



PLANNING AND ZONING COMMISSION MEETING AGENDA

March 04, 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

Announcements

Meeting Minutes Approval - *action item*

1. Approval of the Minutes from the Commission's February 4, 2025, Meeting - *action item*

Matters from the Public - General Comments

Public Hearings

2. Public Hearing/Recommendation Decision: Ridley Village Court Planned Unit Development - Approval of Preliminary Development Plan - *action item*
3. Public Hearing/Recommendation Decision: Amendments to City Code 10-2-3-D and 7-3-10-H, related to Timing of Infrastructure Requirements for Short Plats - *action item*

Old/Unfinished Business - none

New Business - none

Matters from City Staff

Commissioner Roundtable

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email 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

February 4, 2025 at 5:30 PM

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

Call to Order

Vice Chair Mose Dunkel called the meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, February 4, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

Present

Commissioner Mose Dunkel
Commissioner Wayne Benner
Commissioner Grant Simmons
Commissioner Ivan Rimar
Commissioner Reid Weber
Commissioner William Mitchell

Absent

Commissioner Scott Torpie

Pledge of Allegiance

Vice Chair Dunkel led everyone present in reciting the Pledge of Allegiance.

Election of Chair and Vice Chair

1. Nomination of new Chairman

Nomination of Mose Dunkel was made by Commissioner Benner.

Dunkel accepted this nomination.

Seconded by Commissioner Simmons.

There were no additional nominations.

Voting Yea: Commissioner Rimar, Commissioner Weber, Commissioner Simmons, Commissioner Mitchell, Commissioner Benner

Abstaining: Commissioner Dunkel

Absent: Commissioner Torpie

2. Nomination of Vice Chairman

Nomination of Wayne Benner was made by Commissioner Simmons.

Benner accepted this nomination.

Seconded by Commissioner Dunkel.

There were no additional nominations.

Voting Yea: Commissioner Dunkel, Commissioner Weber, Commissioner Simmons,

Commissioner Mitchell, Commissioner Rimar

Abstaining: Commissioner Benner

Absent: Commissioner Torpie

Meeting Minutes Approval

3. The January 21, 2025, meeting minutes were approved as presented by a vote of Commissioners present.

Motion made by Commissioner Benner, Seconded by Commissioner Weber.

Voting Yea: Commissioner Mitchell, Commissioner Rimar, Commissioner Simmons, Commissioner Reid, Commissioner Benner

Abstaining: Commissioner Dunkel

Absent: Commissioner Torpie

Matters from the Public / General Public Comment

Members of the public were offered the opportunity to provide public general comments. Information only; no Commission action.

Old/Unfinished Business

4. Community Planning and Development Director Jason Welker provided an update on the Proposed Parking Management Plan for Downtown Off-street Parking Facilities, showing the changes made based on community suggestions and clarifying miscommunication, and fielded questions from the Commissioners. Information only; no Commission action.

New Business

5. City Attorney Fonda Jovick provided training on topics relevant to the Commission. Information only; no Commission action.
6. City Planner Bill Dean provided training on Planned Unit Developments. Information only; no Commission action.

Matters From City Staff

No general comments or announcements from staff.

Matters From the Commission / Commissioner Roundtable

The Commissioners commented on and discussed with staff topics of a general nature. Information only; no Commission action.

Adjourn

With no further business before the Commission, the meeting adjourned at 8:00 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the Board Clerk, were approved by the Sandpoint Planning and Zoning Commission during their meeting on _____, 2025.

Mose Dunkel, Chair

Attest: Krista Lester, Board Clerk



AGENDA REPORT

Planning and Zoning Commission Meeting

TODAY'S DATE: February 27th, 2025

MEETING DATE: March 4th, 2025

TO: Chairman Dunkel, members of the City of Sandpoint Planning & Zoning Commission

FROM: Bill Dean, City Planner, Brandon Staglund, City Engineer, and Jason Welker, Planning & Community Development Director

SUBJECT: PPUD24-0002: Ridley Village Court Planned Unit Development Preliminary Development Plan

I. Background and PUD Framework:

The request before the Planning and Zoning Commission relates to the development of an approximately 5-acre parcel, located south of Highway 2 on Ridley Village Road, identified in Figure 1. In July 2024, the City affirmed the long-range vision for development of the property through adoption of the Comprehensive Plan. Formerly designated as Context Area 3, the current Comprehensive Plan land use designation is Medium Density Residential. The development application intends to implement the adopted long-range vision identified in the Comprehensive Plan.

The specific application is for consideration of a new residential subdivision via a Preliminary Development Plan approval as the first step in the Planned Unit Development (PUD) permit process (Attachment A). A PUD is a discretionary permit intended to allow flexibility in land planning to achieve creativity in development that might not be possible under conventional subdivision practices. Attachment B to this staff report is a primer on PUDs published by the American Planning Association and is attached to further the understanding of PUDs on behalf of the Commission and any interested party.

Overall Consideration for Approving a PUD:

A PUD is enabled by Idaho Code §67-6515 and regulated under Title 10 Chapter 3 of the Sandpoint City Code (SCC). As stated in SCC §10-3-1:

“PUD is development of land in which the standard land use regulations (contained within the City’s zoning ordinance) may be modified or waived in order to promote beneficial development of an entire tract of land in conformance with an approved planned unit development permit which accentuates



Figure 1: Subject property

usable open space, recreational uses, public amenities, community housing, and harmonious development with surrounding properties and the City at large.” Specifically, as established in SCC§ 10-3-1, a PUD is intended to achieve the following objectives:

- A. A maximum choice of living environments by allowing a variety of housing and building types and permitting an increased density per acre and a reduction in lot dimensions, yards, building setbacks, and area requirements.
- B. A more useful pattern of open space and recreation areas and, if permitted as part of the project, more convenience in the location of neighborhood commercial uses, recreational uses and services.
- C. A development pattern which preserves and utilizes natural topography and geologic features, scenic vistas, trees and other vegetation, and prevents the disruption of natural drainage patterns.
- D. A more efficient use of land than is generally achieved through conventional development, thus resulting in substantial savings through shorter utilities and streets, while encouraging connectivity.
- E. A development pattern in harmony with land use density, multimodal transportation facilities, and community facilities objects of the comprehensive plan. (Ord. 1162, 12-20-2006)

Steps In the PUD Permit Process

A PUD is typically designed as a multi-step process, beginning with a public hearing and review of the preliminary development plan (PDP) by the Commission. This first step is an “approval in principle” to determine if the PDP is consistent with the above ordinance intent and purpose, if it advances the general welfare of the community and neighborhood, and whether the benefits, combination of various land uses and the interrelationship with the land uses in the surrounding area justify the deviation from standard zoning district regulations. During this step, the Commission should focus on the objectives A-E listed above; any changes requested to zoning and development standards should further these objectives. Because the PUD process inherently provides for modifications to City standards, the Planning Commission will be acting in an advisory capacity on the PDP. Following the Planning Commission’s review of the PDP, it can be placed on a City Council agenda for “approval in principle.”

Following the “approval in principle,” the applicant would return for the second step; a public hearing on the Final Development Plan incorporating changes and conditions imposed by the Commission/Council on the PDP as applicable. However, SCC Section 10-3-10 (G) does allow for concurrent processing of PDPs and FDPs, which the applicant is not seeking with this application. Rather, the applicant has indicated that upon approval of the PDP, a Preliminary Subdivision Plat would be submitted along with an FDP.

SCC Section 10-3-10 (B) establishes that when a PUD also qualifies as a subdivision, the processing of the PUD and subdivision shall occur simultaneously. Staff is interpreting the PUD ordinance to enable a PDP to be reviewed and acted upon by the Commission/Council prior to requiring submission of an application for a subdivision. The reasons for this are two-fold: first, the applicant should be able to seek direction and approval from the Commission/Council of the PDP prior to the expenditure of engineering and other costs associated with more detailed engineering and planning drawings. Staff believes this is the reason the SCC refers to first step in the PUD process as “approval in principal.” Second, the PUD process is procedurally lengthy and establishes that the FDP is the actual PUD permit. It stands to reason the subdivision application should reflect the PUD standards, as potentially modified through the “approval in principal” step (Step 1). When acting on an FDP together with a Preliminary Plat (subdivision), the Commission/Council must also make affirmative findings of fact for the preliminary plat in addition to the PUD. The findings are discussed at the end of this report.

The City’s PUD ordinance establishes five (5) development categories, collectively guiding developer, Commission, and Council considerations. Sections 10-3-4 through 10-3-9 contain the following categories:

1. SSC 10-3-4 relates to land use permissions: This section of the code establishes a wider range of allowable land uses to encourage mixed use development and also places limits of the size of multi-family buildings (limit is 6 dwellings per unit/building).
2. SSC 10-3-5 relates to increased density. This section of the code provides performance standards that if adhered to can allow for an increase of up to 40% above the allowable number of units in the zone.

3. SSC 10-3-6 and 10-3-9 relate to common open space: These sections require that 10% of the PUD area be dedicated to common open space, under common ownership, and encourages clustering of buildings in order to achieve access to open space from all dwellings.
4. SSC 10-3-7 creates basic performance standards for the exterior boundaries of the PUD, which can be reduced by the Commission if such reductions can be shown to be compatible with the surrounding development.
5. SCC 10-3-8 establishes infrastructure functionality requirements, and together with 10-3-7 enables the City to require the same level of infrastructure requirements for PUDs as subdivisions (not all PUDs involve subdividing property).

II. Introduction to the Application and Surrounding Area

Affinity Real Estate Management, Inc. with representative SCJ Alliance Consulting Services (collectively “applicant” hereinafter), on behalf of owner, Valerie Smith Trust submitted an application seeking approval of a PUD named Ridley Village Court to allow for the development of 57 townhomes on land currently zoned Residential Multifamily (RM).

The PUD would encompass approximately 4.1-acres of an existing 5.08-acre property, located between Ridley Village Road and Madison Avenue south of the Forrest M. Bird Charter School. The application indicates that the approximately 1-acre portion of the property not included in the PUD request would remain zoned RM. Figure 2 is an excerpt from the PUD application showing the conceptual land plan.

The development is envisioned to create a new neighborhood connected to the existing Maplewood neighborhood (and S Division Ave), and Ridley Village Rd by means of six access points:

- A single new roadway extension of River Rock Rd to Ridley Village Rd providing two ingress/egress locations;
- A new alley stub which extends Autumn Ln partially into the development from Maplewood neighborhood, and a new alley off Ridley Village Rd (similar to a driveway);
- A pedestrian walkway through the center of the development connecting Ridley Village Rd with S Madison Avenue, providing two ingress/egress points for pedestrians.

The surrounding area is characterized as mostly a residential setting, with a public charter school, single family homes, multi-family dwellings, and vacant land. There are no parks or other publicly accessible recreational amenities in the immediate vicinity; the closest public parks are Lakeview Park and Memorial Field, approximately ½ mile away on surface streets. Platted and developed over time, most of the development south of Highway 2 between S Division Ave and the western City-limit line (which comprises the larger context of this development proposal) occurs on north-to-south street pattern with limited east-west connectivity.



Figure 2: Preliminary Site Plan

Residential single-family lots within this area generally range from approximately 5,000 sf to over 11,000 sf. The east side of the development abuts the Maplewood neighborhood which is a 51-lot PUD neighborhood (approximately 5,000 sf lots) approved by the City in 2006. The south side of the PUD abuts the 1-acre lot (with an existing single-family home) that is not a part of the proposed PUD and 6-lots of the existing Northshore neighborhood (11,000+ sf lots). To the west is the Ridley Village apartment complex, and to the north is the Sandpoint Charter School and a vacant .5-acre lot. Northwest of the site is the recently constructed first phase of the Homewood apartment development, which at build-out will contain 108 apartments.

City zoning is shown in figure 3 below, indicating the site is surrounded by Residential Multifamily (RM) zoning to the east, west and south, and abuts the Commercial C zoning district to the north and is also proximate to the Mixed Use Residential (MUR) zone on the northern side.

III. Application History

Pursuant to §10-3-10 of the Sandpoint City Code, the Commission is required to hold public hearings on PUDs (preliminary and final development plans), and to make recommendations to City Council on the final development plans. Notice has been provided to property owners within 300 feet of the parcel boundaries on which the proposal is being considered, posted at the site twenty-five (25) days in advance of the hearing, and a summary has been provided in the official newspaper of general circulation twenty-one (21) days prior to the hearing date as required by Sandpoint City Resolution #06-49.

In compliance with Idaho Code and Sandpoint City Code, applicable jurisdictions and agencies have been notified of the proposal including:

- **7/16, 8/1, 8/29, and 9/13 2024:** Initial pre-application meeting, followed by three additional meetings with City staff
- **11/26/24:** Initial Application Submitted (Initial Fees Paid)
- **11/26-12/16 2024:** Additional Application Materials Submitted
- **12/16/24:** Application deemed complete
- **12/24/24:** Notice of Application sent to Agencies and Property Owners within 300 feet
- **2/4/25:** Notice of Public Hearing before the Planning and Zoning Commission sent to property owners within 300 feet and to the Daily Bee
- **2/6/25:** Site sign posted
- **3/4/25:** Planning and Zoning Commission public hearing on Preliminary Development Plan



IV. Application Notification and Comments

Pursuant to §10-3-10 of the Sandpoint City Code, the Commission is required to hold public hearings on PUDs (preliminary and final development plans), and to make recommendations to City Council on the preliminary and final development plans. Notice has been provided to property owners within 300 feet of the parcel boundaries on which the proposal is being considered, posted at the site twenty-five (25) days in advance of the hearing, and a summary has been provided in the official newspaper of general circulation twenty-one (21) days prior to the hearing date as required by Sandpoint City Resolution #06-49.

In compliance with Idaho Code and Sandpoint City Code, applicable jurisdictions and agencies have been notified of the proposal including:

REVIEWING DEPARTMENTS & AGENCIES:				
City of Sandpoint	Local Agencies & Districts	State & Federal	Bonner County	Other
<input checked="" type="checkbox"/> Building <input checked="" type="checkbox"/> Fire Marshall <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> City Engineer <input checked="" type="checkbox"/> Operations	<input checked="" type="checkbox"/> Independent Highway District <input checked="" type="checkbox"/> Pend Oreille School District <input checked="" type="checkbox"/> Panhandle Health District	<input checked="" type="checkbox"/> ID Dept. Lands <input checked="" type="checkbox"/> Environmental Quality <input checked="" type="checkbox"/> ID Transportation Dept. (ITD) <input checked="" type="checkbox"/> USACE	<input checked="" type="checkbox"/> Addressing <input checked="" type="checkbox"/> Sandpoint Airport <input checked="" type="checkbox"/> Land Records <input checked="" type="checkbox"/> BC EGIS <input checked="" type="checkbox"/> Road and Bridge	<input checked="" type="checkbox"/> Avista Utilities <input checked="" type="checkbox"/> Bonneville Power Administration <input checked="" type="checkbox"/> BNSF Railroad
X = Request for review/comments sent to department or agency.				

Consideration of written comments:

At the time of this report drafting, the City has received three (3) agency responses to the notice. Additional comments will be forwarded to the Commission as they are submitted. Attachment C to the staff report are the agency comments.

Independent Highway District (IHD), Ryan Luttmann:

Units along the proposed River Rock extension have garages setback from the public right-of-way that do not appear to leave enough room for vehicles to park outside of the garage without blocking the sidewalk; private roads do not appear to be wide enough to accommodate on-street parking. Units along River Rock have 1-car garage doors approximately 3 feet from the public sidewalk. City should review SCC section 9-5-5 (A) and (B) to see if such a garage setback meets the intent of the code keeping in mind backing out of a one-car garage and driver’s ability to see children on bikes and pedestrians on sidewalk given relative proximity of a school.

Units fronting Madison Avenue have 1-car garage units that are accessed off of Road E. The proposed width of Road E is dimensioned as 12 feet. The garages are 90 degrees to the private road, and it appears that Road E will be used as the maneuvering area in accordance with SCC 9-5-4. The plan does not dimension the distance between the front of the garages and the edge of Road E, but it appears to vary from 2.25 feet to 4.5 feet. It is not clear if the parking facility meets the dimension standards of 9-5-14.A. The city will need to determine if additional room beyond the 12-foot-wide private road is needed to accommodate the 90-degree parking maneuver (in and out of the 1- car garages). According to the city parking diagram and chart, a 23-foot minimum driveway width (for 1-way and 2-way) is needed for 90-degree parking.

Figure 3: Zoning

SCC 9-5-12.I requires that areas for snow storage must be designated in site plans and provided for in development or redevelopment of property. The north end of Road C calls for a 3-foot to 3.5-foot-tall retaining wall at the end. Since access to off-street parking seems necessary, the City should review how snow is proposed to be pushed and stored at the north end of Road C and maintain access to the 1-car garage at the end of the street.

SCC 9-2-4-3.H.3.b requires trash and recycling containers, including cans and dumpsters, to be screened and not visible from the street or neighboring properties. If this is a requirement for this project, the City should review the proposed location and verify that the access and maneuvering area per SCC 9-5-4 will accommodate garbage trucks so that they are not required to back into the public right-of-way.

Bonner County GIS, Abigail Stahl:

Road names will be required for the alleys and the private road indicated in the preliminary plan. The commenter asks the applicant to contact the Bonner County GIS Department to discuss road naming

options and the process for reserving names. Road naming will be for 9-1-1 addressing purposes only and should not affect road building standards.

Idaho Transportation Department (ITD), Symone Legg

ITD has no objection to this permit application

Comments from the Public

At the time of writing this report the City received forty-two (42) written comments resulting from the notice mailed to adjacent property owners within 300 feet of the development site. The full text of all public comments received have been uploaded to [the current project page](#) for the PUD application on the City website and are included as Attachment D.

The table below provides a summary of public comments received as of February 24th, 2025.

Summary of written comments from the Public
<ul style="list-style-type: none"> • Likes the density and location supports ability for the project to be a real neighborhood • Homes adjacent to existing development should be single-story or have no windows looking into adjacent properties • Speed should be limited in alley to 12-15 mph and use speedhumps • Travel lanes should be reduced to 9 to 10' max to help reduce travel speeds • Straighten the pedestrian walkway for safety, convenience, appealability • Sidewalks should have ramps and truncated domes • Curb ramp crossing at River Rock should be provided to have direct access to the large common area – crossing should be inviting • Dark Sky ordinance is important, and amber LEDs should be used instead of Avista-provided blue-white LEDs • Solar panels should be installed in order to increase sustainability and reduce utility bills
Increased traffic raises safety concerns as several developments off Highway 2 have a sole means of ingress/egress (Forest Park from Park Ave; Westwood/ID Dept of Lands/Homestead/ Ridley Village apts from Ridely Village) traffic signals, wider roadways and/or vehicle turn lanes would help mitigate the congestion and safety concerns.
River Rock Rd extension is not necessary due to access from Ridley Village Rd
Privacy of Maplewood will be affected
Maplewood is private (not gated) but does not allow for pass-through traffic
Opposed because this development would hook into Maplewood’s water and sewer lines, causing major inconvenience especially if water is lost or has to be boiled; better to get utility connections from Ridley Village Rd by the apartments
The scale of development will erode quality of life for Maplewood
Road safety concerns
Traffic congestion
Pedestrians and emergency vehicles traveling to and from the County building

Burden will be placed on utilities beyond reasonable capacity
Autumn Ln and River Rock cannot handle the cars and trucks from this development, accidents and mishaps will increase
All high-density development should have access to town via the highway, do not route townhouse traffic through River Rock, which is a less dense, single-family area
Safety concern for drivers' vision of the student walkway coming out of both River Rock and Autumn Ln
Walking path from Northshore to school – adding 100-300 cars crossing the bike/ped path is setting up a situation for more accidents as its very hard to see down the path from River Rock Rd or Autumn Ln. Send cars to Ridley Village instead
Extension of River Rock Rd will ruin the peaceful and quiet neighborhood, changing the lifestyle forever and for the worse.
Send traffic to Ridley Village Rd - less impact is needed on the large home lots in South Sandpoint
Opposed to increased traffic
Loss of scenic views, light, air, privacy, desirability of Maplewood homes on W Cattail Ct and River Rock Rd because of 2-story townhomes within 5' of the property line
Single family homes would be more harmonious
Maplewood is a stand-alone neighborhood with limited access
Traffic would triple, creating cut-through traffic
Traffic study doesn't consider construction traffic from 3 years of development
Setback form Cattail Ct should be 25'
Development will decrease property values of Maplewood
Concern about traffic on S Division
Halt or slowdown on development until infrastructure can catch up
Limited police resources to handle new development
Extreme safety hazard to S Division from traffic from the development – traffic should go to Ridley Village Rd
Development will impact parking in Maplewood neighborhood
Hauling of building materials will destroy the streets
Property values will be destroyed
Unlivable if development goes through
320 new cars will be on Division, it isn't safe, developers don't follow rules
Outdated Sewage Disposal Plant is increasingly taxed by new development, new development is extremely irresponsible given its condition, failure would result in ecological disaster

Traffic increases from residents and construction will create potholes in Maplewood that won't get repaired
Backing out of driveways will become hazardous
Lack of parking creates problems related to plowing, additional cars parking in Maplewood as residents will fill their garages with other things aside from cars
Do not reduce the 25' setback from property line – creates too urban an environment that is not compatible with Maplewood
Highly intrusive development along Cattail Ct due to proximity and building height
Boulders at Madison and Autumn Lane should not be considered permanent and this development propagates a wasteful situation
River Rock extension will destroy the serenity of Maplewood
Maplewood Roads should be restored to their existing condition after construction
Traffic study doesn't account for development in new apartments (Homestead) cut through traffic through Maplewood neighborhood
Increased traffic will mean increased noise
Traffic will dump onto Highway 2, Division St is not striped at 4-way stop, traffic study needs to be done
Crosswalk at Ontario and Hwy 2 is dangerous
Loop roads or hammerheads have been used in this area supporting individual developments; that precedent has been set and should be followed here
Less street connections preserve the unique qualities of neighborhoods, new drivers would have no responsibilities to the homes they are passing
25' setback at perimeter should be maintained
Development would be harmful to the character of Maplewood
Loss of scenic views, privacy, 5' setback is extremely small and inadvisable
Font yards on Madison contribute to loss of qualities and nature of Maplewood
Loss of parking for Maplewood community mailboxes due to overflow because parking at development is inadequate
Development is in direct conflict with the existing character of Maplewood, and would normally only contain 4 sf homes if it were developed similar to Maplewood
Development of this type is an infringement on the property rights of Maplewood owners
Traffic report is deficient and misleading because it neglects to account for enticing traffic from the west to cut through to the east
New vehicles would not respect the parking rules of Maplewood
Development does not state why road extension are necessary for public improvements, per City Code, River Rock Rd extension should be deleted
5' setback is a serious impact on desirability and value of homes, especially along Cattail Ct

All homes butting Cattail Ct should be single story
Entire east side of Madison should be designated no parking zone
The entire east side of Madison should be designated no RV parking zone
Any non-Maplewood vehicles parked on Autumn Ln, River Rock Rd or Cattail Ct should be impounded
The surrounding development suggests that a reduced setback to 5' is entirely unsupported and inconsistent with Comprehensive plan objectives to preserve openness and views
This encroachment into the setbacks amounts to a taking
Privacy would be shattered, especially for residents nearby the development due to the reduced setback and ability of new homes to look into existing Maplewood homes and yards
Setbacks should be uniformly enforced
River Rock extension is not supported by requirement that it be necessary for public requirements, as established in the Code
5' setback waiver for eastern side of Private Rd D is not compatible with four houses neighboring it, and should not be approved
0' setback along Madison would compromise the integrity of the Maplewood community
Houses along Cattail had to adhere to the 25' setback and this development should also have to adhere to it
Density is too much for its location, will ruin Maplewood
5' setback is totally unacceptable
Extend Autumn Ln instead of River Rock
This increase in traffic will be dangerous for children
The Comprehensive Plan calls for Medium Density (up to 10 units) and this development exceeds that with 14 units.
Zero ft setback is inappropriate
Access to River Roack is not needed due to Ridley Village Rd
Inadequate parking will lead to RVs, Boats, trailers, and trucks parking in Maplewood
Not enough info about limitations on development due to inadequate sewer treatment facilities
Should not have zero ft setbacks, or homes built within 5.5', increased density next to lower density development, no extension of River Rock Rd, no construction vehicles through Maplewood
Remove entire ROW of houses along Madison
Provide adequate parking within the development
Provide single story homes

Has increased traffic been considered?
Extra traffic will negatively affect S Division
Will Ridley Village Rd be widened, will there be a stop light or 3-way stop sign at Highway 2?
The setback waiver only benefits the developer, not anyone else
Homes should be smaller to have less impact on the South Division neighborhoods
No setback waiver and against through traffic through River Roack Rd
Can not think of one single good reason to allow a waiver from setbacks

V. Application Details

The 4.04-acre subject property is currently zoned Residential Multifamily (RM), and the proposed development consists of 57 total townhome dwelling units, or approximately 14 dwelling units per acre. The PDP indicates 57 townhomes within 14 structures organized around a central greenspace accompanied by amenities to support the new community. The proposed townhomes range in size across 6 different sized buildings ranging from 2 to 6 townhomes per building. Each 2-story townhome ranges in size from 1191 to 1670 square feet (sf). The PDP distinguishes townhome sizes as "unit" types. Across 14 buildings a range of 5 different sized townhomes are provided, with the largest percentage dedicated to the smallest unit type, units C1&C2.

The proposed dwelling unit mix is as follows:

	Unit A.1	Unit A.2	Unit A.3	Unit B	Units C1&2	Totals
Sq ft	1490	1414	1275	1670	1191	
# of units	17	8	5	7	20	57

The proposed preliminary development plan, building elevations and landscape plans are available for review on the [Current Projects page](#) on the City's website and show as figure 4 below is an illustrative site plan excerpted from the PDP.

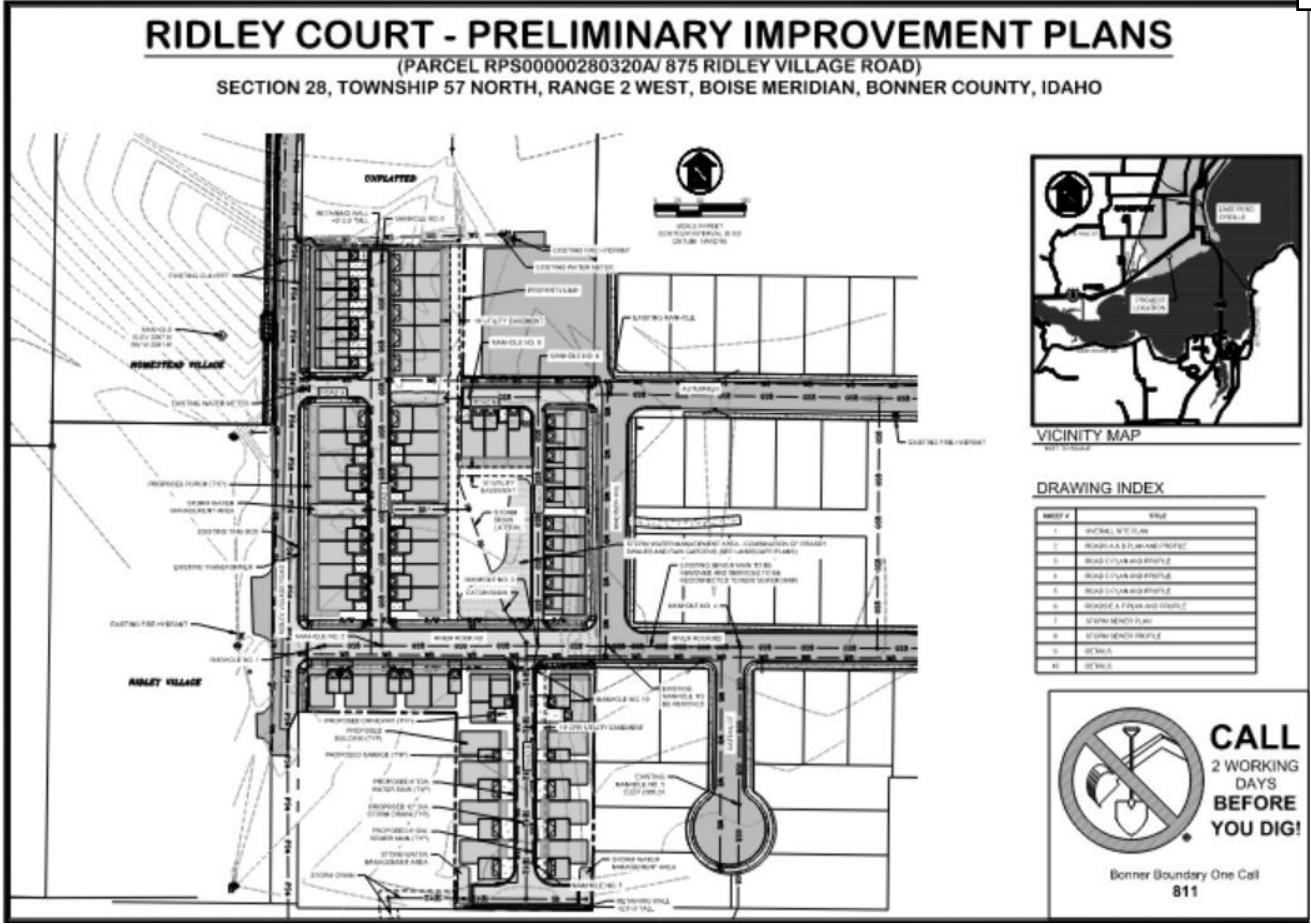


Figure 4: Preliminary Improvement Plan

The PDP contains a description of Key Features, Themes, and Community Benefit, articulated by the applicant, and summarized below.

1. New housing products (townhomes) not prevalent in Sandpoint, which provide more affordable homes than single-family detached homes; each would be on a fee-simple lot;
2. Each unit provides direct access to public streets, open space and/or community pathway. Each unit has a front porch reflecting traditional development patterns, and the majority of units have rear loaded garages;
3. Architecture includes South-Sandpoint inspired craftsman style homes with modern materials; each unit is either 2-story or has a vaulted upstairs ceiling to achieve lower building profiles than typical two-story homes. Conceptual architectural elevations are included in Attachment E.
4. Parking is achieved through 78 off-street parking spaces via single and two-car garages as well as parking on private alleys, combined with public on-street parallel parking along Madison Ave., Ridley Village Rd., and River Rock Rd. extension.

Code Parking Ratios	No of Units	Required Off-street Parking	Parking (private) provided	Parking (public) identified
Units over 1200 SF 1.4/unit	37	52	78 "off-street" by using 57 one and two car garages, 21 parking spaces on alleys internal to the project are provided.	48 parking spaces along River Rock Rd extension, Madison Ave, and Ridley Village Rd. are identified by the applicant in their submittal
Units under 1200 SF 1/unit	20	20		
	57 total	72 total		

The PUD identifies 126 parking spaces between the private spaces and the spaces created with public street improvements. Each of the 57 town homes has a garage.

It should be noted that the City's off-street parking requirements do not allow for parking along public rights of way to be included in parking calculations; therefore, the actual number of parking spaces provided in this project is 78, not the 126 spaces reported. 78 still exceeds the minimum off-street parking requirement of 72.

5. Multi-modal connectivity is achieved connecting areas to the west of the project and the project itself to Division St. Such connectivity provides an opportunity for this area to avoid using Highway 2 to access park amenities, the Third Avenue Pier, the Charter School, City Beach and Downtown. The PDP also contains descriptions of River Rock Road extended to Ridley Village Road as a means of providing a street connection for the benefit of the greater neighborhood and City.
 - a. **River Rock Rd.** would continue in its current 50-foot right-of-way to Ridely Village Rd. SCC 10-1-6 (A)(1) permits a reduction in the 60-foot standard cross section width for local street (ROW). The adjacent Maplewood neighborhood was also developed as a PUD with a 50' - wide ROW.
 - b. **Autumn Ln.** pedestrian path to Ridley Village Rd. is proposed to provide direct and convenient access to the Charter School and surrounding area from areas not currently enjoying multi-modal access.
 - c. **Madison Ave.** would be widened to a 50' ROW width, allowing for landscaping, sidewalk and parking on both sides of the street.
 - d. **Ridley Village Rd.** would be widened to a 50' ROW allowing for landscaping, sidewalks and parking on the east side of the street.
 - e. **Internal roadways,** pathways and driveways connect residents with each other, the common open space and the larger neighborhood. Alleys provide garage access to the units, and Road D is intended as a private drive and includes a turn-around spot for vehicles including emergency vehicles.
6. Open Space is required to comprise 10% of the development, and the PUD proposes an open space plan of pathways, and a central common area nearly double the minimum standard.
7. Statement of Community Benefit includes reference to street-facing homes developed at a human scale for safety and comfort, with variety in architecture, accentuating open space, an emphasis on transitioning building massing from denser to less dense areas.

Relief Sought from Standards

The PDP also contains a section related to Relief Sought from Standards, summarized below.

1. Relief from building and PUD boundary setbacks are sought:
 - a. Front setbacks down to zero feet
 - b. Flanking side street building setbacks down to 2' at River Rock intersection corners
 - c. Rear setback down to 5.5' (along Private Road D and units along River Rock Rd. extension), and down to 0' for all other units that are alley loaded.
 - d. PUD boundary reduced from 25'to 5' along Cattail Court, and 0' elsewhere along the project perimeter (the site plan is not dimensioned).
2. Relief from Private Street/Alley standards is sought
 - a. Road D proposed to be narrower than the City standard ROW width of 60'
 - b. Alley widths of 16'
 - c. Alley (Road E) of 12'
3. Relief from street arrangement/continuity of existing streets is sought.

The PDP contains a section titled Implementing Sandpoint's Comprehensive Plan. The applicant provides relevant goals and policies from 6 chapters of the Comprehensive Plan together with emphasis added from the Comprehensive Plan text. While no analysis is provided by the applicant for conformity, it appears that the emphasis added is intended as a statement of conformity. The PUD states that "Ridley Village Court is far more than in "general conformance" with Sandpoint's 2024 adopted Comprehensive Plan...".

The final section of the PDP is the Proposed Schedule for Site Development, which states the following:

“Pending city approval and finalization of the property sale, Affinity Real Estate Management is tentatively proposing to build the project out over a three-year period. It is hoped to be able to break ground on site improvements in the Spring/Summer of 2025. Initial building foundation work, as feasible, would commence in 2025 following. Over the following two construction seasons of 2026 and 2027, the project is planned to be fully built out.”

VI. Applicable Law & Staff Analysis

As noted above, the application consists of the PDP, which is the first step in the PUD process. Applicable sections of the Sandpoint Comprehensive Plan and City Code are noted below. A staff analysis follows each section of applicable code; staff encourages the Commission to review the relevant Comprehensive Plan policies in evaluating the PDP. The requirements and standards for approving a PDP are found in SCC Sections 10-3-1 (PUD purpose), 10-3-3 through 10-3-10 (application contents and approval procedure).

Sandpoint Comprehensive Plan

As noted above, the property has a Comprehensive Plan Future Land Use Map designation of Medium Density Residential, which was formerly Context Area 3 in the previous Comprehensive Plan. The long-standing designation for this site is for medium density residential development. In addition, the comprehensive plan includes numerous policies supporting the addition of housing within the city where infrastructure and public utilities are readily available. Pertinent goals and policies are listed below for Commission consideration in evaluating/reviewing the PDP.

Chapter 3 Community Character and Design

Goal 1: Character and Identity: Sandpoint’s unique identity, character, and sense of place is retained and strengthened.

- A. Ensure that all commercial, single-family, and multifamily development respect the town’s unique character in architecture, thoughtful density, and in site planning.

Goal 5: Gateways and Gathering Places: A unique and welcoming sense of community is provided through design elements at gateways, within neighborhoods and special districts, throughout downtown, and along major corridors.

- B. Design accessible public streets, alleyways, parks, squares, and other public gathering places that encourage interaction and provide places for people of all ages and abilities to visit and socialize.

Staff Analysis of Community Character and Design:

The application provides a blending of densities for the area in which it is located. Whereas single-family larger lot development is to the south of the site, the balance of the site abuts 5,000 sf lots (Maplewood), multi-family development along Ridely Village Road. A unique feature of Sandpoint, as written about in the Comprehensive Plan, is the variety of housing types in its neighborhoods. By adding a new housing type, the applicant has provided additional variety, contributing toward a continuation of including housing variety throughout the community. Additionally, the development connects to its surroundings as opposed to being walled off (which is another predominant feature of the built environment in Sandpoint), and the site plan creates visual interest through the use of a focal point in the central open space area, visible from vantage points within and outside the project.

Chapter 4 Land Use & Growth

Goal 1: Efficient Land Use: Sandpoint’s mature and developed areas are invested in and enhanced, reducing pressure to expand into the Area of City Impact to accommodate population growth.

- B. Ensure new growth does not disproportionately overburden services or create excessive long-term

maintenance responsibilities for supporting public infrastructure.

- C. Promote infill development and redevelopment that contribute to the desired mix of land uses

Goal 2: Residential Neighborhoods: The diversity, quality, comfort, and connectivity of Sandpoint’s residential neighborhoods is expanded

- A. Promote compact, walkable development patterns that connect neighborhoods to activity centers
- B. Create neighborhood streetscapes that are safe, walkable, and bikeable.
- C. Support a variety of lot sizes and housing types while maintaining an overall desired neighborhood density and scale.
- D. Integrate parks and playgrounds within convenient walking distance of all homes within a neighborhood.
- E. Provide a range of zoning types and design regulations that can facilitate smooth transitions from areas of high intensity use to areas of lower intensity use
- G. Encourage sustainable building practices for residential construction

Goal 4: Quality Places: Dynamic, attractive, and desirable places to live and operate businesses are fostered and developed

- A. Promote streetscapes and public spaces that are engaging, functional, accessible, safe, and attractive.
- B. Require building location and site design that emphasize pedestrian orientation and access.
- C. Incorporate safe and attractive multimodal facilities that connect residents, workers, and visitors locally and regionally.
- D. Allow shared and other parking solutions to reduce the amount of land devoted to surface parking.
- E. Require developments to provide adequate and safe on-site infrastructure for vehicles, pedestrians, and cyclists.

Staff Analysis of Land Use and Growth:

The applicant has provided a compact, walkable neighborhood that adds to the housing diversity identified in the Comprehensive Plan, especially provided that lot sizes are as small as approximately 1,000sf, whereas the minimum lot size in this zone district is 5,000 sf. The density proposed does not exceed the limits established by the Comprehensive Plan or Residential Multifamily zone district. Pedestrian mobility is emphasized, yet the lack of garages for every unit will differ from the Maplewood neighborhood to the east and may contribute toward a development feeling denser than it is. The design of the neighborhood does not provide for a transition in scale from the adjacent Maplewood development and is abrupt in two locations: along Madison Avenue and abutting the homes along Cattail Ln. Lack of a setback accentuates the height of the buildings (townhomes), contributing toward a feeling of them being taller than they are in comparison to the adjacent structures.

Chapter 5 Housing and Neighborhoods

Goal 1: Character and Identity: A variety of quality housing types are available to serve a broad spectrum of household types and age groups.

- A. Pursue diversity in housing types by permitting detached, duplex, townhouse, stacked flats, accessory dwelling units (ADUs), co-housing, co-living, cottage communities, and other types as appropriate in neighborhoods.
- C. Work with housing providers that create housing options to meet the accessibility and functional needs of households with seniors and residents with special needs.
- D. Encourage development of attached housing types in and around downtown.
- E. Encourage the development of single-family housing within traditional and medium-density neighborhoods.
- F. Explore alternatives to parking requirements to encourage a variety of housing types for a broad spectrum of income levels and age groups.

Goal 2 Housing Affordability: Housing is available to meet the needs of low- and moderate-income workers

- A. Identify and resolve barriers that impede the development of workforce housing and the rehabilitation of existing housing.
- B. Encourage workforce housing through various means as allowed by law.
- C. Integrate smaller infill units to allow for mixed-income residents.

Goal 3: Existing Neighborhoods: The charm and comfort of Sandpoint’s existing neighborhoods are protected and enhanced.

- A. Protect the residential character of existing neighborhoods by providing for transitional buffers between residential, commercial, and industrial uses, such as alleys, fences, or natural areas.
- D. Encourage public and private investment in Sandpoint’s existing neighborhoods.
- E. Maintain the historic architectural integrity of all neighborhoods.
- F. Improve and expand pedestrian infrastructure.
- G. Ensure new housing types are appropriately scaled within the neighborhood in which they are developed.
- I. Maintain and enhance neighborhood tree canopies through incentives and other accommodations.

Goal 4: New Neighborhoods: New neighborhood developments are aligned with resident needs and community values

- A. Encourage a portion of new housing development to emulate historical neighborhoods, including a variety of housing, alleys, and traditional gridded blocks. Where cul-de-sacs are allowed, they must provide for continuous, non-motorized connections between streets.
- B. Connect neighborhood services, public open space, and parks with sidewalks and/or multimodal paths.
- C. Develop a safe, appropriate street system network that provides easy access for all modes but does not allow rapid or high-volume traffic to disrupt the new neighborhood.
- D. Allow live/work and neighborhood-serving retail at the edge of residential neighborhoods where appropriate to support walkability.
- E. Foster quality neighborhood tree canopies.
- F. Encourage green building and energy efficient design.

Staff analysis of Housing and Neighborhoods:

The proposal contributes toward Sandpoint meeting its housing goals because it provides a density that blends with the lower and higher density surroundings, in a townhome format that provides ownership opportunities for a wider range of incomes. The design of the townhomes includes architectural features similar to those found throughout the surrounding neighborhoods as well as neighborhoods closer to downtown. On a semi-grid pattern, the proposal connects areas to the east and west of the site in several locations, and locations and does so by allowing both pedestrian and street connectivity. The scale of the two-story structures, with up to 6 units per building, is not offset with setbacks. Rather these structures are more imposing along the streets they front due to the lack of setbacks. Internal to the development, consistency exists; at the perimeter, the proximity to the property lines can create a sense of a development type that is new or different as opposed appropriately scaled.

Chapter 6 Multimodal Transportation

Goal 1: Provide a Balanced Approach to Mobility: Access to businesses is efficient and residents and visitors alike benefit from a walkable and bikeable community

- B. Improve and enhance safety and traffic circulation to preserve an acceptable level of service (LOS) at intersections without jeopardizing pedestrian safety.
- E. Balance the benefits of a limited number of approaches onto arterials with the benefits of gridded streets.

Goal 2: Walkable and Bikeable Network: There are multimodal transportation options throughout the city and key corridors that enhance access between neighborhoods and key community destinations are prioritized.

- B. Support local school district's Safe Routes to School program and ensure that safe routes to school are accessible year round
- E. Develop the region's system of trails and paths to support a well-connected region, enhancing inter- and intra-community connectivity and access.
- F. Improve and maintain streetscapes for all modes of travel through design treatments that enhance human scale along street corridors

Goal 4: Resilient, Livable, and Sustainable Multimodal System: A safe, maintainable, and year-round transportation system is designed in context with the community and environment.

- A. Maintain, improve, and complete infrastructure to meet present and future needs.
- B. Consider long-term functionality and maintenance obligations when developing right-of-way design standards and reviewing development proposals.
- F. Ensure that street and sidewalk standards provide snow storage areas next to travel lanes to allow for year-round sidewalk use.
- G. Maintain and plant street trees to enhance the comfort, aesthetic quality, and sustainability of the transportation system.

Goal 5: Multimodal Connections to the Waterfront: Multimodal access to the lake, other waterfront areas, and associated public parks and open spaces are enhanced.

- C. Enhance safety of non-motorized routes from residential neighborhoods to City Beach Park.

Goal 7. Plan for an Increase in Demands: An increase in demand on the transportation network is planned for, and potential negative impacts to transportation facilities, corridors, and adjacent properties are minimized

- A. With new development projects, encourage the design and construction of local streets to improve multimodal connectivity and safety and encourage well-connected, grid type street patterns. B
- B. Continue to inspect transportation improvements related to new development to ensure that projects meet jurisdictional design and construction standards before the acceptance of maintenance responsibility.
- C. Continue to thoroughly assess off-site traffic impacts of new development to ensure adequate funding of needed infrastructure.

Staff Analysis of Multimodal Transportation:

The application provides multiple connections to improve east-to-west connectivity, reducing traffic flow onto major arterials by dispersing traffic. The adjacent Maplewood neighborhood was not developed as two cul-de-sac bulbs, like several neighborhoods in the vicinity; rather the neighborhood layout began a grid pattern that this development would complete.

Adding connections through both River Roack and Autumn Lane would better further the connectivity objectives of the Comprehensive Plan as opposed to solely connecting River Rock Rd, or having no direct connections at all. The east-to-west connections improve safety by enabling school-aged children to more directly access a local school without having to interact with Highway 2. Similarly, local neighborhood streets, S Division Ave, and Ontario St could be used by residents of this development and areas to the west for improved connectivity. Such connections will increase traffic onto River Rock and, if connected, Autumn Ln compared to the current, largely homeowner-only trips.

The addition of Autumn Ln extension would better further connectivity objectives. Furthermore, were both Autumn Ln and River Rock to be connected from Madison to Ridley Village Rd, the impact of the increased traffic from this development on River Rock will be less so than if Autumn Ln is not connected, as the PDP presented proposes. Little opportunity exists to connect the north end of the site from the Alley (Road C) due to its edge condition (grade difference). The pedestrian pathway connects to the private open space, creating a sense that the open space is open to the public. Additionally, the pedestrian pathway that leads to Alley (Road E) which, if

intended for public use, puts pedestrians on driveways (narrow alleys) without sidewalks, unless directed to S. Madison or north to the pathway along Alley (Road B).

Within the development, snow storage appears to be minimal and potentially inadequate along Alley (Road C), especially at its northern terminus, and along Alley (Road E) depending on its edge condition.

Chapter 7 Parks, Recreation & Trails

Goal 1: Parks & Open Space: Integrated and comprehensive parks and recreation facilities are provided to serve Sandpoint's needs

- A. Improve and expand trail and pathway connectivity to continually enhance community walkability and bike-ability while considering impacts on wildlife corridors.
- C. Explore additional land acquisition for new parks (including passive parks) near newer or underserved neighborhoods.

Staff Analysis of Parks, Recreation & Trails:

The development provides sidewalks along connecting streets (extended River Rock Rd, Alley (Road A)), as well as a pathway connecting Ridely Village Rd with S Madison Ave. While not public, the development offers open space amenities for owners of the townhomes, and visual appeal to any passersby.

Chapter 8 Public Facilities, Services & Utilities

Goal 1: Utilities and Infrastructure: The long-term utility and infrastructure needs of Sandpoint's existing and future residents, businesses, and visitors are met.

- A. Assure the city infrastructure has sufficient capacity to meet the community's long-term needs

Goal 6: Safety by Design: Crime prevention principles are incorporated into community planning and service delivery.

- C. Increase knowledge and practice of Crime Prevention Through Environmental Design (CPTED) in community planning and code enforcement.

Goal 7: Public Health and Welfare: Sandpoint is a multi-generational city with exceptional public health resources and assistance programs to support residents of all ages.

- F. Support walkable and bikeable neighborhoods in site planning and zoning decisions to positively affect physical health over the long term

Staff Analysis of Public Facilities, Services, & Utilities:

Sandpoint's adopted Complete Streets Policy requires sidewalks on all public rights of way. Proposed street extension on the submitted improvement plans shows sidewalks on both sides of the street.

Sandpoint City Code Title 10 Chapter 1

As a PUD, city code 10-3-7-D stipulates that "All public improvements required for subdivisions may be required for a PUD." Therefore, the proposed development has been analyzed for conformance with relevant sections of Title 10, Chapter 1.

10-1-6-A-1

Minimum Right-of-Way Width: The minimum right of way width for any residential street shall be sixty feet (60'), except for purely local drives or areas with difficult topography. A decrease to fifty feet (50') for local, residential streets may be allowed within a PUD. Through streets and every street more than six hundred feet (600') long may be required to be at least sixty-six feet (66') wide. Streets which are collectors or arterials must be dedicated and built to higher standards.

Staff analysis of Title 10-1-6-A-1:

Typical section 4.3 on sheet 9 shows 31-foot pavement width from lip of curb to lip of curb, with 5-foot sidewalks on both sides.

Staff Recommends revising typical section 4.3 on sheet 9 of the improvement plans to show 29-foot pavement width from lip of curb to lip of curb (Two 11-foot travel lanes, one 7 foot parking lane on the north side). Provide “no parking” signs on south side of River Rock. Extension of Autumn Lane should show a similar section.

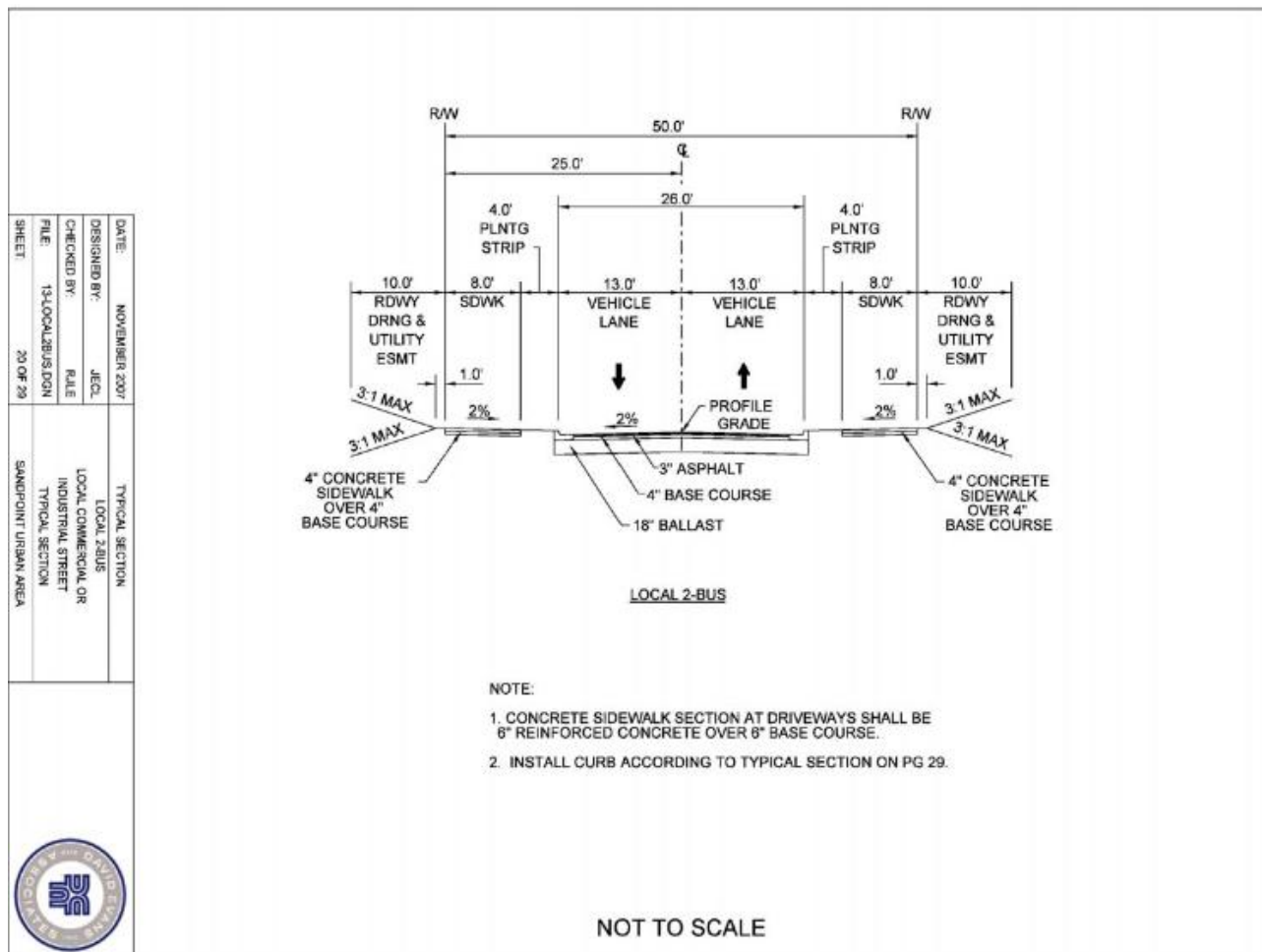
Alternative recommendation: If directed by the Planning and Zoning Commission and City Council, new streets could accommodate a pavement width of 32 feet, with two 11-foot travel lanes and two 5-foot bike lanes on both sides, with no parking allowed on either side of the street.

10-1-6-A-2

Transportation Plan Conformance: All streets and other public spaces and easements shall conform to the transportation plan as adopted by the City Council, both as to location and as to width or size.

Staff analysis of 10-1-6-A-2:

The 2009 Urban Area Transportation Plan is the only council-adopted document that provides recommended typical street sections. It does not provide an example of a 54’ street for residential areas. The closest typical section provided is “Local 2-BUS,” shown below, which is a 50-foot wide right of way intended for business districts. It shows wider 8’ sidewalks on both sides of the street, and 26’ street width (face of curb to face of curb).



10-1-6-A-3

Right-of-Way Adjoining Undeveloped Property: When a right of way adjoining undeveloped or noncompliant property is platted or developed, at least a half street plus ten feet (10') must be dedicated and constructed. This will not reduce the right of way dedication requirement when the adjoining undeveloped or noncompliant property is developed.

Staff analysis of 10-1-6-A-3:

Applies to both Ridley Village and Madison.

Submitted materials show 10-foot right of way dedication on Madison Avenue, which would bring the right of way width from approximately 43 feet to 53 feet, which meets the minimum standards for PUDs in 10-1-6-A-15.

Existing right of way width along Ridley Village is unclear. Bonner County GIS appears to show 35 feet of existing right of way, but the submitted improvement plans show 40 feet of existing right of way.

Staff Recommends requiring right of way dedication, as a condition of the future short plat, bringing the total right of way on Ridley Village Rd to 50 feet, to meet minimum standards of city code 10-1-6-A-15.

10-1-6-A-4

Alley Width: The minimum width of any alley, wherever provided, shall be sixteen feet (16'). Where alleys are not provided, easements may be required along lot lines of or across lots where necessary for the extension of water mains, sewers and similar purposes.

Staff analysis of 10-1-6-A-4:

No publicly dedicated alleys are proposed.

10-1-6-A-5

Block Length: Block lengths shall be between three hundred feet and six hundred feet (300'—600'). The city engineer may approve a longer block if topography limits side street development. Blocks over eight hundred feet (800') in length may be required to have one crosswalk not less than ten feet (10') in width, situated near the center of the block.

Staff analysis of 10-1-6-A-5:

Block lengths have already been established by the surrounding street network. The proposed layout, assuming extension of both streets through the development, would result in a block length of approximately 375' between Madison and Ridley Village, and approximately 280' between River Rock and Autumn (distances on center).

10-1-6-A-6

Street Arrangement: The arrangement of streets in new subdivisions or other development shall make provision for the direct continuation of the principal existing streets in adjoining subdivisions (or their proper projection where adjoining property is not subdivided) insofar as they may be necessary for public requirements. In general, such streets shall be a width at least as great as the existing streets or meeting the findings of the transportation plan. The street and alley arrangement must also be such as to provide opportunity for access and use by adjoining property owners. Wherever a street is stubbed so that it will not at that end open into another street, an adequate turnaround, either circular, hammerhead, or Y-shaped, shall be provided.

Staff analysis of 10-1-6-A-6:

The proposed development layout does not conform with this provision.

Staff Recommends revising development plans to show both Autumn and River Rock extensions through the development, connecting Madison and Ridley Village.

10-1-6-A-8

Public Utility Easement: No public utility easement shall be less than twenty feet (20') wide; for water and sewer a thirty-foot (30') easement shall be provided.

Staff analysis of 10-1-6-A-8:

Proposed development does not comply. Private north-south driveways do not provide adequate width between buildings to provide the required easement width.

In addition, Idaho State Law, IDAPA 58.01.08 requires 10' horizontal separation between water and sewer mains.

Staff Recommends revising the development plan to allow adequate room for water and sewer main extensions.

10-1-6-A-9

Property Corners: At all corners the property corner shall be rounded to match the curb or cut off.

Staff analysis of 10-1-6-A-9:

Proposed development does not comply. Future preliminary plat will require rounded property corners at newly created public right of way intersections.

Staff Recommends revising development plan to provide rounded property corners at intersections, complying with all required setbacks.

10-1-6-A-10

Curb Corners: For residential streets, all curb corners shall have radii of not less than twelve feet (12') and at important corners, as determined by the city engineer, may be up to twenty feet (20'). For arterial and collector streets, the city engineer may specify radii based on functional classification.

Staff analysis of 10-1-6-A-10:

All public right of way curb radii on the proposed improvement plans appear to be equal to or greater than the 12' minimum.

10-1-6-A-11

Street Grade: Grades of streets shall be the lowest feasible and no grade shall be in excess of five percent (5%) on through traffic streets nor in excess of ten percent (10%) for short distances on any other street.

Staff analysis of 10-1-6-a-11:

Existing topography of the site, and the proposed improvement plans, appear to allow conformance with this provision.

10-1-6-A-15

Design Standards: Streets, including private roadways, shall be designed, signed and constructed in accordance with the current edition of the "Idaho Standards For Public Works Construction", as may be modified by resolution of the City Council; development standards of the City of Sandpoint; "Manual On Uniform Traffic Control Devices" and the standards included herein. All streets shall be built with an urban section (curb and gutter) unless specifically granted a variance by the City Council.

	Minor Arterial	Collector	Local	PUD Local
Right of Way	80 feet	60 feet	60 feet	50 feet
Pavement width	See note 1	34 feet	32 feet	30 feet

Maximum grade	10 percent	10 percent	10 percent	10 percent
Street section: Asphalt depth	4 inches	3 inches	3 inches	3 inches
¾ inch base	6 inches	4 inches	4 inches	4 inches
Subbase²	18 to 24 inches	18 inches	18 inches	18 inches
Fabric	Nonwoven for all sections			

Staff analysis of 10-1-6-A-15

The proposed right of way width of 54 feet for River Rock extension is greater than the 50-foot minimum in the table above. Pavement width of 31 feet shown on the submitted improvement plans is greater than the 30-foot minimum.

Staff Recommends further discussion about requiring that the public right-of-way extensions of River Rock Road and Autumn Lane be publicly dedicated, but privately maintained by a homeowner's association, due to city Streets Department challenges with plowing within right of way less than the 60-foot local street standard.

10-1-6-A-16

Street Intersections: Street intersections shall meet the following requirements:

- a) Streets shall intersect as closely to ninety (90) degree angles as possible.
- b) No more than two (2) streets shall intersect at one point.
- c) Distance between street intersections shall be no less than one hundred fifty feet (150') for local streets and two hundred fifty feet (250') for collectors.
- d) Intersections of local streets with arterials shall be minimized and discouraged.
- e) Intersection curb radius shall not exceed twelve feet (12') for local streets, twenty feet (20') for collectors. Arterial radii shall be as determined by the engineer.
- f) Intersections shall be designed for a minimum sight distance of one hundred fifty feet (150'). Intersections with arterials shall have a minimum sight distance of three hundred feet (300').

Staff analysis of 10-1-6-A-16:

Submitted improvement plans appear to meet the criteria listed.

10-1-6-A-18

Traffic Analysis: Development contributing three hundred (300) or more vehicle trips per day to the city street system shall require a traffic impact analysis. An Idaho licensed professional engineer shall submit to the city a traffic impact analysis report meeting the requirements of the current computerized model adopted by the city. The developer shall be responsible to maintain the level of service of the affected existing street system. The report shall also take into consideration other forms of transportation including bicycle and pedestrian travel.

Staff analysis of 10-1-6-A-18:

A preliminary traffic impact study was prepared by Michael Adamson, P.E. dated 7/22/2024 on behalf of the applicant. The study assumed 90 single-family attached units. The submitted materials show 57 units.

The conclusions of the report are included:

- A left turn lane on Highway 2 at Ridley Village Road is warranted as a result of this project.

- The intersection of Highway 2 and Ontario drops below the minimum “level of service” as a result of this project.

The traffic study has not been approved by city staff. A revised traffic study based on the final PUD development plan will be required before preliminary plat approval. The preliminary traffic study includes percentage contribution estimates at analyzed intersections as a result of this project. At this time, the anticipated improvements required for this project are:

1. Completion of the left turn lane at Highway 2 and Ridley Village Road before final plat approval.
2. Applicant payment of a percentage contribution of the estimated cost of the Highway 2 / Ontario concept identified in the 2021 Multimodal Transportation Master Plan. Final percentage contributions will be based off of the final city-approved traffic study.

10-1-6-A-20

Interconnection: Public and private streets, wherever possible, shall provide interconnection with other streets.

Staff analysis of 10-1-6-A-20:

The proposed development plan does not conform with this provision.

Staff Recommends revising the development plan to show the extension of both River Rock Road and Autumn Lane through the proposed development, connecting Madison Avenue and Ridley Village Road.

10-1-6-C

Street Trees: Street trees shall be planted (at least one every twenty-five feet (25')) in accordance with a city approved plan. All proposed trees shall be from the city's currently approved tree list.

Staff analysis of 10-1-6-C:

Street trees along both sides of all newly created public street frontages will be a condition on the future preliminary plat, to be completed before final plat pursuant to city code 10-1-3-A.

10-1-6-F

Driveways: The nearest edge of any residential driveway shall be not less than thirty-five feet (35') from the edge of the pavement to the nearest intersecting street. All new driveway locations shall be reviewed and approved by the public works department prior to beginning construction.

Staff analysis of 10-1-6-F:

Townhouse unit at the southeast corner of River Rock and Ridley Village, as shown on the submitted improvement plans, appears not to meet this provision.

Staff Recommends a condition of approval that the driveway be located further away from the intersection.

10-1-7-B

Surface Water: All surface water shall be drained into approved storm water facilities or storm sewers. A storm water management plan and construction period erosion control plan, meeting the requirements of the storm water management ordinance, is required.

Staff analysis of 10-1-7-B:

Stormwater system will detain and treat runoff on-site, then discharge to an existing drainage easement on the common property line between 1709 and 1711 Northshore, to the south of the development. Before preliminary plat approval, applicants will be required to submit a stormwater plan demonstrating conformance with City Code 11-3.

10-1-7-G

Streetlights: All streetlights shall be installed.

Staff analysis of 10-1-7-G:

Staff Recommends a condition of approval requiring streetlights at all four newly created intersections (assuming Autumn Lane is required to extend through the development).

10-1-7-L

Fencing: Fencing may be required around portions of the exterior boundaries of a subdivision.

Staff analysis of 10-1-7-L:

Staff does not recommend including a condition that fencing be installed around the perimeter of the development.

10-1-7-P-1

Any existing right-of-way on which a parcel abuts shall be improved from the centerline of the right-of-way plus ten feet (10') to the standards set forth in title 7 of this code, and shall include:

- a) Continuation of a sidewalk shall be required along the entire frontage of the parcel.
- b) In the case of the continuation of an existing street, the city may require the entire roadbed be paved to the property line.
- c) The continuation of curbs and gutters shall be required for the parcel's frontage.

Staff analysis of 10-1-7-P-1:

The submitted improvement plans show curb and gutter and sidewalk along all new and existing public street frontages.

10-1-7-P-3

Water mains, sewer mains and storm sewers shall be installed along the entire frontage of the parcel unless specifically exempted by the city engineer.

Staff analysis of 10-1-7-P-3:

If Autumn Lane is required to extend through the development, improvement plans will need to be revised.

Staff Recommends a condition that Autumn Lane be extended from Madison to Ridley Village, and include water and sewer main extensions within the new right of way from Madison to Ridley Village.

10-1-7-W

Pathways: The developer of any subdivision, or any part thereof, shall provide public pathways for all trails and paths identified in the pathway master plan that are located on the property to be subdivided or on city property adjacent to the property to be subdivided, and sidewalks required by this chapter.

Staff analysis of 10-1-7-W:

There are no multi-use pathways shown through this development in the 2021 Multimodal Transportation Master Plan, Figure 15, "Pedestrian Priority Network" shown below.

Requested PUD deviations from the Residential Multifamily (RM) Zoning District and other Sandpoint City Code regulations.

The PUD request includes several deviations from the requested underlying RM zoning district, and other provisions of the Sandpoint City Code. Table 1 below provides a summary of the request regarding minimum lot dimensions, setbacks, lot coverage, use of private streets, and street arrangement requirements. The applicant is also seeking a reduction in the PUD standard of a 25-foot perimeter setback. It is unclear if the applicant is seeking specific waivers from the architectural-related design standards (Street Facing Facades, Additional Standards Applicable to Multi-family Development) of the RM zone.

Table 1: Ridley Village Court PUD Requested Zoning and Sandpoint City Code Deviations Summary. *Note: The application did not include a dimensioned Site Plan. Several of these requested deviations are surmised based upon the submitted documents*

Development Regulation	RM/SCC Standard	Ridley Village Court	Requested Deviation
PUD Perimeter (SCC§10-3-7-B)	25'	0'	Required PUD perimeter reduced from 25' to 0'
Minimum Lot Size (SCC 10-1-7-Q)	3,500 sf allowed for Townhouse Lots	Townhome lot sizes as small as approximately 1070 sf	Townhome lot size reduced by approximately 2500 sf
Minimum Lot Width (SCC 10-1-7-Q)	25 feet allowed for Townhouse Lots	Approximately 22 feet	Reduction of up to three (3) to four (4) feet
Minimum Front Yard Setback	15'	Zero feet	Reduction of 15'
Minimum Rear Yard Setback	15'	Approximately 5.5'	Reduction of up to approximately 10'
Minimum Side Yard Setback	5'	2'	Reduction of up to 3'
Garage Setback from Alley	1'	0'	Reduction of 1'
Front-loading Garage Setback from Street	25	2-3'	Approximately 16 units are requesting a reduction of up to 23'
Alley Width (SCC§ 9-5-14)	16', 23' if used as a driveway	12' for Alley (Road E), 16' for Alley (Road C), Alley (Road D), Alley (Road B)	Reduction of 11' for Alley (Road E), reduction of 7' for all other alleys
Design Standards for multi-family buildings (SCC§ 9-4-2-3-H)	Additional Standards applicable to Multi-Family Development	Design Waiver per the submitted Elevation Drawings	Insufficient information provided

Staff Analysis of the Requested Deviations

The application specifically requests waivers from several of the above noted regulations, while other listed deviations are surmised based on the materials submitted with the application.

Townhomes, Perimeter Setback, and Alley widths

The proposed townhome portion of the development proposes a housing type and lot layout that could not be constructed under standard zoning regulations. There are limited methods of producing smaller scale single-family homes on lots smaller than 5,000 sf in Sandpoint. Such smaller homes are achieved by developing existing sub-standard lots of record (regulated by SCC 9-4-6), developing a "cottage" project (regulated by SCC 9-4-7), or by pursuing limited subdivision options, or a PUD. The addition of small lot townhomes would be a benefit to the community by offering a home type that exists in very small quantities, thereby providing access to homeownership for larger segments of the community. Such housing arranged in the proposal produces more of this type of housing than would likely be developed without a PUD.

The units create an urban streetscape along S. Madison Ave, River Rock Dr extension and Ridley Village Rd. The perimeter setback reduction would create a more abrupt transition from the Maplewood single-family detached neighborhood. Such a transition is less likely to be visually impactful along Ridley Village Road due to the land use pattern of multi-family development along its western frontage. The Commission must determine whether the proposed modifications of the perimeter setback is a sufficient trade-off for introducing this housing type. Additionally, the setback reduction from the perimeter along the homes fronting Cattail Lane contribute toward a sense of an abrupt transition in housing types.

Alleys are used throughout Sandpoint as a means to increase the functionality of the grid pattern, enabling a diverse street frontage and an increased ability for variety in architectural patterns. Creating new alleys furthers the objectives of designing pedestrian-scaled street frontages with a decreased emphasis on garages. However, the narrowness of the alleys will present access challenges for future residents if constructed as proposed. The alleys function as shared driveways, and a reduction by as much as 11 feet in width will create challenges for those residents. It should be noted that there are existing non-conforming garages (garages too close to alleys or 90-degree parking from 16' alleys) throughout Sandpoint neighborhoods, experiencing similar access challenges.

Multifamily Buildings

The RM District has specific design standards for multiple family developments over four units (§9-4-2-3 (H)) to “improve the appearance, quality and functions of multi-family housing” and provide specific requirements for resident amenities such as location and number of bike racks, pedestrian circulation, landscaping, building entrances, façade articulation, and design of parking areas above and beyond what is required in Chapter 5, Parking. Further, finding #5 pertaining to final development plans states that “any exception from standard zoning requirements is warranted by the design and other amenities incorporated in the final development plan.” Whereas this stage of the PUD process is evaluating the PDP, additional documentation related to multi-family design waivers will be required in order to process an FDP.

PUDs allow a deviation from the standard zoning regulations in return for substantial public benefits including enhanced site and building designs. They are not intended to allow a lesser quality design than that established by the base zone regulations. Additional information will be necessary in order to complete the analysis of an FDP.

Open Space and Landscaping

A PUD requires a minimum of 10 percent open space, which the proposed development has indicated it exceeds, but very little detail has been provided. Given the strong community vision and values for parks and open space, and the applicant’s narrative stating that “the landscaped pathways and central common open space designed in the attached exhibits exceed this minimum requirement by approximately double. The common open space is thoughtfully designed to incorporate stormwater and snow storage in a way that also adds value as a central amenity. The space is designed for flexibility with movable furniture centered around a large picnic shelter and fire pit. Additional open space calculations and pedestrian connectivity details are needed.

VII. PDP Evaluation by Commission

The purpose of a PUD is established in SCC 10-3-1, as follows:

Planned unit development (PUD) is the development of land in which the standard land use regulations may be modified or waived in order to promote beneficial development of an entire tract of land in conformance with an approved planned unit development permit which accentuates usable open space, recreational uses, public amenities, community housing, and harmonious development with surrounding properties and the city at large.

The purpose of the provisions of this chapter shall be to guide a major development of land and construction by encouraging planned unit developments so as to achieve the following:

- A. A maximum choice of living environments by allowing a variety of housing and building types and permitting an increased density per acre and a reduction in lot dimensions, yards, building setbacks, and area requirements.
- B. A more useful pattern of open space and recreation areas and, if permitted as part of the project, more convenience in the location of neighborhood commercial uses, recreational uses and services.
- C. A development pattern which preserves and utilizes natural topography and geologic features, scenic vistas, trees and other vegetation, and prevents the disruption of natural drainage patterns.
- D. A more efficient use of land than is generally achieved through conventional development, thus resulting in substantial savings through shorter utilities and streets, while encouraging connectivity.
- E. A development pattern in harmony with land use density, multimodal transportation facilities, and community facilities objects of the comprehensive plan.

PUD Findings of Fact

Pursuant to Sandpoint City Code §10-3, the Commission shall make findings of fact prior to making a recommendation to the City Council. Table 2 summarizes the review standards of §10-3 pertaining to Preliminary Development Plans. Also listed are review standards and findings related to future actions, if any, on Final Development Plans (Table 4). Whereas the Commission is only acting on the PDP at this time, listing the findings for future stages can help the Commission, any interested party, and the applicant better understand the remaining details and possible project changes that may be required in order for findings to be made for this discretionary permit.

Table 2: PDP Review Standards, Title 10, Chapter 3 and CUP General Standards Criteria

Code Section	Standard	Findings of fact (to be decided by the Commission)
10-3-10-E	The plan is consistent with the intent and purpose of Title 10 Chapter 3 (A through E above)	
10-3-10-E	The proposed development advances the general welfare of the community and neighborhood	
10-3-10 -E	The benefits, combination of various land uses and the interrelationship with the land uses in the surrounding area justify the deviation from standard district regulations	
<p>SCC 10-3-10 F establishes that the Commission shall consider the general standards applicable to CUPs (SCC 9-9-9) when evaluating PDPs. The Zoning Administration Chapter was amended in 2021 after the PUD ordinance was adopted in 2006, and the numbering of the sections related to CUP findings have changed. Accordingly, the following findings are listed from SCC 9-9-6(h) 1-9, which staff believes is the correct reference as the other sections of Title 9 are procedural.</p>		
9-9-6-H	<ol style="list-style-type: none"> 1. Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved 2. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the comprehensive plan and/or applicable sections of the Sandpoint Code. 3. Will be designed, constructed, operated and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area 	

	<ol style="list-style-type: none"> 4. Will not be hazardous or disturbing to existing neighboring uses 5. Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility 6. Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community 7. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors 8. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads 9. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance 	
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Table 4: Future Final Development Plan Review Standards (to be completed by PZ Commission if the PUD progresses past the Preliminary Development Plan stage)

Code Section	Standard	Findings of fact
§10-3-3 Minimum Area	<p>A planned unit development for the following principal uses shall contain an area of not less than:</p> <ol style="list-style-type: none"> A. Two (2) acres for residential development. B. Five (5) acres for residential use with subordinate neighborhood commercial or recreational uses 	
§10-3-4 Uses Allowed	<p>All uses that may be allowed within the land use district are permitted within a PUD.</p> <ol style="list-style-type: none"> B. Uses not allowed in the underlying district may be allowed where appropriate. PUDs seeking multi-family residential buildings in residence A and B zones shall be limited to no more than six (6) dwelling units in anyone building. Such units must reflect the style and character of surrounding residences. C. Commercial, professional office, recreational, public or quasi-public uses that are not allowed within the land use district, may utilize up to twenty percent (20%) of the gross land area in a PUD. Such uses may be allowed provided there is a favorable finding by the Commission that any nonresidential uses are compatible with the residential uses in and surrounding 	

	<p>the PUD.</p> <ol style="list-style-type: none"> 1. The uses are planned as an integral part of the PUD. 2. Commercial/professional uses are to be located and so designed as to provide direct access to a collector or an arterial street without creating congestion or traffic hazards. <p>D. A minimum of fifty percent (50%) of residential development occurs prior to the development of the related neighborhood commercial or recreational uses</p>	
<p>§10-3-5 Increased Residential Density</p>	<p>To provide an incentive for quality PUD, the Commission may authorize an increased residential density, based on the single-family lot size for the zone, up to forty percent (40%) of the allowable number of dwelling units.</p>	
<p>§10-3-6 Common Open Space – Minimum of 10% of gross area</p>	<p>§10-3-6 Common Open Space – A minimum of ten percent (10%) of the gross land area developed in any residential planned unit development project shall be reserved for common open space and recreational facilities for the residents or users of the area being developed.</p> <p>The required amount of common open space land reserved under a planned unit development shall either be held in corporate ownership by owners of the project area for the use of each owner who buys property within the development or be dedicated to the public and retained as common open space for parks, recreation, and related uses. Public utility and similar easements and rights of way for watercourses and other similar channels are not acceptable for common open space dedication unless such land or right of way is usable as a trail or other similar purpose and approved by the Commission.</p> <p>The responsibility for the maintenance of all open spaces shall be specified by the developer before approval of the final development plan. Every property developed under the planned unit development approach should be designed to abut upon common open space or similar areas. A clustering of dwellings is encouraged. In areas where townhouses are used, there shall be no more than six (6) townhouse units in any contiguous group. Due consideration shall be given to the provisions of suitable sites for parks, playgrounds and schools for the community.</p>	
<p>§10-3-7 Performance Standards</p>	<ol style="list-style-type: none"> A. Compatible with surrounding area B. Twenty- five (25) foot building line setback from all exterior boundaries C. Parking and driveways not within 10' of exterior boundaries D. All public improvements required for subdivisions may be required for a PUD. 	

	<p>E. Exterior boundary setback requirements set forth above may be reduced by the Commission where such reduction can be shown to be compatible with surrounding development.</p>	
<p>§10-3-8 Utility Requirements</p>	<p>Fire hydrants, sidewalks, curbs, public safety signs and storm drainage shall be provided as required to adequately service the site. Underground utilities, including telephone and electrical systems, are required within the limits of all planned unit developments. Appurtenances to these systems which can be effectively screened may be excepted from this requirement if the Commission finds that such exemption will not violate the intent or character of the proposed planned unit development. All utilities should be placed behind the curb line.</p>	
<p>§10-3-9 Arrangement of Neighborhood Commercial and Recreational Uses</p>	<p>When planned unit development districts may include neighborhood commercial and recreational uses, commercial buildings and establishments shall be planned as groups having common parking areas and common ingress and egress points in order to reduce the number of potential accident locations at intersections. Planning screens or fences may be required to be provided on the perimeter of the commercial areas abutting residential areas.</p> <p>The plan of the project shall provide for the integrated and harmonious design of buildings, and for adequate and properly arranged facilities for internal traffic circulation for all modes, landscaping, and such other features and facilities as may be necessary to make the project attractive and efficient from the standpoint of the adjoining and surrounding noncommercial areas.</p> <p>All areas designed for future expansion or not intended for immediate improvement or development shall be landscaped or otherwise maintained in a neat orderly manner.</p>	

VIII. Suggested Modifications to the PDP

The following are suggested changes to the Preliminary Development Plan should a motion to recommend City Council approval be made. The Commission may provide additional suggested changes.

1. Revise development plan to show extension of both River Rock Road and Autumn Lane between Madison Avenue and Ridley Village Road, including water and sewer main extensions within the entire public right of way.
2. Revise the development plan to show all water and sewer main extensions either within a public right of way, or within an adequately sized public utility easement (20 feet for single pipe, 30 feet for two pipes in parallel), and all water and sewer mains located at least 10 feet from any proposed building.
3. Driveway for the townhouse units at the southeast corner of River Rock and Ridley Village, as shown on the submitted improvement plans, shall be located at least 35 feet from the proposed curb line along Ridley Village Road, pursuant to Sandpoint City Code 10-1-6-F.
4. Streetlights shall be installed at two intersections: Ridley Village / Autumn Lane, Ridley Village / River Rock Road.

5. The open space should be relocated to the eastern property to enable the 25-foot setback to remain and to create a buffer between the proposed development and Maplewood neighborhood (including along Madison Avenue and Cattail Court).

IX. Decision

Following public testimony and subsequent deliberations, the Planning & Zoning Commission may take one of the following actions on the request for Preliminary Development Plan approval in accordance with Sandpoint City Code 10-3-10 E:

Option 1: Make a recommendation to City Council to approve or deny by determining whether or not:

- a. The plan is consistent with the intent and purpose of Title 10 Chapter 3; and
- b. The proposed development advances the general welfare of the community and neighborhood; and
- c. The benefits, combination of various land uses and the interrelationship with the land uses in the surrounding area justify the deviation from standard district regulations.

In addition, the Commission must consider the general standards criteria applicable to Conditional Use Permits; in its recommendation the Commission would be determining whether or not the PDP:

1. Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
2. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the comprehensive plan and/or applicable sections of the Sandpoint Code.
3. Will be designed, constructed, operated and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
4. Will not be hazardous or disturbing to existing neighboring uses.
5. Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
6. Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
7. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors.
8. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
9. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance

If the action is to approve, such approval is “in principal” only and shall not be construed to endorse a precise location of uses, configuration or parcels or engineering feasibility.

Option 2: Postpone consideration of the applications to consult with staff to make a recommendation to the City Council within forty (40) days after such hearing.

X. Conclusions of Law

The Commission shall make findings of fact regarding the PDP. As this time the application is for a Preliminary Development Plan (PDP) only; subsequent applications would include a Final Development Plan (FDP) and a Preliminary Subdivision Plat, both of which require distinct findings of fact.

In addition to findings of fact that support any motion, the Commission must conclude that the application as submitted complies with the applicable law cited within the report, specifically:

1. This proposal was processed consistent with Sandpoint City Code §9-9-5: for Hearing procedures.
2. The Planned Unit Development process is being conducted in a manner consistent with Idaho Code §67-6509.
3. The proposed PDP has been reviewed for consistency with the provisions of the Sandpoint Comprehensive Plan and the applicable sections of Titles 9 and 10 of the Sandpoint City Code.

In taking action, all timely received written comments and oral testimony were considered as required by Sandpoint City Code §9-9-5

XI. Packet Materials

- A. Application, Narrative and Submittal Documents
- B. PUD Primer from American Planning Association
- C. Agency Comments Received
- D. Public Comments Received
- E. Conceptual Elevations

These materials are provided on the City's website at <https://www.sandpointidaho.gov/community-planning-development/page/ridley-village-court>

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: March 4, 2025
TO: Planning and Zoning Commission
FROM: Brandon Staglund, P.E., City Engineer
SUBJECT: Amendments to City Code 10-2-3-D and 7-3-10-H, related to timing of infrastructure requirements for short plats.

BACKGROUND:

Title 10 of city code, related to land subdivisions, includes separate chapters describing the process and requirements for “subdivisions” and “short plats.” A short plat is a subdivision of land that results in 4 or fewer lots, without dedication of a new public street, more fully described in 10-2-2.

Proposed Code Changes related to Timing of Infrastructure Requirements for Short Plats

10-2-3-D requires that all short plats complete the same public infrastructure requirements as standard subdivisions. Specifically, it requires that short plats either 1) complete the construction of sidewalk and curb along all existing public street frontages, before recordation of the final plat, as described in 10-1-7-P-1 or 2) post security in the amount of 150% of the improvements and enter into an agreement with the City assuring the completion of the infrastructure within 3-years, as more fully described in 10-1-2. This has resulted in challenges for property owners who wish to complete a short plat that results in one or more undeveloped lots, with the intent of deferring development or selling or transferring property. Requiring construction of frontage improvements when site development is unknown requires the owners to anticipate driveway locations and other frontage elements before they can create the lot. This can result in removal and reconstruction of infrastructure when future development occurs. Requiring frontage improvements up front delays the recording of the final plat until the improvements are physically constructed. The current code places a financial requirement on property owners (either to construct infrastructure or financially secure its completion via an agreement with a bond/security). Such financial requirements can deter the positioning of property for investment, sale, or transfer. Requiring frontage requirements in advance of development also encumber property owners with infrastructure requirements more typically associated with development.

The proposed code amendments do not eliminate the requirement for frontage improvements for short plats, they only modify the timing of when they need to be constructed (for new lots exceeding 1 acre). Specifically the proposed code amendments would accomplish the following:

- 1) Allow short plats resulting in lots greater than an acre to defer the frontage improvements until issuance of any building permit on the lot;
- 2) Requires that property owners seeking to divide their property via a short plat that results in lots larger than one acre to enter into a recorded agreement stipulating the specific requirements and ensuring their completion prior to any occupancy permit (i.e. prior to when the improvements would be necessitated by actual new development).

The proposed threshold of one-acre was derived from the idea that residential lots in Sandpoint have a minimum size of 5,000 square feet, suggesting short plats creating large lots are likely to be the subject of future development or subdivision applications.

Code Changes related to Sidewalk Requirements

Additionally, the proposed code amendments allow the payment of in-lieu fee for sidewalk, for lots created by short plat of any size. This would allow lots created by short plat to be created and sold without having to wait to actually construct the frontage improvements before final plat. Current code specifically excludes all short plats from paying the sidewalk in-lieu fee. Sidewalk in-lieu fee would still be at the discretion of staff, as described in 7-3-10-H-6, and typically only used where there is not nearby existing sidewalk.

The following pros and cons are anticipated by staff if the proposed code amendments are approved by City Council:

Pros

1. Allows short plats, in specific situations, to create lots without having to physically construct sidewalk and curb up front, which can sometimes take months depending on contractor availability and weather.
2. Allows the integration location of sidewalks, curb cuts, and driveways into actual site design, instead of requiring them at a point in time when access and site development configurations are often unknown.

Cons

1. Although unlikely, a property owner may create a lot greater than 1 acre containing an existing house with no intent to subdivide further or construct a new building, in which case the sidewalk and curb would not get constructed adjacent to that lot.

RECOMMENDED ACTION:

Move to:

Revise Sandpoint City Code sections 10-2-3-D and 7-3-10-H, as shown on the attached draft code amendments.

WILL THERE BE ANY FINANCIAL IMPACT? Additional potential for collection of sidewalk in-lieu fees.

HAS THIS ITEM BEEN BUDGETED? n/a

ATTACHMENTS:

1. Draft code amendments to Sandpoint City Code 10-2-3-D.
2. Draft code amendments to Sandpoint City Code 7-3-10-H.

10-2-3: Restrictions:

- A. A short plat shall not be divided to create more buildable lots. Lot line adjustments are allowed as set forth in section 10-2-2 of this chapter, and redevelopment of short plat lots may be allowed so long as the total lots created from a parent parcel do not exceed a total of four (4). However, the applicant must proceed under the regular subdivision procedures where reconfiguration or redevelopment will result in the creation of five (5) lots or more from a parent parcel.
- B. All unplatted, adjoining land of common ownership must be included in the short plat.
- C. All lots of any short plat must comply with the minimum standards for the zone in which they are located, except as provided for the creation of a townhouse or townhouse duplex lot as provided for in chapter 1 of this title.
- D. All public dedications, improvements and other requirements set forth in chapter 1 of this title shall be applied to any short plat, condominium plat, or lot line adjustment.

1. Exception: Lots 1 acre or larger, created through the short plat process, not including condominium plats, may defer construction of frontage improvements described in 10-1-7-P-1, until issuance of any building permit on the lot, provided the owner and City first enter in to a deferred improvement agreement which shall:

- a. Include a description of the specific required frontage improvements; and
- b. Include a provision that the required frontage improvements be completed prior to certificate of occupancy associated with any building permit; and
- c. Be recorded prior to final plat approval.

(Ord. 1157, 10-18-2006)

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7-3-10: New Construction of Sidewalks; Improvements:

- A. Purpose: The purpose of this section is to provide sidewalks in support of a multimodal transportation system that is functional for all users and consistent with the adopted comprehensive plan. The requirements establish responsibilities and standards for the construction, reconstruction and repair of sidewalks in the public rights-of-way. The health, welfare, and safety of the public require that adequate sidewalks meeting the requirements of this chapter be provided for the public convenience.
- B. Multimodal Transportation Plan: The city council shall adopt a multimodal transportation master plan (MTMP) to establish a network and locations for sidewalks and provide a strategy for implementing connectivity for all users. The MTMP shall be reviewed by city council no less than every ten (10) years and include a detailed and prioritized list of capital improvement projects, funding opportunities, and performance standards.
- C. New Construction Required:
1. New sidewalk construction is required and the responsibility of the city when:
 - a. Included in an adopted capital improvement plan; or
 - b. As otherwise approved by city council.
 2. New sidewalk construction is required along the entire lot frontage abutting a public street and is the responsibility of the property owner when any one (1) or more of the following is applicable:
 - a. A permit for construction for any new building, regardless of zone, if:
 - (1) No sidewalks exist; and
 - (2) Total square foot construction cost over three (3) constructive years, as published by the International Code Council, latest edition, exceeds twenty-five percent (25%) of the value of any existing building(s), as determined by the final assessment notice of the calendar year, as published by Bonner County.
 - b. A permit for construction for any building addition, alteration, or repair, regardless of zone, if:
 - (1) No sidewalks exist;
 - (2) One or more lots abutting the lot has existing sidewalk; and
 - (3) Permit construction value over three (3) consecutive years, exceeds twenty-five percent (25%) of the value of any existing building(s), as determined by the final assessment notice of the calendar year, as published by Bonner County.
 - c. As otherwise required by city code.
- D. Replacement or Repair Required:
1. Existing sidewalk replacement or repair is the responsibility of the city, when:
 - a. Included in an adopted capital improvement plan; or
 - b. As otherwise approved by city council.
 2. Existing sidewalk replacement or repair is the responsibility of the property owner, regardless of the zone, when:
 - a. A permit for construction for any new building, addition, alteration, or repair, regardless of zone, if:
 - (1) One or more lots abutting the lot has existing sidewalk; and

- (2) Permit construction value over three (3) consecutive years, exceeds twenty-five percent (25%) of the value of any existing building(s), as determined by the final assessment notice of the calendar year, as published by Bonner County.
- b. As ordered by city council resolution when any portion of any sidewalk does not meet the requirements of this chapter, the Americans with Disabilities Act (ADA) or is a hazard to the health, welfare, or safety of the public.
- E. Administration:
1. Except as provided otherwise in this chapter:
 - a. The city engineer may not approve a site plan unless sidewalks are shown on the site plan, if required by this chapter or the multimodal transportation master plan;
 - b. The city engineer, or his/her designee, shall determine whether the sidewalk meets the established design and construction standards;
 - c. Sidewalks shall be designed and constructed in accordance with the design and construction standards;
 - d. No permit shall be issued for construction, renovation, or remodeling of any building on such property unless the application for the permit provides for construction of sidewalks in accordance with this chapter;
 - e. All sidewalks are constructed, rebuilt, repaired, or replaced shall be constructed in accordance with the plans approved by the city;
 - f. When any sidewalk is constructed, rebuilt, replaced, or repaired, the person performing such work shall apply to the city to inspect it for acceptance in accordance with this chapter;
 - g. The building official may not issue a final certificate of completion or occupancy until a sidewalk required under this chapter is installed and accepted by the city;
 - h. A preliminary subdivision plan and a final plat shall indicate the location of sidewalks;
 - i. If the required sidewalk is not in the public right-of-way, the applicant for a permit or subdivision shall agree in writing that before a certificate of occupancy the applicant will grant to the city for use by the public a right-of-way dedication or easement for sidewalk purposes, in accordance with the design and construction standards.
- F. Permit for Sidewalk Construction Required:
1. Sidewalks may not be constructed, changed, altered, graded or sloped except upon written permission from the city.
 2. Such permit shall describe with particularity the portion of the sidewalk to be constructed or replaced and specify the conditions, changes and alterations permitted.
 3. Where an existing sidewalk is being replaced or repaired, temporary pedestrian detours shall be provided in accordance with the MUTCD and the portion of sidewalk being replaced or repaired shall be completed within thirty (30) days of permit issuance.
 4. The applicant shall pay a permit fee adopted by resolution.
- G. Modifications:
1. The city may issue a written modification to the requirements of this chapter when one (1) or more of the following conditions are met:

- a. The city engineer determines that the requirements of this chapter are impractical because one (1) or more of the following criteria are met:
 - (1) The modification is necessary to eliminate or reduce impacts on existing drainage patterns;
 - (2) The installation of required improvements would likely cause unacceptable environmental impacts;
 - (3) Sufficient right-of-way cannot be provided;
 - (4) The topography would require the construction of a retaining wall more than two feet (2') high to accommodate the sidewalk; or
 - (5) The city has conflicting or inconsistent standards.
 - b. The permit for construction is required due to a casualty loss.
 - c. The property owner elects to pay a fee in lieu of construction as an alternative to meeting the construction requirements of this chapter.
- H. Sidewalk Fee In Lieu of Construction:
1. A sidewalk fee in lieu of construction is required and shall be paid in full prior to issuance of a construction permit by the property owner abutting a public street when a modification has been authorized in accordance with this chapter, except in the event of a casualty loss, or as established in subsection H-2 below.
 2. Development associated with subdivisions under Title 10, Chapter 1 is precluded from electing to pay a fee in lieu as an alternative to meeting the requirements of this chapter. Development associated with short plats under Title 10, Chapter 2, is eligible to pay a fee in lieu as an alternative to meeting the requirements of this chapter, at the discretion of the public works director.
 3. The sidewalk fee in lieu amount shall be adopted annually by resolution.
 4. A sidewalk fee in lieu collected under this section shall be placed in a dedicated fund and used solely for the purpose of constructing public sidewalks, pathways, ramps, or other pedestrian infrastructure within the same quarter section, as determined by the public land survey system.
 5. A sidewalk fee in lieu collected under this section shall be spent within ten (10) years from the date fee is paid to the city. The owner of a property for which a fee in lieu was paid under this section may request a refund of any funds that remain unspent after the end of the ten (10)-year period. A refund request under this section must be submitted in writing, on a form provided by the city. The city may refund the fee to the applicant if it is not spent within ten (10) years of the date of its collection.
 6. Payment of the sidewalk in-lieu fee shall be at the discretion of the public works director or city engineer.

(Ord. 1216, 7-15-2009; amd. Ord. 1370, 12-18-2019; Ord. No. 1415, § 1, 5-1-2024)