

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

**JULY 11, 2017**

**THE PLANNING COMMISSION'S VISION OF ITS ROLE IN THE COMMUNITY**

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

**4:00 P.M. CALL TO ORDER:**

**ROLL CALL:** Messina, Fleming, Ingalls, Luttropp, Mandel, Rumpier, Ward

**WORKSHOP:**

1. To discuss the adopted 2017 Planning Department Work Plan and priority projects.

**ADJOURNMENT/CONTINUATION:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ ,  
to continue meeting to \_\_\_\_\_, \_\_, at \_\_ p.m.; motion carried unanimously.

Motion by \_\_\_\_\_,seconded by \_\_\_\_\_ , to adjourn meeting; motion carried unanimously.

***\*The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Shana Stuhlmiller at (208)769-2240 at least 24 hours in advance of the meeting date and time.***



# MEMORANDUM

Date: July 11, 2017  
To: Planning Commission  
From: Hilary Anderson, Community Planning Director  
Subject: Planning Commission Workshop on July 11, 2017

## **Workshop Purpose**

- Discuss Priority Projects for the remainder of 2017 and early 2018
- Discuss our Strategy or “Plan of Attack” for Priority Projects
- Form Subcommittees
- Discuss the Next Steps

## **Priority Projects as adopted by City Council**

The City Council adopted the 2017 Planning Department Work Plan at the June 6, 2017 meeting with the following priority projects: Comprehensive Plan Amendment (including Spokane River Master Planning and Heritage/Historic Preservation); Zoning Code Amendments (including infill regulation revisions); Revise Design Review Procedures; and East Sherman Master Planning. See attached meeting minutes.

The following descriptions of these four priority projects is from the Work Plan Ballot.

### **Comprehensive Plan Update (*CDA 2030 Action Item/Let's Move!*)**

- The City's Comprehensive Plan was adopted in 2007. While there is no mandatory timeline for updating a Comprehensive Plan, a review of the plan is recommended every 5 years. The majority of the Comprehensive Plan document is still relevant, but the document is due for a review and update to address population changes, incorporate the CDA 2030 community visioning effort, ensure that the plan addresses all of the components required by the state, and to update the subarea land use maps. The updated Comprehensive Plan will have a stronger emphasis on neighborhoods, housing, infill development, redevelopment, economic development, historic preservation, healthy living, community design, development of sensitive areas, and adopt new capital improvement plans and master plans by reference. Staff will also review best practices as outlined by the Idaho Chapter of the American Planning Association and Idaho Smart Growth as part of the comprehensive plan update.
- There are 17 CDA 2030 action items that will be addressed to some degree in the Comprehensive Plan update, including: “*Comprehensive Plan Vision Integration*” (G&D 6.1); “*Infrastructure Master Plan*” (G&D 6.3); “*Mix of Housing Types*” (C&I 3.1); “*Low-Moderate Income Housing*” (C&I 3.2); “*Affordable Housing Development*” (G&D 5.2); “*Special Needs Housing in new developments*” (H&S 6.3); “*Special Housing Needs Provision*” (H&S 6.4); “*Local Neighborhoods*” (C&I 5.6); “*Neighborhood Grants*” (C&I 5.7); “*Neighborhood Business Promotion*” (G&D 2.2); “*City Heritage & Historical Building Commission*” (C&I 6.3); “*East Sherman Avenue Master Plan*” (G&D 2.3); “*Continued Enhancement of Downtown CDA*” (G&D 3.1); “*Vacant Buildings Redevelopment & Repurposing*” (G&D 3.5); “*Preserve View Corridors*” (G&D 3.7);

*“Lakefront & Riverfront Public Access” (G&D 6.4); and “Open Space Requirements for new development” (G&D 6.5).*

- Comprehensive Plan updates require a lot of public involvement and staff time. A major review and revision could be a significant undertaking. Many consulting firms charge upwards of \$150,000. If the general format and much of the content remains the same, this would save time, effort, and money for the city.
- Spokane River Master Planning *(CDA 2030 Action Item)*

*“Lakefront & Riverfront Public Access” (G&D 6.4) CDA 2030 Action Item*

The City Council adopted a Resolution in 2014 that directs staff to master plan the waterfront and ensures public access to the shoreline and public recreation.

Recommendation: Form an advisory committee comprised of city staff, Planning Commission and Parks & Recreation Commission members, property owner representatives, members of the Friends of the Spokane River ad-hoc group, development community, and other stakeholders to create a vision for the waterfront.

#### **General Zoning Code Amendments – *Initiated***

- This is a general “Housekeeping Ordinance” to clean up issues with the Zoning Code that have been identified by Planning staff, address open space requirements for Planned Unit Development projects, address priority items that were requested by the City Council, and address Halfway Houses and clarify proof of “disability” requirements to qualify as group home in a residential zone.

#### **Revise Design Review Procedures – *Initiated***

Staff has heard from the City Council that the design review procedures need to be revised to make the process more efficient and remove subjectivity.

Recommendations:

- Amend Zoning Code to remove 1<sup>st</sup> meeting with the DRC and replace with Project Review Meeting.
- Review survey results from DRC members and evaluate current procedures.
- Identify projects that should be reviewed administratively.
- Work with DRC members and Planning Commission to revise the process.
- Review current overlay boundaries and determine if they should be expanded on or reduced.

**East Sherman Master Plan (CDA 2030 Action Item) – Underway**

*“East Sherman Avenue Master Plan” (G&D 2.3) CDA 2030 Action Item*

Staff anticipates this project will take an additional 6 months to complete (*at least*).

Recommendations:

- Reconvene advisory/stakeholder committee
- Apply for grants and technical assistance  
*(NOTE: staff is waiting to hear back on Community Builders grant application)*
- Report master planning progress and accomplishments to community
- Development a Project Webpage with project information
- Hold a series of town hall meetings to share results of stakeholder interviews, surveys, and feedback from previous town hall meetings, and seek community input on design options for the East Sherman corridor
- Create a Master Plan document with graphics
- Identify funding options
- PARK(ing) IT ON SHERMAN 3rd Annual Event – September 15th, 2017

**Possible Strategy or “Plan of Attack” for Priority Projects**

**Amend Design Review Procedures**

- ✓ DRC members completed a survey about the current design review process and how it could be improved. They were also asked to share examples of successful projects and which projects could have gone better.
- ✓ Staff has drafted an initial amendment to the Design Review Procedures for review by the DRC which addresses the following items:
  - Eliminating the first meeting, and replacing with the Project Review meeting with staff.
  - Requiring more information and design details to be provided at the initial DRC meeting.
  - Adding an option for the DRC to waive second meeting.
  - Clarifying which projects should be reviewed administratively versus going to the DRC.
  - Reducing the number of commission members from 9 to 7 and clarifying the membership structure.
  - Clarifying the DRC meeting schedule as well as the due date for complete applications.
  - Clarifying that FAR development bonuses must be approved by the Director or designee prior to first meeting with DRC.
  - Modifying Record of Decision process to match Planning Commission process.

**Zoning Code Amendments**

- Staff proposes that we amend the Zoning Code in several phases depending on level of priority.
- The preference is to address critical items and simple housekeeping items in the first round, and that other items will be addressed in the second or third round of amendments depending on their priority.
- Staff has created a list of desired amendments and conducted a preliminary ranking of the items.
- The items that staff has identified as critical to address with the first amendment are such things as: removing loopholes and addressing priority items as requested by City Council; clarifying

setback requirements/minimums and related items (e.g., encroachments, egress, etc.); adding a size limit and affidavit requirement for caretaker apartments; clarifying items related to ADUs and other accessory uses; clarifying open space requirements for PUDs; addressing private streets; addressing the use and repurposing of shipping containers; and taking care of a few easy housekeeping items related to the official zoning map.

#### East Sherman Priority Items

- Form a committee for the PARK(ing) IT ON SHERMAN 3rd Annual Event – September 15, 2017
- Create a formal Advisory/Stakeholder Committee to assist staff in completing the master plan
- Develop a project webpage with project information to report master planning progress and accomplishments to community

#### Comprehensive Plan Amendment

- This effort will need to be broken into manageable pieces and we need to determine how major of an update is necessary and desired.
- Review Items listed in the Work Plan:
  - Incorporate CDA 2030 Action Items
  - Demographic Updates
  - Evaluate Land Use Areas, Descriptions & Map Boundaries
  - Update Land Use & Development Assumptions
- City Council has directed staff to address the Spokane River Corridor Master Planning (Atlas Mill Site) and Heritage/Historic Preservation in the Comprehensive Plan Amendment
- Prioritization of items: What should be tackled first?
- Other Items?

#### **Form Subcommittees**

Staff is asking that Planning Commissioners volunteer to serve on at least one subcommittee. The subcommittees and possible assignments are listed below.

#### East Sherman Subcommittee

- Committee to help with PARK(ing) IT ON SHERMAN 3rd Annual Event – September 15th, 2017
- Assist with Advisory/Stakeholder Committee

#### Comprehensive Plan Amendment Subcommittee(s)

- Incorporate CDA 2030 Action Items
- Demographic Updates
- Evaluate Land Use Areas, Descriptions & Map Boundaries
- Land Use & Development Assumptions
- Spokane River?
- Heritage/Historic Preservation
- Other?

**Next Steps**

- Schedule a DRC Workshop to discuss draft amendment to the Design Review Procedures – *Would the Planning Commission like to be part of the discussion? Should it be a Joint Workshop?*
- Schedule Subcommittee Meetings for the PARK(ing) IT ON SHERMAN event and Comprehensive Plan to discuss determine how major of an update is necessary/desired and to prioritize what should be tackled first
- Await notice from Community Builders on the East Sherman technical assistance grant and then develop a realistic schedule for the master planning effort

**Attachments:**

June 6<sup>th</sup>, 2017 City Council Meeting Minutes

**Meeting Minutes from June 6, 2017 City Council meeting:**

**2017 PLANNING DEPARTMENT WORK PLAN STAFF REPORT:** Community Planning Director Hilary Anderson explained that she is seeking Council input to help prioritize the 32 projects currently assigned to the Planning Department, as described in the Council packet. There are two projects that are currently being worked on which are the vacation rental ordinance and the neighborhood compatibility ordinance. She noted some of the shared priorities between the Planning Commission and staff are the East Sherman Master Plan, the Comprehensive Plan Update, general zoning code amendments, Spokane River master planning, amendments to the Downtown Design Guidelines and development standards, as well as a few other options. She asked Council to provide their input and outlined some of the action items that could be included in each of the priority items, such as, applying for a grant for the East Sherman project and more in-depth study of the community for the Comprehensive Plan.

**DISCUSSION:** Mayor Widmyer asked each Councilmember to note their top three priority rankings. Councilmember Evans asked for clarity regarding the Spokane river master planning. Ms. Anderson explained that the item is a combination of the Resolution approved in 2014, that indicated a desire to work with community to ensure waterfront access and ties in well with the Atlas mill site acquisition. She noted that all of those items would fit in with the Comprehensive Plan. Councilmember English said the fast track of the real estate purchase of the mill site and the master planning is much bigger and wondered if it is dependent upon anything else. Ms. Anderson noted that master planning would need to take place if the mill site is acquired.

Councilmember Miller asked if the items are weighted by the number of man hours needed to complete the projects. Ms. Anderson noted that the items are just listed, but the priorities listed on the options page are higher priorities. The Comprehensive Plan is the most significant undertaking and if started immediately then they may miss some easy wins and items that can get done quicker with a lot of benefit. The zoning code is a housekeeping matter and infill will require input and involvement from the neighborhoods. Councilmember Edinger expressed concern over the need for the vacation rental code. Ms. Anderson explained that staff brought this item forward, as they found potentially 300 units that are not legal under the current code, so this will provide a way to legalize the use. Councilmember Gookin noted that the vacation rental business does affect his neighborhood (Fort Ground) greatly and is currently not allowed under the current city code. Councilmember McEvers noted that the zoning code had an extensive revamp in 2007 and wondered how much needs to be redone, and wondered what the end product will be for East Sherman. Ms. Anderson noted that the planning efforts for East Sherman would be an aid to economic development and the plan would indicate what a mixed-use district looks like and would include the research of funding mechanisms.

Councilmember McEvers noted that the infill is important due to the removal of pocket housing, and believes that the design review regulations should be revamped to be not so vague. Additionally he would like to include heritage/historic preservation and tiny homes regulations. Mayor Widmyer noted that a lot of work has been done regarding the neighborhood compatibility ordinance and the Spokane River planning could fall into the Comprehensive Plan. Ms. Anderson agreed the Comprehensive Plan would be able to address neighborhoods, but does not set an enforceable code which would need to occur through an ordinance.

Councilmember English noted that he has also heard concerns about vacation rentals and does support a code that lets the community know who they are and provides a mechanism to determine who to contact. He would be cautious about making a neighborhood feel more special than another, and believes that the neighborhood compatibility code should be city-wide. Councilmember McEvers questioned the format of the Comprehensive Plan as being vague. Ms. Anderson explained that the language can be strengthened, but didn't recommend getting too specific as it can affect land pricing and potential future development. Councilmember McEvers pled for the Council to consider creating a Historic Commission that consists of folks that have the passion. Councilmember Evans asked if the Commission would need to fall under Planning. Mayor Widmyer noted that the City of Boise has their commission under Art, so there is a potential for the Arts Commission to discuss historic preservation. Councilmember Gookin

*asked that historical preservation be included in the Comprehensive Plan. Ms. Anderson confirmed that the plan could make a recommendation to how to move it forward.*

*Councilmember Miller noted that Robert Singletary has brought forward information regarding a certified local government and wondered if that could aid in a solution for historic preservation. Deputy City Administrator Taylor noted that Mr. Singletary's proposal would require some staffing and funding. Councilmember Miller asked if the certified local government would provide an opportunity to receive state and federal funds. Mr. Taylor said that preservation funding might be available but no funding for staffing.*

*Mayor Widmyer asked Council to provide their votes for three priority items. The following were the items brought forward. The Comprehensive Plan, General Zoning Code Amendments, Revised Design Review Procedures, East Sherman Planning, Spokane River Master Planning, and Infill Design Guideline Amendments. Ms. Anderson clarified that the Spokane River planning could be included in the Comprehensive Plan, and the infill amendments can be included with the zoning code amendments.*

***MOTION:*** *Motion by Evans, seconded by McEvers to adopt a Work Plan for the Planning Department with the following priorities: Comprehensive Plan (including Spokane River Master Planning and Historic Preservation), General Zoning Code Amendments (including infill regulation revisions), Revise Design Review Procedures, and East Sherman Master Plan for 2017 and early 2018. **Motion carried.***