

WELCOME

To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room at 6:00 P.M.
702 Front Avenue, Coeur d'Alene, ID

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.

March 3, 2026

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Steve Massey: Hayden Bible 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: Red Cross Awareness Month – March 2026

Accepted by: Jessica Worden and Kathleen Elliott, American Red Cross Volunteers

2. Proclamation: Multiple Sclerosis Week – March 8-14, 2026

Accepted by: Fire Chief Tom Grief and Dr. Nina Bozinov, M.D.
and Chase Cullen, PA-C, Kootenai Health Neurology Clinic.

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.)

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

G. ANNOUNCEMENTS:

1. City Council
2. Mayor - Appointment of Benton Wolfinger, Vonnie Jensen, and Mike Gridley to the Personnel Appeals Board.

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 February 17, and 23, 2026 Council Meeting.
2. Setting of the March 9, 2026 General Services Committee Meeting.
3. Setting a Public Hearing for **March 17, 2026** for ZC-1-26 - A request by: Michael and Norma Reasor, for a zone change from MH-8 (8 units per acre) to R-17 (17 dwelling units per acre) on a parcel measuring 0.522 acres to build nine (9) workforce/affordable housing units, located at: 3620 North Fruitland Ln.
4. Approval of Bills as Submitted.
5. **Resolution No. 26-018** –
 - a. Approval to surplus Water Department Equipment and sell at auction.
 - b. Removal of Troy Tymesen signature authority and authorizing Ronald G. Jacobson for financial signature authority.

I. OTHER BUSINESS:

1. **Resolution No. 26-019** – Approval of Change Orders #4 and #5 to the Solids Building Improvements Project Contract with Apollo, Inc., in the amount of \$12,068.67 and \$190,811.89, respectively.

Staff Report by: Mike Becker, Capital Programs Manager

2. **Resolution No. 26-020** – Creation of a 15-minute parking restriction at 108 Indiana Avenue.

Staff Report by: Chris Bosley, City Engineer

3. **Resolution No. 26-021** – Accepting the bid of, and approving a contract with, Badger Meter, Inc., for the purchase of new water meters registers and endpoints in the amount of \$299,456.00.

Staff Report by: Glen Poelstra, Assistant Water Director

J. PUBLIC HEARING

Please feel free to sign up in advance of the meeting to testify at <https://www.cdaid.org/signinpublic/Signinformlist> prior to 3:00 p.m. the day of the hearing.

1. **(Quasi-judicial)** A-1-26 – a request for Annexation by: Aspen Homes and Development, LLC for a 1.937-acre parcel from County Ag-Suburban to City R-3 (Residential at 3 units per acre) located at 2739 E. Thomas Lane, Coeur d’Alene, ID 83815.

Staff Report by: Barbara Barker, Associate Planner

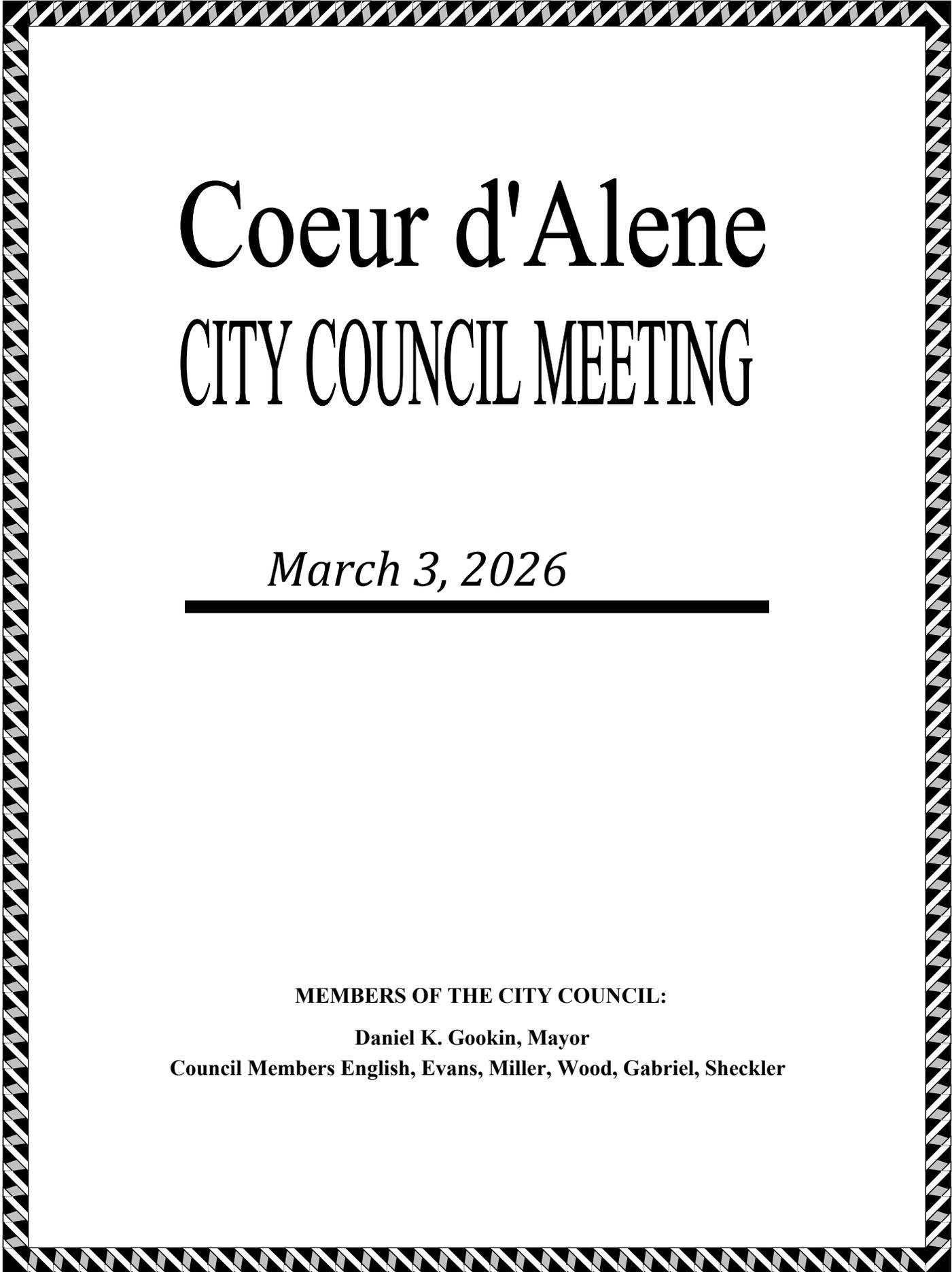
- a. **Council Bill No. 26-1005** - Ordinance Approving an Annexation requested by Aspen Homes and Development, LLC, for a 1.937-acre parcel located at 2739 E. Thomas Lane, and zoning said parcel R-3.
 - b. **Resolution No. 26-022:** Approval of an Annexation Agreement with Aspen Homes and Development, LLC, for a 1.937-acre parcel located at 2739 E. Thomas Lane.
2. **(Quasi-judicial)** Exchange of a 0.5-acre parcel owned by the City, which is a portion of Tax # 24207 and located behind 3700 W. Seltice Way and along the future Atlas Trail connection, for improvements to City-owned real property to be completed and paid for by Glacier 3700 Seltice, LLC, the parcel and improvements being equal in value (\$85,000.00).

Staff Report by: Monte McCully, Trails Coordinator and Hilary Patterson, Community Planning Director

- a. Approve or reject the exchange of a 0.5-acre parcel owned by the City, which is a portion of Tax # 24207 and located behind 3700 W. Seltice Way and along the future Atlas Trail connection, for improvements to City-owned real property to be completed and paid for by Glacier 3700 Seltice, LLC, the parcel and improvements being of equal value, specifically \$85,000.00.
- b. **Resolution No. 26-023** - Approving a Development Agreement with Glacier 3700 Seltice, LLC, for improvements to City-owned real property in the amount of \$85,000.00.

K. ADJOURNMENT

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



Coeur d'Alene CITY COUNCIL MEETING

March 3, 2026

MEMBERS OF THE CITY COUNCIL:

Daniel K. Gookin, Mayor
Council Members English, Evans, Miller, Wood, Gabriel, Sheckler

PRESENTATIONS

PROCLAMATION

WHEREAS, for more than a century the American Red Cross has been at the forefront of helping Americans prevent, prepare for and respond to large and small disasters. Families and communities depend on the Red Cross in times of need, and the Red Cross depends on American people to sustain the foundation; and

WHEREAS, in Coeur d'Alene, the American Red Cross works tirelessly through its volunteers to support us when someone need life-saving blood, or the comfort of a helping hand. It provides 24-hour support to members of the military and veterans and their families, and provides training in CPR, aquatics safety, and First Aid; and

WHEREAS, the Red Cross makes our city safer and stronger, Coeur d'Alene formally recognizes the American Red Cross and its critical humanitarian role in our community and honor the Greater Inland Northwest Chapter contributions to making the city a better place.

NOW, THEREFORE, I Daniel K. Gookin, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the month of March 2026 as

"RED CROSS MONTH"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this March 3rd, 2026.



Handwritten signature of Daniel K. Gookin in black ink.

Daniel K. Gookin, Mayor

ATTEST:

Handwritten signature of Renata McLeod in black ink.

Renata McLeod, City Clerk

PROCLAMATION

WHEREAS, Multiple Sclerosis (MS) is a chronic, autoimmune and often disabling disease of the central nervous system that disrupts communication between the brain and the body; and

WHEREAS, MS affects nearly 1 million people in the United States, making it one of the most common neurological diseases diagnosed in young adults; and

WHEREAS, it is estimated that 2.8 million people worldwide are living with MS, with someone receiving a new diagnosis every five minutes ; and

WHEREAS, MS is typically diagnosed between the ages of 20 and 50, and its symptoms, including extreme fatigue, mobility challenges, vision problems, numbness/ tingling, muscle weakness/ spasticity and cognitive changes, vary widely from person to person; and

WHEREAS, Idaho is home to approximately 6700 individuals and families affected by MS, and the state consistently ranks among the regions with higher prevalence rates in the nation; and

WHEREAS, increased awareness and understanding of MS help support early diagnosis, access to treatment, and improved quality of life for those living with the disease; and

WHEREAS, organizations such as the National Multiple Sclerosis Society, local support groups, healthcare providers, and advocates work tirelessly to advance research, provide resources, and support individuals and families impacted by MS; and

WHEREAS, National MS Week, observed March 8-14, 2026, is an opportunity for communities across the country to raise awareness, show support, and recognize the strength and resilience of those living with Multiple Sclerosis.

NOW, THEREFORE, I Daniel K. Gookin, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim March 8th to 14th, 2026 as

"NATIONAL MULTIPLE SCLEROSIS WEEK"

In Coeur d'Alene, Idaho, and encourage all residents to learn more about MS, support those affected, and promote hope for a future free of this disease.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 3rd day of March, 2026.



Handwritten signature of Daniel K. Gookin

Daniel K. Gookin, Mayor

ATTEST:

Handwritten signature of Renata McLeod
Renata McLeod, City Clerk

NATIONAL MULTIPLE SCLEROSIS WEEK PROCLAMATION

City of Coeur d'Alene, Idaho

March 8-14, 2026



Thomas Greif
Fire Chief
Coeur d'Alene Fire Department



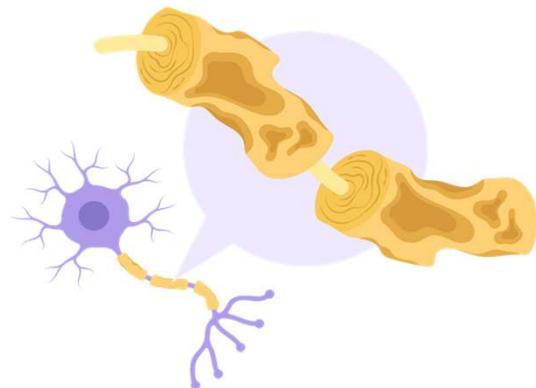
Nina Bozinov, MD, MS
Multiple Sclerosis Specialist
Director Comprehensive MS Care Center
Kootenai Clinic



1

WHAT IS MULTIPLE SCLEROSIS?

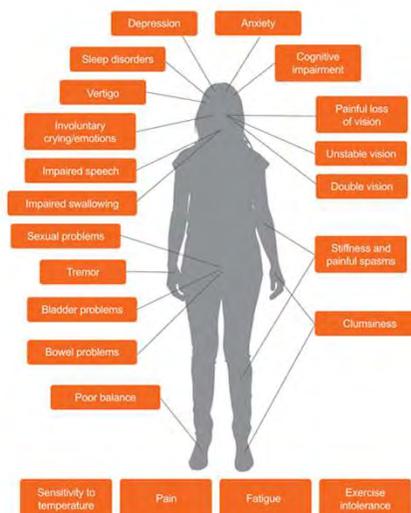
- Multiple sclerosis (MS) is a chronic autoimmune disease affecting the brain and spinal cord.
- It disrupts communication between the brain and the body and can cause physical, visual, and cognitive symptoms.
- MS is a lifelong condition, but early diagnosis and treatment can significantly improve outcomes.



2

IMPACT ON INDIVIDUALS AND FAMILIES

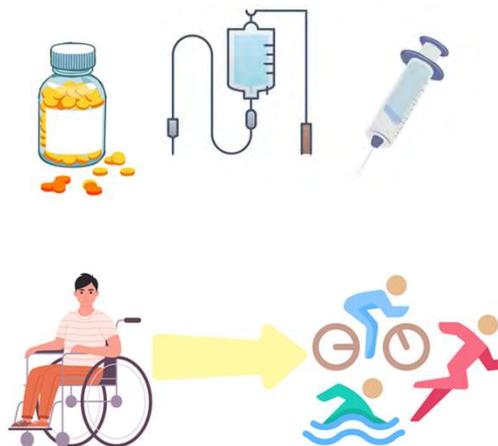
- Nearly 1 million Americans live with MS.
- 2.8 million worldwide. Globally diagnosis every 5 minutes.
- MS can cause fatigue, mobility challenges, vision problems, and cognitive changes.
- Symptoms vary widely and are often invisible.
- MS affects individuals during their most productive years, typically between ages 20 and 50.



3

PROGRESS AND HOPE

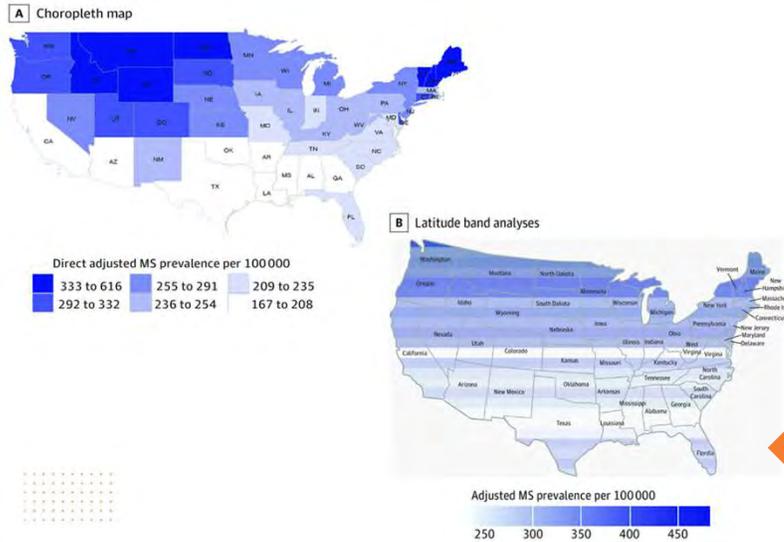
- Advances in treatment have transformed MS care over the past two decades.
- More than 20 FDA-approved treatments
- Earlier diagnosis and treatment improve outcomes
- Continued awareness and research bring hope for improved treatments and prevention.



4

IDAHO AND COEUR D'ALENE

- Approximately 6,700 people in Idaho.
- MS prevalence in the Pacific Northwest may be up to three times higher than in southern regions.
- The Idaho Panhandle's northern latitude is believed to contribute to higher MS prevalence in this region.

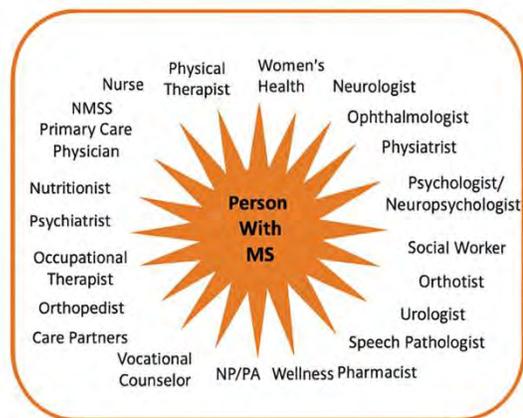


5

LOCAL IMPACT — CARE IN OUR COMMUNITY

In Coeur d'Alene and surrounding region:

- Patients previously traveled to Spokane or Seattle.
- Specialty MS care is now available locally.
 - This improves:
 - Access to treatment
 - Quality of life
 - Health outcomes
 - Community stability



6

NATIONAL MS WEEK — WHY IT MATTERS

National MS Week (March 8–14, 2026) is an opportunity to:

- Recognize individuals living with MS
- Support families and caregivers
- Promote education and awareness
- Highlight ongoing research and progress



This proclamation affirms Coeur d'Alene's commitment to its residents living with MS.



ANNOUNCEMENTS

MEMO TO COUNCIL

DATE: March 3, 2026

RE: APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

The following appointments are presented for your consideration for the March 3, 2026 Council Meeting:

BENTON WOLFINGER	PERSONNEL APPEALS BOARD (Reappointment)
VONNIE JENSEN	PERSONNEL APPEALS BOARD (Appointment)
MICHAEL GRIDLEY	PERSONNEL APPEALS BOARD (Appointment)

A copy of their Professional Data Sheet is attached, for your reference.

Sincerely,

Jo Anne Mateski
Executive Assistant

cc : Renata McLeod, City Clerk
Melissa Tosi, Liaison for Personnel Appeals Board

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

February 17, 2026

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 February 17, 2026, at 6:00 p.m., there being present the following members:

Dan Gookin, Mayor

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

CALL TO ORDER: Mayor Gookin called the meeting to order.

INVOCATION: Councilmember English provided the invocation.

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

PUBLIC COMMENTS: Shirley Freeman, Coeur d'Alene, shared that after a squatter incident led to her arrest, the squatter moved into her home and burned it down. She wasn't allowed to stay in a motorhome on her own property during the rebuild and was forced to sleep in her car, leading to an injury. She urged changing the rules so property owners can stay in their motorhomes after events like a fire, both for safety and to oversee rebuilding. She added that allowing motorhome stays could also reduce homelessness.

Mike Gridley, Coeur d'Alene, expressed appreciation for City Administrator Troy Tymesen, reflecting on his 25 years with the City and comparing his contributions to a "most valuable player." He explained that among the many excellent Mayors, Councilmembers, and staff he has worked with, Troy stands out for keeping things running smoothly behind the scenes. He referred to the Boy Scout Law being trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent; and said Troy embodies every one of those qualities.

Gabe Eckert, Coeur d'Alene, expressed gratitude to Mr. Tymesen's years of support and service to the City and the Fire Department. He thanked him for always doing an excellent job, for his friendship with the firefighters, and said he would be greatly missed, wishing him well in his retirement.

ANNOUNCEMENTS: Councilmember Gabriel thanked Mr. Tymesen and noted that while he has earned the chance to spend more time with his family, his departure is a loss because he has long been the “glue” holding the organization together.

Councilmember Miller echoed prior comments about Mr. Tymesen and reported that she heard the Mayor speak at a well-attended North Idaho Building Contractors Joint Government meeting today, emphasizing the importance of maintaining strong relationships with partner organizations. She noted that she testified on housing bills earlier in the day and will continue focusing on housing issues and keeping the Council informed. She also reminded the group that elected officials are invited to the Annual Housing and Growth Workshop on March 5.

Councilmember Wood thanked Mr. Tymesen for his many years of dedication to the City, his consistency, and commitment to the organization through decades of service. Mr. Tymesen responded by reflecting on the honor of serving the community and praised the strength of the City’s leadership team. He said he was proud of the City’s success, grateful for the professional challenges he’d been given, and pleased with the choice of Ron Jacobson as his successor. Councilmember Wood closed by updating the Council on her first meeting with the Coeur d’Alene Economic Development Corporation, expressing optimism about its strategic planning efforts and future opportunities for high-paying jobs in the area.

Councilmember English shared his appreciation for Mayor Gookin, noting that in his many years of serving alongside numerous elected officials, he has never worked with anyone who provides the same level of communication and support. He praised the Mayor’s detailed, thoughtful daily reports and said they are immensely valuable.

Mayor Gookin welcomed interim City Administrator Ron Jacobson to his first Council meeting in Coeur d’Alene and expressed appreciation for his service over the next few months. He also requested the appointments of Michael Drobnock and Woody McEvers to the CDATV Committee

MOTION: Motion by Gabriel, seconded by Evans, to confirm the appointment of Michael Drobnock and Woody McEvers to the CDATV Committee. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the February 3, 2026 Council Meetings.
2. Approval of Bills as Submitted.
3. Approval of Financial Report.
4. Approval of Repurchase of Cemetery Lot Section RIV, Block H, Lot 215, Forest Cemetery Annex from Shirley Shibley to Darin Shibley (\$40.00 transfer fee)
5. Approval of an Outdoor Eating Permit for Twigs CDA, LLC located at 101 E. Front Avenue for 30 seats.
6. **Resolution No. 26-016** – A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A QUITCLAIM DEED FROM IGNITE CDA TO THE CITY FOR PROPERTY LOCATED IN A PORTION OF TRACT 2 OF ATLAS WATERFRONT FIRST ADDITION, APPROVING THE LOWEST QUOTE OF, AND AGREEMENT WITH, DANA SAFETY SUPPLY FOR THE UPFITTING OF SIX (6) CHEVY TAHOE VEHICLES BY, AND RATIFICATION OF THE PURCHASE OF A

USED 2024 CATERPILLAR 903 COMPACT WHEEL LOADER FROM WESTERN STATES CAT.

MOTION: Motion by Evans, seconded by Wood, to approve the Consent Calendar as presented, including **Resolution No. 26-016**.

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

RESOLUTION NO. 26-017

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE CITY POLICY FOR PROCUREMENT OF PERSONAL PROPERTY AND SERVICES.

STAFF REPORT: Finance Director Katie Ebner presented an updated purchasing policy, noting it had not been revised in many years and emphasizing the City's long record of clean audits and strong financial controls established under former Finance Director Troy Tymesen. She explained that the updates align expenditure limits with Idaho Code § 67-2806 while maintaining the City's ability to be more restrictive when appropriate. The revisions aim to reduce unnecessary burdens on department Directors by streamlining steps such as vendor selection and contract approvals, without removing any internal review safeguards, which still include multiple approval levels and final Council review of payments through the consent agenda. She expressed confidence that the updated policy continues to protect taxpayer funds while improving consistency and efficiency.

DISCUSSION: Mayor Gookin thanked Ms. Ebner for her presentation and added that Accounting Specialist Amanda McCarley also deserves significant credit for reviewing the purchasing policy and identifying needed updates. He noted that some recent consent agenda items were already being processed in compliance with the code, something he hadn't noticed until it was pointed out to him.

MOTION: Motion by Wood, seconded by Gabriel, to approve **Resolution No. 26-017** - Approving an amendment to the Purchasing Policy for Procurement of Personal Property and Services.

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

COUNCIL BILL NO. 26-1001

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, REPEALING COEUR D'ALENE MUNICIPAL CODE CHAPTER 1.16 ENTITLED "PRECINCTS"; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF.

STAFF REPORT: Municipal Services Director Renata McLeod noted that the City’s Municipal Code still contains voter-precinct references last updated in 2005, but since the State shifted all local election administration, including creation and management of precincts, to the County, this section is now obsolete. Ms. McLeod recommends that the City Council repeal Municipal Code Chapter 1.16, entitled “Precincts.”

MOTION: Motion by English, seconded by Wood, to dispense with the rule and read **Council Bill No. 26-1001** once by title only.

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

MOTION: Motion by Miller, seconded by Evans, to adopt **Council Bill 25-1001**.

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

COUNCIL BILL NO. 26-1002

AN ORDINANCE OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, REPEALING COEUR D’ALENE MUNICIPAL CODE CHAPTER 2.50, ENTITLED “YOUTH ADVISORY COUNCIL”; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF.

STAFF REPORT: Ms. McLeod stated that the Municipal Code includes a reference to a Youth Council, created around 2005 as part of a Mayor’s Youth Advisory Board initiative, but the program has not been used in more than a decade. Since then, the City has incorporated student representatives directly into various committees, commissions, and boards. After consultation with the Mayor, it was determined that Coeur d’Alene Municipal Code Chapter 2.50 entitled “Youth Advisory Council” is no longer needed.

DISCUSSION: Councilmember English commented that although the Youth Advisory Council code is being repealed, the City still meaningfully involves young people, noting that as the Council liaison to the Library Board, they work with a student representative who attends regularly, along with an alternate. He emphasized that youth participation continues but it’s simply integrated differently and more effectively now.

Mayor Gookin noted that several cities adopted similar Youth Council codes around the same time, but since Coeur d’Alene now places students directly on committees and the advisory council has not met in years, repealing the unused code is appropriate.

MOTION: Motion by Evans, seconded by Miller, to dispense with the rule and read **Council Bill No. 26-1002** once by title only.

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

MOTION: Motion by Miller, seconded by Evans, to adopt **Council Bill 25-1002**.

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

COUNCIL BILL NO. 26-1003

AN ORDINANCE AMENDING SECTIONS 2.100.020(A) AND (B) OF THE COEUR D'ALENE MUNICIPAL CODE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF.

STAFF REPORT: Ms. McLeod noted that the CDA TV Committee recommended updating the membership section of its code to change required representation from groups such as NIC, a telecom provider, and School District 271 from “shall” to “may.” She explained that it has been difficult to consistently secure representatives from these organizations, and making participation optional would allow the committee to function with a full membership while still inviting those groups to participate if they are willing and able.

MOTION: Motion by Wood, seconded by English, to dispense with the rule and read **Council Bill No. 26-1003** once by title only.

DISCUSSION: Mayor Gookin explained why the Council must formally dispense with the rules before repealing code. Idaho law requires ordinances, including code repeals, to be read three times, and while some cities handle this over three separate meetings, Coeur d’Alene can dispense with the rule to complete the process in a single meeting.

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

MOTION: Motion by Wood, seconded by Miller, to adopt **Council Bill 25-1003**.

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

COUNCIL BILL NO. 26-1004

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, REPEALING COEUR D'ALENE MUNICIPAL CODE SECTIONS 4.05.100, 4.05.110, AND 4.05.120, REGARDING THE JEWETT HOUSE ADVISORY COMMITTEE, AND AMENDING COEUR D'ALENE MUNICIPAL CODE SECTION 4.05.080, ENTITLED “DUTIES,” TO TRANSFER THE DUTIES OF THE JEWETT HOUSE ADVISORY COMMITTEE TO THE

PARKS AND RECREATION COMMISSION; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF.

STAFF REPORT: Ms. McLeod explained that the Jewett House Advisory Committee has not met for some time, because its responsibilities have already been integrated into the Parks and Recreation Commission. The requested action formally removes the outdated committee from the code and adds its duties to the Parks and Recreation Commission, with the full support of the Parks and Recreation Department.

MOTION: Motion by Miller, seconded by Wood, to dispense with the rule and read **Council Bill No. 26-1004** once by title only.

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

MOTION: Motion by Miller, seconded by Wood, to adopt **Council Bill 25-1004**.

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

RECESS: Motion by Evans, seconded by Miller, to recess to February 23, 2026, at 12:00 noon in the Library Community Room, located at 702 E. Front Avenue, for an Appeal Hearing for the revocation of the Revocation of Security Agency License #64832 Security Agent License #58458, of Paul Trouette dba Lear Asset Management, Inc, and to receive a presentation from Richard Curtis with ESCi, regarding the Fire Station Location/ Fire & EMS Deployment Study.

DISCUSSION: Councilmember Sheckler stated that he would abstain if it included the appeal hearing. Councilmember Wood asked whether the appeal hearing would actually occur, with Ms. McLeod explaining that the appellant had requested to reschedule the hearing.

AMENDED MOTION: Motion by Evans, seconded by Miller, to recess to February 23, 2026, at 12:00 noon in the Library Community Room, located at 702 E. Front Avenue, to receive a presentation from Richard Curtis with ESCi, regarding the Fire Station Location/ Fire & EMS Deployment Study. **Motion carried.**

The meeting ended at 6:32 p.m.

Daniel K. Gookin, Mayor

ATTEST:

Jo Anne Mateski
Executive Assistant

DRAFT

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

February 23, 2026

The Mayor and Council of the City of Coeur d'Alene met in a continued session of said Council at the Coeur d'Alene City Library Community Room on February 23, 2026, at 12:00 p.m., there being present the following members:

Dan Gookin, Mayor

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

STAFF PRESENT: Ron Jacobson, Interim City Administrator; Randy Adams, City Attorney; Tom Greif, Fire Chief; Streets & Engineering Director Todd Feusier, and City Engineer Chris Bosley.

GUEST: Richard Curtis, Senior Project Manager of Emergency Services Consulting International (ESCI), former City Administrator Troy Tymesen, and former Fire Deputy Chief Jeff Sells.

CALL TO ORDER: Mayor Gookin called the meeting to order.

Mayor Gookin noted that the purpose of the workshop was to provide an opportunity for Council to discuss the Fire Station Location/ Fire & EMS Deployment Study. If so inclined, the Council may wish to direct staff to negotiate with ITD for land identified in the study for placement of a future Fire Station.

FIRE STATION LOCATION/ FIRE & EMS DEPLOYMENT STUDY PRESENTATION: Fire Chief Tom Greif thanked the Mayor and City Council for their time and support of two major projects completed over the past three years, the customer-centered strategic plan as well as the station location and deployment study, both crucial to the Fire Department's future. He acknowledged the contributions of former City Administrator Troy Tymesen and retired Fire Deputy Chief Jeff Sells. Mr. Sells led the data preparation for the Emergency Services Consulting International (ESCI) team. The strategic plan captured input from community members and internal and external stakeholders to guide the department over the next three to five years, while the deployment study provides technical, data-driven recommendations for future decision-making. He emphasized the value of using an experienced third-party consultant, noting ESCI's national expertise and past work with the City. Chief Greif stated that while the study offers tools and achievable recommendations, it does not resolve the broader challenge of sustainable public-safety funding. He added that the purpose of the presentation is to provide Council with a

usable, informative resource, and to support informed planning as the community grows and service demands increase.

Richard Curtis, ESCI Senior Project Manager, noted that ESCI, founded in 1975 and now the consulting arm of the International Association of Fire Chiefs, conducted the study with a full team supporting the work. The assessment examined Coeur d'Alene's fire and EMS service delivery across fire protection, countywide ALS ambulance service, ladder truck needs for high-rise growth, level of community risk, station locations, deployment models, staffing levels, response performance, GIS modeling, service-demand trends, and staffing relief factors. Key findings show the city's population and service demand are growing at an even faster rate, travel times exceed national standards, and EMS units are nearing peak utilization. Mr. Curtis highlighted increasing high-rise and commercial development, ongoing construction, and strong community support, concluding that these trends affirm the need for continued evaluation and planning.

Councilmember Wood asked how far the City's response times deviate from national standards. Mr. Curtis explained that performance is measured in three parts: dispatch processing time, firefighter turnout time, and travel time to the scene. He noted that Coeur d'Alene's average travel time is about 6 minutes, compared to the national standard of 4 minutes, which may indicate insufficient station coverage or challenges created by traffic congestion and the local street network. He added that dispatch processing time is unusually long, around 3 to 3.5 minutes instead of the recommended 60 seconds and needs to be investigated. He also noted turnout times are longer than expected, partly due to outdated station design, congested apparatus bays, and the physical layout requiring crews to move from upstairs living areas to the apparatus floor.

Councilmember English asked who provides dispatch services, and Chief Greif explained that the Kootenai County Sheriff's Office oversees communications. Councilmember English then asked whether the City has any leverage, and Chief Greif noted they do through an advisory board, although a lack of available data has been a concern. He added that while the Fire Department cannot control travel factors such as weather and road conditions, they can improve dispatch processing and turnout times. Councilmember English commented on the significant gap between current 6-minute travel times and the 4-minute standard and notes that delays accumulate across the entire response sequence.

Mr. Curtis noted service-delivery trends: about 75% of incidents are EMS calls, followed by canceled or good-intent calls, and then service calls at roughly 7.5–7.7%, which have increased notably over five years. Service calls include lift assists or water-leak help. Chief Greif added that assisted-living and skilled-nursing facilities account for approximately 23–24% of total call volume.

Mr. Curtis explained that service demand peaks in July and August due to tourism and again in December because of winter-related incidents. Surprisingly, weekdays show the highest call volumes, indicating strong commuter activity in the city. He reviewed data showing average emergency travel time is 6 minutes 6 seconds, above the 4-minute national standard, likely due to street-network challenges and congestion, suggesting the potential need for additional stations. He also described analyses of population density versus incident density, noting that actual call density more accurately reflects service demand, especially in the central core near Stations 1, 2, and 3.

He outlined projected incident-growth rates, which climb faster than population growth, reaching around 3.6% annually. The deployment study compared ten scenarios, including the role of Kootenai Fire & Rescue Station 4, which was included because of its strategic proximity. Councilmember Wood inquired about its historical use, and Chief Greif explained that it has been a mutual-aid and coverage partner but not part of auto-aid.

Mr. Curtis explained that the study evaluated ladder-truck coverage using four scenarios across both existing and potential station sites, factoring in four-minute travel times, incident capture rates, structural square footage, and jurisdictional coverage to generate comparative scores. The team also assessed ALS unit deployment through seven scenarios, assuming Med 34 operates full-time to standardize mapping and focused on optimizing regional four-minute travel coverage while balancing call loads among units nearing peak demand. Mr. Curtis noted that existing stations capture about 64% of incidents and 82% of structures, while including Kootenai County Fire & Rescue Station 4 increases that to 71% of incidents and 91% of structures. Of the ten overall scenarios studied, the top recommendation is Scenario J which adds a fifth station to the south and relocates Station 2 north, offering the best community coverage, while a more financially realistic option is Scenario F which retains four stations but relocates Station 2 to Marie and Ramsey, improving capture rates to 83% of incidents and 92% of structures.

Councilmember English asked about Indian Meadows, and Mr. Sells explained that there was no data that they could submit about the Coeur Terre area. Mr. Curtis noted that there was no usable data because the area is largely undeveloped and lacks a street network. Mr. Sells added that the outlined portion along Huetter Road gives a general idea of how service coverage may eventually extend as development occurs. Mr. Curtis confirmed that Station 4 would effectively cover the Coeur Terre area within a four-minute travel time.

Mr. Curtis explained that the study assessed ladder-truck coverage, noting that the City's only ladder truck at Station 1 currently protects just 39% of the community, leaving 61% outside the Idaho Survey & Rating Bureau's recommended 2.5-mile ladder-truck coverage area. Because many local buildings exceed the 3,500-gallon-per-minute fire-flow threshold and because the city's built-up area surpasses the standard for needing a second ladder truck, the study evaluated additional placement options. Scenario C, which places a second ladder truck in the northern part of the city, provided the strongest coverage. Mayor Gookin asked why the study did not evaluate a scenario in which the City's existing ladder truck is moved from Station 1 to Station 2 to see how overall coverage might change. Mr. Curtis explained that while such a scenario could be analyzed, it would not change the fundamental need for a second ladder truck. National Fire Protection Association (NFPA) guidance recommends having two ladder companies available for communities with high-rise structures, and Coeur d'Alene has significant high-rise development in its downtown core. Because of this, the ladder truck at Station 1 should remain positioned to serve the high-rise district, even though it could technically be relocated and still fall within required travel distances. Regardless of its placement, the City still requires a second ladder truck to meet protection standards.

Councilmember Wood asked whether the City currently has only one ladder truck and whether a backup still exists. Chief Greif explained that a new ladder truck has been ordered, and when it arrives in about three years, the existing truck will become the reserve unit. He also noted that the

City planned ahead by including a second in-service ladder company in the impact fee study, anticipating future needs identified during the Idaho Survey and Rating Bureau (ISRB) evaluation. He added that Kootenai County's Ladder 13 is included in their response package for high-rise fires. Mr. Curtis clarified that while Kootenai's ladder can assist operationally, it does not count toward the City's ISO credit for ladder-truck coverage. Councilmember English noted that while the City cannot immediately build a new northern station, it would be wise to identify and secure property to prepare for future needs.

Mr. Curtis explained the EMS deployment analysis, stating that the best configuration is Scenario F - to move Station 2's EMS unit to the Marie site and relocate the ALS unit from Station 1 to Station 3, which would improve overall coverage and capture about 68% of EMS incidents. Mr. Curtis then described the staffing-relief analysis and noted that firefighters average 646 hours of leave annually, which must be backfilled through overtime, additional personnel, or a combination of both. Because peak absences, such as disability or surgery, exceed the average, he recommends the City's Finance Department conduct a deeper evaluation of staffing, overtime use, and the cost-benefit balance to maintain consistent service levels.

Councilmember Wood noted that constant staffing was the City's largest budget expense last year and asked for an update on staffing plans after finance reviewed the issue and the Mayor recommended hiring additional personnel. Chief Greif explained that although the department initially hired two extra firefighters in anticipation of planned retirements, a retirement-incentive program triggered several departures, effectively eliminating that surplus. Additional planned retirements are scheduled throughout the year, and with two employees currently out on injury or medical leave, Chief Greif estimates the department will need to hire eight new firefighters in the fall, five to replace unplanned retirements and three to staff the full-time ambulance beginning in January, with a potential ninth hire if an internal candidate becomes Fire Chief. Even with these hires, staffing will only return to baseline levels, leaving no cushion for injuries or additional leave. Councilmember English commented that some temporary savings may occur as new, lower-step employees replace retiring higher-paid staff.

Councilmember Miller inquired that earlier recommendations suggested hiring two additional staff to reduce the 646 hours of leave that must be backfilled, but current projections now show the department will need about eight new hires in the fall, which includes replacing staff lost through unplanned retirements. Chief Greif explained that although two extra positions were approved last year, those gains were immediately offset by unexpected retirements and created a ripple effect through promotions. This creates added pressure on maintaining enough firefighter-paramedics to meet the City's ALS ambulance staffing requirements, particularly with a third full-time ambulance coming online. Because it takes two years to train a new paramedic and 6-9 months for a lateral hire to become fully independent, Chief Greif stressed the need to forecast promotions and attrition carefully to stay ahead of staffing shortages.

Mr. Curtis explained that while the department currently has 21 personnel assigned to maintain a constant-staffing minimum of 19, that margin is quickly consumed by employees out on disability or other leave. He stressed the need for the City to reassess how many positions are truly required per shift to reliably cover average and peak leave periods without forcing firefighters into unsafe levels of overtime, such as working multiple consecutive 24-hour shifts. In conclusion, the study's

key recommendations are: decide between a four-station or five-station deployment model including KCFR Station 4; add a second ladder company at Station 2 and ensure ladder companies are staffed with at least four personnel; move the Battalion Chief to a more central response area; relocate Medic 31 from Station 1 to Station 3; work toward staffing Medic 34 fulltime; reevaluate the staffing-relief (constant-staffing) needs; and establish Auto Aid with all countywide agencies to dispatch closest and appropriate resource based on unit location.

DISCUSSION: Councilmember Wood asked why there is no automatic-aid system noting that citizens care only about receiving timely help, not which agency provides it. Chief Greif explained that while mutual aid happens daily and high-acuity calls often receive multi-agency responses, automatic aid across jurisdictional boundaries is emotionally and politically difficult. Departments take pride in serving their own communities, and responding outside their borders can feel like yielding responsibility. Budget strains across all agencies further complicate cooperation, though Chief Greif noted that shared resources are becoming increasingly important. The best practice, widely used nationwide, is for the closest capable unit to respond, but Chief Greif emphasized that while everyone knows it is the right approach, overcoming turf boundaries remains challenging. Councilmember Wood expressed concern that this can sometimes overshadow what is best for taxpayers, making it difficult to justify such practices to the public. She stated that she sees no compelling argument against adopting automatic-aid models that prioritize the fastest response time rather than jurisdictional boundaries.

Councilmember English commented that resolving the automatic-aid issue may ultimately fall to elected officials, who need to engage directly with neighboring governing bodies to pursue a mutually agreed-upon approach. Councilmember Gabriel explained that Kootenai County Fire & Rescue built a fire station within Coeur d'Alene's boundaries. He stated that decisions such as purchasing property for a future station hinge on whether neighboring agencies are willing to participate in automatic aid, since their deployment plans and call volumes are still unknown. He also pointed out that automatic aid could result in Coeur d'Alene units being sent far outside city limits which could lengthen in-city response times. He added that under Scenario F, the closest-unit model would place new responsibilities on the City's resources, raising additional questions about impacts on coverage and service levels.

Councilmember Wood commented that in an emergency, the priority should be getting the closest capable unit on scene until the appropriate agency arrives. She maintained that citizens deserve the fastest response regardless of jurisdiction. Councilmember English noted that political considerations, leadership changes, and property-ownership issues all complicate regional cooperation. However, he emphasized that strong working relationships among frontline responders often help overcome these challenges.

Mayor Gookin noted that discussions with Kootenai Fire & Rescue and Northern Lakes are underway, and Chief Greif explained that progress is slowed by a technology issue involving GPS tracking systems. He added that partner agencies support automatic aid for high-acuity calls, not for all calls, and do not expect Coeur d'Alene units to cover distant areas like Wolf Lodge when their own crews are available. The intent is to share urgent calls while preserving each district's ability to serve its own residents.

Mayor Gookin explained that several key decisions must be aligned before moving forward, including whether the City will formally incorporate KCFR's Station 4 into its deployment model. If so, the City could relocate Station 2 from its current site at Kathleen and Ramsey to a portion of the Idaho Transportation Department (ITD) owned property, likely through a lease rather than a purchase.

Councilmember Wood inquired if there is a need for a concrete agreement with Kootenai Fire and Rescue, understand what kind of calls, and specifics on the lease, before Council takes action. Mr. Tymesen explained that discussions with ITD have been extremely positive, noting that ITD is open to leasing the City approximately two acres of undeveloped land. He also mentioned ongoing work to resolve technical issues with GPS tracking systems as part of broader efforts to support potential automatic-aid coordination.

Councilmember Miller commented that the Station 2 relocation plan depends heavily on establishing an automatic-aid agreement and asked whether the Council should act before that component is resolved. Chief Greif responded that the technical challenges, mainly GPS and tracking issues, are close to being resolved, meaning the remaining obstacles are emotional and political. He explained that acceptance will be needed from all agencies to treat KCFR's station as an integrated part of the response system. While he believes the region is close to agreement if all parties can align on what best serves residents in that area, he acknowledges that this has been a long-standing challenge and that human factors, not technology, have been the primary barrier.

MOTION: Motion by English, seconded by Wood, to direct staff to move forward with negotiations with ITD for land identified in the study for placement of a future Fire Station.

DISCUSSION: Councilmember Gabriel asked whether it would be worthwhile to look at a countywide deployment and mutual-aid study. Mr. Curtis explained that ESCI has already discussed such a regional EMS deployment assessment with Northern Lakes, Kootenai County, and Chief Greif, and a proposal and scope of work have been submitted, though no follow-up has been received. Councilmember Gabriel inquired about the project timeline, and Mr. Curtis estimated it would take about six months. Chief Greif added that delaying Station 2 relocation by six months to wait for regional clarity has financial and operational implications, emphasizing that moving Station 2 south without an automatic-aid agreement would create a coverage gap in the northern area, potentially leaving the City in a worse position than it is today. Chief Greif reiterated that auto-aid and station-placement decisions are tightly linked, and the department will continue pushing forward on auto-aid discussions.

Councilmember Miller stated that given the City's positive progress with ITD and the limited remaining steps to secure a lease for the proposed Station 2 site, it may make sense to proceed with a motion to continue negotiations hoping that auto-aid agreements advance along a similar timeline. Mr. Tymesen explained that, in addition to negotiating the land lease, the City would also need to begin developing plans for a new station on the site, which would allow Station 2 personnel to remain in place during construction. He added that auto aid would significantly improve nighttime coverage in the northern area.

Mayor Gookin asked who will take over negotiations and Mr. Tymesen confirmed that he will return as a consultant for the City, the interim City Administrator, and the City's strong leadership in the Fire Department.

Councilmember Gabriel asked about the potential cost of leasing the ITD land, and Mr. Tymesen noted that the City hopes the lease will be free, with the City providing intersection and access improvements in exchange. Mayor Gookin asked where funding for those improvements would come from, and Mr. Feusier confirmed that impact fees could be used for necessary stormwater work, signal adjustments, and intersection modifications to accommodate ITD's large plow trucks.

Councilmember Wood commented that the motion under consideration would simply authorize staff to continue negotiations and not commit the City to final decisions.

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

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

The meeting adjourned at 1:15 p.m.

Daniel K. Gookin, Mayor

ATTEST:

Jo Anne Mateski
Executive Assistant

DATE: MARCH 3, 2026
TO: MAYOR AND CITY COUNCIL
FROM: PLANNING DEPARTMENT
RE: SETTING OF PUBLIC HEARING DATE: MARCH 17, 2026

Mayor Gookin,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearings upon receipt of recommendation.

MARCH 17, 2026:

ITEM NUMBER: ZC-1-26

REQUEST: Michael and Norma Reasor are requesting a zone change from MH-8 (8 units per acre) to R-17 (17 dwelling units per acre) on a parcel measuring 0.522 acres to build nine (9) workforce/affordable housing units.

LOCATION: 3620 North Fruitland Ln., Coeur d'Alene, ID 83815

COMMISSION ACTION: On February 10, 2026, the Planning and Zoning Commission voted 5-0 to recommend that the City Council adopt the R-17 zoning. Two commissioners were absent.

RESOLUTION NO. 26-018

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, DECLARING WATER DEPARTMENT USED EQUIPMENT TO BE SURPLUS AND AUTHORIZING THE SALE OF SAID EQUIPMENT AT AUCTION; AND DIRECTING THE REMOVAL OF SIGNATURE AUTHORITY FOR TROY TYMESEN AND APPROVING SIGNATURE AUTHORITY FOR RONALD G. JACOBSON.

WHEREAS, it has been recommended that the City of Coeur d'Alene take the actions listed below, pursuant to the terms and conditions set forth in the documents attached hereto as Exhibits "A" and "B" and by reference made a part hereof, summarized as follows:

- A) Declaring used equipment by the Water Department to be surplus and authorizing the sale of said equipment at auction;
- B) Removal of signature authority for Troy Tymesen and authorizing financial signature authority for Ronald G. Jacobson;

AND,

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City take the actions described, as set forth in substantially the form attached hereto as Exhibits "A" and "B" incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify any documents for the actions so long as the substance of the actions remains intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute any documents as may be required on behalf of the City.

DATED this 3rd day of March, 2026.

Daniel K. Gookin, 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 SHECKLER Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

_____ was absent. Motion _____.

**CITY COUNCIL
STAFF REPORT**

DATE: March 3, 2026

FROM: Glen Poelstra Assistant Director

SUBJECT: Request to declare the used equipment surplus

DECISION POINT: Should Council declare a used lawn mower, a centrifugal pump, and a 2022 truck bed surplus property and allow Water Department staff to take these items to a public auction house to be auctioned at the best value?

HISTORY: The Water Department has been very efficient in maintaining and using purchased equipment until its end of life. Unfortunately, as equipment ages, maintenance costs increase inevitably causing inefficiencies and unexpected downtime for employees. With the City's best interests in mind, other departments in the City are contacted prior to requesting equipment to be surplused to see if any equipment can be utilized by those departments.

The lawn mower suffered extensive damage when parts from the underside of the mower deck failed due to extended use. The centrifugal pump is an older replacement pump kept on hand for emergencies and, with more recent upgrades to facilities, the pump can no longer be used. The 2022 truck bed was on a Ford F250 work truck when purchased as a more inexpensive option at the time than ordering the vehicle without the truck bed.

FINANCIAL ANALYSIS: The equipment requested to be surplused has reached its end of life with the Water Department as the cost of repairs outweighs the justification of keeping them in the fleet. These items have no further value to the Water Department and, upon approval, will be sent to auction to recoup as much value as possible.

PERFORMANCE ANALYSIS: The repairs needed to keep the lawn mower in operation outweigh the cost of replacement. The Street Department mechanics deemed this mower unrepairable. With the recent upgrades to facilities, the centrifugal pump can no longer be utilized as a backup pump. The truck box will not be utilized on the original vehicle it came from because a utility box has been installed on the vehicle.

DECISION POINT/RECOMMENDATION: Council should declare the used lawn mower, centrifugal pump, and truck bed to be surplus and authorize the Water Department to sell them at auction.



1

Lawn Mower



2

Backup Water Pump



3

Truck Box



4

Questions?



**CITY COUNCIL
STAFF REPORT**

DATE: March 3, 2026
FROM: Katie Ebner, Finance Director/Treasurer
SUBJECT: **Resolution Authorizing the Interim City Administrator, Ronald G. Jacobson as a Signer on All City Bank and Investment Accounts effective March 4th, 2026 and removing signing authority for retired City Administrator Troy Tymesen**

DECISION POINT: Should the City Council approve a resolution authorizing Ronald G. Jacobson to be added as an authorized signer on all City of Coeur d’Alene bank accounts, investment accounts, and financial instruments and remove Troy Tymesen as an authorized signer on all City of Coeur d’Alene bank accounts?

HISTORY: The City maintains multiple bank and investment accounts across four institutions for the purpose of managing operational cash, debt service, reserves, utility payments, and fiduciary funds. In accordance with established internal controls and banking requirements, the Mayor and the Treasurer are authorized to sign checks, banking documents, and other financial instruments on behalf of the City. If the mayor or treasurer is unable to sign checks, a third signer is typically named, and has been the City Administrator.

With the transition to a new City Administrator, updates are needed to remove past City Administrator and add the interim City Administrator.

DECISION POINT/RECOMMENDATION: Council should approve a resolution authorizing Ronald G. Jacobson to be added as an authorized signer on all City of Coeur d’Alene bank accounts, investment accounts, and financial instruments and remove Troy Tymesen as an authorized signer on all City of Coeur d’Alene bank accounts

THE CITY COUNCIL OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZES THE SIGNATURE AND SIGNATURE AUTHORITY OF RONALD G. JACBOSON.

Pursuant to Resolution No. 26-018, the City Council of the City of Coeur d'Alene authorized Ronald G. Jacobson, whose signature is set forth herein, to withdraw funds and to endorse and receive payment of financial accounts of the City of Coeur d'Alene regarding the handling of notes and bills payable to the City, and financial institutions were authorized to recognize the signature subscribed below in the payment of funds or the transaction of any business for accounts of the City of Coeur d'Alene, effective March 3, 2026.

Ronald G. Jacobson, City Administrator, _____

OTHER BUSINESS

**CITY COUNCIL MEETING
STAFF REPORT**

DATE: March 3, 2026
FROM: Mike Becker, Capital Programs Manager, Wastewater Dept.
SUBJECT: Solids Building Improvements – Change Orders #4 and #5

DECISION POINT: Should Council approve Change Orders #4 and #5 to the Solids Building Improvements Contract with Apollo, Inc., in the amount of \$12,068.67 and \$190,811.89, respectively?

HISTORY: On July 31, 2023, Apollo began construction on the Solids Building Improvement (SBI) Project and, by April 24, 2026, this project, which includes equipment and control system improvements aimed at increasing the Water Resource Recovery Facility’s (WRRF) sludge dewatering capacity and treatment redundancy, will be completed.

Rather than waiting until the end of the project, the Wastewater Department has been submitting change orders progressively throughout this project. Change Orders #4 and #5 includes two (2) and five (5) separate Work Change Directives (WCDs) for work completed this past year. An explanation of these WCDs are summarized within Exhibit “A” herein.

FINANCIAL ANALYSIS: The following table summarizes this Project’s financial construction breakdown to date:

Total Budgeted Amount:	\$ 8,500,000.00
Total Bid & Additive Alternatives:	\$ 5,441,903.00
Total Change Order #1 - #3 Approved to Date:	\$ 1,738,341.42
Total Contract Amount to Date:	\$ 7,180,244.42
Change Order #4 Total:	\$ 12,068.67
Change Order #5 Total:	\$ 190,811.89
Total Contract Amount plus Contractual Changes to Date:	\$ 7,383,124.98

PERFORMANCE ANALYSIS: Presently, there is no money in this Project’s Capital Fund (031-022-4354-7998) as the Department anticipated project completion before the beginning of FY 25/26. Since the Department underspent in FY 24/25 Budget and, with a carryover of unspent money into FY 25/26, approved by the Finance Department, the Department has funds to sufficiently cover both change orders.

DECISION POINT/RECOMMENDATION: City Council should approve Change Orders #4 and #5 to the Solids Building Improvements Contract with Apollo, Inc., in the amount of \$12,068.67 and \$190,811.89, respectively.

**EXHIBIT “A”
SOLIDS BUILDING IMPROVEMENT PROJECT
CHANGE ORDER #5 and #4
MARCH 3, 2026**

WORK CHANGE DIRECTIVES FOR CHANGE ORDER #4

WCD No.	WCD Description	WCD Justification	WCD Price (\$)	WCD Time (Days)
027R1	Utilities over the MCC Panel	Relocate existing wet utilities over new MCC for provisional personnel safety	\$ 2,137.46	0
036	Crane request for pulling GEA	Crane to remove and reinstall centrifuge for scroll and bearing inspection.	\$ 9,931.21	0

CHANGE ORDER #4 TOTAL: \$ 12,068.67 0 DAYS

WORK CHANGE DIRECTIVES FOR CHANGE ORDER #5

WCD No.	WCD Description	WCD Justification	WCD Price (\$)	WCD Time (Days)
005R1	Misc Electrical Items	Misc Electrical within panels	\$ 80,703.26	0
019	CMU Wall Infill	Removal and relocation of man doors to existing truck bay. Infill block wall.	\$ 9,783.17	0
035R1	Electrical RFI 068, 069, & 072	Misc Electrical	\$ 53,175.58	0
037R1	Motorized Gate Flex Boots	Replace manual conveyor gates with operational motorized gates	\$ 23,437.60	0
040	OIT in Truck Bay	Ground floor operational improvements to panel within truck bay	\$ 24,038.77	0
	Contingency Allowance	Credit remaining within project contingency budget	\$ (326.49)	0

CHANGE ORDER #5 TOTAL: \$ 190,811.89 0 DAYS

RESOLUTION NO. 26-019

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING CHANGE ORDER #4 AND CHANGE ORDER #5 TO THE SOLIDS BUILDING IMPROVEMENTS CONTRACT WITH APOLLO, INC., IN THE TOTAL AMOUNT OF \$202,880.56 AS SPECIFIED IN EXHIBITS "A" and "B."

WHEREAS, pursuant to Resolution No. 23-029, adopted the 2nd day of May, 2023, the City of Coeur d'Alene entered into a contract with Apollo, Inc., for the Wastewater Department's Solids Building Improvements Project; and

WHEREAS, pursuant to Resolution No. 24-006, adopted the 16th day of January, 2024, the City of Coeur d'Alene approved Change Order #1 to the contract with Apollo, Inc., for the Wastewater Department's Solids Building Improvements Project; and

WHEREAS, pursuant to Resolution No. 24-064, adopted the 20th day of August, 2024, the City of Coeur d'Alene approved Change Order #2 to the contract with Apollo, Inc., for the Wastewater Department's Solids Building Improvements Project; and

WHEREAS, pursuant to Resolution No. 25-032, adopted the 1st day of July, 2025, the City of Coeur d'Alene approved Change Order #3 to the contract with Apollo, Inc., for the Wastewater Department's Solids Building Improvements Project;

WHEREAS, the Wastewater Department is requesting approval of Change Order #4, in the amount of \$12,068.67, and Change Order #5, in the amount of \$190,811.89, to the Solids Building Improvements Contract with Apollo, Inc., copies of which are attached hereto as Exhibits "A" and "B" 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 Change Orders be authorized.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City hereby authorizes and approves Change Order #4 and Change Order #5 to the contract with Apollo, Inc., pursuant to the Change Orders attached hereto as Exhibits "A" and "B" and by this reference incorporated herein, in the total amount of \$202,880.50.

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

DATED this 3rd day of March, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER WOOD	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER SHECKLER	Voted

_____ was absent. Motion _____.

CHANGE ORDER NO.: 04

Owner:	City of Coeur d' Alene	Owner's Project No.:	
Engineer:	HDR Engineering	Engineer's Project No.:	10249090
Contractor:	Apollo, Inc.	Contractor's Project No.:	
Project Name:	Solids Building Improvements		

Date Issued: August 6, 2025

Effective Date: August 6, 2025

The Contract is modified as follows upon execution of this Change Order:

Costs associated with CPRs listed below. See attached backup.

<u>WCD</u>	<u>Description</u>	<u>Cost</u>	<u>Time</u>
027R1	Utilities over MCC	\$ 2,137.46	0 Days
036	GEA Crane Request	\$ 9,931.21	0 Days
CHANGE ORDER TOTAL		\$ 12,068.67	0 Days

CONTINGENCY ALLOWANCE

The following specification sections include Lump Sum Contingency Allowances:

1. 13 92 20 - Additional Concrete Work Activities
2. 13 93 30 - Additional Underground Utilities Work
3. 13 94 40 - Additional Mechanical Work Activities
4. 13 95 50 - Additional Electrical and Instrumentation Work Activities

The combined scheduled value sum for these Lump Sum Contingency Allowances is \$162,000.00. This change order amends these four individual Lump Sum Contingency Allowances into one Lump Sum Contingency Allowance with a scheduled value of \$162,000.00. This Lump Sum Contingency Allowance is for miscellaneous items as described in Specification Section 01 21 00 and is reserved to the Owner for its sole use to cover unanticipated costs. The Contractor shall revise and resubmit the Schedule of Values submittal for Engineer review reflecting this change. Subsequent to Engineer acceptance the Contractor shall include this revision in future payment applications.

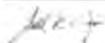
ADDITIONAL CONTRACT TIME

The Idaho Department of Environmental Quality (DEQ) received a one-year construction extension request from the City of Coeur d' Alene for the Coeur d' Alene Solids Building Improvements project. DEQ approved a construction extension to April 24, 2026, as provided in Change Order No. 3. Apollo, Inc. has indicated based on their current remaining work they plan to finish before this date. Programming has not been completed to date for the project and there are issues to be resolved with the GEA Centrifuge and conveyors. The Alfa Laval conveyor installation and masonry work has yet to be completed. The odor control system needs additional time for media/biology acclimation. In addition, an Operator Interface Terminal (OIT) needs to be installed and programmed in the new Solids Handling Building truck bay along with other miscellaneous items. Based on this, this Change Order will extend the contract to the following dates: Substantial Completion Date - October 31, 2025, and Final Payment - November 28, 2025.

Attachments:

WCD 027R1
WCD 036

Change in Contract Price	Change in Contract Times (days)
Original Contract Price: \$ <u>5,441,903.00</u>	Original Contract Times: Substantial Completion: <u>May 26, 2024</u> Ready for final payment: <u>June 25, 2024</u>
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 3: \$ <u>1,738,341.42</u>	[Increase] [Decrease] from previously approved Change Orders No.0 to No. 3: Substantial Completion: <u>August 15, 2025</u> Ready for final payment: <u>September 12, 2025</u>
Contract Price prior to this Change Order: \$ <u>7,180,244.42</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 15, 2025</u> Ready for final payment: <u>September 12, 2025</u>
[Increase] [Decrease] this Change Order: \$ <u>12,068.67</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>October 31, 2025</u> Ready for final payment: <u>November 28, 2025</u>
Contract Price incorporating this Change Order: \$ <u>7,192,313.09</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 31, 2025</u> Ready for final payment: <u>November 28, 2025</u>

<p style="text-align: center;">Recommended by Engineer</p> <p>By: <u></u></p> <p>Title: <u>Construction Manager</u></p> <p>Date: <u>August 6, 2025</u></p>	<p style="text-align: center;">Accepted by Owner</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p style="text-align: center;">Accepted by Contractor</p> <p>By: <u>Amy Jenne</u> <small>Digitally signed by Amy Jenne DN: c=US, e=amy.jenne@spokane.gov, ou=Spokane, ou=City of Coeur d'Alene Date: 2025.08.06 13:35:08-0700</small></p> <p>Title: <u>VP</u></p> <p>Date: <u>8/6/25</u></p>	<p style="text-align: center;">Accepted by Contractor</p> <p>_____</p> <p>_____</p> <p>_____</p>

CHANGE ORDER NO.: 05

Owner:	City of Coeur d' Alene	Owner's Project No.:	
Engineer:	HDR Engineering	Engineer's Project No.:	10249090
Contractor:	Apollo, Inc.	Contractor's Project No.:	
Project Name:	Solids Building Improvements		

Date Issued: February 10, 2026

Effective Date: February 10, 2026

The Contract is modified as follows upon execution of this Change Order:

Costs associated with WCDs listed below. See attached backup.

<u>WCD</u>	<u>Description</u>	<u>Cost</u>	<u>Time</u>
005R1	Miscellaneous Electrical Items	\$ 80,703.26	0 Days
019	Wall Move and CMU infill	\$ 9,783.17	0 Days
035R1	Electrical RFI's 068, 069, and 072	\$ 53,175.58	0 Days
037R1	Motorized Gate Flexible Boots	\$ 23,437.60	0 Days
040	OIT in the truck bay	\$ 24,038.77	0 Days
	Contingency Allowance (Remaining Funds)	\$ (326.49)	0 Days
CHANGE ORDER TOTAL		\$ 190,811.89	0 Days

ADDITIONAL CONTRACT TIME

The Idaho Department of Environmental Quality (DEQ) received a one-year construction extension request from the City of Coeur d' Alene for the Coeur d' Alene Solids Building Improvements project. DEQ approved a construction extension to April 24, 2026, as provided in Change Order No. 3. Apollo, Inc. has indicated based on their current remaining work they plan to finish before this date. Remaining punch list items are currently being addressed. Based on this, this Change Order will extend the contract to the following dates: Substantial Completion Date – January 23, 2026, and Final Payment – February 20, 2026 to complete any remaining items.

CONTINGENCY ALLOWANCE

Per Change Order No. 4 the original four lump sum contingency allowances were amended into one. The total sum of these four lump sum contingency allowances was \$126,000.00, this amount remained unchanged. The remaining Work Change Directive's (018, 020, 034, 038, 039) for this project are not included in this change order and will be paid through the lump sum contingency allowance in future applications for payment. The sum of these Work Change Directives is \$125,673.51 which yields a remaining balance in the lump sum contingency allowance of \$326.49. For the purposes of balancing the lump sum contingency allowance this dollar amount was reduced from this change order as shown above and will be added as a line item in future payment application(s) under lump sum contingency allowance.

Attachments:

WCD 005R1
WCD 019
WCD 035R1
WCD 037R1
WCD 040

Change in Contract Price	Change in Contract Times (days)
Original Contract Price: \$ <u>5,441,903.00</u>	Original Contract Times: Substantial Completion: <u>May 26, 2024</u> Ready for final payment: <u>June 25, 2024</u>
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 4: \$ <u>1,750,410.09</u>	[Increase] [Decrease] from previously approved Change Orders No.0 to No. 4: Substantial Completion: <u>August 15, 2025</u> Ready for final payment: <u>September 12, 2025</u>
Contract Price prior to this Change Order: \$ <u>7,192,313.09</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 15, 2025</u> Ready for final payment: <u>September 12, 2025</u>
[Increase] [Decrease] this Change Order: \$ <u>190,811.89</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>January 23, 2026</u> Ready for final payment: <u>February 20, 2026</u>
Contract Price incorporating this Change Order: \$ <u>7,383,124.98</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>January 23, 2026</u> Ready for final payment: <u>February 20, 2026</u>

Recommended by Engineer	Accepted by Owner
By: <u><i>[Signature]</i></u>	_____
Title: <u>Construction Manager</u>	_____
Date: <u>February 10, 2026</u>	_____
Accepted by Contractor	Accepted by Owner
By: <u><i>[Signature]</i></u> <small>Digitally signed by Amy Jensen DN: cn=10, email=jamie@asci80-gc.com, o=Ascib, Inc., cn=Amy Jensen Date: 2026.02.13 10:12:56-0800</small>	_____
Title: <u>Project Manager</u>	_____
Date: <u>2/13/26</u>	_____

**CITY COUNCIL
STAFF REPORT**

DATE: March 3, 2026

FROM: Chris Bosley – City Engineer

SUBJECT: Establishing 15-minute parking restriction at 108 Indiana Ave

=====

DECISION POINT: Should Council establish a 15-minute parking restriction at 108 Indiana Ave?

HISTORY: City Code chapter 10.24.020 establishes limited time parking spaces and zones. Because the 100 block of Indiana Avenue has no time restrictions on parking, all-day parking is frequently utilized by citizens working and visiting downtown. Beatific Behavioral Services, Inc., an Applied Behavior Analysis (ABA) clinic, is located at 108 E. Indiana Ave and would like a 15-minute loading/unloading zone established in front of the business so transportation can drop off youth with physical impairments at the front door.

FINANCIAL ANALYSIS: The cost to the City for this change is minimal as it will require only two signs.

PERFORMANCE ANALYSIS: Establishment of this 15-minute parking zone allows youth with physical impairments to be dropped off near the business entrance.

DECISION POINT/RECOMMENDATION: Council should establish a 15-minute parking restriction at 108 Indiana Ave.

Establishment of 15-minute Parking Zone



Chris Bosley, City Engineer

1



2



3

Establishment of 15-minute Parking Zone

Staff recommends establishment of a 15-minute parking zone at 108 E. Indiana Ave.

4

RESOLUTION NO. 26-020

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE CREATION OF A 15-MINUTE PARKING RESTRICTION AT 108 E. INDIANA AVENUE.

WHEREAS, the City Engineer for the City of Coeur d'Alene has recommended that the City approve the creation of a 15-minute parking restriction at 108 E. Indiana Avenue; and

WHEREAS, the City of Coeur d'Alene Municipal Code § 10.24.010 authorizes City Council to establish parking spaces which limit the amount of time a motor vehicle may park in that space by duly adopted resolution or ordinance; and

WHEREAS, the 100 block of E. Indiana Avenue has no time restrictions on parking, and all-day parking is frequently utilized by citizens working and visiting downtown. Beatific Behavioral Services, Inc., an Applied Behavior Analysis (ABA) clinic, is located at 108 E. Indiana Ave and would like a 15-minute loading/unloading zone established in front of the business so transportation can drop off youth with physical impairments at the front door; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that the City establish a 15-minute parking restriction corresponding to the area bounded by the property lines of 108 E. Indiana Avenue; and

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City establish a 15-minute parking restriction corresponding to the area bounded by the property lines of 108 E. Indiana Avenue.

DATED this 3rd day of March 2026.

Daniel K. Gookin, 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 WOOD Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER SHECKLER Voted

_____ was absent. Motion _____.

**CITY COUNCIL
STAFF REPORT**

DATE: March 3rd, 2026

FROM: Glen Poelstra, Assistant Director Water Dept.

SUBJECT: Request to accept the bid for Water meter Registers and Endpoints

DECISION POINT: Should Council approve an agreement with Badger Meter for the purchase of new water meters registers and endpoints in the amount of \$299,456.00?

HISTORY: The Water Department began the Meter Change Out Program (MCOP) in 2005 due to significant undocumented water loss. Currently, the Water Department has an annual MCOP plan that will eventually replace all 20,000 meters in the City over a 10-year cycle, as this is the typical lifespan of an average water meter radio or cellular read battery. Once a meter reaches 10 years it may lose accuracy and faces imminent battery failure in which case the Orion radio read ceases to work. The City changes an average of 1,500 to 2,000 meters a year, depending on budget and the location. It is recommended that water meters be replaced or rebuilt once they reach above a 3% loss of water recording accuracy, which occurs on average every 10 years.

FINANCIAL ANALYSIS: Pursuant to the City's Purchasing Policy and State law, the City advertised for sealed bids. The only responsive bid was received from Badger Meter in the amount of \$299,456.00. The 2025-26 FY budget line item is set at \$350,000.00.

PERFORMANCE ANALYSIS: As previously mentioned, we have about 1,500 to 2,000 meters that have reached their life expectancy. Once an older meter is removed, it will be tested using our Mars meter test bench to identify any that are not recording correctly. Meters that can be rebuilt will be considered for reinstallation the following year, depending on the financial feasibility, as well as the size and condition of the meter.

DECISION POINT/RECOMMENDATION: Council should approve a purchase agreement with Badger Meter for acquisition of new water meter registers and endpoints in the amount of \$299,456.00.



City of
Coeur d'Alene
IDAHO

1

MCOP Program



2

Old parts are removed



3

Meters are separated and cleaned up



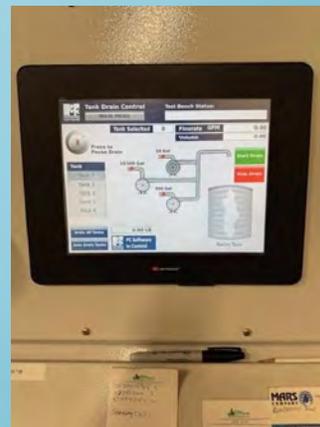
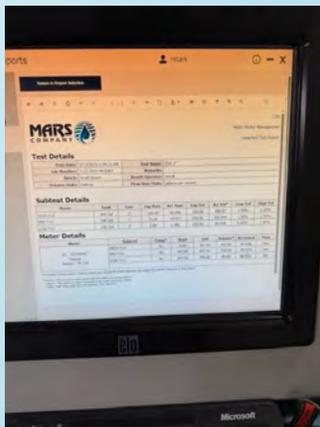
4

Meter Test Bench



5

Meters are then tested



6

Meter Components that are needed for a rebuild.



7

Rebuilt meters



8

Meters then go back into the ground



9

Thank you!



10

RESOLUTION NO. 26-021

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT TO, BADGER METER, INC., FOR THE PURCHASE OF NEW WATER METER REGISTERS AND ENDPOINTS IN AN AMOUNT NOT TO EXCEED \$299,456.00.

WHEREAS, the City heretofore duly advertised invitation for bids for the purchase of new water meter components for the City Water Department, and said bids were opened as provided in said advertisement in the office of the City Clerk on Tuesday the 17th day of February, 2026; and

WHEREAS, the lowest responsive bid received was that of Badger Meter, Inc., in the amount of Two Hundred Ninety-Nine Thousand, Four-Hundred Fifty-Six and 00/100 dollars (\$299,456.00); and

WHEREAS, it is in the best interests of the City of Coeur d'Alene and the citizens thereof that said bid be accepted.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the bid of Badger Meter, Inc., in an amount not to exceed \$299,456.00 for the purchase of new water meter registers and endpoints, be and the same is hereby accepted.

BE IT FURTHER RESOLVED that the City enter into a contract with Badger Meter, Inc., 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 provided that the substantive provisions of the contract remain intact.

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

DATED this 3rd day of March, 2026.

Daniel K. Gookin, 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 WOOD	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER SHECKLER	Voted

_____ was absent. Motion _____.

CONTRACT

MCOP Water Meter Registers and Endpoints Purchase

THIS CONTRACT is made and entered into this 3rd day of March, 2026, between the CITY OF COEUR D ALENE, Kootenai County, Idaho, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as the "City," and BADGER METER INC., a corporation duly organized and existing under and by virtue of the laws of the state of Wisconsin, with its principal place of business at 4545 W. Brown Deer Rd., Milwaukee, Wisconsin, hereinafter referred to as the "Vendor. "

Statement of Work: The vendor shall furnish quantity 1,600 - ¾ inch HR-E-LCD registers, and 1,600 cellular endpoints. The term of this contract is for one (1) year starting of the effective date of this Contract. The parties may extend this Contract upon mutual written agreement between the parties.

Description:

BMI Part No.: 103-6671 Cat String: E4-4E-AM-AG-TAAA-B0A Description: E4 - Endpoint Only, For Encoder, ORION CELLULAR, Pit/Remote Thru Lid Kit, TWIST TIGHT - 8 IN (EP), AA - Ground/Ocean (Paused), B0A - BADGER METER STANDARD (ID=B0A)
BMI Part No.: 100-5469 Cat String: R4-DB1-E1CA-2A1-9AE-NN-XX-TF-XX-B0A Description: REG 4, M35, HR-E LCD, 4CXN2 ORION, PL Lid/Shrd-GRY, Slt Scrw, 9D-0.01 Gal, SN YR 9D in & out, TT-5 FT, BMI STD,

1. Amount of Contract: Two Hundred Ninety-Nine Thousand, Four Hundred Fifty-Six and 00/100 Dollars (\$299,456.00).
2. Payment: The Vendor will invoice the City for the amount due under this Contract. Invoices received by the 10th of the month will be paid by the City by the end of that month. Otherwise, payment will be made by the end of the following month.
3. Notices: Any and all notices required to be given by the parties hereto, unless otherwise stated in this Contract, shall be in writing and be deemed communicated when deposited in the United States mail, certified mail - return receipt requested, addressed as follows:

CITY:

City of Coeur d'Alene Water Department
3145 N. Howard St. Coeur d'Alene, ID 83815

VENDOR:

Badger Meter
4545 W Brown Deer Road
Milwaukee, Wisconsin 53223

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided.

4. Assignment: It is expressly agreed and understood by the parties hereto that the Vendor shall not have the right to assign, transfer, hypothecate, or sell any of its rights under this Contract except upon the prior express written consent of the City.

5. Discrimination Prohibited: In performing the Services required herein, the Vendor shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, or physical disability.

6. Changes: The City may request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the Vendor's compensation, which are mutually agreed upon by and between the City and the Vendor, shall be incorporated in written amendments to this Contract.

7. Termination for Cause: If, through any cause, the Vendor shall fail to fulfill its obligations under this Contract in a timely and proper manner, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Vendor of such termination. The Vendor shall have the right to cure any violation within fifteen (15) days and, upon failure to cure, this Contract shall terminate. The Vendor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder prior to the date of the written notice.

8. Termination for the Convenience of the City: The City may terminate this Contract for its convenience at any time prior to performance by giving at least fifteen (15) days' notice in writing to the Vendor. If the Contract is terminated by the City as provided herein, the Vendor shall be entitled to receive just compensation for any work satisfactorily completed hereunder prior to the date of the written notice.

9. Taxes: The City is tax-exempt and the Vendor shall not charge or collect sales tax on this purchase.

10. Entire Agreement: This Contract contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

11. Applicable Law; Venue: This Contract shall be governed by and construed and enforced in accordance with the laws of the State of Idaho, and the ordinances of the City of Coeur d' Alene. Venue for any legal action brought under this Contract shall be in the First Judicial District of the State of Idaho, in and for the County of Kootenai.

12. Approval Required: This Contract shall not become effective or binding until approved by the City Council of the City.

13. Delivery Time: Delivery shall be on or before One-hundred Eighty (180) days after notice to proceed.

14. Guarantee: The Vendor will guarantee their product will meet or exceed the minimum specifications set forth in their proposal. If the City finds that the product delivered does not conform to these specifications, the Vendor will be required, at its expense, to make all corrective necessary to bring the unit into compliance.

15. Warranty: The Vendor shall warranty all supply products in accordance with its standard warranties which were provided in the bid and which shall apply and govern.

16. Pursuant to Idaho Code § 67-2359, the Vendor 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 the contract be owned or operated by the government of People’s Republic of China.

17. Pursuant to Idaho Code § 67-2346, the Vendor 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.

18. Pursuant to Idaho Code § 18-8703, the Vendor 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.

19. Pursuant to Idaho Code § 67-2347A, the Vendor 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 § 18-3302(2)(d), Idaho Code.

IN WITNESS WHEREOF, the City and the Vendor have executed this Contract as of the date first above written.

CITY OF COEUR D’ALENE

BADGER METER, INC.

By _____
Daniel K. Gookin, Mayor

By _____
Its _____

ATTEST:

Renata Mcleod, City Clerk

PUBLIC HEARINGS

**CITY COUNCIL
STAFF REPORT**

FROM: BARBARA BARKER, ASSOCIATE PLANNER
DATE: MARCH 3, 2026
SUBJECT: A-1-26: ANNEXATION OF 1.937-ACRES WITH CITY R-3
ZONING
LOCATION: 2739 E. THOMAS LANE

APPLICANT: Aspen Homes 1831 N. Lakewood Dr. Coeur d'Alene, ID 83814	ENGINEER: Olson Engineering 1649 N. Nicholson Post Falls, ID 83854
---	--

DECISION POINT:

Should the City Council approve the requested annexation of 1.937-acres with City R-3 zoning (residential at 3 units per acre)?

An annexation agreement has been drafted. The City Council will act on that request separately.

BACKGROUND INFORMATION:

The applicant has submitted an Annexation Map (see Page 7) and a narrative as part of this request. (See Attachment 1)

The subject property is contiguous with Coeur d'Alene city limits and is within the Coeur d'Alene Area of Impact (AOI).

The subject property is currently located in the County AG-Suburban zone, suitable for one single-family dwelling or one two-family dwelling, with a minimum lot size of 2 acres unless in a conservation development. The current size of this property is 1.937 acres, just under this minimum requirement but grandfathered-in to allow for building permits and considered a conforming lot, as per the Kootenai County Land Use and Development Code.

The applicant proposed the City's R-3 zone. The existing adjacent properties within City limits are zoned R-3. The density allowed for this zone is three dwelling units per acre. The proposed density is like abutting properties.

This lower-density zone requires a minimum lot size of 11,500 square feet and 75' frontage. The R-3 permitted residential use is single-family housing *only*. ADUs are a permitted accessory use.

The existing adjacent neighborhoods have similar uses as the owner has proposed. The properties to the west and south were annexed in 1999 and 1991 respectively.

The subject property is vacant and was previously an active salvage yard. The owner has proposed to develop the property into residential lots if annexation is approved.

The subject property is not currently connected to City utilities. If the annexation is approved, the applicant would connect to city sewer and water systems and shall meet all other requirements and policies imposed by the City.

Due to previous use, the existing soil condition is a concern for the City, the neighbors, and the owner. Environmental quality assessments have been conducted by a third party, and the City is recommending further testing/reporting be provided for all future building permit applications. See conditions 13 and 14 on page 25.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission found that the annexation request met all of the required criteria and recommended adoption of the City R-3 zoning in conjunction with the annexation request at their meeting on January 13, 2026, by a unanimous vote.

The proposed subdivision "Mountainside at Canfield" with four lots and a tract with a private access driveway (S-1-26) was approved at the same meeting by the Planning and Zoning Commission and would proceed if this annexation request is approved by Council.

STATEMENT OF FACTS:

The following facts align with the facts listed in the draft Findings and Order worksheet for the Council's consideration. These facts can be modified and added to as part of the motion associated with the Findings and Order.

A1. All public hearing notice requirements have been met for item A-1-26.

- 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 February 14, 2026, seventeen days prior to the hearing.
- 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 February 16, 2026, fifteen days prior to the hearing.

- 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). Sixty-three (63) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on February 13, 2026.
- 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 on February 13, 2026, eighteen days prior to the hearing.
- 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). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on February 13, 2026.

A2. Public testimony will be received at a public hearing with the City Council on March 3, 2026.

A3. The subject site is located in an unincorporated area of Kootenai County, is adjacent to City limits and within Coeur d'Alene's Area of Impact (AOI). The total area of the subject property measures 1.937 acres. It is zoned County AG-Suburban.

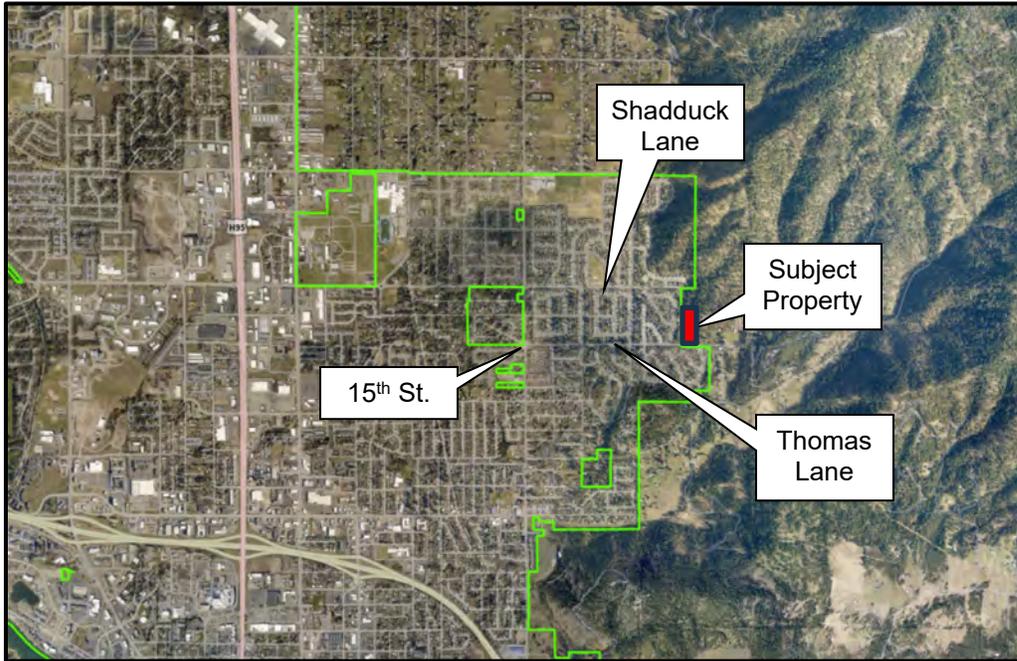
A4. If approved for annexation with City R-3 zoning the subdivision under S-1-26 would include four (4) residential lots and a private, dead-end access drive with City utilities and access off Thomas Lane. Properties within city limits in the vicinity of the subject property are of similar density and are also zoned R-3.

A5. The Comprehensive Plan Future Land Use Map designation is the Single-Family Neighborhood Place Type. Single-Family Neighborhood places are the lower density housing areas across Coeur d'Alene where most of the city's residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails. Compatible Zoning is listed as R-1, R-3, R-5, and R-8; MH-8

- A6.** Staff identified Comprehensive Plan goals and objectives for particular consideration by the City Council on page 16 of this staff report. See Attachment 2 for the full list of Comprehensive Plan goals and objectives. The Council will review the full list as part of their determination of compliance.
- A7.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A8.** The subject property is vacant. The property was recently cleared and generally leveled.
- A9.** Due to prior uses on the property, an Environmental Site Assessment Phase 1 was performed by a third party. No evidence was found for a recognized environmental condition (REC). The same third party has performed further analysis (after the structure removal and gross grading was completed). That analysis determined that any onsite soil contamination, if present, is considered “de minimis” and does not represent an REC. See Attachment 3 for the Phase 1 summary of the Assessment as well as Attachment 4 with the assessment of the follow-up analysis performed.
- A10.** Due to prior uses on the property, the Department of Environmental Quality (DEQ) was consulted for recommendation. See Attachment 5 for the emailed recommendation provided to the City.
- A11.** This matter came before the Planning and Zoning Commission on January 13, 2026, to consider A-1-26, a request for 1.937-acre Annexation from County Ag-suburban to City R-3. The Commission voted 5-0 to recommend City R-3 zoning in conjunction with annexation. Two commissioners were absent.

SITE CONTEXT:

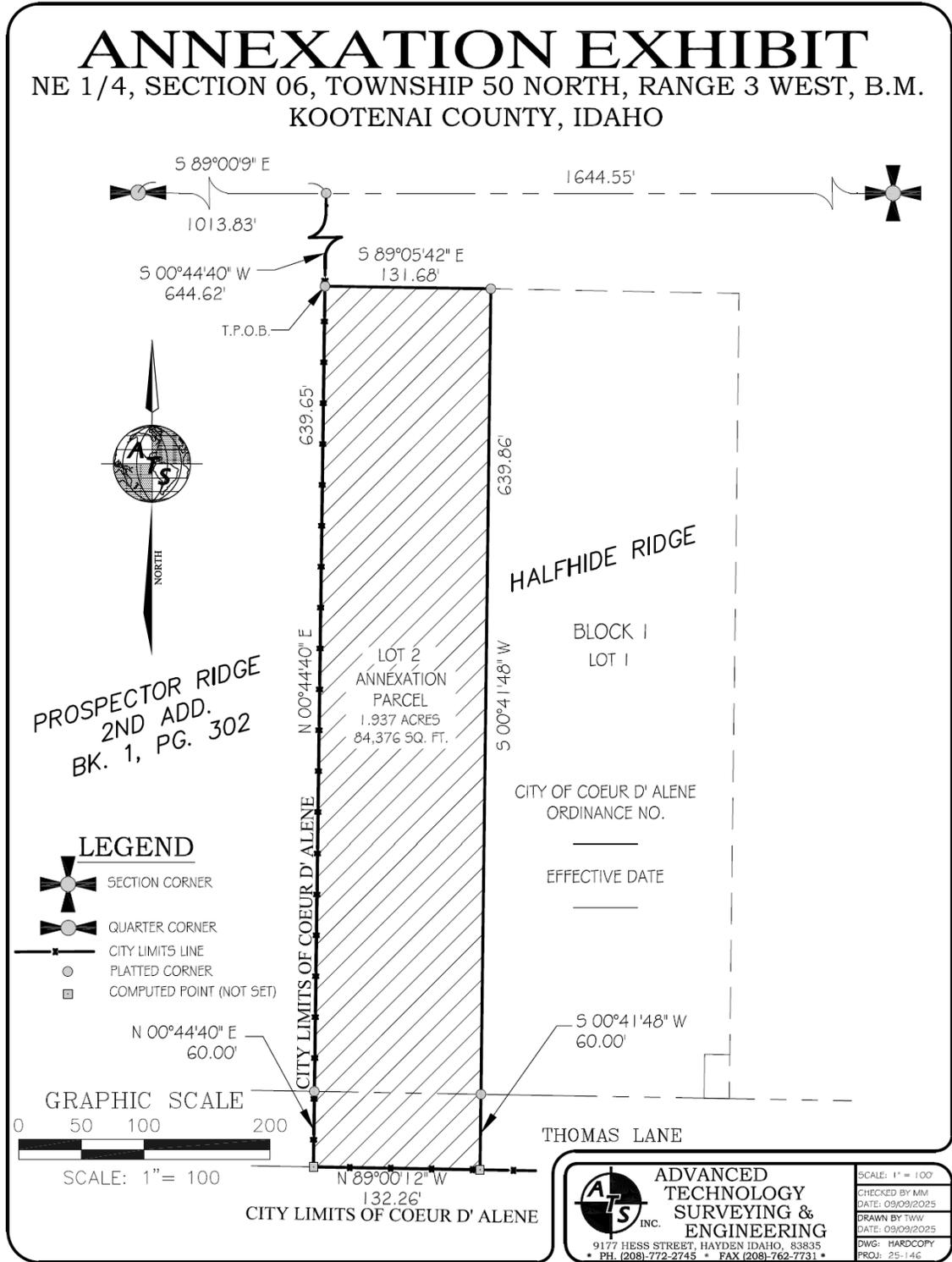
PROPERTY LOCATION MAP: (City limits shown in green)



AERIAL PHOTO:

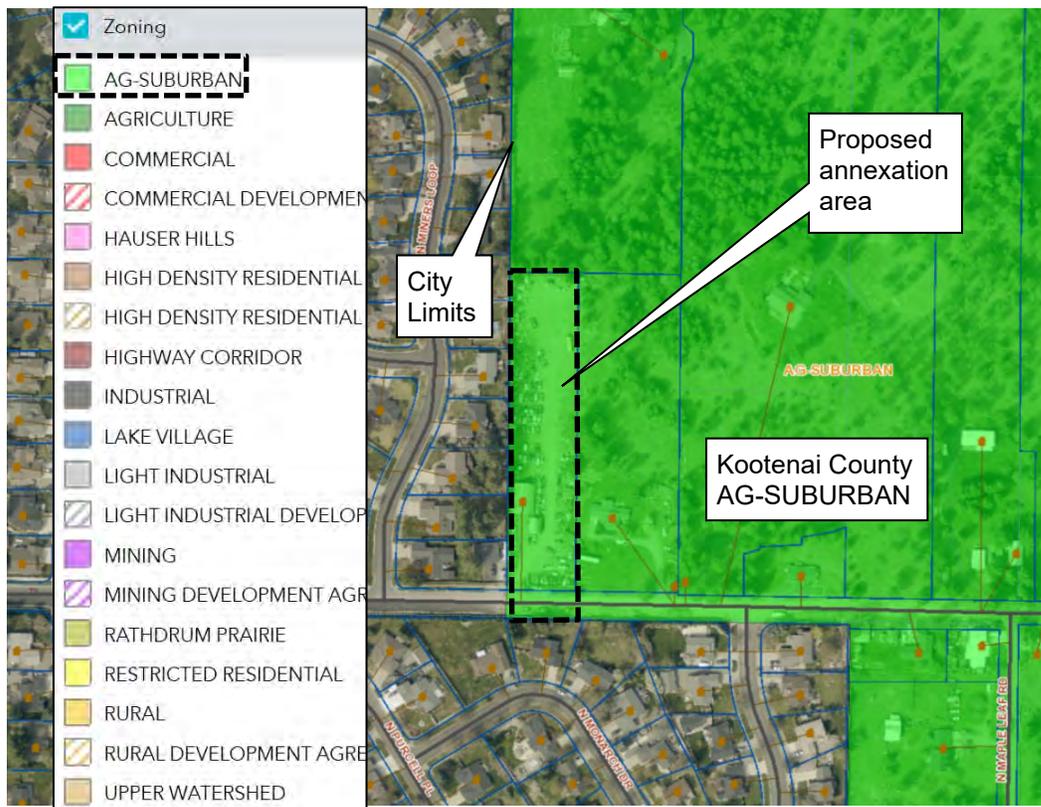


ANNEXATION MAP:



EXISTING ZONING MAP: Kootenai County Zoning Districts

The property is surrounded by County AG-Suburban zoning to the north and east.



EXISTING ZONING MAP: City Zoning Districts



R-3 ZONING DISTRICT USES & PERFORMANCE STANDARDS:

Approval of the requested R-3 zoning would allow the following potential uses of the property. Note that the performance standards listed below are required at the time of building permit.

17.05.020: PERMITTED USES; PRINCIPAL:

Principal permitted uses in an R-3 district shall be as follows:

- Administrative.
- Essential service (underground).
- "Home occupation", as defined in this title.
- Neighborhood recreation.
- Public recreation.
- Single-family detached housing.

17.05.030: PERMITTED USES; ACCESSORY:

Accessory permitted uses in an R-3 District shall be as follows:

- Accessory dwelling units.
- Garage or carport (attached or detached).
- Private recreation facility (enclosed or unenclosed).

17.05.040: PERMITTED USES; SPECIAL USE PERMIT:

Permitted uses by special use permit in an R-3 District shall be as follows:

- Commercial film production.
- Community assembly.
- Community education.
- Community organization.
- Convenience sales.
- Essential service (aboveground).
- Noncommercial kennel.
- Religious assembly.

17.05.050: SITE PERFORMANCE STANDARDS; MAXIMUM HEIGHT:

Maximum height requirements in an R-3 District shall be as follows:

Structure Type	Structure Location	
	In Building Area For Principal Facilities	In Rear Yard
Principal structure	32 feet	n/a
For public recreation, community education or religious assembly activities	45 feet	n/a

Detached accessory buildings including garages and carports	32 feet	With low or no slope roof: 14 feet With medium to high slope roof: 18 feet
---	---------	--

17.05.070: SITE PERFORMANCE STANDARDS; MINIMUM LOT:

Minimum lot requirements in an R-3 District shall be eleven thousand five hundred (11,500) square feet. All buildable lots must have seventy five feet (75') of frontage on a *public street*, unless an alternative is approved by the City through normal subdivision procedure (i.e., cul-de-sac and flag lots), or unless a lot is nonconforming.

(NOTE: See Planning Condition for 75' frontage requirement on private access driveway)

17.05.075: SITE PERFORMANCE STANDARDS; MINIMUM YARD:

A. Minimum yard requirements for residential activities in an R-3 District shall be as follows:

1. Front: The front yard requirement shall be twenty feet (20').
2. Side, Interior: The interior side yard requirement shall be five feet (5'). If there is no alley or other legal access behind a lot, each lot shall have at least one side yard of ten-foot (10') minimum.
3. Side, Street: The street side yard requirement shall be ten feet (10').
4. Rear: The rear yard requirement shall be twenty-five feet (25'). However, the required rear yard will be reduced by one-half (1/2) when adjacent to public open space

B. There will be no permanent structures erected within the corner cutoff areas.

C. Extensions into yards are permitted in accordance with section 17.06.495 of this title.

(NOTE: See Planning Condition for setbacks to be from the frontage that abuts the private access driveway tract.)

ANNEXATION FINDINGS:

There are four required findings for annexation.

Finding B1:

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

Finding B2:

That public facilities and utilities (are) (are not) available and adequate for the proposed zone's 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.

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

Using the information provided below, the statement of facts in item A5 and A6, and the testimony from the hearing, make finding B1 using the attached findings worksheet.

Conformance with the City’s 2022-2042 Comprehensive Plan regarding:

PLACE TYPE:

- Future Land Use Category

TRANSPORTATION: Local availability

- Bicycle
- Walking
- Transit

GOALS AND OBJECTIVES: (Curated list by staff. See full list in Attachment 2.)

- Community and Identity
- Growth & Development
- Health & Safety

PLACE TYPES:

Place types in this plan *represent the form of future development, as envisioned by the residents of Coeur d’Alene*. These 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, adjacencies, and allowed uses.

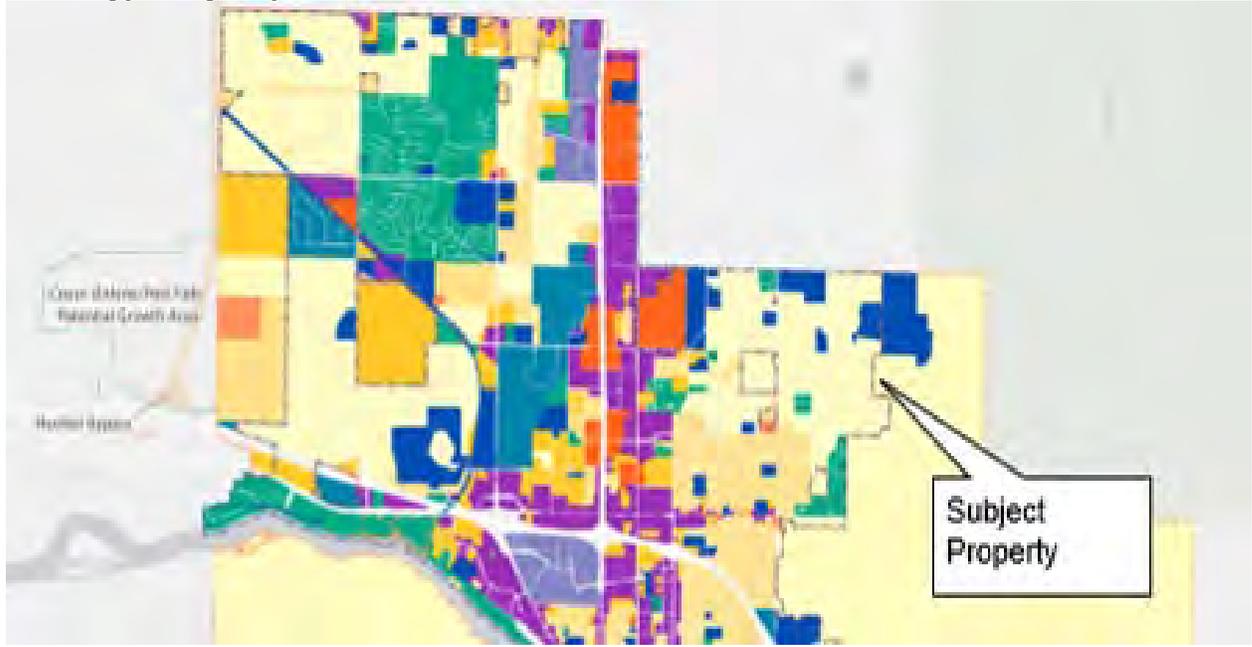
This parcel is categorized as Single-Family Neighborhood Place Type. The surrounding area is the same place type indicating that Coeur D’Alene residents envisioned this property and the surrounding area’s residential development to be single family dwellings.

Single-Family Neighborhood Characteristics:

Single-Family Neighborhood places are the **lower density** housing areas across Coeur d’Alene where most of the city’s residents live, primarily in **single-family homes on larger lots**. Supporting uses typically include neighborhood parks and recreation facilities connected by trails.

Compatible Zoning: R-1, R-3, R-5, and R-8; MH-8

Place Type City Map



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

Place Type City Map



Single Family Neighborhood

Comprehensive Plan:
Future Land Use

Land Use Type

Single Family Neighborhood

Single-Family Neighborhood



Key Characteristics

Single-Family Neighborhood places are the lower density housing areas across Coeur d'Alene where most of the city's residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails.

Transportation

- Neighborhood streets for local access connected by collectors

Typical Uses

- Primary: Single-family residential
- Secondary: Civic uses, neighborhood parks and recreation facilities

Building Types

- 1-2 story detached houses

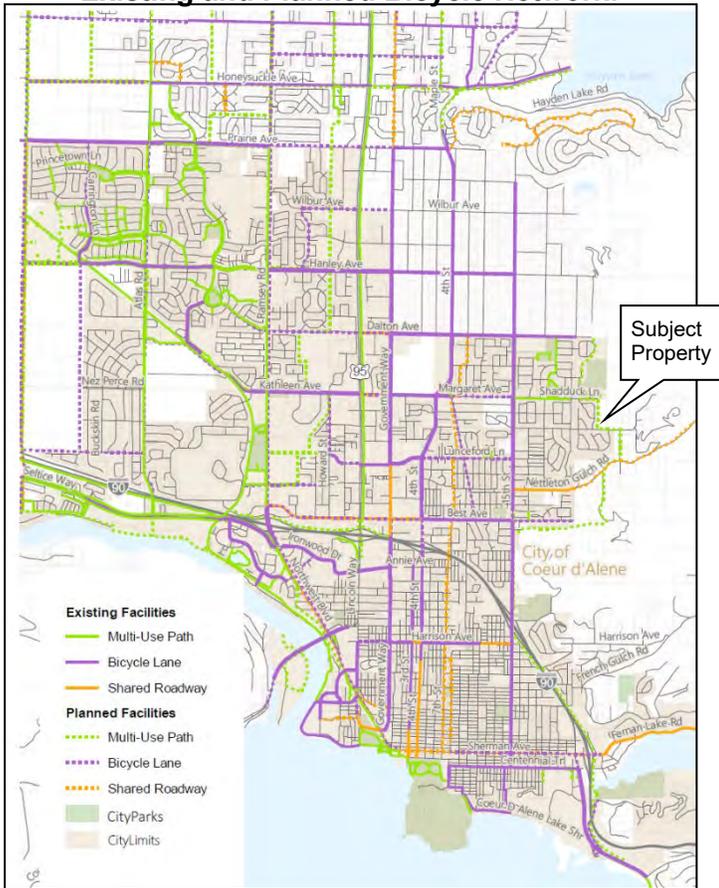
Compatible Zoning

- R-1, R-3, R-5, and R-8; MH-8

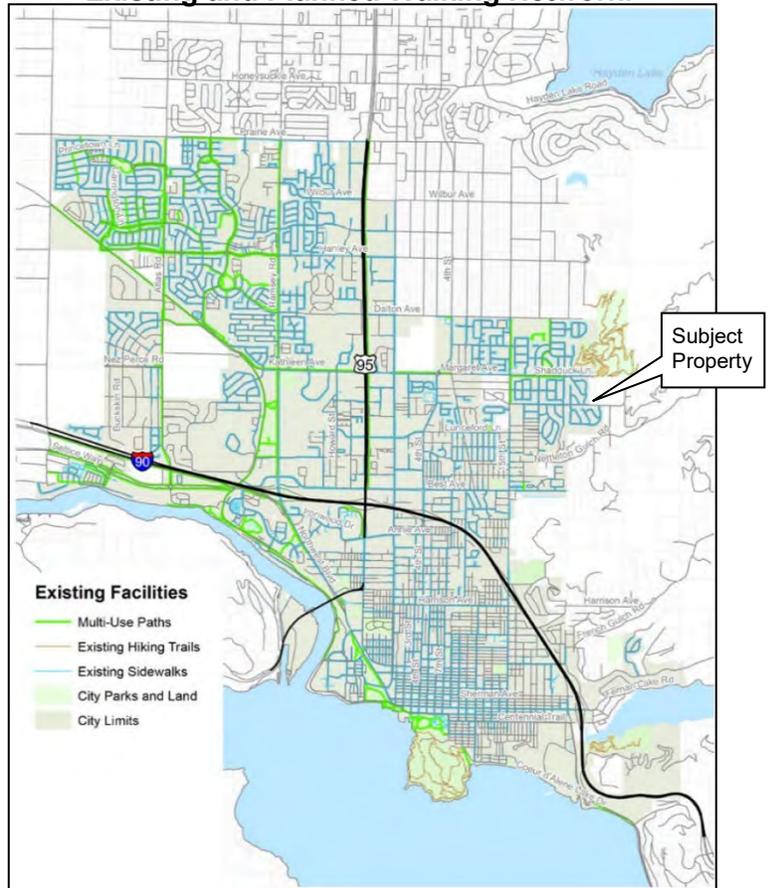


Transportation Availability

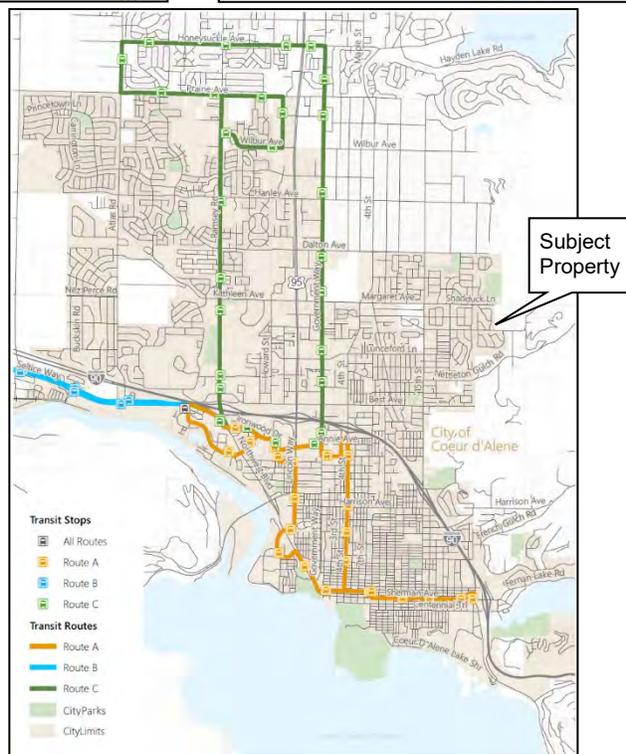
Existing and Planned Bicycle Network:



Existing and Planned Walking Network:



Existing Transit Network:



Policy Framework (Goals and Objectives)

The following goals and objectives are a curated list picked by staff. The full list from the 2022-2042 Comprehensive Plan is included in this report as Attachment 2.

Community & Identity (CI)

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.

Growth & Development (GD)

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.

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.

Health & Safety (HS)

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.

Evaluation: *The City Council will need to determine, based on the information before them, whether the Comprehensive Plan does (or does not) support the request. Specific ways in which the policies are or are 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.

Using the information provided below, the statement of facts in A7, and the testimony from the hearing, make finding B2 using the attached findings worksheet.

STORMWATER:

All stormwater must be contained on-site. Stormwater is proposed to be managed using streetside grassy infiltration swales.

-Submitted by Chris Bosley, City Engineer

STREETS:

The site has frontage on Thomas Lane. Street improvements including curb, gutter, sidewalk, and swales must be installed along the frontage. The site plan submitted generally meets the City's requirements. The Streets and Engineering Department has no objection to this annexation request.

-Submitted by Chris Bosley, City Engineer

WATER:

There is adequate capacity in the public water system to support domestic, irrigation and fire flow for the proposal. There is a 12" C-900 water main on Thomas Lane. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional services will have cap fees due at building permitting.

-Submitted by Glen Poelstra, Assistant Water Department Director

SEWER:

City sanitary sewer is available at the intersection of E Thomas Lane & E Thomas Hill Dr. to the east of subject property. At no cost to the City, a sewer extension conforming to City Standards and Policies will be required prior to the issuance of any building permits. The Subject Property is within the Coeur d'Alene Area of Impact (AOI) and in accordance with the 2023 Sewer Master Plan; the City's Wastewater Utility presently has the wastewater system capacity and willingness to serve this annexation request as proposed.

-Submitted by Larry Parsons, Utility Project Manager

FIRE:

Fire Department does not have any concerns with this annexation.

Fire department access to the site (Road widths, surfacing, maximum grade and turning radiuses), in addition to, fire protection (Size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance.

-Submitted by Craig Etherton, Deputy Fire Marshal

POLICE:

Police Department does not have any concerns with this annexation.

-Submitted by David Hagar, Interim Police Chief

Evaluation: *The Council will need to 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 (do) (do not) make it suitable for the request at this time.**

Using the information provided below, the statement of facts in item A8, A9 and A10, and the testimony from the hearing, make finding B3 using the attached findings worksheet.

PHYSICAL CHARACTERISTICS:

The site is vacant, recently cleared and generally graded. It is relatively flat. The properties to the west are at a higher elevation. Site photos are provided on the next few pages showing the existing conditions.

Due to prior uses on the property, a Phase 1 Environmental Site Assessment was performed by a third party, GeoTek, Inc. See the report summary as Attachment 3. In short (from the report, paragraph 2), “This Phase 1 Environmental Site Assessment has not revealed evidence of a recognized environmental condition (REC) on or near the subject site. No further environmental assessment is recommended at this time.” At the time of soil disturbance, GeoTek provided further analysis and assessment. That email is included in this report as Attachment 4. No concerns were noted but recommended professional oversight be provided with future soil disturbance.

Staff consulted with the Department of Environmental Quality (DEQ) about recommendations due to the prior use. See email from DEQ as Attachment 5. The recommendation concurs with the GeoTek recommendation for professional oversight.

Staff added a condition of approval requiring independent soil reports to be provided with each property building permit application. Furthermore, a condition was added requiring the owner to have on-going coordination with DEQ regarding future soil disturbance.

SITE PHOTO - 1: Looking north from Thomas Lane



SITE PHOTO – 2: Elevation change to property on west property line



SITE PHOTO – 3: Adjacent property to the east in City limits



SITE PHOTO – 4 : North end of property looking south to Thomas Lane



Evaluation: *The Council will need to 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.

Using the information provided below, the statement of facts in item A3, A4, and A5, and the testimony from the hearing, make finding B4 using the attached findings worksheet.

TRAFFIC:

The subject property is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the annexation as proposed.

Submitted by Chris Bosley, City Engineer

NEIGHBORHOOD CHARACTER:

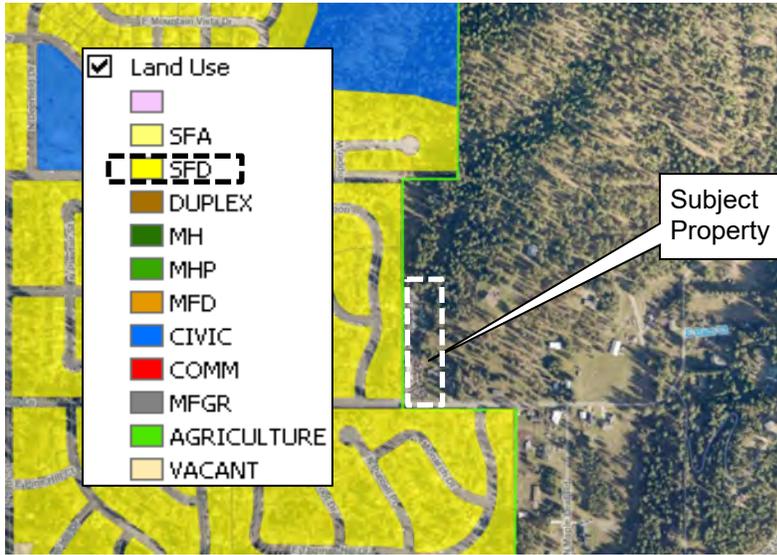
The subject property is situated adjacent to the City's land use category SFD (for Single Family Dwellings).

The surrounding established neighborhoods to the south and west are characterized by low-density single-family residential development on larger lots.

Directly adjacent to the project site is the major subdivision known as Prospector Ridge, which was completed in phases. This section that abuts the property is Prospector Ridge 2nd Addition. This entire subdivision is zoned R-3, which allows for single-family homes. The other major subdivision to the South, known as Foothills, is also zoned R-3. When development took place for these major subdivisions, single-family developments with R-3 zoning were approved.

In Kootenai County, to the east and to the north of the proposed annexation, the parcels are zoned County AG-Suburban, supporting rural-residential uses on larger parcels (typically 1-5 acres) with private wells, septic systems, and limited infrastructure.

Generalized Land Use Pattern:



Single-family neighborhoods in surrounding developments to the South and West.



Prospector Ridge neighborhood to the west of the property
With the proposed development overlaid to the east.



Single residence to the east within county AG-Suburban district



EXISTING LAND USES:

The proposed development will have residential lots with an average of 0.35 acres each. To the west and south, adjacent properties within city limits are zoned R-3 and developed with single-family homes on lots generally ranging from 0.26 to 0.58 acres, featuring conventional suburban layouts with public streets, sidewalks, and access to city utilities. These areas exhibit a cohesive residential character with well-maintained lawns, mature trees, and minimal commercial intrusion, aligning with the R-3 district's intent for densities up to 3 units per acre while respecting topographic constraints.

Evaluation: *The Council will need to 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, POLICIES & STANDARDS USED FOR EVALUATION:

- 2022-2042 Comprehensive Plan
- KMPO 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

RECOMMENDED CONDITIONS:

Engineering:

1. Dedicate a sidewalk easement along Thomas Lane on the final plat.
2. Provide 3:1 tapered transition from new curb to existing asphalt at the east property line.

Planning:

3. Code requires 75' of frontage on a "*public street*." These proposed lots face a private driveway. The frontage on the residential lots abutting the access tract will also require the 75' minimum frontage. The front yard setback will be measured from the line between the residential lot and the access driveway tract boundary.
4. Include the utility easement within the private driveway tract on the final plat.

Water:

5. An 8" water main will be required to be extended through the property to the northern property line.
6. A permanent flushing station will be required to be installed at the end of the main on the north end of the private driveway with an adequate and approved place for drainage.

Wastewater:

7. A 30' wide shared utility easement for the city sewer and water on the private access road shall be dedicated to the City prior to building permits.
8. Project will require the extension of City sewer "to and through" to the north property line of the area of annexation proposed.

Urban Forestry:

9. Street trees will be required on the north side of Thomas Lane by the time the final plat is recorded. The trees shall be planted in the grass swale between the future sidewalk and the future curb.
10. The overhead powerlines make street tree locations only suitable for trees off the "small" category of the City's approved street tree list. Small trees must be spaced 25 feet apart. Four trees are required for the section east of the approach and must be swale-tolerant.
11. Trees must be planted at the root flare and according to city planting standards.

Fire:

12. Access, water and hydrant locations will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance.

Building:

13. Due to previous usage, independent soil test reports will be required with building permit applications.
14. Owner to coordinate with DEQ and copy the City with any recommendations or reporting of environmental concerns.

ACTION ALTERNATIVES:

The City Council will need to consider this request for annexation request and R-3 zoning and make findings to approve, deny or deny without prejudice. The findings worksheet is attached.

An annexation agreement has been drafted, and City Council will act on that request separately.

Attachments:

1. Applicant's Application and Narrative
2. 2022-2042 Comprehensive Plan Goals & Objectives Worksheet
3. Environmental Site Assessment Summary
4. Email regarding Third Party recommendations on soil conditions
5. Email regarding DEQ recommendation on soil conditions

Attachment 1

APPLICANT'S APPLICATION



ANNEXATION APPLICATION

STAFF USE ONLY
 Date Submitted: 2/1/25 Received by: [Signature] Fee paid: 2300 + 122 ^{2422⁰⁰} Project # A-1-26

REQUIRED SUBMITTALS

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

Application Fee: \$ 2,000.00

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**
- Map:** Conforming to State of Idaho requirements (see attached example), and legal description of the property for which annexation is requested. Once approved by the City Surveyor, and City Council approval of the annexation, two (2) additional copies will be required. The map may be drawn from record information (existing plats/survey). If in the opinion of the City Surveyor, the record information is not adequate, a new record of survey may be required. **(*the record of survey must show bearings and distances for the exterior boundaries, the existing city limits, the proposed city limits, and a narrative description of the property boundaries taken from the Record of Survey).**
- Letter:** Addressed to the Mayor and City Council stating that you are requesting annexation into the City of Coeur d'Alene, and that you understand there are annexation fees and an annexation agreement that will be negotiated. ****Please note that a mutually acceptable annexation agreement must be negotiated and executed within six (6) months from the date of City Council approval of the zoning designation, or any previous approvals will be null and void.**
- 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 how they support your request.
- A legal description:** in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.
- A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- Record of Survey:** showing bearings/distances for the exterior boundaries including any linkages needed for contiguity. The existing city limits, the proposed city limits, city limits of nearby cities, when appropriate and a narrative description of the property boundaries taken for the Record of Survey.
- 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: Aspen Homes		
MAILING ADDRESS: [REDACTED]		
CITY: Coeur d'Alene	STATE: Idaho	ZIP: 83814
PHONE: [REDACTED]	FAX:	EMAIL:
APPLICANT OR CONSULTANT: Aspen Homes		STATUS: ENGINEER OTHER
MAILING ADDRESS: [REDACTED]		
CITY: Coeur D Alene	STATE: Idaho	ZIP: 83814
PHONE: [REDACTED]	FAX:	EMAIL: [REDACTED]

FILING CAPACITY

- Recorded property owner as to of 10/31/2025
- 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: 2739 Thomas Lane, CDA
EXISTING ZONING (CHECK ALL THAT APPLY): Ag. Zone <input type="checkbox"/> AS <input checked="" type="checkbox"/> RR <input type="checkbox"/> C <input type="checkbox"/> LI <input type="checkbox"/> I <input type="checkbox"/> M <input type="checkbox"/> R <input type="checkbox"/> HDR <input type="checkbox"/>
EXISTING CITY ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input checked="" 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 #: 0-3275-001-002-0	EXISTING ZONING: Ag-Suburban	ADJACENT ZONING: R-3
GROSS AREA/ACRES: 1.937 acres	CURRENT LAND USE: single-family	ADJACENT LAND USE: single-family
DESCRIPTION OF PROJECT/REASON FOR REQUEST:		
The owner would like to annex into the City of CDA in order to create smaller residential lots at a future date. The applicant believes City water and sewer connectivity would be feasible.		

COMPREHENSIVE PLAN DESIGNATIONS:

PROPERTY NOT CURRENTLY LOCATED WITHIN THE CITY PLANNING AREA MUST RECEIVE A 2022-2042 COMPREHENSIVE PLAN DESIGNATION ALONG WITH THE NEW ZONING CLASSIFICATION.
CITY COMPREHENSIVE PLAN CATEGORY (PAGE 43): Single-Family Neighborhood
NEIGHBORHOOD AREA (PAGES 44-53): Single-Family Neighborhood
SPECIAL AREAS (PAGES 61-68)

Note: The 2022-2042 Comprehensive Plan is available
https://www.cdaid.org/files/Planning/2042CompPlan/Coeur%20d'Alene_2042CompPlan.pdf

CERTIFICATION OF APPLICANT:

I, Tooo Stam, 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: Tooo Stam
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 26 day of November, 2025.

Notary Public for Idaho Residing at: Kootenai County

ERIK CAMPBELL
Notary Public - State of Idaho
Commission Number 69479
My Commission Expires 03-06-2029

My commission expires: March 6, 2029

Signed: Erik Campbell
(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: Tooo Stam Telephone No.: 208 664 9171

Address: 1831 N Lakewood Dr. CDA ID 83814

Signed by Owner: Tooo Stam

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 26 day of November, 2025.

Notary Public for Idaho Residing at: Kootenai County

ERIK CAMPBELL
Notary Public - State of Idaho
Commission Number 69479
My Commission Expires 03-06-2029

My commission expires: March 6, 2029

Signed: Erik Campbell
(notary)

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

I (We) the undersigned do hereby make petition for annexation and zone classification 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 _____

NOTIFICATION OF ADDITIONAL FEES:

The cost to prepare certain documents necessary to obtain annexation approval and the actual cost of the land surveyor's review of the legal description and map will be billed to the applicant/owner.

The legal preparation fee for Annexation Agreement will a base fee of \$800.00 and actual labor costs, if needed.

An annexation fee will be negotiated as part of the Annexation Agreement – the fee is based on \$1,133.00/dwelling unit or equivalency.

IDAHO STATE TAX REGULATIONS REGARDING THE LEGAL DESCRIPTION AND MAP FOR ANNEXATIONS

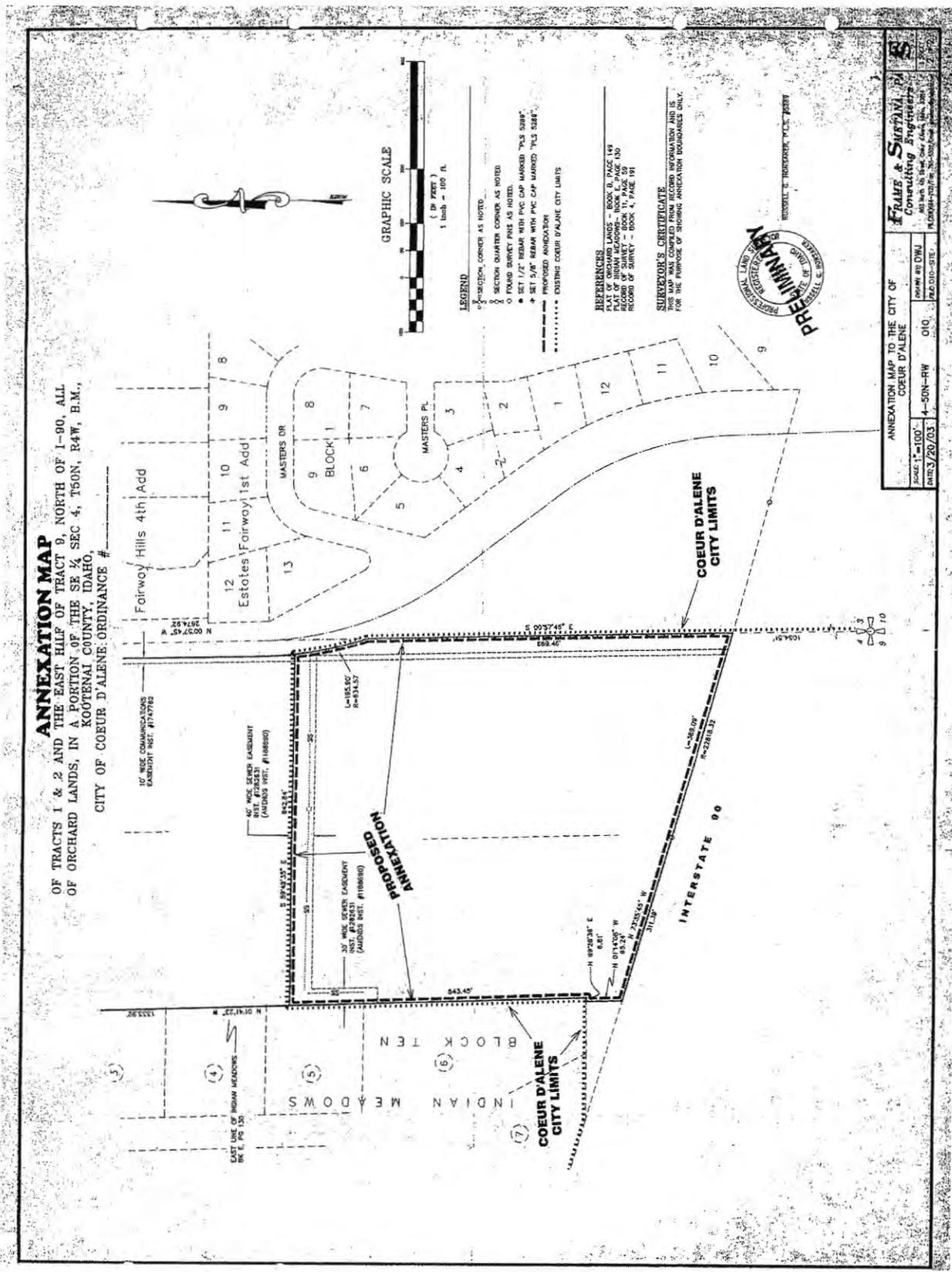
REGULATION 2215:

- a. The following documentation shall be filed with the County Assessor, County Recorder, and Tax Commission no later than ten (10) days following the effective date of an action creating a new district or municipal boundary, or altering an existing district or municipal boundary.
 - i. *A legal description which plainly and clearly defines the boundary of a new district or municipality, or the altered portion of an existing district or municipality with a copy of the ordinance, or order effecting the formation or alteration.*
 - ii. *A copy of a map prepared in a draftsman-like manner or a record of survey, as defined by Idaho Code Chapter 19, Title 55, which matches the legal description.*
- b. "Legal description" means a narrative which describes by metes and bounds, a definite boundary of an area of land that can be mapped on a tax code area map, and shall include:
 - i. *Section, township, range, and meridian.*
 - ii. *An "initial point," being a government surveyed corner, such as a section corner, quarter corner, meander corner, or mineral survey corner.*
 - iii. *A true "point of beginning," defined by bearings and distances from the initial point, that begins the new or altered district or municipal boundary.*
 - iv. *Bearings and distances that continuously define an area boundary with a closure accuracy of at least 1 part in 5,000. Variations from closure requirements of this subsection may be approved when verified documentation is provided:*
 - (a) *When boundaries follow mountain ranges, rivers, lakes, canals, etc. that are clearly delineated on published U.S. Geological Survey quadrangle maps at scale 1:24,000 or, if not available, at scale 1:62,500; or*
 - (b) *When references to cardinal direction, government survey distances, and section or aliquot part corners are used and modern survey information is not available; or*
 - (c) *When legislatively established boundaries are defined by Idaho Code, a duplication and reference to that section of the code shall be provided.*

Identification of an existing district boundary, which shall duplicate the metes and bounds of the existing district, or shall reference the same as, "formerly known as." For example, "thence N88°58'32" E 2635.42 feet (formerly East 2640 feet) along south line of Section 27, the boundary of the Acme District as enacted by Ordinance 2173."

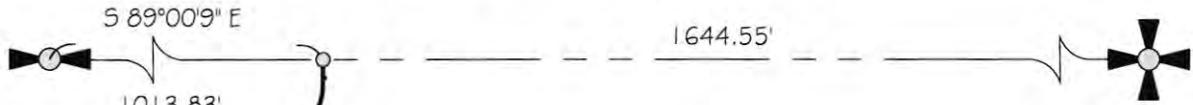
- c. "Map prepared in a draftsman-like manner" means an original graphic representation or precise copy matching the accompanying legal description and drafted to scale using standard mechanical drawing instruments or a computer. The map shall include:
 - i. *Section, township, range, and meridian identifications.*
 - ii. *North arrow, bar scale, and title block.*
 - iii. *District name and ordinance number or order date.*
 - iv. *Bearing and distance annotation between boundary points.*
 - v. *Clearly defined boundary lines of the newly formed district or altered district, together with reference to the existing boundary where contiguous.*
 - vi. *District boundaries delineated on recorded surveys, engineer drawings, or U.S. Geological Survey Quadrangle maps are also acceptable. General hunting and fishing, city street, or non-scaled maps will not be accepted.*
- d. "Contiguous" means being in actual contact or touching along a boundary or at a point.

EXAMPLE OF REQUIRED ANNEXATION MAP

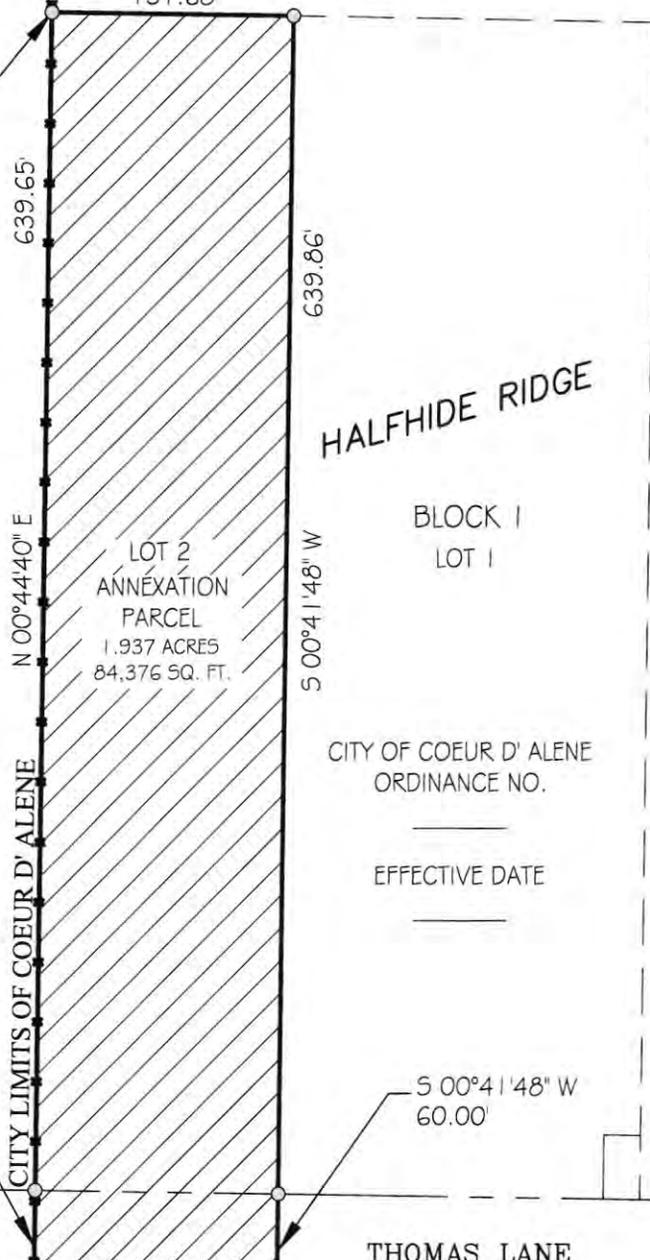


ANNEXATION EXHIBIT

NE 1/4, SECTION 06, TOWNSHIP 50 NORTH, RANGE 3 WEST, B.M.
KOOTENAI COUNTY, IDAHO



PROSPECTOR RIDGE
2ND ADD.
BK. 1, PG. 302



LOT 2
ANNEXATION
PARCEL
1.937 ACRES
84,376 SQ. FT.

HALFHIDE RIDGE

BLOCK 1
LOT 1

CITY OF COEUR D' ALENE
ORDINANCE NO.

EFFECTIVE DATE

S 00°41'48\"/>

THOMAS LANE

LEGEND

- SECTION CORNER
- QUARTER CORNER
- CITY LIMITS LINE
- PLATTED CORNER
- COMPUTED POINT (NOT SET)

N 00°44'40\"/>

GRAPHIC SCALE



SCALE: 1" = 100'

N 89°00'12\"/>

CITY LIMITS OF COEUR D' ALENE

	ADVANCED TECHNOLOGY SURVEYING & ENGINEERING INC.	SCALE: 1" = 100'
	9177 HESS STREET, HAYDEN IDAHO, 83835 • PH. (208)-772-2745 • FAX (208)-762-7731 •	CHECKED BY MM DATE: 09/09/2025
		DRAWN BY TWW DATE: 09/09/2025
		DWG: HARDCOPY PROJ: 25-14G



**Advanced Technology Surveying
& Engineering**

PROJECT NARRATIVE
FOR

2739 THOMAS LN
ANNEXATION REQUEST
CITY OF COEUR D'ALENE

October 2025

ATS, INC.
P.O. BOX 3457
HAYDEN, ID 83835
(208) 772-2745

PROJECT DESCRIPTION

The applicant is requesting that their property be annexed into the City of Coeur d'Alene's City limits. This annexation request comes from an applicant who believes City zoning and regulations make more sense for this piece of property for future uses. The current structure on-site is not connected to City utilities. If annexation is approved, the applicant would at his own expense, request to be brought into the City of Coeur d'Alene's Sewer and Water System to better serve this property. The property has a gravel/dirt driveway and home with accessory buildings in the lower South portion, with much of the North portion remaining vacant.

This property was created by the Halfhide Ridge Subdivision, recorded at Kootenai County in 2003, known as Lot 2. This division was a Replat to the original plat of this area known as Thomas Gardens Tracts, Lot 5, Block A. We believe this property lies in an ideal location for the City to approve this annexation request and the applicant shall meet all requirements imposed by the City.

The owner would like to develop the property into smaller lots, upon approval of the annexation. Up to 5 lots is being considered, depending on road standards and setback requirements for the requested zoning.

PROPERTY OWNER

Aspen Homes
1831 N Lakewood Dr
Coeur d'Alene, ID 83814

PROJECT LOCATION

The site is located at 2739 Thomas Ln, Coeur d'Alene, ID, the address for the structure located on the property. This site is in section 06, Township 50 North, Range 03 West, Boise Meridian, Kootenai County, Idaho.

The parcel number is 0-3275-001-002-0 of the Halfhide Ridge subdivision, AIN 243178.

ZONING

The property is currently located in the Agriculture-Suburban zone, suitable for one single-family dwelling or one two-family dwelling, with a minimum lot size of 2 acres unless in a conservation development. The current size of this property is 1.94 acres, just under this minimum requirement but grandfathered-in to allow for building permits and considered a conforming lot, as per the Kootenai County Land Use and Development Code.

If the applicant is approved for annexation, the requested zoning would be the City's R-3 zone. This zone requires a minimum lot size of 11,500 square feet and is suitable for single-family housing. The density allowed for this zone is 3 dwellings per acre. The property owner believes this zoning will be suitable for the future needs of the land.

The City Comprehensive Plan designates this property as Single-Family Neighborhood. Most of this area has been developed that lies within the City of CDA. The Single-Family Neighborhood are the lower density housing areas across the city. Compatible zoning for this designation are R-1, R-3, R-5 and R-8.

Goal C1-3: 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.

TRANSPORTATION/ACCESS

The access will be from the public road Thomas Lane, a collector street. The existing driveway has an approach from Thomas Lane. Future development at this site will work with the City to meet standards necessary for a new common driveway or road to be constructed. Maintenance of the access would be by the future homeowner's unless the road was required to be dedicated to public. Any approach permits would be applied for, as required.



**Comp
Plan
Goals
&
Objectives**

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.

A decorative border composed of a repeating pattern of light blue diamonds with darker blue outlines, framing the central content.

Environmental Site Assessment Report

**PHASE I
ENVIRONMENTAL SITE ASSESSMENT**

**"2739 EAST THOMAS LANE"
A 1.94 ± ACRE SITE**

**PARCEL NUMBER 032750010020, AIN 243178
2739 EAST THOMAS LANE
COEUR D'ALENE, KOOTENAI COUNTY, IDAHO**

GEOtek PROJECT No. 3662-NI

JUNE 6, 2025

PREPARED FOR:

**Rodney Hollen
3558 E Nettleton Gulch Rd
Coeur d'Alene, ID 83815**



GeoTek, Inc.
11354 N. Government Way, Hayden, ID 83835
(208) 904-2980 Office (208) 904-2981 Fax www.geotekusa.com

June 6, 2025
Project No. 3662-NI

Rodney Hollen
3558 E Nettleton Gulch Rd
Coeur d'Alene, ID 83815

Attention: Mr. Rodney Hollen

Subject: **PHASE I ENVIRONMENTAL SITE ASSESSMENT**
"2739 East Thomas Lane", a ±1.94 Acre Site - Located Northeast of N Miners Loop and E Thomas Lane, Coeur d'Alene, Kootenai County, Idaho [Parcel Number 032750010020, AIN 243178]

Dear Mr. Hollen:

GEOTEK, INC. (GEOTEK) is pleased to present this Phase I Environmental Site Assessment for the above-referenced subject Site. Services were conducted in general conformance with the scope and limitations of the American Society of Testing and Materials E 1527-21, "*Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process*", which is approved to meet the requirements of the federal All Appropriate Inquiry (AAI) standards as set forth in the Code of Federal Regulations, Title 40, Section 312 (40 CFR 312), and GEOTEK Proposal No. P0303325-NI, dated March 19, 2025.

This Phase I Environmental Site Assessment has not revealed evidence of a recognized environmental condition (REC) on or near the subject Site. No further environmental assessment is recommended at this time.

Based on reasonably ascertainable historic information, the subject Site has included automotive salvage-based occupants since at least 1971. Poor housekeeping practices were observed during the Site reconnaissance and soil staining near onsite vehicles was observed. Additionally, several 55-gallon drums were observed with oil staining on the sides and lids. This staining is considered to be a *de minimis* condition. However, all waste, vehicles, stained materials, and debris on the Site should be properly disposed of according to local and state regulations prior to any future land development. Additionally, a GEOTEK Environmental Professional should be present to observe any future site disturbance and earthwork to ensure no unidentified environmental concerns and/or conditions are discovered. If unidentified environmental conditions are discovered during earthwork, GEOTEK should perform the necessary soil sampling, laboratory testing and can provide the appropriate remediation recommendations, if necessary.

We appreciate this opportunity to be of service. If you have any questions, or if we can be of further service, please contact us at (208) 904-2980.

Sincerely,
GEOTEK, INC.

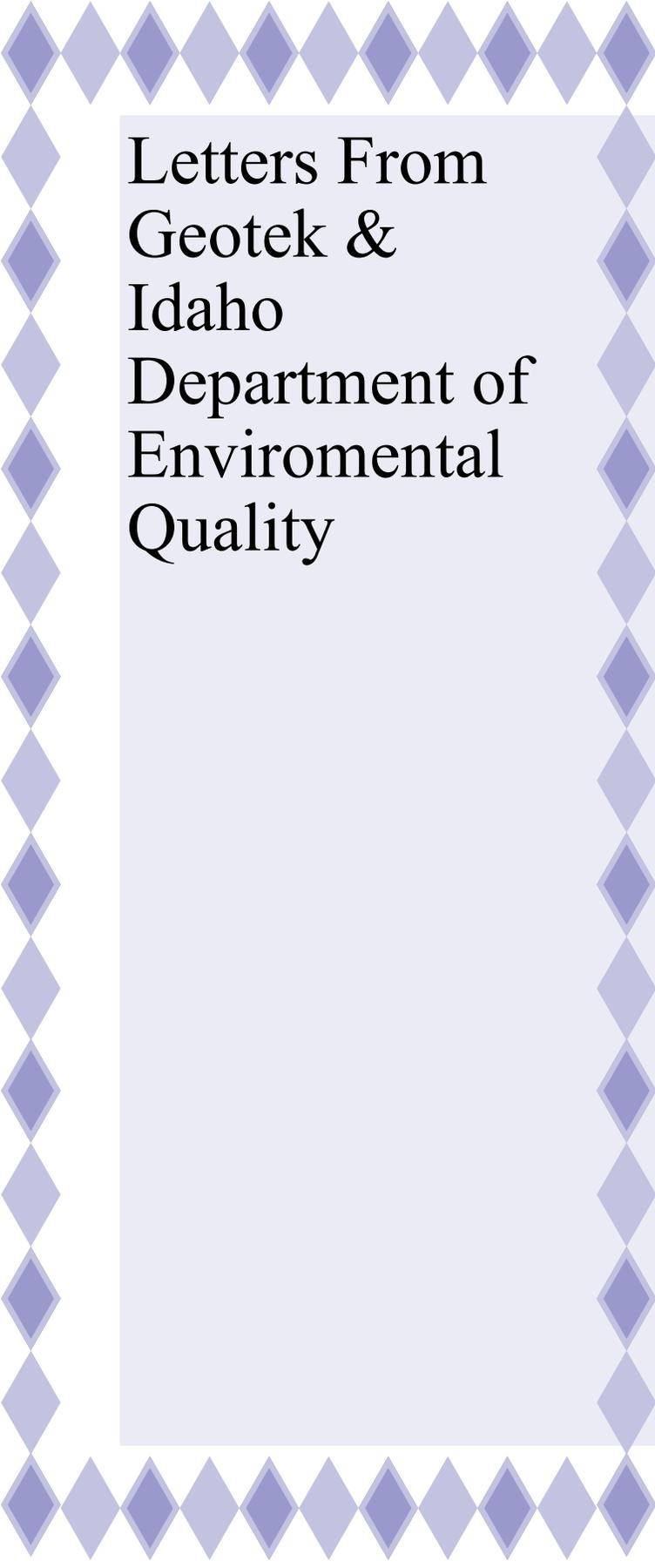


Michael Nowak
Staff Professional



6-6-25

Kyle R. McHargue, PG
Design Manager/Professional Geologist



Letters From
Geotek &
Idaho
Department of
Enviromental
Quality

From: Kyle McHargue <kmchargue@geotekusa.com>

Sent: Friday, January 23, 2026 3:12 PM

To: Erik <erik@aspenhomes.com>

Subject: RE: Thomas Lane GeoTek

GeoTek was contracted to complete a geotechnical investigation of 2739 E Thomas Lane. GeoTek previously completed a Phase I Environmental Site Assessment on the subject site by the previous landowner. I was the responsible charge and signing Professional Geologist for the Phase I Environmental Site Assessment (ESA). No Recognized Environmental Conditions were identified during the assessment. However, due to poor housing procedures and the previous usage as an auto salvage yard, I recommend GeoTek be onsite during future earthwork/ land disturbance to identify any possible contaminants, if present. Given the opportunity to investigate subsurface conditions with an excavator during the geotechnical investigation, I took the opportunity to be the onsite geologist logging the subsurface conditions. I was additionally actively looking for evidence of contamination during the investigation. I excavated 10 test pits to a maximum depth of 18 feet bgs (below grade surface) in a grid pattern throughout the site. Typical soils consisted of 1 to 2 feet of fill soil with some minor automotive debris underlain by native soils. No stained soil was observed. No acrid or petroleum-based odors were identified. No underground storage tanks were encountered. I am of the opinion that any onsite contamination, if present, is likely minor (considered "de minimis") and don't represent a recognized environmental condition. GeoTek should continue to observe future earthwork to confirm no other possible contamination is observed onsite.



Kyle McHargue, PG CEG

North Idaho Branch - Design Manager/Project Geologist

Main: (208) 904-2980

Direct: Mobile: (208) 626-8997

Email: kmchargue@geotekusa.com

Address: 11354 N Government Way, Hayden, ID 83835 Website: www.geotekusa.com

From: Dan McCracken <Dan.McCracken@deq.idaho.gov>
Sent: Thursday, January 29, 2026 3:58 PM
To: BARKER, BARBARA <bbarker@cdaid.org>
Subject: RE: Thomas Lane GeoTek

Hi Barbara,

It appears that they are continuing to recommend that an environmental professional *“should continue to observe future earthwork to confirm no other possible contamination is observed onsite.”*

I would support following that recommendation. DEQ does not have any additional recommendations or reporting requirements based on the current condition of the site.

-Dan



Dan McCracken, P.E. | Regional Administrator

Idaho Department of Environmental Quality

2110 Ironwood Parkway | Coeur d'Alene, ID 83814

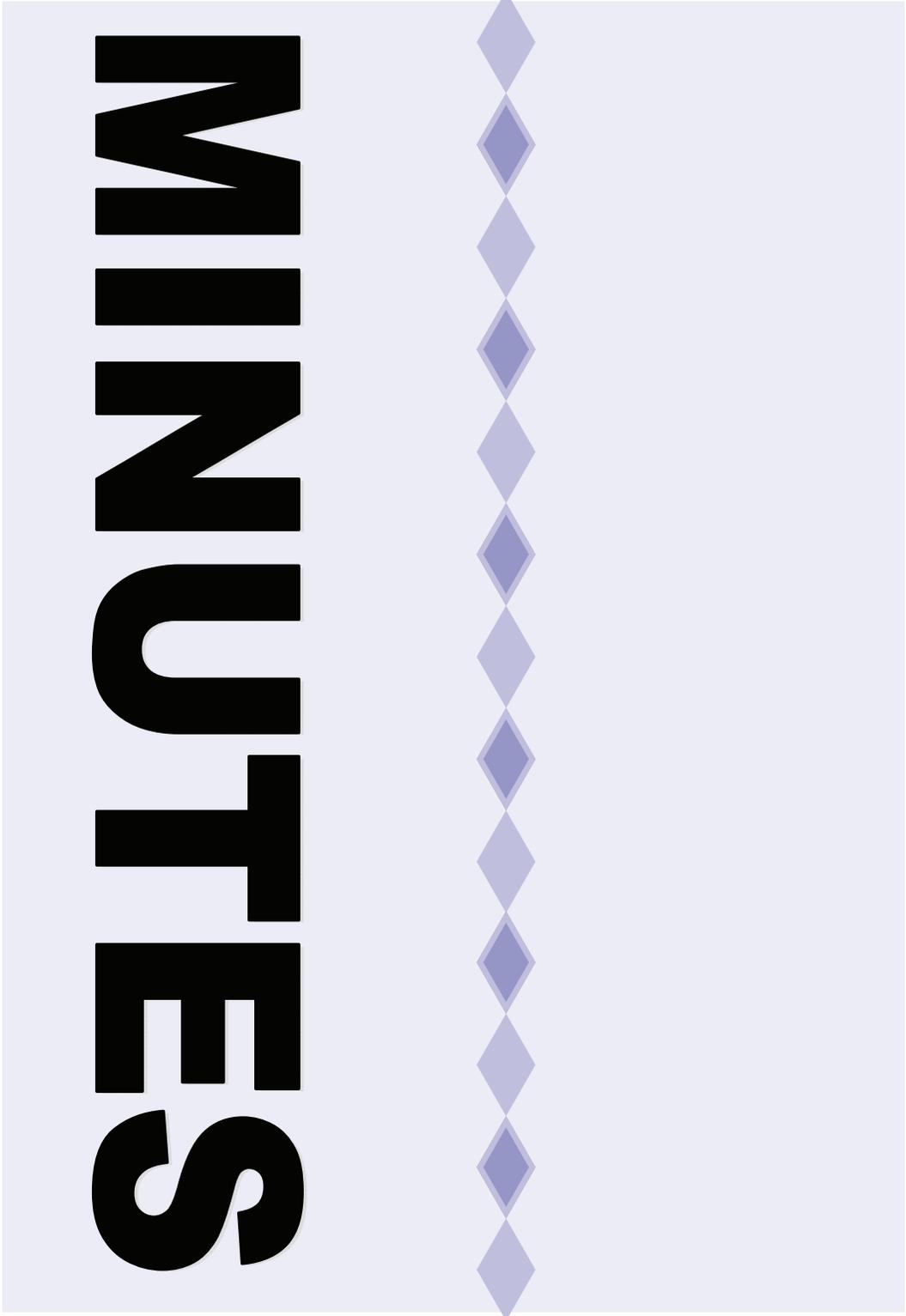
Regional Office: (208) 769-1422 | Cell: (208) 512-9741

<http://www.deq.idaho.gov/>

Our mission is to protect human health and the quality of Idaho's air, land, and water.



MINUTES



**PLANNING & ZONING COMMISSION
MINUTES
LOWER LEVEL – LIBRARY COMMUNITY ROOM
702 E. FRONT AVENUE
JANUARY 13, 2026**

COMMISSIONERS PRESENT:

Tom Messina, Chairman
Jon Ingalls, Vice Chair
Kris Jamtaas
Sarah McCracken
Lynn Fleming

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Barbara Barker, Associate Planner
Randy Adams, City Attorney
Traci Clark, Administrative Assistant

COMMISSIONERS ABSENT:

Phil Ward
Mark Coppess

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion by Commissioner McCracken, seconded by Commissioner Jamtaas, to approve the minutes of the Planning & Zoning Commission meeting on December 9, 2025. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

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

- The County Board of Commissioners did approve of our Area of Impact, which allows annexation requests to move forward. We met the December 31st deadline, so that's good news, and you have an annexation request before you tonight. This will be able to move on to City Council, depending on how this goes this evening.
- For the February meeting, we'll have a PUD amendment request – a minor modification to the Mahogany Lane PUD – and a zone change request on Fruitland Lane.
- I want to bring to everyone's attention a code section that we have, Municipal Code Section 111-010, which states, 'The speaker shall not be interrupted by members of the hearing body until his time limit has been expended or until he has finished his statement.' This is for any of the city's commissions and the City Council. When we have public hearing items and we have the three minutes allocated, the speakers will be allowed to speak for the full time. If there are questions after the speaker is done, the commission would be able to ask them at that time.

COMMISSION COMMENTS:

None.

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

1. Applicant: Aspen Homes
Location: 2739 E. Thomas Lane
Request:
 - A. A Proposed 1.937-acre Annexation from County Ag-Suburban to City R-3 (residential at 3 units per acre)
LEGISLATIVE (A-1-26)
 - B. A 4-lot 1-Tract Subdivision known as Mountainside at Canfield
QUASI-JUDICIAL (S-1-26)

A-1-26:

Ms. Barker, Associate Planner, provided the following statements on Item A: A Proposed 1.937-acre Annexation from County Ag-Suburban to City R-3 (residential at 3 units per acre) (A-1-26).

This property is currently zoned Ag-Suburban in Kootenai County and is proposed for annexation with R-3 zoning under item A-1-26. The site is suitable for one single-family dwelling or one two-family dwelling, with a minimum lot size of 2 acres unless in a conservation development in the County.

The applicant would like to develop the property into smaller lots, upon approval of the annexation. A subdivision with four residential lots and an access road tract has been applied for in conjunction with this annexation request.

Ms. Barker noted there are four findings that must be made, Findings B1-B4.

The first finding is Finding B1, that this proposal (is) (is not) in conformance with the Comprehensive Plan policies. The Comprehensive Plan includes Place Types that represent the form of future development, as envisioned by the residents of Coeur d'Alene. These 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, adjacencies, and allowed uses. The Place Type for this request is Single-Family Neighborhood which are places are the lower density housing areas across Coeur d'Alene where most of the city's residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails. Compatible Zoning includes R-1, R-3, R-5, R-8, and MH-8.

From the policy and framework portion of the Comprehensive Plan, Mr. Barker noted that staff curated a list of goals and objectives from the Comprehensive Plan for the commission's consideration of this annexation request (Goal GD1, Objective GD 1.1, Goal GD 2, Objective GD 2.1, Goal HS3 and Objective HS3.2), but said it was up to the commission to determine what goals and objectives were applicable and that they had the full list for their review.

The next finding is Finding B2, that the design and planning of the site is compatible with the location, setting, and existing uses on adjacent properties. City staff from Streets and Engineering, Water, Police, Fire, Parks, and Wastewater departments have reviewed the application request regarding public utilities and public facilities. Each department has indicated that there are public facilities and public utilities

available and adequate for the proposed annexation with zoning to R-3.

Finding B3, that the location, design, and size of the proposal are such that the development (will) (will not) be adequately served by existing streets, public facilities, and services. The physical characteristics of the site the site has very little grade change. The properties to the west are at a higher elevation, but the site itself is relatively flat and referred to the topography map. Site photos are provided on the next few slides showing the existing conditions. The site has recently been cleared and leveled. Due to prior uses on the property, an Environmental Site Assessment was performed by a third party, GeoTek, Inc.

Findings B4, that the proposal (would) (would not) adversely affects the surrounding neighborhood regarding traffic, neighborhood character, (and) (or) existing land uses. City Engineer, Chris Bosley, provided comments on traffic. The site is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the annexation as proposed.

Ms. Barker noted the fourteen recommended conditions.

Decision Point:

Ms. Barker noted the action alternatives this evening for the annexation request. The Planning Commission must evaluate the annexation request (A-1-26) related to the proposed R-3 zoning and make separate findings to recommend that the City Council adopt the requested R-3 zoning with or without conditions or reject the requested R-3 zoning. The City Council will make the final decision at a subsequent public hearing.

S-1-26:

Ms. Barker provided the analysis and findings for the subdivision request, Item B: A 4-lot Subdivision known as Mountainside at Canfield (S-1-26).

The applicant is requesting approval of a four-lot preliminary plat on 1.937 acres, known as the "Mountainside at Canfield" subdivision. This request is contingent on the concurrent annexation request (A-1-26) also presented at this meeting and is subject to annexation approval by the City Council.

Ms. Barker noted there are four findings that must be made for a subdivision, Findings B1-B4.

For Finding B1, that all of the general preliminary plat requirements (have) (have not) been met. The preliminary plans submitted contain all of the general preliminary plat elements required by the Municipal Code per Chris Bosely, City Engineer.

For Finding B2, that the provisions for sidewalks, streets, alleys, rights-of-way, easements, street lighting, fire protection, planting, drainage, pedestrian and bicycle facilities, and utilities (are) (are not) adequate. The site has frontage on Thomas Lane. Street improvements including curb, gutter, sidewalk, and swales must be installed along the frontage. The site plan submitted generally meets the City's requirements. The Streets and Engineering Department has no objection to this subdivision. All stormwater must be contained on-site. Stormwater is proposed to be managed using streetside grassy infiltration swales. Stormwater swales on residential lots must be maintained by HOA or private property owners. The subject property is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the subdivision plat as proposed. These comments were provided by Chris Bosley,

City Engineer. With no PUD request, the private driveway cannot have an entry gate to limit access. Referring Title 16.15.160.D., prior to the issuance of building permits a maintenance agreement must be recorded on each affected lot detailing the expected life cycle and maintenance costs for the driveway and defining the pro rata share for each lot. These comments were provided by the Planning Department. There is adequate capacity in the public water system to support domestic, irrigation and fire flow for the proposal. There is a 12" C-900 water main on Thomas Lane. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional services will have cap fees due at building permitting. These comments were from Glen Poelstra, Assistant Water Department Director. The Subject Property is within the City of Coeur d'Alene Area of City Impact (ACI) and in accordance with the 2023 Sewer Master Plan; the City's Wastewater Utility presently has the wastewater system capacity and willingness to serve this Subdivision request as proposed. An "all-weather" surface which permits unobstructed O&M access to the City sewer is required. All legally recognized parcels within the City are required to individually connect and discharge in City sewer connection. IDEQ and QLPE are required to review and approve public infrastructure plans for construction. A 30' wide (shared with Water) utility easement is required to be dedicated to the City for all City sewers. This project will require the extension of the City sewer "to and through" to the north of this annexation as proposed. These comments were provided by Larry Parsons, Utility Project Manager. Fire Department access to the site (Road widths, surfacing, maximum grade and turning radiuses), in addition to, fire protection (Size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance. Comments provided by Craig Etherton, Deputy Fire Marshall.

Finding B3 is that the proposed preliminary plat does or does not comply with all of the subdivision design standards in Chapter 16.15 and the improvements standards of Chapter 16.40. City Engineer Chris Bosley reviewed those and stated that those design standards have been vetted for compliance.

Finding B4 for a subdivision, is if the lots proposed in the preliminary plat do or do not meet the requirement of the applicable zoning district. The R-3 zoning district requires that each lot has a minimum of 11,500 square feet and 75' of frontage. The proposed lot's area ranges from 14,913SF to 15,581SF. The subject property is 1.937 acres and would generally allow a maximum of 7 units. Setbacks (per zoning requirements for R-3 districts) are based on distances to property lines as follows: front 20 feet, side 5 feet and 10 feet, and rear 25 feet. The residential front yards will face the private driveway. Setbacks will be defined from residential lot property lines shown on final plat drawings. The proposed R-3 zoning district is consistent with the existing zoning of the surrounding properties in the vicinity of the subject property to the west within the Coeur d'Alene city limits. The property is surrounded by County Ag-Suburban zoning to the north and east.

Ms. Barker noted the fourteen recommended conditions that would apply to the subdivision and annexation request.

Decision Point:

Ms. Barker noted the action alternatives this evening. The Planning and Zoning Commission will need to consider this subdivision request concurrent with the annexation in conjunction with zoning request, and make separate findings to approve, approve with conditions, deny, or deny without prejudice.

Ms. Barker concluded her presentation.

Commissioner Ingalls stated this is a little bit different with the layout of the presentation this evening. Staff reports are always pretty great. I think this is really a step above. I applaud the effort. It's nice to

have the applicable findings and a little kind of commentary next to it. I think you've done a really good job. I don't know if that's something the whole department's moving towards a little different formatting, but I applaud that, number one. I have a question regarding this request and it might be rhetorical. Maybe the applicant touches on this a little bit. If this was a PUD, and it's not, there would be a requirement for a functioning HOA. We've had some small PUDs, four lots or so. An HOA is not required in this case. This kind of looks like a little PUD, but it's not. The only similarity would be that we require a maintenance agreement. And that's where I'm going with the question. We've approved others in town. I think recently there was one on 4th Street just north of Lunceford, north of Costco. There's a little triangular piece. There's a maintenance agreement that's on the plat. You buy the house from the realtor, and it says, hey, you've got to be part of this maintenance agreement. But in the real world, you know, do they function? This one guy becomes the guy that walks up and down the street passing the hat trying to collect money to plow the snow. I just wonder does it actually work in the real world? And I guess if you can say I'm not aware of any issues from these previous developments with a maintenance agreement and the phones aren't ringing off the hook at City Hall, that the snow is not getting plowed and things like that. But I'm just curious how it functions.

Commissioner McCracken stated this is only four homes. They're either an HOA or would have a maintenance agreement that four people pitch in. If they are an HOA, all four of them would be on the board. I think they have to work together either way. I think a maintenance agreement is simpler for the size of a street because there's just not a lot there, other than plowing their own driveway. There's not a lot else to maintain. There's not a park to maintain.

Commissioner Ingalls commented, I appreciate that. At the end of the day, the phone rings at City Hall, staff can say, hey, its private property, it's not ours. But I just hope it gets worked out.

Commissioner McCracken commented, yes, maybe less likely in city limits, but outside of city limits, a road maintenance agreement is very common.

Mr. Adams stated that an agreement would be probably recorded on each of the properties so that any purchaser would know that they would have that responsibility.

Commissioner McCracken commented that the title company would disclose it on any future transfer.

Public Testimony Open:

Jeramie Terzulli was sworn in and introduced himself. He stated that he is a land use consultant here in Kootenai County and is collaborating with Olson Engineering tonight on behalf of Aspen Homes. Mr. Terzulli said, Commissioner Ingalls, I also recognize that the staff report was incredibly comprehensive and it sort of makes my job pretty boring because I don't have a lot to add to it. But right out of the gate, I can offer some clarification on that roadway. It isn't a private street. It's a shared driveway. It won't even have a street sign. That should clear up some of the misconceptions of future buyers. Regarding your point, some residents believe when it is paved and is in front of their house that it's the city's responsibility to plow and maintain the driveway. But as Commissioner McCracken can attest, on such a small thing like this, it's probably going to be pretty clear that it's a shared driveway. It's going to be built more robust than a street section as per the geotechnical engineer. I will be brief and try not to be redundant with staff's presentation. I'm going to work backwards and assume an R-3 zoning designation and annexation. I know that's not a foregone conclusion, but I want to work backwards through the subdivision and cut right out of city code as to what the subdivision requirements would be. These are mostly yes or no questions. Does the preliminary plat contain all the essential information? It does per the City Engineer. Does the plan contain all the provisions for the required infrastructure? City staff looks over our preliminary plans to ensure that it does. And of course, if something gets missed along the way, we work closely with the City Engineer to get that addressed. Does the plan meet the City's design standards? For the preliminary review, it does. And under the R-3 zoning designation, do our underlying lots meet all of those requirements? The staff report basically ensured that it did. There was one point of clarification in the staff report where it was transposed where she (Ms. Barker) indicated that was 0.35 units per acre. The lot sizes are 0.35. The tract is its own lot. The actual density is just over two units per acre, 2.07. The max being three units per acre in the R-3 zoning district. Just a point of clarification that I noticed in the staff

report. The subdivision, again, assuming that we were to annex this property with the R-3 zoning designation, is a pretty simple review that it does meet all the requirements of the subdivision. The zoning request, and I do recognize that you guys are going to forward along a recommendation to City Council and that they will make the ultimate decision. The R-3 zoning designation is the appropriate designation for this particular property. First, we look at the Comprehensive Plan and the Future Land Use Map. I felt that the staff report was incredibly thorough in the goals and policies of the Comp Plan, so I will rest on those. Additionally, the Future Land Use Map is clear that a low density residential out here is preferred and an implementing zoning out here. That's exactly what Aspen Homes is proposing. Next, we'll look at the infrastructure availability. And as all the departments weighed in, infrastructure is readily available. Infrastructure extensions will be done at the developer's expense. It'll be warranted and then handed back over to the city. Additionally, infrastructure will be pulled to and through to the north property boundaries so that if that property ever annexes in or will be developed out, that we don't hamstring those people. If a developer can work with city staff and determine the most appropriate place to loop water lines for fire flows, which way that the sewer should flow, if there should be connecting street networks and the like. So that will all be reserved and dealt with through the platting process. Regarding site characteristics, the low-density single-family use is compatible. I thought staff did a great job with their photos and we all kind of know this area anyway. It's sort of right in that low spot before you go up the hill a little further on Thomas. The intent there was to not disturb the subdivision to the west. Leave that alone. Pull it back off of that fence line that's been in there for years. And then reclaim the area further down the toe of that slope and then build from there. And I thought the photos did a good job of representing that. The cleanup on the site is complete. However, GeoTek has been back out there to dig some test holes so that we could see if the native soil and get a feel for the native soil. Again, if we assume that some homes will be built there, we would like to know what the soil looks like there. They dug some test holes. The person that actually did the environmental assessment wanted to be on site that day so they could check the margins in those test holes. Still no concerns. Also, the DEQ requirements are going to ensure if we move to development of the site, digging foundations, putting in for roads, and all of those best management practices will be met. And if any additional cleanup is required, the developer is going to participate in that. Regarding impact on the rest of the area, four homes here versus the junkyard that was on here, we believe this is a massive improvement. The City Engineer weighed in. He stated there will be no additional traffic study that is needed. It's going to have very minimal impact on traffic in the area. We're talking about roughly four peak hour trips per day. Thomas Lane will be built out with pedestrian connectivity all the way to 15th. We're just going to match that street section along Thomas. Then the shared driveway into the development. It'll have very, minimal effect on the surrounding areas. Again, consistency with those surrounding areas and not just to hone in on the development to the west I also want to point out that further along Thomas Lane to the south and to the east, we also have additional parcels there that range in size about a quarter acre to about three quarters of an acre. Those are highlighted in red there. This is kind of the end of the line. We're at Forest Service Land as we move much further east. I would anticipate over the next 10 to 20 years, this will probably become annexed into the city in totality. Low-density residential is probably what's appropriate here at the Canfield and getting close to abutting forest service land.

Rodney Waller was sworn in and introduced himself. He stated that he is a resident of the Prospector Ridge subdivision. I've heard the word density mentioned several times and I think that's the reason I'm here. I live probably 150 yards from this proposed development and when I heard Aspen Homes was going to be the developer my wife and I said bravo, they are good local builders. The concern that we have is back to density and really the topic is ADUs. I'm in the early stages of investigating all these ADU's because our neighborhood is about to have the first one. There's a lot of hullabaloo because, as you might guess, the people who buy an R-3 have a certain density expectation, and ADUs fall outside of those boundaries for a lot of people. I guess my question would be if we could get some rebuttals from Aspen Homes. Do you plan to have CC&Rs on these four lots that would prohibit a second residential dwelling on that? That's my number one question and concern. I'm researching ADUs right now. Then it was raised to me today that perhaps the state is also supporting ADUs at a higher level. I'm not sure if anyone here could speak to does a CC&R prohibiting ADUs trump a city or a state allowance for that. Also, we were glad to see that soil contamination was addressed. It has been a junkyard for decades, and you see a lot of crazy things going on back there. I'm glad to see the engineers and DEQ will be

monitoring that during the soil disturbance.

Chairman Messina commented as far as your two questions, I don't know if Ms. Patterson wants to address it or Mr. Adams, and then the applicant has a chance to come back up later at the end and can answer any questions that might arise from anyone else speaking.

Ms. Patterson stated I did speak with Mr. Waller before the meeting a little bit. There are a couple of questions within that. If a neighborhood wanted to impose CC&Rs, they could and that would supersede city regulations. They could have different guidelines for ADUs such as height limits or design or things like that. But it is possible that at the state level they could restrict that from being an option. We do anticipate some legislation coming forward during this session that will be pro-housing. That could take various forms. They're looking at Montana and other states trying to encourage ADUs and other housing types in neighborhoods. We don't know what that will look like.

Applicant Rebuttal:

Mr. Terzulli stated, at this point in time the applicant is going to rest on the underlying zoning and not explicitly prohibit ADUs. The homeowners are going to be sitting on large lots. They may have a shop. They may have a child that they want to put in an ADU above said shop or something like that. I don't think they're interested in restricting ADUs. They deliberately went much larger than the minimum lot size. These could be larger sort of estate type lots. If approved, they would rest on the underlying zone to dictate what was put on those lots. We respectfully request approval of the subdivision and a recommendation of an R-3 zoning designation as we move to council.

Public testimony closed.

Commission discussion:

Commissioner Ingalls commented, I wouldn't call this a no-brainer, but close to that. Everything just lines up with this one. The Comp Plan is very clear. The compatible zoning is everything from R-1 to R-8. This could be a lot denser than we see here. Recognizing that everything around it is R-3. Our recommendation to Council is just the zoning. The R-3 is the right fit here. And that parcel, in my humble opinion, belongs in the city because, like a lot of other donut holes and Swiss cheese and whatnot, places on the fringe of the city, would benefit from being in the city. The city manages that road section in front of it. The city plows it, sweeps it and polices it. It belongs in the city.

Commissioner Jamtaas stated, he agrees. He thinks it fits well within the community. All the neighborhoods around it are very similar. This will have very little impact. It's only four houses. I think it's a great improvement from its historic use, or at least the last previous history. I think it checks all the boxes. Every city department has agreed that there is no issue with servicing the four homes that will come in, so I think it's a great project.

Commissioner Fleming commented, ditto. Aspen does a great job. It'll only add to your neighborhood. It'll increase your values and clean up a very ugly eyesore.

Motion by Commissioner Ingalls, seconded by Commissioner Fleming, to approve item A-1-26 annexation to City Council. Motion Carried.

ROLL CALL:

Commissioner Fleming	Voted	Aye
Commissioner Jamtaas	Voted	Aye
Commissioner Ingalls	Voted	Aye
Chairman Messina	Voted	Aye
Commissioner McCracken	Voted	Aye

Motion to approve carried by a 5 to 0 vote.

Commissioners Ward and Coppess were absent.

Motion by Commissioner McCracken, seconded by Commissioner Jamtaas, to approve item S-1-26 with conditions. Motion Carried.

ROLL CALL:

Commissioner Jamtaas	Voted Aye
Commissioner McCracken	Voted Aye
Commissioner Fleming	Voted Aye
Chairman Messina	Voted Aye
Commissioner Ingalls	Voted Aye

Motion to approve carried by a 5 to 0 vote.

Commissioners Ward and Coppess were absent.

ADJOURNMENT:

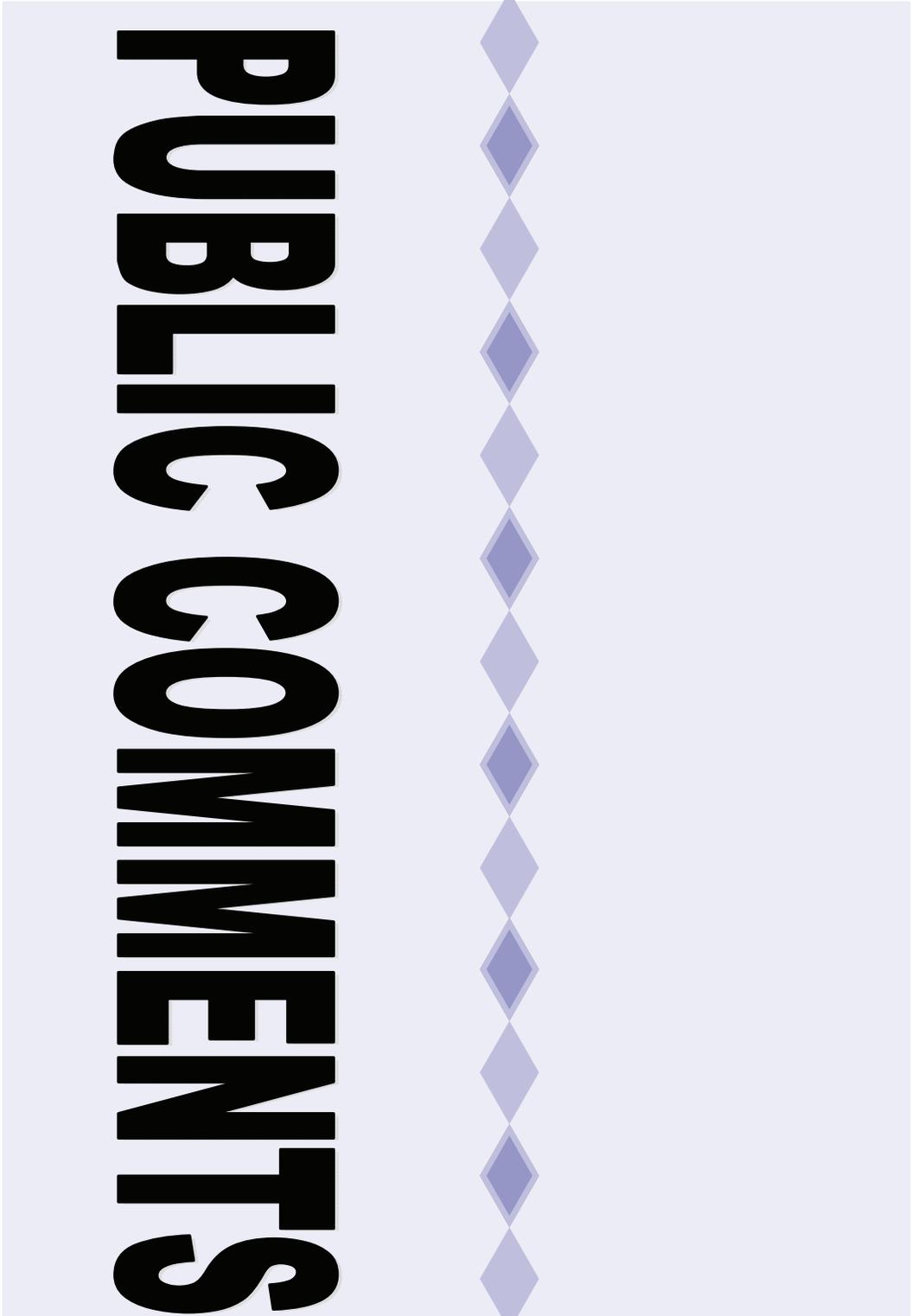
Motion by Commissioner Fleming, seconded by Commissioner Ingalls, to adjourn. Motion carried.

The meeting was adjourned at 6:34 p.m.

Prepared by Traci Clark, Administrative Assistant



PUBLIC COMMENTS



From: [ddarien](#)
To: [CLARK, TRACI](#)
Subject: 2739 E. Thomas Lane, CDA ID 83815 Annexation
Date: Monday, January 12, 2026 9:03:35 AM

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

This letter is on behalf of the residents of the area near the sight of the old automotive wrecking yard. We have several concerns.

- 1) Will the proposed private shared driveway create a safety problem for emergency vehicles?
- 2) Does "Preliminary Plat with single family residential lots" mean 4 homes or more slipped in?
- 3) Would there be single level homes or multilevel where the residents would be able to be eye to eye with the homes that are on Miners Loop (located in Prospector Ridge)?
- 4) We are curious as to what would make the builders so sure they could get the zoning changed in their favor before they spent so much money to purchase and clean up the property.
- 5) We also believe that contaminated dirt was replaced with fresh dirt that would pass the soil testing.
- 6) We hope that development will end here and not destroy any more of the natural beauty of the area.

My husband and I purchased our home here because of the view and the quiet. We would hate to see what is happening around us happen behind us.

Thank you,

Debbie and Jerry Darien

Debbie Darien

From: [Donna Phillips](#)
To: [CLARK, TRACI](#)
Subject: RE: PUBLIC NOTICE FOR CITY COUNCIL TO BE HELD ON TUESDAY MARCH 3, 2026 6:00
Date: Friday, February 13, 2026 4:07:57 PM
Attachments: [image001.png](#)

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Good Afternoon,

The City of Hayden does not have any comments on the annexation as proposed.

Donna Phillips, GISP

Community Development Director

From: CLARK, TRACI <TCLARK@cdaid.org>
Sent: Friday, February 13, 2026 12:07 PM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: PUBLIC NOTICE FOR CITY COUNCIL TO BE HELD ON TUESDAY MARCH 3, 2026 6:00

Greetings,

Attached is a copy of the public hearing notice for City Council to be held on **TUESDAY MARCH 3, 2026, 6:00.**

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: ITEM: A-1-26 & S-1-26
Date: Tuesday, January 6, 2026 8:07:54 AM
Attachments: [image001.png](#)

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Good Morning,

The Coeur d'Alene Airport has no comment on the above items.

Have a great day! Kim



COEUR D'ALENE
A I R P O R T

Kim Stevenson
Compliance Administrator
10375 N Sensor Ave
Hayden, ID 83835
(208) 446-1861

From: [Laurie Thomas](#)
To: [CLARK, TRACI](#)
Subject: ITEM A-1-26&S-1-26
Date: Monday, January 12, 2026 1:28:17 PM

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I am a northerly neighbor from this parcel and was made aware of the proposed request and have a couple of concerns.

First, this property has operated as a junkyard since I moved to Coeur d'Alene in the 1960s. The prior owner while he removed dirt (without a permit) through the county to the best of my knowledge there was no government oversight to the actual clean up. He made an arrangement with the city when they did their waterline project on Thomas Lane last year to take some of the dirt and used it for fill on the parcel. There is no way to know how deep the contaminated soil actually is on the property.

Second, the proposal by Aspen Homes does not fit the existing neighborhood. These parcels are individual homes (and this one is currently in the county) and is close to national forest. Their proposal to put four homes with a minimal access road is poor planning at best. There is concern with the ability of emergency service vehicles to reach the parcels and also should we have a catastrophic event with the National Forest.

I can appreciate Aspen wanting to maximize their return, however I would truly ask the planning department to consider the existing neighborhood and maintain the integrity and safety.

Thank you,
Laurie Thomas

From: [Martinez, Leo](#)
To: [CLARK, TRACI](#)
Subject: PUBLIC NOTICE FOR CITY COUNCIL TO BE HELD ON TUESDAY MARCH 3, 2026 6:00
Date: Monday, February 16, 2026 9:10:28 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[public notice for cc 3-3-26.pdf](#)

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Traci,

Phillips 66 does not have any utilities within the attached project vicinity.

(Response



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, February 13, 2026 12:07 PM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: [EXTERNAL]PUBLIC NOTICE FOR CITY COUNCIL TO BE HELD ON TUESDAY MARCH 3, 2026 6:00

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[Report Suspicious](#)

Greetings,

Attached is a copy of the public hearing notice for City Council to be held on **TUESDAY
MARCH 3, 2026, 6:00.**

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: [Martinez, Leo](#)
To: [CLARK, TRACI](#)
Cc: [PATTERSON, HILARY](#)
Subject: PUBLIC NOTICE FOR PLANNING & ZONING HEARING HELD ON TUESDAY JANUARY 13, 2025
Date: Tuesday, January 6, 2026 12:33:01 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[public notice .pdf](#)

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Traci,

Phillips 66 does not have any utilities within the attached project vicinity.
(Response 13197)


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: PATTERSON, HILARY <HPATTERSON@cdaid.org>
Sent: Thursday, December 18, 2025 4:36 PM
To: CLARK, TRACI <TCLARK@cdaid.org>
Subject: [EXTERNAL]PUBLIC NOTICE FOR PLANNING & ZONING HEARING HELD ON TUESDAY JANUARY 13, 2025

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[Report Suspicious](#)

Greetings,

Attached is a copy of the public hearing notice for the Planning & Zoning hearing to be held on Tuesday **JANUARY 13, 2025, at 5:30.**

If you have any comments, please send your email to Traci Clark (TCLARK@cdaid.org) or use the attached form.

Thanks!

Hilary Patterson, Community Planning Director
City of Coeur d'Alene
710 E. Mullan Avenue
Coeur d'Alene, Idaho 83814
hpatterson@cdaid.org
208-769-2270



From: [kevin & diana mchenry](#)
To: [CLARK, TRACI](#)
Subject: 2739 e Thomas lane site
Date: Thursday, January 15, 2026 7:33:57 AM

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

We feel this is a condensed area that is way too small to be putting in all these homes
The ground is dangerously contaminated
And not healthy for a home site

The infrastructure of the roads and neighborhood would be definitely effected
Traffic issues / etc
Sincerely
Kevin n Diana Mchenry

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F**

**COEUR D'ALENE PLANNING AND ZONING COMMISSION
FINDINGS AND ORDER**

A-1-26

INTRODUCTION

This matter came before the Planning and Zoning Commission on January 13, 2026, to consider A-1-26, a request for 1.937-acre Annexation from County Ag-suburban to City R-3.

OWNER/APPLICANT: Aspen Homes and Development, LLC

LOCATION: 2739 E. Thomas Lane Coeur d'Alene, ID 83815

A. FINDINGS OF FACT:

The Planning & Zoning Commission finds that the following facts, A1 through A9, 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. All public hearing notice requirements have been met for item A-1-26.

- 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 December 27, 2025, seventeen days prior to the hearing.
- 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 January 3, 2025, ten days prior to the hearing.
- 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). Sixty-two (62) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on December 19, 2025.
- 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 on December 19, 2025, twenty-five days prior to the hearing.
- 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). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property December 19, 2025.

- A2.** Public testimony was received at a public hearing on January 13, 2026.
- A3.** The subject site is located in an unincorporated area of Kootenai County, is adjacent to City limits and within Coeur d'Alene's Area of Impact (AOI). The total area of the subject property measures 1.937 acres. It is zoned AG-Suburban and is currently vacant.
- A4.** If approved for annexation with City R-3 zoning and subdivision under S-1-26, the project would include four (4) residential lots and a private, dead-end access drive with City utilities and access off Thomas Lane. Properties within city limits in the vicinity of the subject property are of similar density and are also zoned R-3.
- A5.** The Comprehensive Plan Future Land Use Map designation is the Single-Family Neighborhood Place Type. Single-Family Neighborhood places are the lower density housing areas across Coeur d'Alene where most of the city's residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails. Compatible Zoning is listed as R-1, R-3, R-5, and R-8; MH-8. The Comprehensive Plan identifies this area as a Single-Family Neighborhood Place Type. The R-3 zoning is appropriate with this Place Types and is one of the lowest density zoning districts.
- A6.** The Planning and Zoning Commission finds the following Comprehensive Plan goals and objectives applicable to this request. This project would help provide a balance of housing types and price points.

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.

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.

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.

Health & Safety

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.

- A7.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A8.** The subject property has very little grade change and is relatively flat. The properties to the west are at a higher elevation. The property was recently cleared and leveled.
- A9.** Due to prior uses on the property, an Environmental Site Assessment was performed by a third party. No evidence was found for a recognized environmental condition (REC) and no further environmental assessment is recommended. There is no finding of environmental concern and there are conditions of approval that provide future remediation if contamination is discovered during construction.

B. CONCLUSIONS OF LAW:

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

- B1. That this proposal **is** in conformance with the Comprehensive Plan policies.
- B2. Those public facilities and utilities **are** available and adequate for the proposed use.
- B3. That the physical characteristics of the site **do** make it suitable for the request at this time.
- B4. That the proposal **would** adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, **and** 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 zoning does comply with the required evaluation criteria and recommends that the City Council adopt the R-3 zoning with the following conditions to be included in an Annexation Agreement for Council consideration of the annexation request:

Engineering:

- 1. Dedicate a sidewalk easement along Thomas Lane on the final plat.
- 2. Provide 3:1 tapered transition from new curb to existing asphalt at the east property line.

Planning:

- 3. Code requires 75' of frontage on a "*public street*." These proposed lots face a private driveway. The frontage on the residential lots facing the access driveway will also require the 75' minimum frontage. The front yard setback will be measured from the line between the residential lot and the access driveway tract boundary.
- 4. Include the utility easement within the private driveway tract on the final plat.

Water:

- 5. An 8" water main will be required to be extended through the property to the northern property line.
- 6. A permanent flushing station will be required to be installed at the end of the main with an adequate and approved place for drainage.

Wastewater:

- 7. A 30' wide shared utility easement for the city sewer and water on the private access road shall be dedicated to the City prior to building permits.
- 8. Project will require the extension of City sewer "to and through" to the north property line of the area of annexation proposed.

Urban Forestry:

- 9. Street trees will be required on the north side of Thomas Lane by the time the final plat is recorded. The trees shall be planted in the grass swale between the future sidewalk and the future curb.
- 10. The overhead powerlines make the site only suitable for trees off the "small" category of the City's approved street tree list. Small trees must be spaced 25 feet apart. Four trees are required for the section east of the approach and must be swale-tolerant.
- 11. Trees must be planted at the root flare and according to city planting standards. (For an electronic copy of the planting details, contact the Urban Forestry Coordinator.)

Fire:

- 12. Access, water and hydrant locations will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance.

Building:

- 13. Due to previous usage, independent soil test reports will be required with building permit applications.
- 14. Implement any other DEQ recommendations at the time of building permit applications.

Motion by Commissioner Ingalls, seconded by Commissioner Fleming, to adopt the foregoing Findings and Order and recommend adoption of the R-3 zoning in conjunction with the requested annexation.

ROLL CALL:

COMMISSION MEMBER INGALLS	Voted	Aye
COMMISSION MEMBER JAMTAAS	Voted	Aye
COMMISSION MEMBER FLEMING	Voted	Aye
COMMISSION MEMBER MCCRACKEN	Voted	Aye
CHAIRMAN MESSINA	Voted	Aye

Motion to recommend adoption carried by a 5 to 0 vote.

Commissioners Ward and Coppess were absent.

A handwritten signature in blue ink, appearing to read "T. Messina", is written over a horizontal line.

CHAIRMAN TOM MESSINA

Dated: February 24, 2026

CITY COUNCIL

MARCH 3, 2026



City of Coeur d'Alene, Idaho

1

 <p>Coeur d'Alene IDAHO</p>		 <p>N Miners Loop</p> <p>E Thomas Ln</p>
	<p>A-1-26: ANNEXATION OF 1.937-ACRES WITH CITY R-3 ZONING</p>	

2

		
	<p>APPLICANT: ASPEN HOMES 1831 N. LAKEWOOD DR. COEUR D'ALENE</p> <p>CONSULTANT: OLSON ENGINEERING 1649 N. NICHOLSON POST FALLS</p>	

3

		
	<p>LOCATION: 2739 N THOMAS LANE COEUR D'ALENE</p> <p>LEGAL NOTICES: ALL REQUIRED NOTIFICATIONS WERE COMPLETED</p>	

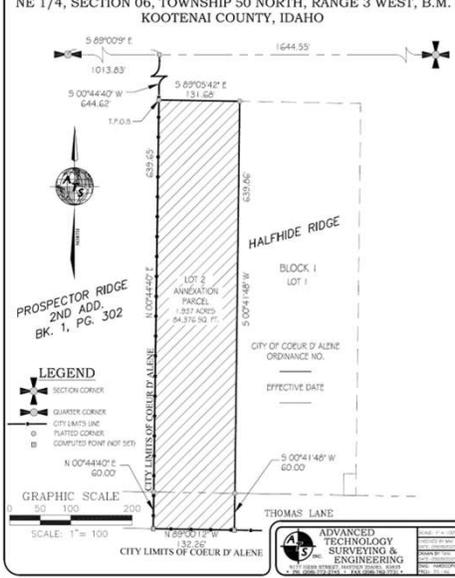
4

	
	<p>A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)</p>
	<p>DECISION POINT:</p> <p>The applicant is requesting approval of the following decision that will require findings to be made:</p> <p>A-1-26: The annexation of 1.937-acres with City R-3 zoning.</p>

5

	
	<p>BACKGROUND INFORMATION</p>
	

6

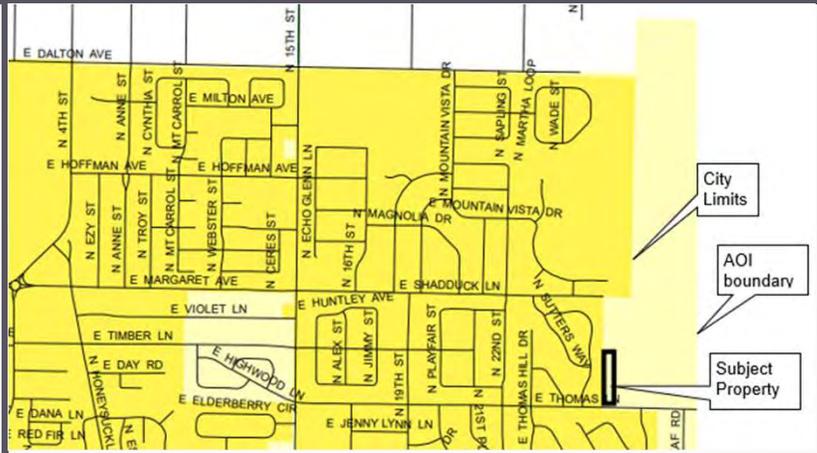
		<p>ANNEXATION EXHIBIT NE 1/4, SECTION 06, TOWNSHIP 50 NORTH, RANGE 3 WEST, B.M. KOOTENAI COUNTY, IDAHO</p> 
<p>A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 ACRES)</p>		
<p>"We believe this property lies in an ideal location for the City to approve this annexation request and the applicant shall meet all requirements imposed by the City." ~ from Applicant's narrative</p>		

7

		
<p>A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)</p>		
		<p>Location Map (City limits at green line)</p> <ul style="list-style-type: none"> Property is contiguous with City limits.

8

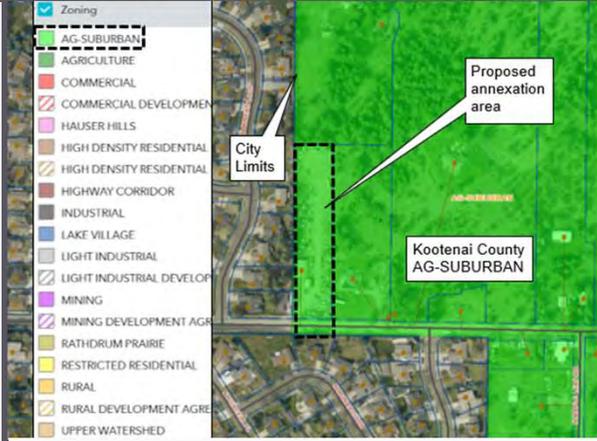
A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



Area of Impact(AOI) Boundary

- Property is within the current City's Area of Impact (AOI).

A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



Existing County Zoning Map

- Property is surrounded by County AG-Suburban zoning to the north and east.
- Existing single lot of 1.937 acres.
- Legal conforming lot under County standards



A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



Proposed City Zoning Map

- Proposed zoning is City's R-3. This is consistent with properties to the west and south. Allowed density is 3 units / acre.
- (Unit density proposed is 2.86 units / acre)

11



A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



City R-3 zoning

- Requires minimum lot size of 11,500 Sq.Ft. and 75' frontage.
- Permitted Uses (residential): Single-family dwelling

(For the lot sizes proposed, 1 SF dwelling per lot is allowed and ADUs are a permitted accessory use)

12



A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



Prospector Ridge neighborhood within City to the west on Miners Loop

Adjacent City properties to west and south annexed in 1999 and 1991.



A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



PREVIOUS
• Salvage yard

- PROPOSED
• Proposed R-3 development with 4 residential lots on dead-end private driveway.
• Request to connect to City water and sewer.





A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)



Previous use



Existing condition



SOIL CONDITION

- Due to previous use, subdivision is conditioned with required soils reporting with all building permit applications and implementation of DEQ recommendations for infrastructure work.



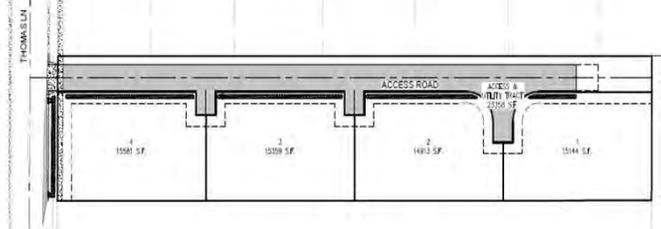
A-1-26: R-3 RECOMMENDED BY PLANNING AND ZONING COMMISSION



The Planning and Zoning Commission recommends City Council adopt R-3 zoning in conjunction with annexation should the Council decide to approve the request.

The determination was made at a regularly scheduled meeting held on January 13, 2026, by unanimous vote.

S-1-26: SUBDIVISION APPROVED BY PLANNING AND ZONING COMMISSION



NOTES:

- All 4 lots exceed the 11,500 sq.ft. minimum.
- 75' lot frontages face the private driveway

The Planning and Zoning Commission approved subdivision "Mountainside at Canfield" in conjunction with annexation should the Council decide to approve the annexation request.

The determination was made at a regularly scheduled meeting held on January 13, 2026, by unanimous vote.

ANNEXATION FINDINGS
(4 REQUIRED FINDINGS FOR APPROVAL)

Finding B1:

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

Finding B2:

That public facilities and utilities (are) (are not) available and adequate for the proposed zone's 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.

(see Staff Report Page 11)

	
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>
	<p><u>Finding B1:</u> That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.</p> <p><i>Using the information provided below, the statement of facts in item A5 and A6, and the testimony from the hearing, make finding B1 using the attached findings worksheet.</i></p> <ul style="list-style-type: none"> • Conformance with Place Types • Conformance to Transportation Availability • Conformance with Goals and Objectives

19

	
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>
	<p><u>Finding B1:</u></p> <ul style="list-style-type: none"> • Conformance with Place Types <p>Place types in this plan <i>represent the form of future development, as envisioned by the residents of Coeur d'Alene</i>. These 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, adjacencies, and allowed uses.</p>

20

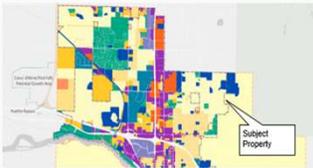


A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)



Place Type Map:
Single Family Neighborhood
Comprehensive Plan:
Future Land Use

Land Use Type
Single Family Neighborhood



Finding B1:

- Subject Property Place Type is **Single Family Neighborhood**
- Surrounding areas' Place Type are consistent

21



A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)

Single-Family Neighborhood



Key Characteristics

Single-Family Neighborhood places are the lower density housing areas across Coeur d'Alene where most of the city's residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails.

Transportation

- Neighborhood streets for local access connected by collectors

Typical Uses

- Primary, Single-family residential
- Secondary, Civic uses, neighborhood parks and recreation facilities

Building Types

- 1-2 story detached houses

Compatible Zoning

- R-1, **R-3**, R-5, and R-8; MH-8



Finding B1:

- Key Characteristics of Place Type:

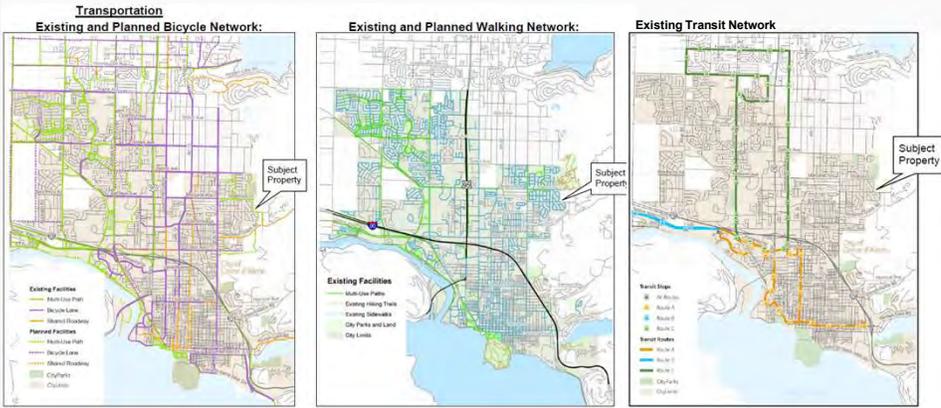
Single-Family Neighborhood places are **lower density** housing areas across Coeur d'Alene where most of the City's residents live primarily in **single-family homes on larger lots**. Supporting uses typically include neighborhood parks and recreation facilities connected by trails.

Compatible zoning defined as R-1, R-3, R-5 and R-8. Applicant is proposing lower density of **R-3**.

22

A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)



Finding B1
Transportation availability

23

A-1-26: ANNEXATION FINDINGS

FINDING B1: CONFORMANCE WITH COMPREHENSIVE PLAN POLICIES

POLICY FRAMEWORK: GOALS & OBJECTIVES

(Note: Goals and objectives listed are curated by staff. Additional can be added from the full list attached to the staff report)

Community & Identity (CI)

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.

Growth & Development (GD)

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.

24

		
	<p>A-1-26: ANNEXATION FINDINGS</p> <p>FINDING B1: CONFORMANCE WITH COMPREHENSIVE PLAN POLICIES</p> <p><u>POLICY FRAMEWORK: GOALS & OBJECTIVES (CONT.)</u></p> <p>(Note: Goals and objectives listed are curated by staff. Additional can be added from the full list attached to the staff report)</p>	<p><u>Growth & Development (GD) Cont.</u></p> <p>Goal GD 2: Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.</p> <ul style="list-style-type: none"> • Objective GD 2.1: Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment. <p><u>Health & Safety (HS)</u></p> <p>Goal HS 3: Continue to provide exceptional police, fire, and emergency services.</p> <ul style="list-style-type: none"> • Objective HS 3.2: Enhance regional cooperation to provide fast, reliable emergency services.

25

	
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>
	<p><u>Finding B1:</u> That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.</p> <ul style="list-style-type: none"> • Conformance with Place Types • Conformance to Transportation • Conformance with Goals and Objectives <p><u>Evaluation:</u> <i>The City Council will need to 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.</i></p>

26

	
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>
	<p><u>Finding B2:</u> That public facilities and utilities (are) (are not) available and adequate for the proposed use.</p> <p><i>Using the information provided below, the statement of facts in item A7, and the testimony from the hearing, make finding B2 using the attached findings worksheet.</i></p> <ul style="list-style-type: none"> • Staff Comments (See staff report, pages 17,18)

27

	
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>
	<p><u>Finding B2:</u></p> <ul style="list-style-type: none"> • City staff from Streets and Engineering, Water, Wastewater, Police, Fire, and Parks departments have reviewed the application request in regard to public utilities and public facilities. • Each department has indicated that there are public facilities and public utilities available and adequate for the proposed annexation with zoning to R-3 (see pages 17 & 18 of staff report). • Staff has recommended 14 conditions as part of this Annexation and Subdivision request (see page 25 of staff report). <p><u>Evaluation:</u> <i>The City Council will need to determine, based on the information before them, whether or not the public facilities and utilities are adequate for the request</i></p>

28



A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)

Finding B3:

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

Using the information provided below, the summary of facts in item A8, A9 and A10, and the testimony from the hearing, make finding B3 using the attached findings worksheet.

- Existing site and adjacent properties
- Environmental Site Assessment

29



A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)



Site Photo : Looking north from Thomas Lane

Finding B3:

- Site cleared and is relatively flat.
- Developed properties to the west.

30



A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)



Site Photo : Looking north along west property line

Finding B3:

- Elevation change to property on west property line

31



A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)



Site Photo : Adjacent property to the west in City limits

Finding B3:

- Existing swale, curb and sidewalk to be extended along frontage.

32

A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)



Site Photo : North end of property looking south to Thomas Lane

Finding B3:

- Independent Environmental Site Assessment performed with no current concerning conditions reported. (See Condition 13)
- DEQ consulted and is providing guidance. (See Condition 14)

(Summary)

33

A-1-26: ANNEXATION FINDINGS

(4 REQUIRED FINDINGS FOR APPROVAL)

Finding B3:

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

- Existing site conditions
- Environmental Site Assessment
 - Staff condition for soil evaluation/reporting at time of permitting
 - Owner to have coordination with DEQ for guidance

Evaluation: *The City Council will need to 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.*

34

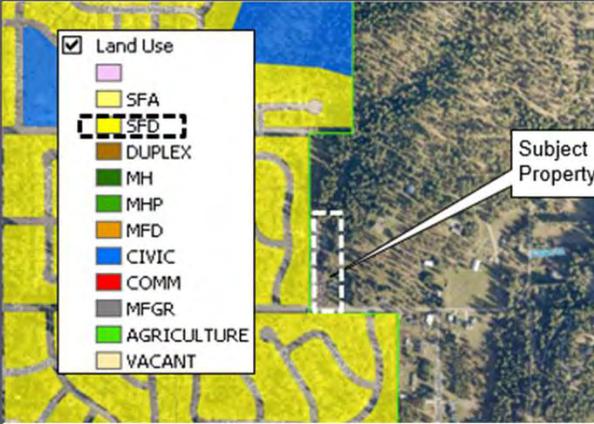
	
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>
	<p><u>Finding B4:</u> That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.</p> <p><i>Using the information provided below, the summary of facts in item A3, A4 and A5, and the testimony from the hearing, make finding B4 using the attached findings worksheet.</i></p> <ul style="list-style-type: none"> • Traffic • Neighborhood Character • Land Use

35

			
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>		
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="282 1381 1177 1856"> <p>The subject property is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the annexation as proposed.</p> <p style="text-align: right;"><i>-Submitted by Chris Bosley, City Engineer</i></p> </td> <td data-bbox="1177 1381 1445 1856"> <p><u>Finding B4:</u></p> <p>Traffic No objection</p> </td> </tr> </table>	<p>The subject property is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the annexation as proposed.</p> <p style="text-align: right;"><i>-Submitted by Chris Bosley, City Engineer</i></p>	<p><u>Finding B4:</u></p> <p>Traffic No objection</p>
<p>The subject property is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the annexation as proposed.</p> <p style="text-align: right;"><i>-Submitted by Chris Bosley, City Engineer</i></p>	<p><u>Finding B4:</u></p> <p>Traffic No objection</p>		

36

A-1-26: ANNEXATION FINDINGS
(4 REQUIRED FINDINGS FOR APPROVAL)



Generalized Land Use Pattern

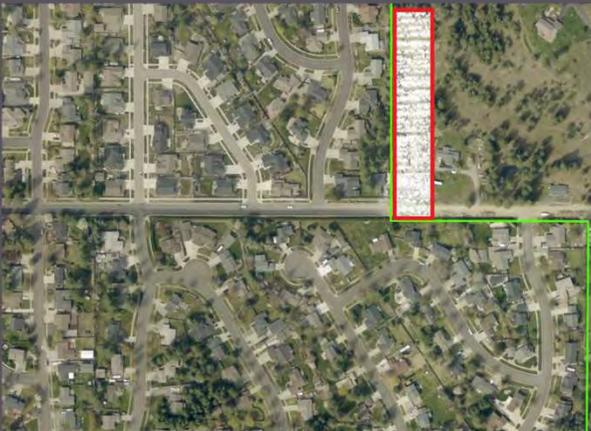
Finding B4:

Neighborhood Character

Land Use defines surrounding areas as Single Family Dwellings (SFD land use)

37

A-1-26: ANNEXATION FINDINGS
(4 REQUIRED FINDINGS FOR APPROVAL)



Finding B4:

Neighborhood Character

Neighborhoods with Single-Family homes surround the subject property

38

		
<p>A-1-26: ANNEXATION FINDINGS</p> <p>Finding B4: Neighborhood Character</p>		
	<p>Prospector Ridge Neighborhood (shown abutting to the west), is an R-3 zoned district within city limits.</p> <p>Foothills Neighborhood to the south is also R-3.</p>	

39

		
<p>A-1-26: ANNEXATION FINDINGS</p> <p>Finding B4: Neighborhood Character</p>		
	<p>Single residence to the east within county AG-Suburban district.</p>	

40

		
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>	
	<ul style="list-style-type: none"> • <u>West parcels</u>: City 0.26 – 0.48-acre residential lots zoned R-3 with low-density single-family dwellings • <u>South parcels</u>: City 0.29 – 0.58-acre residential lots zoned R-3 with low-density single-family dwellings <p>Conventional suburban layouts with public streets, sidewalks, maintained lawns, and mature trees aligning with R-3 district intent.</p>	<p>Finding B4: Existing Land Use</p> <ul style="list-style-type: none"> • Proposed subdivision has average lot size of 0.35 acres

41

		
	<p>A-1-26: ANNEXATION FINDINGS (4 REQUIRED FINDINGS FOR APPROVAL)</p>	
	<p>Finding B4: That the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses.</p> <ul style="list-style-type: none"> • Traffic • Neighborhood Character • Existing Land Use <p>Evaluation: <i>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.</i></p>	

42

	
	RECOMMENDED CONDITIONS
	<p><u>Engineering:</u></p> <ol style="list-style-type: none"> 1. Dedicate a sidewalk easement along Thomas Lane on the final plat. 2. Provide 3:1 tapered transition from new curb to existing asphalt at the east property line. <p><u>Planning:</u></p> <ol style="list-style-type: none"> 3. Code requires 75' of frontage on a "<i>public street</i>." These proposed lots face a private driveway. The frontage on the residential lots facing the access driveway will also require the 75' minimum frontage. The front yard setback will be measured from the line between the residential lot and the access driveway tract boundary. 4. Include the utility easement within the private driveway tract on the final plat.

43

	
	RECOMMENDED CONDITIONS
	<p><u>Water:</u></p> <ol style="list-style-type: none"> 5. An 8" water main will be required to be extended through the property to the northern property line. 6. A permanent flushing station will be required to be installed at the end of the main with an adequate and approved place for drainage. <p><u>Wastewater:</u></p> <ol style="list-style-type: none"> 7. A 30' wide shared utility easement for the city sewer and water on the private access road shall be dedicated to the City prior to building permits. 8. Project will require the extension of City sewer "to and through" to the north property line of the area of annexation proposed.

44



RECOMMENDED CONDITIONS

Urban Forestry:

9. Street trees will be required on the north side of Thomas Lane by the time the final plat is recorded. The trees shall be planted in the grass swale between the future sidewalk and the future curb.

10. The overhead powerlines make the site only suitable for trees off the “small” category of the City’s approved street tree list. Small trees must be spaced 25 feet apart. Four trees are required for the section east of the approach and must be swale-tolerant.

11. Trees must be planted at the root flare and according to city planting standards. (For an electronic copy of the planting details, contact the Urban Forestry Coordinator.)

45



RECOMMENDED CONDITIONS

Fire:

12. Access, water and hydrant locations will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance.

Building:

13. Due to previous usage, independent soil test reports will be required with building permit applications

14. Owner to coordinate with DEQ and copy the City with any recommendations or reporting of environmental concerns.

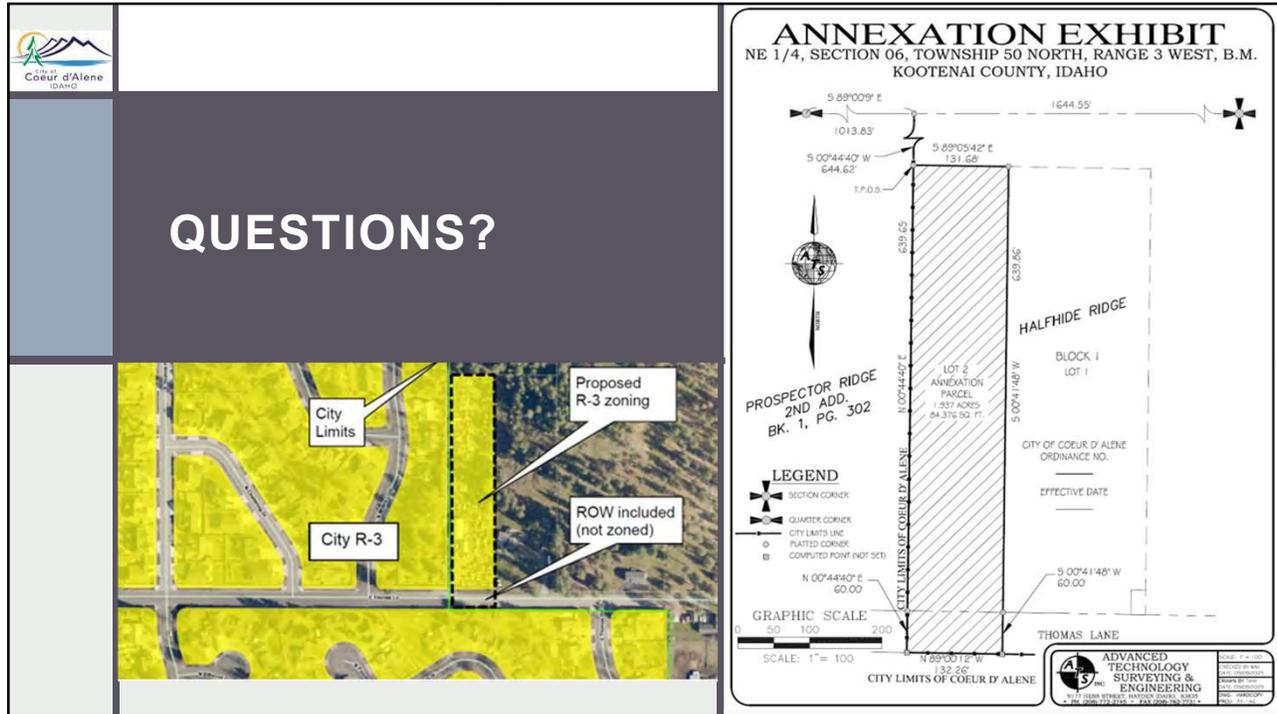
46

	
	<p>A-1-26: ANNEXATION REQUEST WITH R-3 ZONING (1.937 acres)</p>
	<p>DECISION POINT:</p> <p>The applicant is requesting approval of the following decision that will require findings to be made:</p> <p>A-1-26: The annexation of 1.937-acres with City R-3 zoning.</p> <p>(Approval of the drafted Annexation Agreement will be a separate Council action.)</p>

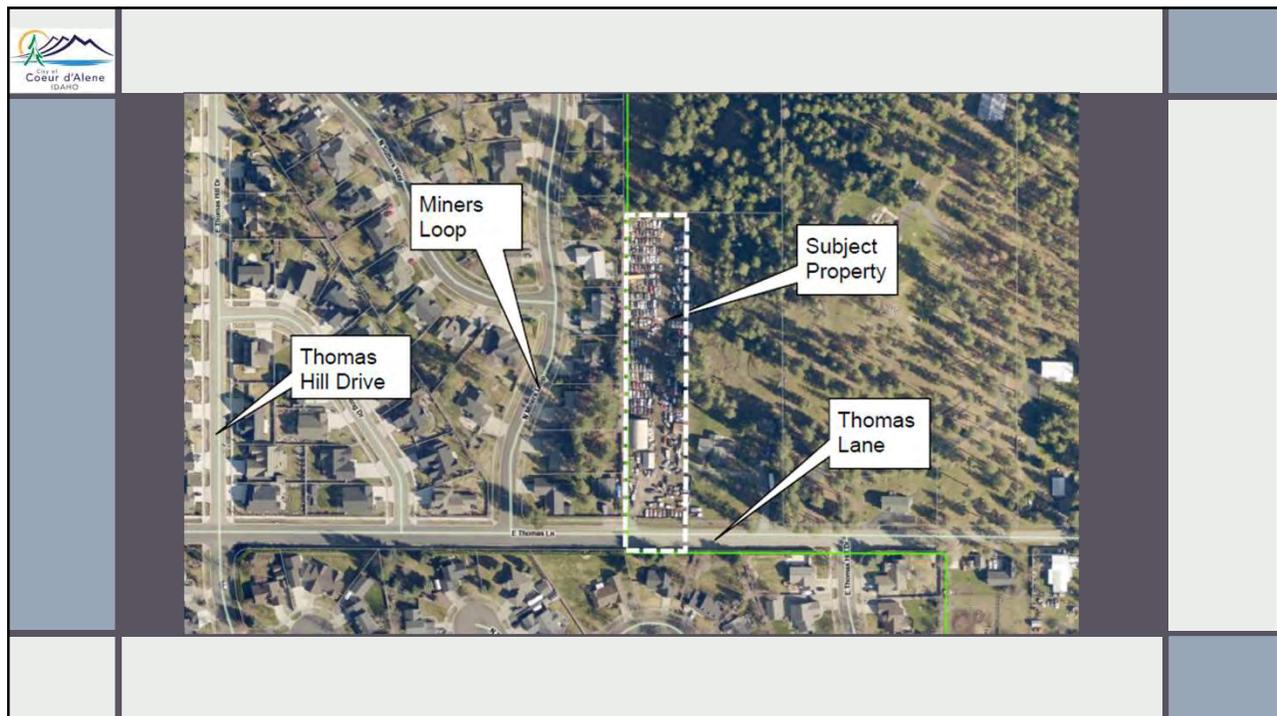
47

	<p>A-1-26: Annexation with Zoning Recommendation</p>	
	<p>ACTION ALTERNATIVES:</p> <p>The City Council will need to consider this annexation request and the associated zoning recommendation and make findings to adopt or reject the request as noted below.</p> <p>(The findings worksheet is attached.)</p>	
	<p>Determine one of the following:</p> <ul style="list-style-type: none"> ▶ Approve with/without conditions ▶ Deny ▶ Deny without prejudice 	

48



49



50

		
	STAFF COMMENTS – FINDING B2	
	<p>TRAFFIC: As noted above, the subject property is bordered by Thomas Lane, which is a local residential street. Traffic from this proposed development is estimated to add approximately 38 daily trips to Thomas Lane, a minor increase to the over 2300 trips per day this street currently experiences. The Streets & Engineering Department has no objection to the annexation as proposed. <i>-Submitted by Chris Bosley, City Engineer</i></p> <p>STORMWATER: Stormwater is proposed to be managed using streetside grassy infiltration swales. <i>-Submitted by Chris Bosley, City Engineer</i></p> <p>POLICE: Police Department does not have any concerns with this annexation. <i>-Submitted by David Hagar, Patrol Captain</i></p>	

51

		
	STAFF COMMENTS – FINDING B2	
	<p>STREETS: The site has frontage on Thomas Lane. Street improvements including curb, gutter, sidewalk, and swales must be installed along the frontage. The site plan submitted generally meets the City's requirements. The Streets and Engineering Department has no objection to this annexation request. <i>-Submitted by Chris Bosley, City Engineer</i></p> <p>FIRE: Fire Department does not have any concerns with this annexation. Fire Department access to the site (Road widths, surfacing, maximum grade and turning radiuses), in addition to, fire protection (Size of water main, fire hydrant amount and placement, and any fire line(s) for buildings requiring a fire sprinkler system) will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance. <i>-Submitted by Craig Etherton, Deputy Fire Marshal</i></p>	

52



STAFF COMMENTS – FINDING B2

WATER:

There is adequate capacity in the public water system to support domestic, irrigation and fire flow for the proposal. There is a 12" C-900 water main on Thomas Lane. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional services will have cap fees due at building permitting.

-Submitted by Glen Poelstra, Asst. Water Department Director

SEWER:

City sanitary sewer is available at the intersection of E Thomas Lane & E Thomas Hill Dr. to the east of subject property. At no cost to the City, a sewer extension conforming to City Standards and Policies will be required prior to the issuance of any building permits. The Subject Property is within the City of Coeur d'Alene Area of City Impact (ACI) and in accordance with the 2023 Sewer Master Plan; the City's Wastewater Utility presently has the wastewater system capacity and willingness to serve this annexation request as proposed.

-Submitted by Larry Parsons, Utility Project Manager

Finding B2:

**STAFF COMMENTS:
(Cont.)**

Aspen Homes Annexation

OLSON ENGINEERING

1

Zoning Request

Is R-3 the appropriate zoning?

- Is it consistent with Comprehensive Plan/Future Land Use Map?
- Is infrastructure available to support the density requested?
- Is low density, single family residential use compatible with the site characteristics?
- What impact will low density, single family residential development have on the area?
- Is it consistent with surrounding properties (neighborhood context)?

2

Benefits of Annexation

- Increased tax base
- Maximize existing infrastructure
- Collection of impact fees (collected at time of building permit)
- Developer contributions for infrastructure via development agreements
- City can direct type of development to create housing stock diversity

ORDINANCE NO. _____
COUNCIL BILL NO. 26-1005

AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, LOT 2, BLOCK 1, HALFHIDE RIDGE, IN THE NE ¼ OF SECTION 6, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, COMMONLY KNOWN AS 2739 E. THOMAS LANE, COEUR D'ALENE, IDAHO; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED R-3; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing, the City Council finds it to be in the best interests of the City of Coeur d'Alene and the citizens thereof that said property be annexed;

NOW, THEREFORE,

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

SECTION 1. That the following described property contiguous and adjacent to the City of Coeur d'Alene, Kootenai County, Idaho, to wit:

Lot 2, Block 1, Halfhide Ridge
In the NE ¼ of Section 6, Township 50N, Range 3W, B.M.

be and the same is hereby annexed to and declared to be a part of the City of Coeur d'Alene, Kootenai County, Idaho, and the same is hereby zoned R-3.

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, be and the same is hereby amended as set forth in the preceding section hereof.

SECTION 3. That the Planning Director be and she is hereby instructed to make such change and amendment on the official Zoning Map of the City of Coeur d'Alene.

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 March 3, 2026.

APPROVED by the Mayor this 3rd day of March, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
A-1-26 at 2739 E. Thomas Lane [A-1-26]

AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, LOT 2, BLOCK 1, HALFHIDE RIDGE, IN THE NE ¼ OF SECTION 6, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, COMMONLY KNOWN AS 2739 E. THOMAS LANE, COEUR D'ALENE, IDAHO; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED R-3; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE 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. _____, A-1-26, annexing real property located at 2739 E. Thomas Lane, with a legal description of Lot 2, Block 1, Halfhide Ridge, 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 3rd day of March, 2026.

Randall R. Adams, City Attorney

RESOLUTION NO. 26-022

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN ANNEXATION AGREEMENT WITH ASPEN HOMES FOR THE ANNEXATION OF REAL PROPERTY LOCATED AT 2739 E. THOMAS LANE [A-1-26].

WHEREAS, an annexation agreement has been negotiated between the City of Coeur d'Alene and Aspen Homes, containing the terms and conditions set forth in said agreement, a copy of which is attached hereto as Exhibit "1" and by this 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 enter into such agreement.

NOW, THEREFORE,

BE IT RESOLVED that the City enter into an annexation agreement with Aspen Homes, in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent the substantive provisions of the agreement remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreement on behalf of the City of Coeur d'Alene.

DATED this 3rd day of March, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER SHECKLER Voted

_____ was absent. Motion _____.

ANNEXATION AGREEMENT

(A-1-26)

2739 E. THOMAS LANE

THIS AGREEMENT is made and entered into this 3rd day of February, 2026, by the **City of Coeur d'Alene**, a municipal corporation organized pursuant to the laws of the state of Idaho, hereinafter referred to as the "City," and **Aspen Homes**, with its principal address at **1831 N. Lakewood Dr., Coeur d'Alene, Idaho, 83814**, hereinafter referred to as the "Owner."

W I T N E S S E T H:

WHEREAS, the Owner owns a parcel of land adjacent to the City limits of the City, which the Owner wishes to further develop, and the Owner has applied for annexation to the City, and said property to be annexed is more particularly described in **Exhibit "A"** attached hereto (hereinafter referred to as "the Property") and incorporated by reference into the substantive portions of this Agreement; and

WHEREAS, the Coeur d'Alene Planning and Zoning Commission has recommended R-3 zoning for the Property and Preliminary Plat approval. A copy of the Findings and Order are attached hereto as **Exhibit "B"** and are incorporated by reference into the substantive portions of this Agreement; and

WHEREAS, the Mayor and City Council of the City have determined that it would be in the best interests of the City and the citizens thereof to annex the Property with R-3 zoning, subject to the Owner performing the conditions hereinafter set forth.

NOW, THEREFORE,

IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

ARTICLE I: LEGAL DESCRIPTION

1.1. Legal description: LOT 2, BLOCK 1, HALFHIDE RIDGE. COMMON ADDRESS IS 2739 E. THOMAS LANE.

Containing 1.937 acres (84,376 square feet), more or less.

ARTICLE II: STANDARDS

2.1. Applicable standards: The Owner agrees that all laws, standards, policies and procedures regarding public improvement construction that the Owner is required to comply with or otherwise meet pursuant to this Agreement or City Code shall be those in effect at the time of plan approval. The Owner further waives any right the Owner may have regarding the date used

to determine what public improvements, construction laws, standards, policies and procedures shall apply.

ARTICLE III. UTILITIES

3.1. Water and sewer: The Owner agrees to use the City's water and sanitary sewer systems for this development. The Owner will extend, at its own cost and as necessary, the water and sanitary sewer systems to and through its property, and further agrees to fully comply with all City policies for its water and wastewater systems.

3.2. Water rights: Prior to the recordation of any plat on the Property or any other transfer of an ownership interest in the Property, the Owner will grant to the City, by warranty deed in a format acceptable to the City, all water rights associated with the Property. The parties expressly agree that the Owner is conveying the water rights to the City so that the City will have adequate water rights to ensure that the City can provide domestic water service to the Property.

3.3. Garbage collection: The Owner agrees that, upon the expiration of the existing term of any contract to provide garbage collection services to the Property, the Owner will begin using the garbage collection service in effect within the City of Coeur d'Alene, which garbage collection service shall be identified by the City.

3.4. Street lights: The Owner agrees to adhere to City policies and standards for street light design and construction.

3.5. Street trees & landscaping: The Owner agrees to adhere to City policies and standards for street trees and landscaping as approved through the PUD.

ARTICLE IV: PUBLIC IMPROVEMENTS

4.1. Installation of public improvements: The Owner further agrees, prior to issuance of any building permits for the Property, to submit plans for approval and construct and install, or otherwise secure the required construction and installation in a manner acceptable to the City, all improvements required by this Agreement or by City Code, including but not limited to sanitary sewer improvements, storm water disposal, water lines, hydrants, monumentation, grading, subbase, paving, curbs, and swales along Thomas Lane, dry utility conduit, street lights, pedestrian/bicycle paths, and sidewalks, unless they exist already and meet all code requirements. The City shall have no obligation, if any exists, for maintenance of improvements until such time as the City formally accepts the improvements.

4.2. Compliance with conditions of approval: The conditions of approval as contained within the Findings and Order, attached as **Exhibit "B"**, are expressly incorporated into this Agreement as binding provisions of this Agreement. As such, the Owner specifically agrees to fulfill each condition of approval as if each condition was specifically enumerated in this Agreement.

4.3. Any future changes to lot configuration shall be required to meet all Subdivision Standards and follow applicable procedures.

ARTICLE V: FEES

5.1. Consideration: The Owner agrees to provide specific consideration in the amount of Four Thousand Five Hundred and thirty-two and no/100 Dollars (\$4,532.00) to the City at the times specified in Section 5.3 below. This amount is based on the policy adopted by the City Council by Resolution 24-009 and represents a fee of One Thousand One Hundred Thirty-Three and no/100 Dollars (\$1,133.00) per equivalent residential unit (ERU) in the approved R-3 zone totaling Four (4) ERUs. The sum provided for by this Agreement is deemed by the parties to be a reasonable fee for City benefits and services to the Owner's Property, including but not limited to public safety and other services. The Owner will remain responsible for all other costs and fees required by City Code.

5.2. No extension of credit: The parties, after careful consideration of the actual burdens on the City, have agreed to a specific dateline in which those burdens will occur. This section anticipates specific payment at a specific date and is in no manner a loan of services or an extension of credit by the City.

5.3. Payment of annexation fees: On or before the date of the publication of the ordinance annexing the Property into the City, the Owner will pay the required fee in its entirety. The Owner expressly agrees that the City may withhold final plat approval or building permit issuance until such time as the required fees are paid.

5.4. Other fees: Additionally, the Owner shall be responsible for all required fees and charges including but not necessarily limited to water hook-up fee(s), water connection (capitalization) fee(s), sanitary sewer connection (capitalization) fee(s), building permit fees, and any applicable impact fees that may be imposed. Fees referred to in this paragraph, are set forth by Municipal Ordinance and/or resolution and arise independent of this Agreement.

5.5. The Owner's reimbursement to the City: The Parties further agree that the City has utilized substantial staff time to prepare the Annexation Agreement that will benefit the Owner. The Parties further agree the City shall be reimbursed a reasonable fee for its costs to prepare such agreement. The Parties further agree that such fee shall be in the amount of Eight Hundred Dollars (\$800.00).

ARTICLE VI. MISCELLANEOUS

6.1. Deannexation: The Owner agrees that in the event the Owner fails to comply with the terms of this Agreement, defaults, is otherwise in breach of this Agreement, the City may deannex and terminate utility services without objection from the Owner, or its assigns or successors-in-interest of such portions of the Owner's Property as the City in its sole discretion decides.

6.2. The Owner to hold the City harmless: The Owner further agrees it will indemnify, defend and hold the City harmless from any and all causes of action, claims and damages that arise, may arise, or are alleged, as a result of the Owner's development, operation, maintenance, and use of the Property described in Exhibit "A." The Owner further agrees to pay the City's legal costs, including reasonable attorney fees, in the event this annexation is challenged in a court of law. Payment for the City's legal costs will be remitted within thirty (30) days after receipt of invoice from the City for legal expenses.

6.3. Time is of the essence: Time is of the essence in this Agreement.

6.4. Merger: The representations, warranties, covenants, conditions and agreements of the parties contained in the Agreement shall survive the acceptance of any deeds and/or easements.

6.5. Recordation; Merger; Amendment: The Owner further agrees this Agreement shall be recorded by the City at the Owner's expense. All promises and negotiations of the parties prior to the date hereof merge into this Agreement. The parties agree that this Agreement shall only be amended by a writing signed by both parties. The parties agree that this Agreement shall not be amended by a change in any law. The parties agree this Agreement is not intended to replace any other requirement of City Code.

6.6. Section headings: The section headings of this Agreement are for clarity in reading and not intended to limit or expand the contents of the respective sections to which they pertain.

6.7. Compliance with applicable laws: The Owner agrees to comply with all applicable laws.

6.8. Covenants run with land: The covenants herein contained to be performed by the Owner shall be binding upon the Owner and the Owner's heirs, assigns and successors-in-interest, and shall be deemed to be covenants running with the land.

6.9. Publication of ordinance: The parties agree that until the date of publication of the annexation ordinance, no final annexation of Owner's Property shall occur. Upon proper execution and recordation of this Agreement, the City will, to the extent lawfully permitted, adopt and thereafter publish an ordinance annexing the Owner's Property.

6.10. Promise of cooperation: Should circumstances change, operational difficulties arise, or misunderstandings develop, the parties agree to meet and confer at the request of either party to discuss the issue and proposed solutions. Further, each party agrees not to bring a claim, initiate other legal action, or suspend performance without meeting directly with the other party regarding the subject matter of the disagreement.

IN WITNESS WHEREOF, the City of Coeur d'Alene has caused this Agreement to be executed by its Mayor and City Clerk and its corporate seal affixed hereto, and the Owner has caused the same to be executed the day and year first above written.

CITY OF COEUR D'ALENE

ASPEN HOMES

By: _____
Daniel K. Gookin, Mayor

By: _____

Its: _____

ATTEST:

Renata McLeod, City Clerk

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 3rd day of March, 2026, before me, a Notary Public, personally appeared **Daniel K. Gookin, Mayor** and **Renata McLeod**, known to me to be the Mayor and City Clerk, respectively, of the City of Coeur d'Alene that executed the foregoing instrument and acknowledged to me that said City of Coeur d'Alene executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for Idaho
Residing at _____
My Commission expires: _____

STATE OF IDAHO)
) ss.
County of Kootenai)

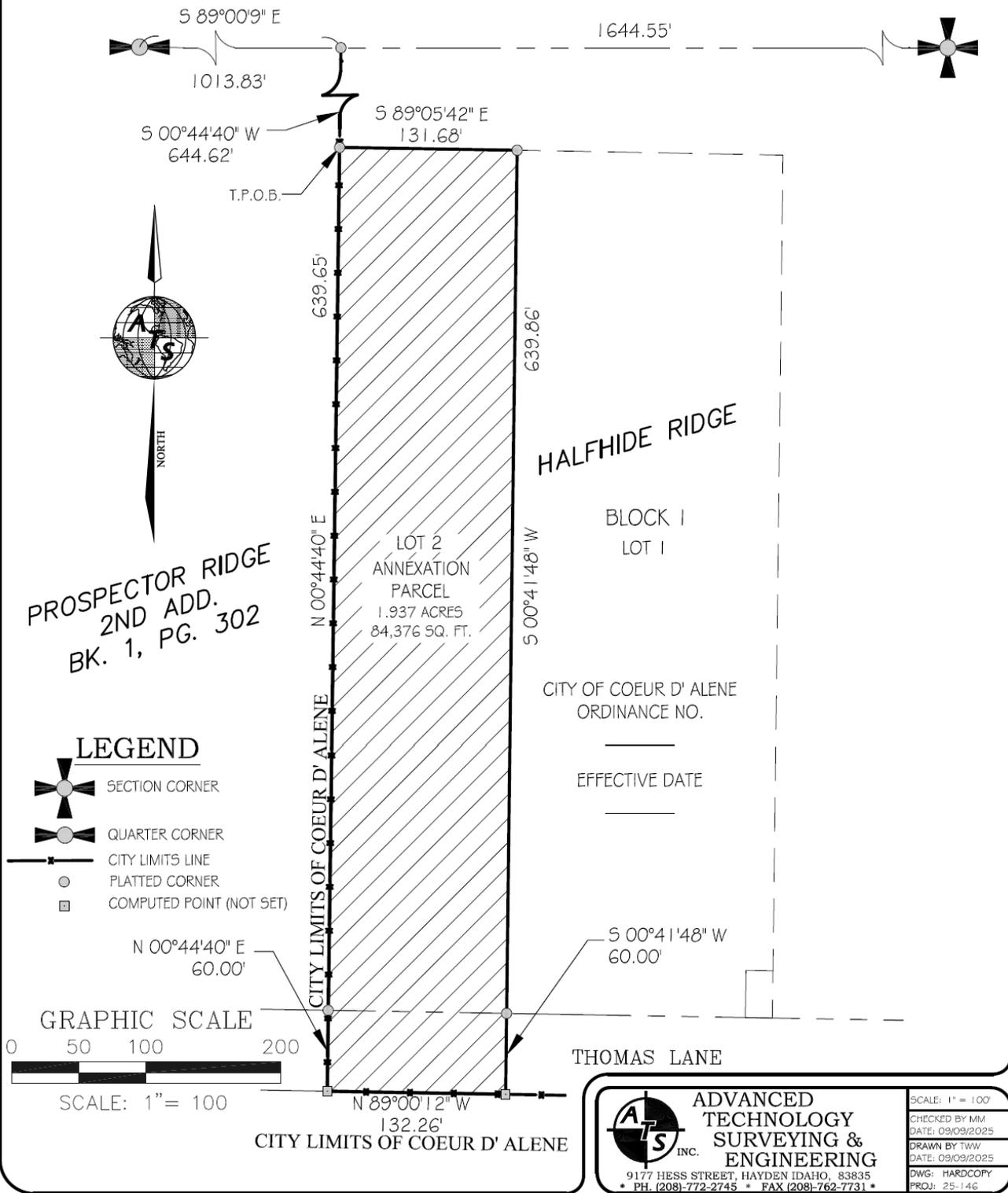
On this ___ day of March, 2026, before me, a Notary Public, personally appeared _____ known to me to be the _____ of **Aspen Homes**, and the person who executed the foregoing instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for _____
Residing at _____
My Commission expires: _____

ANNEXATION EXHIBIT

NE 1/4, SECTION 06, TOWNSHIP 50 NORTH, RANGE 3 WEST, B.M.
KOOTENAI COUNTY, IDAHO



**COEUR D'ALENE CITY COUNCIL
FINDINGS AND ORDER**

A-1-26

INTRODUCTION

This matter came before the City Council on March 3, 2026, to consider A-1-26, a request for zoning in conjunction with annexation of 1.937-acre Annexation from County Ag-Suburban to City R-3.

OWNER/APPLICANT: Aspen Homes and Development, LLC

LOCATION: 2739 E. Thomas Lane Coeur d'Alene, ID 83815

A. FINDINGS OF FACT:

The City Council finds that the following facts, A1 through A1,1 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. All public hearing notice requirements have been met for item A-1-26.

- 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 February 14, 2026, seventeen days prior to the hearing.
- 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 February 16, 2026, fifteen days prior to the hearing.
- 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). Sixty-three (63) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on February 13, 2026.
- 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 on February 13, 2026, eighteen days prior to the hearing.
- 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). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on February 13, 2026.

- A2.** Public testimony was received at a public hearing with the City Council on March 3, 2026.
- A3.** The subject site is located in an unincorporated area of Kootenai County, is adjacent to City limits and within Coeur d'Alene's Area of Impact (AOI). The total area of the subject property measures 1.937 acres. It is zoned AG-Suburban and is currently vacant.
- A4.** If approved for annexation with City R-3 zoning and subdivision under S-1-26, the project would include four (4) residential lots and a private, dead-end access drive with City utilities and access off Thomas Lane. Properties within city limits in the vicinity of the subject property are of similar density and are also zoned R-3.
- A5.** The Comprehensive Plan Future Land Use Map designation is the Single-Family Neighborhood Place Type. Single-Family Neighborhood places are the lower density housing areas across Coeur d'Alene where most of the city's residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails. Compatible Zoning is listed as R-1, R-3, R-5, and R-8; MH-8. The Comprehensive Plan identifies this area as a Single-Family Residential Place Type. The R-3 zoning is appropriate with this Place Type and is one of the lowest density zoning districts.
- A6.** The City Council finds the following Comprehensive Plan goals and objectives applicable to this request.

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.

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.

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.

Health & Safety

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.

(The City Council may adopt these and/or other Plan Goals and Objectives as findings – see attached worksheet)

- A7.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A8.** The subject property has very little grade change and is relatively flat. The properties to the west are at a higher elevation. The property was recently cleared and leveled.
- A9.** Due to prior uses on the property, an Environmental Site Assessment was performed by a third party. No evidence was found for a recognized environmental condition (REC) and no further environmental assessment is recommended. There is no finding of environmental concern and there are conditions of approval that provide future remediation if contamination is discovered during construction.
- A10.** Due to prior uses on the property, the Department of Environmental Quality (DEQ) was consulted. The conditions of approval reflect their guidance.
- A11.** This matter came before the Planning and Zoning Commission on January 13, 2026, to consider A-1-26, a request for 1.937-acre Annexation from County Ag-suburban to City R-3. The Commission voted 5-0 to recommend City R-3 zoning in conjunction with annexation. Two commissioners were absent.

(The City Council should add other facts here which it finds are relevant to its decision.)

B. CONCLUSIONS OF LAW:

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

- B1. That this proposal **(is) (is not)** in conformance with the Comprehensive Plan policies.
- B2. That public facilities and utilities **(are) (are not)** available and adequate for the proposed use.
- B3. That the physical characteristics of the site **(do) (do not)** make it suitable for the request at this time.
- B4. That the proposal **(would) (would not)** adversely affect the surrounding neighborhood 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, **(approves) (denies) (denies without prejudice)** the requested R-3 zoning in conjunction with annexation with the following conditions to include in the annexation agreement:

Recommended conditions:

Engineering:

- 1. Dedicate a sidewalk easement along Thomas Lane on the final plat.
- 2. Provide 3:1 tapered transition from new curb to existing asphalt at the east property line.

Planning:

- 3. Code requires 75' of frontage on a "public street." These proposed lots face a private driveway. The frontage on the residential lots facing the access driveway will also require the 75' minimum

frontage. The front yard setback will be measured from the line between the residential lot and the access driveway tract boundary.

4. Include the utility easement within the private driveway tract on the final plat.

Water:

5. An 8” water main will be required to be extended through the property to the northern property line.
6. A permanent flushing station will be required to be installed at the end of the main with an adequate and approved place for drainage.

Wastewater:

7. A 30’ wide shared utility easement for the city sewer and water on the private access road shall be dedicated to the City prior to building permits.
8. Project will require the extension of City sewer “to and through” to the north property line of the area of annexation proposed.

Urban Forestry:

9. Street trees will be required on the north side of Thomas Lane by the time the final plat is recorded. The trees shall be planted in the grass swale between the future sidewalk and the future curb.
10. The overhead powerlines make the site only suitable for trees off the “small” category of the City’s approved street tree list. Small trees must be spaced 25 feet apart. Four trees are required for the section east of the approach and must be swale-tolerant.
11. Trees must be planted at the root flare and according to city planting standards. (For an electronic copy of the planting details, contact the Urban Forestry Coordinator.)

Fire:

12. Access, water and hydrant locations will be reviewed prior to final plat recordation or during the Site Development and Building Permit, utilizing the currently adopted International Fire Code (IFC) for compliance.

Building:

13. Due to previous usage, independent soil test reports will be required with building permit applications.
14. Implement any other DEQ recommendations at the time of building permit applications.

Motion by Councilmember _____, seconded by Councilmember _____, to **(approve) (deny) (deny without prejudice)** the requested R-3 zoning in conjunction with annexation.

ROLL CALL:

EVANS	Voted	(Aye) (Nay)
MILLER	Voted	(Aye) (Nay)
WOOD	Voted	(Aye) (Nay)
ENGLISH	Voted	(Aye) (Nay)
GABRIEL	Voted	(Aye) (Nay)

SHECKLER Voted (Aye) (Nay)

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

**CITY COUNCIL
STAFF REPORT**

DATE: MARCH 3, 2026

FROM: MONTE MCCULLY, TRAILS COORDINATOR
HILARY PATTERSON, COMMUNITY PLANNING DIRECTOR

RE: APPROVAL OF THE EXCHANGE OF A PORTION OF TAX #24207, CITY-OWNED PROPERTY () LOCATED BEHIND 3700 W. SELTICE WAY ALONG THE FUTURE ATLAS TRAIL CONNECTION, FOR IMPROVEMENTS TO CITY REAL PROPERTY

DECISION POINT: Should Council exchange a 0.5-acre parcel owned by the City, which is a portion of Tax # 24207 and located behind 3700 W. Seltice Way along the future Atlas Trail connection, for improvements to City-owned real property of equal value?

HISTORY: In 2014, the City of Coeur d’Alene purchased 20 acres of real property within a 2-mile stretch of the former BNSF Railway right-of-way for a price of \$2.5 million. The former railroad right-of-way to the east, which was also purchased in 2014, is being developed along with the Atlas Trail extension as part of the Rivers Edge Apartments and Atlas Waterfront projects. The section of the former BNSF Railway right-of-way that is contemplated for the exchange is south of 3700 W. Seltice Way and is operated by Heritage Health and owned by Parkwood Properties. This parcel has an irregular shape due to the railroad lines and is triangular in shape, and is not used for any City purpose.

On February 3, 2026, Council declared its intention to exchange this 0.5-acre parcel for: 1) a double trail section; 2) light poles and fixtures to enhance security along the trail; 3) a bike repair station; 4) four (4) widened concrete areas for future public benefits such as public art or public exercise equipment; 5) perpetual maintenance of the dryland grass seed xeriscaped shoulders of the trail; and 6) permanent solar lighting for the City’s skate park, all to be provided by Parkwood Properties without charge to the City. Also on February 3, Council declared the value of the parcel to be \$85,000.00. The value of the real property improvements to be provided by Parkwood Properties was determined by Council to be \$85,000.00.

FINANCIAL / PERFORMANCE ANALYSIS: Parkwood Properties is interested in acquiring the subject property in exchange for improvements to real property owned by the City, as shown on the attached exhibits. The cost of the improvements is equal to the estimated current value of the property to be exchanged.

The Parks and Recreation Department has indicated that the City does not have a need for additional land next to the Atlas Trail connection. Exchanging the property would reduce City staff costs related to landscaping and ongoing operations and maintenance, and result in trail enhancements for the public.

Idaho Code § 50-1403(1) provides for the exchange of the property “for real property of equal value” if it is deemed in the best interests of the City. The term “real property” is not defined in Title 50, Chapter 14, Idaho Code. However, the term is defined in I.C. § 55-101 as follows: “Real property or real estate consists of: 1. Lands, possessory rights to land, ditch and water rights, and mining claims, both lode and placer. 2. That which is affixed to land. 3. That which is appurtenant to land.” Appurtenant is a legal term which means: “Belonging to; accessory or incident to; adjunct, appended, or annexed to.” Black’s Law Dictionary, 5th ed. 1979. The Black’s definition goes on to say: “A thing is deemed to be incidental or *appurtenant* to land when it is by right *used with the land for its benefit*, as in the case of a way, or watercourse, or of a passage for light, air, or heat from or across the land of another.” [Emphasis original and added.]

Parkwood Property’s offer of improvements to City real property would be considered “real property,” subject to exchange for City real property, and is in the best interests of the City.

DECISION POINT/RECOMMENDATION:

Council should exchange subject 0.5-acres of City-owned property for improvements to City-owned real property as outlined in the attachments.

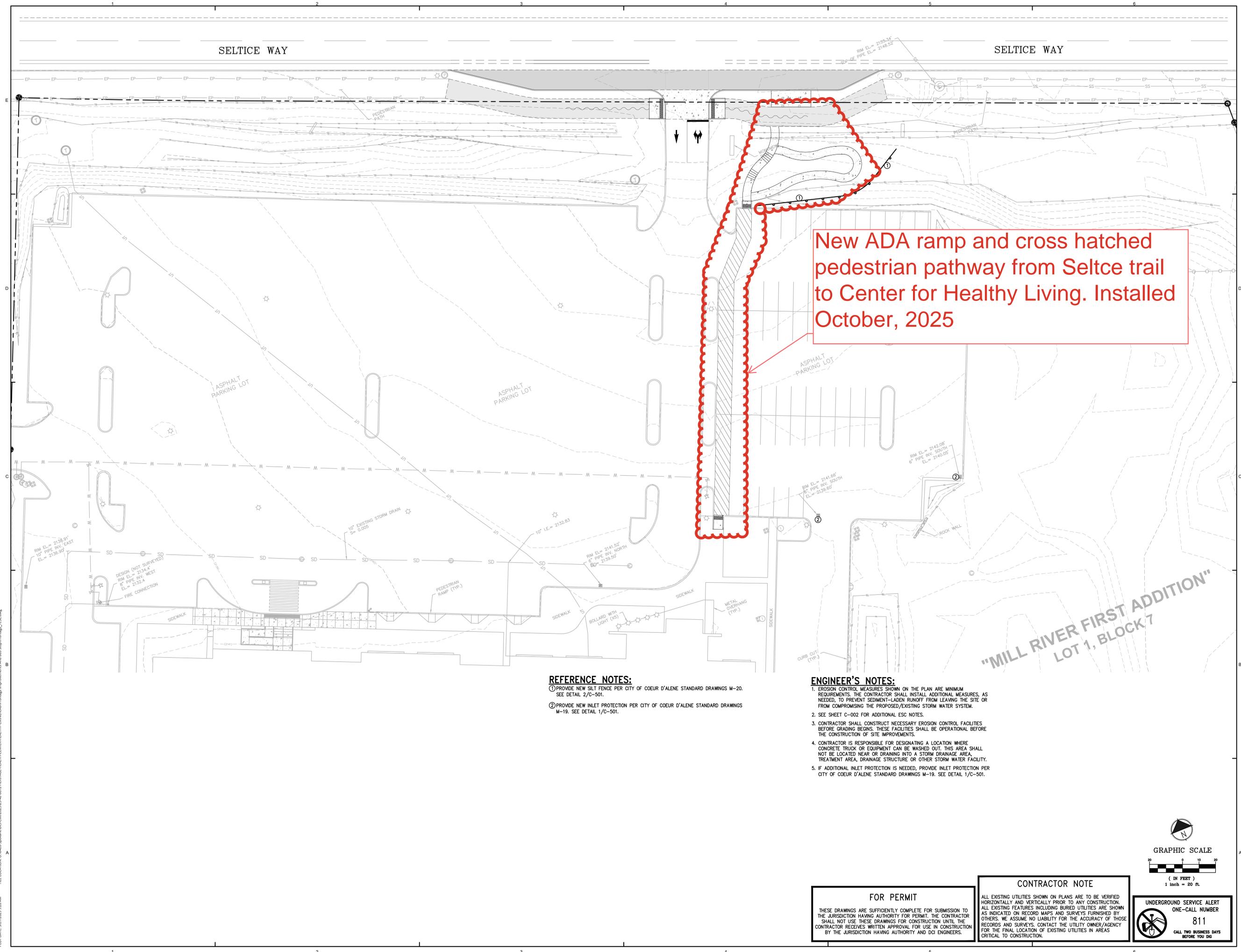
REV	DATE	DESCRIPTION

PROJ. NO.	2024-050
DRAWN	DEM
CHECKER	MRG
PROJ MNGR	MRG
DATE	05/28/25

© ALSC ARCHITECTS, P.S.

TEMPORARY EROSION AND SEDIMENT CONTROL PLAN

C-101

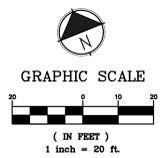


New ADA ramp and cross hatched pedestrian pathway from Seltce trail to Center for Healthy Living. Installed October, 2025

- REFERENCE NOTES:**
- ① PROVIDE NEW SILT FENCE PER CITY OF COEUR D'ALENE STANDARD DRAWINGS M-20. SEE DETAIL 2/C-501.
 - ② PROVIDE NEW INLET PROTECTION PER CITY OF COEUR D'ALENE STANDARD DRAWINGS M-19. SEE DETAIL 1/C-501.

- ENGINEER'S NOTES:**
1. EROSION CONTROL MEASURES SHOWN ON THE PLAN ARE MINIMUM REQUIREMENTS. THE CONTRACTOR SHALL INSTALL ADDITIONAL MEASURES, AS NEEDED, TO PREVENT SEDIMENT-LADEN RUNOFF FROM LEAVING THE SITE OR FROM COMPROMISING THE PROPOSED/EXISTING STORM WATER SYSTEM.
 2. SEE SHEET C-002 FOR ADDITIONAL ESC NOTES.
 3. CONTRACTOR SHALL CONSTRUCT NECESSARY EROSION CONTROL FACILITIES BEFORE GRADING BEGINS. THESE FACILITIES SHALL BE OPERATIONAL BEFORE THE CONSTRUCTION OF SITE IMPROVEMENTS.
 4. CONTRACTOR IS RESPONSIBLE FOR DESIGNATING A LOCATION WHERE CONCRETE TRUCK OR EQUIPMENT CAN BE WASHED OUT. THIS AREA SHALL NOT BE LOCATED NEAR OR DRAINING INTO A STORM DRAINAGE AREA, TREATMENT AREA, DRAINAGE STRUCTURE OR OTHER STORM WATER FACILITY.
 5. IF ADDITIONAL INLET PROTECTION IS NEEDED, PROVIDE INLET PROTECTION PER CITY OF COEUR D'ALENE STANDARD DRAWINGS M-19. SEE DETAIL 1/C-501.

**"MILL RIVER FIRST ADDITION"
LOT 1, BLOCK 7**



FOR PERMIT
THESE DRAWINGS ARE SUFFICIENTLY COMPLETE FOR SUBMISSION TO THE JURISDICTION HAVING AUTHORITY FOR PERMIT. THE CONTRACTOR SHALL NOT USE THESE DRAWINGS FOR CONSTRUCTION UNTIL THE CONTRACTOR RECEIVES WRITTEN APPROVAL FOR USE IN CONSTRUCTION BY THE JURISDICTION HAVING AUTHORITY AND DCI ENGINEERS.

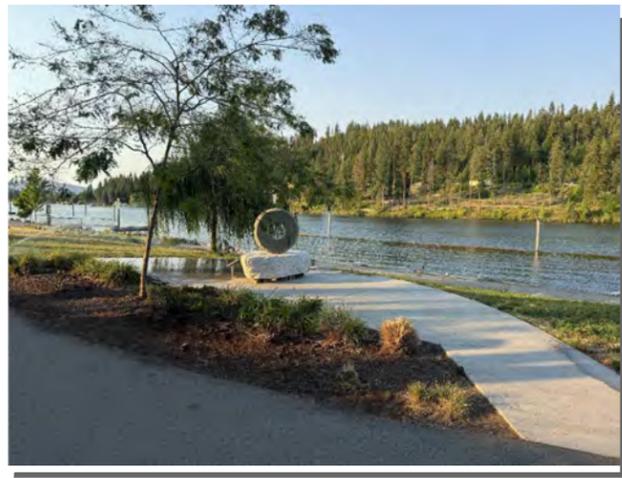
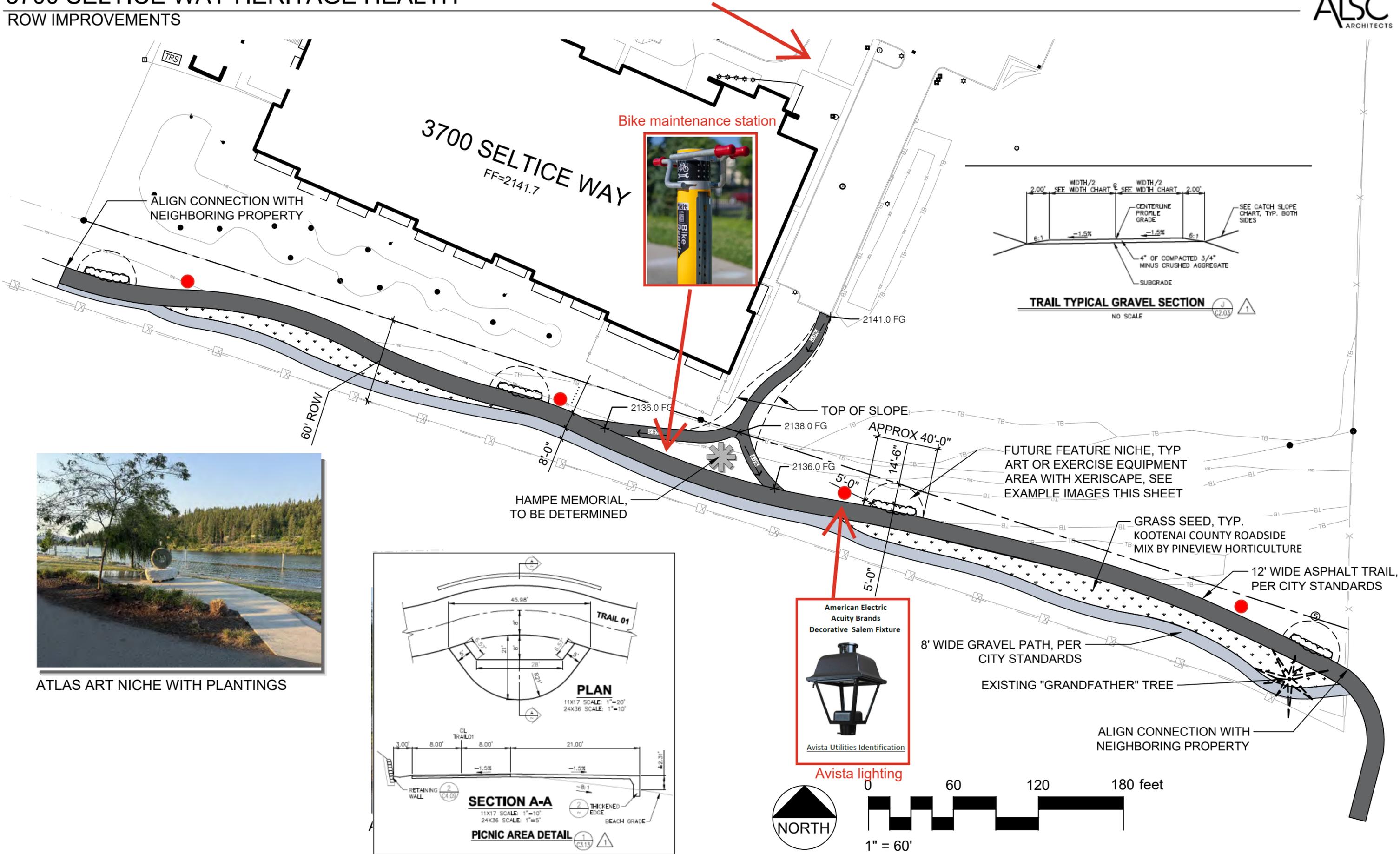
CONTRACTOR NOTE
ALL EXISTING UTILITIES SHOWN ON PLANS ARE TO BE VERIFIED HORIZONTALLY AND VERTICALLY PRIOR TO ANY CONSTRUCTION. ALL EXISTING FEATURES INCLUDING BURIED UTILITIES ARE SHOWN AS INDICATED ON RECORD MAPS AND SURVEYS FURNISHED BY OTHERS. WE ASSUME NO LIABILITY FOR THE ACCURACY OF THOSE RECORDS AND SURVEYS. CONTACT THE UTILITY OWNER/AGENCY FOR THE FINAL LOCATION OF EXISTING UTILITIES IN AREAS CRITICAL TO CONSTRUCTION.

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

FILE LOCATION: C:\0408-Spokane\DCI\CAD\2023\13-4-1072-HERITAGE-HEALTH-CENTER\HEALTH-CENTER\CAD\Forage Improvements And Bus Stop\Forage_ILS_CAD.dwg
PLOT DATE: 5/27/2025 5:28 AM

3700 SELTICE WAY HERITAGE HEALTH ROW IMPROVEMENTS

Cross hatched pedestrian path from Center for Healthy Living up to Seltice Trail starts here.



ATLAS ART NICHE WITH PLANTINGS



Bike maintenance station



American Electric Acuity Brands Decorative Salem Fixture

Avista Utilities Identification

Avista lighting

February 8, 2026

Dan Sheckler
Council Member
City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814

Dan Gookin
Mayor
City of Coeur d'Alene
710 E. Mullan Ave
Coeur d'Alene, ID 83814

RE: Resolution No. 26-009

To Mayor and Council:

I apologize for not attending the City Council meeting of March 3, as I will be preparing for a medical procedure the following day.

As a Council member and steward of public assets, I respectfully request that Council reconsider the exchange of the .5 acre parcel of land near 3700 W. Seltice without first obtaining an independent appraisal.

1) The proposed valuation method—using inflation-adjusted acquisition cost—is not a reliable indicator of fair market value.

The City acquired this unusually configured land from the railroad in 2014 under historically low market conditions. Simply adjusting that purchase price for inflation does not reflect the substantial appreciation in local real estate values since that time, well beyond inflation. Professional appraisals rarely rely on decade-old acquisition costs as the primary valuation metrics. Foregoing the appraisal risks losing the appreciated value of the land.

2) Although the parcel has limited standalone marketability, its true value is realized when assembled with the adjoining 10.06-acre parcel.

The .5 acre parcel does not have much value to many buyers because of its orphan nature. However, once combined with the adjoining 10 acres, the additional .5 acre enables:

- Increased development capacity
- Improved parking and stormwater design
- Enhanced floor-area ratios
- More efficient site planning

These benefits confer substantial economic value on the adjoining owner beyond the City's historical acquisition cost. A professional appraisal can properly evaluate this assemblage value.

3) Tax valuations suggest a higher value.

While tax assessments are not dispositive, they suggest that the proposed \$85,000 valuation may substantially understate market value.

Parkwood's adjoining parcel is assessed at approximately \$500,000 per acre for land value. Acquisition of an additional half acre could reasonably increase assessed value by approximately \$250,000.

4) It is unwise to bypass the regular bidding process because we are not exchanging for unique real estate, but instead for fungible improvements to real estate—that could simply be purchased with cash.

Because the City is exchanging land for real property improvements that could be built by other vendors rather than exchanging land for unique real property, bypassing the competitive bidding process warrants heightened scrutiny.

If the City proceeds under the no-bid process for an exchange pursuant to Idaho Code § 50-1402(2), additional due diligence is appropriate to ensure fair value. At a minimum, this requires an independent appraisal, in my opinion.

Proceeding without an appraisal exposes the City to financial and public-trust risks.

5) Disposal of the parcel is not urgent.

The City does not have an urgent timeline that necessitates bypassing both a competitive bid and an appraisal to immediately dispose of this property.

Holding the parcel preserves strategic flexibility and allows future residents, in a medium density neighborhood not yet fully built, to participate in planning. Future residents would be able to help determine the highest and best use for this parcel, including potential park or open-space functions, or exchange for trail improvements.

The holding costs of the land may be lower than anticipated. The City can leave the land in a natural state, without regular maintenance or landscaping. The visibility from the trail will make it unlikely to become a homeless encampment.

6) I appreciate all Parkwood does for our community.

I appreciate Parkwood's many contributions to our community and its history of quality development and charitable involvement.

This request is not a reflection on Parkwood, but on the City's obligation to conduct arm's-length transactions supported by appropriate due diligence.

I respectfully request that the City Council reconsider transferring the .5 acre parcel without an appraisal. Accordingly, I respectfully request that Council require:

- 1) An independent appraisal;**
- 2) Selection of the appraiser by the City;**
- 3) The appraisal should evaluate both the parcel's fair market value as a standalone property and its enhanced value when assembled with the adjoining parcel, reflecting its highest and best use**
- 4) Payment of appraisal costs by the applicant; and**
- 5) Completion of the appraisal before further consideration.**

Sincerely,

/s/ Dan Sheckler
Council Seat #3

RESOLUTION NO. 26-023

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A DEVELOPMENT AGREEMENT WITH GLACIER 3700 SELTICE, LLC., FOR IMPROVEMENTS TO CITY-OWNED REAL PROPERTY IN THE AMOUNT OF \$85,000.00.

WHEREAS, the Trails Coordinator and the Community Planning Director for the City of Coeur d'Alene have recommended that the City of Coeur d'Alene enter into an agreement with Glacier 3700 Seltice, LLC., pursuant to terms and conditions set forth in an Agreement, a copy of which is attached hereto as Exhibit "1" 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 enter into such Agreement.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into a Development Agreement with Glacier 3700 Seltice, LLC, in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said Agreement to the extent the substantive provisions of the Agreement remain intact.

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

DATED this 3rd day of March, 2026.

Daniel K. Gookin, 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 GABRIEL Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER SHECKLER Voted

_____ was absent. Motion _____.

DEVELOPMENT AGREEMENT

THIS AGREEMENT is made this 3rd day of March, 2026, by and between the City of Coeur d'Alene, hereinafter referred the "City," a municipal corporation organized and existing pursuant to the laws of the state of Idaho, and Glacier 3700 Seltice, LLC, d/b/a Parkwood Business Properties, hereinafter referred to as "Parkwood."

WHEREAS, the City owns real property (the "Parcel") described as +/- one-half (1/2) acre in Tax # 24207, and located behind and adjacent to Heritage Health Center for Healthy Living at 3700 W. Seltice Way, as depicted on Exhibit "A;" and

WHEREAS, the Parcel is not used for public purposes; and

WHEREAS, the property with an address 3700 W. Seltice Way is owned by Parkwood; and

WHEREAS, Parkwood is required to construct the City standard fifteen-foot (15') wide multi-use trail profile as a part of its frontage improvements for the upcoming Phase 2 building permit for the property at 3700 W. Seltice Way; and

WHEREAS, the City and Parkwood desire to enter into this Agreement to exchange the Parcel for Parkwood making improvements to City real property.

NOW THEREFORE, IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

1. The City will deed the Parcel to Parkwood via Quit Claim Deed upon approval of this Agreement by the City Council.
2. The City Council has determined that the value of the Parcel is eighty-five thousand and no/100 dollars (\$85,000.00), with which value Parkwood agrees.
3. In exchange for deeding the Parcel to it, Parkwood agrees to make the following improvements to City real property in conjunction with the second phase of the Heritage Health Center for Healthy Living in the summer of 2026:
 - a. A double trail section similar to the recently constructed Atlas Waterfront with a 12' wide paved path and an adjacent 8' wide crushed gravel path for joggers and pedestrians. This adds public benefits by providing an alternate path for slower speed walkers and joggers and more trail carrying capacity for public use; and
 - b. Installation of Avista "Salem" light poles and fixtures in four (4) places along our frontage to match the nearby Atlas Waterfront improvements. This will benefit the public with enhanced safety and security for trail users along this section of the trail; and

- c. Installation of a City standard Deero FixIt bike repair station with pump and an adjacent bench for tired riders. Public benefit to bike users for any repairs needed while using this area of the trail; and
 - d. Four (4) widened concrete areas adjacent to the paved trail for future public benefits. Similar to the Atlas Waterfront trail, these areas will be open for future public art installations in conjunction with the Coeur d'Alene Arts Commission or possibly public exercise equipment supplied and maintained by Heritage Health as a part of their Center for Healthy Living public outreach; and
 - e. A commitment to maintain the dryland grass seed xeriscaped shoulders of the trail area on the ROW section adjacent to our site. Public benefit provided by reducing City maintenance costs; and
 - f. A cash contribution of \$8,000 towards added solar lighting at the skate park as requested by the City Parks department.
4. The parties agree that the value of the improvements and contribution to be provided by Parkwood is equal to the value of the Parcel.
5. The cash contribution by Parkwood shall be due on the approval of this Agreement by the City Council. The improvement must be installed to City standards, and completed and accepted by Council no later than October 31, 2026. The City, its discretion, may extend the time for completion and acceptance, which shall not be unreasonably withheld.
6. All applications for City approvals, permits and entitlements shall be subject to the City's generally applicable development and processing fees and charges at the times required by City ordinance.
7. In making the improvements, Parkwood is not acting as the agent of the City. The City and Parkwood agree that nothing contained in this Agreement or in any document executed in connection with this Agreement shall be construed as making the City and Parkwood a joint venture or partners.
8. Parkwood hereby agrees to and shall hold City harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for property damage which may arise from Parkwood's activities under this Agreement, excepting only claims and causes of actions arising from the negligence or willful misconduct of the City.
9. Failure by either party to perform any term or provision of this Agreement constitutes a default under this Agreement. In the event of default under this Agreement or any of its terms or conditions, the party alleging such default or breach shall give the alleged breaching party not less than thirty (30) days' notice in writing, measured from the date of certified mailing, specifying the nature of the alleged default and, when appropriate, the manner by which said default may be satisfactorily cured. During any such thirty-day

period of curing, the party charged shall not be considered in default for purposes of termination or institution of legal proceeding. The parties agree to meet face-to-face in the event of any such notice of default. After proper notice, meeting and expiration of said thirty (30) day cure period without cure, or if such cure cannot be accomplished within such thirty (30) day period, or without commencement of cure within such period and diligent effort to effect cure thereafter, the other party to this Agreement, at its option, may institute legal proceedings to enforce this Agreement by specific performance or give notice of termination of this Agreement. Failure or delay in giving notice of default shall not constitute a waiver of any default, nor shall it change the time of default. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any such rights or remedies or deprive either such party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies. The City is allowed to withhold approval building or construction permits, or issuance of certificate of occupancy for 3700 W. Seltice Way when a material condition of default exists.

10. Neither party shall be deemed to be in default where failure or delay in performance of any of its obligations under this Agreement is caused by floods, earthquakes, other Acts of God, fires, wars, riots or similar hostilities, strikes and other labor difficulties beyond such party's control, government regulations, court actions (such as restraining orders or injunctions) or other causes beyond such party's control.

11. Parkwood may not sell, assign or transfer this Agreement, or any of its rights, duties and obligations hereunder, to any entity during the Term of this Agreement with the written consent of the City.

12. All of the provisions, agreements, rights, powers, standards, terms, covenants and obligations contained in this Agreement shall be binding upon the parties and their respective heirs, successors (by merger, consolidation, or otherwise) and assigns, devisees, administrators, representatives, lessees and all other persons or entity acquiring 3700 W. Seltice Way or any portion thereof, or any interest therein, whether by operation of law or in any manner whatsoever, and shall inure to the benefit of the parties and their respective heirs, successors (by merger, consolidation or otherwise) and assigns. All of the provisions of this Agreement shall be enforceable as equitable servitudes and constitute covenants running with the land pursuant to applicable laws.

13. The City and Parkwood agree that if any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect unless amended or modified by mutual consent of the parties.

14. This Agreement constitutes the entire understanding and agreement of the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the City of Coeur d'Alene has caused this Agreement to be executed by its Mayor and City Clerk, and Glacier 3700 Seltice, LLC, d/b/a Parkwood Business Properties has executed this Agreement to be effective the day and year first above written.

By: **CITY OF COEUR D'ALENE**

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

ACKNOWLEDGMENT

STATE OF IDAHO)
)
County of Kootenai)

On this 3rd day of March, 2026, before me, a Notary for the state of Idaho, personally appeared **Daniel K. Gookin** and **Renata McLeod**, known or identified to me to be the Mayor and City Clerk of the City of Coeur d'Alene, Kootenai County, Idaho, who executed the herein instrument and acknowledged to me that such City of Coeur d'Alene executed the same.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.

Notary Public for the state of Idaho
Residing at: _____
My Commission Expires: _____

By: GLACIER 3700 SELTICE, LLC, D/B/A PARKWOOD BUSINESS PROPERTIES

Chris Meyer, Partner

ACKNOWLEDGMENT

STATE OF IDAHO)
)
County of Kootenai)

On this ___ day of ____, 2026, before me, a Notary for the state of Idaho, personally appeared **Chris Meyer**, known or identified to me to be a Partner with Glacier 3700 Seltice, LLC, d/b/a Parkwood Business Properties who executed the herein instrument and acknowledged to me that Glacier 3700 Seltice, LLC, d/b/a Parkwood Business Properties executed the same.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.

Notary Public for the state of Idaho
Residing at: _____
My Commission Expires: _____

