

## Subdivision design

Designing and building subdivisions is one of the principle components of a city. What is built today will set the tone of livability of our city for decades to come.

The following is a list of design considerations that have been excerpted from the 2007 Comprehensive Plan. You are encouraged to review these policies and incorporate appropriate ones into the planning of your subdivision.

**Page 17** - Coeur d'Alene is obligated to preserve the character and respect the history of the city as seen in the old neighborhoods, while encouraging a diversity of design in our new neighborhoods. The following objectives are a common-sense approach to creating exceptional neighborhood communities in Coeur d'Alene.

**1.03 Waterfront Development:** Encourage public and private development to incorporate and provide ample public access, both physical and visual, to the lakes and rivers.

**1.04 Waterfront Development:** Provide strict protective requirements for all public and private waterfront developments.

**1.05 Vistas:** Protect the key vistas and view corridors of the hillsides and waterfronts that make Coeur d'Alene unique.

**1.06 Urban Forests:** Enforce minimal tree removal, substantial tree replacement, and suppress topping trees for new and existing development.

**1.08 Forests & Natural Habitats:** Preserve native tree cover and natural vegetative cover as the city's dominant characteristic.

**1.09 Parks:** Provide an ample supply of urbanized open space in the form of squares, beaches, greens, and parks whose frequent use is encouraged by placement, design, and access

**1.10 Hillside Protection:** Protect the natural and topographic character, identity, and aesthetic quality of hillsides.

**1.11 Community Design:** Employ current design standards for development that pay close attention to context, sustainability, urban design, and pedestrian access and usability throughout the city.

**1.15 Natural Terrain:** Wherever possible, the natural terrain, drainage, and vegetation should be preserved with superior examples featured within parks and open spaces.

**1.16 Connectivity:** Promote bicycle and pedestrian connectivity and access between neighborhoods, open spaces, parks, and trail systems.

**2.04 Downtown & Neighborhood Service Nodes:** Prioritize a strong, vibrant downtown and compatible neighborhood service nodes throughout the city.

**2.05 Pedestrian & Bicycle Environment:** Plan for multiple choices to live, work, and recreate within comfortable walking/ biking distances.

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**2.06 Cooperative Partnerships:** Encourage public/private partnerships to procure open space for the community while enhancing business opportunities.

**3.01 Managed Growth:** Provide for a diversity of suitable housing forms within existing neighborhoods to match the needs of a changing population.

**3.02 Managed Growth:** Coordinate planning efforts with our neighboring cities and Kootenai County, emphasizing connectivity and open spaces.

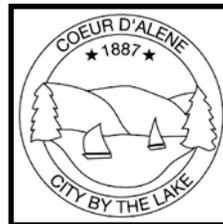
**3.04 Neighborhoods:** Encourage the formation of active neighborhood associations and advocate their participation in the public process.

**3.05 Neighborhoods:** Protect and preserve existing neighborhoods from incompatible land uses and developments.

**3.06 Neighborhoods:** Protect the residential character of neighborhoods by allowing residential/commercial/industrial transition boundaries at alleyways or along back lot lines if possible.

**3.08 Housing:** Design new housing areas to meet the city's need for quality neighborhoods for all income and family status categories.

**3.10 Affordable & Workforce Housing:** Support efforts to preserve and provide affordable and workforce housing.

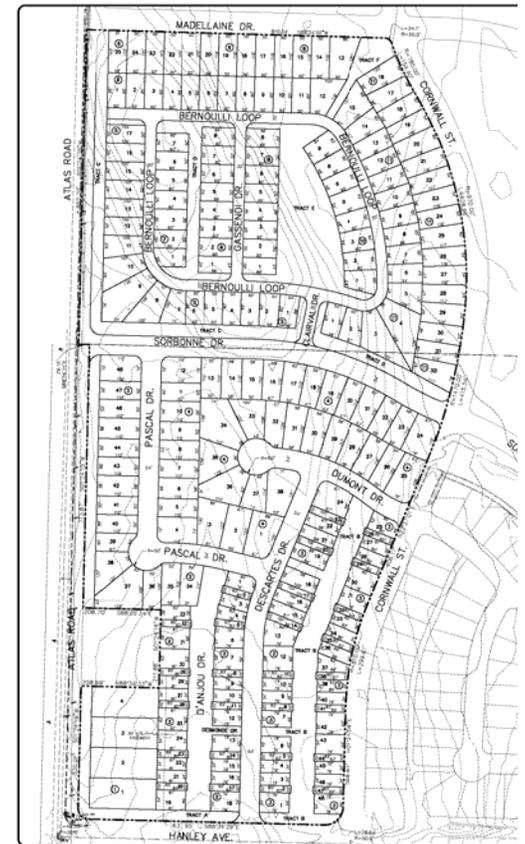


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# Guide to the Subdivision Process



## What is a subdivision

### A subdivision is required when:

- A parcel of land is divided into two (2) or more lots, tracts, or parcels for the purpose (whether immediate or future) of transfer of ownership or for building development, except as noted herein.
- Divisions are made for condominium ownership purposes as defined herein.
- Proper provisions for sidewalks, streets and roads, including location, design and construction, are made.

### These regulations shall not apply to the following divisions of land:

- ◆ An adjustment of lot lines as shown on a recorded plat which does not reduce the area, frontage, width, depth or building setback lines of each building site below the minimum zoning requirements, and does not increase the original number of lots in any block of the recorded plat.
- ◆ An allocation of land in the settlement of an estate of a decedent or a court decree for the distribution of property.
- ◆ The unwilling sale of land as a result of legal condemnation as defined and allowed in the Idaho Code.
- ◆ The acquisition of street rights of way by a public agency.
- ◆ Divisions made for cemeteries or burial plots

## Types of subdivisions

1. **Short plats** - create four lots or less, can require improvements or no improvements and are approved administratively by the Planning Commission.
2. **Regular plats**- create five or more lots and require approval by the Planning Commission through a quasi-judicial public hearing process. After approval, there is a ten day appeal period during which the commission's decision can be appealed, which would result in a second quasi-judicial public hearing before the City Council with their decision being final.
3. **Condominium plats**- A) If the condominium plat is located on a single lot and consists of a division of units without a division of the land on which the structure or structures are located, it requires approval by both the City Engineer and City Council. B) If the condominium plat does not meet the above criteria, it must be approved as either a short or regular plat.

## The subdivision process

### For Regular Plats, the following steps are required:

#### 1. Pre-application concept meeting

The purpose of this meeting is to discuss with city staff:

- The purpose and effect of the subdivision ordinance.
- The criteria and standards contained therein.
- Parks and open space development.
- Connectivity to the city's parks and trail system.
- Provision of city utility services.
- To familiarize the subdivide with the comprehensive plan, the parks master plan, the zoning ordinance and the subdivision ordinance.

Upon submittal of a sketch plan and narrative giving details of the proposed development, a meeting between the applicant and city staff will be scheduled to discuss the plan and resolve any issues that would prevent compliance with city codes. Depending on the complexity of issues, this process can take up six weeks to complete but will result in a better application.

#### 2. Regular or preliminary plat application

A complete application is required in order for the Planning Department to accept the application. It will be scheduled for Planning Commission public hearing, if it meets the application deadline, which is the first working day of the month prior to the month you are applying for. (See public hearing schedule on city web site)

#### 3. Planning Commission public hearing

A quasi-judicial hearing will be held in which all persons who have signed up may testify on the request. The Planning Commission, after hearing all testimony, will either approve, approve with conditions, deny, deny without prejudice or continue the request. There is a 10 day appeal period after the hearing during which any person can appeal the Planning Commission's decision. If this happens, a second quasi-judicial hearing will be held in front of the City Council with the final decision made by them. If the request is approved, the applicant has a one year period to file a final plat with the City or the approval by the Planning Commission or City Council will expire.

#### 4. Final plat approval

The following steps must be completed:

- Approval of all infrastructure improvements by the Engineering Department.

- Construction of all required infrastructure improvements or bonding in the amount of 150% of their cost.
- Approval of the final plat map by the City Council.
- Approval of the final plat map by the County Surveyor and recordation by the County Recorder.

### For Short Plats, the following steps are required:

#### 1. Short plat application

A complete application is required in order for the Planning Department to accept the application. It will be scheduled for Planning Commission hearing, if it meets the application deadline, which is the first working day of the month prior to the month you are applying for. (See public hearing schedule on city web site)

#### 2. Planning Commission hearing and approval

Short plats are approved administratively and may or may not include conditions.

#### 3. Final plat approval

The following steps must be completed:

- Approval of all infrastructure improvements by the Engineering Department
- Construction of all required infrastructure improvements or bonding in the amount of 150% of their cost.
- Approval of the final plat map by the City Council.
- Approval of the final plat map by the County Surveyor and recordation by the County Recorder.

### For Condominium Plats, the following steps are required:

#### 1. Condominium plat application

A complete application is required in order for the Engineering Department to accept and process the application and may be submitted at any time.

#### 2. Final plat approval

- Approval of the final condominium plat map by the Engineering Department.
- Approval of the final condominium plat map by City Council.
- Approval by County Surveyor and recordation by the County Recorder.