

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

**FEBRUARY 11, 2025**

**THE PLANNING & ZONING COMMISSION'S VISION OF ITS ROLE IN THE COMMUNITY**

The Planning & Zoning 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:** Messina, Fleming, Ingalls, Luttropp, Coppess, McCracken, Ward

**PLEDGE:**

**APPROVAL OF MINUTES:** \*\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM.

December 10, 2024 – Planning & Zoning Commission Meeting Workshop

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**COMMISSION COMMENTS:**

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

1. Applicant: Aaron Mote  
Location: 213 E. Harrison Ave  
Request: A proposed zone change from a C-17PUD to a C-17 QUASI-JUDICIAL, (ZC-1-25)

**Presented by: Sean Holm, Senior Planner**

**OTHER BUSINESS:**

1. Downtown Core/Infill Working Group Progress Update
2. Historic Preservation Commission Efforts

**Presented by: Hilary Patterson, Community Planning Director**

**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 Traci Clark at (208)769-2240 at least 72 hours in advance of the meeting date and time.*

*\*Please note any final decision made by the Planning & Zoning Commission is appealable within 15 days of the decision pursuant to sections [17.09.705](#) through [17.09.715](#) of Title 17, Zoning.*

This Page Intentionally Left Blank



# MINUTES



This Page Intentionally Left Blank

**PLANNING AND ZONING COMMISSION  
WORKSHOP MINUTES  
COEUR D'ALENE CITY HALL  
CONFERENCE ROOM #6, UPSTAIRS  
710 E. MULLAN AVENUE**

**December 10, 2024**

**COMMISSIONERS PRESENT:**

Tom Messina, Chairman  
Peter Luttrupp  
Jon Ingalls, Vice-Chair  
Lynn Fleming  
Sarah McCracken  
Phil Ward

**STAFF MEMBERS PRESENT:**

Hilary Patterson, Community Planning Director  
Sean Holm, Senior Planner  
Mike Behary, Associate Planner  
Tami Stroud, Associate Planner  
Randy Adams, City Attorney  
Traci Clark, Administrative Assistant

**Commissioners Absent:**

Mark Coppess

**CALL TO ORDER:**

The meeting was called to order by Chairman Messina at 12:00 p.m.

**APPROVAL OF MINUTES:**

Motion by Commissioner McCracken, seconded by Commissioner Luttrupp, to approve the minutes from the Planning and Zoning Commission meeting on November 12, 2024. Motion approved.

**PUBLIC COMMENTS:**

None.

**STAFF COMMENTS:**

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

- There will not be any public hearings for the month of January. She would like to schedule a workshop again with The Commission to further discuss possible code amendments. Staff will reach out to The Commission and pick a date and time.

**COMMISSION COMMENTS:**

None.

## **WORKSHOP DISCUSSION:**

### **Code Consideration - Twin Homes**

**Presented by Mike Behary – Associate Planner**

#### **Introduction:**

- Recently, the Planning & Zoning Commission asked staff to bring forward twin homes as a discussion item for a possible code amendment to help provide more for-sale house options available in Coeur d'Alene.
- Currently, there are two ways that a twin home can be built in the city. The First, is utilizing the Planned Unit Development (PUD) process on sites that are over one and half (1 ½) acres in size. The second, is on properties zoned R-17, which allows single-family attached housing by right.
- Staff is seeking guidance and direction from the Planning & Zoning Commission on twin home development and it should be allowed by right or as a special use permit, or if there should be other factors considered in where they can be located by right.

#### **Twin Home - Basics**

##### **Definition:**

A Twin home is a residential property with two separate living spaces that share a common wall but are located on two separate lots.








##### **Ownership:**

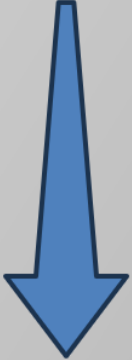
Each unit in a twin home is considered a single-family home, and the owners are responsible for maintaining and insuring their own side of the property. The property line runs down the middle of the building, and each property has its own description.

##### **Differences:**

Twin homes are similar to duplex in that they have a wall and look like two identical houses, but the ownership structure is different. In a duplex, both units are on the same lot, while in a twin home, each unit is on its own private lot.

## What zoning districts should it be allowed in?

R-1	Low Density		Duplex Not Allowed
R-3			Duplex Not Allowed
R-5			Duplex Not Allowed
R-8			Duplex Allowed
MH-8			Duplex Not Allowed
R-12			Duplex Allowed
R-17	High Density		Duplex Allowed



**Recommendation:** Allow by right in R-12 and R-17 zoning districts

### Special Use Permit Requirement?

- **Pros:** A Special Use Permit (SUP) requirement could allow flexibility in allowing twin homes in areas not traditionally zoned for them. This could be useful for mitigating community concerns and ensuring that developments align with the neighborhood character.
- **Cons:** SUP process can be time-consuming and unpredictable, which may discourage developers and homeowners.

**Recommendation:** No Special Use Permit Process. Allow twin homes to be built by right in R-12 and R-17 zoning districts and associated commercial districts.

### Should transect Planning/Zones radiating out from the city center be applied?

### Should an Accessory Dwelling Unit (ADU) be allowed?

- **Pros:** Allowing ADUs within twin homes can provide additional housing options, such as rental units or spaces for extended families.
- **Cons:** ADUs could increase density further, leading to concerns about parking and potential overpopulation in the area.

**Recommendation:** Keep the code as is, which only allows ADUs on lots with single family detached housing.

### Should Twin Homes be allowed in other zoning districts (besides R-17)?

### What should be the minimum lot size required?

- **Pros:** Setting a minimum lot size can ensure that twin homes provide adequate space for both dwellings and maintain community character.
- **Cons:** Too large a minimum lot size could defeat the purpose of providing more affordable housing by increasing the cost of development.

**Recommendation:** The minimum lot size should be flexible, with a focus on achieving density without overcrowding. A suggested range could be between 3,000 to 5,000 square feet, with 3,500 square feet being the optimal recommendation. *Duplex Lots = 7,000SF (3,500SF per unit)*

#### **What should be the minimum lot width required?**

- **Pros:** A minimum lot width helps to maintain a sense of openness and separation between homes while ensuring that each dwelling has adequate access to light, air, and privacy.
- **Cons:** If set too wide, this requirement could reduce the feasibility of twin homes on smaller or irregular lots.

**Recommendation:** A minimum lot width of 25-30 feet would balance the need for adequate space while keeping housing affordable. (25 feet for alley lots and 30 feet for lots without alley access).

*\* R-8 and R-12 Lots have a minimum of 50 feet of frontage for duplex lots*

#### **What should be the minimum setbacks required?**

- **Pros:** Setbacks regulate how far the buildings are from property lines, ensuring adequate space for privacy, outdoor areas, and safe movement around buildings.
- **Cons:** Too large a setback could reduce the overall density and impact the economic viability of twin homes.

**Recommendation:** Consider minimum front setbacks of 20 feet, side setbacks of 5 feet (alley Lots) and 7 feet (with no alley), and rear setbacks of at least 25 feet, depending on the lot size and zoning.

*Duplex Lots = Side 5' and 10' and corner lots 10'*

#### **Twin Home parking requirement?**

- **Pros:** Parking requirements ensure that residents have access to transportation without relying on street parking, reducing congestion.
- **Cons:** Excessive parking requirements may reduce the land available for development or add unnecessary costs.

**Recommendation:** Require two parking spaces per unit, with the option to include garage or driveway parking.

#### **Alley Lots and Driveway Access?**

- **Pros:** Allowing access via alleys or shared driveways can reduce curb cuts, maintain streetscape aesthetics, and preserve front yard space for landscaping or green areas.
- **Cons:** It can create confusion regarding property access and potentially lead to disputes over



maintenance and responsibilities.

**Recommendation** Require alley access for alley lots.

**Should existing Single Family and Duplexes be allowed to be converted to twin homes? Or should they only be allowed as a new build option?**

**Recommendation:** Only should be allowed as a new build option.

Mike Behary concluded his presentation.

**Commission Discussion:**

One of the suggestions from a commission member would be to have a pamphlet that has some suggestions or ideas on twin homes.

They suggested the minimum lot width of 25 so that it would be consistent with the duplex lot with a 50-foot frontage and 25 feet per unit.

They would like the twin home parking to have two parking spaces per unit, which is consistent with other code requirements.

The Commission was supportive of a minimum front setback of 20 feet, side setbacks of 5 feet (for lots with an alley) and 7 feet (for lots with no alley), and rear setbacks of at least 25 feet, depending on the lot size and zoning.

The Commission was in consensus that if duplexes are allowed, then twin homes should be allowed by right too and have standards that mirror those for duplexes (with a few exceptions).

If there was an existing duplex or single-family home and someone wanted to convert it into a twin home, they agreed that existing duplexes and single-family homes could not be converted. Twin homes would only be allowed as a new build.

One commissioner thought that they should be built to look like one structure. No ADUs should be allowed for twin homes.

ADUs should only be allowed for single-family detached homes. Twin homes should look like duplexes, which do not have ADUs.

The Commission asked if it would possible for staff to do a GIS query to evaluate how many possible duplex lots exist in the City to help understand where twin homes may be located. Mr. Behary said he would do a GIS query.

Staff noted that in the R-8 zoning district with the larger duplex lots, that they wouldn't anticipate twin homes because it is the same lot size requirement for a single-family detached home that could also accommodate an ADU. It would be more likely in the R-8 district for someone to opt to split the lot and do two single-family detached homes with ADUs instead.

The Commission reiterated that they would like to see twin homes mirror the frontage and setback requirements for duplexes. Exceptions to duplex standards would be:

- Only garden sheds (under 200 square feet) would be allowed and would need to be setback at least 5 feet from the property lines. No other accessory structures would be permitted on twin home lots.

- For alley-loaded lots, twin homes would be required to utilize the alley for access and could not get driveways off of the street(s).

The Commission asked staff if they could amend the code to apply the alley-loaded requirement to duplexes too.

The question was asked can the roads be wide enough for on-street parking as well. The Commissioners were concerned with parking impacts with new projects and wanted to make sure that staff was evaluating current roadway widths and on-street parking opportunities.

Staff clarified that this was on their Code Amendments "To Do List" to address the minimum street standards to require that there would be on-street parking on at least one side of the street.

Chairman Messina said he appreciated hearing that and said it is helpful to hear what challenges staff is facing and what other code amendments we think would be beneficial.

There was some discussion about a new theoretical subdivision with just twin home lots and how that would work with the timing of construction and further lot splits. Randy Adams, City Attorney clarified that there are many lots that exist that can only support one type of use. That would be the same situation if someone did a twin home plat. This might lock them into doing only that type of development if they went forward with a twin home plat.

The Commission suggested that they work together with the Historic Preservation commission on the historic overlay zoning district concept.

The Commission asked when this item would come back to them. Staff said to plan on a public hearing on a Twin Home Code in March. They would get input from the other city departments prior to drafting the ordinance.

### **Code Evaluation - Special Use Permit for Single-Family Detached Only Housing Presented by Sean Holm – Senior Planner**

#### **Introduction:**

**Purpose:** Evaluate the code for Special Use Permits (SUP) restricting development to single-family detached housing.

**Objective:** Discuss whether to retain, amend, or eliminate this code.

**Context:** Address legal concerns, city goals, and community needs.

#### **Code Overview:**

- Allows 66% of property owners with 66% of the land to request single-family restrictions via SUP.
- Minimum area: 1.5 gross acres (R-8 & R-12 zones).

#### **History:**

- 3 cases Pinegrove (1994, approved), Ft. Grounds (2013-2014, approved), Thomas Park, denied).
- Threshold reduced from 75% to 66% in 2013.

#### **Pros of removing the code:**

- Promotes diverse, affordable housing options.
- Reduces conflicts and administrative burdens.
- Aligns better with comprehensive plan goals.
- Encourages market adaptability.

**Cons of removing the code:**

- Limits neighborhood input on development.
- Risk of altering neighborhood character.
- Requires zoning code updates.
- Removes a formal tool for neighborhood-led planning.

**Legal and Procedural Issues**

- Misalignment with SUP intent under Idaho Law?
- Potential legal challenges
- Perceived improper use of SUP authority.
- Reduced public input compared to zone changes.
- City Council would be the deciding factor.
- Could conflict with comprehensive plan goals.

**Considerations:**

**Clarify intent:** Consider zoning overlays or conservation districts.

**Align with State Code:** Amend SUP practices to meet statutory definitions?

**Shift to Zone Changes:** Require formal rezoning for single-family restrictions?

**Hurdle Percentage:** Raise thresholds back to 75% with notarized signatures?

**Discussion Questions:**

1. Should we retain, amend, or eliminate the current SUP process?
2. How can we balance neighborhood input with city-wide goals?
3. What tools can address concerns about changing neighborhood character?

Mr. Holm concluded his presentation.

**Commission Discussion:**

The Commission said they would like to eliminate the single-family detached only SUP option in the Zoning Code. There have only been three instances of this in the city and that other zoning tools exist that seem more appropriate. The Commission noted that they support the historic overlay tool and would like to workshop with the Historic Preservation Commission separately on that.

**Code Consideration - Multifamily Performance Standards & Design Guidelines**  
**Presented by Hilary Patterson – Community Planning Director**

Ms. Patterson noted that the current Commercial Design Guidelines and code requirements for multi-family projects do not specifically address the design characteristics of this type of development for apartments, townhouses and condominiums. Staff feels there is a need to have design and performance standards that are specific to apartments, condominium projects and townhouse projects to address design, access/circulation and livability components.

Design of proposed, approved and constructed projects do not consider design aesthetics for things such as mini splits or wall A/C units, connections to adjacent commercial uses and public open space areas, visitor parking, accessible units, zero entry units, and units with visit ability (accessibility for disabled visitors) performance standards on the first level (zero entry, wider doorways and restroom), ADA parking stalls, green space and buffering, etc.

Drive aisles are frequently utilized which can skirt Zoning Code requirement for frontage, street trees, landscaping trees, landscaping and sidewalk performance standards.

There is a loophole in the code that is being used to reduce parking for townhouse projects that was designed for apartments where there is shared parking, rather than parking for individual units.

Other performance standards that are lacking from the code include: snow storage, on-site green space and amenities for residents (e.g., play areas for children or green space for pets, on-site trails, trash enclosures versus individual totes and placement of trash enclosures, dead-end streets without requirement for secondary access, and all buildings looking identical.

Ms. Patterson shared the City of Auburn, WA's design guidelines for multifamily residential and noted some of the components they included and how they separated projects into large and small for certain performance standards.

Ms. Patterson noted there is also a lack of accessible units in townhouse construction and an exemption in the Building Code for Type C dwelling units by exempting the accessible restroom on the first level if the floor space is too small. Because of the exemption in the Building Code, one consideration is to add something in the Zoning Code. Other communities have included visitability/zero entry performance standards, but staff needs to do additional research to see how that has been addressed.

Visitability is a design approach for housing that allows people who use wheelchairs or other mobility devices to visit. Visitability focuses on features that guests would use, such as the entrance, hallways, and bathroom on the main floor. Common features include:

- At least one accessible route into the dwelling
- Accessible entrance doors
- Hallway widths of at least 32 inches
- A wheelchair accessible bathroom on the main floor

#### Feedback Requested:

- Length Limitation for Driveways
- Driveway versus a private street
- Connectivity Requirement (Right-of-Way Circulation) – Vehicles and pedestrians
- Accessibility/Visitability for a certain percentage of units
- Parking requirements
  - Parking Ratio Based on Number of Bedrooms per Unit
  - Visitor Parking Requirements
    - Apartments
    - Townhomes
  - ADA Parking
- Landscaping Requirements for Front Yards of site and along private streets and drive aisles
- Green spaces and amenities for residents
- Snow storage requirement
- Trash enclosure versus individual totes
- Requirement for some variation in building design?
- Wall mounted and Rooftop Equipment
- Door/Front/Orientation of building(s) facing public streets (address blank walls)
  - Townhomes
  - Apartments
- Glazing requirement
  - Townhomes
  - Apartments

Should there be a consideration to allow for some exceptions to the standards if they deed restrict housing to 80-100% AMI, provide annual reports, and work with a local housing provider for management?

Ms. Patterson concluded her presentation:

**Commissioner Discussion:**

The Commission had questions on what number of multifamily units triggers ADA accessibility requirements and if it was greater than 5 units, or if a 4-plex triggered it. Staff didn't have the answer and said they would consult with the Building Official.

One suggestion was to require ground floors to be accessible or adaptable. The Commission urged staff to research and look at other examples where accessibility is incorporated into a zoning code instead of the building code.

There was a question on the appropriate length of a dead-end driveway or private road and if that number should be 150' based on the length of a fire hose, or some other number. But there was support for requiring secondary vehicular access as well as pedestrian access.

The Commission was supportive of the visitable units and said they would like to see some threshold, such as over 5 units.

The commission wanted the code to specify a % of parking that would be required for visitors and to clarify the parking per bedroom rather than averaging it for townhouse projects. They don't want to see the parking ratios increased, but do want to add visitor parking requirements. The Commission would like staff to evaluate the 8x18 parking stall size that doesn't fit standard vehicles.

The Commission was supportive of requiring street trees and landscaping, even along drive aisles and private streets.

They were supportive of considering some variation in building design for large projects that would be required by DRC, and they liked the standard Auburn had related to roofs over entries.

The Commission also said they were interested in how a multifamily project would be compatible and tie into existing neighborhood.

The Commission did not want to include an exception for design guidelines and development standards for projects and deed restrictions for affordable units, but rather offer density and FAR as incentives to help address affordability.


**ADJOURNMENT:**

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


The meeting was adjourned at 2:11 p.m.

Prepared by Traci Clark, Administrative Assistant

This Page Intentionally Left Blank




# **PUBLIC HEARING**




This Page Intentionally Left Blank





# STAFF REPORT



This Page Intentionally Left Blank



# APPLICANT'S APPLICATION

This Page Intentionally Left Blank



PAID

# ZONE CHANGE APPLICATION

JAN 01 2025

CITY OF COEUR D'ALENE

**STAFF USE ONLY**  
 Date Submitted: \_\_\_\_\_ Received by: 12-31-24 Fee paid: \_\_\_\_\_ Project # ZC-1-25

## REQUIRED SUBMITTALS

**Application Fee: \$ 1,200.00**  
 Publication Fee: \$300.00  
 Mailing Fee: \$6.00 per hearing

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

A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at

- Completed application form**
- Application, Publication, and Mailing Fees**
- A report(s) 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 with the property boundaries.
- A report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property. The report(s) shall be a full Title Report and include the Listing Packet.
- A written narrative:** Including zoning, how proposal relates to the 2007 Comprehensive Plan Category, Neighborhood Area, applicable Special Areas and appropriate Goals and Policies, and Policies and how they support your request.
- A legal description:** in MS Word compatible format.
- A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.

## 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: Aaron B Mote		
MAILING ADDRESS: 503 W Vista Dr.		
CITY: Coeur D'Alene	STATE: ID	ZIP: 83815
PHONE: 720-207-3312	FAX:	EMAIL: office@directsiding.com
APPLICANT OR CONSULTANT: Aaron B Mote		STATUS: ENGINEER OTHER
MAILING ADDRESS: 503 W Vista Dr.		
CITY: Coeur D'Alene	STATE: ID	ZIP: 83815
PHONE: 720-288-4680	FAX:	EMAIL: office@directsiding.com

**FILING CAPACITY**

- Recorded property owner as to of 11/29/2022
- 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: 213 E Harrison Ave. Coeur d'Alene		
EXISTING ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-1 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input checked="" type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/> <span style="margin-left: 300px;">PUD</span>		
PROPOSED ZONING (CHECK ALL THAT APPLY): R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-1 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input checked="" type="checkbox"/> C-17 <input checked="" type="checkbox"/> C-17L <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/> <span style="margin-left: 200px;">SP 1-9-25 email</span>		
TAX PARCEL #: 109102	EXISTING ZONING: C-17PUD	TOTAL NET AREA/ACRES: .177 Acres
GROSS AREA/ACRES: .21 Acres	CURRENT LAND USE: Residential	ADJACENT LAND USE: Commercial
DESCRIPTION OF PROJECT/REASON FOR REQUEST: We propose converting the existing single-family home into two private office spaces for our small local business. This plan includes adding signage at the front and enhancing the entrance with a wide, commercially compliant walkway. Additionally, we intend to construct an accessory caretaker's unit to maintain and oversee the property, given the unique challenges presented by our proximity to the neighboring Help Center.		

**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: Aaron Mote Telephone No.: 720-207-3312

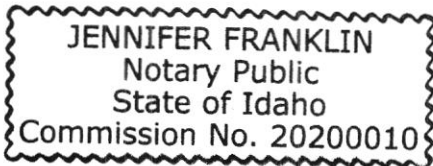
Address: 503 W Vista Dr. Coeur D'Alene

Signed by Owner: 

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this 14<sup>th</sup> day of November, 2024.

Notary Public for Idaho Residing at: 1410 N. Government Way Coeur D'Alene, ID 83814



My commission expires: 01/02/2026

Signed:   
(notary)

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

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

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

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**REQUIRED CERTIFICATIONS:**

**OWNERSHIP LIST:**

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

The list was compiled by Kootenai Title on 11/1/2024.  
(title company) (date)

**RESIDENTS LIST:**

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

The list was compiled by Kootenai Title on 11/1/2024.  
(name) (date)

**CERTIFICATION OF APPLICANT:**

I, Aaron Mote, being duly sworn, attests that he/she is the applicant of this  
(Insert name of applicant)

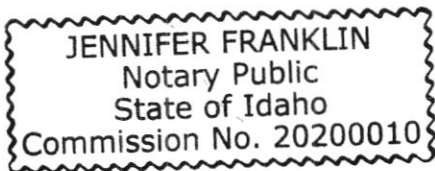
request and knows the contents thereof to be true to his/her knowledge.

Signed: [Signature]  
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this 14<sup>th</sup> day of November, 2024.

Notary Public for Idaho Residing at: 1416 N. Government way Coeur d'Alene, ID 83814



My commission expires: 01/02/2026

Signed: [Signature]  
(notary)



## CLARK, TRACI

---

**From:** HOLM, SEAN  
**Sent:** Thursday, January 9, 2025 9:36 AM  
**To:** CLARK, TRACI  
**Subject:** FW: Zone Change Request

Traci,

Could you please archive the email below as part of their application?  
I wanted him to provide something tangible vs. just a phone call.

Thanks!

s

---

**From:** Aaron Mote <aaron@directsiding.com>  
**Sent:** Thursday, January 9, 2025 8:35 AM  
**To:** HOLM, SEAN <SHOLM@cdaid.org>  
**Subject:** Re: Zone Change Request

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

Hello Sean,

For the zone change request, we would like to proceed with a C-17 request.

Thank you for the phone call!

Best Regards,  
Aaron Mote

Get [Outlook for iOS](#)

---

**From:** HOLM, SEAN <SHOLM@cdaid.org>  
**Sent:** Wednesday, January 8, 2025 4:13 PM  
**To:** [aaron@directsiding.com](mailto:aaron@directsiding.com) <aaron@directsiding.com>  
**Subject:** Zone Change Request

All the best,

**Sean E. Holm**

Senior Planner | City of Coeur d'Alene  
208.676.7401

## **213 E Harrison - Rezoning Narrative**

We are requesting to rezone to C-17.

Our intended use for the property will be an office space for our Exterior Design and /or Professional Management office in the existing residential structure.

We would like to then build an Accessory Caregiving Unit to provide additional security on the property and to provide an affordable housing unit for one of our employees to enjoy living in Downtown CDA. This unit will provide needed security with the HELP center nextdoor that, at times, attracts vagrancy – which has resulted in countless items of trash, including broken bottles, being thrown on to our property.

### **Place Type - C-17**

Our intended use is well aligned with the key characteristics outlined the C-17 guidelines.

### **Special Areas**

Our intended use is also well aligned with the vision for Midtown outlined in the “Special Areas,” as we are contributing to a “lively neighborhood business district with a mixture of uses, including retail, services, and residential” and additionally “Housing is encouraged both above and behind commercial uses.” Additionally our goal is to increase safety by widening the sidewalk and adding lighting and make a significant investment in the landscaping so that it is also very appealing to pedestrians.

### **Goal GD 1**

Our intention is to use our property at 213 E Harrison as a professional management office (long term real estate management) with the existing structure, as well as to build a Caretakes unit in the new structure is well-aligned with Goal GD 1.

### **Goal CI 2**

Given we have had issues with vagrancy on the back side of the property, including multiple times homeless at night alongside our back fence shared with the Help Center, trash being thrown over the fence, as well the front door being kicked in across the street at an ADU being built on the corner – we look forward to provide a housing unit for our employee to caretake the property and keep watch over the investment we plan to make here in Midtown.

### **Goal CL 2**

With the heavy traffic and consistent speeding (often exceeding 15 MPH over the posted 25 MPH limit), we often worry about pedestrians crossing the staggered 2nd street. We look forward to developing a proper wide sidewalk and increasing lighting to increase the safety for all pedestrians.

**Goal JE 1**

Direct Siding is a locally owned family business founded by a Coeur D'Alene native and Gonzaga graduate. We look forward to hiring 1-2 office / administrative professionals that will work at this location, allowing us to better legitimize our business in the eyes of the CDA Community with a physical location customers can visit to drop off contracts & checks.

**Goal JE 3**

Aaron enjoys working with local entrepreneurs, and currently mentors multiple young business owners in the local CDA community, including Jason Wheeler of Huckleberry Junk Removal and Josh Montgomery of Blue Cedar Contracting. This office space will allow Aaron to much better space to work with other local businesses & entrepreneurs.

**Goal ER 1**

Commercial zoning will enable us to enhance pedestrian safety by expanding the sidewalk on the Harrison road side of the property. We also plan to add one or two appropriately-sized trees that complement the streetscape without obstructing visibility or driveway access.

This Page Intentionally Left Blank



**Comp  
Plan  
Goals  
&  
Objectives**

This Page Intentionally Left Blank

# 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.

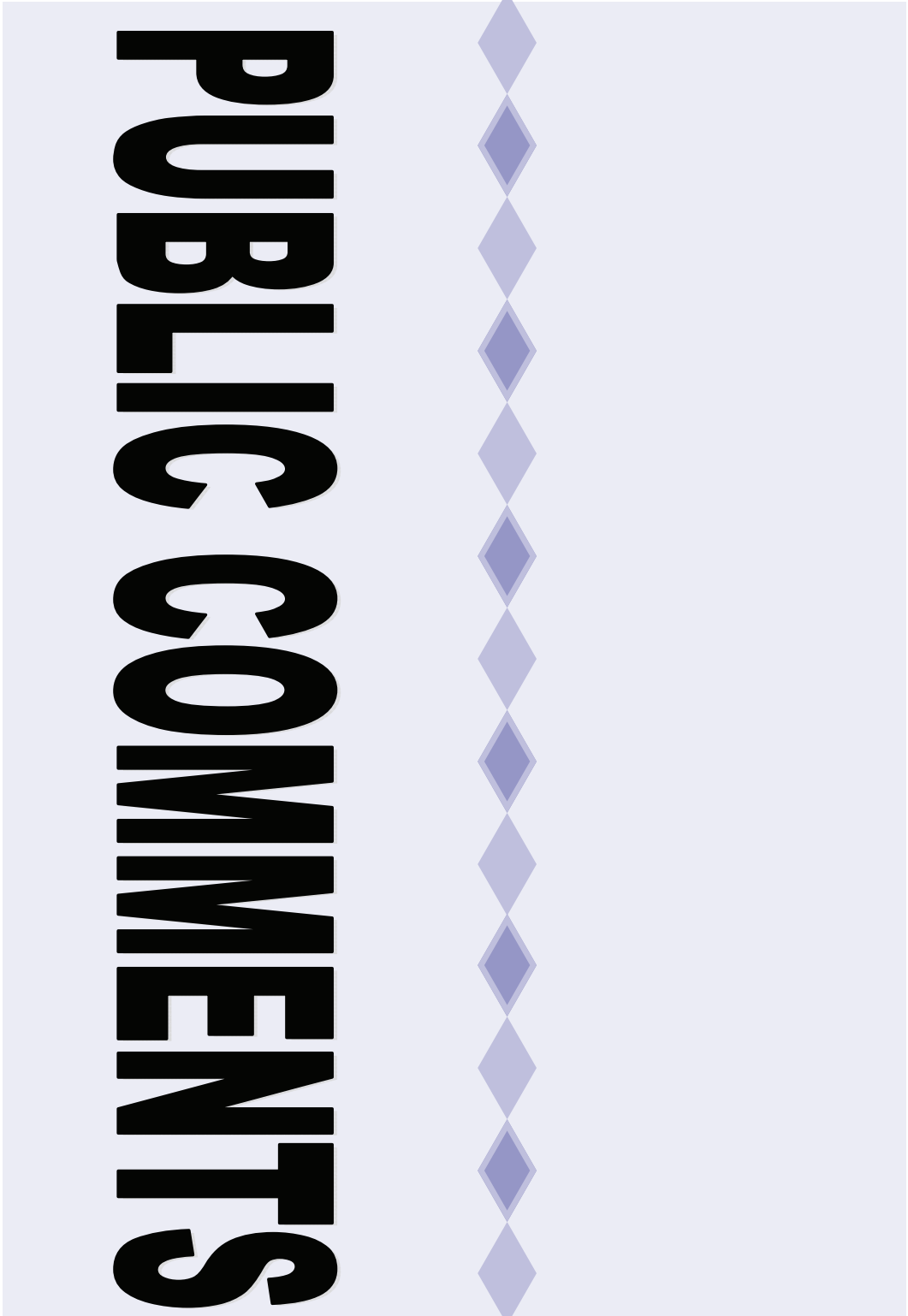
- OBJECTIVE JE 3.2**  
Develop public-private partnerships to develop the types of office space and amenities desired by startups.

- 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.



# **PUBLIC COMMENTS**



This Page Intentionally Left Blank

**From:** Donna Phillips  
**To:** [CLARK, TRACI](#)  
**Subject:** RE: PUBLIC NOTICE FOR THE P&Z MEETING ON FEBRUARY 11, 2025  
**Date:** Friday, January 24, 2025 12:39:36 PM  
**Attachments:** [image001.png](#)

---

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

Good Morning,

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

## Donna Phillips, GISP

Community Development Director

---

**From:** CLARK, TRACI <TCLARK@cdaid.org>  
**Sent:** Friday, January 24, 2025 9:02 AM  
**To:** CLARK, TRACI <TCLARK@cdaid.org>  
**Subject:** PUBLIC NOTICE FOR THE P&Z MEETING ON FEBRUARY 11, 2025

Some people who received this message don't often get email from [tclark@cdaid.org](mailto:tclark@cdaid.org). [Learn why this is important](#)

Greetings,

Attached is a copy of the public hearing notice for the next **Planning & Zoning Meeting on Tuesday February 11, 2025.**

If you have any comments, please let me know.

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

208.769-2240  
[tclark@cdaid.org](mailto:tclark@cdaid.org)



**From:** Martinez, Leo  
**To:** [CLARK, TRACI](#)  
**Subject:** City of Coeur d'Alene, ID - Public Hearing, 213 E. Harrison Ave Zone Change Request  
**Date:** Wednesday, January 29, 2025 11:46:50 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Scan\\_Nickles, James T\\_10\\_23\\_26-29\\_01\\_2025.pdf](#)

---

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

Phillips 66 does not have any utilities within your attached project vicinity.  
(Response 12857)



**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](mailto:Leo.Martinez@phillips66.com)



The information in this electronic message is privileged and confidential and is intended solely for the use of the individual(s) and/or entity named above, and any unauthorized disclosure, copying, distribution or taking of any action in reliance upon on the contents of these electronically transmitted materials is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this message and any copies.

February 1, 2025

ZC-1-2025

Dear planning commissioners,

Thank you for the opportunity to provide public comment on the proposed zone change item ZC -1-25.

My business is located a few parcels to the east of the subject property, where it has been located for the past decade. I enjoy the mix of residential and office users, combined with the synergy of mixed uses such as grocery stores and a hardware store on the arterials that provide services to the neighborhood residents. This part of town has been undergoing a positive transition that is exciting for all concerned.

I am not familiar with the C17-PUD zone, or the history of how that small parcel came to be zoned as such. However, I respectfully ask the commissioners consider a **Residential Zone** for this property. If the commissioners believe a commercial zone is appropriate, I ask for consideration of **NC or CC**, in keeping with the comprehensive plan, rather than C17.

The subject property is surrounded by single family residences to the north, east, and south of the subject, and with St Vincent de Paul to the west. A C17 zone appears to be highly incompatible with the neighborhood. There is currently one single-family home on the subject property. All the surrounding residential properties to the north and south for several blocks are zoned R-12, which seems appropriate for the neighborhood.

Given the subject's proximity to single family homes and professional offices, I have concern that such activities as: **Boarding House, Group Dwelling, Juvenile Offender Facility, Farm Activity Sales, Auto Fleet Storage, Auto Parking, Commercial Kennel, Motel, and Mini-Storage Facility** would be principal uses by right. Whether the current owner plans for such activities or not, the zone would allow for such activities into the future as well as uses such as **Criminal Transitional Facility, Underground Bulk Liquid Fuel storage, warehouse storage, manufacturing, auto camp, adult entertainment service and sales, and veterinary clinic with outdoor space allowable** by special use permit.

Further, Harrison Avenue does not seem equipped to handle commercial travel mid-block between 3rd and Government Way. The traffic is frequently

backed up at the light on 3<sup>rd</sup> to the west well past the subject property. Adding commercial traffic turning in and out of the subject property from Harrison would challenge the flow of traffic and be potentially dangerous. Finally, the City's 2022-2024 Comprehensive Plan has identified the area the subject property is located as Compact Neighborhood, typically residential with compatible zoning: R-12 and R-17; MH-8; NC and CC.

The city and its property owners have partnered in their joint commitment to growing midtown into a vibrant and desirable section of the city. Please consider this zone change request and its present and future implications carefully for the neighborhood residents and business owners that have invested in midtown's prosperity.

Thank you for your consideration.  
Sincerely,

A handwritten signature in black ink, appearing to read "Denise", with a stylized flourish at the end.

Denise  
Denise Lundy



**S  
G  
N  
-  
D  
-  
F**

This Page Intentionally Left Blank