

**PLANNING & ZONING COMMISSION
MINUTES
LOWER LEVEL – LIBRARY COMMUNITY ROOM
702 E. FRONT AVENUE
AUGUST 12, 2025**

COMMISSIONERS PRESENT:

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

STAFF MEMBERS PRESENT:

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

COMMISSIONERS ABSENT:

Sarah McCracken

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion by Commissioner Ward, seconded by Commissioner Fleming, to approve the minutes of the Planning & Zoning Commission meeting on June 10, 2025. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

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

- There will be a combined annexation and subdivision request for September's Planning & Zoning Commission meeting.
- As an update on the efforts of the Downtown Core Working Group, there is a survey that is available online to gather early community input. This is on the City of Coeur d'Alene website and Facebook page, and has been shared on social media. The survey is to gather input on the downtown regulations regarding height, tower spacing, or any concerns. The public can also sign up and receive information about the project and indicate if they are interested in participating in public forums or to be considered in the stakeholder groups. We are looking at September for the first stakeholder meeting.
- This Thursday Ms. Patterson will be a presenter at the Interim Land Use and Housing Study Committee meeting in Sandpoint Idaho. The committee was formed out of the legislative session and is comprised primarily of Idaho legislators.

Commissioner Coppess asked if there are any restrictions on who can or cannot participate in the study.

Ms. Patterson replied no there are no restrictions; the survey does ask if you live in Coeur d'Alene, or if you own property, and various questions to understand who takes the survey. It has also been sent out to the development community and the Downtown Businesses.

Commissioner Coppess asked when the survey closes and if the results going to be made public.

Ms. Patterson replied they may close the survey sometime next week so she can bring the survey responses to the next Working Group meeting. The results will be made public.

COMMISSION COMMENTS:

None.

OTHER BUSINESS: *ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM.**

1. Applicant: Sam Investments, LLC
 Location: 1801 Lincoln Way Coeur d'Alene ID, 83814
 Request: Requesting a Special Use Permit for On-Site Food and Beverage Consumption in Commercial Limited C-17L Zoning District. QUASI-JUDICIAL (SP-1-25)

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

Sam Investments, LLC is requesting a Food and Beverage On-site Consumption Special Use Permit in the C-17L (Commercial Limited at 17 units/acre) zoning district to allow a bakery within the 1,100 sq. ft. suite. The Special Use Permit would apply to the whole parcel, including the existing On-site Food and Beverage Consumption Use in the adjacent suite (El Paisa Restaurant). Parking would be the limiting factor to determine use allowance for additional food and beverage uses onsite.

APPLICANT'S NARRATIVE:

"This letter is the explanation of why a bakery at 1801 Lincoln Way makes sense. Since the corridor is designated as a retail center/corridor a bakery will fit right in. All city utilities already service the building, and it is easily accessed by Davidson Street to the south or Emma to the north. The building already features a lot of mixed use and a Mexican restaurant and is a local "go to" for many areas surrounding it, including several medical establishments. Adding a bakery to this space will also add employment opportunities to the local community, adding to economic growth for the area. I know that adding a bakery to this part of town will be a huge win for everyone to enjoy".

Mr. Holms explained the El Paisa restaurant has been out of compliance at this space. Through the request tonight, if approved, the Special Use Permit would also apply to El Paisa. The Planning Department discovered El Paisa not having this Special use permit through this application.

Chairman Messina asked about the current parking requirements for the entire building.

Mr. Holm stated there are 25 parking stalls that are required; there are total of 29 provided.

Mr. Holm continued his presentation and noted there are three findings that must be made, Findings B1 through B-3.

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

Mr. Holm shared the following goals and objectives as a curated list picked by staff: Community & Identity Goal CI 1 with Objective CI 1.1, Goal CI 2 with Objective CI 2.1, Growth and Development Goal GD 1 with Objectives GD 1.3, 1.4 and 1.6, Goal GD 2 and Objective 2.1, and Jobs and Economy Goal JE 1 with Objectives JE 1.2 and JE 3.2. The full list from the 2022 Comprehensive Plan is attached for review.

Findings B2: The design and planning of the site is compatible with the location, setting, and existing uses on adjacent properties.

The site is in a retail area that provides goods and services to the nearby Health Care Corridor. It is positioned on a main arterial serving traffic to the Downtown District and Interstate 90. The subject parcel has other On-site Food and Beverage establishments within the same building. The nearby Ironwood Square Northeast of the property also has similar On-site Food and Beverage businesses.

Required Parking: For commercial/retail uses, for all of the suites in the strip mall property, the required number of parking spaces is 25. There are 29 spaces existing. ADA parking is also provided.

Findings B3: 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.

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

For potential traffic impacts, Mr. Holm provided the City Engineer's comment from the staff report:

Using Land Use Code 939 – Bread/Donut/Bagel Shop without Drive-Through Window from the ITE Trip Generation Manual, the proposed bakery is expected to generate approximately 48 trips in the AM Peak Hour. It is likely that the bakery will receive a significant number of walk-in customers with its proximity to the medical campus. Emma Ave has the capacity to accommodate the additional traffic.

Submitted by Chris Bosley, City Engineer

Staff have indicated that there are adequate public services and facilities available.

No conditions are proposed for this request.

Decision Point:

Mr. Holm noted the action alternative this evening: The Planning and Zoning Commission may, as a condition of approval, establish reasonable requirements as conditions of approval to mitigate any impacts that would adversely affect the surrounding neighborhood and you must consider the request by motion by granting approval for a special use Permit, in the C-17L (Commercial Limited at 17 units/acre) zoning district.

Mr. Holm concluded his presentation.

Commissioner Ingalls commented when he was looking at the packet he got lost because he figured the restaurant next door must have had a Special Use Permit somewhere. Usually in the staff report of the packet you can see the history of Special Use Permits, but he did not see one. Now through the presentation Mr. Holm explained how the existing restaurant did not have a Special Use Permit. He asked, if this does not get approved tonight, would the restaurant be in jeopardy? The question is, how has it been with the restaurant? Have there been any issues or problems such as parking or traffic that staff have been aware of? It seems to function very well; people walk to the restaurant and there has been enough parking for the rest of the businesses.

Mr. Holm replied yes, the existing restaurant would be in jeopardy. He is not aware of any problems. He did receive a phone call from a person who is also located in the same building and wanted to understand how the parking worked. She stated sometimes the parking lot does get busy and people jockey for stalls.

Commissioner Ingalls stated since this is a Special Use Permit and not a zone change, the function gets locked in tonight. What if down the road they want to make this into a bar?

Mr. Holms replied this would be open to food and beverage on-site consumption which is a use allowed with the Special Use; it is not specific to a bakery. The applicant tonight is trying to open a bakery. This is tied into the whole parcel not just that suite.

Chairman Messina asked, if the building owners want to have another food establishment, would they have enough parking and would have to come in front of Planning & Zoning again?

Mr. Holm replied each business will have a number of stalls associated with that use. The city does not state which parking stall would be for every business. It's first come first serve. The owner could mark those spots if they wanted to, but the city does not determine that.

Commissioner Coppess asked Sean to clarify his previous statement that indicated there is 800 square feet of additional space that could also be used for food and beverage onsite consumption if they could meet the parking, which would add up to the 4 additional parking spaces out of the 4 suites.

Mr. Holm stated the suites that are there now and the stalls that are there now; the math we apply for it is 1 parking space per 330 square feet of food and beverage onsite consumption use. There are a number of stalls that are associated with each one of those suites. Right now, there are 4 additional parking stalls.

Commissioner Ward commented that in Mr. Bosley's report it stated the bakery will anticipate a lot of pedestrian traffic. What is that based on?

Mr. Holm replied some of this is based on hours of operation. El Paisa is lunch and dinner. Bakeries are more breakfast, so largely morning hours.

Commissioner Ward stated he has no problem with the bakery, he just wants to make sure there is no big impact and make sure there is adequate parking. He does like the fact that most customers will be pedestrians.

Mr. Holm replied, the city does have standards but cannot control popularity. There are certain businesses that will drive a lot of traffic.

Commissioner Coppess commented that Mr. Bosley talked about a bagel shop or bakery as a basis with a drive through as part of the traffic flow. Does that have a specific trip calculation?

Mr. Holm replied yes, it is the ITE trip manual. This categorizes all these types of use.

Commissioner Jamtaas asked, if the prime time does attract 48 new customers into the parking lot and the time corresponds with El Paisa's busy time during lunch, would that be a concern that at least for those hours

of overlap? Could there be a parking issue and, if so, how does this get mitigated?

Mr. Holm replied that it is not up to the city. What we look at is the number of trips that is expected to generate. In this case in the bakery in the a.m. and El Paisa is lunch/dinner. We would not expect those to cross. Traffic does happen and we cannot control who goes where and when.

Public Testimony Open:

Kurtis Thornton, Applicant's Representative, lives in Post Falls, ID. He was sworn in and introduced himself as the owner of MDI Construction, a local contracting company. He represents the owner of Emily's Flour Shop. She is bursting at the seams in her other location. This space will perfectly fit in with what she is trying to do with her business. He states there will be products that you can purchase from about 6:00 a.m. to 2:00 p.m. After 2:00 the business will be closed, and the rest of the day she and some staff will be preparing for the next day and for her to distribute her baked goods to other customers, who are coffee shops across town and the local Farmers Market. He states that Emily and her husband are both natives to Coeur d'Alene.

Chairman Messina asked, would the business not be open after 2:00 p.m.?

Mr. Thornton stated that it is correct. The owner will be getting the next day's goods ready and prepped. She has not given him shop hours yet. She feels most people will want baked goods in the morning and not really in the afternoon.

Commissioner Fleming asked, will the owner be making any kind of sandwich or just bagels and baked goods? She states if there is not enough parking in the lot, people will start parking in the streets that are for the residents to park.

Mr. Thornton stated her specialty is baked goods such as pastries and donuts. She will not be making sandwiches.

Public testimony closed:

Commission Discussion:

Commissioner Ingalls commented there are two business at stake with the Mexican restaurant next door. It's very compatible, and a bakery would be a good fit. He supports the request.

Commissioner Ward stated parking could be an issue, but it does have good flow. He can't find a reason it does not meet the code or the comprehensive code. The impact might be an issue with the public parking, but that could be any business going in there. He has no issue with the bakery.

**Motion by Commissioner Fleming, seconded by Commissioner Ingalls, to approve item SP-1-25.
Motion Carried.**

ROLL CALL:

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

Motion to approve carried by a 6 to 0 vote.

Commissioner McCracken was absent.

Commissioner Coppess asked about the review process for food and beverage facilities, citing El Paisa, and wondered if there was some kind of review process that would prevent this in the future. How do we know if there are more of these non-compliant uses in the city?

Mr. Holm replied no, this is a very difficult situation. There are a lot of business requirements throughout the city unless you are dealing with a very specific point of contact such as massage, taxi, etc. Largely we are complaint based. We received no complaints and there was a restaurant called Chopped Stix in this location. It seems that El Paisa just took over the space that was set up as a restaurant already. They just did not realize the floor ratio for seating.

Ms. Patterson stated when someone applies for a building permit or tenant improvement change, this is also when we see a change of use and can inform them that a Special Use Permit may be required.

ADJOURNMENT:

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

The meeting was adjourned at 6:18 p.m.

Prepared by Traci Clark, Administrative Assistant