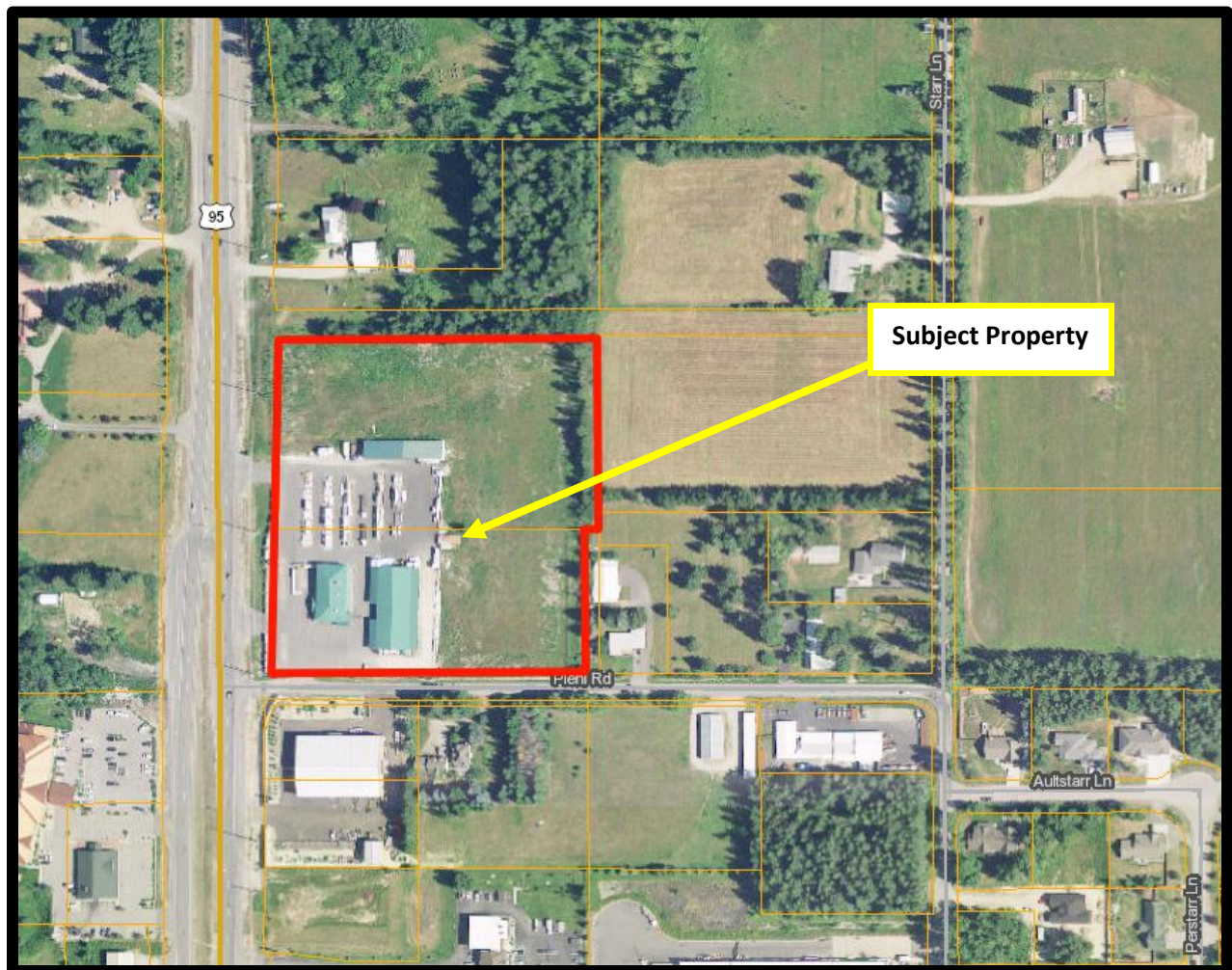


# Ponderay - City Planning

## Staff Report

March 11, 2020 - Ponderay Planning and Zoning Commission  
SP19-059 Site Plan Review Sandpoint Building Supply, Site Plan Modification –  
Vincent Family, LLC



### Aerial of Vicinity

#### Project Summary

The Vincent Family, LLC is requesting site plan modification approval to modify the Sandpoint Building Supply site in order to construct a new 1,800 square foot warehouse structure. The site is located at the

intersection of U.S. Highway 95 and Piehl Road in Section 2, Township 57 North, Range 2 West, Boise meridian.

## Site Information

- A. **Site Data:** The subject ±8.138-acre (per Bonner County GIS data viewer) property is made up of two parcels which are a portion Starr's Acreage Block 12. The site is currently developed with Sandpoint Building Supply, a retail lumber yard. The application proposes the addition of an ±1,800 sq ft warehouse facility.

### Surrounding zoning

Subject property: Commercial

North: Rural

West: Commercial

South: Commercial

East: Rural

### Surrounding Uses

Subject Property: Sandpoint Building Supply

North: Vacant land and Love Works Tie-Dye

West: Boat Storage and residential

South: Pape Machinery

East: Residential

- B. **Access:** Access to the site is provided by U.S. Highway 95 (±200-foot public right-of-way) via two existing encroachments. Additionally, the site accesses off of Piehl Road via an existing approach. Piehl Road right-of-way has historically been 40-feet in width. However, in 2017, 10-feet of right-of-way was received from nearly all of the property owners along the north and south sides of the Piehl Road right-of-way, bringing it up to the 60-foot standard public right-of-way width in most areas. Adjacent to this site the right-of-way remains 50-feet in width. (See Conditions A-1 and A-2)

- C. **Environmental Factors:** The site is relatively flat. The area of the site proposed for construction is currently undeveloped and vegetated with native grasses. The U.S. Fish and Wildlife National Wetlands Inventory online mapping tool 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, according to the Bonner County online mapping tool.

- D. **Stormwater:** A Stormwater management plan, dated February 5, 2020 was submitted for review by B. Scott Brown, P.E., James A Sewell and Associates, along with a civil site plan. Revised Drawings were provided on February 12, 2020.

## 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	92% open space is proposed according to the application
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 modification 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 B-3)
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 proposed structure is 1,800 sq ft.</p> <p>Parking spaces for an industrial use are calculated at a rate of one parking space per 1,000 sq ft of building</p> <p>2 additional parking spaces are needed for the proposed structure, bringing the total site required parking space count to 43 spaces.</p> <p>While the parking onsite is not stripped, the site contains 97,000 sq ft of gravel and asphalt according to the application.</p> <p>Sufficient space is available on site to accommodate the 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.	No modification to signage is proposed.
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.	±66.4% of the site is proposed as greenspace.

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	No change to access is proposed
PCC 9-4C-2 (G) Site plan	Site plan shall depict sidewalks and/or bike paths if required by the commission or city council	No sidewalk construction is proposed.
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>	The proposed structure complies with the required setbacks for the commercial zone.
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 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	No new trash facilities are proposed. (Condition B-2)

Ponderay Code Section	Requirement	Provided by the Applicant
	<p>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.</p>	
<p>PCC 7-6-8 Sign Size</p>	<p>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.</p> <p>Properties that have 2 frontages may have a pole sign on each frontage.</p>	<p>While no new signage is proposed onsite there are a number of banners that exist onsite that are out of compliance with Ponderay city code.</p> <p>Temporary banner signs in Ponderay are allowed on site for a 14-day period and must advertise a special event or convention. Additionally, a temporary sign permit must be obtained annually for any proposed temporary banner signs.</p> <p>Any banners that are intended to be retained for greater than 14 days or which do not advertise a special event or convention must be permitted as a permanent sign via the building permit process. These signs are calculated as a part of the total site signage.</p> <p>Any banners that comply with Ponderay temporary sign standards will need a banner permit. (See Condition A-3)</p>
<p>PCC 9-8-3 (H) Site Plan Approval</p>	<p>Shall be considered to be a concurrent signage plan, landscape plan, lighting plan, stormwater and erosion control plan or other required plan if submission is adequate to satisfy the above requirement.</p>	<p>The site plan modification request does not propose changes to lighting.</p> <p>A landscaping and stormwater management plans has been submitted for review.</p>

Ponderay Code Section	Requirement	Provided by the Applicant
		While no change to signage is proposed, the site signage is currently out of compliance due some on-site temporary signs, which will need to be brought into compliance. (See Conditions A-3)
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	Storage of products, materials, inventory and equipment, providing all such products are stored within a sight obscuring fence.  Wholesale and retail sales facility up to 20,000 sq ft.	There is no change to the overall site use.  The proposed structure is an additional warehouse to store building materials.
<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 page 9 of this report. The</b></p>		



Ponderay Code Section	Requirement	Provided by the Applicant
<b>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>		

## Agency Comment

The application was sent to the following agencies for comment on February 19, 2020:

- Northside Fire District
- Pat Park, Building Official
- Justin Shaw, P.E., HMH Engineering, Ponderay City Engineer
- Avista Utilities
- Kootenai Ponderay Sewer District
- Sandpoint Water

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

**Pat Park, Ponderay Building Official, James A. Sewell and Associates, email dated February 19, 2020:**

Mr. Park stated that he had reviewed the proposed site plan modification and recommended approval as submitted. He further noted that this is Type V construction. It is adequately separated from other buildings.

**Justin Shaw, PE, HMH Engineering, Ponderay City Engineer, memo dated February 28, 2020:** Mr. Shaw commented requesting additional information. To date, a response has not been received from the project engineer. (See Condition A-4)

**Kootenai-Ponderay Sewer District (KPSD), Colleen Johnson, letter dated March 6, 2020:** Ms. Johnson stated that the district had no concerns as long as no additional plumbing is proposed.

## 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 #SP20-059 requesting site plan modification approval in order to construct a ±1,800 square foot warehouse facility, 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 #SP20-059 requesting site plan modification approval in order to construct a construct a ±1,800 square foot warehouse facility, to the applicant for redesign or modification. **(Provide the specific areas that need to be addressed).**

## 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. The landowner shall dedicate to the City of Ponderay, the south 10-feet of parcel RPP0441012000GA along the public right-of-way of Piehl Road as public right of way.
- A-2. Prior to building permit approval, the applicant shall submit a final site plan to the Ponderay Planning Department. The revised site plan shall include the right-of-way dedication.
- A-3. The site shall be deemed compliant with Ponderay City Code Title 7, Chapter 6. All banners which are in violation of Ponderay City Code shall be removed or shall receive building permit approval as a permanent sign.
- A-4. The stormwater management plan shall be revised and approved to the satisfaction of the City Engineer, prior to building permit issuance.

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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. The proposed site plan modification 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
- 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. Stormwater and erosion control features shall be installed and maintained in accord with the approved plan.
- B-7. The storage of commercial or industrial materials or equipment within the front yard setback shall be prohibited.
- B-8. Landscaping shall be installed and maintained in accord with the approved plan. The property shall be maintained so as to prevent the growth and spread of noxious weeds.