



# Staff Report

*To:* Planning & Zoning Commission  
*Prepared by:* Erik Brubaker, Associate Planner  
*Report:* June 11, 2026  
*Meeting:* June 16, 2026  
*Item:* PS26-0001: Skyway Estates Subdivision Preliminary Plat - Public Hearing

## Summary

Polar Built, LLC has applied for approval to subdivide an approximately ±4.5-acre site into 26 lots. Preliminary plats along with preliminary public infrastructure plans set forth the basic information for the Planning & Zoning Commission and the City Council to determine if the proposed subdivision complies with applicable requirements.

Staff Report is organized as follows:

- Project Information
- Application Summary and Project Notice
- Maps and Project Plans
- Agency Comments
- Public Comments
- Staff Analysis
- Commission Findings and Reasoning
- Action
- Attachments

Following public testimony and subsequent deliberations, the Planning & Zoning Commission may take one of the following actions in accordance with Sandpoint City Code §9-9-9 (A):

1: Make a recommendation to City Council to approve, approve with conditions, or deny by determining whether or not the findings in the review standards table can be made:

2: Continue the agenda item with direction to return with additional information in order to conclude review.

## Project Information

<i>Applicant:</i>	Polar Built, LLC, c/o representative Gordon Dobler, PE – Dobler Engineering
<i>Requested Action:</i>	Review the proposal, take public testimony and make a recommendation to the City Council
<i>Proposal:</i>	Subdivide 4.5 acres site into 26 single-family residential lots ranging from ~5160sf to ~6297sf along with associated right-of-way and public easement dedications
<i>Location:</i>	Parcels RPS00000108151A & RPS00000108290A are located at 2708 N. Boyer Avenue. Project is in Section 10-57N-2W S2 & within the City of Sandpoint.
<i>Size:</i>	Total is ±4.52 acres
<i>Existing Zoning</i>	Zoning: Single-family Residential (RS)
<i>Comp Plan - Future Land Use Map</i>	Low Density Residential - Characterized by Large Lots of 5000 – 7000 sf & a grid, modified grid, or curvilinear street pattern
<i>Surrounding Land Use and Zoning:</i>	<u>North:</u> Single family dwellings in residential development; Residential Single Family (RS) Zoning District <u>South:</u> Church and rural parcel single family dwelling; RS Zoning District <u>East:</u> Rural parcel single family dwelling; RS Zoning District <u>West:</u> Undeveloped land zoned Industrial Technical Park(ITP) and Industrial Uses; ITP Zoning District
<i>Existing Site Conditions</i>	The site is generally flat and developed with a single family dwelling and associated accessory and agricultural structures. The applicant states that no wetlands are present on site. The headwaters of a small seasonal drainage slopes east discharging into Sand Creek.
<i>Property Description</i>	The property has a single family home of rural character with forest land towards the east half and pasture lands toward the west half.

## Application Summary and Project Notice

On behalf of the property owner, Dobler Engineering is requesting approval of a preliminary subdivision and associated infrastructure located on the east side of Boyer Rd, approximately 500’ south of the intersection with Alexander Way. The project consists of subdividing two existing parcels into 26 lots. The smaller parcel is approximately 0.38 acres and currently contains one single family residence and garage. The larger parcel is approximately 4.137 acres and is undeveloped with only an existing barn. The applicant is proposing a 26-lot subdivision conforming to the RS site performance criteria with lots varying in size from about 5160sf to 6297sf. As the street is a local drive they are requesting dedication of a 50 foot wide, east/west right-of-way(R-O-W) along with public access and utility easements of 10 feet on either side. They are also providing for R-O-W dedications for future north south connections to adjoining properties.

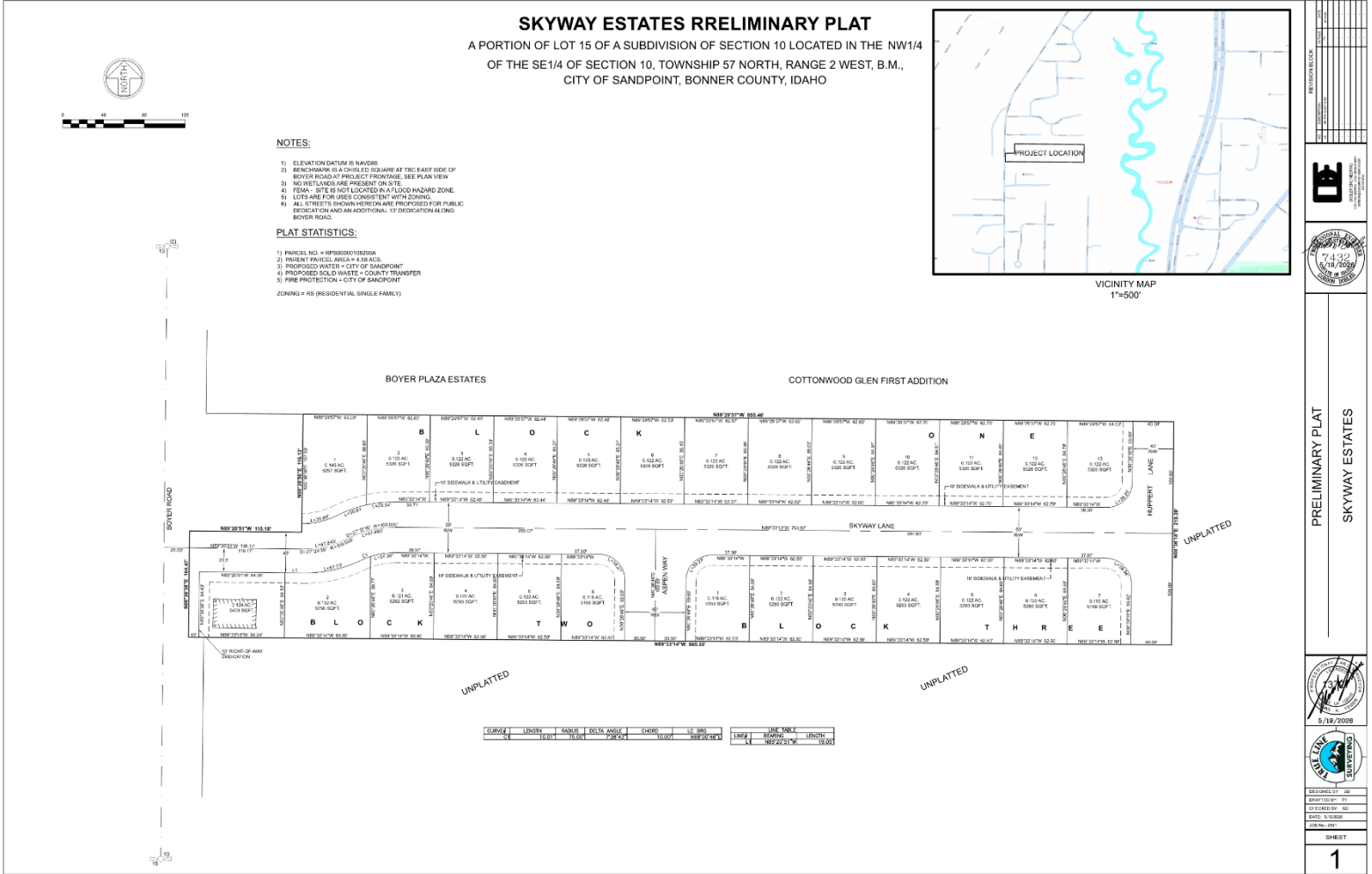
Per Sandpoint City Code §9-9-5, notice has been provided to property owners within 300 feet of the parcel boundaries on which the proposal is being considered. Notice has been provided to affected political subdivisions and agencies. Notice has also been posted at the site 7 days in advance of the hearing, and a summary has been provided in the official newspaper of general circulation 15 days prior to the hearing date.

11/4/2025	Pre-application Conference
3/18/2026	Application Submittal
3/27/2026	Application Completeness
3/30/2026	Application Notice to Neighbors and Agencies
5/30/2026	Hearing Notice Published in Bonner County Bee
6/2/2026	Hearing Notice to Neighbors within 300'
6/8/2026	Sign Posted on Premises
6/16/2026	Planning and Zoning Commission Hearing

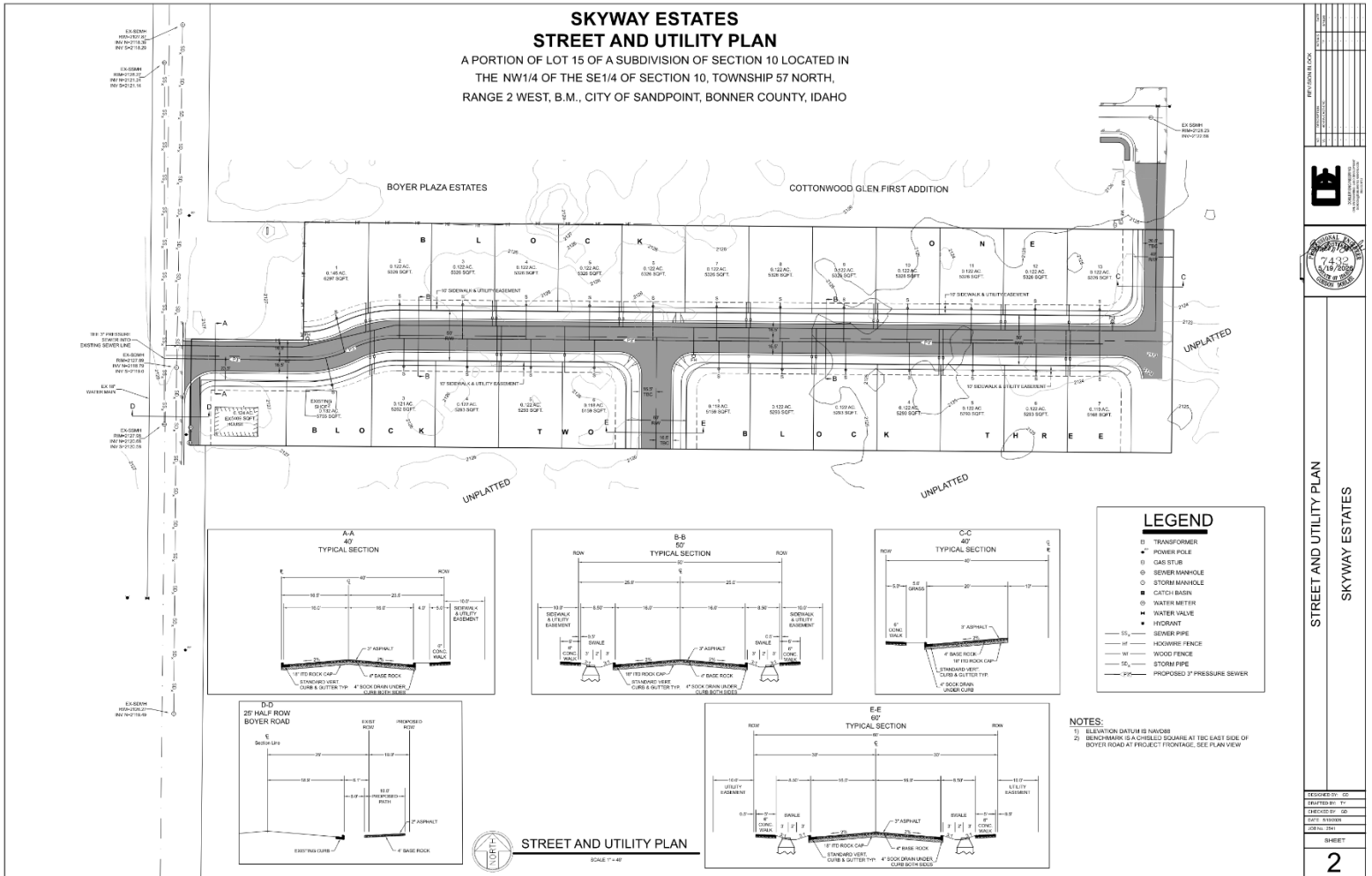
## Maps and Project Plans

*Map 1 - Site Location and Context*





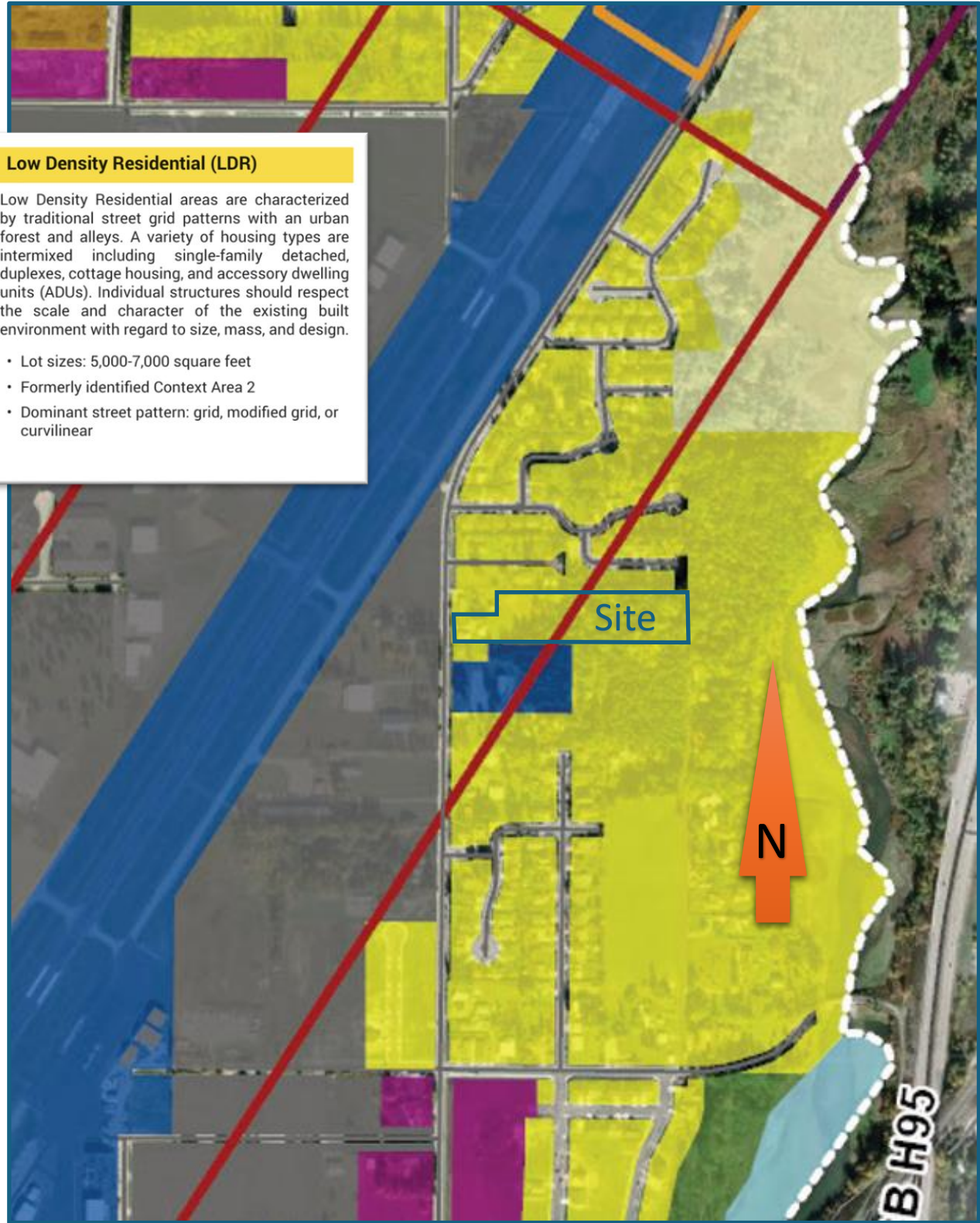
Large Format Version Attached



Large Format Version Attached

Map 4 - Existing Zoning





## Agency Comments

Per Idaho Code and Sandpoint City Code, all applicable jurisdictions and agencies have been notified of the proposal, including, but not limited to:

- Lake Pend Oreille School District
- Independent Highway District
- Avista Utilities
- Northern Lights
- Bonner County / Sandpoint Airport
- Bonner County EMS
- Cities of Dover and Ponderay
- Panhandle Health District
- Idaho Department of Lands
- Idaho Department of Environmental Quality
- Idaho Transportation Department
- Selkirks-Pend Oreille Transit Authority
- Various Utility/Service Providers
- Army Corps of Engineers

At the time of this report draft, the city has received no agency responses.

## Public Comments

At the time of this report draft, the city has received no public comments.

## Staff Analysis

### A. Comprehensive Plan

#### 1. Future Land Use Designation

The comprehensive plan future land use map envisions the site as low density residential.

##### **Low Density Residential**

*Low Density Residential areas are characterized by traditional street grid patterns with an urban forest and alleys. A variety of housing types are intermixed including single-family detached, duplexes, cottage housing, and accessory dwelling units (ADUs). Lot sizes: 5,000-7,000 square feet. Dominant street pattern: grid, modified grid, or curvilinear.*

##### **Staff Analysis**

As designed the proposal is consistent with the Future Land Use Designation. Lot sizes are all within the expected range and future street connections lend to a street pattern transition from curvilinear to a modified grid. Due to site width and existing adjacent development pattern alleys were not proposed.

### **Goal 2: Residential Neighborhoods**

***The diversity, quality, comfort, and connectivity of Sandpoint's residential neighborhoods is expanded.***

*The following policies apply:*

*Policy A: Cul-de-sacs and other dead-end streets are discouraged, with a preference instead for traditional grid street patterns. Where cul-de-sacs are allowed, they must provide for continuous, non-motorized connections between streets.*

**Staff Analysis**

The property as configured provides opportunity for transition to a more traditional grid pattern. The proposed street sections, future connections and block lengths further this goal.

*Objective C: Create neighborhood streetscapes that are safe, walkable, and bikeable.*

**Staff Analysis**

Project will provide sidewalks and street trees. The public improvements will connect to and expand the pathway along the east side of N. Boyer Ave.

*Objective D: Support a variety of lot sizes and housing types while maintaining an overall desired neighborhood density and scale.*

**Staff Analysis**

Some variety in housing sizes is supported by the existing lot layout with some variation in lot size, several corner lots can add side vehicular access, each single family home would allow development of Accessory Dwelling units (ADUs).

**Comp Plan Ch. 20 – Public Airport Facilities**

Approximately the western half of the proposed subdivision falls within the Airport Lateral Safety Zone.

**Staff Analysis**

New construction will be required to be compliant with FAA regulations.

**Goal 3. Compatibility of Land Uses.**

**A. Compatible land uses around the airport are planned while keeping in mind property owner’s rights and concerns.**

**Staff Analysis**

As the development proposed is not adjacent to the airport, no conflict exists with this policy.

**B. Require aviation easements and/or fair disclosure statements for new or substantial redevelopment of lots, buildings, structures, and activities near the Airport.**

**Staff Analysis**

A notarized fair disclosure statement recorded and referenced on the final plat would satisfy this policy, and has been included as a condition of approval.

**(Planning Condition 6)**

**B. Zoning (City Code, Title 9)**

*Zoning code regulates uses, setbacks, lot sizes, required frontages along streets, and may also contain certain design standards for resulting development.*

1. Residential Single-family (RS) Zone

The Single-Family Zone is intended to preserve land for housing and to provide housing opportunities for individual households. The RS zone requires a minimum lot area of 5000sf and minimum frontage of 50'. All proposed residential lots conform to these standards. Building setbacks will be checked and enforced at the building permit stage of development as will design standards regulating the location and orientation of windows, entrances, and garages.

2. Airport Overlay Zones

Title 9, Chapter 12 "Airport Overlay Zone District" provides for height restrictions in accordance with FAA standards as well as specific Airport *safety zones* to protect against aviation hazards and help ensure the future viability of the airport.

**Staff Analysis**

Dimensional standards of the lots proposed are in accordance with the underlying zoning district. The west half of the project falls within the Lateral Airport Safety Zone, and as noted above, all appropriate regulations on future land uses will be enforced in conjunction with a specific future land use. Sandpoint City Code §9-12-5 (E) requires that a Fair disclosure statement must be provided in order to notify applicant or prospective buyers that resulting subject properties may fall within the height restricted area in accordance with FAA standards and that residents may be "exposed to potentially impactful levels of aircraft overflight, including but not limited to noise, vibration, fumes, dust, fuel or fuel particles, and other effects that may be caused by normal aircraft operations in and around airports." A plat note to this effect is required for lots within the lateral safety zone. The preliminary plat conditions implement this requirement.

**D. Subdivision Standards (City Code, Title 10)**

Subdivision code section 10-1-6 regulates the required public improvements to serve a development, including the overall layout of blocks, streets, pathways, the provision of utilities, design standards and general procedures. The following table provides a snapshot of conformance to certain standards typically evaluated at the preliminary plat stage:

50' Minimum Right Of Way Width - Local Streets	Yes
Transportation Plan Conformance	Yes
Right of Way Adjoining Undeveloped Property	Yes
16' Alley width	NA
Block Length	Yes
Street Arrangement:	Yes
Double Frontage Lots	Yes

Public Utility Easement:	Yes
Property Corners	Yes
Curb Corners	Yes
5% Street Grade maximum	Yes
Parks, playgrounds & schools considered	Yes
Traffic Analysis	Yes
Private Streets	N/A
Interconnection	Yes (3)
Street Intersections	Yes

1. Street Arrangement / Interconnection

Per Title 10 of Sandpoint City Code, *“The arrangement of streets in new subdivisions or other development shall make provision for the direct continuation of the principal existing streets in adjoining subdivisions (or their proper projection where adjoining property is not subdivided) insofar as they may be necessary for public requirements...”* Additionally, *“Public and private streets, wherever possible, shall provide interconnection with other streets.”*

**Staff Analysis**

This project provides physical connection to Huppert Ln. to the north and future R-O-W connections to the south and east. Note that the alignment of the central stub street to the south between blocks 2 & 3 continues the existing alignment of Aspen Ln. providing for potential extension of the emerging grid planned during the platting of Sand Creek Place.

# Commission Findings and Reasoning

## Subdivision Review Standards (to be completed by PZ Commission)

Code Section	Standard	Findings of fact
§10-1-5 Water and Sewer Connections	<p>Subdivisions and new development shall be connected with the sewer and water mains of the city pursuant to title 7, chapters 6 and 7 of this code at the developer's expense.</p>	
<p>§10-1-6: Specific Requirements A. Streets</p>	<ol style="list-style-type: none"> <li>1. Minimum Right-of-Way Width: The minimum right of way width for any residential street shall be sixty feet (60'), except for purely local drives or areas with difficult topography. A decrease to fifty feet (50') for local, residential streets may be allowed within a PUD. Through streets and every street more than six hundred feet (600') long may be required to be at least sixty six feet (66') wide. Streets which are collectors or arterials must be dedicated and built to higher standards.</li> <li>2. Transportation Plan Conformance: All streets and other public spaces and easements shall conform to the transportation plan as adopted by the city council, both as to location and as to width or size.</li> <li>3. Right-of-Way Adjoining Undeveloped Property: When a right of way adjoining undeveloped or noncompliant property is platted or developed, at least a half street plus ten feet (10') must be dedicated and constructed. This will not reduce the right of way dedication requirement when the adjoining undeveloped or noncompliant property is developed.</li> <li>4. Alley Width: The minimum width of any alley, wherever provided, shall be sixteen feet (16'). Where alleys are not provided, easements may be required along lot lines of or across lots where necessary for the extension of water mains, sewers and similar purposes.</li> <li>5. Block Length: Block lengths shall be between three hundred feet and six hundred feet (300'—600'). The city engineer may approve a longer block if topography limits side street development. Blocks over eight hundred feet (800') in length may be required to have one crosswalk not less than ten feet (10') in width, situated near the center of the block.</li> <li>6. Street Arrangement: The arrangement of streets in new subdivisions or other development shall make provision for the direct continuation of the principal existing streets in adjoining subdivisions (or their proper projection where adjoining property is not subdivided) insofar as they may be necessary for public requirements. In general, such streets shall be a width at least as great as the existing streets or meeting the findings of the transportation plan. The street and alley arrangement must also be such as to provide opportunity for access and use by adjoining property owners. Wherever a street is stub ended so that it will not at that end open into another street, an adequate turnaround, either circular, hammerhead, or Y-shaped, shall be provided.</li> <li>7. Double Frontage Lots: Double frontage lots are those created by either public or private streets, but not by driveways or alleys. Double frontage lots shall be prohibited except where unusual topography, a more integrated street plan, or other conditions make it undesirable to meet this prohibition. Subdivisions providing a platted common space of twenty-five feet (25') or more between any street right-of-way and any single row of lots shall not be considered to have platted double frontage lots. Common space provided must be landscaped.</li> </ol>	

	<p>8. Public Utility Easement: No public utility easement shall be less than twenty feet (20') wide; for water and sewer a thirty foot (30') easement shall be provided.</p> <p>9. Property Corners: At all corners the property corner shall be rounded to match the curb or cut off.</p> <p>10. Curb Corners: For residential streets, all curb corners shall have radii of not less than twelve feet (12') and at important corners, as determined by the city engineer, may be up to twenty feet (20'). For arterial and collector streets, the city engineer may specify radii based on functional classification.</p> <p>11. Street Grade: Grades of streets shall be the lowest feasible and no grade shall be in excess of five percent (5%) on through traffic streets nor in excess of ten percent (10%) for short distances on any other street.</p> <p>12. Paving/Surfacing: Whenever existing streets or alleys are paved or surfaced, such paving or surfacing shall be of a type and strength suitable for the volume and character of traffic to be expected. All street construction shall conform to the requirements of the public works department.</p> <p>13. Conformance with Engineering Standards: All improvements shall conform to the best engineering standards. Due consideration shall be given throughout to the appearance of the subdivision or other development and the various features thereof within its own boundaries and also in its environment in the city.</p> <p>14. Compliance with Regulations: All roads within a proposed subdivision or other development shall be approved by the city engineer and upon completion of construction shall be certified by a licensed professional engineer that they are in compliance with these regulations.</p> <p>15. Design Standards: Streets, including private roadways, shall be designed, signed and constructed in accordance with the current edition of the "Idaho Standards For Public Works Construction", as may be modified by resolution of the city council; development standards of the City of Sandpoint; "Manual On Uniform Traffic Control Devices" and the standards included herein. All streets shall be built with an urban section (curb and gutter) unless specifically granted a variance by the city council.</p> <p>16. Street Intersections: Street intersections shall meet the following requirements:</p> <ol style="list-style-type: none"> <li>a. Streets shall intersect as closely to ninety (90) degree angles as possible.</li> <li>b. No more than two (2) streets shall intersect at one point.</li> <li>c. Distance between street intersections shall be no less than one hundred fifty feet (150') for local streets and two hundred fifty feet (250') for collectors.</li> <li>d. Intersections of local streets with arterials shall be minimized and discouraged.</li> <li>e. Intersection curb radius shall not exceed twelve feet (12') for local streets, twenty feet (20') for collectors. Arterial radii shall be as determined by the engineer.</li> <li>f. Intersections shall be designed for a minimum sight distance of one hundred fifty feet (150'). Intersections with arterials shall have a minimum sight distance of three hundred feet (300').</li> </ol> <p>17. Right-of-Way Landscaping: The contractor shall place a minimum of four inches (4") of topsoil within the landscape area. The finished surface of the topsoil shall provide adequate drainage from the top of the sidewalk to the top of the curb. Topsoil shall be fertile, natural loam surface soil, free</p>	
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	<p>of clay, weeds, roots or stones larger than one inch in any dimension. Right-of-way landscaping shall be placed in accordance with requirements adopted by the city.</p> <p>18. Traffic Analysis: Development contributing three hundred (300) or more vehicle trips per day to the city street system shall require a traffic impact analysis. An Idaho licensed professional engineer shall submit to the city a traffic impact analysis report meeting the requirements of the current computerized model adopted by the city. The developer shall be responsible to maintain the level of service of the affected existing street system. The report shall also take into consideration other forms of transportation including bicycle and pedestrian travel.</p> <p>19. Private Streets: It shall be the general policy of the city not to allow private or gated streets unless required for the safety and welfare of owners, residents or the general public. Private streets are allowed at the sole discretion of the city council, except that no arterial or major street, or collector or secondary street may be private. Private streets shall be constructed to all other applicable street standards including paving, and shall be maintained by an owners' association. All streets shall be built with an urban section (curb and gutter) unless specifically granted a variance by the city council.</p> <p>20. Interconnection: Public and private streets, wherever possible, shall provide interconnection with other streets.</p>	
<p>§10-1-6: Specific Requirements B. Parks</p>	<p>Parks, Playgrounds, School Sites: In subdividing property, due consideration shall be given to the provision of suitable sites for parks, playgrounds and schools.</p>	
<p>§10-1-6: Specific Requirements C. Street Trees</p>	<p>Street Trees: Street trees shall be planted (at least one every twenty-five feet (25')) in accordance with a city approved plan. All proposed trees shall be from the city's currently approved tree list.</p>	
<p>§10-1-6: Specific Requirements D. Dedication</p>	<p>Dedication: The subdivider shall furnish to the city an effective dedication of all streets and other spaces to be dedicated, and of all easements provided by the subdivision plan or plans.</p>	
<p>§10-1-6: Specific Requirements E. Signs</p>	<p>Fire hydrants, sidewalks, curbs, public safety signs and storm drainage shall be provided as required to adequately service the site. Underground utilities, including telephone and electrical systems, are required within the limits of all planned unit developments. Appurtenances to these systems which can be effectively screened may be excepted from this requirement if the Commission finds that such exemption will not violate the intent or character of the proposed planned unit development. All utilities should be placed behind the curb line.</p>	
<p>§10-1-6: Specific Requirements F. Driveways</p>	<p>When planned unit development districts may include neighborhood commercial and recreational uses, commercial buildings and establishments shall be planned as groups having common parking areas and common ingress and egress points in order to reduce the number of potential accident locations at intersections. Planning screens or fences may be required to be provided on the perimeter of the commercial areas abutting residential areas.</p> <p>The plan of the project shall provide for the integrated and harmonious design of buildings, and for adequate and properly arranged facilities for internal traffic circulation for all</p>	

	<p>modes, landscaping, and such other features and facilities as may be necessary to make the project attractive and efficient from the standpoint of the adjoining and surrounding noncommercial areas.</p> <p>All areas designed for future expansion or not intended for immediate improvement or development shall be landscaped or otherwise maintained in a neat orderly manner.</p>	
<p>§10-1-6: Specific Requirements G-K. Construction</p>	<p>Construction Standards: Contractors installing water, sanitary sewer, storm sewer and streets or any other public improvements shall be subject to the following requirements:</p> <ol style="list-style-type: none"> <li>1. Preconstruction Conference: Prior to any construction start a preconstruction conference shall be held. The public works department, the project engineer, the owner and the contractor shall be represented.</li> <li>2. Infrastructure: All water, sanitary sewer, storm drainage, and street systems or any other construction of infrastructure within the public right-of-way or easement, shall be constructed, inspected and tested in accordance with the current edition of the "Idaho Standards For Public Works Construction", the water and sewer rules and regulations of the City of Sandpoint and the development standards of the City of Sandpoint.</li> </ol> <p>Construction Inspection, Testing and Quality Control: A professional engineer, or his designated representative, shall provide construction inspection and testing as required. Inspection and testing shall be in accordance with the current edition of the "Idaho Standards For Public Works Construction."</p> <p>Record Drawings and Project Acceptance: Upon project completion and before final acceptance, a professional engineer shall certify to the city that the construction of the public utilities and roadways meets the requirements of the approved construction documents. The engineer shall submit one set of record drawings (hard copy and DWG digital format) and one set of all test results as required to the public works department. The city will not accept the project until record drawings and test results have been approved by the city engineer. The two-year maintenance guarantee period will begin on the date of final acceptance by the city.</p> <p>Two-Year Guarantee Inspection: The project engineer, or his designated representative, shall conduct a two-year guarantee inspection, to be attended by a representative from the public works department. The inspection shall take place not less than ninety (90) days prior to the expiration date of the maintenance bond. The maintenance bond will be released when all deficiencies have been corrected to the satisfaction of the city engineer.</p> <p>The city engineer, the project engineer, or his designated representative, shall notify the principal as listed in the maintenance bond of any work found to be not in accordance with the approved construction documents. The principal shall restore the work to meet the requirements of the approved construction documents prior to the release of the maintenance bond. The city expressly reserves the right to draw on the maintenance bond for repairs not completed by the owner, developer, or contractor within thirty (30) calendar days of being advised that repairs are required.</p>	

	<p>Maintenance Bond for New Infrastructure: As a condition precedent to the filing of a final plat, the property owner, developer, or contractor shall provide the city with a maintenance bond as described in subsection 10-1-3.C of this chapter.</p>	
<p>§10-1-7: General Requirements A-W.</p>	<p>All development within the city shall meet the following requirements unless waived in writing:</p> <ul style="list-style-type: none"> <li>A. Conformance with City Standards: All streets and alleys are to be constructed to city standards and must be paved.</li> <li>B. Surface Water: All surface water shall be drained into approved storm water facilities or storm sewers. A storm water management plan and construction period erosion control plan, meeting the requirements of the storm water management ordinance, is required.</li> <li>C. Utilities: All utilities shall be provided underground unless waived by the city engineer due to compliance impracticalities. Existing, adjacent utilities shall be placed underground at the request of the city engineer.</li> <li>D. Water and Sewer Hookup: One water and one sewer hookup shall be paid per equivalent dwelling unit at the time of issuance of the building permit (see title 7, chapters 6 and 7 of this code.)</li> <li>E. Topographic Map: A topographic map shall be submitted showing the contour of all lots contained within the proposed development.</li> <li>F. Restrictive Covenants Submission: A complete and comprehensive set of restrictive covenants shall be submitted when deemed necessary by the city attorney, planning department or city council prior to final plat approval by city council.</li> <li>G. Streetlights: All streetlights shall be installed.</li> <li>H. Fire Hydrants: All fire hydrants shall be installed.</li> <li>I. Survey Monuments: Street survey monuments meeting the requirements of the city engineer and the city's GIS system shall be installed where required by the city.</li> <li>J. Sidewalks: All sidewalks shall meet the standards adopted by the city.</li> <li>K. Restrictive Covenant Items: The restrictive covenants governing this property shall include, but not be limited to, items such as setback requirements, fences, sight restrictions, outbuildings, parking requirements, maintenance of storm water facilities, open space, parking and private streets, noise regulations, etc.</li> <li>L. Fencing: Fencing may be required around portions of the exterior boundaries of a subdivision.</li> <li>M. Preliminary Plat Approval Expiration: Projects with preliminary plat approval which are not submitted for final plat approval within two (2) years shall have approval expire unless an extension has been granted in writing by the</li> </ul>	

	<p>planning department. No extension shall be longer than one year.</p> <p>N. Final Plat Approval Expiration: Projects with final plat approval which are not constructed within three (3) years shall have approval expire unless an extension has been granted in writing by the planning department. No extension shall be longer than one year.</p> <p>O. Fees: Fees for filing subdivision or other development review and approval shall be established by resolution adopted by the city council.</p> <p>P. Construction Standards:</p> <ol style="list-style-type: none"> <li>1. Any existing right-of-way on which a parcel abuts shall be improved from the centerline of the right-of-way plus ten feet (10') to the standards set forth in title 7 of this code, and shall include:             <ol style="list-style-type: none"> <li>a. Continuation of a sidewalk shall be required along the entire frontage of the parcel.</li> <li>b. In the case of the continuation of an existing street, the city may require the entire roadbed be paved to the property line.</li> <li>c. The continuation of curbs and gutters shall be required for the parcel's frontage.</li> </ol> </li> <li>2. Where the entire existing street is unconstructed or unpaved and it would be inequitable to require the owner to construct or pave it, the owner shall pay the city for future construction of improvements or may be allowed to accept an LID for street improvement at some future date in lieu of constructing the street.</li> <li>3. Water mains, sewer mains and storm sewers shall be installed along the entire frontage of the parcel unless specifically exempted by the city engineer.</li> <li>4. Water system construction shall be as per the main extension policies and procedures as adopted by resolution. Installation shall conform to the water master plan as adopted by the city council.</li> <li>5. Sewer system construction shall be as per title 7 of this code, sewer line extension policies, and such policies as may be adopted by resolution. Installation shall conform to the sewer master plan as adopted by the city council.</li> </ol> <p>Q. Site Layout:</p> <ol style="list-style-type: none"> <li>1. Lot size and frontage shall conform to the zone in which the parcel is located except for lots created as for common wall townhouse or townhouse duplex construction, as provided below.</li> <li>2. The new lot lines shall not be closer to buildings on adjoining lots than permitted by the zoning ordinance for required yard size; however, where duplex or multi-family dwellings up to six (6) units are allowed by the underlying zone, or are approved as part of the planned unit</li> </ol>	
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	<p>development process, except for townhouse lots may be created to allow for townhouse construction as follows:</p> <ol style="list-style-type: none"> <li>a. Townhouse duplex lots which are designed for common wall construction on a common interior lot line shall contain at least one-half (½) of the required lot size for a duplex and shall have at least one-half (½) of the required road frontage.</li> <li>b. Townhouse lots of three (3) to six (6) units shall each contain a minimum of three thousand five hundred (3,500) square feet and twenty-five feet (25') of road frontage.</li> <li>c. Adjustments to the above area and frontage requirements for townhouse units may be approved as part of the planned unit development process.</li> </ol> <ol style="list-style-type: none"> <li>3. Curb cuts shall be approved by the city engineer.</li> <li>4. Utility easements may be required where necessary.</li> <li>5. Control of storm runoff shall be approved by the city engineer.</li> </ol> <p>R. Parcels or Unbuildable Lots: No unbuildable lots shall be platted except for parking, open space or other amenities. Platted areas that are not buildable shall be noted as such and designated as "parcels" on the plat. Open space parcels or tracts shall be clearly designated as such on the plat.</p> <p>S. Flagpole Lots: A single flag lot may be permitted at the sole discretion of the commission and council, in which the "flagpole" projection is serving as a driveway as provided herein, providing connection to and frontage on a public or a private street. Once established, a flag lot may not be further subdivided, but a lot line adjustment of a flag lot is not considered a further subdivision. The "flagpole" portion of the lot shall not be considered in determining minimum lot area. The "flagpole" shall be of adequate width to accommodate a driveway as required by this title, fire and other applicable codes, but no less than twenty-six feet (26') wide.</p> <p>T. Mitigation: No subdivision, or other development requiring a permit or special approval, shall be approved which affects the ability of political subdivisions of the state, including school districts, to deliver services without compromising quality of service delivery to current residents or imposing substantial additional costs upon current residents, unless the developer provides for the mitigation of the effects of development. Such mitigation, subject to a takings analysis, may include, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Provision of on site or off site street or intersection improvements.</li> <li>2. Provision of other off site improvements, including pedestrian and bicycle paths.</li> <li>3. Dedications and/or public improvements on property frontages.</li> <li>4. Dedication or provision of parks or green space.</li> </ol>	
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	<p>5. Provision of public service facilities.</p> <p>6. Construction of flood control canals or devices.</p> <p>7. Provisions for ongoing maintenance.</p> <p>U. Contiguous Parcels: When the owner of contiguous parcels proposes to subdivide any portion of the contiguous parcels, an area development plan shall be submitted and approved. The commission and council shall evaluate the following basic site criteria and make appropriate findings of fact:</p> <ol style="list-style-type: none"> <li>1. Streets, whether public or private, provide an interconnected system and shall be adequate to accommodate anticipated vehicular and pedestrian traffic.</li> <li>2. Nonvehicular circulation routes provide safe pedestrian and bicycle ways and provide an interconnected system to streets, parks and green space, public lands, or other destinations.</li> <li>3. Water main lines and sewer main lines are designed in the most effective layout feasible.</li> <li>4. Other utilities including power, telephone, cable, and gas are designed in the most effective layout feasible.</li> <li>5. Park land is most appropriately located on the contiguous parcels.</li> <li>6. Grading and drainage are appropriate to the contiguous parcels.</li> <li>7. Development avoids easements and hazardous or sensitive natural resource areas.</li> </ol> <p>The council may require that any or all contiguous parcels be included in the subdivision.</p> <p>V. Grading: Grading shall be designed to blend with natural land forms and to minimize the necessity of padding or terracing of building sites, excavation for foundations, and minimize the necessity of cuts and fills for streets and driveways. A grading permit shall be obtained prior to any excavating, filling, grading or other earthwork.</p> <p>W. Pathways: The developer of any subdivision, or any part thereof, shall provide public pathways for all trails and paths identified in the pathway master plan that are located on the property to be subdivided or on city property adjacent to the property to be subdivided, and sidewalks required by this chapter.</p>	
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## Action

Following public testimony and subsequent deliberations, the Planning & Zoning Commission may take one of the following actions on the request for Preliminary Plat approval in accordance with Sandpoint City Code §10-1-8:

**Option 1:** Make a recommendation to City Council to approve, approve with conditions, or deny by determining whether or not the findings in the review standards table can be made:

- a. The Plat is consistent with the intent and purpose of Title 10 Chapter 1;
- b. The proposed development advances the general welfare of the community and is consistent with the goals and objectives of the Comprehensive Plan.

**Option 2:** Continue the agenda item with direction to return with additional information in order to conclude review.

## Attachments

1. Draft Conditions of Approval
2. Subdivision and Improvements - Revised Application Materials
3. Sample Fair Disclosure Statement