

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF SEPTEMBER 4, 2018**

COMMISSION MEMBERS PRESENT: Tom Riggs, Danny Strauss, Slate Kamp, Cate Huisman, Tom Russell

COMMISSION MEMBERS ABSENT: Mark Remmetter, Jason Meyer

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Ryan Shea (minutes)

Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Commissioner Huisman moved to approve and Commissioner Strauss seconded to approve the minutes of August 21st. **Motion passes unanimously.**

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Qualls said staff added language to allow relief for going below the minimum or above the maximum required spaces if an engineered traffic demand analysis is provided. This process would be approved administratively through the Planning Director. The Commission agreed. Qualls said in addition a legal description of the newly expanded district was added and that notably the Eastern boundary now goes along the high-water mark of Sand Creek.

Qualls said he spoke with Bruce Robertson in Public Works to modify the Wheel Blocks section, §9-5-10. Qualls said that Robertson recommended that instead of wheel blocks walkways be seven feet wide to better accommodate vehicles encroaching into them. Qualls said that he restructured code to state that wheel blocks are not necessarily required now but that the 4 feet pedestrian travel area needs to be maintained. The Commission agreed.

Next, Qualls spoke about §9-5-13: Screening and/or Landscaping. Qualls said he changed the name of the “Residential Districts” section to “Proximity Standards” and moved it into this Landscaping section. Qualls said that he added specific standards regarding fence requirements screening certain land uses. Before, this issue needed to come before the Planning Commission and now there are clear standards in the draft language to make it administrative to help save time. The commission agreed.

Strauss asked if the language regarding trees for more than 20 spaces is still in code. Qualls said that Section 9-5-13.E. and F. address this. Qualls said that Section E requires

one tree for parking lots with between 20 and 30 spaces. Section E requires additional standards for parking lots that are larger than this.

Huisman asked if there has always been code to notify property owners of dead trees and why did the code change the language the responsibility of the Planning Department to the City. Qualls said the entity enforcing this code could come from a number of different departments.

Qualls next spoke about the Landscaping Exemptions §9-5-13.K. Qualls said that sites within the Industrial General zone would be exempt from the landscaping requirements. Riggs asked why this is being considered. Qualls said that the rationale is to aid economic development opportunities and that generally the Industrial General zone is not a pedestrian-focused area. Riggs said that he feels that this exemption concedes that the Industrial General zone will be ugly. Strauss said he is worried that additional requirements could be difficult for smaller industrial businesses to meet. Riggs said that every industrial site in the City is generally visible. Huisman asked if the removal of landscaping requirements is a perk for businesses. Qualls said yes it has been an issue for potential expansions of businesses and could be an incentive for attracting more businesses. Qualls pointed out that the Industrial General zoning is generally North of Baldy Mountain Drive and that this provision would not apply to other industrial zones. Qualls asked the Commission if they were comfortable with the amount of discretion the Planning Director has in this section of code. Riggs said there are no clear standards to allow for exemption of Landscaping requirements. Qualls said he would most likely simply exempt all Industrial General projects from the landscaping requirements. Riggs said then it would be better to explicitly exempt Industrial General from landscaping standards. The Commission discussed the wording in §9-5-13.K.3. Riggs suggested moving "Industrial General" and "Multi-story Parking Facilities" to §K.1. Russell said that he feels there should be some way to restrict large areas of pavement and to keep some landscaping. Russell said there should be some minimal requirement for something green on some portion of the parking lot. Strauss suggested simplifying the requirements for Industrial General instead of getting rid of the requirement. Qualls said that staff could come up with an alternative to bring to the Commission.

Strauss asked about Subsection L. and what it means by stating "Where additional building square footage is constructed" and how much landscaping this would require. Qualls said that staff applies landscaping requirements only apply to the newly constructed building square footage. Qualls said that he would come up with language clarification on this.

Qualls then went onto §9-5-16: Minimum and Maximum Parking Space Requirements. Qualls said that staff did a significant amount of research from other cities to try and bring Sandpoint requirements in line with other city's standards. Qualls ran through a number of proposed changes: Small units below 800 square feet now only trigger 1 parking space instead of 1.4. Qualls said this would help encourage smaller spaces. The Commission agreed and suggested adding "per unit" at the end of the description in the

left column description of the first row. Qualls then went onto detached single family home requirements. The proposed language allows for 3 bedroom homes or less to require only 1 off street space while more than 3 bedrooms would require 2. The commission agreed. Qualls went over Boarding, lodging, or rooming houses and said the new code proposes 1 for each sleeping room. Strauss was worried about hostels only being required 1 spot for a large sleeping room. Qualls said that staff could come back with some research on Hostels. Qualls said he added language for Group Homes and they are considered residential uses per State Code. Qualls said that this code requires 2 spots for the entire facility since most of the occupants would most likely not be driving. Qualls said he also added language about structured parking being exempted from the maximum requirements for Commercial projects. Qualls then went over a number of use changes: generally the requirements were changed to be based on number of parking spots per square footage as opposed to maximum legal occupancy. The requirements in general have become less strict. Qualls explained that all these changes were in line with other city's standards. Russell asked about hotel/motels requiring 1 for every 2 employees and if that's referring to total employees or currently working employees. Qualls said that in general he would like to stay away from this type of language as the number of employees may change and is a difficult standard to enforce in code. Riggs suggested simply having a requirement for each sleeping room and perhaps 1 spot per square footage of office area. The commission said that Coeur d'Alene's requirement of requiring per room and additional requirements for accessory uses (e.g. restaurant, office) made sense to adopt. Qualls said he made a distinction between large item retail requiring less parking than a use like grocery stores. The commission agreed. Qualls said that daycares over 13 children would be required to have additional parking requirements. The commission agreed. Qualls then went over Industrial standards: 1 space for each 1,000 square feet of floor area and said this is pretty typical of other city standards.

Qualls stated that motorcycle parking has been added into the §9-5-17: Parking Credits section. These spaces are required to be 4'x10' and 2 of these are allowed to count as one parking space. Credit for two parking spaces may be acquired through Motorcycle Parking.

MATTERS FROM STAFF: Qualls said that because of the breadth of changes a joint workshop with City Council on September 19th might be appropriate so that Council could get input directly from the Commissioners. Strauss, Riggs, and Huisman said they would be gone. Qualls said that a quorum would not need to be present but a couple of representatives from the Commission should come. Qualls said that the October 16th meeting could be the Public Hearing for the code changes. Huisman said she would be gone at both October meetings. Riggs said that he may be gone on October 2nd and will be here on the 16th.

ADJOURNMENT: The meeting adjourned at 6:58 p.m.