



## PLANNING AND ZONING COMMISSION MEETING AMENDED AGENDA

May 06, 2025 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

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### Call to Order, Roll Call and Pledge of Allegiance

### Announcements

### Consent Calendar – action item

1. Approval of the Minutes from Commission's April 15, 2025, Regular Meeting - **action item**
2. Approval of City Comments to Bonner County re: Deerfield Subdivision Application - **action item**

### Matters from the Public - General Comments

### Public Hearing(s)

3. Public Hearing/Recommendation Decision: Short Plat Code Amendments – **SCHEDULED FOR MAY 20, 2025**

### Old/Unfinished Business - none

### New Business

4. Parking Ordinance Discussion and Code Review

### Matters from City Staff

### Commissioner Roundtable

### Executive Session

5. Decision to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated - **action item**
6. Executive Session under Idaho Code § 74-206(1)(f), as described above

### Adjourn

### Public Participation Options and Information

Before the meeting, comment in writing: Email [cityclerk@sandpointidaho.gov](mailto:cityclerk@sandpointidaho.gov) or deliver to City Hall.  
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.  
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.  
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.  
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



## PLANNING AND ZONING COMMISSION MEETING MINUTES

April 15, 2025 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

### Call to Order, Roll Call and Pledge of Allegiance

Chairman Mose Dunkel called the meeting of the Sandpoint Planning and Zoning Commission to order at 5:31 p.m. on Tuesday, April 15, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

#### PRESENT

Commissioner Mose Dunkel, Chair  
 Commissioner Wayne Benner, Vice Chair  
 Commissioner Scott Torpie  
 Commissioner Reid Weber  
 Commissioner William Mitchell

#### ABSENT

Commissioner Grant Simmons  
 Commissioner Ivan Rimar

Chairman Dunkel led all present in the Pledge of Allegiance.

No announcements or reports from the Commissioners.

### Consent Calendar

Chairman Dunkel then proceeded with the Consent Calendar. No items were removed, and the Consent Calendar was **approved**, as noted below.

Motion made by Commissioner Benner, Seconded by Commissioner Weber

Voting Yea: Commissioner Mitchell, Commissioner Dunkel, Commissioner Weber,  
 Commissioner Benner, Commissioner Torpie

1. The minutes from the Commission's March 18, 2025, meeting were approved as presented.

### Matters from the Public/General Public Comments

Chairman Dunkel recited the rules and procedure for general public comment, followed by an opportunity for comments from the public regarding Consent Calendar and Old/New Business items on the agenda and other topics relevant to the business of the City of Sandpoint. Information only; no Commission action.

### Public Hearing

2. Public Hearing/Decision: Request for Conditional Use Permit (CUP) for a 135-unit\* Multifamily Development on Samuelson Avenue

Commissioner Dunkel announced that the next item on the agenda was a public hearing and decision on the request for a Conditional Use Permit for a 156-unit\* multifamily development on Samuelson Avenue and recited the order and procedure for the public hearing.

Consulting Planner Daren Fluke provided a staff presentation and fielded questions from Commissioners.

Following the Staff presentation, applicant Norris Boyd and representative Nicole Costello provided a presentation and fielded questions from the Commissioners.

Following the presentation, Chairman Dunkel recited instructions for the public hearing, reminding all in attendance of the City's rules of civility and meeting decorum and providing for up to three (3) minutes of testimony from each speaker, with the option for those in the room to donate their time to another speaker in the room, for a total of up to six (6) minutes for a speaker who received gifted time.

The Chairman then **opened the public hearing.**

Comments from City resident Donna Griffin, representing Selkirks Pend Oreille Transit (SPOT) was the sole testimony on this matter.

With confirmation that all who wished to speak had the opportunity to do so, Chairman Dunkel **closed the public hearing.**

Following closure of the public hearing, the Commissioners deliberated, and City staff, including City Attorney Fonda Jovick, fielded questions.

Commissioner Benner then made a motion to approve the request for a Conditional Use Permit and waiver request to reduce the required bike parking by twenty-five (25%) resulting in a total of two-hundred thirty-seven (237) spaces, eighty (80) of which will be located in enclosed secure facilities within each building. The Commission further approved the waiver request to reduce the required fifteen (15) foot landscape buffer between the parking area and buildings to ten (10) feet. Commissioner Weber seconded the motion, and Commissioners present voted unanimously to approve, as follows:

Voting Yea: Commissioner Benner, Commissioner Weber, Commissioner Mitchell, Commissioner Dunkel, Commissioner Torpie.

### **Old Business**

City Planner Bill Dean and Community Planning and Development Director Jason Welker then provided an update on the proposed parking management plan and fielded questions from Commissioners.

### **Matters from City Staff**

There were no general matters from staff for the Commission.

### **Commissioner Roundtable**

The Commissioners had no roundtable topics for discussion.

### **Adjourn**

With no further business before the Commission, the meeting was adjourned at 7:57 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the Deputy City Clerk, were approved by the Commission during their meeting held \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mose Dunkel, Chair

\_\_\_\_\_  
Attest: Hayley Keys, Deputy City Clerk

\*It was noted for the record during the meeting that the agenda contained a scrivener's error, where it reflected that the multifamily development on Samuelson Avenue was a 135-unit development, whereas it was actually a 156-unit development. This error was on the agenda only; the notice documents to the public otherwise stated the correct number of units.



## Staff Report

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**To:** Planning and Zoning Commission

**From:** Bill Dean, City Planner; Brandon Staglund, City Engineer; Maeve Nevins-Lavtar, Parks Planning and Development Manager

**Report:** April 23, 2025

**Meeting:** May 6, 2025

**Item:** City's Area of Impact: Bonner County Application S0001-25 Deerfield Subdivision

**Applicant:** Deerfield LLC – Rick Howarth / HMH Engineering – Dan Tadic

*Please Note: The Application and all materials related to this request are provided on the City's website at: [www.sandpointidaho.gov/currentprojects](http://www.sandpointidaho.gov/currentprojects)*

### 1) Executive Summary

An application to subdivide a 32.67-acre parcel into twenty-four (24) 1-acre lots for residential development has been filed with the Bonner County Planning Department. The property in question is located on the south side of Baldy Mountain Rd, partially abutting the City-owned 32-acre undeveloped property commonly known as Baldfoot Disc Golf Course, whose address is 10076 Baldy Mountain Rd. The proposed subdivision is located in Bonner County and within the City's (current) Area of City Impact. Pursuant to the written agreement between Bonner County and the City related to managing the Area of City Impact, applications submitted to the County for development and subdivisions are routed to the City for the opportunity to comment (Attachment A: 1994 Agreement with County). This agenda item satisfies that opportunity, and provides recommendations to the County, related to the subdivision (Attachment B: Application submitted to County). The authority to formally act on the subdivision (approve or deny) rests solely with Bonner County. This staff report contains suggested comments for the City Council to consider submitting to Bonner County, reflecting City policy and codes applicable to subdivisions within the City, acknowledging that the purpose of the Area of City Impact is to identify and potentially entertain future annexation of property located in the Area of City Impact. Accordingly, this has been placed on the Planning and Zoning Commission's agenda as an information item. No application for annexation has been filed, and it is staff's understanding that there is no intent on behalf of the property owner to pursue future annexation to the City.

### 2) Introduction and Background

Deerfield LLC is requesting approval of a preliminary plat on parcel (RP57N02W164952A) consisting of approximately 33-acres (Attachment C: Deerfield Preliminary Plat). The property is located on the south side of Baldy Mountain Rd, west of the City-owned parcel commonly known as Baldfoot Disc Golf Course, whose address is 10076 Baldy Mountain Rd (Figure 1). The proposed subdivision seeks to create twenty-four lots, 23 lots approximately 1-acre in size, one 3-acre parcel and an approximately 2-acre storm water tract. The proposal also includes a new paved public roadway providing access to each lot within a 60-foot right-of-way (ROW). The new road would contain within the ROW two 12-foot wide travel lanes and 15-feet of ditches on either side along with a 1-foot gravel curb adjacent to the paved lanes.

The property is situated within the County's Suburban Zone district (IG) zone, as are all adjoining properties (Figure 2), with the exception of the City's property which is within the City limits and zoned Residential Single-Family

Item # 2.

(RS). All lots will have access and frontage on a public right of way.

Preliminary plats set forth the basic information for the County Commissioners to determine if the proposed subdivision complies with the applicable requirements of the Bonner County Code and Idaho Statutes. Upon approval of a preliminary plat by the County, a permit for public infrastructure improvements may be issued and once complete and accepted by the County, a final plat may be approved by the County and recorded. A final plat is necessary to create and sell new lots.

On April 17, 2025, the application referral was brought to staff's attention. Staff placed this item on the May 6, 2025 agenda for Planning Commission review and potential comment. Any comments received by Planning Commission will be shared with City Council at the May 7, 2025 City Council meeting.

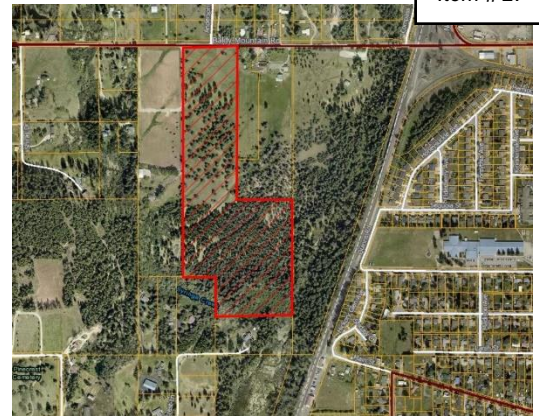


Figure 1 - Vicinity Map

- |   |                                   |
|---|-----------------------------------|
| Inner Critical Zone                                 | Current Zoning                    |
| Lateral Safety Zone                                 | Alpine Village (Av)               |
| Zoning  | Recreation (Rec)                  |
| Commercial A - CA                                   | Suburban (S)                      |
| Commercial B - CB                                   | Commercial (C)                    |
| Commercial C - CC                                   | Rural Service Center (Rsc)        |
| Industrial Business Park - IBP                      | Industrial (I)                    |
| Industrial General - IG                             | Rural 5 (R-5)                     |
| IBP uses also allowed (subject to design standards) | Rural 10 (R-10)                   |
| Industrial Technical Park - ITP                     | Agricultural/forestry 10 (A/f-10) |
| Residential Multifamily - RM                        | Agricultural/forestry 20 (A/f-20) |
| Rural Residential - RR1                             | Forest 40 (F)                     |
| Residential Single Family - RS                      |                                   |
| Mixed Use Residential - MUR                         |                                   |



Figure 2 - Zoning Map

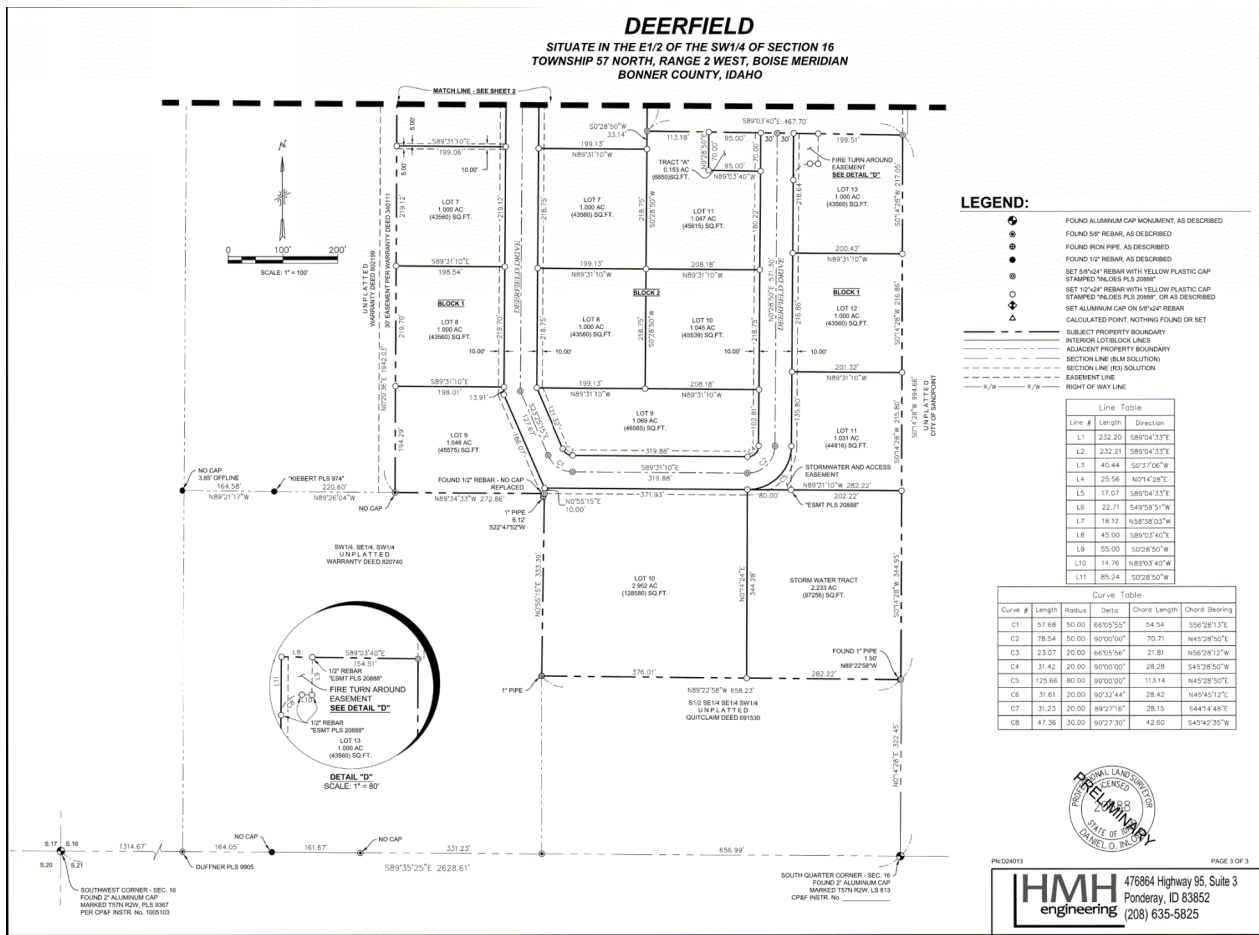
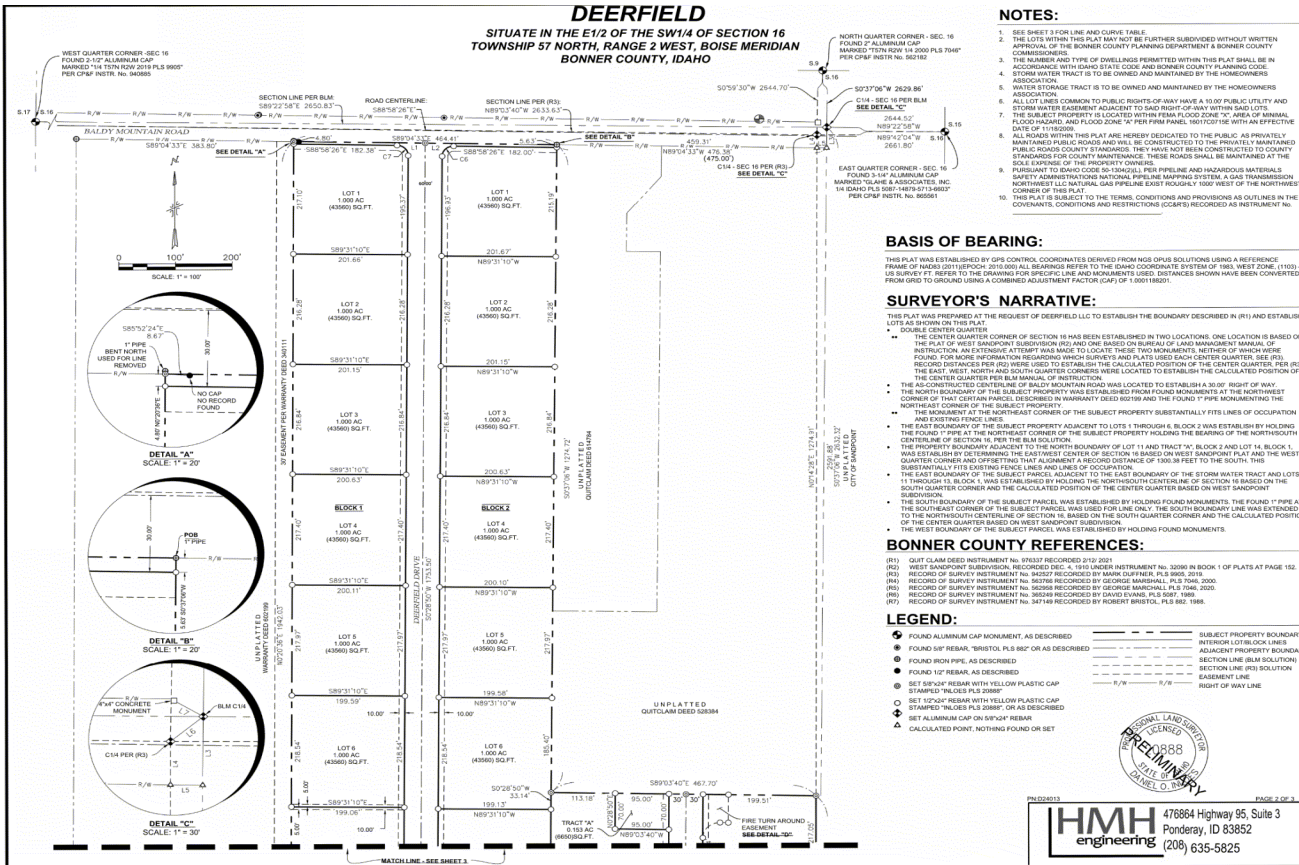


Figure 3 - Preliminary Plat

### 3) Preliminary Plat Requirements – Basis for City Review

The City standards for subdivision platting differ substantially from those in Bonner County as relates to roads and public utilities. For a subdivision in the City, Title 10, Chapter 1 of Sandpoint City Code establishes the subdivision and new development standards and regulations for preliminary plats. In terms of reviewing this plat, the approach taken by City staff was to consider recommendations to the County based on several of the standards contained in Title 10 of Sandpoint City Code, and City policy documents. Below is a list of typical zoning and infrastructure components of a Preliminary Plat and a recommendation related to each component.

Lot Size: It is staff’s understanding that County regulations allow for 1-acre lots where water service is available. The policy in the City’s Comprehensive Plan identifies this area as Low-Density Clustered Residential which is:

“.. a low-density residential development pattern. Areas designated as the Wildland Urban Interface (WUI) by the forest service are also found in this area. This development pattern encourages preservation of wildlife habitat, riparian corridors, and open space through the utilization of cluster development that prefers congregation of dwelling units at slightly higher density in exchange for protection of larger areas of open space and wildfire risk areas. This pattern allows for safe development with adequate space to accommodate an adjacent floodplain or wetland areas while also providing access to recreation. This model of development also promotes connectivity through trails and connected street networks. LDCR is located primarily in the northeast area of the city, adjacent to the City of Ponderay.”

**City staff has no recommendations related to lot size.**

Access to Bike/Pedestrian Trails: The application states the following on page 3:

“The HOA will have access to the open space/stormwater tract which fronts Syringa Creek. The HOA may choose to install an informal gravel trail along the northern portion of the tract to allow for pedestrian access from Deerfield to the City of Sandpoint owned disc golf property which lies directly to the east of the open space/stormwater tract. This short trail would be utilized by residents only with no public parking provided. This will be dependent on and coordinated with the City of Sandpoint.”

**City staff recommends that the Owners Certificate and notes on the Preliminary Plat include reference to the intended access across the tract to the City’s property. Staff further recommends that prior to Final Plat a revocable pedestrian access easement for benefit of HOA, including the following features: a minimum 4-foot wide gate – pedestrian and bicycle access only, educational signage from east to west stating “private property”, and signage stating “no motorized vehicles allowed on public property”, and a dog waste station on HOA side of gate.**

**Additional considerations for trail design in wildlife-rich areas which could be included on the Final Plat or placed as a condition of approval for inclusion in HOA regulations related to the open space/stormwater tract include: avoid critical wildlife habitats, consider circumventing sensitive wildlife or native plant habitats to minimize disturbances; align trail along existing natural or human-made edges to reduce habitat fragmentation; determine appropriate trail width and surface materials that accommodate intended use while minimizing environmental impact. The area suggested may have seasonal flooding, consider utilizing trail hardening materials in the construction of access trail with a firm, stable, compacted surface, ensure trail meets ADA Accessible guidelines to accommodate users of all abilities; incorporate safety measures such as vegetation clearance trail corridor of 6 to 10 feet wide and a minimum of 10 feet high clearance of any overhead or adjacent vegetation for improved safety and site lines, and consider utilizing reflective paint on the signage or solar lighting to identify access point. Re-seeding after construction with native revegetation and native seed mixtures are highly recommended to reduce invasive plant species.**

Water: Water is being provided by Syringa Heights Water District, and Fire flow demands will be met with an on-site water tank. **City staff has no recommendations related to water.**

Sewer: Each lot is required to have an on-site septic system permitted and approved through Idaho Panhandle Health; no municipal sewer system is available. **City staff has no recommendations related to water.**

Storm drainage: Subdivisions in Bonner County are required to comply with the stormwater requirements of Bonner County Code 12-724.1 and 12-724.2. **City staff has no recommendations related to stormwater beyond what is required to comply with Bonner County Code**

Roads: Bonner County Road and Bridge has separate standards related to the requirements of road construction of new public roads. City staff has no recommendation related to the construction of the new internal road. The City of Sandpoint Multimodal Transportation Master Plan does include a “long term” capital improvement project to widen Baldy Mountain Road between Great Northern and Boyer Avenue, which includes a possible multiuse path or sidewalk on both sides of Baldy Mountain Road. **Bonner County may consider requiring a multiuse pathway along the south side of Baldy Mountain Road adjacent to this subdivision for potential future connection to the City of Sandpoint’s multimodal network.**

#### **4) Planning and Zoning Commission Action**

Per the agreement between the City and County, the City has the opportunity to comment, whereas the County takes action which may or may not include City recommendations. By approving this agenda item, the Planning and Zoning Commission agrees that the City Council will be directing the comments listed in the staff report for consideration by the County as they process the Preliminary Plat for the Deerfield project.

#### **5) Attachments**

- A: Area of City Impact 1994 Agreement with County
- B: Deerfield Subdivision Application to Bonner County
- C: Deerfield Preliminary Plat







457823

FILED BY *B.C.C.*

ORDINANCE NO. 261

'94 DEC 28 AM 10 46

SANDPOINT AREA OF CITY IMPACT AGREEMENT

*Mary*  
MARIE SCOTT

BONNER COUNTY, IDAHO

RECORDER OF BONNER  
COUNTY BY *JR* DEP

AN ORDINANCE DEFINING THE PURPOSE OF THE AREA OF CITY IMPACT FOR THE CITY OF SANDPOINT; SPECIFYING THE FACTORS CONSIDERED IN IDENTIFYING THE AREA OF CITY IMPACT; IDENTIFYING THE COMPREHENSIVE PLAN THAT SHALL APPLY WITHIN THE UNINCORPORATED PORTION OF BONNER COUNTY, IDAHO LYING WITHIN THE AREA OF IMPACT; IDENTIFYING THE ZONING AND SUBDIVISION ORDINANCES THAT SHALL APPLY WITHIN THE UNINCORPORATED PORTIONS OF BONNER COUNTY, IDAHO LYING WITHIN THE AREA OF CITY IMPACT; PROVIDING FOR REVIEW AND COMMENT PROCEDURES BETWEEN JURISDICTIONS; PROVIDING FOR ADMINISTRATIVE JURISDICTION WITHIN THE AREA OF CITY IMPACT; ESTABLISHING AN EFFECTIVE DATE PURSUANT TO SECTION 67-6526, IDAHO CODE.

WHEREAS, Section 67-6526 Idaho Code, requires that the governing board identify an Area of City Impact and adopt by Ordinance an agreement providing for the application of plans and ordinances within said Area of City Impact; and

WHEREAS, the City of Sandpoint, Idaho has requested to add to the existing Area of City Impact agreement with Bonner County; and

WHEREAS, the Bonner County Planning and Zoning Commission held a duly noticed public hearing on September 22, 1994 and continued said hearing to October 13, 1994 on the request and recommended approval of the same; and

WHEREAS, the Bonner County Board of Commissioners held a duly noticed public hearing on November 1, 1994;

NOW THEREFORE BE IT ORDAINED by the Board of County Commissioners of Bonner County, Idaho that the following be and is hereby adopted as an Ordinance of Bonner County:

**SECTION 1. AUTHORITY AND PURPOSE**

Section 67-6526, Idaho Code, requires that Cities and Counties negotiate an Area of City Impact.

The purpose of establishing an Area of City Impact is to identify a logical fringe area adjoining the City of Sandpoint. The fringe area includes the unincorporated area surrounding Sandpoint that has a potential for development that could affect the provision of public services or the quality of life in Sandpoint, Idaho.

457825

**SECTION 2. CONSIDERATION**

The following factors were considered by the Planning and Zoning Commission and Board of County Commissioners in identifying the Area of City Impact for Sandpoint, Idaho.

1. Trade areas.
2. Geographic factors.
3. Area that can reasonably be expected to be annexed into the City in the future.
4. Areas where extension of city services is possible and reasonable.
5. Areas where growth is occurring or where growth is anticipated.
6. Areas in which to encourage and discourage growth or that which the city wants some control over in the future.

**SECTION 3. GEOGRAPHIC AREA OF CITY IMPACT**

The officially adopted geographic Area of City Impact for Sandpoint, Idaho is identified by Ordinance No. 262. All parcels of land lying all or in part within the Area of City Impact as delineated by Ordinance No. 262 shall be subject to provisions of this ordinance.

**SECTION 4. COMPREHENSIVE PLAN**

The Comprehensive Plan and subsequent amendments thereof as officially adopted by Bonner County, Idaho, shall apply to the unincorporated portions of Bonner County, Idaho, lying within the Sandpoint Area of City Impact.

**SECTION 5. ZONING AND SUBDIVISION ORDINANCES**

The Zoning and Subdivision Ordinances and subsequent amendments thereto as officially adopted by Bonner County, Idaho, shall apply to the unincorporated portion of Bonner County, Idaho lying within the Sandpoint Area of City Impact.

**SECTION 6. REVIEW AND COMMENT**

Any request for development, zone change, conditional use permit, variance or subdivision in the unincorporated portion of Bonner County, Idaho, lying within the Sandpoint Area of City Impact, shall be referred to the Planning and Zoning Commission and the City Council of Sandpoint, Idaho, for review and comment. The City of Sandpoint shall have a forty (40) day period within which to respond to any request as set forth above. If the City of Sandpoint does not respond within forty (40) days, the City of Sandpoint forfeits its right to comment on the request and processing shall continue under the County's administration.

45782

**SECTION 7. ADMINISTRATIVE JURISDICTION**

The administration of plans and ordinances which apply to the Sandpoint Area of City Impact shall be the duty of Bonner County.

**SECTION 8. SEVERABILITY CLAUSE**

If any section, paragraph, sentence or provisions hereof or the application thereof to any particular circumstances shall ever become invalid or unenforceable, such holding shall not affect the remainder hereof, which shall continue in full force and effect and applicable to all circumstances to which it may validly apply.

**SECTION 9. EFFECTIVE DATE**

This ordinance shall be in full force and effect upon its passage, approval and publication in one (1) issue of the Bonner County Daily Bee.

Regularly passed and approved as an Ordinance of Bonner County, Idaho, done this 21st day of December, 1994, upon the following roll call vote:

Chairman Eugene Brown	Aye	<u>  X  </u>	Nay	<u>      </u>
Commissioner Susan MacLeod	Aye	<u>  X  </u>	Nay	<u>      </u>
Commissioner Wayne Newcomb	Aye	<u>  X  </u>	Nay	<u>      </u>

*Eugene Brown*  
Eugene Brown, Chairman

*Susan MacLeod*  
Susan MacLeod, Commissioner

*Wayne Newcomb*  
Wayne Newcomb, Commissioner

ATTEST:

MARIE SCOTT, CLERK

*Bucky Witt*  
Bucky Witt, Dep Clerk

720182

FILED BY  
*BC Planning*  
 2001 JAN -21 A 10: 50  
*Nata*  
 MARIE SCOTT  
 BONNER COUNTY RECORDER

ORDINANCE NO. 485SANDPOINT AREA OF CITY IMPACT MAP *SR* DEPUTY

AN ORDINANCE OF BONNER COUNTY, IDAHO, CITING ITS AUTHORITY, AND PROVIDING FOR THE ADOPTION OF AN AMENDED MAP AND LEGAL DESCRIPTION FOR THE SANDPOINT AREA OF CITY IMPACT WITHIN THE UNINCORPORATED AREA OF BONNER COUNTY, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREIN, PROVIDING FOR SEVERABILITY, PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

**WHEREAS**, the cities of Dover, Sandpoint and Bonner County desire to establish areas of city impact pursuant to the provisions of Idaho Code §67-6526; and

**WHEREAS**, the City of Dover, City of Sandpoint, and Bonner County were engaged in litigation to establish the City of Dover Area of City Impact (First District Court Civil Case No. CV 95-01111) due to overlapping interests; and

**WHEREAS**, the parties entered into a "Memorandum of Understanding and Settlement Agreement," dated May 24, 2001, to resolve the boundary lines of the areas of city impact; and

**WHEREAS**, the parties stipulated to certain maps designated as exhibits which are to govern the establishment of the boundaries of the disputed areas of the Areas of City Impact for Dover and Sandpoint; and

**WHEREAS**, the cities have delivered to Bonner County legal descriptions and maps depicting the stipulated boundaries of the areas of city impact and Bonner County desires to adopt ordinances creating the boundaries consistent with the settlement agreement.

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of County Commissioners that the following be and is hereby adopted as an ordinance of Bonner County, Idaho:

#### SECTION 1: AUTHORITY

This ordinance is adopted pursuant to authority granted to Bonner County at Chapter 65 of Title 67, Idaho Code and pursuant to the provisions of the Areas of City Impact Negotiation Procedures of Idaho Code §67-6526(b) and the terms of the settlement agreement.

#### SECTION 2: AMENDING THE SANDPOINT AREA OF CITY IMPACT

The official Sandpoint Area of City Impact Map is hereby adopted, providing an amended area of city impact map to include within the unincorporated area of Bonner County the following described lands:

LEGAL DESCRIPTION OF SANDPOINT AREA OF CITY IMPACT:

The legal description of the Sandpoint Area of City Impact shall be:

Beginning at a point that is 50 feet north of the section line between Sections 10 and 3 and the thread of Sand Creek, Township 57 North, Range 2 West, Boise Meridian. This being the true point of beginning and the current intersection of the City limits of Sandpoint and Ponderay.

Thence northerly along said thread of Sand Creek to the north line of Section 3, Township 57 North, Range 2 West, Boise Meridian.

Thence continuing northerly along said thread of Sand Creek to the intersection of the north section line of Section 26, Township 58 North, Range 2 West, Boise Meridian.

Thence west along said north section line to the northwest corner of the east half of the northwest quarter of Section 26, Township 58 North, Range 2 West, Boise Meridian.

Thence south to the southwest corner of the east half of the northwest quarter.

Thence west to the center of Section 27, Township 58 North, Range 2 West, Boise Meridian.

Thence south to the south quarter corner of Section 34, Township 58 North, Range 2 West, Boise Meridian.

Thence west to the northwest corner of Section 5, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 5 to the southwest corner of Section 5.

Thence west along the north line of Section 7 to the northwest corner of Section 7, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 7 to the southwest corner of Section 18, Township 57 North, Range 2 West, Boise Meridian.

Thence east along the south line of said Section 18 to the southeast corner of Section 18 and the northwest corner of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 20 to the southwest corner of the northwest quarter of the northwest quarter of Section 20.

Thence east to the southeast corner of the northwest quarter of the northwest quarter.

Thence south to the southwest corner of the southeast quarter of the northwest quarter.

Thence south 25 feet more or less to the south right-of-way line of Pine Street.

Thence east 1,780 feet more or less along said right-of-way line to a point on the northwest corner of a lot described as a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east 264.4 feet according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 25 degrees 5 minutes east a distance of 81.3 feet, according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east a distance of 50 feet according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east a distance of 300 feet according to a warranty dated October 18, 1976 recorded as Bonner County instrument #180423.

Thence south 89 degrees 54 minutes east a distance of 182.6 feet according to a warranty deed dated October 18, 1976 recorded as Bonner County instrument #180423.

Thence south 0 degrees 5 minutes east a distance of 180 feet according to a warranty dated March 2, 1987 recorded as Bonner County instrument #331854.

Thence south 44 degrees 0 minutes east a distance of 250.8 feet according to a warranty dated Mach 2, 1987 recorded as Bonner County instrument #331854.

Thence south 89 degrees 54 minutes east a distance of 248.7 feet according to a warranty dated Mach 2, 1987 recorded as Bonner County instrument #331854.

Thence on a 500 foot radius curve to the right a distance of 314.6 feet. Thence north 13 degrees 13 minutes west a distance of 403.3 feet. Thence on a 400 foot radius curve to the left a distance of 224.9 feet. Thence North 45 degrees 26 minutes west a distance of 81.7 feet. Thence on a 90 foot radius curve to the right a distance of 139.1 feet. Thence north 43 degrees 9 minutes west 22.5 feet to the south right-of-way line of Pine Street.

Thence east along the south right-of-way line of Pine Street to a point 25 feet south of the northeast corner of the southeast quarter of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the east line of said Section 20 to the southeast corner of the northeast quarter of the northeast quarter of the southeast quarter of Section 20.

Thence west along the south line of the north half of the northeast quarter to the center of the northeast quarter of the southeast quarter of said Section 20.

Thence north to the northeast corner of the south half of the northwest quarter of the northeast quarter of the southeast quarter of said Section 20.

Thence west to the southwest corner of the north half of the northwest quarter of the northeast quarter of the southeast quarter according to a warranty deed dated March 12, 1998 instrument #520603.

Thence south along the north south centerline of the southeast quarter of said Section 20 approximately 690 feet to the northeast corner of the City of Sandpoint Water Tank property, according to a Correction Deed dated August 14, 1979 Instrument #218119.

Thence west 174.90 feet; thence south 200 feet; thence east 25 feet to the northwest corner of Syringa Heights Water Association property as recorded on Page 112, book 128 Deeds Bonner County, Idaho.

Thence south 100 feet to the east/west centerline of the southeast quarter of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence east to the north/south centerline of the east half of the southeast quarter of said Section 20.

Thence south along said centerline to the northwest corner of Lot 1 of the Indian Ridge Subdivision to Bonner County according to a plat recorded March 27, 1973 as Instrument #147961, on Page 77 Book #3 of Plats.

Thence south 89 degrees 57 minutes 32 seconds east 180.1 feet along north line of said Lot 1 of the Indian Ridge Subdivision to the northeast corner of said Lot 1.

Thence south 0 degrees 18 minutes 26 seconds east 120.8 feet to the southeast corner of said Lot 1.

Thence north 89 degrees 57 minutes 32 seconds east 60.00 feet according to plat recorded as Bonner county Instrument #147961 to the southwest corner of Lot 2 of said Indian Ridge Subdivision.

Thence north 0 degrees 18 minutes 26 seconds west 181.5 feet to the northwest corner of said Lot 2.

Thence north 89 degrees 57 minutes 32 seconds east 420 feet to the east line of said Section 20.

Thence north along said section line to a point that is 200 feet south of the east/west centerline of the southwest quarter of Section 21, Township 57 North, Range 2 West, Boise Meridian.

Thence east 300 feet to a point which is 200 feet south of the of the east/west center line of the southwest quarter of said Section 21, according to a warranty deed dated August 13, 1981 recorded as Bonner county instrument #245990.

Thence north 200 feet to the east/west centerline of the southwest quarter of said Section 21, according to a warranty deed dated August 13, 1981 recorded as Bonner county instrument #245990.

Thence east along said line to the north /south centerline of the southwest quarter of said Section 21.

Thence north to a point which is 25 feet south of the east/west centerline of said Section 21, which is the south right-of-way line of Pine Street.

Thence east along said right-of-way line the intersection of the thread of Big Chuck's Slough.

Thence south along said thread of Big Chuck's Slough to the intersection of the existing City of Sandpoint limits.

And

Beginning at a point which is north 508 feet more or less from the south section line of Section 21, Township 57 North, Range 2 West, Boise Meridian and the intersection of the thread of Big Chuck's Slough and the existing City of Sandpoint limits.

Thence in a southerly direction along the thread of Big Chucks Slough to the meander line of the Pend Oreille River.

Thence along the meander line in an easterly direction to the north/south centerline of Section 28, Township 57 North, Range 2 West, Boise Meridian. This being the current City limits of Sandpoint.

### **SECTION 3. EFFECT OF ADOPTION OF MAP**

That the Sandpoint Area of City Impact within the unincorporated area of Bonner County, Idaho as particularly described in Section 2 above and also set forth on the map attached as Exhibit A, "Sandpoint Area of City Impact," and incorporated herein by reference shall be in effect until amended or modified as allowed by law.

### **SECTION 4. ADMINISTRATIVE JURISDICTION**

That the administrative jurisdiction of the plans and ordinances which apply to the Sandpoint Area of City Impact delineated by the map incorporated herein shall be the duty of Bonner County, Idaho, which shall apply the same plans and ordinances for the unincorporated areas of the County lying within the area of city impact as those areas lying outside the area of city impact, as set forth in Ordinance No. 261, adopted December 28, 1994 and recorded at Instrument #457823, records of Bonner County, Idaho, until amended or modified as allowed by law.

### **SECTION 5. REPEALER CLAUSE:**

That Bonner County Ordinance No. 262 setting forth the geographic boundaries of the Sandpoint Area of City Impact, recorded December 28, 1994, at Instrument #457824, records of Bonner County, Idaho, is repealed in its entirety and all other ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

### **SECTION 6. SEVERABILITY CLAUSE:**

The provisions of this Ordinance are hereby declared to be individually severable. Should any provision of this ordinance be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions.

### **SECTION 7. PUBLICATION EFFECTIVE DATE:**

This Ordinance shall be in full force and effect upon its passage and publication in one (1) issue of the Bonner County Daily Bee newspaper.

Regularly considered, passed and approved as an ordinance of Bonner County, Idaho, done this 2nd day of January, 2007, upon the following roll call vote:

Chairman Joseph E. Young:

✓

Commissioner Karl J. Dye:

✓

Commissioner Marcia L. Phillips:

✓

BONNER COUNTY BOARD OF COMMISSIONERS

Joseph E. Young  
Chairman Joseph E. Young

Karl J. Dye  
Commissioner Karl J. Dye

Marcia L. Phillips  
Commissioner Marcia L. Phillips

ATTEST:

Marie Scott, Deputy Clerk 1-2-07  
Marie Scott, Clerk Date



# BONNER COUNTY PLANNING DEPARTMENT

Item # 2.

1500 HIGHWAY 2, SUITE 208, SANDPOINT, ID 83864 (208) 265-1458 (208) 265-1463 (FAX)  
[planning@bonnercountyid.gov](mailto:planning@bonnercountyid.gov) (email) [www.bonnercountyid.gov](http://www.bonnercountyid.gov) (web page)

## PRELIMINARY PLAT APPLICATION

**FOR OFFICE USE ONLY:**

FILE # <b>50001-25</b>	RECEIVED: <b>RECEIVED</b>  <b>FEB 03 2025</b>  Bonner County Planning Department
------------------------	---

Proposed subdivision name: Deerfield

**APPLICANT INFORMATION:**

Landowner's name: Deerfield LLC		
Mailing address: 615 Lakeview Blvd		
City: Sandpoint	State: ID	Zip Code: 83864
Telephone: 208-920-9090	Fax:	
E-mail: Rick.a.howarth@iCloud.com		

**REPRESENTATIVE'S INFORMATION:**

Representative's name: Dan Tadic		
Company name: HMM Engineering		
Mailing address: 476864 Highway 95, Suite 3		
City: Ponderay	State: ID	Zip Code: 83852
Telephone: 208-635-5825	Fax:	
E-mail: dtadic@hmm-llc.com		

**ADDITIONAL APPLICANT REPRESENTATIVE INFORMATION:**

Name/Relationship to the project: Garry Schickedanz / Owner's Agent		
Company name:		
Mailing address: 217 Cedar Street #320		
City: Sandpoint	State: ID	Zip Code: 83864
Telephone: 561-346-5258	Fax:	
E-mail: gerhards@schickedanzff.com		

**PARCEL INFORMATION:**

Section #: 16	Township: 57N	Range: 02W	Parcel acreage: 32.67
Parcel # (s): RP57N02W164952A			
Legal description: 16-57N-2W E2SW LESS TRACTS			

Item # 2.

Current zoning: Suburban	Current use: Undeveloped
What zoning districts border the project site? Suburban and Residential Single-Family	
North: Suburban	East: Suburban and Residential Single-Family (disc golf course property/City of Sandpoint)
South: Suburban	West: Suburban
Comprehensive plan designation: Suburban Growth Area	
Uses of the surrounding land (describe lot sizes, structures, uses): large lot residential	
North: large lot residential approx. 10-acres in size with single family homes and accessory structures	
South: large lot residential ranging in size from 2.5-acres to 13-acres with single family homes and accessory structures	
East: large lot residential ranging in size from 3.8-acres to 10-acres with single family homes and accessory structures, and a public disc golf course approx. 32-acres in size	
West: large lot residential ranging in size from 1-acre to 40-acres with single family homes and accessory structures	
Nearest city: Sandpoint	Distance to the nearest city: adjacent on east property line
Detailed Directions to Site: From Bonner County Administration Building head north on Division St and travel approximately 1.4 miles, turn west onto Baldy Mountain Road and travel approximately 0.6 miles. The subject property is located on the south side of Baldy Mountain Road directly across from Anderson Road.	

**SUBDIVISION TYPE:**

<input type="checkbox"/> Short Plat 5-10 Lots
<input checked="" type="checkbox"/> Regular Plat 11+ Lots 24-lot subdivision
<input type="checkbox"/> Plat with a Planned Unit Development
<input type="checkbox"/> Conservation Plat
<input type="checkbox"/> Cottage Housing Plat

**PROJECT PROPOSAL:**

Number of lots: 24	Smallest lot size: 1.00	Largest lot size: 2.95 acres
Date of the pre-application meeting: October 17, 2024		
Intended use of future lots:		
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	
<input type="checkbox"/> Utility	<input type="checkbox"/> Mixed	
If there are mixed uses, please explain: No		
What type of dwelling units will the residential project include: Single Family		
<input checked="" type="checkbox"/> Single-family dwelling	<input type="checkbox"/> Duplex	
<input type="checkbox"/> Multi-family dwelling	<input type="checkbox"/> Townhouse	
Proposed number of dwelling units: 24		
Average density (Dwelling units/acre): 1.34 du/acre (not including submerged lands)		
Is any bonus density proposed?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, indicate bonus density action (open space, trail dedication, etc) and the formula used to achieve bonus: N/A		

How many acres of submerged land does the proposal include? 0.70 acres
--

Item # 2.

Number of acres to be dedicated as open space/common area: 2.22-acres

What is the percentage of open space to total acres: 7% open space (Stormwater tract for HOA)

Number of acres of open space that is submerged: 0.57 acres (stormwater/open space tract)

Describe proposed use and maintenance of open space: The 2.22-acre open space tract will be used for stormwater treatment for the subdivision.  
 The HOA will be responsible, through their CC&Rs, to maintain the stormwater facilities, and general maintenance (such as weed control, etc) of the tract.

Describe in detail any proposed trails or sidewalk systems, including trail type, ownership, width, surface type, etc. The HOA will have access to the open space/stormwater tract which fronts Syringa Creek. The HOA may choose to install an informal gravel trail along the northern portion of the tract to allow for pedestrian access from Deerfield to the City of Sandpoint owned disc golf property which lies directly to the east of the open space/stormwater tract. This short trail would be utilized by residents only with no public parking provided. This will be dependent on and coordinated with the City of Sandpoint.

Is dedication of land for public use planned?  Yes  No

If yes, describe use and number of acres: N/A

**ENVIRONMENTAL FEATURES:**

How has the subdivision been designed to avoid natural hazards? A wetland delineation was conducted and found wetlands associated with Syringa Creek which is located at the southern most boundary of the project site. Syringa Creek flows through one lot and the proposed open space/stormwater tract. These lots are large enough to accommodate an upland building pad and stormwater pond without adversely impacting Syringa Creek. Treated stormwater runoff from the development will discharge to Syringa Creek following existing drainage patterns. The wetlands should not be impacted by any lot development.

Describe any planned berming, grading, waterfront landscaping, contouring or filling of lands within the proposed subdivision: Grading activities will be primarily limited to work within the right-of-way: road construction, stormwater conveyance and utilities. Grading will also occur outside the proposed right-of-way for the proposed stormwater pond and fire suppression storage tank. Future lot owners/developers will grade out the individual lots.

During the course of the proposed project will any land disturbing activities occur on slopes of 30% or greater? (BCRC 12-761)  Yes  No

If yes, attach required conceptual engineering plan, per BCRC 12-761

Is the proposed project site located within a critical wildlife area, as identified by Bonner County's "Critical Wildlife Habitat" Comprehensive Plan Map?  Yes  No

If yes, summarize habitat type and explain how the project has been designed to protect the critical wildlife habitat?(BCRC 12-741) N/A

**ACCESS INFORMATION:**

Please check the appropriate boxes:

Private Easement     Existing     Proposed

Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and easement width. Include recorded instrument number for existing easements & name, if existing: N/A

Public Road     Existing     Proposed

Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade right-of-way width and name, if existing: The proposed access road for the subdivision will be a privately maintained public road with a paved surface. The right-of-way width is 60'.

The travel width of the proposed road is 24'. The road grade is at the steepest 2.10%. The proposed road name is Deerfield Dr.

Combination of Public Road/Private Easement     Existing     Proposed

Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and right-of-way/easement width and road name, if existing: N/A

Is public road dedication proposed as part of this land division?     Yes     No

Road maintenance will be provided by: Deerfield HOA

Please describe any proposed road improvements (Include surface type, maximum and typical grades, width of right-of-way, width of improved surface, curbing, etc.): The proposed surface is to be asphalt, with a maximum grade of 2.10% and a typical grade of 0.50%. The proposed ROW width is 60' while the proposed pavement surface is 24'.

**SERVICES:**

Sewage disposal will be provided by: Individual Septic

Existing Community System - List name of sewer district or provider and type of system:

N/A

Proposed Community System - List type & proposed ownership: N/A

Individual system - List type: Each lot is proposed to have its own on-site septic system

Explain the type of sewage system, capacity, maintenance plan, location of facilities, if applicable and other details: Each lot is proposed to have its own on-site septic system. Capacity will be determined by size of residence proposed and permits will be reviewed and approved through Idaho Panhandle Health. Standard plat language and setbacks will be adhered to. See letter from PHD included with application package.

Water will be supplied by: Syringa Heights Water District

Existing public or community system - List name of provider: Syringa Heights Water District

Proposed Community System - List type & proposed ownership:

Individual well

Item # 2.

Please explain the water source, capacity, system maintenance plan, storage and delivery system and other details: Water will be supplied by Syringa Heights Water District, a June 4, 2024 will serve letter from the water district indicates that have the capacity and willingness to serve up to 28 lots with this proposed subdivision. A 6" line will be extended along Baldy Mountain Road and through the subdivision with service lines stubbed to each lot and a fire storage tank/reservoir.

Distance (in miles) to the nearest:

Public/Community Sewer System: <u>City of Sandpoint (0.45 miles)</u>	Solid Waste Collection Facility: <u>Bonner County Solid Waste (10.1 miles)</u>
Public/Community Water System: <u>Syringa Heights Water District (0.0 miles)</u>	Fire Station: <u>Selkirk Fire Rescue &amp; EMS (1.9 miles)</u>
Elementary School: <u>Farmin-Stidwell Elementary (1.2 miles)</u>	Secondary Schools: <u>Sandpoint Middle School and High School (1.9 miles)</u>
County Road: <u>Baldy Mountain Road (0.0 miles)</u>	County Road Name: <u>Baldy Mountain Road</u>

Which fire district will serve the project site? Northside Fire District

Which power company will serve the project site? Avista

**SITE INFORMATION:**

Please provide a detailed description of the following land features:

Topography (lay of the land), including estimated maximum slope, rock outcroppings, benches, etc: The site generally slopes from the north to the south with the highest point being in the northeast corner of the property. The southernmost portion of the site is the steepest with a slope of approximately 24-43% on the HOA open space/stormwater lot. This steep embankment slopes downward from the flatter buildable upland areas to Syringa Creek which borders the southern portion of the site. Several natural drainages cut through the site and drain generally from the northeast to southwest. The upland portions of the site have a moderate slope ranging from approximately 1% - 8% slopes. There are no other substantial geologic or topographic feature on the site.

Water courses (lakes, streams, rivers & other bodies of water): Syringa Creek borders the southernmost property line and a wetland delineation has been conducted. Several natural seasonal drainages cut through the site and drain generally from the northeast to southwest.

Is site within a floodplain?  Yes  No Firm Panel #: 16017C0715E Map Designation: Zone A

Springs & wells: N/A

Existing structures (size & use): N/A

Land cover (timber, pastures, etc): Open Timber, Forested, Pasture

Are wetlands present on site?  Yes  No Source of information: Wetland Delineation

Other pertinent information (attach additional pages if needed):

**How is the proposed subdivision in accordance with the specific objectives of the comprehensive plan? (Please see attached copy of the goals and objectives):**

**Property Rights:** The proposed subdivision is in alignment with the Bonner County zoning ordinance, setback standards, and environmental mitigations. These regulations have not destroyed the fundamental property right nor imposed substantial and significant limitations on the property. The proposed land use application does not impose substantial and significant limitations to adjacent properties.

**Population:** The Bonner County population trends and projections anticipates Bonner County growing by a rate of 1.1% over the next six years. This project will help alleviate the current shortage of housing in the county while also developing in the ACI, which will be important as this section of the comprehensive plan indicates that there has been a shift in populations from more rural areas to more urbanized areas. This is a clear indicator that housing is needed in areas within and adjacent to the ACI of the urban areas.

**School Facilities & Transportation:** The proposed subdivision is located within the Bonner School District #84. The proposed subdivision will add 24 lots which could add additional children to the schools, however it also increases property values. Idaho public schools are partially funded by property taxes, which these new lots and residences will contribute to. In Bonner County only 24.8% of households have children. The average number of children per household in Bonner County is 0.615. This equates to approximately an additional 16 children into the Bonner County School District #84.

**Economic Development:** The location of the proposed subdivision is in close proximity to the City of Sandpoint. These lots could offer housing to members of the workforce who already live in the area but do not own a home, or could provide housing for new members of the workforce moving to the County from out of the region or state. Currently one of the biggest barriers to businesses gaining new employees is the lack of housing.

**Land Use:** These larger lots directly adjacent to the City limits of Sandpoint will help transition from smaller lots with higher density within the city limits to the larger, rural developments in the County. This transition will help maintain the rural character of the county within the ACI.

**Natural Resources:** Syringa Creek will be protected to the greatest extent practicable while still allowing for the site to be developed. One buildable lots will be located at the southern portion of the site however the steep slope and natural vegetation provide for a large buffer from the creek and associated wetland. Minimal disturbance and vegetation removal will occur during subdivision infrastructure improvements and BMPs will be implemented throughout construction.

**Hazardous Areas:** There are no known hazard areas on the subject property with exception to the floodplain associated with Syringa Creek. The buildable portion of the two lots that are encumbered by the Special Flood Hazard Area are significantly elevated above the base flood elevation. The proposed development complies with fire protection standards, ingress/egress, and floodplain development regulations.

**Public Services:** The Syringa Heights Water District has provided a will serve letter for the proposed subdivision. The lots will be served by individual septic systems. Avista will provide power and gas to the development.

**Transportation:** The proposed access road associated with the development will meet county road standards and will be a public road that is privately maintained thereby not impacting the County as far as maintenance is concerned. Sight distances from the approach of the new access road and Baldy Mountain Road have been analyzed and the new intersection will not create a hazard. A trip generation letter has been provided.

**Recreation:** The site does not remove any recreational opportunities from the residents of Bonner County. The development may encourage residents of the new subdivision to utilize the City Disc Golf Course as the site is directly adjacent to the subject property. Additionally, the close proximity of the new subdivision to the City of Sandpoint makes alternative methods of transportation, such as walking and biking, to and from work feasible. The open space/stormwater tract that will be owned and maintained by the HOA could benefit the residents of the subdivision with a large outdoor area for viewing wildlife and enjoying the natural area adjacent to Syringa Creek.

**Special Areas or Sites:** The proposed subdivision will protect and retain the ecologically sensitive area adjacent to Syringa Creek. There are no known culturally significant sites on the subject property.

**Housing:** This large lot subdivision that is directly adjacent to the City of Sandpoint will provide single-family residential development opportunities. So long as zoning and utilities can support it, the option for ADUs (Additional Dwelling Units) on each lot could provide for affordable housing options as rental units or for independent living options for the aging population.

**Community Design:** As mentioned above this subdivision will act as a transition zone within the ACI that transitions the smaller, dense housing located within the City of Sandpoint, to the larger rural lots located in the unincorporated portions of Bonner County. This supports good community design while protecting natural resources and maintaining the rural character of the County.

**Implementation: ( Not required to complete this element)** This proposed subdivision is in line with the current zoning regulations of Bonner County.

I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to Bonner County employees and representatives, elected or appointed officials to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Signed by: Richard Howarth Date: 2/3/2025  
Landowner's signature: \_\_\_\_\_

Signed by: Garry Schickelanz Date: 2/3/2025  
Landowner's signature: \_\_\_\_\_

**NOTICE OF  
PUBLIC HEARING**

Notice is hereby given that the Sandpoint Planning and Zoning Commission will hold a public hearing at their meeting on Tuesday, May 20, 2025, at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to consider the following:

City initiated Sandpoint City Code amendment to sections 10-2-3-D and 7-3-10-H related to timing of public infrastructure requirements for subdivisions and related to allowing payment of in-lieu fees for sidewalks for lots created by short plats and lot line adjustments.

Seating in Council chambers is available on a first-come, first-served basis. The overflow areas outside chambers will accommodate additional attendance, with live meeting video and audio provided. For public hearings/public comment periods, those who may not be able to be seated within chambers will be allowed entrance to the room and given the opportunity to speak from the podium.

Copies of the complete files for this matter are available for review online at [www.sandpointidaho.gov/community-planning-development/page/amendments-city-code-10-2-3-d-and-7-3-10-h-0](http://www.sandpointidaho.gov/community-planning-development/page/amendments-city-code-10-2-3-d-and-7-3-10-h-0) or at the Sandpoint Planning and Building office at City Hall (address above), 208-263-3370. Any written testimony to be considered at this meeting must be delivered to City Hall or by email to [cityplanning@sandpointidaho.gov](mailto:cityplanning@sandpointidaho.gov) before 5:00 p.m. on Thursday, May 15, 2025. To request special accommodation to view the application files or participate in the above-noticed meeting, contact the City via the email address or phone number stated above no later than two (2) business days prior to the date of the hearing.  
Legal#6918  
AD#35112  
April 29, May 6, 13, 2025

TITLE 9 - ZONING  
CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

## CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

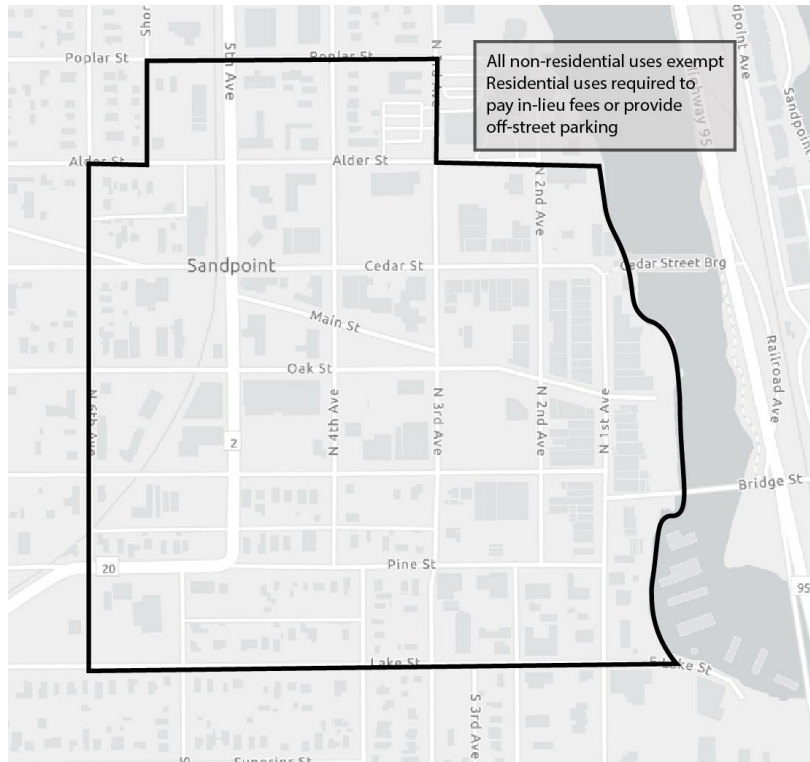
### 9-5-1: General Provisions:

- A. Off-Street Parking and Loading Spaces Provided: No building or structure shall be erected, substantially altered (requiring a building permit), or its use changed unless permanently maintained off-street parking and loading spaces have been provided in accordance with the provisions of this chapter.
- B. Additional Parking After Enlargement or Change: Whenever a building or structure existing prior to the effective date of this chapter changes use or is enlarged up to fifty percent (50%) in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, additional parking and loading spaces must be provided on the basis of the enlargement or change.
- C. ~~Buildings Enlarged Meet Requirements: Whenever a building or structure existing prior to the effective date of this chapter is enlarged to the extent of fifty percent (50%) or more in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.~~ This section is not clear. What does "comply with the full parking requirements" mean? Does it mean someone else is only complying with half of the requirements? I think this was a way to say insufficient parking is not allowed to be considered non-conforming, when greater than 50% of the structure is implicated. Or, this is intended to imply that greater than 50% enlargement means landscaping and other provisions apply, and under 50% don't (just the required number would be applicable), but that is not how it is written.
- D. ~~Buildings With Other Changes Meet Requirements: Whenever a building or structure constructed after the effective date of this chapter changes use or is enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.~~
- E.C. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council upon completion of a Parking Demand Analysis demonstrating the actual demands of the project are less than the minimum or more than the maximum requirements of this code. A Parking Demand Analysis must be prepared by a registered professional traffic engineer licensed in the State of Idaho and must include analysis of multi-modal transportation and proximity to transit. Public notice for any development application utilizing this provision shall include reference to the Parking Demand Analysis and the reduction or expansion of required parking sought by the applicant.
- F.D. Exemptions: ~~Buildings~~ Non-residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter. Residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter, provided in-lieu payments are made pursuant to section 9-5-18: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the

intersection of Alder St and Short Ave; thence north to the point of beginning. First Avenue, Cedar Street, Fifth Avenue and Pine Street plus one-half (1/2) block extending outward are exempt from the parking minimum requirements of this chapter.

G. Exempted Non-Residential Use Boundaries: Non-residential uses within the following boundaries are exempt from the parking minimum requirements of this chapter: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (1/2) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning.

HE. Map of Exempted Areas: Map of exempted minimum parking space requirements per subsections D, F and G of this section:



I. Construction and Repaving: Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code. **Moved to 9-5-6 Surfacing section**

(Ord. 1360, 12-5-2018)

**9-5-2: Location of Parking Spaces:**

The following regulations shall govern the location of off-street parking spaces and areas:

- A. Parking spaces for all residential dwelling units with a density of less than ten (10) units per acre must be located on the same site as the use which they are intended to serve.

- B. Parking spaces for apartments, dormitories, or similar residential uses with a density of greater than ten (10) units per acre must be located not more than three hundred feet (300') from the principal use.
- C. Parking spaces for commercial, industrial or institutional uses must be located not more than one thousand feet (1,000') from the principal use.

(Ord. 1360, 12-5-2018)

### 9-5-3: Shared Parking Reduction:

- A. Shared Parking or Parking Facilities Approval: Subject to compliance with other applicable requirements of city codes, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve shared development or use of parking facilities for two (2) or more uses if:
  1. A convenient pedestrian connection between the properties or uses exists; and
  2. The properties are within one thousand feet (1,000') of each other.
- B. Parking Requirements; Hours: Where the uses to be served by shared parking do not overlap their hours of operation, the property owner or owners must provide parking stalls equal to the greater of the applicable individual parking requirements. Where a use change occurs within the development causing an overlapping of use hours, parking requirements must be reassessed. For the purposes of this provision, residential parking use hours shall be from five o'clock (5:00) p.m. to sixty thirty-o'clock (6:30) a.m. daily.
- C. Parking Stall Reduction: Where the uses to be served by shared parking have overlapping hours of operation, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve a reduction of the total required parking stalls if the reduction is supported by a parking demand analysis performed by a registered professional traffic engineer licensed in the State of Idaho.
- D. Documentation Required: Prior to establishing shared parking or any use to be served thereby, the property owner or owners must file with the County Recorder's Office or its successor agency, a written agreement approved by the Planning Director providing for the shared parking use. A copy of the written agreement must be retained by the planning director in the project file. The agreement must be recorded on the title records of each affected property.

(Ord. 1360, 12-5-2018)

### 9-5-4: Access and Maneuvering Area:

- A. Any parking area must be designed in such a manner that any vehicle entering or leaving the parking area from or onto a public or private street must be traveling in a forward motion. ~~Residential uses with a density of less than ten (10) units per acre are exempt from this requirement.~~ Parking areas provided for single-family, duplexes, and accessory dwelling units are exempt from this requirement. may need to increase this to cover larger developments.
- B. ~~Access of driveways for parking areas or loading spaces must be located in such a way that any vehicle entering or leaving such lot must be clearly visible for a reasonable distance to any pedestrian or motorist approaching the access or driveway from a public or private street.~~ Driveways shall be located so that any obstructions do not prevent adequate sight distance between a vehicle stopped at the edge of the right of way and any approaching vehicle or pedestrian on the adjacent street. The required sight triangle shall be determined using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book)

published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the City Engineer or Public Works Director.

- C. All maneuvering areas, ramps, access drives, etc., must be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area.
- (Ord. 1360, 12-5-2018)

#### 9-5-5: Minimum Distance and Setbacks:

- A. ~~No portion of any parking facility, except driveways and approaches, shall be located within five feet (5') of the front or side property lines. Commercial and industrial uses are exempt from this requirement. (conflicts with garage standards. If intent is to address parking on front lawns, then we should discuss alternate language, if any)~~
- B. ~~No portion of any parking facility shall obstruct the visibility, for a reasonable distance, of motorists using any public or private street. No portion of any parking facility shall obstruct the sight triangle of an adjacent street or driveway access, as determined by an analysis using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book) published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the City Engineer or Public Works Director.~~

(Ord. 1360, 12-5-2018)

#### 9-5-6: Surfacing:

- A. **Hard surfacing** of all parking facilities shall be required. All hard surfacing must comply with all other applicable city codes including the Stormwater Management Code.
- B. **Hard surfacing, for the purposes of this chapter, shall be defined as:**
1. **Asphalt pavement section, consisting of a minimum of 2 inches of hot mix asphalt pavement and a minimum of 6 inches of 3/4 inch crushed base course, or as otherwise determined by the City Engineer or Public Works Director, meeting all requirements of the Idaho Standards for Public Works Construction (latest edition), OR**
  2. **Concrete pavement section, consisting of a minimum of 6 inches of concrete, a minimum of 4 inches of 3/4 inch crushed base course, and #4 rebar at 18 inches on center in both directions, or as otherwise determined by the City Engineer or Public Works Director, meeting all requirements of the Idaho Standards for Public Works Construction (latest edition), OR**
  3. **As otherwise determined by the City Engineer or Public Works Director.**
- C. All hard surfacing must be completed before a certificate of occupancy is issued. In the event that hard surfacing cannot be timely completed due to inclement weather, the city may issue a temporary certificate of occupancy if an agreement secured by a bond or other security acceptable to the city in an amount of one hundred fifty percent (150%) of the costs of the hard surfacing is provided to the city. In the event a cash security is provided, no interest shall accrue to the party providing the cash. All agreements must include such terms as may be reasonable in the circumstances including a requirement that the paving be completed within six (6) months of the agreement and if not that the city in the city's sole discretion use the security to complete the hard surfacing.

- B. ~~Driveways and approaches to a parking facility abutting a street improved with curbs and gutters must be paved with hard surfacing to their full width for a minimum of twenty feet (20') in depth from the street right-of-way, or where there is a lesser setback, the hard surfacing paving must be from the street to the parking facility.~~ Driveways and parking facility abutting a public right of way shall include hard surfacing from the edge of right of way to the parking facility. Driveway approaches within the public right of way shall be constructed pursuant to Section 7-3-9 and city standard details.
- D. If a parking facility is accessed from a public alley, the entire width of the alley shall be constructed with hard surfacing for the entire length of the alley between the adjacent public streets at either end of the alley. The driveway approaches accessing either end of the alley on the adjacent public streets shall be constructed pursuant to Section 7-3-9 and city standard details. Hard surfacing of alleys shall be included in an approved stormwater management plan meeting the requirements of Title 11, Chapter 3, Stormwater Management Ordinance.
- C. ~~Any building lot in a Commercial Zone used in whole or in part as a parking facility and which abuts a city street with curbs and gutters must be improved with sidewalks in accordance with city specifications. This should be addressed in terms of frontage improvements, not here.~~
- E. Exceptions to hard surfacing requirement of parking spaces:
1. Within the Industrial General (IG) Zone, the hard-surfacing requirement may be waived, with certain conditions, by the city engineer.
  2. ~~A Detached~~ single-family homes with or without an ADU, a duplexes with or without an ADU, accessory dwelling units and any residential parking area within a Residential Zone that is not accessed from a street or is accessed from an alley shall be exempted from the hard-surfacing requirement. Any residential development more intense shall be required to adhere to the hard surfacing or paving requirements.
- E. Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code. (Moved from Section 9-5-1 General Provisions)

(Ord. 1360, 12-5-2018)

### 9-5-7: Maintenance:

- A. The owner of property used for parking and/or loading shall maintain the facility in accordance with good practice without holes and free of all snow, dust, trash and other debris.
- B. Failure to keep the parking lot surfaces reasonably clean of snow and debris, failure to keep storm catch basins properly clean and functioning, and failure to remove and replace dead plant material or to remove noxious weeds shall be specifically included in the term "failure to maintain the facility in accordance with good practice" and shall be deemed a violation of this title and therefore subject to the penalties as established.
- C. The city shall not be responsible for maintenance, repair, upkeep, or reconstruction of any parking facility located on private property, or any hard surfacing of alleys required by Section 9-5-6.

(Ord. 1360, 12-5-2018)

**9-5-8: Lighting:**

- A. Any parking area which is intended to be used during non-daylight hours shall be properly illuminated in accordance with the regulations set forth below, and in Title 8, Sandpoint Outdoor Lighting Code. **to avoid accidents.** Residential uses are exempt from this requirement.
- B. Any lights used to illuminate a parking lot must be so arranged as to reflect the light away from the adjoining property.
- C. Parking lot lighting must be designed to provide the minimum lighting necessary to ensure adequate vision ~~and comfort~~ in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking lot lighting requirements must also apply to interior drives and other areas on the property used by vehicles.
  1. Lighting Fixtures: All lighting fixtures providing illumination for parking lots must direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards).
  2. Maximum Mounting Height: The maximum mounting height for all parking lot illuminating light fixtures shall be twenty feet (20').
  3. Timers Required: Lighting must be on a timer or utilize photocells which turns off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy.

(Ord. 1360, 12-5-2018)

**9-5-9: Wheel Blocks:**

- A. Whenever a parking lot extends to a property line, wheel blocks or other suitable devices must be installed to prevent any part of a parked vehicle from extending beyond the property line, **assuming a 24-inch vehicle overhang from the vehicle-side face of the wheel block.**
- B. ~~Where parking stalls abut sidewalks or walkways that leave less than a four foot (4') wide pedestrian travel zone due to vehicle overhang, wheel blocks or other suitable devices may be required by the city in order to maintain accessibility. Wider sidewalks or pathways, however, shall be preferred.~~ **Where parking stalls abut sidewalks or walkways, wheel blocks shall be provided to prevent vehicle overhang on the sidewalk or walkway. Wheel blocks shall be placed so that the distance between vehicle-side face of the wheel block and the opposite side of the sidewalk or walkway is at least seven (7) feet.**
- C. **Whenever wheel blocks are used, the parking stall depth, as specified in Section 9-5-14, shall be measured from the vehicle-side face of the wheel block.**
- D. **Whenever any obstruction greater than eight (8) inches in height, including walls or fences, is located directly adjacent to a parking space, wheel blocks shall be provided at least two (2) feet from the obstruction, and the "stall depth from curb edge" column D shown in Section 9-5-14 shall be measured from the vehicle-side face of the wheel block.**

(Ord. 1360, 12-5-2018)

**9-5-10: Signs:**

- A. The entrances and exits to the parking area must be clearly marked.

- B. Parking areas having more than one aisle or driveway must have directional signs or markings in each driveway or aisle.
  - C. Parking area directional signs must have a maximum size of four (4) square feet.
- (Ord. 1360, 12-5-2018)

### 9-5-11: Striping:

- A. ~~All parking areas with a capacity over ten (10) vehicles must be striped with double lines, two inches (2") in width and six inches (6") both sides of center between stalls, to facilitate the movement into and out of the parking stalls.~~ All parking areas shall be striped with minimum 4" wide white striping, meeting the dimensional standards of Section 9-5-14.

(Ord. 1360, 12-5-2018)

### 9-5-12: Screening and/or Landscaping:

- A. Parking Lot Minimum Landscaping: A minimum of ten percent (10%) of gross paved areas used for parking lots within the City of Sandpoint must be landscaped. Slopes and other areas between a parking area and sidewalks, street rights-of-way or property lines must be landscaped with a minimum five foot (5') buffer containing grass, hardy shrubs, trees or evergreen ground cover and must be maintained in a consistent condition acceptable to the city. A minimum of fifty percent (50%) of the required buffer yard must be made up of hardy shrubs, fifty percent (50%) of which shall be evergreen and shall reach a height of four feet (4') within five (5) years. The five foot (5') buffer may be reduced when at least five feet (5') of landscaped area exists between the sidewalk and curb. Dead landscaping must be replaced. It shall be a violation of this chapter if an owner fails to replace dead landscaping with the same or other landscaping approved by the city within one month of notification by the city or as is seasonably acceptable.
- B. Proximity Standards: Whenever a parking area providing more than ten (10) vehicle spaces is located in or adjacent to a Residential District, dwelling unit, school, hospital, church or other institution for human care, it must be effectively screened on all sides abutting any such property by a five foot (5') buffer area with an acceptably designed wall, fence or planting screen. Alternatively, the buffer area may be reduced to three feet (3') if a decorative screen fence is erected with evergreen shrubs of at least two (2) gallon size planted at the base. Such fence, wall or planting screen must not be less than four feet (4') nor more than six feet (6') in height and maintained in good condition. The space between such fence, wall or planting screen, and the lot line of the adjoining premises in any Residential District must be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition. In the event that terrain or other natural features are such that the erection of such fence, walls or planting screen will not serve the intended purpose, the planning director may waive specifically this requirement.
- C. Parking Facilities Abutting Street Right-of-Way: Parking facilities which abut a street right-of-way must provide one street tree for every twenty-five feet (25') of property abutting such right-of-way. Should the planting of such a street tree be physically unfeasible, the Public Works and/or planning department Director may require suitable landscaping abutting the street right-of-way.
- D. Material and Planting Requirements: Parking lot landscaping must consist of, but not be limited to, a mix of deciduous trees, evergreen shrubs, and ground cover. Tree species must be of the types listed on the "City of Sandpoint approved street tree list" (as adopted by resolution), or approved by the Urban Forester. All trees must be planted with a minimum 1.5-inch caliper. All interior planting beds must have a minimum dimension of six feet (6') at the narrowest point with a soil depth appropriate for the trees selected.

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(Supp. No. 1)

- E. Parking Lots Between Twenty To Thirty Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.
- F. Parking Lots Exceeding Thirty Spaces: The following additional regulations apply:
1. Parking areas must include a minimum fifteen foot (15') landscaped buffer from Residential Zones, and be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area, and there must be at least one tree for each three hundred (300) square feet of required landscape area.
  2. Required shade trees must be of such species and canopy to provide a minimum of thirty percent (30%) canopy cover of the parking area at maturity. Eligible tree canopy must be directly over parking lot.
  3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.
- G. Parking Lot Directional Signs: Parking lots not visible from streets must have clearly visible directional signs approved during the site plan review process.
- H. Screening Equipment; Noise: Mechanical equipment, utility facilities, and garbage containers must be screened in such a manner so as not to be visible from abutting residential property owners. A fence may be used to provide this screening. Mechanical equipment creating noise must be placed as far from residential uses as practical and in keeping with access and maintenance requirements, and must have noise buffering if placed in the vicinity of residential uses.
- I. Snow Storage: Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.
- J. Pedestrian Access: Parking lots must be designed so that pedestrian and automobile patrons have a clearly marked path from each business entrance to the nearest sidewalk to each adjacent street. ~~This must be accomplished utilizing decorative pavers or sidewalk type walkways.~~ **This pedestrian path shall meet the requirements for an accessible route as described in the latest edition of the ADA Standards for Accessible Design of the Americans With Disabilities Act.** The **planning commission may waive this requirement** for lots smaller than thirty (30) spaces when it creates undue hardship.
- K. Exemptions:
1. Single-Family Residential: Single-family residential off- street parking areas are exempt from this subsection.
  2. Auto and Vehicle Dealers: Auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area.
  3. Landscaping Requirement Modifications: Landscaping requirements may be modified by the planning director for a specific site when soil or slope limitations make strict adherence impractical, when safety considerations are involved, especially in the clear vision triangle.
  4. Industrial General Zone: Parking areas within the Industrial General Zone shall only be required to adhere to the requirements of subsection A, "Parking Lot Minimum Landscaping", of this section.
  5. Existing Parking Lots: Expansions of existing parking lots shall not be exempt.

(Ord. 1360, 12-5-2018)

**9-5-13: Accessible Parking Spaces:**

- A. All parking facilities must provide accessible parking spaces as required by the ADA Standards for Accessible Design of the Americans With Disabilities Act.

(Ord. 1360, 12-5-2018)

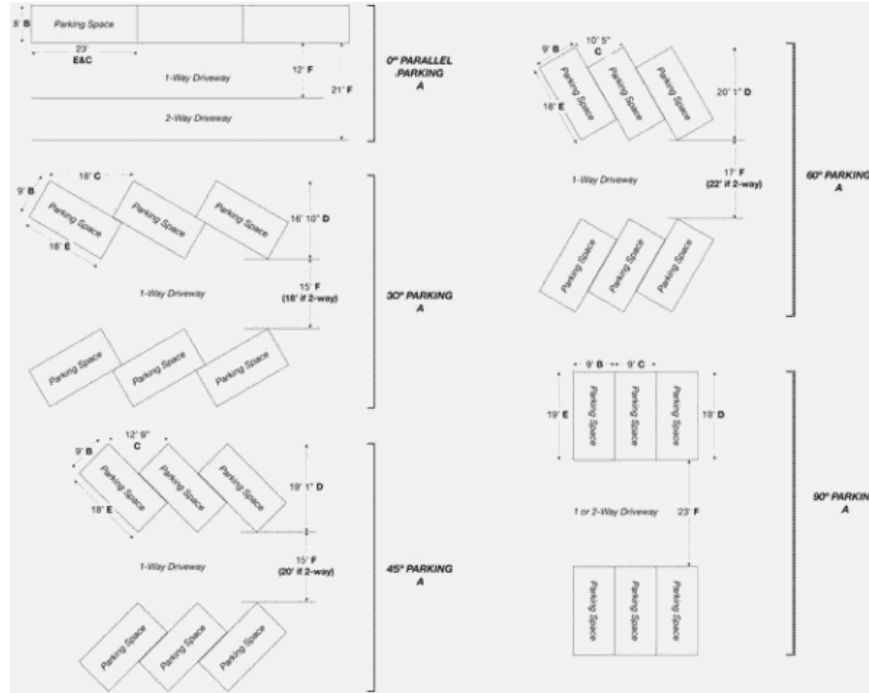
**9-5-14: Design and Dimensional Standards:**

- A. ~~City Standards Mandatory:~~ All parking facilities must be designed to city standards. Plans for parking facilities are required prior to construction and shall indicate ingress, egress, grade, drainage facilities, location of all plantings, base and surface materials.
- B. ~~Bicycle Spaces:~~ All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit. **This is relocated below**
- ~~C.B.~~ Minimum Standards: Letters in the following chart are referenced in subsection D of this section. Off-street parking spaces must be provided in accordance with the following minimum standards:

Parking Angle A	Parking Space Width B	Curb Length Per Stall C	Stall Depth From Curb Edge D	Parking Space Depth E	1-Way Driveway Width F	2-Way Driveway Width F
<b>For standard vehicles:</b>						
0°	8 feet	23 feet	8 feet	23 feet	12 feet	21 feet
30°	9 feet	18 feet	16 feet, 10 inches	18 feet	15 feet	18 feet
45°	9 feet	12 feet, 9 inches	19 feet, 1 inch	18 feet	15 feet	20 feet
60°	9 feet	10 feet, 5 inches	20 feet, 1 inch	18 feet	17 feet	22 feet
90°	9 feet	9 feet	19 feet	19 feet	23 feet	23 feet
<b>For compact vehicles:</b>						
0°	7 feet, 6 inches	18 feet	7 feet, 6 inches	18 feet	12 feet	21 feet
30°	7 feet, 6 inches	15 feet	14 feet	15 feet	15 feet	18 feet
45°	7 feet, 6 inches	10 feet, 7 inches	15 feet, 11 inches	15 feet	15 feet	20 feet
60°	7 feet, 6 inches	8 feet, 8 inches	16 feet, 9 inches	15 feet	15 feet	22 feet

90°	7 feet, 6 inches	6	7 feet, 6 inches	6	15 feet	15 feet	23 feet	23 feet
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⊖C. Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles):



E. Additional Standards for Compact Car Parking:

1. If the total number of required parking spaces is less than ten (10), no compact car spaces shall be provided.
2. If the total number of required parking spaces equals ten (10), then one parking space may be for compact cars. For each four (4) spaces in excess of ten (10), one space for compact cars may be provided.
3. Each compact car parking space shall be marked for such use.

(Ord. 1360, 12-5-2018)

**9-5-15: Minimum and Maximum Surface Parking Space Requirements:**

**A: Table 1: Required Parking by Land Use**

Type of Use	Parking Spaces Required
A.	Residential <u>outside of Exempt Area</u> : Values shall be held as the minimum:
	Accessory dwelling units
	1 for each unit
	Apartments, duplexes, townhouses or multi-family dwellings over 1,200 square feet of living space per unit
	1.4 for each unit

	Apartments, duplexes, townhouses or multi-family dwellings under 1,200 square feet of living space per unit	1 for each unit
	Boarding, lodging, or rooming house	1 for each sleeping room
	Cottage developments in accordance with chapter 4 of this title	1 for each unit
	Detached single-family homes with more than 3 bedrooms	2 for each unit
	Detached single-family homes with 3 bedrooms or less	1 for each unit
	Group homes	2 for each unit
<b>B</b>	<u>Residential within Exempt Area</u>	
	<u>Any residential land use</u>	<u>1 for every 1000 sf, not to exceed 1.5 for each unit</u>
<b>BC.</b>	Commercial: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements.	
	Banks, financial institutions and similar uses	1 for every 500 square feet of floor area
	Bowling alleys	2 for each alley
	Dance floors, skating rinks	1 for every 500 square feet of floor area
	Dining rooms, restaurants, taverns, nightclubs, etc.	1 for every 300 square feet of floor area
	Funeral parlors, mortuaries	1 for every 100 square feet of floor area open to the public
	Hostels	1 for every 4 beds
	Hotels, motels	1 space for each room or unit; plus, as required for accessory uses, such as restaurants, meeting halls, etc.
	Medical or dental clinics	1 for every 500 square feet of floor area of examination, treatment, office, and waiting rooms
	Offices, public or professional administration and services	1 for every 500 square feet of floor area
	Retail sales and services of large items, such as appliances, furniture and equipment	1 for every 800 square feet of floor area
	Retail stores	1 for every 350 square feet of floor area
	Service stations providing repair, public garages	1 for each 2 gasoline pumps and 2 for each service bay
	All other types of business or commercial uses permitted in any Commercial Zone	1 for each 350 square feet of floor area
<b>CD.</b>	Entertainment and Recreation: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements:	

	Auditoriums, sport arenas, theaters and similar uses	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Fitness centers	1 for every 400 square feet of floor area
	Private clubs or lodges	1 for every 350 square feet of floor area
	Swimming pools, public or community clubs	1 for each 5 persons' capacity plus 1 for each 4 seats or 1 for each 30 square feet of floor area used for seating purposes, whichever is greater
D.	Institutional: Values shall be held as the minimum:	
	Churches and other places of religious assembly	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Hospitals	1 for each bed
	Libraries, museums, art galleries	1 for each 500 square feet of floor area
	Sanatoriums, homes for the aged, nursing homes, children's homes and similar uses	1 for each 2 beds
E.	Schools (Public, Private Or Parochial): Values shall be held as the minimum:	
	Business, technical and trade schools	1 for each 2 students
	Colleges, universities	1 for each 4 students
	Elementary, high schools	1 for every teacher and employee, 1 for every 4 students normally enrolled that are over the legal driving age, and 1 for every 4 seats in auditoriums, gymnasiums or stadiums. Parking spaces provided for the school may be considered as parking for the public assembly areas
	Kindergartens, daycares, childcare centers, nursery schools and similar uses	Where the number of children plus employees is less than 13, 2 off-street parking spaces shall be provided. Where the number of children is equal to or greater than 13, 1 off-street parking space for each 5 children or a fraction thereof shall be provided
F.	Industrial: Values shall be held as minimum:	
	All types of manufacturing, storage, wholesale and freight uses permitted in any Industrial District	1 for each 1,000 square feet of floor area

Parking spaces for other permitted or conditional uses not listed in this section shall be determined by the planning director.

**B.** Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty-six inches (36") or greater. The minimum distance between end to end racks

should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit. **(Section moved from 9-5-14)**

(Ord. 1360, 12-5-2018)

**9-5-16: Parking Credits:**

- A. Bicycle Parking: For every six (6) nonrequired bicycle parking spaces created within any Commercial or Industrial Zone which adhere to the standards set forth in section 9-5-14, "Design and Dimensional Standards", of this chapter, motor vehicle parking space requirements may be reduced by one space; up to a maximum of two (2) off-street parking spaces.
- B. Motorcycle Parking: For every two (2) motorcycle parking spaces provided for any multifamily, commercial or industrial project, the number of standard vehicle spaces may be reduced by one space up to a maximum of two (2) spaces. Motorcycle parking spaces must be at least four feet (4') wide and ten feet (10') deep with a minimum of ten feet (10') of backup space provided. **Backup space shall be on private property within an access aisle or other area not otherwise designated as a parking space.**
- C. Affordable Housing Deed Restrictions: The minimum parking space requirements for developments that contain a deed restriction for affordable housing shall be reduced by twenty percent (20%). Such development must adhere to the following standards:
  - 1. At least fifty percent (50%) of the units must be deed restricted to provide for affordable rental housing.
  - 2. At a minimum, the deed restriction must accommodate households making less than eighty percent (80%) of area median income according to the Department of Housing and Urban Development (HUD). Such accommodation must provide affordable units such that no more than forty percent (40%) of tenant household income shall go towards the payment of rent. The deed restriction must remain in effect for a minimum of ten (10) years.
  - 3. Applicants awarded this credit must submit annual reports verifying the standards above to remain in good standing of this provision.

(Ord. 1360, 12-5-2018)

**9-5-17: Loading Areas:**

A. The required number of loading spaces are as follows:

Gross Floor Area (Square Feet)	Quantity	Type
14,000—36,000	1	A
36,001—60,000	2	A
60,001—100,000	2	A
	1	B
For each additional 75,000 or fraction thereof	1	B

B. The size of off-street loading spaces shall not be less than the following, exclusive of access platform and loading area:

Type A spaces:	Length	35 feet
	Width	12 feet
	Height clearance	15 feet
Type B spaces:	Length	65 feet
	Width	12 feet
	Height clearance	15 feet

- C. Convenient access to loading spaces shall be provided and shall not be less than twelve feet (12') in width.
- D. Loading spaces may be located in required yards, providing such space is not roofed.
- E. Loading spaces shall be located entirely on the property they are intended to serve.

(Ord. 1360, 12-5-2018)

### 9-5-18: In Lieu Parking Fees:

- A. Purpose: ~~The purpose of these provisions is to allow businesses development to satisfy the required off-street parking to by making in-lieu payments into a special dedicated fund the city will use to develop parking. reduce the number of on-site parking spaces through payment so as to meet the requirements set forth in this chapter. These businesses allowed to make payments. These provisions may be utilized for parking required for new construction or for an increase in required parking resulting from the change of use of an existing building.~~
- B. Goals: The in-lieu program is voluntary and has the following goals:
  1. To creatively reduce parking requirements where appropriate;
  2. To reduce the cost of development by reducing the funds required for building and maintenance of parking lots;
  3. To facilitate the construction and improvement of public parking;
  4. To improve urban design;
  5. To encourage shared parking; and
  6. To support historic preservation.
- C. Definitions:

IN LIEU PAYMENT: A onetime optional payment made to the city Parking Improvement Fund fulfilling all or part of the parking requirements for qualifying development, ~~a business within the defined parking in lieu area.~~

PARKING IMPROVEMENT FUND: A special dedicated fund to collect revenue from in lieu parking payments. Revenue collected is used to improve general public parking in the designated parking in lieu area, to purchase or lease land for public parking, to improve, create, or expand city parking facilities, and to offset administrative expenses.

D. Applicability: These provisions may be utilized in lieu of providing parking in the following situations:

1. New residential development within the parking exempt area as defined in section 9-5-1-E.
2. Non-residential development and residential development outside the exempt area as defined in section 9-5-1-E.
3. Non-residential development within the exempt area shall be exempt from this section.

## D. Payment Calculation:

1. The parking requirements set forth in the Parking Code may be satisfied in whole or in part by the payment of a nonrefundable parking improvement in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the Parking Improvement Fund. ten thousand dollars (\$10,000.00) per space.
2. Payment of fees must be made in conjunction with the issuance of a building permit. Upon payment of in-lieu fees, applicant will receive a nontransferable certificate for each space that would otherwise be required by city parking requirements.
3. ~~The city council may amend the fee by resolution to approximate increases in costs of providing parking.~~

## E. Parking Fund Use:

1. The "Parking Improvement Fund", a dedicated fund, is hereby created to receive revenue from in lieu payments. The fund shall be used to provide and enhance public parking facilities, including buying or leasing land, constructing parking facilities, offsetting administrative expenses directly related to managing the account and the construction of facilities, coordinating parking planning, and erecting signage.

## F. Limitations:

1. In the event ~~a business~~ an application for development outside of the parking exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of their development application review.
2. In the event an application for residential development within the exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of their development application review.
3. Proposed parking requests shall be reviewed at a regular meeting of the planning commission. Public Notice of the development application shall include mention of the parking reduction sought and such review shall be sent to all adjacent property owners of the property for which such parking in-lieu payment in excess of fifty percent (50%) is requested and affected property owners shall have the right to comment. Any such request for parking may be denied or reduced if the planning commission finds that permitting such request would have an adverse effect on the surrounding area or neighborhood.

(Ord. 1360, 12-5-2018)