

**SANDPOINT PLANNING COMMISSION  
MEETING  
October 2, 2007 MINUTES**

**COMMISSION MEMBERS PRESENT:** Gary Maxwell, John O'Hara, Kevin Monahan, Barbara Ridley, and Helen Campbell.

**COMMISSION MEMBERS ABSENT:** Dick Hutter, Raffat Saied

**STAFF MEMBERS PRESENT:** Planning Director Jeremy Grimm, Planning Assistant Melissa Bethel, and City Attorney Will Herrington.

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

**Consent Agenda: A. Minutes of September 18, 2007**

Commissioner Campbell moved and Commissioner Monahan second the approval of the minutes of September 18, 2007. **Motion passes unanimously with Commissioners O'Hara and Ridley abstaining.**

**B. Decision for Gas n Go CUP**

Commissioner Monahan moved and Commissioner Campbell second the approval of the Decision for Gas n Go Conditional Use Permit. **Motion passes unanimously with Commissioners O'Hara and Ridley abstaining.**

**PUBLIC HEARING:**

**CUP07-09** – A request by **Jack Hammack** for a Conditional Use Permit to allow construction of 4 separate two-family dwellings in the Professional Office zone. Each two-family dwelling is proposed to be located on approximately 7,500 square feet. The property is located on the east side of Monroe Avenue south of Ontario Street and described as Lots 7 – 10, Block 1, and one-half of the adjoining vacated alley, Ridley's Park Place Addition.

Chairman Maxwell read into the record the appeal process.

Commissioner Ridley noted for the record that although the legal description is Ridley's Park Place Addition the project has no ties to her.

Chairman Maxwell opened the Public Hearing.

**Introduction of project:**

Planning Director Grimm gave a brief introduction of the project. Grimm read into the record a received comment not included into the Commissioners packets. Grimm explained staff recommended streetscape improvements and reminded the Commissioners staff is recommending 20 conditions, and condition number 2 requires the applicant to enter into a development agreement for future improvements to Daisy.

**Applicants Presentation:**

Mr. Marty Taylor, certified land use planner with James A. Sewell and Associates spoke as the applicant's representative. Taylor gave a brief description on the zoning, comprehensive plan designation and explained how the project was conceived. Taylor stated this project is an opportunity to create a town home, which allows individual ownership. Taylor explained the utilities, improvements to be completed including setback, footprints, floor plans, and orientation of the proposed development.

**Questions from the Commission:**

Commissioner Campbell requested a definition of "hammer head". Taylor stated a "hammer head" is a "T" which allows a fire truck to turn around. He stated they function like a cul de sac and are efficient.

Commissioner Monahan asked for clarification on lot size and fire code. Grimm indicated there are different standards for town homes and duplex. Herrington stated utilities and firewall are the difference between the two.

Commissioner Monahan inquired regarding hookup fees. Grimm stated the hookup fee will be determined upon building permit.

Commissioner O'Hara inquired if the applicant approves of the 20 conditions recommended by staff. Taylor stated most are standard, but they would like to have an opportunity to review the draft development agreement. Commissioner O'Hara inquired if a condition to plant more trees in front of the units would meet with the applicant's approval. Taylor stated he would not see the need to provide more trees when the applicant is trying to provide storm water management and off street parking.

Commissioner Ridley inquired regarding condition number two. Taylor stated the condition relates to current owner or future owner. Commissioner Ridley inquired why town homes and not professional office uses were considered. Taylor stated the applicant is attempting to take advantage of the Professional Office zone, and provide mix type of housing. Taylor stated the uses close to this parcel are low key offices, the charter school, and a dentist. Commissioner Ridley inquired regarding plans for the two lots not included in the proposal. Taylor stated there are currently no plans for those lots.

Taylor gave an overview of the storm water plan.

Chairman Maxwell inquired about the street development. Herrington stated it is unlikely Daisy will be developed soon.

Commissioner Monahan inquired why this development would be approved, when the Commission turned down a proposal for the same type of housing in the area. Herrington stated the original Maplewood proposal was tabled, and that proposal was withdrawn and resubmitted as a different project. Herrington stated the primary reason the Maplewood decision was tabled was because of streetscape issues.

**Staff Report:**

Grimm again emphasized the 20 conditions recommended by staff. Commissioner O'Hara stated a conditional use permit by state code is open to conditions the Commissioners may feel appropriate to minimize impact to surrounding area, assure the development is maintained properly, to designate exact location and adopt more restrictive conditions because it is a Conditional Use Permit. Grimm stated he concurs and interprets the code the same.

**Questions for staff:** None

**Comments from the Public:** None

**Applicants Rebuttal:** None

**Chairman Maxwell closed the Public Hearing****Commission Discussion:**

Commissioner Ridley stated the project is in keeping with the Comprehensive Plan.

Commissioner O'Hara inquired if there is a time table for Ontario Street to have sidewalks or bike paths. Grimm stated he has not looked at the proposed sidewalk staging and schedule. Commissioner O'Hara clarified curb, gutter and sidewalk will be on the west side of Monroe Street from Ontario south. Commissioner O'Hara inquired about the likeliness of Daisy being developed. Grimm stated the hammerhead will be built to city standards, so if the road is ever developed the street could be added on to the hammer head.

Commissioner O'Hara stated he enjoys opportunity for mixed use, but given the location he can see the intent of having town homes developed on this parcel. He stated the project appears to be good and will fill a need. Commissioner O'Hara stated he would like to see the Commission consider a condition which would require a tree per unit.

Commissioner Monahan inquired about the streetscape ordinance and would it already require a certain number of trees. Grimm stated the streetscape is right of way, and Commissioner O'Hara is requesting additional trees on the property. Commissioner Monahan stated from looking at the plans, additional trees may be difficult to provide based upon the footprints of the town homes.

Commissioner Campbell stated she likes the project and does not see anything she would recommend additionally.

Commissioner O'Hara inquired if the streetscape ordinance actually requires the trees, so he could be assured trees will be required. Commissioner O'Hara inquired if a condition stating a tree per 25 feet of frontage or as to the streetscape ordinance whichever is more restrictive would be appropriate. Herrington advised Commissioner O'Hara he could proceed with that condition.

**Motion:**

**Commissioner O’Hara moved and Commissioner Ridley second,** after consideration of the criteria and relevant standards of *Idaho Code* and *Sandpoint City Code* approve the Conditional Use Permit request by Jack Hammack to allow four two-unit town homes within the Professional Office zone subject to conditions 1-20 as stated below with the following added condition #21:

1. A short plat application for conversion of the lots to town home lots shall be filed with the Planning Department prior to Certificates of Occupancy will be issued for the structures.
2. Applicant will enter into a development agreement obligating current owner and successors to future frontage improvements along Daisy Street.
3. Sidewalks shall be installed adjacent to the property on Monroe Avenue and deferred on Daisy until such time as Daisy Street is developed to Division Avenue.
4. The corners of Monroe and Ontario and Monroe and Daisy shall each have two accessible ramps, perpendicular to the center of the adjacent streets with truncated dome panes.
5. Truncated dome panels shall be included at the bottom of all sidewalk ramps. The truncated dome panels are 2- by 2-foot panels manufactured by Detectable Warning Systems and are called DWS EZ-Set Polymer Concrete Panels, color to be “brick red.”
6. Driveway aprons shall have a maximum throat width of 20 feet. Gravel base, thickened concrete, and #4 reinforcing bars shall be installed to City of Sandpoint standards.
7. Monroe Avenue and Hammerhead onto Daisy Street shall be constructed to City standards:
  - a. 3 inches of AC
  - b. 4 inches of ¾” minus crushed rock
  - c. 18 inches of ITD Rock Cap
  - d. Road fabric.The streets are to be built for a 32-foot section. The Applicant is required to construct 16 feet from centerline to face of curb plus 10 feet.
8. The sewer main in Monroe shall be utilized for this development.
9. A water main shall be installed along Monroe Avenue from Ontario to Daisy Streets.
10. A storm water management and construction period erosion control plan prepared

- by an Idaho licensed professional engineer shall be submitted for review and approval prior to final plat. The general layout of directing storm water to Division Avenue and connection to the existing 24-inch pipe is appropriate.
11. A stop sign and street name sign which meet the City of Sandpoint's requirements shall be installed at the intersection of Monroe Avenue and Ontario Street.
  12. Lighting shall be incorporated into the street construction. Selection of appropriate fixtures shall be coordinated with the Sandpoint Public Works Department and Avista Utilities.
  13. One survey monument shall be installed at the intersection of Monroe Avenue and Ontario Street centerlines.
  14. An engineer shall certify that improvements are per plan and to City standard.
  15. Concrete walkways shall be constructed to all front entrances from the sidewalk.
  16. The *International Fire Code* requirements will be met during the building permit process.
  17. A 60-foot (30-feet east and west from the terminus of constructed Monroe Avenue) hammerhead turn around is to be constructed on Daisy Street. Hammerhead is to be constructed 16 feet from the centerline plus 10 feet (**26 feet total width**). Hammerhead turnaround is to be signed "No Parking".
  18. A looping water main shall be installed and a new hydrant will be required at the corner of Monroe Avenue and Daisy Street.
  19. No Parking" signs shall be posted on both sides of the interior streets.
  20. Address numbers shall be placed in a position to be plainly legible and visible from the street fronting the property.
  21. The applicant will provide trees 1 for every 25 feet of frontage on Monroe street or if trees are required by code whichever is more restrictive.

**Motion passes unanimously**

**Matters from Staff:**

Grimm advised the Commissioners the Planning Commission meeting on October 16, 2007 at 5:30 in the Council Chambers will be postponed until the October 30, 2007. The meeting will be a workshop to view a mock planning commission meeting. Grimm advised the Commissioners a Public Comprehensive Plan meeting will be October 11, 2007 at Community Hall.

Commissioner O'Hara inquired if the Planning Commission denies a PUD would the underlying zone still stand. Herrington stated the zone does not change when a PUD is denied.

**ADJOURNMENT:**

The meeting was adjourned at 6:30 p.m.

\_\_\_\_\_/s/\_\_\_\_\_  
Chairman Maxwell