



Our vision of Coeur d'Alene is of a beautiful safe city  
that promotes a high quality of life and sound economy  
through excellence in government

**PUBLIC WORKS COMMITTEE**  
**with**  
**Council Members Miller, Gabriel, & Sheckler**  
**January 26, 2026, 12:00 p.m.**  
**Library Community Room**  
**702 Front Avenue**

**AGENDA**

**\*\*\*ITEMS LISTED BELOW ARE CONSIDERED TO BE ACTION ITEMS**

**Item 1** Approval of an Agreement Authorizing Wastewater Service for Seven Single-Family Residential Parcels Outside City Limits (French Gulch Sewer Drainfield Association)

**STAFF REPORT BY:** Mike Anderson, Wastewater Director

**Item 2** Approval of Repeal of Chapter 2.66, Coeur d'Alene Municipal Code, Parking Commission and Approval of the Amendments to Municipal Code § 4.15.040

**STAFF REPORT BY:** Troy Tymesen, City Administrator

**Item 3** Approval of a Memorandum of Understanding with the Downtown Association (DTA) for a three-year term and a Memorandum with World Triathlon Corporation for the 2026 Ironman Event

**STAFF REPORT BY:** Renata McLeod, Municipal Services Director/ City Clerk

**ADJOURNMENT**

**This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5,  
and on Facebook live through the City's Facebook page.**

*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 Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 72 hours in advance of the meeting date and time.*

**Public Works Subcommittee  
STAFF REPORT**

DATE: *January 26, 2026*

FROM: *Mike Anderson, Wastewater Director*

SUBJECT: *Wastewater Service Agreement for Seven Single-Family Residential Parcels Outside City Limits (French Gulch Sewer Drainfield Association)*-----  
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**DECISION POINT:** Should Council approve an agreement authorizing wastewater service to seven existing single-family residential parcels outside the City limits, subject to a required connection deadline and future annexation?

**HISTORY:** The properties covered by this agreement are existing single-family homes that have historically relied on a shared subsurface drainfield system, which is no longer functioning as intended. Reviews of the site have shown that there are no practical alternatives available to address the failure through repair, replacement, or installation of individual on-site systems. As a result, the common system cannot continue to be used without ongoing risk to public health and the environment.

The City's consideration of wastewater service in this case is based solely on the lack of other reasonable options for these existing residences. This request is not driven by new development and does not represent a broader extension of wastewater service outside the City limits. The proposed agreement is intended to address a specific and limited situation while avoiding precedent for future service requests.

**FINANCIAL ANALYSIS:** The proposed agreement does not require City funding. All costs associated with connection to the City's wastewater system, including design, construction, and abandonment of the existing drainfield, will be borne by the property owners. The property owners will also pay all applicable capitalization (CAP) fees and ongoing monthly wastewater rates in accordance with the City's adopted fee schedules.

**PERFORMANCE ANALYSIS:** This agreement would allow existing homes to move away from a failing drainfield and into the City's wastewater system, where wastewater can be properly treated. Doing so reduces the risk of wastewater entering the surrounding environment and the underlying aquifer. The proposal addresses an existing problem rather than enabling new development and is intended to protect public health and environmental resources without expanding wastewater service beyond the specific properties involved.

**RECOMMENDATION:** Staff recommends that Council approve the agreement authorizing wastewater service to seven existing single-family residential parcels outside the City limits, subject to a required connection deadline and future annexation.

# Keeping Our Groundwater Clean

French Gulch Drain Field Association — Request to Connect to City Wastewater

Presented to: City of Coeur d'Alene City Council

FGDFA Contact: Tim Fink | tim@novacru.com | 678-200-7776

Engineering: Erik Illum, Olson Engineering | ei@oecivil.com | 208-240-0033



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## Executive Summary

### Problem

A legally permitted community drain field has failed, with surfacing effluent and water-quality risk.

### Solution

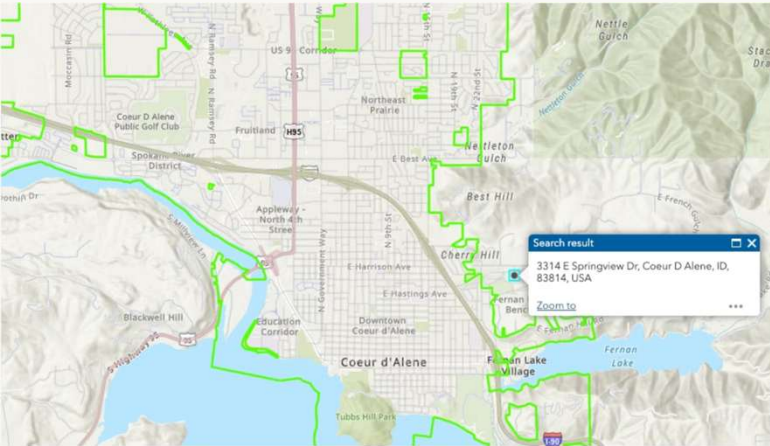
Connect affected properties to the City's municipal wastewater system near French Gulch Road.

### Decision Requested

Approve connection outside City limits (Area of City Impact). Homeowners will pay all connection and ongoing fees.

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## Project Location



Area of City Impact boundary shown on map

- Located just east of the City of Coeur d'Alene
- Within the **Area of City Impact**
- Adjacent to French Gulch corridor and nearby surface waters

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## Affected Properties

7

Homes

Existing residences affected by  
drain field failure

3

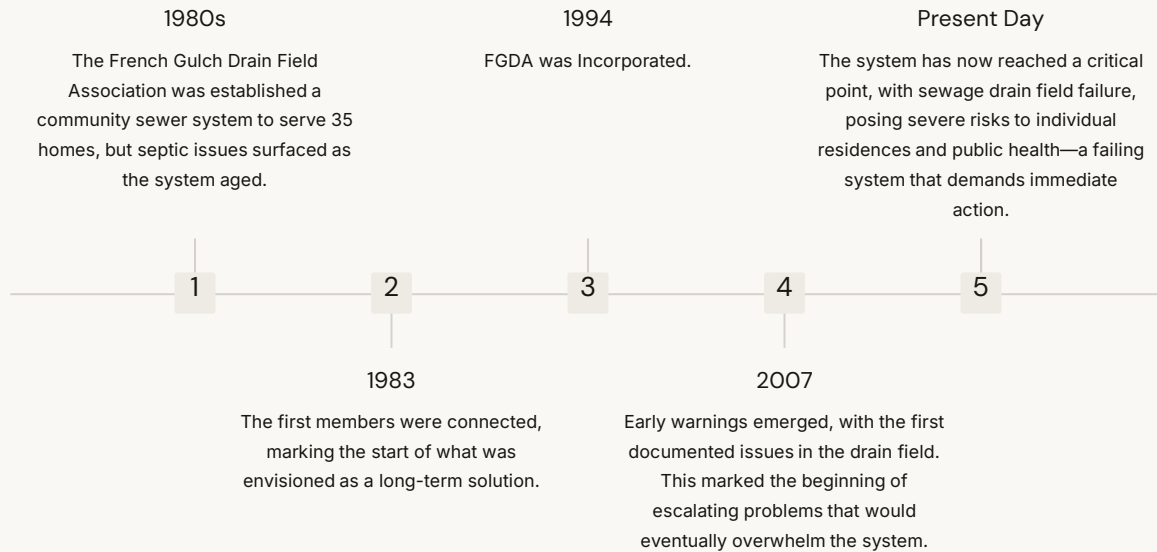
Vacant Lots

Additional parcels reliant on failed  
system

These properties are reliant on a community drain field that has failed. Several parcels cannot support individual onsite systems due to site constraints.

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# System Background



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## Failure Verified

- Panhandle Health District has verified the community drain field has failed
- Effluent is surfacing on the ground
- This condition creates a public health and water-quality concern

☐ **\*PHD has verified that the drainfield has failed, and exposed effluent represents a significant threat to public health and water quality.\***

**Panhandle Health District**  
Healthy People. Healthy Communities.

June 15, 2023  
Steve Kincaid, President  
French Gulch Drainfield Association  
35431 E. Springdale Dr.  
Glenview, AZ 85544  
Re: French Gulch Community Drainfield Failure

Dear Mr. Kincaid:

Panhandle Health District has verified that the drainfield for the French Gulch central subsurface sewage disposal system has failed, resulting in surfacing of effluent in the area of the drainfield. Exposed effluent represents a significant threat to public health and water quality for nearby surface water, and the situation must be resolved. The system was originally approved for the State of Idaho Department of Health and Welfare (IDHWA) and Department of Environmental Quality (DEQ) in 1983 for a number of 15 individual connections. At that time, a replacement area was not required so there is no dedicated replacement area for the drainfield. Due to the original design being significantly undersized for the number of connections, DEQ later capped the number of connections at 35. There are currently 35 homes connected to the system. Potential options to remedy the failed drainfield include the following:

- **Remediation of the existing drainfield to allow:** Removal of the saturated soil and existing drainfield, and replacement with another system in the area is considered an option of last resort. Before this option could be pursued, permission would have to be granted by the property owner of the parcel containing the drainfield due to lack of a recorded easement for the drainfield. There is no recorded easement for the French Gulch Drainfield Association for the community drainfield since this was not required when the system was initially installed. Any form of a permit/expense assessment for the drainfield for the continued use of the area for community subsurface disposal would have to be pursued through litigation and executed by a court of competent jurisdiction. Panhandle Health District does not have the legal authority to grant a permit/expense assessment for a central system.
- **Installation of a new central system to another location:** Replacement of the drainfield with another central system in another location will require resolution of the proposed location by our office to determine suitability and permission by the property owner of the proposed drainfield. The area surrounding the existing French Gulch Drainfield presents many challenges in subsurface sewage disposal including shallow depths to bedrock, proximity to surface water, shallow groundwater levels and limited parcel size. To date, no areas have been identified as potential replacement drainfield areas for a community system and no permits/expense have been granted/permits to pursue this option.
- **Decommissioning of the drainfield and installation of individual septic systems on each parcel:** This option is currently being explored through separate speculative site evaluations on each parcel. Evaluations have been done for:

8500 N. Alsea Rd.  
Higgins, ID 83859

www.pandhealth.org/PHDinfo.asp

completed on every parcel, but to date it has been determined that five homes currently connected cannot support a subsurface sewage disposal system due to lack of suitable area and other site conditions.

- **Connection to municipal sewer:** Connection to the City of Glenview municipal sewer system represents the best long term option for the affected homeowners, land owners and surrounding water quality. Although the parcels are not currently within Glenview city limits, the existing drainfield is close proximity to an existing sewer main located in French Gulch Road. A common effluent line also services all of the homes currently connected to the central system and the vacant parcels that are not able to connect to the central system due to failure of the drainfield. This option was previously proposed by DEQ when the system experienced problems in 2007.

The current situation represents a significant threat to public health and water quality, and also adversely impacts the affected property owners. Considering the current state of the existing drainfield, lack of suitable options for subsurface replacement options, and proximity to public water, Panhandle Health District recommends that the French Gulch Drainfield Association pursue connection to the City of Glenview municipal wastewater system.

Feel free to contact me with any questions.

Sincerely,  
Steve Kincaid, RPHS  
Environmental Health Section Manager

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## Water Quality Risk



French Gulch Creek is within ~100 feet of the drain field area

Multiple streams run through the site and flow toward the City and area lakes

The drain field is adjacent to the **Rathdrum–Spokane Valley Aquifer**

Closest City well is approximately **1,777 yards** away

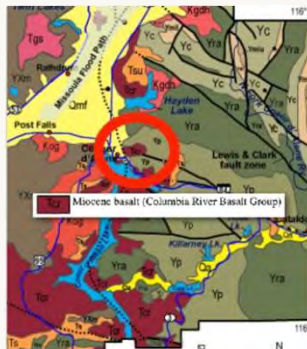
*Sole Source Aquifer (EPA, 1978) / Sensitive Resource Aquifer (Idaho, 1997)*

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## Why Onsite Options Are Not Feasible

### Site Constraints

- Steep hillside terrain and shallow basalt bedrock
- Multiple streams and surface water proximity
- Compact parcels with limited suitable drain field area



### DEQ Evaluation Criteria Not Met

- Topography
- Soil capacity
- Groundwater conditions
- Surface water setbacks



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## Site Evaluations Confirm Limitations

Evaluations have determined some parcels cannot support subsurface sewage disposal systems due to lack of suitable area and site conditions.

- ☐ **"This property appears unsuitable for a subsurface sewage disposal system... This dwelling must remain connected to the French Gulch Community Sewer System."**

**Panhandle Health District I**  
Environmental Health Section

**Public Health**  
Prevent. Promote. Protect.  
Panhandle Health District

8500 N. ATLAS  
HAYDEN, ID 83835

Owner: DAVID KILMER  
3243 E. SPRINGVIEW DR.  
COEUR D'ALENE, ID 83814

Applicant: THE ROOTER GUYS  
PO BOX 2470  
HAYDEN, ID 83835

**SPECULATIVE SITE EVALUATION**

Speculative Site Evaluation # 10-18-147168      Report Date: 12/15/2020

Note: This Speculative Site Evaluation indicates potential suitability of soils for on-site sewage disposal. Approval to construct a sewage disposal system can only be granted by a valid Septic Permit.

Parcel # 075400030030  
Township 50N Range 03W Section 18  
Acres: 0.295

**Site Summary -**  
This property appears unsuitable for a subsurface sewage disposal system. The lot is too small to meet current septic system standards. This dwelling must remain connected to the French Gulch Community Sewer System. No test holes were observed.

Analysis Performed by: EHS Inspector

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## Options Reviewed (PHD)

<b>Option 1</b>	Repair or replace existing drain field in original location	Not possible per PHD
<b>Option 2</b>	Install new central community system in alternative location	No suitable areas identified that meet regulatory requirements
<b>Option 3</b>	Individual onsite systems on each parcel	Not feasible for all parcels due to documented site limitations
<b>Option 4</b>	Connect to municipal wastewater system	Best long-term option for property owners and water quality

- ☐ **"Connection to the City of Coeur d'Alene municipal sewer system represents the best long-term option for the affected property owners and surrounding water quality."**

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## Recommendation & Support



### Panhandle Health District

"PHD recommends that the French Gulch Drainfield Association pursue connection to the City of Coeur d'Alene municipal wastewater system."



### Coeur d'Alene Tribe

"We find it important to support the efforts of the Association in requesting that the City grant the approval to connect."



### Idaho DEQ

IDEQ has expressed support for pursuing municipal connection as a protective, long-term remedy.

*Full letters available in appendix*

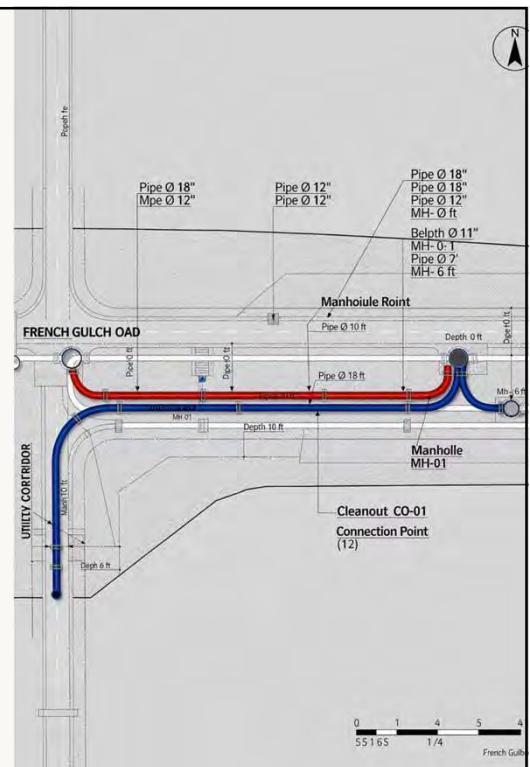
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## Connection to City Wastewater Is Nearby

Existing sewer main is located along **French Gulch Road**, close to the failed drain field

Connection provides a permanent remedy using existing municipal infrastructure

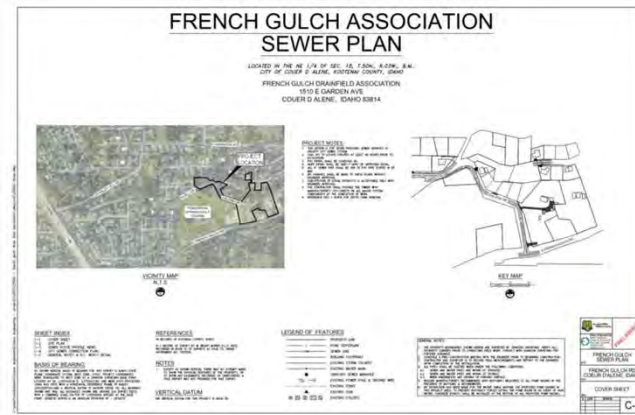
Minimizes ongoing environmental risk relative to continued onsite failure



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## Proposed Project (Engineering Overview)



### System Components

- Abandon the existing STEP system (per applicable code requirements)
- Install a **2 HP grinder pump** at each property
- Install a dedicated **1.5" pressure line** for each property

### Construction Scope

- Road impacts limited primarily near **Galena Dr & E French Gulch Rd**
- Install a new manhole to meet sewer district requirements

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## City Precedent: Best Hill

The City of Coeur d'Alene has already approved a nearly identical solution. This request follows established City precedent.

### Best Hill (Approved by City)

- ✓ County soil, within Area of City Impact
- ✓ Similar topographical and environmental constraints
- ✓ Connection to City wastewater approved to mitigate public health and environmental risk
- ✓ Outcome: Permanent solution protecting public health and water resources

### French Gulch (Current Request)

- ✓ County soil, within Area of City Impact
- ✓ Similar topographical and environmental constraints
- ✓ Active environmental and public health crisis requiring municipal sewer connection
- ✓ Outcome: Permanent solution protecting public health and water resources

The French Gulch situation aligns closely with Best Hill. The City has demonstrated willingness to approve similar solutions when circumstances warrant. This request follows that established precedent.

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## Cost Responsibility & Our Request

### Our Commitment

- We are not requesting a subsidy or "free ride"
- Homeowners will collectively pay to connect and will pay required fees
- Individual cap fees and monthly wastewater fees will be paid
- All affected homeowners are already connected to City water
- Estimated costs are currently \$75,000 per household



Paid by Homeowners



No Subsidy Requested

We respectfully request City approval to connect to the municipal wastewater system to protect public health and regional water quality.

FGDA : Tim Fink | [tim@novacru.com](mailto:tim@novacru.com) | 678-200-7776  
Olson Engineering: Erik Illum | [ei@oecivil.com](mailto:ei@oecivil.com) | 208-240-0033

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## Additional Documentation



### Appendix B

CDA Tribe letter (full-page readable)



### Appendix C

IDEQ support documentation (full-page readable)



### Appendix D

Parcel evaluations (full-page readable)



### Appendix E

Engineer's cost estimate (if available)

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## Appendix A: PHD Letter

Full Panhandle Health District recommendation letter supporting connection to City of Coeur d'Alene municipal wastewater system.



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## Appendix B

### CDA Tribe letter



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## AGREEMENT FOR WASTEWATER SERVICE OUTSIDE CITY LIMITS

**THIS AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Coeur d’Alene, Idaho, a municipal corporation (hereinafter referred to as the “City”), and XXXXXXXX (x7) (hereinafter referred to as the “Property Owners”).

### RECITALS:

WHEREAS, the Property Owners own certain real property located at:

Property Address	Legal Description
1567 N Hill Dr.	
1480 N Galena Rd.	
1334 N Galena Rd.	
3314 E Springview Dr.	
3309 E Springview Dr.	
3243 E Springview Dr.	
3095 E French Gulch Rd.	

which are currently outside the corporate limits of the City of Coeur d’Alene, but desire to obtain wastewater service from the City; and

WHEREAS, the City is willing to provide wastewater service to the Property Owners under certain conditions, consistent with its policies for providing services to properties outside City limits; and

WHEREAS, the City desires to maintain the integrity of its boundaries and ensure that wastewater services are generally limited to properties within the City’s corporate limits, while making exceptions under strict conditions for properties outside the limits that meet certain criteria.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

### 1. WASTEWATER SERVICE

The City agrees to provide wastewater service to the Property Owners’ single-family residences on the parcels described above, subject to the terms and conditions set forth in this Agreement and provided that all City standards and policies are followed.

The right granted under this Agreement for each Property Owner to connect to the City’s wastewater system is expressly conditioned upon the Property Owner completing such connection on or before September 30, 2026 (“Connection Deadline”).

Any Property Owner who has not completed connection to the City’s wastewater system on or before the Connection Deadline shall permanently forfeit the right to connect under this

Agreement, unless the City, in its sole discretion, grants a written extension approved by the City Council.

After the Connection Deadline, no new connection shall be permitted under this Agreement for any unconnected parcel, and the City shall have no obligation to provide wastewater service to such parcel.

For purposes of this Agreement, a connection shall be deemed complete only upon final approval by the City authorizing discharge to the City's wastewater system.

## **2. LIMITATION ON USE**

The Property Owners agree that only one (1) single-family residence on each parcel, as the parcels exist on the effective date of this Agreement, shall be connected to the City's wastewater service. No additional structures or dwellings on any parcel, as the parcels exist on the date of this Agreement, shall be connected to the City's wastewater system unless otherwise permitted by the City in writing.

Properties without a residence on the effect date of this Agreement, which have a vested right to utilize the failed drain field of the French Gulch Drain Field Association, are specifically excluded from this Agreement.

Only the seven (7) properties described in this Agreement may connect to the City Sewer, subject to the limitations described herein.

## **3. SEPTIC TANK ABANDONMENT**

The City does not accept effluent from septic tanks. The Property Owners agree to properly abandon and decommission any existing septic tank on their property in accordance with Panhandle Health District requirements and City policies. Each Property Owner shall bear all costs associated with the decommissioning process, including excavation, disposal, and site restoration for their septic tank.

A Property Owner must provide documentation to the City, including a City Sewer permit and a "Pump & Fill" receipt, confirming the proper abandonment of any septic tank. Failure to provide such documentation may result in denial of connection to the City Sewer by any Property Owner failing to provide documentation.

## **4. CONNECTION FEES AND MONTHLY RATES**

The Property Owners agree to pay all applicable connection fees to connect to the City's sewer system, as well as any ongoing monthly sewer rates determined by the City based on the City's fee schedule.

## **5. ANNEXATION REQUIREMENT**

The Property Owners agree that their property shall be annexed into the City of Coeur d'Alene once the property meets the City's annexation requirements. The Property Owners hereby consent to such annexation, and waive any objection to annexation, which shall occur at the City's discretion. Each Property Owners shall bear all costs and fees associated with the annexation process for their parcel.

Failure to complete the annexation process may result in termination of Sewer service or other consequences as determined by the City.

## **6. COMPLIANCE WITH REGULATIONS**

The Property Owners shall ensure that all sewer installations and connections comply with local, state, and federal regulations, including building codes, environmental regulations, and health standards. All City standards and policies shall be met in the construction and maintenance of sewer services.

## **7. RIGHT OF ACCESS**

The City reserves the right, and the Property Owners hereby grant the right, to access their parcels for inspection, maintenance, repair, or emergency response related to the City's wastewater infrastructure. The Property Owners shall provide reasonable access to the City's authorized personnel for these purposes.

## **8. LIABILITY AND INDEMNIFICATION**

The Property Owners agree to indemnify and hold the City harmless from any claims, damages, losses, or liabilities arising from the construction, maintenance, or use of the sewer system, including but not limited to claims of property damage, personal injury, or environmental harm, excepting only claims, damages, losses, or liabilities proximately caused by the City's negligence or other wrongful conduct. The Property Owners shall not be jointly and severally liable, but shall only be liable for claims arising from their individual use of the sewer system.

All wastewater infrastructure up to the point of connection to the City system at manhole GAR1-11E in French Gulch Road are considered private and construction and maintenance of this infrastructure will be the responsibility of the Property Owners.

The constituents discharged by each Property Owner into the City system shall have concentrations equal to, or less than, that within the City system as a whole.

## **9. TERM AND TERMINATION**

This Agreement shall remain in effect unless terminated by mutual agreement of the parties or upon annexation of the property into the City. After annexation, the Property Owners shall be subject to all City Ordinances and policies generally applicable to residents of the City.

## **10. ENTIRE AGREEMENT**



This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof and may only be modified by a written amendment signed by both parties.

## **11. RUN WITH THE LAND**

The provisions of this Agreement shall be covenants running with the land. Its provisions shall be binding, to the fullest extent permitted by law, for the benefit and in favor of, and be enforceable by, the City, its successors and assigns, against the Property Owners, their successors and assigns, and every successor-in-interest to the subject property, or any part of it or any interest in it, and any party in possession or occupancy of it.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

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### **CITY OF COEUR D'ALENE**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **PROPERTY OWNERS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## PUBLIC WORKS COMMITTEE STAFF REPORT

**DATE:** January 26, 2026  
**FROM:** Troy Tymesen, City Administrator  
**RE:** Repeal of Chapter 2.66, Coeur d'Alene Municipal Code, Parking Commission;  
Amendments to Municipal Code § 4.15.040 regarding the parking fees, the parking garage, and the display of permits

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**DECISION POINT:** Should the City Council repeal Chapter 2.66, Coeur d'Alene Municipal Code, Parking Commission? Should Council approve amendments to Municipal Code § 4.15.040?

**HISTORY:** The City's Parking Commission was established by Chapter 2.66 in 2005 by Ordinance No. 3227. Its functions are to: (1) analyze parking needs throughout the City; (2) educate the public on the availability, value, and location of parking; (3) serve as the public's forum to address parking issues and concerns; (4) ensure parking is managed in a manner that is user friendly, visually attractive, and maintains the value of this asset; (5) address issues that arise regarding enforcement of Parking Ordinances and address appeals of Parking Ordinance tickets; (6) keep the Council informed regarding parking issues and to make recommendations to the Council on maintaining and/or improving parking; and (7) prepare policies and procedures, with the advice of the City Administrator, to regulate monthly parking permits. *See* Municipal Code § 2.66.020. Municipal Code § 2.66.030(A) provides: "The Parking Commission shall hold meetings as needed, at such time as may be determined by the majority of the commission, its Chairperson or the Mayor, but in any event shall meet at a minimum on a quarterly basis." The last scheduled meeting was to be on October 14, 2025, but it was canceled. Previously, at the April 8, 2025, meeting, only two commissioners attended, with six commissioners being absent, one of whom was deceased. Lacking a quorum, no business was conducted. Before the April meeting, the Parking Commission had a meeting on January 14, 2025, at which time a quorum was also lacking. There were only two meetings in 2024 at which a quorum was present. Currently, there is no scheduled meeting.

Since 2003, the City has contracted with Diamond Parking to enforce parking regulations for on-street parking in the Central Business District and on Park Avenue between West Lakeshore Drive and Mullan Road (for the period between Memorial Day and Labor Day), at the Third Street Mooring Docks, in City parking lots at Third Street, Fourth Street, Fifth Street, Independence Point, the former Museum, the Library, and Memorial Field, and at the Fourth Street Parking Garage. Diamond Parking is responsible for collection of parking fees and the charges for violations. It handles complaints from the public and works with City administration to address parking concerns. Code Enforcement enforces parking regulations throughout the rest of the City. The City Administrator handles parking appeals. A parking study was completed in May 2016 by an outside consultant.

All of the tasks of the Parking Commission are currently being performed by others. It has proven difficult for the members of the Parking Commission to meet and effectively exercise its duties. Under the circumstances, its continuance is not felt to be efficient or necessary.

Based on input received from the public, it was determined that amendments to Municipal Code § 4.15.040 were necessary to more clearly state Council's intent. The amendment first clarifies that payment of the hourly fee for parking, or possession of a monthly permit, is necessary to park in any

City facility except the City Hall and Library parking lots. Waiver or alteration of fees may be approved by the City Administrator or designee. Second, display of the permit would no longer be required because parking is tracked electronically. Third, the amendment would make it clear that a parking permit, hourly or monthly, is required at all times, including weekends and after 6:00 p.m., which is consistent with signage erected at the parking garage. Finally, the deadline for paying for a monthly parking permit should be removed, requiring only that payment must be in advance. Other minor housekeeping changes are recommended for the ordinance.

**FINANCIAL ANALYSIS:** The Parking Commissioners serve without compensation. The Commission has no budget. No additional City staff will be required to exercise the duties of the Parking Commission. Thus, there will be no financial impact to the City. The changes in the Code will have a negligible impact on the City's income.

**PERFORMANCE ANALYSIS:** The functions of the Parking Commission are being efficiently and adequately handled by City Staff and Diamond Parking. Having met with a quorum only twice in the last two years, the Parking Commission is deemed unnecessary. The amendment will help clarify what Council intended in enacting parking regulations.

**DECISION POINT/RECOMMENDATION:** Council should repeal Chapter 2.66, Coeur d'Alene Municipal Code, Parking Commission and approve the amendments to Municipal Code § 4.15.040.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, REPEALING COEUR D'ALENE MUNICIPAL CODE CHAPTER 2.66 ENTITLED PARKING COMMISSION; AND AMENDING COEUR D'ALENE MUNICIPAL CODE SECTION 4.15.040, ENTITLED PARKING REGULATIONS FOR ALL PUBLIC PARKING FACILITIES; TO CLARIFY MONTHLY PARKING PERMITS; REMOVE REFERENCES TO DISPLAYING PARKING PASSES; TO CLARIFY THE COEUR D'ALENE PARKING GARAGE PASSES REQUIRED, AND REMOVE A REFERENCE TO A PARKING COMMISSION POLICY; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendments to the Coeur d'Alene Municipal Code Section 4.15.030 be adopted.

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene:

**SECTION 1.** That Coeur d'Alene Municipal Code Chapter 2.66, entitled Parking Commission be repealed.

**SECTION 2.** *That Coeur d'Alene Municipal Code Section 6.15.110 is amended as follows:*

**4.15.040: PARKING REGULATIONS FOR ALL PUBLIC PARKING FACILITIES:** The following regulations govern the use of all property owned by the City on which private vehicles are allowed to park, including garages, permanent surface lots, semipermanent and temporary surface lots, or other areas that are used for vehicle parking, but excluding on-street parking, hereinafter referred to as "parking facilities".

A. General Parking Regulations:

1. Vehicles can only be parked within the stalls designated by painted lines and as nearly in the center of the designated stalls as possible.
2. Vehicles cannot be parked or left unattended in any drive aisle in a parking facility.
3. Trailers cannot be left in any parking facility unless attached to a parked motor vehicle in a stall marked or otherwise designated for oversize or multi-unit vehicles.
4. Passenger cars, as defined by State law, may not park in stalls marked or otherwise designated for oversize or multi-unit vehicles from May 1 through September 30 each year.
5. A recreational vehicle, trailer, oversize vehicle, or multi-unit vehicle, including a vehicle with attached trailer, may be parked only in a stall marked by a sign or striped for such vehicles and must fit entirely within the marked stall.

6. Payment of the hourly fee for parking or, a monthly permit, as established by Resolution of the Council, is required for the use of all parking facilities except the City Hall parking facility and the library parking facility. Fees may be altered or waived by the City Administrator or his designee, for special events as set out in this chapter. No parking fee is required for a City vehicle operating in the course of official business in any parking facility.

7.

8. No vehicle may be parked for longer than two (2) hours in any stall served by an electric vehicle charging station.

B. Specific Regulations For Certain Parking Facilities:

1. No vehicle may be parked, or allowed to remain parked, in the City Hall parking facility or the Independence Point parking facility continuously for more than forty eight (48) hours.

2.

3. Parking in the Memorial Field parking facility and the Museum parking facility is prohibited between the hours of eleven o'clock (11:00) P.M. and six o'clock (6:00) A.M., unless the City Clerk approves longer hours for a special event.

C. Other Regulations For Parking Facilities:

1. Vehicles may only be driven in a parking facility on the designated driving aisles and only in the direction indicated by signs or traffic control devices.

2. Vehicles may not be driven in a parking facility faster than five (5) miles per hour.

3. Vehicles may only be driven into or out of a parking facility at the designated entrances and exits.

4. No portion of any parking facility may be used in any manner that endangers the person or property of another, or disrupts the normal operations of the parking facility, including, but not limited to, conduct involving the use of abusive or threatening language or gestures, unreasonable or excessive noise or emissions, or unreasonable or excessively loud or boisterous physical behavior. No person shall place any object, such as a bicycle, backpack, cart, or other item in a manner that interferes with free passage within the facility.

5. No person may distribute, throw or affix to vehicles any literature, handbills or fliers in any City parking facility.

6. Other than City-authorized events, no person shall participate in gatherings within the parking facility.

7. All persons within a City parking facility shall obey all posted regulations and the direction of an authorized parking official.

8. No person shall operate or ride any skateboard, roller skates, rollerblades, in-line skates, coaster, sled, wagon, scooter, or similar device in any parking facility. This prohibition shall not apply to the use of wheeled equipment necessary for ambulation by a disabled person.

9. No person shall enter or remain within a parking facility for any purpose other than to park or retrieve a vehicle, or to access other public property.

10. Smoking of cigarettes, cigars, pipes, or other lighted or heated devices intended for inhalation is prohibited in any enclosed area of any parking facility.

11. Concessions in parking facilities shall be governed by subsection [5.75.050B](#) of this Code.



D. Exceptions:

1. The City Clerk, upon recommendation by the City Administrator or Parks Director, or their designees, may permit activities in public parking facilities which, in association with a permitted event, creates, or has the potential to create, noises, or noxious or odorous emissions that may otherwise violate this section, subject to such reasonable conditions as the City Administrator or Parks Director, or their designees, may deem necessary and appropriate. Participants in an event permitted hereunder shall not be in violation of this section so long as they are in compliance with the conditions of the permit.
2. The City Administrator may waive the parking fee, in whole or in part, for community events or park events open to the general public in any of the parking facilities.
3. The City Administrator may exempt persons attending special events from complying with any or all of the regulations of this chapter pertaining to one or more of the parking facilities.
4. When the City Administrator waives a parking fee for a community or park event, or exempts a person attending special events from complying with regulations of this chapter, City Council will be notified promptly.

E. Monthly Parking Permits:

1. It is the intent of the City Council that parking facilities should accommodate monthly parking permits for the purpose of alleviating parking congestion on the public streets. Monthly parking permits for parking facilities shall be consistent with the following guidelines.
  - a. The parking facilities for which monthly parking permits will be issued should be specifically identified. The decision of whether to issue monthly parking permits for a particular parking facility shall be based on the number of available stalls in that facility, the proximity to areas which would benefit from such permits, the availability of technology to support such permits, and similar factors.
  - b. The months for which monthly parking permits will be issued for each parking facility shall be designated by the City Administrator, taking into consideration seasonal parking requirements.
  - c. The number of monthly parking permits which will be issued for each parking facility, which may vary on a seasonal basis, shall not exceed forty percent (40%) of the stalls in any parking facility unless authorized by the City Administrator.
  - d. Monthly parking permits must be paid in advance.
2. A member of the public may appeal any policy or procedure to the City Council.

**SECTION 3.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 4.** The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not

affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

**SECTION 5.** After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on \_\_\_\_\_.*

APPROVED, ADOPTED and SIGNED this    day of    , 2026.

\_\_\_\_\_  
Daniel K. Gookin, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_  
Repealing Chapter 2.66 and amending Section 4.15.040 of the City Code,

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, REPEALING COEUR D'ALENE MUNICIPAL CODE CHAPTER 2.66, ENTITLED PARKING COMMISSION, AND AMENDING COEUR D'ALENE MUNICIPAL CODE SECTION SECTION 4.15.040, ENTITLED PARKING REUGLATIONS FOR ALL PUBLIC PARKING FACILITIES; TO CLARIFY MONTHLY PARKING PERMITS; REMOVE REFERENCES TO DISPLAYING PARKING PASSES; TO CLARIFY THE COERUD'ALENE PARKING GARAGE PASSES REQUIRED, AND REMOVE A REFERENCE TO A PARKING COMMISSION POLICY; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk

## **STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_, Repealing Chapter 2.66 and Amending section 4.15.040 of the Coeur d'Alene Municipal Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this    day of    , 2026.

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Randall R. Adams, City Attorney

**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE: JANUARY 26, 2026**

**FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK**

**SUBJECT: APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE DOWNTOWN ASSOCIATION (DTA) FOR A THREE-YEAR TERM AND A MEMORANDUM WITH WORLD TRIATHLON CORPORATION FOR THE 2026 IRONMAN EVENT**

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**DECISION POINT:**

1. Should City Council approve the proposed Memorandum of Understanding with the Downtown Association (DTA) for the 2026, 2027, and 2028 Parades?
2. Should the City Council approve a proposed Memorandum of Understanding with the World Triathlon Corporation for the 2026 event?

**HISTORY:** On May 7, 2024, the City Council approved a Memorandum of Understanding (MOU) with the Downtown Association (DTA) for a two-year term outlining roles and responsibilities for several large events in the downtown area. On October 31, 2019, the City Council approved an agreement with the World Triathlon Corporation (WTC) for Ironman events to be held 2022 and 2023 with additional terms approved through amendments to the original agreement for events taking place through 2026. During the last WTC amendment, the 2026 race was inadvertently reserved for the same weekend as the traditional DTA's Car d'Lane event. WTC had already taken registration and planned for that date. The DTA runs the Car d'Lane event to coincide with Father's Day weekend and requested that the City allow the two events to occur during the same weekend. Both groups have worked together to coordinate both events with minimal impact. The WTC will begin setting up for the Ironman event the week of June 15 with the race event occurring Sunday June 21, 2026. The Car d'Lane event takes place on Friday June 19 with the car show on Saturday June 20. WTC has agreed to provide all the barricades for the Car d'Lane event to ensure City barricades do not get mixed in with the WTC barricades. The DTA and WTC have agreed to do joint marketing and notification of the event coordination. WTC has agreed to move the race finish line to the City Park, which will eliminate the need to set up bleachers on Sherman Avenue, which usually takes place on Saturday. This eliminates the conflict between the two events. While staff will incur additional hours during this weekend, it will alleviate an event the following weekend, giving staff a much-needed break from event coverage. In future years WTC will negotiate separate dates for their event so there aren't future conflicts with Car d'Lane.

The DTA found that the MOU combining all of their sponsored events worked well to clearly establish their responsibilities, such as providing volunteers to man non-emergency intersections, placement of no-parking signs, use of certified flaggers, and payment of the event fees. City staff have prepared traffic control plans for each event that can be used each year and therefore

an updated MOU referencing the pre-approved plans should be in place for the next three years. The MOU clarifies roles and responsibilities so there are no questions or conflicts on the day of the Events. The DTA would like to include the Farmer's Market events in this updated MOU. While these weekly events are rated as a low impact event, unlike the other four events, it would be nice to have all the DTA events in one document.

**FINANCIAL ANALYSIS:** The WTC proposed MOU does not include any additional fees or costs to the City, all other terms of their original agreement remain unchanged. The fee included under the DTA MOU is based on current special event fees for 2025 with a 5% increase for each year thereafter. That total cost shall be \$6,930.00 for the 2026 event year and increase by 5% for the 2027 and 2028 event years, for a total of \$7,276.50 for 2027 and \$7,640.33 for 2028. The 2026 cost is based on the following event costs: St. Patrick's Day \$173.25; Car d' Lane \$1,212.75 (1 day high, 1 day med.); Street Fair \$2,079.00 (2 high, 1 med); the Lighting Parade Ceremony and Fireworks Display \$866.25 and the Farmer's Market \$2,598.75 (15 low). A security deposit of \$1,000.00 shall be retained for the year to cover all events. Payment of fees and security shall be made on or before March 1 of each year.

There are some legal restrictions regarding covering the costs of any events, including that the fee must be reasonably related to actual cost to the City and cannot be higher than actual cost to the City for the event. When there is a controversial political message which might offend spectators, it is unconstitutional to add to the fees in anticipation of first amendment activity. Further, any fee that is based on the content of the message violates the First Amendment. While there are additional costs to City departments for parades, the DTA has additional expenses as well.

As provided in the previous staff reports, the DTA has estimated their costs for the high impact events to be approximately \$58,000 and the City's cost for the annual parades is approximately \$59,584. The Hagadone Hospitality Co. will provide a complementary Fireworks display for the Lighting Ceremony Parade and has agreed to provide staffing for the intersection at 1<sup>st</sup> and Sherman to manage traffic in and out of the Resort. The MOU outlines the responsibilities of the City and DTA, to clarify each entity's roles and responsibilities and helps to level out the expenses for these types of community events. Staff from the affected departments have been included in the discussion regarding a combined agreement, which reflects their input.

#### **DECISION POINT/RECOMMENDATION:**

1. Should City Council approve the proposed Memorandum of Understanding with the Downtown Association (DTA) for the 2026, 2027, and 2028 Parades?
2. Should the City Council approve a proposed Memorandum of Understanding with the World Triathlon Corporation?



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF COEUR D'ALENE AND  
THE COEUR D'ALENE DOWNTOWN ASSOCIATION, INC.  
FOR THE ST. PATRICK'S DAY PARADE, CAR D'LANE, STREET FAIR, AND THE  
LIGHTING CEREMONY PARADE AND FIREWORKS DISPLAY**

**I. PURPOSE:**

This Memorandum of Understanding (MOU) is between the City of Coeur d'Alene ("CDA") and the Coeur d'Alene Downtown Association, Inc., ("DTA"), and is intended to document the parties' understanding of, and agreement to cooperate on, the St. Patrick's Day Parade, Car d'Lane; Street Fair, and Lighting Ceremony Parade and Fireworks Display ("Parades" or individually "Parade").

**II. RECITALS:**

WHEREAS, CDA is a municipal corporation organized and existing under the laws of the State of Idaho; and

WHEREAS, DTA is a non-profit corporation organized and existing under the laws of the State of Idaho; and

WHEREAS, DTA annually sponsors the Parades in downtown Coeur d'Alene; and

WHEREAS, CDA and DTA recognize the need for and efficiency of a Memorandum of Understanding ("MOU") in establishing each party's expectations, as well as the roles and responsibilities of each party, for the Parades; and

WHEREAS, it is the mutual desire of CDA and DTA to memorialize their understanding and agreement with respect to their cooperation on the Parades; and

WHEREAS, this MOU creates a mutually beneficial solution for the parties involved.

NOW, THEREFORE, it is hereby agreed as follows:

**III. TERMS FOR ALL EVENTS:**

A. DTA hereby agrees:

1. Fees:

- a. That total cost shall be \$6,930.00 for the 2026 event year and increase by 5% for the 2027 and 2028 event years, for a total of \$7,276.50 for 2027 and \$7,640.33 for 2028. The 2026 cost is

based on the following event costs: St. Patrick's Day \$173.25; Car d'Lane \$1,212.75 (1 day high, 1 day med.); Street Fair \$2,079.00 (2 high, 1 med); the Lighting Parade Ceremony and Fireworks Display \$866.25 and the Farmer's Market \$2,598.75 (15 low); and

- b. That a security deposit of \$1,000.00 shall be retained for the year to cover all events. Payment of fees and security shall be made on or before March 1 of each year.

2. Traffic Control:

- a. That any requested amendments to the approved traffic control plan must be presented to CDA no less than ninety (90) days prior to the event;
- b. To meet with CDA at least fourteen (14) days prior to the date of each Parade, or as soon as possible after CDA completes the traffic control plan, to review the approved traffic control plan;
- c. To provide qualified adults ("Monitors") to monitor and oversee the traffic control devices used for the Parades, in the number and locations as determined by the traffic control plans prepared by CDA. A qualified adult is a responsible person over the age of eighteen (18) who has received adequate instruction/training from DTA regarding the proper methods of traffic control for parades;
- d. To supervise the Monitors in a reasonable and professional manner, and to provide and require said Monitors to wear a safety vest at all times when on duty, and to carry identification showing that they are authorized to control the traffic control devices on behalf of DTA;
- e. To assure that the traffic control devices supplied by CDA remain in their proper positions in accordance with the traffic control plans to ensure that traffic from side streets do not enter the parade/event route until the Parade is completed;
- f. That the Monitors are not employees, volunteers, or agents of CDA, but act entirely under the authority and responsibility of DTA;
- g. That, when certified flaggers are required, the DTA will enter into a contract for the certified flaggers at least ninety (90) days prior to the Event and provide a copy of the contract to CDA;

- h. That it will notify the Streets & Engineering Department at least two (2) days in advance that it will pick up the required “No Parking” signs; and
- i. That no more than three (3) days and no less than two (2) days prior to the date of each Parade, DTA will place “No Parking” signs, approved and supplied by CDA, as indicated in the applicable traffic control plan. DTA is responsible for inserting the appropriate information on the “No Parking” signs, and for removing the information and returning the cleaned signs to CDA within twenty-four (24) hours after the Parade, unless otherwise noted. DTA is responsible for ensuring that the signs remain in their proper positions until DTA removes them. DTA shall contact the Coeur d’Alene Police Department for the towing of vehicles parked in violation of the signs.

3. Miscellaneous:

- a. To provide sufficient fixed street trash disposal containers and green cans capable of holding all trash generated by each Parade, placed at convenient locations. The containers shall be emptied periodically as necessary in order to ensure, at all times, public access to and use of the containers;
- b. To maintain general liability insurance with limits of at least \$500,000, proof of which shall be provided to the City, naming CDA as an additional insured;
- c. To hold harmless, and indemnify CDA, its officers, agents, and employees, from and against any and all damages or liability to the extent such arises out of the DTA’s negligent acts, errors, or omissions, including costs and expenses for or on account of any and all legal actions or claims of any character resulting from injuries or damages sustained by persons or property; and
- d. Neither party shall be liable to the other for indirect, consequential, or incidental damages that may result from this Agreement or related projects. Each party shall be liable for any and all claims, damages, or suits arising from the acts, omission or negligence of its officers, agents and employees.

4. Post Event:

- a. That it will begin cleaning the Parade route and removing any DTA property that was placed for the Parade at the conclusion of each Parade; and

- b. That it will participate in a debriefing session with CDA within one (1) week of the conclusion of each Parade, or such other time as agreed by CDA.

B. CDA hereby agrees:

1. To provide agreed upon traffic control plans for the Parades labeled as follows: Exhibit "A," St. Patrick's Day Parade; Exhibit "B," Car d 'Lane Event; Exhibit "C" Street Fair Event; Exhibit "D," Lighting Ceremony Parade and Exhibit "E" for the Farmer's Market;
2. To meet with DTA at least fourteen (14) days prior to the date of each Parade to review the applicable traffic control plan;
3. To loan DTA with "No Parking" signs sufficient to comply with the required posting of signs in accordance with the traffic control plan at least three (3) days before each Parade;
4. That the Coeur d'Alene Police Department will coordinate towing of vehicles parked in violation of the "No Parking" signs with DTA; and
5. To remove the traffic control devices following the conclusion of each Parade.

**IV. SPECIAL TERMS FOR THE ST. PATRICK'S DAY PARADE:**

A. DTA hereby agrees:

1. To sponsor, organize, and manage the Parade March 14, 2026, March 13, 2027, and March 11, 2028 in Coeur d'Alene, Idaho;
2. That the Parade route shall be on E. Sherman Avenue from 8<sup>th</sup> Street to 1<sup>st</sup> Street, with an assembly area on E. Sherman Avenue from 11<sup>th</sup> Street to 8<sup>th</sup> Street;
3. That DTA may begin staging for the Parade no earlier than 1:00 p.m., on the day of the Parade;
4. That the Parade shall start at 3:00 p.m. and be completed by 4:00 p.m.; and
5. Post Event:
  - a. To complete clean-up no later than 6:00 p.m. on the day after the Parade.

B. CDA hereby agrees:

1. To provide and set up traffic control devices needed to comply with the traffic control plan. Set up shall begin at least two (2) hours prior to the Parade; and
2. To remove the traffic control devices following the conclusion of the Parade.

**V. SPECIAL TERMS FOR CAR D'LANE:**

A. DTA hereby agrees:

1. To sponsor for Car D'Lane on Friday, June 19, through Saturday June 20, 2026, and Friday, June 18, through Saturday June 19, 2027, and Friday June 16 through Saturday June 17, 2028 in Coeur d'Alene, Idaho;
2. That the 2026 event will be held during the same time period as the Ironman event; during those dates Ironman has agreed to provide all barricades as needed.
3. To be solely responsible for the organization and operation of the "Cruise" on Friday and the Car Show on Saturday, except as set out in paragraph IV(B) of this MOU;
4. That the Cruise route shall be on E. Sherman Avenue from 2<sup>nd</sup> Street to 11<sup>th</sup> Street, S. 9<sup>th</sup> Street from E. Sherman Avenue to E. Mullan Avenue, E. Mullan Avenue from S. 9<sup>th</sup> Street to S. 11<sup>th</sup> Street, S. 11<sup>th</sup> Street from E. Mullan Avenue to E. Sherman Avenue, N. 8<sup>th</sup> Street from E. Sherman Avenue to E. Lakeside Avenue, E. Lakeside Avenue from 8<sup>th</sup> Street to 4<sup>th</sup> Street, N. 4<sup>th</sup> Street from E. Lakeside Avenue to E. Wallace Avenue, E. Wallace Avenue from 4<sup>th</sup> Street to 2<sup>nd</sup> Street, and N. 2<sup>nd</sup> Street from E. Wallace Avenue to E. Sherman Avenue;
5. That cars in the Car Show may be parked on both sides of E. Sherman Avenue from 1<sup>st</sup> Street to 7<sup>th</sup> Street, on the west side of 4<sup>th</sup> Street from E. Front Avenue to E. Lakeside Avenue, on the west side of 5<sup>th</sup> Street from E. Sherman Avenue to E. Front Avenue, and on E. Front Avenue from 3<sup>rd</sup> Street to 6<sup>th</sup> Street. Vendors may be located on both sides of E. Sherman Avenue between 5<sup>th</sup> Street and 6<sup>th</sup> Street. There is the potential for overflow parking on the west side of N. 5<sup>th</sup> Street from E. Sherman Avenue to E. Lakeside, and on the west side of 6<sup>th</sup> Street between E. Front Avenue and E. Lakeside Avenue. The Young Builders Alley shall be located on E. Front Avenue from 5<sup>th</sup> Street to 6<sup>th</sup> Street;

6. That DTA may begin assembly for the Cruise no earlier than 4:00 p.m. on Friday. No more than eight-hundred (800) vehicles will be authorized to participate in the Cruise;
7. That the Cruise shall start at 6:00 p.m., and be completed by 9:00 p.m., on Friday, PROVIDED, the DTA and Police Department may agree to close the Cruise earlier in the interest of safety;
8. That any pre-Cruise activities within the Cruise route may not begin before 5:30 p.m. and must be completed by 6:00 p.m.;
9. That the Car Show shall be on Saturday, from 5:00 a.m. until 4:00 p.m.;
9. Traffic Control:
  - a. To maintain a line of direct communication with the CDA Police command center throughout the Parade by a person who has authority to make decisions and bind DTA as may be required;
  - b. That, during the Cruise, vehicles exiting the Coeur d'Alene Resort shall be directed to turn left onto E. Sherman Avenue at 2<sup>nd</sup> Street. On the day of the Car Show, vehicles exiting the Coeur d'Alene Resort shall be directed to proceed north on 2<sup>nd</sup> Street, and through traffic shall be allowed on 3<sup>rd</sup> Street; and
  - c. That travel lanes on 3<sup>rd</sup> Street, 4<sup>th</sup> Street, and 7<sup>th</sup> Street shall remain clear and available for emergency vehicles during the events. On Saturday, E. Front Avenue will be closed to through traffic, but vehicles in the McEuen parking lot will be allowed to exit at 3<sup>rd</sup> Street to travel north and at 6<sup>th</sup> Street to travel east on E. Front Avenue.
10. Miscellaneous:
  - a. To provide three (3) ADA compliant portable toilets for vendors and customers, placed in accordance to the traffic control plan. All portable toilets shall be equipped with, or shall be accompanied by, an approved hand washing/hand sanitizing station. Portable toilets shall be located so as to not obstruct existing structures, utilities, doorways, or pedestrian travel paths, and in such a manner as to not be potentially impacted by site conditions. All portable toilets shall be monitored and serviced by a person, firm or corporation engaged in the business of cleaning or emptying portable toilets, and recharged at a sufficient frequency to prevent the escape of offensive odors or spillage. It is DTA's responsibility to ensure that portable toilets are not used in a dangerous or inappropriate



manner and shall be secured during periods of inactivity. Portable toilets shall be in place and operational before staging for the Cruise;

- b. That it will pull tent permits through the Fire Department in advance of the Parade; and
- c. That it will require a Fire Department approved fire extinguisher in each vehicle and two (2) fire extinguishers at the announcer's stand.

10. Post Event:

- a. That at 4:30 p.m. on Saturday, DTA will begin cleaning the Parade sites, removing any DTA property that was placed for the Parade;
- b. Clean-up shall be completed no later than 6:00 p.m. on Saturday; and
- c. That it will participate in a debriefing session with CDA within one (1) week of the conclusion of the Parade, or such other time as agreed by the parties.

B. CDA hereby agrees:

- 1. To close the appropriate streets no later than 4:00 p.m. on Friday, and to provide and set up traffic control devices needed to comply with the traffic control plan for the Cruise;
- 2. To begin removing the traffic barricades following the conclusion of the Cruise, except for those needed for the Car Show. E. Sherman Avenue will remain closed to traffic from 1<sup>st</sup> Street to 7<sup>th</sup> Street for the Car Show until 4:30 p.m. on Saturday, when CDA shall begin to remove the remaining traffic barricades;
- 3. To direct traffic on southbound Northwest Boulevard onto E. Garden Avenue;
- 4. To close the 100 block of S. 5<sup>th</sup> Street as a staging area for the Police Department; and
- 5. That it will participate in a debriefing session with DTA within one (1) week of the conclusion of the Parade, or such other time as agreed by the parties.

**VI. SPECIAL TERMS FOR STREET FAIR:**

A. DTA hereby agrees:

1. To sponsor the Street Fair on Friday through Sunday, July 31 , through August 2, 2026, and Friday through Sunday, August 6, , through August 8, 2027, and Friday through Sunday August 4 through August 6, 2028 in Coeur d'Alene, Idaho;
2. That the Street Fair shall be located on City streets on Northwest Blvd. from Lakeside Ave. to 1<sup>st</sup> Street, and on Sherman Avenue from 1<sup>st</sup> Street to 7<sup>th</sup> Street;
3. That DTA may begin set up for the Street Fair no earlier than 5:30 a.m., on Friday, for the event start;
4. That the hours of the Street Fair shall be from 10:00 a.m. to 8:00 p.m. on Friday and Saturday, and from 10:00 a.m. to 5 p.m. on Sunday;
5. Traffic Control: The cleaned "No Parking" signs shall be returned to CDA no later than noon on the Tuesday following the end of the Street Fair;
6. Miscellaneous:
  - a. That it will pull tent permits through the Fire Department in advance of the event; and
  - b. To provide twelve (12) portable toilets for vendors and customers, placed in accordance to the traffic control plan. All portable toilets shall be equipped with, or shall be accompanied by, an approved hand washing/hand sanitizing station. Portable toilets shall be located so as to not obstruct existing structures, utilities, doorways, or pedestrian travel paths, and in such a manner as to not be potentially impacted by site conditions. All portable toilets shall be monitored and serviced by a person, firm or corporation engaged in the business of cleaning or emptying portable toilets and recharged at a sufficient frequency to prevent the escape of offensive odors or spillage. It is DTA's responsibility to ensure that portable toilets are not used in a dangerous or inappropriate manner, and shall be secured during periods of inactivity. At least two (2) of the portable toilets shall be ADA compliant. Portable toilets shall be placed and operational prior to setup.
7. Post Event:

- a. That it will begin cleaning the Street Fair venue and removing any DTA property that was placed for the Street Fair at 5:00 p.m. on Sunday; and
- b. Clean-up shall be completed no later than 11:00 p.m. on the day after the Parade is concluded.

B. CDA hereby agrees:

1. To provide and set up traffic control devices needed to comply with the traffic control plan. Streets shall be blocked by 5:00 a.m. on the Friday of the Parade; and
2. To remove the traffic control devices no earlier than 6:30 p.m. on the Sunday of the Parade.

**VII. SPECIAL TERMS FOR THE LIGHTING CEREMONY PARADE AND FIREWORKS DISPLAY:**

A. DTA hereby agrees:

1. To sponsor, organize, and manage the Parade on Friday, November 27, 2026, Friday November 26, 2027, and Friday November 24, 2028, on E. Sherman Avenue in Coeur d'Alene, Idaho;
2. That the Parade route shall be on E. Sherman Avenue from 8<sup>th</sup> Street to the intersection of Northwest Boulevard and Government Way, with a staging area on Sherman Avenue from 8<sup>th</sup> Street to 11<sup>th</sup> Street. DTA will inform Parade participants to exit at the end of the Parade from Northwest Boulevard onto N. Government Way, and DTA shall station personnel at that intersection to assure compliance;
3. That it may begin staging for the Parade no earlier than 3:30 p.m. on the day of the Parade;
4. That the Parade shall start at 5:00 p.m. and be completed by 6:00 p.m. on the day of the Parade;
5. That it will ensure the Fireworks display by the Hagadone Hospitality Co. ("HHC") shall begin no earlier than 6:00 p.m. on the day of the Parade, and be completed by 8:00 p.m.;
6. Traffic Control:
  - a. That this event requires a minimum of twenty (20) certified flaggers to assist with traffic control for traffic exiting the

downtown area after the Parade. As such, the DTA shall contract for the flaggers at least ninety (90) days prior to the Parade and provide a copy of the contract to CDA by September 1 annually . DTA will provide up to six (6) DTA employee/volunteer flaggers in addition to the minimum of 20 contracted certified flaggers.

7. Miscellaneous:

- a. To provide seven (7) portable toilets for participants and spectators, placed in accordance to the traffic control plan. All portable toilets shall be equipped with, or shall be accompanied by, an approved hand washing/hand sanitizing station. Portable toilets shall be located so as to not obstruct existing structures, utilities, doorways, or pedestrian travel paths, and in such a manner as to not be potentially impacted by site conditions. All portable toilets shall be monitored and serviced by a person, firm or corporation engaged in the business of cleaning or emptying portable toilets and recharged at a sufficient frequency to prevent the escape of offensive odors or spillage. It is DTA's responsibility to ensure that portable toilets are not used in a dangerous or inappropriate manner, and shall be secured during periods of inactivity. At least two (2) of the portable toilets shall be ADA compliant; portable toilets shall be placed and operational prior to staging.

8. That DTA, including its agents, employees, licensees, and all parade participants, shall be allowed to distribute candy during the Parade in accordance with the following rules:

- a. Candy distribution should be done in a safe and responsible manner at all times and, specifically, candy shall be handed out and not thrown;
- b. Only authorized individuals or groups, such as parade volunteers or event organizers, should be designated as official candy distributors. Unauthorized individuals, including participants or spectators, should not distribute candy during the parade;
- c. Candy Choices: Candy should be individually wrapped and in its original packaging;
- d. Candy should be appropriate for all ages, taking into consideration potential choking hazards for young children;
- e. DTA is responsible for cleaning up any candy wrappers or debris left behind during the Parade. It is important to leave the Parade route clean and free of litter; and

- f. DTA is responsible for enforcing these rules for the distribution of candy during the Parade.

9. Post Event:

- a. To begin cleaning the Parade route and any public property impacted by the Parade, removing all debris and any DTA property that was placed for the Parade, immediately following the Event; and
- b. To complete clean-up no later than 10:00 a.m. on the day following the Parade.

B. CDA hereby agrees:

- 1. To prepare a traffic control plan for the Parade and complete it at least fourteen (14) days prior to the date of the Parade. Among the elements of the plan shall be closure of E. Sherman Avenue from 11<sup>th</sup> Street to the intersection of Northwest Boulevard and Government Way, and a hard closure at 2<sup>nd</sup> Street and E. Sherman Avenue thirty (30) minutes prior to the start of the Parade;
- 2. To loan DTA with “No Parking” signs sufficient to comply with the required posting of signs in accordance with the traffic control plan at least three (3) days before each Parade;
- 3. To provide and set up traffic control devices needed to comply with the traffic control plan. Set up shall begin, and E. Sherman Avenue will be closed along the Parade route and assembly area, beginning at 3:00 p.m. on the day of the Parade; and
- 3. To remove the traffic control devices in the staging area after Parade participants have cleared that area, and the remaining traffic control devices following the conclusion of the Fireworks.

**VIII. SPECIAL TERMS FOR THE FARMER’S MARKET:**

A. DTA hereby agrees:

- 1. To sponsor the Farmer’s Market on Wednesday’s from May 27, 2026, through September 2, 2026, in Coeur d’Alene, Idaho;

2. That the Farmer's Market shall be located on City streets on 5<sup>th</sup> Street from Front Avenue to Lakeside Avenue with Sherman Avenue remaining open to vehicular traffic;
3. That DTA may begin set up for the Farmer's Market no earlier than 1:30 p.m., for the event start;
4. That the hours of the Farmer's Market shall be from 4:00 p.m. to 7:00 p.m. on Wednesdays;
5. Miscellaneous:
  - a. That it will pull tent permits through the Fire Department in advance of the event; and
  - b. To provide two (2) portable toilets for vendors and customers, placed in accordance to the traffic control plan. All portable toilets shall be equipped with, or shall be accompanied by, an approved hand washing/hand sanitizing station. Portable toilets shall be located so as to not obstruct existing structures, utilities, doorways, or pedestrian travel paths, and in such a manner as to not be potentially impacted by site conditions. All portable toilets shall be monitored and serviced by a person, firm or corporation engaged in the business of cleaning or emptying portable toilets and recharged at a sufficient frequency to prevent the escape of offensive odors or spillage. It is DTA's responsibility to ensure that portable toilets are not used in a dangerous or inappropriate manner, and shall be secured during periods of inactivity. Portable toilets shall be placed and operational prior to setup.
6. Post Event:
  - a. That it will begin cleaning the Farmer's Market venue and removing any DTA property that was placed for the Market at 7:00 p.m.; and
  - b. Clean-up shall be completed no later than 8:00 p.m. each Wednesday.

B. CDA hereby agrees:

4. To loan traffic control devices needed to comply with the traffic control plan; and

## **IX. TERMINATION FOR CONVENIENCE.**

- A. CDA may terminate this Agreement at any time by giving thirty (30) days' written notice to the DTA of such termination and specifying the effective date of such termination. In the event that CDA terminates this Agreement, any unused portion of the security deposit and the fees for Parades not held will be refunded by CDA.
- B. The DTA may terminate this Agreement at any time by giving thirty (30) days' written notice to CDA of such termination and specifying the effective date of such termination. In the event that the DTA terminates this Agreement, any unused portion of the security deposit will be refunded by CDA, but no portion of the Parade fees will be refunded.

Dated this \_\_\_\_ day of \_\_\_\_.

**CITY OF COEUR D'ALENE**

**ATTEST:**

\_\_\_\_\_  
Daniel K. Gookin, Mayor

\_\_\_\_\_  
Renata McLeod, City Clerk

**COEUR D'ALENE DOWNTOWN  
ASSOCIATION**

\_\_\_\_\_  
Emily C. Boyd, Executive Director



**Manifest**

109 x R11-2 ROAD CLOSED  
 17 x Cone  
 12 x flagger flagger  
 9 x SC9 (FWY) DETOUR with Arrow  
 2 x CW20-101F CW20-101F  
 2 x SC5 SPECIAL EVENT AHEAD  
 1 x W4-2R Lane Ends

**Date:** 3/18/2023 **Author:** Mike Cummings **Project:** St Patrick's Day Parade

**Comments:**

Prior to event- Approximately 1:00 pm

-All road closed barricades and detour signage to be put out per TCP Plan.

1. Zip tie signs from 2nd to 8th six per block. (To be put out 2 to 3 days before event)
2. Tri-pod signs from 8th to 11th eight per block.
3. Special Event sign installed on BLVD at River heading south.

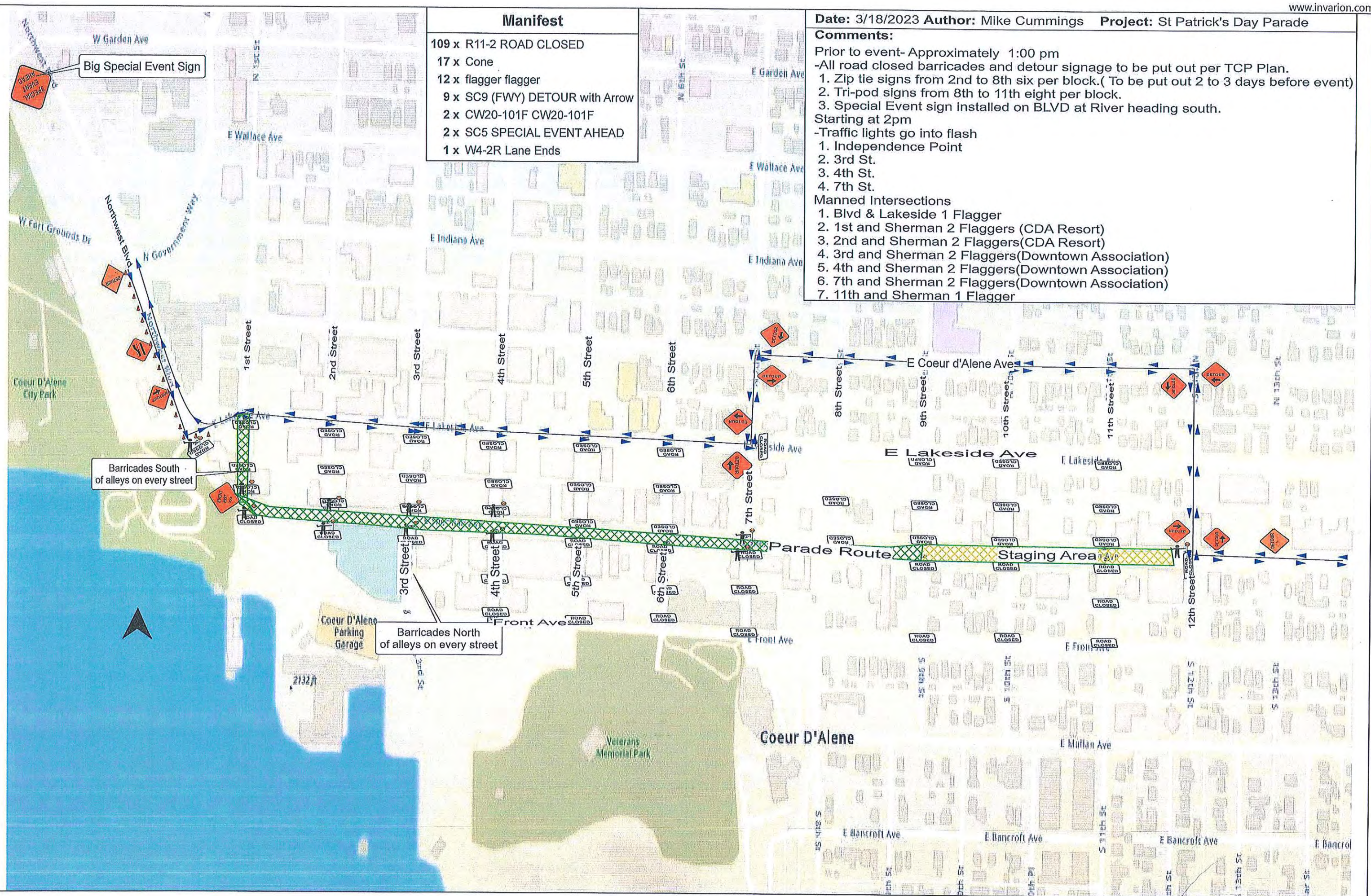
Starting at 2pm

-Traffic lights go into flash

1. Independence Point
2. 3rd St.
3. 4th St.
4. 7th St.

**Manned Intersections**

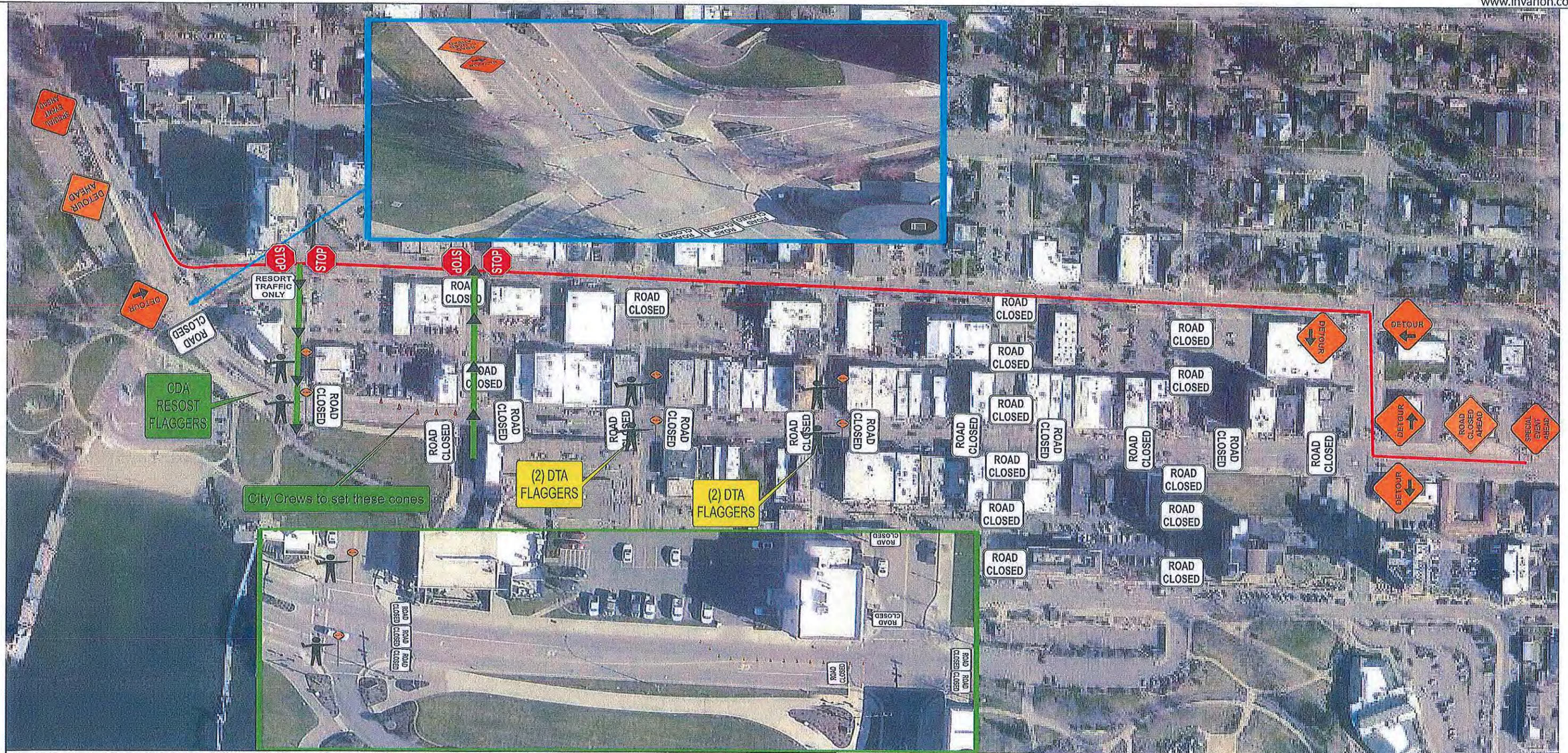
1. Blvd & Lakeside 1 Flagger
2. 1st and Sherman 2 Flaggers (CDA Resort)
3. 2nd and Sherman 2 Flaggers (CDA Resort)
4. 3rd and Sherman 2 Flaggers (Downtown Association)
5. 4th and Sherman 2 Flaggers (Downtown Association)
6. 7th and Sherman 2 Flaggers (Downtown Association)
7. 11th and Sherman 1 Flagger











**Date:** 8/4/2023 **Author:** Travis Galloway **Project:** Street Fair

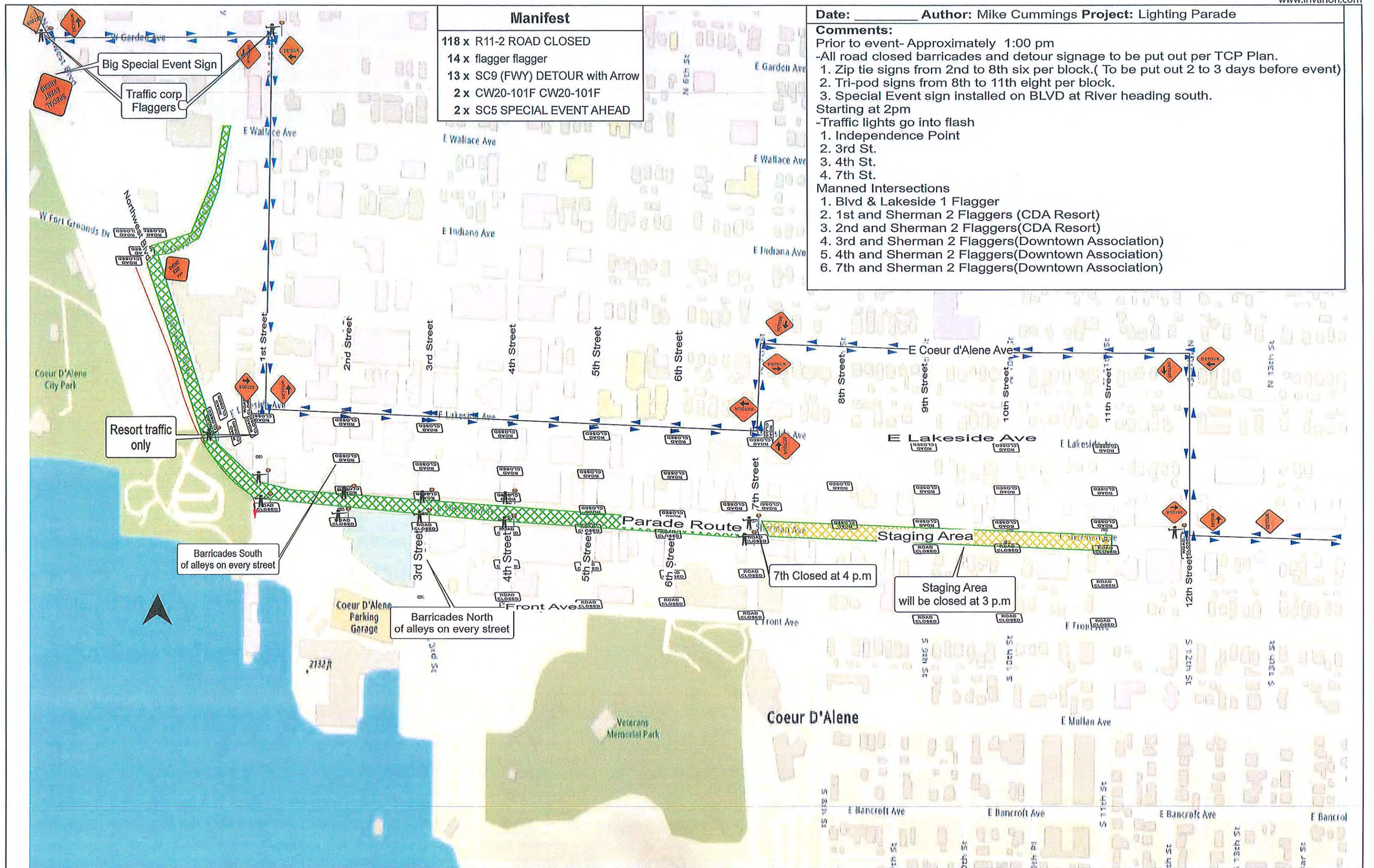
**Comments:**

Prior to event- Approximately 5am Friday August 4th  
 All road closed barricades and detour signage to be put out per TCP plan.  
 1. Zip tied signs from 2nd to 7th, (8) per block. (put out 2-3 days prior to event)  
 2. Special event sign installed on NW BLVD at River heading south.  
 3. Resort staff responsible for resort traffic signs and placement of them.  
 4. 1st and 2nd street- make 4-way stops with roll up signs  
 Starting at 5AM 8/4/2023-  
 -Traffic lights go into flash-  
 1. Independence Point/Lakeside/ NW Blvd  
 2. 1st St  
 3. 2ns St  
 Manned Intersections-  
 1. 1st and Sherman (2) Flaggers- (CDA Resort Staff)  
 2. 3rd and Sherman (2) Flaggers- (Downtown Assoc.)  
 3. 4th and Sherman (2) Flaggers- (Downtown Assoc.)

**Manifest**

42 x Cone  
 38 x R11-2 ROAD CLOSED  
 8 x flagger flagger  
 6 x SC9 (FWY) DETOUR with Arrow  
 4 x CW23-100 (front) CW23-100 (front)  
 2 x CW20-3F CW20-3F  
 2 x SC5 SPECIAL EVENT AHEAD  
 1 x CW20-101F CW20-101F







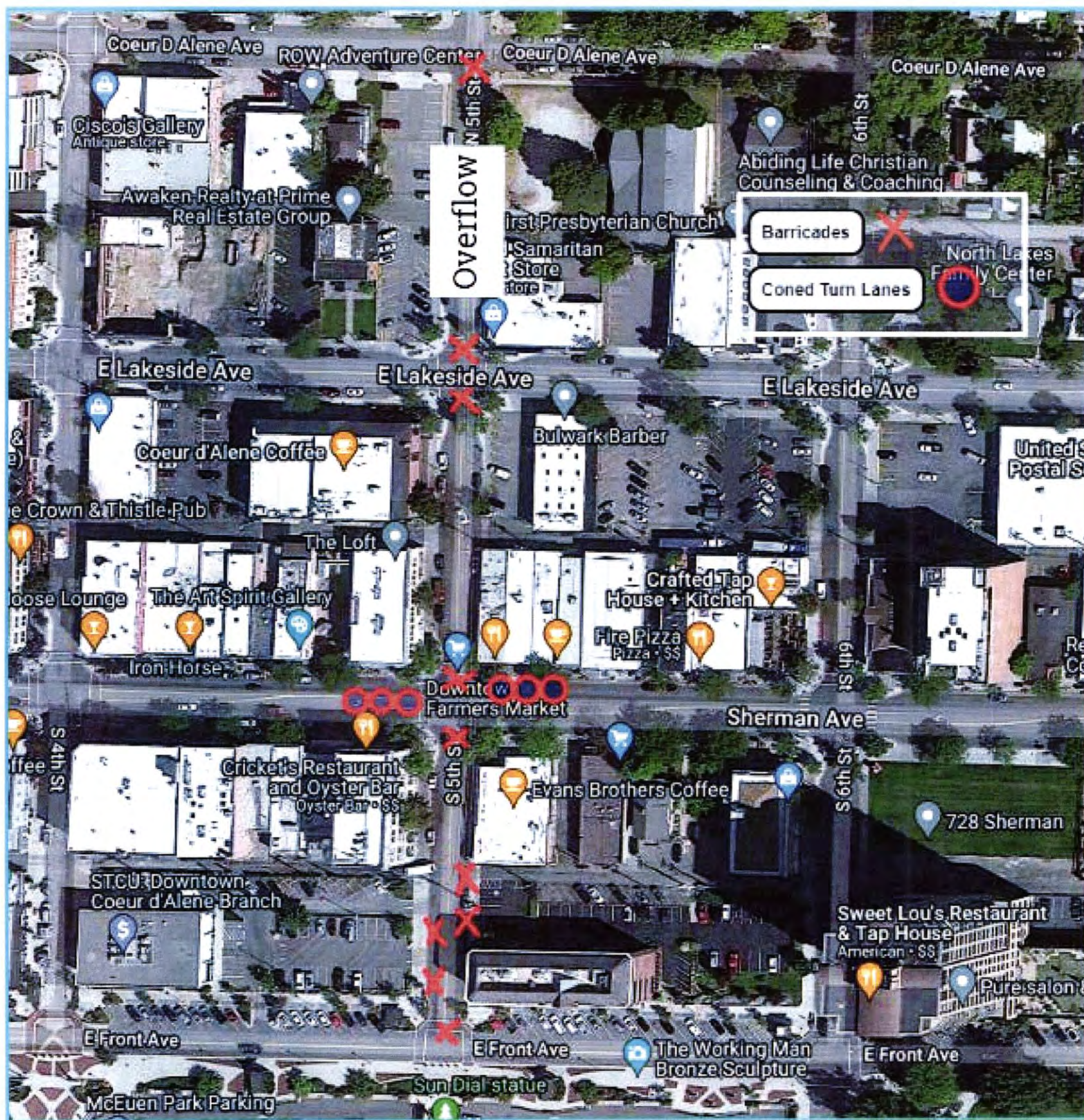


Exhibit "E"



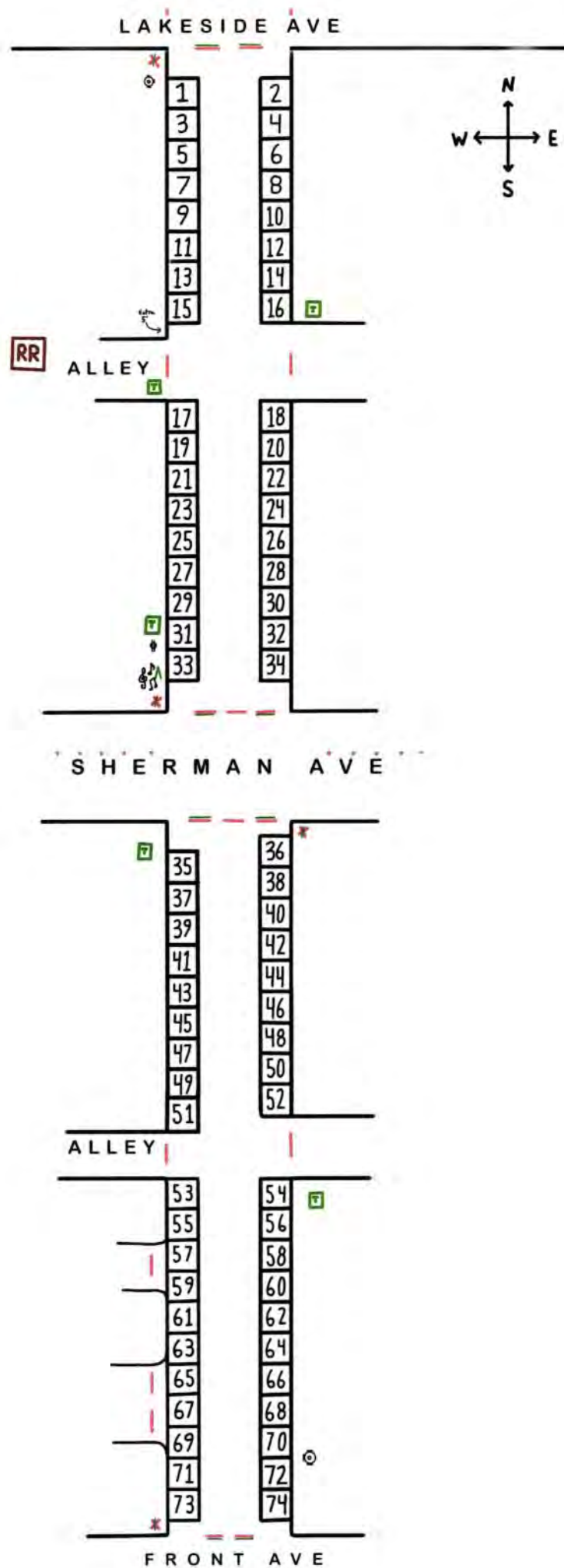


Exhibit "E"

## **Memorandum of Understanding**

This Memorandum of Understanding is made this 3rd day of February 2026, by and between the **City of Coeur d'Alene**, hereinafter referred to as the "City," World Triathlon Corporation, hereinafter referred to as "WTC," and the Coeur d'Alene Downtown Association, hereinafter referred to as the "Downtown Association." This Memorandum of Understanding shall be effective for the event to be held June 21, 2026.

WTC has a Master Agreement with the City that was approved by the City on October 15, 2019, pursuant to Resolution No. 19-054.

The Master Agreement sets forth duties of the City and WTC within Exhibits B and C that need to be amended as WTC has agreed with the Downtown Association that the 2026 Ironman event and the 2026 Car d'Alene event will be held the same weekend, June 19-21, 2026.

Due to the joint public use areas, WTC has agreed to the following:

Exhibit "B" will be amended as follows:

(d) Finish line within City Park. Set up will include a finish structure, bleachers, sound systems and tents as provided by WTC. Set up will occur Friday evening prior to the Race; tear down will occur Monday a.m.

(f) City Park as needed for a kids race during Race week between Tuesday and Saturday.

Exhibit "C" will be amended as follows:

### **3. Media**

The following media for promotion of the Race and the Downtown Association Car d'Alene event:

- (a) Live content of the Race under the domain [www.Ironman.com](http://www.Ironman.com);
- (b) Inclusion of Host's logo on Event-specific website and print materials for the Race;
- (c) Reasonable marketing of Host's accommodation facilities.

In addition to barricades for the Ironman event, WTC agrees to provide barricades for the Car d'Alene event held June 19 and 20, 2026, according to the traffic control plan attached hereto as Exhibit "1." Consequently, the Downtown Association will not provide barricades for the 2026 Car d'Alene event.

IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d'Alene have executed this Memorandum of Understanding on behalf of said City, and the WTC has caused the same to be signed, the day and year first above written.

CITY OF COEUR D'ALENE,  
KOOTENAI COUNTY, IDAHO

WTC

By: \_\_\_\_\_  
Daniel K. Gookin, Mayor

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Renata McLeod, City Clerk

By: \_\_\_\_\_



Downtown Area Course and Traffic Revisions

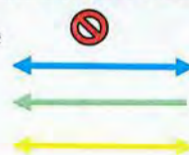


# 21JUN26 Downtown Core Road Closure Changes Option #1 Before 9:30am



The yellow arrows indicate the bike route which will be live from 0625-0925 (closures starting at 0400). The Resort traffic only indicated by green arrows. Blue arrows indicate open roads during the bike course.

Barricade/Road Closure  
Vehicle Traffic  
Resort Only Traffic  
Bikes





## 21JUN26 Downtown Core Road Closure Changes Preferred Option #1 After 9:30am



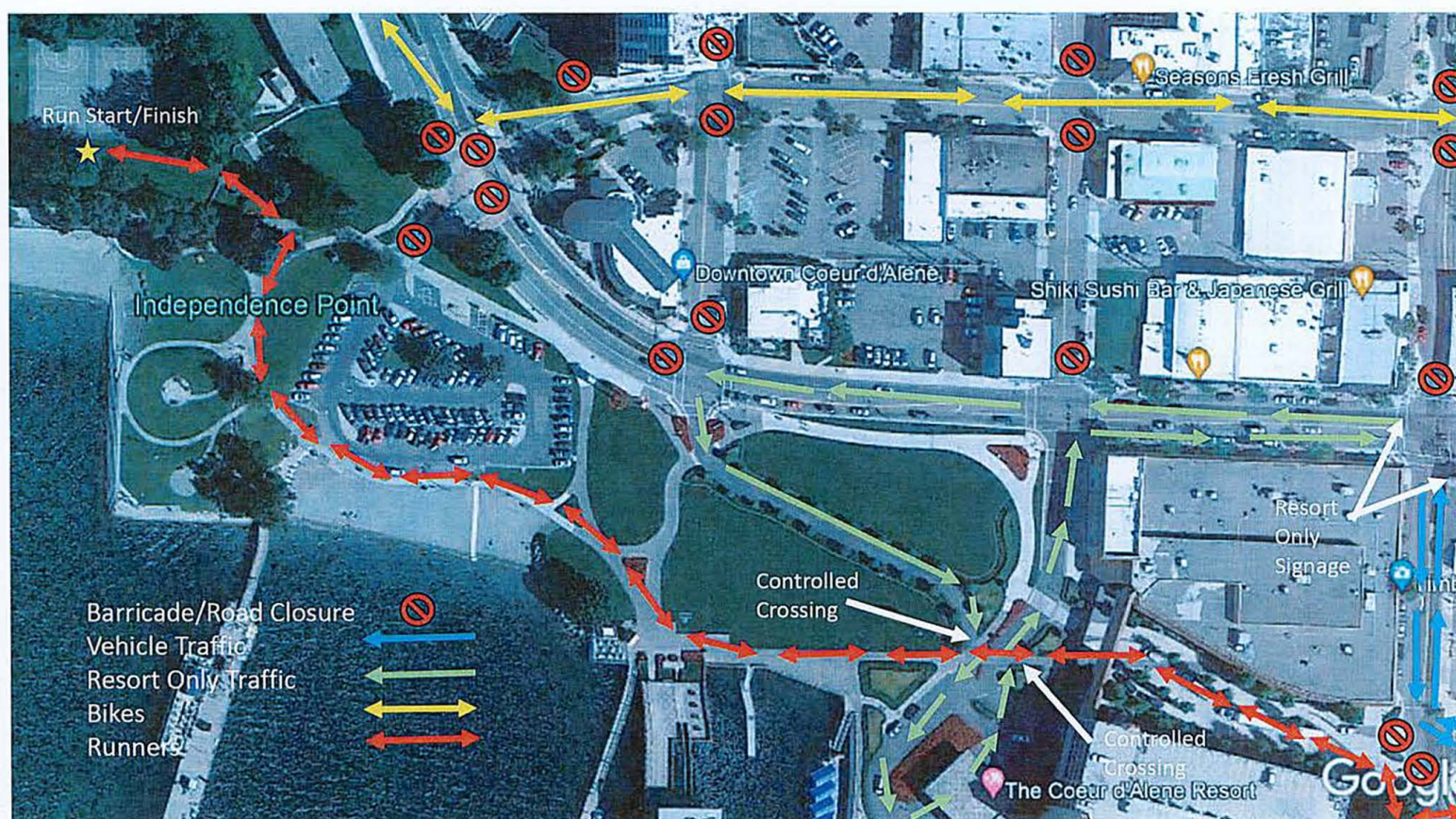
The last bike must pass the Museum northbound on NW BLVD my 0925. At this time, all bikes will be finished downtown and all downtown bike related roads can open. NW BLVD will be open by 2pm from HWY 95 to Sherman Ave. Resort traffic will be able to use the entirety of Sherman Ave for access at this point with access from the east.

Barricade/Road Closure  
Vehicle Traffic  
Resort Only Traffic  
Bikes



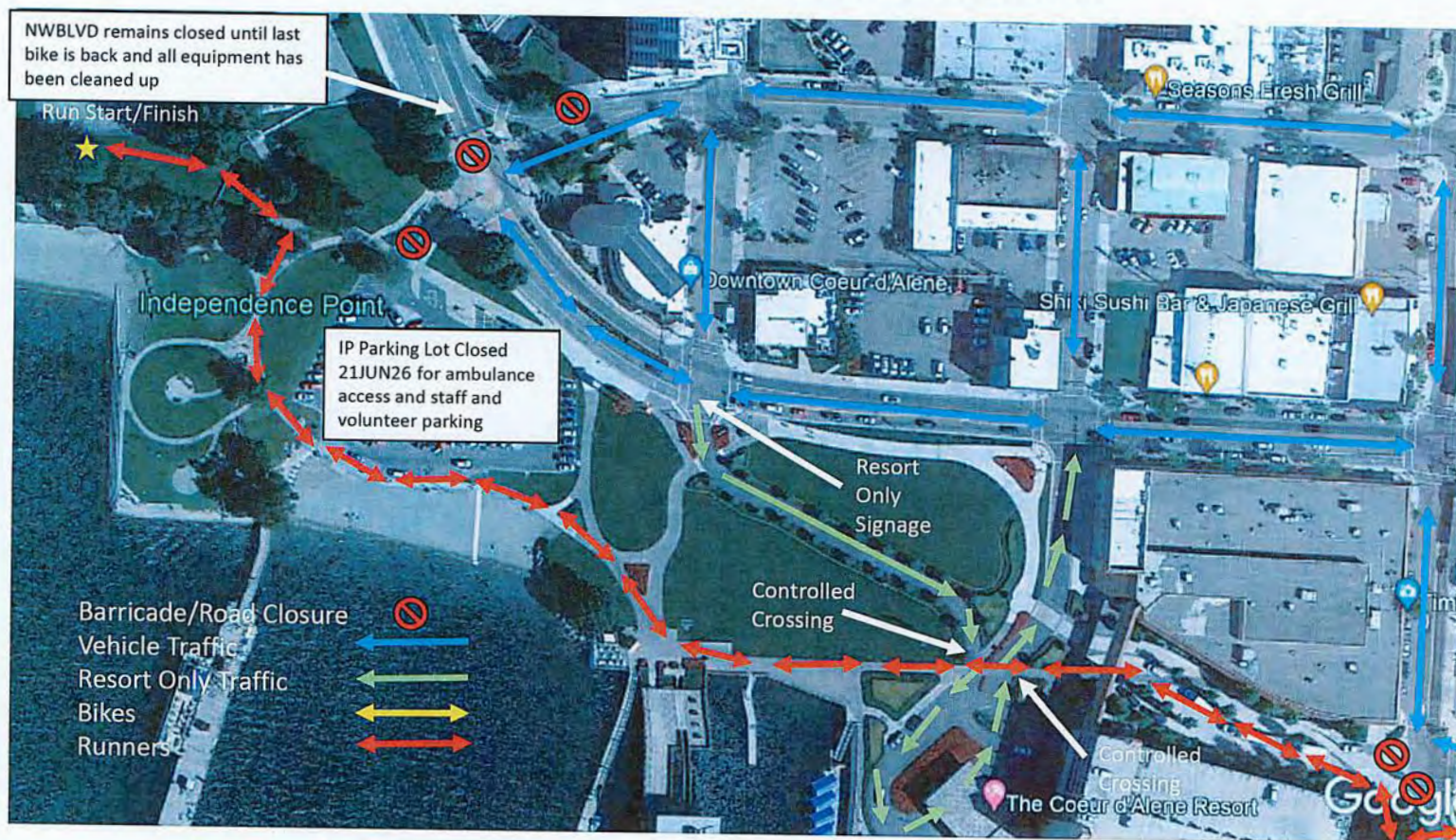


21JUN26 Resort Area Before 0930



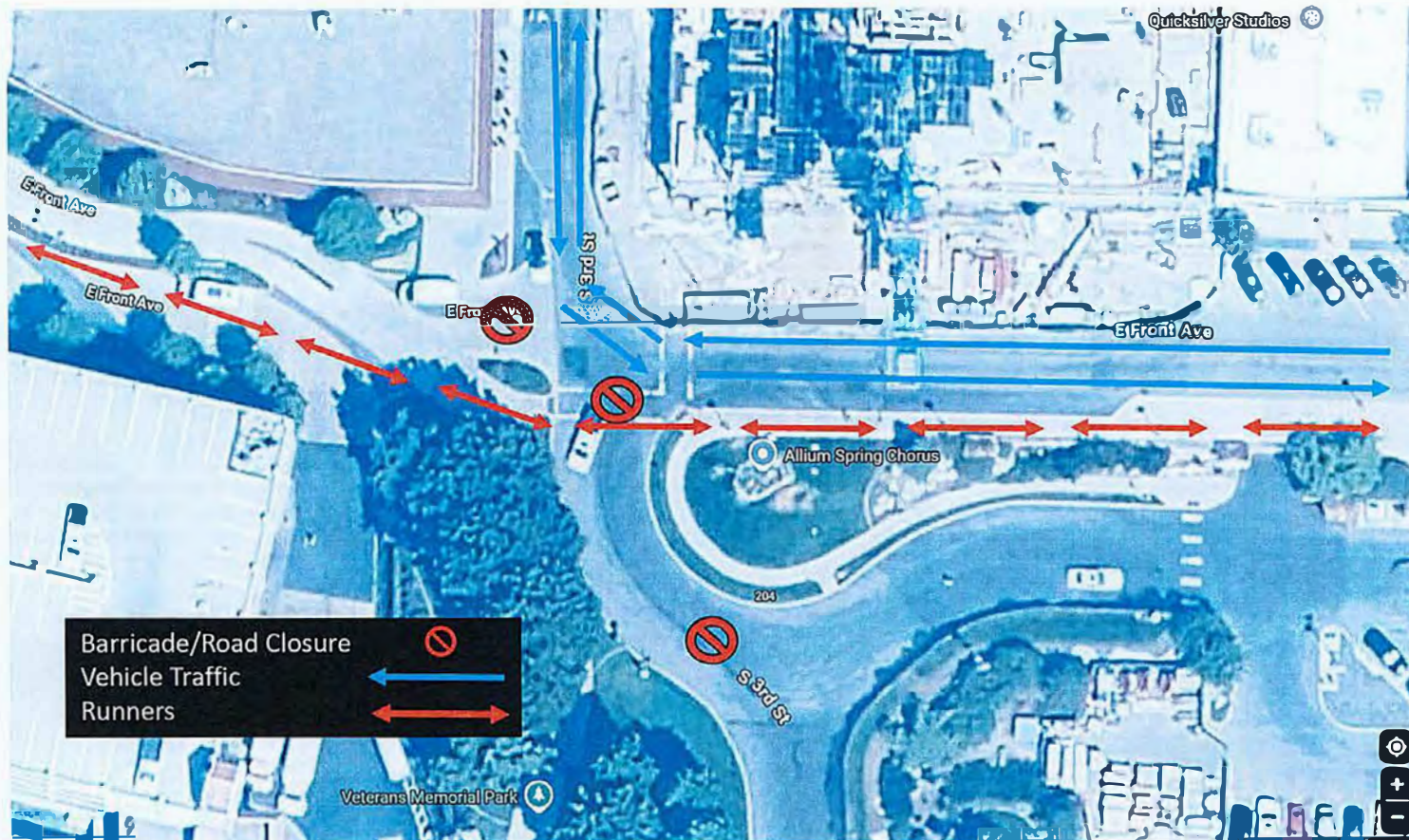


# 21JUN26 Resort Area After 0930 but before 1400

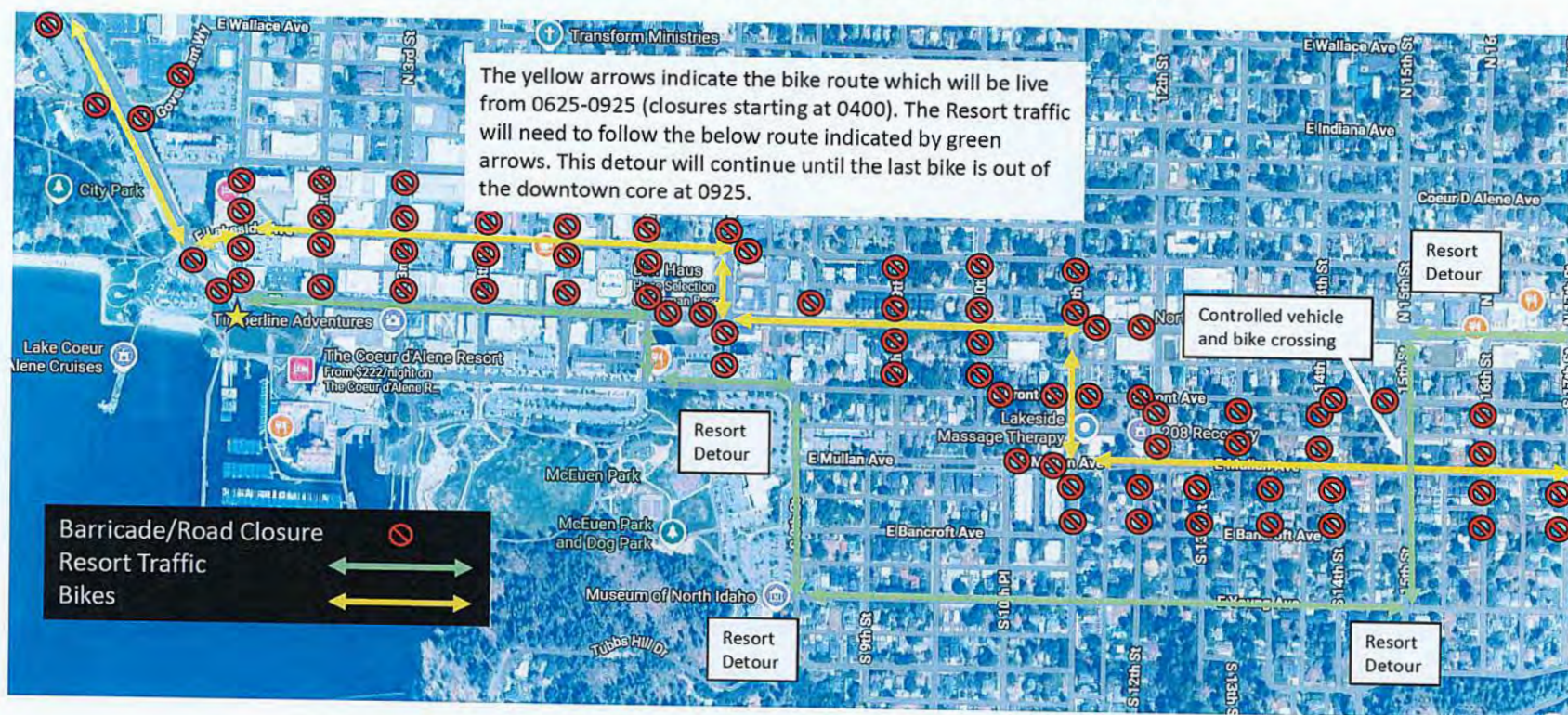




21JUN21 Run Course Exiting Resort Property at 3rd and Front 0800-1530









## 21JUN26 Resort Traffic After 0930

