

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

APRIL 8, 2025

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

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

5:30 P.M. CALL TO ORDER:

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

PLEDGE:

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

March 11, 2025 – Planning & Zoning Commission Meeting

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSION COMMENTS:

PUBLIC HEARING: ***ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM.

1. Applicant: Melrose Properties, LLC
 Location: 417, 421, and 503 W. Emma Ave
 Request: A proposed zone change from a R-12 to C-17L on three (3) parcels measuring a total of 0.957 acres. QUASI-JUDICIAL, (ZC-3-25)

Presented by: Sean Holm, Senior Planner

ADJOURNMENT/CONTINUATION:

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

**The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Traci Clark at (208)769-2240 at least 72 hours in advance of the meeting date and time.*

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

This Page Intentionally Left Blank



MINUTES

This Page Intentionally Left Blank

**PLANNING & ZONING COMMISSION
MINUTES
LOWER LEVEL – LIBRARY COMMUNITY ROOM
702 E. FRONT AVENUE
March 11, 2025**

COMMISSIONERS PRESENT:

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

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Sean Holm, Senior Planner
Traci Clark, Administrative Assistant
Randy Adams, City Attorney
Mike Anderson, Wastewater Director
Chris Bosley, City Engineer

Commissioners Absent:

Peter Luttrupp
Phil Ward

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion by Commissioner Fleming, seconded by Commissioner McCracken, to approve the minutes of the Planning & Zoning Commission meeting on February 11, 2025 minutes. Motion carried.

PUBLIC COMMENTS:

None

STAFF COMMENTS:

Hilary Patterson, Community Planning Director, provided the following comments:

- There will be a Joint Workshop with the Planning & Zoning Commission and the Historic Preservation Commission on March 26 from 11:00 to 12:00 at City Hall.
- At the April 8 Planning & Zoning Commission meeting, there will be one public hearing for a zone change request.

COMMISSION COMMENTS:

None.

PUBLIC HEARING: *ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM.**

1. Applicant: Connie Krueger, AICP, Stonehenge Development and Government
 Location: Southeast of the intersection of N Huetter Rd W Hanley Ave
 Request: A proposed zone change from R-17 to C-17 on 14.095 acres within the northwest area on Lot 1, Block 1 of Full Circle Tracts, and a proposed zone change from R-3 to C-17L on 0.824 acres to reflect the location of a future city well, and zone change the previously planned city well location on 0.517 acres from C-17L to R-3. The request also includes minor amendments to clarify certain terms of the Coeur Terre Annexation and Development Agreement to allow for specific land use activities and product types by zone and to allow staff determinations of future allowed land uses/project types by zone, and to address the timing of sewer infrastructure installation. All other provisions of the agreement will remain intact. QUASI-JUDICIAL (ZC-2-25)

Mr. Holm, Senior Planner, provided the following statements:

The applicant, represented by Mellisa Wells of Kootenai County Land Company, LLC, requests approval of:

1. Zone changes for three areas within the Coeur Terre development (see map for location specificity).
 - Rezone 14.095 acres from R-17 to C-17 to allow for commercial and residential mixed-use development in the northwest portion of Coeur Terre.
 - Rezone 0.824 acres from R-3 to C-17L to accommodate a newly designated city well site.
 - Rezone 0.517 acres from C-17L to R-3 to reflect the removal of a previously planned well site.
2. Two amendments to the Annexation and Development Agreement.
 - Provide greater flexibility in allowable land use types for the project.
 - Adjust sewer infrastructure connection timing.

There are four (4) findings that must be met for the re-zoning, Findings B#1-B#4.

Findings B#1: That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.

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

Commissioner Coppess asked exactly what the Place Type means.

Mr. Holm explained this may come up that their request doesn't match what those underlying Place Types are for C-17. When this was initially annexed into the city that topic came up both at the Planning Commission and City Council, and staff said that the Comprehensive Plan and the Place Types are guidance. It's not an ordinance.

Compact Neighborhood

Compact Neighborhood places are medium density residential areas located primarily in older locations of Coeur d'Alene where there is an established street grid with bicycle and pedestrian facilities. Development is typically single-family homes, duplexes, triplexes, four-plexes, townhomes, green courts, and auto-courts. Supporting uses typically include neighborhood parks, recreation facilities, and parking areas.

Mr. Holm noted the compatible zoning districts for the Compact Neighborhood Place Type include: R-12 and R-17; MH-8; NC and CC.

He listed the Comprehensive Plan Policy Framework and applicable 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 small-town feel.

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 workforce housing.

Health & Safety

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.

Jobs & Economy

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

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

Findings B#2: That the public facilities and utilities (are) (are not) available and adequate for the proposed use.

Mr. Holm said that city staff from Stormwater, Streets & Engineering, Water, Fire, and the Wastewater Departments have reviewed the application request in regard to public utilities and public facilities. Each department has indicated that there are adequate public facilities and public utilities available to serve the proposed zone change request, subject to the developer providing the required improvements per the development agreement.

Findings B#3: That the physical characteristics of the site (make) (do not make) it suitable for the request at this time.

Mr. Holm said the subject property is almost flat based on overall size. There are two areas on the south end that have grade changes. An existing water tower is sited in the northeast corner, two street extensions have been installed, otherwise the annexed parcels are vacant.

Findings B#4: That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

Mr. Holm noted the comments from the City Engineer. The proposed zone changes themselves would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. Without knowing exactly what the applicant intends to construct within the proposed C-17 zoned property, no reliable traffic generation estimates can be made. However, it may be predicted that the zone change will result in some increase in traffic. The zone changes for the City Well site will have no impact to traffic.

Mr. Holm provided an overview of the neighborhood character. This area of Coeur d'Alene has a mix of development and uses that have spanned many decades. Due to the subject property size, it is adjacent to a number of established single-family neighborhoods to the south and east, the industrial park northeast, newer neighborhoods to the north, and farmland/larger tract single family homes to the west. The existing neighborhoods were designed with streets that were intended to connect to future development on the subject property. Two large parcel homes on the east side of Huetter Rd. remain in Kootenai County, bordered on three sides of city limits and remain in Coeur d'Alene's Area of Impact (AI). Properties on the west side of Huetter Rd. are currently in Kootenai County but within Post Falls Area of Impact (AI).

Mr. Holm described the proposed C-17 zoning district and shared the list of permitted uses.

Mr. Holm noted the action alternatives this evening. The Planning and Zoning Commission must consider the request for a recommendation to the City Council on the following zone change requests:

1. Rezone **14.095** acres from R-17 to C-17 – To allow for commercial and residential mixed-use development in the northwest portion of Coeur Terre.
2. Rezone **0.824** acres from R-3 to C-17L – To accommodate a newly designated city well site.
3. Rezone **0.517** acres from C-17L to R-3 – To reflect the removal of a previously planned well site.

Mr. Holm stated there are two parts associated with the requested annexation and development agreement amendments.

1. **Land Use/Building Form Determination:** Allow approval of land uses consistent with the zoning districts and Place Types of the Comprehensive Plan as listed in Exhibit "E" according to the Amendment Development Agreement, provided for flexibility in the product type and allowed uses in Coeur Terre.
2. **Sewer Infrastructure Timing:** Align required wastewater improvements with actual demand as determined by the city's utility department rather than adhering to a fixed schedule.

Mr. Holm stated that there has been some misunderstanding by the community. He has heard from some community members that were thinking, if approved, that the applicant was asking for staff to have the ability to grant zone changes for the Subdivisions, PUD's, Special use permits into the future without going through the public hearing process. That is not the case. Staff does not have that ability. We just cannot do that legally. He wanted to clear the air and make it known right now that any of those future types of requests are required to come through the public hearing process.

Commissioner McCracken asked to look at the conceptual plan. She stated the project has not been platted except the short plat. Is that correct?

Mr. Holm replied, that is correct.

Commissioner McCracken commented this plan has been brought forward as a conceptual plan. In the event that these will be platted, the bottom portion would have to come to the Planning and Zoning Commission as a public hearing for an approval etc. That process will exist. This will be a process over 20 plus years. It takes time and money to develop this piece of land. Her concern for example in the top corner of the property is a short plat. The intention of a Planned Unit Development (PUD) is to have planned development that flows together to have the benefits like amenities with parks and trails. The short plat is based on the conceptual design, but it didn't follow the public hearing process. She thinks that is the concern of the residents. She understands the school being sold off from the lot. But she thinks it's a good idea to restrict further short plats, or to require a public hearing process, to protect the public's interest in the process.

Mr. Holm replied that the plat would have to be approved by P&Z. The PUD would be up to the applicant whether or not they ask for something specific. A plat does not have to specifically come with a PUD. They would only do a PUD if they are trying to change the definitional requirement such as height, setbacks, street widths, parking, etc. The PUD does not change the density. Let's say they have an R-8 zone and they create lots that are 11,000 square feet and they're going to be single family in everyone's mind, but that underlying zone allows a duplex. Let's say they make 11,000 square foot single-family lots, but then decide to put duplexes in there instead. If what's approved tonight would allow that to happen because it met that underlying zoning.

Commissioner McCracken stated but that would be decided plat by plat as the lots are created, correct? She just wanted to show those decisions were going to be made by the plat and the lot will be zoned as long as they are meeting the zoning requirements.

Mr. Holm replied that is correct.

Commissioner Ingalls stated Mr. Buley wrote a story in the press. We read in the paper that someone in the story said that someone is giving a blank check and there won't be future public hearings. He said Commissioner McCracken touched on that very well that as each future parcel comes before us for subdivision. It will come here to the P&Z for a public hearing and public input, for platting or a PUD. He noted that the applicant made a revealing comment in the original hearing when they said "This request is for annexation and zoning designations only." The applicant has provided preliminary conceptual design information that is not binding at this time. His sense is that this was presented to us as a concept for a 20-30 year vision. We saw that for Coeur d'Alene Place which was bigger than this. That was first presented back in 1995 we had this and what it could look like, now fast forward to the last pieces of Coeur d'Alene Place. The whole thing looks a little different. Exhibit E for the Coeur Terre request, if approved, still locks in the character. It locks in the zoning. It locks in the road networking. It locks in the zoning and it lays out the neighborhood and civic use location such parks and school, everything else. It's correct that we would still lock in the zoning we would still lock in the transportation, the access points, locations of the parks and all that are still locked in, correct?

Mr. Holms replied, yes. The underlined requirements for the north-south trails, the school sites, the major roads running north and south, these will all remain the same. Coeur d'Alene Place came through as a PUD. There was another level of control there where a PUD does require a master conceptual plan like there was here. The applicant is asking to be relieved of little bit of flexibility of the conceptual plan and rely on zoning. The zones would allow more flexibility in the use.

Commissioner Ingalls asked Mr. Holm to clarify that the commission is going to see each of the colored blocks for a public hearing.

Mr. Holms replied, that is correct.

Commissioner Fleming asked for assurance that the commitment not to exceed the fixed number of units

will be audited and maintained throughout that process.

Mr. Holms replied yes, it's capped at 2,800.

Commissioner McCracken commented that she would not disagree with a little bit of flexibility as long as it follows the normal process. She does not think it would be unreasonable to ask for an additional item on the Development Agreement to not allow short platting. That entirely bypasses the process.

Mr. Holms replied if a commissioner makes that motion in the findings, he will bring that forward to the City Council.

Mr. Holms continued with his presentation and said he wanted to read into the record the following information:

"NOTE: All remaining Key Components of the Development Agreement (pages 4-5) shall remain in full force and effect as stipulated in the agreement. This includes but is not limited to: density, trail systems, parks, future school site(s), affordable housing element, traffic studies, concurrency analysis, etc. All development within the project shall continue to meet all applicable local, state, and federal laws and regulations."

Mr. Holm noted the additional Proposed Wastewater Language:

3.2.1.6 Authorized Scheduling Modifications: Notwithstanding any other provision or requirement hereunder, with respect to the timing of sewer infrastructure improvements required of Owners, the City Wastewater Department, in its sole discretion, may delay the timing of said required improvements and any such approved delay shall not affect or negate Owners' right to the issuance of any approval hereunder provided all other requirements of the Agreement are otherwise satisfied.

He shared the comment from the Wastewater Superintendent:

When the original agreement conditions were established, the Wastewater Department incorporated language that, at the time, appeared to best protect our infrastructure. However, as the development has progressed, it has become clear that modifications are necessary. The requested changes to the timing and scope of wastewater infrastructure upgrades are critical to ensuring the best outcomes for both the developer and the Wastewater Department.

Mr. Holm noted the action alternatives this evening. The Planning and Zoning Commission must consider the request and make findings to recommend that the City Council adopt the zone changes and amend the Coeur Terre Development agreement.

1. Rezone 14.095 acres from R-17 to C-17 – To allow for commercial and residential mixed-use development in the northwest portion of Coeur Terre.
2. Rezone 0.824 acres from R-3 to C-17 – To accommodate a newly designated city well site.
3. Rezone 0.517 acres from C-17L to R-3 – To reflect the removal of a previously planned well site.

Mr. Holm concluded with his presentation.

Commissioner Ingalls asked about the 2,800 cap and asked for assurance that it will not change regardless of what we do tonight. He noted that it does state the cap is based "in part" on wastewater capacity issues, which tends to suggest that there are other reasons for the cap. What are the other considerations?

Mr. Holm replied that an additional consideration in the cap was the cost of the annexation and development. The applicant suggest that specific number rather than staff.

Commissioner Ingalls stated his sense is that the negotiator sweetened the annexation request by providing assurance that they would cap development at 2,800 even if they could build more. Wastewater is an issue. If the pipe or the plant does get big enough to accommodate more, that was just a deal to make the neighborhood content.

Mr. Holm replied he cannot speak for the applicant.

Commissioner Ingalls asked in respect to the well changes s is driven because the first well failed. Have we done a test to see if this new site has worked?

Mr. Holm replied, that it is his understanding that the second well site he has produced enough water.

Commissioner Ingalls asked about the sewer language in the development agreement amendment. Was that change made at the City's request?

Mike Anderson, Wastewater Superintendent, stated that the wastewater in the northern part of the property is going to flow to an existing pump station to the north. We were unsure of the capacity of the lift station at the time. We wanted to make sure before they started to build that upgrade that the lift station would be able to handle the flow. As we developed to the north end of Hanley, we realized we have a lot more capacity on the lift station. It just would not work. We are working with the developer now and the timing so it will not be detrimental to us, is to do later when we actually need it.

Commissioner Coppess asked if the residents who live out there would have any interruption of service when they connect to the lift station.

Mr. Anderson replied no. The developer will have to do some bypass pumping. There will be a time when the lift station is down, but we will have some bypass pumping in place. The residents will not notice anything taking place. The timing will be done with the developers and the engineers. We are hopeful the pumps will not need to be upgraded.

Commissioner Coppess asked City Engineer Chris Bosley about the traffic flow and asked him how that will be impacted and the drainage/storm water.

Mr. Bosley replied storm water management in this part of town is done through grassy swales and vegetated swales. There are good draining soils. It will not be piped to the lake or the river. The roads are going to be based on each phase of the development. We will have our city standards they will have to adhere to. The developer will have to perform a traffic study at each phase of development and look at what mitigation what be necessary because of the increase in traffic. This will be awhile before we make connections down into the existing subdivisions.

Commissioner McCracken asked when does it trigger street lights for traffic?

Mr. Bosley replied that will be determined when the developer has the traffic studies performed each time they come forward with an application. Traffic is increasing in that area overall.

Public testimony open:

Melissa Wells introduced herself and was sworn in. She stated she is the President of the Kootenai County Land Company. She also introduced the civil engineer, Gabe Gallinger. In March of 2023 we annexed this piece of property, which is a little over 438 acres, into the city. We also entered into a development agreement which was the first of its kind in the City of Coeur d'Alene. This agreement outlines additional requirements and conditions above and beyond what's already in the standard zoning

regulations. Importantly we want to remind everyone this development agreement is tied to the land itself. It runs with the land meaning that all of the conditions and the agreement remain place regardless of who owns the property, whether it's now or in the future. We also wanted to remind everyone that one of our key components of our annexation and development agreement is that we did agree to a maximum density limit of 2,800. units across this entire site. Whether the development includes single family homes, multi-family homes, for sale or rent, the cap remains the same. Let's fast forward. Two years have gone by and why are we here today? Why are we requesting this amendment? We wanted to give you an example of what we recently have done. We requested a pre-application with city staff to discuss our first project. We want to do a PUD application. All of the product types aligned with the zones that have been approved from our zoning & annexation development, but staff was a little bit concerned because there's language in the development agreement that said general consistency with the concept exhibit. Again, in our proposal all the product types were allowed but the exact placement didn't exactly match the concept. We think the best path would be to amend the development agreement. We would like to better align the allowed uses with the zoning regulations. One of the product types that we were going to propose was an apartment building that would be a just a little bit south of the school site. Apartment buildings are permitted within the R-17 zone in this case. On our plan it was in a different location. But without this type of an amendment, we would not be able to submit our application This amendment would allow us to submit the application. Mr. Holm mentioned just for the product types that are allowed per code in each zone. This way, rather than attempting to predict the exact placement of each product within a zone, we get the flexibility to make those changes down the road.

Chairman Messina asked about Exhibit E. For example, you can't see it on this, but we have that handout called the Amended Exhibit E, which shows the zoning that I'm talking about the top left corner. It's zoned R-17 and you will have multi-family, townhouses, single family, row and cluster homes. If you wanted to move cluster housing to multi-family area, would they have to come back in order to do that, or are we giving them some flexibility in the in the development agreement?

Ms. Wells replied yes, we would have to come back to P&Z and go through the public hearing process.

Commissioner Ingalls commented that maybe in hindsight you should not have put that much detail out there in the original plan for the public to see. He recalls though this was just a vision and a concept and this was not going to be exactly how it was going to be done over the next 30 years. The things that do matter are the key street connections, civic uses, trails, etc. None of the zoning has changed. Within each of the boxes it's going to come forward as a PUD and or a Subdivision, correct?

Ms. Wells replied, that is correct. We made no changes to the commitment to provide over 4 miles of trails and almost 18 acres of public parks. Every application has to have a traffic study and public hearing. The requested exhibit clarifications and wastewater changes allow for realistic and timely implementation of the Coeur Terre Annexation and Development Agreement throughout its duration without modifying the framework concepts of the master planned development. She stated yes, the proposed changes will facilitate the timely and predictable introduction of allowed product types within the Coeur Terre community. This amendment also benefits the broader Coeur d'Alene community, where certain land uses and product types may be more challenging to accommodate as infill development. Yes, the proposal maintains the requirements for the installation timing and funding of sewer infrastructure, while ensuring the process is guided by actual demand, as identified by the city's wastewater department.

Ms. Wells said she will now present the zone change request. Commercial use is very important and plays a vital role in a city's growth. They attract business and create jobs. They also agreed to donate a site to the City for the city well. We now need to update the zone change because of the original well failing and having to be moved to the new site. We are meeting the goals of the Comprehensive Plan. The C-17 zoning district is designed to support a mix of residential, civic, and service-oriented activities, fostering economic growth and a business-friendly environment. This proposed district complements the planned northern area of Coeur Terre and the adjacent community, which includes schools, assisted living facilities, and diverse housing options. The Coeur Terre Master Plan promotes a wide range of land uses and housing types aligned with the City's Middle Housing initiative an effort to integrate infill

development in various parts of the city. The mixed-use nature of the C-17 zoning district supports this goal by incorporating employment centers, businesses, public transportation, parks, open spaces, and walking/biking trails. Strategically placing the C-17 Zone District at the intersection of Hanley and Huetter roads aligns with City planning principles, as this zoning type is encouraged along arterial roads. The inclusion of sales and service businesses within this district will enhance the local identity by complementing the surrounding residential areas. Additionally, Coeur Terre features an interconnected system of schools, trails, open spaces and parks, which support education, recreation, and community programs, enriching the quality of life for residents. The Comprehensive Plan compatibility highlights C-17L Zone: The C-17L Zone is designated for essential community services, including the development of a community well. A well is a critical facility that must be placed in a location with access to a sufficient supply of high-quality groundwater. Other considerations for placement include topography, existing infrastructure, and economic feasibility for the utility. The positioning of the C-17L Zone District within Coeur Terre aligns with the city's selected well location.

Ms. Wells provided a summary of their request:

1. We are requesting a recommendation of approval of our Development Agreement amendment, which:
 - Enables the submission of development applications for any product type that is permitted within the designated zone.
 - Allows flexibility for the wastewater department, to support their timing and scope needs for future infrastructure improvements.
2. We are requesting a recommendation of approval for our requested zone changes, which:
 - Replaces 14 acres of R-17 land with C-17 land, allowing for mixed-use and commercial buildings.
 - Allows for a site re-location of the City's well, due to the original site's unsuitability.

Ms. Wells concluded her presentation.

Joe Long introduced himself and was sworn in. He asked about the well site and if it included a tower with a Gen 5 cell tower. This is 50 feet behind his home where they dug the test well.

Mr. Holm replied this is just a well site and not a water tower site.

Mr. Long also asked about the traffic. They have opened up Poleline and all the way through and to Hanley, the amount of traffic that comes down Atlas is incredible. Everyone from Post Falls is taking a short cut into Coeur d'Alene. He hasn't heard any comments about traffic. If it's bad now, what will it be like in a couple of years?

Chairman Messina replied there will be traffic studies done as the development starts. This is the nature of traffic. The City of Post Falls and the City of Coeur d'Alene will have to look at that in the future.

Tom Berube introduced himself and was sworn in. He stated that he lives off of Arrowhead. He is very disheartened about the traffic comments, that traffic impacts will be looked at later on down the road. That is not how you plan a city. Two years ago, the traffic study showed 16,000 car trips a day coming off the development. We need a plan now. The bulk of it will come through our neighborhoods heading to Atlas between 7 am and 9 am and 3 pm and 6 pm. This is a lot of extra traffic. We do need a traffic study. To kick it down the road is not a plan.

Commissioner Coppess asked Ms. Patterson to explain what the city does to tackle traffic. It would be helpful if you could give us and the public a basic understanding.

Ms. Patterson suggested to have Mr. Bosley answer that question along with the applicant team.

Mr. Bosley replied, we do have a project for improvements to Atlas Road. The City was awarded funding through the State for that project. The design is supposed to begin in 2027. The State has to release those funds first. Atlas will be widened from Seltice to Hanley to 3 lanes. It will get the left turns out of the way. The other point is IDT is undergoing the Planning and Environmental Linkages (PEL) Study. They have broadened Heutter Bypass concept to look at the entire region, get the public's opinion on where the connections are needed, where they are seeing the most congestion, and looking at all the different options out there. Heutter Bypass is still one of the options out there, but there are others that they are looking at because Heutter would only address north-south traffic and not east-west traffic. This should be wrapping up in the next year or so. At this time Heutter is controlled by the Post Falls Highway District.

Will Cushman introduced himself and was sworn in. He stated that since the completion of the Poleline Hanley intersection was completed, the east side of Hanley and Atlas towards the school has started to deteriorate and is falling apart. What is the city's plan on taking care of that? There are times you cannot get out onto Atlas from any of the side streets. This is concerning to the homeowners that live here now. We did not anticipate 30,000 more cars driving down the road because they opened one section of the road. The roads are falling apart. Atlas to the bridge down to Seltice, this is falling apart and is full of pot holes. The roundabouts are failing. He disagrees with the project because they do not want to match with the other neighborhoods that are existing and why not?

Chairman Messina suggested getting in touch with the City's Streets Department to take a look at the streets.

Howard Burns introduced himself and was sworn in. He stated the Huetter Bypass is a major road and to ignore that as you are talking about this project and putting C-17 on the corner is to ignore an elephant in the room, just as is ignoring the fact that our applicant owns the adjacent 600 acres and is not showing you what they plan on doing over there, because it all works as a whole. It doesn't work alone. Talking about it in this image, she pointed to the C-17 corner and said oh look It's an urban neighborhood. Well, across the street she didn't show are lots on five acres. So, it's not an urban Interchange there. There's homes on five acre lots on the other side of Huetter. We can't ignore Post Falls and everything else that's going around. Secondly, the 2800 units was on the master plan. Now they've taken 10 acres out for the church site that was R-17 with no diminution in number of units. Now we're going to want to change and add C-17 to the corner. They don't have to put any residential there. They can say we're going to build a shopping mall on the corner of Hanley and Poleline and we're going to still have 2,800 units because we've now shifted down into the density into the rest of it all. The density doesn't change if they don't use the property for residential. Putting the Huetter bypass in and having a C-17 on the corner of Poleline and Hanley is a recipe for disaster. No commercial should be there on that corner. Just let the traffic flow through it; get people out of there. Leave the C-17 where it is and don't add anymore. You haven't discussed the fact of the schools; we just had a change in Idaho, a major change in what's going to happen with the schools. When they passed the school choice act and said you can get \$5,000, he guarantees the public school education enrollments are going to drop. This Coeur d'Alene school district is not going to grow in any shape or fashion than they did in the past unless something changes to the educational process. What happens if the school district decides we have that 20 acre piece you gave us but we don't need that 10 acre parcel. Does the 2,800 homes still hold? What happens if the 10 acres don't get sold to the school district? That's not right. How do you count the dwelling units because in C-17 you have hotels and all these other things? Okay, somebody doesn't live their full time, but somebody lives there almost every night if they are hotel rooms or senior assisted living? Are those counted as dwelling units? What actually counts as a dwelling unit? You need Huetter and you need to communicate with Post Falls so it doesn't happen in the vacuum. The only thing that you had approved here tonight is the wastewater because it makes sense and the two well sites. Nothing else should be changed.

Applicant Rebuttal:

Ms. Wells replied that every application that is submitted will have a traffic study. The 2,800 units will stay as the maximum number.

Mr. Gabe Gallinger, representing Kootenai Land Company, LLC, stated he has gone to a couple of the meetings on the Rathdrum Prairie PEL study that the State has done with the consultants. They have identified 13 alternatives at this point, and then they will recommend 4 to 6 later this Spring for Heutter. The three alternatives for the list are expanding the lanes and adding turn lanes without an interchange, make it a four lane arterial that has a new interchange on I-90, and then the original Heutter Bypass is still an alternative as well, where it would be a highway speedway that would be depressed like 26 feet. One of those will be the recommendation in the coming months.

Chairman Messina asked about a timeline of when this project will start.

Mr. Gallinger stated he thinks maybe the Spring of 2027 they will start moving dirt.

Public testimony closed:

Commission Discussion:

Commissioner Ingalls stated with the respect to the development agreement amendments related to the land use and the place types and the timing of the sewer in fracture, his sense is that they are reasonable and necessary. He goes back to the original meeting that we saw that very detailed slide and it was never in his mind that we would never expect every box to be exactly like that drawing for a project phased for the next 30 years. That was a concept vision. We are very protected with the amended Development Agreement that nails down the adjacencies where the civic uses are, zoning and the pieces will come back here for a public hearing. The well site is a no brainer. His opinion is that there will be a commercial piece to the south 20 years from now, maybe. He has lived in Coeur d'Alene place for 25 years. It's a great place, but one of the things that is lacking is some commercial opportunities. We had C-17 in there and it turned into condos. This will make it a better neighborhood. He is supportive of the zone change and the Development Agreement change.

Commissioner Fleming stated she did not want Post Falls to have this piece of property. She wanted to make sure that our city would be able to put our stamp on it and make sure that the adjacencies were not harmed to the best of our ability. She did not want to lose control of a very large parcel that could be beneficial to our workforce. We lost all of workforce housing, basically, at Atlas when she was not watching and all of the retail. She thinks she has better control of this development and we can see how it develops. Thirty years is long time. Hanley will need to become a 4 or 5 lane road; it will need to happen along with Poleline. This will grow before and while this develops. She would like the retail in these developments that you can walk and bike to, to not have to get in your car.

Commissioner McCracken stated she agrees with the other Commissioners and she would like to add an amendment to the Development Agreement to disallow short plats. She thinks this does protect the public in bringing all of the platting back through the public hearing process.

Commissioner Coppess stated he would like to thank staff for putting together this effort on the item.

Motion by Commissioner Ingalls, seconded by Commissioner Fleming, to recommend that City Council adopt the zone change requests (ZC-2-25). Motion carried.

ROLL CALL:

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

Motion to approve carried by a 5 to 0 vote.

Commissioners Ward and Luttrupp were both absent.

Motion by Commissioner McCracken, seconded by Commissioner Fleming, to recommend that City Council adopt the Amendment to Coeur Terre Development Agreement (ZC-2-25). Motion carried

ROLL CALL:

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

Motion to approve carried by a 5 to 0 vote.


Commissioners Ward and Luttrupp were both absent.

ADJOURNMENT:

Motion by Commissioner Coppess, seconded by Commissioner Fleming, to adjourn. Motion carried.


The meeting was adjourned at 7:47 p.m.

Prepared by Traci Clark, Administrative Assistant



PUBLIC HEARING

This Page Intentionally Left Blank

A decorative border composed of a repeating pattern of light purple and medium purple diamonds, arranged in a rectangular frame around the central text.

STAFF REPORT

This Page Intentionally Left Blank

**PLANNING COMMISSION
STAFF REPORT**

FROM: SEAN E. HOLM, SENIOR PLANNER

DATE: APRIL 8, 2025

SUBJECT: ZC-3-25 ZONE CHANGE REQUEST FROM R-12 TO C-17L ON THREE (3) PARCELS MEASURING A TOTAL OF 0.957 ACRES

LOCATION: NORTH OF W. EMMA AVENUE BETWEEN US-95 AND N. A STREET, COMMONLY KNOWN AS 417, 421, AND 503 W. EMMA AVENUE

APPLICANT/OWNER:
Melrose Properties, LLC
dba Parkwood Business Properties
2100 Northwest Boulevard, Suite 350
Coeur d'Alene, ID 83814

DECISION POINT:
Should the Planning Commission recommend to the City Council to adopt or not to adopt the requested zone change from R-12 to C-17L for property owned by Melrose Properties, LLC?

AERIAL PHOTO (AREA CONTEXT):



AERIAL PHOTO (SITE CONTEXT):

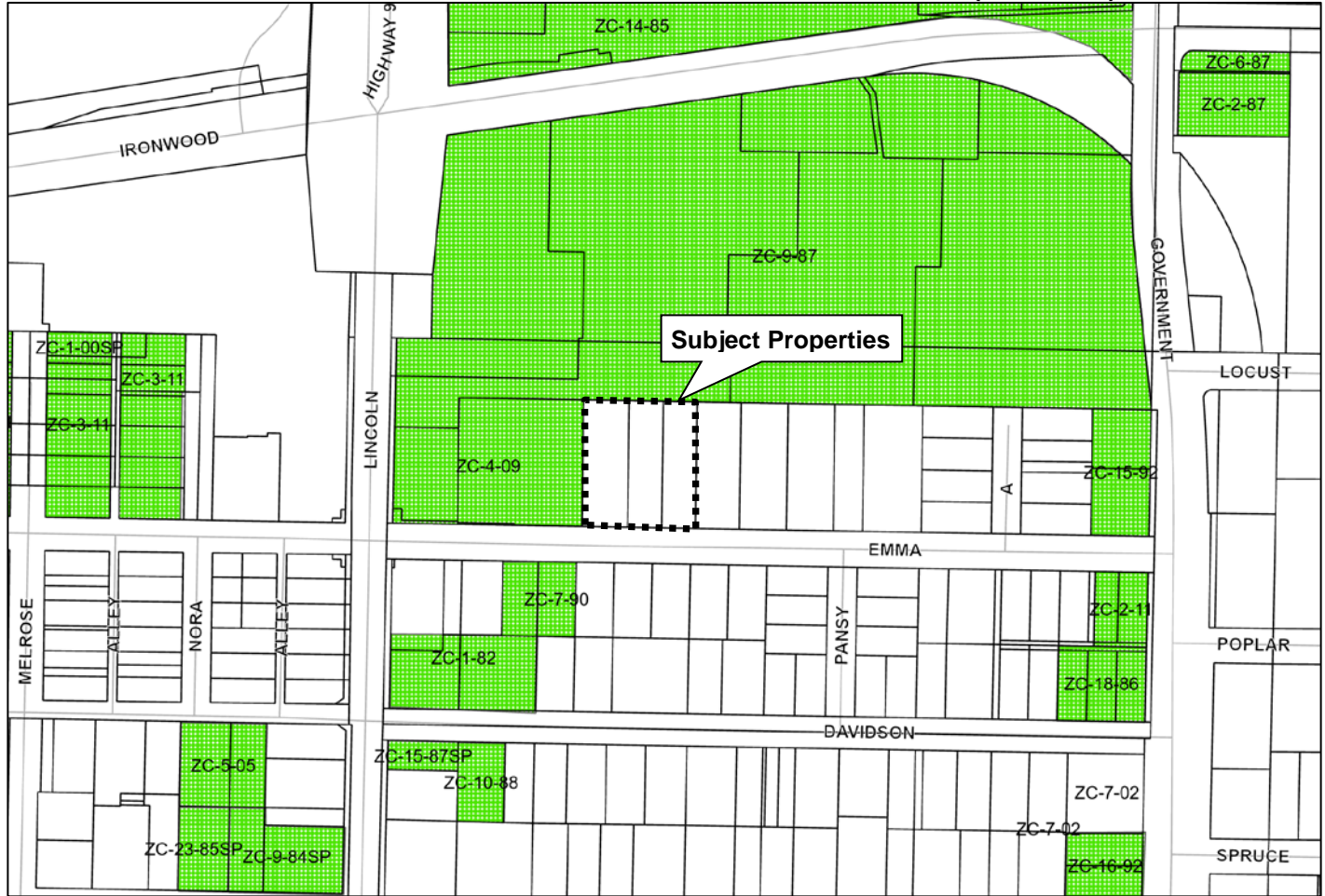


BACKGROUND INFORMATION (PROVIDED BY APPLICANT):

In 2015 Parkwood, in partnership with Kootenai Health, acquired the former church building at 521 W. Emma Ave and remodeled it into a daycare facility. This relocation and expansion of daycare services doubled the amount of child care slots that were available to serve the needs of Kootenai Health employees. Over the last 10 years Kootenai Health has continued to grow their employment base and the waiting list of children for the daycare has grown to over 150. Many other child care facilities in our community were forced to shutter during the pandemic so preserving and expanding the remaining daycare providers is key to meeting the needs of our growing community.

Seeing this emerging need, Parkwood made strategic acquisitions of the three houses to the east of the daycare facility to prepare for expansion. In 2019 we worked with the Idaho Transportation Department to install a signal at US 95 and Emma to ease congestion in the medical corridor and provide improved pedestrian safety across Lincoln Way. Our request for a re-zone is to prepare for an eventual expansion of the adjacent Kootenai Health Daycare facility to better meet the needs of Kootenai Health employees.

PRIOR ZONE CHANGE REQUESTS NEAR SUBJECT PROPERTY (MAP/LIST):



<u>Hearing</u>	<u>Request</u>	<u>City Council</u>
ZC-1-82	R12 to C-17L	Approved
ZC-9-84SP	R-12 to C-17L	Approved
ZC-14-85	R-17 to C-17	Approved
ZC-23-85SP	R-12 to R-17	Approved
ZC-18-86	R-12 to C-17L	Approved
ZC-2-87	R-17 to C-17	Approved
ZC-6-87	R-17 to C-17	Approved
ZC-9-87	R-12 to C-17	Approved
ZC-15-87SP	R-12 to C-17L	Approved
ZC-10-88	R-12 to C-17L	Approved
ZC-7-90	R-12 to R-17	Approved
ZC-15-92	R-12 to C-17L	Approved
ZC-16-92	R-12 to C-17L	Approved
ZC-1-00SP	R-12 to R-17	Approved
ZC-5-05	R-12 to R-17	Approved
ZC-4-09	R-12 to C-17L	Approved
ZC-2-11	R-12 to C-17L	Approved
ZC-3-11	R-12 to C-17L	Approved

STATEMENT OF FACTS

A1. 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 March 22, 2025.

A2. 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 March 26, 2025.

A3. 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). Fifty-six (56) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on March 21, 2025.

A4. 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, at least fifteen (15) days prior to the public hearing.

A5. 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).

A6. The subject properties contain three single-family homes on three existing parcels located on the north side of Emma Ave. between US-95 and N. A street, commonly known as 417, 421, and 503 W. Emma Ave.

A7. The subject properties are currently zoned R-12 (residential at 12 units per gross acre).

A8. The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity.

A9. The Comprehensive Plan Future Land Use Map designation is the Urban Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-17, R-34SUP, NC, CC, C17, and C17L.

A10. According to the Comprehensive Plan, the Urban Neighborhood place type is described as places that are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

A11. Staff has identified the following Comprehensive Plan Goals and Objectives as being applicable to this matter. A full list is provided as an attachment to the staff report.

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 small-town feel.

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 JE 1: Retain, grow, and attract businesses.

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

A12. City departments have indicated that services and utilities are adequate and available. City policies concerning water and wastewater must be adhered to.

A13. The subject properties, in aggregate, measure approximately 0.957 acres in size. They are relatively flat with mature street trees. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

A14. The City Engineer has indicated that expansion of the existing daycare center within the proposed C-17L zoned properties to the east would increase traffic. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential

properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Ave has the available capacity to accommodate the additional traffic.

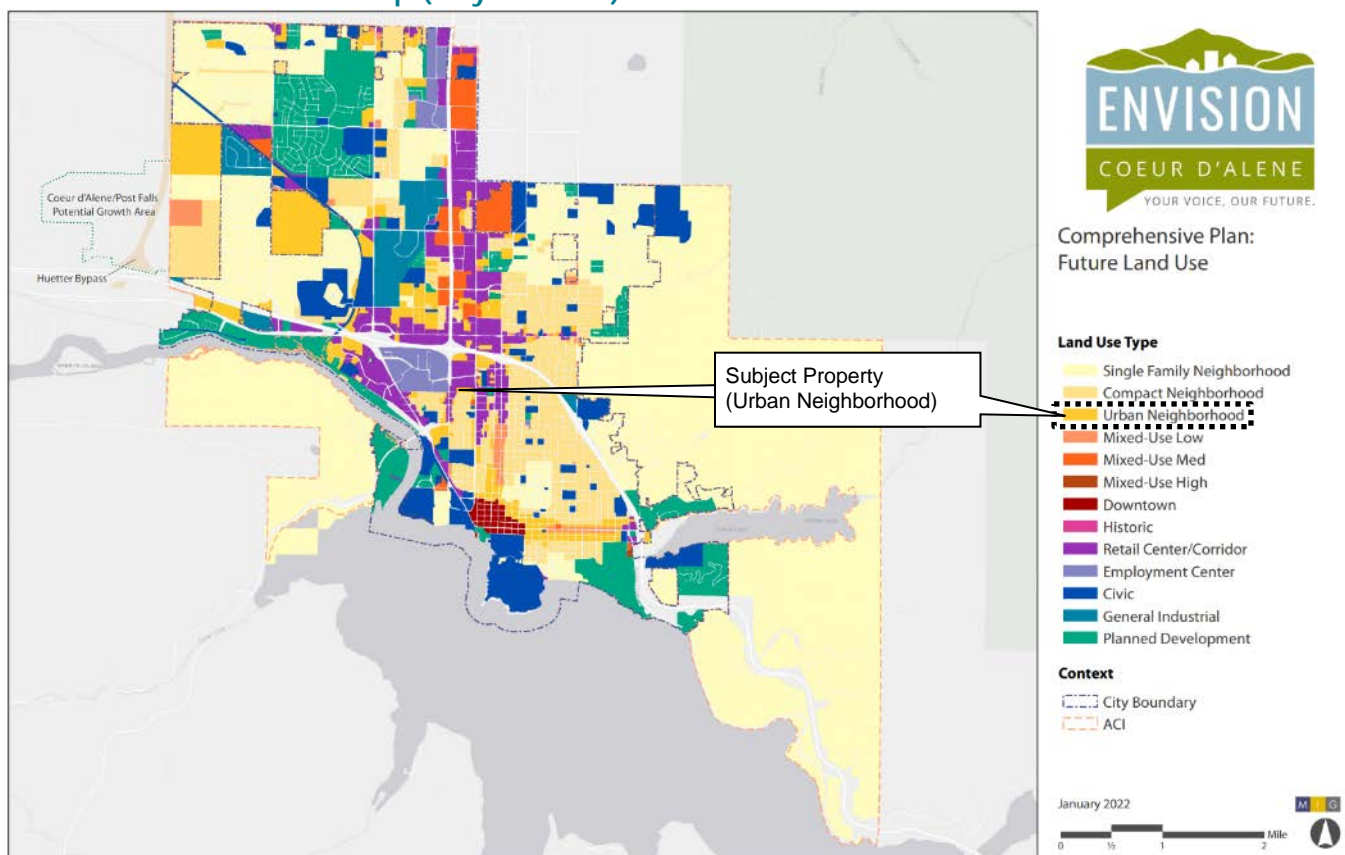
REQUIRED ZONE CHANGE FINDINGS:

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

*Use the following information, as well as the attached Comprehensive Plan goals, objectives, and policies to make finding **A9-A11**.*

1. The subject property is within city limits.
2. The City's 2022-2042 Comprehensive Plan categorizes this area as a "Urban Neighborhood" Place Type:

Future Land Use Map (City Context):



Future Land Use Map (Neighborhood Context):

Land Use Type

- Single Family Neighborhood
- Compact Neighborhood
- Urban Neighborhood
- Mixed-Use Low
- Mixed-Use Med
- Mixed-Use High
- Downtown
- Historic
- Retail Center/Corridor
- Employment Center
- Civic
- General Industrial
- Planned Development

Context

- City Boundary
- ACI



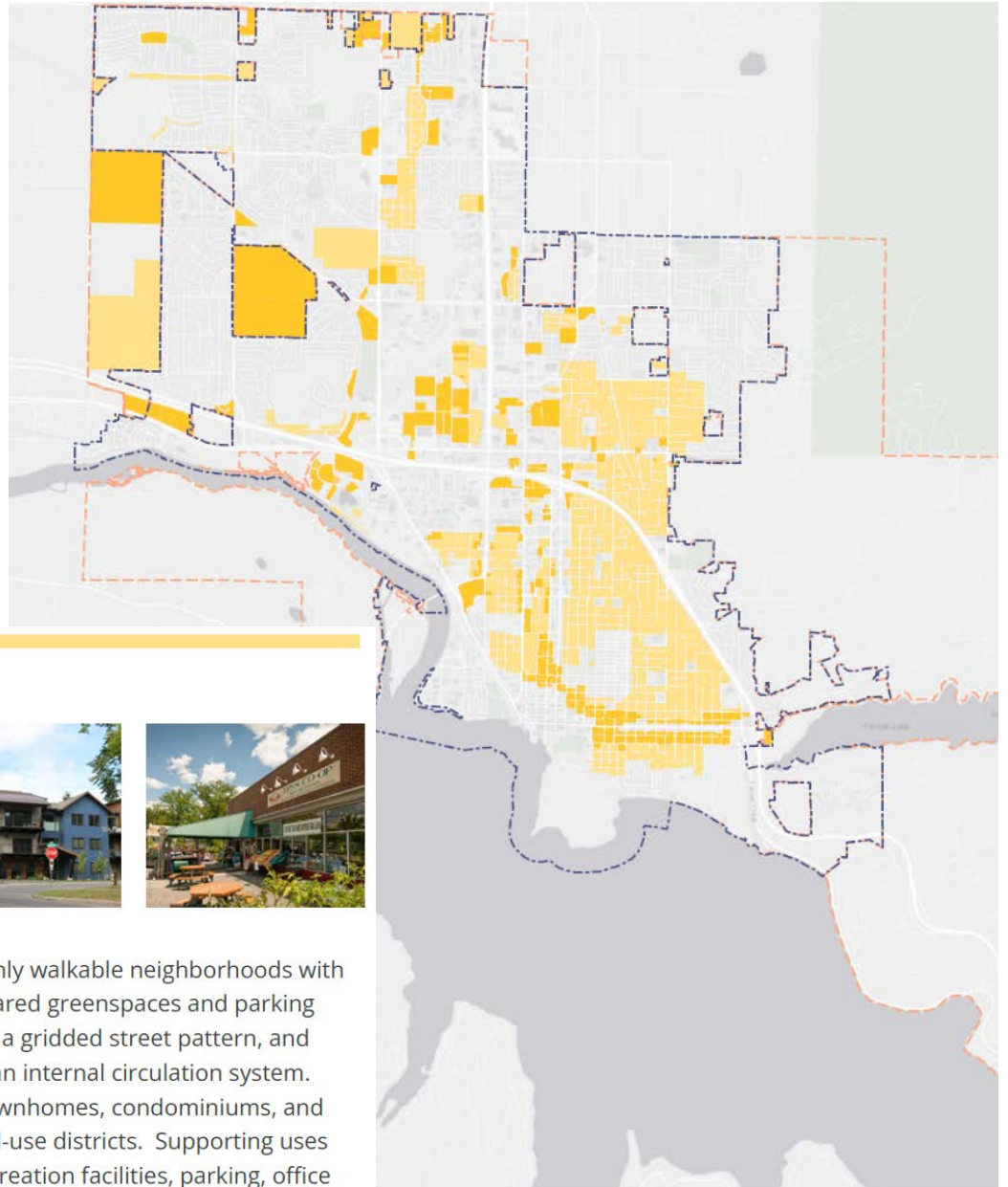
Place Types

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

Urban Neighborhood

Urban Neighborhood places are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

Compatible Zoning: R-17 and R-34SUP; NC, CC, C17, and C17L



Urban Neighborhood



Key Characteristics

Urban Neighborhood places are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with a gridded street pattern, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, often adjacent to mixed-use districts. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

Transportation

- Gridded street pattern with internal streets in building complexes
- Should include high ease-of-use pedestrian and bicycle facilities

Typical Uses

- Primary: Multifamily residential
- Secondary: Neighborhood parks and recreation facilities, parking, office, commercial



Building Types

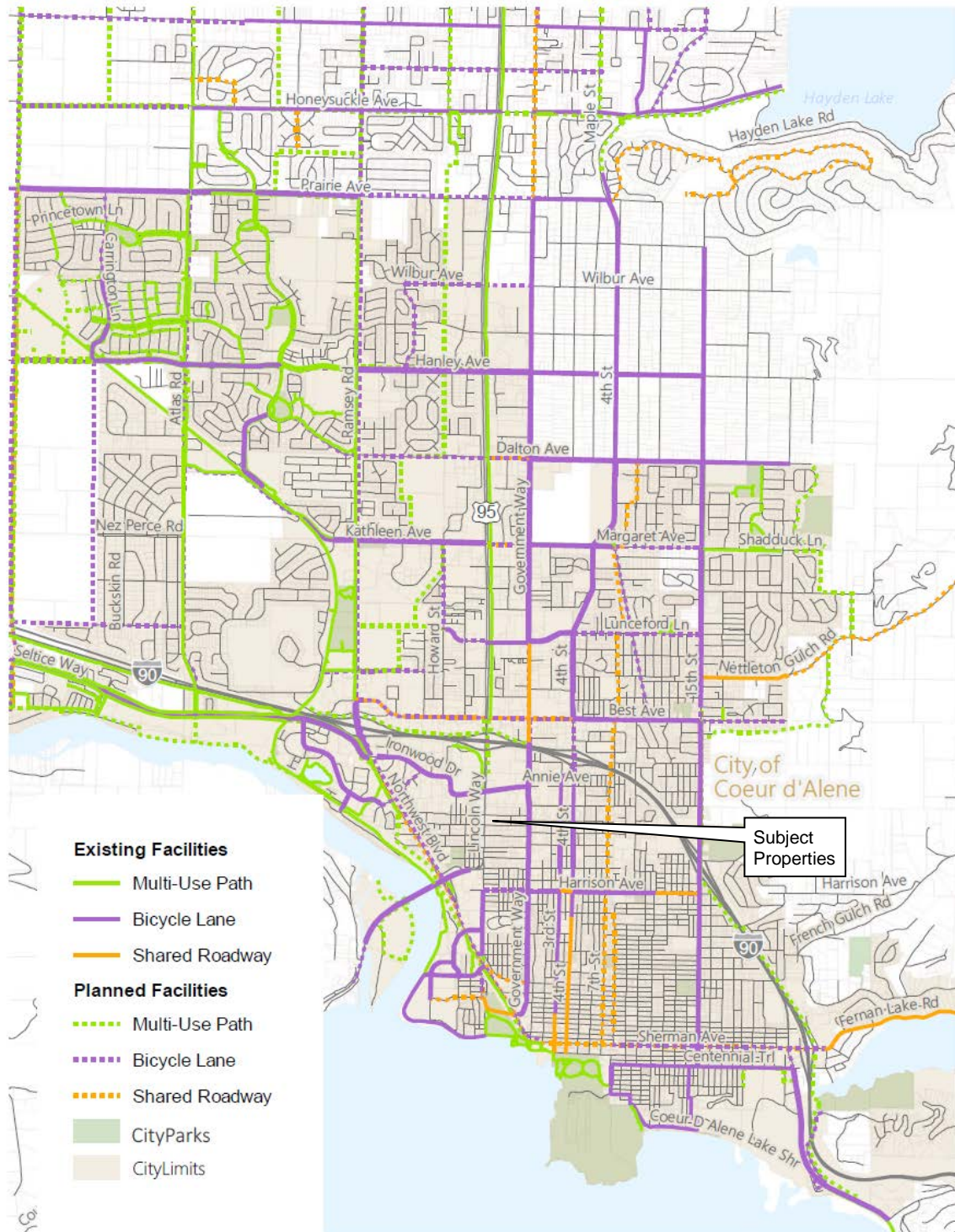
- Apartments, condominiums, townhomes

Compatible Zoning

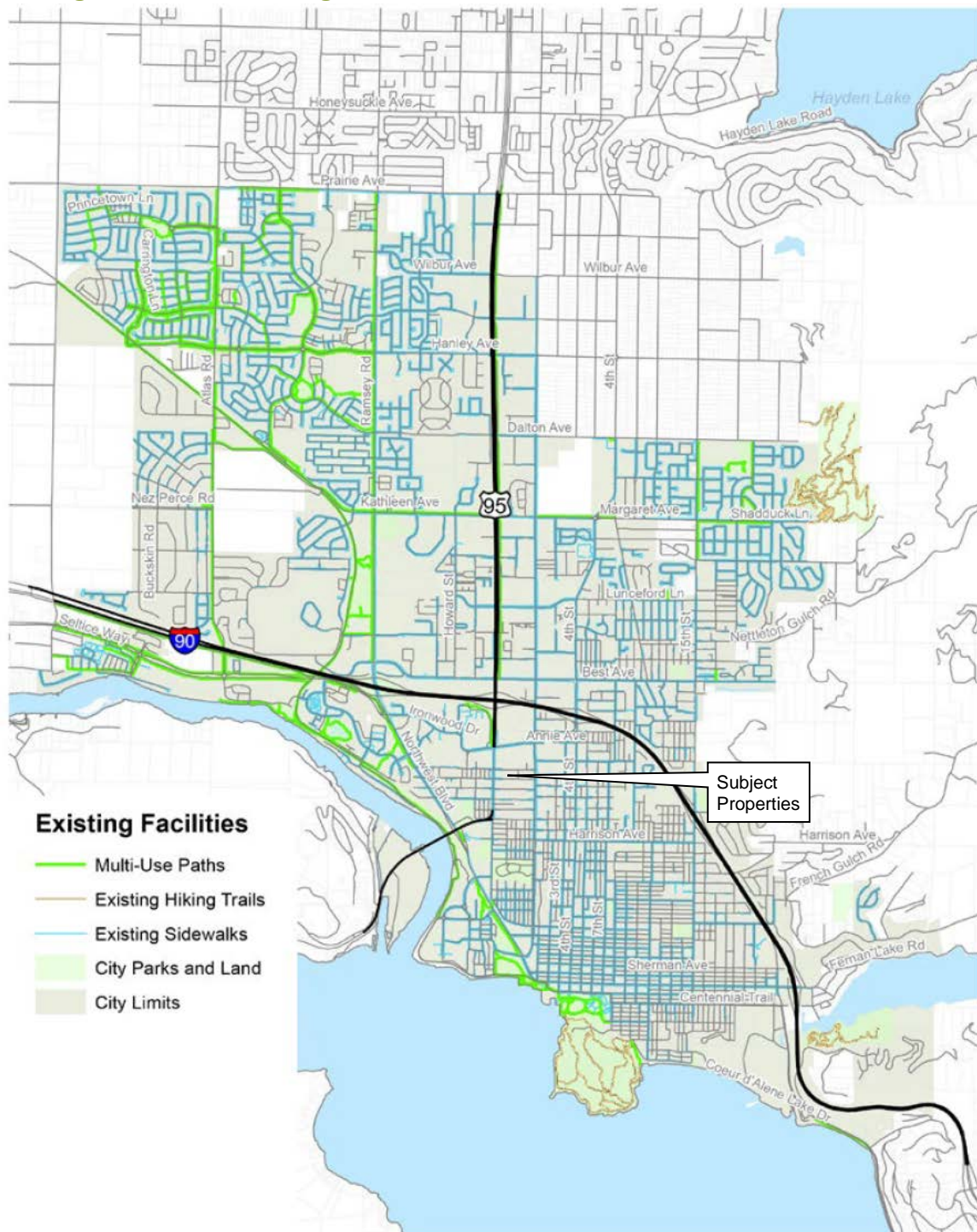
- R-17 and R-34SUP; NC, CC, C17, and C17L

Transportation:

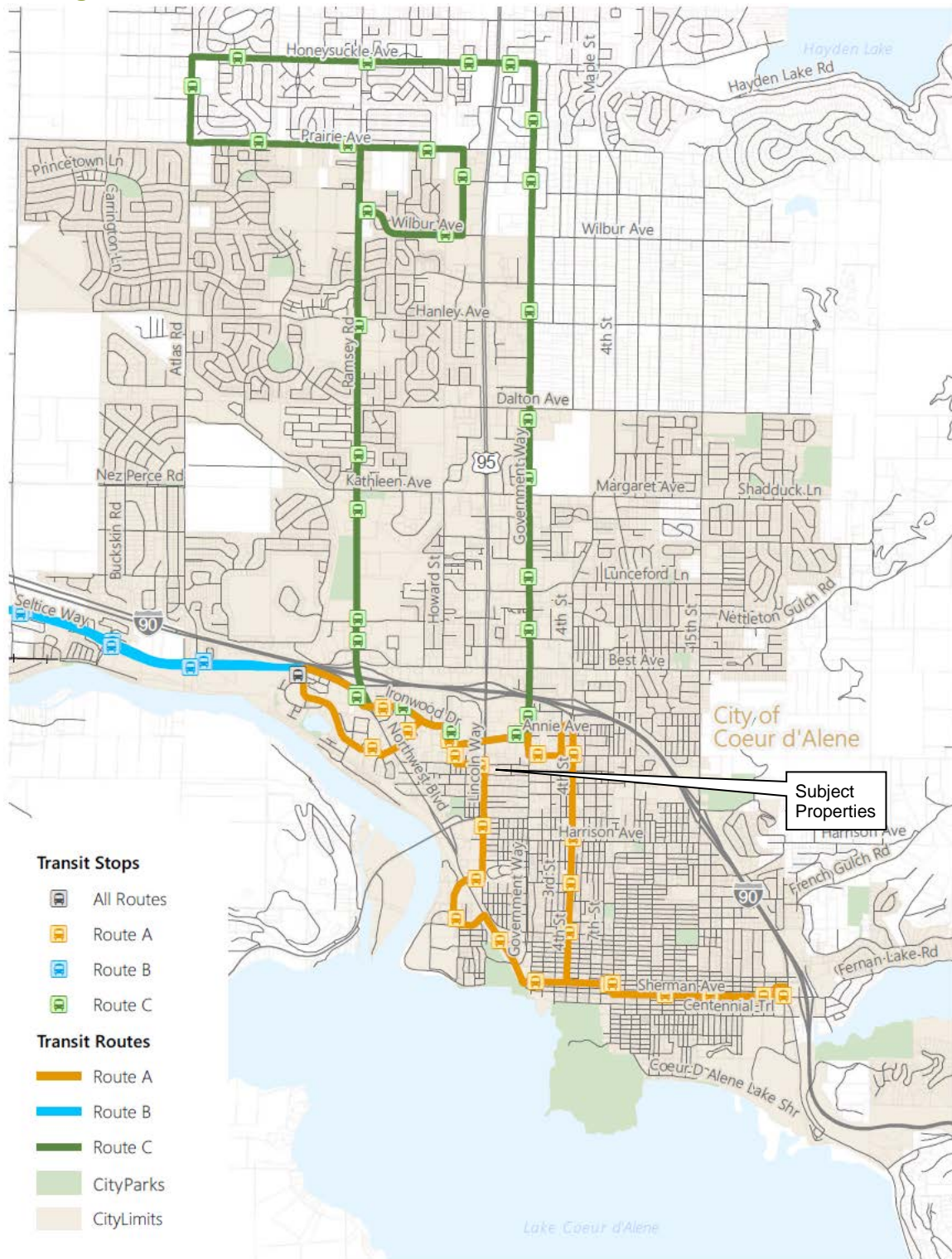
Existing and Planned Bicycle Network:



Existing and Planned Walking Network:



Existing Transit Network:



Comprehensive Plan Policy Framework:

Community & Identity

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

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

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 small-town feel.

Growth & Development

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.

Jobs & Economy

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

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

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

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

Use the following information as well as public testimony to make finding A12.

FIRE:

The CDA Fire Department has reviewed the listed project for zone change on W. Emma. We have no comments or conditions to add to this project for zone change.

-Submitted by Craig Etherton, Deputy Fire Marshal

POLICE:

Since the subject property is adjacent to other commercial uses, Police does not have concerns with the zone change request. However, when the property gets developed, it would be best to make sure that entrances and exits are not conflicting with the parking lot and driveway approaches for the properties to the south. This will help to ensure safety through sight triangles, due to the fact that

there will be heavy traffic during morning drop off and evening pick up.
-Submitted by David Hagar, Patrol Captain

STORMWATER:

City Code requires that all stormwater remain on the property and for a stormwater management plan to be submitted and approved prior to any construction activity on the site.

-Submitted by Chris Bosley, City Engineer

STREETS:

The subject property is bordered by Emma Ave to the south. Frontage improvement requirements will be handled at the time of construction.

-Submitted by Chris Bosley, City Engineer

WATER:

Each of these lots has a 1" service with a 3/4" meter. An 8" C-900 is located on the south side of W Emma Ave. Any unused water services currently serving these properties will need to be abandoned.

-Submitted by Glen Poelstra, Assistant Water Director

WASTEWATER:

Wastewater has no issues with this proposed zone change. Wastewater has the willingness and capacity to serve this property according to the 2023 Collection System Master Plan. Sewer to this property is available on W. Emma Ave.

-Submitted by Larry parsons, Utility Project Manager

Evaluation: *The Planning Commission must 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 (make) (do not make) it suitable for the request at this time.**

Use the following information as well as public testimony to make finding A13.

PHYSICAL CHARACTERISTICS:

The immediate area is characterized by rectangular lots with a combined frontage of approximately 194 feet along W. Emma Avenue and depth of approximately 215 feet. Existing structures include single-family homes featuring one to two stories, wood-frame construction, and modest setbacks of 20 feet +/- from the street. The site currently does not have paved sidewalks along W. Emma Avenue, with minimal on-site parking (driveways only), and mature street trees providing partial shading. A buffer exists to the north to help screen the shopping center.

SITE PHOTOS:

Intersection of Emma Ave. and US-95 looking north (controlled intersection):



Intersection of Emma Ave. and US-95 looking northeast toward Kootenai Kids:



Intersection of Emma Ave. and US-95 looking east (North Idaho Eye Institute on right):



Looking east down Emma Ave. toward the edge of subject properties (end of sidewalk):



Looking northeast at the three subject residential properties:



Looking north at the furthest west house/parcel (503 W. Emma Ave.):



Looking north at the center house/parcel (421 W. Emma Ave.):



Looking north at the furthest east house/parcel (417 W. Emma Ave.):



Looking east down Emma Ave. toward N. Government Way:



Looking southwest at existing homes across the street from subject properties (south):



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

Finding #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 and public testimony to make finding **A14**.*

TRAFFIC:

The proposed zone changes themselves would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. However, the applicant intends to expand the existing daycare center within the proposed C-17L zoned properties to the east. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Ave has the available capacity to accommodate the additional traffic.

-Submitted by Chris Bosley, City Engineer

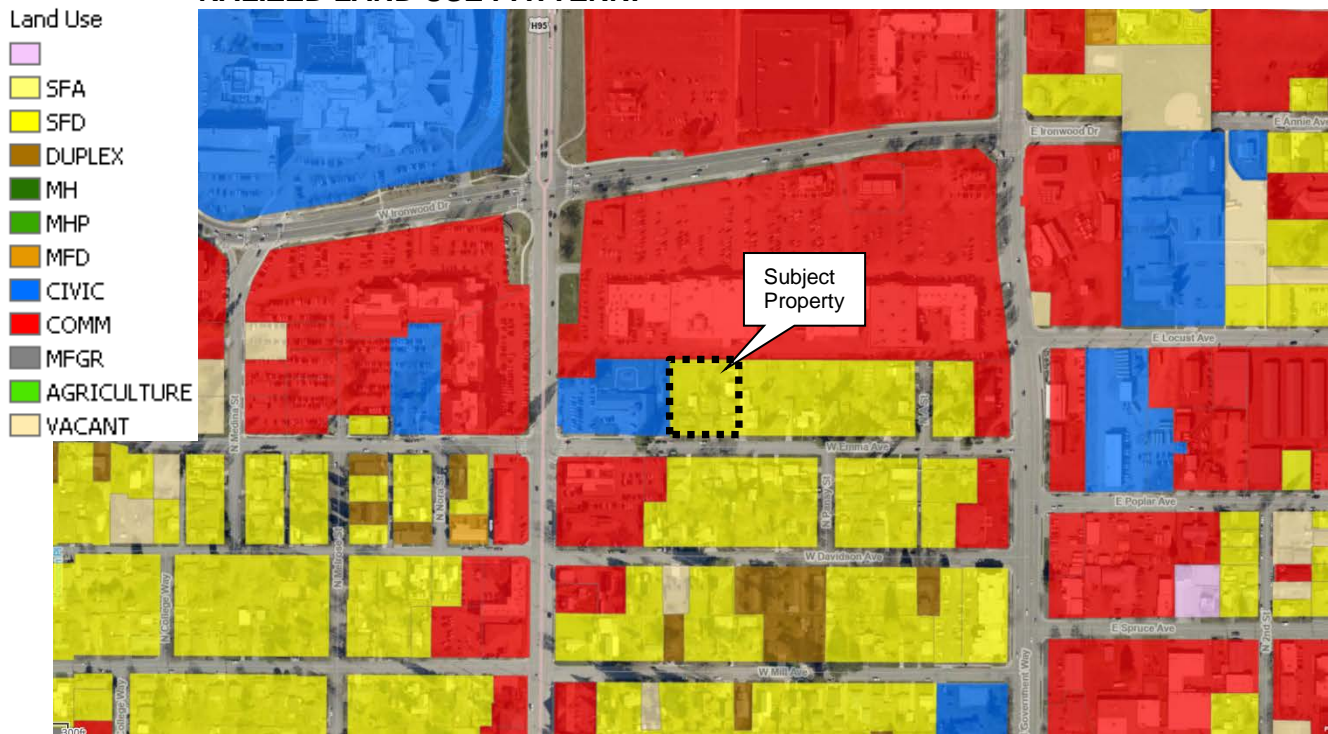
NEIGHBORHOOD CHARACTER:

The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection.

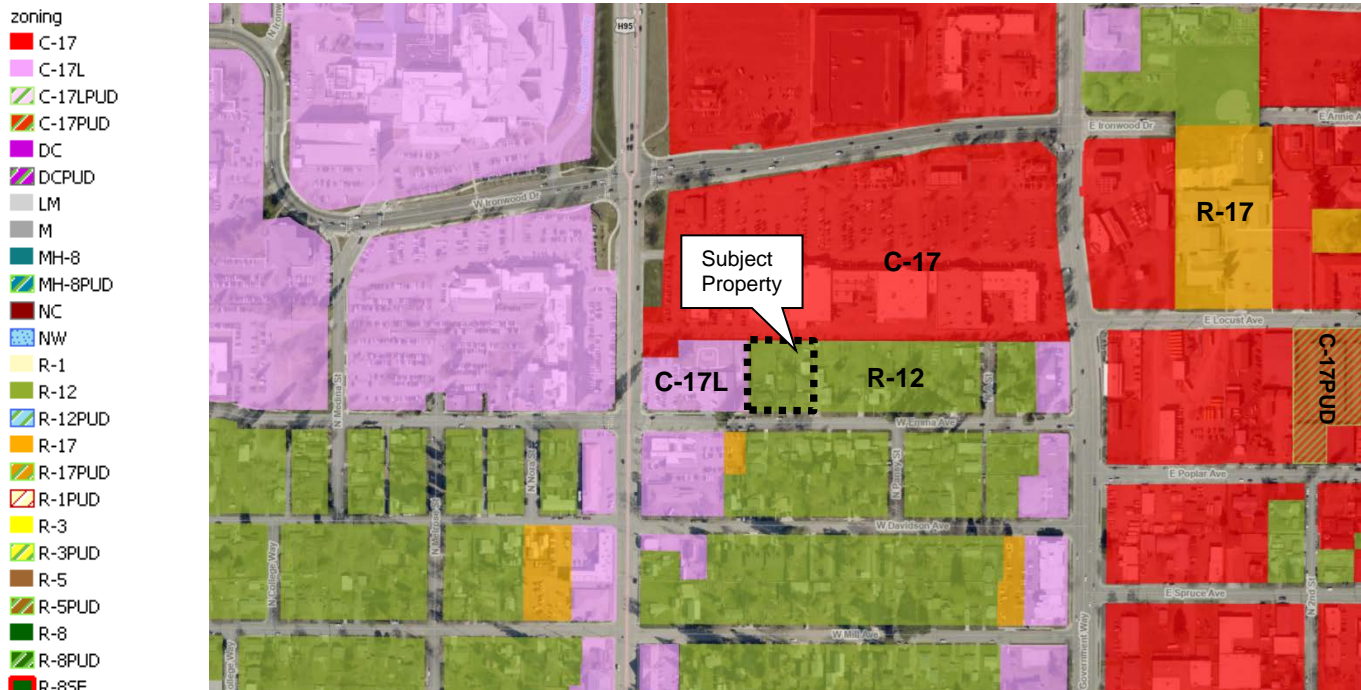
An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

The housing stock on W. Emma Avenue varies in size and condition, reflecting a mix of older homes and maintained properties typical of mid-20th-century development. The street is lined with mature trees.

GENERALIZED LAND USE PATTERN:



ZONING:



NOTE: Approval of the zone change request would intensify the potential of the property by increasing the allowable uses and density by-right from R-12 to C-17L.

Proposed Zoning:

17.05.570: GENERALLY:

- The C-17L district is intended as a low density commercial and residential mix district. This district permits residential development at a density of seventeen (17) units per gross acre as specified by the R-17 district and limited-service commercial businesses whose primary emphasis is on providing a personal service.
- Retail/wholesale commercial would require the granting of a special use permit in accordance with section 17.09.205 of this title.
- This district is suitable as a transition between residential and commercial zoned areas and should be located on designated collector streets or better for ease of access and to act as a residential buffer.

17.05.580: PERMITTED USES; PRINCIPAL:

Principal permitted uses in a C-17L district shall be as follows:

- Administrative offices.
- Automobile parking when serving an adjacent business or apartments.
- Banks and financial establishments.
- Boarding house.
- Childcare facility.
- Commercial film production.
- Community assembly.
- Community education.
- Duplex housing (as specified by the R-12 district).
- Essential service.
- Group dwelling - detached housing.

- Handicapped or minimal care facility.
- Home occupation.
- Hospitals/healthcare.
- Juvenile offenders facility.
- Multiple-family housing (as specified by the R-17 district).
- Neighborhood recreation.
- Nursing/convalescent/rest homes for the aged.
- Personal service establishment.
- Professional offices.
- Public recreation.
- Rehabilitative facility.
- Religious assembly.
- Single-family detached housing (as specified by the R-8 district).

17.05.590: PERMITTED USES; ACCESSORY:

Accessory permitted uses in a C-17L district shall be as follows:

- Accessory dwelling units.
- Apartment for resident caretaker.
- Outdoor storage or building when incidental to the principal use.
- Private recreation (enclosed or unenclosed).
- Residential accessory uses as permitted by the R-17 district.

17.05.600: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in a C-17L district shall be as follows:

- Commercial kennel.
- Commercial recreation.
- Community organization.
- Convenience sales.
- Criminal transitional facility.
- Food and beverage stores for off/on site consumption.
- Hotel/motel.
- Mobile food court.
- Noncommercial kennel.
- Remaining uses, not already herein permitted, of the C-17 district principal permitted uses.
- Residential density of the R-34 district density as specified.
- Veterinary office or clinic when completely indoors.
- Wireless communication facility.

17.05.610: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:

Maximum height requirements in a C-17L district shall be as follows:

Structure Type	Structure Location In Buildable Area For Principal Facilities
Residential height limitations	As specified by the R-17 district
For the remaining uses within 2 blocks of the DC district	No height limitation
For remaining uses outside of 2 blocks of the DC district	63 feet

Buffer yard requirements (Commercial Design Standards):

F. Residential/Parking Lot Screening

Intent: To diminish the amount of asphalt and parked cars visible from the street and abutting residential by buffering it from less intensive uses.

1. Along any street frontage, parking lots shall be separated from the sidewalk by a planting strip, a minimum of 6 feet wide. This strip shall be planted with trees having a minimum caliper of 1.5" and equivalent in number to that produced by one tree every 35 feet. Not less than 20% of the trees shall be a native evergreen variety. However, trees may be grouped. In addition, there shall be evergreen shrubs at least 30" in height at the time of planting, no less than 48" on center. A masonry wall, 24" - 42" in height, with ground cover, may be substituted for the shrubs. A combination of all of the above, i.e., trees, shrubs, wall and ground cover, are encouraged.
2. Where a site abuts a residential district, there shall be a planting strip, at least 10 feet in width containing evergreen trees along the area bordering the two districts. This strip shall be planted with trees 8 to 12 feet tall spaced no more than 25 feet apart. In addition, there shall be evergreen shrubs at least 30" in height at time of planting, no less than 48" on center as approved by the urban forester.
3. The Planning Director may approve other approaches to screening, so long as the intent is satisfied.

Theoretical maximums:

C-17L zoning allows for service uses as well as residential at an R-17 standard. Development of C-17L may include a mix of both. Limitations are generally reached by zoning requirements through performance standards that include height, setbacks, and parking specifications. Other limitations may include Fire, Building, and Engineering standards. These are provided to an applicant through a project review meeting as required by city code, prior to construction.

The subject parcels measure a total of 0.957 acres (41,686.92 square feet).

Limited Commercial: See "17.05.580: Permitted Uses; Principal" (pg.19-20)

Residential: Multifamily standard is 2500 square feet per unit, yielding a potential maximum potential of seventeen (17) attached units.

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

ORDINANCES & STANDARDS USED FOR EVALUATION:

- 2022-2042 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
- 2021 Parks Master Plan
- 2017 Trails and Bikeways Master Plan

ACTION ALTERNATIVES:

The Planning and Zoning Commission will need to consider this request and make findings to recommend that the City Council (does) (does not) adopt the C-17L zoning.

The Findings worksheet is attached.

Attachments:

Attachment 1 – Applicant’s Application and Narrative

Attachment 2 – Comprehensive Plan Goals and Objectives Worksheet



APPLICANT'S APPLICATION

This Page Intentionally Left Blank

PAID
MAR 03 2025**ZONE CHANGE APPLICATION**

CITY OF COEUR D'ALENE

STAFF USE ONLYDate Submitted: 3/3/25 Received by: [Signature] Fee paid: 1580⁰⁰ Project # ZC-3-25**REQUIRED SUBMITTALS**

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

Application Fee: \$ 1,200.00**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**
- ☒ **Application, Publication, and Mailing Fees**
- ☒ **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 Policies and how they support your request.
- ☒ **A legal description:** in MS Word compatible format.
- ☒ **A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- ☒ **Submittal documents:** Applications will not be accepted unless all application items on the form are submitted both with original documents and an electronic copy.

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: <u>Melrose Properties, LLC (dba Parkwood Business Properties)</u>		
MAILING ADDRESS: <u>2100 Northwest Boulevard, ste 350</u>		
CITY: <u>Coeur d'Alene</u>	STATE: <u>ID</u>	ZIP: <u>83814</u>
PHONE: <u>208-667-4086</u>	FAX: <u>208-667-5147</u>	EMAIL: <u>cmeyer@parkwoodproperties.com</u>
APPLICANT OR CONSULTANT: <u>Same as above</u>		STATUS: <u>ENGINEER</u> <u>OTHER</u>
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

FILING CAPACITY

- ☒ Recorded property owner as to of January 31, 2025
- ☐ 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: <u>503, 421, 417 W. Emma Ave</u>		
EXISTING CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input 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"/> CC <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>		
EXISTING CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-17 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> CC <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>		
TAX PARCEL #: <u>C-8640-00A-002-H, C-8640-00A-002-G, C-8640-00A-002-F, R-12</u>	EXISTING ZONING:	TOTAL NET AREA/ACRES: <u>.957ac</u>
GROSS AREA/ACRES: <u>.957ac</u>	CURRENT LAND USE: <u>SFD residential</u>	ADJACENT LAND USE: <u>Shopping center, daycare, houses</u>
DESCRIPTION OF PROJECT/REASON FOR REQUEST: <u>Please see attached narrative</u>		

REQUIRED CERTIFICATIONS:**OWNERSHIP LIST:**

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by Kootenai Title Company on February 20, 2025
(title company) (date)

RESIDENTS LIST:

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by Kootenai Title Company on February 20, 2025
(name) (date)

CERTIFICATION OF APPLICANT:

I, Christopher F. Meyer, being duly sworn, attests that he/she is the applicant of this
(Insert name of applicant)

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

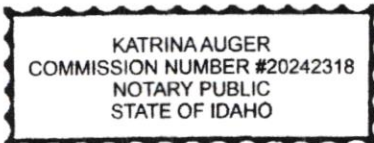
Signed: _____

(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 3 day of March, 2025.

Notary Public for Idaho Residing at: Post Falls



My commission expires: 6/24/30

Signed: _____

(notary)

CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:

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

Name: Christopher F. Meyer Telephone No.: 208-667-4086

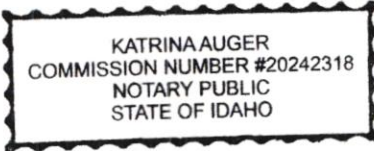
Address: 2100 Northwest Boulevard, Ste 350 Coeur d'Alene, ID 83814

Signed by Owner: *Christopher F. Meyer*

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 3 day of March, 2025.

Notary Public for Idaho Residing at: Post Falls



My commission expires: 6/24/30

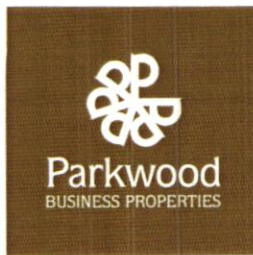
Signed: *Katrina Auger*
(notary)

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

I (We) the undersigned do hereby make petition for a zone change 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 _____



2100 Northwest Blvd., Suite 350
Coeur d'Alene, ID 83814
phone 208-667-4086
fax 208-667-5147

March 3, 2025

Sean Holm
City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814

Sean,

Thanks for the opportunity to explain the reasoning behind our request to re-zone our properties at 503, 417, and 421 W. Emma Ave from R-12 residential to C-17L commercial. Our intention is to modify the land use designation to allow for a future expansion of the adjacent Kootenai Health daycare facility. The properties are owned by Melrose Properties, LLC but we do business in the community as Parkwood Business Properties.

In 2015 Parkwood, in partnership with Kootenai Health, acquired the former church building at 521 W. Emma Ave and remodeled it into a daycare facility. This relocation and expansion of daycare services doubled the amount of child care slots that were available to serve the needs of Kootenai Health employees. Over the last 10 years Kootenai Health has continued to grow their employment base and the waiting list of children for the daycare has grown to over 150. Many other child care facilities in our community were forced to shutter during the pandemic so preserving and expanding the remaining daycare providers is key to meeting the needs of our growing community.

Seeing this emerging need, Parkwood made strategic acquisitions of the three houses to the east of the daycare facility to prepare for expansion. In 2019 we worked with the Idaho Transportation Department to install a signal at US 95 and Emma to ease congestion in the medical corridor and provide improved pedestrian safety across Lincoln Way. Our request for a re-zone is to prepare for an eventual expansion of the adjacent Kootenai Health Daycare facility to better meet the needs of Kootenai Health employees.

Our requested re-zone proposal aligns with the 2022-2024 City of Coeur d'Alene Comprehensive plan in several ways.

Comprehensive Plan Conformance:

The current designation of our three parcels is Urban Neighborhood (dark yellow), similar to adjacent properties to the east. Adjacent properties to the west and north are Retail Center/Corridor (purple.) Our proposal is a slight expansion to the Retail Center/Corridor future land use map designation to be more similar to the existing adjacent land uses on the north and west sides.

Child care facilities are only allowed in C-17L or C-17 zoning and our request is for the less intense C-17L zoning to align with the existing adjacent daycare parcel to the west. This less intense C17L zoning designation limits the kinds and types of commercial activities that could be developed on these parcels.

Available facilities and utilities:

Adequate City utilities are available to support C-17L zoning. The sites are platted lots located close to an existing fully signalized intersection at Emma and US 95 with City utilities in Emma Ave.

Physical characteristics:


The site is flat with no physical characteristics that make it unsuitable for our proposed re-zone.


The proposed parcels are within the Health Corridor URD and will be owned by Parkwood as a private entity. Any new tax increment created by redevelopment will add value to the Urban Renewal District.

Neighborhood Impacts

Emma Ave is well served by the existing signal at US 95 to safely handle the ingress and egress movements from any increased traffic that could be generated by a future expanded daycare facility. The signal also provides for enhanced pedestrian safety for any Kootenai Health employees who access the daycare facility on foot during their lunch breaks or before and after their workdays.

The Idaho Transportation Department has announced plans to reconstruct the US 95 & I-90 interchange in the 2028-2029 timeframe. These improvements will increase the efficiency of traffic flows from the medical corridor to the growing population in the north and west of Kootenai County. One potential impact of the expansion of US 95 at the Emma signal, is the encroachment into existing daycare parking adjacent to US 95. By re-zoning these three parcels east of the daycare center now we can be prepared to reconfigure the site and potentially replace parking that may be removed due to the upcoming road widening project.

ITD Projects



Proposed Improvements

- New single-point urban interchange (SPUI) at I-90 and US-95
- Interchange ramp improvements at 4th Street
- I-90 widening from US-95 to 4th Street
- US-95 widening from Emma Avenue to Bosanko Avenue
- US-95 will be elevated on a bridge, and Appleway Avenue will be lowered so that the two roads are grade separated and no longer intersect
- Intersection improvements on:
 - US-95, from Emma Avenue to Neider Avenue
 - 4th Street, at the westbound I-90 ramps and Appleway/Best Avenue
 - Northwest Boulevard, at the westbound I-90 ramps and Appleway Avenue
- Bicycle and pedestrian improvements along I-90 and US-95

Neighborhood integrity would be maintained east of our site as we are adjacent on the north and west sides of our request to existing commercial land uses and zoning. Our requested re-zone would just move the line between existing C-17L zoning and the adjacent R-12 zoning three lots further east, maintaining the existing adjacencies between these two zoning designations. A borderline between C-17L and R-12 zoning still exists but is simply relocated to accommodate the expanding Retail Center/Corridor Place Type in the Comprehensive Plan.

We appreciate your consideration of our request and are available to answer any questions you may have.

Sincerely,

Christopher F. Meyer

Chris Meyer

Asset Manager

Melrose Properties, LLC (dba Parkwood Business Properties)

This Page Intentionally Left Blank



Comp Plan Goals & Objectives

This Page Intentionally Left Blank

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.



PUBLIC COMMENTS

This Page Intentionally Left Blank

From: Donna Phillips
To: [CLARK, TRACI](#)
Subject: RE: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025
Date: Friday, March 21, 2025 10:22:42 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning,

Thank you for the opportunity to provide comments; however, the City of Hayden has no comments for this request.

Donna Phillips, GISP

Community Development Director

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, March 21, 2025 9:07 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025

Greetings,

Attached is a copy on the public hearing notice for the next **Planning & Zoning Commission** Meeting on **Tuesday April 8, 2025**.

If you have any comments, please let me know.

Traci Clark
Administrative Assistant
Planning Department, City of Coeur d'Alene

208.769-2240
tclark@cdaid.org





2003 Kootenai Health Way
Coeur d'Alene, ID 83814
208.625.4000 tel
kh.org

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

Subject: Letter of Support for Parkwood Emma Ave Zone Change Request

Dear Members of the Coeur d'Alene Planning Commission,


I am writing to express my strong support for the proposed zone change request by Parkwood Business Properties for the properties located at 503, 417, and 421 W. Emma Ave. The request to rezone these parcels from R-12 residential to C-17L commercial aligns with the growing needs of our community, particularly in expanding critical childcare services for Kootenai Health employees.

As you are aware, access to quality childcare remains a significant challenge for many working families in Coeur d'Alene. The existing Kootenai Health daycare facility, developed in partnership with Parkwood, has been a valuable resource for healthcare workers. However, with a waiting list exceeding 150 children, it is evident that additional capacity is urgently needed. By allowing this zone change, the city will enable an expansion that directly benefits the healthcare workforce and, in turn, strengthens our community's ability to support those who care for us.

Beyond addressing childcare needs, the proposed zone change is consistent with Coeur d'Alene's 2022-2024 Comprehensive Plan. The transition to C-17L zoning is a logical extension of adjacent commercial land uses, ensuring compatibility with existing development while maintaining neighborhood integrity. Additionally, this change supports planned transportation infrastructure improvements along the US 95 corridor, providing enhanced traffic flow and pedestrian safety measures that will benefit both residents and employees in the area.

Coeur d'Alene continues to experience rapid growth, and thoughtful land-use decisions like this one are essential to maintaining a balanced and well-supported community. I urge the Planning Commission to approve Parkwood's request, recognizing the long-term benefits of ensuring accessible childcare for our region's essential healthcare workers.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions regarding my support for this proposal.

Sincerely,

Jeremy Evans
Chief Operations Officer
Kootenai Health

From: Kent Allen
To: [CLARK, TRACI](#)
Subject: ZC-3-25
Date: Wednesday, April 2, 2025 11:56:02 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

Panhandle Health District has no comments regarding item ZC-3-25.

Regards,

 Public Health <small>Prevent. Promote. Protect.</small> Panhandle Health District ENVIRONMENTAL	<p>Kent C. Allen, REHS/RS Environmental Health Specialist II 8500 N. Atlas Rd., Hayden ID 83835 P: 208-415-5227 W: Panhandlehealthdistrict.org</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

From: Kevin Howard
To: [CLARK, TRACI](#)
Subject: RE: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025
Date: Monday, March 24, 2025 8:22:09 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Worley Highway District is neutral to the request as presented.

KEVIN J. HOWARD
DIRECTOR OF HIGHWAYS
WORLEY HIGHWAY DISTRICT
OFFICE: 208-664-0483

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, March 21, 2025 9:07 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025

Greetings,

Attached is a copy on the public hearing notice for the next **Planning & Zoning Commission** Meeting on **Tuesday April 8, 2025**.

If you have any comments, please let me know.

Traci Clark
Administrative Assistant
Planning Department, City of Coeur d'Alene

208.769-2240
tclark@cdaid.org



From: Kim Stevenson
To: [CLARK, TRACI](#)
Subject: Coeur d'Alene Airport-ITEM: ZC-3-25
Date: Wednesday, March 26, 2025 4:46:44 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Afternoon Traci,
The Coeur d'Alene Airport has no comment on this item.
Thanks so much! Kim

 **Kim Stevenson**
Compliance Administrator
Coeur d'Alene Airport
208-446-1861

From: Martinez, Leo
To: [CLARK, TRACI](#)
Subject: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025
Date: Tuesday, March 25, 2025 11:10:40 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[Public Notice 4-08-25.pdf](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Traci,

Phillips 66 does not have any utilities within your attached project vicinity.
(Respond 12922)



Leo Martinez
Associate, Operations Support • Real Estate Services

O: 805-541-8912 | F: 805-538-6204
18781 El Camino Real | Atascadero, CA 93422
Leo.Martinez@phillips66.com



The information in this electronic message is privileged and confidential and is intended solely for the use of the individual(s) and/or entity named above, and any unauthorized disclosure, copying, distribution or taking of any action in reliance upon on the contents of these electronically transmitted materials is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this message and any copies.

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, March 21, 2025 9:07 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: [EXTERNAL]PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Greetings,

Attached is a copy on the public hearing notice for the next **Planning & Zoning Commission** Meeting on **Tuesday April 8, 2025**.

If you have any comments, please let me know.

Traci Clark
Administrative Assistant
Planning Department, City of Coeur d'Alene

208.769-2240

tclark@cdaid.org




From: makena shepard
To: [CLARK, TRACI](#)
Subject: Item ZC-3-25
Date: Thursday, April 3, 2025 6:43:29 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To whom it may concern,

I disagree with the proposal for a zone change of parcels 417, 421, and 503 W Emma Avenue. The area has already increased in traffic through the neighborhoods and newly built commercial properties have impacted the parking of the area for residents. More commercial buildings tearing down old homes, taking up more street parking, and increasing both noise and traffic in settled neighborhoods is not in the best interest of the people.

Thank you,
Makena Cooney



**F
I
N
D
I
N
G
S**

This Page Intentionally Left Blank

COEUR D'ALENE PLANNING AND ZONING COMMISSION
FINDINGS AND ORDER
ZC-3-25

INTRODUCTION

This matter having come before the Planning and Zoning Commission on, April 8, 2025 to consider ZC-3-25, a request for a zone change from R-12 to a C-17L on three (3) parcels measuring a total of 0.957 acres.

APPLICANT: Melrose Properties, LLC

LOCATION: North of W. Emma Avenue between US-95 and N. A Street, commonly known as 417, 421, and 503 W. Emma Avenue.

A. FINDINGS OF FACT:

The Planning and Zoning Commission finds that the following facts, A1 through A14, 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. 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 March 22, 2025.

A2. 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 March 26, 2025.

A3. 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). Fifty-six (56) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on March 21, 2025.

A4. 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, at least fifteen (15) days prior to the public hearing.

A5. 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).

A6. The subject properties contain three single-family homes on three existing parcels located on the north side of Emma Ave. between US-95 and N. A street, commonly known as 417, 421, and 503 W. Emma Ave.

A7. The subject properties are currently zoned R-12 (residential at 12 units per gross acre).

A8. The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity.

A9. The Comprehensive Plan Future Land Use Map designation is the Urban Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-17, R-34SUP, NC, CC, C17, and C17L.

A10. According to the Comprehensive Plan, the Urban Neighborhood place type is described as places that are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

A11. The Planning and Zoning Commission has identified the following Comprehensive Plan Goals and Objectives as being applicable to this matter.

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 small-town feel.

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 JE 1: Retain, grow, and attract businesses.

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

(The commission should remove or add other goals and objectives here as it finds applicable. The Comp Plan goals and objectives are also included in their entirety as an attachment to the staff report.)

A12. City departments have indicated that services and utilities are adequate and available. City policies concerning water and wastewater must be adhered to.

A13. The subject properties, in aggregate, measure approximately 0.957 acres in size. They are relatively flat with mature street trees. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

A14. The City Engineer has indicated that expansion of the existing daycare center within the proposed C-17L zoned properties to the east would increase traffic. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Ave has the available capacity to accommodate the additional traffic.

(The commission may add other facts here)

B. CONCLUSIONS OF LAW:

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

- B1. This proposal **(is) (is not)** in conformance with the Comprehensive Plan policies.
- B2. Public facilities and utilities **(are) (are not)** available and adequate for the proposed use.
- B3. The physical characteristics of the site **(make) (do not make)** it suitable for the request.
- B4. The proposal **(would) (would not)** not adversely affect the surrounding neighborhood character, and or with regard to traffic, neighborhood character, and or 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 zone change **(does) (does not)** comply with the required evaluation criteria and recommends that the City Council **(does) (does not)** adopt the C-17L zoning.

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

ROLL CALL:

COMMISSION MEMBER MCCracken	Voted (Aye) (Nay)
COMMISSION MEMBER LUTTROP	Voted (Aye) (Nay)
COMMISSION MEMBER COPPESS	Voted (Aye) (Nay)
COMMISSION MEMBER FLEMING	Voted (Aye) (Nay)
COMMISSION MEMBER INGALLS	Voted (Aye) (Nay)
COMMISSION MEMBER WARD	Voted (Aye) (Nay)
CHAIRMAN MESSINA	Voted (Aye) (Nay)

Motion to _____carried by a to vote.