

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

FEBRUARY 11, 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.

December 10, 2024 – Planning & Zoning Commission Meeting Workshop

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSION COMMENTS:

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

1. Applicant: Aaron Mote
Location: 213 E. Harrison Ave
Request: A proposed zone change from a C-17PUD to a C-17 QUASI-JUDICIAL, (ZC-1-25)

Presented by: Sean Holm, Senior Planner

OTHER BUSINESS:

1. Downtown Core/Infill Working Group Progress Update
2. Historic Preservation Commission Efforts

Presented by: Hilary Patterson, Community Planning Director

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.*

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MINUTES



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**PLANNING AND ZONING COMMISSION
WORKSHOP MINUTES
COEUR D'ALENE CITY HALL
CONFERENCE ROOM #6, UPSTAIRS
710 E. MULLAN AVENUE**

December 10, 2024

COMMISSIONERS PRESENT:

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

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Sean Holm, Senior Planner
Mike Behary, Associate Planner
Tami Stroud, Associate Planner
Randy Adams, City Attorney
Traci Clark, Administrative Assistant

Commissioners Absent:

Mark Coppess

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion by Commissioner McCracken, seconded by Commissioner Luttrupp, to approve the minutes from the Planning and Zoning Commission meeting on November 12, 2024. Motion approved.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

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

- There will not be any public hearings for the month of January. She would like to schedule a workshop again with The Commission to further discuss possible code amendments. Staff will reach out to The Commission and pick a date and time.

COMMISSION COMMENTS:

None.

WORKSHOP DISCUSSION:

Code Consideration - Twin Homes

Presented by Mike Behary – Associate Planner

Introduction:

- Recently, the Planning & Zoning Commission asked staff to bring forward twin homes as a discussion item for a possible code amendment to help provide more for-sale house options available in Coeur d'Alene.
- Currently, there are two ways that a twin home can be built in the city. The First, is utilizing the Planned Unit Development (PUD) process on sites that are over one and half (1 ½) acres in size. The second, is on properties zoned R-17, which allows single-family attached housing by right.
- Staff is seeking guidance and direction from the Planning & Zoning Commission on twin home development and it should be allowed by right or as a special use permit, or if there should be other factors considered in where they can be located by right.

Twin Home - Basics

Definition:

A Twin home is a residential property with two separate living spaces that share a common wall but are located on two separate lots.








Ownership:

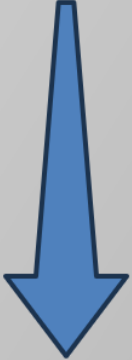
Each unit in a twin home is considered a single-family home, and the owners are responsible for maintaining and insuring their own side of the property. The property line runs down the middle of the building, and each property has its own description.

Differences:

Twin homes are similar to duplex in that they have a wall and look like two identical houses, but the ownership structure is different. In a duplex, both units are on the same lot, while in a twin home, each unit is on its own private lot.

What zoning districts should it be allowed in?

R-1	Low Density	 Duplex Not Allowed
R-3		 Duplex Not Allowed
R-5		 Duplex Not Allowed
R-8		 Duplex Allowed
MH-8		 Duplex Not Allowed
R-12		 Duplex Allowed
R-17	High Density	 Duplex Allowed



Recommendation: Allow by right in R-12 and R-17 zoning districts

Special Use Permit Requirement?

- **Pros:** A Special Use Permit (SUP) requirement could allow flexibility in allowing twin homes in areas not traditionally zoned for them. This could be useful for mitigating community concerns and ensuring that developments align with the neighborhood character.
- **Cons:** SUP process can be time-consuming and unpredictable, which may discourage developers and homeowners.

Recommendation: No Special Use Permit Process. Allow twin homes to be built by right in R-12 and R-17 zoning districts and associated commercial districts.

Should transect Planning/Zones radiating out from the city center be applied?

Should an Accessory Dwelling Unit (ADU) be allowed?

- **Pros:** Allowing ADUs within twin homes can provide additional housing options, such as rental units or spaces for extended families.
- **Cons:** ADUs could increase density further, leading to concerns about parking and potential overpopulation in the area.

Recommendation: Keep the code as is, which only allows ADUs on lots with single family detached housing.

Should Twin Homes be allowed in other zoning districts (besides R-17)?

What should be the minimum lot size required?

- **Pros:** Setting a minimum lot size can ensure that twin homes provide adequate space for both dwellings and maintain community character.
- **Cons:** Too large a minimum lot size could defeat the purpose of providing more affordable housing by increasing the cost of development.

Recommendation: The minimum lot size should be flexible, with a focus on achieving density without overcrowding. A suggested range could be between 3,000 to 5,000 square feet, with 3,500 square feet being the optimal recommendation. *Duplex Lots = 7,000SF (3,500SF per unit)*

What should be the minimum lot width required?

- **Pros:** A minimum lot width helps to maintain a sense of openness and separation between homes while ensuring that each dwelling has adequate access to light, air, and privacy.
- **Cons:** If set too wide, this requirement could reduce the feasibility of twin homes on smaller or irregular lots.

Recommendation: A minimum lot width of 25-30 feet would balance the need for adequate space while keeping housing affordable. (25 feet for alley lots and 30 feet for lots without alley access).

** R-8 and R-12 Lots have a minimum of 50 feet of frontage for duplex lots*

What should be the minimum setbacks required?

- **Pros:** Setbacks regulate how far the buildings are from property lines, ensuring adequate space for privacy, outdoor areas, and safe movement around buildings.
- **Cons:** Too large a setback could reduce the overall density and impact the economic viability of twin homes.

Recommendation: Consider minimum front setbacks of 20 feet, side setbacks of 5 feet (alley Lots) and 7 feet (with no alley), and rear setbacks of at least 25 feet, depending on the lot size and zoning.

Duplex Lots = Side 5' and 10' and corner lots 10'

Twin Home parking requirement?

- **Pros:** Parking requirements ensure that residents have access to transportation without relying on street parking, reducing congestion.
- **Cons:** Excessive parking requirements may reduce the land available for development or add unnecessary costs.

Recommendation: Require two parking spaces per unit, with the option to include garage or driveway parking.

Alley Lots and Driveway Access?

- **Pros:** Allowing access via alleys or shared driveways can reduce curb cuts, maintain streetscape aesthetics, and preserve front yard space for landscaping or green areas.
- **Cons:** It can create confusion regarding property access and potentially lead to disputes over

maintenance and responsibilities.

Recommendation Require alley access for alley lots.

Should existing Single Family and Duplexes be allowed to be converted to twin homes? Or should they only be allowed as a new build option?

Recommendation: Only should be allowed as a new build option.

Mike Behary concluded his presentation.

Commission Discussion:

One of the suggestions from a commission member would be to have a pamphlet that has some suggestions or ideas on twin homes.

They suggested the minimum lot width of 25 so that it would be consistent with the duplex lot with a 50-foot frontage and 25 feet per unit.

They would like the twin home parking to have two parking spaces per unit, which is consistent with other code requirements.

The Commission was supportive of a minimum front setback of 20 feet, side setbacks of 5 feet (for lots with an alley) and 7 feet (for lots with no alley), and rear setbacks of at least 25 feet, depending on the lot size and zoning.

The Commission was in consensus that if duplexes are allowed, then twin homes should be allowed by right too and have standards that mirror those for duplexes (with a few exceptions).

If there was an existing duplex or single-family home and someone wanted to convert it into a twin home, they agreed that existing duplexes and single-family homes could not be converted. Twin homes would only be allowed as a new build.

One commissioner thought that they should be built to look like one structure. No ADUs should be allowed for twin homes.

ADUs should only be allowed for single-family detached homes. Twin homes should look like duplexes, which do not have ADUs.

The Commission asked if it would possible for staff to do a GIS query to evaluate how many possible duplex lots exist in the City to help understand where twin homes may be located. Mr. Behary said he would do a GIS query.

Staff noted that in the R-8 zoning district with the larger duplex lots, that they wouldn't anticipate twin homes because it is the same lot size requirement for a single-family detached home that could also accommodate an ADU. It would be more likely in the R-8 district for someone to opt to split the lot and do two single-family detached homes with ADUs instead.

The Commission reiterated that they would like to see twin homes mirror the frontage and setback requirements for duplexes. Exceptions to duplex standards would be:

- Only garden sheds (under 200 square feet) would be allowed and would need to be setback at least 5 feet from the property lines. No other accessory structures would be permitted on twin home lots.

- For alley-loaded lots, twin homes would be required to utilize the alley for access and could not get driveways off of the street(s).

The Commission asked staff if they could amend the code to apply the alley-loaded requirement to duplexes too.

The question was asked can the roads be wide enough for on-street parking as well. The Commissioners were concerned with parking impacts with new projects and wanted to make sure that staff was evaluating current roadway widths and on-street parking opportunities.

Staff clarified that this was on their Code Amendments "To Do List" to address the minimum street standards to require that there would be on-street parking on at least one side of the street.

Chairman Messina said he appreciated hearing that and said it is helpful to hear what challenges staff is facing and what other code amendments we think would be beneficial.

There was some discussion about a new theoretical subdivision with just twin home lots and how that would work with the timing of construction and further lot splits. Randy Adams, City Attorney clarified that there are many lots that exist that can only support one type of use. That would be the same situation if someone did a twin home plat. This might lock them into doing only that type of development if they went forward with a twin home plat.

The Commission suggested that they work together with the Historic Preservation commission on the historic overlay zoning district concept.

The Commission asked when this item would come back to them. Staff said to plan on a public hearing on a Twin Home Code in March. They would get input from the other city departments prior to drafting the ordinance.

Code Evaluation - Special Use Permit for Single-Family Detached Only Housing Presented by Sean Holm – Senior Planner

Introduction:

Purpose: Evaluate the code for Special Use Permits (SUP) restricting development to single-family detached housing.

Objective: Discuss whether to retain, amend, or eliminate this code.

Context: Address legal concerns, city goals, and community needs.

Code Overview:

- Allows 66% of property owners with 66% of the land to request single-family restrictions via SUP.
- Minimum area: 1.5 gross acres (R-8 & R-12 zones).

History:

- 3 cases Pinegrove (1994, approved), Ft. Grounds (2013-2014, approved), Thomas Park, denied).
- Threshold reduced from 75% to 66% in 2013.

Pros of removing the code:

- Promotes diverse, affordable housing options.
- Reduces conflicts and administrative burdens.
- Aligns better with comprehensive plan goals.
- Encourages market adaptability.

Cons of removing the code:

- Limits neighborhood input on development.
- Risk of altering neighborhood character.
- Requires zoning code updates.
- Removes a formal tool for neighborhood-led planning.

Legal and Procedural Issues

- Misalignment with SUP intent under Idaho Law?
- Potential legal challenges
- Perceived improper use of SUP authority.
- Reduced public input compared to zone changes.
- City Council would be the deciding factor.
- Could conflict with comprehensive plan goals.

Considerations:

Clarify intent: Consider zoning overlays or conservation districts.

Align with State Code: Amend SUP practices to meet statutory definitions?

Shift to Zone Changes: Require formal rezoning for single-family restrictions?

Hurdle Percentage: Raise thresholds back to 75% with notarized signatures?

Discussion Questions:

1. Should we retain, amend, or eliminate the current SUP process?
2. How can we balance neighborhood input with city-wide goals?
3. What tools can address concerns about changing neighborhood character?

Mr. Holm concluded his presentation.

Commission Discussion:

The Commission said they would like to eliminate the single-family detached only SUP option in the Zoning Code. There have only been three instances of this in the city and that other zoning tools exist that seem more appropriate. The Commission noted that they support the historic overlay tool and would like to workshop with the Historic Preservation Commission separately on that.

**Code Consideration - Multifamily Performance Standards & Design Guidelines
Presented by Hilary Patterson – Community Planning Director**

Ms. Patterson noted that the current Commercial Design Guidelines and code requirements for multi-family projects do not specifically address the design characteristics of this type of development for apartments, townhouses and condominiums. Staff feels there is a need to have design and performance standards that are specific to apartments, condominium projects and townhouse projects to address design, access/circulation and livability components.

Design of proposed, approved and constructed projects do not consider design aesthetics for things such as mini splits or wall A/C units, connections to adjacent commercial uses and public open space areas, visitor parking, accessible units, zero entry units, and units with visit ability (accessibility for disabled visitors) performance standards on the first level (zero entry, wider doorways and restroom), ADA parking stalls, green space and buffering, etc.

Drive aisles are frequently utilized which can skirt Zoning Code requirement for frontage, street trees, landscaping trees, landscaping and sidewalk performance standards.

There is a loophole in the code that is being used to reduce parking for townhouse projects that was designed for apartments where there is shared parking, rather than parking for individual units.

Other performance standards that are lacking from the code include: snow storage, on-site green space and amenities for residents (e.g., play areas for children or green space for pets, on-site trails, trash enclosures versus individual totes and placement of trash enclosures, dead-end streets without requirement for secondary access, and all buildings looking identical.

Ms. Patterson shared the City of Auburn, WA's design guidelines for multifamily residential and noted some of the components they included and how they separated projects into large and small for certain performance standards.

Ms. Patterson noted there is also a lack of accessible units in townhouse construction and an exemption in the Building Code for Type C dwelling units by exempting the accessible restroom on the first level if the floor space is too small. Because of the exemption in the Building Code, one consideration is to add something in the Zoning Code. Other communities have included visitability/zero entry performance standards, but staff needs to do additional research to see how that has been addressed.

Visitability is a design approach for housing that allows people who use wheelchairs or other mobility devices to visit. Visitability focuses on features that guests would use, such as the entrance, hallways, and bathroom on the main floor. Common features include:

- At least one accessible route into the dwelling
- Accessible entrance doors
- Hallway widths of at least 32 inches
- A wheelchair accessible bathroom on the main floor

Feedback Requested:

- Length Limitation for Driveways
- Driveway versus a private street
- Connectivity Requirement (Right-of-Way Circulation) – Vehicles and pedestrians
- Accessibility/Visitability for a certain percentage of units
- Parking requirements
 - Parking Ratio Based on Number of Bedrooms per Unit
 - Visitor Parking Requirements
 - Apartments
 - Townhomes
 - ADA Parking
- Landscaping Requirements for Front Yards of site and along private streets and drive aisles
- Green spaces and amenities for residents
- Snow storage requirement
- Trash enclosure versus individual totes
- Requirement for some variation in building design?
- Wall mounted and Rooftop Equipment
- Door/Front/Orientation of building(s) facing public streets (address blank walls)
 - Townhomes
 - Apartments
- Glazing requirement
 - Townhomes
 - Apartments

Should there be a consideration to allow for some exceptions to the standards if they deed restrict housing to 80-100% AMI, provide annual reports, and work with a local housing provider for management?

Ms. Patterson concluded her presentation:

Commissioner Discussion:

The Commission had questions on what number of multifamily units triggers ADA accessibility requirements and if it was greater than 5 units, or if a 4-plex triggered it. Staff didn't have the answer and said they would consult with the Building Official.

One suggestion was to require ground floors to be accessible or adaptable. The Commission urged staff to research and look at other examples where accessibility is incorporated into a zoning code instead of the building code.

There was a question on the appropriate length of a dead-end driveway or private road and if that number should be 150' based on the length of a fire hose, or some other number. But there was support for requiring secondary vehicular access as well as pedestrian access.

The Commission was supportive of the visitable units and said they would like to see some threshold, such as over 5 units.

The commission wanted the code to specify a % of parking that would be required for visitors and to clarify the parking per bedroom rather than averaging it for townhouse projects. They don't want to see the parking ratios increased, but do want to add visitor parking requirements. The Commission would like staff to evaluate the 8x18 parking stall size that doesn't fit standard vehicles.

The Commission was supportive of requiring street trees and landscaping, even along drive aisles and private streets.

They were supportive of considering some variation in building design for large projects that would be required by DRC, and they liked the standard Auburn had related to roofs over entries.

The Commission also said they were interested in how a multifamily project would be compatible and tie into existing neighborhood.

The Commission did not want to include an exception for design guidelines and development standards for projects and deed restrictions for affordable units, but rather offer density and FAR as incentives to help address affordability.


ADJOURNMENT:

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

The meeting was adjourned at 2:11 p.m.


Prepared by Traci Clark, Administrative Assistant

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PUBLIC HEARING

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STAFF REPORT



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**PLANNING COMMISSION
STAFF REPORT**

FROM: SEAN E. HOLM, SENIOR PLANNER
DATE: FEBRUARY 11, 2025
SUBJECT: ZC-1-25 ZONE CHANGE REQUEST FROM C-17PUD TO C-17
ON A PARCEL MEASURING 0.213 ACRES
LOCATION: PROPERTY AT THE NORTHWEST CORNER OF E. HARRISON
AVENUE AND N. 2ND STREET, COMMONLY KNOWN AS 213 E.
HARRISON AVENUE.

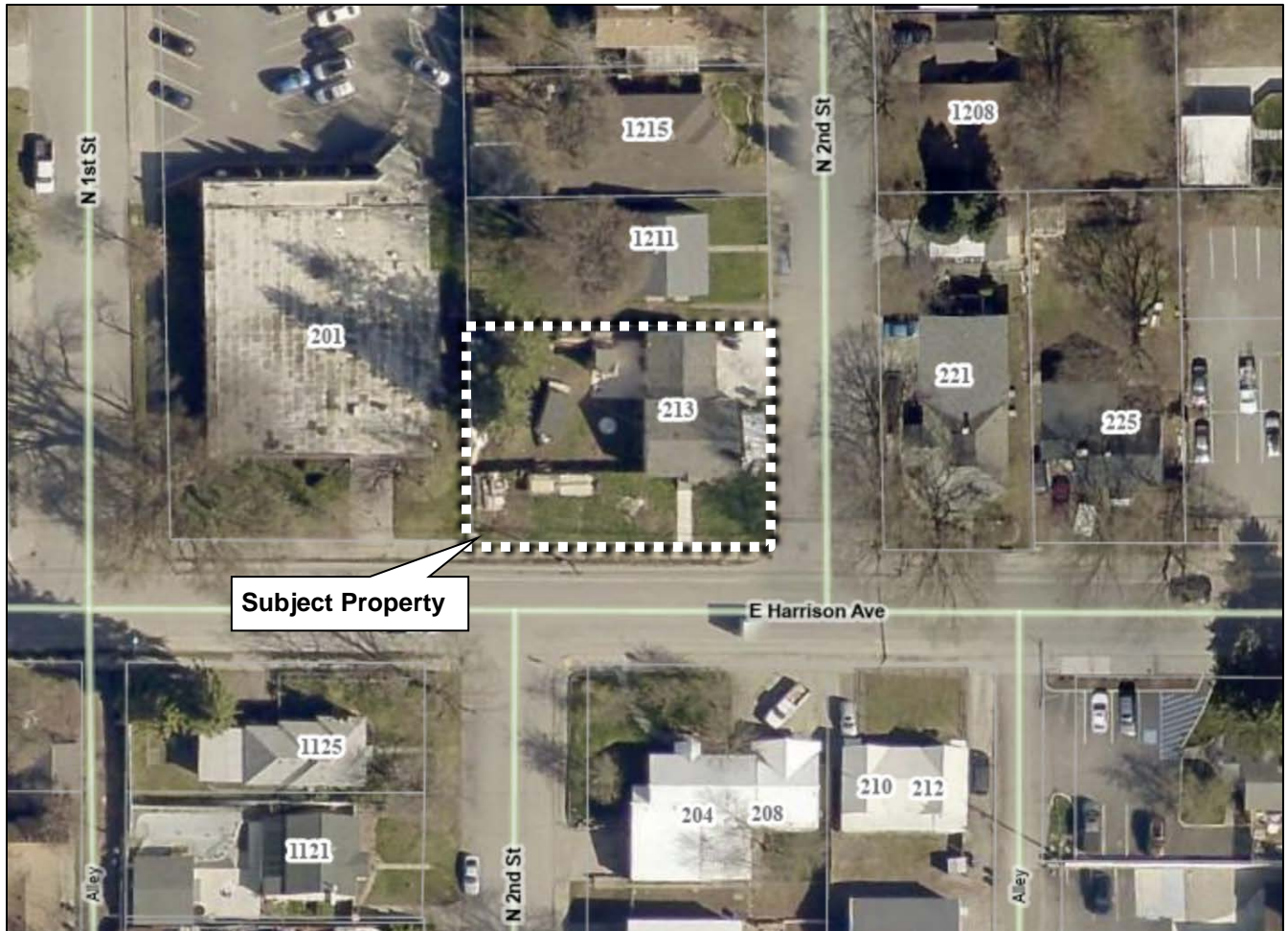
APPLICANT/OWNER:
Aaron Mote
503 W. Vista Dr.
Coeur d'Alene, ID 83815

DECISION POINT:
Should the Planning Commission recommend to the City Council approval or denial of
Aaron Mote's request for a zone change from C-17 PUD to C-17 for property within city
limits?

AERIAL PHOTO (AREA CONTEXT):



AERIAL PHOTO (SITE CONTEXT):



BACKGROUND INFORMATION:

Summary of Past Actions on 213 Harrison Avenue (ZC-3-80):

The applicants, Frank K. Myers and Julie A. Clovis, sought to rezone the property from R-1 (Residential One) to C-1aL-PUD (Commercial One-A Limited / Planned Unit Development) to remodel the existing residence into an insurance/real-estate office.

Public Hearing Highlights:

Planning Commission Recommendation (February 12, 1980):

The Planning Commission unanimously recommended approval of the zone change, subject to the condition that the structure be retained in a residential style.

Justifications for the recommendation included:

- The Comprehensive Plan designated the property as suitable for Neighborhood Service.
- The requested use aligned with the Neighborhood Service designation.
- The existing curb cut on Harrison Avenue, though not ideal, was the best alternative to encroaching on a residential street (2nd St.).

City Council Review (March 4 and April 1, 1980):

The initial hearing on March 4, 1980, was continued to April 1, 1980, to allow the Traffic Safety Committee to explore one-way traffic feasibility on Harrison Avenue. The Traffic Safety Committee ultimately recommended against the one-way street.

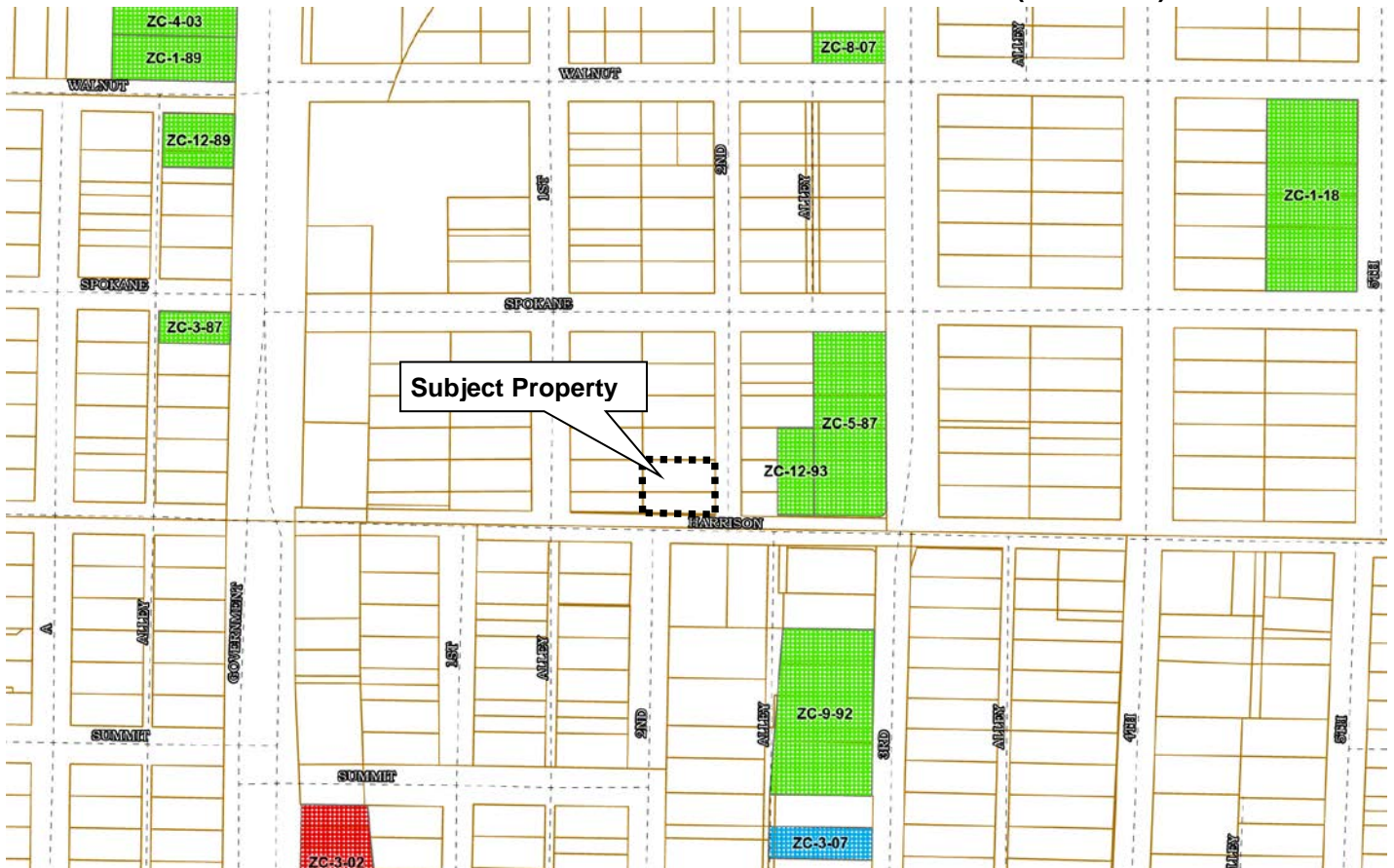
On April 1, 1980, the City Council approved the zone change (4-2 vote) with the condition that the structure retain a residential appearance.

Conditions of Approval- As detailed in Ordinance No. 1611, the zone change approval included the following conditions:

- The property was rezoned to C-1aL-PUD with the specific limitation that the site layout and use be restricted to remodeling the existing house into an insurance/real estate office.
- The structure had to maintain its residential style.
- The development was required to install 8-foot sidewalks along street frontages to comply with commercial site improvement standards.

NOTE: As near as staff can tell, this specific PUD was allowed even though the property is less than 1.5 acres, due to the building moratorium on development in the late 1970s because of wastewater limitations. The structure was never converted to an insurance/real-estate office. Since the PUD approval was tied together with the zone change under those circumstances, staff required the applicant apply for a zone change to remedy the situation 45 years later.

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



<u>Hearing</u>	<u>Request</u>	<u>City Council</u>
ZC-3-87	R-12 to C-17L	Approved
ZC-5-87	R-12 to C-17L	Approved
ZC-1-89	R-12 to C-17L	Approved
ZC-12-89	R-12 to C-17L	Approved
ZC-9-92	R-12 to C-17L	Approved
ZC-12-93	C-17L to R-12	Approved
ZC-3-02	R-12 to C-17L	Denied
ZC-4-03	R-12 to C-17L	Approved
ZC-3-07	R-12 to C-17	Withdrawn
ZC-8-07	R-12 to NC	Approved
ZC-1-18	R-17 to C-17	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 January 25, 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 January 31, 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). sixty-six (66) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on January 24, 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 property contains a single-family home located on the northwest corner of the intersection of Harrison Ave. and 2nd St. The subject site measures 0.213 acres in area and is relatively flat.

A7. The subject site is currently zoned Commercial Planned Unit Development (C-17PUD).

A8. The neighborhood surrounding 213 E Harrison Avenue is characterized by a mix of historical development and gradual transformation. The area is predominantly residential, featuring early to mid-20th-century homes in a variety of architectural styles, including Craftsman bungalows, traditional cottages, and ranch-style houses. The neighborhood includes a mix of residential, civic, and commercial uses.

A9. The Comprehensive Plan Future Land Use Map designation is the Compact Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-12, R-17, MH-8, NC, and CC.

A10. According to the Comprehensive Plan, the Compact Neighborhood place type is described as places that 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.

A11. Staff 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 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 1.3: 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.

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. The applicant has indicated that, if this zone change request is approved, it intends to use the property for a professional management office in the existing residential structure and build a Caretaker's Unit with additional space on the ground floor for window display. However, it should be noted that if the zone change is approved all uses within the C-17 zoning district would be allowed (See the C-17 permitted uses on pages 19 and 20).

A13. City departments have indicated that water and wastewater services are available for a commercial use of the subject property. Sidewalks, hydrants, and stormwater will be addressed at the time of construction.

A14. The subject property is approximately 9,411 square feet in size and contains a house and paved driveway off of 2nd Street. It is relatively flat with minimal landscaping and mature trees in the northwest corner of the lot. The immediate area is characterized by a mix of small-scale residential and commercial development that is primarily residential in nature with some smaller commercial and civic uses.

A15. The City Engineer has indicated that the proposed two business offices and a caretaker's unit could generate 18 additional trips per day, but is not expected to adversely affect traffic. The area is predominately residential with some civic and commercial uses. The C-17 zoning district would allow for a wide variety of commercial uses and residential uses by right, as well as accessory uses and those allowed by special use permit. Approval of the zone change request will intensify the potential of the property by increasing the allowable uses and density by-right from C-17PUD to C-17 unless conditions are approved. The existing PUD limits commercial access to the site from Harrison Avenue and the use of the structure on-site to office space, specifically insurance/real estate.

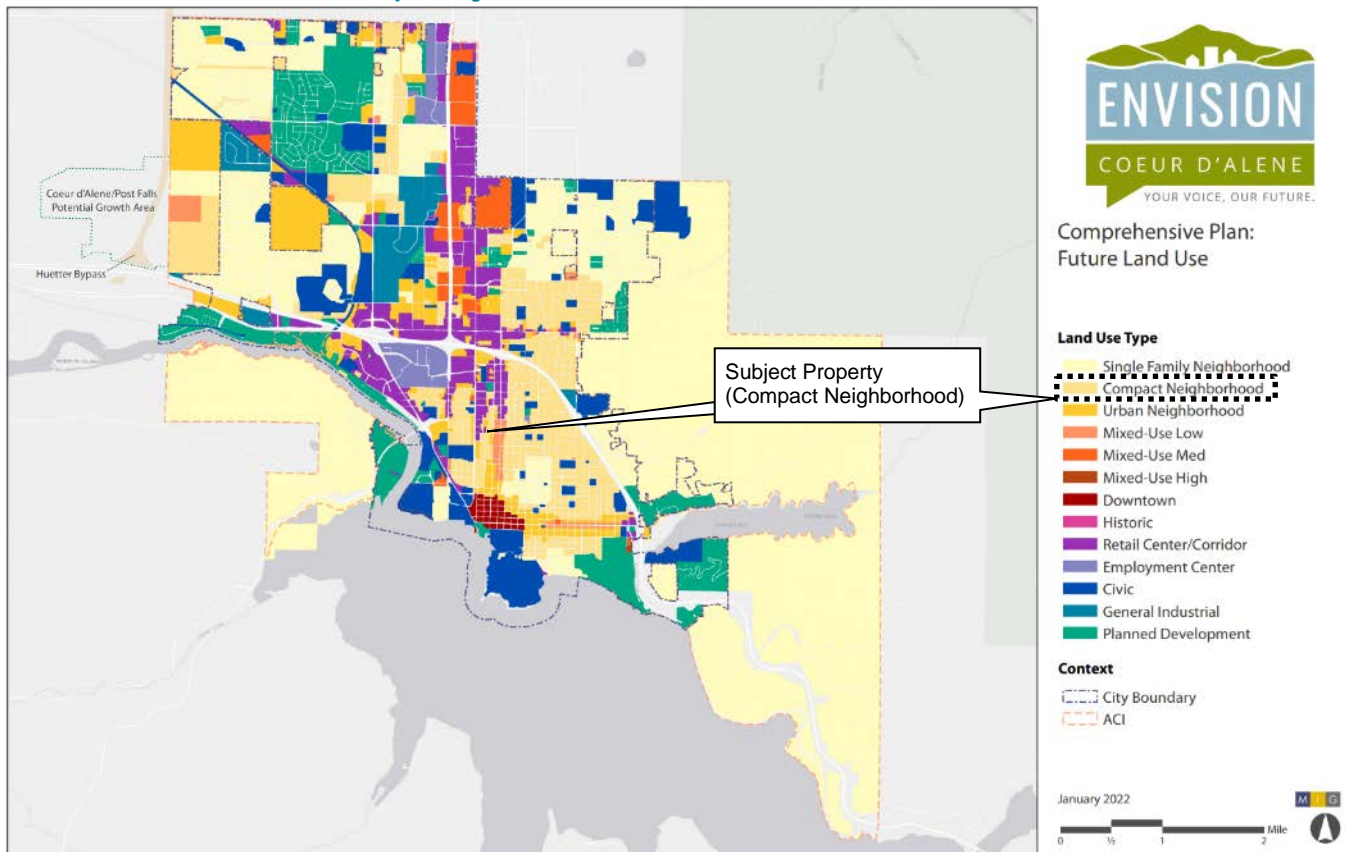
REQUIRED ZONE CHANGE FINDINGS:

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 & A10.

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

Future Land Use Map (City Context):



Future Land Use Map (Neighborhood Context):



Place Types

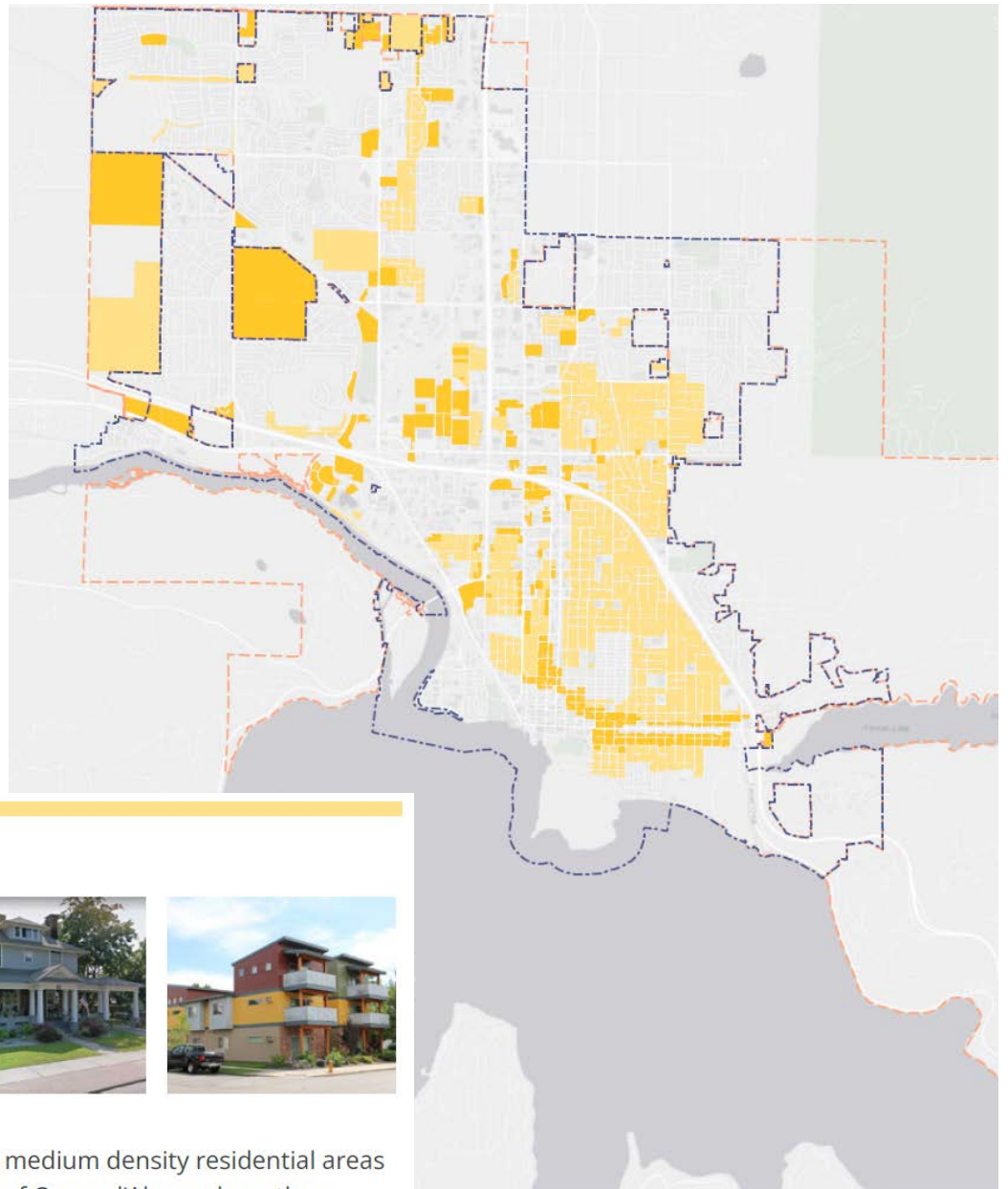
Place Types represent the form of future development, as envisioned by the residents of Coeur d'Alene. These Place Types provide the policy-level guidance that will inform the City's Development Ordinance. Each Place Type corresponds to multiple zoning districts that will provide a high-level of detail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

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.

Compatible Zoning: R-12 and R-17; MH-8; NC and CC

Note: Due to the nature of prior approvals, staff gave the option of choosing C-17 zoning as an option to the applicant with the understanding that ultimately Planning Commission makes a recommendation to the City Council and the City Council makes the final decision. See the "BACKGROUND INFORMATION" section of this staff report on pages 2-3 for context on how the subject property was approved with a zone change and planned unit development (PUD) in 1980.



Compact Neighborhood



Key Characteristics

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, duplexes, triplexes, four-plexes, townhomes, green courts, and auto-courts. Supporting uses typically include neighborhood parks, recreation facilities, and parking areas.

Transportation

- Gridded street pattern with pedestrian and bicycle facilities

Typical Uses

- Primary: Single and mixed residential
- Secondary: Neighborhood parks and recreation facilities, parking

Building Types

- Single-family, duplexes, triplexes, four-plexes, townhomes, green courts, and auto-courts

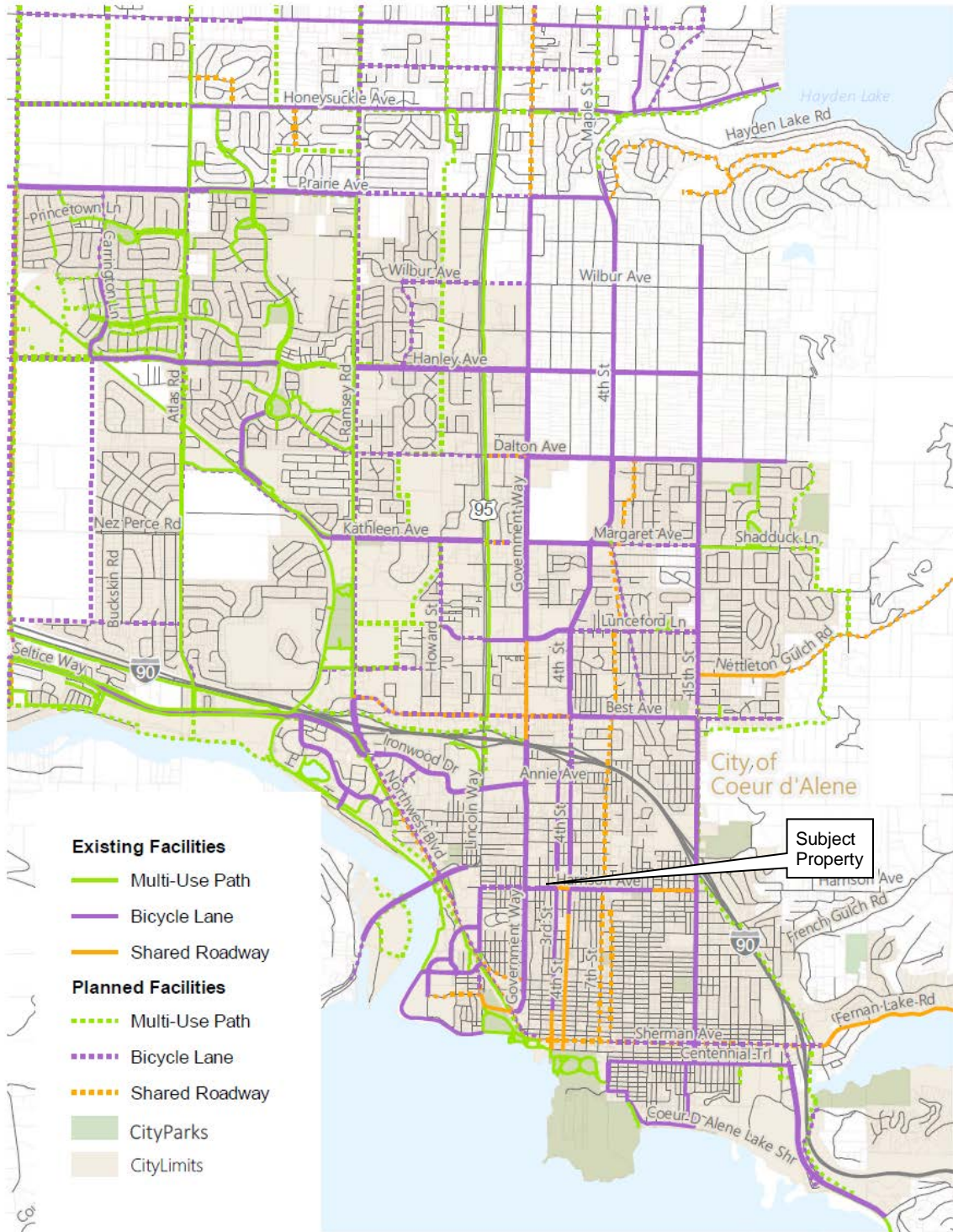


Compatible Zoning

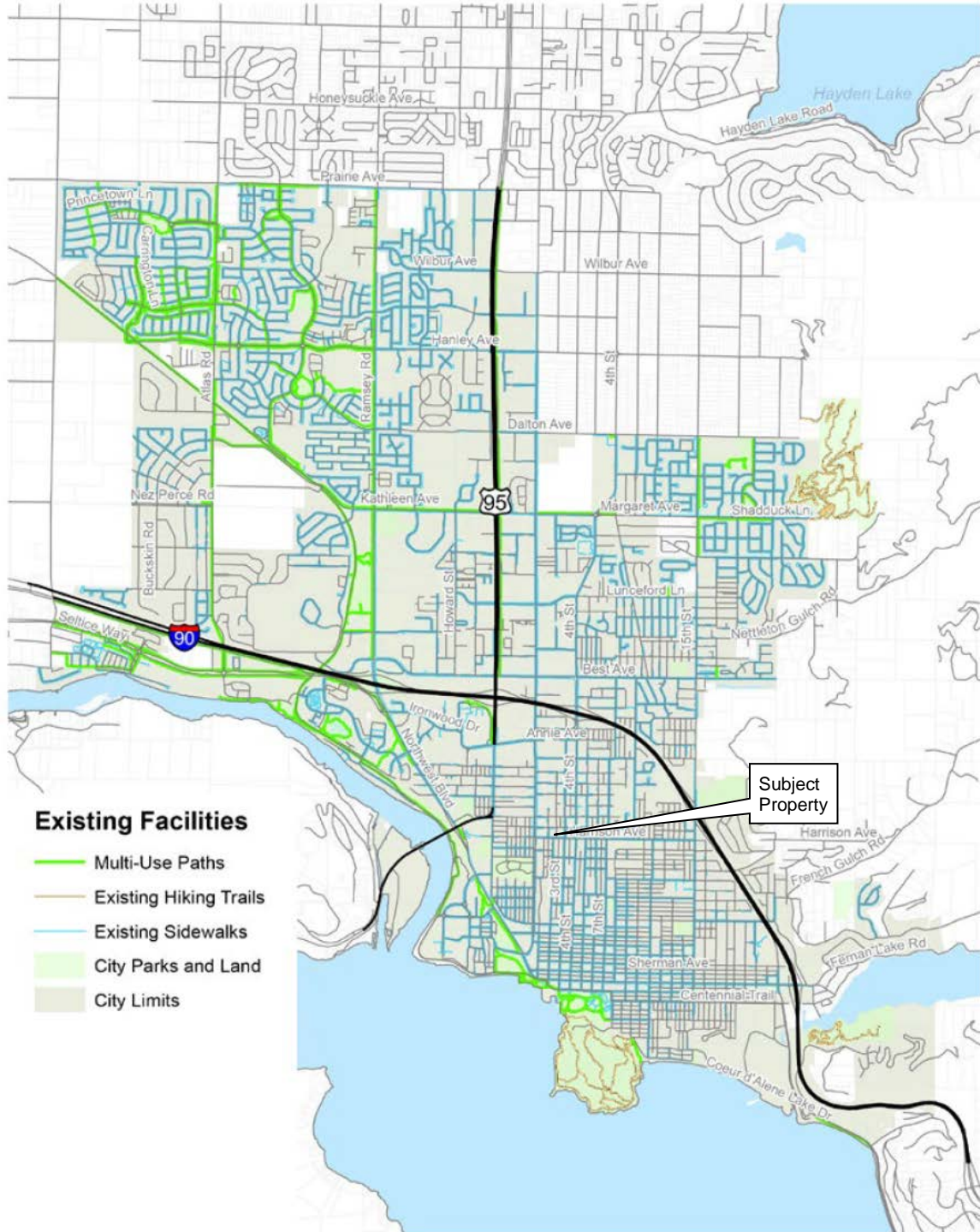
- R-12 and R-17; MH-8; NC and CC

Transportation:

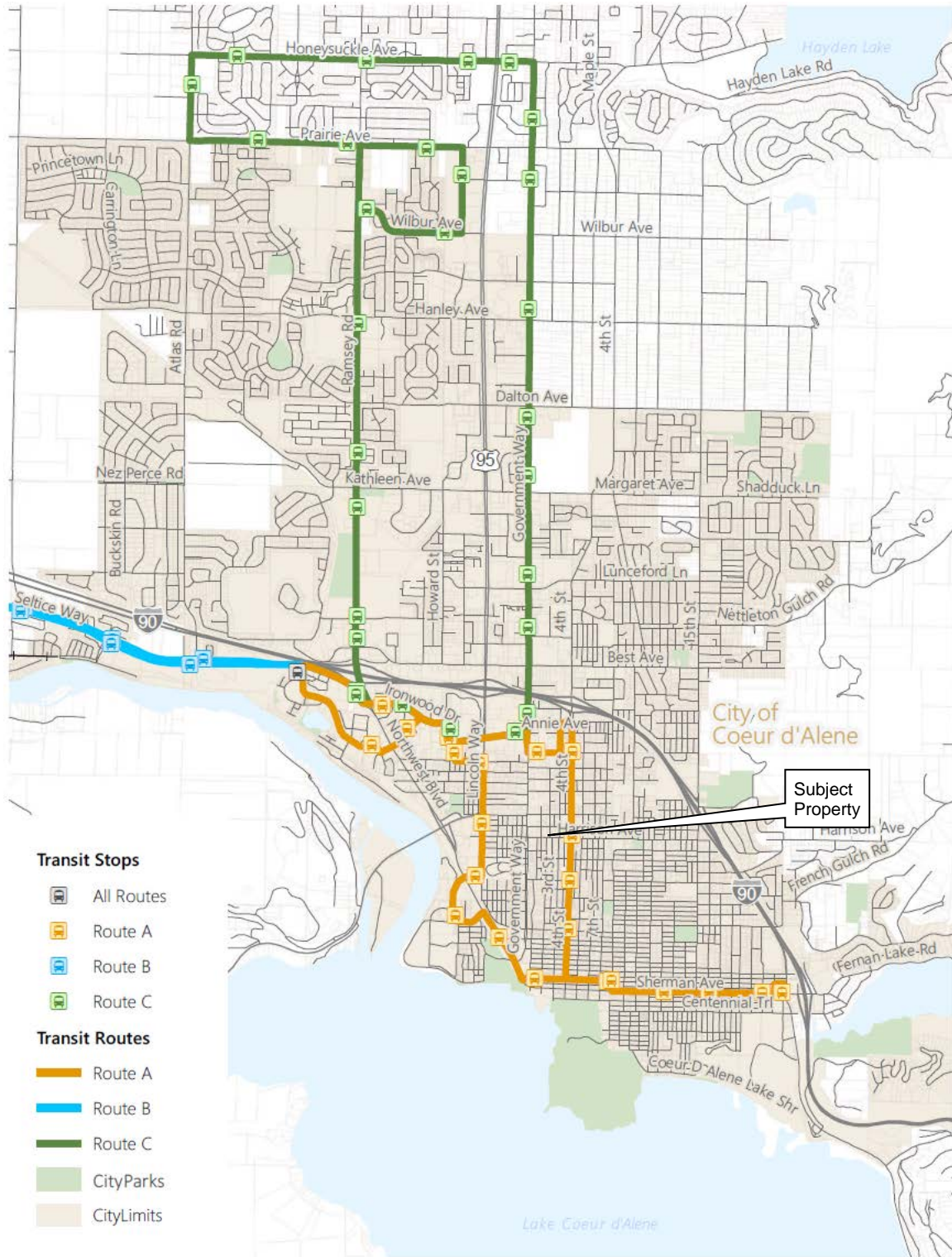
Existing and Planned Bicycle Network:



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 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 1.3: 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.

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.

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 2nd Street to the east and Harrison Ave to the south. All sidewalk deficiencies on Harrison Avenue must be corrected, new sidewalk installed on 2nd Street, and a pedestrian ramp installed at the corner at the time of construction. An easement will be required to accommodate the sidewalk on 2nd Street.

-Submitted by Chris Bosley, City Engineer

WATER:

There is adequate capacity in the public water system to support domestic, irrigation and fire flow for the proposed Zone Change. Any required water main extensions, additional fire hydrants, and new services required for construction will be installed by the owner at their expense. One residential service currently exists to the subject property.

-Submitted by Glen Poelstra, Assistant Water Director

WASTEWATER:

Sewer is already connected to this property from the east in 2nd St. The Subject Property is within the City of Coeur d'Alene and in accordance with the 2023 Sewer Master Plan; the City's Wastewater Utility presently has the wastewater system capacity, willingness and intent to serve this Zone Change request as proposed. City Wastewater Policy #716; Only one appropriately sized sewer lateral is allowed to serve each legally recognized parcel. 'One parcel, One service. (One Lot, One Lateral).

-Submitted by Larry parsons, Utility Project Manager

FIRE:

The CDA Fire Department has reviewed the listed project for zone change at 213 E Harrison. We have no comments or conditions to add to this project for zone change. The proposed use does not increase the hazard of this property or likely emergency services needs.

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

Fire department access to the site (Road widths, surfacing, maximum grade and turning radiuses), in addition to, fire protection (Size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to Site Development and Building Permit, utilizing

the currently adopted International Fire Code (IFC) for compliance. The CD'A FD can address all concerns at site and building permit submittals.

-Submitted by Bobby Gonder, Fire Inspector

Evaluation: *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 a mix of small-scale residential and commercial development on a relatively flat elevation. The parcel itself sits at the northwest corner of Harrison Avenue and 2nd Street and is approximately 9,411 square feet in size. The structure on the property is a mid-20th-century house, retaining most of its original residential architectural style. The site features a sidewalk along Harrison, a paved driveway on 2nd St., and minimal landscaping along the frontages with mature trees in the NW corner of the lot.

The surrounding streets are primarily residential in character, with single-family homes situated on modestly sized lots. West of the subject property is St. Vincent de Paul HELP Center. Harrison Avenue serves as a key east-west corridor with limited pedestrian infrastructure, as sidewalks are sparse along residential sections. While some parcels have undergone redevelopment, much of the area retains its mid-century neighborhood character, with a mix of older homes and newer infill projects.

SITE PHOTOS:

Photo of front of home from Harrison Avenue looking north:



Intersection of Harrison Avenue & 2nd Street looking north:



Side of home looking SW from 2nd Street:



Looking west down Harrison Avenue toward Government Way showing mix of residential, commercial, and civic uses (Red arrow pointing to the St. Vincent De Paul HELP Center):



Looking east down Harrison Avenue toward 3rd Street showing mix of residential, commercial, and civic uses:



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 change itself would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. However, the applicant states that they intend to use the existing structure to create two business offices. Additionally, they intend to construct a caretaker’s unit on the property. Using Land Use Code 710 – General Office Building from the ITE Trip Generation Manual, and assuming approximately 1400 sf of office space, it can be estimated that this use will generate 18 additional trips per day with 2 additional a.m. peak hour trips and 2 additional p.m. peak hour trips. The caretaker’s unit can be assumed to add no additional trips vs. the permitted residential use. It is unlikely that this use will adversely affect traffic. All sidewalk deficiencies on Harrison Avenue must be corrected, new sidewalk installed on 2nd Street, and a pedestrian ramp installed at the corner at the time of building permit/construction. An easement will be required to accommodate the sidewalk on 2nd Street, which will be addressed at the time of development.

-Submitted by Chris Bosley, City Engineer

NEIGHBORHOOD CHARACTER:

The neighborhood surrounding 213 E Harrison Avenue is characterized by a mix of historical development and gradual transformation. Harrison Avenue serves as a local connector street, providing access to the downtown core and nearby amenities. Recent commercial development along 3rd and 4th Streets has contributed to the area's growing commercial vitality, while nearby north-south collectors provide connections to downtown and the I-90 freeway.

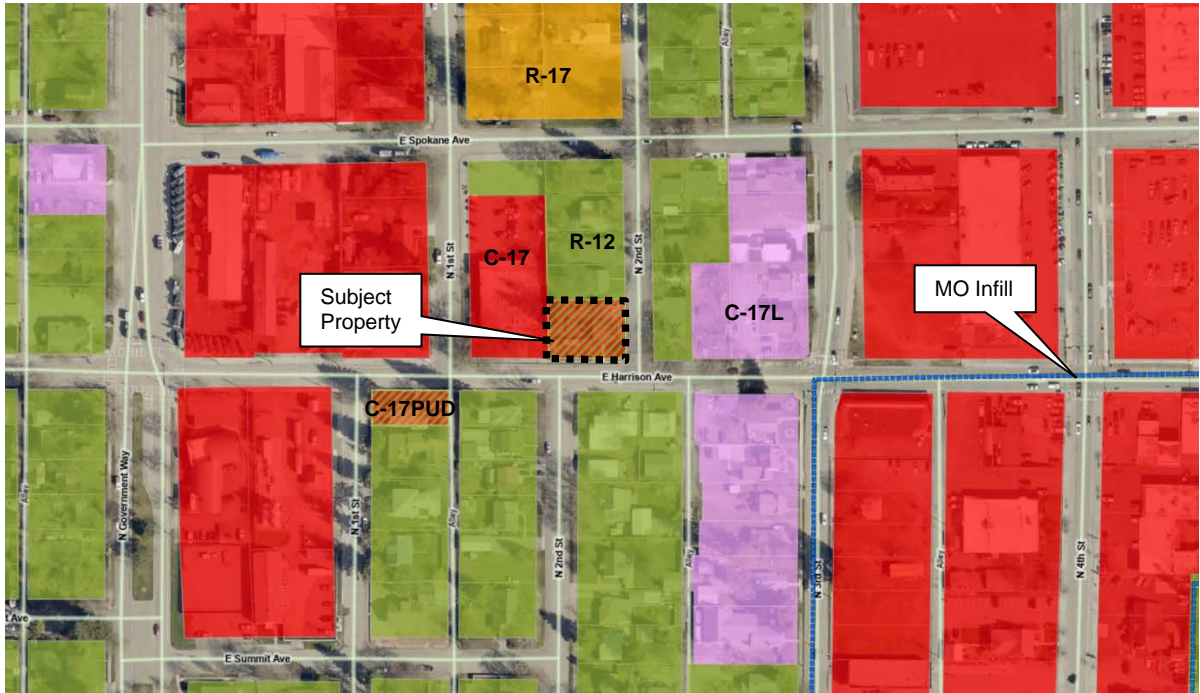
The area is predominantly residential, featuring early to mid-20th-century homes in a variety of architectural styles, including Craftsman bungalows, traditional cottages, and ranch-style houses. Many homes retain their original character, complemented by mature trees, landscaped yards, and porches. The neighborhood includes a mix of residential, civic, and commercial uses.

GENERALIZED LAND USE PATTERN:



ZONING:

- zoning
- C-17
- C-17L
- C-17LPUD
- C-17PUD
- DC
- DCPUD
- LM
- M
- MH-8
- MH-8PUD
- NC
- NW
- R-1
- R-12
- R-12PUD
- R-17
- R-17PUD
- R-1PUD
- R-3
- R-3PUD
- R-5
- R-5PUD
- R-8
- R-8PUD
- R-85F



NOTE: Approval of the zone change request will intensify the potential of the property by increasing the allowable uses and density by-right from C-17PUD to C-17 unless conditions are approved. The existing PUD limits commercial access to the site from Harrison Avenue and the use of the structure on-site to office space, specifically insurance/real estate.

Proposed Zoning:

17.05.490: GENERALLY:

- A. The C-17 district is intended as a broad-spectrum commercial district that permits limited service, wholesale/retail and heavy commercial in addition to allowing residential development at a density of seventeen (17) units per gross acre.
- B. This district should be located adjacent to arterials, however, joint access developments are encouraged.

17.05.500: PERMITTED USES; PRINCIPAL:

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

- Administrative offices.
- Agricultural supplies and commodity sales.
- Automobile and accessory sales.
- Automobile parking when serving an adjacent business or apartment.
- Automobile renting.
- Automobile repair and cleaning.
- Automotive fleet storage.
- Automotive parking.
- Banks and financial institutions.
- Boarding house.
- Building maintenance service.
- Business supply retail sales.
- Business support service.
- Childcare facility.
- Commercial film production.

- Commercial kennel.
- Commercial recreation.
- Communication service.
- Community assembly.
- Community education.
- Community organization.
- Construction retail sales.
- Consumer repair service.
- Convenience sales.
- Convenience service.
- Department stores.
- Duplex housing (as specified by the R-12 district).
- Essential service.
- Farm equipment sales.
- Finished goods wholesale.
- Food and beverage stores, on/off site consumption.
- Funeral service.
- General construction service.
- Group assembly.
- Group dwelling - detached housing.
- Handicapped or minimal care facility.
- Home furnishing retail sales.
- Home occupations.
- Hospitals/healthcare.
- Hotel/motel.
- Juvenile offenders facility.
- Laundry service.
- Ministorage facilities.
- Mobile food court.
- Multiple-family housing (as specified by the R-17 district).
- Neighborhood recreation.
- Noncommercial kennel.
- Nursing/convalescent/rest homes for the aged.
- Personal service establishments.
- Professional offices.
- Public recreation.
- Rehabilitative facility.
- Religious assembly.
- Retail gasoline sales.
- Single-family detached housing (as specified by the R-8 district).
- Specialty retail sales.
- Veterinary office.

17.05.510: PERMITTED USES; ACCESSORY:

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

- Accessory dwelling units.
- Apartment for resident caretaker watchman.
- Outside area or buildings for storage and/or preparation of merchandise or goods necessary for and incidental to the principal use.
- Private recreation (enclosed or unenclosed).
- Residential accessory uses as permitted by the R-17 district.

17.05.520: PERMITTED USES; SPECIAL USE PERMIT:

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

- Adult entertainment sales and service.
- Auto camp.
- Criminal transitional facility.
- Custom manufacturing.
- Extensive impact.
- Residential density of the R-34 district as specified.
- Underground bulk liquid fuel storage - wholesale.
- Veterinary hospital.
- Warehouse/storage.
- Wireless communication facility.

17.05.530: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:
 Maximum height requirements in a C-17 district shall be as follows:

<u>Structure Type</u>	<u>Structure Location</u> <i>In Buildable Area for Principal Facilities</i>
For residential uses	As specified by the R-17 district (32'-45')
For the remaining uses	No height limitation

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-17 zoning allows for a wide array of commercial uses as well as residential at an R-17 standard. Development of C-17 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 parcel measures 9278.28 square feet.

Commercial: See "17.05.500: Permitted Uses; Principal" on pages 19 and 20

Residential: Multifamily standard is 2500 square feet per unit yielding a potential maximum potential of four (4) attached units (not including a caretaker's unit).

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-17 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

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PAID

ZONE CHANGE APPLICATION

JAN 01 2025

CITY OF COEUR D'ALENE

STAFF USE ONLY
 Date Submitted: _____ Received by: 12-31-24 Fee paid: _____ Project # ZC-1-25

REQUIRED SUBMITTALS

Application Fee: \$ 1,200.00
 Publication Fee: \$300.00
 Mailing Fee: \$6.00 per hearing

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

A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at

- Completed application form**
- Application, Publication, and Mailing Fees**
- A report(s) 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 with the property boundaries.
- A report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property. The report(s) shall be a full Title Report and include the Listing Packet.
- A written narrative:** Including zoning, how proposal relates to the 2007 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.

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: Aaron B Mote		
MAILING ADDRESS: 503 W Vista Dr.		
CITY: Coeur D'Alene	STATE: ID	ZIP: 83815
PHONE: 720-207-3312	FAX:	EMAIL: office@directsiding.com
APPLICANT OR CONSULTANT: Aaron B Mote		STATUS: ENGINEER OTHER
MAILING ADDRESS: 503 W Vista Dr.		
CITY: Coeur D'Alene	STATE: ID	ZIP: 83815
PHONE: 720-288-4680	FAX:	EMAIL: office@directsiding.com

FILING CAPACITY

- Recorded property owner as to of 11/29/2022
- 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: 213 E Harrison Ave. Coeur d'Alene		
EXISTING ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-1 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input checked="" type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/> PUD		
PROPOSED ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-1 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input checked="" type="checkbox"/> C-17 <input checked="" type="checkbox"/> C-17L <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/> SP 1-9-25 email		
TAX PARCEL #: 109102	EXISTING ZONING: C-17PUD	TOTAL NET AREA/ACRES: .177 Acres
GROSS AREA/ACRES: .21 Acres	CURRENT LAND USE: Residential	ADJACENT LAND USE: Commercial
DESCRIPTION OF PROJECT/REASON FOR REQUEST: We propose converting the existing single-family home into two private office spaces for our small local business. This plan includes adding signage at the front and enhancing the entrance with a wide, commercially compliant walkway. Additionally, we intend to construct an accessory caretaker's unit to maintain and oversee the property, given the unique challenges presented by our proximity to the neighboring Help Center.		

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: Aaron Mote Telephone No.: 720-207-3312

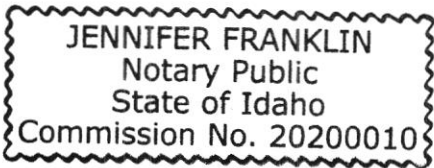
Address: 503 W Vista Dr. Coeur D'Alene

Signed by Owner: 

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 14th day of November, 2024.

Notary Public for Idaho Residing at: 1410 N. Government Way Coeur D'Alene, ID 83814



My commission expires: 01/02/2026

Signed: 
(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____

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 on 11/1/2024.
(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 on 11/1/2024.
(name) (date)

CERTIFICATION OF APPLICANT:

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

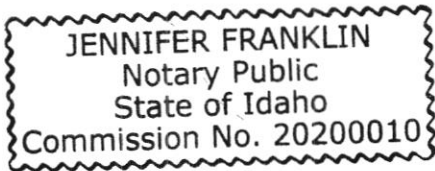
request and knows the contents thereof to be true to his/her knowledge.

Signed: [Signature]
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 14th day of November, 2024.

Notary Public for Idaho Residing at: 1416 N. Government way Coeur d'Alene, ID 83814



My commission expires: 01/02/2026

Signed: [Signature]
(notary)

CLARK, TRACI

From: HOLM, SEAN
Sent: Thursday, January 9, 2025 9:36 AM
To: CLARK, TRACI
Subject: FW: Zone Change Request

Traci,

Could you please archive the email below as part of their application?
I wanted him to provide something tangible vs. just a phone call.

Thanks!

s

From: Aaron Mote <aaron@directsiding.com>
Sent: Thursday, January 9, 2025 8:35 AM
To: HOLM, SEAN <SHOLM@cdaid.org>
Subject: Re: Zone Change Request

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

Hello Sean,

For the zone change request, we would like to proceed with a C-17 request.

Thank you for the phone call!

Best Regards,
Aaron Mote

Get [Outlook for iOS](#)

From: HOLM, SEAN <SHOLM@cdaid.org>
Sent: Wednesday, January 8, 2025 4:13 PM
To: aaron@directsiding.com <aaron@directsiding.com>
Subject: Zone Change Request

All the best,

Sean E. Holm

Senior Planner | City of Coeur d'Alene
208.676.7401

213 E Harrison - Rezoning Narrative

We are requesting to rezone to C-17.

Our intended use for the property will be an office space for our Exterior Design and /or Professional Management office in the existing residential structure.

We would like to then build an Accessory Caregiving Unit to provide additional security on the property and to provide an affordable housing unit for one of our employees to enjoy living in Downtown CDA. This unit will provide needed security with the HELP center nextdoor that, at times, attracts vagrancy – which has resulted in countless items of trash, including broken bottles, being thrown on to our property.

Place Type - C-17

Our intended use is well aligned with the key characteristics outlined the C-17 guidelines.

Special Areas

Our intended use is also well aligned with the vision for Midtown outlined in the “Special Areas,” as we are contributing to a “lively neighborhood business district with a mixture of uses, including retail, services, and residential” and additionally “Housing is encouraged both above and behind commercial uses.” Additionally our goal is to increase safety by widening the sidewalk and adding lighting and make a significant investment in the landscaping so that it is also very appealing to pedestrians.

Goal GD 1

Our intention is to use our property at 213 E Harrison as a professional management office (long term real estate management) with the existing structure, as well as to build a Caretakes unit in the new structure is well-aligned with Goal GD 1.

Goal CI 2

Given we have had issues with vagrancy on the back side of the property, including multiple times homeless at night alongside our back fence shared with the Help Center, trash being thrown over the fence, as well the front door being kicked in across the street at an ADU being built on the corner – we look forward to provide a housing unit for our employee to caretake the property and keep watch over the investment we plan to make here in Midtown.

Goal CL 2

With the heavy traffic and consistent speeding (often exceeding 15 MPH over the posted 25 MPH limit), we often worry about pedestrians crossing the staggered 2nd street. We look forward to developing a proper wide sidewalk and increasing lighting to increase the safety for all pedestrians.

Goal JE 1

Direct Siding is a locally owned family business founded by a Coeur D'Alene native and Gonzaga graduate. We look forward to hiring 1-2 office / administrative professionals that will work at this location, allowing us to better legitimize our business in the eyes of the CDA Community with a physical location customers can visit to drop off contracts & checks.

Goal JE 3

Aaron enjoys working with local entrepreneurs, and currently mentors multiple young business owners in the local CDA community, including Jason Wheeler of Huckleberry Junk Removal and Josh Montgomery of Blue Cedar Contracting. This office space will allow Aaron to much better space to work with other local businesses & entrepreneurs.

Goal ER 1

Commercial zoning will enable us to enhance pedestrian safety by expanding the sidewalk on the Harrison road side of the property. We also plan to add one or two appropriately-sized trees that complement the streetscape without obstructing visibility or driveway access.

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Comp Plan Goals & Objectives

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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



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From: Donna Phillips
To: [CLARK, TRACI](#)
Subject: RE: PUBLIC NOTICE FOR THE P&Z MEETING ON FEBRUARY 11, 2025
Date: Friday, January 24, 2025 12:39:36 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 Morning,

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

Donna Phillips, GISP

Community Development Director

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, January 24, 2025 9:02 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: PUBLIC NOTICE FOR THE P&Z MEETING ON FEBRUARY 11, 2025

Some people who received this message don't often get email from tclark@cdaid.org. [Learn why this is important](#)

Greetings,

Attached is a copy of the public hearing notice for the next **Planning & Zoning Meeting on Tuesday February 11, 2025.**

If you have any comments, please let me know.

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

208.769-2240
tclark@cdaid.org



From: Martinez, Leo
To: [CLARK, TRACI](#)
Subject: City of Coeur d'Alene, ID - Public Hearing, 213 E. Harrison Ave Zone Change Request
Date: Wednesday, January 29, 2025 11:46:50 AM
Attachments: [image001.png](#)
[image002.png](#)
[Scan_Nickles, James T_10_23_26-29_01_2025.pdf](#)

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

Phillips 66 does not have any utilities within your attached project vicinity.
(Response 12857)



Leo Martinez
Associate, Operations Support • Real Estate Services

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February 1, 2025

ZC-1-2025

Dear planning commissioners,

Thank you for the opportunity to provide public comment on the proposed zone change item ZC -1-25.

My business is located a few parcels to the east of the subject property, where it has been located for the past decade. I enjoy the mix of residential and office users, combined with the synergy of mixed uses such as grocery stores and a hardware store on the arterials that provide services to the neighborhood residents. This part of town has been undergoing a positive transition that is exciting for all concerned.

I am not familiar with the C17-PUD zone, or the history of how that small parcel came to be zoned as such. However, I respectfully ask the commissioners consider a **Residential Zone** for this property. If the commissioners believe a commercial zone is appropriate, I ask for consideration of **NC or CC**, in keeping with the comprehensive plan, rather than C17.

The subject property is surrounded by single family residences to the north, east, and south of the subject, and with St Vincent de Paul to the west. A C17 zone appears to be highly incompatible with the neighborhood. There is currently one single-family home on the subject property. All the surrounding residential properties to the north and south for several blocks are zoned R-12, which seems appropriate for the neighborhood.

Given the subject's proximity to single family homes and professional offices, I have concern that such activities as: **Boarding House, Group Dwelling, Juvenile Offender Facility, Farm Activity Sales, Auto Fleet Storage, Auto Parking, Commercial Kennel, Motel, and Mini-Storage Facility** would be principal uses by right. Whether the current owner plans for such activities or not, the zone would allow for such activities into the future as well as uses such as **Criminal Transitional Facility, Underground Bulk Liquid Fuel storage, warehouse storage, manufacturing, auto camp, adult entertainment service and sales, and veterinary clinic with outdoor space allowable** by special use permit.

Further, Harrison Avenue does not seem equipped to handle commercial travel mid-block between 3rd and Government Way. The traffic is frequently

backed up at the light on 3rd to the west well past the subject property. Adding commercial traffic turning in and out of the subject property from Harrison would challenge the flow of traffic and be potentially dangerous. Finally, the City's 2022-2024 Comprehensive Plan has identified the area the subject property is located as Compact Neighborhood, typically residential with compatible zoning: R-12 and R-17; MH-8; NC and CC.

The city and its property owners have partnered in their joint commitment to growing midtown into a vibrant and desirable section of the city. Please consider this zone change request and its present and future implications carefully for the neighborhood residents and business owners that have invested in midtown's prosperity.

Thank you for your consideration.
Sincerely,

A handwritten signature in black ink, appearing to read "Denise", with a stylized flourish at the end.

Denise
Denise Lundy

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D
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F**

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

ZC-1-25

INTRODUCTION

This matter having come before the Planning and Zoning Commission on, February 11, 2025 to consider ZC-1-25, a request for a zone change from C-17PUD to a C-17 on a parcel measuring 0.213 acres.

APPLICANT: Aaron Mote

LOCATION: Northwest Corner of E. Harrison Avenue and N. 2nd Street, commonly known as 213 E. Harrison Avenue.

A. FINDINGS OF FACT:

The Planning and Zoning Commission finds that the following facts, A1 through A15, 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 January 25, 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 January 31, 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). sixty-six (66) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on January 24, 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 property contains a single-family home located on the northwest corner of the intersection of Harrison Ave. and 2nd St. The subject site measures 0.213 acres in area and is relatively flat.
- A7.** The subject site is currently zoned Commercial Planned Unit Development (C-17PUD).

- A8.** The neighborhood surrounding 213 E Harrison Avenue is characterized by a mix of historical development and gradual transformation. The area is predominantly residential, featuring early to mid-20th-century homes in a variety of architectural styles, including Craftsman bungalows, traditional cottages, and ranch-style houses. The neighborhood includes a mix of residential, civic, and commercial uses.
- A9.** The Comprehensive Plan Future Land Use Map designation is the Compact Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-12, R-17, MH-8, NC, and CC.
- A10.** According to the Comprehensive Plan, the Compact Neighborhood place type is described as places that 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.
- A11.** Staff has identified the following Comprehensive Plan Goals and Objectives as being applicable to this matter.

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 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 1.3: 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.

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.

(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.** The applicant has indicated that, if this zone change request is approved, it intends to use the property for a professional management office in the existing residential structure and build a Caretaker's Unit with additional space on the ground floor for window display. However, it should be noted that if the zone change is approved all uses within the C-17 zoning district

would be allowed (See the C-17 permitted uses on pages 18 and 19).

- A13. City departments have indicated that water and wastewater services are available for a commercial use of the subject property. Sidewalks, hydrants, and stormwater will be addressed at the time of construction.
- A14. The subject property is approximately 9,411 square feet in size and contains a house and paved driveway off of 2nd Street. It is relatively flat with minimal landscaping and mature trees in the northwest corner of the lot. The immediate area is characterized by a mix of small-scale residential and commercial development that is primarily residential in nature with some smaller commercial and civic uses.
- A15. The City Engineer has indicated that the proposed two business offices and a caretaker's unit could generate 18 additional trips per day, but is not expected to adversely affect traffic. The area is predominately residential with some civic and commercial uses. The C-17 zoning district would allow for a wide variety of commercial uses and residential uses by right, as well as accessory uses and those allowed by special use permit. Approval of the zone change request will intensify the potential of the property by increasing the allowable uses and density by-right from C-17PUD to C-17 unless conditions are approved. The existing PUD limits commercial access to the site from Harrison Avenue and the use of the structure on-site to office space, specifically insurance/real estate.

(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-17 zoning.

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

ROLL CALL:

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

Motion to _____ carried by a to vote.