

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room at 6:00 P.M.
AGENDA

VISION STATEMENT

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.

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when **Item F - Public Comments** is identified by the Mayor. The Mayor will not normally allow audience participation at any other time.

May 20, 2025

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: James Collard; Pathway Church

C. PLEDGE OF ALLEGIANCE

D. AMENDMENTS TO THE AGENDA: Any items added less than forty-eight (48) hours prior to the meeting are added by Council motion at this time. [Action Item.](#)

E. PRESENTATIONS:

1. Proclamation – National Safe Boating Week - May 17-23, 2025
2. Proclamation – Pride Month - June 2025

Accepted by: Dr. Sarah Lynch, Executive Director, North Idaho Pride Alliance

F. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

G. ANNOUNCEMENTS:

1. City Council
2. Mayor

*****ALL ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

H. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the May 6, 2025 Council Meeting.
2. Approval of Bills as Submitted.
3. Approval of Financial Report.
4. Approval of **Resolution No. 25-024** -
 - a. Approval of The Foundry 1st Addition: Final Plat, Acceptance of Improvements, Maintenance/Warranty Agreement and Security [S-4-21]

As Recommended by the City Engineer

I. OTHER BUSINESS:

1. **Resolution No. 25-025** - Approval of Amendment No. 01 to the Wastewater Outfall Improvements Evaluation Contract with HDR Engineering, Inc., for Professional Services associated with the Wastewater Outfall Evaluation Project in an amount not to exceed \$101,507.00.

Staff Report: Mike Becker, Wastewater Capital Program Manager

2. North Ramsey Campus Plan Presentation
 - a. **Resolution No. 25-026** - Approving budget authority and a contract with Steel Structures America, Inc., in the amount of \$125,000.00 for the construction of a new pole building at the 3800 Ramsey Road campus for salt storage and brine operations.

Staff Report: Todd Feusier, Streets and Engineer Director

J. PUBLIC HEARING:

Please sign up to testify at <https://www.cdaid.org/signinpublic/Signinformlist>

1. (Quasi-judicial) ZC-3-25 – a Zone Change request by Melrose Properties, LLC from R-12 to C-17L on three (3) parcels measuring 0.957 acres, located at: 417, 421, and 503 W. Emma Avenue

Staff Report: Sean Holm, Senior Planner

- a. **Council Bill No. 25-1011** - Ordinance Approving a Zone Change request by Melrose Properties, LLC from R-12 to C-17L on three (3) parcels measuring 0.957 acres, located at: 417, 421, and 503 W. Emma Avenue

K. RECESS to May 27, 2025, at 12:00 noon in the Library Community Room, located at 702 E. Front Avenue, for a Council Workshop to discuss priorities/visions for the City.

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.

Coeur d'Alene CITY COUNCIL MEETING

May 20, 2025

MEMBERS OF THE CITY COUNCIL:

Woody McEvers, Mayor
Council Members English, Evans, Gookin, Miller, Wood, Gabriel

PRESENTATIONS

PROCLAMATION

WHEREAS, on average, 700 people die each year in boating-related accidents in the United States, and nearly 70% of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgement and not by the boat, equipment, or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn life jackets; and

WHEREAS, modern life jackets are more comfortable, more attractive, and more wearable than styles of years past and deserve a fresh look by today's boating public.

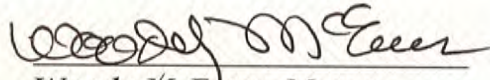
NOW, THEREFORE, I Woody McEvers, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the week of May 17th through May 23rd, 2025 as

"NATIONAL SAFE BOATING WEEK"

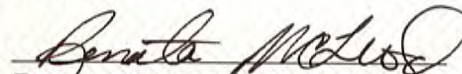
In support of the goals of the North American Safe Boating Campaign and the start of the year-round effort to promote safe boating

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 20th day of May, 2025.




Woody McEvers, Mayor

ATTEST:


Renata McLeod, City Clerk

PROCLAMATION

WHEREAS, lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual people and their allies have always lived in Idaho, from early indigenous inhabitants to today's residents; and

WHEREAS, LGBTQIA+ Idahoans are our family, our friends, our neighbors, and our coworkers, and the contributions of ALL our citizens are essential to the city's growth, vitality, and prosperity; and

WHEREAS, the City of Coeur d'Alene enacted legislation in 2014 to prohibit discrimination on the basis of sexual orientation and gender identity or expression, resulting in ALL people enjoying the full benefits of citizenship under the law, and being afforded equal opportunities for employment, housing, commercial property, and the use of public accommodations and hospitality; and

WHEREAS, the North Idaho Pride Alliance works towards a safe and inclusive community where LGBTQIA+ people belong, can connect and are empowered to thrive; and

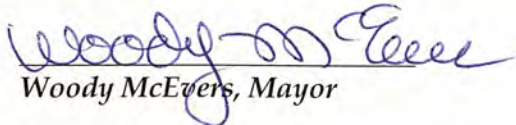
WHEREAS, the City of Coeur d'Alene is committed to continuing to build an environment in which ALL people are treated with dignity and respect and who are free to enjoy the pursuit of happiness.

NOW, THEREFORE, I Woody McEvers, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the month of June, 2025 as

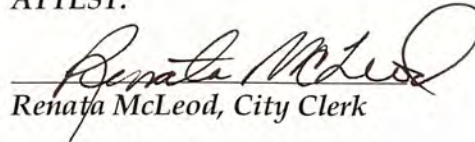
"PRIDE MONTH"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 20th day of May, 2025.




Woody McEvers, Mayor

ATTEST:


Renata McLeod, City Clerk

CELEBRATE CHOSEN FAMILY

CDA 4PRIDE 2025

JUNE 07
PRIDE IN THE PARK

JUNE 11
MOD PIZZA FUNDRAISER

JUNE 15
QUEER & ALLY BLOOD DRIVE

JUNE 16
INCLUSIVE VOICES BOOK CLUB

JUNE 26 21+ EVENT
PRIDE ON THE RUNWAY

THANK YOU TO OUR WONDERFUL COMMUNITY SPONSORS AND DONORS!

**FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE FOR
DETAILS AND REGISTRATION**



**@NIPRIDEALLIANCE
CDA4PRIDE2025**



WWW.NIPRIDEALLIANCE.COM/CDA4PRIDE-2025

ANNOUNCEMENTS

CONSENT CALENDAR

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D' ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

May 6, 2025

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on May 6, 2025, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor

Dan English)	Members of Council Present
Christie Wood)	
Kiki Miller)	
Amy Evans)	
Kenny Gabriel)	

Dan Gookin)	Member of Council Absent
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CALL TO ORDER: Mayor McEvers called the meeting to order.

INVOCATION: John Pulsipher of Interfaith CDA led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Wood led the pledge of allegiance.

MILITARY CAREGIVER MONTH: Councilmember Gabriel read the Proclamation declaring the month of May 2025 as Military Caregiver Month. Regent Michelle Fansler and Vice Regent 1 Kathy Swanson received the Proclamation on behalf of the Daughters of the American Revolution and Hidden Heroes Foundation. Regent Fansler, a daughter and caregiver of a Vietnam veteran and wife of a Persian Gulf War veteran, discussed the Hidden Heroes program, an initiative by the Elizabeth Dole Foundation launched in 2016. The program supports the 14.3 million military and veteran caregivers in the U.S., many of whom begin their caregiving journey in isolation. Hidden Heroes aims to raise awareness, inspire community action, and connect caregivers with resources through platforms like hiddenheroes.org. In Idaho, the program has limited reach, prompting a call for local involvement. The Daughters of the American Revolution (DAR), a nonprofit women's service organization with a strong presence in Idaho, is working to identify and support military caregivers. Idaho cities are encouraged to join the initiative by recognizing caregivers, appointing local contacts, and promoting available resources. The goal is to build a supportive network across the state, with 43 counties and 40 cities already participating, to ensure caregivers feel seen, supported, and connected. Councilmember Wood requested their contact information so she could connect them with another local veterans organization.

PRESERVATION MONTH: Councilmember Miller read the Proclamation declaring the month of May 2025 as Preservation Month. Walter Burns, Historic Preservation Commission Chairman, accepted the Proclamation. Mr. Burns stated that the City is celebrating Preservation Month in

partnership with the Museum of North Idaho and the Music Conservatory of Coeur d'Alene. Events begin with a reception at the Northern Pacific Railway Depot, where the Heart of History award will be presented to Clark's Jewelers for preserving their historic storefront. Other events include a Mother's Day tea at the Hamilton House, cemetery tours highlighting notable women, and appearances at the 5th Street Farmers Market to promote preservation awareness. A major highlight is the official listing of the Garden District on the National Register of Historic Places. This will be celebrated with a walking tour on May 31 and a community event at Phippeny Park on June 1, featuring a plaque unveiling.

2025 WILDLAND SEASON OUTLOOK: Deputy Fire Chief Jeff Sells presented on the wildfire outlook and preparations for the upcoming wildland fire season, emphasizing that while fires typically occur in the hotter months, planning and coordination happen year-round. Due to drought conditions and below-average snowpack, experts predict a higher-than-normal fire risk this summer. The wildland-urban interface (WUI) areas in Coeur d'Alene are mapped and monitored, with fire-resistant building practices and burn restrictions being key safety measures. Burn permits, required starting May 10, are free and help ensure compliance with fire safety rules. The FireSmart program, supported by state and federal grants, funds fuel break projects that protect both individual properties and the community. Coordination with regional partners, including the Idaho Department of Lands and the Kootenai County Fire Chiefs Association, ensures mutual aid and resource sharing during emergencies. Formal agreements facilitate access to air support and statewide mobilization resources. Mr. Sells emphasized the value of real-world experience gained through deployments, which enhances local preparedness and training. Most importantly, the community is a vital partner in prevention. Residents are urged to stay informed and have evacuation plans. Tools like Alert Kootenai, PulsePoint, and Watch Duty help keep the public informed during emergencies. Lastly, the Avista Utilities Public Safety Power Shutoff (PSPS) program allows power to be cut in high-risk areas to prevent or mitigate wildfires.

Councilmember Wood asked whether the Fire Department offers workshops or online resources to help residents prepare for wildfires—such as what essentials to pack or how to care for pets. In response, Mr. Sells confirmed that public outreach is ongoing, including an upcoming talk with the Tubbs Hill group. He highlights resources available through the Kootenai County Office of Emergency Management, which include detailed checklists and home preparation tips. He also notes that the department is available to assess individual properties for wildfire readiness.

PUBLIC COMMENTS:

Michael Sims, Coeur d'Alene, asked Council to advocate for lowering the speed limit on Atlas Road between Prairie Avenue and Hanley to 25 mph due to excessive traffic noise affecting nearby residents. He presented a petition with 45 signatures, each representing a household, and notes that around 100 homes are impacted, many of which are just 13 yards from the road. He stated that traffic has significantly increased over the years, with vehicles often exceeding the current 35 mph limit, and that the noise is unbearable. He argues that reducing speed is a proven, cost-effective method for noise abatement and urges the Council to act quickly and appealed for compassionate response to improve residents' quality of life.

Linda Coppess, Coeur d'Alene, noted strong support for the upcoming Firefighters Bond initiative on behalf of the Coeur d'Alene Chamber's Board and nearly 1,000 member businesses. She emphasized that public safety is a shared community responsibility, especially as Coeur d'Alene continues to grow. The Fire Department is currently operating with outdated equipment and undersized facilities, limiting its ability to respond effectively to emergencies. The proposed bond would fund critical upgrades to stations, modernize equipment, and expand training programs. Ms. Coppess stated that a well-equipped Fire Department is vital not only for protecting lives but also for supporting economic vitality. She urged the community to vote in favor of the bond on May 20, framing it as an investment in the safety, resilience, and future of Coeur d'Alene.

Nick Bell, Coeur d'Alene thanked the Council and city departments for their efforts in resolving the C Street issue. He acknowledged the complexity of the situation and expressed appreciation for the city's decision to prioritize the broader community's well-being over the threats of a lawsuit from a single individual. He emphasized the importance of the precedent set by this issue, especially in light of ongoing historic preservation efforts. He also expressed desire for continued communication and transparency moving forward.

Justin Nagel, Rathdrum, expressed concern about jurisdictional overreach and accountability involving law enforcement agencies. He mentioned an ongoing issue where a Coeur d'Alene police officer allegedly conducted police activity in Spirit Lake, outside city limits. He also mentioned missing investigative files within the Kootenai County Sheriff's Office and criticizes a lack of transparency and accountability in law enforcement, including the Idaho State Police. He asked the City to re-evaluate its partnerships and practices with other law enforcement agencies.

Asa Gray, Coeur d'Alene thanked Council especially the City's Police and Fire Departments for their outstanding service. He shared two personal experiences: one involving a suspected gas leak at his apartment, where the Fire Department responded quickly and professionally, and another where a police officer reassured his wife and young daughter during a concerning encounter at a park. He emphasized how much these acts of service meant to his family and thanked the City for the dedication and care shown by its first responders.

ANNOUNCEMENTS:

Councilmember Gabriel congratulated the Water Department for receiving the Water System Award of the Year from the Idaho Rural Water Association.

Councilmember English referenced a recent news article and a regional report highlighting new legislation that outlines a structured approach to closing urban renewal districts. He expressed a desire to begin this process through a deliberate and well-organized review, which would include direct meetings and collaborative input.

Mayor McEvers expressed condolences to the family and friends of Connie Florence Thompson, formally known as Connie Goularte. She worked for the City of Coeur d'Alene from 1990-1998 as the Deputy City Clerk and remembered as a fun-loving outgoing person. The City is thankful for her years of service.

Mayor McEvers requested the appointments of Tom Messina to the Design Review Commission and Alivia Metts to the ignite CDA Board.

MOTION: Motion by Wood, seconded by Evans to appoint Tom Messina to the Design Review Commission and Alivia Metts to the ignite CDA Board.

ROLL CALL: Wood Aye; Evans Aye; Miller Aye; Gabriel Aye; English Aye. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the April 15, 2025 and April 21, 2025 Meetings.
2. Setting of General Services/Public Works Committee Meeting for May 12, 2025.
3. Approving Approval of Bills as Submitted.

MOTION: Motion by Evans, seconded by Gabriel to approve the Consent Calendar as presented.

ROLL CALL: Evans Aye; Miller Aye; Gabriel Aye; English Aye; Wood Aye. **Motion carried.**

RESOLUTION NO. 25-020

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A LETTER OF AGREEMENT WITH KEENAN JOHNSON FOR COMMERCIAL USE OF CITY STREETS FOR RECREATIONAL TRANSIT.

STAFF REPORT: Deputy City Clerk Kelley Setters presented a proposal from Keenan Johnson to operate a recreational, electric-assist trolley on Coeur d'Alene city streets, similar to the pedal pub approved last summer. The service would run seasonally from May to October, offering two-hour scenic tours for all ages (non-alcoholic) from 8:00 a.m. to 3:00 p.m., and separate alcohol-allowed tours for guests 21+ from 1:00 p.m. to 10:30 p.m. All tours begin and end at Jeremiah Johnson Brewing Company, with designated loading zones to minimize traffic disruption. Stops include local landmarks and businesses, with brief breaks for refreshments. The police and streets departments reviewed the proposal and raised no objections, with the police requesting flexibility to adjust the route if needed. The proposal aligns with Municipal Code Chapter 5.18 and allows the City to impose conditions or revoke the permit if needed.

DISCUSSION: Councilmember Evans expressed support for the innovative recreational trolley proposal but raised concerns about parking and loading near Jeremiah Johnson Brewing, noting the area is already congested. Mr. Johnson clarified that guests would park in the public lot near 3rd Street, across from Panhandle Cone and Coffee. Councilmember Wood recalled a detailed discussion on a similar proposal last summer involving a different vendor and asked if that vendor was still operating. Ms. Setters confirmed that the previous vendor had a one-year agreement with the City but ultimately chose not to use it. Councilmember Miller asked about music, and Mr. Johnson explained that while music is played, it would be kept at a respectful volume in residential areas, with alternatives like trivia or historical commentary. City Attorney Randy Adams confirmed that the agreement includes broad language allowing the City to modify conditions at any time to maintain peace and safety within city limits.

MOTION: Motion by Wood, seconded by English to approve **Resolution No. 25-020**, approving a letter of Agreement with Keenan Johnson for recreational transit upon designated city streets

ROLL CALL: Miller Aye; Gabriel Aye; English Aye; Wood Aye; Evans Aye. **Motion carried.**

PRICING FOR NEW MILLSTONE ART NICHE WALL AT FOREST CEMETERY

STAFF REPORT: Parks and Recreation Director Bill Greenwood discussed the proposal for a new artistic niche wall project at Forest Cemetery, created by local artist Dale Young. He mentioned that years ago, Mr. Young was selected to repurpose granite stones found at Cherry Hill, one of which became a pinecone bench. Over several years, he developed the concept for a “millstone niche wall,” which features 16 smaller niches and a central “family niche,” using millstones he had collected. As part of the agreement, Mr. Young and his wife will be interred in the niche bearing his signature. He requested the structure face east-west so the morning sun would shine on his niche. The City budgeted for the project through the Parks and Cemetery Fund. Mr. Greenwood asked Council to approve pricing for the exclusive “Millstone Niche” art installation at Forest Cemetery: \$3,500 for a 10” x 5” niche (holds one urn) and \$6,500 for a 16” x 5” niche (holds up to four urns). Final pricing approval will be included in the upcoming fee schedule update.

DISCUSSION: Councilmember Gabriel praised the artistic niche wall project, noting how it enhances the cemetery’s atmosphere, making it feel more like a peaceful park. He appreciated that artist Dale Young would have his own niche marked with his signature. Mr. Greenwood added that Dale has long been community-minded, sharing a story of how Dale once repaired a damaged cemetery angel statue at no cost. Councilmember English inquired about the size of the structure, and Mr. Greenwood explained it sits on a 9-inch pedestal and is fairly large. Mayor McEvers asked for clarification on pricing, and Mr. Greenwood confirmed the new niche would be nearly double the cost of standard ones due to its uniqueness. He expressed confidence that the niches will sell quickly.

MOTION: Motion by Gabriel, seconded by Miller to direct staff to move forward with the fee schedule as proposed to be included at the next fee public hearing.

ROLL CALL: Gabriel Aye; English Aye; Wood Aye; Evans Aye; Miller Aye. **Motion carried.**

COUNCIL BILL 25-1010

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF SECTION 6.15.010 OF THE COEUR D’ALENE MUNICIPAL CODE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

STAFF REPORT: Municipal Services Director Renata McLeod presented the proposed amendments to Municipal Code §6.15.010 to add subsection F and G to allow for temporary housing on goats on private property, such as the request of Meadow Ranch Homeowners

Association (HOA), to use goats for weed abatement in areas where traditional methods are unsafe due to steep slopes. The current code only permits the City and other public agencies to use goats for weed abatement within city limits. The HOA, unable to find landscapers willing to maintain a steep, overgrown area in their subdivision, proposed using goats as an alternative. The code amendment would allow HOAs to apply for permission to use goats in open spaces with difficult terrain. The application would be filed at the City Clerk's office and reviewed by the Police Department, which oversees animal control, and includes specific requirements to minimize neighborhood disturbances—such as limits on duration, frequency, and a ban on unneutered male goats due to odor concerns. The Fire Department also supports the proposal due to the fire risk posed by dry vegetation. The financial impact is minimal, and the change would provide an effective, low risk weed control option ahead of fire season.

DISCUSSION: Councilmember Gabriel praised the approach, noting its low impact and effectiveness, as well as the growing popularity of the use of goats for weed abatement around the country. Councilmember Wood raised potential issues with goats escaping and Sgt. Jared Reneau clarified that the contractor would have someone on-site 24/7 during their brief deployment. Councilmember Miller suggested expanding the ordinance to allow individual homeowners with suitable properties to use this method with goats so there is no need to go back and rewrite the ordinance. Sgt. Reneau explained that the reason for limiting broader use of goats is due to the tendency of livestock to escape, which poses challenges in urban environments. While goat grazing is environmentally friendly and effective for certain terrains, there are other weed control methods that are equally effective. Goats, being livestock, also bring issues like noise and odor, which the City aims to minimize. He added that the goal is also to restrict the impact of raising goats within neighborhoods. Councilmember Miller expressed that the use of goats for vegetation management could be a practical solution for areas like the wildfire interface zone near Hill Road, where large lots and steep terrain make traditional maintenance difficult. She suggested that, rather than limiting the ordinance to HOAs, individual property owners with qualifying conditions—such as lot size and slope—should also be allowed to apply for permits under the same criteria. While acknowledging the potential for issues like goats escaping, she felt the benefits could outweigh the risks and that any problems could be addressed later if they arose. Councilmember Wood agreed, noting that the ordinance already includes a review by the Police Department's animal control supervisor. Sgt. Reneau explained that the current plan is to treat the goat-grazing initiative as a trial run to identify any unforeseen issues before expanding its scope. However, he cautioned that if significant problems were discovered during the trial, it might be more difficult to scale back the program. Councilmember Miller suggested revisiting the matter in a year to evaluate its effectiveness and determine whether broader implementation would be appropriate.

Ms. McLeod clarified that an additional amendment to the ordinance had been sent out to Council earlier following discussions with the HOA. The first change involved reducing the required insurance coverage from \$1 million to \$500,000, aligning it with the standard for many public works contracts. The second amendment addressed the challenge of confining goats to half-acre sections in sloped areas, which can be impractical. To address this, the ordinance now includes a provision allowing for flexibility in fencing requirements, subject to approval by the City's animal control.

MOTION: Motion by Evans, seconded by Miller, to dispense with the rule and read **Council Bill No. 25-1010** once by title only.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; Gabriel Aye. **Motion carried.**

MOTION: Motion by Evans, seconded by Miller, to adopt **Council Bill No. 25-1010**.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; Gabriel Aye. **Motion carried.**

RESOLUTION NO. 25-021

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A PURCHASE AND SALE AGREEMENT WITH THE NORTH IDAHO FAIR FOR A TRIPLE-WIDE MODULAR UNIT OWNED BY THE CITY.

STAFF REPORT: Streets and Engineering Director Todd Feusier presented an update on the proposed sale of a triple-wide modular building previously used by various departments, including the Water Department, Engineering, and most recently, the Police Department and Code Enforcement. The modular building, now vacant, is in the middle of a crowded city campus and is seen as an obstacle to future development. The North Idaho Fair Board expressed interest in purchasing the building, and a sale price of \$125,000 has been agreed upon. The building will be relocated to the fairgrounds' property. Mr. Feusier emphasized that selling the building is the first step in a broader campus reorganization plan, which includes potential projects like a covered truck structure and relocating the salt operation to free up space for police and fire services. Mr. Feusier stated that a comprehensive campus plan will be presented at the next council meeting.

DISCUSSION: Councilmember Wood thanked the North Idaho Fair Board for their patience and understanding throughout the process. She acknowledged that while the Police Department had initially shown interest in using the modular building for training purposes, it appeared that ongoing discussions between city departments were leading to alternative solutions. Mr. Feusier stated that he had been in close communication with the Police Department, and both parties agreed that the building's central location made it impractical for long-term use. Instead, they are exploring a new location nearby that could meet the department's needs. He added that a more detailed plan will be presented at the next council meeting.

MOTION: Motion by Miller, seconded by Wood to approve **Resolution No. 25-021**, approving a Purchase and Sale Agreement with the North Idaho Fair Board for the Triple-Wide Modular Unit, in the amount of \$125,000.00.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; Gabriel Aye. **Motion carried.**

RESOLUTION NO. 25-022

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF AN ACCUBRINE AUTOMATED BRINE PRODUCTION SYSTEM, WITH UPGRADE KITS AND ACCESSORIES, FROM CARGILL SALT - ROAD SAFETY, IN AN AMOUNT NOT TO EXCEED \$88,321.00, THROUGH THE SOURCEWELL COOPERATIVE PURCHASING PROGRAM.

STAFF REPORT: Streets and Engineering Director Todd Feusier presented a proposal to purchase new brine-making equipment for \$88,321 due to the current system being outdated and unsupported, posing a risk if it fails during winter operations. The existing facility, established in 2008, has expanded significantly and now produces brine not only for city use but also for several external agencies, including the County, School District, and College. Despite fluctuations in winter demand, production has remained high, with over 269,000 gallons produced even during a mild winter. The new system would increase production capacity by 1,000 gallons per hour, offer electronic tracking and remote monitoring, and allow for quicker adjustments in brine type. While the purchase is not currently budgeted, Mr. Feusier stated that it can absorb the cost through savings from unfilled positions and a mild winter. The goal is to have the new system installed by mid-August and fully operational by end of November.

DISCUSSION: Mayor McEvers asked about whether salt brine goes bad and how it works in different temperatures. Mr. Feusier clarified that it does not; the tanks are not emptied each season, and any remaining brine can be stirred and reused by adding more to it. He explained that standard salt brine is effective in most conditions but begins to lose effectiveness around 20°F and can refreeze at around 15°F. In colder conditions, an additive is used to create a "hot mix" brine that works below 15°F. When temperatures drop near zero, the department switches to using sand, road salt, or a combination, as brine becomes ineffective.

MOTION: Motion by Wood, seconded by English to approve **Resolution No. 25-022**, approving the purchase of a new Accubrine brine production system, with Upgrade Kits and Accessories, from Cargill Salt-Road Safety for \$88,321.00, through the Sourcewell cooperative purchasing program pursuant to Idaho Code section 67-2807.

ROLL CALL: Wood Aye; Evans Aye; Miller Aye; Gabriel Aye; English Aye. **Motion carried.**

RESOLUTION NO. 25-023

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING CHANGE ORDER #1 TO THE CONTRACT WITH INTERSTATE CONCRETE AND ASPHALT COMPANY, FOR THE 2025 MILL & INLAY PROJECT, IN THE AMOUNT OF TWO HUNDRED EIGHTY-THREE THOUSAND, SEVEN HUNDRED THIRTY AND 65/100 DOLLARS (\$283,730.65).

STAFF REPORT: Streets and Engineering Assistant Director Justin Kimberling requested approval for Change Order No. 1 to the 2025 Mill and Inlay Project, following a favorable low bid from Interstate Concrete and Asphalt. The cost savings from the original bid allowed the City to

expand the project scope to include additional deteriorating roadways. The proposed changes include milling and repaving sections from Harrison to Birch Street and along Birch between 3rd and 4th Streets, which also require stormwater upgrades due to drainage issues. Another addition is St. Michelle Drive, a heavily used and deteriorated road near Woodland Middle School, which connects Kathleen Avenue to Dalton Avenue. Due to its width and complexity, this section is not suitable for in-house paving. Mr. Kimberling stated that the change order would cover approximately 14,725 square yards of road surface and recommended awarding the additional work to Interstate for \$283,730.65.

DISCUSSION: Councilmember English expressed support for the proposed change order, noting that the affected street is heavily used and familiar to them personally. He acknowledged the road's deteriorated condition, especially near the middle school, where traffic from parents, school buses, and daily commuters contributes to its wear.

MOTION: Motion by English, seconded by Wood to approve **Resolution No. 25-023**, approving change order No. 1 to the Mill and Inlay project with Interstate Concrete and Asphalt Company in the amount of \$283,730.65.

DISCUSSION: Councilmember Miller disclosed that she owns a property directly on one of the roads included in this project; therefore, she will be recusing from the vote.

Mayor McEvers expressed excitement on the long-awaited repaving of 4th Street all the way to the freeway.

ROLL CALL: Wood Aye; Evans Aye; Miller Abstained; Gabriel Aye; English Aye.
Motion carried.

ADJOURNMENT: Motion by Wood, seconded by Gabriel that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 7:41p.m.

Woody McEvers, Mayor

ATTEST:

Jo Anne Mateski
Executive Assistant



City of Coeur d'Alene
Cash and Investments
4/30/2025

Description	Balance
U.S. Bank	
Checking Account	\$ 2,731,669
Checking Account	81,087
Checking Account	65,669
Investment Account - Police Retirement	309,798
Investment Account - Cemetery Perpetual Care Fund	1,256,478
Idaho State Investment Pool	
State Investment Pool Account	53,362,926
Spokane Teacher's Credit Union	
Certificate of Deposit	7,658,941
Numerica Credit Union	
Certificate of Deposit	10,432,187
Money Market	16,622,041
Cash on Hand	
Treasurer's Change Fund	1,350
Total	\$ 92,522,148

I hereby swear under oath that the amounts reported above, on the cash basis are true
and correct to the best of my knowledge.

Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho



CITY OF COEUR D'ALENE
Treasurer's Report of Cash and Investment Transactions

FUND NAME	BALANCE 3/31/2025	RECEIPTS	DISBURSEMENTS	BALANCE 4/30/2025	BALANCE 4/30/2024
<u>General-Designated*</u>	\$2,582,387	\$660,591	\$369,933	\$2,873,045	\$7,365,431
<u>General-Undesignated</u>	15,042,206	5,682,707	5,378,330	15,346,584	12,091,570
<u>Special Revenue:</u>					
Library	312,827	19,226	225,256	106,797	132,808
CDBG	(24,678)	33,592	21,598	(12,684)	(11,665)
Cemetery	71,878	22,098	39,960	54,017	153,674
Parks Capital Improvements	1,260,088	127,941	15,350	1,372,679	1,237,012
Impact Fees	7,936,536	235,281	-	8,171,817	6,528,484
Annexation Fees	1,012,144	3,604	-	1,015,748	572,014
American Recovery Plan	1,857,213	-	-	1,857,213	4,331,004
Cemetery P/C	1,274,815	13,592	690	1,287,717	1,168,229
Jewett House	114,988	409	746	114,652	100,805
Street Trees / Reforestation	174,526	7,221	3,469	178,278	184,606
Public Art Fund	70,309	250	1,520	69,039	50,029
Public Art Fund - ignite	416,161	1,482	-	417,643	456,855
Public Art Fund - Maintenance	183,921	655	26	184,549	132,023
<u>Debt Service:</u>					
2015 G.O. Bonds	664,758	9,677	-	674,435	656,262
<u>Capital Projects:</u>					
Street Projects	5,352,720	19,058	508,471	4,863,308	1,632,382
<u>Riverstone Mill Site Project</u>	-	-	-	-	-
<u>Enterprise:</u>					
Street Lights	70,735	110,879	114,442	67,173	77,071
Water	3,497,932	626,205	701,144	3,422,993	3,098,028
Water Capitalization Fees	6,766,145	144,651	-	6,910,796	6,102,258
Wastewater	21,102,011	2,057,857	1,606,829	21,553,040	20,837,199
Wastewater-Equip Reserve	-	-	-	-	325,159
Wastewater-Capital Reserve	6,696,000	-	-	6,696,000	5,500,000
WWTP Capitalization Fees	9,360,098	408,941	-	9,769,039	4,464,127
WW Property Mgmt	72,766	-	-	72,766	68,898
Sanitation	724,474	716,122	697,254	743,342	858,251
Public Parking	1,466,078	55,787	107,818	1,414,047	974,804
Drainage	1,175,881	218,192	307,038	1,087,035	1,370,199
Wastewater Debt Service	1,014,427	3,612	-	1,018,039	372,689
<u>Fiduciary Funds:</u>					
Kootenai County Solid Waste Billing	306,054	396,137	408,136	294,056	249,439
KCEMSS Impact Fees	23,240	7,138	23,240	7,137	3,168
Police Retirement	484,299	13,447	23,304	474,442	454,335
Sales Tax	3,173	5,247	4,345	4,076	4,453
BID	407,839	4,952	-	412,791	432,564
Homeless Trust Fund	503	543	505	541	382
GRAND TOTAL	\$91,474,455	\$11,607,094	\$10,559,401	\$92,522,148	\$81,974,543

*Designated fund balance will be recalculated as the City's audit progresses.

I hereby swear under oath that the amounts reported above, on the cash basis are true and correct to the best of my knowledge.

Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho



CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
SEVEN MONTHS ENDED
April 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THROUGH	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$279,817	\$ 162,313	58%
	Services/Supplies	9,150	2,416	26%
Administration	Personnel Services	249,686	147,033	59%
	Services/Supplies	2,590	141	5%
Finance	Personnel Services	870,733	492,689	57%
	Services/Supplies	904,134	917,963	102%
Municipal Services	Personnel Services	1,652,793	906,167	55%
	Services/Supplies	1,237,565	929,962	75%
	Capital Outlay	-		
Human Resources	Personnel Services	372,005	207,779	56%
	Services/Supplies	115,239	22,190	19%
Legal	Personnel Services	1,324,012	734,781	55%
	Services/Supplies	74,500	32,673	44%
Planning	Personnel Services	766,017	446,565	58%
	Services/Supplies	54,700	5,578	10%
	Capital Outlay			
Building Maintenance	Personnel Services	373,979	221,874	59%
	Services/Supplies	390,800	183,850	47%
	Capital Outlay	-		
Police	Personnel Services	18,607,937	10,505,171	56%
	Services/Supplies	2,227,376	1,127,180	51%
	Capital Outlay	4,954,978	3,672,435	74%
Fire	Personnel Services	13,414,095	8,614,812	64%
	Services/Supplies	1,076,509	500,009	46%
	Capital Outlay	-	40,524	
General Government	Services/Supplies	38,800	20,688	53%
	Capital Outlay			
Police Grants	Personnel Services	247,275	346,388	140%
	Services/Supplies		4,010	
	Capital Outlay			
Streets	Personnel Services	3,622,983	2,101,475	58%
	Services/Supplies	2,966,230	833,768	28%
	Capital Outlay	90,000		0%

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THROUGH	PERCENT EXPENDED
Parks	Personnel Services	2,223,086	1,027,726	46%
	Services/Supplies	772,045	339,842	44%
	Capital Outlay	40,000	45,594	114%
Recreation	Personnel Services	629,686	356,892	57%
	Services/Supplies	155,950	61,929	40%
Building Inspection	Personnel Services	1,033,101	587,767	57%
	Services/Supplies	55,205	13,966	25%
	Capital Outlay		-	
Total General Fund		60,832,976	35,614,150	59%
Library	Personnel Services	1,689,366	948,214	56%
	Services/Supplies	220,000	118,486	54%
	Capital Outlay	200,000	85,456	43%
CDBG	Personnel Services	108,274	63,154	58%
	Services/Supplies	250,786	95,055	38%
Cemetery	Personnel Services	199,298	128,336	64%
	Services/Supplies	143,800	54,222	38%
	Capital Outlay	15,000	-	0%
Impact Fees	Services/Supplies	1,093,000	478,000	44%
Annexation Fees	Services/Supplies	580,000	580,000	100%
Parks Capital Improvements	Capital Outlay	751,100	104,964	14%
Cemetery Perpetual Care	Services/Supplies	19,500	17,839	91%
Jewett House	Services/Supplies	31,120	8,813	28%
Street Trees	Services/Supplies	134,500	27,130	20%
Public Art Fund	Services/Supplies	244,500	165,785	68%
		5,680,244	2,875,454	51%
Debt Service Fund		877,308	24,461	3%
Atlas - Kathleen to Newbrook	Capital Outlay			
Traffic Calming	Capital Outlay	40,000	1,110	3%
Public Transit Sidewalk Accessibility	Capital Outlay		-	
Ramsey Road Rehabilitation	Capital Outlay			
15th Street	Capital Outlay	900,000	75,841	8%
LHTAC Pedestrian Safety	Capital Outlay		-	
Atlas Waterfront Project	Capital Outlay		-	
Wilbur / Ramsey Project	Capital Outlay		39,819	
Government Way	Capital Outlay	4,926,000	1,675,593	34%
LaCrosse Ave. Improvements	Capital Outlay	5,866,000	1,792,363	31%

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THROUGH	PERCENT EXPENDED
Street Lights	Services/Supplies	801,000	378,920	47%
Water	Personnel Services	3,012,695	1,625,776	54%
	Services/Supplies	5,942,033	1,058,295	18%
	Capital Outlay	4,233,000	1,924,549	45%
Water Capitalization Fees	Services/Supplies	2,260,000		0%
Wastewater	Personnel Services	3,439,843	1,922,894	56%
	Services/Supplies	9,442,232	1,888,748	20%
	Capital Outlay	11,651,000	1,068,854	9%
	Debt Service	5,128,241	1,730,806	34%
WW Capitalization	Services/Supplies	7,143,549	-	0%
WW Property Management	Services/Supplies			
Sanitation	Services/Supplies	5,469,062	2,722,469	50%
Public Parking	Services/Supplies	1,788,090	642,176	36%
	Capital Outlay	-		
Drainage	Personnel Services	257,526	148,197	58%
	Services/Supplies	1,322,141	303,229	23%
	Capital Outlay	495,000	507,437	103%
Total Enterprise Funds		62,385,412	15,922,349	26%
Kootenai County Solid Waste		3,240,000	1,714,596	53%
KCEMSS Impact Fees		38,000	54,129	142%
Police Retirement		149,000	86,493	58%
Business Improvement District		301,200	60,000	20%
Homeless Trust Fund		9,000	3,112	35%
Total Fiduciary Funds		3,737,200	1,918,330	51%
TOTALS:		\$139,379,140	\$ 58,147,106	42%

I hereby swear under oath that the amounts reported above, on the cash basis are true and correct to the best of my knowledge.

Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

CITY COUNCIL STAFF REPORT

DATE: May 20, 2025
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: **The Foundry 1st Addition: Final Plat Approval, Acceptance of Improvements, Maintenance/Warranty Agreement and Security Approval**

DECISION POINT

Staff is requesting the following:

1. Approval of the final plat document, a twenty-four (24) lot residential development.
2. Acceptance of the installed public infrastructure improvements.
3. Approval of the Maintenance/Warranty Agreement and Security.

HISTORY

- a. Applicant: Tom Mort, Member
Lakeshore Estates LLC
505 E. Front Avenue, Suite 301
Coeur d'Alene, ID 83814-2776
- b. Location: West of I-90, South of Neighborhoods Associated with Woosley Dr. & Spruce Ave.,
East of 9th St, & West along Hazel Ave.
- c. Previous Action:
 1. Preliminary plat approval, October 26, 2021.
 2. Final plat approval, The Foundry, October 17, 2023.

FINANCIAL ANALYSIS

The developer is installing the required warranty bond (10%) to cover any maintenance issues that may arise during the one (1) year warranty period that will commence upon this approval, and terminate, on May 20, 2025. The amount of security provided is \$45,016.15.

PERFORMANCE ANALYSIS

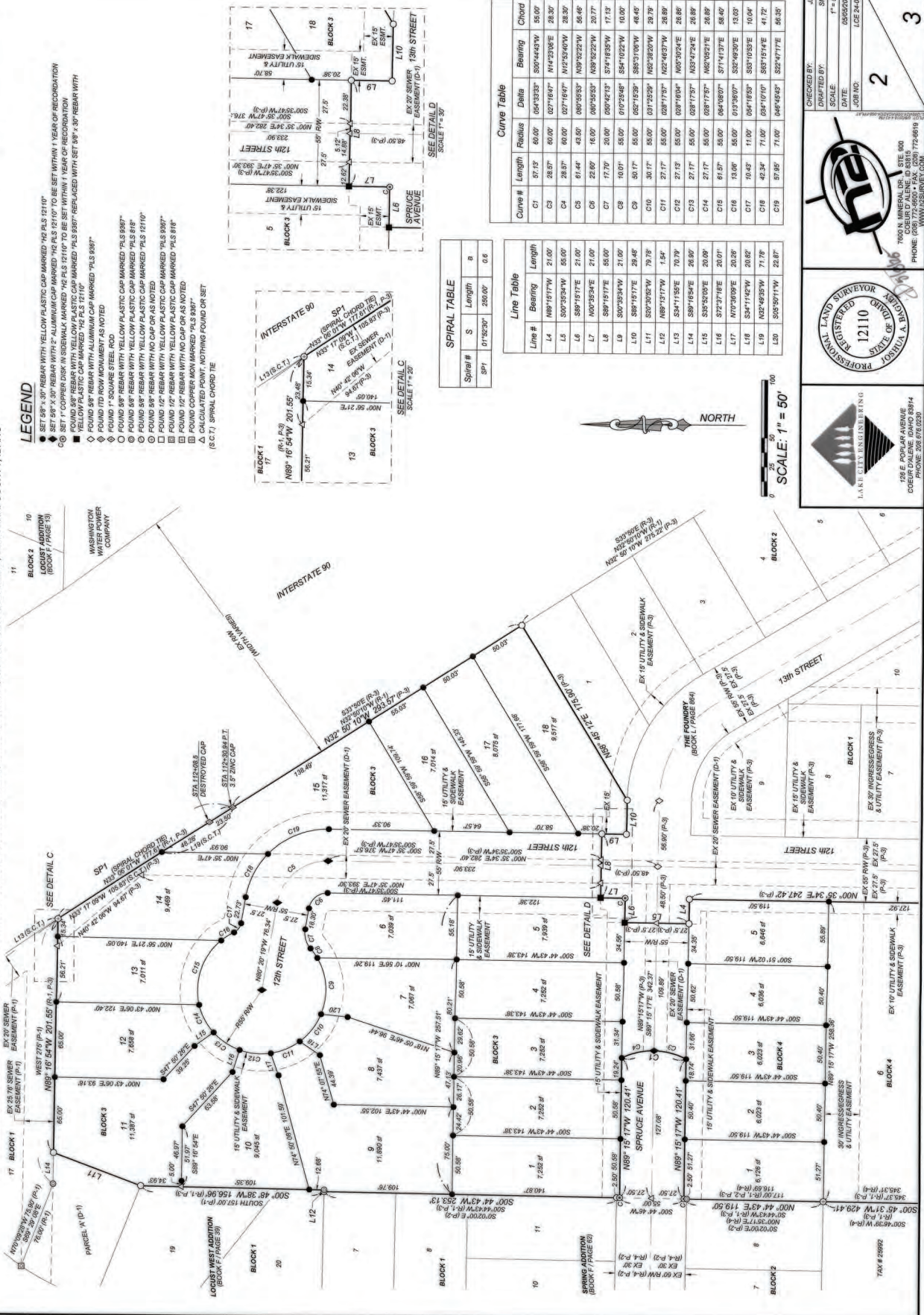
The developer has installed all the required public infrastructure. The responsible City departments have approved the installations and found them ready to accept. Acceptance of the improvements installed will allow the issuance of all available building permits for this phase of the development, and Certificate of Occupancy issuance upon completion. The City maintenance would be required to start after the one (1) year warranty period expires on May 20, 2025.

DECISION POINT RECOMMENDATION


1. Approve the final plat document.
2. Accept the installed public infrastructure improvements.
3. Approve the Maintenance/Warranty Agreement and accompanying Security.

BOOK: _____ PAGE: _____
INSTRUMENT No. _____

A REPLAT OF LOT 11 BLOCK 2 OF THE PLAT OF THE FOUNDRY AND THE VACATED SPRUCE AVENUE RIGHT-OF-WAY PER ORDINANCE NO. 3748, LYING IN THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



CHECKED BY	DATE
DRAFTED BY	SMA
SCALE	1" = 50'
DATE	06/05/2025
JOB NO.	LCE 24-008



125 E. POPULAR AVENUE
COLUMBIA, MO 65101-4204
PHONE: (314) 775-9550 • FAX: (314) 775-9518
WWW.LAKECITYENGINEERING.COM

THE FOUNDRY FIRST ADDITION

A REPLAT OF LOT 11 BLOCK 2 OF THE PLAT OF THE FOUNDRY AND THE VACATED SPRUCE AVENUE RIGHT-OF-WAY PER ORDINANCE NO. 3748 LYING IN THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____ PAGE _____
INSTRUMENT NO. _____

KOOTENAI COUNTY RECORDER

THIS PLAT WAS RECORDED AT THE REQUEST OF LAKESHORE ESTATES, LLC, AN IDAHO LIMITED LIABILITY COMPANY, THE RECORDER OF KOOTENAI COUNTY, IDAHO, THIS _____ DAY OF _____, 20____, AT _____, IN BOOK _____ OF PLATS, PHASE(S) _____, AS INSTRUMENT NUMBER _____, FEE \$ _____

DEPUTY CLERK _____
JENNIFER LOCKE, KOOTENAI COUNTY CLERK

CITY COUNCIL CERTIFICATE

THIS PLAT HAS BEEN ACCEPTED AND APPROVED BY CITY COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO, DATED THIS _____ DAY OF _____, 20____.

CITY OF COEUR D'ALENE - CLERK _____

CITY OF COEUR D'ALENE - CITY ENGINEER _____

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNERS CERTIFICATE AND DEDICATION HAVE BEEN PAID THROUGH _____, DATED THIS _____ DAY OF _____, 20____.

KOOTENAI COUNTY TREASURER

HEALTH DISTRICT APPROVAL

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED PROFESSIONAL ENGINEER (QPE) REPRESENTING CITY OF COEUR D'ALENE. THE ENGINEER HAS DETERMINED THAT THE PLAT DOES NOT VIOLATE ANY SANITARY RESTRICTIONS. THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS, WATER AND SEWER LINES HAVE BEEN COMPLETED AND SERVICES CERTIFIED AS AVAILABLE. SANITARY RESTRICTIONS MAY BE REIMPOSED, IN ACCORDANCE WITH SECTION 95-126, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

DATED THIS _____ DAY OF _____, 20____.

PAWHAULE HEALTH DISTRICT 1

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND CHECKED THE PLAT COMPUTATIONS AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

DATED THIS _____ DAY OF _____, 20____.



VICINITY MAP
SCALE 1" = 500'
SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 50 NORTH, RANGE 4 WEST

NOTARY CERTIFICATE

STATE OF IDAHO)
COUNTY OF KOOTENAI) SS
THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____, IN THE YEAR 20____, BY TOM MORT BEING A MEMBER OF LAKESHORE ESTATES, LLC, AN IDAHO LIMITED LIABILITY COMPANY.

NOTARY PUBLIC

MY COMMISSION EXPIRES ON 1-5-29
ANORRALA OTTMAN
COMM. NO. 5730
NOTARY PUBLIC
STATE OF IDAHO

SURVEYOR'S NARRATIVE

THE PURPOSE OF THIS PLAT IS TO CREATE LOTS MEETING THE REQUIREMENTS OF THE CITY OF COEUR D'ALENE SUBDIVISION ORDINANCE. THE REFERENCES AND MONUMENTS SHOWN HEREON WERE USED TO DETERMINE THE BOUNDARY LOCATION OF THE SUBJECT PROPERTY.

THIS SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE COMMITMENT POLICY PREPARED BY KOOTENAI COUNTY TITLE COMPANY, INC. DATED MARCH 6, 2020. COMMITMENT NUMBER KT-04006

PLAT BOUNDARY IS BASED ON PUBLIC LAND SURVEY CORNER TIES AND PREVIOUS ADJACENT PLAT WORK AS DESCRIBED.

THIS SURVEY WAS PERFORMED USING A COMBINATION OF FIELD TRAVERSING USING A TOTAL STATION AND TOPCON GPS AND BASE UNIT AND RTK ROVER UNIT.

THERE WAS NO ATTEMPT MADE TO SHOW ALL OF THE PHYSICAL FEATURES OF THIS PROPERTY, NOR ANY EASEMENTS OF RECORD, EXCEPT FOR THOSE SHOWN HEREON.

OWNER'S CERTIFICATE AND DEDICATION

BE IT KNOWN BY THESE PRESENTS THAT LAKESHORE ESTATES, LLC, AN IDAHO LIMITED LIABILITY COMPANY, DOES HEREBY CERTIFY THAT IT OWNS AND HAS LAID OUT THE LAND EMBRACED WITHIN THIS PLAT TO BE KNOWN AS THE FOUNDRY FIRST ADDITION, BEING A REPLAT OF LOT 11, BLOCK 2 OF THE PLAT OF THE FOUNDRY FILED IN THE PUBLIC RECORDS OF KOOTENAI COUNTY, IDAHO, AND THE VACATED SPRUCE AVENUE RIGHT-OF-WAY PER ORDINANCE NO. 3748, PER INSTRUMENT NO. _____, KOOTENAI COUNTY, IDAHO, LYING IN THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.

SAID PARCEL CONTAINING 7.484 ACRES, MORE OR LESS.

BE IT FURTHER KNOWN THAT:

SANITARY SEWER DISPOSAL IS PROVIDED BY THE CITY OF COEUR D'ALENE.

DOMESTIC WATER FOR THIS PLAT IS SUPPLIED BY THE CITY OF COEUR D'ALENE.

RIGHTS-OF-WAY AS SHOWN HEREON, AND KNOWN AS SPRUCE AVENUE AND 12TH STREET ARE HEREBY DEDICATED TO THE PUBLIC IN THE NAME OF THE CITY OF COEUR D'ALENE.

15 FOOT UTILITY AND SIDEWALK EASEMENTS, AS SHOWN HEREON, ADJACENT TO ALL DEDICATED RIGHTS-OF-WAY AS SHOWN, ARE HEREBY GRANTED TO THE PUBLIC IN THE NAME OF THE CITY OF COEUR D'ALENE.

30 FOOT INGRESS/EGRESS AND UTILITY EASEMENT LYING OVER LOT 6, BLOCK 4, AS SHOWN HEREON, IS RESERVED FOR THE BENEFIT OF THE OWNERS OF BLOCK 4.

TOM MORT, MEMBER
LAKESHORE ESTATES, LLC
DATE 5/8/25

SURVEYOR'S CERTIFICATE

I, JOSHUA A. BAGLEY, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO, AND THAT THIS PLAT, AS DESCRIBED IN THE CERTIFICATE OF OWNERS CERTIFICATE AND THE CITY OF COEUR D'ALENE SUBDIVISION ORDINANCE, IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE OF IDAHO CODE RELATING TO PLATS, SURVEYS, AND THE CORNER PERPETUATION AND PLING ACT, AND THAT I HAVE EXAMINED THE PLAT AND CHECKED THE PLAT COMPUTATIONS AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET WITHIN ONE YEAR FROM THE RECORDATION OF THIS PLAT IN ACCORDANCE WITH IDAHO CODE 95-1332.

JOSHUA A. BAGLEY
DATE 5/8/25



CHECKED BY:	JAB
DRAFTED BY:	SMA
SCALE:	N.T.S.
DATE:	05/05/2023
JOB NO:	LCE 14-008

3

3

RESOLUTION NO. 25-024

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE FINAL PLAT, ACCEPTING INSTALLED PUBLIC INFRASTRUCTURE IMPROVEMENTS, AND APPROVING THE AGREEMENT FOR MAINTENANCE/WARRANTY OF SUBDIVISION WORK AND SECURITY WITH LAKESHORE ESTATES, LLC, FOR THE FOUNDRY 1ST ADDITION [S-4-21].

WHEREAS, the City Engineer for the City has recommended that the City of Coeur d'Alene approve the Final Plat, accept the installed public infrastructure improvements, and approve the Agreement for Maintenance/Warranty of Subdivision Work and Security with Lakeshore Estates, LLC, for the Foundry 1st Addition;

WHEREAS, a copy of the Agreement for Maintenance/Warranty of Subdivision Work is attached hereto as Exhibit "A" and by reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to approve the Final Plat, accept the Improvements, and approve the Agreement for Maintenance/Warranty of Subdivision Work and Security.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City approve the Final Plat, accept the installed public infrastructure improvements, and approve the Agreement for Maintenance/Warranty of Subdivision Work and Security with Lakeshore Estates, LLC for the Foundry 1st Addition, with the Agreement in the form attached hereto as Exhibit "A" and incorporated herein by reference.

BE IT FURTHER RESOLVED that the City Clerk be and is hereby authorized to sign the agreement for Maintenance/Warranty of Subdivision Work on behalf of the City.

DATED this 20th day of May, 2025.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by , Seconded by , to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER GABRIEL Voted

was absent. Motion .

AGREEMENT FOR MAINTENANCE/WARRANTY OF SUBDIVISION WORK
The Foundry 1st Addition

THIS AGREEMENT made this 20th day of May, 2025 between Lakeshore Estates, LLC, whose address is 505 E. Front Avenue, Suite 301, Coeur d'Alene, ID 83814, with Tom Mort, Member, hereinafter referred to as the "**Developer**," and the city of Coeur d'Alene, a municipal corporation and political subdivision of the state of Idaho, whose address is City Hall, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814, hereinafter referred to as the "**City**";

WHEREAS, the City has approved the final subdivision plat of The Foundry 1st Addition, a twenty-four (24) lot, residential development in Coeur d'Alene, lying within the Southeast Quarter of Section 12, Township 50 North, Range 4 West, Boise Meridian, Kootenai County, Idaho; and

WHEREAS, the Developer completed the installation of certain public improvements in the noted subdivision as required by Title 16 of the Coeur d'Alene Municipal Code and is required to warrant and maintain the improvements for one year; NOW, THEREFORE,

IT IS AGREED AS FOLLOWS:

The Developer agrees to maintain and warrant for a period of one year from the approval date of this agreement, the public improvements listed in the attached spreadsheet, attached as Exhibit "A", and, as shown on the construction plans entitled "The Foundry Phase 2, Addendum #3", signed and stamped by Drew Dittman, PE, # 11138, dated December 2, 2024, incorporated herein by reference, including but not limited to: sanitary sewer system and appurtenances, potable water system and appurtenances, catch basins, stormwater drainage swales, drywells and appurtenances, concrete curb and sidewalk including ramps, asphalt paving, street luminaires, signing and monumentation as required under Title 16 of the Coeur d'Alene Municipal Code.

The Developer herewith delivers to the City, security in a form acceptable to the City, for the amount of Forty-five Thousand Sixteen and 15/100 Dollars (\$45,016.15) securing the obligation of the Developer to maintain and warrant the public subdivision improvements referred to herein. The security shall not be released until the 20th day of May, 2026. The City Inspector will conduct a final inspection prior to the release of the security to verify that all installed improvements are undamaged and free from defect. In the event that the improvements made by the Developer were not maintained or became defective during the period set forth above, the City may demand the funds represented by the security and use the proceeds to complete maintenance or repair of the improvements thereof. The Developer further agrees to be responsible for all costs of warranting and maintaining said improvements above the amount of the security given.

IN WITNESS WHEREOF, the parties have set their hands and seal the day and year first above written.

City of Coeur d'Alene

Lakeshore Estates, LLC

Woody McEvers, Mayor

Tom Mort, Member

ATTEST:

Renata McLeod, City Clerk

EXHIBIT 'A'

Project: The Foundry Phase 2 (1st Addition)

Date:

5/9/2025

Warranty Bond Estimate					
SIZE	Description	Quantity	Units	Unit Price	Amount
Water Improvements					
	8" Water Main PVC	635	LF	\$ 45.00	\$ 28,575.00
	1" Water Services	22	EA	\$ 3,100.00	\$ 68,200.00
	Fire Hydrants	3	EA	\$ 7,500.00	\$ 22,500.00
		Water Subtotal:			\$ 119,275.00
Sewer Improvements					
	48" Doghouse Manhole	1	EA	\$ 5,000.00	\$ 5,000.00
	48" Sewer Manhole	1	EA	\$ 3,500.00	\$ 3,500.00
	8" Sewer Main	150	LF	\$ 40.00	\$ 6,000.00
	4" Sewer Services	8	EA	\$ 1,250.00	\$ 10,000.00
	4" Sewer Svcs from Existing Main	14	EA	\$ 2,125.00	\$ 29,750.00
		Sewer Subtotal:			\$ 54,250.00
Hard Surface Improvements					
	Rolled Curb	1,438	LF	\$ 24.00	\$ 34,512.00
	Curb Cuts	23	EA	\$ 175.00	\$ 4,025.00
	4" Sidewalks w/ Onsite GSB	4,778	SF	\$ 6.50	\$ 31,057.00
	6" Sidewalks w/ Onsite GSB	2,630	SF	\$ 7.50	\$ 19,725.00
	6" Driveway Approach w/ GSB	5,380	SF	\$ 8.50	\$ 45,730.00
	2"/4" Paving	449	SY	\$ 27.50	\$ 12,347.50
	2"/6" Paving	2,883	SY	\$ 30.00	\$ 86,490.00
		Hard Surface Subtotal:			\$ 233,886.50
Earthwork					
	Subgrade Road	1	LS	\$ 3,750.00	\$ 3,750.00
		Earthwork Subtotal:			\$ 3,750.00
Stormwater Improvements					
	Double Depth Drywells	4	EA	\$ 3,750.00	\$ 15,000.00
	Swales w/ Supplied Topsoil	1	LS	\$ 10,000.00	\$ 10,000.00
		Stormwater Subtotal:			\$ 25,000.00
Misc Cost					
	Utility Trenching	1,500	LF	\$ 7.50	\$ 11,250.00
	Signs (No Striping)	1	LS	\$ 2,750.00	\$ 2,750.00
		Misc Subtotal:			\$ 14,000.00
		Total COST			\$ 450,161.50

10% Warranty Bond Amount: \$ 45,016.15

By Drew Dittman, PE
Lake City Engineering

Resolution 25-024

OTHER BUSINESS

CITY COUNCIL STAFF REPORT

DATE: May 12, 2025
FROM: Mike Becker, Capital Programs Manager, WW Department
SUBJECT: Amendment No. 01 to the Wastewater Outfall Improvements Evaluation Contract.

DECISION POINT: Should City Council approve Amendment No. 01 to the existing Professional Services Agreement (PSA) with HDR Engineering, Inc., for Professional Services associated with the Wastewater Outfall Evaluation Project in the amount of \$101,507.00?

HISTORY: The Advanced Wastewater Treatment Facility (AWTF) currently treats and discharges approximately 4.0 million gallons of the City's sewage daily. Since 1985, the only discharge method for this treated effluent has been through the wastewater outfall system into the Spokane River. In line with the AWTF Facility Plan, the Wastewater Department (WW) is evaluating the aging outfall to assess its condition and determine if any necessary maintenance work and/or a construction project is required to ensure its continued operation. Presently, there are no immediate capacity concerns.

In 2022, HDR Engineers, Inc. was contracted (Resolution 22-029) to inspect the outfall and develop a Preliminary Engineering Report (PER) aimed at extending the system's lifespan. Based on HDR's initial findings, a more detailed internal assessment was required. To support this, AUS, Inc. was hired by the City last March (Resolution 25-013).

After discussions with HDR, AUS, and other municipalities, the WW Department believes the outfall may only need maintenance and rehabilitation work—not a full replacement or upgrades. Therefore, instead of completing a PER, the WW Department now requires a Conditional Assessment Report. This report would involve expanded fieldwork and analysis. HDR has been asked to provide a revised scope of work and a proposed amendment to their existing Professional Services Agreement (PSA).

FINANCIAL ANALYSIS: HDR's compensation under this amendment is \$101,507.00, which includes labor, overhead, sub-consultant fees, and markups. This increases the total PSA amount to \$198,687.00. The Outfall Evaluation is a planned multi-year project and, depending on the findings of the Conditional Assessment Report, may extend into fiscal year 2025/2026. Currently, the WW Department has allocated \$1.2 million for the overall project.

PERFORMANCE ANALYSIS: Amendment 01 expands HDR's scope of work to additionally include:

1. Additional meetings and workshops with City staff
2. Enhanced underwater diving and survey support
3. Development of a plan and profile drawing
4. Preparation of a long-term operations and maintenance plan
5. Evaluation of the effluent pump station

6. Professional opinion of probable project costs for budgeting
7. Regulatory permitting assistance
8. Completion and presentation of a Conditional Assessment Report

This amendment continues HDR's existing engagement under our original PSA. Subsequent amendments are in accordance with Idaho Code § 67-2320(4) that allows for the City to negotiate a new professional services contract for an associated or a phased project. A copy of Amendment 01, including the scope, schedule, and compensation, is accompanying this Staff Report for review.

DECISION POINT/RECOMMENDATION: City Council should approve Amendment No. 01 to the existing Professional Services Agreement (PSA) with HDR Engineering, Inc., for Professional Services associated with the Wastewater Outfall Evaluation Project in the amount of \$101,507.00.

RESOLUTION NO. 25-025

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH HDR ENGINEERING, INC., FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE WASTEWATER OUTFALL EVALUATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$101,507.00.

WHEREAS, pursuant to Resolution No. 22-029, adopted the 5th day of July, 2022, the City of Coeur d'Alene entered into a Professional Services Agreement with HDR Engineering, Inc., for the Wastewater Outfall Improvements Evaluation; and

WHEREAS, the Capital Programs Manager for the Wastewater Department of the City of Coeur d'Alene has recommended approval of Amendment No. 1 to the Professional Services Agreement with HDR Engineering, Inc., for professional services associated with the Wastewater Outfall Evaluation project in an amount not to exceed One Hundred One Thousand Five Hundred Seven and no/100 Dollars (\$101,507.00), as set forth in the PSA, a copy of which is attached hereto as Exhibit "1" and incorporated herein by reference; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such amendment be approved.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City hereby approves Amendment No. 1 to the to the Professional Services Agreement with HDR Engineering, Inc., for professional services associated with the Wastewater Outfall Evaluation project, attached hereto as Exhibit "1" and by this reference incorporated herein, in an amount not to exceed \$101.507.00.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such amendment on behalf of the City.

DATED this 20th day of May, 2025.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by , Seconded by , to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

AMENDMENT NO. 01
to
PROFESSIONAL SERVICES AGREEMENT
Between
CITY OF COEUR D’ALENE and HDR ENGINEERING, INC.
For
WASTEWATER OUTFALL IMPROVEMENTS EVALUATION PROJECT

This Amendment to the Professional Services Agreement is made and entered into the 20th day of May, 2025, between the City of Coeur d’Alene, Kootenai County, Idaho, a municipal corporation organized and existing under the laws of the state of Idaho, hereinafter referred to as the “City,” and HDR Engineering, Inc., a Nebraska corporation, with its principal place of business at 412 E. Parkcenter Blvd., Suite 100, Boise, Idaho 83706, hereinafter referred to as the “Consultant,” pursuant to the terms and conditions as set forth herein.

W I T N E S S E T H:

WHEREAS, the Consultant is available and is willing to provide personnel and services to support the additional investigation of the outfall and perform a condition assessment of the effluent pumping station for the Outfall Improvements Project as described herein within Amendment No. 01, and

WHEREAS, Section 10 of the Professional Services Agreement allows for modifications to the scope of services to be provided by the Consultant for additional reasonable compensation.

NOW, THEREFORE, in consideration of the terms, conditions and covenants of performance contained or incorporated herein, the City and the Consultant agree that the Professional Services Agreement entered into pursuant to Resolution No. 22-029 (B) on the 12th day of July 2022 shall be amended as follows:

Section 1. Scope of Services

The scope of services is amended to include the scope of services, schedule, and compensation as described in Exhibit “A” hereto, entitled: Outfall Improvements Evaluation at the Coeur d’Alene Advanced Wastewater Treatment Facility (AWTF) for the City of Coeur d’Alene, Idaho, Scope of Services, Schedule, and Compensation, Modified for Amendment No. 01 – April 7, 2025.

Section 2. Compensation

For services described in this Amendment, the Consultant’s total compensation for professional services, including labor and overhead costs and expenses, sub-consultant compensation, and sub-consultant mark-up, shall be One Hundred One Thousand Five Hundred Seven and 00/100 Dollars (\$101,507.00). This brings total compensation under the Professional

Services Agreement, Amendment No. 1 to One Hundred Ninety-eight Thousand Six Hundred Eighty-seven and 00/100 Dollars (\$198,687.00) for the Outfall Improvements Evaluation Project.

Section 3. Schedule

The Project Schedule for the services performed pursuant to this Amendment shall be as set out in Exhibit "A." Except as specifically provided herein, all terms and conditions of the original Professional Services Agreement remain in full force and effect.

CITY OF COEUR D'ALENE

HDR ENGINEERING, INC.

Woody McEvers, Mayor

Jon Osier, Vice President

ATTEST:

ATTEST:

Renata McLeod, City Clerk

Wendy Rodocker, Department Accountant

EXHIBIT A

OUTFALL IMPROVEMENTS EVALUATION AT THE COEUR D'ALENE ADVANCED WASTEWATER TREATMENT FACILITY (AWTF)

FOR THE

CITY OF COEUR D'ALENE, IDAHO

SCOPE OF SERVICES, SCHEDULE, AND COMPENSATION

MODIFIED FOR AMENDMENT 01 – MAY 5, 2025

Introduction - Scope of Services

The Scope of Services is for HDR Engineering, Inc. ("HDR") to provide preliminary engineering evaluation, permitting requirements summary, and preliminary design services to the City of Coeur d'Alene, Idaho ("CITY") related to improvements to the existing outfall at the Coeur d'Alene Advanced Wastewater Treatment Facility (AWTF). Currently, the City operates a single outfall that has experienced damage to the outfall diffuser outlet elements, and is undersized for handling projected future peak hour flows. The project will evaluate options for repair/replacement of the existing diffuser elements and options for capacity expansion of the outfall to enable the City to meet future projected flow conditions.

The City is in the process of hiring a specialty underwater contractor to perform an additional investigation of the outfall system. This Amendment 01 will support that effort as further defined below and modify the current scope for assessment of the effluent pumping station.

The outfall evaluation will result in a Preliminary Engineering Report (PER) that will summarize the current outfall condition, recommended improvements to the existing outfall diffuser elements and recommended improvements necessary for expansion of the outfall hydraulic capacity. The PER will also include a summary of the permit requirements necessary for final design and construction of the recommended improvements. Final design will be completed in a separate Task, following completion of the PER.

The project is further defined as evaluation of the existing outfall condition and hydraulic capacity, and identification of necessary improvements to repair known damage to the existing outfall diffuser elements and expansion of the capacity of the outfall to meet projected peak hour flows. It is anticipated that the outfall evaluation and Preliminary Engineering Report will generally include the following:

- Core Project Item – Summary of existing outfall condition, including information generated from the City's recently conducted diver inspection.
- Core Project Item – Summary of existing outfall hydraulic capacity and summary of projected hydraulic flows

- Core Project Item – Evaluation of improvement options for repair/replacement of the existing outfall diffuser elements that are known to be damaged.
- Core Project Item – Evaluation of options for increasing the hydraulic capacity of the existing outfall to meet future projected flow conditions.
- Core Project Item – Evaluation of the permitting and funding agency requirements that are necessary for completion of improvements design and construction.
- Core Project Item – Completion of a Preliminary Engineering Report (PER) that includes a summary of recommended improvements, proposed final engineering scope and cost, opinion of probable construction costs and recommended project design scope and schedule.
- Management Reserve Item – Complete a detailed evaluation of effluent pumping controls and provide recommendations for improvements to the existing controls to provide for better low flow and high flow conditions and to stabilize erratic operation occurring in the existing system. The evaluation will also include a condition assessment of process/mechanical, structural, electrical, instrumentation and control components of the station as further described below.
- Management Reserve Item – Evaluation of additional effluent elements at the facility as directed by the City.

Assumptions

The Scope of Services for evaluation and PER services is based on the following assumptions:

- The design and bidding services will be as a separate future task included following completion of the PER.
- The results from the PER may result in changes to the scope and fee necessary if the Project scope changes.
- A preliminary survey of the existing outfall may be required to complete the final design. The survey will be performed by the under-water survey sub-consultant currently being hired by the City.
- Environmental permitting for the recommended improvements will be identified in the PER. Permitting for the final design will be included in a future permitting task as part of the final design.
- Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s') methods of determining prices, or over competitive bidding or

market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

A summary list of the tasks and task descriptions are presented below.

- Task Series 100 – Project Management
- Task Series 200 – Outfall Condition Summary and Capacity Analysis
- Task Series 300 – Existing Outfall Diffuser Elements Evaluation and Recommendations
- Task Series 400 – Outfall Capacity Improvements Evaluation and Recommendations
- Task Series 500 – Outfall Environmental Permitting and Funding Agency Requirements Summary
- Task Series 600 – Outfall Preliminary Engineering Report (PER)
- Task Series 700 – Management Reserve
- Task Series 800 – Final Design Phase Services (Future Task)
- Task Series 900 – Construction Phase Field Services (Future Task)
- Task Series 1000 – Post Construction and Close-out Services (Future Task)

Task 100 - Project Management

Objective:

Provide project management activities over project duration, including planning, organizing and monitoring project team activities, preparing and monitoring document production, attending meetings, budget management, and liaison with City.

ACTIVITY 100.1 TEAM MANAGEMENT AND PROJECT CONTROL

- Additional budget and invoice management.
- Schedule monitoring and update for project development.
- Resource management and allocation based on project schedules and activities.
- Production coordination.
- Monthly progress report submitted to City with each payment request.
- Six (6) additional coordination meetings with City, Underwater Contractor, and HDR team. All meetings will be conducted virtually.

ACTIVITY 100.2 PRODUCTION GUIDE STANDARDS

- Develop Project Guide for HDR personnel to define activities, constraints, guidelines, budgets and procedures.
- Review Project Guide with designated City representatives for comments.
- Maintain Project Guide, distribute and update as activities dictate.

ACTIVITY 100.3 WORKSHOPS

- Workshop 1 will be conducted to:
 - Initiate Project
 - Review scope, summarize project objectives, and define project schedule.
 - Collect data, including existing drawings and documents.

- Review City operational requirements.
- Workshop 2 will be conducted to:
 - Review preliminary condition and capacity findings
 - Facilitate monetary and non-monetary discussion for the outfall improvements
 - Discuss preliminary recommendations, permitting requirements, and funding agency coordination.

ACTIVITY 100.4 QUALITY CONTROL

- Conduct team meetings on a regular basis during the project to facilitate communication flow and study/design development.
- Provide independent quality control review of the Preliminary Engineering Report.
- Schedule internal audits of the project to confirm compliance with scope and the project quality assurance plans.

City Activities:

City will:

- Provide timely review and processing of monthly progress report and invoices.
- Provide timely review and comment on Project deliverables.
- Coordinate City staff participation and actively participate in Meetings and Workshops.
- Identify and provide relevant prior studies, reports, and drawings prepared by others.
- Provide and make arrangements for facilities to conduct Meetings and Workshops.

HDR Deliverables:

The following deliverable shall be provided:

- Monthly Project status reports and invoices
- Meeting and Workshop agenda and minutes
- Project Guide

Key Understanding and Assumptions:

The following is understood or assumed:

- Specific deliverable review meetings are included under subsequent task.

Task 200 - Outfall Condition Summary and Capacity Analysis

Objective:

Assess the existing outfall condition, including information generated from the City's recent diver inspection, and provide a summary. Also provide a summary of existing outfall hydraulic capacity and projected hydraulic flows.

HDR Activities:

ACTIVITY 200.1 OUTFALL CONDITION SUMMARY

- Review existing materials (videos, photographs, drawings, reports, etc.) to determine the existing condition of the outfall piping and diffusers within the Spokane River.
- Visually assess the effluent pipeline and diffusers for corrosion, defects, damage, and general exterior condition.
- Summarize observations in technical memorandum.

ACTIVITY 200.2 CAPACITY ANALYSIS

- Assess recent population growth in the service area and estimate future population growth and projected influent flows.
- Evaluate the hydraulics of the existing facility to understand the future peak hour hydraulic capacity of the existing outfall and diffusers.
- Summarize findings in a technical memorandum.

ACTIVITY 200.3 UNDERWATER CONTRACTOR SUPPORT

- Participate in the Outfall Investigation Kick-off Meeting. Attendees will be present in person and include two (2) HDR team members, the Project Manager and a Project Engineer.
- Provide a traffic control specification.
- HDR will have two (2) engineers on site during field investigation work.
- If required to perform the underwater investigative work, assist the City and contractor with permit acquisition by providing information needed to complete permit application(s). Up to 40 hours for an Environmental Scientist is assumed for this effort. Assist the City with applying for all necessary permits.
- Develop a Condition Assessment Report based upon the findings from the underwater contractor's field investigation, which are assumed to include visual inspection, photography, video/CCTV, and survey of the outfall pipe and diffusers. The report will include an assessment of the sediment and debris that has accumulated within and around the outfall system.

City's Activities:

City will:

- Support HDR staff by identifying and providing relevant prior inspections, studies, reports, and drawings prepared by others.
- Provide timely, organized review comments on deliverables issued for City review.
- Coordinate City staff participation

HDR Deliverables:

The following deliverables shall be provided:

- Existing outfall condition and capacity technical memorandum.
- Draft Condition Assessment Report
- Final Condition Assessment Report

Key Understandings and Assumptions:

The following is understood or assumed:

- The desktop condition assessment is limited to available information.
- Unless otherwise defined elsewhere, one (1) electronic (.pdf) copy and one (1) printed hard copy of all deliverables will be submitted to the City.
- Per conversation with the underwater contractor, the field investigation work is scheduled to occur on two (2) days, one day for work within the river (outfall and diffuser inspection, photography, video, etc.) and one day for work on land (survey, ground penetrating radar, etc.).

Task 300 - Existing Outfall Diffuser Elements Evaluation and Recommendation

Objective:

Identify, evaluate and provide recommendations for correction of damage required to establish the recommended design approach for repair and/or replacement of the existing outfall diffuser elements.

HDR Activities:

ACTIVITY 300.1 OUTFALL DIFFUSERS EVALUATION

- Review the condition summary as presented in Task 200 and summarize recommendations for removal, repair or replacement including:
 - Replacement of the existing filter elements with new in-kind elements on the 6-inch nozzles.
 - Removal of the existing diffuser elements and installation of larger (10-inch) nozzle ports without diffuser elements.
 - Removal of the existing diffuser elements and installation of larger (10-inch) diffuser ports with diffuser elements.

ACTIVITY 300.2 SELECTION OF EXISTING DIFFUSER DESIGN FEATURES

- Review condition and capacity summaries and develop options for diffuser improvements.
- Develop preliminary costs for diffuser upgrades and provide preliminary cost estimates for the options identified.
- Develop recommended existing diffuser design features and summarize findings in a technical memorandum.

City's Activities:

City will:

- Provide timely, organized review comments on deliverables issued for City review
- Coordinate City staff participation.

HDR Deliverables:

The following deliverable shall be provided:

- Existing diffuser evaluation and recommendation technical memorandum.

Key Understandings and Assumptions:

The following is understood or assumed:

- The City has replacement diffuser elements that are stored on-site, but the filter elements are aged and not in satisfactory condition. It is assumed the elements currently on-site will not be used due to their age and condition.
- Prevention of intrusion of river sediments into the outfall diffuser header will be considered when identifying the recommended improvements.

Task 400 - Outfall Capacity Improvements Evaluation and Recommendations

Objective:

Development of capacity improvements options that will add capacity to the outfall as identified in Activity 200.2. Evaluate the capacity options and provide final recommendation for capacity improvements to the outfall to meet future projected flow conditions.

HDR Activities:

ACTIVITY 400.1 DEVELOPMENT OF OUTFALL CAPACITY IMPROVEMENT OPTIONS

- Based upon the results of Activity 200, develop up to three (3) capacity improvement alternatives that will achieve the required hydraulic capacity to meet projected flow conditions.
- Based on the field investigation findings from the underwater contractor, a conceptual long-term strategy plan will be developed which will include a plan for repairing or replacing deficiencies found within the outfall system.

ACTIVITY 400.2 DEVELOPMENT OF PRELIMINARY DRAWINGS OF OUTFALL CAPACITY IMPROVEMENTS

- Complete preliminary improvement narratives, sketches and preliminary opinion of capital construction costs for each alternative identified.
- The plan and profile drawing of the outfall will be updated based on information provided in the survey performed by the underwater contractor or their subcontractors.

ACTIVITY 400.3 EVALUATION OF OUTFALL CAPACITY IMPROVEMENT ALTERNATIVES

- With input from the City, develop non-economic and economic evaluation criteria for evaluation of the alternatives identified, and conduct an evaluation workshop (network

meeting format) to complete evaluation of the alternatives and selection of a recommended alternative.

ACTIVITY 400.4 DEVELOPMENT OF OPINION OF PROBABLE CONSTRUCTION COST

- Develop Opinion of Probable Construction Cost (Class 4 per AACE Recommended Practice No. 17R-97) based on the preliminary contract drawing and specifications.

ACTIVITY 400.5 OUTFALL CAPACITY IMPROVEMENTS MEMORANDUM

- Develop a capacity improvements memorandum, including preliminary sketch(es) and opinion of probable construction cost (OPCC).
- Identify required additional survey (if required) for final design of the capacity improvements.

City's Activities:

City will:

- Provide timely, organized review comments on deliverables issued for City review.

HDR Deliverables:

The following deliverables shall be provided:

- Outfall capacity alternatives technical memorandum.
- Opinion of probable construction cost.
- Summary of needed survey of the existing outfall.

Key Understandings and Assumptions:

The following is understood or assumed:

- Unless otherwise defined elsewhere, one (1) computerized file of all deliverables will be submitted to the City.
- Preliminary design sketches will generally consist of the following:
 - Existing outfall pipeline and existing pipeline features.
 - Recommended improvement elements in plan view and section to reflect preliminary design intent.
 - Additional sketches showing added design improvement features to communicate design intent.
- Opinion of Probable Construction Cost will be developed using Excel software with the format of estimate being broken down by discipline in the 6-digit specification format.
- Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or

over the contractor(s') methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

Task 500 - Outfall Environmental Permitting and Funding Agency Requirements Summary

Objective:

Identify permitting and funding agency requirements that will be necessary for completion of the outfall improvements design and construction.

HDR Activities:

ACTIVITY 500.1 OUTFALL ENVIRONMENTAL PERMITTING

- The project may require permit applications from the agencies/entities listed below depending on the specific project improvements recommended. This activity will identify permitting requirements based on the preliminary engineering results.
 - United States Army Corps of Engineers (USACE)
 - Idaho Department of Water Resources (IDWR)
 - Idaho Department of Environmental Quality (IDEQ)
 - The City of Coeur d'Alene
- Regulatory agency coordination will be required throughout the project to identify and meet agency requirements. Agencies that will potentially be involved in this project include: USACE, IDWR, City of Coeur d'Alene, Idaho Department of Fish and Game (IDFG), United States Fish and Wildlife Service (USFWS), United States Environmental Protection Agency (USEPA), Idaho State Historic Preservation Office (SHPO), IDEQ, and Idaho Department of Lands (IDL)

ACTIVITY 500.2 FUNDING AGENCY COORDINATION

- The City has submitted a Clean Water Loan Letter of Interest to IDEQ which included the outfall and diffuser improvements project. If successful in securing either SRF or ARPA funds for this project, then coordination with the funding agency will be required. This activity will support the City in discussions with the funding agency and will identify funding agency requirements.

City's Activities:

City will:

- Support HDR staff in communicating with regulatory and funding agencies.

HDR Deliverables:

The following deliverables shall be provided:

- Meeting minutes

- Preliminary list of permits required for project implementation.

Key Understandings and Assumptions:

The following is understood or assumed:

- HDR's efforts under this task are associated with only identifying permitting and funding agency requirements. Support for permit application submittals, meeting permit requirements, etc. will be under a future task or contract amendment as needed.

Task 600 - Outfall Preliminary Engineering Report (PER) Documents

Objective:

Finalize documents developed in Task Series 200 through 500 into a Preliminary Engineering Report document. This Task includes only those items associated with improvements to the existing outfall diffuser elements and construction of recommended capacity improvements.

HDR Activities:

ACTIVITY 600.1 DEVELOPMENT OF PRELIMINARY ENGINEERING REPORT EXECUTIVE SUMMARY

- Develop summary of the findings from Tasks 200, 300, 400 and 500, and present recommended improvements for replacement/repair of the existing outfall diffuser elements and for increasing the hydraulic capacity of the existing outfall diffuser.

ACTIVITY 600.2 PRELIMINARY ENGINEERING REPORT SECTIONS

- Develop the final PER using the Technical Memoranda completed in Tasks 200, 400, 400 and 500 to serve as the separate Sections (body) of the report.

ACTIVITY 600.3 DOCUMENT REVIEWS

- Submit DRAFT PER to the City for review.
- Meet with City by telephone conference call to discuss and resolve City comments.
- Finalize PER and issue to regulatory agency(ies) per Task Series 500.
- Conduct internal QC of PER.
- Incorporate City, regulatory agency and internal HDR QC comments into final PER document package.

City's Activities:

City will:

- Provide timely, organized review comments on deliverables issued for City review.

HDR Deliverables:

The following deliverables shall be provided:

- DRAFT PER.
- Final PER including recommended improvements.
- Final Opinion of Probable Construction Cost (OPCC).

Key Understandings and Assumptions:

The following is understood or assumed:

- Unless otherwise defined elsewhere, one (1) hard copy and one (1) computerized file of all deliverables will be submitted to the City.
- The preliminary engineering report (PER) is assumed to be completed in sufficient detail to meet IDEQ minimum requirements for a design report and in sufficient detail to meet the minimum requirements of the Idaho State Revolving Fund Loan program.
- Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

Task 700 - Management Reserve

Objective:

Provide additional engineering services on an as-needed basis and at the sole discretion of the City.

HDR Activities:

ACTIVITY 700.1 MANAGEMENT RESERVE ACTIVITIES – EFFLUENT PUMPING STATION CONDITION ASSESSMENT

- Kickoff Meeting
 - HDR will conduct a kickoff meeting with City staff at the beginning of the condition assessment.
 - The condition assessment will be discussed, including data collection and review, the planned protocol for the assessment, the assessment methodology, the risk scoring system that will be used, the deliverables that will be produced, the schedule, and other related topics. Interviews with City staff (operations, maintenance, facility management, purchasing, etc.) will also be conducted.
 - Meeting attendees will include two (2) HDR team members in person and up to (4) HDR team members participating virtually.

- HDR will prepare and submit a written summary of the meeting to the attendees, including decisions made and assigned action items.
- Desktop Review
 - Review of documents provided by the City to become familiar with the effluent pumping station prior to field visit for the condition assessment.
 - Review and document historical operations and maintenance issues per discussions with City staff.
 - Check compliance with applicable Idaho DEQ requirements.
 - Analyze pumping system hydraulics. A system curve or curves will be calculated from as-built drawings and the factory pump curves will be overlaid to determine operating conditions. Reduced speed curves, if applicable, will also be shown. An analysis of the data will be written and included in the condition assessment report for the facility, including any recommendations to improve performance.
 - Check net positive suction head available (NPSHA) versus required (NPSHR) for pumps.
- The condition assessment of the effluent pumping station will include:
 - General physical condition of the station
 - Identification of code compliance issues
 - Process/Mechanical/Civil Evaluation
 - Pumps - condition of packing, visible and audible vibration/cavitation, bearing noise, pump mountings and bases.
 - General condition and functionality of visible and accessible process equipment components, including valves, gates, piping, etc.
 - Motor noise, heat, vibration, and visual deficiencies.
 - General site conditions in the vicinity of the station, including access, security, aesthetics, drainage, odors, environmental, and neighborhood concerns, etc.
 - Structural Evaluation
 - Condition of visible exterior and interior areas of the structural components of the station. The interior condition of inaccessible areas (such as wetwells and confined space entry vaults) will be observed using a pole camera. Assessment to include supports, floors, stairs, doors, windows, downspouts, roof and miscellaneous metals as applicable and accessible.
 - Electrical Evaluation

- Condition of electrical components including lighting, power distribution, motors, cables, disconnects, copper, contacts, etc.; measurements of current/voltage.
- Instrumentation & Controls Evaluation
 - Operability and performance of field devices and instrumentation; evaluation of existing wetwell/tank levels with recommendations for revision (if any); alarm configuration evaluation with recommendations to reduce nuisance alarms (if any); condition of control panels; and assessment of SCADA systems and controls approach.
- Performance Testing
 - Determine performance in relation to an expected target or conformance with a required standard, determine probability of failure, determine if a more detailed condition assessment is required.
 - Conduct drawdown tests for each pump under simplex and duplex operations.
 - Determine and compare the current hydraulic capacity to the designed hydraulic design (head vs. capacity).
 - Complete a detailed evaluation of effluent pumping controls and provide recommendations for improvements to the existing controls to provide for better low flow and high flow conditions and to stabilize erratic operation occurring in the existing system.
- Assessment Team
 - The assessment team will include a senior pump expert, process engineer, electrical engineer, instrumentation and controls engineer, and structural engineer.
 - The assessment will occur over a total of two (2) days. Confined space entry will not be conducted during the assessment.
- Draft Condition Assessment Report
 - HDR will prepare a report to summarize the results of the condition assessment(s). If additional testing or analysis is conducted as a Special Service, described below, those results will also be included in the report. The assessment report will include the following:
 - General information on the facility (age, capacity, type, location, etc.). A location map and an annotated aerial view of the pumping station will be included.
 - Documentation of the desktop review findings.
 - Documentation of the condition assessment findings for each discipline and any additional testing (vibration, etc.).

- Assessment Results Workshop
 - After submitting the assessment report, HDR will conduct a workshop with the City to discuss the condition assessment findings and the resulting prioritized recommendations. City review comments on the report will also be discussed.
- Final Condition Assessment Report
 - HDR will modify the draft condition assessment report to address the City's comments.
- Special Services
 - These services will only be conducted on an as-needed basis upon individual authorization by the City. After the facility site inspection, HDR may recommend that some of these services be conducted to address identified issues that require more information to determine condition and potential causes and solutions.
 - Pump Vibration Testing. If the City desires to conduct vibration testing, HDR and its vibration testing subconsultant will conduct onsite vibration testing. A memorandum will be prepared to present the testing results. The initial fee associated with this task is based on a one-day testing period, but the actual fee will be based on the number of pumps tested.
 - Thermal Imaging Testing of Electrical Gear and Pumps. If desired by the City, thermal imaging by a certified thermographer will be conducted for the facility to determine potential electrical issues for motor control centers, terminations at motors, and miscellaneous panels. Thermal imaging reports will be provided for the station.
 - Instrument Calibration Verification. If desired by the City, instrument calibration will be provided for level transmitters. Calibration discrepancy reports will be provided for the station. Existing instrument calibration sheets will be reviewed prior to the site visits. The fee for this task would be for one day of calibration at the site.
 - Structural Frequency Analysis. If desired by the City, HDR will conduct a structural frequency analysis of the pump station structure. The goal of the analysis will be to determine the natural frequency of the structural elements and verify the pump operating frequency is within the bracketed range above and below the natural frequency of the structure. Various higher mechanical speeds (3X, 5X, 7X, and/or vane pass) is the responsibility of the pump manufacturer to account for within the fabricated mechanical assembly. A finite element model based on available record drawings will be created strictly for the purposes of performing a frequency analysis of the station. The results of the analysis and any recommendations for modifications needed to accommodate sympathetic vibration considerations will be documented in a technical memorandum and incorporated into the condition assessment report for the facility. The fee for this

task would be for a structural frequency analysis of only the effluent pump station.

- Additional Services
 - The following services are not included in this scope of services and require additional written authorization to proceed by the City. If additional services are desired by the City, a fee will be negotiated for each task as needed and will be billed the same as basic services described above.
 - Alternative technology evaluations, conceptual designs, drawing development, and specification development to address deficiencies noted in the assessments.
 - Additional site visits, meetings, deliverables, or other tasks beyond those outlined in the scope of basic services described above.
 - Hazardous materials testing to assist in determining future improvements to address hazardous-material-related items (such as asbestos, lead paint, black mold, etc.).
- Evaluation of additional effluent elements at the facility as directed by the City.

City's Activities:

City will:

- Provide timely, organized review comments on deliverables issued for City review.
- The City will provide the following pertinent documents a minimum of three (3) weeks before the planned site visit for the condition assessment:
 - As-recorded construction drawings (and/or design drawings for current construction) for the facilities
 - Reports prepared for the facilities, such as evaluations, preliminary design reports, etc.
 - Approved equipment shop drawings, including manufacturer's pump curves and net positive suction head required (NPSHR) curves
 - Equipment O&M manuals
 - Maintenance and operating records
 - Control narratives

HDR Deliverables:

The following deliverables shall be provided:

- Technical memoranda as required
- Kick meeting summary notes

- Draft Condition Assessment Report
- Final Condition Assessment Report

Key Understandings and Assumptions:

The following is understood or assumed:

- Work activities under this Task will only begin after receiving explicit direction from the City.
- Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s') methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.
- Unless otherwise defined elsewhere, one (1) electronic (.pdf) copy and one (1) printed hard copy of all deliverables will be submitted to the City.

Task 800 - Final Design Phase Services (Future Task)

Task 900 - Construction Phase Field Services (Future Task)

Task 1000 - Post Construction and Close-Out Services (Future Task)

PROJECT SCHEDULE

The proposed project schedule is summarized in the Table below.

Project Task	Estimated Schedule
Assumed Notice to Proceed (Contract Amendment Approval)	May 20, 2025
Field Investigation by Underwater Contractor	May/June 2025 ¹
Underwater Contractor Services Completed	June/July, 2025 ¹

Draft Outfall Condition Assessment Report	June 20, 2025 ²
Final Outfall Condition Assessment Report	July 15, 2025 ²
Effluent Pumping Station Condition Assessment	June/July 2025
Effluent Pumping Station Condition Assessment Report	August 29, 2025

1. Dependent upon Spokane River flow conditions and permitting requirements.
2. Dependent upon completion of field investigation by underwater contractor.

COMPENSATION

	HDR Labor Hours	HDR Labor Total	Printing	Travel	Expenses SubTotal	Total
Task 100 - Project Management	64	\$ 14,047	\$ -	\$ -	\$ -	\$ 14,047
Task 200 - Outfall Condition Summary & Capacity Analysis	122	\$ 21,363	\$ 75	\$ 375	\$ 450	\$ 21,813
Task 300 - Existing Outfall Diffuser Elements Evaluation and Recommendation	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 400 - Outfall Capacity Improvements Evaluation & Recommendations	24	\$ 4,041	\$ -	\$ -	\$ -	\$ 4,041
Task 500 - Outfall Environmental Permitting & Funding Agency Requirements Summary	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 600 - Outfall Preliminary Engineering Report	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 700 - Management Reserve	260	\$ 56,706	\$ 150	\$ 4,750	\$ 4,900	\$ 61,606
Task 800 - Final Design Phase Services (FUTURE)	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 900 - Construction Phase Field Services (FUTURE)	0	\$ -	\$ -	\$ -	\$ -	\$ -
Task 1000 - Post Construction and Close-Out Services (FUTURE)	0	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL (Including Management Reserve)	470	\$ 96,157	\$ 225	\$ 5,125	\$ 5,350	\$ 101,507

**CITY COUNCIL
STAFF REPORT**

DATE: May 20, 2025
FROM: Todd Feusier, Streets & Engineering Director
SUBJECT: Requesting Authorization for the Construction of a 50x100 Pole Barn from Steel Structures America, Inc., on the 3800 Ramsey Rd. campus.

=====

DECISION POINT: Should Council approve the construction of a new 50x100 pole barn to house the Accubrine brine production system and provide a road salt storage area on the 3800 Ramsey campus?

HISTORY: The Streets & Engineering, Fire, and Police Departments currently share the 3800 Ramsey campus. The expanding need for space for each Department has prompted a collaborative discussion, planning, and redesign of our campus to best accommodate each Department. Relocation of the salt storage is essential to accommodate the overall space required for each Department and will also provide for a more efficient brine production process for the upcoming winter.

FINANCIAL ANALYSIS: While the building is not in the current financial plan, the sale of the council-approved 3820 Ramsey modular unit for \$125,000.00 will cover the cost. The Streets & Engineering Department followed State law and the City's Purchasing Policy, soliciting three bids for the project. Only Steel Structures America responded to the request for bids. Steel Structures America provided a bid of \$113,310.00, which is reasonable for the structure contemplated and consistent with current building prices. Pursuant to the Purchasing Policy, when a project is not in the current financial plan, the Department must have a compelling justification for making the procurement during the current fiscal year. This facility is essential for winter road maintenance operations for the City and other public agencies, and it is necessary to move forward with this project to allow sufficient time to house the new brine system prior to the winter season.

PERFORMANCE ANALYSIS: Approval of the building purchase and construction would allow for maximum space, safety, and efficiency for each Department's operations on the campus. If approved, the building will be constructed prior to August when the new brine production system will be installed. Approval of the building will also allow the Police Department to utilize the area where the current road salt storage building is located.

DECISION POINT/RECOMMENDATION: Council should approve the construction of a 50x100 pole barn building for the 3800 Ramsey campus from Steel Structures America, Inc., in the amount of \$113,310.00.



Po Box 895 Post Falls, Idaho 83877
 VOICE 800-833-9997 FAX 208-777-8597

4-21-25

Proposal Submitted to:

City of Coeur d'Alene, Attn: Justin Kimberling
 N Ramsey Blvd
 Coeur d'Alene, ID 83814

Building Specifications as follows:

50 x 100 x 16 4:12 roof pitch 40# Roof Snow Load or as per City of CDA requirements.
 Building to be 3 sided with front 50' gable to be open (SSA will metal front truss of the 50' open section)
 PERMA COLUMN 10,000 PSA Concrete Post (base) guaranteed to never rot
 7# Bottom Loaded trusses to support insulation and sheetrock
 29 gauge roof and wall metal with 40 year warranty
 2 x 6 girts (wall supports) 24" o.c.
 2 x 6 purlins (roof supports) 24" o.c. on 10' bays and 2 x 8 purlins on 12' bays
 Trusses notched into post for additional roof strength (not bolted to outside)
 Gable ends of building to be single ply truss for future expansion if desired (not post and rafter)
 2 x 10 pressure treated skirt board around base of building
 Excavation of post holes with power auger
 Post Concrete for post holes up to 1/2 yard per hole
 Complete set of structural engineering by licensed ID Structural Engineer
 Complete 2 year building warranty

Total Investment Including Tax

\$113,310.00

Additional Owner Options

<u>Drip X or Condensstop Vapor Barrier on Roof</u>	add	\$2,400.00
<u>2" Metal Building Insulation In Roof under metal (note not recommended</u>	add	\$3,400.00
<u>For open buildings as birds/animals often nest in the insulation</u>		
5/8" Plywood on roof under metal	add	\$16,400.00
4' wainscot panel on entire building	add	\$3,3400.00
5" concrete floor, 3" gravel base w/ fibermesh, smooth finish, saw cut joints	add	CALL

Owner Responsibilities

Cost of Permit and Fees	Excavation, Site improvements, civil engineering
Jackhammer/Backhoe/Dynamiting	Power
Wind/Fire/Theft Insurance	Weatherization for concrete (if needed)

Please feel free to call me with any questions or to schedule an appointment!

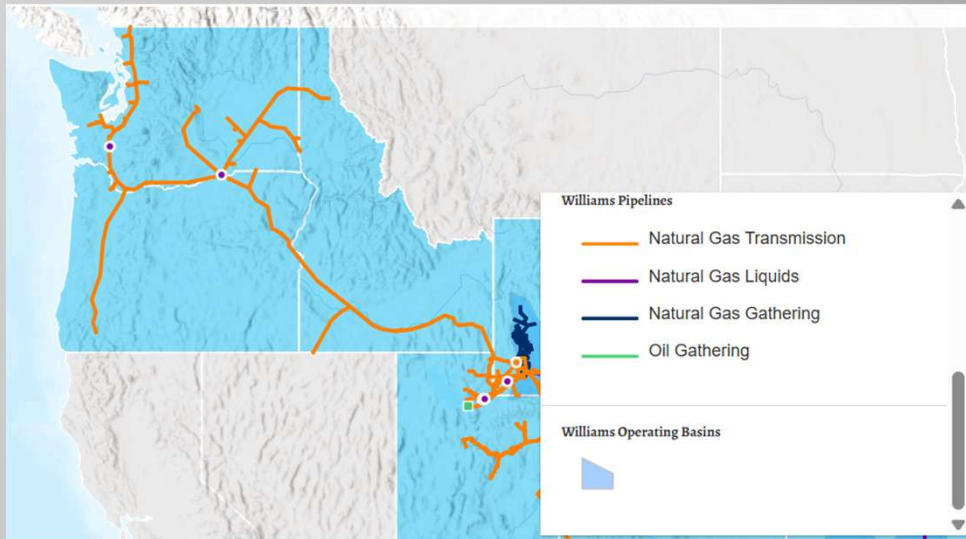
Justin Sternberg

Mobile 208-659-4800

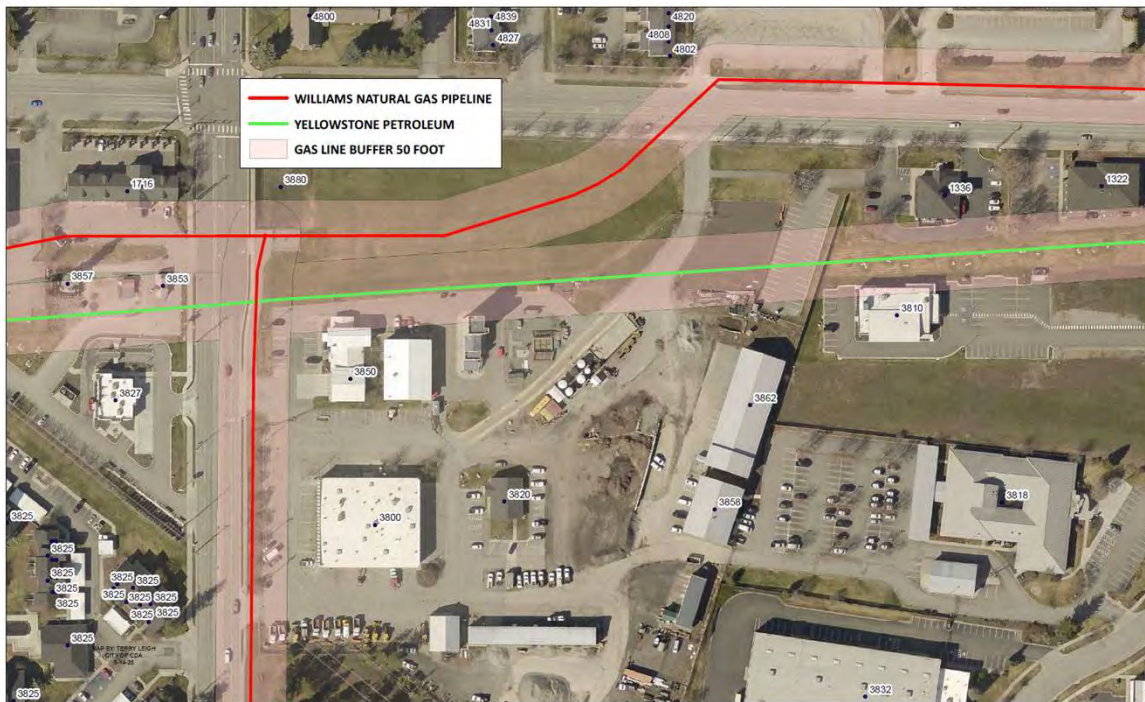








CURRENT GAS LINES ON OR NEAR PROPERTY LOCATED AT 3800 N RAMSEY ROAD.



RESOLUTION NO. 25-026

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND APPROVING A PUBLIC WORKS CONSTRUCTION CONTRACT WITH, STEEL STRUCTURES AMERICA, INC., FOR THE CONSTRUCTION OF A SALT STORAGE & BRINE OPERATIONS BUILDING, AND TO APPROVE THE CONSTRUCTION OF ASSOCIATED COMPONENTS, IN A TOTAL AMOUNT NOT TO EXCEED \$125,000.00.

WHEREAS, the City duly requested bids for a Salt Storage & Brine Operations Building, only one bid was received, the bid received was that of Steel Structures America, Inc., and the bid is reasonable for the structure contemplated and consistent with current construction prices;

WHEREAS, the Streets & Engineering Director for the City of Coeur d'Alene has recommended that the City of Coeur d'Alene enter into a Public Works Construction Contract with Steel Structures America, Inc., for the construction of a Salt Storage & Brine Operations Building, and that the City approve construction of associated component, in a total amount not to exceed One Hundred Twenty-five Thousand and no/100 Dollars (\$125,000.00), pursuant to terms and conditions set forth in the Contract, a copy of which is attached hereto as Exhibit "A" and by reference made a part hereof; and

WHEREAS, it is in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such Contract.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into a Contract with Steel Structures America, Inc., for the construction of a Salt Storage & Brine Operations Building, and that the City perform construction of associated components, in an amount not to exceed One Hundred Twenty-five Thousand and no/100 Dollars (\$125,000.00), in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said Contract to the extent the substantive provisions of the Contract remain intact.

BE IT FURTHER RESOLVED that the funds for this project shall be from the proceeds of the sale of a modular unit to the North Idaho Fair Board.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such Contract on behalf of the City.

DATED this 20th day of May, 2025.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

Motion by , Seconded by , to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

PUBLIC WORKS CONSTRUCTION CONTRACT
for
2025 SALT STORAGE & BRINE OPERATIONS BUILDING

THIS CONTRACT is made and entered into this 20th day of May, 2025, between the **CITY OF COEUR D'ALENE**, Kootenai County, Idaho, a municipal corporation duly organized and existing under and by virtue of the laws of the state of Idaho, hereinafter referred to as "the **CITY**," and **STEEL STRUCTURES AMERICA, INC.**, a corporation duly organized and existing under and by virtue of the laws of the state of Idaho, with its principal place of business at 3635 E. Covington Ave, Post Falls, Idaho, hereinafter referred to as "**CONTRACTOR**."

W I T N E S S E T H:

WHEREAS, after complying with State purchasing laws and the **CITY**'s Purchasing Policy, **CONTRACTOR** was determined to be the lowest responsible bidder; and

WHEREAS, it was deemed to be in the best interests of the **CITY** to accept the lowest responsible bid; and

WHEREAS, **CONTRACTOR** has been awarded the Contract for the Salt Storage and Brine Operations Building, hereinafter referred to as the "Work," according to the Contract Documents described below and on file in the office of the City Clerk of the **CITY**, which Contract Documents are incorporated herein by reference.

NOW, THEREFORE,

IT IS AGREED that, for and in consideration of the covenants and agreements made and to be performed by the **CITY** as set forth herein, **CONTRACTOR** shall complete the Work, furnishing all labor and materials therefor according to the Contract Documents. All material shall be of the high standard required by the Contract Documents and approved by the **CITY**, and all labor performed shall be of first-class workmanship.

CONTRACTOR agrees to receive and accept, as full compensation for furnishing all labor and materials for the Work, an amount equal to the sum of the total for the items list in the Bid Schedule. The total for each item in the Bid Schedule shall be calculated by determining the actual quantity of each item and multiplying that actual quantity by the unit price bid by the **CONTRACTOR** for that item in the Bid Schedule. The total amount of the contract shall not exceed *One hundred thirteen thousand, three hundred and ten dollars (\$113,310.00)*. For additions or deductions to the Contract amount, the unit prices as set forth in the written bid of **CONTRACTOR** are hereby made part of this Contract.

A request for a progress payment must be submitted by the 10th of the month for work done in the previous calendar month. Payment shall be made by the end of that calendar month on a duly certified estimate of the work completed in the previous calendar month, less five percent (5%) retainage. Final payment shall be made within thirty (30) days after completion of all work

and acceptance by the City Council, provided that **CONTRACTOR** has obtained from the Idaho State Tax Commission and submitted to the **CITY** a release of liability for taxes (Form 10-248-79).

Sixty (60) calendar days shall be allowed for completion of the Work, hereinafter referred to as "Contract Time." The Contract Time shall commence when the Work is actually commenced, but in any event no later than 10 days after the date of the Notice to Proceed issued by the **CITY**.

CONTRACTOR acknowledges that time is of the essence in this Contract and the failure of **CONTRACTOR** to complete the Work within the time allowed shall result in damages being sustained by the **CITY**. Such damages are, and will continue to be, impractical and extremely difficult to determine. Therefore, in the event **CONTRACTOR** shall fail to complete the Work within the Contract Time, **CONTRACTOR** shall pay to the **CITY**, or the **CITY** may withhold from monies due **CONTRACTOR**, liquidated damages at the rate of One-thousand Five-hundred and No/100 Dollars (\$1,500.00) per calendar day, which sums shall not be construed as a penalty.

CONTRACTOR shall indemnify, defend, and hold the **CITY** harmless from any and all claims arising from **CONTRACTOR**'s actions or omissions in performance of this Contract, including the actions and omissions of **CONTRACTOR**'s employees, representatives, agents, and subcontractors. In addition, **CONTRACTOR** shall maintain liability insurance naming the **CITY** as an additional insured, and not merely a "certificate holder," in the amount of at least Five Hundred Thousand Dollars (\$500,000.00) for property damage or for bodily or personal injury, death, or loss as a result of any one occurrence or accident. It is the **CITY**'s intent, and **CONTRACTOR**'s agreement, that **CONTRACTOR**'s liability insurance shall have limits of not less than those provided for by Idaho Code § 6-924. A certificate of insurance shall further provide at least thirty (30) days' written notice to the **CITY** prior to cancellation of the policy.

CONTRACTOR agrees to maintain Worker's Compensation coverage on all employees, including the employees of subcontractors, during the term of this Contract as required by Title 72, Idaho Code. In addition to a certificate of insurance, **CONTRACTOR** shall furnish to the **CITY**, prior to commencement of the work, such evidence as the **CITY** may require guaranteeing contributions which will come due under the Employment Security Law including, at the option of the **CITY**, a surety bond in an amount sufficient to make such payments. Should **CONTRACTOR** fail to maintain the required Worker's Compensation insurance during the entire term hereof, **CONTRACTOR** shall indemnify the **CITY** against any loss resulting to the **CITY** from such failure, either by way of compensation or additional premium liability.

Certificates of all insurance required by this Contract shall be filed with the City Clerk.

Pursuant to Idaho Code § 44-1002, ninety-five percent (95%) of the employees engaged by **CONTRACTOR** for the Work shall be bona fide Idaho residents; PROVIDED, where fifty (50) or fewer persons are employed by **CONTRACTOR** for the Work, up to ten percent (10%) may be nonresidents of Idaho; PROVIDED FURTHER, in all cases **CONTRACTOR** shall give preference to the employment of bona fide Idaho residents in the performance of the Work.

In consideration of the award of this Contract to **CONTRACTOR**, and in recognition that the business in which **CONTRACTOR** is engaged is of a transitory character and that

CONTRACTOR's property may be outside the state of Idaho when taxes, excises or license fees to which **CONTRACTOR** is liable become payable, **CONTRACTOR** further agrees:

1. To pay promptly when due all taxes (other than on real property), excises and license fees due to the State of Idaho, its subdivisions, and municipal and quasi-municipal corporations therein, accrued or accruing during the term of this Contract, whether or not the same shall be payable at the end of such term; and
2. That, if the said taxes, excises and license fees are not payable at the end of said term but liability for said payment thereof exists, even though the same may constitute a lien upon **CONTRACTOR**'s property, **CONTRACTOR** shall secure the same to the satisfaction of the officers charged with the collection thereof; and
3. That, in the event of a default in the payment or securing of such taxes, excises and license fees, **CONTRACTOR** consents that the **CITY** may withhold from any payment due **CONTRACTOR** hereunder the estimated amount of such accrued and accruing taxes, excises and license fees for the benefit of all taxing units to which said **CONTRACTOR** may be liable.

CONTRACTOR further agrees to comply will all the requirements of **Attachment 1**, which is incorporated herein by reference.

Pursuant to Idaho Code § 67-2359, **CONTRACTOR** certifies that it is not currently owned or operated by the government of the People's Republic of China and will not, for the duration of this Contract, be owned or operated by the government of People's Republic of China.

Pursuant to Idaho Code § 67-2346, **CONTRACTOR** certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control.

Pursuant to Idaho Code § 18-8703, **CONTRACTOR** certifies that it is not, and will not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider, as those terms are defined in the "No Public Funds for Abortion Act," Idaho Code §§ 18-8701, et seq.

Pursuant to Idaho Code § 67-2347A, **CONTRACTOR** certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in section 18-3302(2)(d), Idaho Code.

For the faithful performance of this contract in accordance with the contract documents and payment for all labor and materials, **CONTRACTOR** shall execute good and sufficient performance bond and payment bond in a form acceptable to the City Attorney each in the amount

of one hundred percent (100%) of the total amount of the bid as hereinbefore stated, said bonds to be executed by a surety company authorized to do business in the state of Idaho.

The term "CONTRACT DOCUMENTS" means and includes the following:

Advertisement For Bids
Information For Bidders
Bid Proposal
Bid Bond
Bidding Forms as Required
Contract
Labor and Materials Payment Bond
Performance Bond
Notice of Award
Notice to Proceed
Change Order
General Conditions
Technical Specifications
Special Provisions
Plans
Addenda

No. __dated _____

THIS contract, with all of its forms, specifications and stipulations, shall be binding upon the parties hereto, their successors and assigns. However, the **CONTRACTOR** shall not assign this contract, or any part thereof, without the prior written consent of the **CITY**.

IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d'Alene have executed this contract on behalf of said **CITY**, and the **CONTRACTOR** has caused the same to be signed by its President, the day and year first above written.

CITY OF COEUR D'ALENE

STEEL STRUCTURES AMERICA, INC.

By _____
Woody McEvers, Mayor

By: _____
_____(printed name)
_____(title)

ATTEST:

Renata McLeod, City Clerk

Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

PUBLIC HEARINGS

CITY COUNCIL STAFF REPORT

FROM: SEAN E. HOLM, SENIOR PLANNER

DATE: MAY 20, 2025

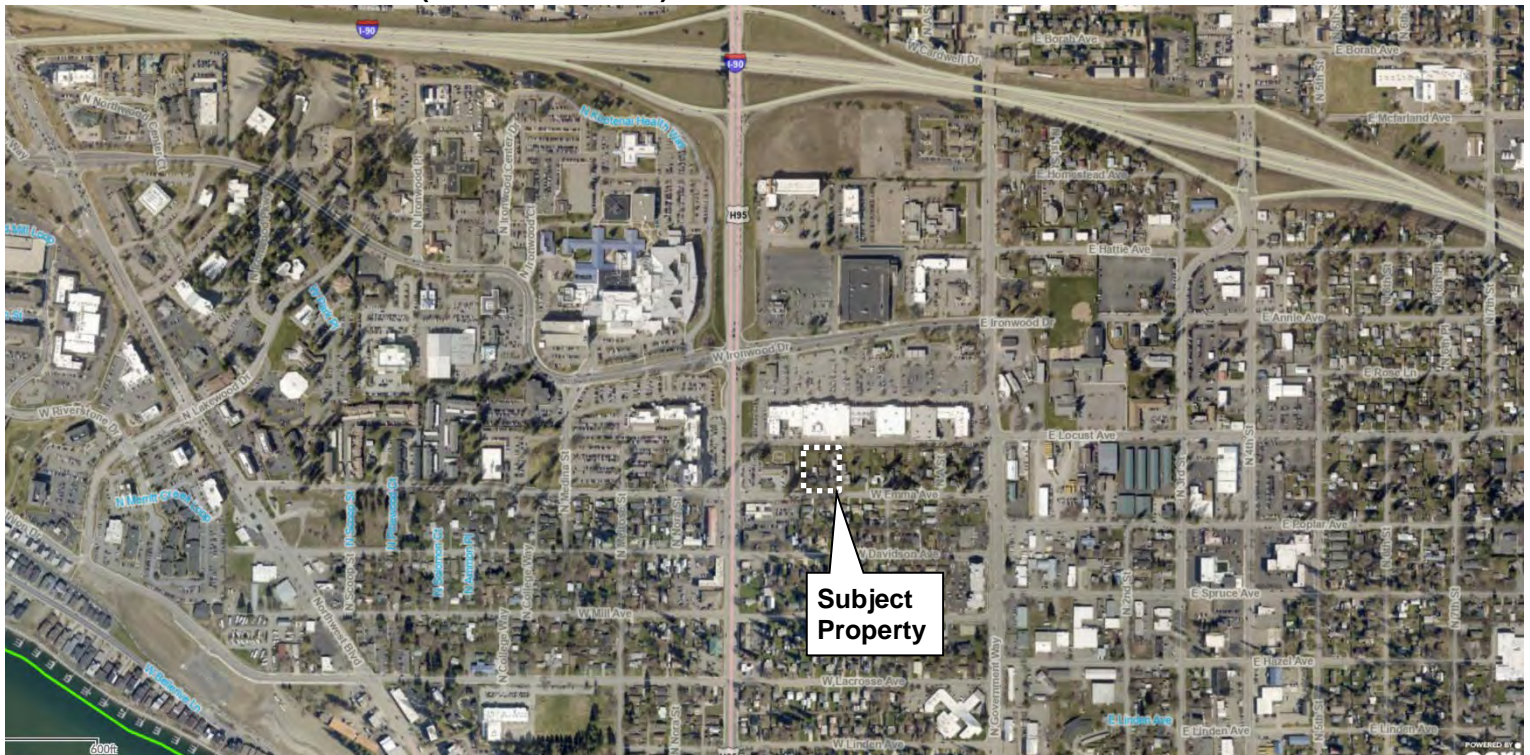
SUBJECT: ZC-3-25 ZONE CHANGE REQUEST FROM R-12 TO C-17L ON THREE (3) PARCELS MEASURING A TOTAL OF 0.957 ACRES

LOCATION: NORTH OF W. EMMA AVENUE BETWEEN US-95 AND N. A STREET, COMMONLY KNOWN AS 417, 421, AND 503 W. EMMA AVENUE

APPLICANT/OWNER:
Melrose Properties, LLC
dba Parkwood Business Properties
2100 Northwest Boulevard, Suite 350
Coeur d'Alene, ID 83814

DECISION POINT:
Should the City Council approve or deny the requested zone change from R-12 to C-17L for property owned by Melrose Properties, LLC?

AERIAL PHOTO (AREA CONTEXT):



AERIAL PHOTO (SITE CONTEXT):

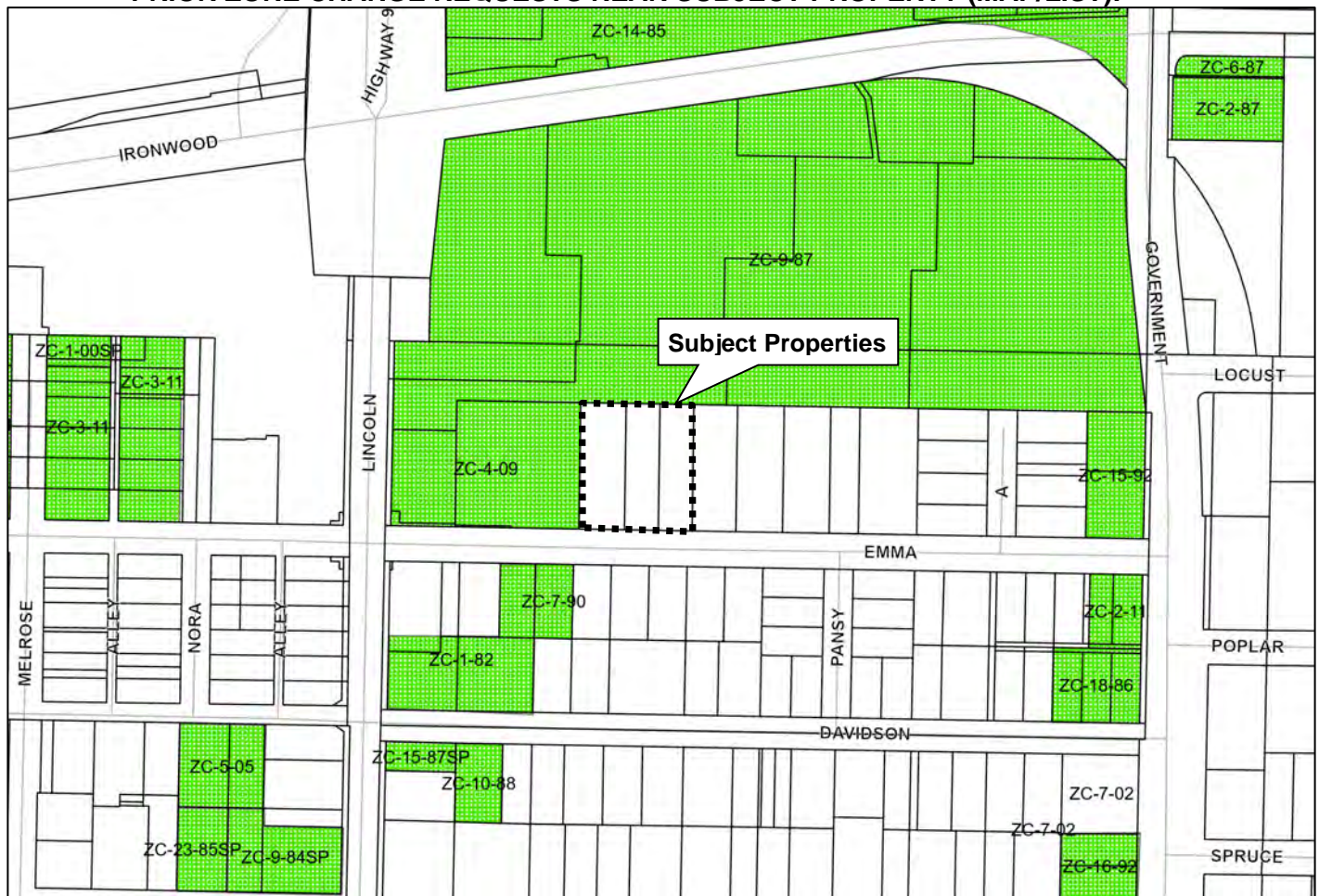


BACKGROUND INFORMATION (PROVIDED BY APPLICANT):

In 2015 Parkwood, in partnership with Kootenai Health, acquired the former church building at 521 W. Emma Ave and remodeled it into a daycare facility. This relocation and expansion of daycare services doubled the amount of child care slots that were available to serve the needs of Kootenai Health employees. Over the last 10 years Kootenai Health has continued to grow their employment base and the waiting list of children for the daycare has grown to over 150. Many other child care facilities in our community were forced to shutter during the pandemic so preserving and expanding the remaining daycare providers is key to meeting the needs of our growing community.

Seeing this emerging need, Parkwood made strategic acquisitions of the three houses to the east of the daycare facility to prepare for expansion. In 2019 we worked with the Idaho Transportation Department to install a signal at US 95 and Emma to ease congestion in the medical corridor and provide improved pedestrian safety across Lincoln Way. Our request for a re-zone is to prepare for an eventual expansion of the adjacent Kootenai Health Daycare facility to better meet the needs of Kootenai Health employees.

PRIOR ZONE CHANGE REQUESTS NEAR SUBJECT PROPERTY (MAP/LIST):



Hearing	Request	City Council
ZC-1-82	R12 to C-17L	Approved
ZC-9-84SP	R-12 to C-17L	Approved
ZC-14-85	R-17 to C-17	Approved
ZC-23-85SP	R-12 to R-17	Approved
ZC-18-86	R-12 to C-17L	Approved
ZC-2-87	R-17 to C-17	Approved
ZC-6-87	R-17 to C-17	Approved
ZC-9-87	R-12 to C-17	Approved
ZC-15-87SP	R-12 to C-17L	Approved
ZC-10-88	R-12 to C-17L	Approved
ZC-7-90	R-12 to R-17	Approved
ZC-15-92	R-12 to C-17L	Approved
ZC-16-92	R-12 to C-17L	Approved
ZC-1-00SP	R-12 to R-17	Approved
ZC-5-05	R-12 to R-17	Approved
ZC-4-09	R-12 to C-17L	Approved
ZC-2-11	R-12 to C-17L	Approved
ZC-3-11	R-12 to C-17L	Approved

PLANNING & ZONING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission met at their regularly scheduled hearing date on April 8, 2025 to consider ZC-3-25, a request for a zone change from R-12 to a C-17L on three (3) parcels measuring a total of 0.957 acres. The Planning and Zoning Commission determined by a unanimous 5-0 vote that the requested zone change complies with the required evaluation criteria and recommends that the City Council adopt the C-17L zoning.

STATEMENT OF FACTS

A1. Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on May 3, 2025.

A2. Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on May 12, 2025.

A3. Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Fifty-six (56) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on May 2, 2025.

A4. Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts, at least fifteen (15) days prior to the public hearing.

A5. Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b).

A6. The subject properties contain three single-family homes on three existing parcels located on the north side of Emma Ave. between US-95 and N. A street, commonly known as 417, 421, and 503 W. Emma Ave.

A7. The subject properties are currently zoned R-12 (residential at 12 units per gross acre).

A8. The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity.

A9. The Comprehensive Plan Future Land Use Map designation is the Urban Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-17, R-34SUP, NC, CC, C17, and C17L.

A10. According to the Comprehensive Plan, the Urban Neighborhood place type is described as places that are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

A11. Staff has identified the following Comprehensive Plan Goals and Objectives as being applicable to this matter. A full list is provided as an attachment to the staff report.

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Goal CI 2: Maintain a high quality of life for residents and businesses that make Coeur d'Alene a great place to live and visit.

Objective CI 2.1: Maintain the community's friendly, welcoming atmosphere and its small-town feel.

Goal GD 2: Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

Objective GD 2.1: Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth.

A12. City departments have indicated that services and utilities are adequate and available. City policies concerning water and wastewater must be adhered to.

A13. The subject properties, in aggregate, measure approximately 0.957 acres in size. They are relatively flat with mature street trees. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

A14. The City Engineer has indicated that expansion of the existing daycare center within the proposed C-17L zoned properties to the east would increase traffic. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Ave has the available capacity to accommodate the additional traffic.

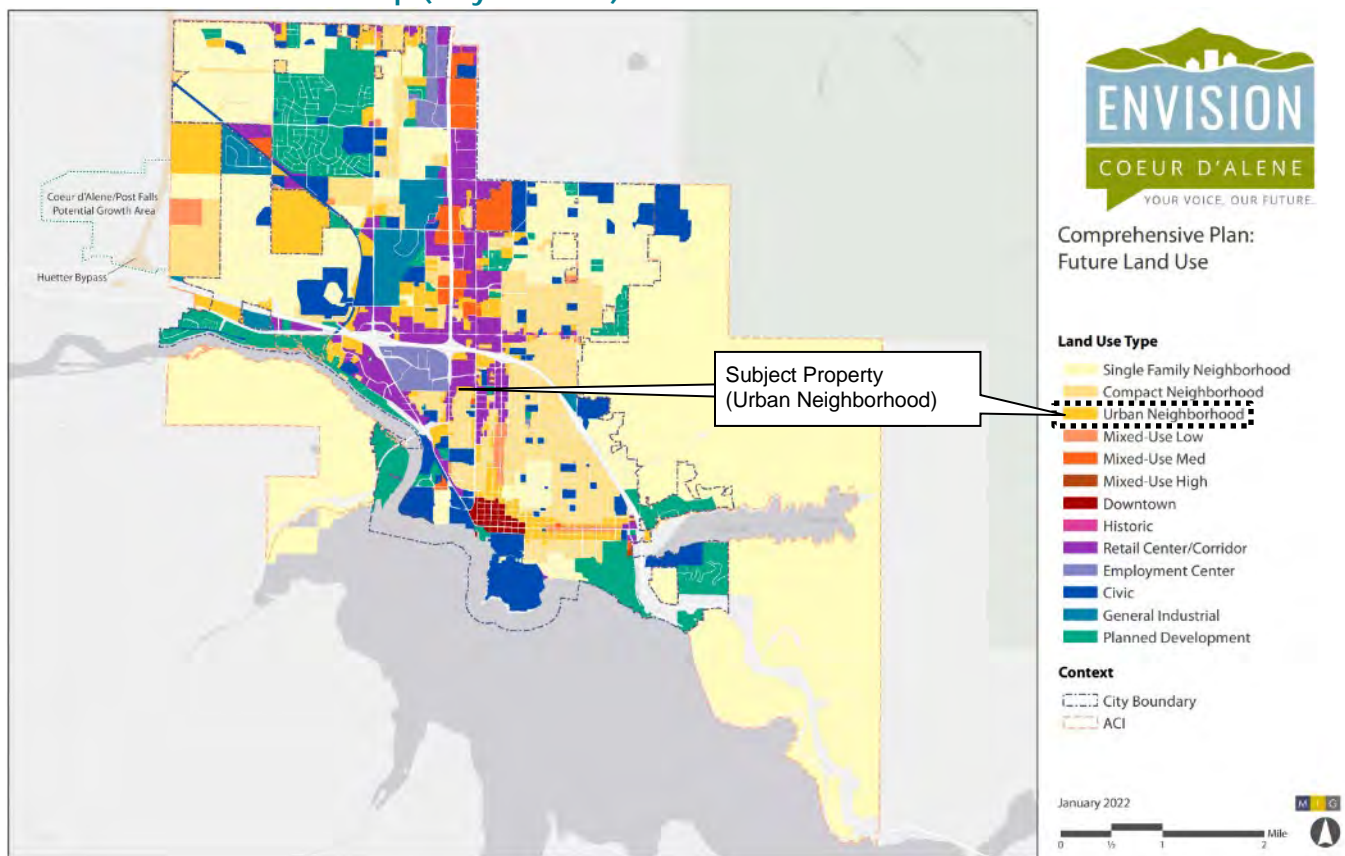
REQUIRED ZONE CHANGE FINDINGS:

Finding #B1: That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.

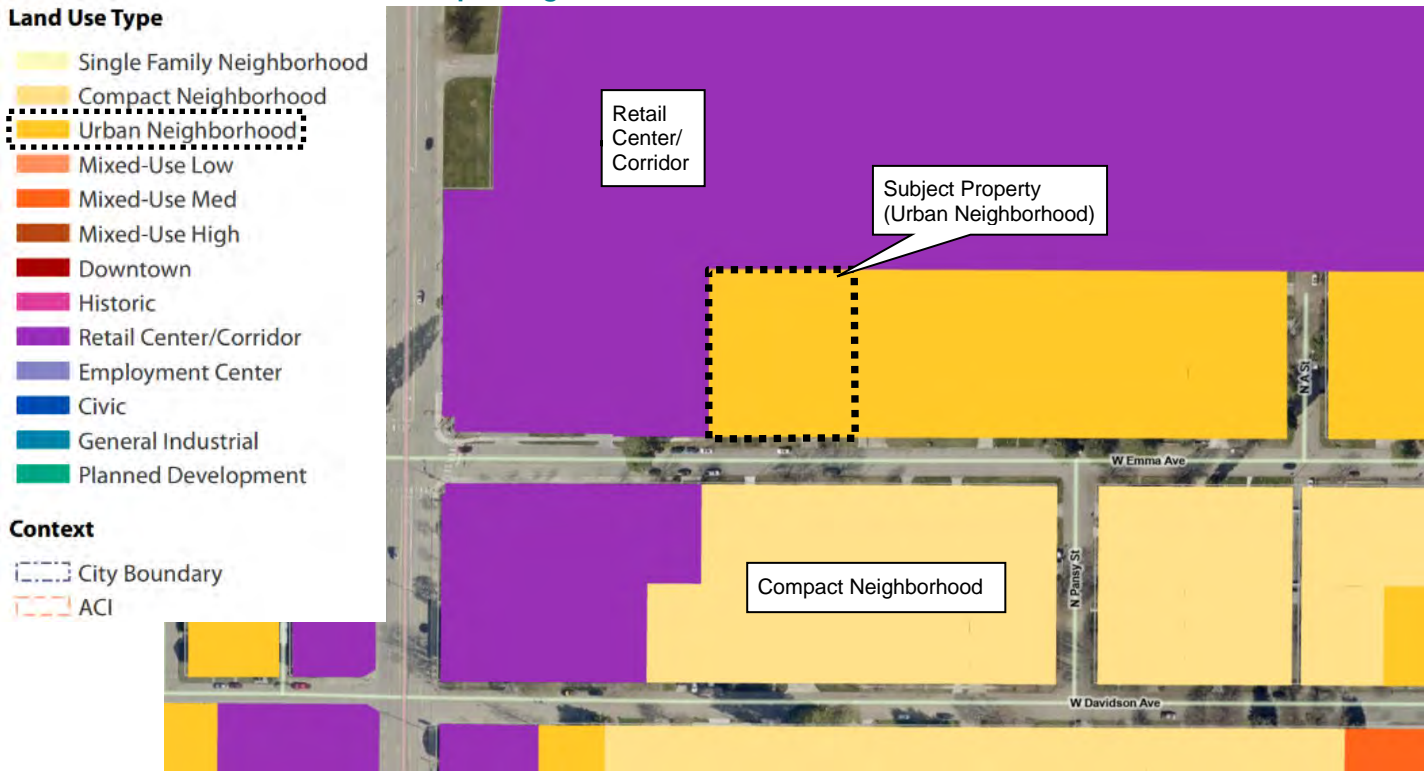
*Use the following information, as well as the attached Comprehensive Plan goals, objectives, and policies to make finding **A9-A11**.*

1. The subject property is within city limits.
2. The City's 2022-2042 Comprehensive Plan categorizes this area as a "Urban Neighborhood" Place Type:

Future Land Use Map (City Context):



Future Land Use Map (Neighborhood Context):



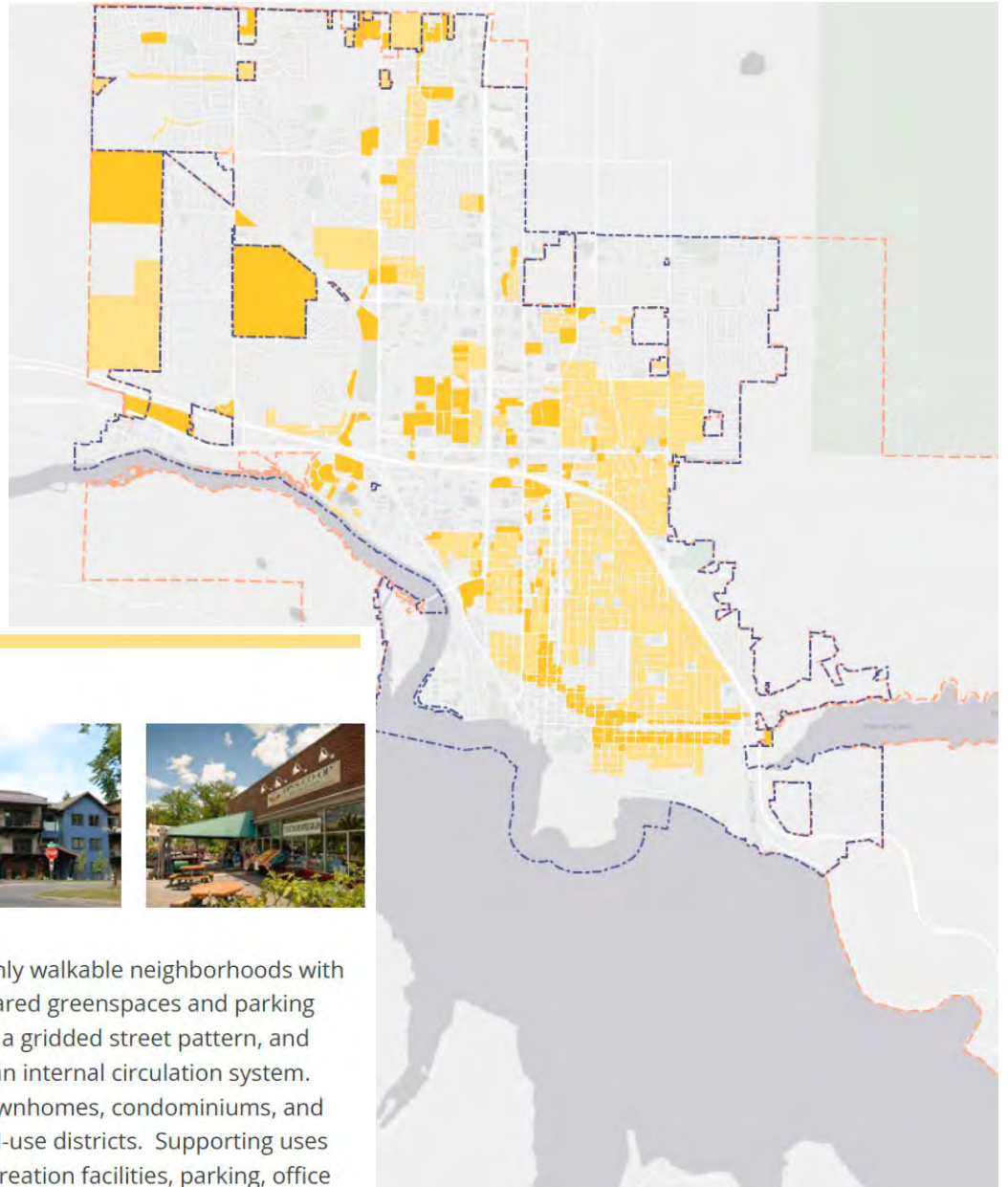
Place Types

Place Types represent the form of future development, as envisioned by the residents of Coeur d'Alene. These Place Types provide the policy-level guidance that will inform the City's Development Ordinance. Each Place Type corresponds to multiple zoning districts that will provide a high-level of detail and regulatory guidance on items such as height, lot size, setbacks, adjacencies, and allowed uses.

Urban Neighborhood

Urban Neighborhood places are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

Compatible Zoning: R-17 and R-34SUP; NC, CC, C17, and C17L



Urban Neighborhood



Key Characteristics

Urban Neighborhood places are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with a gridded street pattern, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, often adjacent to mixed-use districts. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

Transportation

- Gridded street pattern with internal streets in building complexes
- Should include high ease-of-use pedestrian and bicycle facilities

Typical Uses

- Primary: Multifamily residential
- Secondary: Neighborhood parks and recreation facilities, parking, office, commercial



Building Types

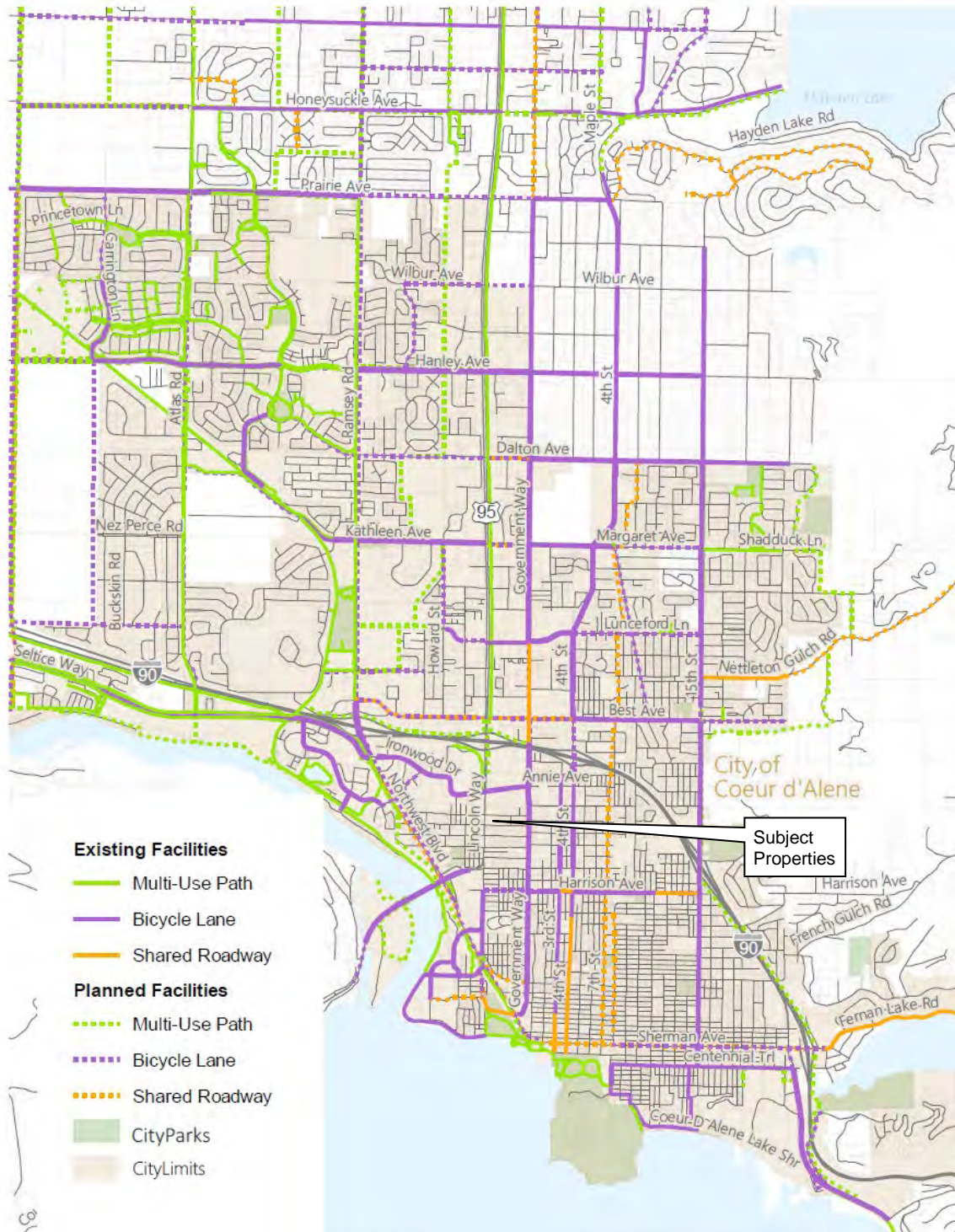
- Apartments, condominiums, townhomes

Compatible Zoning

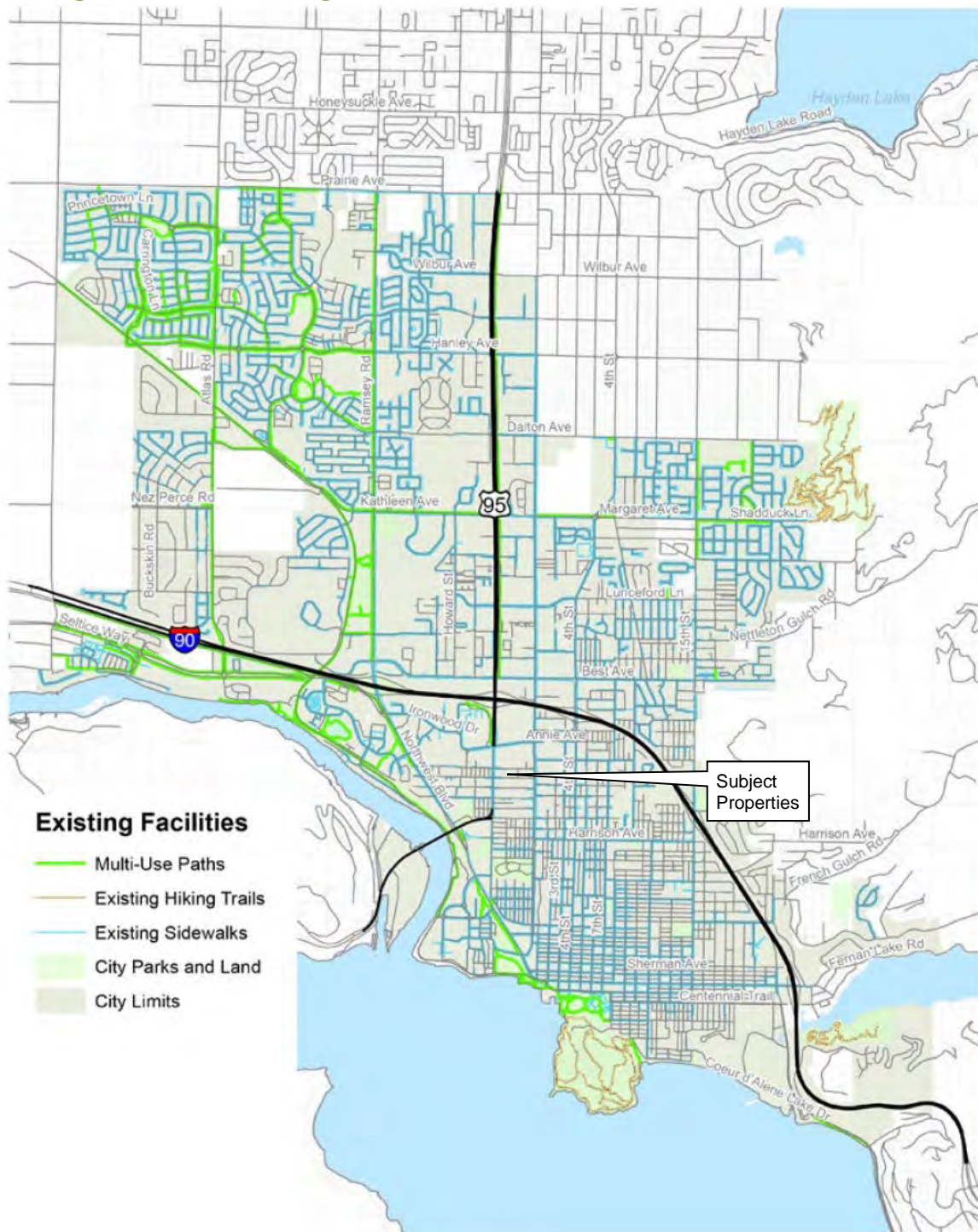
- R-17 and R-34SUP; NC, CC, C17, and C17L

Transportation:

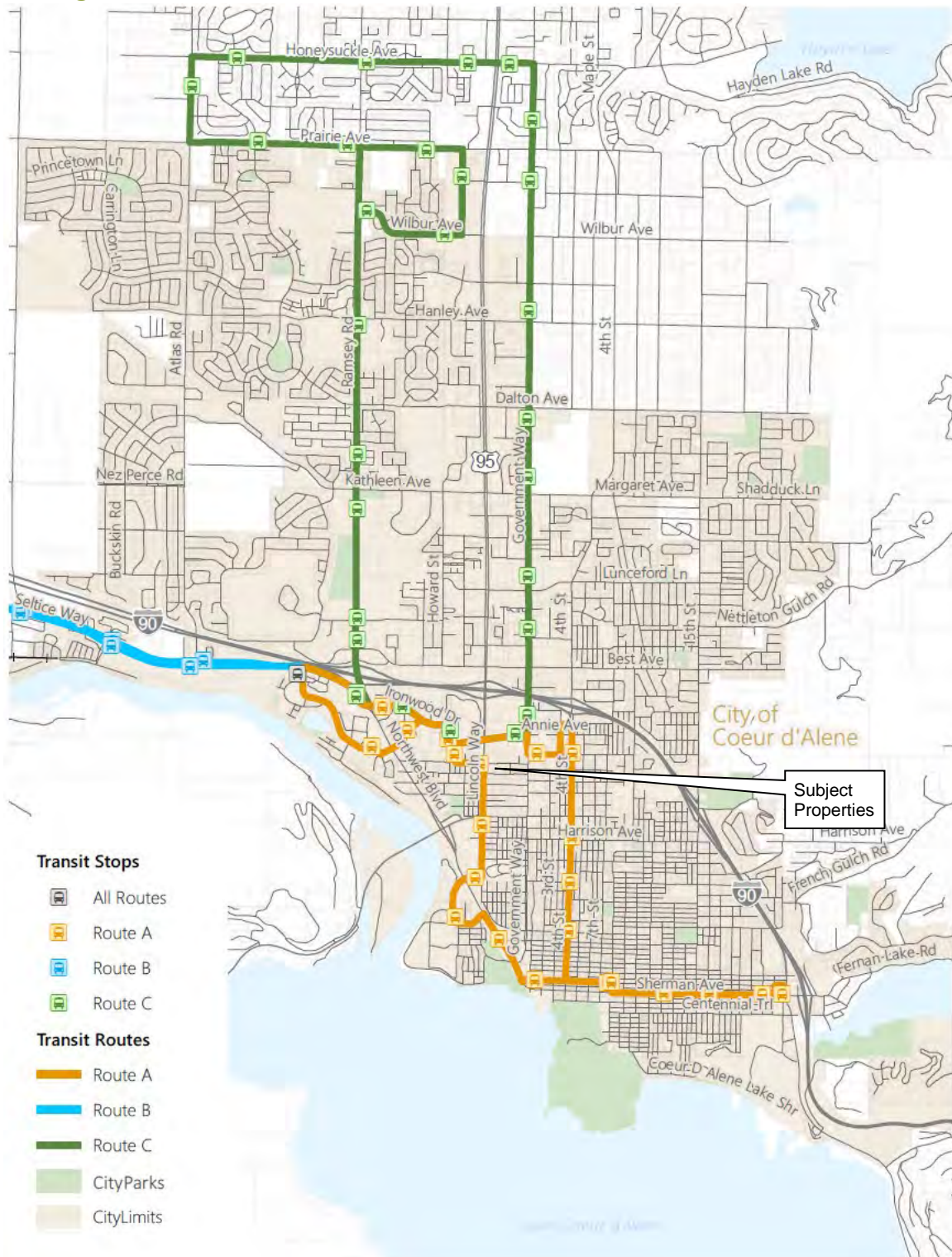
Existing and Planned Bicycle Network:



Existing and Planned Walking Network:



Existing Transit Network:



Comprehensive Plan Policy Framework:

Community & Identity

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Goal CI 2: Maintain a high quality of life for residents and businesses that make Coeur d'Alene a great place to live and visit.

Objective CI 2.1: Maintain the community's friendly, welcoming atmosphere and its small-town feel.

Growth & Development

Goal GD 2: Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

Objective GD 2.1: Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

Jobs & Economy

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth.

Evaluation: *The City Council must determine, based on the information before them, whether the Comprehensive Plan policies do or do not support the request. Specific ways in which the policy is or is not supported by this request should be stated in the finding.*

Finding #B2: **That public facilities and utilities (are) (are not) available and adequate for the proposed use.**

Use the following information as well as public testimony to make finding A12.

FIRE:

The CDA Fire Department has reviewed the listed project for zone change on W. Emma. We have no comments or conditions to add to this project for zone change.

-Submitted by Craig Etherton, Deputy Fire Marshal

POLICE:

Since the subject property is adjacent to other commercial uses, Police does not have concerns with the zone change request. However, when the property gets developed, it would be best to make sure that entrances and exits are not conflicting with the parking lot and driveway approaches for the properties to the south. This will help to ensure safety through sight triangles, due to the fact that

there will be heavy traffic during morning drop off and evening pick up.
-Submitted by David Hagar, Patrol Captain

STORMWATER:

City Code requires that all stormwater remain on the property and for a stormwater management plan to be submitted and approved prior to any construction activity on the site.

-Submitted by Chris Bosley, City Engineer

STREETS:

The subject property is bordered by Emma Ave to the south. Frontage improvement requirements will be handled at the time of construction.

-Submitted by Chris Bosley, City Engineer

WATER:

Each of these lots has a 1" service with a 3/4" meter. An 8" C-900 is located on the south side of W Emma Ave. Any unused water services currently serving these properties will need to be abandoned.

-Submitted by Glen Poelstra, Assistant Water Director

WASTEWATER:

Wastewater has no issues with this proposed zone change. Wastewater has the willingness and capacity to serve this property according to the 2023 Collection System Master Plan. Sewer to this property is available on W. Emma Ave.

-Submitted by Larry parsons, Utility Project Manager

Evaluation: *The City Council must determine, based on the information before them, whether or not the public facilities and utilities are adequate for the request.*

Finding #B3: **That the physical characteristics of the site (make) (do not make) it suitable for the request at this time.**

Use the following information as well as public testimony to make finding A13.

PHYSICAL CHARACTERISTICS:

The immediate area is characterized by rectangular lots with a combined frontage of approximately 194 feet along W. Emma Avenue and depth of approximately 215 feet. Existing structures include single-family homes featuring one to two stories, wood-frame construction, and modest setbacks of 20 feet +/- from the street. The site currently does not have paved sidewalks along W. Emma Avenue, with minimal on-site parking (driveways only), and mature street trees providing partial shading. A buffer exists to the north to help screen the shopping center.

SITE PHOTOS:

Intersection of Emma Ave. and US-95 looking north (controlled intersection):



Intersection of Emma Ave. and US-95 looking northeast toward Kootenai Kids:



Intersection of Emma Ave. and US-95 looking east (North Idaho Eye Institute on right):



Looking east down Emma Ave. toward the edge of subject properties (end of sidewalk):



Looking northeast at the three subject residential properties:



Looking north at the furthest west house/parcel (503 W. Emma Ave.):



Looking north at the center house/parcel (421 W. Emma Ave.):



Looking north at the furthest east house/parcel (417 W. Emma Ave.):



Looking east down Emma Ave. toward N. Government Way:



Looking southwest at existing homes across the street from subject properties (south):



Evaluation: *The City Council must determine, based on the information before them, whether or not the physical characteristics of the site make it suitable for the request at this time.*

Finding #B4: **That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.**

*Use the following information and public testimony to make finding **A14**.*

TRAFFIC:

The proposed zone changes themselves would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. However, the applicant intends to expand the existing daycare center within the proposed C-17L zoned properties to the east. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Ave has the available capacity to accommodate the additional traffic.

-Submitted by Chris Bosley, City Engineer

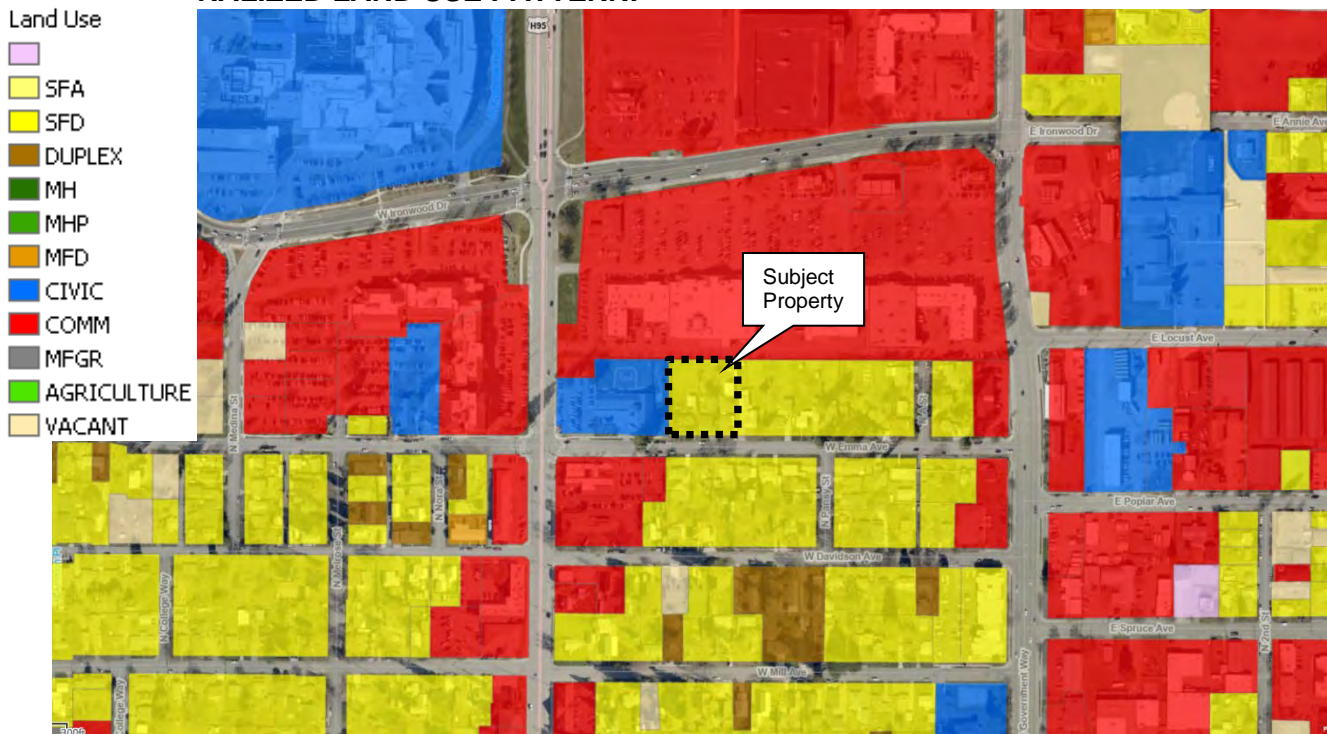
NEIGHBORHOOD CHARACTER:

The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection.

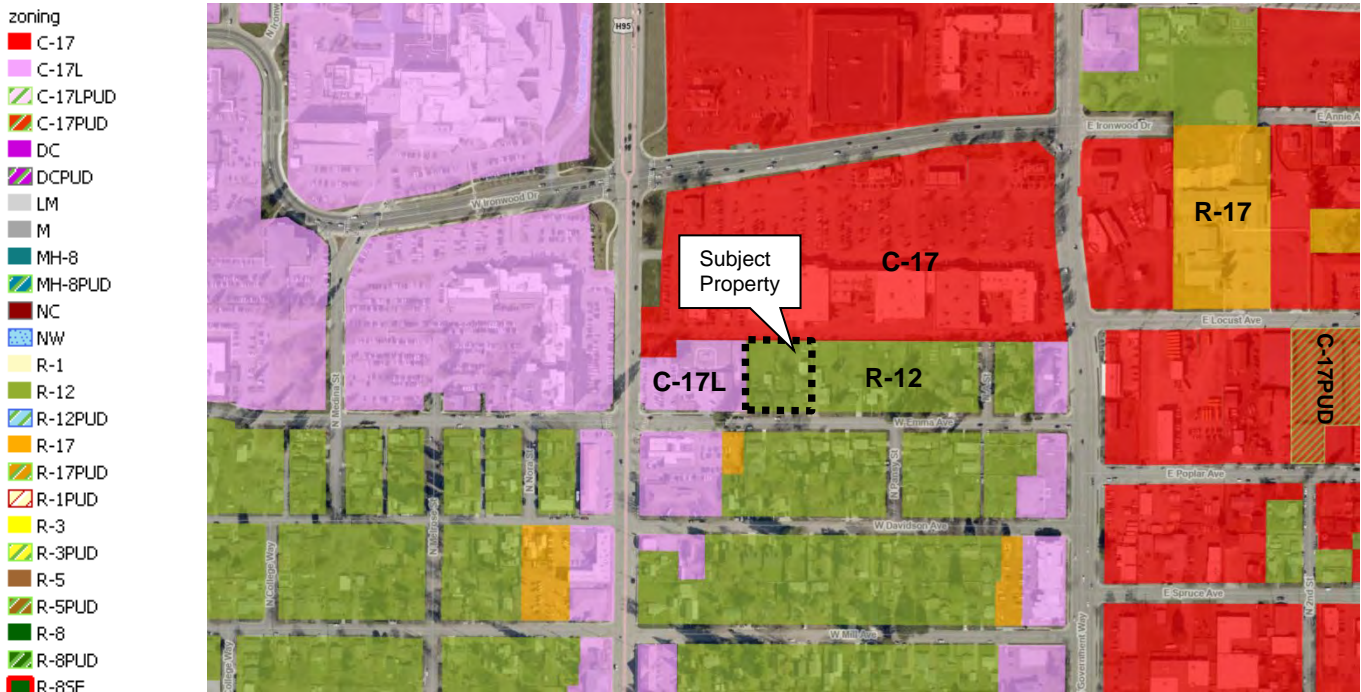
An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

The housing stock on W. Emma Avenue varies in size and condition, reflecting a mix of older homes and maintained properties typical of mid-20th-century development. The street is lined with mature trees.

GENERALIZED LAND USE PATTERN:



ZONING:



NOTE: Approval of the zone change request would intensify the potential of the property by increasing the allowable uses and density by-right from R-12 to C-17L.

Proposed Zoning:

17.05.570: GENERALLY:

- A. The C-17L district is intended as a low density commercial and residential mix district. This district permits residential development at a density of seventeen (17) units per gross acre as specified by the R-17 district and limited-service commercial businesses whose primary emphasis is on providing a personal service.
- B. Retail/wholesale commercial would require the granting of a special use permit in accordance with section 17.09.205 of this title.
- C. This district is suitable as a transition between residential and commercial zoned areas and should be located on designated collector streets or better for ease of access and to act as a residential buffer.

17.05.580: PERMITTED USES; PRINCIPAL:

Principal permitted uses in a C-17L district shall be as follows:

- Administrative offices.
- Automobile parking when serving an adjacent business or apartments.
- Banks and financial establishments.
- Boarding house.
- Childcare facility.
- Commercial film production.
- Community assembly.
- Community education.
- Duplex housing (as specified by the R-12 district).
- Essential service.
- Group dwelling - detached housing.

- Handicapped or minimal care facility.
- Home occupation.
- Hospitals/healthcare.
- Juvenile offenders facility.
- Multiple-family housing (as specified by the R-17 district).
- Neighborhood recreation.
- Nursing/convalescent/rest homes for the aged.
- Personal service establishment.
- Professional offices.
- Public recreation.
- Rehabilitative facility.
- Religious assembly.
- Single-family detached housing (as specified by the R-8 district).

17.05.590: PERMITTED USES; ACCESSORY:

Accessory permitted uses in a C-17L district shall be as follows:

- Accessory dwelling units.
- Apartment for resident caretaker.
- Outdoor storage or building when incidental to the principal use.
- Private recreation (enclosed or unenclosed).
- Residential accessory uses as permitted by the R-17 district.

17.05.600: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in a C-17L district shall be as follows:

- Commercial kennel.
- Commercial recreation.
- Community organization.
- Convenience sales.
- Criminal transitional facility.
- Food and beverage stores for off/on site consumption.
- Hotel/motel.
- Mobile food court.
- Noncommercial kennel.
- Remaining uses, not already herein permitted, of the C-17 district principal permitted uses.
- Residential density of the R-34 district density as specified.
- Veterinary office or clinic when completely indoors.
- Wireless communication facility.

17.05.610: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:

Maximum height requirements in a C-17L district shall be as follows:

Structure Type	Structure Location In Buildable Area For Principal Facilities
Residential height limitations	As specified by the R-17 district
For the remaining uses within 2 blocks of the DC district	No height limitation
For remaining uses outside of 2 blocks of the DC district	63 feet

Buffer yard requirements (Commercial Design Standards):

F. Residential/Parking Lot Screening

Intent: To diminish the amount of asphalt and parked cars visible from the street and abutting residential by buffering it from less intensive uses.

1. Along any street frontage, parking lots shall be separated from the sidewalk by a planting strip, a minimum of 6 feet wide. This strip shall be planted with trees having a minimum caliper of 1.5" and equivalent in number to that produced by one tree every 35 feet. Not less than 20% of the trees shall be a native evergreen variety. However, trees may be grouped. In addition, there shall be evergreen shrubs at least 30" in height at the time of planting, no less than 48" on center. A masonry wall, 24" - 42" in height, with ground cover, may be substituted for the shrubs. A combination of all of the above, i.e., trees, shrubs, wall and ground cover, are encouraged.
2. Where a site abuts a residential district, there shall be a planting strip, at least 10 feet in width containing evergreen trees along the area bordering the two districts. This strip shall be planted with trees 8 to 12 feet tall spaced no more than 25 feet apart. In addition, there shall be evergreen shrubs at least 30" in height at time of planting, no less than 48" on center as approved by the urban forester.
3. The Planning Director may approve other approaches to screening, so long as the intent is satisfied.

Theoretical maximums:

C-17L zoning allows for service uses as well as residential at an R-17 standard. Development of C-17L may include a mix of both. Limitations are generally reached by zoning requirements through performance standards that include height, setbacks, and parking specifications. Other limitations may include Fire, Building, and Engineering standards. These are provided to an applicant through a project review meeting as required by city code, prior to construction.

The subject parcels measure a total of 0.957 acres (41,686.92 square feet).

Limited Commercial: See "17.05.580: Permitted Uses; Principal" (pg.19-20)

Residential: Multifamily standard is 2500 square feet per unit, yielding a potential maximum potential of seventeen (17) attached units.

Evaluation: *The City Council must determine, based on the information before them, whether or not the proposal would adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and)/(or) existing land uses.*

ORDINANCES & STANDARDS USED FOR EVALUATION:

- 2022-2042 Comprehensive Plan
- Transportation Plan
- Municipal Code
- Idaho Code
- Wastewater Treatment Facility Plan
- Water and Sewer Service Policies
- Urban Forestry Standards
- Transportation and Traffic Engineering Handbook, I.T.E.
- Manual on Uniform Traffic Control Devices
- 2021 Parks Master Plan
- 2017 Trails and Bikeways Master Plan

ACTION ALTERNATIVES:

The City Council must consider this request and make findings to (approve) (deny) the proposed C-17L zoning.

The Findings worksheet is attached.

Attachments:

Attachment 1 – Applicant’s Application and Narrative

Attachment 2 – Comprehensive Plan Goals and Objectives Worksheet



APPLICANT'S APPLICATION

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PAID
MAR 03 2025**ZONE CHANGE APPLICATION**

CITY OF COEUR D'ALENE

STAFF USE ONLYDate Submitted: 3/3/25 Received by: [Signature] Fee paid: 1580⁰⁰ Project # ZC-3-25**REQUIRED SUBMITTALS**

* *Public Hearing with the Planning Commission and City Council required*

Application Fee: \$ 1,200.00**Publication Fee: \$ 300.00****Mailing Fee(x2): \$ 1.00 per address + \$ 28.00***(The City's standard mailing list has 28 addresses per public hearing)*

A COMPLETE APPLICATION is required at time of application submittal, as determined and accepted by the Planning Department located at <http://cdaid.org/1105/departments/planning/application-forms>.

- ☒ **Completed application form**
- ☒ **Application, Publication, and Mailing Fees**
- ☒ **Title Report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company. The report(s) shall be a full Title Report and include the Listing Packet.
- ☒ **Mailing labels provided by an Idaho licensed Title Company:** Owner's list and three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:
 1. All property owners within 300ft of the external boundaries. * **Non-owners list no longer required***
 2. All property owners within the subject property boundaries. (Including the applicant's property)
 3. A copy of the tax map showing the 300ft mailing boundary around the subject property.
- ☒ **A written narrative:** Including zoning, how proposal relates to the 2022-2042 Comprehensive Plan Category, Neighborhood Area, applicable Special Areas and appropriate Goals and Policies, and Policies and how they support your request.
- ☒ **A legal description:** in MS Word compatible format.
- ☒ **A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- ☒ **Submittal documents:** Applications will not be accepted unless all application items on the form are submitted both with original documents and an electronic copy.

DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posed on the property is also required and must be returned to the Planning Department.

APPLICATION INFORMATION

PROPERTY OWNER: <u>Melrose Properties, LLC (dba Parkwood Business Properties)</u>		
MAILING ADDRESS: <u>2100 Northwest Boulevard, ste 350</u>		
CITY: <u>Coeur d'Alene</u>	STATE: <u>ID</u>	ZIP: <u>83814</u>
PHONE: <u>208-667-4086</u>	FAX: <u>208-667-5147</u>	EMAIL: <u>cmeyer@parkwoodproperties.com</u>
APPLICANT OR CONSULTANT: <u>Same as above</u>		STATUS: <u>ENGINEER</u> <u>OTHER</u>
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

FILING CAPACITY

- ☒ Recorded property owner as to of January 31, 2025
- ☐ Purchasing (under contract) as of _____
- ☐ The Lessee/Renter as of _____
- ☐ Authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached)

SITE INFORMATION:

PROPERTY LOCATION OR ADDRESS OF PROPERTY: <u>503, 421, 417 W. Emma Ave</u>		
EXISTING CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input checked="" type="checkbox"/> R-17 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> CC <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>		
EXISTING CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-17 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> CC <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>		
TAX PARCEL #: <u>C-8640-00A-002-H, C-8640-00A-002-G, C-8640-00A-002-F, R-12</u>	EXISTING ZONING:	TOTAL NET AREA/ACRES: <u>.957ac</u>
GROSS AREA/ACRES: <u>.957ac</u>	CURRENT LAND USE: <u>SFD residential</u>	ADJACENT LAND USE: <u>Shopping center, daycare, houses</u>
DESCRIPTION OF PROJECT/REASON FOR REQUEST: <u>Please see attached narrative</u>		

REQUIRED CERTIFICATIONS:**OWNERSHIP LIST:**

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by Kootenai Title Company on February 20, 2025
(title company) (date)

RESIDENTS LIST:

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by Kootenai Title Company on February 20, 2025
(name) (date)

CERTIFICATION OF APPLICANT:

I, Christopher F. Meyer, being duly sworn, attests that he/she is the applicant of this
(Insert name of applicant)

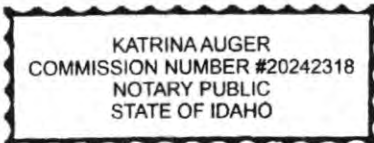
request and knows the contents thereof to be true to his/her knowledge.

Signed: Christopher F. Meyer
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 3 day of March, 2025.

Notary Public for Idaho Residing at: Post Falls



My commission expires: 6/24/30

Signed: Katrina Auger
(notary)

CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: Christopher F. Meyer Telephone No.: 208-667-4086

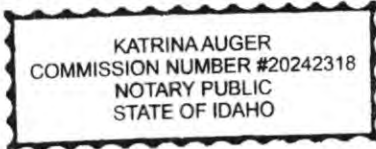
Address: 2100 Northwest Boulevard, Ste 350 Coeur d'Alene, ID 83814

Signed by Owner: *Christopher F. Meyer*

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 3 day of March, 2025.

Notary Public for Idaho Residing at: Post Falls



My commission expires: 6/24/30

Signed: *Katrina Auger*
(notary)

**For multiple applicants or owners of record, please submit multiple copies of this page.*

I (We) the undersigned do hereby make petition for a zone change of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record, and retained in the file.

DATED THIS _____ DAY OF _____ 20 _____



2100 Northwest Blvd., Suite 350
Coeur d'Alene, ID 83814
phone 208-667-4086
fax 208-667-5147

March 3, 2025

Sean Holm
City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814

Sean,

Thanks for the opportunity to explain the reasoning behind our request to re-zone our properties at 503, 417, and 421 W. Emma Ave from R-12 residential to C-17L commercial. Our intention is to modify the land use designation to allow for a future expansion of the adjacent Kootenai Health daycare facility. The properties are owned by Melrose Properties, LLC but we do business in the community as Parkwood Business Properties.

In 2015 Parkwood, in partnership with Kootenai Health, acquired the former church building at 521 W. Emma Ave and remodeled it into a daycare facility. This relocation and expansion of daycare services doubled the amount of child care slots that were available to serve the needs of Kootenai Health employees. Over the last 10 years Kootenai Health has continued to grow their employment base and the waiting list of children for the daycare has grown to over 150. Many other child care facilities in our community were forced to shutter during the pandemic so preserving and expanding the remaining daycare providers is key to meeting the needs of our growing community.

Seeing this emerging need, Parkwood made strategic acquisitions of the three houses to the east of the daycare facility to prepare for expansion. In 2019 we worked with the Idaho Transportation Department to install a signal at US 95 and Emma to ease congestion in the medical corridor and provide improved pedestrian safety across Lincoln Way. Our request for a re-zone is to prepare for an eventual expansion of the adjacent Kootenai Health Daycare facility to better meet the needs of Kootenai Health employees.

Our requested re-zone proposal aligns with the 2022-2024 City of Coeur d'Alene Comprehensive plan in several ways.

Comprehensive Plan Conformance:

The current designation of our three parcels is Urban Neighborhood (dark yellow), similar to adjacent properties to the east. Adjacent properties to the west and north are Retail Center/Corridor (purple.) Our proposal is a slight expansion to the Retail Center/Corridor future land use map designation to be more similar to the existing adjacent land uses on the north and west sides.

Child care facilities are only allowed in C-17L or C-17 zoning and our request is for the less intense C-17L zoning to align with the existing adjacent daycare parcel to the west. This less intense C17L zoning designation limits the kinds and types of commercial activities that could be developed on these parcels.

Available facilities and utilities:

Adequate City utilities are available to support C-17L zoning. The sites are platted lots located close to an existing fully signalized intersection at Emma and US 95 with City utilities in Emma Ave.

Physical characteristics:


The site is flat with no physical characteristics that make it unsuitable for our proposed re-zone.


The proposed parcels are within the Health Corridor URD and will be owned by Parkwood as a private entity. Any new tax increment created by redevelopment will add value to the Urban Renewal District.

Neighborhood Impacts

Emma Ave is well served by the existing signal at US 95 to safely handle the ingress and egress movements from any increased traffic that could be generated by a future expanded daycare facility. The signal also provides for enhanced pedestrian safety for any Kootenai Health employees who access the daycare facility on foot during their lunch breaks or before and after their workdays.

The Idaho Transportation Department has announced plans to reconstruct the US 95 & I-90 interchange in the 2028-2029 timeframe. These improvements will increase the efficiency of traffic flows from the medical corridor to the growing population in the north and west of Kootenai County. One potential impact of the expansion of US 95 at the Emma signal, is the encroachment into existing daycare parking adjacent to US 95. By re-zoning these three parcels east of the daycare center now we can be prepared to reconfigure the site and potentially replace parking that may be removed due to the upcoming road widening project.

 ITD Projects



Proposed Improvements

- New single-point urban interchange (SPUI) at I-90 and US-95
- Interchange ramp improvements at 4th Street
- I-90 widening from US-95 to 4th Street
- US-95 widening from Emma Avenue to Bosanko Avenue
- US-95 will be elevated on a bridge, and Appleway Avenue will be lowered so that the two roads are grade separated and no longer intersect
- Intersection improvements on:
 - US-95, from Emma Avenue to Neider Avenue
 - 4th Street, at the westbound I-90 ramps and Appleway/Best Avenue
 - Northwest Boulevard, at the westbound I-90 ramps and Appleway Avenue
- Bicycle and pedestrian improvements along I-90 and US-95

Neighborhood integrity would be maintained east of our site as we are adjacent on the north and west sides of our request to existing commercial land uses and zoning. Our requested re-zone would just move the line between existing C-17L zoning and the adjacent R-12 zoning three lots further east, maintaining the existing adjacencies between these two zoning designations. A borderline between C-17L and R-12 zoning still exists but is simply relocated to accommodate the expanding Retail Center/Corridor Place Type in the Comprehensive Plan.

We appreciate your consideration of our request and are available to answer any questions you may have.

Sincerely,

Christopher F. Meyer

Chris Meyer

Asset Manager

Melrose Properties, LLC (dba Parkwood Business Properties)



Comp Plan Goals & Objectives

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COMPREHENSIVE PLAN GOALS AND OBJECTIVES

Community & Identity



Goal CI 1

Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.



OBJECTIVE CI 1.1

Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.



Goal CI 2

Maintain a high quality of life for residents and businesses that make Coeur d'Alene a great place to live and visit.



OBJECTIVE CI 2.1

Maintain the community's friendly, welcoming atmosphere and its smalltown feel.



OBJECTIVE CI 2.2

Support programs that preserve historical collections, key community features, cultural heritage, and traditions.



Goal CI 3

Coeur d'Alene will strive to be livable for median and below income levels, including young families, working class, low income, and fixed income households.



OBJECTIVE CI 3.1

Support efforts to preserve existing housing stock and provide opportunities for new affordable and workforce housing.



Goal CI 4

Coeur d'Alene is a community that works to support cultural awareness, diversity and inclusiveness.



OBJECTIVE CI 4.1

Recognize cultural and economic connections to the Coeur d'Alene Tribe, acknowledging that this area is their ancestral homeland.



OBJECTIVE CI 4.2

Create an environment that supports and embraces diversity in arts, culture, food, and self-expression.



OBJECTIVE CI 4.3

Promote human rights, civil rights, respect, and dignity for all in Coeur d'Alene.

Education & Learning



Goal EL 3

Provide an educational environment that provides open access to resources for all people.



OBJECTIVE EL 3.2

Provide abundant opportunities for and access to lifelong learning, fostering mastery of new skills, academic enrichment, mentoring programs, and personal growth.



OBJECTIVE EL 3.3

Support educators in developing and maintaining high standards to attract, recruit, and retain enthusiastic, talented, and caring teachers and staff.



Goal EL 4

Support partnerships and collaborations focused on quality education and enhanced funding opportunities for school facilities and operations.



OBJECTIVE EL 4.1

Collaborate with the school district (SD 271) to help identify future locations for new or expanded school facilities and funding mechanisms as development occurs to meet Coeur d'Alene's growing population.



OBJECTIVE EL 4.2

Enhance partnerships among local higher education institutions and vocational schools, offering an expanded number of degrees and increased diversity in graduate level education options with combined campus, classroom, research, and scholarship resources that meet the changing needs of the region.

Environment & Recreation



Goal ER 1

Preserve and enhance the beauty and health of Coeur d'Alene's natural environment.



OBJECTIVE ER 1.1

Manage shoreline development to address stormwater management and improve water quality.



OBJECTIVE ER 1.2

Improve the water quality of Coeur d'Alene Lake and Spokane River by reducing the use of fertilizers, pesticides, herbicides, and managing aquatic invasive plant and fish species.



OBJECTIVE ER 1.3

Enhance and improve lake and river habitat and riparian zones, while maintaining waterways and shorelines that are distinctive features of the community.



OBJECTIVE ER 1.4

Reduce water consumption for landscaping throughout the city.



Goal ER 2

Provide diverse recreation options.



OBJECTIVE ER 2.2

Encourage publicly-owned and/or private recreation facilities for citizens of all ages. This includes sports fields and facilities (both outdoor and indoor), hiking and biking pathways, open space, passive recreation, and water access for people and motorized and non-motorized watercraft.



OBJECTIVE ER 2.3

Encourage and maintain public access to mountains, natural areas, parks, and trails that are easily accessible by walking and biking.



Goal ER 3

Protect and improve the urban forest while maintaining defensible spaces that reduces the potential for forest fire.



OBJECTIVE ER 3.1

Preserve and expand the number of street trees within city rights-of-way.



OBJECTIVE ER 3.2

Protect and enhance the urban forest, including wooded areas, street trees, and "heritage" trees that beautify neighborhoods and integrate nature with the city.



OBJECTIVE ER 3.3

Minimize the risk of fire in wooded areas that also include, or may include residential uses.



OBJECTIVE ER 3.4

Protect the natural and topographic character, identity, and aesthetic quality of hillsides.



Goal ER 4

Reduce the environmental impact of Coeur d'Alene.



OBJECTIVE ER 4.1

Minimize potential pollution problems such as air, land, water, or hazardous materials.



OBJECTIVE ER 4.2

Improve the existing compost and recycling program.

Growth & Development



Goal GD 1

Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d'Alene a great place to live.



OBJECTIVE GD 1.1

Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.



OBJECTIVE GD 1.3

Promote mixed use development and small-scale commercial uses to ensure that neighborhoods have services within walking and biking distance.



OBJECTIVE GD 1.4

Increase pedestrian walkability and access within commercial development.



OBJECTIVE GD 1.5

Recognize neighborhood and district identities.



OBJECTIVE GD 1.6

Revitalize existing and create new business districts to promote opportunities for jobs, services, and housing, and ensure maximum economic development potential throughout the community.



OBJECTIVE GD 1.7

Increase physical and visual access to the lakes and rivers.



OBJECTIVE GD 1.8

Support and expand community urban farming opportunities.



Goal GD 2

Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.



OBJECTIVE GD 2.1

Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.



OBJECTIVE GD 2.2

Ensure that City and technology services meet the needs of the community.



Goal GD 3

Support the development of a multimodal transportation system for all users.



OBJECTIVE GD 3.1

Provide accessible, safe, and efficient traffic circulation for motorized, bicycle and pedestrian modes of transportation.



OBJECTIVE GD 3.2

Provide an accessible, safe, efficient multimodal public transportation system including bus stop amenities designed to maximize the user experience.



Goal GD 4

Protect the visual and historic qualities of Coeur d'Alene



OBJECTIVE GD 4.1

Encourage the protection of historic buildings and sites.

- ☐ **Goal GD 5**
Implement principles of environmental design in planning projects.

- ☐ **OBJECTIVE GD 5.1**
Minimize glare, light trespass, and skyglow from outdoor lighting.

Health & Safety

- ☐ **Goal HS 1**
Support social, mental, and physical health in Coeur d'Alene and the greater region.

- ☐ **OBJECTIVE HS 1.1**
Provide safe programs and facilities for the community's youth to gather, connect, and take part in healthy social activities and youth-centered endeavors.
- ☐ **OBJECTIVE HS 1.2**
Expand services for the city's aging population and other at-risk groups that provide access to education, promote healthy lifestyles, and offer programs that improve quality of life.
- ☐ **OBJECTIVE HS 1.3**
Increase access and awareness to education and prevention programs, and recreational activities.

- ☐ **Goal HS 3**
Continue to provide exceptional police, fire, and emergency services.

- ☐ **OBJECTIVE HS 3.2**
Enhance regional cooperation to provide fast, reliable emergency services.
- ☐ **OBJECTIVE HS 3.3**
Collaborate with partners to increase one on one services.

Jobs & Economy

- ☐ **Goal JE 1**
Retain, grow, and attract businesses

- ☐ **OBJECTIVE JE 1.1**
Actively engage with community partners in economic development efforts.
- ☐ **OBJECTIVE JE 1.2**
Foster a pro-business culture that supports economic growth.

- ☐ **Goal JE 3**
Enhance the Startup Ecosystem

- ☐ **OBJECTIVE JE 3.1**
Convene a startup working group of business leaders, workforce providers, and economic development professionals and to define needs.
- ☐ **OBJECTIVE JE 3.2**
Develop public-private partnerships to develop the types of office space and amenities desired by startups.
- ☐ **OBJECTIVE JE 3.3**
Promote access to the outdoors for workers and workers who telecommute.
- ☐ **OBJECTIVE JE 3.4**
Expand partnerships with North Idaho College, such as opportunities to use the community maker space and rapid prototyping (North Idaho College Venture Center and Gizmo) facilities.

City Council Meeting



May 20, 2025

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

APPLICANT:

Melrose Properties, LLC
dba Parkwood Business Properties
2100 Northwest Boulevard, Suite 350
Coeur d'Alene, ID 83814

DECISION POINT:

Should the City Council approve or deny the requested zone change from R-12 to C-17L for property owned by Melrose Properties, LLC?



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

LOCATION:

North of W. Emma Avenue between US-95 and N. A Street, commonly known as 417, 421, and 503 W. Emma Avenue.

LEGAL NOTICE:

- 56 mailings were sent on May 2, 2025
- Published in the CDA Press on May 3, 2025
- Property posted on May 12, 2025



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Location Map



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Planning & Zoning Commission Recommendation

The Planning and Zoning Commission met at their regularly scheduled hearing date on April 8, 2025 to consider ZC-3-25, a request for a zone change from R-12 to a C-17L on three (3) parcels measuring a total of 0.957 acres. The Planning and Zoning Commission determined by a unanimous 5-0 vote that the requested zone change complies with the required evaluation criteria and recommends that the City Council adopt the C-17L zoning.

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Background Information (From applicant's narrative)

In 2015, Parkwood, in partnership with Kootenai Health, acquired the former church building at 521 W. Emma Ave and remodeled it into a daycare facility. This relocation and expansion of daycare services doubled the amount of child care slots that were available to serve the needs of Kootenai Health employees. Over the last 10 years, Kootenai Health has continued to grow their employment base and the waiting list of children for the daycare has grown to over 150.

Parkwood made strategic acquisitions of the three houses to the east of the daycare facility to prepare for expansion. In 2019, we worked with the Idaho Transportation Department to install a signal at US 95 and Emma, to ease congestion in the medical corridor and provide improved pedestrian safety across Lincoln Way.

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Four Findings Required

Finding #B1:

That this proposal (is) (is not) in conformance with the Comprehensive Plan.

Finding #B2:

That public facilities and utilities (are) (are not) available and adequate for the proposed use.

Finding #B3:

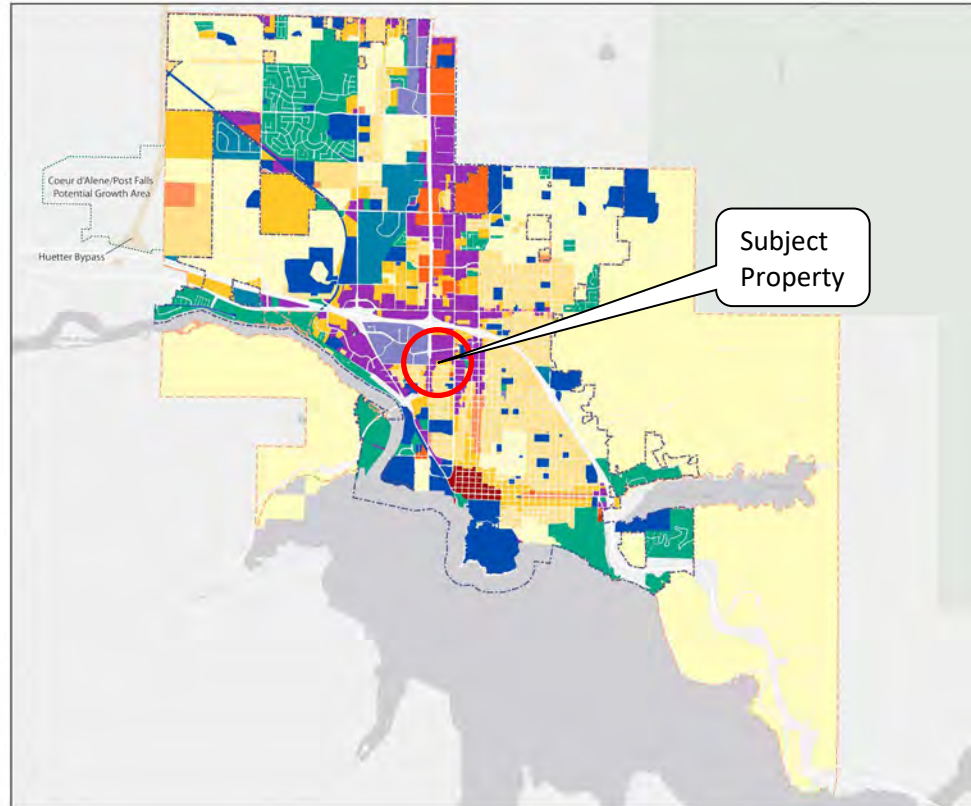
That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

Finding #B4:

That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Finding #B1: That this proposal (is) (is not) in conformance with the Comprehensive Plan.



Comprehensive Plan:
Future Land Use

Land Use Type

- Single Family Neighborhood
- Compact Neighborhood
- Urban Neighborhood
- Mixed-Use Low
- Mixed-Use Med
- Mixed-Use High
- Downtown
- Historic
- Retail Center/Corridor
- Employment Center
- Civic
- General Industrial
- Planned Development

Context

- City Boundary
- ACI

January 2022



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Finding #B1: That this proposal (is) (is not) in conformance with the Comprehensive Plan.

Urban Neighborhood



Key Characteristics

Urban Neighborhood places are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with a gridded street pattern, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, often adjacent to mixed-use districts. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

Transportation

- Gridded street pattern with internal streets in building complexes
- Should include high ease-of-use pedestrian and bicycle facilities

Typical Uses

- Primary: Multifamily residential
- Secondary: Neighborhood parks and recreation facilities, parking, office, commercial

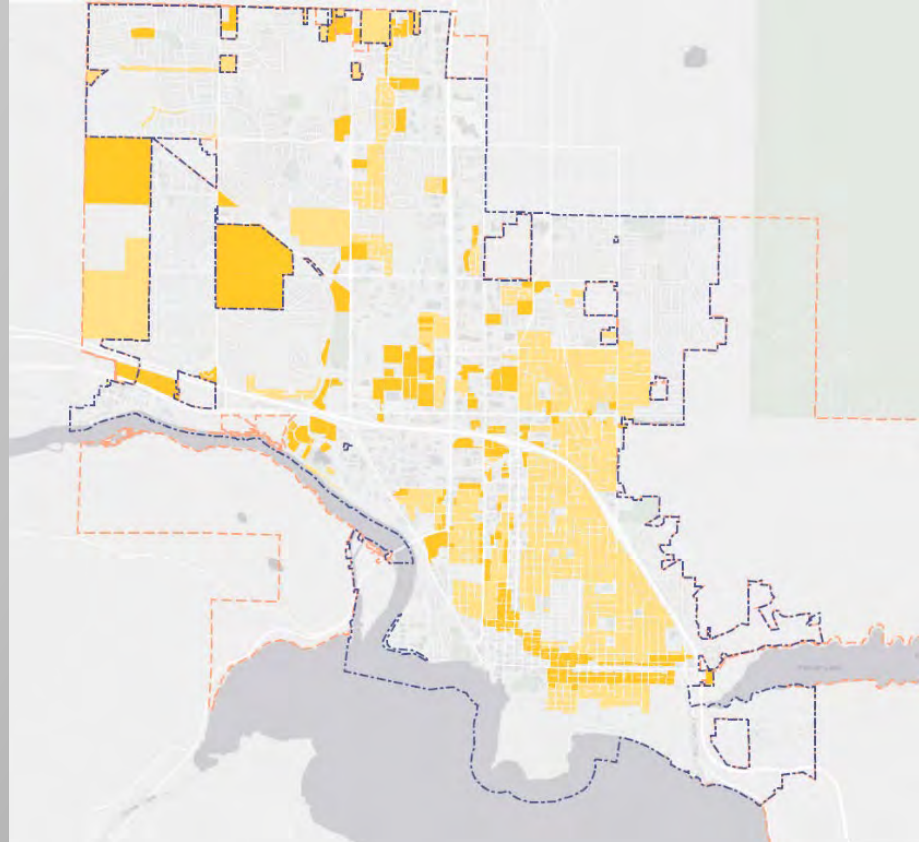


Building Types

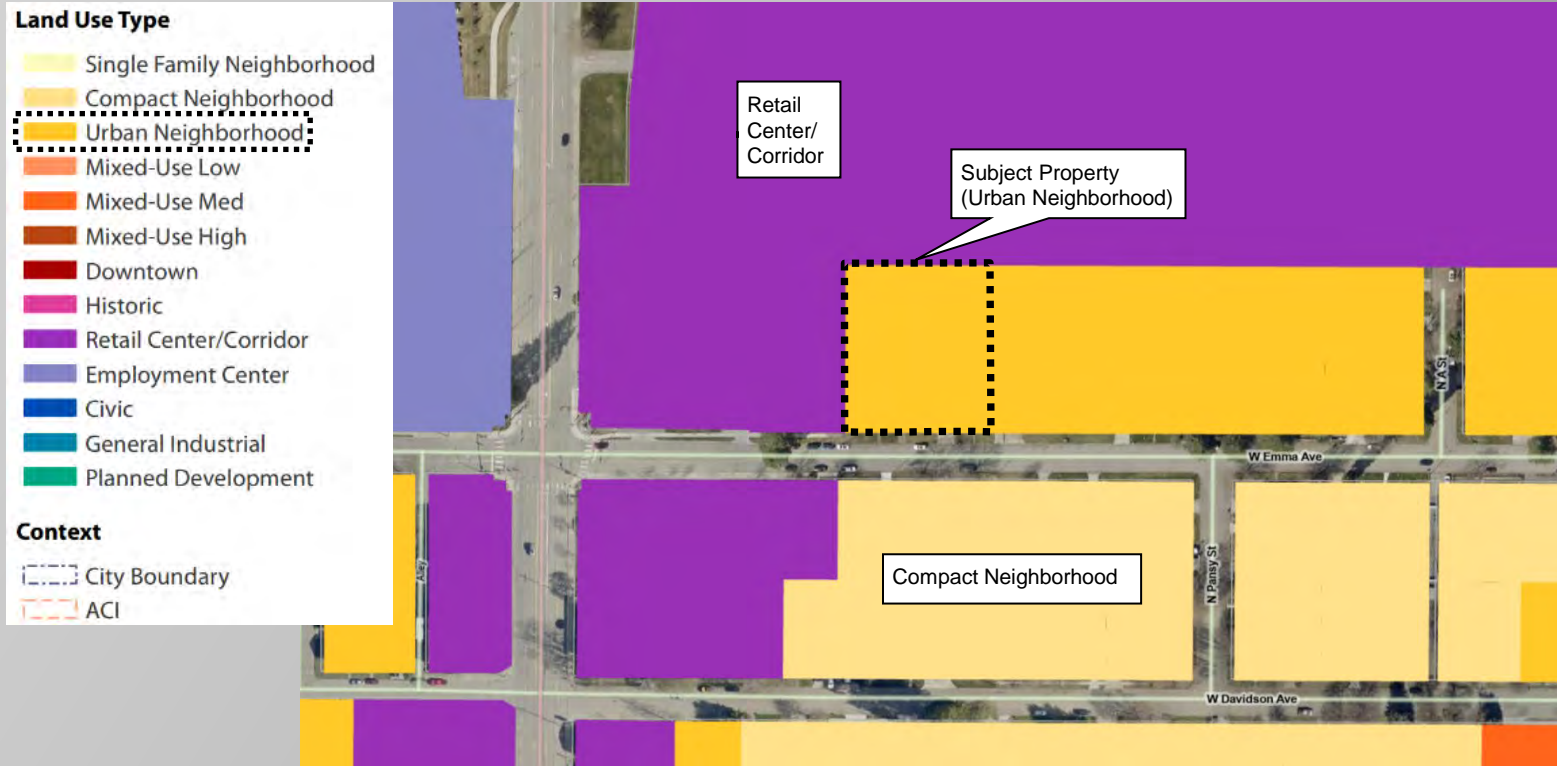
- Apartments, condominiums, townhomes

Compatible Zoning

- R-17 and R-34SUP; NC, CC, C17, and C17L



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Future Land Use Map



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Place Type: Urban Neighborhood

Urban Neighborhood places are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

Compatible Zoning: R-17 and R-34SUP; NC, CC, C-17, and C-17L

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. 2042 Comprehensive Plan Place Types

Place Types represent the form of future development, as envisioned by the residents of Coeur d'Alene. Place Types will in turn provide the policy level guidance that will inform the City's Development Ordinance.

Each Place Type corresponds to multiple zoning districts that will provide a high-level of detail and regulatory guidance on items such as height, lot size, setbacks, and allowed uses.

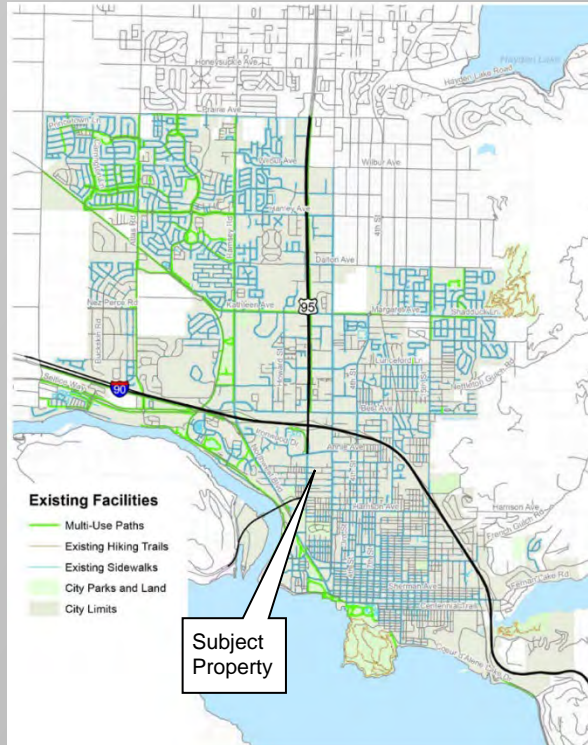
ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

2022-2042 Comp Plan: Transportation

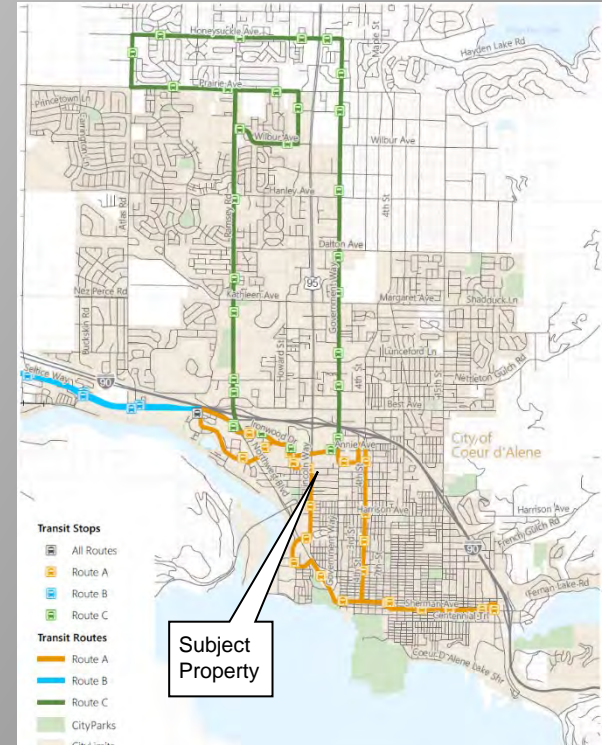
Existing and Planned Bicycle Network:



Existing and Planned Walking Network:



Existing Transit Network:



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

2042 Comprehensive Plan Goals and Objectives

Community & Identity

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Goal CI 2: Maintain a high quality of life for residents and businesses that make Coeur d'Alene a great place to live and visit.

Objective CI 2.1: Maintain the community's friendly, welcoming atmosphere and its small-town feel.

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

2042 Comprehensive Plan Goals and Objectives

Growth & Development

Goal GD 2: Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

Objective GD 2.1: Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

Jobs & Economy

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth.

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Finding #B2: That public facilities and utilities (are)
(are not) available and adequate for the proposed use.

PUBLIC FACILITIES & UTILITIES:

City staff from Police, Streets & Engineering, Water, Fire, and the Wastewater Departments have reviewed the application request in regards to public utilities and public facilities.

Each department has indicated that there are adequate public facilities and public utilities available to serve the proposed zone change request.

** See pages 12 and 13 of the staff report for full departmental comments.*



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Finding #B3: That the physical characteristics of the site (do) (do not) make it suitable for the request at this time.

PHYSICAL CHARACTERISTICS:

The immediate area is characterized by rectangular lots with a combined frontage of approximately 194 feet along W. Emma Avenue and depth of approximately 215 feet. Existing structures include single-family homes featuring one to two stories, wood-frame construction, and modest setbacks of 20 feet +/- from the street. The site currently does not have paved sidewalks along W. Emma Avenue, with minimal on-site parking (driveways only), and mature street trees providing partial shading. A buffer exists to the north to help screen the shopping center.



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.
Intersection of Emma Ave. and US-95 looking north:



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.
Intersection of Emma Ave. and US-95 looking northeast toward Kootenai Kids



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.
Emma Ave. and US-95 looking east (North Idaho Eye Institute on right):



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.
Looking east down Emma Ave. toward the edge of subject properties (end of sidewalk):



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.
Looking northeast at the three subject residential properties:



ZC-3-25: Zone Change Request for 503, 421, & 417 W. Emma Ave.
Looking northeast at the three subject residential properties:



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Finding #B4: That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

TRAFFIC:

The proposed zone changes themselves would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. However, the applicant intends to expand the existing daycare center within the proposed C-17L zoned properties to the east. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Ave has the available capacity to accommodate the additional traffic.

-Submitted by Chris Bosley, City Engineer

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Finding #B4: That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

NEIGHBORHOOD CHARACTER:

The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection.

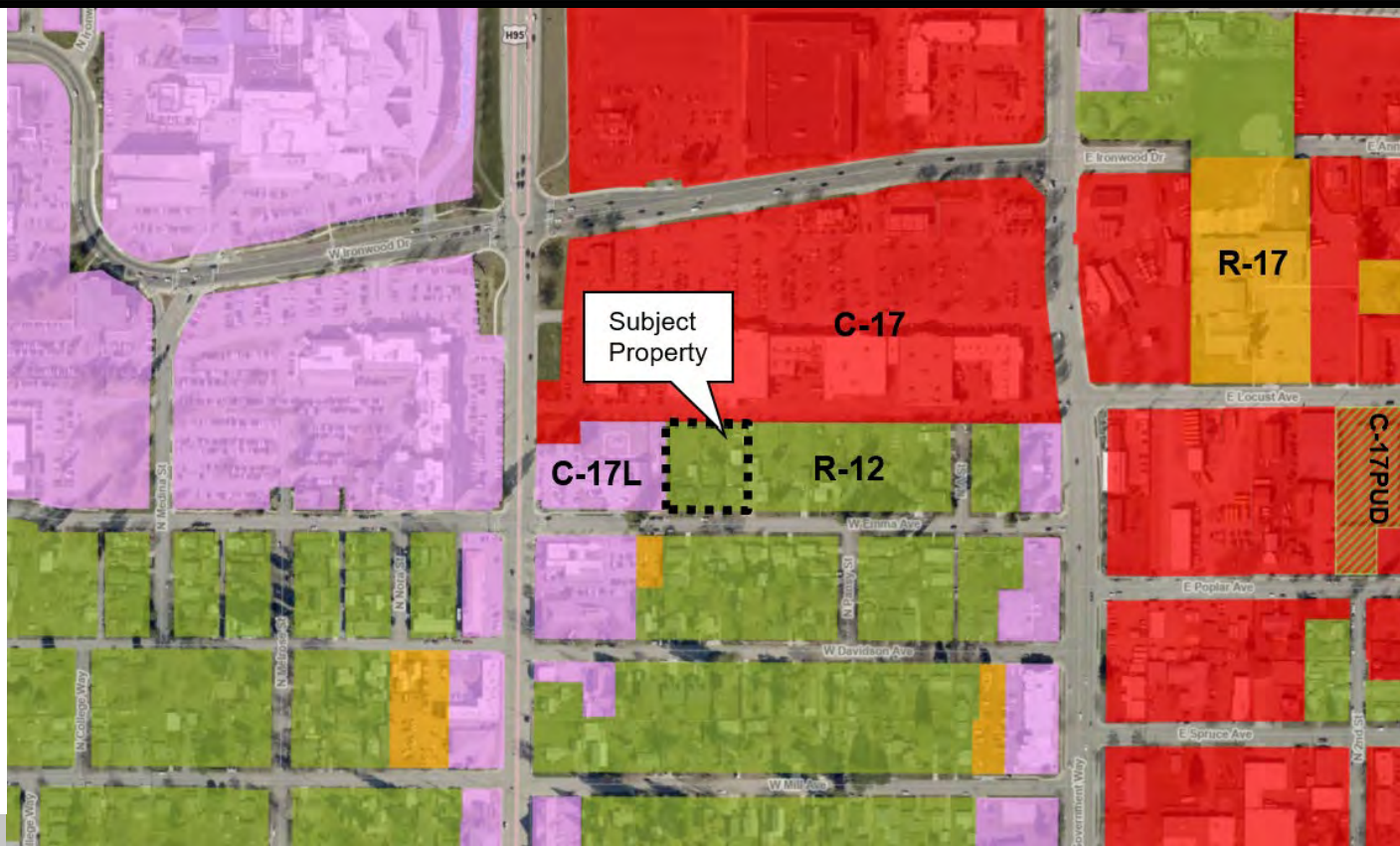
An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

The housing stock on W. Emma Avenue varies in size and condition, reflecting a mix of older homes and maintained properties typical of mid-20th-century development. The street is lined with mature trees.

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Existing Zoning Map

- zoning
- C-17
 - C-17L
 - C-17LPUD
 - C-17PUD
 - DC
 - DCPUD
 - LM
 - M
 - MH-8
 - MH-8PUD
 - NC
 - NW
 - R-1
 - R-12
 - R-12PUD
 - R-17
 - R-17PUD
 - R-1PUD
 - R-3
 - R-3PUD
 - R-5
 - R-5PUD
 - R-8
 - R-8PUD
 - R-8SF



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.

Proposed C-17L Zoning District:

- A. The C-17L district is intended as a low density commercial and residential mix district. This district permits residential development at a density of seventeen (17) units per gross acre as specified by the R-17 district and limited-service commercial businesses whose primary emphasis is on providing a personal service.
- B. Retail/wholesale commercial would require the granting of a special use permit in accordance with section 17.09.205 of this title.
- C. This district is suitable as a transition between residential and commercial zoned areas and should be located on designated collector streets or better for ease of access and to act as a residential buffer.



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.











Principal Uses permitted in the C-17L district:

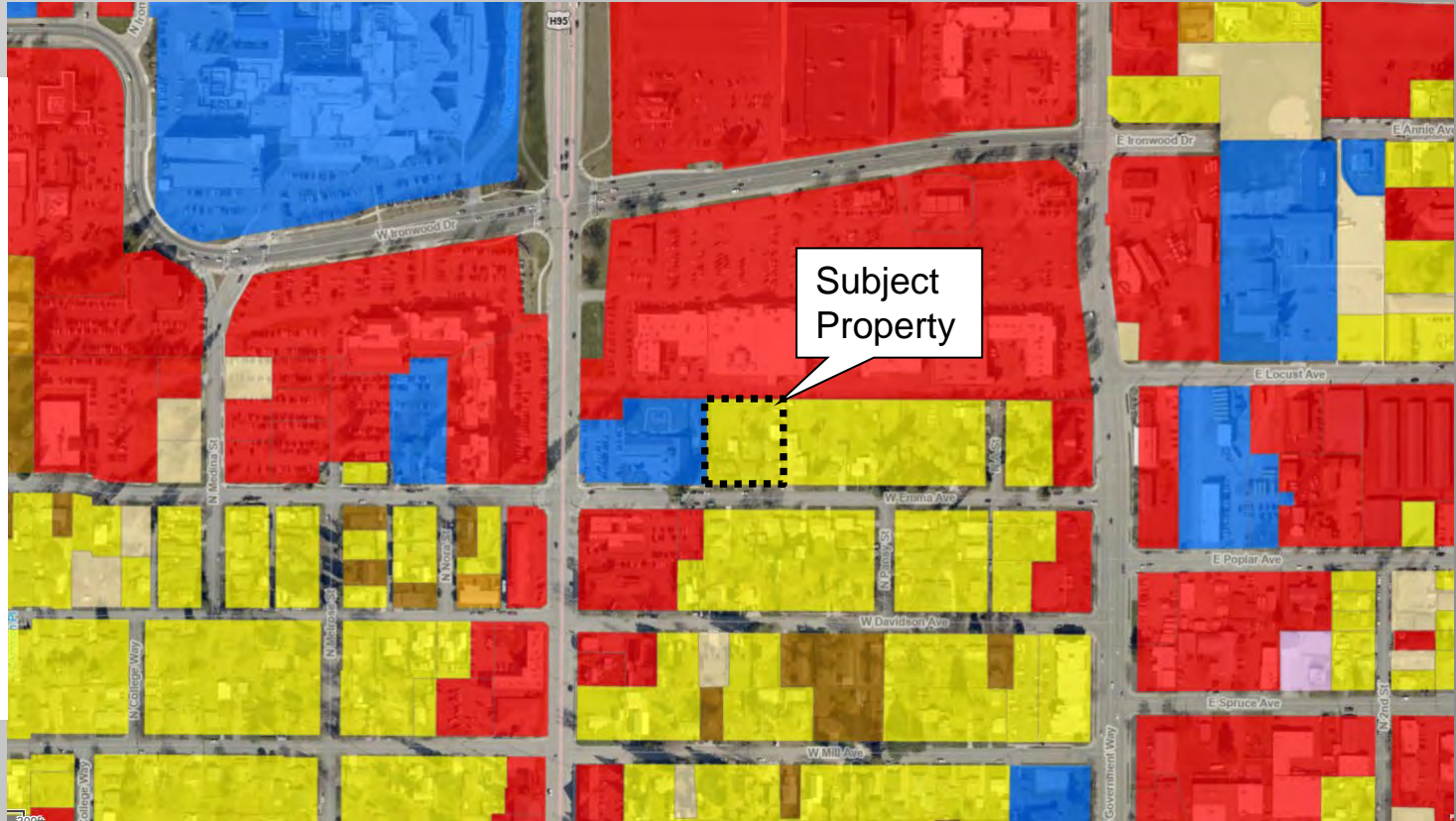
- Administrative offices.
- Automobile parking when serving an adjacent business or apartments.
- Banks and financial establishments.
- Boarding house.
- Childcare facility.
- Commercial film production.
- Community assembly.
- Community education.
- Duplex housing (as specified by the R-12 district).
- Essential service.
- Group dwelling - detached housing.
- Handicapped or minimal care facility.
- Home occupation.
- Hospitals/healthcare.
- Juvenile offenders facility.
- Multiple-family housing (as specified by the R-17 district).
- Neighborhood recreation.
- Nursing/convalescent/rest homes for the aged.
- Personal service establishment.
- Professional offices.
- Public recreation.
- Rehabilitative facility.
- Religious assembly.
- Single-family detached housing (as specified by the R-8 district).



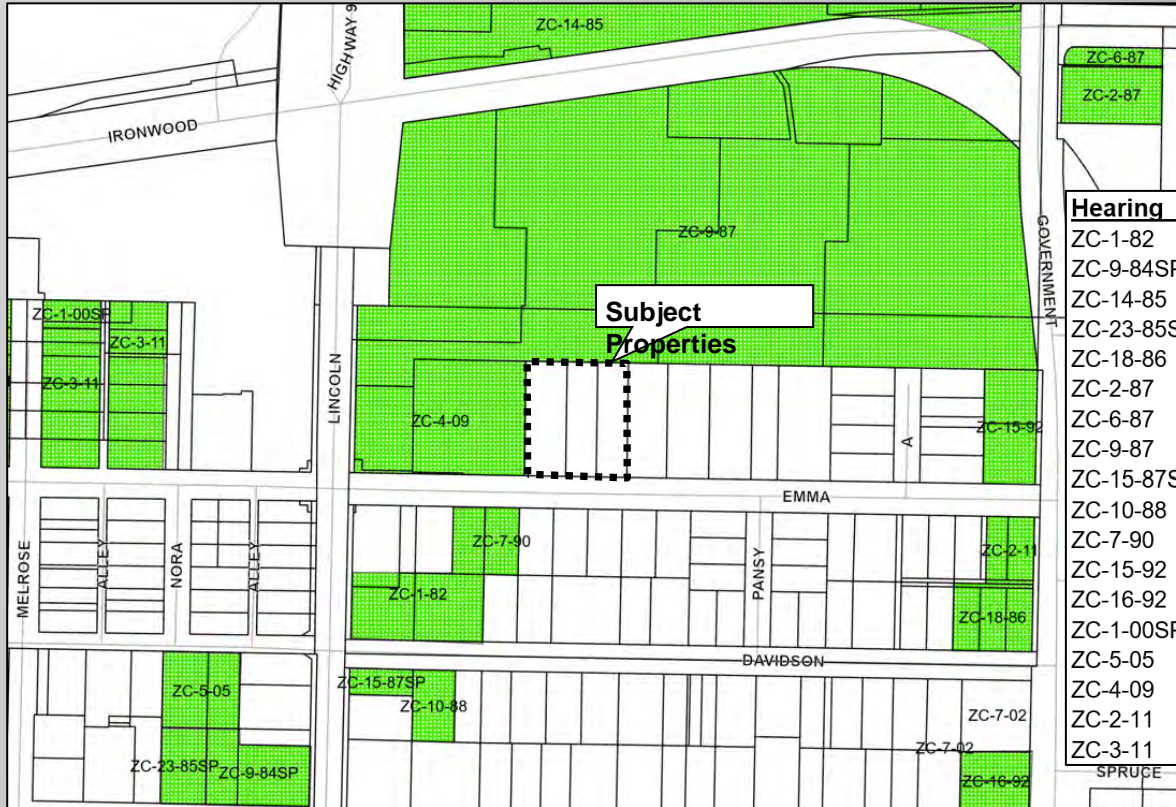
ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Land Use Map

Land Use

- 
-  SFA
-  SFD
-  DUPLEX
-  MH
-  MHP
-  MFD
-  CIVIC
-  COMM
-  MFGR
-  AGRICULTURE
-  VACANT



ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Prior Zone Changes in the Vicinity



Hearing	Request	City Council
ZC-1-82	R12 to C-17L	Approved
ZC-9-84SP	R-12 to C-17L	Approved
ZC-14-85	R-17 to C-17	Approved
ZC-23-85SP	R-12 to R-17	Approved
ZC-18-86	R-12 to C-17L	Approved
ZC-2-87	R-17 to C-17	Approved
ZC-6-87	R-17 to C-17	Approved
ZC-9-87	R-12 to C-17	Approved
ZC-15-87SP	R-12 to C-17L	Approved
ZC-10-88	R-12 to C-17L	Approved
ZC-7-90	R-12 to R-17	Approved
ZC-15-92	R-12 to C-17L	Approved
ZC-16-92	R-12 to C-17L	Approved
ZC-1-00SP	R-12 to R-17	Approved
ZC-5-05	R-12 to R-17	Approved
ZC-4-09	R-12 to C-17L	Approved
ZC-2-11	R-12 to C-17L	Approved
ZC-3-11	R-12 to C-17L	Approved

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave.


ACTION ALTERNATIVES:

The City Council must consider this request and make appropriate findings to:

- ☐ Approve the C-17L zoning
- ☐ Deny the C-17L zoning

ZC-3-25: Zone Change Request for 417, 421, & 503 W. Emma Ave. Location Map





PUBLIC COMMENTS

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From: Donna Phillips
To: [CLARK, TRACI](#)
Subject: RE: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025
Date: Friday, March 21, 2025 10:22:42 AM
Attachments: [image001.png](#)

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Good Morning,

Thank you for the opportunity to provide comments; however, the City of Hayden has no comments for this request.

Donna Phillips, GISP

Community Development Director

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, March 21, 2025 9:07 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025

Greetings,

Attached is a copy on the public hearing notice for the next **Planning & Zoning Commission** Meeting on **Tuesday April 8, 2025**.

If you have any comments, please let me know.

Traci Clark
Administrative Assistant
Planning Department, City of Coeur d'Alene

208.769-2240
tclark@cdaid.org





2003 Kootenai Health Way
Coeur d'Alene, ID 83814
208.625.4000 tel
kh.org

Coeur d'Alene Planning Commission
710 E. Mullan Ave
Coeur d'Alene, ID 83814

Subject: Letter of Support for Parkwood Emma Ave Zone Change Request

Dear Members of the Coeur d'Alene Planning Commission,

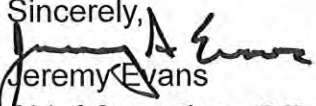
I am writing to express my strong support for the proposed zone change request by Parkwood Business Properties for the properties located at 503, 417, and 421 W. Emma Ave. The request to rezone these parcels from R-12 residential to C-17L commercial aligns with the growing needs of our community, particularly in expanding critical childcare services for Kootenai Health employees.

As you are aware, access to quality childcare remains a significant challenge for many working families in Coeur d'Alene. The existing Kootenai Health daycare facility, developed in partnership with Parkwood, has been a valuable resource for healthcare workers. However, with a waiting list exceeding 150 children, it is evident that additional capacity is urgently needed. By allowing this zone change, the city will enable an expansion that directly benefits the healthcare workforce and, in turn, strengthens our community's ability to support those who care for us.

Beyond addressing childcare needs, the proposed zone change is consistent with Coeur d'Alene's 2022-2024 Comprehensive Plan. The transition to C-17L zoning is a logical extension of adjacent commercial land uses, ensuring compatibility with existing development while maintaining neighborhood integrity. Additionally, this change supports planned transportation infrastructure improvements along the US 95 corridor, providing enhanced traffic flow and pedestrian safety measures that will benefit both residents and employees in the area.

Coeur d'Alene continues to experience rapid growth, and thoughtful land-use decisions like this one are essential to maintaining a balanced and well-supported community. I urge the Planning Commission to approve Parkwood's request, recognizing the long-term benefits of ensuring accessible childcare for our region's essential healthcare workers.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions regarding my support for this proposal.

Sincerely,

Jeremy Evans
Chief Operations Officer
Kootenai Health


From: Kent Allen
To: [CLARK, TRACI](#)
Subject: ZC-3-25
Date: Wednesday, April 2, 2025 11:56:02 AM
Attachments: [image001.png](#)

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Hello,

Panhandle Health District has no comments regarding item ZC-3-25.

Regards,

 Public Health <small>Prevent. Promote. Protect.</small> Panhandle Health District ENVIRONMENTAL	<p>Kent C. Allen, REHS/RS Environmental Health Specialist II 8500 N. Atlas Rd., Hayden ID 83835 P: 208-415-5227 W: Panhandlehealthdistrict.org</p>
--	---

From: Kevin Howard
To: [CLARK, TRACI](#)
Subject: RE: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025
Date: Monday, March 24, 2025 8:22:09 AM
Attachments: [image001.png](#)

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Worley Highway District is neutral to the request as presented.

KEVIN J. HOWARD
DIRECTOR OF HIGHWAYS
WORLEY HIGHWAY DISTRICT
OFFICE: 208-664-0483

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, March 21, 2025 9:07 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025

Greetings,

Attached is a copy on the public hearing notice for the next **Planning & Zoning Commission** Meeting on **Tuesday April 8, 2025**.

If you have any comments, please let me know.

Traci Clark
Administrative Assistant
Planning Department, City of Coeur d'Alene

208.769-2240
tclark@cdaid.org



From: Kim Stevenson
To: [CLARK, TRACI](#)
Subject: Coeur d'Alene Airport-ITEM: ZC-3-25
Date: Wednesday, March 26, 2025 4:46:44 PM
Attachments: [image001.png](#)

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Good Afternoon Traci,
The Coeur d'Alene Airport has no comment on this item.
Thanks so much! Kim



From: Martinez, Leo
To: [CLARK, TRACI](#)
Subject: PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025
Date: Tuesday, March 25, 2025 11:10:40 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[Public Notice 4-08-25.pdf](#)

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Traci,

Phillips 66 does not have any utilities within your attached project vicinity.
(Respond 12922)



Leo Martinez

Associate, Operations Support • Real Estate Services

O: 805-541-8912 | F: 805-538-6204
18781 El Camino Real | Atascadero, CA 93422
Leo.Martinez@phillips66.com



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From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, March 21, 2025 9:07 AM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: [EXTERNAL]PUBLIC NOTICE FOR THE PLANNING & ZONING COMMISSION MEETING ON APRIL 8, 2025

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Greetings,

Attached is a copy on the public hearing notice for the next **Planning & Zoning Commission** Meeting on **Tuesday April 8, 2025**.

If you have any comments, please let me know.

Traci Clark
Administrative Assistant
Planning Department, City of Coeur d'Alene

208.769-2240

tclark@cdaid.org



From: makena shepard
To: [CLARK, TRACI](#)
Subject: Item ZC-3-25
Date: Thursday, April 3, 2025 6:43:29 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To whom it may concern,

I disagree with the proposal for a zone change of parcels 417, 421, and 503 W Emma Avenue. The area has already increased in traffic through the neighborhoods and newly built commercial properties have impacted the parking of the area for residents. More commercial buildings tearing down old homes, taking up more street parking, and increasing both noise and traffic in settled neighborhoods is not in the best interest of the people.

Thank you,
Makena Cooney

MINUTES

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**PLANNING & ZONING COMMISSION
MINUTES
LOWER LEVEL – LIBRARY COMMUNITY ROOM
702 E. FRONT AVENUE
APRIL 8, 2025**

COMMISSIONERS PRESENT:

Tom Messina, Chairman
Jon Ingalls, Vice-Chair
Mark Coppess
Lynn Fleming
Phil Ward

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Sean Holm, Senior Planner
Randy Adams, City Attorney
Traci Clark, Administrative Assistant

Commissioners Absent:

Sarah McCracken
Peter Luttrupp

CALL TO ORDER:

The meeting was called to order by Chairman Messina at 5:30 p.m.

APPROVAL OF MINUTES:

Motion by Commissioner Coppess, seconded by Commissioner Fleming, to approve the minutes of the Planning & Zoning Commission meeting on March 11, 2025 Planning & Zoning minutes. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Hilary Patterson, Community Planning Director, provided the following comments:

- There are two vacancies, 1 for the Planning and Zoning Commission and 1 for the Design Review Commission. If anyone is interested from the public you can find the information on the City's website by clicking on the "I Want to Volunteer" link. There is information about the two vacancies. For the Planning and Zoning Commission vacancy criteria, the person has to live within the city limits, you have to be a Kootenai County resident for 2 years prior to the appointment. They have to be a resident of the city during their term or they could be a non-resident if they are employed within the city limits. This is a 6 year term. The Design Review Commission seat is someone who resides within the districts under the purview under the Design Review Commission, which include the C-17, C-17L, R-17, R-34 by Special Use Permit, the Downtown Core, Downtown North, Downtown East, and the Midtown Overlay. This is a 4 year term.
- There are no public hearing items for the month of May. She would like to schedule a workshop to talk about some code amendments we discussed at the Joint Workshop with the Historic Preservation Commission.
- Ms. Patterson will be doing a presentation to the City Council on April 15, regarding the efforts on

the Downtown Core and the Infill Working Group.

COMMISSION COMMENTS:

Commissioner Ingalls commented that Commissioner Luttrupp is not here this evening. We have been informed that he had decided to not continue with a new term with the P&Z. He would like to thank Commissioner Luttrupp for his dedication, support and time. He is been up here for 18 years. Whenever Commissioner Ingalls looked at Commissioner Luttrupp's packet there would be dog eared pages and sticky notes. You could tell he would spend hours and hours looking over the agenda and packets preparing for the hearing items. It would show as he would ask good questions and make grounded decisions. He has been a great mentor for him. On behalf of all the commission, thank you Commissioner Luttrupp for your service.

Chairman Messina stated he agrees with Commissioner Ingalls and wishes Commissioner Luttrupp Tuesday nights off. He would like to thank him for his service. He is appreciated.

PUBLIC HEARING: *ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM.**

1. Applicant: Melrose Properties, LLC
 Location: 417, 421, and 503 W. Emma Ave
 Request: A proposed zone change from R-12 to C-17L on Three (3) parcels measuring a total of 0.957 (ZC-3-25)

Mr. Holm, Senior Planner, provided the following statements:

Mr. Holms commented he would like to thank Commissioner Luttrupp for his years of service and he will remember fondly his ability to bring everyone together to talk about the agenda item and always asked the applicant if they had approached the neighborhood and included everyone in the process.

Mr. Holm stated the applicant is requesting approval of a zone change from R-12 to C-17L.

DECISION:

Should the Planning Commission recommend to the City Council to adopt or not to adopt the requested zone change from R-12 to C-17L for property owned by Melrose Properties, LLC?

BACKGROUND INFORMATION (PROVIDED BY APPLICANT):

In 2015 Parkwood, in partnership with Kootenai Health, acquired the former church building at 521 W. Emma Ave and remodeled it into a daycare facility. This relocation and expansion of daycare services doubled the number of childcare slots that were available to serve the needs of Kootenai Health employees. Over the last 10 years, Kootenai Health has continued to grow their employment base and the waiting list of children for the daycare has grown to over 150. Many other childcare facilities in our community were forced to shutter during the pandemic. So, preserving and expanding the remaining daycare providers is key to meeting the needs of our growing community.

Seeing this emerging need, Parkwood made strategic acquisitions of the three houses to the east of the daycare facility to prepare for expansion. In 2019 we worked with the Idaho Transportation Department to install a signal at US 95 and Emma to ease congestion in the medical corridor and provide improved pedestrian safety across Lincoln Way. Our request for a re-zone is to prepare for an eventual expansion of the adjacent Kootenai Health Daycare facility to better meet the needs of Kootenai Health employees.

There are four (4) findings that must be met for the re-zoning, Findings B#1-B#4.

Findings B#1: That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.

2042 COMPREHENSIVE PLAN LAND USE:

- The subject property is within city limits.
- The City's 2022-2042 Comprehensive Plan categorizes this area as a "Compact Neighborhood" Place Type

Mr. Holm explained Place Types and that the subject property is designated as Urban Neighborhood Place Type, which are high walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Compatible Zoning includes R-17 and R-34SUP; NC, CC, C17, and C17L.

Mr. Holm listed the applicable Comprehensive Plan goals and objectives under Community & Identity, Growth & Development, and Jobs & Economy.

Findings B#2: That the public facilities and utilities (are) (are not) available and adequate for the proposed use.

Mr. Holm noted that the city departments have reviewed the request and have determined that public facilities and utilities are available and adequate for the proposed use. Specifically, Fire has no comments or conditions, and Police indicated they do not have any concerns, but did request that when the property gets developed, it would be best to make sure that entrances and exits are not conflicting with the parking lot and driveway approaches for the properties to the south. This will help to ensure safety through sight triangles, due to the fact that there will be heavy traffic during morning drop off and evening pick up.

Findings B#3: That the physical characteristics of the site (make) (do not make) it suitable for the request at this time.

Mr. Holm described the physical characteristics of the site and immediate area, which is characterized by rectangular lots with a combined frontage of approximately 194 feet along W. Emma Avenue and depth of approximately 215 feet. Existing structures include single-family homes featuring one to two stories, wood-frame construction, and modest setbacks of 20 feet +/- from the street. The site currently does not have paved sidewalks along W. Emma Avenue, with minimal on-site parking (driveways only), and mature street trees providing partial shading. A buffer exists to the north to help screen the shopping center.

Findings B#4: That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.

Mr. Holm described the comments from City Engineer Chris Bosley on traffic. The proposed zone changes themselves would not adversely affect the surrounding area with regard to traffic, as no traffic is generated from a zone change alone. However, the applicant intends to expand the existing daycare center within the proposed C-17L zoned properties to the east. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. A significant increase in trips will be generated from this change in land use. However, Emma Avenue has the available capacity to

accommodate the additional traffic.

Regarding neighborhood character, Mr. Holm described the neighborhood surrounding 417, 421, and 503 W. Emma Avenue as a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection.

There is an eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Ave. is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

The housing stock on W. Emma Avenue varies in size and condition, reflecting a mix of older homes and maintained properties typical of mid-20th-century development. The street is lined with mature trees.

Mr. Holm said the proposed C-17L zoning district is suitable as a transition between residential and commercial zoned areas and should be located on designated collector streets or better for ease of access and to act as a residential buffer.

Decision Point:

Mr. Holm noted the action alternatives this evening. The Planning and Zoning Commission must consider the request for a recommendation to the City Council on whether the proposed zone change from R-12 to C-17L should be adopted or rejected.

Mr. Holm concluded his presentation.

Commissioner Ward asked if this is approved, are they obligated to put a sidewalk in along Emma Avenue. We can't see where the proposed driveway will be.

Mr. Holm replied that the decision about a sidewalk is ultimately up to Engineering. But because there is an adjacent sidewalk to the west, they will be putting in a sidewalk. He also noted that with a zone change it does not require a site plan like a Special Use Permit does.

Commissioner Coppess stated these are four properties. Is the intent to make it one property?

Mr. Holm replied, yes. His understanding is they will be adding onto the buildings and providing additional parking as required by code behind the building. The applicant can speak more about it.

Commissioner Ingalls stated he went and looked up these three properties on the County's website. These add up to 0.97 acres. These are in the R-12 zone. What is allowed in an R-12 in terms of multi-family if this was not approved? If this was not child care, the old Comp Plan said this was an area of transition. Could someone try to maximize 12 units on this piece of property?

Mr. Holm replied that someone could not put 12 units on the property. R-12 has a limitation because we do not have pocket housing. The maximum housing would be 2 units on any parcel. This would be if the parcel was 11,000 square feet, then someone could have two single family homes or a single family home and an ADU on each lot. This would be a maximum of six units.

Commissioner Ingalls stated where he was coming from is sometimes it becomes unfair to look at the traffic generation of a proposed use. Right now, there are three single family homes versus a child care center. Maybe another component would be to say it's not single family residents but the maximum by right now would be X versus what would be allowed with the requested change. Would this be three single family homes forever? Probably not. If he lived next door, he wouldn't want to see more traffic, but things do

change.

Public testimony open:

Applicant Chris Meyer introduced himself and was sworn in. He said he is a partner with Parkwood Business Partners and was involved with the acquisition of the church across the street and the conversion of the daycare. That facility was able to double their availability of child care slots for Kootenai Health that benefitted their employees. Kootenai Health is the largest employer in the community. They are trying to attract and retain employees. The child care benefit has been a huge advantage over the years. This has been a pleasure for us at Parkwood to help facilitate that and learn about the daycare industry. Why this site made a lot of sense is because it is within walking distance to the hospital where most of the employees are located. In addition, it has good access. They did partner with the State of Idaho in 2019 to install the traffic signal to allow for better pedestrian safety crossing the facility. Because it was a former church, it has plenty of outdoor space. Kids want to get outside and play. State Codes requires that you have enough outdoor space. The growth of Kootenai Health has almost doubled their employee head count. Now their daycare needs have grown as well. There is a waiting list of 150 employees that would like to get their kids into this facility. They would like to facilitate this for them, not knowing yet if they need more younger kids in care. There are a lot of moving parts that are still happening. The other piece of this application is the frontage improvement. We would continue the sidewalk. The changes in the neighborhood and in the community are coming at us rapidly. About a month ago, the Idaho Department of Transportation announced their intention to completely rebuild the US 95/I-90 Interchange. Those changes are to rebuild the intersection. Looking forward to 2045 in their traffic model planning involved a widening of US byway of 95 all the way down to the Emma Ave signal light which means they would have to acquire right of way in front of our daycare facility and remove some of the parking. We can see the writing on the wall that the community will need the additional traffic planning growth which is going to squeeze into some of our adjacent properties. Parkwood is trying to be proactive. They decided to proceed and ask for the zone change application now, knowing that the rest of the plan was a work in progress.

Commissioner Ingalls asked have they thought about knocking down all of the buildings and shifting everything over and redoing the parking lot?

Mr. Meyer replied they have done some early modeling and massing plans. There are a series of pros and cons. We want to make sure the traffic signal stays in place. It is a priority as well. The daycare is an employee satisfier but it's a loss leader as well.

Commissioner Fleming asked what are the hours of the day care facility.

Mr. Meyer replied the child care facility hours work well with Kootenai Health employees that have day shifts.

Commissioner Fleming asked if their intention was to preserve the current structure and extend it? Parkwood historically has done good things in this town. We see you treat your neighbors very well. You will be installing sidewalks and trees. Please try soften it and be attentive to the surrounding residential uses. You always give back what we ask for. She feels confident what you will bring to this project is a good solution for the hospital and community. She feels this is a good thing for the community.

Commissioner Ward asked if the daycare is a use strictly for the Kootenai Health employees? Who paid for the traffic light on Emma and highway 95?

Mr. Meyer replied yes, because of the demand within the facility it is just for the employees. The traffic light was also private and public partnership when it was installed. Parkwood paid a portion and Kootenai is reimbursing through some other arrangements. The City and the State had some funding.

Public testimony closed.

Commission Discussion:

Commissioner Ward stated the community needs more daycare facilities. He thinks this is a great idea. This ties to their employees is even better. He does not like they have to go to C-17 to do it, but he understands why.

Commissioner Ingalls stated he agrees with Commission Ward.

Chairman Messina agrees with both commissioners.

Motion by Commissioner Fleming, seconded by Commissioner Ingalls, to recommend that City Council adopt the C-17L zone change (ZC-3-25). Motion carried.

Commissioner Coppess stated that he wanted to mention that the commissioners did receive a written comment that was sent by a member of the community about traffic. It was included in the packet.

Commissioner Fleming read the comment from Makena Cooney which read, "I disagree with the proposal for a zone change of parcels 417, 421, and 503 W Emma Avenue. The area has already increased in traffic through the neighborhoods and newly built commercial properties have impacted the parking of the area for residents. More commercial buildings tearing down old homes, taking up more street parking, and increasing both noise and traffic in settled neighborhoods is not in the best interest of the people."

Commissioner Coppess stated the commission talked about the need for daycare facilities. The impending growth of urbanization across the town. This is a critical need for the employees in the health care business.

ROLL CALL:

Commissioner Coppess	Voted Aye
Commissioner Fleming	Voted Aye
Commissioner Ingalls	Voted Aye
Commissioner Ward	Voted Aye
Chairman Messina	Voted Aye

Motion to approve carried by a 5 to 0 vote.

Commissioners McCracken and Luttrupp were absent.

Commissioner Ward stated a lot of daycares are tied into schools. He follows the state legislation and they do not help with any funding and funding falls under the private sector. When he looks at the zoning code, the first place that a daycare is allowed is an R-8 only as a special exception. This makes it difficult for someone who wants to take in six children to provide childcare in their home. Someone should be looking at the zoning districts and see if daycares can be included at more restricted zones maybe R-3 as a matter of right with certain limitations. This may encourage people that can't do it right now.


Ms. Patterson replied the City does allow childcare as a home occupation.

ADJOURNMENT:

Motion by Commissioner Ingalls, seconded by Commissioner Fleming, to adjourn. Motion carried.

The meeting was adjourned at 6:15 p.m.

Prepared by Traci Clark, Administrative Assistant



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COEUR D'ALENE PLANNING AND ZONING COMMISSION
FINDINGS AND ORDER
ZC-3-25

INTRODUCTION

This matter having come before the Planning and Zoning Commission on, April 8, 2025 to consider ZC-3-25, a request for a zone change from R-12 to a C-17L on three (3) parcels measuring a total of 0.957 acres.

APPLICANT: Melrose Properties, LLC

LOCATION: North of W. Emma Avenue between US-95 and N. A Street, commonly known as 417, 421, and 503 W. Emma Avenue.

A. FINDINGS OF FACT:

The Planning and Zoning Commission finds that the following facts, A1 through A14, have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.

A1. Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on March 22, 2025.

A2. Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on March 26, 2025.

A3. Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Fifty-six (56) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on March 21, 2025.

A4. Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts, at least fifteen (15) days prior to the public hearing.

A5. Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b).

A6. The subject properties contain three single-family homes on three existing parcels located on the north side of Emma Avenue between US-95 and N. A street, commonly known as 417, 421, and 503 W. Emma Ave.

A7. The subject properties are currently zoned R-12 (residential at 12 units per gross acre).

A8. The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity.

A9. The Comprehensive Plan Future Land Use Map designation is the Urban Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-17, R-34SUP, NC, CC, C17, and C17L.

A10. According to the Comprehensive Plan, the Urban Neighborhood place type is described as places that are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

A11. The Planning and Zoning Commission has identified the following Comprehensive Plan Goals and Objectives as being applicable to this matter.

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Goal CI 2: Maintain a high quality of life for residents and businesses that make Coeur d'Alene a great place to live and visit.

Objective CI 2.1: Maintain the community's friendly, welcoming atmosphere and its small-town feel.

Goal GD 2: Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

Objective GD 2.1: Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth.

A12. City departments have indicated that services and utilities are adequate and available. City policies concerning water and wastewater must be adhered to.

A13. The subject properties, in aggregate, measure approximately 0.957 acres in size. They are relatively flat with mature street trees. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Avenue is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

A14. The City Engineer has indicated that expansion of the existing daycare center within the proposed C-17L zoned properties to the east would increase traffic. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Avenue has the available capacity to accommodate the additional traffic.

B. CONCLUSIONS OF LAW:

Based on the foregoing Findings of Fact, the Planning and Zoning Commission makes the following Conclusions of Law.

- B1. This proposal **is** in conformance with the Comprehensive Plan policies.
- B2. Public facilities and utilities **are** available and adequate for the proposed use.
- B3. The physical characteristics of the site **make** it suitable for the request.
- B4. The proposal **would not** adversely affect the surrounding neighborhood character with regard to traffic, neighborhood character, and or existing land uses.

C. DECISION

The Planning and Zoning Commission, pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the requested zone change **does** comply with the required evaluation criteria and recommends that the City Council **does** adopt the C-17L zoning.


Motion by Commissioner Fleming, seconded by Commissioner Ingalls, to recommend that City Council adopt the application (ZC-3-25) for a zone change to C-17L. Motion Carried.

ROLL CALL:

COMMISSION MEMBER COPPESS	Voted	Aye
COMMISSION MEMBER FLEMING	Voted	Aye
COMMISSION MEMBER INGALLS	Voted	Aye
COMMISSION MEMBER WARD	Voted	Aye
CHAIRMAN MESSINA	Voted	Aye

Motion to approve carried by a 5 to 0 vote.

Commissioners McCracken and Luttrupp were absent.


CHAIRMAN TOM MESSINA

Dated: May 12, 2025

COEUR D'ALENE CITY COUNCIL

FINDINGS AND ORDER

ZC-3-25

INTRODUCTION

This matter having come before the City Council on May 20, 2025 to consider ZC-3-25, a request for a zone change from R-12 to a C-17L on three (3) parcels measuring a total of 0.957 acres.

APPLICANT: Melrose Properties, LLC

LOCATION: North of W. Emma Avenue between US-95 and N. A Street, commonly known as 417, 421, and 503 W. Emma Avenue.

A. FINDINGS OF FACT:

The City Council finds that the following facts, A1 through A15, have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.

A1. Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on May 3, 2025.

A2. Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on May 12, 2025.

A3. Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Fifty-six (56) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on May 2, 2025.

A4. Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts, at least fifteen (15) days prior to the public hearing.

A5. Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b).

A6. The subject properties contain three single-family homes on three existing parcels located on the north side of Emma Avenue between US-95 and N. A street, commonly known as 417, 421, and 503 W. Emma Ave.

A7. The subject properties are currently zoned R-12 (residential at 12 units per gross acre).

A8. The neighborhood surrounding 417, 421, and 503 W. Emma Avenue is a mix of housing types and commercial presence. Situated between US-95 and Government Way, quick access to these north/south corridors to I-90 is gained from this area. The recent addition of a controlled intersection at US-95 allows for safe vehicle movements at the intersection. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity.

A9. The Comprehensive Plan Future Land Use Map designation is the Urban Neighborhood place type. The Comprehensive Plan states that the compatible zoning districts are listed as R-17, R-34SUP, NC, CC, C17, and C17L.

A10. According to the Comprehensive Plan, the Urban Neighborhood place type is described as places that are highly walkable neighborhoods with larger multifamily building types, shared greenspaces and parking areas. They are typically served with gridded street patterns, and for larger developments, may have an internal circulation system. Development typically consists of townhomes, condominiums, and apartments, with convenient access to goods, services, and dining for nearby residents. Supporting uses include neighborhood parks and recreation facilities, parking, office and commercial development.

A11. The City Council has identified the following Comprehensive Plan Goals and Objectives as being applicable to this matter.

Goal CI 1: Coeur d'Alene citizens are well informed, responsive, and involved in community discussions.

Objective CI 1.1: Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

Goal CI 2: Maintain a high quality of life for residents and businesses that make Coeur d'Alene a great place to live and visit.

Objective CI 2.1: Maintain the community's friendly, welcoming atmosphere and its small-town feel.

Goal GD 2: Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

Objective GD 2.1: Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

Goal JE 1: Retain, grow, and attract businesses.

Objective JE 1.2: Foster a pro-business culture that supports economic growth.

A12. City departments have indicated that services and utilities are adequate and available. City policies concerning water and wastewater must be adhered to.

A13. The subject properties, in aggregate, measure approximately 0.957 acres in size. They are relatively flat with mature street trees. An eclectic mix of residential, civic, and commercial retail are nearby. Ironwood Square, Kootenai Health, The North Idaho Eye Institute, and a strip mall are in close proximity. The residential component located on the north side of Emma Avenue is bookended between Kootenai Kids (daycare) and various professional offices and a coffee stand to the east. Sidewalks do not exist in front of the residential homes in the area.

A14. The City Engineer has indicated that expansion of the existing daycare center within the proposed C-17L zoned properties to the east would increase traffic. Although the Institute of Transportation Engineers' Trip Generation Manual provides no direct comparison between land uses, it estimates that three single-family residential properties (Land Use Code 210) generate an average of 9.52 trips per dwelling unit for a total of 28.56 trips per day. For comparison, just one employee at a Day Care Center (Land Use Code 565) generates an average of 26.73 trips per day. Clearly a significant increase in trips will be generated from this change in land use. However, Emma Avenue has the available capacity to accommodate the additional traffic.

A15. The Planning and Zoning Commission held a public hearing on April 8, 2025 on the requested zone change and recommended approval to the City Council.

B. CONCLUSIONS OF LAW:

Based on the foregoing Findings of Fact, the City Council makes the following Conclusions of Law.

- B1. This proposal **(is) (is not)** in conformance with the Comprehensive Plan policies.
- B2. Public facilities and utilities **(are) (are not)** available and adequate for the proposed use.
- B3. The physical characteristics of the site **(make) (do not make)** it suitable for the request.
- B4. The proposal **(would) (would not)** adversely affect the surrounding neighborhood character with regard to traffic, neighborhood character, and or existing land uses.

C. DECISION

The City Council, pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the requested zone change **(does) (does not)** comply with the required evaluation criteria and **(approves) (denies) (denies without prejudice)** the C-17L zoning.

Motion by _____, seconded by _____, to adopt the foregoing Findings and Order and (approve) (deny) (deny without prejudice) the request.

ROLL CALL:

COUNCIL MEMBER ENGLISH	Voted	
COUNCIL MEMBER MILLER	Voted	
COUNCIL MEMBER GOOKIN	Voted	
COUNCIL MEMBER EVANS	Voted	
COUNCIL MEMBER GABRIEL	Voted	
COUNCIL MEMBER WOOD	Voted	
MAYOR MCEVERS	Voted	(if a tie)

Motion to (approve) (deny) (deny without prejudice) carried by a ____ to ____ vote.

Motion to _____ carried by a ____ to ____ vote.

ORDINANCE NO. _____
COUNCIL BILL NO. 25-1011

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE ZONING OF CERTAIN PROPERTY FROM R-12 TO C-17L, SAID PROPERTY BEING DESCRIBED AS THREE (3) PARCELS MEASURING A TOTAL OF 0.957 ACRES, COMMONLY KNOWN AS 417, 421, AND 503 W. EMMA AVENUE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing on the hereinafter provided amendments, and after recommendation by the Planning Commission, it is deemed by the Mayor and City Council to be for the best interests of the City of Coeur d'Alene, Idaho, that said amendments be adopted;

NOW, THEREFORE,

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

SECTION 1. That the above described property, which property is fully described in Exhibit "1", attached hereto and incorporated herein is hereby changed and rezoned from R-17 to C-17L.

SECTION 2. That the Zoning Act of the City of Coeur d'Alene, known as Ordinance No. 1691, Ordinances of the City of Coeur d'Alene, is hereby amended as set forth in Section 1 hereof.

SECTION 3. That the Planning Director is hereby instructed to make such change and amendment on the official Zoning Map of the City of Coeur d'Alene, and shall make an electronic copy available on the City's website.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. After its passage and adoption, a summary of this Ordinance, under 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 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 May 20, 2025.

APPROVED this 20th day of May, 2025.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____

**Zone Change – ZC-3-25
417, 421, and 503 W. Emma Avenue**

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE ZONING OF CERTAIN PROPERTY FROM R-12 TO C-17L, SAID PROPERTY BEING DESCRIBED AS THREE (3) PARCELS MEASURING A TOTAL OF 0.957 ACRES, COMMONLY KNOWN AS 417, 421, AND 503 W. EMMA AVENUE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF. 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.

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. _____, Zone Change – ZC-3-25, for 417, 421, and 503 W. Emma Avenue, 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 20th day of May, 2025.

Randall R. Adams, City Attorney

March 3, 2025

Melrose Properties, LLC (dba Parkwood Business Properties) re-zone request legal descriptions

417 Emma – Parcel 1:

The East 58 feet of the West 526.1 feet of Lot 2, Tract "A" Subdivision of Lot Thirteen, Section 11, Township 50 North,

Range 4 West, Boise Meridian, Kootenai County, Idaho, according to the Plat recorded in the office of the County

Recorder in Book B of Plats at Page 94, records of Kootenai County, Idaho.

EXCEPTING THEREFROM the North 100 feet.

421 Emma - Parcel 2:

The East 58 feet of the West 468.1 feet of Lot 2, TRACT A, SUBDIVISION OF LOT THIRTEEN, Section 11, Township 50

North, Range 4 West, Boise Meridian, Kootenai County, Idaho, according to the plat recorded in the office of the County

Recorder in Book B of Plats at Page 94, records of Kootenai County, Idaho.

EXCEPTING THEREFROM the North 100 feet.

503 Emma – Parcel 3:

The East 78 feet of the West 410.1 feet of Lot 2, Plat of Tract A, Subdivision of Lot 13, Section 12, Township 50 North,

Range 4 West, Boise Meridian, Kootenai County, Idaho, according to the plat thereof recorded in Book B of Plats at Page

94, records of Kootenai County, Idaho.

Except the North 100 feet thereof.