

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF SEPTEMBER 20, 2016**

COMMISSION MEMBERS PRESENT: Tom Riggs, Danny Strauss, Yuri Simon, Collin Beggs, Tom Russell

COMMISSION MEMBERS ABSENT: Cate Huisman, Mark Remmetter,

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

COUNCIL PRESENT: None
Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None

Approval of the Consent:

Commissioner Simon moved and Commissioner Russell second to approve the minutes from the September 6, 2016. **Motion passes unanimously.**

Public Hearing: OA16-01 – The City has initiated amendments to *Sandpoint City Code*, Titles 6, 9 & 10. The proposed modifications will define building footprint, establish changes in lot line adjustment procedures; allowing NAVD88 for purposes of establishing the high water mark; clarifying house number signs in residential areas; establishing off-street bicycle parking requirements; clarifying tree canopy requirements for parking lots; eliminating maximum surface parking for Industrial zones; adding tree houses and play structures to the definition of Accessory Building; Update the Business District section with current zoning; establish a height for fences in front of the primary façade within residential zones; establish Libraries as a Conditional Use within the Residential and MUR zones.

Staff Presentation:

Qualls gave a brief recap regarding the various code tweaks and advised the Commission of one slight change recommended by the City Attorney to item 9. Qualls clarified how the City administers Lot Line Adjustments. Qualls explained to the Commission libraries are being proposed with a CUP in residential areas to allow the surrounding neighborhood to engage in the public hearing process.

Chairman Riggs opened the public hearing:

Rebecca Holland; 812 Lake Street; Ms. Holland spoke as Chair of the Bicycle & Pedestrian Advisory Committee. Holland stated the committee worked for two years on the bike issue and encouraged the Commission to adopt version B. Holland thanked staff for bringing this issue to the Commission.

Qualls read into the record a written comment from Marty Taylor, Sewell Engineering.

Chairman Riggs closed the public hearing.

1. Modification of Title 9, Chapter 1, Section 3: Definitions:

Footprint: The horizontal area, measured from the outside of all exterior walls and supporting columns. It includes all **attached and covered components of a structure** including residences, garages, covered carports, ~~accessory structures~~, and covered patios, decks and porches.

Discussion: The Commission discussed the relevance of including the words, “accessory structures” in the definition of footprint. The Commission agreed to add the words as shown above in bold and strike out the words accessory structures. **Agreed upon unanimously.**

2. Modification of Title 10, Chapter 2, Section 5 B: Requirements: as follows:

A. An adjustment to the boundary lines of existing platted lots may be allowed by recordation of a plat or record of survey with deed, or other document acceptable to the city following review and approval of the planning director so long as each portion of the lots as described in the document meet the minimum lot size of the underlying zone. Where the applicant chooses to utilize recordation of a Plat procedure, the fees associated with a Short Plat application will apply. (Ord. 1157, 10-18-2006)

Unanimously agreed to changes as presented by staff.

3. Modification of Title 9, Chapter 4 (9-4-1-3 B6a), Riparian and Shoreline Setback: as follows: (Paragraph 2 only)

a. The waterfront building setback for new development and redevelopment (tear downs) along waterfront properties within the city of Sandpoint shall be a minimum of forty feet (40') from the artificial high water mark. For purposes of this subsection B6, artificial high water marks shall be considered according to the North American vertical datum of (NAVD88) as 2,066.4 or 2,062.5 feet using (NGVD29).

Unanimously agreed to changes as presented by staff.

4. Modification of Title 9, Chapter 6, Section 1; Signs; as follows:

A. House Numbers: ~~The following shall be allowed:~~

~~1. Signs not exceeding one square foot in area and, illuminated only by the reflector method, placed back of the building line, and so erected that the light source is not visible from outside of the premises. and~~

~~2. In any residence A residential zone a sign bearing only the house number and the name of the occupant shall be allowed within any residential zone.~~

~~3. In residence B and C zones, a sign bearing the house number and the name of the occupant of a building or indicating the existence of an enterprise permitted on the premises.~~

~~B. Announcement Signs: Signs not exceeding twelve (12) square feet in area and illuminated only by the reflector method, placed back of the building line, and so erected that the light source is not visible from outside the premises shall be permitted. In residence B and C zones the following shall be allowed:~~

~~1. A sign advertising only the sale, rental or lease of the building or premises on which it is maintained.~~

~~2. An announcement sign or bulletin board for the use of a public, charitable or religious institution occupying the premises.~~

~~3. An advertising sign in connection with a lawfully maintained nonconforming use. (1958 Code)~~

~~C. B. Advertising Signs: Such signs (Ord. 712, 3-17-1980)~~

~~shall be a permitted use only in the commercial or industrial zones or for any business use located within a residential zone that is considered legally non conforming or is approved through the conditional use permit process. See Sandpoint City Code Title 8, Chapter 5 "Sign Code". in the following zones: D, ER and E zones. (Ord. 712, 3-17-1980; amd. Ord. 1305, 10-15-2014)~~

~~2. Shall be limited to advertising the goods sold or services rendered on the premises.~~

~~3. Shall conform to the height restriction for structures of the zone in which it is placed. (Ord. 712, 3-17-1980)~~

Unanimously agreed to changes as presented by staff.

5. Modification of Title 9, Chapter 5, Section 16: Off-Street Parking Design Standards B: as follows:

B. All nonresident parking facilities with more than twenty (20) parking spaces shall provide ~~the equivalent of one such parking space~~ 4 bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. ~~Said~~ The space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack with adequate clearance for ingress and egress and a convenient and sturdy rack or bar which supports a bicycle upright by its frame at 2 points of contact to which bicycles can be attached to prevent theft. This requirement may be waived by the commission if it can be demonstrated that due to location or

predominant use of the parking facility, such bicycle space would not be reasonably utilized.”

- OR -

(staff recommendations following comments received by the Pedestrian Bicycle Advisory Committee at their Aug. meeting)

B. All nonresident parking facilities with more than twenty (20) parking spaces shall provide ~~the equivalent of one such parking space~~ 4 bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. ~~Said Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack with a minimum 32 inch spacing between bicycle parking spaces and which supports bicycles upright by their frame at 2 points of contact. Racks shall be permanently anchored into a hard surface, to which bicyeles can be attached to prevent theft. This requirement may be waived by the commission if it can be demonstrated that due to location or predominant use of the parking facility, such bicycle space would not be reasonably utilized.”~~ Bicycle spaces shall be located within 50’ feet of the building entrance and well lit.

Discussion: Commissioner Russell stated it makes more sense to have dimensional standards clarifying a bike rack. Commissioner Strauss inquired why the last sentence is being struck. Qualls stated it is not onerous for a business owner to supply bicycle parking in parking lots of 20 or more parking spaces. Commissioner Beggs stated the growth of the town and business is unknown and keeping bicycle parking required is a good thing.

The Commission agreed to recommend option two (shown in bold) unanimously,

6. Modification of title 9, Chapter 5, Section 17 (below requirements table) to include additional language as follows:

For every six (6) non-required bicycle parking spaces created within any commercial or industrial zone which adhere to the standards set forth in section 16 of this chapter “Design Standards”, motor vehicle parking space requirements may be reduced by one (1) space; up to a maximum of two (2) off-street parking spaces.

The Commission agreed unanimously to the addition as presented by staff.

7. Modifications of Title 9, Chapter 5, Section 17; Minimum and Maximum Surface Parking Space Requirements F: as follows:

F. Industrial: Values shall be held as minimum ~~and maximum~~ allowable quantities:

The Commission agreed unanimously as presented by staff.

8. Modification of Title 9, Chapter 1, Section 3; Definitions: Accessory Building or Use: as follows:

ACCESSORY BUILDING OR USE: A subordinate building or use, including play structures and tree houses, which is located on the same ~~lot~~ parcel on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or to the main use.

The Commission agreed unanimously as presented by staff.

9. Modification of Title 9, Chapter 1, Section 5 (I): Accessory Buildings, Regulations: as follows:

H. No house trailer or Recreational Vehicle shall be used for human habitation occupy on any lot or part of a lot parcel in any residential zone., ~~except in such areas thereof as may be designated for trailer courts.~~

Discussion: Commissioner Russell inquired how a tiny house would fit in this definition. Qualls stated tiny houses are recreation vehicles and would have to meet building code to be in town. Commissioner Russell stated at some point the City should look into the issue of tiny houses.

The Commission agreed unanimously as presented by staff.

10. Modification of Title 6, Chapter 1, Section 11: Business District Defined: as follows:

As used in this chapter, all those areas within the city limits currently or as hereafter may be within a ~~zoned~~ commercial ~~D~~ or industrial zone (Ord. 968, 3-20-1995; amd. Ord. 1305, 10-15-2014)

The Commission agreed unanimously as presented by staff.

11. Modification of Title 9, Chapter 1, Section 4 J: Visibility: as follows:

J. No wall, fence or shrubbery shall unreasonably obstruct or interfere with traffic visibility. A fence or wall shall be placed no closer than one foot (1') to the current or future sidewalk location. Earth mounding or any other similar method shall not be used to raise fence height, unless the fence is adjacent to an arterial, state highway, or industrial or commercial property.

1. On all non-industrial zoned lots:

- a. In the required front yard setback, fences and walls shall be allowed to a maximum height of four feet (4').
- b. In side and rear yards, fences and walls shall be allowed to a maximum height of seven feet (7').

- c. Within residential zones, fences over four feet (4') shall not be allowed in front of the primary facade, regardless of setback.
- 2. On non-industrial zoned corner lots:
 - a. In the required front yard setback, fences and walls shall be allowed to a maximum height of four feet (4').
 - b. On street facing side yards, fences and walls shall be limited to maximum height of four feet (4') for a depth of not less than twenty feet (20'). Fences beyond the required front yard depth shall maintain the one foot (1') setback, but shall be allowed to the seven foot (7') maximum rear yard height.
 - c. Clear vision triangle shall be maintained.
- 3. ~~On~~ double frontage lots:
 - a. In cases where a lot extends the full depth of a block between two (2) parallel streets, fences shall maintain the one foot (1') setback along the street bordering the rear yard but may be allowed to the rear yard height of seven feet (7'). (Ord. 1263, 12-29-2011)

Discussion:

Qualls explained the point of the code amendment is to keep fences from being built at 7 feet tall in front of the main structure façade.

The Commission agreed unanimously as presented by staff.

- 12. Modification of Title 9, Chapter 4, Section 1 (2) Single Family and Title 9, Chapter 4, Section 2 (2) Multifamily Use Regulations: as follows:

- B. Add to the Use Table: Libraries; permitted with a Conditional Use Permit.

The Commission agreed unanimously as presented by staff.

Motion:

Commissioner Beggs moved and Commissioner Simon second the Sandpoint Planning Commission, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code:

Recommend the Sandpoint City Council approve and adopt the proposed amendments to Titles 6, 9, & 10 of Sandpoint City Code as agreed upon by a majority in this proceeding.

The reasons for this decision are:

- 1. Particular consideration has been given to the effects of these proposed changes upon the health, safety and welfare of the residents and the delivery of services by any political subdivision providing public services, including school districts, within the City of Sandpoint.
- 2. Staff has followed the notice procedures applicable to zone changes contained in Idaho Code 67-6511 and Sandpoint City Code Title 9, Chapter 9.
- 3. The proposed amendments are accordance with the goals and policies of the Sandpoint Comprehensive Plan.

Motion passes unanimously.

Matters from Staff:

Commissioner Beggs inquired how a discussion of tiny houses can be initiated. Qualls advised the Commission they should go to the High Five grant website and vote for the City.

ADJOURNMENT: The meeting adjourned at 6:40 p.m.