



AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 7th, 2025

MEETING DATE: April 16th, 2025

TO: Mayor Grimm, and members of the City of Sandpoint City Council

FROM: Bill Dean, City Planner, Brandon Staglund, City Engineer, and Jason Welker, Planning & Community Development Director

SUBJECT: PPUD24-0002: Ridley Village Court Planned Unit Development Preliminary Development Plan

I. Executive Summary

The request before the City Council relates to residential development of an approximately 5-acre property at the western terminus of Autumn Lane and River Rock Rd, west of the existing Maplewood Village Planned Unit Development. The property is Zoned as Residential Multifamily. The property owner and her developer representative are seeking to utilize the Planned Unit Development (PUD) Permit process as a means to introduce a development pattern otherwise not accounted for in the City's zoning regulations.

Due to the creativity and flexibility involved in creating a PUD, the City's ordinance establishes a high threshold and lengthy process prior to permitting land to be subdivided for development. It is through this process of review that the concept for development is adjusted as necessary by the Planning and Zoning Commission and City Council prior to approving subdivisions and building permits.

Inherent in the PUD process is evaluating the public benefits the development represents against the waivers and flexibility from City zoning standards. The developer received a recommendation for approval from the Planning and Zoning Commission, but that recommendation included several major conditions of approval for the City Council to consider. The conditions of approval affect the layout of the project, access, as well as building location/setbacks. City Council is requested to evaluate the application, and Planning and Zoning Commission's recommendations/conditions of approval and to take action on the project. Action on a PUD is a multi-step process; the step before the City Council is called the Preliminary Development Plan (PDP), which if approved would then allow a Final Development Plan (FDP) to proceed, which could be processed and evaluated at the same time as a subdivision. Generally, a FDP involves minor refinements to the development concept identified in a PDP. Tonight's step is action on the Preliminary Development Plan (PDP) for the Ridley Village Court PUD.

II. Planning and Zoning Commission Action

Attached to the staff report is the report and analysis of the project provided to the Planning and Zoning Commission (Attachment A: Staff Report to the Planning and Zoning Commission). Attachment B to the staff report is the Report of Actions on the PDP, including the recommended conditions of approval from the Planning and Zoning Commission.

Leading up to the public hearing on March 4th, and including testimony at the hearing, the City received numerous comments on the project from nearby property owners and neighbors of the Maplewood Village neighborhood (also developed as a PUD in the early 2000s). The attachments to the original staff report summarize the public comment, and the report includes all written comments leading into the hearing on March 4th.

The Conditions of Approval recommended by the Planning and Zoning Commission are as follows:

1. Revise development plan to show extension of both River Rock Road and Autumn Lane between Madison Avenue and Ridley Village Road, including water and sewer main extensions within the entire public right of way.
2. Revise the development plan to show all water and sewer main extensions either within a public right of way, or within an adequately sized public utility easement (20 feet for single pipe, 30 feet for two pipes in parallel), and all water and sewer mains located at least 10 feet from any proposed building.
3. Driveway for the townhouse units at the southeast corner of River Rock and Ridley Village, as shown on the submitted improvement plans, shall be located at least 35 feet from the proposed curb line along Ridley Village Road, pursuant to Sandpoint City Code 10-1-6-F.
4. Streetlights shall be installed at two intersections: Ridley Village / Autumn Lane, Ridley Village / River Rock Road.
5. The open space should be relocated to the eastern property to enable the 25-foot setback to remain and to create a buffer between the proposed development and Maplewood neighborhood (including along Madison Avenue and Cattail Court).
6. Require the installation of an adequate fence along Autumn Lane on the north boundary of the Forrest Bird Charter School property.
7. Require the applicant to coordinate with City staff to implement traffic calming measures for traffic flow through adjacent neighborhoods.

III. Developer/Property Owner Re-Submittal

In response to the recommendations from the Planning Commission, the City received revised PDP documents on March 19, 2025. Attached to the staff report is the developer/property owner response to the Conditions of Approval recommended by the Planning and Zoning Commission (Attachment C: Developer's memo to City Council entitled: Revised Alternative Exhibits Memo). The developer has re-worked the PDP to address a number of the Conditions of Approval, as follows:

<i>P&Z Commission Condition of Approval (COA)</i>	<i>Design Feature Addressed by the COA</i>	<i>Developer Response</i>
1	Both River Rock Rd and Autumn Lane to be extended through development	Disagrees with the COA, Only River Rock Rd to be extended
2	Water and Sewer mains to be in adequately sized ROW or Easement, and located at least 10 ft from any building	Agrees with the COA

3	Relocate driveway River Rock and Ridley Village to be at least 35 ft from curb of Ridley Village Rd	Agrees with the COA
4	Streetlights to be installed at streets intersecting with Ridley Village Rd	Agrees with the COA
5	Relocate open space to eastern edge of the development and maintain the 25' setback between the development and Maplewood neighborhood, including along S. Madison Ave and Cattail Ct.	Developer provides 25' setback from S. Madison Ave, but identifies reasons why they believe it to be an inferior solution. Developer disagrees with 25 ft setback along homes of Cattail Ct, and offers a 15 ft setback and the corner lot to have 1 ½ stories of max height.
6	Install fence along northern property line abutting the Forest Bird Charter School	Agrees with COA
7	Developer to coordinate and implement traffic calming measures in Maplewood neighborhood	Agrees with COA

Attachment D to the staff report is the original PDP. Attachments E and F to the staff report are the revised PDP (Preliminary Improvement Plan and Landscape Plan), which includes modifications to the original project in response to the Planning and Zoning Commission conditions of approval. As noted, the majority of the conditions have been incorporated with the exception of extending Autumn Lane to create additional connectivity for this area of the City.

One detail that staff is highlighting for the record relates to the fact that the stormwater pipes and city sewer mains are shown in the revised PDP with an approximate 3-foot horizontal separation from center of pipe to center of pipe. Normally, such details would not be highlighted at the stage of reviewing a PDP. However, there are limited options in the proposed layout to convey stormwater and sewer in accordance with City standards, which can have a significant effect on the overall project design. This detail is highlighted to suggest additional engineering work is required.

IV. City Council Options

Following public testimony and subsequent deliberations, the City Council may take one of the following actions on the request for Preliminary Development Plan approval in accordance with Sandpoint City Code 10-3-10 E. The developer has requested of staff that both proposals, the original and the modified PDPs be available for City Council consideration.

The Council shall make findings of fact regarding the PDP. As this time the application is for a Preliminary Development Plan (PDP) only; subsequent applications would include a Final Development Plan (FDP) and a Preliminary Subdivision Plat, both of which require distinct findings of fact.

In addition to findings of fact that support any motion, the Council must conclude that the application as submitted complies with the applicable law cited within the report (original staff report), specifically:

1. This proposal was processed consistent with Sandpoint City Code §9-9-5: for hearing procedures.
2. The Planned Unit Development process is being conducted in a manner consistent with Idaho Code §67-6509.
3. The proposed PDP has been reviewed for consistency with the provisions of the Sandpoint Comprehensive Plan and the applicable sections of Titles 9 and 10 of the Sandpoint City Code.

In taking action, all timely received written comments and oral testimony were considered as required by Sandpoint City Code §9-9-5

Option 1: Make a motion to **approve or deny** by determining whether or not:

- a. The plan is consistent with the intent and purpose of Title 10 Chapter 3; and
- b. The proposed development advances the general welfare of the community and neighborhood; and
- c. The benefits, combination of various land uses and the interrelationship with the land uses in the surrounding area justify the deviation from standard district regulations.

In addition, the Council must consider the general standards criteria applicable to Conditional Use Permits; in its action the Council would be determining whether or not the PDP:

1. Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
2. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the comprehensive plan and/or applicable sections of the Sandpoint Code.
3. Will be designed, constructed, operated and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
4. Will not be hazardous or disturbing to existing neighboring uses.
5. Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
6. Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
7. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors.
8. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
9. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance

If the action is to approve, such approval is “in principal” only and shall not be construed to endorse a precise location of uses, configuration or parcels or engineering feasibility. In taking this action, if for approval, the City Council can articulate one of the following:

Option 1a) Approve either the original or revised PDP as presented;

Option 1b) Follow the recommendation of the Planning and Zoning Commission and approve the original PDP with the conditions of approval as recommended by the Planning and Zoning Commission;

Option 1c) Approve either PDP with some and/or new conditions of approval.

Option 2: Postpone consideration of the applications to consult with staff prior to making a decision, within forty (40) days after the public hearing.

V. Next Steps

Should the PDP be approved, the developer has the option to return with a Final Development Plan (FDP) and a Preliminary Plat for hearings before both the Planning and Zoning Commission and City Council prior to commencing construction with Improvement Plans for infrastructure and building permits.

XI. Packet Materials

The full packet, including all application materials, a primer on PUDs from the American Planning Association, and noticing documents including public comments received, are available on the [project page](https://www.sandpointidaho.gov/community-planning-development/page/ridley-village-court) on the City's website (<https://www.sandpointidaho.gov/community-planning-development/page/ridley-village-court>)

- A. Original staff report prepared for the Planning and Zoning Commission
- B. Planning and Zoning Commission Report of Actions
- C. Developer's memo to City Council entitled: Revised Alternative Exhibits Memo
- D. Original Application, Narrative and Submittal Documents, Agency Comments Received, Public Comments Received, Conceptual Elevations
- E. Revised Alternative Preliminary Improvement Plan
- F. Revised Alternative Preliminary Landscape Plan
- G. PUD Primer from American Planning Association