

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

SEPTEMBER 9, 2014

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

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

5:30 P.M. CALL TO ORDER:

ROLL CALL: Jordan, Bowlby, Ingalls, Luttrupp, Messina, Ward, O'Brien,(Student Rep.),Church,(Alt. Student Rep.)

APPROVAL OF MINUTES:

July 8, 2014

PUBLIC COMMENTS:

STAFF COMMENTS:

PUBLIC HEARINGS:

1. Applicant: Dehm Investments
Location: 370 E. Kathleen Avenue, Suite 800
Request: A proposed Commercial Recreation special use permit in the C-17L (Commercial Limited) zoning district.
QUASI-JUDICIAL, (SP-6-14)

2. Applicant: McAllister Technical Services
Location: 1124 E. Sherman Avenue
Request: A proposed Custom Manufacturing special use permit in The C-17 (Commercial at 17 units/acre) zoning district
QUASI-JUDICIAL, (SP-7-14)

ADJOURNMENT/CONTINUATION:

Motion by _____, seconded by _____,
to continue meeting to _____, __, at __ p.m.; motion carried unanimously.
Motion by _____,seconded by _____, to adjourn meeting; motion carried unanimously.

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



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**PLANNING COMMISSION
MINUTES
AUGUST 12, 2014
LOWER LEVEL – COMMUNITY ROOM
702 E. FRONT AVENUE**

COMMISSIONERS PRESENT:

Heather Bowlby, Vice-Chair
Michael Ward
Peter Luttrupp
Jon Ingalls
Christian Cousins, Alt. Student Rep.

STAFF MEMBERS PRESENT:

Sean Holm, Planner
Lori Burchett, Planner
Shana Stuhlmiller, Public Hearing Assistant
Warren Wilson, Deputy City Attorney

COMMISSIONERS ABSENT:

Tom Messina
Brad Jordan, Chairman
Cole O'Brien, Student Rep.

CALL TO ORDER:

The meeting was called to order by Vice Chair Bowlby at 5:30 p.m.

APPROVAL OF MINUTES:

Motion by Ingalls, seconded by Luttrupp, to approve the minutes of the Planning Commission meeting on June 24, 2014. Motion approved.

Motion by Luttrupp, seconded by Ingalls, to approve the minutes of the Planning Commission meeting on July 8, 2014. Motion approved.

COMMISSION COMMENTS:

There were none.

STAFF COMMENTS:

Planner Holm stated that there are two items scheduled for the September 9, 2014 Planning Commission meeting.

Deputy City Attorney Wilson stated that we are advertising for a Planning Director.

PUBLIC COMMENTS:

There were none.

PUBLIC HEARINGS

1. Applicant: Ray Harding
Location: 3615 N. Fruitland Lane
Request: A proposed zone change from R-12 (Residential at 12 units/acre) to R-17 (Residential at 17units/acre) zoning district QUASI-JUDICIAL, (ZC-3-14)

Planner Holm presented the staff report and answered questions from the Commission.

Commissioner Luttrupp questioned if a condition could be added tying the site plan to the project submitted by the applicant.

Planner Holm explained that the type of things on the site plan are addressed at the time a building permit is issued. He explained that the applicant was not required to submit a site plan as part of the submittal, but in past hearings was suggested that it would be nice to see what the applicant intends to do on this property once the zone is changed.

Public testimony open:

Ray Harding, applicant, explained the plan submitted and that this will be an affordable housing development for seniors with rents ranging from \$800 to \$850 per month. The location is ideal for providing convenient shopping and medical care within walking distance from the project. He asked if the commission had any questions.

Commissioner Ingalls questioned if this is a tax credit project. He explained that if this qualifies for government assistance then it would remain affordable for seniors.

Mr. Harding stated that these apartments do not qualify for government assistance.

Eddie Keith stated that he has owned property for eight years and now that the project has gotten to this point, it is a dream. He feels this project will be a good fit for the community.

Aaron Curdy stated that he manages a twenty unit apartment building in this area and that parking is a big problem.

Rebuttal:

Mr. Harding explained that he has worked with staff about the parking for this project and feels that all issues will be met per staff recommendations.

Public testimony closed:

Commissioner Luttrupp stated he agrees with the concept of senior housing and feels that the applicant's intentions are honorable. He explained that he feels that the R-17 requested is too much for this area at this time.

Assistant City Attorney Wilson stated that if the commission is looking at a denial that there needs to be adequate evidence based on testimony presented tonight. He explained that parking requirements are met through our code which is looked at when a building permit is issued.

Commissioner Ingalls stated on page 3 of staff report under the characteristics of Fruitland neighborhoods that the overall density allowed would be 8 units per acre.

Motion by Ingalls, seconded by Ward, to deny without prejudice item ZC-3-14. Motion approved.

ROLL CALL:

Commissioner Ingalls	Voted	Aye
Commissioner Luttrupp	Voted	Aye
Commissioner Ward	Voted	Aye

Motion to deny without prejudice carried by a 3 to 0 vote.

2. Applicant: Summit Cider Company
Location: 3884 N. Schreiber Way, Unit 201
Request: A proposed Food & Beverage, on/off site special use permit in the M (Manufacturing) zoning district
QUASI-JUDICIAL, (SP-5-14)

Planner Burchett presented the staff report and answered questions from the Commission.

Commissioner Ingalls stated after reading various comments from neighbors living in this area their concerns are more with manufacturing uses, such as hours of operation, etc.

Commissioner Luttrupp inquired if there are other businesses in the area doing the same thing.

Planner Burchett stated that Coeur d'Alene Cellars located at 3980 N. Schreiber Way, is a comparable use, however, the retail sales element is different. She explained that Coeur d'Alene Cellars is allowed to sell wine to customers that are there for a tasting. This use was allowed and determined by staff as an accessory to the operation and would not require a special use permit.

Public testimony open:

Davon Sjostrom, applicant, stated that staff did a great job with the presentation and added that they are local business owners wanting to make cider. He addressed some of the comments he received and that their business is similar to Coeur d'Alene Cellars and Tricksters down the street. He stated that they want to have a small tasting room that would seat less than 20 people with the hours similar to when the business is open. He stated that his business is compatible with the comprehensive plan.

Commissioner Luttrupp questioned what the primary service on the property will be.

Mr. Sjostrom stated that the primary service would be making cider with a small tasting room that will provide beer, wine and cider.

Commissioner Luttrupp stated that this sounds more like a bar that serves drinks.

Commissioner Ingalls inquired if the applicant has read the comments and questioned what the hours of operation will be.

Mr. Sjostrom answered that he has seen a few comments and feels that they are questions for the manufacturing process, which is what is allowed. He stated that they have not discussed what the hours of operation will be but wanted to assure the neighborhood that they will not be "bar" hours.

Commissioner Luttrupp questioned if the applicant only served cider and not offered beer and wine would this stop the project

Mr. Sjoström stated yes, it would and explained that he wants to be able to offer something else to the customer who does not like cider.

Bruce English commented he lives in Meadow Ranch and is concerned about the hours of operation.

Rebuttal:

Jason Fletcher, owner, stated that the purpose of the tasting room is for people to taste their product and to be able to offer them something else if the customer does not want their product. He feels that the other breweries in this area are allowed to do this and questioned why this request is different. He stated the map presented is misleading and explained that their building sits below the Meadow Ranch development and that their property is surrounded by trees which would block any noise.

Commissioner Bowlby inquired if they have any plans for outdoor events in the future.

Mr. Fletcher stated they don't have plans for outdoor seating, but in the future would like to extend the number of seating to include outdoor seating once the building is complete.

Commissioner Ingalls inquired if the commission placed a condition to set the hours of operation no later than 10:00 p.m.

Deputy City Attorney Wilson stated that he would advise against that being a condition and explained that this is a manufacturing zone and businesses are allowed by right to operate 24 hours a day. He stated that when Meadow Ranch was approved, there was a condition added that any lots sold in that development require a disclosure be given to a buyer explaining that they are buying a parcel that is surrounded by potential noise and odors.

Commissioner Bowlby stated that she remembers when Meadow Ranch came before the Planning Commission that denied the request and was later approved by Council. She explained that the Planning Commission had the same concerns mentioned tonight regarding hours of operation and noise. She stated that she is not concerned about this request and believes that the applicants will be good neighbors and reminded everyone that this is a manufacturing area and noise comes with this activity.

Commissioner Luttrupp inquired what a definition of an event is.

Deputy City Attorney Wilson explained that an event is hard to define and in the future the winery may be required to have a special use permit.

Commissioner Luttrupp stated that he feels this request is compatible to what the winery is doing and will not approve this request.

Dick Lind stated that he lives in Meadow Ranch and complained that when the winery has events you can hear the noise.

Public testimony closed:

Motion by Ingalls, seconded by Ward, to approve Item SP-5-14. Motion approved.

ROLL CALL:

Commissioner Ingalls	Voted	Aye
Commissioner Luttrupp	Voted	Nay
Commissioner Ward	Voted	Aye

Motion to approve carried by a 2 to 1 vote.

ADJOURNMENT:

Motion by Ward, seconded by Luttrupp, to adjourn the meeting. Motion approved.

The meeting was adjourned at 7:30 p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant

**PLANNING COMMISSION
STAFF REPORT**

FROM: LORI BURCHETT, PLANNER
DATE: SEPTEMBER 9, 2014
SUBJECT: SP-6-14 – REQUEST FOR A COMMERCIAL RECREATION SPECIAL USE PERMIT IN THE C-17L (COMMERCIAL LIMITED) ZONING DISTRICT
LOCATION: A ± 66,770 SQ. FT. PARCEL AT 370 E. KATHLEEN AVENUE, SUITE 800 AND LEGALLY DESCRIBED AS LOT 3, BLOCK 1, BAHU SUBDIVISION.

APPLICANT:
Dehm Investments
c/o Bob Covington
8884 N. Government Way
Hayden, ID 83835

PROPERTY OWNER(S):
Same as Applicant

DECISION POINT:

Dehm Investments is requesting approval of a Commercial Recreation Special Use Permit in a Commercial (C-17) zoning district. The request, if granted, would allow the applicant to operate a commercial recreation, health fitness studio at the location noted above.

GENERAL INFORMATION:

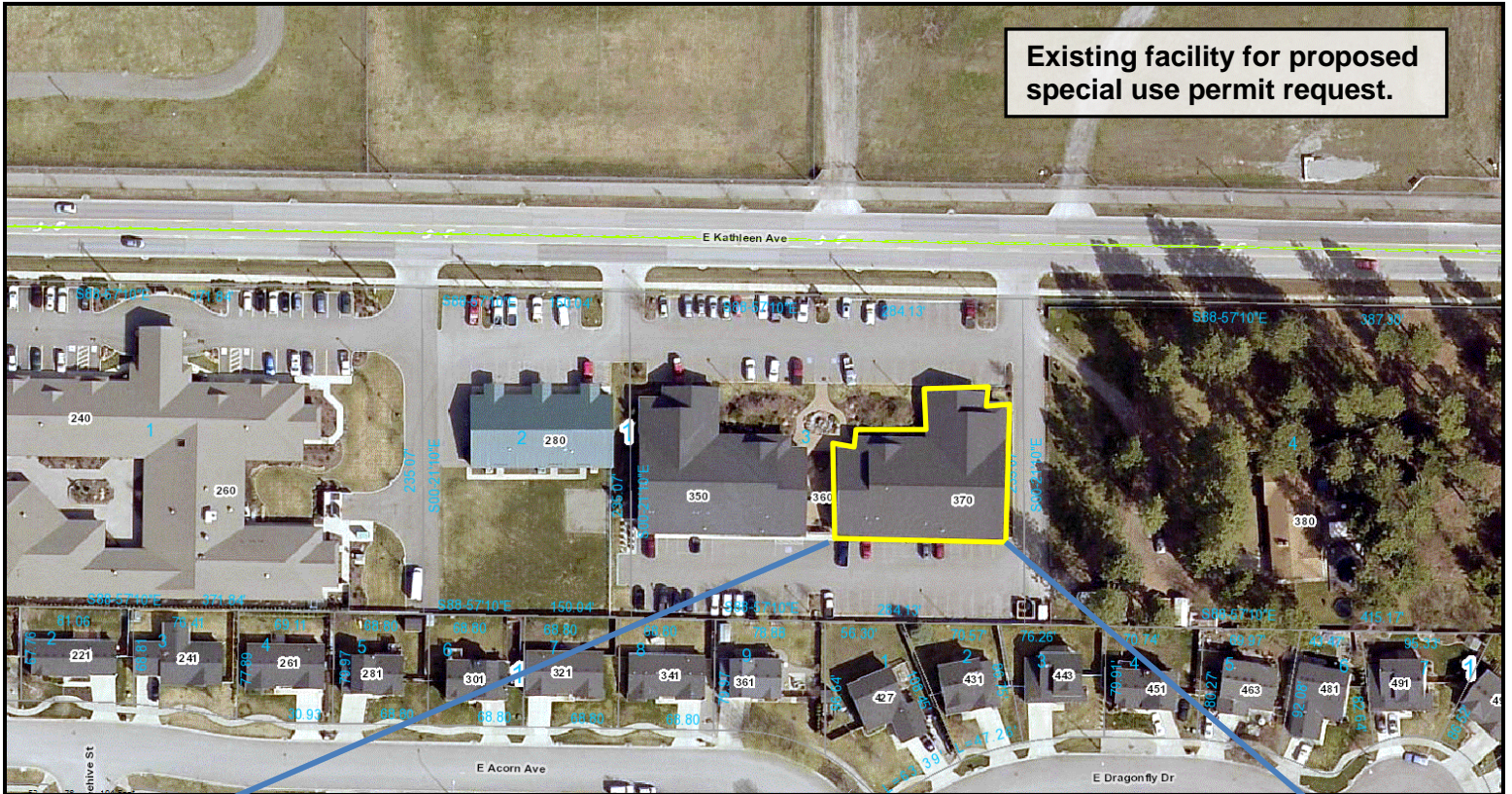
The applicant has applied for a special use permit to be able to operate a commercial fitness facility.

This business would be located within an existing facility and the proposed use is similar to uses at surrounding facilities in the area. Many of the surrounding uses are office and commercial. The most recent use for the space is a salon. The 4,125 square feet of the facility would be used for the commercial recreation, health studio. The proposed floor plan below illustrates the various components of the facility.

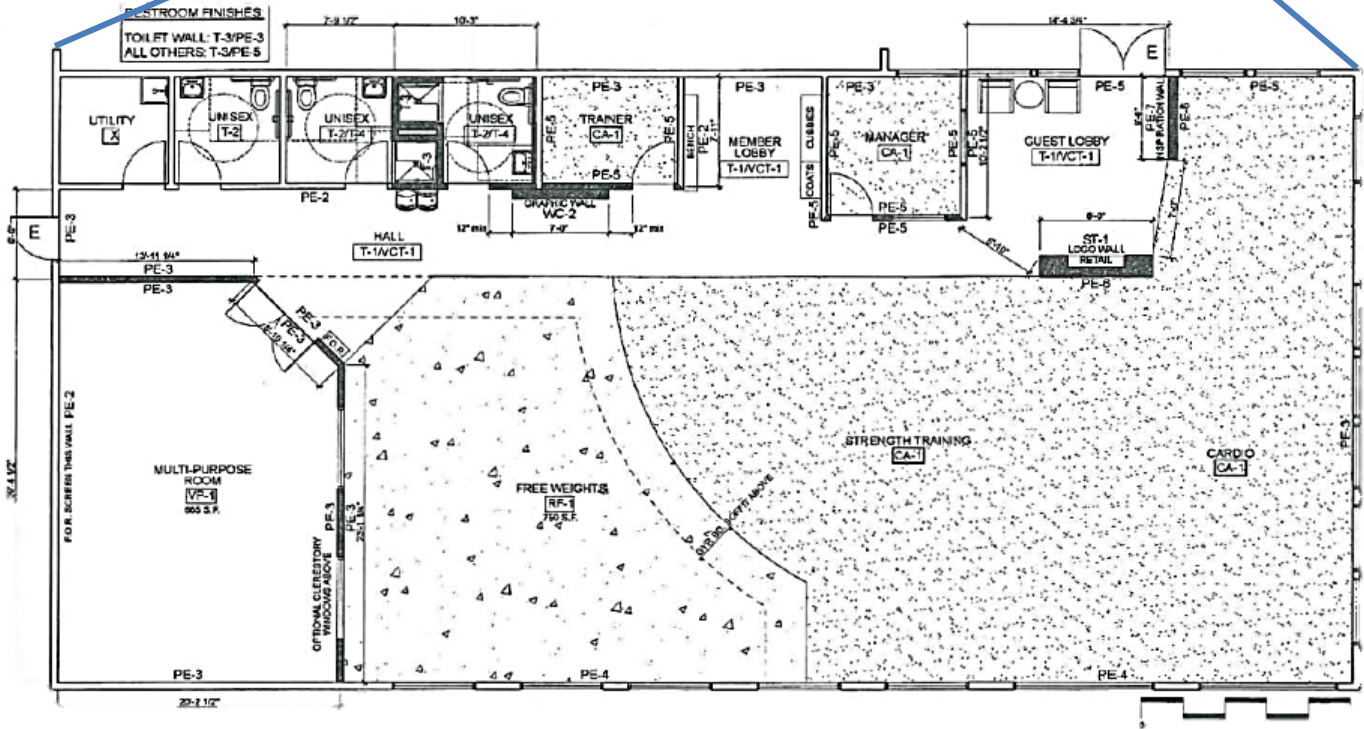


Parking requirements for commercial recreation, fitness center, is 1 one space for each 400 square feet of floor area (1:400). The existing commercial facility had been approved as a shell (building permit 111178-B) in 2006. It was noted that parking for each TI will be calculated by the use in each tenant space allowed in the "C-17" zoning district. The suite measures 4,125 gross sq. ft. and 11 stalls would be required for the proposed use. The original building permit had calculated the entire site at a more restrictive 1:300 ratio, requiring 57 spaces. The applicant provided 75 spaces. There should be sufficient parking for the proposed fitness facility.

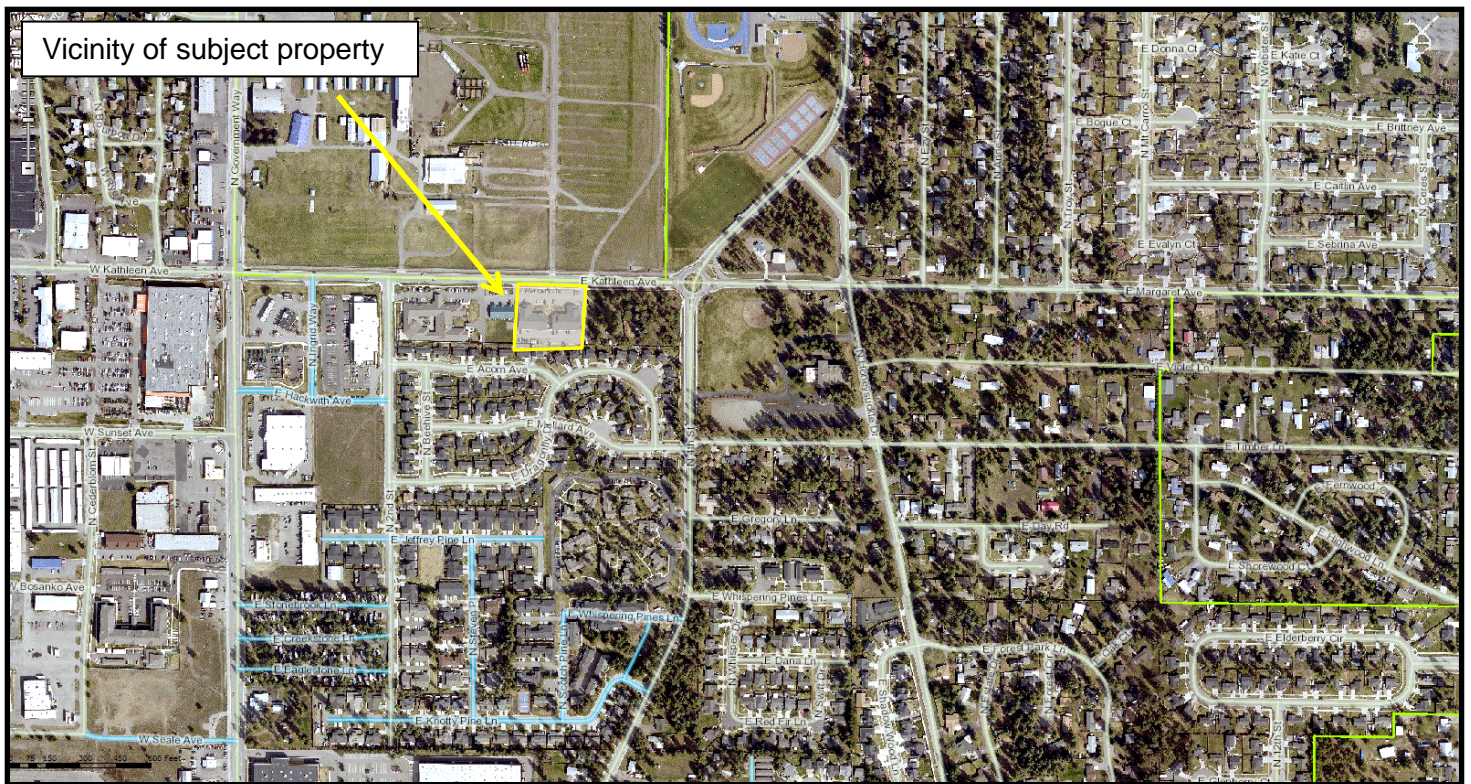
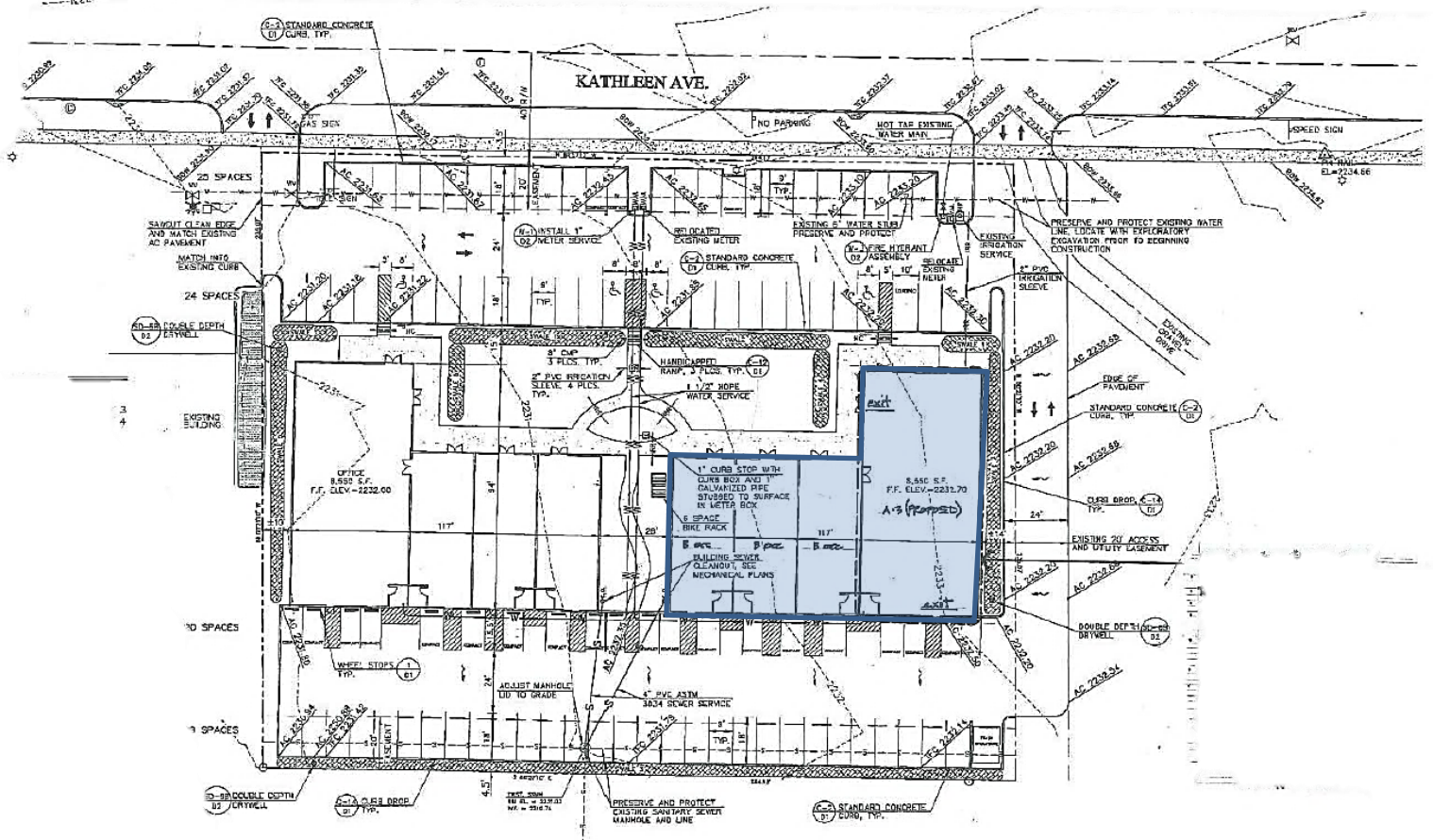
Site plan showing area of request (Suite within structure):



Existing facility for proposed special use permit request.



Layout of proposed fitness facility within the suite.



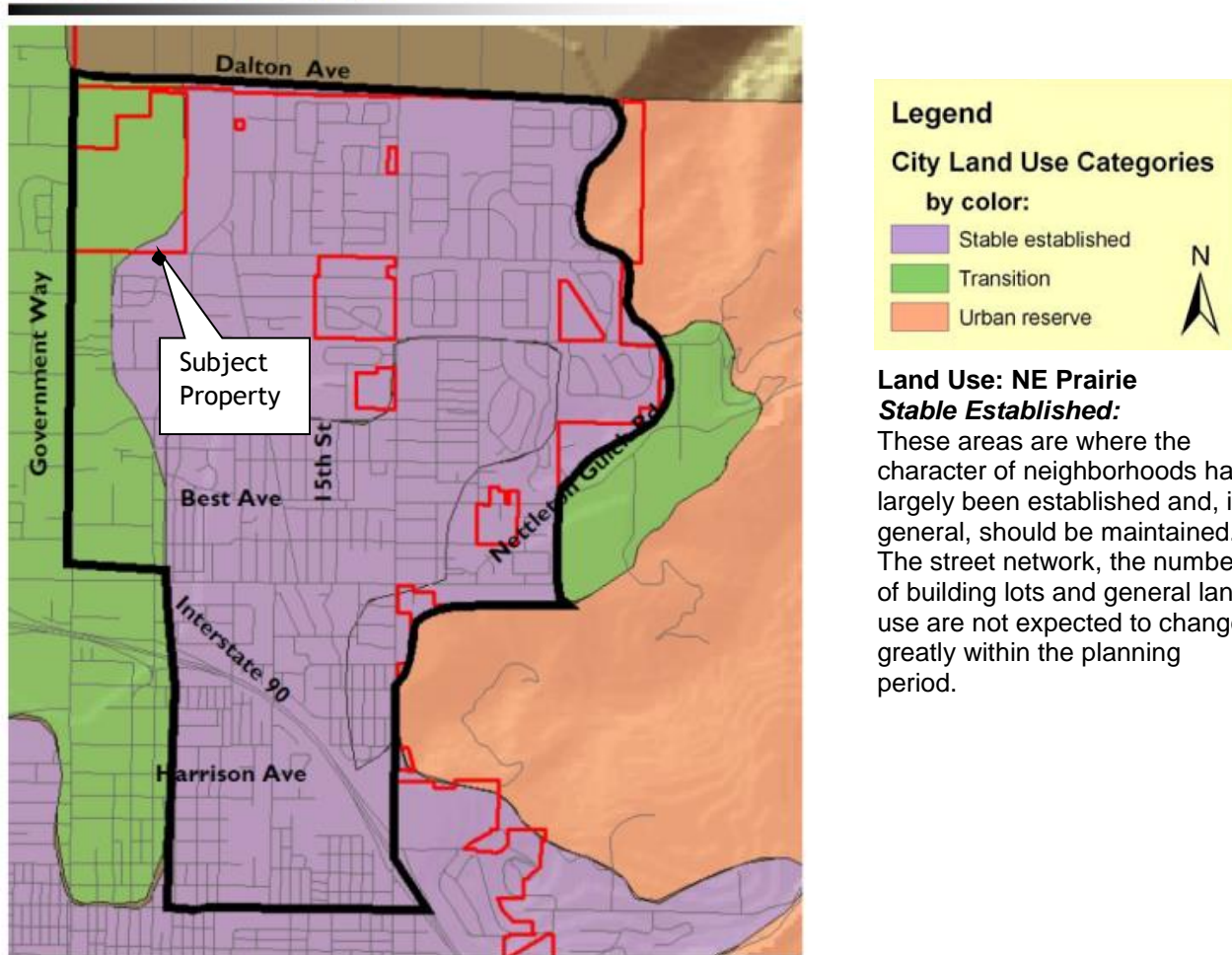
REQUIRED FINDINGS:

Pursuant to Section 17.09.220, Special Use Permit Criteria, a special use permit may be approved only if the proposal conforms to all of the following criteria to the satisfaction of the Planning Commission:

A. **Finding #B8A: The proposal (is) (is not) in conformance with the Comprehensive Plan.**

1. The subject property is within the existing city limits.
2. The City Comprehensive Plan Map designates this area as North East Prairie~ Stable Established:

Land Use: NE Prairie



Land Use: NE Prairie
Stable Established:
These areas are where the character of neighborhoods has largely been established and, in general, should be maintained. The street network, the number of building lots and general land use are not expected to change greatly within the planning period.

NE Prairie Today

This area is composed of a variety of zoning districts with a majority of residential density at three to eight units per acre (3-8:1). Lower density development becomes more prominent moving north. The NE Prairie provides a range of housing choices that includes a number of large recreation areas and small pocket parks.

Canfield Mountain and Best Hill act as the backdrop for this portion of the prairie. Much of the lower lying, less inhibitive areas have been developed. Pockets of development and an occasional undeveloped lot remain.

NE Prairie Tomorrow

It is typically a stable established housing area with a mix of zoning districts. The majority of this area has been developed. Special care should be given to the areas that remain such as the Nettleton Gulch area, protecting the beauty and value of the hillside and wetlands.

The characteristics of NE Prairie neighborhoods will be:

- That overall density may approach three to four residential units per acre (3-4:1), however, pockets of higher density housing and multi-family units are appropriate in compatible areas.
- Commercial uses are concentrated in existing commercial areas along arterials with neighborhood service nodes where appropriate.
- Natural vegetation is encouraged and should be protected in these areas.
- Pedestrian connections and street trees are encouraged in both existing neighborhoods and developing areas.
- Clustering of smaller lots to preserve large connected open space areas as well as views and vistas are encouraged.
- Incentives will be provided to encourage clustering.

2007 Comprehensive Plan Goals and Objectives that apply:

Objective 1.12

Community Design:

Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14

Efficiency:

Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Objective 2.01

Business Image & Diversity:

Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

B. **Finding #B8B: The design and planning of the site (is) (is not) compatible with the location, setting, and existing uses on adjacent properties.**

1. Location, setting, adjacent uses, & previous actions:

The area surrounding the request is relatively flat and developed. Bluegrass Meadows Estates is located to the rear of the property. The vicinity yields two zones: Commercial (C-17) and Residential (R-17) located to the west and north of the request (as shown on the zoning map below).

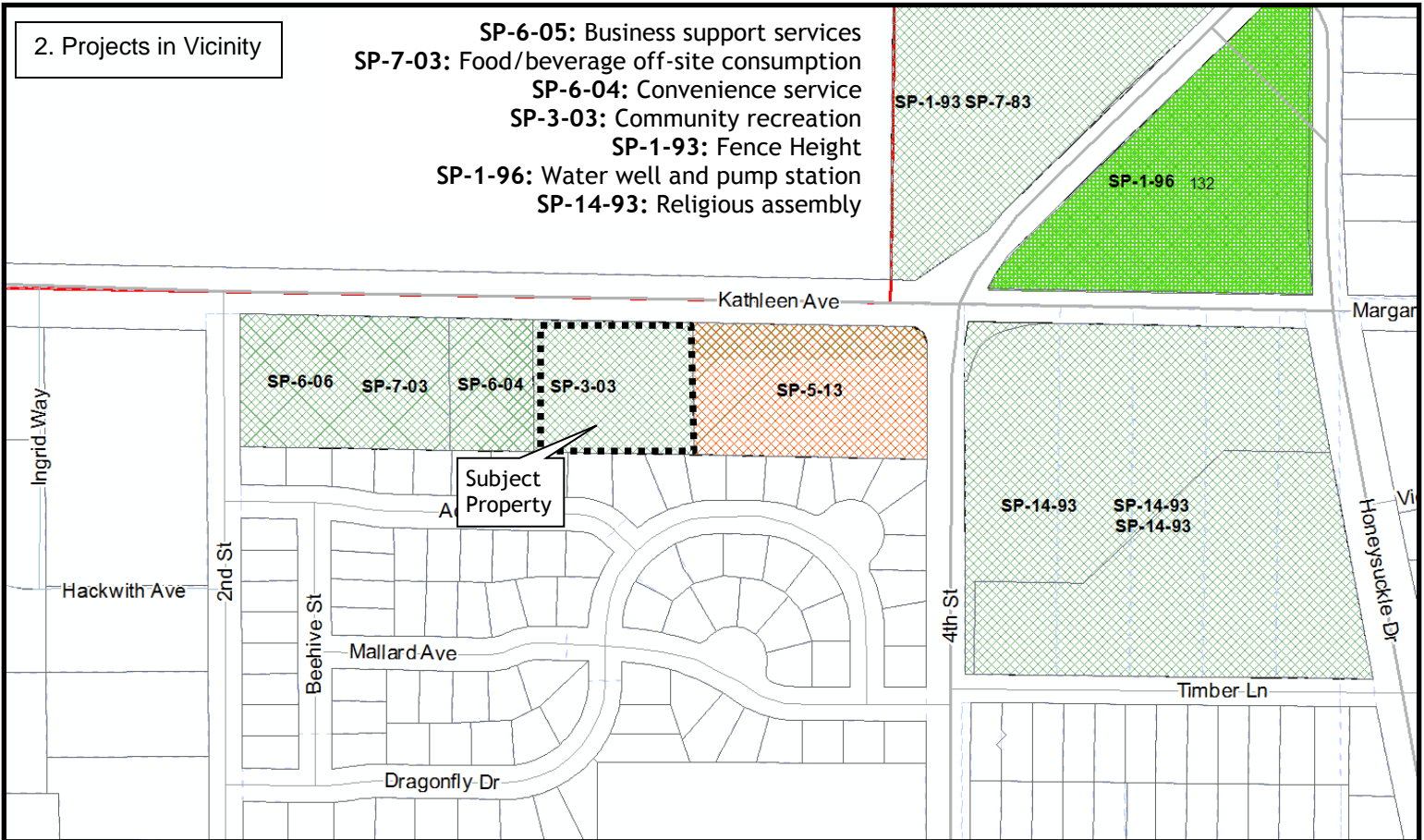
A variety of uses are located in the area of Kathleen Avenue. Examples of businesses operating in the immediate vicinity of this request include a chiropractic office, consulting, legal services, and an engineering firm. Additionally, multiple special use requests have been approved in the vicinity. These requests include business support services, community recreation, and religious assembly among others. Further detail is provided below.

1. Aerial of Site



2. Projects in Vicinity

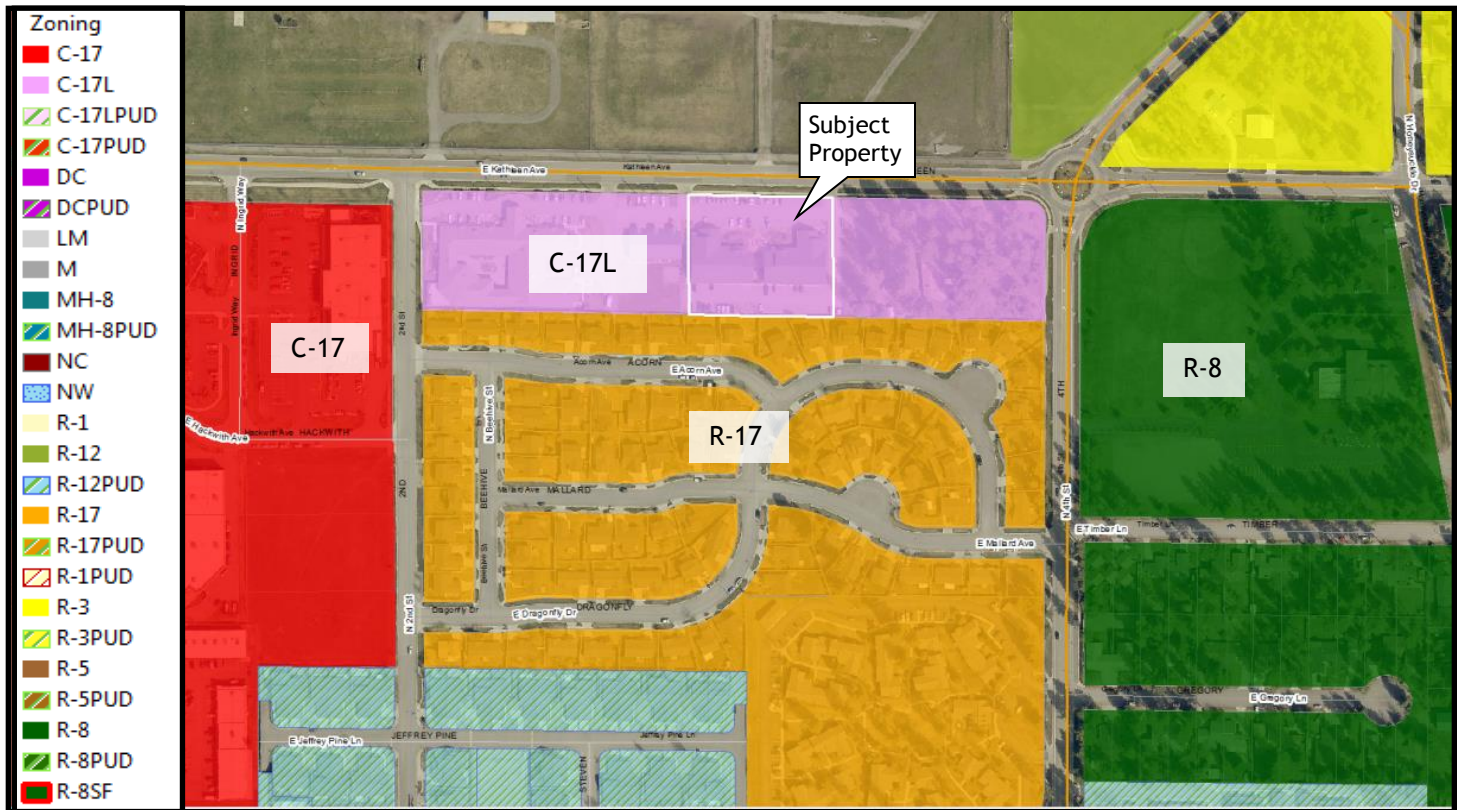
- SP-6-05: Business support services
- SP-7-03: Food/beverage off-site consumption
- SP-6-04: Convenience service
- SP-3-03: Community recreation
- SP-1-93: Fence Height
- SP-1-96: Water well and pump station
- SP-14-93: Religious assembly



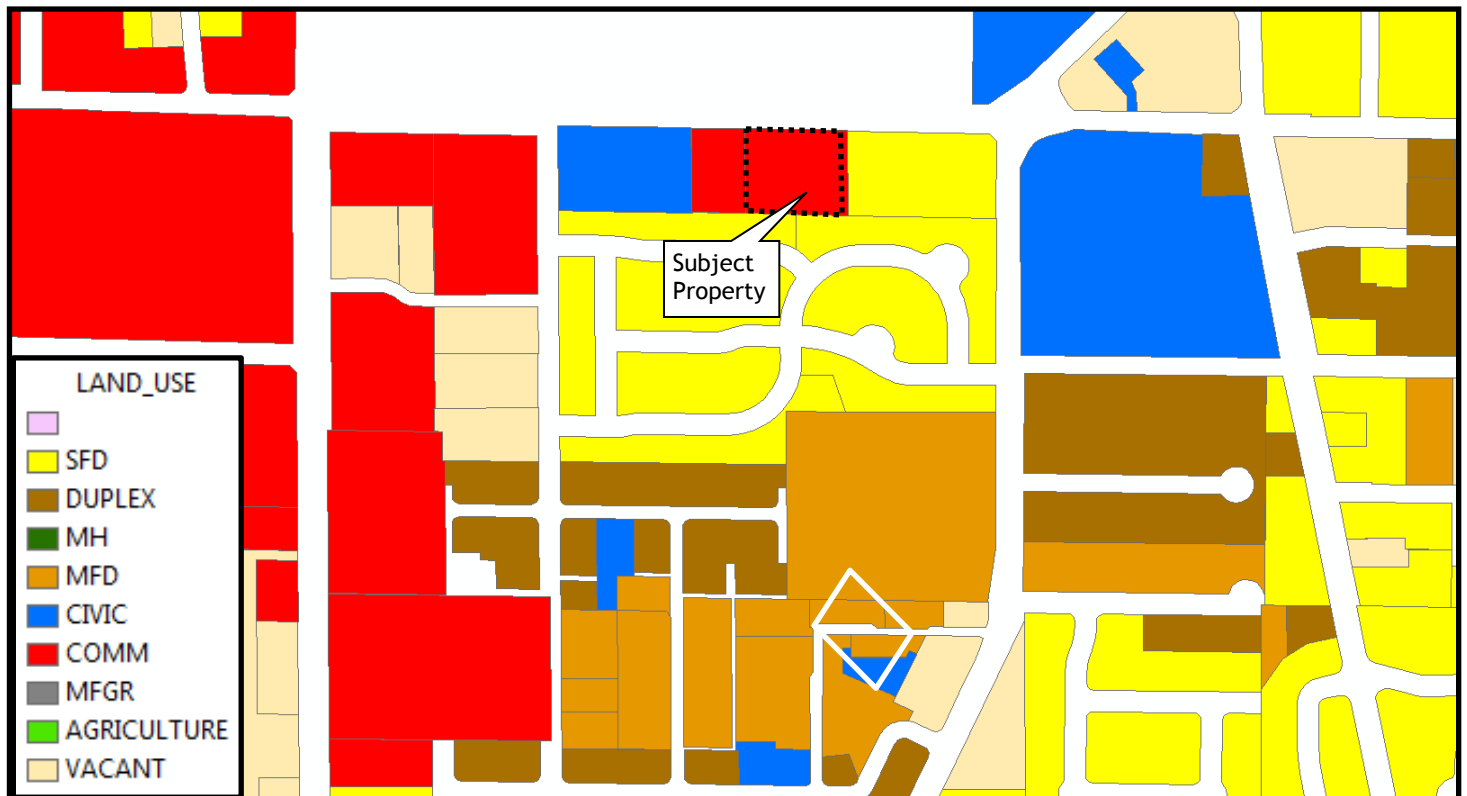
3. Photo of site from Kathleen:



4. Zoning:



5. Generalized land use:



Evaluation: Based on the information presented, the Planning Commission must determine if the request is compatible with surrounding uses and is designed appropriately to blend in with the area.

- C. **Finding #B8C:** 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.

STAFF COMMENTS:

WATER: Water has no comments regarding the special use permit.

-Submitted by Terry Pickel, P.E., Assistant Water Superintendent (8/22/2014)

STORMWATER: City Code requires a stormwater management plan to be submitted and approved prior to any construction activity on the site.

Evaluation: Stormwater treatment and containment has been addressed during development on the subject property. Maintenance of the existing site facilities is the responsibility of the tenant on the subject property.

TRAFFIC: The ITE Trip Generation Manual does not have a category that applies to the proposed use on which to base a general estimate of trips per day. Categorized uses in the ITE Trip Generation Manual are oriented toward larger multi-use fitness and athletic clubs that have an extensive variety of facilities (i.e.: racquet & basketball courts, swimming pools) not the smaller, limited use type of operation.

Evaluation: There are a number of these smaller facilities located in Coeur d'Alene, and their locations tend to be sited on major arterial and collector roadways. Use of the facilities fluctuates, and, due to the facility locations, traffic accessing and leaving does not impede traffic flows. The subject property for this proposed facility is situated on a major east/west collector street that is a three lane design (center turn lane), signalized, and, contains a traffic round-about that rapidly moves traffic through the adjacent intersection to the east. With the existing road design and traffic fixtures, the connecting streets will accommodate the associated traffic volume.

STREETS: The subject property is bordered by Kathleen Avenue on the north. The current right-of-way width and street design meets City standards.

-Submitted by Chris Bates, Engineering Project Manager (8/14/2014)

FIRE

The Fire Department works with the Engineering and Water Departments to ensure the design of any proposal meets mandated safety requirements for the city and its residents:

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, utilizing the currently adopted International Fire Code (IFC) for compliance.

-Submitted by Bobby Gonder, Fire Inspector (8/13/2014)

WASTEWATER: The Wastewater Utility department does not have any comments regarding this Special Use Permit.

-Submitted by Mike Becker, Utility Project Manager (8/18/2014)

Evaluation: *Planning Commission must determine if the location, design, and size of the proposal are such that the development will or will not be adequately served by existing streets, public facilities and services.*

CONDITIONS:

No staff conditions proposed.

The Planning Commission may, as a condition of approval, establish reasonable requirements to mitigate any impacts that would adversely affect the surrounding neighborhood. Please be specific, when adding conditions to the motion.

ORDINANCES AND STANDARDS USED IN EVALUATION:

- 2007 Comprehensive 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

ACTION ALTERNATIVES:

The Planning Commission must consider this request and make appropriate findings to approve, deny or deny without prejudice. The findings worksheet is attached.

A decorative border composed of a grid of purple diamonds in two shades, surrounding a central light purple rectangular area.

**APPLICANT'S
NARRATIVE**

JUSTIFICATION:

"HEALTH Studio"

Proposed Activity Group(s): Commercial Fitness Center

Prior to approving a special use permit, the Planning Commission is required to make Findings of Fact. Findings of Fact represent the official decision of the Planning Commission and specify why the special use permit is granted. The BURDEN OF PROOF for why the special use permit is necessary rests on the applicant. Your narrative should address the following points (attach additional pages if necessary):

A. A description of your request; REQUESTING SPECIAL USE PERMIT UNDER 17.05.600 (D) COMMERCIAL RECREATION AS PART OF ZONE C-17C. PERMITTED USES: Special USE PERMIT

B. Explain how your request conforms to the 2007 Comprehensive Plan; Property falls in NE Prairie Land use. Existing building with low impact on Traffic & utilities. Help bring jobs to but projected Tracets.

C. Explain how the design and planning of the site is compatible with the location, setting and existing uses on adjacent properties; Design will not change Traffic flow or as previous tenant. No other changes to Existing Building w/ no impact on existing uses on adjacent

D. Explain how the location, design, and size of the proposal will be adequately served by existing streets, public facilities and services; Proposed Health Studio will have less impact to street flow, Public facilities and services than previous Tenant. Salon.

E. Any other information that you feel is important and should be considered by the Planning Commission in making their decision.

Anytime Fitness is a Health Studio committed to work on an eat, offering convenient and affordable fitness options in friendly, well maintained state-of-the-art facilities. ~~with a lot of~~ ~~the previous~~ ~~tenant~~ ~~we~~ ~~are~~ ~~committed~~ ~~to~~

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

A. INTRODUCTION

This matter having come before the Planning Commission on September 9, 2014 and there being present a person requesting approval of ITEM: SP-6-14 a request for a Commercial Recreation Special Use Permit in a Commercial (C-17) zoning district.

APPLICANT: Dehm Investments

LOCATION: A ± 66,770 SQ. FT. PARCEL AT 370 E. KATHLEEN AVENUE, SUITE 800 AND LEGALLY DESCRIBED AS LOT 3, BLOCK 1, BAHU SUBDIVISION.

B. FINDINGS: JUSTIFICATION FOR THE DECISION/CRITERIA, STANDARDS AND FACTS RELIED UPON

(The Planning Commission may adopt Items B1 to B7.)

- B1. That the existing land uses are residential, commercial and civic.
- B2. That the Comprehensive Plan Map designation is North East Prairie-Stable Established.
- B3. That the zoning is C-17
- B4. That the notice of public hearing was published on, August 23, 2014, which fulfills the proper legal requirement.
- B5. That the notice of public hearing was posted on the property on August 31, 2014, which fulfills the proper legal requirement.
- B6. That 41 notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property on August 22, 2014.
- B7. That public testimony was heard on September 9, 2014.
- B8. Pursuant to Section 17.09.220, Special Use Permit Criteria, a special use permit may be approved only if the proposal conforms to all of the following criteria to the satisfaction of the Planning Commission:

B8A. The proposal **(is) (is not)** in conformance with the comprehensive plan, as follows:

B8B. The design and planning of the site **(is) (is not)** compatible with the location, setting, and existing uses on adjacent properties. This is based on

Criteria to consider for B8B:

1. Does the density or intensity of the project "fit " the surrounding area?
2. Is the proposed development compatible with the existing land use pattern i.e. residential, commercial, residential w churches & schools etc?
3. Is the design and appearance of the project compatible with the surrounding neighborhood in terms of architectural style, layout of buildings, building height and bulk, off-street parking, open space, and landscaping?

B8C 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. This is based on

Criteria to consider B8C:

1. Is there water available to meet the minimum requirements for domestic consumption & fire flow?
2. Can sewer service be provided to meet minimum requirements?
3. Can police and fire provide reasonable service to the property?

C. ORDER: CONCLUSION AND DECISION

The Planning Commission, pursuant to the aforementioned, finds that the request of **DEHM INVESTMENTS** for a special use permit, as described in the application should be **(approved)(denied)(denied without prejudice)**.

Special conditions applied are as follows:

Motion by _____, seconded by _____, to adopt the foregoing Findings and Order.

ROLL CALL:

Commissioner Bowlby	Voted _____
Commissioner Ingalls	Voted _____
Commissioner Luttropp	Voted _____
Commissioner Messina	Voted _____
Commissioner Ward	Voted _____

Chairman Jordan Voted _____ (tie breaker)

Commissioners _____ were absent.

Motion to _____ carried by a ____ to ____ vote.

CHAIRMAN BRAD JORDAN

**PLANNING COMMISSION
STAFF REPORT**

FROM: SEAN E. HOLM, PLANNER
DATE: SEPTEMBER 9, 2014
SUBJECT: SP-7-14 – SPECIAL USE PERMIT REQUEST FOR CUSTOM
MANUFACTURING IN A C-17 COMMERCIAL ZONE
LOCATION: +/- 0.24 AC. PARCEL AT 1124 E. SHERMAN AVE.

DECISION POINT:

McAllister Technical Services is requesting approval of a Special Use Permit for Custom Manufacturing in the C-17 zoning district located at 1124 E. Sherman Ave. It would allow the applicant to manufacture scientific apparatuses on-site.

Applicant: McAllister Technical Services
201 N. 3rd Street
Coeur d'Alene, ID 83814

Representative: Verdis
PO Box 580
Coeur d'Alene, ID 83816

GENERAL INFORMATION:

Aerial view:



Oblique view:



Site Pictures:

Subject property from Sherman Ave. & 12th St. looking SW:



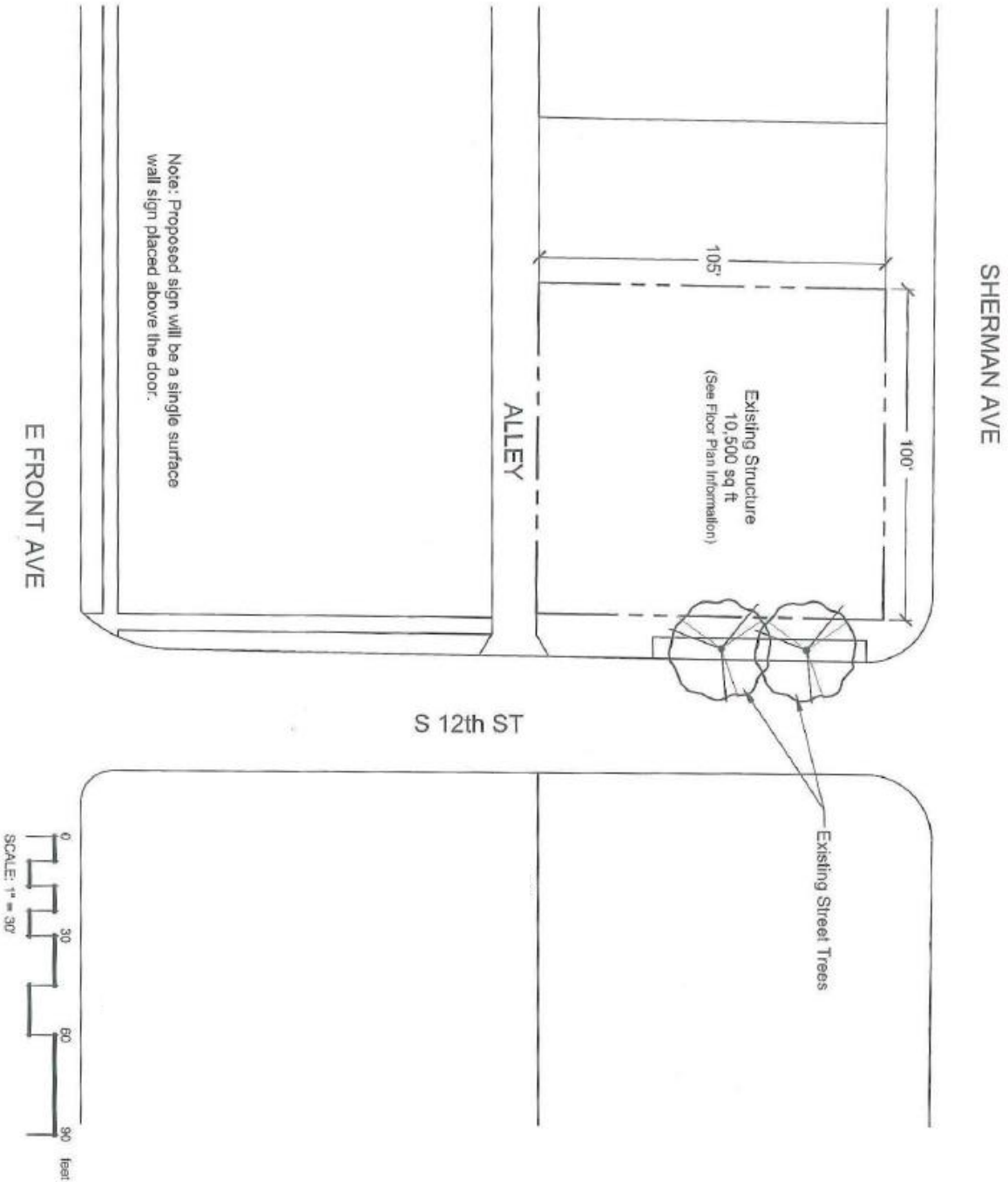
Subject property from Sherman Ave. looking east:



Subject property from 12th St. looking north:



Site Plan:

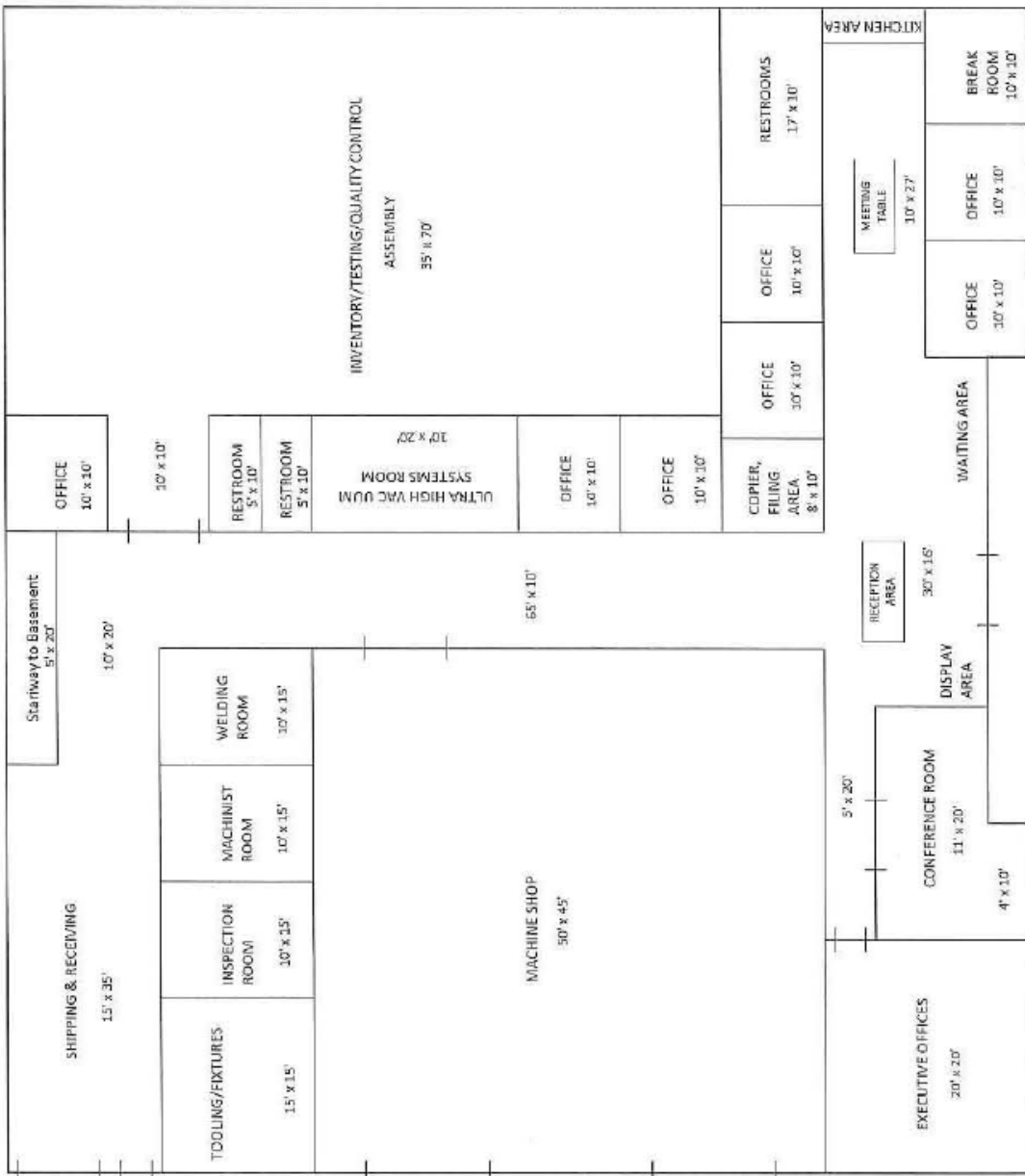


<p>Verdis LANDSCAPE ARCHITECTURE • DESIGN</p> <p>200 S. 10th Street Coeur d'Alene, ID 83814 PH: 208.765.1234 WWW.VERDISIDAHO.COM</p>	<p>CDE Holdings LLC Coeur d'Alene, Idaho</p> <hr/> <p>Site Plan</p>		<p>JTU Holdings Coeur d'Alene, Idaho</p> <p>Site Plan</p>																	
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<p>L1.0</p> <p>SHEET 1 of 1</p>			<p><small>© 2014 Verdis Landscape Architecture, Inc. All rights reserved. This drawing is the property of Verdis Landscape Architecture, Inc. and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Verdis Landscape Architecture, Inc. The user of this drawing shall be deemed to have accepted the terms and conditions of this license.</small></p>																	

Floor Plan:

MAIN FLOOR

Alley



12th Street

Sherman Avenue



The subject property is occupied by an existing structure that has been used commercially and as a civic use in the past.

17.05.490: GENERALLY:

- A. The C-17 district is intended as a broad spectrum commercial district that permits limited service, wholesale/retail and heavy commercial in addition to allowing residential development at a density of seventeen (17) units per gross acre.
- B. This district should be located adjacent to arterials; however, joint access developments are encouraged.

17.05.520: PERMITTED USES; SPECIAL USE PERMIT:

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

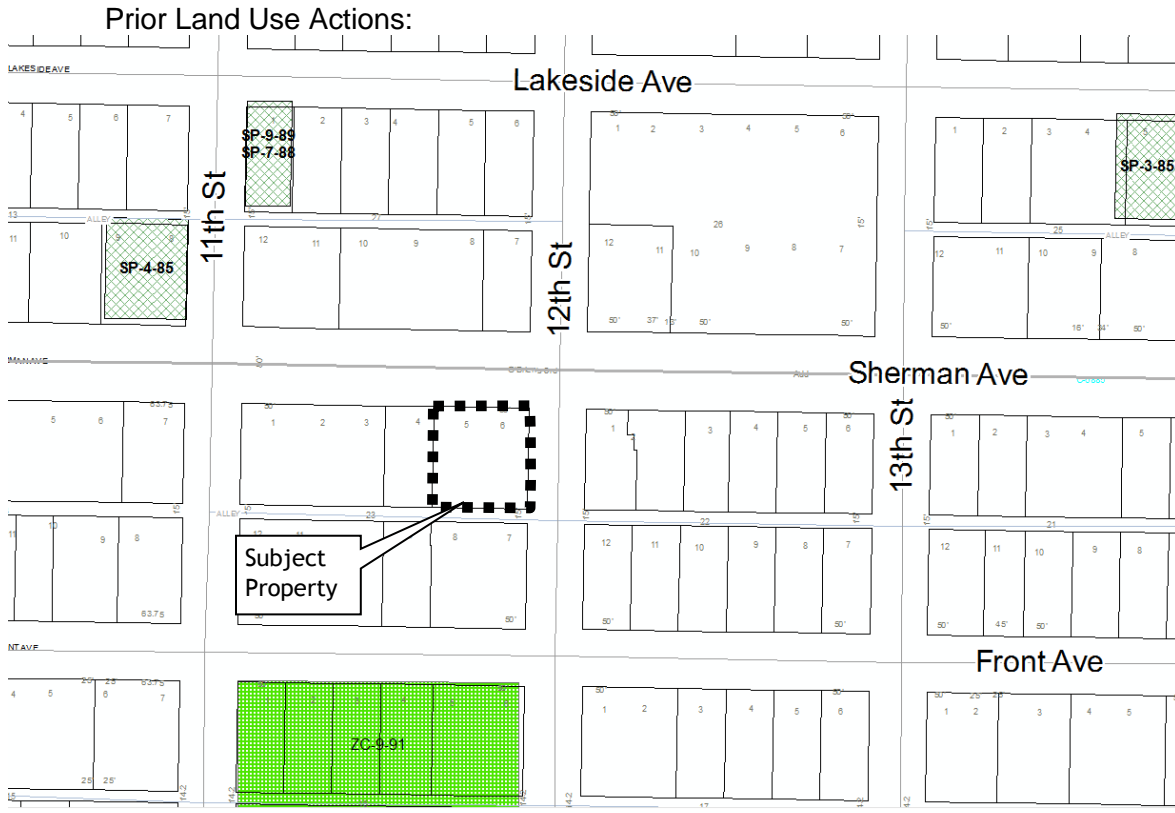
- Adult entertainment sales and service
- Auto camp
- Criminal transitional facility
- Custom manufacturing**
- Extensive impact
- Residential density of the R-34 district as specified
- Underground bulk liquid fuel storage - wholesale
- Veterinary hospital
- Warehouse/storage
- Wireless communication facility

17.03.080: GENERAL DESCRIPTION OF INDUSTRY ACTIVITIES:

Industry activities include the on-site production of goods or materials by methods other than agricultural, including activities that are manufacturing and/or extractive in nature and include the following:

Custom Manufacturing: Activities that include the production of goods and characterized by direct sale to the consumer, typically involving the manufacture, compounding, processing, assembling, packaging, treatment or fabrication of items such as the following:

1. Cameras and photographic equipment, but not film development
2. Custom clothing
3. Professional, scientific, measuring and control instruments
4. Musical instruments
5. Handicraft, art objects and jewelry
6. Printing, publishing or pattern making
7. Signmaking
8. Welding fabrication and repair



Zone Changes:

ZC-9-91	R-17 to C-17L	9.17.91	Approved
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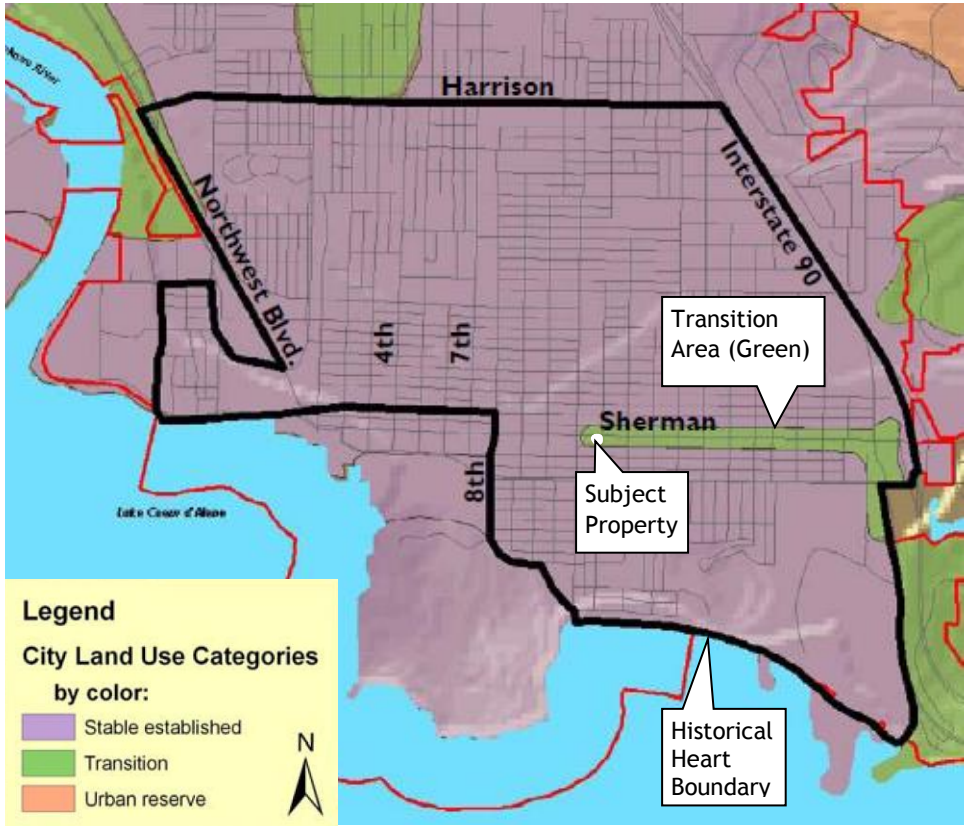
Special Use Permits:

SP-3-85	Parking Lot in R-17	3.12.85	Approved
SP-4-85	Food Sales/On-site	4.9.85	Approved
SP-7-88	Parking Lot in R-17	6.14.88	Approved
SP-9-89	Parking Lot in R-17	11.14.89	Approved

PERFORMANCE ANALYSIS:

Finding #B8A: That this proposal (is) (is not) in conformance with the Comprehensive Plan policies.

- The subject property is within the existing city limits.
- The City Comprehensive Plan Map designates this area as Historical Heart-Transition:



Transition:
 These areas are where the character of neighborhoods is in transition and should be developed with care. The street network, the number of building lots, and general land use are expected to change greatly within the planning period.

2007 COMPREHENSIVE PLAN DETAILS:

Historical Heart Today:

The historical heart of Coeur d’Alene contains a mix of uses with an array of historic residential, commercial, recreational, and mixed uses. A traditional, tree-lined, small block, grid style street system with alleys is the norm in this area. Neighborhood schools and parks exist in this location and residents have shown support for the long term viability of these amenities. Focusing on multimodal transportation within this area has made pedestrian travel enjoyable and efficient.

Widely governed by traditional zoning, there are pockets of infill overlay zones that allow development, based on Floor Area Ratio (FAR). Many other entities and ordinances serve this area to ensure quality development for generations to come.

Numerous residential homes in this area are vintage and residents are very active in local policy-making to ensure development is in scale with neighborhoods.

Historical Heart Tomorrow:

Increased property values near Lake Coeur d’Alene have intensified pressure for infill, redevelopment, and reuse in the areas surrounding the downtown core. Stakeholders must work together to find a balance between commercial, residential, and mixed use development in the Historic Heart that allows for increased density in harmony with long established neighborhoods and uses. Sherman Avenue, Northwest Boulevard, and I-90 are

gateways to our community and should reflect a welcoming atmosphere. Neighborhoods in this area, Government Way, Foster, Garden, Sanders Beach, and others, are encouraged to form localized groups designed to retain and increase the qualities that make this area distinct.

The characteristics of Historical Heart neighborhoods will be:

- That infill regulations providing opportunities and incentives for redevelopment and mixed use development will reflect the scale of existing neighborhoods while allowing for an increase in density.
- Encouraging growth that complements and strengthens existing neighborhoods, public open spaces, parks, and schools while providing pedestrian connectivity.
- Increasing numbers of, and retaining existing street trees.
- That commercial building sizes will remain lower in scale than in the downtown core.

Significant Comprehensive Plan policies for consideration:

Goal #1: Natural Environment

Our Comprehensive Plan supports policies that preserve the beauty of our natural environment and enhance the beauty of Coeur d'Alene.

Objective 1.11 - Community Design:

Employ current design standards for development that pays close attention to context, sustainability, urban design, and pedestrian access and usability throughout the city.

Objective 1.12 - Community Design:

Support the enhancement of existing urbanized areas and discourage sprawl.

Objective 1.14 - Efficiency:

Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

Goal #2: Economic Environment

Our Comprehensive Plan preserves the city's quality workplaces and encourages economic growth.

Objective 2.01 - Business Image & Diversity:

Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

Objective 2.05 - Pedestrian & Bicycle Environment:

Plan for multiple choices to live, work, and recreate within comfortable walking/biking distances.

Goal #3: Home Environment

Our Comprehensive Plan preserves the qualities that make Coeur d'Alene a great place to live.

Objective 3.05 - Neighborhoods:

Protect and preserve existing neighborhoods from incompatible land uses and developments.

Objective 3.06 - Neighborhoods:

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

Goal #4: Administrative Environment

Our Comprehensive Plan advocates efficiency and quality management in city government.

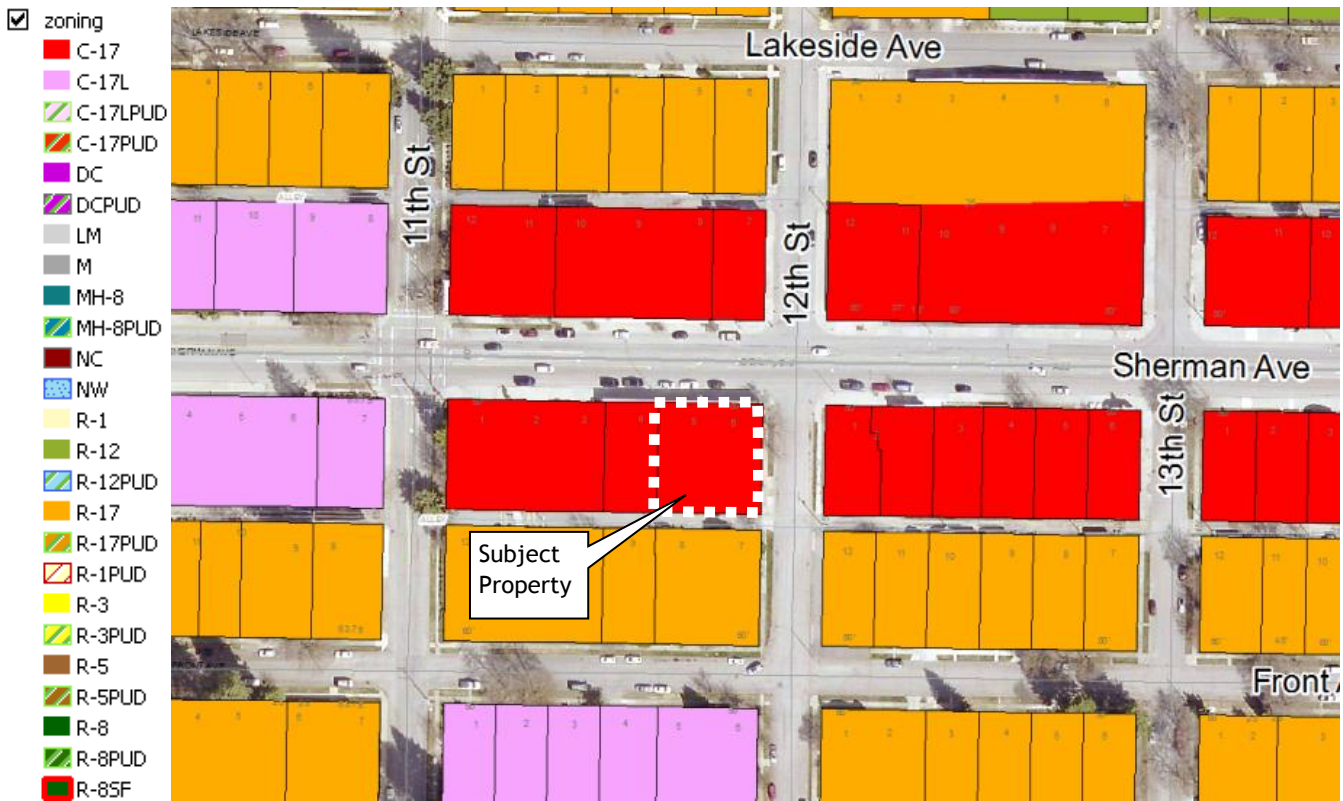
Objective 4.06 - Public Participation:

Strive for community involvement that is broad-based and inclusive, encouraging public participation in the decision making process.

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

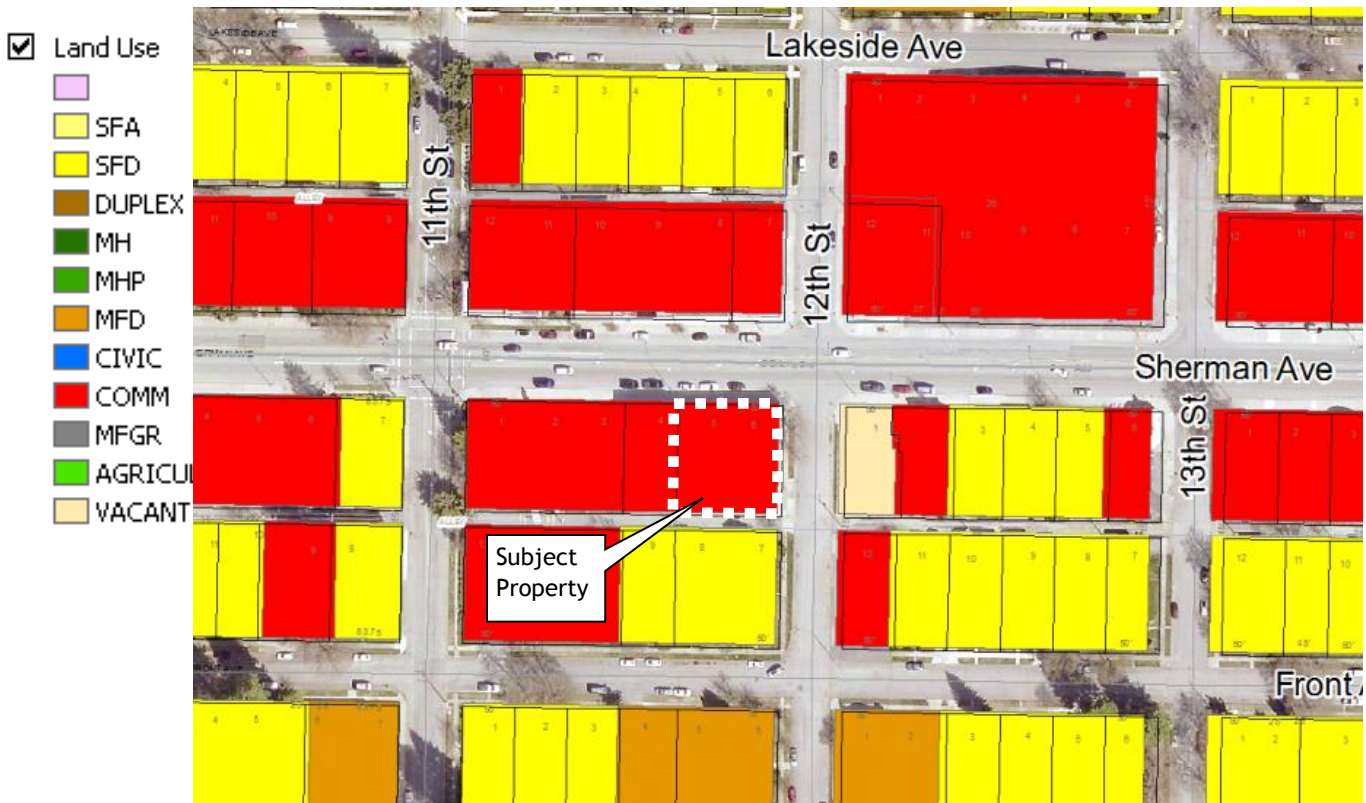
Finding #B8B: The design and planning of the site (is) (is not) compatible with the location, setting, and existing uses on adjacent properties.

Zoning Map:



Existing land uses in the area include: The east Sherman Ave. corridor is flanked on either side by commercial and service uses in this area. Generally, at the back of the lots/parcels on the other side of the alleys, to the north and south, properties are zoned R-17 with single family uses mixed with a few parking lots serving adjacent businesses. Directly to the northwest of the subject property a grocery/liquor store and espresso stand encompass the block. To the west of 11th Street is the DO-E infill overlay district.

Generalized Land Use Map:



Evaluation: The Planning Commission must determine, based on the information before them, whether the design and planning of the site is or is not compatible with the location, setting, and existing uses on adjacent properties. Specific ways in which the policy is or is not supported by this request should be stated in the finding.

Finding #B8C: 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.

WATER: No issues/concerns.
- Submitted by Terry Pickel, Assistant Water Superintendent

TRAFFIC: The ITE Trip Generation Manual estimates that based upon the square footage provided, that the project may generate approximately 7 - 8 trips per day during the peak hour periods. The noted traffic generation will not have any significant impact on the existing traffic flows or the surrounding streets.

STREET: The subject property is bordered by Sherman Avenue on the north and 12th Street on the east. The current right-of-way widths meet City standards.
- Submitted by Chris Bates, Engineering Project Manager

SEWER:

No issues/concerns.

- Submitted by Mike Becker, Utility Project Manager

FIRE:

The Fire Department works with the Engineering and Water Departments to ensure the design of any proposal meets mandated safety requirements for the city and its residents:

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 at building permit, utilizing the currently adopted International Fire Code (IFC) for compliance.

- Submitted by Bobby Gonder- Fire Inspector/Investigator

Evaluation: The Planning Commission must determine, based on the information before them, whether the location, design, and size of the proposal are such that the development will or will not be adequately served by existing streets, public facilities and services. Specific ways in which the policy is or is not supported by this request should be stated in the finding.

ORDINANCES & STANDARDS USED IN EVALUATION:

- 2007 Comprehensive 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

PROPOSED CONDITIONS:

No proposed conditions

ACTION ALTERNATIVES:

The Planning Commission must consider this request and make appropriate findings to approve, deny or deny without prejudice. The findings worksheet is attached.

A decorative border composed of a grid of purple diamonds in various shades, surrounding a central light purple rectangular area.

**APPLICANT'S
NARRATIVE**



311 e. coeur d'alene avenue
p. o. box 580
coeur d' alene, idaho 83816
tel.208.667.1214
fax.208.765.2516

www.verdisnw.com

Application for Special Use Permit in C-17 Zone
CDE Holdings, LLC Property Owner
McAllister Technical Services
1124 E. Sherman Ave.
Coeur d'Alene, ID 83814

July 31, 2014

McAllister Technical Services wishes to relocate their office currently located at Prairie Avenue and Highway 95 in Coeur d'Alene, to 11th Street and Sherman Avenue in downtown Coeur d'Alene. They have outgrown their building at their current location and wish to expand their business. The new location will offer them three times the space.

In addition to expanding, McAllister Technical Services also wishes to relocate closer to Coeur d'Alene's downtown amenities and businesses. They have purchased Lots 5 & 6 of Block 23, O'Briens 3rd Addition to CDA, at the corner of Sherman Avenue and 11th Street.

McAllister Technical Services, started nine years ago in Berkley, CA, is a surface science company. Surface science is the study and application of physical and chemical sciences and the interface between them. It includes the study and application of solid-liquid interfaces, solid-gas interfaces and liquid-gas interfaces. It includes the fields of surface physics and surface engineering as well. The average wage at McAllister is \$55,000 a year.

McAllister produces small robotic equipment and equipment parts, as well as translators and manipulators. One of the specialties of McAllister is the production of vacuums and the tools to work within those vacuums. Vacuums allow for a 100% impurity free environment. Tools that must be constructed in these vacuums are also produced at McAllister.

An example of McAllister's customer base would be NASA and The Lawrence Livermore National Laboratory, as well as many university and hospital research labs across the county and around the world. One quarter of McAllister's business is outside of the US, 99% outside of Idaho.

McAllister Technical Services understands that this proposal may only be approved if their request meets Criteria A, B, and C of Article 17.09.220, Special Use Permit Criteria. This narrative intends to illustrate:

- A. that this proposal is in conformance with the City's 2007 Comprehensive Plan;
- B. that the design and planning of this site are compatible with the location, setting and existing uses on adjacent properties; and
- C. that this development will be adequately served by existing streets, public facilities and services.

The City of Coeur d'Alene's 2007 Land Use Planning Map designates this area as a Transition Area, an area that is evolving and should be developed with care. It is an area where the general land use is expected to change within the next 15 years. This application and supporting floor plan is an example of careful and deliberate planning in an area that will see transition during the life of the Comp Plan.

The Comp Plan Land Use designation for this site is Historical Heart Tomorrow. Historical Heart Tomorrow has been established to allow increased density in harmony with long established neighborhoods. It is the intent of this designation that this strip of Sherman Avenue be recognized as a gateway to the City, one that offers a welcoming atmosphere into Coeur d'Alene. The granting of this Special Use Permit supports that designation in that it allows for the relocation and expansion of a thriving entrepreneurial business into an area of Coeur d'Alene that will be enhanced by the addition of an innovative scientific business that employs highly skilled professionals. McAllister Technical Services is one of several types of business entities that the city has been hoping to attract to East Sherman Avenue.

East Sherman Avenue is an area of Coeur d'Alene that requires unique planning (2007 Comp Plan, Page 31). The Comp Plan identifies three specific Infill Overlay Districts within the city - Midtown, Downtown and Downtown East. City code governs how land within these districts is developed. The main goal of the Infill Overlay Districts is to encourage infill development while protecting neighborhoods. McAllister Technical Services falls within the Downtown East District and is committed to meeting all Infill Design Standards in an effort to preserve property values along with the character of the existing neighborhood.

Historical Heart Tomorrow is also characterized as a neighborhood where infill regulations provide an opportunity and an incentive for mixed use redevelopment - exactly what this Special Use Permit proposes.

This designation also encourages growth that strengthens existing public open space. This business will be located 2 blocks from the Centennial Trail allowing employees a direct route to McEuen, City Park, Four Corners, and beyond.

The Historical Heart Tomorrow designation also encourages both an increase in and the retention of street trees. This proposal promises just that. McAllister Technical Services will retain healthy mature trees on the site and add vegetation to enhance the aesthetics of the surrounding area. A landscape plan will be submitted to the city for their approval prior to any placement/removal of vegetation.

In addition to the Historical Heart Tomorrow designation, this proposal is also in conformance with the City's 2007 Comprehensive Plan in that it meets the following applicable Goals and Objectives of the Plan:

Goal #1 Natural Environment

Objective 1.06 Urban Forests

Enforce minimal tree removal, substantial tree replacement and suppress topping trees for new and existing development.

Objective 1.07 Urban Forests

Restrict tree removal in city rights of way and increase tree planting in additional rights of way.

This proposal minimizes tree removal by leaving as many mature trees as possible while considering the addition of new trees that will enhance the site. Any proposed street trees will be selected from the City's preferred street tree list and will be of a species that will not require topping.

Objective 1.08 Forests & Natural Habitats

Preserve native tree cover and natural vegetation cover as the city's dominant characteristic.

This proposal intends to enhance the mature trees by adding new trees/shrubs where possible.

Objective 1.09 Parks

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

The relocation of this business seeks to place a viable workplace within easy walking and biking distance of downtown parks and open space.

Objective 1.11 Community Design

Employ current design standards for development that pays close attention to context, sustainability, urban design, and pedestrian access and usability throughout the city.

This proposal squarely supports the sustainability of the downtown core. McAllister Technical Services fits within the urban design of the neighborhood, and seeks to locate a business near existing pedestrian accesses - existing sidewalks and the Centennial Trail.

Objective 1.12 Community Design

Support the enhancement of existing urbanized areas and discourage sprawl.

This proposal seeks to revitalize the downtown core, more particularly the East Sherman Gateway.

This proposal supports the Urban Land Institutes "Ten Principles of Building Healthy Places" publication (attached).

Objective 1.14 Efficiency

Promote the efficient use of existing infrastructure, thereby reducing impacts to undeveloped areas.

This proposal supports Idaho Smart Growth's Principles of Quality Infill (attached).

Objective 1.16

Promote bicycle and pedestrian connectivity and access between neighborhoods, open spaces, parks and trail systems.

McAllister Technical Services seeks to provide a workplace that encourages alternative forms of transportation to and from work by locating within the downtown core, next to existing sidewalks, bike trails and city parks.

Objective 1.18 Night Sky

Minimize glare, obtrusive light and ratification sky flow by limiting outdoor lighting that is misdirected, excessive or unnecessary.

Any new lighting will adhere to the International Dark Sky Association Standards; any existing lighting will be modified to meet these standards.

Goal #2 Economic Environment

Objective 2.01 Business Image & Diversity

Welcome and support a diverse mix of quality professional, trade, business, and service industries, while protecting existing uses of these types from encroachment by incompatible land uses.

McAllister provides employment to 16 current full time positions along with the potential to double its size in its new location. A surface science company will enhance the eclectic mix of businesses located on East Sherman Avenue.

Goal #3 Home Environment

Objective 3.05 Neighborhoods

Protect and preserve existing neighborhoods from incompatible land uses and developments.

This neighborhood is a unique mix of commercial businesses, offices, high density residential and single family homes. McAllister is moving into an existing building. The nature of their business is such that there is no walk in traffic other than employees and a daily delivery by FedEx or UPS. The business is quiet, noise and odor free and seeks to improve an existing building and lot to more accurately reflect the professional nature of their business.

Objective 3.06 Neighborhoods

Protect the residential character of neighborhoods by allowing residential/commercial/industrial transition boundaries at alleyways or along back lot line if possible.

This proposal leaves intact the transition boundaries that exist at this time.

Objective 3.16 Capital Improvements

Ensure infrastructure and essential services are available for properties in development.

Existing sewer, water, and dry utility services will serve this business. The only parking needs that McAllister has are parking spaces for its employees. That will be provided in the parking lot located southeast of this site as shown on the attached site plan.

Goal #4 Administrative Environment

Objective 4.06 Public Participation

Strive for community involvement that is broad-based and inclusive, encouraging public participation in the decision making process.

This request has met all requirements for public notification.

In addition to complying with the Zoning Ordinance and the 2007 Comp Plan, this proposal seeks to comply with a proposed regulation that is still on the table. The East Sherman Gateway Zone (ESG), a new proposed zoning district for this area of Coeur d'Alene. The C-17 zoning would be changed to ESG zoning, a seemingly more appropriate and specific zone for this area of the City.

Another intent of the East Sherman Gateway zone is to encourage infill development and enhance streetscapes. The Comp Plan defines infill development as the process of developing vacant or redeveloping underused parcels within existing urban areas. The addition of a strong viable business to the downtown area, and in the Gateway zone, encourages infill development

and encourages the preservation of existing mature trees, both in support of the intent of the East Sherman Gateway zone, even though it has yet to be adopted by the City.

In addition to conformance with the Objectives and Goals of the City's 2007 Comp Plan and the East Sherman Gateway proposed plan, the Zoning Ordinance states that a Special Use Permit may only be approved if the design and planning of the site are compatible with the location, the setting, and the existing uses on adjacent properties. Photos of the current site and the adjacent properties indicate the compatibility of like community uses.

McAllister Technical Services' building will be enhanced to reflect the quality of the business and its customers. One of the owners of McAllister recently rehabilitated the former Union Pacific Railroad Depot at the corner of 3rd Street and Lakeside Avenue. The workmanship and conscientious attention to detail that went into the restoration of the depot is reflective of what will be done at McAllister's new location.

Lastly, the Zoning Ordinance requires under Article 17.09.220B8C that McAllister be adequately served by existing streets, public facilities and services. As stated earlier, the public services needed to serve the existing business, Dance Tales, are the same services that will be used to serve the new business upon approval of this request.

This request supports the goals and objectives of the City's Comp Plan, the regulations of the Historical Heart Tomorrow designation, the standards of the Downtown East Infill Overlay District, the intent of the East Sherman Gateway Zone, and meets all criteria of the City's Zoning Ordinance, more particularly the Special Use Permit process.

Most importantly it supports the City's need for quality infill projects and supports the need for scientific businesses to locate and thrive in downtown Coeur d'Alene. I ask that you approve McAllister Technical Services request to relocate their business to a new site that will better serve their growing needs, will add more professional jobs to the downtown core and will improve the character and aesthetics of this East Sherman neighborhood. Thank you for your consideration of this request.

Sandy Young
President, Verdis
July 31, 2014









Background Maps

- Aerial Imagery 2011/2014
- Aerial Imagery 2011/2012
- Aerial Imagery 2009/2010
- Color Hillshade
- No Background

Map Layers

- Parcel Anno Red
- Parcel Anno Whit
- Parcel Polygon
- City Limits
- Lake Text
- Address Labels
- Roads Labels
- KC Marine ID
- Rds Label Lrg Area
- Fire Hydrants
- Bus Routes



Owner Additional

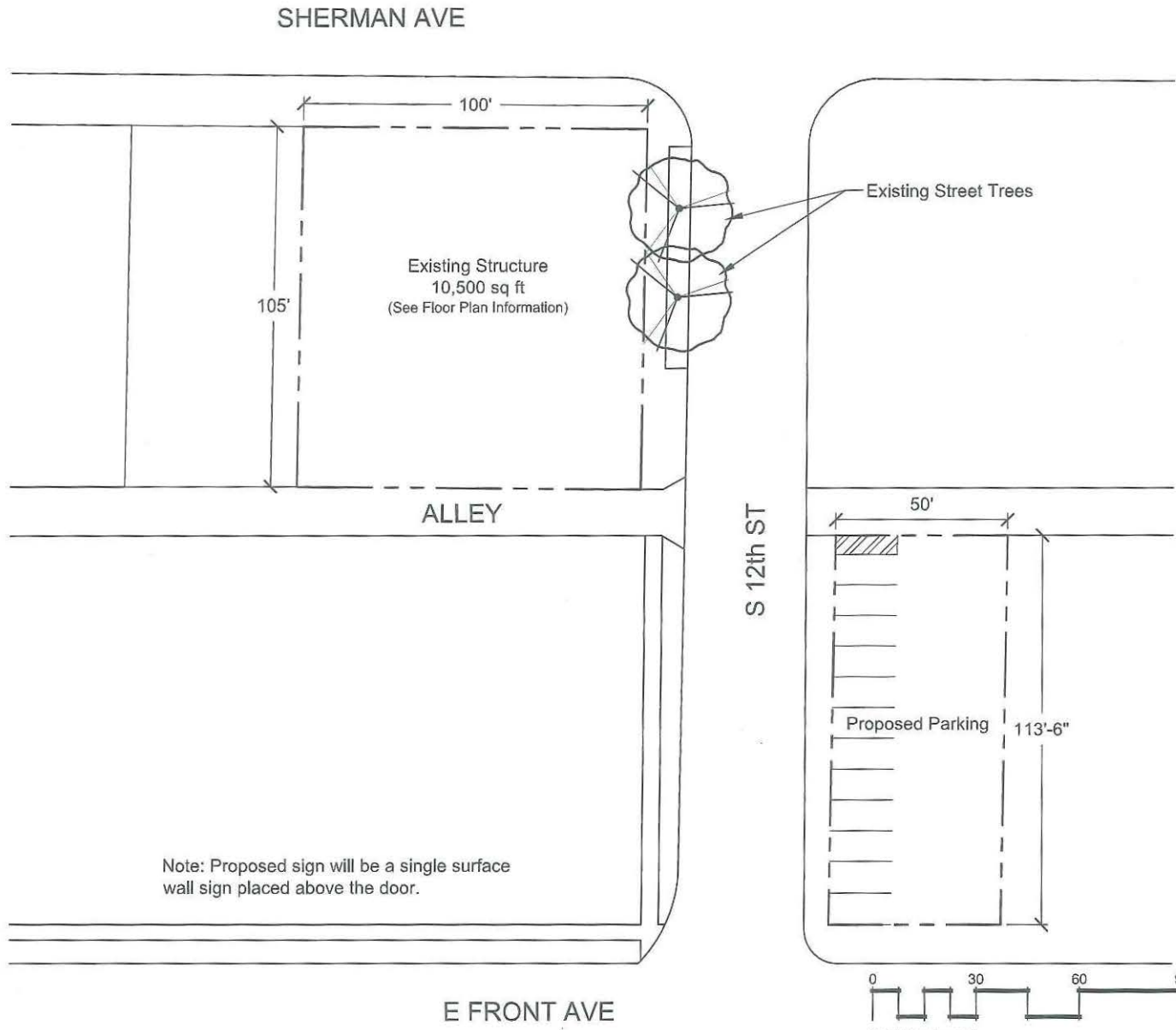
AIN: 123276 LRSN: 71687
Parcel Number: C-6885-023-005-A
Appr Dist: C **TRS:** S04W13SE
Incorporation: COEUR D ALENE

Owner Information:
 CDE HOLDINGS LLC
 201 H 3RD ST
 COEUR D ALENE, ID 83814

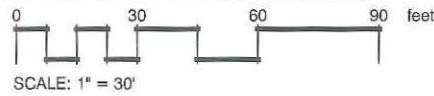
Site Address:
 1124 E SHERMAN AVE
 COEUR D ALENE

Legal Description: BKPG: A143
 OBRIENS 3RD ADD TO CDA, LT 5,6
 BLK 23

Acres: 0.241



Note: Proposed sign will be a single surface wall sign placed above the door.



verdis
landscape architecture + planning

CREATED BY
JTL, 2004, of Idaho Ave.
Coeur d'Alene, Idaho 83814
PH: (208) 862-1214
www.verdisinc.com

CDE Holdings LLC
Coeur d'Alene, Idaho
Site Plan

JTJ Holdings
Coeur d'Alene, Idaho
Site Plan

REVISIONS:

NO.	DATE	DESCRIPTION
1	07/23/14	Final
2		
3		
4		
5		

RELEASE DATE: 07/23/14
PROJECT NUMBER:
DRAWN BY: TSG
CHECKED BY: SPK

DRAWING SCALE:
1" = 30'

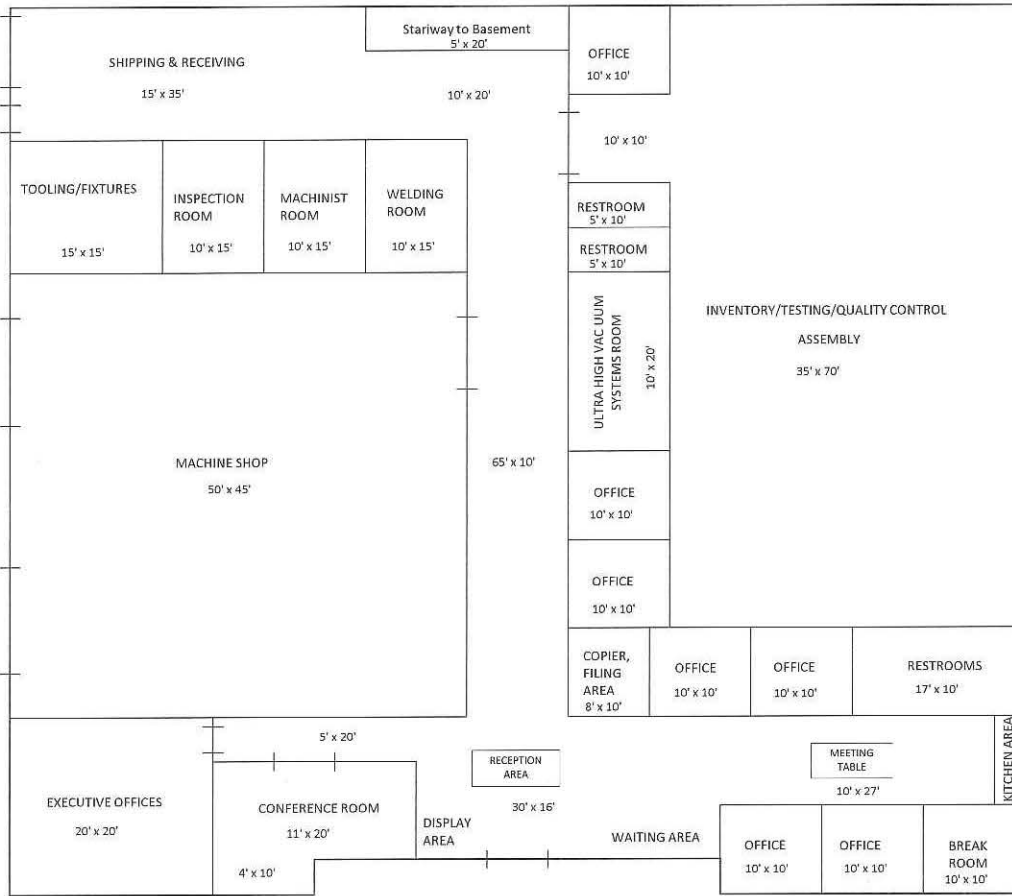
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L1.0
SHEET 1 of 1

MAIN FLOOR

Alley

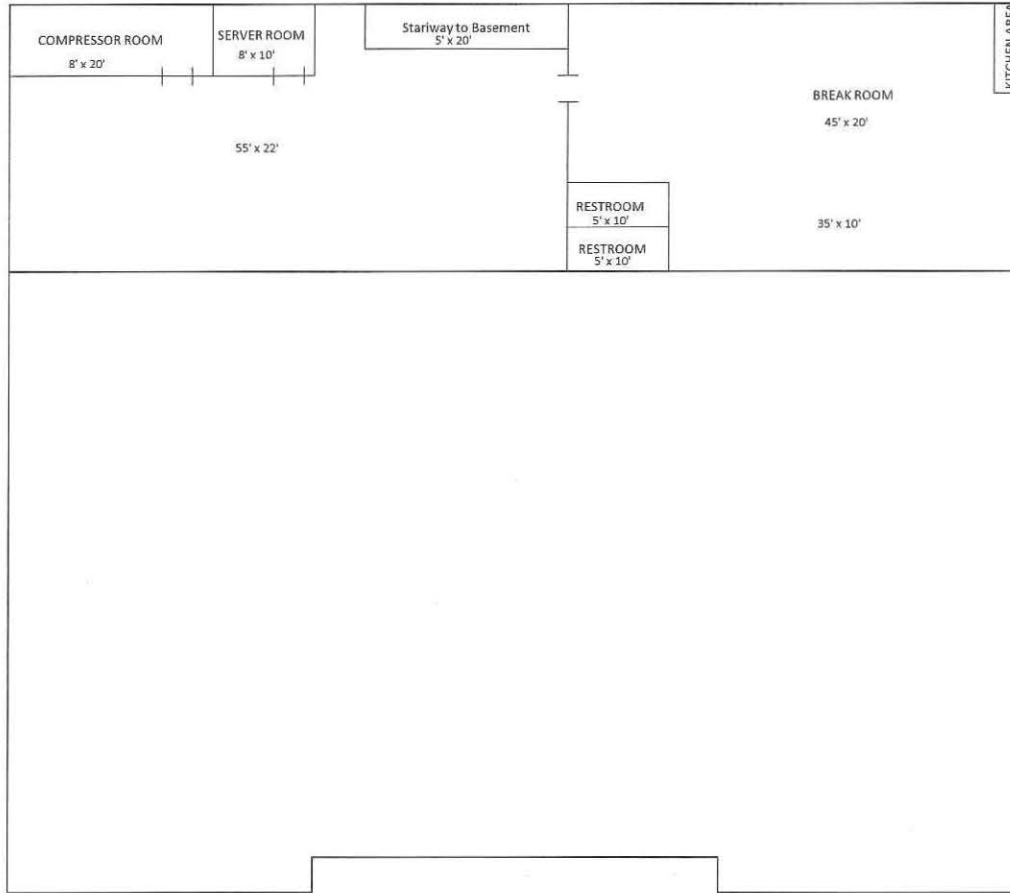
12th Street



Sherman Avenue

BASEMENT

Alley



12th Street

Sherman Avenue

**S
G
N
-
D
-
F**

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

A. INTRODUCTION

This matter having come before the Planning Commission on September 9, 2014, and there being present a person requesting approval of ITEM: SP-7-14, a request for a Custom Manufacturing special use permit in the C-17 zoning district.

APPLICANT: MCALLISTER TECHNICAL SERVICES

LOCATION: +/- 0.24 AC. PARCEL AT 1124 E. SHERMAN AVE.

B. FINDINGS: JUSTIFICATION FOR THE DECISION/CRITERIA, STANDARDS AND FACTS RELIED UPON

(The Planning Commission may adopt Items B1 to B7.)

- B1. That the existing land uses are commercial and service uses.
- B2. That the Comprehensive Plan Map designation is Heart-Transition.
- B3. That the zoning is C-17.
- B4. That the notice of public hearing was published on, August 23, 2014, which fulfills the proper legal requirement.
- B5. That the notice of public hearing was posted on the property on August 27, 2014, which fulfills the proper legal requirement.
- B6. That 66 notices of public hearing were mailed to all property owners of record within three-hundred feet of the subject property on August 22, 2014.
- B7. That public testimony was heard on September 9, 2014.

B8. Pursuant to Section 17.09.220, Special Use Permit Criteria, a special use permit may be approved only if the proposal conforms to all of the following criteria to the satisfaction of the Planning Commission:

B8A. The proposal **(is) (is not)** in conformance with the comprehensive plan, as follows:

B8B. The design and planning of the site **(is) (is not)** compatible with the location, setting, and existing uses on adjacent properties. This is based on

Criteria to consider for B8B:

1. Does the density or intensity of the project "fit " the surrounding area?
2. Is the proposed development compatible with the existing land use pattern i.e. residential, commercial, residential w churches & schools etc?
3. Is the design and appearance of the project compatible with the surrounding neighborhood in terms of architectural style, layout of buildings, building height and bulk, off-street parking, open space, and landscaping?

B8C 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. This is based on

Criteria to consider B8C:

1. Is there water available to meet the minimum requirements for domestic consumption & fire flow?
2. Can sewer service be provided to meet minimum requirements?
3. Can police and fire provide reasonable service to the property?

C. ORDER: CONCLUSION AND DECISION

The Planning Commission, pursuant to the aforementioned, finds that the request of MCALLISTER TECHNICAL SERVICES for a special use permit, as described in the application should be **(approved)(denied)(denied without prejudice)**.

Special conditions applied are as follows:

Motion by _____, seconded by _____, to adopt the foregoing Findings and Order.

ROLL CALL:

Commissioner Bowlby	Voted _____
Commissioner Ingalls	Voted _____
Commissioner Luttrupp	Voted _____
Commissioner Messina	Voted _____
Commissioner Ward	Voted _____

Chairman Jordan Voted _____ (tie breaker)

Commissioners _____ were absent.

Motion to _____ carried by a ____ to ____ vote.

CHAIRMAN BRAD JORDAN