needs. Objective GD 1.4

	Increase pedestrian walkability and access within commercial development. Objective GD 1.5 Recognize neighborhood and district identities.
Goal GD 2 Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.	Objective GD 2.1 Ensure appropriate, high quality infrastrucutre to accommodate growth and redevelopment.
Goal GD 3 Support the development of a multi-modal transportation system for all users.	Objective GD 3.1 Provide accessible, safe, and efficient traffic circulation for motorized, bicycle, and pedestrian modes of transportation.

Coeur Housing

Coeur Housing is a proposed Infill Housing code that staff has been working on with an advisory committee and community input that will allow additional housing units in appropriate areas of the city that area quality in design. The concept of Middle Housing includes housing product types that have been missing in our community that fall in between single-family detached housing and mid-rise apartments. It includes townhomes, triplexes, fourplexes, live/work units, cottage courts, courtyard apartments, and multi-plexes that are house-scale and generally on individual lots. Coeur Housing will also include stacked triplexes and tiny house courts. Coeur Housing intends for these housing types to be allowed in areas of the city that are near jobs, employment, services, the downtown, public transportation, and walking/biking trails. It is anticipated that Coeur Housing will primarily be new housing units constructed on vacant on underutilized lots in existing neighborhoods.

Growth and Development

Coeur d'Alene is a desirable place to live and work. Future growth is focused on improving our city's livability by planning for a mix of land uses that are walkable, access attainable housing options, employment opportunities, healthcare, quality schools, and recreation. Neighborhoods include a variety of housing options and services where residents can walk or bike to cafes, shops, services, jobs, and open spaces. Existing and futre development is connected by an extensive multi-modal transportation system that incorporates public transit, automobiles, and safe and convenient pedestrian and bicycle routes.

Health and Safety

Coeur d'Alene will strive to be one of the safest and healthiest cities in the nation. Our focus is on continually improving mental and physical health, as well as providing exceptional healthcare and emergency services. Convenient access to trails, parks, open spaces, community gardens and other public spaces provides residents with the opportunity to lead active lifestyels and participate in afe, healthy social activites. Police, fire, and emergency services in Coeur d'Alene are fast, reliable, and trusted by the community. They are highly trained, with excellent equipments and facilities. Our government, businesses, and community groups collaborate to provide programs and services for our at-risk and vulnerable populations.

Coeur d'Alene City Code (CCC) Analysis for Consistency with Planned Unit Development Criteria

Below are the City requirements to establish a Planned Unit Development in the R-12 Zone District.

CCC 17.07.205: Title and Purpose

- A. The provisions of this article shall be known as the planned unit development regulations, and the limited design planned unit development regulations.
- B. The purposes of the planned unit development regulations are to permit the development of tracts of land to allow comprehensive planning and to provide flexibility in the application of certain regulations in a manner consistent with the general purpose of the zoning ordinance.
- D. For parcels of land meeting the ownership requirements of section [17.07.220](#) of this chapter and greater than one and one-half (1¹/₂) acres in size, the parcel(s) may be developed in accordance with the municipal code sections applicable to planned unit developments.

The net acreage of the property is two acres, exceeding the minimum parcel size for a Planned Unit Development. This long and narrow parcel shape lends itself to a townhome style development.

CCC 17.07.220: Ownership and Division of Land

For all planned unit developments and limited design planned unit developments, the tract or tracts of land included in such developments must be under one ownership or control or be the subject of a joint application by the owners of all property included. Unless otherwise provided as a condition for approval of a planned unit development, the applicant may transfer units of any development for which approval has been granted; provided, that the transferee shall complete, use, and maintain each such unit, in strict conformance with the approved development plan.

This property is one parcel of land under one ownership

CCC 17.07.230: Planned Unit Development Review Criteria

A planned unit development may be approved only if the proposal conforms to the following criteria, to the satisfaction of the commission:

- A. The proposal is in conformance with the comprehensive plan.
The proposal is consistent with the comprehensive plan as analyzed herein.
- B. The design and planning of the site are compatible with the location, setting and existing uses on adjacent properties.
There are nearby developments on 15th St with similar design.
- C. The proposal is compatible with the natural features of the site and adjoining properties. In the case of property located within the hillside overlay zone, does not create soil erosion, sedimentation of lower slopes, slide damage, or flooding problems; prevents surface water degradation, or severe cutting or scarring; reduces the risk of catastrophic wildfire in the wildland urban interface; and complements the visual character and nature of the city

The property is relatively flat with no slopes, floodplains, high water tables, or similar environmental constraints. The property is in an urbanized area and not a rural natural setting.

- D. The location, design, and size of the proposal are such that the development will be adequately served by existing streets, public facilities and services.
The property is accessed through an existing and long-established street and utility network. There are a variety of existing services within the City of Coeur d'Alene such as library, public safety, emergency response, education, and similar public services. There are also nearby restaurants, retail, and service businesses.
- E. The proposal provides adequate private common open space area, as determined by the commission, no less than ten percent (10%) of gross land area, free of buildings, streets, driveways or parking areas. The common open space shall be accessible to all users of the development and usable for open space and recreational purposes.
The development contains a private common open space area (Tract B), which is free of buildings, streets, driveways, and parking areas. This provides for 10% open space.
- F. Off-street parking provides parking sufficient for users of the development.
Each townhome unit will have an interior garage parking space along with two exterior parking spaces.
- G. The proposal provides for an acceptable method for the perpetual maintenance of all common property.
A property owners' association will be established for the perpetual maintenance of all common infrastructure and property.

CCC 17.07.235: Public Services and Maintenance of Open Space

The planning commission or the city council may, as a condition of approval of planned unit developments, require that suitable areas for schools, parks, or playgrounds be set aside, and negotiated for public use, or be permanently reserved for the owners, residents, employees, or patrons of the development. Whenever private common open space is provided, the commission or the city council may require that an association of owners or tenants be created and incorporated for the purpose of maintaining such open space. The association shall be created in such a manner that owners of property shall automatically be members and shall be subject to assessments levied to maintain said open space for the purposes intended. The period of existence of such association shall be perpetual unless a majority vote of the members and consent of the city council terminate it.

A property owners' association will be established for the perpetual maintenance of all common infrastructure and property. The owner has recently created a similar development in Hayden and has established similar mechanisms with that development.

CCC 17.07.245: Development Standards

The maximum allowable density for planned unit developments and limited design planned unit developments shall be based on the overall gross deeded land area and shall be equal to or less than the overall density and density bonuses permitted by the applicable zoning district in which the planned unit development is proposed.

The R-12 Zone District allows for 12 dwelling units per acre. The planned density is 12 dwelling units per acre.

In order to achieve the purposes of these provisions, the following standards may be modified:

B. Planned Unit Development

1. Any provision pertaining to site performance standards including, but not limited to, height, bulk, setback or maximum dimensions of any facility.

There are no known height, bulk, setback, or maximum dimension regulation modifications needed. The existing home has been reviewed and if retained after filing the final plat, it will meet required setbacks. An exhibit demonstrating this is included with this application.

2. Any provision establishing buffering, landscaping or other similar requirements pertaining to site design.

There are no known buffering or landscaping regulation modifications needed.

3. Any provision pertaining to the minimum or maximum dimensions of any lot(s).

The owner is proposing lot sizes that meet minimum standards. Note that each lot will contain a six-unit townhome structure

4. Any provision pertaining to the type of facility allowed (i.e., multi-family residential versus single-family detached).

The owner is proposing a Planned Unit Development to allow for single-family attached townhomes.

5. Any provision pertaining to sign regulations.

There are no known sign regulation modifications needed

6. Any provision in titles 12 and 16 of this code regarding streets and sidewalks.

The owner is proposing the following design deviations:

- *Transportation infrastructure:*
 - *Private road instead of a public road within the boundaries of the PUD*
 - *Reduction of the required road right-of-way width from 55' to 35'*
 - *5' wide asphalt pedestrian walkway at the head of the parking stalls in lieu of a concrete sidewalk*
- *120' of lot frontage on the private road in lieu of 50' minimum frontage on a public right-of-way*

7. Any provision pertaining to off-street parking and loading except that required parking spaces shall be located within two hundred feet (200') of the building containing the living units.
All parking is located within two hundred feet of the building containing the living units utilizing the parking.

17.07.250: Distribution Of Improvements Without Reference to Lot or Block Lines

All improvements for planned unit developments and limited design planned unit developments including off street parking and loading spaces, usable open space, and landscaping, buffering and screening may be located within the development without reference to the lot lines or blocks, except that required parking spaces serving residential activities shall be located within two hundred feet (200') of the building containing the living units served.

All parking, open space, and landscaping is located within the property. All parking is located within two hundred feet of the building containing the living units served by the parking.

City Code Analysis for Consistency with the R-12 Zoning District Criteria

Below are the City requirements to establish a Planned Unit Development as they relate to the R-12 Zone District.

CCC 17.05.170: Generally

- A. The R-12 District is intended as a residential area that permits a mix of housing types at a density not greater than twelve (12) units per gross acre.
This development is designed for 12 units per gross acre.

- C. Project review (see chapter 17.07, article IV of this title) is required for all subdivisions and for all residential, civic, commercial, service, and industry uses except residential uses for four (4) or fewer dwellings.
This development will have individual lots containing townhome buildings with six units in each building

- D. A maximum of two (2) dwelling units are allowed per lot provided the lot meets the minimum lot square footage for two (2) units and each dwelling unit meets the minimum yard (setback) requirements.
The owner is applying for a Planned Unit Development to address the desired six-unit townhome buildings.

- 1. For the purposes of this section, the term "two dwelling units" shall mean two (2) single family dwelling units, one single family dwelling unit and one accessory dwelling unit (ADU), or one duplex.
The owner is applying for a Planned Unit Development to address the desired six-unit townhome buildings.

CCC 17.05.200: Permitted Uses; Special Use Permit

Permitted uses by special use permit in an R-12 District shall be as follows:

Restriction to single-family only.

The owner is applying for a Planned Unit Development to address the desired six-unit townhome buildings

Two (2) unit per gross acre density increase.

The owner is not applying for a density increase.

CCC 17.05.210: Site Performance Standards; Maximum Height

Maximum height requirements in an R-12 District shall be as follows:

Structure Type	Structure Location	
	In Buildable Area for Principal Facilities	In Rear Yard
Principal structure	32 feet ¹	n/a
For public recreation, community education or religious assembly activities	45 feet ¹	n/a
Detached accessory building including garages and carports	32 feet ¹	With low or no slope roof: 14 feet With medium to high slope roof: 18 feet

The proposed buildings will not exceed two stories in height and therefore will be compliant with this height limit.

CCC 17.05.230: Site Performance Standards; Minimum Lot

Minimum lot requirements in an R-12 District shall be as follows:

- A. Three thousand five hundred (3,500) square feet per unit except for single-family detached housing.
Each unit will have an average land area of 3840 sq. ft.
- B. All buildable lots must have fifty feet (50') of frontage on a public street, unless an alternative is approved by the City through the normal subdivision procedure or unless a lot is nonconforming.
The owner is applying for a Planned Unit Development to address this frontage requirement. Given the long and narrow shape of the lot, the owner is proposing for access to be from a 24' wide private drive with a 5' asphalt sidewalk on one side.

CCC 17.05.240: Site Performance Standards; Minimum Yard

- A. Minimum yard requirements for residential activities in an R-12 District shall be as follows:
1. Front: The front yard requirement shall be twenty feet (20').
The townhome buildings are located 25' from the edge of the private road section.
 2. Side, Interior: The interior side yard requirement shall be five feet (5'). If there is no alley or other legal access behind a lot, each lot shall have at least one side yard of ten-foot (10') minimum.
The townhome buildings are more than 10' from each side yard
 3. Side, Street: The street side yard requirement shall be ten feet (10').
The easternmost townhome building is located approximately 21.2' from the east property line.
 4. Rear: The rear yard requirement shall be twenty-five feet (25'). However, the required rear yard will be reduced by one-half ($\frac{1}{2}$) when adjacent to public open space (see section [17.06.480](#) of this title).
The townhome buildings are located 25' from the rear yard. Each townhome will have a shared common yard area. The townhomes will also have access to the open space in Tract A and B.
- C. There will be no permanent structures erected within the corner cutoff areas.
The townhome buildings are in an area that is setback sufficient distance from the corner cut-off where the new private street will be located.
- D. Extensions into yards are permitted in accordance with section [17.06.495](#) of this title.
The are no known extensions into required yards, but if there are they will be in accordance with this section.

Prepared by:


Connie Krueger, AICP

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

A-2-24

INTRODUCTION

This matter came before the Planning and Zoning Commission on November 12, 2024, to consider A-2-24, a request for zoning prior to annexation of 2.12 acres from County Ag Suburban to City Residential R-12 (residential at 12 units/acre).

APPLICANT: Connie Krueger

OWNER: JBR Landholdings

LOCATION: 3415 N 15th St, Coeur d'Alene, ID 83815

A. FINDINGS OF FACT:

The Planning & Zoning Commission finds that the following facts, A1 through A9 have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.

- A1.** All public hearing notice requirements have been met for item A-2-24.
- Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on October 26, 2024, eighteen days prior to the hearing.
 - Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on October 29, 2024, fifteen days prior to the hearing.
 - Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Sixty-nine (69) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on October 24, 2024.
 - Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on October 24, 2024.
 - Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on October 24, 2024.

- A2.** The subject site is located in an unincorporated area of Kootenai County, with the total area of the subject property measuring 2.12 acres, and is currently zoned AG-Suburban.
- A3.** The subject property is currently developed as a large lot single family home. If approved, the project would include four (4) six-plexes on four (4) lots and two (2) tracts, one as open space and the other a private street.
- A4.** The Comprehensive Plan Future Land Use Map designation is the Mixed Use-Low. Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.
- A5.** Staff identified Comprehensive Plan goals and objectives for particular consideration by the Planning and Zoning Commission on pages 16 and 17 of the staff report. The Commission reviewed staff's list and the full list of Comprehensive Plan goals and objectives in the attached worksheet and found the following Comprehensive Plan goals and objectives supported the request.

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 1.1

Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.

Objective GD 1.4

Increase pedestrian walkability and access within commercial development.

- A6.** The Comprehensive Plan is a guide for annexations and land use decisions, and the Future Land Use Map in conjunction with the Goals and Policies shall be used by the Planning and Zoning Commission to make a recommendation on zoning in conjunction with annexation.
- A7.** The property is flat and a multitude of residential housing types are located within the vicinity of the subject site. The natural features of the site are consistent with the natural features of the surrounding properties.
- A8.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A9.** The subject property is bordered by 15th Street to the east which is a major collector street but is being reclassified as a minor arterial through the Kootenai Metropolitan Planning Organization (KMPO). Using the Land Use Code 231 – Low-Rise Residential Condominium/Townhouse from the ITE Trip Generation Manual, traffic from the four proposed residential lots is estimated to generate approximately 16 trips in the AM peak hour and 19 trips in the PM peak hour. 2018 traffic counts indicate 15th Street experiences an average of 770 PM peak hour trips.

B. CONCLUSIONS OF LAW:

Based on the foregoing Findings of Fact, the Planning Commission makes the following Conclusions of Law.

- B1. That this proposal **is** in conformance with the Comprehensive Plan policies.
- B2. That public facilities and utilities **are** available and adequate for the proposed use.
- B3. That the physical characteristics of the site **do** make it suitable for the request at this time.
- B4. That the proposal **would not** adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, **and** existing land uses.

C. DECISION

The Planning and Zoning Commission, pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the requested zoning **does** comply with the required evaluation criteria and recommends that the City Council **adopt the R-12 zoning with the following conditions to be included in an Annexation Agreement** if Council approves the annexation:

Engineering:

- 1. Approximately 10 feet of right-of-way along 15th Street shall be deeded to the City to create the required 40-foot half-width.
- 2. The on-site sidewalk shall be concrete rather than asphalt as it will be poorly defined across the frontages of the garages and is likely to be blocked by parked cars. Additionally, the proposed asphalt surface is more susceptible than concrete to rutting, heaving, and other distortions resulting in accessibility issues.

Fire:

- 3. Must meet fire flow requirements of 2018 IFC and fire hydrants spacing requirements.
- 4. FD access minimum 20'. Minimum at fire hydrant locations is 26'.
- 5. Proposed turn around appears to meet fire code requirements.
- 6. All other Fire policies will be met at time of building permit.

Planning:

- 7. The creation of a homeowner's association (HOA) will be required to ensure the perpetual maintenance of the open space, all other common areas, the private street, stormwater maintenance, and snow removal.
- 8. The open space must be completed, or bonded for (150%), prior to recordation of the plat. The open space areas shall be consistent with this approval and include the same or better amenities and features. If bonded for, the open space must be completed prior to the first certificate of occupancy.
- 9. The applicant's requests for subdivision, PUD, and annexation run concurrently. The subdivision and PUD designs are reliant upon one another. If the PUD is approved and in the future subject to expiration due to non-performance, the city may de-annex the subject property.
- 10. An access/utility easement over the private road will be required to allow for automobile circulation for all residents of the future vehicular connection on the north stub. In turn, staff will request the same treatment on the property to the north if developed similarly, with the goal of creating a looped system.

Wastewater:

- 11. Sewer Policy #719 requires a 20' wide "All-Weather" surface permitting unobstructed O&M access in a utility easement (30' if shared with Public Water) to be dedicated to the city for all city sewers.
- 12. An unobstructed City approved "all-weather" access shall be required over all city sewers.
- 13. This PUD shall be required to comply with Sewer Policy #716 requires all legally recognized parcels within the City to be assigned with a single (1) city sewer connection. "One Lot, One Lateral".
- 14. City sewer shall be run to and through this project and installed to all city specifications and standards.
- 15. Idaho Code §39-118 requires IDEQ or QLPE to review and approve public infrastructure plans prior to construction.
- 16. WW would ask that sewer lateral for Lot #4 be installed into dead-end manhole.
- 17. Cap any unused sewer laterals at the city main(In 15th St.)

Water:

- 18. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional service will have cap fees due at building permit.
- 19. Any unused water services currently serving this property must be abandoned.

Motion by commissioner McCracken, seconded by commissioner Coppess, to adopt the foregoing Findings and Order and recommend adoption of the R-12 zoning with conditions in conjunction with the requested annexation.

ROLL CALL:

COMMISSION MEMBER INGALLS	Voted	Aye
COMMISSION MEMBER LUTTROP	Voted	Aye
COMMISSION MEMBER WARD	Voted	Aye
COMMISSION MEMBER FLEMING	Voted	Aye
COMMISSION MEMBER MCCRACKEN	Voted	Aye
COMMISSION MEMBER COPPESS	Voted	Aye

Chairman Messina was absent.

Motion to recommend with conditions carried by a 6 to 0 vote.

VICE CHAIR JON INGALLS

Dated: November 15, 2024

**COEUR D'ALENE CITY COUNCIL
FINDINGS AND ORDER**

A-2-24

INTRODUCTION

This matter came before the City Council on December 17, 2024, to consider A-2-24, a request to annex +/-2.12 acres with R-12PUD zoning.

APPLICANT: Connie Krueger

OWNER: JBR Landholdings

LOCATION: 3415 N 15th St, Coeur d'Alene, ID 83815

A. FINDINGS OF FACT:

The City Council finds that the following facts, A1 through A10 have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.

A1. All public hearing notice requirements have been met for item A-2-24.

- Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on November 30, 2024, seventeen days prior to the hearing.
- Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on December 4, 2024, thirteen days prior to the hearing.
- Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Sixty-nine (69) notices were mailed to all property owners of record within three hundred feet (300') of the subject property November 27, 2024.
- Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on November 27, 2024.
- Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on November 27, 2024.

- A2.** The subject site is located in an unincorporated area of Kootenai County, with the total area of the subject property measuring 2.12 acres, and is currently zoned AG-Suburban.
- A3.** The subject property is currently developed as a large lot single family home. If approved, the project would include four (4) six-plexes on four (4) lots and two (2) tracts, one as open space and the other a private street.
- A4.** The Comprehensive Plan Future Land Use Map designation is the Mixed Use-Low. Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.
- A5.** The Planning and Zoning Commission identified Comprehensive Plan goals and objectives for particular consideration by the City Council. The Council will determine if there are other applicable goals and objectives to support their decision from the attached Comprehensive Plan goals and objectives worksheet.

Community & Identity

Goal CI 2

Maintain a high quality of life for residents and businesses that make Coeur d’Alene a great place to live and visit.

Objective CI 2.1

Maintain the community’s friendly, welcoming atmosphere and its smalltown feel.

Education & Learning

Goal EL 3

Provide an educational environment that provides open access to resources for all people.

Objective EL 3.2

Provide abundant opportunities for and access to lifelong learning, fostering mastery of new skills, academic enrichment, mentoring programs, and personal growth.

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 1.4

Increase pedestrian walkability and access within commercial development.

Objective GD 1.5

Recognize neighborhood and district identities.

Goal GD 2

Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

Objective E GD 2.1

Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

Jobs & Economy

Goal JE 1

Retain, grow, and attract businesses.

Objective JE 1.2

Foster pro-business culture that supports economic growth.

(The council may adopt these and/or other Plan Goals and Objectives as findings – see attached worksheet)

- A6.** The Comprehensive Plan is a guide for annexations and land use decisions, and the Future Land Use Map in conjunction with the Goals and Policies shall be used by the City Council to make a recommendation on zoning in conjunction with annexation.
- A7.** The property is flat and a multitude of residential housing types are located within the vicinity of the subject site. The natural features of the site are consistent with the natural features of the surrounding properties.
- A8.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A9.** The subject property is bordered by 15th Street to the east which is a major collector street but is being reclassified as a minor arterial through the Kootenai Metropolitan Planning Organization (KMPO). Using the Land Use Code 231 – Low-Rise Residential Condominium/Townhouse from the ITE Trip Generation Manual, traffic from the four proposed residential lots is estimated to generate approximately 16 trips in the AM peak hour and 19 trips in the PM peak hour. 2018 traffic counts indicate 15th Street experiences an average of 770 PM peak hour trips.
- A10.** The Planning and Zoning Commission found that the R-12PUD zoning was appropriate given the neighboring properties are residential in nature, this request is less intense than what the future land use map anticipated within the Comprehensive Plan (mixed-use use low development place type), and 15th Street is able to accommodate the projected traffic per the City Engineer.

(The council should add other facts here which it finds are relevant to its decision.)

B. CONCLUSIONS OF LAW:

Based on the foregoing Findings of Fact, the City Council makes the following Conclusions of Law.

- B1.** That this proposal **(is) (is not)** in conformance with the Comprehensive Plan policies.
- B2.** That public facilities and utilities **(are) (are not)** available and adequate for the proposed use.
- B3.** That the physical characteristics of the site **(do) (do not)** make it suitable for the request at this time.
- B4.** That the proposal **(would) (would not)** adversely affect the surrounding neighborhood with

regard to traffic, neighborhood character, **(and) (or)** existing land uses.

C. **DECISION**

The City Council, pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the request for annexation of a +/- 2.12-acre parcel in Kootenai County, assigning the zoning district R-12PUD should be **(approved)(denied)(denied without prejudice)**.

The City Council further orders that the Annexation shall be contingent on the owners of the property signing an Annexation Agreement as approved by Council.

(NOTE: The City Council may also recommend conditions for this annexation where such conditions are required to ensure that the proposed uses of the area are consistent with the community needs and its public health, safety and general welfare. If additional conditions are required, they will also need to be incorporated into the Annexation Agreement)

1. Approximately 10 feet of right-of-way along 15th Street shall be deeded to the City to create the required 40-foot half-width.
2. The on-site sidewalk should be concrete rather than asphalt as it will be poorly defined across the frontages of the garages and is likely to be blocked by parked cars. Additionally, the proposed asphalt surface is more susceptible than concrete to rutting, heaving, and other distortions resulting in accessibility issues.
3. Must meet fire flow requirements of 2018 IFC and fire hydrants spacing requirements.
4. FD access minimum 20'. Minimum at fire hydrant locations is 26'.
5. Proposed turn around appears to meet fire code requirements.
6. All other Fire policies will be met at time of building permit.
7. The creation of a homeowner's association (HOA) will be required to ensure the perpetual maintenance of the open space, all other common areas, the private street, stormwater maintenance, and snow removal.
8. The open space must be completed, or bonded for (150%), prior to recordation of the plat. The open space areas shall be consistent with this approval and include the same or better amenities and features. If bonded for, the open space must be completed prior to the first certificate of occupancy.
9. The applicant's requests for subdivision, PUD, and annexation run concurrently. The subdivision and PUD designs are reliant upon one another. If the PUD is approved and in the future subject to expiration due to non-performance, the city may de-annex the subject property.
10. An access/utility easement over the private road will be required to allow for automobile circulation for all residents of the future vehicular connection on the north stub. In turn, staff will request the same treatment on the property to the north if developed similarly, with the goal of creating a looped system.
11. Sewer Policy #719 requires a 20' wide "All-Weather" surface permitting unobstructed O&M access in a utility easement (30' if shared with Public Water) to be dedicated to the city for all city sewers.
12. An unobstructed City approved "all-weather" access shall be required over all city sewers.
13. This PUD shall be required to comply with Sewer Policy #716 requires all legally recognized parcels within the City to be assigned with a single (1) city sewer connection. "One Lot, One Lateral".

14. City sewer shall be run to and through this project and installed to all city specifications and standards.
15. Idaho Code §39-118 requires IDEQ or QLPE to review and approve public infrastructure plans prior to construction.
16. WW would ask that sewer lateral for Lot #4 be installed into dead-end manhole.
17. Cap any unused sewer laterals at the city main (In 15th St.)
18. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional service will have cap fees due at building permit.
19. Any unused water services currently serving this property must be abandoned.

(The council may include additional conditions.)

Motion by _____, seconded by _____, to adopt the foregoing Findings and Order and (approve) (approve with conditions) (deny) (deny without prejudice) the request.

ROLL CALL:

COUNCIL MEMBER MILLER	Voted (Aye) (Nay)
COUNCIL MEMBER EVANS	Voted (Aye) (Nay)
COUNCIL MEMBER GOOKIN	Voted (Aye) (Nay)
COUNCIL MEMBER WOOD	Voted (Aye) (Nay)
COUNCIL MEMBER ENGLISH	Voted (Aye) (Nay)
COUNCIL MEMBER GABRIEL	Voted (Aye) (Nay)
 MAYOR MCEVERS	 Voted (if a tie)

Motion to (approve)(approve with conditions) (deny)(deny without prejudice) carried by a ____ to ____ vote.

MAYOR WOODY MCEVERS

COMPREHENSIVE PLAN GOALS AND OBJECTIVES

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.

- Goal CI 2**
Maintain a high quality of life for residents and businesses that make Coeur d’Alene a great place to live and visit.
 - OBJECTIVE CI 2.1**
Maintain the community’s friendly, welcoming atmosphere and its smalltown feel.
 - OBJECTIVE CI 2.2**
Support programs that preserve historical collections, key community features, cultural heritage, and traditions.

- Goal CI 3**
Coeur d’Alene will strive to be livable for median and below income levels, including young families, working class, low income, and fixed income households.
 - OBJECTIVE CI 3.1**
Support efforts to preserve existing housing stock and provide opportunities for new affordable and workforce housing.

- Goal CI 4**
Coeur d’Alene is a community that works to support cultural awareness, diversity and inclusiveness.
 - OBJECTIVE CI 4.1**
Recognize cultural and economic connections to the Coeur d’Alene Tribe, acknowledging that this area is their ancestral homeland.
 - OBJECTIVE CI 4.2**
Create an environment that supports and embraces diversity in arts, culture, food, and self-expression.
 - OBJECTIVE CI 4.3**
Promote human rights, civil rights, respect, and dignity for all in Coeur d’Alene.

Education & Learning



Goal EL 3

Provide an educational environment that provides open access to resources for all people.



OBJECTIVE EL 3.2

Provide abundant opportunities for and access to lifelong learning, fostering mastery of new skills, academic enrichment, mentoring programs, and personal growth.



OBJECTIVE EL 3.3

Support educators in developing and maintaining high standards to attract, recruit, and retain enthusiastic, talented, and caring teachers and staff.



Goal EL 4

Support partnerships and collaborations focused on quality education and enhanced funding opportunities for school facilities and operations.



OBJECTIVE EL 4.1

Collaborate with the school district (SD 271) to help identify future locations for new or expanded school facilities and funding mechanisms as development occurs to meet Coeur d'Alene's growing population.



OBJECTIVE EL 4.2

Enhance partnerships among local higher education institutions and vocational schools, offering an expanded number of degrees and increased diversity in graduate level education options with combined campus, classroom, research, and scholarship resources that meet the changing needs of the region.

Environment & Recreation



Goal ER 1

Preserve and enhance the beauty and health of Coeur d'Alene's natural environment.



OBJECTIVE ER 1.1

Manage shoreline development to address stormwater management and improve water quality.



OBJECTIVE ER 1.2

Improve the water quality of Coeur d'Alene Lake and Spokane River by reducing the use of fertilizers, pesticides, herbicides, and managing aquatic invasive plant and fish species.



OBJECTIVE ER 1.3

Enhance and improve lake and river habitat and riparian zones, while maintaining waterways and shorelines that are distinctive features of the community.



OBJECTIVE ER 1.4

Reduce water consumption for landscaping throughout the city.



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.



OBJECTIVE ER 2.3

Encourage and maintain public access to mountains, natural areas, parks, and trails that are easily accessible by walking and biking.



Goal ER 3

Protect and improve the urban forest while maintaining defensible spaces that reduces the potential for forest fire.



OBJECTIVE ER 3.1

Preserve and expand the number of street trees within city rights-of-way.



OBJECTIVE ER 3.2

Protect and enhance the urban forest, including wooded areas, street trees, and "heritage" trees that beautify neighborhoods and integrate nature with the city.



OBJECTIVE ER 3.3

Minimize the risk of fire in wooded areas that also include, or may include residential uses.



OBJECTIVE ER 3.4

Protect the natural and topographic character, identity, and aesthetic quality of hillsides.



Goal ER 4

Reduce the environmental impact of Coeur d'Alene.



OBJECTIVE ER 4.1

Minimize potential pollution problems such as air, land, water, or hazardous materials.

- **OBJECTIVE ER 4.2**
Improve the existing compost and recycling program.

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 1.1**
Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.
 - OBJECTIVE GD 1.3**
Promote mixed use development and small-scale commercial uses to ensure that neighborhoods have services within walking and biking distance.
 - OBJECTIVE GD 1.4**
Increase pedestrian walkability and access within commercial development.
 - OBJECTIVE GD 1.5**
Recognize neighborhood and district identities.
 - 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.
 - OBJECTIVE GD 1.7**
Increase physical and visual access to the lakes and rivers.
 - OBJECTIVE GD 1.8**
Support and expand community urban farming opportunities.

- Goal GD 2**
Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.
 - OBJECTIVE GD 2.1**
Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.
 - OBJECTIVE GD 2.2**
Ensure that City and technology services meet the needs of the community.

- Goal GD 3**
Support the development of a multimodal transportation system for all users.
 - OBJECTIVE GD 3.1**
Provide accessible, safe, and efficient traffic circulation for motorized, bicycle and pedestrian modes of transportation.
 - OBJECTIVE GD 3.2**
Provide an accessible, safe, efficient multimodal public transportation system including bus stop amenities designed to maximize the user experience.

- Goal GD 4**
Protect the visual and historic qualities of Coeur d’Alene

- OBJECTIVE GD 4.1**
Encourage the protection of historic buildings and sites.

- Goal GD 5**
Implement principles of environmental design in planning projects.

- OBJECTIVE GD 5.1**
Minimize glare, light trespass, and skyglow from outdoor lighting.

Health & Safety



Goal HS 1

Support social, mental, and physical health in Coeur d'Alene and the greater region.



OBJECTIVE HS 1.1

Provide safe programs and facilities for the community's youth to gather, connect, and take part in healthy social activities and youth-centered endeavors.



OBJECTIVE HS 1.2

Expand services for the city's aging population and other at-risk groups that provide access to education, promote healthy lifestyles, and offer programs that improve quality of life.



OBJECTIVE HS 1.3

Increase access and awareness to education and prevention programs, and recreational activities.



Goal HS 3

Continue to provide exceptional police, fire, and emergency services.



OBJECTIVE HS 3.2

Enhance regional cooperation to provide fast, reliable emergency services.



OBJECTIVE HS 3.3

Collaborate with partners to increase one on one services.

Jobs & Economy



Goal JE 1

Retain, grow, and attract businesses



OBJECTIVE JE 1.1

Actively engage with community partners in economic development efforts.



OBJECTIVE JE 1.2

Foster a pro-business culture that supports economic growth.



Goal JE 3

Enhance the Startup Ecosystem



OBJECTIVE JE 3.1

Convene a startup working group of business leaders, workforce providers, and economic development professionals and to define needs.



OBJECTIVE JE 3.2

Develop public-private partnerships to develop the types of office space and amenities desired by startups.



OBJECTIVE JE 3.3

Promote access to the outdoors for workers and workers who telecommute.



OBJECTIVE JE 3.4

Expand partnerships with North Idaho College, such as opportunities to use the community maker space and rapid prototyping (North Idaho College Venture Center and Gizmo) facilities.

City Council



December 17, 2024

A-2-24: "Juniper Ridge"

APPLICANT:

JBR Landholdings, LLC
1108 N. C Street
Coeur d'Alene, ID 83814

ENGINEER:

Connie Krueger
1859 N. Lakewood Drive, Suite 102
Coeur d'Alene, ID 83814

DECISION POINT:

Should the City Council approve the requested annexation of 2.12 acres in conjunction with zoning approval from County Ag-Suburban to an R-12PUD zoning district? *(The annexation agreement has been drafted and included in the packet)*

LOCATION:

A 2.12-acre property located at 3415 N. 15th Street



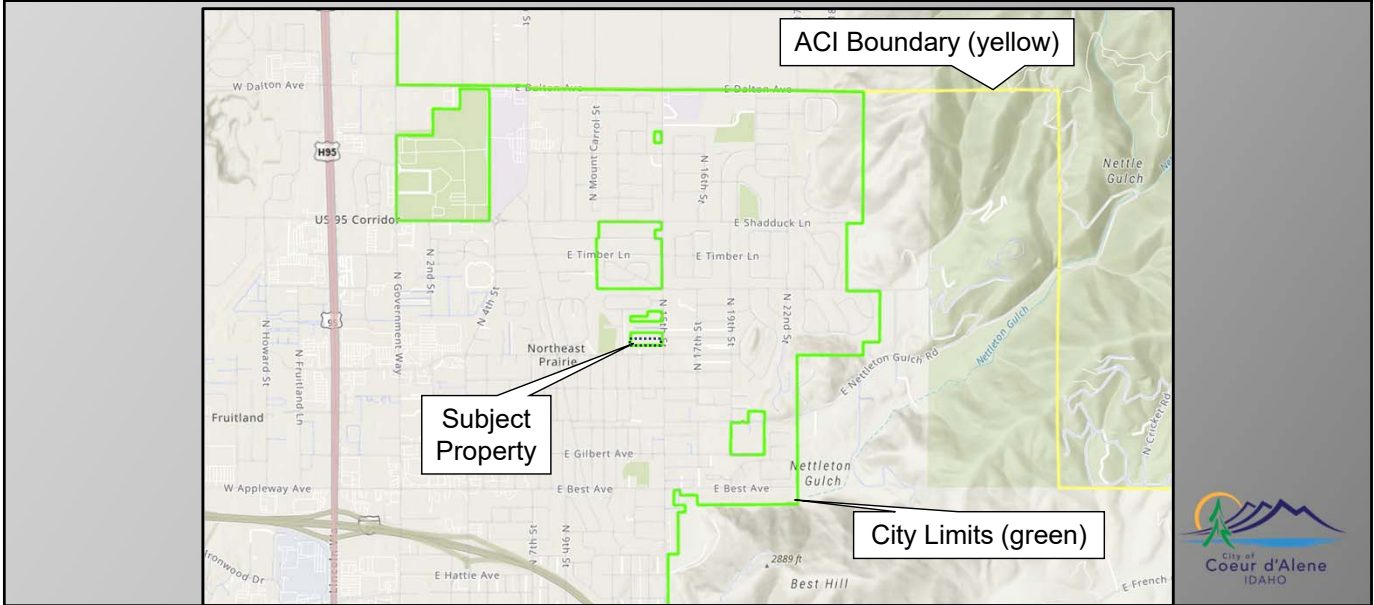
A-2-24: Aerial Photo



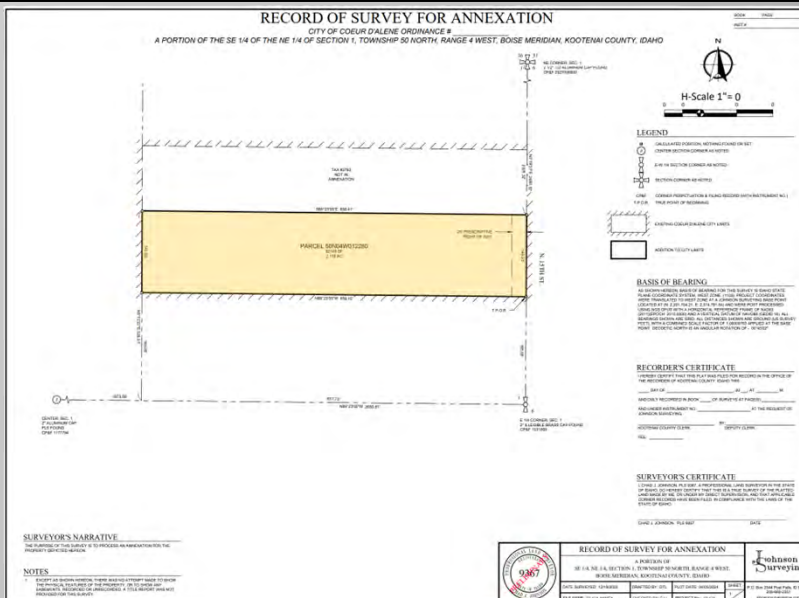
A-2-24: Bird's Eye



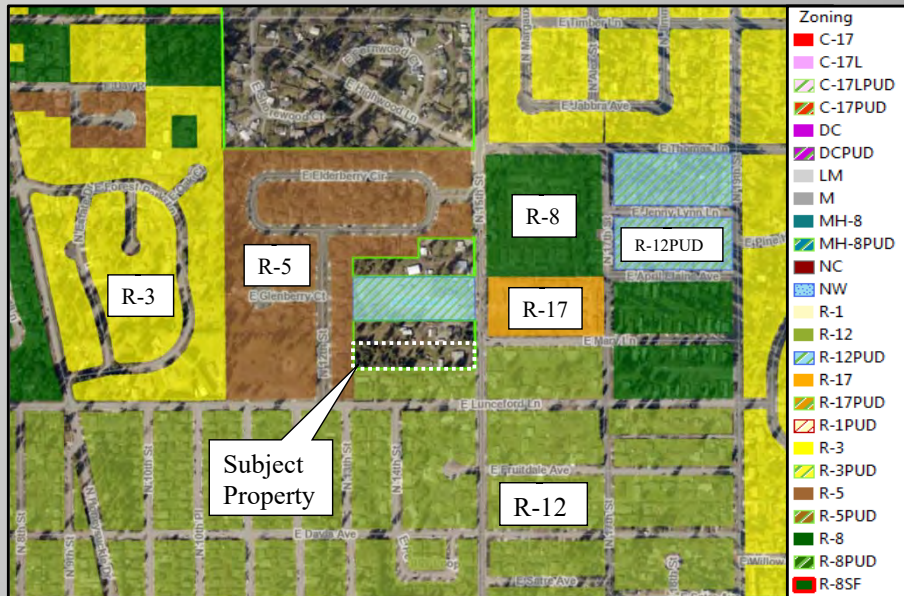
A-2-24: Area of City Impact (ACI)



A-2-24: Annexation Map



A-2-24: Zoning Map



A-2-24: Requested Zoning (R-12)

Proposed R-12 Zoning District:

The R-12 district is intended as a residential area that permits a mix of housing types at a density not greater of twelve (12) units per gross acre.

17.05.180: PERMITTED USES; PRINCIPAL:

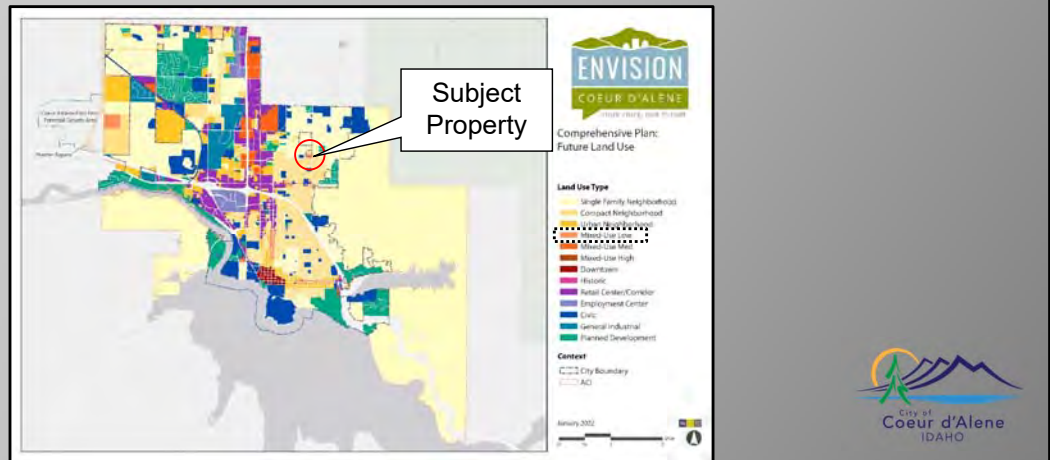
Principal permitted uses in an R-12 district shall be as follows:

- Administrative Office
- Duplex housing
- Essential service
- Home occupation
- Neighborhood recreation
- Public recreation
- Single-family detached housing

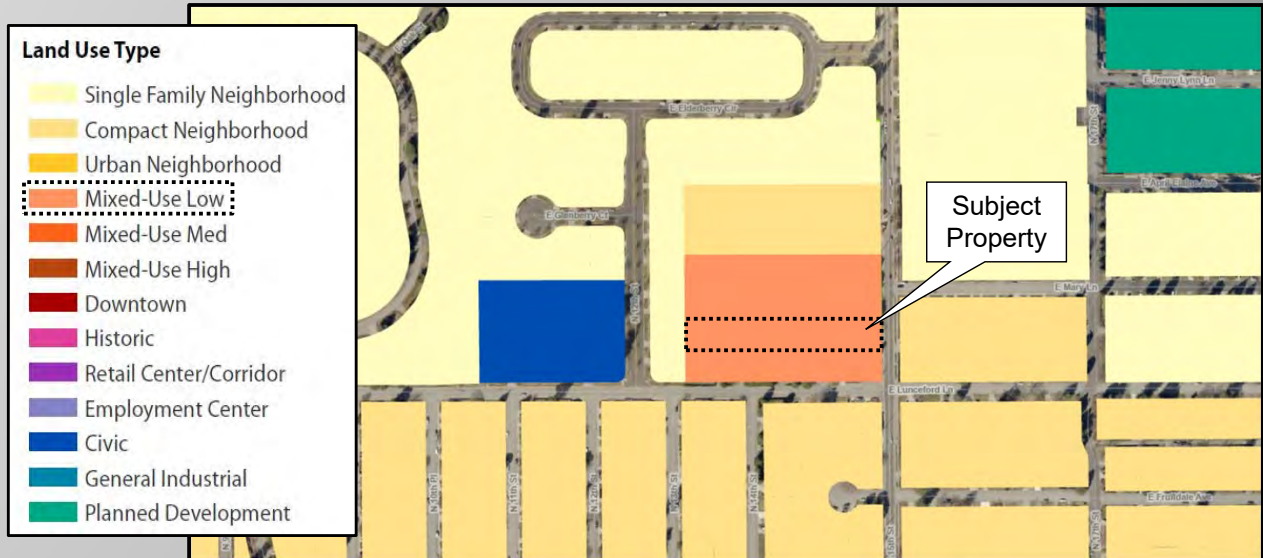


A-2-24: Finding B1

That this proposal (is) (is not) in conformance with the Comprehensive Plan.



A-2-24: Future Land Use Map



A-2-24: Place Type: Mixed-Use Low

Mixed-Use Low



Key Characteristics
Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.

Transportation

- Gridded main streets and mid-block pedestrian connections
- High ease-of-use pedestrian and bicycle facilities



Typical Uses

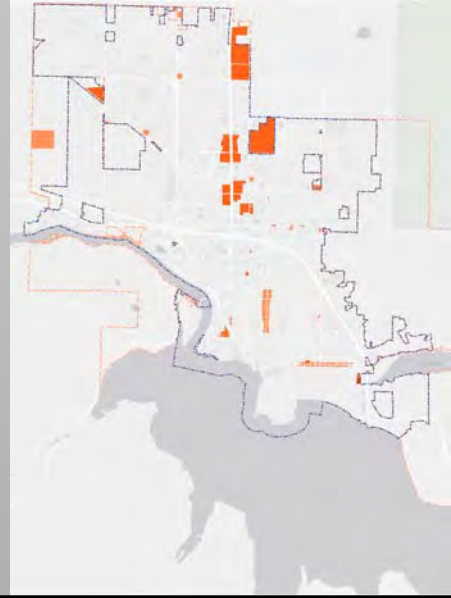
- Primary: Retail, commercial, office, restaurant, multifamily residential
- Secondary: Civic uses, parking

Building Types

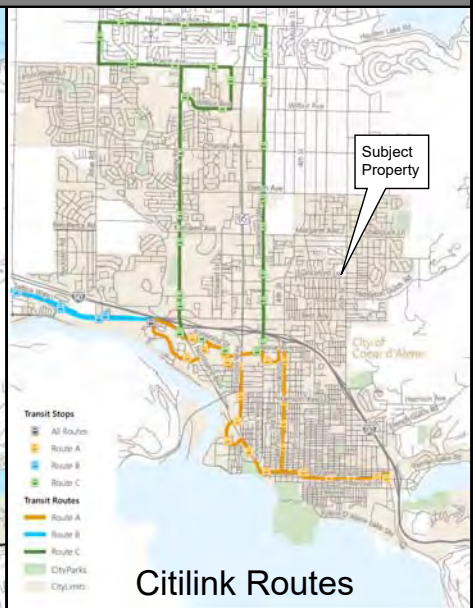
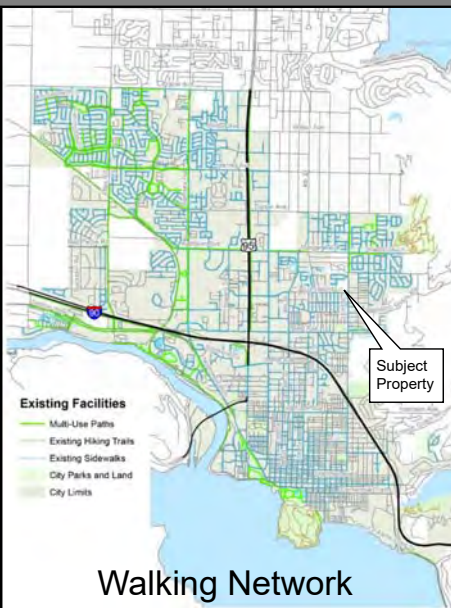
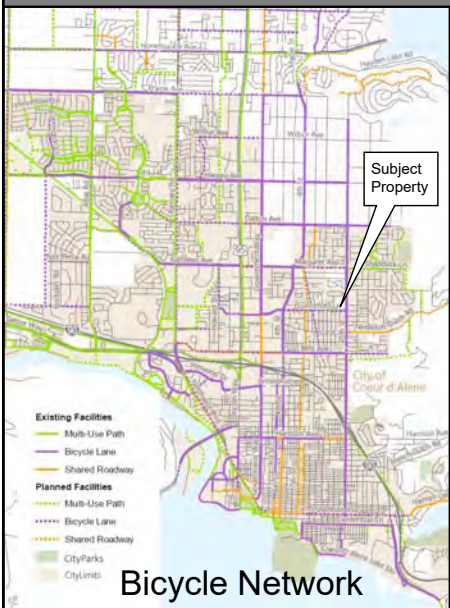
- Up to four stories, retail and commercial on the ground floor, with residential units above

Compatible Zoning

- C17 and C17L; NC and CC



A-2-24: Transportation



A-2-24: 2042 Comprehensive Plan (Goals & Objectives)

Community & Identity (CI)

Goal CI 1

- OBJECTIVE CI 1.1

Goal CI 3

- OBJECTIVE CI 3.1

Environment & Recreation (ER)

Goal ER 1

- OBJECTIVE ER 1.4

Goal ER 2

- OBJECTIVE ER 2.2
- OBJECTIVE ER 2.3

Growth & Development (GD)

Goal GD 1

- OBJECTIVE GD 1.1
- OBJECTIVE GD 1.3
- OBJECTIVE GD 1.5

Goal GD 2

- OBJECTIVE GD 2.1
- OBJECTIVE GD 2.2

Goal GD 3

- OBJECTIVE GD 3.1



A-2-24: Finding B2

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

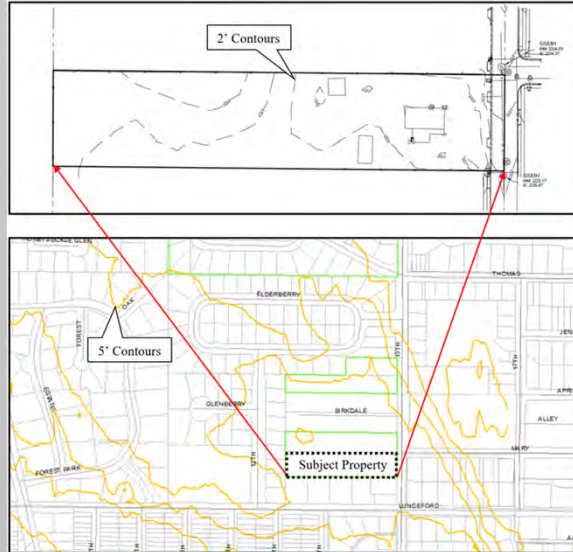
- Stormwater
- Streets
- Water
- Wastewater
- Fire



* Staff's full comments on pages 12 and 13 of the staff report.

A-2-24: Finding B3

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



A-2-24: Photos

SITE PHOTO - 1: View of the subject property from 15th Street looking west.



SITE PHOTO - 2: Looking southwest at the corner of subject property and the neighboring property to the south along 15th Street.



SITE PHOTO - 3: 15th Street ROW looking north from the southeast corner of subject property.



SITE PHOTO - 4: 15th Street looking north from the northeast corner of subject property.



A-2-24: Photos

SITE PHOTO - 5: View from the rear of home looking east towards 15th Street.



SITE PHOTO - 7: Looking east down Lunceford Lane toward multifamily units and rear yard of single family that abuts subject property to the south.



SITE PHOTO - 6: View of multifamily property looking south from behind the home.



A-2-24: Finding B4

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

- Traffic
- Neighborhood Character
- Existing Land Uses

* Staff's full list on pages 17 and 18 of the staff report.



A-2-24: Finding B4

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



A-2-24: 19 Recommended Annexation Agreement Conditions

- Engineering
- Fire
- Planning
- Wastewater
- Water

** Staff's full list on pages 19 and 20 of the staff report.*



A-2-24: Action Alternatives

City Council will need to consider this request for annexation and R-12PUD zoning and make findings to approve, deny, or deny without prejudice.

- Annex with R-12PUD zoning
- Deny annexation
- Deny annexation (w/o prejudice)

**The findings worksheet is in your packet.*



A-2-24: "Juniper Ridge"



APPLICANT PRESENTATION

Juniper Ridge
Public Hearing on Annexation and Zoning Request
City of Coeur d'Alene City Council
December 17, 2024

1

Key Items

- Requesting annexation with R-12 zoning, a PUD, and preliminary plat
- There are no environmental concerns with the property
- Located in an area where multi-family and commercial land uses and community services exist
- Located directly on a minor arterial capable of carrying traffic volumes
- Agency standards which the owner can/will comply with
- All engineering and building code standards will be evaluated with a future construction plan and building permit approvals as well as with individual permits to be issued by the respective agencies
- Complies with applicable Planned Unit Development and Subdivision Standards, deviations are minimal
- The HOA will maintain open space, common areas, street, stormwater, and snow removal
- City utilities and services are available to the site, additional right-of-way and utility easements will be provided
- Served by utilities and road improvements extended at the cost of the owner
- Taxes and fees will help mitigate specific service and infrastructure impacts

2

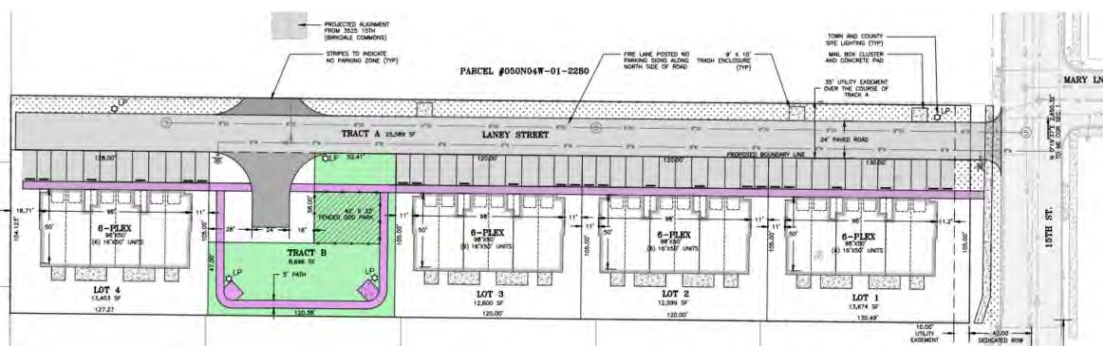
Permitting

- Combined Planned Unit Development, Annexation, and Preliminary Plat Application
- Engineered plans for subdivision infrastructure
- Final Plat Application
- Final Townhome Plat Application following construction of the townhome units

3

Project Description-Overview

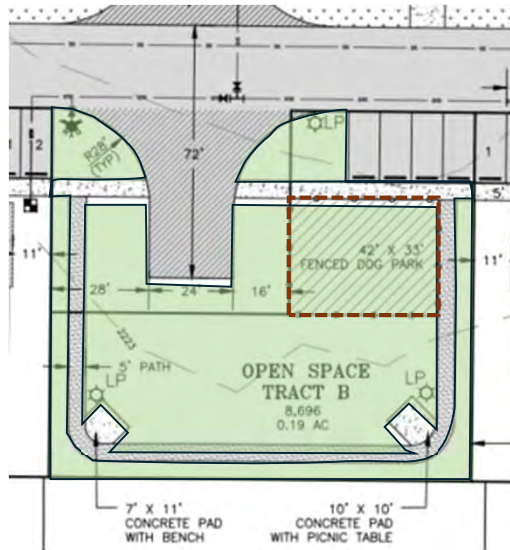
- Four lots with one six-unit townhome building on each lot
- One road tract (A)
- One open space tract (B)=10% open space
- Three parking spaces per unit=one garage and two external



4

Open space

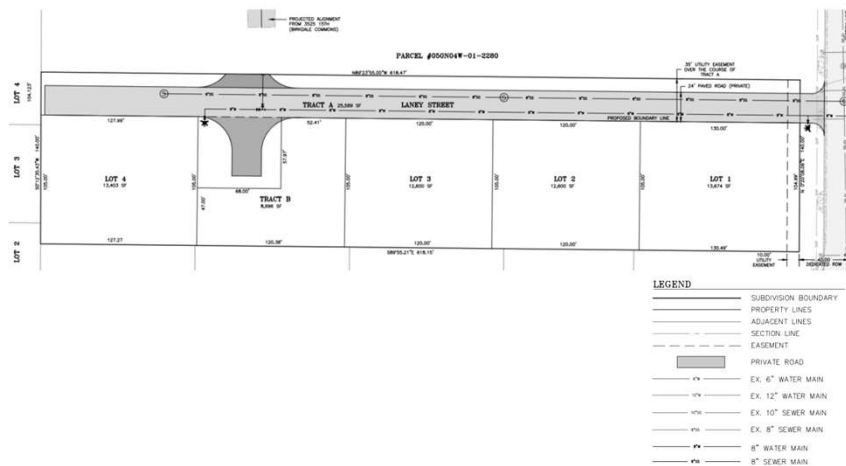
- Common open space (Tract B) with:
 - Bench on concrete pad
 - Picnic table on concrete pad
 - Fenced pet park
 - Pet waste receptacle



5

Potable water, fireflow, sanitary sewer

- Sewer main—8"
 - Manholes
 - Service lines
- Water main—8"
 - Service lines
- Fire hydrants
- Mailbox (cluster) on concrete pad
- Lights



6

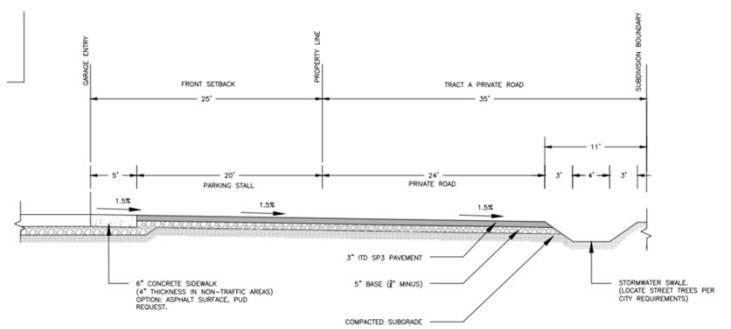
Streets and Traffic

- Owner will construct 15th St frontage improvements:
 - Concrete curb and gutter
 - Concrete sidewalk
 - Park strip or grassy swales as required by City
 - Street trees
 - Consolidate approaches
- Traffic is on 15th St, being reclassified by KMPO from major collector to minor arterial

7

Access and circulation

- Asphalt drive 24' wide
- Asphalt parking stalls, 9' wide x 20' long (12 stalls per building, two per townhome unit)
- Asphalt fire turn-around, 24' wide
- Asphalt apron for future northern connection/circulation
- No-parking signs
- Sidewalk, 5' wide, located between the front of the townhome buildings and the head of the asphalt parking area



8

Deviations

- Transportation infrastructure:
 - *Private road instead of a public road* within the boundaries of the PUD
 - Reduction of the required *right-of-way width* for the private road from 55' to 35'
 - 5' wide *asphalt* pedestrian walkway at the head of the parking stalls in lieu of a concrete sidewalk
- 120' of lot frontage *on the private road* in lieu of 50' minimum frontage on a public right-of-way
- Townhome structures

9

Construction Phasing

- Clearing, grubbing, site grading (entire site, one phase)
- Utility and private drive construction, 15th St frontage improvements, and site amenity construction (entire site, one phase)
- Construction of townhome buildings, beginning with internal lots, possibly retaining existing home on east end until later or last phase

10

Zoning

Current zoning: Agricultural suburban

Purpose: A zone district in which the land has been found to be suitable for residential and small scale agricultural uses.

Proposed zoning: R-12

Purpose: Intended as a residential area that permits a mix of housing types at densities not greater than 12 units per gross acre.

This district is intended for those area of the city that are developed at this density or are preferably developed at this density because of factors such as vehicular access, topography, flood hazard, and landslide hazard



11

Land Use

In an area with a diverse range of housing types ranging from duplexes to multi-family units, examples follow



12



13



14



15



16



17



18



19



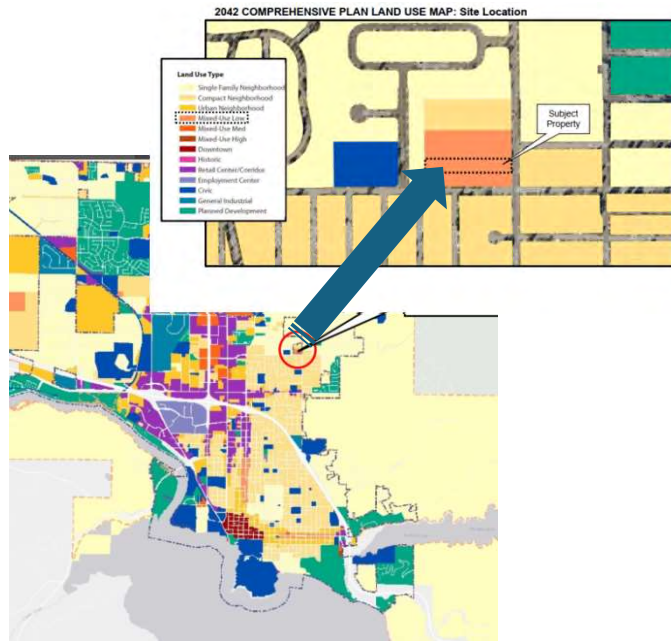
20

Comprehensive Plan

Mixed-Use Low

Place Type

Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.



21

Place Type

Mixed-Use Low



Key Characteristics

Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.

Transportation

- Gridded main streets and mid-block pedestrian connections
- High ease-of-use pedestrian and bicycle facilities

Typical Uses

- Primary: Retail, commercial, office, restaurant, multifamily residential
- Secondary: Civic uses, parking

Building Types

- Up to four stories, retail and commercial on the ground floor, with residential units above

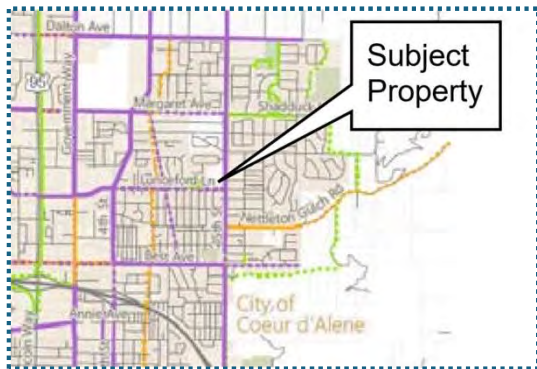
Compatible Zoning

- C17 and C17L; NC and CC

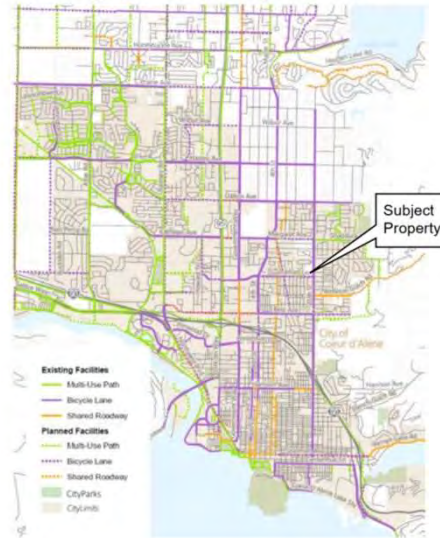


22

Street Grid and Bike Network

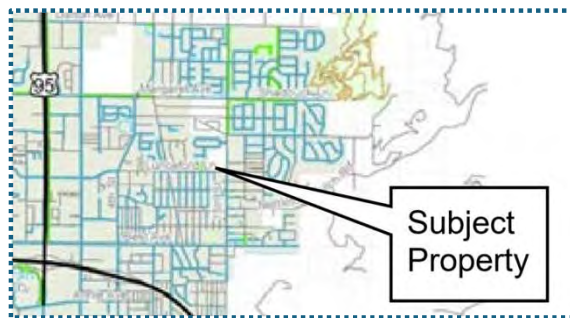


Transportation: Existing and Planned Bicycle Network:

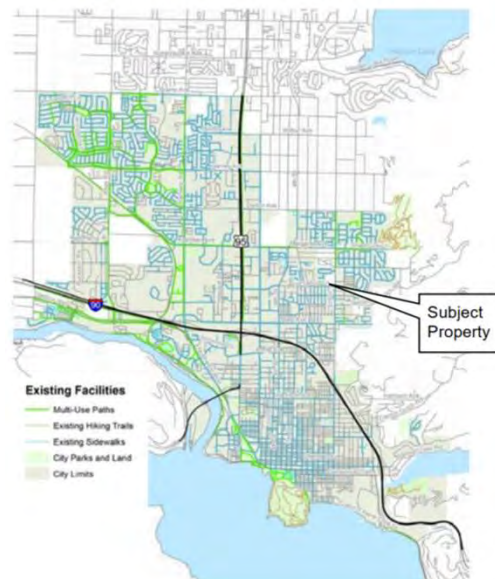


23

Street Grid and Pedestrian Network



Existing and Planned Walking Network:



24

Street Grid and Parks



25

2024 Comprehensive Plan

Goals	Objectives
<p>Goal C1 3 Coeur d'Alene will strive to be livable for medium and below income levels, including young families, working class, low income, and fixed income households.</p>	<p>Objective C1 3.1 Support efforts to preserve existing housing stocks and provide opportunities for new affordable and workforce housing.</p>
<p>Goal ER 3 Protect and improve the urban forest while maintaining defensible spaces that reduce the potential for forest fire.</p>	<p>Objective ER 3.1 Preserve and expand the number of street trees within city rights-of-way.</p>
<p>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.</p>	<p>Objective GD 1.1 Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.</p> <p>Objective GD 1.4 Increase pedestrian walkability and access within commercial development.</p> <p>Objective GD 1.5 Recognize neighborhood and district identities.</p>

26

2024 Comprehensive Plan

<u>Goals</u>	<u>Objectives</u>
Goal GD 2 Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.	Objective GD 2.1 Ensure appropriate, high quality infrastructure to accommodate growth and redevelopment.
Goal GD 3 Support the development of a multi-modal transportation system for all users.	Objective GD 3.1 Provide accessible, safe, and efficient traffic circulation for motorized, bicycle, and pedestrian modes of transportation.

27

2024 Comprehensive Plan

<u>Goals</u>	<u>Objectives</u>
Goal GD 2 Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.	Objective GD 2.1 Ensure appropriate, high quality infrastructure to accommodate growth and redevelopment.
Goal GD 3 Support the development of a multi-modal transportation system for all users.	Objective GD 3.1 Provide accessible, safe, and efficient traffic circulation for motorized, bicycle, and pedestrian modes of transportation.

28

2024 Comprehensive Plan

Coeur Housing

Coeur Housing is a proposed Infill Housing code that staff has been working on with an advisory committee and community input that will allow additional housing units in appropriate areas of the city that area quality in design. The concept of Middle Housing includes housing product types that have been missing in our community that fall in between single-family detached housing and mid-rise apartments. It includes townhomes, triplexes, fourplexes, live/work units, cottage courts, courtyard apartments, and multi-plexes that are house-scale and generally on individual lots. Coeur Housing will also include stacked triplexes and tiny house courts. Coeur Housing intends for these housing types to be allowed in areas of the city that are near jobs, employment, services, the downtown, public transportation, and walking/biking trails. It is anticipated that Coeur Housing will primarily be new housing units constructed on vacant on underutilized lots in existing neighborhoods.

29

2024 Comprehensive Plan

Growth and Development

Coeur d'Alene is a desirable place to live and work. Future growth is focused on improving our city's livability by planning for a mix of land uses that are walkable, access attainable housing options, employment opportunities, healthcare, quality schools, and recreation. Neighborhoods include a variety of housing options and services where residents can walk or bike to cafes, shops, services, jobs, and open spaces. Existing and future development is connected by an extensive multi-modal transportation system that incorporates public transit, automobiles, and safe and convenient pedestrian and bicycle routes.

30

2024 Comprehensive Plan

Health and Safety

Coeur d'Alene will strive to be one of the safest and healthiest cities in the nation. Our focus is on continually improving mental and physical health, as well as providing exceptional healthcare and emergency services. Convenient access to trails, parks, open spaces, community gardens and other public spaces provides residents with the opportunity to lead active lifestyles and participate in safe, healthy social activities. Police, fire, and emergency services in Coeur d'Alene are fast, reliable, and trusted by the community. They are highly trained, with excellent equipment and facilities. Our government, businesses, and community groups collaborate to provide programs and services for our at-risk and vulnerable populations.

31

2042 Comprehensive Plan—Staff

Community & Identity (CI)

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.

Goal CI 3

Coeur d'Alene will strive to be livable for median and below income levels, including young families, working class, low income, and fixed income households.

OBJECTIVE CI 3.1

Support efforts to preserve existing housing stock and provide opportunities for new affordable and workforce housing.

32

2042 Comprehensive Plan

- **Environment & Recreation (ER)**

- **Goal ER 1**

- Preserve and enhance the beauty and health of Coeur d'Alene's natural environment.

- **OBJECTIVE ER 1.4**

- Reduce water consumption for landscaping throughout the city.

- **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.

- **OBJECTIVE ER 2.3**

- Encourage and maintain public access to mountains, natural areas, parks, and trails that are easily accessible by walking and biking.

33

2042 Comprehensive Plan

- **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 1.1**

- Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.

- **OBJECTIVE GD 1.3**

- Promote mixed use development and small-scale commercial uses to ensure that neighborhoods have services within walking and biking distance.

- **OBJECTIVE GD 1.5**

- Recognize neighborhood and district identities.

34

2042 Comprehensive Plan

- **Goal GD 2**

Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

- **OBJECTIVE GD 2.1**

Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

- **OBJECTIVE GD 2.2**

Ensure that City and technology services meet the needs of the community.

- **Goal GD 3**

Support the development of a multimodal transportation system for all users.

- **OBJECTIVE GD 3.1**

Provide accessible, safe, and efficient traffic circulation for motorized, bicycle and pedestrian modes of transportation.

35

Conditions of Approval

- 19 recommended conditions
- Owner has reviewed and is in acceptance of the conditions

36



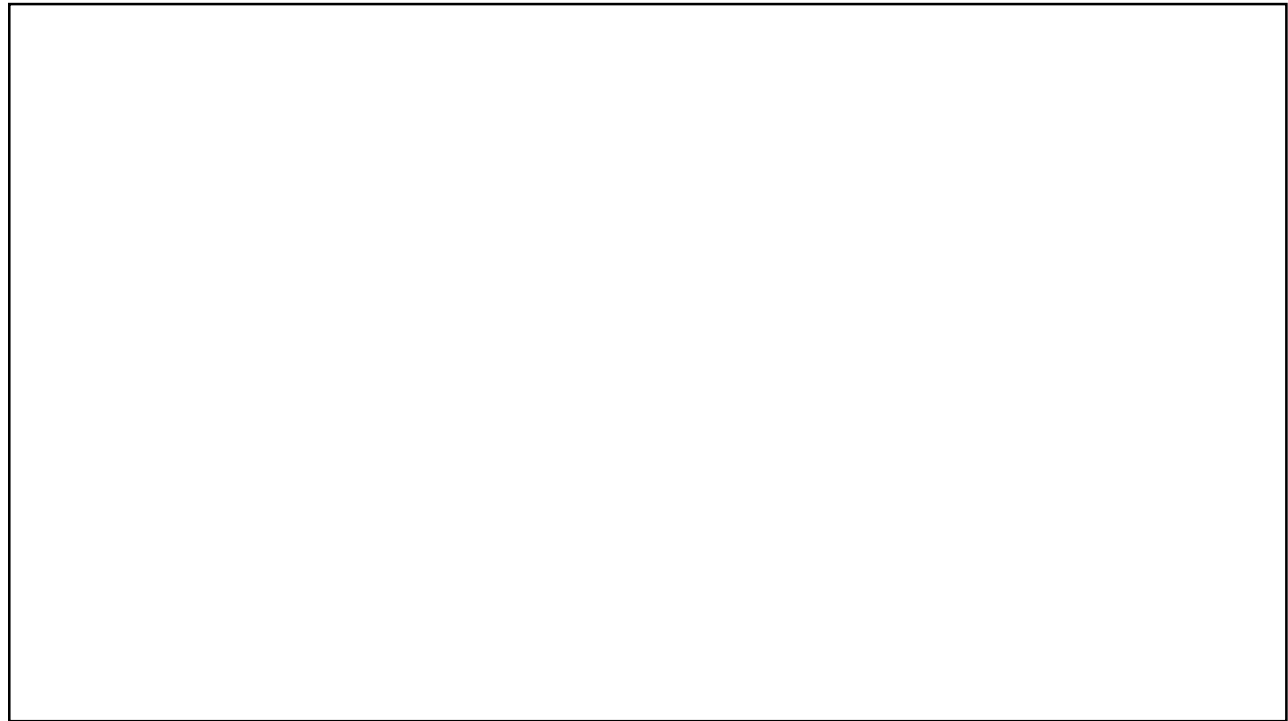
Questions



37



38



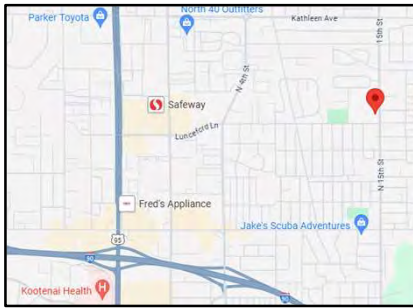
39

<h2>Bulk Standards</h2>	
Proposed	Code
<ul style="list-style-type: none">• Front yard: 25'• Interior side yards: 10'+• Street side yard: 15'• Rear yard: 30'	<ul style="list-style-type: none">• Front yard: 20'• Interior side yards: 5' and 10'• Street side yard: 10'• Rear yard: 25'

40

Location

3415 N 15th St



41

Annexation, Planned Unit Development, and Preliminary Plat Standards of approval

- Addressed in staff analysis and applicant narrative
- Proposal appears to meet all standards

42

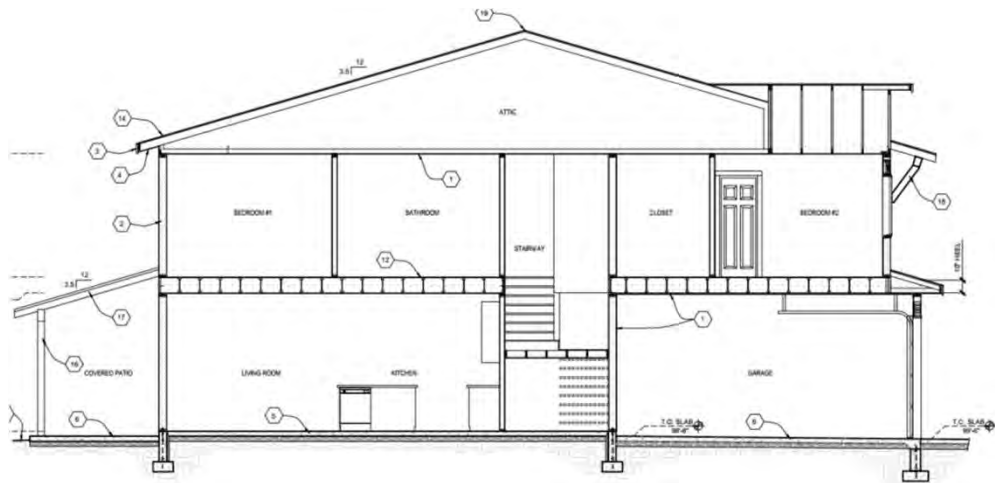
Structures

- Townhomes, six units per building:
 - Recessed, covered entry
 - Covered patio at rear
 - Three bedroom 2.5 bath end units
 - Two bedroom 2.5 bath interior units
 - Internal garage space
 - Kitchen and living areas on ground floor
 - Bedrooms upstairs
 - Range from 1300-1500 sq. ft.
 - Covered concrete patios
 - Rear yards with:
 - Turf grass
 - Trees
 - Shrubs



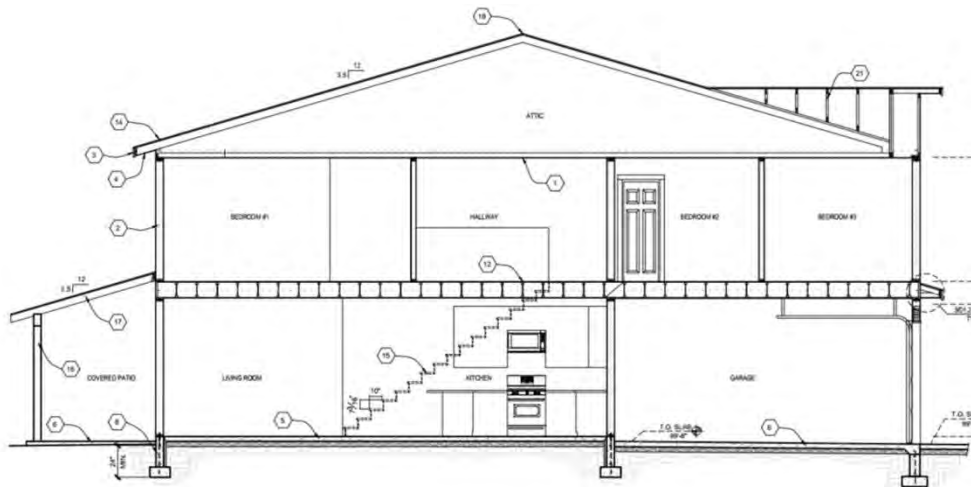
43

Building Section—Center Units



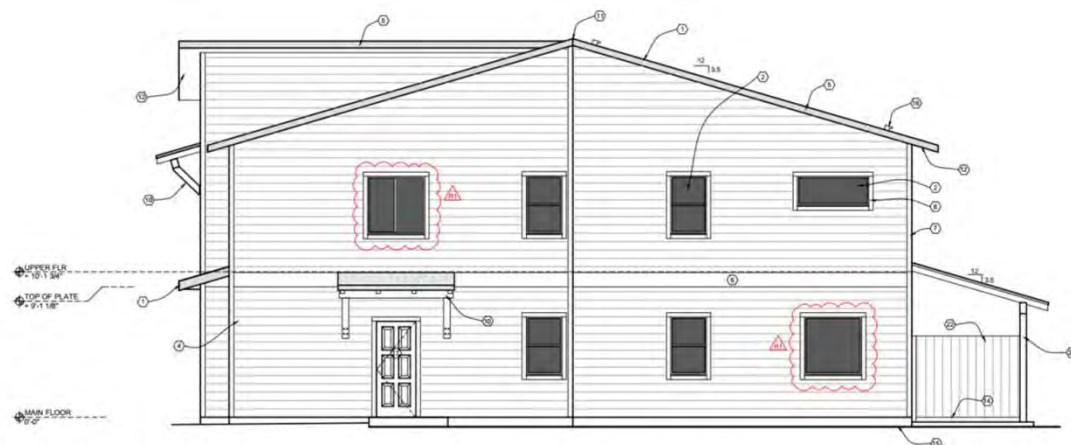
44

Building Section—End Units



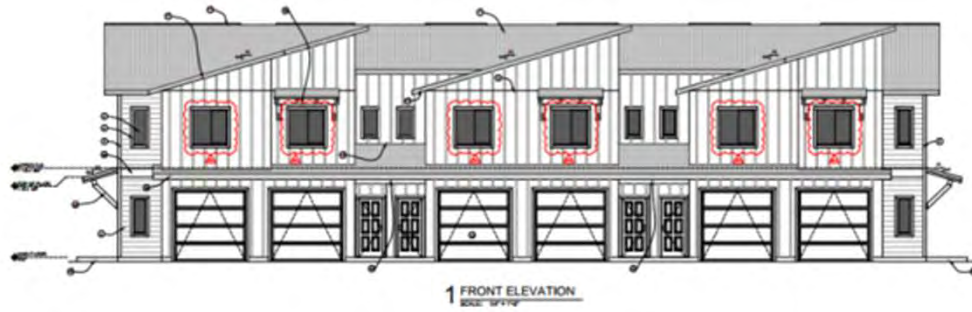
45

Side Elevation



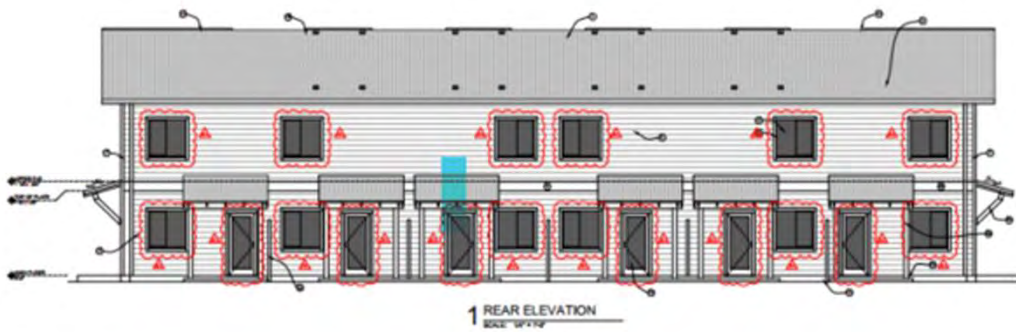
46

Front Elevation



47

Rear Elevation



48

ORDINANCE NO. _____
COUNCIL BILL NO. 24-1023

AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, SPECIFICALLY DESCRIBED PORTIONS OF SECTION 1, TOWNSHIP 50N, RANGE 4W, BOISE MERIDIAN; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED AS R-12 (RESIDENTIAL AT 12 UNITS PER ACRE); REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing, the City Council finds it to be in the best interests of the City of Coeur d'Alene and the citizens thereof that said property be annexed;

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene, Kootenai County, Idaho:

SECTION 1. That the following described property contiguous and adjacent to the City of Coeur d'Alene, Kootenai County, Idaho, to wit:

The south 325 feet, less the south 185 feet, of the Southeast Quarter of the Southeast Quarter of the Northeast Quarter of Section 1, Township 50 North, Range 4 West, Boise Meridian, Kootenai County, Idaho; said parcel being more particularly described as follows:

Commencing at the east quarter corner of said Section 1; thence North 00°19'37" east, along the east line of said section 1, a distance of 185.00 feet to the current Coeur d'Alene city limits and the true point of beginning; thence along said city limits north 89°23'55" west 658.15 feet; thence north 00°12'22" east 140.00 feet; thence departing said city limits south 89°23'55" east 658.47 feet to the current Coeur d'Alene city limits and the east line of said section 1; thence south 00°19'37" west, along said city limits, 140.00 feet to the true point of beginning.

Containing 2.116 acres, more or less.

be and the same is hereby annexed to and declared to be a part of the City of Coeur d'Alene, Kootenai County, Idaho, and the same is hereby zoned as R-12 (Residential at 12 units per acre).

SECTION 2. That the Zoning Act of the City of Coeur d'Alene, known as Ordinance No. 1691, Ordinances of the City of Coeur d'Alene, be and the same is hereby amended as set forth in the preceding section hereof.

SECTION 3. That the Planning Director be and he is hereby instructed to make such change and amendment on the official Zoning Map of the City of Coeur d'Alene.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on December 17th, 2024.

APPROVED by the Mayor this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
A-2-24 – JBR Landholdings, LLC – 3415 N. 15th Street

AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, SPECIFICALLY DESCRIBED PORTIONS OF SECTION 1, TOWNSHIP 50N, RANGE 4W, BOISE MERIDIAN; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED AS R-12 (RESIDENTIAL AT 12 UNITS PER ACRE); REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith AND PROVIDING A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, A-2-24 – JBR Landholdings, LLC – 3415 N. 15th Street, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 17th day of December, 2024.

Randall R. Adams, City Attorney

RESOLUTION NO. 24-099

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN ANNEXATION AGREEMENT WITH JBR LANDHOLDINGS, LLC, FOR THE ANNEXATION OF 3415 N. 15TH STREET [A-2-24].

WHEREAS, an annexation agreement has been negotiated between the City of Coeur d'Alene and JBR Landholdings, LLC, containing the terms and conditions set forth in said agreement, a copy of which is attached hereto as Exhibit "1" and by this reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreement.

NOW, THEREFORE,

BE IT RESOLVED that the City enter into an annexation agreement with JBR Landholdings, LLC, in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent the substantive provisions of the agreement remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreement on behalf of the City of Coeur d'Alene.

DATED this 17th day of December, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

_____ was absent. Motion _____.

ANNEXATION AGREEMENT

(A-2-24)

3415 N. 15TH Street

THIS AGREEMENT is made and entered into this 17th day of December, 2024, by the **City of Coeur d'Alene**, a municipal corporation organized pursuant to the laws of the state of Idaho, hereinafter referred to as the "City," and **JBR Landholdings LLC**, with its principal address at **2205 S. Whitetail Crossing Ct., Coeur d'Alene, Idaho**, hereinafter referred to as the "Owner."

W I T N E S S E T H:

WHEREAS, the Owner owns a parcel of land adjacent to the City limits of the City, which the Owner wishes to further develop, and the Owner has applied for annexation to the City, and said property to be annexed is more particularly described in **Exhibit "A"** attached hereto (hereinafter referred to as "the Property") and incorporated by reference into the substantive portions of this Agreement; and

WHEREAS, the Coeur d'Alene Planning and Zoning Commission has recommended R-12PUD zoning for the Property, conjunction with a Planned Unit Development and Preliminary Plat approval. A copy of the Findings and Order are attached hereto as **Exhibit "B"** and are incorporated by reference into the substantive portions of this Agreement; and

WHEREAS, the Mayor and City Council of the City have determined that it would be in the best interests of the City and the citizens thereof to annex the Property with R-12PUD zoning, subject to the Owner performing the conditions hereinafter set forth.

NOW, THEREFORE,

IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

ARTICLE I: LEGAL DESCRIPTION

1.1. Legal description: The south 325 feet, less the south 185 feet, of the Southeast Quarter of the Southeast Quarter of the Northeast Quarter of Section 1, Township 50 North, Range 4 West, Boise Meridian, Kootenai County, Idaho; said parcel being more particularly described as follows:

Commencing at the east quarter corner of said Section 1; thence North 00°19'37" east, along the east line of said section 1, a distance of 185.00 feet to the current Coeur d'Alene city limits and the true point of beginning; thence along said city limits north 89°23'55" west 658.15 feet; thence north 00°12'22" east 140.00 feet; thence departing said city limits south 89°23'55" east 658.47 feet to the current Coeur d'Alene city limits and the east line of said section 1; thence

south 00°19'37" west, along said city limits, 140.00 feet to the true point of beginning.

Containing 2.116 acres, more or less.

ARTICLE II: STANDARDS

2.1. Applicable standards: The Owner agrees that all laws, standards, policies and procedures regarding public improvement construction that the Owner is required to comply with or otherwise meet pursuant to this Agreement or City Code shall be those in effect at the time of plan approval. The Owner further waives any right the Owner may have regarding the date used to determine what public improvements, construction laws, standards, policies and procedures shall apply.

ARTICLE III. UTILITIES

3.1. Water and sewer: The Owner agrees to use the City's water and sanitary sewer systems for this development. The Owner will extend, at its own cost and as necessary, the water and sanitary sewer systems to and through its property, and further agrees to fully comply with all City policies for its water and wastewater systems.

3.2. Water rights: Prior to the recordation of any plat on the Property or any other transfer of an ownership interest in the Property, the Owner will grant to the City, by warranty deed in a format acceptable to the City, all water rights associated with the Property. The parties expressly agree that the Owner is conveying the water rights to the City so that the City will have adequate water rights to ensure that the City can provide domestic water service to the Property.

3.3. Garbage collection: The Owner agrees that, upon the expiration of the existing term of any contract to provide garbage collection services to the Property, the Owner will begin using the garbage collection service in effect within the City of Coeur d'Alene, which garbage collection service shall be identified by the City.

3.4. Street lights: The Owner agrees to adhere to City policies and standards for street light design and construction.

3.5. Street trees & landscaping: The Owner agrees to adhere to City policies and standards for street trees and landscaping as approved through the PUD.

ARTICLE IV: PUBLIC IMPROVEMENTS

4.1. Installation of public improvements: The Owner further agrees, prior to issuance of any building permits for the Property, to submit plans for approval and construct and install, or otherwise secure the required construction and installation in a manner acceptable to the City, all improvements required by this Agreement or by City Code, including but not limited to sanitary sewer improvements, storm water disposal, water lines, hydrants, monumentation, grading, subbase, paving, curbs, dry utility conduit, street lights, pedestrian/bicycle paths, and sidewalks, unless they exist already and meet all code requirements. The City shall have no

obligation, if any exists, for maintenance of improvements until such time as the City formally accepts the improvements.

4.2. Compliance with conditions of approval: The conditions of approval as contained within the Findings and Order, attached as **Exhibit “B”**, are expressly incorporated into this Agreement as binding provisions of this Agreement. As such, the Owner specifically agrees to fulfill each condition of approval as if each condition was specifically enumerated in this Agreement.

4.3. Any future changes to lot configuration shall be required to meet all Subdivision Standards and follow applicable procedures.

ARTICLE V: FEES

5.1. Consideration: The Owner agrees to provide specific consideration in the amount of Twenty-Seven Thousand One Hundred and Ninety-Two and no/100 Dollars (\$27,192.00) to the City at the times specified in Section 5.3 below. This amount is based on the policy adopted by the City Council by Resolution 24-009 and represents a fee of One Thousand One Hundred Thirty-Three and no/100 Dollars (\$1,133.00) per equivalent residential unit (ERU) in the approved R-12PUD zone totaling Twenty-Four (24) ERUs. The sum provided for by this Agreement is deemed by the parties to be a reasonable fee for City benefits and services to the Owner’s Property, including but not limited to public safety and other services. The Owner will remain responsible for all other costs and fees required by City Code.

5.2. No extension of credit: The parties, after careful consideration of the actual burdens on the City, have agreed to a specific dateline in which those burdens will occur. This section anticipates specific payment at a specific date and is in no manner a loan of services or an extension of credit by the City.

5.3. Payment of annexation fees: On or before the date of the publication of the ordinance annexing the Property into the City, the Owner will pay the required fee in its entirety. The Owner expressly agrees that the City may withhold final plat approval or building permit issuance until such time as the required fees are paid.

5.4. Other fees: Additionally, the Owner shall be responsible for all required fees and charges including but not necessarily limited to water hook-up fee(s), water connection (capitalization) fee(s), sanitary sewer connection (capitalization) fee(s), building permit fees, and any applicable impact fees that may be imposed. Fees referred to in this paragraph, are set forth by Municipal Ordinance and/or resolution and arise independent of this Agreement.

5.5. The Owner’s reimbursement to the City: The Parties further agree that the City has utilized substantial staff time to prepare the Annexation Agreement that will benefit the Owner. The Parties further agree the City shall be reimbursed a reasonable fee for its costs to prepare such agreement. The Parties further agree that such fee shall be in the amount of Eight Hundred Dollars (\$800.00).

ARTICLE VI. MISCELLANEOUS

6.1. Deannexation: The Owner agrees that in the event the Owner fails to comply with the terms of this Agreement, defaults, is otherwise in breach of this Agreement, the City may deannex and terminate utility services without objection from the Owner, or its assigns or successors-in-interest of such portions of the Owner's Property as the City in its sole discretion decides.

6.2. The Owner to hold the City harmless: The Owner further agrees it will indemnify, defend and hold the City harmless from any and all causes of action, claims and damages that arise, may arise, or are alleged, as a result of the Owner's development, operation, maintenance, and use of the Property described in Exhibit "A." The Owner further agrees to pay the City's legal costs, including reasonable attorney fees, in the event this annexation is challenged in a court of law. Payment for the City's legal costs will be remitted within thirty (30) days after receipt of invoice from the City for legal expenses.

6.3. Time is of the essence: Time is of the essence in this Agreement.

6.4. Merger: The representations, warranties, covenants, conditions and agreements of the parties contained in the Agreement shall survive the acceptance of any deeds and/or easements.

6.5. Recordation; Merger; Amendment: The Owner further agrees this Agreement shall be recorded by the City at the Owner's expense. All promises and negotiations of the parties prior to the date hereof merge into this Agreement. The parties agree that this Agreement shall only be amended by a writing signed by both parties. The parties agree that this Agreement shall not be amended by a change in any law. The parties agree this Agreement is not intended to replace any other requirement of City Code.

6.6. Section headings: The section headings of this Agreement are for clarity in reading and not intended to limit or expand the contents of the respective sections to which they pertain.

6.7. Compliance with applicable laws: The Owner agrees to comply with all applicable laws.

6.8. Covenants run with land: The covenants herein contained to be performed by the Owner shall be binding upon the Owner and the Owner's heirs, assigns and successors-in-interest, and shall be deemed to be covenants running with the land.

6.9. Publication of ordinance: The parties agree that until the date of publication of the annexation ordinance, no final annexation of Owner's Property shall occur. Upon proper execution and recordation of this Agreement, the City will, to the extent lawfully permitted, adopt and thereafter publish an ordinance annexing the Owner's Property.

6.10. Promise of cooperation: Should circumstances change, operational difficulties arise, or misunderstandings develop, the parties agree to meet and confer at the request of either party to discuss the issue and proposed solutions. Further, each party agrees not to bring a claim, initiate other legal action, or suspend performance without meeting directly with the other party regarding the subject matter of the disagreement.

IN WITNESS WHEREOF, the City of Coeur d'Alene has caused this Agreement to be executed by its Mayor and City Clerk and its corporate seal affixed hereto, and the Owner has caused the same to be executed the day and year first above written.

CITY OF COEUR D'ALENE

JBR LANDHOLDINGS, LLC

By: _____
Woody McEvers, Mayor

By: _____
JBR Landholdings LLC

By: _____
Roger C Dunteman (Agent)

ATTEST:

Renata McLeod, City Clerk

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 17th day of December, 2024, before me, a Notary Public, personally appeared **Woody McEvers** and **Renata McLeod**, known to me to be the Mayor and City Clerk, respectively, of the City of Coeur d'Alene that executed the foregoing instrument and acknowledged to me that said City of Coeur d'Alene executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for Idaho
Residing at _____
My Commission expires: _____

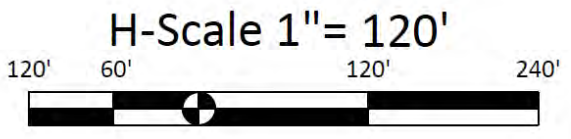
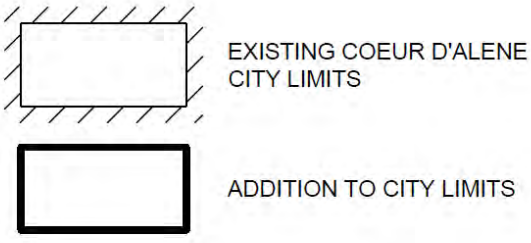
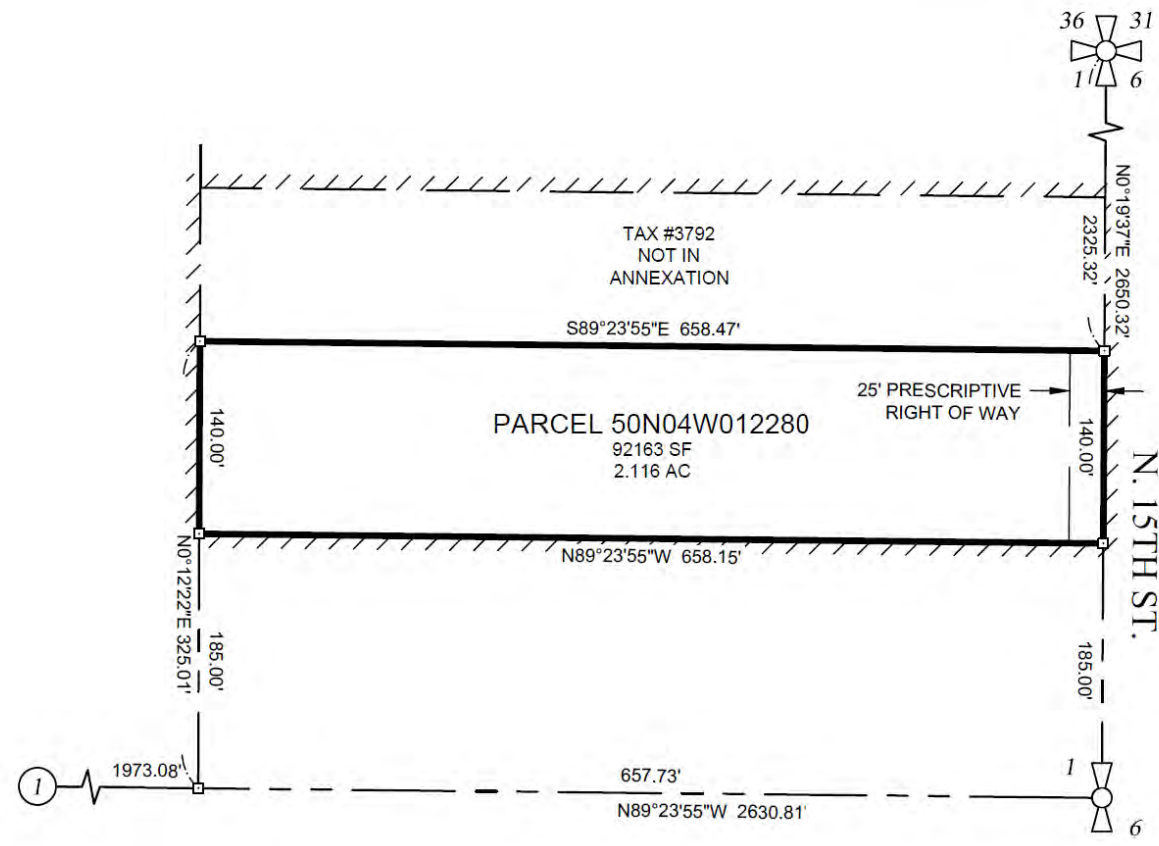
STATE OF IDAHO)
) ss.
County of Kootenai)

On this ___ day of _____, 20___, before me, a Notary Public, personally appeared Roger C. Dunteman, Agent of **JBR Landholdings LLC**, and the person who executed the foregoing instrument on behalf of the company and acknowledged to me that said company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for Idaho
Residing at _____
My Commission expires: _____

Exhibit "A"



ANNEXATION EXHIBIT "B"

SE 1/4, NE 1/4, SECTION 1, TOWNSHIP 50 NORTH, RANGE 4 WEST,
BOISE MERIDIAN, COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

**Johnson
Surveying**

P.O. Box 2544 Post Falls, ID 83877
208-660-2351
johnsonsurveyingnw.com

DATE SURVEYED: 12/18/2023	DRAFTED BY: DTL	PLOT DATE: 04/05/2024	SHEET 1 / 1
FILE NAME: 23-124 ANNEX	CHECKED BY: CJJ	PROJECT No.: 23-124	

Exhibit "B"

**COEUR D'ALENE PLANNING AND ZONING COMMISSION
FINDINGS AND ORDER
A-2-24**

INTRODUCTION

This matter came before the Planning and Zoning Commission on November 12, 2024, to consider A-2-24, a request for zoning prior to annexation of 2.12 acres from County Ag Suburban to City Residential R-12 (residential at 12 units/acre).

APPLICANT: Connie Krueger
OWNER: JBR Landholdings
LOCATION: 3415 N 15th St, Coeur d'Alene, ID 83815

A. FINDINGS OF FACT:

The Planning & Zoning Commission finds that the following facts, A1 through A9 have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.

A1. All public hearing notice requirements have been met for item A-2-24.

- Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on October 26, 2024, eighteen days prior to the hearing.
- Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on October 29, 2024, fifteen days prior to the hearing.
- Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Sixty-nine (69) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on October 24, 2024.
- Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on October 24, 2024.
- Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on October 24, 2024.

- A2.** The subject site is located in an unincorporated area of Kootenai County, with the total area of the subject property measuring 2.12 acres, and is currently zoned AG-Suburban.
- A3.** The subject property is currently developed as a large lot single family home. If approved, the project would include four (4) six-plexes on four (4) lots and two (2) tracts, one as open space and the other a private street.
- A4.** The Comprehensive Plan Future Land Use Map designation is the Mixed Use-Low. Mixed-Use Low places are highly walkable areas typically up to four-stories. Development types are primarily mixed-use buildings, with retail, restaurants on corners or along the entire ground floor frontage, but could also include townhomes and multifamily housing. Floors above are residential, office, or a combination of those uses. Multifamily residential development provides additional housing options adjacent to mixed-use buildings. This place type is typically developed along a street grid that has excellent pedestrian and bike facilities, with mid-block crossings, as needed, to provide pedestrian access.
- A5.** Staff identified Comprehensive Plan goals and objectives for particular consideration by the Planning and Zoning Commission in the staff report. The Commission reviewed staff's list and the full list of Comprehensive Plan goals and objectives in the attached worksheet and found the following Comprehensive Plan goals and objectives supported the request.

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 1.1

Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.

Objective GD 1.4

Increase pedestrian walkability and access within commercial development.

- A6.** The Comprehensive Plan is a guide for annexations and land use decisions, and the Future Land Use Map in conjunction with the Goals and Policies shall be used by the Planning and Zoning Commission to make a recommendation on zoning in conjunction with annexation.
- A7.** The property is flat and a multitude of residential housing types are located within the vicinity of the subject site. The natural features of the site are consistent with the natural features of the surrounding properties.
- A8.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A9.** The subject property is bordered by 15th Street to the east which is a major collector street but is being reclassified as a minor arterial through the Kootenai Metropolitan Planning Organization (KMPO). Using the Land Use Code 231 – Low-Rise Residential Condominium/Townhouse from the ITE Trip Generation Manual, traffic from the four proposed residential lots is estimated to generate approximately 16 trips in the AM peak hour and 19 trips in the PM peak hour. 2018 traffic counts indicate 15th Street experiences an average of 770 PM peak hour trips.

B. CONCLUSIONS OF LAW:

Based on the foregoing Findings of Fact, the Planning Commission makes the following Conclusions of Law.

- B1. That this proposal **is** in conformance with the Comprehensive Plan policies.
- B2. That public facilities and utilities **are** available and adequate for the proposed use.
- B3. That the physical characteristics of the site **do** make it suitable for the request at this time.
- B4. That the proposal **would not** adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, **and** existing land uses.

C. DECISION

The Planning and Zoning Commission, pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the requested zoning **does** comply with the required evaluation criteria and recommends that the City Council **adopt the R-12 zoning with the following conditions to be included in an Annexation Agreement** if Council approves the annexation:

Engineering:

- 1. Approximately 10 feet of right-of-way along 15th Street shall be deeded to the City to create the required 40-foot half-width.
- 2. The on-site sidewalk shall be concrete rather than asphalt as it will be poorly defined across the frontages of the garages and is likely to be blocked by parked cars. Additionally, the proposed asphalt surface is more susceptible than concrete to rutting, heaving, and other distortions resulting in accessibility issues.

Fire:

- 3. Must meet fire flow requirements of 2018 IFC and fire hydrants spacing requirements.
- 4. FD access minimum 20'. Minimum at fire hydrant locations is 26'.
- 5. Proposed turn around appears to meet fire code requirements.
- 6. All other Fire policies will be met at time of building permit.

Planning:

- 7. The creation of a homeowner's association (HOA) will be required to ensure the perpetual maintenance of the open space, all other common areas, the private street, stormwater maintenance, and snow removal.
- 8. The open space must be completed, or bonded for (150%), prior to recordation of the plat. The open space areas shall be consistent with this approval and include the same or better amenities and features. If bonded for, the open space must be completed prior to the first certificate of occupancy.
- 9. The applicant's requests for subdivision, PUD, and annexation run concurrently. The subdivision and PUD designs are reliant upon one another. If the PUD is approved and in the future subject to expiration due to non-performance, the city may de-annex the subject property.

10. An access/utility easement over the private road will be required to allow for automobile circulation for all residents of the future vehicular connection on the north stub. In turn, staff will request the same treatment on the property to the north if developed similarly, with the goal of creating a looped system.

Wastewater:

11. Sewer Policy #719 requires a 20' wide "All-Weather" surface permitting unobstructed O&M access in a utility easement (30' if shared with Public Water) to be dedicated to the city for all city sewers.
12. An unobstructed City approved "all-weather" access shall be required over all city sewers.
13. This PUD shall be required to comply with Sewer Policy #716 requires all legally recognized parcels within the City to be assigned with a single (1) city sewer connection. "One Lot, One Lateral".
14. City sewer shall be run to and through this project and installed to all city specifications and standards.
15. Idaho Code §39-118 requires IDEQ or QLPE to review and approve public infrastructure plans prior to construction.
16. WW would ask that sewer lateral for Lot #4 be installed into dead-end manhole.
17. Cap any unused sewer laterals at the city main(In 15th St.)

Water:

18. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional service will have cap fees due at building permit.
19. Any unused water services currently serving this property must be abandoned.

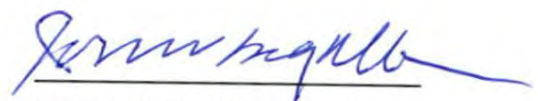
Motion by commissioner McCracken, seconded by commissioner Coppess, to adopt the foregoing Findings and Order and recommend adoption of the R-12 zoning with conditions in conjunction with the requested annexation.

ROLL CALL:

COMMISSION MEMBER INGALLS	Voted Aye
COMMISSION MEMBER LUTTROPP	Voted Aye
COMMISSION MEMBER WARD	Voted Aye
COMMISSION MEMBER FLEMING	Voted Aye
COMMISSION MEMBER MCCRACKEN	Voted Aye
COMMISSION MEMBER COPPESS	Voted Aye

Chairman Messina was absent.

Motion to recommend with conditions carried by a 6 to 0 vote.



VICE CHAIR JON INGALLS

Dated: November 15, 2024