

**Bassett Addition Minor Subdivision**  
**Parcel No. H-4050-14-139-AF**  
**Owner: Paige & Kellie Bassett**  
**Case No. PZE-24-0021**

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**SUMMARY OF REQUEST**

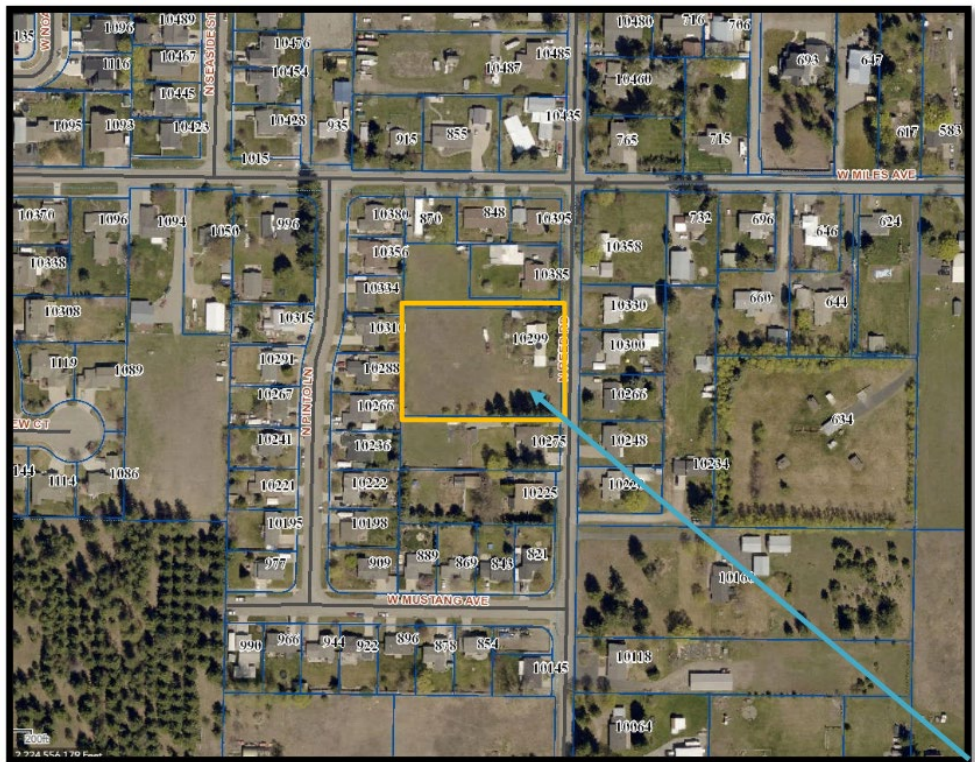
The applicant, Jeramie Terzulli, Land Consultant for Olson Engineering, on behalf of the owners, Paige & Kellie Bassett, is requesting the approval of a six-lot single-family residential (R1) minor subdivision on one lot of approximately 1.488 acres to be known as Bassett Addition. The property is vacant except for one residential structure. In anticipation of this minor subdivision request, a zone map amendment was requested and approved by City Council on June 13, 2023. The applicant is concurrently requesting a private road to serve the lots within this subdivision in accordance with Hayden City Codes, standards, and policies.

**LOCATION**

The subdivision is located west of North Reed Road, south of West Miles Road and north of West Dakota Avenue, more commonly known as 10299 N Reed Road.

**LEGAL DESCRIPTION**

The North 208 feet of the South 416 feet of the East Half of Tract 139, HAYDEN LAKE IRRIGATED TRACTS, according to the plat recorded in the office of the County Recorder in Book C of Plats at Page 67, records of Kootenai County, Idaho.



## ANALYSIS

The analysis is organized following the general standards 1 through 8 of the Hayden City Code §12-5-5 and 12-3-4, which can be found in their entirety in the Appendix. Those items of the analysis, which are required of all subdivisions, shall be found in the appendix and made a part of this staff review. Those items, which are more site specific, shall be identified in the analysis provided here.

1. Infrastructure *can/cannot be* constructed to function in a manner that promotes the public health, safety, and welfare.
2. Infrastructure *can/cannot be* constructed and located in an orderly manner that accommodates ongoing maintenance needs when taking into consideration collocation of other infrastructure.

Standards 1 & 2 are general in nature and are addressed within the analysis provided and the applicant's narratives.

3. Infrastructure *is/is not or will/will not be* in compliance with applicable city, state, and federal policies and regulations as follows:
  - a) Provisions *have/have not* been made for a water supply system that satisfies city, Idaho Department of Environmental Quality (IDEQ) and Northern Lakes Fire Protection District requirements.
  - b) Provisions *have/have not* been made for a public sewage system in accordance with the city and Hayden Area Regional Sewer Board's (HARSB) adopted sewer master plans, as amended, that satisfied city, HARSB, and IDEQ requirements and that the existing or proposed systems can accommodate the proposed sewer flows.
  - c) Provisions *have/have not* been made for snow storage that satisfies the City Public Works Department as the design relates to snow storage and removal practices. If snow storage is proposed to be co-located with storm water, it shall only be in roadside swale areas and not in regional detention basins unless approved administratively by the City engineer who shall determine that the likelihood of flooding is minimal.
  - d) Provisions *have/have not* been made for storm water systems that satisfy the city and IDEQ requirements.
  - e) Provisions *have/have not* been made for streets that are consistent with the adopted transportation plan, as amended, and the transportation element of the adopted comprehensive plan, as amended, and that satisfies the city, ITD, adjacent jurisdictions, and local highway district requirements. Where cul-de-sacs are proposed, they are required to be approved administratively by the City engineer who shall determine that they are limited to portions of developments in which street continuity is not foreseeable due to property configurations and /or that they are needed to address site-specific conditions. A cul-de-sac shall be limited to 400' in length measured from the edge of adjacent street right-of-way to the back of the cul-de-sac, unless an exception to this standard is allowed by the City Engineer.
  - f) Provisions *have/have not* been made for parks and open space that are consistent with the adopted parks master plan, as amended, and that satisfies the city's requirement

**Potable Water and Fire-flow:**

The subject property is located on the border of two water districts: Avondale Irrigation District (AID) and Hayden Lake Irrigation District (HLID). The owner/applicant upon further discussion with the providers, have determined that HLID shall serve the project. HLID provided a Will Serve letter as part of the application dated February 6, 2024. As a part of the subdivision construction, the property owner shall install fire hydrants and construct all infrastructures, which shall be designed and located as required by the Northern Lakes Fire Protection District (NLFPD) and HLID.

**City Collection System:**

Based on the Sewer Master Plan, the subject property is within the H-2 Sewer Basin. The sewer as proposed is to flow to the east to North Reed Road and then to the south to the H-2 lift station. Alan Soderling, City of Hayden Public Works Director, provided a Will Serve letter for City sewer dated March 25, 2024 as required by Hayden City Code §12-3-4(A) (10) with conditions at the time of development.

**Addressing Requirements:**

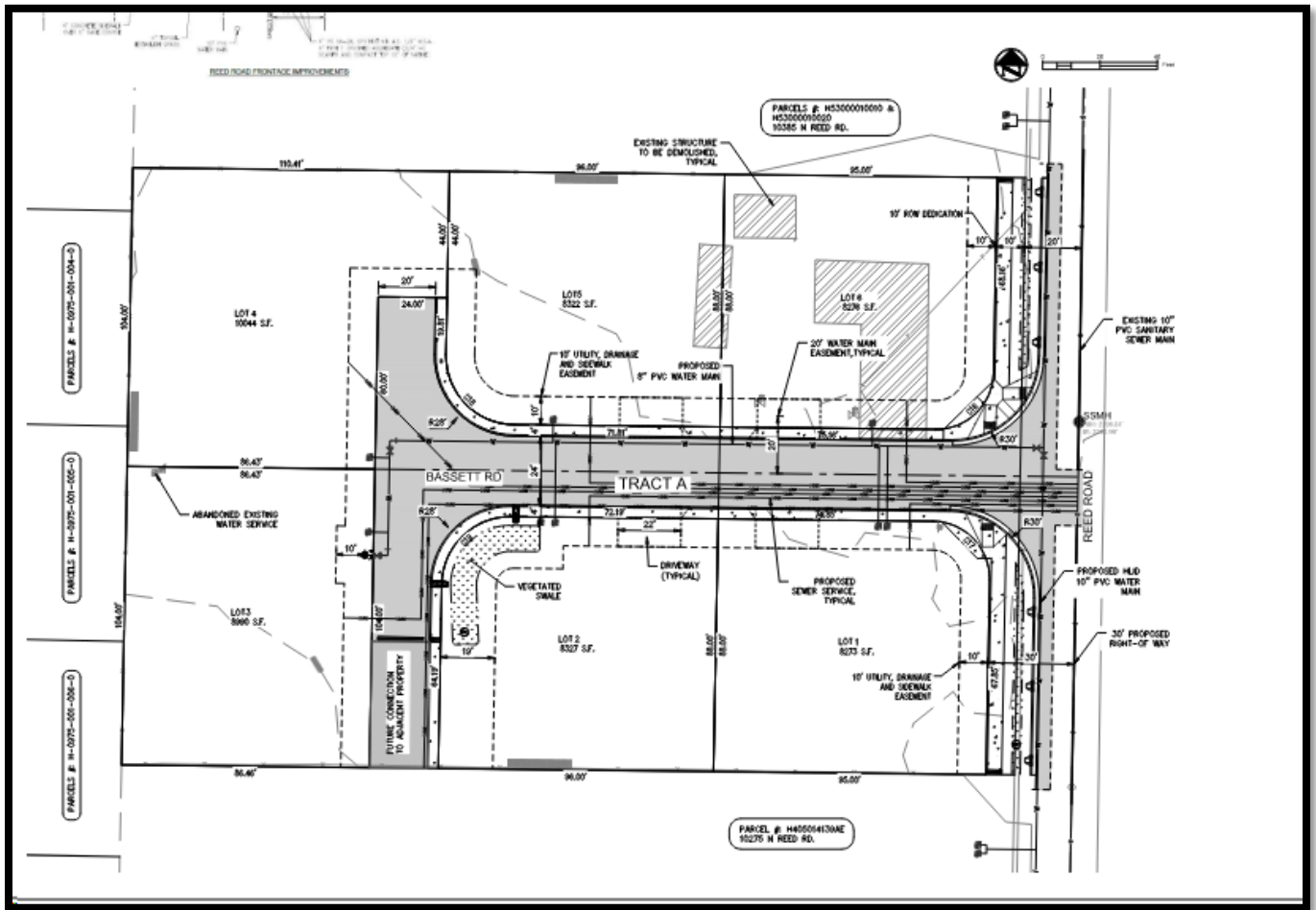
The Developer shall confirm the street name complies with 9-1-1 emergency addressing requirements as detailed in City Code §9-5 and are deemed acceptable by the City, with said street name to be reflected on the preliminary and final subdivision plats.

**Street Requirements:**

North Reed Road is identified as a collector. The developer shall be required to construct the ½ width of North Reed Road and dedicate required right-of-way and grant of easements for a 30 foot half-width right-of-way; 14' travel way, curb and gutter, 10' minimum swale, 5' wide sidewalk and 10' roadway, drainage, utility, and snow storage easement. The Developer shall reconstruct North Reed Road to its design structural standard. Center of right-of-way and centerline may not necessarily coincide. If placement of curb and gutter reduces the paved width less than 24', then additional widening may be required on the east side of North Reed Road.

On April 23, 2024, the City Council approved the request for a private road internal to the subdivision to be known as Bassett Lane. The Developer shall be required to construct Bassett Lane (the internal private street) right-of-way and grant of easements to a local private street typical section as required subdivision improvements. All swales not a part of right of way shall be in a separate tract.

All required street improvements shall be in accordance with current City Standard Drawings, including pedestrian ramps, sidewalks, storm water facilities, etc.



4. Provisions *have/have not* been made for erosion controls and geo-hazards stabilization both during construction and as needed for permanent controls to the satisfaction of the city.
5. Provisions *have/have not* been made for gas, power, telecommunications, mailboxes, and similar infrastructure.
6. Provisions *have/have not* been made for driveway locations that take into consideration the width and location of the driveway in relation to the location of snow storage, utility boxes, crosswalks, adjacent roads, mailboxes and the like.

All parcels shall be accessed from the internal private street with no access (primary, secondary, for accessory buildings, etc.) to North Reed Road.

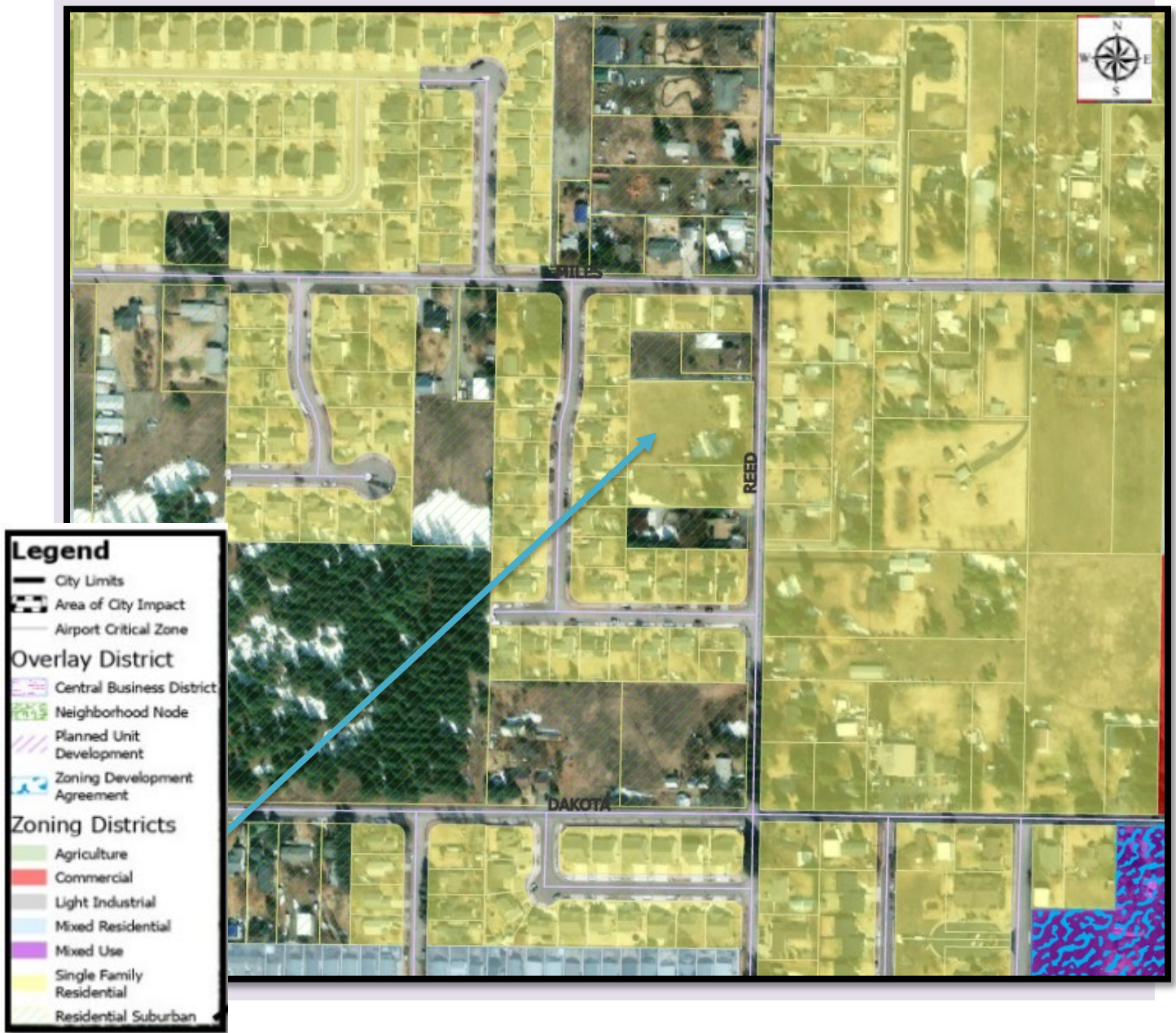
The City prefers the mailbox location to be on the internal street, however should the US Post Office require it to be on North Reed Road then a pull out and associated easements shall be required.

7. The area proposed for subdivision *is/is not* zoned for the proposed use and the use conforms to other requirements found in this code.



Zoning:

Hayden City Code §11-2-2: The Single Family Residential (R1) Zone provides for a classic Hayden neighborhood where single family homes on smaller lots are permitted. Accessory dwelling units are permitted, but two-family dwellings are not.



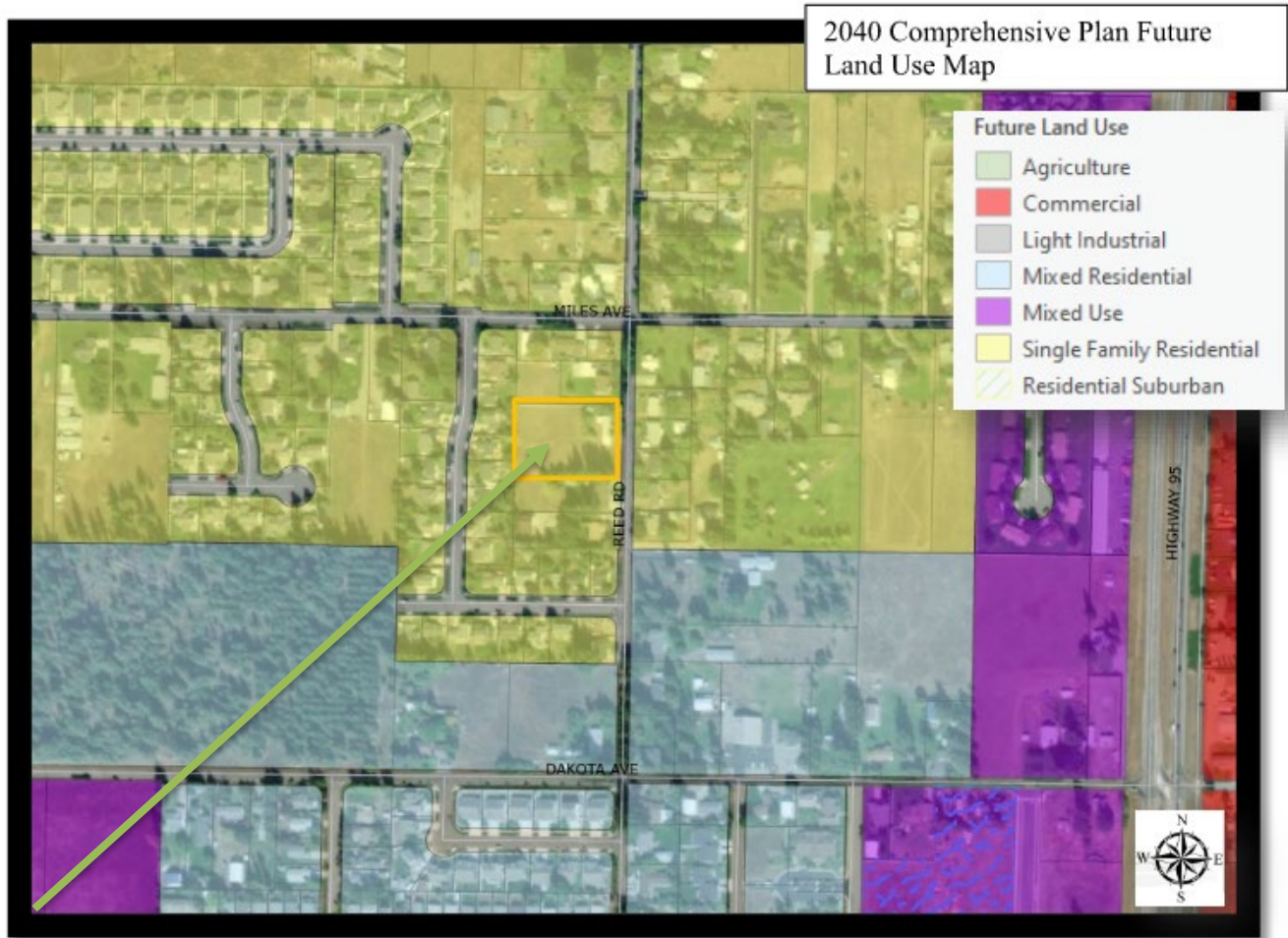
Properties to the immediate north have a Residential Suburban (RS) designation. Properties to the south, east and west have a Single Family Residential (R1) designation.

Surrounding Current Land Uses:

The properties to the north, south, east and west are single family residential.

**Comprehensive Plan Future Land Use Map (FLUM) Designations:**

Property to the north, south, east, and west are identified with a Single Family Residential land use. Properties further to the south are identified with a Mixed Residential land use.



The Comprehensive Plan defines the Single Family Residential land use as the following: This land use type represents a classic Hayden neighborhood where single-family homes dominate and densities are low, typically ranging from 3 to 4 units per acre. Accessory dwelling units are permitted, but two-family dwellings and other types of “missing middle” housing are not.

The proposed subdivision is proposed to be 4.05 dwelling units per acre with the average lot size to be 0.20 acres (8,712 sf).

The 2040 Comprehensive Plan does not determine densities, but relies on the zone designation to determine the allowable residential densities of that zone. All lot design standards as identified in HCC §11-2-3 shall be required to be followed for each of the lots within the proposed Bassett Addition.



## Comprehensive Plan:

The Vision of the City of Hayden is as follows:

*Hayden is a regionally connected city with a small-town feel, defined by responsible growth and planning. The city maintains strong systems that align with the values of its citizens, including top-tier K-12 schools, an efficient roadway system that manages traffic well, and plentiful open space. The city maintains a small-town feel by concentrating high-impact development at nodes and along corridors and preserving natural open space. The city also encourages a small-business culture to enhance and encourage a healthy, connected, family-friendly community.*

**GOALS:** Broad statements indicating a general aim or purpose to be achieved. A goal is a direction setter. It is an ideal future state or condition related to the public health, safety, or general welfare toward which planning, and implementation actions are directed. A goal is a general expression of community values and is somewhat abstract in nature. Consequently, a goal is generally not quantifiable, time-dependent, or suggestive of specific actions for its achievement.

**POLICIES:** Statements providing guidelines for current and future decision-making or position-taking. A policy indicates a clear commitment of the Hayden City Council. It is an extension of the plan's goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond.

The Goals and Policies that could address this request are shown in the tables below, but the complete list may be found in the appendix.

GOALS	
3	Maintain an attractive and balanced mix of land uses, densities, and housing types, ensuring the future character of the community; promote greater choices and opportunities.
4	The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.
5	Preserve, protect and strengthen the vitality and stability of existing neighborhoods.
8	Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.
10	Adequately site essential public facilities and utilities without compromising surrounding neighborhood integrity and character, while contributing to the overall livelihood of the community; assure facility capacity aligns with projected growth and land use types.
12	Establish a balance between jobs and housing to attract new employment and living opportunities
17	Promote and encourage the development and rehabilitation of quality housing through a variety of housing options and densities

POLICIES	
1	The City should judiciously evaluate the opportunity to provide sewer, water and other services within the corporate limits and planned future extension of services in areas of impact.
2	Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities and parks to newly developed areas.

4	The city should evaluate community-wide impacts from development; identifying their needs for public facilities, utilities, services, circulation, and housing, and the effects on city resources.
8	Improve pedestrian, bicycle and vehicular safety along city streets.
14	Coordinate and support local water and irrigation districts in efforts to balance growth with available water supplies and infrastructure.

8. The developer *has/has not* made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that in most cases, off-site improvements will be dealt with through the agreements.

All on-site and off-site improvements shall be required of the Developer at the time of subdivision construction.

## ADDITIONAL INFORMATION

### Notice and Comments

In response to the request for comment, 24 public agencies were noticed with the responses identified below:

- 1) On March 18, 2024, Hayden Lake Irrigation District responded, “The district supports this subdivision and has provided a Will Serve letter. The proposed subdivision will help add highly needed infrastructure to our system and eliminate two dead ends from other developments.”
- 2) On March 19, 2024, Hayden Area Regional Sewer Board responded “HARSB has not comment on the PZE-24-0021, Bassett Addition Minor Subdivision project itself” and then went on to note that any possible work in or near Ramsey Road force main would require an encroachment permit from HARSB. Due to the comment related to Ramsey Road, staff reached out for clarification and HARSB provided a second comment related to suggested manhole cover types.
- 3) On March 22, 2024, Panhandle Health District responded that a complete subdivision application shall be submitted and fees paid.
- 4) On March 26, 2024, Northern Lakes Fire Protection District responded noting that one new fire hydrant is required for the subdivision to be installed in conformance with construction standards for the hydrant and fire flow requirements. A hammerhead style turn-around would be allowed meeting design criteria if the road were allowed to be private by the City Council; otherwise, a cul-de-sac would be required. The comments concluded with additional requirements at the time of building permit.
- 5) On March 22, 2024, the Kootenai County Sheriff’s Office responded, “has reviewed PZE-24-0021 and does not have any concerns at this time.
- 6) On March 29, 2024, the Idaho Department of Fish and Game responded, “does not have any comments to submit for this application”.



- 7) On March 29, 2024, the Coeur d'Alene Airport responded with a request for an avigation easement over the project.
- 8) On April 1, 2024, the Idaho Department of Environmental Quality responded with requirements for construction plan review and contact information related to areas of interest during construction.
- 9) On April 2, 2024 the Idaho Department of Water Resources responded with acknowledging the project to be within HLID and that should additional water rights be required to contact IDWR office.

**From the public:**

The Adjacent Property Notices (APO) and required public notices to include the posting of the staff review on the City's website shall occur after the Staff Review is completed. Public comments received during the noticing period will be included in the Written Decision of a minor subdivision or within the record of the Planning and Zoning Commission public hearing.

**STAFF RECOMMENDED CONDITIONS OF APPROVAL**

**General Conditions of Approval:**

1. The Developer shall be required to reflect all necessary permanent dedications and/or easements (to include but not be limited to sewer, water, stormwater, utilities, avigation, etc.) on the face of the final plat and documents of record (ie. Avigation easements, property or homeowner association and CCR documents, etc) shall be located under the owner's certificate block of the subdivision plat and to record as a separate document all necessary temporary easements and to identify to whom the dedication and/or easement is to be granted and for what purpose.
2. All permits from outside agencies (i.e. PHD, IDEQ, IDWR, HLID and NLFPD) shall be obtained prior to construction of any future development or building permit issuance.
3. This approval shall run with the land for the term approved herein regardless of whether the property ownership; applicant and/or design professionals noted herein remain the same, whether collectively or individually.

**Access Conditions of Approval:**

4. All lots shall be accessed from the internal road of the subdivision. No lot shall have any form (primary, secondary, for accessory buildings, etc.) of direct access onto North Reed Road. The final location of all driveway locations shall be subject to the review and approval of the City. Particular attention will be paid to location of utility pedestals in relation to driveway and snow storage needs, and to those lots at intersections to avoid conflict with the required traffic flow.

**Construction Plan Requirements:**

5. The construction plan submittal shall include those requirements as identified in Hayden City Code §12-6 and more specifically as follows:
  - a. North Reed Road is identified as a collector. The developer shall be required to widen the required ½ width of North Reed Road and dedicate required right-of-way and grant of easements for a 30 foot half-width right-of-way; 14' travel way, curb and gutter, 10' minimum swale, 5' wide sidewalk and 10' roadway, drainage, utility, and snow storage

easement. The Developer shall reconstruct North Reed Road to its design structural standard. Center of right-of-way and centerline may not necessarily coincide. If placement of curb and gutter reduces the paved width less than 24', then additional widening may be required on the east side of North Reed Road.

- b. The Developer shall be required to construct Bassett Road (the internal private street) right-of-way and grant of easement to a local private street typical section as required subdivision improvements. Each proposed lot shall have a sidewalk on the private street (and the public street where applicable). All swales not a part of right of way shall be in a separate tract.
  - c. The site topography is relatively flat; however, erosion control measures shall be identified.
  - d. The Developer shall use the City of Hayden Sanitary Sewer system to serve future development, in accordance with the adopted sewer master plan.
  - e. A letter (e-mail) from the US Postal Service with respect to mailbox locations shall be provided, with the intent to place the mailboxes within the the subdivision on the internal street and not along North Reed Road.
  - f. A note shall be included in the landscape plans to identify that a dry grass mix shall be applied until individual lots are constructed and the hydro-seeding, installation of the irrigation system and required landscaping are completed.
  - g. No fences shall be allowed within joint storm water areas. The construction plans should note that Hayden City Code §11-4-4(J) require these areas to be irrigated. Joint stormwater areas shall be in a separate tract owned by the HOA. Maintenance of joint storm water areas shall be the responsibility of the homeowner's association. These swale areas and associated irrigation are required subdivision improvements.
  - h. Street frontage landscaping along all street frontages shall be included within the landscaping plan submittal, with actual street tree placement to be completed at the time of building permit for all lots. If the existing home is not removed, then landscaping shall be required to be placed along North Reed Road at the time of construction of the subdivision. Detailed landscaping plans, conforming to the requirements of City Code, to include proposed landscaping along street frontages, proposed swales and property boundaries, shall be submitted for the entire development with construction plans for required subdivision improvements, for review and approval by the City.
  - i. Any demolition or removal of existing structures shall obtain the required permits.
  - j. Should the existing residential dwelling unit remain, it shall be connected to City sewer and all required setbacks, driveway, access, landscape buffers, and stormwater shall meet Hayden City Codes, policies, and standards.
6. Final Plat Requirements:
- a. Should the City Council approve the private road, then easements as required by Hayden City Code §10-3-4(C) shall be identified on the final plat.
  - b. Provide a reference to the recordation number associated to the easement requested by Hayden Lake Irrigation District for the following:

The Owner(s) hereby grants a 20' wide water line easement to the Hayden Lake Irrigation District for installation and maintenance of all underground water lines. The

owner(s) hereby grant a 10' diameter easement for meter vaults and fire hydrants to the Hayden Lake Irrigation District for installation and maintenance 24-hours, 7 days a week. No shrubbery, trees, bushes, or borders are allowed within this 10' diameter easement.



# APPENDIX MINOR SUBDIVISION

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## STANDARDS FOR SUBDIVISION APPROVAL

### Idaho State Law

1. As per Idaho Code § 67-6513 Each governing board shall provide, by ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided under section [67-6509](#), Idaho Code, for standards and for the processing of applications for subdivision permits under sections [50-1301](#) through [50-1329](#), Idaho Code. Each such ordinance may provide for mitigation of the effects of subdivision development on 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 to accommodate the proposed subdivision. Fees established for purposes of mitigating the financial impacts of development must comply with the provisions of [chapter 82, title 67](#), Idaho Code. Denial of a subdivision permit or approval of a subdivision permit with conditions unacceptable to the landowner may be subject to the regulatory taking analysis provided for by section [67-8003](#), Idaho Code, consistent with the requirements established thereby .

### Hayden City Code

12-3-4 (F) Standards for Approval: The applicant has demonstrated that all existing and proposed infrastructures meets or can be constructed prior to the final plat or within the approval duration identified in 12-3-4(G) from the date of city council approval of the master development agreement which approved the preliminary plat to meet the following standards.

1. Infrastructure can be constructed to function in a manner that promotes the public health, safety, and welfare.

2. Infrastructure can be constructed and located in an orderly manner that accommodates ongoing maintenance needs when taking into consideration collocation of other infrastructure.
3. Infrastructure is or will be in compliance with applicable city, state, and federal policies and regulations as follows:
  - a) Provisions have been made for a water supply system that satisfies city, Idaho Department of Environmental Quality (IDEQ) and Northern Lakes Fire Protection District requirements.
  - b) Provisions have been made for a public sewage system in accordance with the city and Hayden Area Regional Sewer Board's (HARSB) adopted sewer master plans, as amended, that satisfied city, HARSB, and IDEQ requirements and that the existing or proposed systems can accommodate the proposed sewer flows.
  - c) Provisions have been made for snow storage that satisfies the City Public Works Department as the design relates to snow storage and removal practices. If snow storage is proposed to be co-located with stormwater, it shall only be in roadside swale areas and not in regional detention basins unless approved administratively by the City engineer who shall determine that the likelihood of flooding is minimal.
  - d) Provisions have been made for stormwater systems that satisfy the city and IDEQ requirements.
  - e) Provisions have been made for streets that are consistent with the adopted transportation plan, as amended, and the transportation element of the adopted comprehensive plan, as amended, and that satisfies the city, ITD, adjacent jurisdictions, and local highway district requirements. Where cul-de-sacs are proposed, they are required to be approved administratively by the City engineer who shall determine that they are limited to portions of developments in which street continuity is not foreseeable due to property configurations and /or that they are needed to address site-specific conditions. A cul-de-sac shall be limited to 400' in length measured from the edge of adjacent street right-of-way to the back of the cul-de-sac, unless an exception to this standard is allowed by the City Engineer.
  - f) Provisions have been made for parks and open space that are consistent with the adopted parks master plan, as amended, and that satisfies the city's requirement.
4. Provisions have been made for erosion controls and geo-hazards stabilization both during construction and as needed for permanent controls to the satisfaction of the city.

5. Provisions have been made for gas, power, telecommunications, mailboxes, and similar infrastructure.
6. Provisions have been made for driveway locations that take into consideration the width and location of the driveway in relation to the location of snow storage, utility boxes, crosswalks, adjacent roads, mailboxes and the like.
7. The area proposed for subdivision is zoned for the proposed use and the use conforms to other requirements found in this code.
8. The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that in most cases, off-site improvements will be dealt with through the agreements.

12-5-5: PRELIMINARY PLAT APPROVAL: The Director, or his/her designee shall, by written decision, approve, approve with conditions or deny the preliminary plat for the minor subdivision pursuant to the subdivision standards for approval in subsections 12-3-4(F)(1) through (F)(8) of this title. . . In the case of approval or approval with conditions, a memorandum of understanding shall be prepared that details the conditions of approval and the responsibilities of the developer. The memorandum of understanding shall be signed by the Director, or his/her designee, and the developer prior to proceeding to construction plan review and final plat procedures.

12-5-6: APPEAL: The developer or any affected party may appeal the decision of the director, or his/her designee by filing a notice of appeal with the city council no later than 14 days after the date of the decision. The appeal shall set forth in clear and concise fashion the basis for appeal. The appeal shall be set for consideration before the city council at the next regularly scheduled meeting of the city council at which it can be accommodated. The council shall render a decision either affirming or reversing the decision.



## INFRASTRUCTURE COMPLIANCE WITH APPLICABLE CITY, STATE, AND FEDERAL POLICIES AND REGULATIONS

### POTABLE WATER AND FIRE-FLOW:

Will serve letters are required by Hayden City Code §12-3-4(A) (10). The City does not participate in the QLPE (Qualified Licensed Professional Engineer) review of the construction plans for subdivisions as it relates to water and/or sewer. Therefore, the City relies on the Idaho Department of Environmental Quality (IDEQ) for their interpretation of the adequacy of the Will Serve letter to meet the requirements of the Idaho Code section 67-6526 in order to have the sanitary restriction lifted and to determine if the water and sewer infrastructure construction will meet Idaho Code Requirements. If IDEQ does not lift the sanitary restriction, building permits cannot be issued by the City.

The Developer shall be required to provide all dedications and easements and construct appurtenances as may be required by the water district at the time of development.

The Developer shall be required to provide detail on the location, size and design of all water system improvements, including water lines, stubs, meters, and fire department connections and hydrants as part of the construction drawing for required subdivision improvements.

### SEWER - CITY AND HARSB:

The sewer system consists of both a collection system consisting of gravity lines, force mains and lift stations (owned and operated by the City of Hayden) and wastewater treatment facility and regional force mains (owned and operated by the Hayden Area Regional Sewer Board – HARSB). Hayden City Code §12-3-4(F) (3) (b), as a standard of approval, requires that “provisions have been made for a public sewage system in accordance with the City and Hayden Area Regional Sewer Board (HARSB) adopted sewer master plans, as amended, that satisfied City, HARSB, and IDEQ requirements and that the existing or proposed systems can accommodate the proposed sewer flows”. Additionally, to meet this requirement a will serve letter from the utility provider confirming that the provider has the current availability, capacity, authority and willingness to service the proposal with the requested service must be provided as part of the application submittal.

At the time of future development, the developer shall be required to construct all sewer infrastructures in conformance with the City of Hayden 2020 Collection System Master Plan Update, State law, and all City sewer policies, standards and technical memos. All sewer manholes shall be placed on the centerline or within public roadways unless approved by the City.

Revisions to the conceptual plans may be required by the City Engineer as part of the construction plan approval for the subdivision. The Developer shall be required to reflect all necessary sewer easements on the face of the final plat of the subdivision

The subject property is located within the service area of the Hayden Area Regional Sewer Board (HARSB). A will serve letter was not received by HARSB which is typical at this point in the project.

### **Ability to Provide Sewer Service:**

The City and HARSB issue Will Serve letters that are non-binding generalized statements of their agency's ability and desire to provide sewer service under current circumstances. A Will Serve letter is not a guarantee of service because the actual physical connection to utilities takes place under a separate authorization, generally with a building permit, which can be issued in the near or far future. As such, time may have passed and circumstances change; or perhaps something arises in detailed plan review that affects the ability to provide service, which is why neither agency can guarantee at this time that future capacity will be available and is only able to determine this at the time of authorization to physically connect to the utilities.

### **STORMWATER:**

City Code Title 8 prohibits the acceleration, concentration, and/or conveyance of runoff, stormwater or other surface waters beyond the project boundaries. The stormwater management plan for the proposed development shall be designed in conformance with the above referenced City Code, with adopted road typical sections and their related design standards, and in conformance with the annexation agreement.

Stormwater easements shall be reflected on the face of the plat. No fences shall be placed within joint stormwater easement areas. Routine maintenance of joint stormwater areas on private property shall be the responsibility of the individual lot owner. Structural or functional maintenance of joint stormwater areas shall be the responsibility of a Home Owner's Association.

### **STREETS, PEDESTRIAN PATHS, AND RIGHT-OF-WAYS:**

#### **Transportation Impact Study:**

Hayden City Code §12-3-4(A) (18) identifies the possible need for a traffic study as part of the application submittals for a subdivision. As the property is to be developed in accordance with the transportation plan no additional analysis was required.

#### **Addressing Requirements:**

The Developer shall confirm street names comply with 9-1-1 emergency addressing requirements as detailed in City Code §9-5 and are deemed acceptable by the City, with said street name to be reflected on the preliminary and final subdivision plats.

#### **Street Requirements:**

Plan and Profile scales shall be not more than 1" = 50' Horizontal and 1" = 5' Vertical on an 11" x 17" drawing (or sheet of paper).

All required street improvements shall be in accordance with current City Standard Drawings, including pedestrian ramps, sidewalks, stormwater facilities, etc.

#### **Street Lighting:**

The Developer shall be required to provide street lighting construction plans along all internal streets and at intersections with external streets, as part of the construction drawings, meeting

the design standards identified in Hayden City Code 11-4-5, to be installed as required subdivision improvements. The determination of adequate light coverage and the requirement of an additional light at both internal and external intersections shall be made by the City Engineer at the time of construction plan review.

**Signage:**

Break-away type street signs, including stop signs, speed limit signs, and other signs as may be required, shall conform with MUTCD standards, and shall be installed by the developer, with signs identified, and locations shown on construction plans to be approved by the City Engineer.

**Landscaping:**

Detailed landscaping plans, conforming to the requirements of City Code, with proposed landscaping along street frontages and proposed swales, shall be submitted for the entire development with construction plans for required subdivision improvements, for review and approval by the City.

Specifically, the developer shall be required to provide a minimum of a “Type IV” landscape buffer along all street frontage. With regard to swales and required landscaping along street frontages adjacent to the internal streets, the swale shall be constructed and seeded with an approved seed mix prior to final plat approval and the Type IV landscaping shall be a requirement of the building permit.

The finish construction of the swale and street frontage landscaping shall include installation of swale turf grass and drainage infrastructure, approaches, street trees, and irrigation systems, and shall be the responsibility of the property owner (or their representative) and shall be installed as a required condition of approval for a residential building permit. The work within the right-of-way shall only be authorized through an approved right-of-way encroachment permit and shall be guaranteed by the permittee in accordance with Hayden City Code §7-2-19.

**EROSION CONTROLS AND GEO-HAZARD STABILIZATION:**

The site topography is relatively flat; however, erosion control measures shall be identified on the construction plans.

**GAS, POWER, TELECOMMUNICATIONS, MAILBOXES:**

Dry utilities, including electric, gas, cable, and communication utilities shall be installed underground within the development, in accordance with City Code Title 12.

The Developer shall identify mailbox locations that have been approved by the Hayden Postmaster for project site, and provide an approval by the postmaster at the time of construction plan submittal. The City prefers the mailbox location to be on an internal street. Prior to construction plan approval, the Developer shall work with the US Post Office to address any required turnouts, if determined necessary by the City Engineer, and shall be included in the construction plans. If easements are needed, these shall be required to be shown on the final plat.



**DRIVEWAY LOCATIONS:**

The final location of all driveway locations shall be subject to the review and approval of the City and in accordance to the standard detail of ST-013. Particular attention will be paid to those lots at intersections to avoid conflict with required traffic flow; and to those driveway locations, which may be in conflict with existing and proposed infrastructures. All lots shall be accessed from an internal street.

**COMPREHENSIVE PLAN GOALS, POLICIES, and ACTIONS:**

The Comprehensive Plan, hereafter referred to as the “Plan”, outlines the goals of the community and sets forth policies to attain these goals, based on an analysis of current physical, economic, environmental and social conditions. The Plan is a projection of how applying policies and following up on an action agenda will shape the community.

The Plan provides a guideline to assure future land use decisions (subdivision reviews, rezoning considerations, potential annexations, etc.) reflect the recognized vision for the community as identified in the Plan. The Plan is

- Generalized: Provides general guidance and direction for City growth and development.
- Comprehensive: Addresses all the elements of components felt to be important in affecting the physical, economic and social concerns of the City.
- Long Range: Presents a long-term vision for the community.
- Not Stagnant: Should evolve through time through review and updating.
- Not a Zoning Ordinance: Goals, policies, and the projected land use map, as set forth in the Plan, serve as the basis for decision making in the development of future updates to the City’s Zoning Ordinance and Zoning Map.

Idaho Code 67-6508 identifies 17 different components of comprehensive planning that cities are required to cover, unless the city has specific reasons to not cover one of the component. National Interest Electric Transmission Corridors, is not applicable for this plan. Hayden has not received notification by the public utilities commission concerning the likelihood of a federally designated national interest electric transmission corridor. The remaining 16 required components are covered in this plan; however, they are condensed into the 10 sections (Chapters 2-11) as identified below:

#	Chapter	Required Component
1	Introduction & Vision	N/A
2	Policy Framework	Implementation (also addressed in Appendix A)
3	Demographics	Population
4	Land Use	Property Rights, Land Use, Agriculture, Public Airport Facilities, Special Areas or Sites
5	Housing	Housing
6	Natural Resources & Hazardous Areas	Natural resources, Hazardous Areas, Special Areas or Sites
7	Transportation	Transportation
8	Economic Development	Economic Development
9	Parks & Rec	Recreation
10	Local Services	Public Services, School Facilities, Facilities and Utilities
11	Community Design	Community Design

The Vision of the City of Hayden is as follows:

*Hayden is a regionally connected City with a small-town feel, defined by responsible growth and planning. The City maintains strong systems that align with the values of its citizens, including top-tier K-12 schools, an efficient roadway system that manages traffic well, and plentiful open space. The City maintains a small-town feel by concentrating high-impact development at nodes and along corridors and preserving natural open space. The City also encourages a small-business culture to enhance and encourage a healthy, connected, family-friendly community.*

*GOALS: Broad Statements indicating a general aim or purpose to be achieved. A goal is a direction setter. It is an ideal future state or condition related to the public health, safety, or general welfare toward which planning, and implementation actions are directed. A goal is a general expression of community values and is somewhat abstract in nature. Consequently, a goal is generally not quantifiable, time dependent, or suggestive of specific actions for its achievement.*

*POLICIES: Statements providing guidelines for current and future decision-making or position-taking. A policy indicates a clear commitment of the Hayden City Council. It is an extension of the plan's goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond.*

*ACTIONS: Actions are initiative, projects, or programs to put policy into motion.*

Appendix A outlines an implementation table which directly relates to the goals and policies included in this chapter. The Action Framework can be annually reviewed, updated, and managed as the short, medium, and long-term actions are achieved, amended, or withdrawn from the work plan. This also gives a framework for City Staff, Planning and Zoning Commission and Council to budget, create an annual work plan, and to review how the City is doing with implementing the Comprehensive Plan.

Table columns show how the goals, policies, and actions interrelate. In many cases, a single goal serves the needs of multiple planning topics. This has been summarized by abbreviations of the main topics of Hayden's Comprehensive Plan as outlined in Table 2-1 (shown below).

**Table 2-1: Component Abbreviations**

Abbreviation	Chapter Listing
LU	Land Use
NR	Natural Resources
HA	Hazardous Areas
PR	Parks and Recreation
T	Transportation
PF	Public Facilities
U	Utilities & Infrastructure
H	Housing
CD	Community Design
I	Implementation
ED	Economic Development
CBD	Central Business District

The Goals and Policies of the Comprehensive Plan are attached here in their entirety. Additional information related to the Comprehensive Plan may be found on the City's website at [www.cityofhaydenid.us](http://www.cityofhaydenid.us).

**Table 2-2: Goals**

Element	No.	Goal	Policy Reference	Action Reference
LU, NR, HA, PR, T, PF, U, H, CD, I, ED, CBD	1	The City of Hayden will promote and actively participate in intergovernmental coordination efforts at the regional and at the local level.	2, 16, 18, 21, 22, 23	5, 7, 9, 10, 13, 14, 15, 18, 19, 20, 21, 23, 24, 26, 29
LU, I, CD	2	The Comprehensive Plan is a living document and serves as a guide for development; components of the Comprehensive Plan are updated as necessary to reflect the community’s vision.	2, 4	1, 2, 4, 5, 7, 9, 10, 19, 22, 25, 28, 29
H, LU, T, PF, NR, PR	3	Maintain an attractive and balanced mix of land uses, densities, and housing types, ensuring the future character of the community; promote greater choices and opportunities.	4, 7, 11, 12, 17	1, 3, 4, 12, 13, 24, 25, 27
PF, T, U, LU, NR, H	4	The City of Hayden should encourage the development of land within the corporate limits of Hayden prior to annexation of adjacent areas.	1, 2, 4, 5, 9, 13, 14, 16	3,10, 14, 18, 23
H, CD, I, LU	5	Preserve, protect and strengthen the vitality and stability of existing neighborhoods.	3, 7, 8, 11, 12, 15, 19, 24	3, 4, 5, 12, 15, 16, 24, 27
LU, H, T, CD, CBD	6	Promote an identity-rich downtown core that offers a mix of uses.	2, 8, 11, 12, 17, 22, 24	3, 4, 12, 13, 14, 15, 24, 25, 26, 29
ED, PF, LU, U, T, CBD, H	7	Provide a balance of commercial uses in designated areas throughout the community centered around established transportation corridors, while protecting the character of adjacent land uses.	2, 8, 11, 12, 17, 22, 23	1, 9, 11, 12, 13, 14, 25
LU, T, U, H, PF	8	Ensure all development can be serviced by existing public facilities or extended to adequately serve the development.	1, 2, 4, 5, 7, 9, 13, 14, 16	4, 10, 18, 19, 20, 21, 23
LU, PR, PF, CD, T	9	Ensure adequate park, recreation and open space are provided -and maintained for the continued enjoyment of the community.	2, 3, 7, 9, 10, 13, 19, 20, 24	3, 15, 16, 17, 27
LU, PF, PR, CD, I, NR, ED	10	Adequately site essential public facilities and utilities without compromising surrounding neighborhood integrity and character, while contributing to the overall livelihood of the community; assure facility capacity aligns with projected growth and land use types.	1, 2, 4, 6, 13	4, 16, 17, 18, 19, 20, 21
LU, NR, PF, PR, H, CD, I	11	Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities that meet a variety of community recreational interests.	3, 7, 9, 10, 19, 20, 21	3, 6, 15, 16, 17, 24, 26, 27, 29
LU, U, T, PR, H, CD	12	Establish a balance between jobs and housing to attract new employment and living opportunities.	11, 12, 17, 23	1, 3, 4, 12, 13, 14



Element	No.	Goal	Policy Reference	Action Reference
<b>LU, U, T, H, CD, CBD</b>	13	Enhance bicycle and pedestrian connectivity and infrastructure in order to better serve residents and tourists while protecting its historical and cultural character and attracting new business.	2, 6, 7, 8, 10, 12, 17, 21, 24	9, 11, 12, 14, 15, 26, 27
<b>LU, NR, PR, I</b>	14	Protect, preserve and be stewards of our environment's natural areas and resources which enhance the quality of life in the City.	3, 7, 10, 20, 21	5, 6, 7, 8, 10, 15, 16, 17, 22, 23, 27, 28, 29
<b>LU, T, PR, NR, P, SFT, LU, NR, A, U, XP, R, SA, H, CD, I AF</b>	15	Coordinate the timely development of efficient, effective and environmentally sound sewer, water and other utility infrastructure servicing the community, assuring costs of development are shared equitably and accommodate for ongoing growth of Hayden.	1, 4, 7, 13, 14, 16, 18	6, 8, 9, 10, 18, 19, 20, 22
<b>PR, LU, H, CD, I</b>	16	Ensure that ordinances and policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.	2, 12, 15, 23	1, 2, 3, 4, 10, 23, 24
<b>PR, LU, H, CD, I, CBD</b>	17	Promote and encourage the development and rehabilitation of quality housing through a variety of housing options and densities.	2, 11, 12, 17	1, 3, 4, 24, 25
<b>H, LU, T, PR, ED, CBD</b>	18	Honor Hayden's past while promoting a sense of place through quality public spaces, trails, neighborhoods, design etc.	2, 8, 11, 12, 17, 23, 24	1, 2, 3, 4, 6, 15, 17, 23, 24, 25, 26, 27, 28, 29
<b>I, CD, LU, T</b>	19	Enhance non-motorized connectivity and reduce the highways impact on the community.	2, 4, 8, 18, 22	9, 11, 26

**Table 2-3: Policies**

Element	No.	Policy	Goal Reference	Action Reference
<b>U, T, PR, PF, I, ED</b>	1	The City should judiciously evaluate the opportunity to provide sewer, water and other services within the corporate limits and planned future extension of services in areas of impact.	4, 8, 10, 15	4, 5, 10, 19, 20, 21, 22, 23
<b>LU, U, T, PR, PF, H, CD, I, ED</b>	2	Development should be compatible with the land use chapter of the Comprehensive Plan and fiscally responsible in supplying adequate transportation, utilities and parks to newly developed areas.	1, 2, 4, 6, 7, 8, 9, 10, 13, 16, 17, 18, 19	1, 2, 3, 4, 5, 9, 10, 12, 18, 19, 20, 23
<b>LU, NR</b>	3	Land use decisions should consider the preservation and enhancement of natural resources.	5, 9, 11, 14	5, 6, 7, 8, 10, 17, 22, 23, 28
<b>LU, NR, U, T, H, CD, I</b>	4	The city should evaluate community-wide impacts from development; identifying their needs for public facilities, utilities, services, circulation, and housing, and the effects on city resources.	2, 3, 4, 8, 10, 15, 19	3, 4, 6, 18, 20, 21, 22
<b>LU, U, T, PF</b>	5	Areas proposed for annexation are to be considered only if they are contiguous to the city limits and adequate infrastructure can be provided to service the development.	4, 8	6, 10
<b>U, T, CD, I, ED</b>	6	City infrastructure improvement projects should aim to improve all above and below ground facilities (paths, connectivity, pedestrian/bike amenities) and utilities (sewer and water).	10, 13	3, 4, 6, 9, 10, 11, 16, 18, 22, 26
<b>NR, R, I</b>	7	Ensure adequate park, recreation and open spaces are provided for and maintained for the continued enjoyment of the community.	3, 5, 8, 9, 11, 13, 14, 15	6, 10, 15, 27
<b>LU, T, PR, ED</b>	8	Improve pedestrian, bicycle and vehicular safety along city streets.	5, 6, 7, 13, 18, 19	4, 9, 11, 15, 16, 20, 25, 26
<b>LU, NR, U, T, PR, H, CD, I</b>	9	Regularly evaluate and update impact fees for support of transportation systems and parks and require developer participation (land donations and mitigation).	4, 8, 9, 11	4, 6, 9, 10, 16, 27, 28
<b>PR, NR, PF</b>	10	Encourage and support recreational activities (passive and active uses) catered to senior citizens, retirees, families, teens and youth populations.	9, 11, 13, 14	4, 6, 15, 16, 20
<b>LU, T, CD, CBD, ED</b>	11	Promote nodes of development and density in the downtown and strategically along transportation corridors.	3, 5, 6, 7, 12, 17, 18	1, 3, 4, 5, 9, 11, 12, 13, 14, 25, 26, 29
<b>LU, T, CD, H, CBD, ED</b>	12	Encourage rezoning and zoning text amendments to support the creation of strategic nodes, higher density development and transition zones between residential and industrial uses.	3, 5, 6, 7, 12, 13, 16, 17, 18	1, 3, 5, 9, 11, 12, 13, 14, 25, 27, 28

Element	No.	Policy	Goal Reference	Action Reference
<b>LU, NR, U, T, PR, H, CD, I, ED</b>	13	Growth should be accompanied by the development of infrastructure, public services, utilities and preservation of open space and recreational facilities within the cities means.	4, 8, 9, 10, 15	4, 5, 8, 9, 10, 11, 18, 20
<b>LU, NR, PF, U, I</b>	14	Coordinate and support local water and irrigation districts in efforts to balance growth with available water supplies and infrastructure.	4, 8, 15	10
<b>NR, HA, I</b>	15	Protect lives and property from environmental and man-made risks and hazards.	5, 16	5, 6, 7, 8, 22, 28
<b>LU, U, T, I</b>	16	Ensure levels of public services, facilities, and utilities are adequate to satisfy the community's needs now and as new development occurs.	1, 4, 8, 15	2, 7, 9, 10, 11, 18, 20
<b>LU, I, ED</b>	17	Encourage small-scale retail activity, restaurants and other service business, as well as attract a live, work, play lifestyle through a mixture of commercial and residential uses.	3, 6, 7, 12, 13, 17, 18	1, 3, 4, 9, 11, 12, 13, 14, 24, 25, 26, 29
<b>T, I</b>	18	Minimize financial and operational impacts resulting from road improvement projects and maintenance.	1, 15, 19	4, 9, 10
<b>PR, NR, I</b>	19	Ensure park and recreation facilities are easily visible and can be found with minimal effort.	5, 9, 11	15, 26
<b>PR, NR, I</b>	20	Encourage revenue-producing parks and recreation development opportunities.	9, 11, 14	10, 15, 16, 17, 24
<b>PR, NR, I</b>	21	Coordinate with all other parks and recreation providers in the region to provide a full spectrum of parks and recreation opportunities.	1, 11, 13, 14	15, 16, 17, 27
<b>T</b>	22	Ensure multi-modal transportation compatibility and connectivity between agencies and jurisdictions through regional coordination.	1, 6, 7, 19	4, 9, 11, 13, 20, 25, 28
<b>LU, I</b>	23	Ensure land use and zoning compatibility related to development (density and type) occurring in close proximity to Coeur d'Alene Airport.	17, 12, 16, 18	1, 2, 5, 13
<b>CBD, T I, CD, PR, PF, ED</b>	24	Explore the location and feasibility of a community center or core development in downtown Hayden.	5, 6, 9, 13, 18	4, 12, 16, 25

# Applicant's Materials



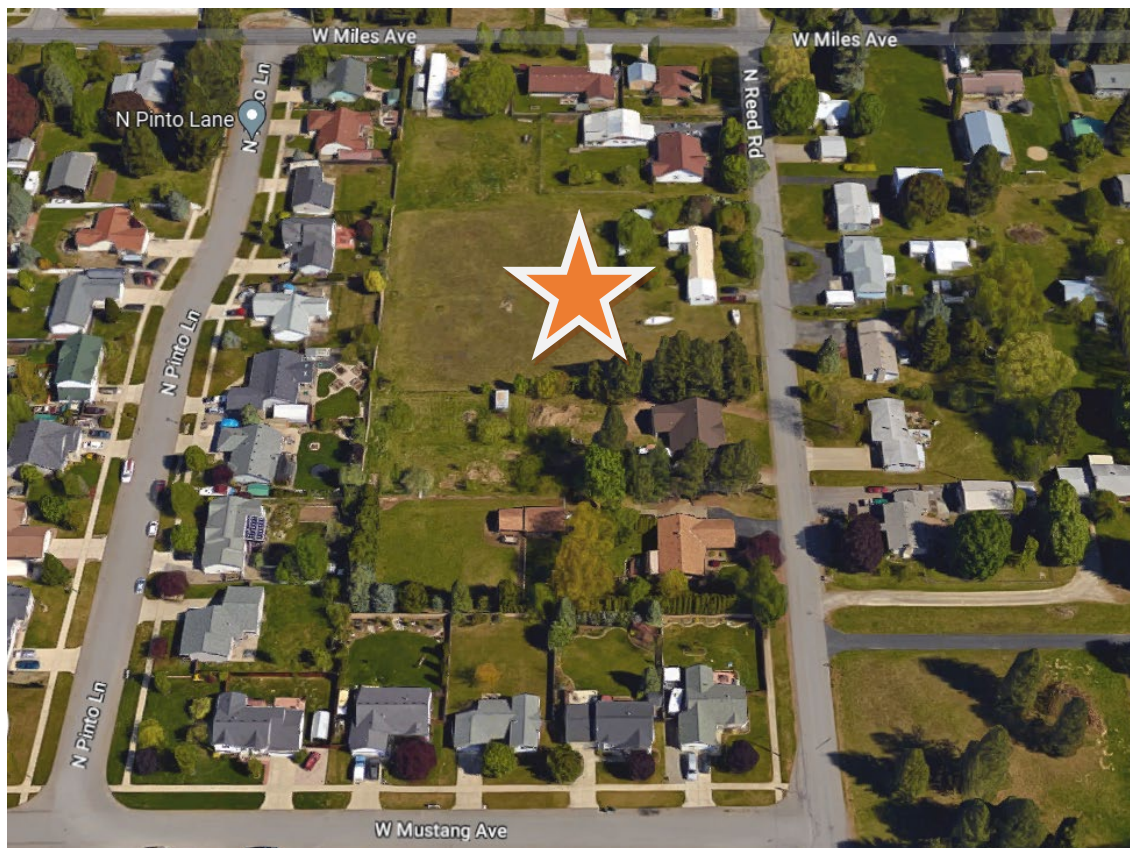
# Bassett Minor Subdivision

## Overview

The property at 10299 N Reed Rd. was recently rezoned to the R 1 zoning designation. The owner is requesting a minor subdivision on the parcel. The request is for 6 lots served by a private road. The preliminary plat and subdivision plans have been provided with the application. The documents provided with this application offer more detailed information.

## Site Conditions

The property currently has a single-family residence that has exceeded its useful life and is considered a “tear down”. The remainder of the property is empty, unused pasture land with native grasses and no trees.



## Adjacent Properties

Most of the properties in the neighborhood are traditional R-1 residential lots consisting of +/- ¼ acre. All the properties in the area are single family residences. A few of the area homes have shops and accessory living units.

## **Infrastructure**

The development team has had multiple meetings with the city and Hayden Lake Irrigation District. The area is adequately served by water and sanitary sewer. Some extensions and/or improvements to existing infrastructure is needed and has been discussed extensively. Mr. Bassett is able to cooperate with the purveyors to fund and facilitate the necessary improvements. Improvements to the roadway and sidewalks will be performed by the developer. Electricity, natural gas and data providers are already in the area.

## **Summary**

The zone change process included two public hearings wherein the intent to subdivide the property into 6 lots was discussed. The transcripts of the hearings have become a part of the public record for the property and the subdivision drawings provided are nearly identical to the conceptual drawings provided at the public hearings.

# Public Agency Comments



8930 N Government Way Hayden, Idaho 83835

March 18, 2024

<i>Avista Utilities</i>	<i>Kootenai-Shoshone Soil &amp; Water Conserv. Dist.</i>
<i>Coeur d'Alene Airport</i>	<i>Kootenai County Aquifer Protection District</i>
<i>Coeur d'Alene Garbage</i>	<i>Kootenai County Sheriff's Office</i>
<i>Coeur d'Alene School District</i>	<i>Kootenai Electric Cooperative</i>
<i>Fatbeam</i>	<i>Kootenai Metropolitan Planning Organization</i>
<i>Hayden Area Regional Sewer Board</i>	<i>Northern Lakes Fire Protection District</i>
<i>Hayden Lake Irrigation District</i>	<i>Panhandle Health District</i>
<i>Idaho DEQ CDA Regional Office</i>	<i>Spectrum (Charter) Communications</i>
<i>Idaho Dept. of Fish &amp; Games</i>	<i>TDS Communications</i>
<i>Idaho Dept. of Lands</i>	<i>United States Post Office</i>
<i>Idaho Dept. of Water Resources</i>	<i>Waste Management</i>
<i>Idaho Dept. of Transportation</i>	<i>Ziplay Fiber</i>

Re: PZE-24-0021, Bassett Addition Minor Subdivision

Eric Olson, Olson Engineering, on behalf of the owner, Bassett Construction, LLC, is requesting approval of a six (6) lot minor subdivision on one lot approximately 1.488 acres, located approximately 240 feet south of West Miles Avenue and west of North Reed Road, more commonly known as 10299 N Reed Road. The parcel is within Hayden City Limits. The access to the lots from North Reed Road is proposed to be a private road. The lot (tax parcel H-4050-14-139-AF) zoned Single Family Residential (R1), and currently has one single family residence, which will be demolished. The remainder of the property is vacant pasture land.

Please see attached narrative, aerial imagery, current zoning map, , and preliminary plat. Submit any written comments by **April 2, 2024** to be included in the staff review. You may e-mail your comments to [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us). If you have no comments, please advise us accordingly.

Sincerely,

Shannon Drappo  
Assistant Planner

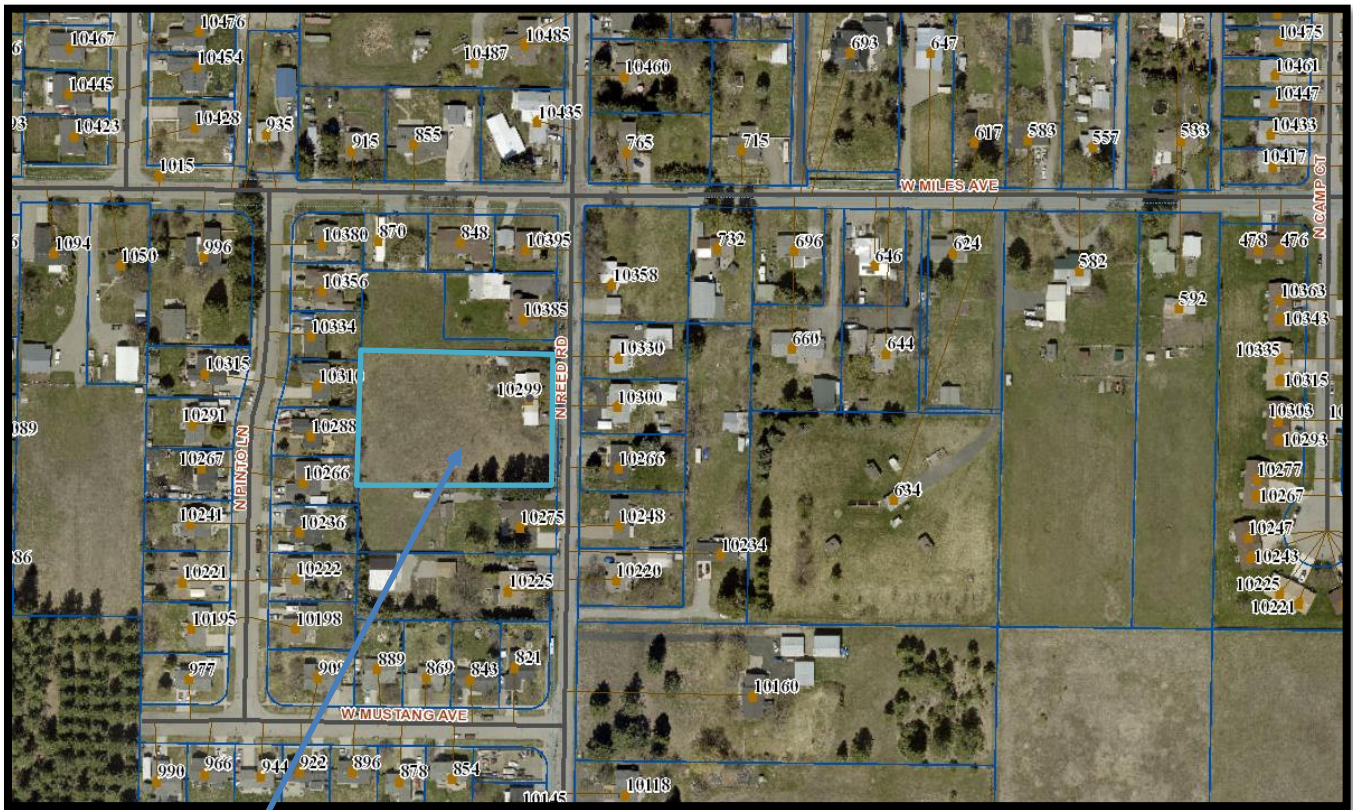
The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.

Phone: (208) 772-4411

Fax: (208) 762-2282

Web: [www.cityofhaydenid.us](http://www.cityofhaydenid.us)





Aerial Image from Kootenai County GIS Mapping Tool



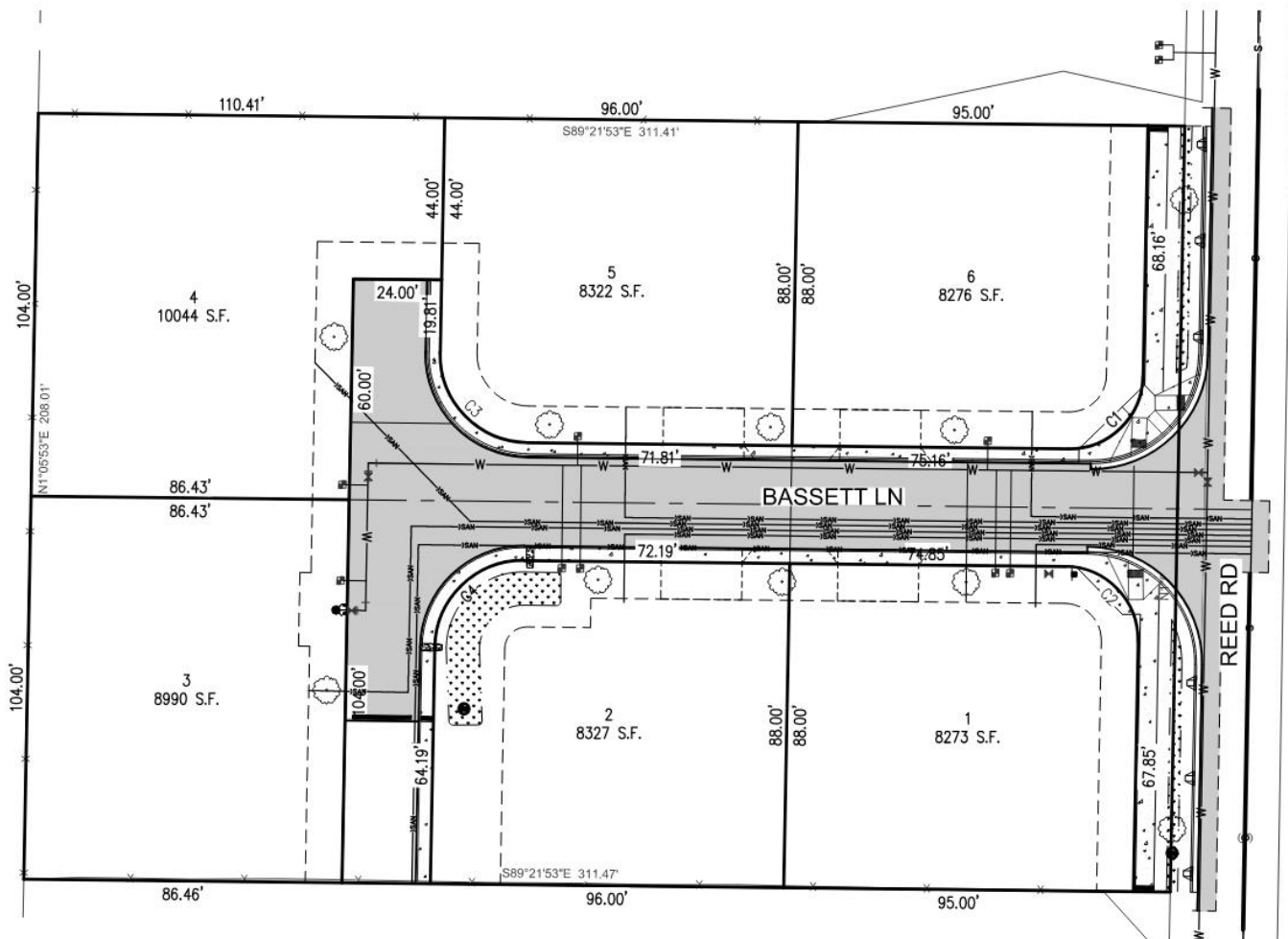
City of Hayden Current Zone Map





# CITY OF HAYDEN IDAHO

8930 N Government Way Hayden, Idaho 83835



Preliminary Plat

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.

Phone: (208) 772-4411

Fax: (208) 762-2282

Web: [www.cityofhaydenid.us](http://www.cityofhaydenid.us)

# Bassett Minor Subdivision

## Overview

The property at 10299 N Reed Rd. was recently rezoned to the R 1 zoning designation. The owner is requesting a minor subdivision on the parcel. The request is for 6 lots served by a private road. The preliminary plat and subdivision plans have been provided with the application. The documents provided with this application offer more detailed information.

## Site Conditions

The property currently has a single-family residence that has exceeded its useful life and is considered a “tear down”. The remainder of the property is empty, unused pasture land with native grasses and no trees.



## Adjacent Properties

Most of the properties in the neighborhood are traditional R-1 residential lots consisting of +/- ¼ acre. All the properties in the area are single family residences. A few of the area homes have shops and accessory living units.

## **Infrastructure**

The development team has had multiple meetings with the city and Hayden Lake Irrigation District. The area is adequately served by water and sanitary sewer. Some extensions and/or improvements to existing infrastructure is needed and has been discussed extensively. Mr. Bassett is able to cooperate with the purveyors to fund and facilitate the necessary improvements. Improvements to the roadway and sidewalks will be performed by the developer. Electricity, natural gas and data providers are already in the area.

## **Summary**

The zone change process included two public hearings wherein the intent to subdivide the property into 6 lots was discussed. The transcripts of the hearings have become a part of the public record for the property and the subdivision drawings provided are nearly identical to the conceptual drawings provided at the public hearings.

## Shannon Drappo

---

**From:** Branden Rose <branden@haydenirrigation.com>  
**Sent:** Monday, March 18, 2024 5:19 PM  
**To:** Planning  
**Cc:** Donna Phillips; Shannon Drappo  
**Subject:** Re: Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

Shannon,

Thank you for the notification. The district supports this subdivision and has provided the development with a letter about the water service. The proposed subdivision will help add highly needed infrastructure to our system and eliminate two dead ends from other developments. Let me know if I can add any additional clarity to the City Council or staff.

Thank you,  
Branden Rose  
*Branden Rose*  
Hayden Lake Irrigation District  
District Administrator  
208-772-2612 Office  
208-518-8175 Cell

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. This communication, and any response to it, may constitute a public record.

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**From:** City of Hayden Building Department <CD\_notifications@cityofhaydenid.us>  
**Sent:** Monday, March 18, 2024 4:04 PM  
**To:** Branden Rose <branden@haydenirrigation.com>  
**Subject:** Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

Good afternoon,

Please see the attached Agency Notice for the above-referenced Minor Subdivision within Hayden City Limits. Please submit your comments by Tuesday, April 2, 2024 to [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us). Should you not have comments relating to the project, an email stating so is greatly appreciated.

If you have any questions or concerns, please do not hesitate to contact the Planning Department at 208-209-2021 or [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us).

Thank you for your time. Have a great evening.

Sincerely,  
Shannon Drappo  
Assistant Planner  
[sdrappo@cityofhaydenid.us](mailto:sdrappo@cityofhaydenid.us)

## Shannon Drappo

---

**From:** Ken Windram <ken@harsb.org>  
**Sent:** Tuesday, March 19, 2024 2:29 PM  
**To:** Planning  
**Cc:** Steph Oliver  
**Subject:** PZE-24-0021, Bassett Addition Minor Subdivision

Hello City of Hayden Planning Department.

This email is the Hayden Area Regional Sewer Board's (HARSB) comments on the PZE-24-0021, Bassett Addition Minor Subdivision.

HARSB has not comment on the PZE-24-0021, Bassett Addition Minor Subdivision project itself.

However, HARSB has a sewer force main on the East side of Ramsey Road. This particular force main is made of inferior pipe and extreme caution must be take when working around the HARSB Ramsey Road force main. Any work that may come near the HARSB Ramsey Road force main will require an encroachment permit from HARSB.

Thanks  
Ken Windram  
208-772-0672

Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message ( or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.



## Deborah Shaver

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**From:** Corey Koerner <ckoerner@phd1.idaho.gov>  
**Sent:** Friday, March 22, 2024 10:42 AM  
**To:** Planning  
**Subject:** PZE-24-0021, Bassett Addition minor subdivision

**Categories:** Deborah

Hello,

In regards to PZE-24-0021 PHD has the following comments:

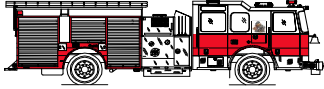
PHD will require a complete subdivision application submitted to the health district and all fees paid.

Thank you.

Corey Koerner, REHS  
Registered Environmental Health Specialist  
Panhandle Health District 1  
8500 N. Atlas Road  
Hayden, ID 83835  
O: (208) 415-5215  
C: (208) 819-0411  
[Ckoerner@phd1.idaho.gov](mailto:ckoerner@phd1.idaho.gov)

# Northern Lakes Fire Protection District

Proudly serving the areas of and surrounding Hayden and Rathdrum



Hayden Area (208) 772-5711 • Fax: (208) 772-3044  
Rathdrum Area (208) 687-1815 • Fax (208) 687-2088  
[www.northernlakesfire.com](http://www.northernlakesfire.com)

March 26, 2024

City of Hayden  
8930 N. Government Way  
Hayden, ID 83835

Attn: Shannon Drapo, Assistant Planner,

The Northern Lakes Fire Protection District has reviewed the minor subdivision request for Bassett Addition Minor Subdivision a six lot single family subdivision located on tax parcel H-4050-14-139-AF. Case No. PZE-24-0021.

***The Fire District approves of the subdivision with the following requirements. the owner/applicant shall be aware that each new occupancy constructed will add to the impact on the Fire District and can reduce the response time to citizens and visitors within the boundaries of the Fire District.***

- **One new fire hydrant is required for this subdivisions, fire hydrant shall be installed at the entrance to the subdivision in a location approved by the Fire District.**
  - A civil plan showing the location of the hydrant shall be provided to and approved by the Fire District prior to installation.
  - 5" Storz adapters with covers and hydrant marking flags shall be installed on the new fire hydrants.
  - Fire flows shall meet the requirements of the current edition of the Idaho Fire Code. Dwellings smaller than 3,600 sq. ft. require a fire flow of 1,000 gpm for a duration of 1 hour. Dwellings larger than 3,600 sq. ft. require higher fire flows depending on the square footage. Refer to the Idaho Fire Code Appendix B, Section B105 and table B105.1.
- **Hammerhead style turn-arounds are only allowed on private roads, meeting design criteria as established by the Fire District. If the roads within this subdivision are not private a cul-de-sac style turn-around shall be used.**
  - Cul-de-sac shall be designed per the Idaho Fire Code with a diameter no less than ninety-six (96) feet.
- Fire apparatus access shall be provided to within 150 feet of all structures as part of this development.
- Installation of addresses for each dwelling unit shall meet the requirements of the Idaho Fire Code.
- If any type of construction occurs other than 1 and 2 family dwellings homes will be reviewed for the need for fire sprinkler systems, this may require larger water line sizing and additional fire hydrants.
- Idaho Fire Code requirements shall apply when building permits are applied for. Additional requirements may apply depending on size and type of occupancy constructed.

If you have any questions, please call 208-772-5711.

125 West Hayden Avenue • Hayden Lake, Idaho 83835

Thank you,

*Tyler Drechsel*

Tyler Drechsel  
Fire Marshal

## Deborah Shaver

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**From:** Andrew Deak <adeak@kcgov.us>  
**Sent:** Friday, March 22, 2024 12:28 PM  
**To:** Planning  
**Subject:** FW: Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision  
**Attachments:** PZE-24-0021 - Bassett Addition Minor Subdivis..pdf

**Categories:** Deborah

Hi Shannon,

The Kootenai County Sheriff's Office has reviewed PZE 24-0021 and does not have any concerns at this time.

Respectfully

**Andrew M. Deak**

**Captain**

Kootenai County Sheriff's Office  
5500 N. Government Way  
Coeur d'Alene, Idaho 83815  
Office - (208) 446-1311  
Fax - (208) 446-1407  
Email: [adeak@kcgov.us](mailto:adeak@kcgov.us)



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**From:** City of Hayden Building Department <CD\_notifications@cityofhaydenid.us>  
**Sent:** Monday, March 18, 2024 4:05 PM  
**To:** Andrew Deak <adeak@kcgov.us>  
**Subject:** Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

Good afternoon,

Please see the attached Agency Notice for the above-referenced Minor Subdivision within Hayden City Limits.

**From:** [Horsmon, Merritt](#)  
**To:** [Planning](#)  
**Subject:** RE: Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision  
**Date:** Friday, March 29, 2024 12:40:30 PM  
**Attachments:** [image001.png](#)

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Hi Shannon,  
The Idaho Department of Fish and Game does not have any comments to submit for this application.

Thank you for the opportunity to review and comment,

### **Merritt Horsmon**

Regional Technical Assistance Manager  
Panhandle Region  
2885 W. Kathleen Ave.  
Coeur d'Alene, ID 83815  
208.769.1414 office  
208.251.4509 mobile  
[merritt.horsmon@idfg.idaho.gov](mailto:merritt.horsmon@idfg.idaho.gov)



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**From:** City of Hayden Building Department <CD\_notifications@cityofhaydenid.us>  
**Sent:** Monday, March 18, 2024 4:08 PM  
**To:** Horsmon, Merritt <merritt.horsmon@idfg.idaho.gov>  
**Subject:** Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

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Good afternoon,

Please see the attached Agency Notice for the above-referenced Minor Subdivision within Hayden City Limits. Please submit your comments by Tuesday, April 2, 2024 to [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us). Should you not have comments relating to the project, an email stating so is greatly appreciated.

If you have any questions or concerns, please do not hesitate to contact the Planning Department at 208-209-2021 or [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us).



## Deborah Shaver

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**From:** Kim Stevenson <kstevenson@kcgov.us>  
**Sent:** Friday, March 29, 2024 2:59 PM  
**To:** CD\_notifications@cityofhaydenid.us; kcair  
**Subject:** RE: Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

**Categories:** Deborah

Good Afternoon,  
The Coeur d'Alene Airport requests an avigation easement over the subdivision.  
Kind Regards, Kim



**From:** City of Hayden Building Department <CD\_notifications@cityofhaydenid.us>  
**Sent:** Monday, March 18, 2024 4:07 PM  
**To:** kcair <kcair@kcgov.us>  
**Subject:** Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

Good afternoon,

Please see the attached Agency Notice for the above-referenced Minor Subdivision within Hayden City Limits. Please submit your comments by Tuesday, April 2, 2024 to [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us). Should you not have comments relating to the project, an email stating so is greatly appreciated.

If you have any questions or concerns, please do not hesitate to contact the Planning Department at 208-209-2021 or [planning@cityofhaydenid.us](mailto:planning@cityofhaydenid.us).

Thank you for your time. Have a great evening.

Sincerely,  
Shannon Drappo  
Assistant Planner  
[sdrappo@cityofhaydenid.us](mailto:sdrappo@cityofhaydenid.us)

## Deborah Shaver

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**From:** Kristie May <Kristie.May@deq.idaho.gov>  
**Sent:** Monday, April 01, 2024 3:15 PM  
**To:** CD\_notifications@cityofhaydenid.us  
**Subject:** RE: Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Deborah

Thank you for the opportunity to comment on the application materials for the Bassett Addition Minor Subdivision PZE-24-0021. Engineering plans and specifications for water and sewer main extensions associated with this project will require review and approval by DEQ or a qualified licensed professional engineer (QLPE) in accordance with Idaho Code 39-118. If the QLPE process is utilized, the approved plans and specifications must be submitted to DEQ prior to beginning construction.

If you have any questions about the comments this project has received please contact:

- Katy Baker-Casile for engineering and wastewater.
- Anna Moody for drinking water.
- Shawn Sweetapple for air quality.
- Kevin Aardahl for remediation or RCRA.
- Robert Steed for surface water and setback requirements.

Thank you-

Idaho Department of Environmental Quality  
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814  
Office Line: 208.769.1422  
[www.deq.idaho.gov](http://www.deq.idaho.gov)

**Our mission:** To protect human health and the quality of Idaho's air, land, and water.

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**From:** City of Hayden Building Department <CD\_notifications@cityofhaydenid.us>  
**Sent:** Monday, March 18, 2024 4:07 PM  
**To:** Kristie May <Kristie.May@deq.idaho.gov>  
**Subject:** Agency Notice - PZE-24-0021, Bassett Addition Minor Subdivision

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IDAHO DEPARTMENT OF  
**WATER RESOURCES**

Northern Region • 7600 N Mineral Drive, Suite 100 • Coeur D'Alene, ID 83815-7763  
Phone: 208-762-2800 • Fax: 208-762-2819 • Email: [northerninfo@idwr.idaho.gov](mailto:northerninfo@idwr.idaho.gov) • Web: [idwr.idaho.gov](http://idwr.idaho.gov)

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**Governor Brad Little**

**Director Mathew Weaver**

April 2, 2024

City of Hayden Idaho  
8930 N Government Way  
Hayden, ID 83835

Dear Ms. Drappo,

Our office was recently informed of the proposed Bassett Addition Minor Subdivision (PZE-24-0021). The parcel in question is located 10299 N Reed Road, Coeur d' Alene, Idaho, in the NESW quarter quarter of section 14, TWP 51N, RNG 04W, in Kootenai County. The landowner is identified as Bassett Construction, LLC. It is our understanding that the proposed subdivision will include the development of a six-parcel subdivision on a 1.49-acre lot.

The proposal indicates that Hayden Lake Irrigation District will provide water to the subdivision, and it appears the land falls within the irrigation district's current service area. Should any additional water rights be needed for the project, the owner would need to work with our staff. The Department has no additional comments.

Please feel free to contact our office if you have any concerns or questions.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Richman". The signature is fluid and cursive, with the first name being more prominent.

Michelle Richman,  
Northern Region Manager  
Idaho Department of Water Resources