

**SANDPOINT PLANNING COMMISSION SPECIAL MEETING  
5:30 P.M. CITY HALL COUNCIL CHAMBERS  
MINUTES OF MAY 21, 2013**

**COMMISSION MEMBERS PRESENT:** Tom Russell, Yuri Simon, Jeff Kuhns, Kathleen Hyde-Bordenave, Deb Fragoso

**COMMISSION MEMBERS ABSENT:** Cate Huisman, Collin Beggs

**STAFF MEMBERS PRESENT:** Senior Planner Joan Bramblee, Planning Assistant Melissa Bethel

Vice Chair Hyde-Bordenave called the meeting to order at 5:30 p.m.

**Matters from the Public:** None

**Approval of Minutes:**

Commissioner Russell moved and Commissioner Kuhns second to approve the Minutes of May 7, 2013. **Motion passes unanimously.**

**PUBLIC HEARING**

A. **AMENDMENT TO CUP11-01** – A request by **Christ Our Redeemer Lutheran Church** to amend their previously–approved Conditional Use Permit to construct an 1909± sq. ft. addition to an existing church to be used for church functions and early childhood education on approximately 3.97 acres in the Residential Multi-Family zone. The site is located on the northwest corner of Pine Street and Lincoln Avenue and described as Block H, less the North 168.5 feet, Ohadi Acres, in the SW 1 / 4 of the NE 1 / 4 of Section 21, Township 57 North, Range 2 W.B.M., more commonly known as 1900 Pine Street.

Commissioner Russell disclosed he worked with Mr. Hendricks during the original CUP in 2011 but no longer works with the applicant and does not have a conflict of interest.

**Staff Report:**

Bramblee gave a brief summary of the project. Bramblee advised the Commission the request is an amendment to a Conditional Use Permit granted in 2011, the previous request was for an 11,000 square foot plus addition. The current request is for a 1909 square foot addition. Bramblee explained the current proposed addition is on the north side of the building. She stated the property is zoned Multifamily (RM). Bramblee explained the Commission will need to decide if the parking is adequate with the addition, or if the addition necessitates the addition of 50 parking spaces. Bramblee explained historically churches have been allowed to have shared parking since the building is not all occupied at the same time.

Bramblee clarified condition #11 would not be required if the access is determined to be not needed.

Commissioner Kuhns inquired regarding condition #3. Bramblee explained the parking requirement for bicycles is one for every 20 vehicle spaces. She stated the original CUP with the larger addition required 10 bicycle spaces. She stated the Commission can leave the original 10 bike spaces as a condition, or lower the condition based on the new smaller addition.

Bramblee clarified the current total of handicap spaces are 3, and the parking code requires 4 spaces with no additional parking required.

Commissioner Russell inquired who makes the determination on whether the fire access is needed. Bramblee stated the Fire Chief determines the need. She stated the applicant has indicated the note regarding fire access was left on the plans inadvertently from the previous large addition to the west. She stated the proposed addition is no further from the street than the current building. Commissioner Fragoso inquired if the access will need to be paved. Bramblee stated the access just needs to be engineered to handle the trucks.

**Applicant Presentation:**

John Hendricks, 418 Pine Street Sandpoint, spoke as the applicant. Hendricks gave a summary of the project using a power point. He stated typically the parking lot does not fill up for parking. Hendricks stated the note for fire access was left on the site plan from the previous large addition. He stated he does not anticipate the new smaller addition to need additional fire access. Hendricks stated the cost of improving the access may undermine the project. Hendricks stated the addition will be used as a fellowship hall after Sunday services and auditorium for the school on weekdays. Hendricks stated the whole building will never be occupied all at once. Hendricks explained the total use per person on each part of the building and how the spaces will be occupied.

Commissioner Simon inquired if there are problems with parking during events at Travers Field. Hendricks stated parking for those events is usually handled by event organizers steering vehicles away from the church parking lot.

Vice Chair Hyde-Bordenave inquired how the addition of a handicap parking space will be addressed. Hendricks stated an existing space will be restriped.

Commissioner Fragoso inquired if there is an existing bike rack. Hendricks stated currently the church does not have a bike rack. Bramblee stated the current requirement is 4 spaces.

**Vice Chair Hyde-Bordenave opened the public hearing**

**Public Comment: None**

**Vice Chair Hyde-Bordenave closed the public hearing**

**Discussion:**

The Commission agreed the requirement for additional parking is not needed.  
The Commission agreed 4 bike spaces should be required.

The Commission discussed Condition #11. Commissioner Kuhns stated it appears the condition is only valid if the applicant is going to use the area as fire access. Commissioner Russell inquired if the Fire Chief has reviewed the plans and determined the access is not needed. Bramblee stated it the Fire Chief's condition may be based on the review of plans with the note attached. He may not be aware the note is left over from the previous larger addition to the west.

The applicant indicated his agreement with the conditions.

Vice Chair inquired what the time line is for the CUP. Bramblee stated if work has not started within one year of the approval, the applicant would need to file a request for extension of approval.

**Motion:**

Commissioner Russell moved and Commissioner Kuhns second the Sandpoint Planning Commission, after consideration of the criteria and relevant standards of Idaho Code approve the request by the Christ Our Redeemer Lutheran Church to amend their previously-approved Conditional Use Permit to construct a 1,909± sq. ft. addition to an existing church to be used for church functions and early childhood education on approximately 3.97 acres in the Residential Multi-Family zone. The site is located on the northwest corner of Pine Street and Lincoln Avenue and described as Block H, less the North 168.5 feet, Ohadi Acres, in the SW 1 / 4 of the NE 1 / 4 of Section 21, Township 57 North, Range 2 W.B.M., more commonly known as 1900 Pine Street.

Based on evidence, records, and testimony, the reasons for approving this request are:

1. Staff has followed the notice procedures applicable to Conditional Use Permits contained in *Idaho Code 67-6512* and *Sandpoint City Code* Title 9, Chapter 9.
2. Based on information presented at the hearing and the placement of limitations through conditions, the application is in compliance with the nine criteria for Conditional Use Permits as outlined in *Sandpoint City Code* §9-9-6 A(3H).
3. The requested Conditional Use Permit is consistent with the overall planning goals and objectives outlined in the Comprehensive Plan.”

Subject to Conditions 1-14 as amended and shown as underlined below.

1. The submitted landscape plan shall be reviewed for compliance with *Sandpoint City Code*, Title 9, Chapter 5, and must be approved by the Planning Department prior to issuance of a building permit.
2. Details of any new outdoor building or site lighting shall be submitted to the City for approval prior to installation. All lighting fixtures providing illumination for parking lots shall direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards). The maximum mounting height for all parking lot illuminating light fixtures shall be 20 feet from grade to the top of the top of the fixture. Lighting shall be on a timer which turns

off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy. The timer shall be set for no later than 10:30 p.m.

3. The Applicant shall provide no less than 4 bicycle parking spaces in a location that is convenient to the building but does not obstruct pedestrian movement.
4. The Church is allowed to share 33 of the 50 parking spaces required for the proposed addition, which will not require any expansion of the existing 74 space main parking lot. The handicap parking spaces provided shall be increase to 4. Since there will be no increase in existing parking, no additional landscaping will be required.
5. Any changes to existing or additional new signage shall require a separate permit and must meet the City's *Sign Code*.
6. Work shall commence within one year following the date of approval of the conditional use permit and be diligently pursued or said approval and permit is rendered automatically null, void and of no right or recourse.
7. All businesses are subject to the City's business licensing requirements. Please contact the City Clerk's office at 263-3310 to obtain the necessary form
8. Installation of an NFPA 72 approved fire alarm system is required throughout the facility.
9. Installation of a fire hydrant on the north side of the Lincoln Avenue main entrance is required.
10. Installation of a commercial hood and fire suppression system in the kitchen will be required if grease-laden vapors will at any time be generated in the process of fixing meals. A standard residential hood would be approved over the stove if no grease laden vapors are to be generated.
11. If it is determined by the Fire Chief the fire access as shown is needed, the access will need to have an all-weather surface with a 75,000 lb. load rating or able to support the load of the heaviest department vehicle.
12. After-hour contact information shall be provided to Public Safety.
13. Address numbers shall be placed in a position to be plainly legible and visible from the street fronting the property.
14. One additional handicap parking space will be required in the existing parking lot.

**Motion passes unanimously.**

**Matters from Staff:**

Bramblee advised the Commission a special meeting will be held on May 28 with two public hearings on the agenda.

**ADJOURNMENT:**

The meeting adjourned at 6:00 p.m.

\_\_\_\_\_/s/\_\_\_\_\_  
Chairman Huisman