Memo

To: Mayor Davis and Members of the Council

From: Donna Phillips, Community Development Director

Date: November 4, 2026

Agenda Item: PZE-24-0013 Hazelnut Glen Phased Subdivision Preliminary Plat Request

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Agenda Item Location
Public Hearing

Recommended Action or Motion
Possible Motions of City Council:

- **Motion to Approve** – I move to approve PZE-24-0013 Hazelnut Glen Phased Subdivision preliminary plat request with staff recommended conditions of approval, finding that it **IS** in accord with the standards of Hayden City Code, based upon testimony received at the City Council Public Hearing, the Recommendation of the Planning and Zoning Commission and the record of the request.

- **Motion to Continue** – I move to continue this hearing to {date specific} to address concerns related to _____.

- **Motion to Deny** – I move to deny PZE-24-0013 Hazelnut Glen Phased Subdivision preliminary plat request, finding that it is **NOT** in accord with the standards of Hayden City Code, and, based upon testimony received at the City Council Public Hearing and the record of the request for the following reasons: _____.

Summary
Whipple Consulting, on behalf of the owner, OO Land Holding, LLC is requesting approval to subdivide the 38.94 (+/-) acre property into 126 single family residential lots to be known as Hazelnut Glen Subdivision. At the conclusion of the public hearing, the Planning and Zoning Commission recommended approving the request with staff recommended conditions. The Staff Analysis, Written Recommendation and Minutes of the Planning and Zoning Commission, and the comments received as a result of noticing for this public hearing are included in Boardbook.

Fiscal Impact
NA

Budget Funding Source / Transfer Request
NA

Attachment
Staff Analysis
Planning and Zoning Commission Written Recommendations
Planning and Zoning Commissions Minutes of the Public Hearing
Comments received due to City Council public hearing noticing

CITY OF HAYDEN IDAHO
8930 N Government Way Hayden, Idaho 83835

To: Mayor Davis and Members of the City Council
From: Donna Phillips, Community Development Director
Date: November 4, 2026

STAFF EXECUTIVE SUMMARY

Hazelnut Glen Subdivision (PZE-24-0013)

Project Description: The applicants are requesting approval for preliminary plat approval of a multi-phase major subdivision to include 126 Single Family Residential (R1) lots on one lot approximately 38.94 acres in size.

Location: The property is located north of West Prairie Avenue, west of North Carrington Street, and south of West Honeysuckle/Bean Avenue.

Legal Description: SE-SW Except Right-of-Way Section 21Township 51 North Range 04 West, BM, City of Hayden, Kootenai County, Idaho.

Applicant Representatives: Ray Kimball, Whipple Consulting

Owners: OO Land Holding, LLC

Application Filed: March 19, 2024

Notice Provided:

PZC/CC
Agency: March 19, 2024; August 11, 2026
Adjacent Property Notice: September 18, 2026/October 23, 2026
Site Posting: September 18, 2026/ October 23, 2026
Newspaper/Website/PSA: September 18, 2026/October 23, 2026

Hearing Date(s): PZC: October 5, 2026/CC: November 10, 2026

City Council Packet:

Preliminary Plat Flow Chart and Standards of Approval and Staff Analysis as submitted. Public comments received as a result of noticing shall be attached to the Boardbook agenda item. {All items provided here through links shall be available in the project file.}

GENERAL REVIEW INFORMATION: The "Background & Summary of Request" will give the general overview of the project, what has occurred since the time of application, and general information related to the standards by which this subdivision request shall be held. The request for the subdivision is vested under the codes in effect at the time of the completed application.

Staff: See Staff Analysis pages 1-2.

FINDINGS:

12-3-4(F) Standards of Approval: The applicant has demonstrated that all existing and proposed infrastructures meets or can be constructed prior to 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 approves the preliminary plat to meet the following standards:

HCC §12-3-4 (F) (1): Infrastructure can/cannot be constructed to function in a manner that promotes the public health, safety, and welfare.

HCC §12-3-4 (F) (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.

Staff: Standard #1 & #2 may be addressed throughout the remainder of the staff analysis and the applicant's narrative.

HCC §12-3-4 (F) (3): Infrastructure is/is not or will/will not be in compliance with applicable city, state, and federal policies and regulations as follows:

Staff: The proposed project is on land which is tied to an annexation agreement with requirements related to time of construction of infrastructure. Those conditions related to construction can be found in the staff analysis beginning on page 3.

a) Provisions have/have not been made for a water supply system that satisfies city, Idaho Department of Environmental Quality (IDEQ), and NLFPD requirements.

Applicant: See applicant's narrative on page 46 of the staff analysis.

Staff: Hayden Lake Irrigation District (HLID) provided a Conditional Will Serve Letter at the time of the application and updated on August 10, 2026. Idaho Department of Water Resources identified they did not have any concerns; however, their comments identified the water rights for the property should be updated (found on page 18). NLFPD provided comments as shown in Public Agency Comments beginning on page 18.

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.

Applicant: See applicant's narrative on page 46 of the staff analysis.

Staff: City of Hayden provided a Will Serve Letter dated March 22, 2024. The project site is wholly within the H-8 basin which has not been constructed at the time of this request. Per the Will Serve Letter provided, the city currently does not have the infrastructure available to serve the area. The sewer infrastructure within the H-8 basin must be constructed and accepted by the city prior to building permit issuance within the area of the proposed subdivision within the H-8 basin. The lift station collection/conveyance system for the basin shall be completed prior to any phase within this basin or in conjunction with the required subdivision improvements for the city to sewer this portion of the project site. Sewer infrastructure shall be constructed in accordance with the 2020 Collection System Master Plan Update, State law, and all City sewer policies, standards and technical memos.

HARSB: Ken Windram, Manager of HARSB provided three comments related to this project. The first response included a request for an odor easement; however, staff believe this was an error. The second comment did not have any concerns. The third comment identified the remaining estimated wastewater units available at the treatment plant. These can be found beginning on page 57.

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 collocated 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/have not been made for stormwater 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.

Applicant: See applicant's narrative on page 46 of the staff analysis.

Staff: See staff analysis beginning on page 4. Additionally, the applicant has coordinated efforts with the property owner to the east, to allow for Carrington Street to align with Carrington Street to the south as requested by Post Falls Highway District and City of Coeur d'Alene.

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.

Applicant: See applicant's narrative on page 47 of the staff analysis.

Staff: No additional park areas are identified or required as a part of this subdivision request. Park impact fees shall be collected at the time of building permit. Greenway extensions and linkages are required on Carrington Street and on Prairie Avenue (beginning on page 5 of the staff analysis).

HCC §12-3-4 (F) (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.

HCC §12-3-4 (F) (5): Provisions have/have not been made for gas, power, telecommunications, mailboxes, and similar infrastructure.

HCC §12-3-4 (F) (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.

Applicant: See applicant's narrative on page 47 of the staff analysis.

Staff: See Staff Analysis page 10.

HCC §12-3-4 (F) (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.

Applicant: See applicant's narrative on page 48.

Staff: See Staff Analysis beginning on page 11. As the purpose of the subdivision and zoning ordinance is made in accordance with the comprehensive plan, the analysis includes much of the comprehensive plan as adopted at the time of application submittal (2024). This analysis begins on page 6 of the staff analysis. Additionally, as always, the full Goals and Policies may be found in the Appendix beginning on page 35

HCC §12-3-4 (F) (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.

Staff: Infrastructure as required by the additional reports/studies related to sewer and transportation were identified in the staff analysis and in the recommended conditions of approval. The timing of this required infrastructure is also identified in the conditions of approval.

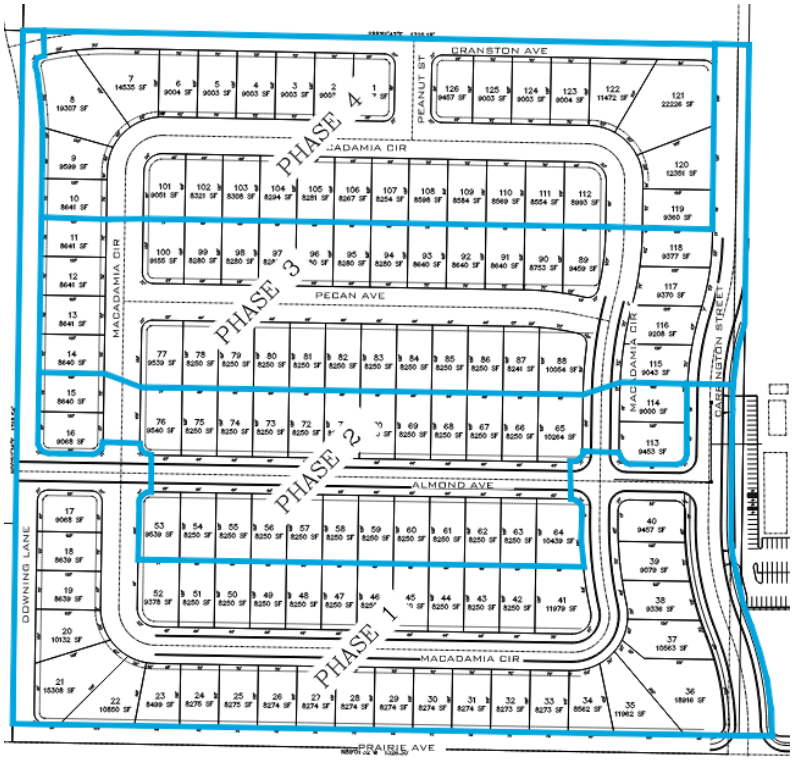
Staff Recommended Conditions of Approval (begins on page 19 of the staff analysis):

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 avigation, odor, sewer, stormwater, water, utilities, etc.) on the face of the final plat of the subdivision 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 (ie. PHD, IDEQ, PFHD, HLID, City of Coeur d'Alene, 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 indivudally.
4. Any lot or tract to be owned by the property/homeowner's association shall be transferred by deed at the time of final plat free of any liens or encumbrances. These deeds shall be submitted concurrently with the final plat application.
5. The project is a phased subdivision. Certain required infrastructure improvements within the subddivision are requirements of the subdivision as a whole, and some are requirements of each sub-phase of the subdivision. A phasing plan and Table 1-Phasing Summary (pages 14-17 of the Staff Analysis & shown below) shall be made a part of these conditions and is referenced throughout the conditions of approval

DEVELOPER PROPOSED PHASING PLAN



Transportation Impact Analysis:

A traffic impact analysis (PZE-24-0094) has been completed in accordance with the City of Hayden adopted policies and ordinances. Those intersection improvements identified in the Table 1 – Phasing Summary Recommended by Staff are provided in the Transportation Impact Analysis as required mitigations.

Table 1- Phasing Summary

	Project Activity	**PHASES**			
		1	**2**	**3**	**4**
	Sewer Collector				
1	Downing Lane – Prairie Avenue through Cranston Avenue	**X**			
2	Macadamia Circle – East Almond Avenue to West Almond Avenue from the phasing lines plus 3 sticks (60') of sewer main to the north at both ends	**X**			
3	Pecan Avenue – Eastern Macadamia Circle to Western Macadamia Circle			**X**	
4	Almond Avenue - Eastern Macadamia Circle to Western Macadamia Circle to the phasing line plus 3 sticks (60') of sewer main to the east and west		**X**		
5	Macadamia Circle – Eastern and Western legs between phasing lines plus 3 sticks (60') of sewer main to the north/south		**X**	**X**	
6	Almond Avenue - Downing Lane through Macadamia Circle plus 3 sticks (60') of sewer main to the east	**X**			
7	Carrington Street from Prairie Avenue through Almond Avenue north to phasing line plus 3 sticks (60') of sewer main to the north	**X**			
8	Almond Avenue – west of Macadamia Circle east through Carrington Street	**X**			
9	Macadamia Circle – northern portion from phasing lines east and west				**X**
10	Peanut Street – from Macadamia Circle through to Cranston Avenue				**X**
11	Cranston Avenue – from phasing line east through Carrington Street				**X**
12	Carrington Street – phasing line north of Almond Avenue to Cranston Avenue			**X**	

	Streets & Stormwater				
1	Downing Lane – Prairie Avenue through Cranston Avenue	**X**			
2	Macadamia Circle – East Almond Avenue to West Almond Avenue from the phasing lines	**X**			
3	Pecan Avenue – Eastern Macadamia Circle to Western Macadamia Circle			**X**	
4	Almond Avenue - Eastern Macadamia Circle to Western Macadamia Circle to the phasing line		**X**		
5	Macadamia Circle – Eastern and Western legs between phasing lines		**X**	**X**	
6	Almond Avenue - Downing Lane east through Macadamia Circle	**X**			
7	Carrington Street from Prairie Avenue through Almond Avenue north to phasing line plus 3 sticks (60') of sewer main to the north	**X**			
8	Almond Avenue – west of Macadamia Circle east through Carrington Street	**X**			
9	Macadamia Circle – northern portion from phasing lines east and west				**X**
10	Peanut Street – from Macadamia Circle through to Cranston Avenue				**X**
11	Cranston Avenue – from phasing line east of Downing Lane east through Carrington Street				**X**
12	Carrington Street – phasing line north of Almond Avenue to Cranston Avenue			**X**	
	Street Frontage Landscaping				
1	Prairie Avenue - greenway	**X**			
2	Carrington Street - greenway	**X**		**X**	
3	Cranston Avenue - west end at HOA owned property				**X**
4	Downing – north end at HOA owned property	**X**			
	Intersections				
1	Downing Lane and Prairie Avenue	**X**			
2	Carrington Street and Prairie Avenue	**X**			
3	Downing Lane and Cranston Avenue	**X**			**X**

4	Carrington Street and Cranston Avenue			**X**	
	Off-Site Transportation Improvements & Mitigations				
1	Signalize Prairie Avenue and Carrington Street	**X**			

6. H-8 sewer basin infrastructure shall be constructed in conformance with the Sewer Will Serve requirements, Hayden City Code, policies, and standards prior to approval of infrastructure of the 1st final plat of the subdivision. No building permits shall be issued until the H-8 sewer basin gravity mains, lift station and pressure lines are substantially complete and are entirely operational. The pressure lines shall be accepted by the Hayden Area Regional Sewer Board (HARSB) and the lift station and gravity lines shall be accepted by the City of Hayden.
7. Prior to construction, the Developer shall obtain a construction easement with Coeur d'Alene School District for construction of the H-8 Sewer Lift Station. The Developer shall provide a deed of the H-8 Lift Station lot free of any encumbrances to be accepted by City Council upon acceptance of the H-8 Lift Station infrastructure and public access roads necessary for access to the H-8 Lift Station. This Lift Station lot site shall be located outside of any proposed right-of-way.

Access Conditions of Approval:

8. Downing Lane & Honeysuckle/Bean Avenue Intersection – access to Lift Station Lot, snow storage, easements & dedication shall consist of a gravel road over main and easements and any ROW dedication at approval and final plat.
9. If 30 dwelling units are achieved, prior to subsequent phasing and/or surrounding development constructing the secndary access point, Develooper shall construct a permenant roadway in accordance with City Standards, prior to the platted phases being eligible for the the 31st building permit.
10. All lots shall be accessed from the internal roads of the subdivision. No lot shall have any form (primary, secondary, for accessory buildings, etc.) of direct individual access onto Carrington Street, Downing Lane, Prairie Avenue, or Cranston Avenue. 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.
11. Developer shall provide Roadway Agreement with Post Falls Highway District that memorializes any proposed, and/or requried improvements and access points along Prairie Avenue.

Construction Plan Requirements:

12. The construction plan submittal shall include those requirements as identified in Hayden City Code Title 12 and more specifically as follows:
    a. Carrington Street along the eastern boundary of the subject site shall be built to a C2 typical section and shall be constructed to a half width of 24' face of curb to road centerline (24' minimum paved width) to include pavement, curbs, 10' swales to include Type IV landscaping, 10' path minimum 45' half-width right of way.
    b. Cranston Avenue on the north side of the subject site shall be built to the typical section and shall be constructed to a minimum 24' width with 2' shoulder on the north side or construction to full width including curb. The full typical section includes pavement (28' face of curb to face of curb), curbs, 10' swales to include Type IV landscaping, and 10' path

on the north side and 5' sidewalk on the south side. No parking shall be allowed on the north side of the street. Therefore, the minimum right-of-way is 65 feet.

c. Downing Lane shall be constructed to 40' face of curb to face of curb to include 10' swale, 5' sidwalk on the west side, 10' sidewalk on the east side for a right of way width of 77' overall. The minimum paved surface is 24' for two-way traffic, and the remaining east side construction in accordance to the typical section shall be constructed.

d. The Developer shall be required to construct the internal streets to a local street section per ST-111 and ST-111A. As proposed the Internal road typical section shall be 36 feet face of curb to face of curb to allow for parking on both sides of the road, 10' swales to include Type IV landscaping, 5' sidewalks for a right-of-way width of 68 feet.

e. No Parking shall be allowed on Cranston Avenue nor on Downing Street adjacent to the Coeur d'Alene School District property.

f. Transportation Impact Analysis:

The project either causes the degredation of level of service below an acceptable level or has a significant impact, as defined in the City's Transportation Analsyis Process, Requirements and Guidelines, for the intersections in Table 2. Table 2 also indicates the mitigation measure required for the project. As a part of the applicant's proposal to be soley responsible to the signalization at the Prairie Avenue and Carrington Street, forgoing the other mitigation areas identified, the applicant has identified that they will not request reimbursement or any other credit for the impact fees collected on generated lots.

Table 2 – TIA Summary

Intersection	**TIA Identified Mitigation**	**Applicant Requested & Staff Recommended Mitigation**
Prairie Avenue and Huetter Road	Retime signals & provide right turn lanes along Prairie Avenue	
Prairie Avenue and Carrington Street	Improve intersection to full signalized access intersection	Improve intersection to full signalized access intersection
Prairie Avenue and Atlas Road	Retime signals & provide right turn lanes along Prairie Avenue	
Prairie Avenue and Ramsey Road	Retime signals to match traffic demand. Provide an eastbound right turn lane and dual northbound left turn lanes along Prairie Avenue.	
Bean/Honeysuckle Avenue and Atlas Road	Convert Intersection to an all-way stop control.	

g. The site topography is relatively flat; however, erosion control measures shall be identified.

h. The Developer shall use the City of Hayden Sanitary Sewer system to serve future development in accordance with the adopted Sewer Master Plan.

i. 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 subdivision on the internal street and not on the the collectors of Carrington Street, Downing Lane, Prairie Avenue, and Cranston Avenue.

j. Joint swales that may be proposed with the project are to be in a tract to be owned by the homeowner's association. The construction plans should note the requirements in Hayden City Code §11-4-4(J).

13. Landscape Plans: Detailed landscaping plans conforming to the requirements of City Code, shall be submitted for the entire development with construction plans for required subdivision improvements for review and approval by the City. All distrurbed areas shall be stabilized with dryland grass or other approved BMP.

    a. Individual Lots: The landscape plans shall include a dryland grass mix that shall be applied until individual lots are constructed and the hydro-seeding, installation of the irrigation system and required landscaping are completed.

    b. Street Frontage: 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, with the exception of landscaping required with the Greenway tracts and/or multi-modal pathways.

    c. Greenway: Shall be constructed and required as a condition of acceptance of infrastructure of that phase(s) in accordance with the design standards of the adopted Park Master Plan at the time of construction.

    d. Multi-modal Class I pathway: Shall be a requirement of the construction plans for the phase(s) which the path shall be constructed and required as a condition of acceptance of infrastructure of that phase(s) in accordance with the design standards of the adopted Transportation Plan and/or Park Master Plan at the time of construction.

    e. Irrigation and maintenance of swales and landscape buffers along the north side of Prairie Avenue, the west side of Carrignton Street, the south side of Cranston Avenue, and the east side of Downing Lane shall be the responsibility of the homeowners association (HOA).

Requirements requested by other Agencies:

14. The Developer shall comply with the requirements from the Northern Lakes Fire Protection District letter of August 12, 2026.

15. The Developer shall comply with the requirements from Post Falls Highway District.

16. The Developer shall record an avigation easement requested by the Coeur d'Alene Airport and shall be referenced on all final plats of the subdivision.

17. The Developer shall record a 20' wide water line easement to the HLID for installation and maintenance of underground water lines in conformance with the approved construction plans, where the water line runs "cross country". The CCRs shall address the design standards of landscaping to be reflective of the request to not plant shrubbery, trees, bushes or borders within 10' of meter vaults and fire hydrants.

Possible Motions of the City Council:

- **Motion to Approve** – I move to approve PZE-24-0013 Hazelnut Glen Phased Subdivision preliminary plat request with staff recommended conditions of approval, finding that it **IS** in accord with the standards of Hayden City Code, based upon testimony received at the City Council Public Hearing, the Recommendation of the Planning and Zoning Commission and the record of the request.

- **Motion to Continue** – I move to continue this hearing to {date specific} to address concerns related to _____.

- **Motion to Deny** – I move to deny PZE-24-0013 Hazelnut Glen Phased Subdivision preliminary plat request, finding that it is **NOT** in accord with the standards of Hayden City Code, and, based upon testimony received at the City Council Public Hearing and the record of the request for the following reasons: _____.