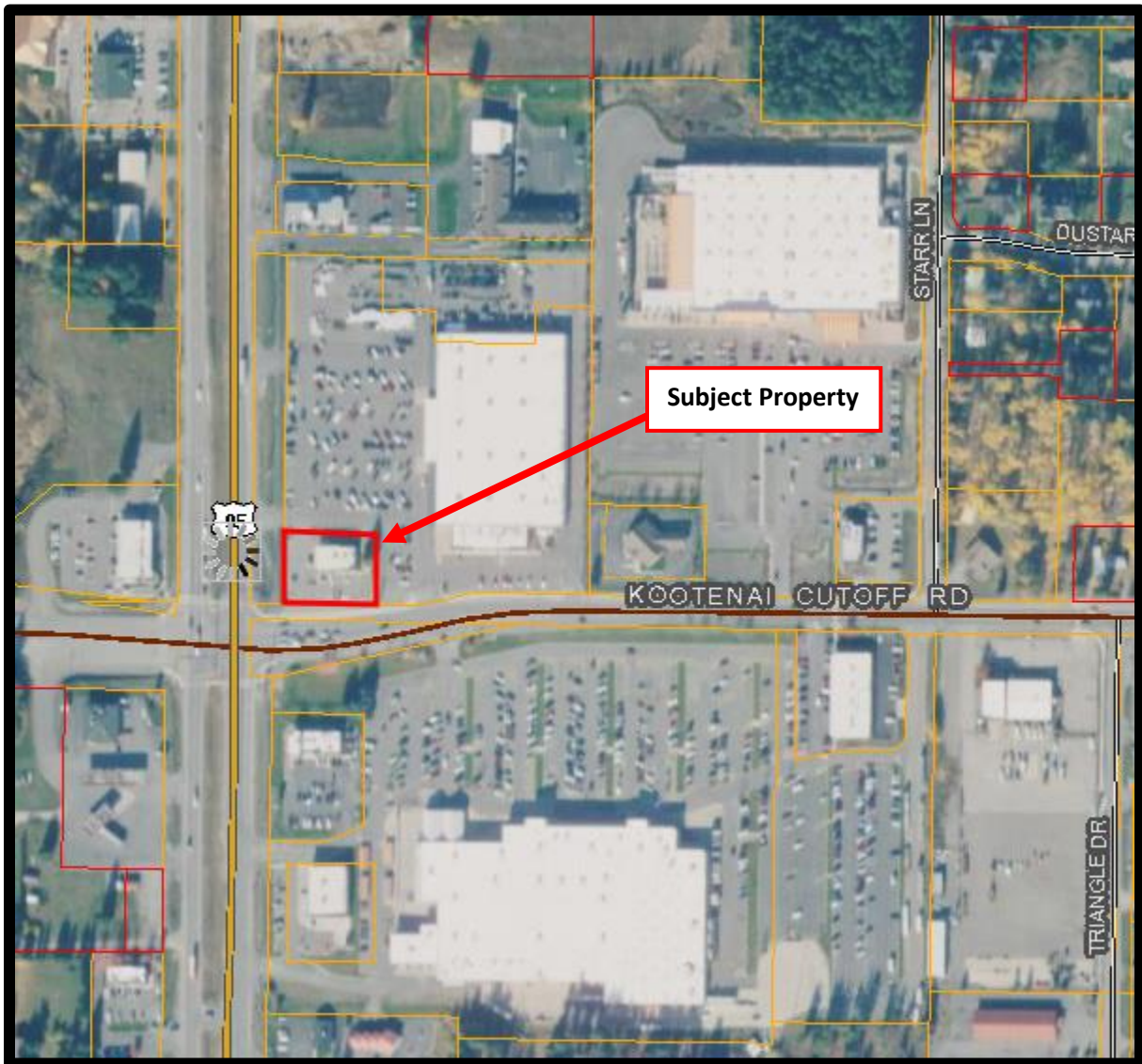


# Ponderay - City Planning

## Staff Report

November 14, 2018 - Ponderay Planning and Zoning Commission  
SP18-047 Site Plan Review – STCU (Spokane Teachers Credit Union) - Financial Institution



**Aerial of Vicinity**

## Project Summary

STCU is seeking site plan approval to construct a ±4,115 square foot banking facility with an attached drive thru teller canopy (±6,761 square feet total) on a ±0.668-acre parcel. The site previously housed Payless Shoes retail store. This existing structure is proposed for removal. The applicant is requesting to allow for 8 on-site parking spaces where 21 spaces are required by code. The additional 13 parking spaces will be provided on the adjoining property to the North and East as is allowed through a reciprocal parking agreement. The project site is located at the corner of U.S. Highway 95 and Kootenai Cutoff Road in Section 2, Township 57 North, Range 2 West, Boise Meridian.

## Site Information

- A. **Site Data:** The subject property is currently developed with an existing ±3,046 square foot retail facility and associated parking areas. The site is relatively flat. The majority of the parcel is existing impervious surface with minimal landscaping and vegetation exist onsite.

The property is zoned commercial, as are the properties that immediately surround the subject parcel. Surrounding uses include Hotel Ruby and the Farmhouse Restaurant to the North, North 40 and associated retail strip mall to the East, Walmart and Burger King to the South and a retail strip mall containing Starbucks, Verizon Wireless Retail Store and Edward Jones to the West.

- B. **Access:** Access will be provided from U.S. Highway 95 (±200-foot public right-of-way) and Kootenai Cutoff Road (right-of-way appears to range in width from ±100' to ±140' in this location) via the existing encroachments providing access to the North 40 parking lot. A reciprocal parking agreement (Instrument # 799651) is in place to address shared parking and access.

- C. **Environmental Factors:** The site is relatively flat and was previously developed. The Bonner County GIS mapping does not indicate the presence of wetlands on site.

There are no water bodies identified on site and the parcel does not contain mapped flood plain (Zone X, Panel 0716E).

- D. **Services:** The subject property is currently served by Sandpoint Water and Kootenai-Ponderay Sewer District. The site is located within the Boundaries of the Lake Pend Oreille School District and Northside Fire District.

- E. **Stormwater:** A drainage memo was prepared by Matt Gibb, P.E., DCI Engineers, along with a civil site plan. Revisions were submitted for review on November 8, 2018 and November 9, 2018.

## Project Review

*Staff finds that the proposal complies with all of the applicable requirements of Ponderay City Code. Items warranting discussion or conditions are discussed below. Staff reserves the right to develop a full record in the event of an appeal.*

Ponderay Code Section	Requirement	Provided by the Applicant
PCC 9-4C-2 (A) Open space	A minimum of 25% of the total lot or parcel must remain as open space	The proposed 76%.

Ponderay Code Section	Requirement	Provided by the Applicant
PCC 9-4C-2 (B) Compliance	Construction, alteration or relocations of structures must be in compliance with the provisions of this title and the requirements of the zone	The proposed site plan has been reviewed for compliance with the provision of this title. Construction shall be in accord with the approved site plan and shall comply with the adopted building and fire codes. (Condition A-2)
PCC 9-4C-2 (C) Parking Space Requirements	All uses in the commercial zone shall meet the minimum parking space requirements as provided in PCC 9-5 Article E	<p>The proposal includes construction of a ±4,115 square foot financial institution with and attached drive thru teller canopy. The building will include primarily office space with associated restrooms and breakroom. PCC 9-5E-3(A) requires one, 200 square foot parking space per 200 square feet of office/retail space.</p> <p>21 spaces are required.</p> <p>8 spaces are shown on site.</p> <p>Additionally, 1 loading zone is required by PCC 9-5E-3(G) and is provided.</p> <p>The subject parcel has a reciprocal parking agreement with the neighboring property to the North and East allowing the use of the surrounding parking areas. This accommodates for the additional 13 required parking spaces.</p>
PCC 9-4C-2 (D) Signs and advertising	Signs and advertising must comply with ITD regulations and the standards of this title.	See condition B-7
PCC 9-4C-2 (E) Green space	Not less than 10% nor more than 25% of the total lot area shall be required as green space.	20.6% Green space is proposed

Ponderay Code Section	Requirement	Provided by the Applicant
PCC 9-4C-2 (F) Access	All lots in the commercial zone shall have at least one existing access	The parcel has direct frontage onto US Highway 95 and Kootenai Cutoff Road. Existing and proposed access is provided via the existing approaches into the North 40 parking area.
PCC 9-4C-2 (G) Site plan	Site plan shall depict sidewalks and/or bike paths if required by the commission or city council	The property is currently developed with Sidewalks along the Kootenai Cutoff Road frontage and a paved multi-use path along U.S. Highway 95.
PCC 9-5A-3 (C) Setbacks, Commercial and Industrial Zones	<p>Structures shall be 75-feet from the centerline of the street or legal access right-of-way or 25-feet from the edge of the right-of-way whichever is greater.</p> <p>Structures shall be 45-feet from the centerline of the street or legal access right-of-way or 25-feet from the edge of the right-of-way whichever is greater.</p> <p>The minimum property line setback from all other lines shall be 10-feet, unless the abutting property is zoned residential.</p> <p>Setbacks may be reduced to zero with the approval of the planning commission where the project is located within an approved plan</p>	<p>The structure as proposed complies with all standard setback requirements to the North, East and West. The applicant has requested a setback reduction to the south. If approved this would allow the drive thru canopy to be constructed <math>\pm 10' 4.75''</math> from the south property line (25-feet is required) and <math>\pm 32' 10.56'</math> from the center line of the Kootenai Cutoff Road right-of-way (45-feet required).</p> <p>The proposed canopy is not located within the 25-foot vision triangle.</p>
PCC 9-5A-4 (A) Maximum Height	No structure in any zone shall exceed two stories in height. Structures in the commercial and industrial zones may seek Planning and Zoning Commission approval to exceed the maximum height.	The proposed structure is single story. (Condition B-4)
PCC 9-5C-5 Trash	All trash and/or garbage collection areas shall be	A solid waste collection enclosure is proposed in the

Ponderay Code Section	Requirement	Provided by the Applicant
	enclosed on at least three (3) sides by a solid wall or sight obscuring fence of at least four (4) feet in height, or within an enclosed building or trash and/or garage collection dumpster. Adequate vehicle access to and from such area or areas for collection of trash and/or garbage shall be provided. Trash and/or garbage collection areas must also be animal proof.	southeast corner of the parcel. (See Condition B-2)
PCC 7-6-8 Sign Size	Allows for 1 sq ft of signage per lineal foot of property and building frontage, up to 300 feet. An additional ½ sq ft of signage is allowed for each additional lineal foot of property and building frontage beyond the first 300-feet.  Properties that have 2 frontages may have a pole sign on each frontage.	400 sq feet of signage is allowed for this site.  The applicant has proposed one pole sign (±123.65 sq ft) and one wall mount sign (±23.8 sq ft).  Total proposed signage is ± 147.45 sq ft
PCC 7-6-12 (A) Sign Maximum Height	No sign shall extend to a height of more than 5-feet above the roofline of the business for which it advertises, exclusive of false fronts or a maximum of 24-feet in height, whichever is lower.	The maximum height of the proposed structure is 22.5-feet tall. The proposed sign height is 24-feet. (Condition B-6 and B-7)
PCC 7-6-12 (B) Setbacks (Free standing Sign)	All freestanding signs shall be setback a minimum of 10-feet from the property line as measured from the property line to the nearest point of the support structure.	The freestanding sign is proposed to be located ±12-feet from the Kootenai-Cutoff right-of-way and ±16.9 feet from U.S. Highway 95 right-of-way. (Condition B-6 and B-7)
PCC 9-8-3 (H) Site Plan Approval	Shall be considered to be a concurrent signage plan, landscape plan, lighting plan, stormwater and erosion control plan or other required plan if	The listed plans were submitted and reviewed as a part of the site plan application with the exception of the stormwater and erosion control plan. The

Ponderay Code Section	Requirement	Provided by the Applicant
	submission is adequate to satisfy the above requirement.	site was previously developed, however, an approved plan from the initial development has not been found. A drainage memo and civil site plan have been provided and were reviewed by the City Engineer. A request for additional information has been made and a full set of civil plans is pending. A proposed condition of approval has been placed requiring that a plan be provided to the satisfaction of the City Engineer. This plan may involve payment of fee in lieu of on-site stormwater detention.
PCC 9-5-4 Performance standards	Any commercial or industrial use or occupation of land or buildings in any zone which creates dangerous, injurious, noxious or otherwise objectionable conditions adversely affecting any other lot must comply with performance requirements relating to fire hazards, radioactive particles or electrical disturbance, noise, vibration, air pollution, glare and water pollution.	See Condition B-5
PCC9-4C-3 Uses Permitted	Personal and Financial Services are a permitted use in the Commercial Zoning District	STCU is a credit union and financial institution and is therefore a permitted use.

Ponderay Code Section	Requirement	Provided by the Applicant
9-5B-6 Outdoor Storage of Commercial and Industrial Materials or Equipment	<p>A) Commercial or Industrial materials that are stored outdoors must be screened from view of any existing residence or residentially zoned property.</p> <p>B) Storage of commercial or industrial materials or equipment is prohibited within the front yard setback.</p>	<p>A) The site does not abut any residentially zoned or developed properties.</p> <p>B) See Condition B-8</p>
<p>Additionally, PCC 9-8-3(G) allows the Planning and Zoning Commission to place supplementary conditions and safeguards during site plan approval. Conditions may involve, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Minimizing adverse impact on adjacent property.</li> <li>2. Controlling the sequence and timing of development.</li> <li>3. Controlling the duration of development.</li> <li>4. Assuring that the development is maintained properly.</li> <li>5. Designating the exact location and nature of development.</li> <li>6. Requiring a provision for on site or off site public facilities or services.</li> <li>7. Requiring more restrictive standards than those generally required by this title.</li> <li>8. Requiring buffers, lighting restrictions, and building materials as necessary to protect the nature and character of any scenic byways within the city.</li> <li>9. Requiring professional design review, by criteria and process established by the planning director and adopted from time to time by resolution of the council.</li> </ol> <p><b>Staff Note: Staff has listed recommended conditions of approval on pages 8 and 9 of this report. The commission has the ability to modify the recommended conditions of approval or place additional conditions consistent with PCC9-8-3(G) at the time the motion is made.</b></p>		

## Agency Comment

The application was sent to the following agencies for comment on October 18, 2018:

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| <input checked="" type="checkbox"/> Kootenai-Ponderay Sewer District                             | <input checked="" type="checkbox"/> Northside Fire District           |
| <input checked="" type="checkbox"/> Ponderay Police Department                                   | <input checked="" type="checkbox"/> Pat Park, Building Official       |
| <input checked="" type="checkbox"/> City of Sandpoint  | <input checked="" type="checkbox"/> Avista                            |
| <input checked="" type="checkbox"/> Idaho Transportation Department                              | <input checked="" type="checkbox"/> Lake Pend Oreille School District |
| <input checked="" type="checkbox"/> Frontier Communications                                      | <input checked="" type="checkbox"/> Northland Cable                   |
| <input checked="" type="checkbox"/> Jesse Herndon, P.E., HMH Engineering, Ponderay City Engineer |   |

At the time this report was prepared, the following comments were received:

**Avista Utilities, Donny Peterson, memo dated October 22, 2018:** Mr. Peterson had no comment.

**Kootenai-Ponderay Sewer District (KPSD), Colleen Johnson, letter dated October 19, 2018:** Ms. Johnson stated that the site is within the District's boundaries and is currently connected. She further stated that once all conditions of the district have been met, KPSD will continue to service the site.

Staff Note\*\* On November 1, 2018 additional information was provided by the applicant to KPSD. However, to date we have not received confirmation from KPSD that all conditions have been satisfied and service will be provided. As a result, a condition has been proposed to ensure compliance (See Condition A-4)

**Independent Highway District, IHD Commissioner Mel Bailey, email dated October 24, 2018:** Commissioner Bailey stated that he believed that the project is very well planned and will not interfere with or change the traffic flows. He further commented regarding the height limitations of the structure that are set forth in the CCR's.

\*\*Staff Note: CCR's are not reviewed or enforced by the City of Ponderay.

**Ponderay Police Department, Jimmy Cornelius, email dated October 27, 2018:** Chief Cornelius stated no comment.

**Jesse Herndon, PE, HMH Engineering, Ponderay City Engineer, email dated October 29, 2018 and November 9, 2018:** Mr. Herndon reviewed the site civil plan and associated memo provided by Matt Gibb, P.E. of DCI Engineers and provided comments requesting clarification and additional information. Revised plans were submitted for review on November 8<sup>th</sup> and 9<sup>th</sup> to address the concerns raised by Mr. Herndon. On November 9<sup>th</sup> follow-up comments were received from Mr. Herndon indicating that the additional information provided had addressed his initial concerns.

**City of Sandpoint Water, Dan Tardic, PE, Sandpoint City Engineer, letter dated October 30, 2018:** Mr. Tardic commented that the project is located within the water service boundary. The City would provide water service once all applicable fees had been paid for tapping and meter set. Follow-up emails indicated that the site is currently served by a 1' service which would be insufficient for the proposed use. A new 1 ½" water service would be needed to service the structure. The existing 1" line may be used for irrigation if properly designed. (See Condition A-3)

## **Staff Analysis & Recommendation**

Subject to the recommended conditions of approval, staff finds that this project is consistent with Ponderay City Code. Therefore, staff recommends approval of the proposed site plan.

## **Motion**

**MOTION TO APPROVE:** I move to **approve** this project FILE #SP18-047 to construct a ±4,115 square foot banking facility with an attached drive thru teller canopy (±6,761 square feet total) on a ±0.668-acre parcel, in the commercial zone, finding that it is in accord with the applicable provisions of Ponderay City Code. I further move to adopt the conditions of approval, as listed (or amended) in the staff report.



**MOTION TO REMAND:** I move to **remand** this project FILE #SP18-047 to construct a ±4,115 square foot banking facility with an attached drive thru teller canopy (±6,761 square feet total) on a ±0.668-acre parcel, in the commercial zone, **to the applicant for redesign or modification.**

**CONDITIONS OF APPROVAL**

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**Prior to issuance conditions (Must be met before a building permit can be issued)**

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- A-1.** Prior to submitting a building permit application, the applicant shall submit a final site plan to the Ponderay Planning Department. The site plan shall incorporate any required revisions or conditions of approval.
- A-2.** The proposed site plan has been reviewed for compliance with the provision of this title. Construction shall be in accord with the approved site plan and shall comply with the adopted building and fire codes.
- A-3.** Prior to occupancy the applicant shall provide proof of compliance with the City of Sandpoint and documentation that adequate water service will be provided to the proposed development.
- A-4.** Prior to building permit issuance the applicant shall provide proof of compliance with the requirements of the Kootenai-Ponderay Sewer District and documentation from the district that adequate sewer service will be provided to the proposed development.

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**Operational Conditions (Must be met on an ongoing basis)**

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- B-1.** Construction must begin within one (1) year after the site plan is approved. A time extension for commencement of construction may be requested, in writing, from the planning and zoning commission, which shall grant such an extension for a specified reasonable time upon a showing of good cause.
- B-2.** All proposed or future trash and/or garbage collection areas shall be enclosed on at least three (3) sides by a solid wall or sight obscuring fence of at least four (4) feet in height, or within an enclosed building or trash and/or garbage collection dumpster. Adequate vehicle access to and from such area or areas for collection of trash and/or garbage shall be provided. Trash and/or garbage collection areas must also be animal proof.
- B-3.** External lighting shall be installed in accord with the approved lighting plan. Exterior lighting shall not be placed in any manner as to permit beams and illumination onto a public right of way. All lighting shall be downwardly directed.
- B-4.** Structure shall not exceed 2 stories in height.
- B-5.** The commercial use shall operate in compliance with the performance standards of PCC 9-5-4.
- B-6.** Signs shall be installed in accord with the approved site plan. Future signs shall comply with the standards of Ponderay City Code in effect at the time of construction.

- B-7.** Signage shall comply with all applicable standards of PCC 7-6 and all Idaho Transportation Department requirements.
- B-8.** The storage of commercial or industrial materials or equipment within the front yard setback shall be prohibited.
- B-9.** Landscaping shall be installed in accord with the approved landscaping plan.
- B-10.** Stormwater and erosion control features shall be installed and maintained in accord with the approved plan.