

**AGENDA OF THE PLANNING AND ZONING COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO**

Monday, January 5, 2026

Commission Meeting: 5:30 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

**CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS**

1. **CALL FOR CONFLICTS OF INTEREST**
2. **CONSENT CALENDAR *All items on the consent calendar are Action Items***
 - A. Approval of Planning & Zoning Commission Regular Meeting Minutes from December 15, 2025

DRAFT
MINUTES OF THE PLANNING AND ZONING COMMISSION MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Monday, December 15, 2025

Commission Meeting: 5:30 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER

The meeting was called to order at 5:30 PM

ROLL CALL OF COMMISSION MEMBERS

Commissioner David Erickson: Present – Acting Chair
Commissioner Tony Grano: Present
Commissioner Joel Johnson: Present - Virtual
Commissioner Chris Morris: Present
Chair Shawn Taylor: Present - Virtual
Commissioner Vince Vargas: Absent

Staff Present: Fonda Jovick – Legal Counsel, Donna Phillips – Community Development Director, Shannon Drappo – Planner (Clerk)

PLEDGE OF ALLEGIANCE was led by Commissioner Erickson

ADDITIONS OR CORRECTIONS – none were noted

1. **CALL FOR CONFLICTS OF INTEREST** – none were noted
2. **CONSENT CALENDAR** *All items on the consent calendar are Action Items*
 - A. **Approval of Planning & Zoning Commission Regular Meeting Minutes from December 1, 2025**

Motion to approve the Consent Calendar as presented. This motion, made by Commissioner Morris and seconded by Commissioner Grano, Carried.

David Erickson: Yes
Tony Grano: Yes
Joel Johnson: No (Virtual call-in was not responding)
Chris Morris: Yes
Shawn Taylor: Yes
Vince Vargas: Absent
Yes: 4, No: 1, Absent: 1

3. **PUBLIC HEARING (Public Testimony will be received for these items)**

A. **PZE-24-0133 City-Initiated Annexation of N Government Way** **ACTION ITEM**

This Annexation is for a portion of N Government Way approximately 0.9 miles or 8.2 acres, and three parcels owned by Bielec Enterprises, Inc. totaling approximately 19.6 acres. All portions of land total approximately 27.8 acres.

Commissioner Erickson abstained from hearing due to upcoming appointment to City Council and removed himself from the dais for the duration of the Public Hearing.

Commissioner Morris assumed the role of Chair for the duration of the Public Hearing.

STAFF / APPLICANT PRESENTATION

Donna Phillips, Community Development Director, presented on behalf of the City. She provided a general background of the project, including the notices sent to Agencies. With those notices Lakes Highway District stated they had asked the City to annex the portion of Government way fronting the proposed Hayden Canyon Planned Unit Development. Additionally, parcels sandwiched between N Government Way and Highway 95 were asked if they would like to participate in the annexation, as it would adhere to the same public noticing and hearing going forward with the request from the City. The owner (Paul Bielec) of three most southern parcels agreed to being annexed. Those owners with parcels further north and closer to Boekel Road chose not to participate. The parcels and area of Government Way are currently within the City's Area of City Impact (ACI) and City is the applicant. When annexation request comes forward, the Planning & Zoning Commission first reviews the request and determines if the zoning which accompanies the annexation makes sense and then recommends to City Council. Should City Council approve the annexation, it would be with that particular zone.

Ms. Phillips then stated the Staff Analysis provided to the Commission goes through the standards of approval for the Annexation request. No additional studies, plans or conditions are part of the request. Some of the standards of approval have to do with the Zone Map Amendment (ZMA). If the request is in compliance with the Future Land Use Map (FLUM) and Comprehensive Plan (CP), does it also align with the zone district's intent, as the amendment to the ZMA and Zone Text shall be consistent with the neighborhood context. The Right-of-Way (ROW) itself does not have a zone, but the three properties to the west do. As the City Council recently approved a new FLUM, this application started prior to the Plan being adopted. In this case, the [previous] FLUM shows these parcels as Commercial use, which is also reflected on the newly adopted FLUM, therefore the request complies with both versions. Uses allowed today in the Commercial Zone would include retail, service, and general office. The Goals and Policies associated with the request are found on page four of the Staff Analysis and in full within the Appendix.

The Commercial Zone includes design standards as well. Current buildings on the parcels included with the Annexation request meet the design standards today. Future development will also comply. Ms. Phillips showed pictures of N. Government Way from different viewpoints. The Atrium office building and entrance to the Hayden Canyon Charter School are on the portion of Government Way to be annexed. The intersection of Boekel Road and Government Way was also shown in the photos. She then covered the Agency notices sent and received, noting the City received comments from ten agencies. Most had no concerns. An Avigation Easement was requested by the Coeur d'Alene Airport. Lakes Highway District stated they were in support of the Annexation as

they previously requested it. North Kootenai Water & Sewer District stated they are ready to provide services to the parcels. Northern Lakes Fire Protection District (NLFPD) requests road access for future developments with specific widths for fire hydrants. The City received two public comments, both in support of the Annexation.

Staff Recommended Conditions of Approval included Bielec Enterprises to enter into an Annexation Agreement with the City, and any future development to comply with NLFPD. Granting of ROW and easements along N Government Way in accordance with City's adopted Transportation Plan and intersection improvements. At time of future development, sewer shall be extended to boundaries of property and future site plans and existing sites shall connect. An Avigation Easement shall be recorded with CDA Airport.

QUESTIONS FROM THE COMMISSION

Ms. Phillips stood for questions from the Commission. Commissioner Johnson asked if this is just for an annexation. Ms. Phillips answered it was, and Commissioner Johnson stated it sounds simple.

PUBLIC COMMENTS

None of the public in attendance were opposed or neutral to the Annexation request.

Two in attendance were in favor:

Bill Lenz: 618 N Riverside, Spokane. Representing Hayden Canyon 64, LLC, who owns the property to the east of the proposed annexed ROW. His client's project consists of multi-family development and with annexing Government Way, it provides sufficient access to the property. He believes the request meets all criteria and voices support of the Annexation. He added this annexation is a critical move to help development important to the City. The other owner and Lakes Highway District support this request and he respectfully asks for support from the Commission.

Glen Lanker: Artios, LLC 13404 N Government Way, Ste, 206. His company is working with Mr. Bielec on a proposed project on the north parcel included in the Annexation request. He looks forward to bringing the development forward to the City. The plans are part of the proposed master plan for the Hayden Canyon development and will include a health-based grocery store, sit-down restaurant and a health and wellness center. Mr. Lanker supports the Annexation request as it has been anticipated with the Hayden Canyon development. The uses proposed will comply with the Commercial zone and will provide benefits to the community and City. He would appreciate a recommendation from the Commission.

As there were no further questions from the Commission, Commissioner Morris closed the Public Hearing at 5:55 PM. He then asked the Commission if they would like to proceed with deliberations, and the Commission agreed.

DELIBERATIONS

Commissioner Grano believes the request makes sense and it all falls into place. He has no opposition to disapprove.

Commissioner Morris stated the request meets all of the conditions in the Plan and zoning complies.

Chair Taylor stated the request meets the Comprehensive Plan requirements and the standards of approval.

Motion to recommend approval of a zone designation of Commercial should the City Council approve the Annexation request of PZE-24-0133 North Government Way Annexation request, finding the request IS in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission Hearing and the record of the request. This motion, made by Chair Taylor and seconded by Commissioner Morris, Carried.

David Erickson: Abstain (With Conflict)
Tony Grano: Yes
Joel Johnson: Yes
Chris Morris: Yes
Shawn Taylor: Yes
Vince Vargas: Absent
Yes: 4, No: 0, Absent: 1, Abstain (With Conflict): 1

4. REPORTS
A. Community Development Director's Report

Ms. Phillips stated the Commission has a busy docket coming up. There is only one meeting in both January and February and both will have public hearings. She stressed the need to have all Commissioners attend in person, if possible as it is easier for the applicant and public. The meeting in January will hold the appointment of the 2026 Chair and Vice Chair positions for PZC.

5. ADJOURNMENT at 6:00 PM

Respectfully submitted,

Shannon Drappo, Planner (Clerk)

- B. Approval of Written Recommendation to City Council for PZE-24-0133, City-Initiated Annexation of Government Way

WRITTEN RECOMMENDATION

Annexation Request

PZE-24-0133 North Government Way & Bielec Enterprises

The City initiated a request to annex North Government Way from West Boekel Avenue south to approximately 675 feet north of West Lancaster Road and the three parcels owned by Bielec Enterprises to the West of North Government Way immediately north of the City limits with a zone designation of Commercial (C) was recommended by the Planning and Zoning Commission to the City Council to **APPROVE** the request.

Planning and Zoning Commission Motions on December 15, 2025: At the conclusion of the hearing, the Planning and Zoning Commission deliberated the proposal and Chair Taylor moved and Commissioner Morris seconded the motion, to recommend approval with staff recommended conditions of approval of the file PZE-24-0133 North Government Way & Bielec Enterprises Annexation request and zone designation of Commercial (C), finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission hearing and the record of the request.

FINDINGS:

Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(1): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff: Based on the applicant's proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.

HCC §11-1-7 (E)(2): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

Staff: Based on the applicant's request, staff does not believe additional conditions are necessary.

HCC §11-1-7 (E)(3): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

Staff: See Staff Analysis pages 3 & 5. Additionally, road right-of-way does not have a land use identified separate from that provided east and west of the right-of-way.

PZC Deliberations: Commissioner Morris identified the request meets conditions of the Plan. Chair Taylor stated the request meets the Comprehensive Plan requirements.

HCC §11-1-7 (E)(4): Amendment to the zoning map and zone text shall align with the zone district's purpose and intent.

Staff: See Staff Analysis pages 5.

PZC Deliberations: Commissioner Morris identified the request complies with the proposed zoning designation. Chair Taylor stated the request meets the standards of approval.

HCC §11-1-7 (E)(5): Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Staff: See Staff Analysis page 6-8.

PZC Hearing: Commissioner Johnson asked if the request was just for annexation. Ms. Phillips, Community Development Director, confirmed the request was just for annexation. Commissioner Johnson confirmed the request sounded simple.

Public Comment: Lenz, in favor, representing client who owns property to the east of the requested annexation identified the property he represents would benefit from the roadway annexation to continue his project. Additionally, he highlighted the record of the request with the property owner(s) to the west and the existing right-of-way as also being in favor of the annexation request.

Public Comment: Lanker, in favor, representing future projects that would benefit from services to be provided by the City and would benefit the community and the City as a whole.

PZC Deliberation: Commissioner Grano believes the request makes sense and it falls into place. He has no reason to disapprove.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

1. Bielec Enterprises, Inc. shall enter into an annexation agreement with the City and shall abide by the terms delineated therein.
2. At the time of either site and/or subdivision, development the applicant shall comply with the requirements from the Northern Lakes Fire District.
3. Grant of "Roadway, drainage, utility & snow storage" easement and dedication of right-of-way on N Government Way in accordance with the City's adopted transportation plan and adopted intersection improvements shall be required at the time of annexation. Nothing shall preclude the City from requiring additional future right-of-way at the time of development in accordance with the adopted transportation standards at the time.
4. At the time of future development, sewer shall be extended to the boundaries of the property according to the sewer master plan. Future site plans shall indicate how the property will be connected to municipal sewer when available and any existing or future building(s) shall be connected to municipal sewer within one (1) year of availability.

Additional Conditions at the request of Agency Comments:

5. An avigation easement shall be recorded as a condition of the annexation agreement and prior to the publication of the Annexation Ordinance as requested by the Coeur d'Alene Airport.

FINDINGS, CONCLUSIONS AND RECOMMENDATION OF APPROVAL on the _____ day of January 2026, by the City of Hayden Planning and Zoning Commission.

CITY OF HAYDEN, IDAHO

By: _____

Shawn Taylor, Chair

ATTEST:

Shannon Drappo, Clerk

3. **PUBLIC HEARING (Public Testimony will be received for these items)**
 - A. PZE-25-0110 City-Initiated Annexation of City of Hayden Owned Properties, N Ramsey Rd - **ACTION ITEM** *This public hearing is for annexation of two parcels of land currently owned by the City of Hayden into Hayden City Limits.*



To: Chair Taylor and Members of the Commission
From: Donna Phillips, Community Development Director
Date: January 2, 2026

STAFF EXECUTIVE SUMMARY

Annexation

PZE-25-0110 City Parcels on North Ramsey Road

Project Description: The City initiated an annexation of two parcels owned by the City to the West of North Ramsey Road, North of West Wyoming Avenue and immediately west of the City limits.

Location: The property is more commonly known as 11341 N Ramsey Road.

Legal Description: Parcel A: Tax #28213 [in SE] Section 10 Township 51 North Range 04 West; Parcel B: Tax #28212 [in SE] Section 10 Township 51 North Range 04 West

Applicant Representatives: City initiated

Owners: City of Hayden

Application Filed: November 20, 2025

Notice Provided:

PZC/CC

Agency: November 20, 2025

Adjacent Property Notice: December 19, 2025

Site Posting: December 19, 2025

Newspaper/Website/PSA: December 19, 2025

Hearing Date(s): PZC: January 5, 2026

PZC Recommendation: Possible motions are at the conclusion of this summary.

PZC Packet: [Annexation Flow Chart and Standards of Approval](#), Executive Summary, Public Comments received as a result of noticing for hearing, and the Staff Analysis are available through Boardbook. {All items provided here through links shall be available in the project file.}

FINDINGS:

Standards of Review and Evidence of Record (Findings) for Approval of a Zone Map Amendment

HCC §11-1-7 (E)(1): The Commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until the completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff: Based on the applicant's proposal and the existing and proposed uses, staff does not believe additional studies or plans are necessary.

HCC §11-1-7 (E)(2): The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.

Staff: Based on the applicant's request, staff does not believe additional conditions are necessary.

HCC §11-1-7 (E)(3): Amendment to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.

Staff: See Staff Analysis pages 3 & 4. Additionally, road right-of-way does not have a land use identified separate from that provided east and west of the right-of-way.

HCC §11-1-7 (E)(4): Amendment to the zoning map and zone text shall align with the zone district's purpose and intent.

Staff: See Staff Analysis pages 5.

HCC §11-1-7 (E)(5): Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Staff: See Staff Analysis page 5-8.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

1. At the time of either site and/or subdivision development the applicant shall comply with the requirements from the Northern Lakes Fire Protection District.
2. At the time of future development, future site plans shall indicate how the property will be connected to municipal sewer when available and any existing or future building(s) shall be connected to municipal sewer.

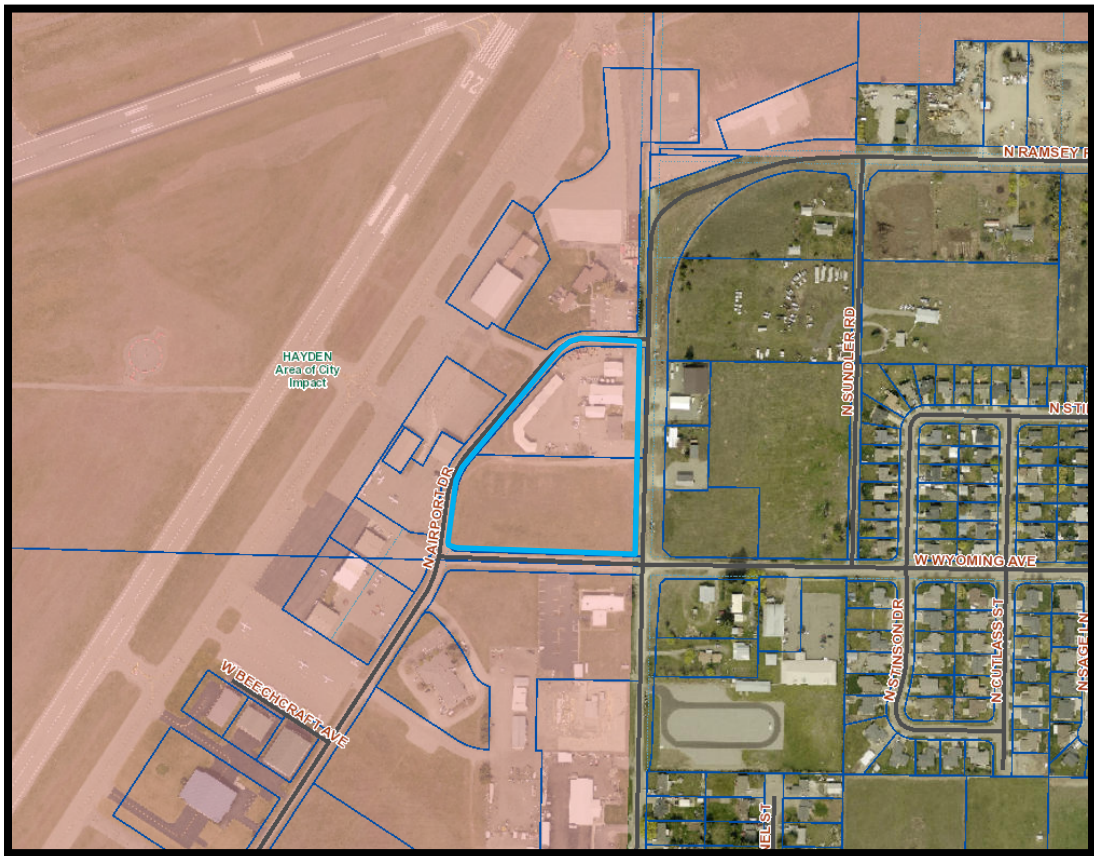
Possible Motions of the Planning and Zoning Commission:

- **Motion to Approve** – I move to recommend approval of a zone designation of Light Industrial should the City Council approve the Annexation request of PZE-25-0110 City Parcels on North Ramsey Road request with Staff Recommended Conditions of Approval, finding the request **IS** in accord with the standards of Hayden City Code, based upon testimony received at the Planning and Zoning Commission Hearing 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 recommend denial of the PZE-25-0110 City Parcels on North Ramsey Road request, finding the request is **NOT** in accord with the standards of Hayden City Code, and, based upon testimony received at the Planning and Zoning Commission Hearing and the record of the request for the following reasons: _____.



City of Hayden, North Ramsey Road
 Tax Parcel No. 51N04W-10-9900 & 51N04W-10-9800
 Owner: City of Hayden
 PZE-25-0110

BACKGROUND & SUMMARY OF REQUEST 2
 LOCATION 2
 LEGAL DESCRIPTION 2
 ANALYSIS 2
 ADDITIONAL INFORMATION 7
 STAFF RECOMMENDED CONDITIONS OF APPROVAL 9



BACKGROUND & SUMMARY OF REQUEST

The two properties shown on the previous page, more commonly known as 11341 N Ramsey Road were the home to Lakes Highway District until the highway district moved to their current location on North Pope Road. The buildings were owned by the District and the land was leased from Kootenai County.

The City entered into a Memorandum Of Understanding (MOU) to purchase the buildings from Lakes Highway District in 2022 and purchased the land from Kootenai County in 2025, in order to move and consolidate the Public Works Department. The Street Department moved from their location on East Honeysuckle Avenue directly east of Hayden City Hall and the Parks Department from their location on West Prairie Avenue at Stoddard Park.

The subject properties are currently located within the unincorporated Kootenai County and within area adjacent to the Coeur d'Alene Airport and zoned as Light Industrial. The request, should the annexation be approved, is to continue this designation and zone the property as Light Industrial (LI) in conformance with the City's Future Land Use Map. Four structures exist on the site today which are light industrial in nature: general office, equipment/maintenance sheds and barns.

The two subject properties (shown in blue on the previous page) are located within the city's Area of City Impact within what is now known as the "Exclusive Tier" additionally, the proposed annexation area is located within the proposed Area of Impact of the City. [Idaho State Statutes provided direction related to changes to the Area of City Impact to be completed by December 31, 2025, and the proposed Area of Impact shall be heard by Kootenai County on December 18, 2025]

LOCATION

The property is located directly west of North Ramsey Road and directly north of West Wyoming Avenue and is more commonly known as 11341 N Ramsey Road.

LEGAL DESCRIPTION

Parcel A: Tax #28213 [in SE] Section 10 Township 51 North Range 04 West

Parcel B: Tax #28212 [in SE] Section 10 Township 51 North Range 04 West

ANALYSIS

The analysis is organized following the standards of approval of the Hayden City Code §11-1-7(E) and Idaho Statute, which can be found in their entirety in the Appendix. Those items of the analysis, which are required of all annexations, can be found in the appendix and are made a part of this Staff Analysis. Those items, which are more site specific, shall be identified in the analysis provided here.

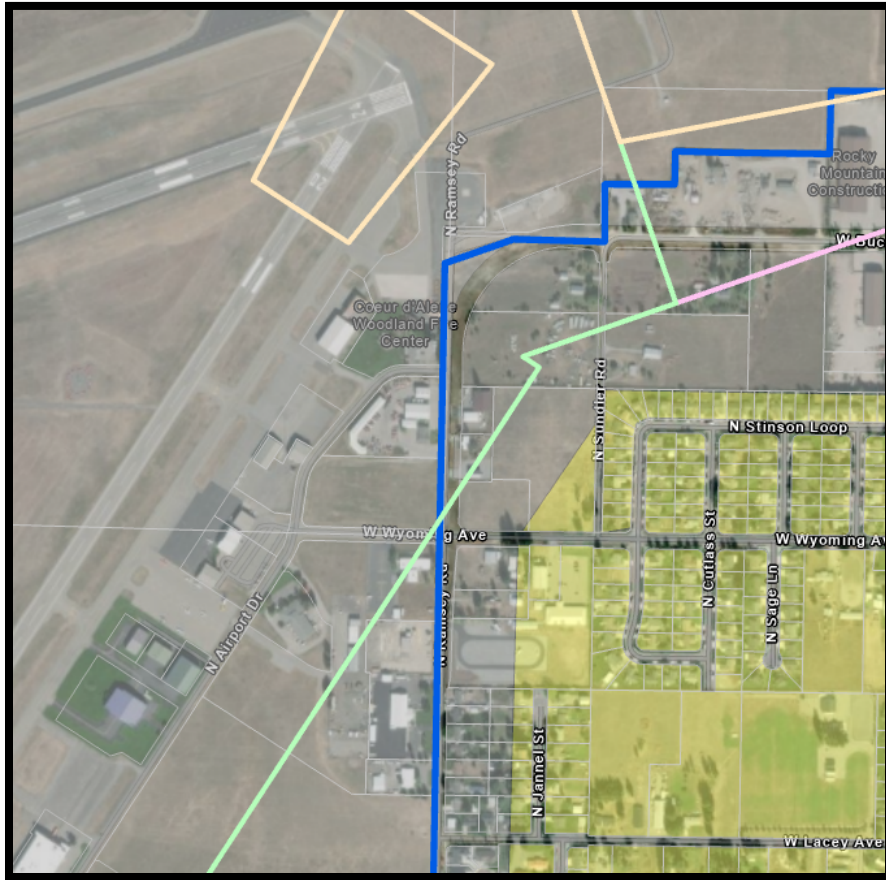
- a. The commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until completion of such studies or plans as may be necessary to determine the advisability of the proposal.

Staff does not believe that any additional studies or plans are required for this request.

- b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning Commission may recommend conditions upon rezoning for the City Council’s consideration.

Staff does not believe that any additional conditions are required for this request.

- c. Amendments to the zoning map and zone text shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.



The Future Land Use Map (FLUM) of the 2040 Hayden Comprehensive Plan (shown to the left) shows the Land Use to the west, south, north and east as Light Industrial and farther to the east as Residential.

The request is for a Light Industrial land use, which is defined within the 2045 Comprehensive Plan Update as Light industrial land uses allow most types of manufacturing and wholesale business activities that are primarily made up of light assemblage, distribution services, fabrication, manufacturing, processing and warehousing.

Additionally, as can be seen from the FLUM to the left, the property is located within the Airport Runway Protection Zone (RPZ). This area as shown is identified as the lateral safety zone and is defined in the 2019 Airport Master Plan (<https://www.kcgov.us/DocumentCenter/View/12515/2019-Master-Plan>) page 193 as having a purpose to enhance the protection of property and people on the ground and adjacent to the runway. General recommendations for land use in the Lateral Safety Zone include:

- To prohibit residential uses unless airport related
- Allow aviation uses that meet height requirements
- Avoid high intensities of non-residential land uses
- Prohibit schools, hospitals, and nursing homes.

The Vision of Hayden is that it is a well managed Idaho town that prioritizes responsible growth and mature infrastructure planning practices to provide a variety of housing options to encourage small business development, and to protect it’s nautural resources.

Hayden Comprehensive Plan Goals and Policies that could address this request are shown in the tables below and on the next page, and the complete list may be found in the Appendix.

GOALS: Goals are broad, community supported statements that express long-term aspirations based on pubic input and regional coordination. 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: Policies are clear guidelines that reflect community values and direct decision-making on land use, infrastructure, and public investment. A policy indicates a clear commitment of the Hayden City Council. A policy is an extension of the Plan’s goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond.

GOALS	
1	The City of Hayden will promote and actively participate in intergovernmental coordination efforts at the regional and at the local level.
2	While protecting and strengthening existing neighborhoods, maintain an attractive and sustainable mixture of land use zones and housing options that promote responsible development decisions.
3	Developed land will be serviced by adequate, planned environmentally sound public facilities and utilities to maintain infrastructure integrity and provide reliable service.
6	Protect, preserve and be stewards of our environment’s natural areas and resources which enhance the quality of life in the City.
7	Ensure that Ordinances and Policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.
POLICIES	
2	Development will 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; minimizing increased taxes to residents, where possible.
3	Development will be managed to provide transition between business and residential zones.
6	Hayden will evaluate development project infrastructure impact, including public facilities and utility services, on existing City resources. Infrastructure will be planned and developed to accommodate anticipated City growth.
7	Adequate infrastructure resources must support annexation decisions.
8	Concentrate primary business development in the CBD, in established industrial park developments, and along primary transportation corridors.
14	Coordinate and support local water and irrigation districts in efforts to balance growth with available water supplies and infrastructure.
17	Protect lives and property from environmental and man-made risks and hazards.

- d. Amendments to the zoning map and zone text shall align with the zone district’s purpose and intent.

To facilitate the vision of the Comprehensive Plan, each zone district has minimum site standards related to the area of the site. The design standards of the proposed zone designation (Light Industrial) as defined in Hayden City Code §11-2-3 are shown below:

	Proposed (Light Industrial)
Front Setback	20'
Side Setback	10'
Rear Setback	10'
Flanking Street Setback	15'
Maximum Height	60’*
Max Lot Coverage	NA
Minimum Lot Size	NA
Minimum Public/Private Street Frontage	30'
Accessory Dwelling Unit Allowed	No

Side and rear yard setbacks of non-residential buildings may be reduced from those identified in the table above if both the National Building Fire Code and that International Building Codes are met. *When the building is located within 300’ of a residential zoning district or is within the Airport Runway Protection Zone established in the Coeur d’Alene Master Plan, the maximum building height shall be 45’.

- e. Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.

Photos of the existing location and surrounding areas are provided below and on the next pages.



West Wyoming Avenue facing north (south extent of proposed annexation)



Intersection of West Wyoming Avenue and North Ramsey Road facing northwest



North Ramsey Road facing northwest (developed property of proposed annexation)



Intersection of North Ramsey Road and North Airport Drive facing southwest (Developed Area of proposed annexation)



North Airport Drive facing east (Developed Area of proposed annexation to the right)



North Airport Drive facing northeast (proposed annexation are to the right)

Current Property Context:

In unincorporated Kootenai County, the property is zoned as Industrial and defined as a zoning district in which the land has been found to be suitable for manufacturing and processing of all types. The uses permitted in this zone designation are attached as Exhibit A from Kootenai County Code Title 8 Article 2.9: Industrial Zone. Additionally, the Kootenai County Future Land Use Map shows this property to be identified Border – “The purpose of this designation is to allow very limited development that ensures future city expansions can be accomplished in an effective, orderly and logical fashion.” (page Appendix 60 of the KC Comprehensive Plan). The plan in its entirety can be found at <https://www.kcgov.us/DocumentCenter/View/13543/2020-Comp-Plan-Update> .

ADDITIONAL INFORMATION

Notice and Comments

In response to the request for comment,
From Agencies:

1. On November 20, 2025, Avondale Irrigation District responded with “no comments”.
2. On November 20, 2025, Kootenai Electric Cooperative responded with “no comment”.
3. On November 20, 2025, Hayden Area Regional Sewer Board responded with “no comment”.
4. On November 20, 2025, Hayden Lake Irrigation District responded with “no concerns or comments”.
5. On November 21, 2025, Kootenai County Community Development responded with “no comments or concerns”.
6. On November 20, 2025, Kootenai County Sheriff’s Office responded, “does not have any concerns at this time”.
7. On November 24, 2025, Northern Lakes Fire Protection District responded with requirements for fire hydrants, minimum driving surfaces, future development plans review and construction, current Idaho Fire Code requirements and review fees.

8. On December 1, 2025, the Idaho Department of Water Resources responded with “no comment”.
9. On December 5, 2025, the Idaho Fish and Game responded, “does not have any comments to submit for this proposal”.

From the public:

The Adjacent Property Owner 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 within the record of the Planning and Zoning Commission public hearing.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

1. At the time of either site and/or subdivision development the applicant shall comply with the requirements from the Northern Lakes Fire Protection District.
2. At the time of future development, future site plans shall indicate how the property will be connected to municipal sewer when available and any existing or future building(s) shall be connected to municipal sewer.

Appendix

APPENDIX ANNEXATION REQUEST

STANDARDS FOR ANNEXATION APPROVAL.....	1
POTABLE WATER AND FIRE-FLOW:.....	11
SEWER - CITY AND HARSB:	11
STORMWATER:.....	12
STREETS, PEDESTRIAN PATHS, AND RIGHT-OF-WAYS:	12
EROSION CONTROLS AND GEO-HAZARD STABILIZATION:.....	12
GAS, POWER, TELECOMMUNICATIONS, MAILBOXES	12
DRIVEWAY LOCATIONS.....	13
COMPREHENSIVE PLAN GOALS and POLICIES:	13

STANDARDS FOR ANNEXATION APPROVAL

Idaho State Law

As per Idaho Code §50-222 Annexation by Cities.

50-222. Annexation by cities.

(1) Legislative intent. It is the intent of the legislature to honor the right of private landowners to have a voice in their own governance, to minimize conflict between citizens and municipalities, to provide a mechanism for the orderly development of Idaho cities, including the efficient and economically viable provision of tax-supported and fee-supported municipal services, to enable the orderly development of private lands that benefit from cost-effective availability of municipal services in urbanizing areas, and to equitably allocate the costs of public services in managing development on the urban fringe.

(2) Definitions. For purposes of this section:

(a) "Consent" means a written document executed by the landowner or the landowner's authorized agent explicitly agreeing to annexation. Written consent to annex lands must be recorded in the county recorder's office to be binding upon subsequent purchasers, heirs, or assigns of lands addressed in the consent.

(b) "Contiguous" means sharing a common border. For the purpose of this section, land is not contiguous if the only common border is along a shoestring connection.

(c) "Implied consent" means that valid consent to annex is implied for the area of all lands connected to a water or wastewater collection system owned and operated in its entirety by the city if the connection was requested in writing by the owner or the owner's authorized agent prior to July 1, 2024, or if the connection was completed before July 1, 2008.

(d) "Landowner" means a person owning real property in the area proposed for annexation.

(e) "Planning and zoning commission" means the entity performing planning and zoning duties for the city, which may be the city council itself, a planning commission, a zoning commission, or a planning and zoning commission.

(f) "Subject land" means an area proposed for annexation by a city pursuant to this section.

(3) Requirements. Except as provided in subsection (5) of this section, no city of this state shall annex land unless and until the following requirements are met:

(a) The subject land is contiguous to or surrounded by the city, except as provided in subsections (7), (9), or (11) of this section;

(b) The city notifies each landowner and the board of county commissioners of its intent to annex the subject land. Such notification shall:

(i) Include a summary of the annexation plan;

(ii) Advise landowners of their right to give or withhold consent;

(iii) Include a description of how consent can be made, where it should be filed, and the deadline for such filing, which shall be no later than forty-five (45) days after the date of notification;

(iv) Include information about where the entire record of the proposed annexation may be reviewed; and

(v) Include a legal description of the subject land and a simple map depicting the location of the subject land;

(c) The city publishes notice of its intent to annex the subject land. In providing notice, the city shall comply with the notice and hearing procedures governing a zoning district boundary change as set forth in [chapter 65, title 67](#), Idaho Code, unless otherwise provided in this section, on the question of whether the subject land should be annexed and, if annexed, the zoning designation to be applied to the subject land. The initial notice of public hearing concerning the question of annexation and zoning shall be published in the official newspaper of the city and mailed by first class mail to every landowner of property included in the annexation proposal at least twenty-eight (28) days prior to the initial public hearing. All public hearing notices shall establish a time and procedure by which comments concerning the proposed annexation may be received in writing and heard;

(d) The city council adopts a written annexation plan;

(e) Subsequent to publishing notice of intent and a written annexation plan, the city council and the planning and zoning commission each holds a public hearing on the proposed annexation, pursuant to section [67-6525](#), Idaho Code, at which landowners and city residents are afforded an opportunity to testify for or against annexation. Provided, however, if a city performs its own planning and zoning functions without a commission, the two (2) public hearings required by this paragraph may be combined into one (1) public hearing, but in such case, the notice to landowners required by paragraph (c) of this subsection must be mailed at least forty-five (45) days prior to the public hearing; and

(f) Landowners representing sixty percent (60%) of the parcels and at least fifty percent (50%) of the area proposed for annexation give voluntary consent as defined in subsection (2) of this section and record such consent with the county recorder's office for the county in which the property is located.

- (4) Written annexation plan. The written annexation plan required by subsection (3) of this section shall describe:
- (a) The manner of providing tax-supported municipal services to the subject land;
 - (b) The changes in taxation and other costs that would result if the subject land were to be annexed;
 - (c) The means of providing fee-supported municipal services, if any, to the subject land;
 - (d) An analysis of the potential effects of annexation on other units of local government that currently provide tax-supported or fee-supported services to the subject land;
 - (e) The proposed future land use plan and zoning designation or designations, subject to public hearing, for the subject land; and
 - (f) A statement of the public purposes that would benefit from annexation.
- (5) Exceptions.
- (a) Annexation with consent. In the case of a prospective annexation where all landowners of the subject property have requested annexation or where consent has been given by the landowner or landowners of a contiguous parcel or parcels or where implied consent has been given, the provisions of subsections (3) and (4) of this section shall not apply. In such a case, the subject land may extend beyond the city area of impact if the land is contiguous to the city and the comprehensive plan includes the area of annexation. Lands need not be contiguous to the city limits at the time a landowner consents to annexation for the property to be subject to a valid consent to annex, but no annexation of lands may occur, regardless of consent, until such land becomes contiguous to the city. Upon determining that a proposed annexation meets the requirements of this subsection, a city may initiate the planning and zoning procedures set forth in [chapter 65, title 67](#), Idaho Code, to establish the comprehensive planning policies, where necessary, and zoning classification of the lands to be annexed.
 - (b) Enclaves. The provisions of subsections (3) and (4) of this section shall not apply to the annexation of any residential enclaved lands of thirty (30) or fewer privately owned parcels that are surrounded on all sides by lands within a city or lands that cannot legally or physically be annexed.
- (6) Ordinance. If all requirements provided in subsection (3) or (5) of this section are satisfied and the city agrees to the annexation, then the city council shall enact an annexation ordinance.
- (7) Highways. In any annexation proceeding, all portions of highways lying wholly or partly in the subject area shall be included in the area annexed unless there is an express agreement otherwise between the city and the governing board of the highway agency providing road maintenance at the time of annexation. Provided, however, no city council may annex property if the property will be connected to the city only by a shoestring connection or strip of land comprising the highway's right-of-way in order to establish contiguity.
- (8) Fairgrounds. Property that is used as a fairground pursuant to the provisions of [chapter 8, title 31](#), Idaho Code, or [chapter 2, title 22](#), Idaho Code, shall not be annexed unless the annexation is approved by a majority of the board of county commissioners of the county in which the property lies.
- (9) Airports. A city may annex land that is not contiguous to the city itself if such land is occupied by a municipally owned or operated airport or landing field. A city may not annex any land contiguous to the airport or landing field unless the land may otherwise be annexed pursuant to this section.

(10) Recreational areas. Property owned by a nongovernmental entity that is used to provide outdoor recreational activities to the public and that has been designated as a planned unit development of fifty (50) acres or more and does not require or utilize any city services must have the express written permission of the nongovernmental entity owner to be annexed by a city.

(11) Railroad rights-of-way. A railroad right-of-way property may be annexed pursuant to this section only when property within the city adjoins or will adjoin both sides of the right-of-way. Provided, however, no city council may annex property if the property will be connected to the city only by a shoestring connection or strip of land comprising the railroad right-of-way.

(12) Agricultural or forest lands. In addition to the requirements set forth in this section, the following lands may not be annexed without the express written permission of the landowner:

(a) Land, if five (5) acres or greater, actively devoted to agriculture as defined in section [63-604\(1\)](#), Idaho Code, regardless of whether such land is surrounded or bounded on all sides by lands within the city; and

(b) Land, if five (5) acres or greater, actively devoted to forest land as defined in section [63-1701](#), Idaho Code, regardless of whether such land is surrounded or bounded on all sides by lands within the city.

(13) Judicial review. In the case of a city-initiated annexation, the decision of a city council to annex and zone land shall be subject to judicial review in accordance with the procedures provided in [chapter 52, title 67](#), Idaho Code, and pursuant to the standards set forth in section [67-5279](#), Idaho Code. An appeal shall be filed by an affected person in the appropriate district court no later than twenty-eight (28) days after the date of publication of the annexation ordinance and shall be heard by the district court at the earliest practicable time. All cases in which there may arise a question of the validity of any city-initiated annexation under this section shall be advanced as a matter of immediate public interest and concern and shall be heard by the district court at the earliest practicable time.

(14) This section applies to annexations occurring on and after July 1, 2024. It does not invalidate or affect consent, including implied consent, obtained or annexations undertaken lawfully according to the laws in effect at the time of such consent or annexations.

Idaho Code §67-6509. Recommendation and Adoption, Amendment, and Repeal of the Plan

67-6509. Recommendation and adoption, amendment, and repeal of the plan.

(1) The planning or planning and zoning commission, prior to recommending the plan, amendment, or repeal of the plan to the governing board, shall conduct at least one (1) public hearing in which interested persons shall have an opportunity to be heard. At least fifteen (15) days prior to the hearing, notice of the time and place and a summary of the plan to be discussed shall be published in the official newspaper or paper of general circulation within the jurisdiction. The commission shall also make available a notice to other papers, radio, and television stations serving the jurisdiction for use as a public service announcement. Notice of intent to adopt, repeal, or amend the plan shall be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing

scheduled by the commission. Following the commission hearing, if the commission recommends a material change to the proposed amendment to the plan that was considered at the hearing, it shall give notice of its proposed recommendation and conduct another public hearing concerning the matter if the governing board will not conduct a subsequent public hearing concerning the proposed amendment. If the governing board will conduct a subsequent public hearing, notice of the planning and zoning commission recommendation shall be included in the notice of public hearing provided by the governing board. A record of the hearings, findings made, and actions taken by the commission shall be maintained by the city or county.

(2) The governing board, as provided by local ordinance, prior to adoption, amendment, or repeal of the plan, may conduct at least one (1) public hearing, in addition to the public hearing or hearings conducted by the commission, using the same notice and hearing procedures as the commission. The governing board shall not hold a public hearing, give notice of a proposed hearing, nor take action upon the plan, amendments, or repeal until recommendations have been received from the commission.

(3) No plan shall be effective unless adopted by resolution by the governing board. A resolution enacting or amending a plan or part of a plan may be adopted, amended, or repealed by definitive reference to the specific plan document. A copy of the adopted or amended plan shall accompany each adopting resolution and shall be kept on file with the city clerk or county clerk.

(4) Any person may petition the commission or, in absence of a commission, the governing board for a plan amendment at any time, unless the governing board has established by resolution a minimum interval between consideration of requests to amend, which interval shall not exceed six (6) months. The commission may recommend amendments to the comprehensive plan and to other ordinances authorized by this chapter to the governing board at any time.

As per Idaho Code §67-6511. Zoning Ordinance.

67-6511. Zoning ordinance.

(1) Each governing board shall, by ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided under section [67-6509](#), Idaho Code, establish within its jurisdiction one (1) or more zones or zoning districts where appropriate. The zoning districts shall be in accordance with the policies set forth in the adopted comprehensive plan.

(a) Within a zoning district, the governing board shall where appropriate establish standards to regulate and restrict the height, number of stories, size, construction, reconstruction, alteration, repair or use of buildings and structures; percentage of lot occupancy, size of courts, yards, and open spaces; density of population; and the location and use of buildings and structures. All standards shall be uniform for each class or kind of buildings throughout each district, but the standards in one (1) district may differ from those in another district.

(b) Within an overlay zoning district, the governing board shall establish clear and objective standards for the overlay zoning district while ensuring that application of such standards does not constitute a regulatory taking pursuant to Idaho or federal law.

(2) Ordinances establishing zoning districts shall be amended as follows:

(a) Requests for an amendment to the zoning ordinance shall be submitted to the zoning or planning and zoning commission, which shall evaluate the request to determine the extent and nature of the amendment requested. Particular consideration shall be given to

the effects of any proposed zone change upon the delivery of services by any political subdivision providing public services, including school districts, within the planning jurisdiction. An amendment of a zoning ordinance applicable to an owner's lands or approval of conditional rezoning or denial of a request for rezoning may be subject to the regulatory taking analysis provided for by section [67-8003](#), Idaho Code, consistent with the requirements established thereby.

(b) After considering the comprehensive plan and other evidence gathered through the public hearing process, the zoning or planning and zoning commission may recommend and the governing board may adopt or reject an ordinance amendment pursuant to the notice and hearing procedures provided in section [67-6509](#), Idaho Code, provided that in the case of a zoning district boundary change, and notwithstanding jurisdictional boundaries, additional notice shall be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered, and any additional area that may be impacted by the proposed change as determined by the commission. Notice shall also be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section [62-1104](#), Idaho Code. Notice shall also be posted on the premises no less than one (1) week prior to the hearing. When notice is required to two hundred (200) or more property owners or purchasers of record, alternate forms of procedures that would provide adequate notice may be provided by local ordinance in lieu of posted or mailed notice. In the absence of a locally adopted alternative notice procedure, sufficient notice shall be deemed to have been provided if the city or county provides notice through a display advertisement at least four (4) inches by two (2) columns in size in the official newspaper of the city or county at least fifteen (15) days prior to the hearing date, in addition to site posting on all external boundaries of the site. Any property owner entitled to specific notice pursuant to the provisions of this subsection shall have a right to participate in public hearings before a planning commission, planning and zoning commission or governing board subject to applicable procedures.

(c) The governing board shall analyze proposed changes to zoning ordinances to ensure that they are not in conflict with the policies of the adopted comprehensive plan. If the request is found by the governing board to be in conflict with the adopted plan, or would result in demonstrable adverse impacts upon the delivery of services by any political subdivision providing public services, including school districts, within the planning jurisdiction, the governing board may require the request to be submitted to the planning or planning and zoning commission or, in absence of a commission, the governing board may consider an amendment to the comprehensive plan pursuant to the notice and hearing procedures provided in section [67-6509](#), Idaho Code. After the plan has been amended, the zoning ordinance may then be considered for amendment pursuant to paragraph (b) of this subsection.

(d) If a governing board adopts a zoning classification pursuant to a request by a property owner based upon a valid, existing comprehensive plan and zoning ordinance, the governing board shall not subsequently reverse its action or otherwise change the zoning classification of said property without the consent in writing of the current

property owner for a period of four (4) years from the date the governing board adopted said individual property owner's request for a zoning classification change. If the governing body does reverse its action or otherwise change the zoning classification of said property during the above four (4) year period without the current property owner's consent in writing, the current property owner shall have standing in a court of competent jurisdiction to enforce the provisions of this section.

HAYDEN CITY CODE

As per Hayden City Code §1-7 Annexation Procedures

1-7-3: APPLICATION:

Any person desiring to request annexation of lands within his or her ownership may initiate the annexation consideration process by submitting a completed annexation request form to the Hayden Community and Economic Development Department accompanied by the filing fee established by resolution of the City Council. Upon receipt of such completed form, a report will be submitted to the Mayor and the City Council for deliberation concerning the desirability of considering annexation of the requested lands. Upon receipt of such report, the City Council, in consultation with City staff, shall decide whether it wishes to further consider annexation of the requested lands or not. In the course of such consideration, the City Council may determine what analysis and study it would require to properly evaluate the consequences and effects of the proposed annexation. The City Council may, if it wishes to further consider the matter, establish the necessary prepaid annexation processing fee to be remitted by the requester if he desires to proceed with the request. Such prepaid fees may include a standard administrative fee (reasonably related to the administrative costs of processing an annexation request, including staff and legal expense) established by resolution of the City Council, in addition to any study based fees established after City Council consideration of the specific annexation request. (Ord. 578, 1-9-2018)

1-7-4: PRE-ANNEXATION STUDIES:

The City Council may require the completion of relevant studies before allowing an annexation proposal to go forward to the Planning and Zoning Commission or City Council for initial public hearing. Any studies required by the City Council as a prerequisite to consideration of an annexation request shall be conducted by City staff or by a consultant chosen and engaged by the City. The estimated costs of such studies shall be prepaid by the annexation applicant before the studies are undertaken. Any consultant engaged to perform specified tasks in the course of evaluating the consequences of a possible annexation shall serve the City of Hayden as its client, not the parties requesting annexation. Any such studies shall be conducted in accordance with direction from the City to determine the anticipated consequences of the proposed annexation. Such studies shall become public documents upon their completion and shall be made available to the applicant and other interested parties prior to the conduct of any public hearings. (Ord. 304, 11-27-2001)

1-7-5: ANNEXATION PROCEDURE:

- A. Upon completion of the required pre-annexation studies and submittal of an application in that form developed by the City with payment of fees pursuant to the

City's fee schedule, the Community and Economic Development Director or his/her designee shall schedule any authorized annexation proposal for a public hearing before the Planning and Zoning Commission as soon as such request may be accommodated by the commission schedule. No such hearing shall be scheduled until the required pre-annexation studies have been received, unless the City Council waives such requirement. The legal purpose of such public hearing shall be to receive public comment and to formulate a recommendation to the City Council regarding proper zoning or land use regulations for the lands in question. At the conclusion of its deliberations, the Planning and Zoning Commission shall submit a recommendation to the City Council regarding potential zoning of the lands under consideration for annexation and the advisability of annexation of the subject lands in light of provisions of the Comprehensive Plan or other planning considerations. Such recommendations shall include the rationale employed and facts relied upon by the commission in reaching its recommendation.

All parcels of land to be considered for annexation shall have a contiguous boundary attachment to the existing incorporated area. The City Council shall not have the power to declare land a part of the City if it will be connected to the City only by a shoestring or strip of land which comprises a railroad or highway right-of-way.

All portions of highways lying wholly or partially within an area to be annexed shall be included within the area annexed unless expressly agreed between the City and the Governing Board of the highway agency providing road maintenance at the time of annexation.

For purposes of this chapter, highways are as defined by Idaho Code 40-109.5, highways and bridges, definitions.

- B. Upon receipt of the Planning and Zoning Commission recommendation, the City Council may schedule a public hearing to consider zoning of the lands for which annexation has been requested. The City Council may also require additional information from the applicant or others or may require such additional studies as it deems necessary to properly consider the annexation request. The costs of any such additional studies shall be prepaid by the annexation applicant. No public hearing may be scheduled before the City Council until all such expenses have been paid or until the required study results have been received unless expressly authorized by the City Council. The public hearing concerning zoning in anticipation of annexation shall be conducted as a legislative public hearing.
- C. Upon completion of the public hearing concerning zoning, and after considering such other information as it chooses to rely upon, the City Council may decide to enact an ordinance annexing the subject lands, or any parts thereof, and establish the zoning designation therefor. All fees and expenses required to be paid must have been received and an annexation agreement must have been executed and performed to the extent required by the City Council prior to passage of the annexation ordinance.

- D. All annexation applications shall follow and be processed pursuant to the requirements of Idaho Code 50-222, Annexation by Cities. Annexation applications shall be required to be accompanied by a request for a zoning designation which shall follow the public hearing procedures of Idaho Code 67-6509, as directed by Idaho Code 67-6511, Recommendation and Adoption, Amendment and Repeal of the Plan. (Ord. 578, 1-9-2018)

As per Hayden City Code §11-1-7(E) Amendment Procedures:

1. Agency and Public Notice: Once the City staff has reviewed the application and the staff has determined that the application is complete and that sufficient information regarding the proposal can be provided, notice will be provided to involved public agencies, as identified by the City. This notice shall allow 14 days for agency comment and the results of the agency comment shall accompany and be incorporated in summary in the staff report. At least 15 days prior to the hearing notice of the amendment, shall be published in the official newspaper of the City of Hayden, and additional notice by first class mail shall be provided to property owners and purchasers within 300', excluding streets and alleys, of the external boundaries of the land being considered; and any additional area that may be impacted by the proposed change as determined by the Council. When notice is required to 200 or more property owners or purchasers of record, notice may be given through a display advertisement at least four inches by two columns in size in the official newspaper of the City at least 15 days prior to the hearing date, in addition to site posting on all external boundaries of the site, in lieu of mailed notice.
2. Planning and Zoning Commission Public Hearing: At, or prior to, the public hearing, the City staff will provide a report to the Planning and Zoning Commission.
3. Planning and Zoning Commission Recommendation: After the Planning and Zoning Commission has reviewed the amendment at the public hearing, the commission shall forward a written recommendation to the City Council. The commission shall recommend approval or disapproval of the amendment as soon as practicable.
4. City Council Public Hearing: No additional agency notice shall be required in advance of this public hearing, unless the Planning and Zoning Commission Recommendation consists of a material change from what was requested. All other noticing requirements shall follow those identified in 11-1-7(E) (1). At, or prior to, the public hearing, the City staff will provide a report to the City Council.
5. City Council Decision: Upon receipt of the Written Recommendation from Planning and Zoning Commission, and public hearing notice, the amendment request will be placed on the next available City Council agenda. The City Council, upon receipt of the recommendations from the Planning and Zoning Commission, and after opportunity to review the file and minutes from the Planning and Zoning Commission's public hearing, and after receiving testimony at a public hearing with the City Council shall act upon the request.
 - a. The City Council prior to adopting, revising, or rejecting the amendment to the zoning ordinance or map, and having made no material change from what was presented at the Planning and Zoning Commission and/or City Council public hearing, shall make a decision.
 - b. Upon granting or denying an application to amend the text of the zoning ordinance or the zoning map, the City Council shall specify in writing:

- (1) The ordinance and standards used in evaluating the application;
 - (2) The reasons for approval or denial; and
 - (3) The actions, if any, that the applicant could take to obtain a permit.
- c. In the event that City Council shall approve an amendment, such an amendment shall thereafter be made a part of this title upon the preparation and passage of an ordinance and the City zoning map duly amended as identified by the decision.
6. Additional Public Hearing: Following the City Council's public hearing, if the City Council makes a material change from what was presented at the public hearing(s), further notice and an additional public hearing shall be provided before the City Council makes a final decision.
7. Standards of Approval: If the request meets the following standards of approval, the City Council may adopt the ordinance amendment:
 - a. The commission shall consider the existing zoning district or regulations, and may recommend approval, conditional approval, modification, or denial of the proposal or the commission may defer action until completion of such studies or plans as may be necessary to determine the advisability of the proposal.
 - b. The City Council may impose conditions upon rezoning where such conditions are required to ensure that proposed uses of the area are consistent with community needs and its public health, safety, and general welfare. The Planning and Zoning Commission may recommend conditions upon rezoning for the City Council's consideration.
 - c. Amendments to the zone map and zone text shall be in accordance with the future land use map and the goals and policies found in the Hayden Comprehensive Plan.
 - d. Amendments to the zone map and zone text shall align with the zone district's purpose and intent.
 - e. Amendment to the zone map and zone text shall be consistent with the neighborhood contexts.
8. Amendment to Comprehensive Plan: If the request is not in accordance with the adopted comprehensive plan, the City Council may adopt or reject an amendment to the comprehensive plan under the notice and hearing procedures provided in section 67-6509, Idaho Code. After the comprehensive plan has been amended as hereinafter provided for, the City Council shall hold a public hearing and make a decision on the proposed zoning amendment. (Ord. 619, 4-13-2021, amend Ord 631, 5-10-2022; Ord 645, 3-23-2023)

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

POTABLE WATER AND FIRE-FLOW:

Will serve letters are not a requirement of the annexation submittal unless requested by the City Council as an additional condition. Will serve letters are required by Hayden City Code §12-3-4(A) (10) as part of a subdivision request. 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 for a subdivision.

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. Public sewer shall be located within roadways within public rights-of-way or private tracts as appropriate. Revisions to the overall layout may be required where sewer is shown to be running in locations which are not within the locations identified above.

Ability to Provide Sewer Service:

The City issues 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. A traffic study may be required as a condition of an annexation request by the City Council.

Addressing Requirements, Street Design Requirements, Street Lighting, Signage and Landscaping, Driveway locations shall all be reviewed at the time of a development proposal in accordance with the City Code, standards, and policies.

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 11 & 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, in accordance with the adopted Access Management Policies, and the standard detail of ST-013. Particular attention will be paid to those lots at intersections to avoid conflict with required traffic flows; and to those driveway locations which may conflict with existing and proposed infrastructures. All lots shall be accessed from an internal street.

COMPREHENSIVE PLAN GOALS and POLICIES:

The Vision of the City of Hayden is as follows:

Hayden is a well-managed Idaho town that prioritizes responsible growth and mature infrastructure planning practices to provide a variety of housing options, to encourage small business development, and to protect its natural resources.

Goals are broad, community-supported statements that express long-term aspirations based on public input and regional coordination. 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 are clear guidelines that reflect community values and direct decision-making on land use, infrastructure, and public investment. A policy indicates a clear commitment of the Hayden City Council. A policy is an extension of the Plan’s goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond.

Table 2-1 Elements of the Comprehensive Plan identified in the Goals and Policies	
Abbreviation	Chapter Listing
LU	Land Use – Chapter 4
NR	Natural Resources – Chapter 6
HA	Hazardous Areas – Chapter 6
PR	Parks and Recreation – Chapter 9
T	Transportation – Chapter 7
PF	Public Facilities – Chapter 10
U	Utilities & Infrastructure – Chapter 10
H	Housing – Chapter 5
CD	Community Design – Chapter 11
I	Implementation – Chapter 2 & Appendix
ED	Economic Development – Chapter 8
CBD	Central Business District – Chapter 4, 8 & 11

Table 2-2: Goals

No.	Goal	Policy Reference	Impl. Reference
1	The City of Hayden will promote and actively participate in intergovernmental coordination efforts at the regional and at the local level.	1	LU; H; NR; HA; ED; PR; U; PF
2	While protecting and strengthening existing neighborhoods, maintain an attractive and sustainable mixture of land use zones and housing options that promote responsible development decisions. All development will consider and implement adequate parks and open leisure space for each neighborhood. Parks and leisure space will provide a variety of recreational opportunities and complement their associated neighborhood.	2, 3, 4, 5, 6, 9, 17	LU; H; PR; CD
3	Developed land will be serviced by adequate, planned, environmentally-sound public facilities and utilities to maintain infrastructure integrity and provide reliable service. Ensure infrastructure development costs are shared equitably. Hayden will prioritize developing land inside the City’s borders before seeking adjacent land annexation.	6, 7, 9	PF; U; CD; LU; HA; NR
4	Solidify a Central Business District that encourages and supports locally owned businesses and provides Hayden citizens employment opportunities. Augment the Central Business District by maintaining commercial uses along Hayden’s primary transportation corridors.	8, 9, 10, 11	LU; CD; ED; T
5	Promote neighborhood pedestrian and non-motorized interconnectivity between neighborhoods and throughout the Central Business District. Encourage Neighborhood Nodes that reduce traffic and increase community engagement.	12, 13, 14	T; LU; CD; ED
6	Protect, preserve and be stewards of our environment’s natural areas and resources which enhance the quality of life in the City.	15, 16	NR; HA; PR
7	Ensure that Ordinances and Policies do not violate private property rights, adversely impact property values or create unnecessary limitations on land use.	2, 17	LU; ED

Table 2-3: Policies

No.	Policy	Goal Reference	Impl. Reference
1	Hayden will coordinate with adjacent County and City leadership, regional quasi-governmental and other public agencies as required to provide compatible services, protect natural resources including the water and park systems, and promote regional transportation solutions.	1	LU; NR; HA; ED; PF; U; T
2	Development will 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; minimizing increased taxes to residents, where possible.	2, 7	LU; ED; T; PF; PR; NR
3	Development will be managed to provide transition between business and residential zones.	2	CD; ED; LU
4	A variety of cohesive housing options will be encouraged when considering “infill” projects.	2	H; LU; ED; CD
5	Parks, leisure or natural space will be incorporated into all future housing development projects. Working with the private sector, usable open space projects will be funded and prioritized ahead of housing, where existing adjacent development has not provided neighborhood recreational development.	2	PR; NR; H; LU
6	Hayden will evaluate development project infrastructure impact, including public facilities and utility services, on existing City resources. Infrastructure will be planned and developed to accommodate anticipated City growth.	2,3	PF; U; ED; CD
7	Adequate infrastructure resources must support annexation decisions.	3	LU; PF; U; ED; CD
8	Concentrate primary business development in the Central Business District, in established industrial park developments, and along primary transportation corridors.	2, 4	LU; ED; CD; T
9	Higher density housing options will be encouraged along primary transportation	2, 3	H; LU; T; CD

No.	Policy	Goal Reference	Impl. Reference
	corridors, where development doesn't interfere with established neighborhoods.		
10	Prioritize business development in the Central Business District that creates jobs and generates property tax revenue.	4	ED; LU; CD
11	Encourage small-scale retail and service businesses that support the City and attract a live, work, play lifestyle for the citizens.	4	ED; LU; CD
12	Establish non-vehicular pathways that promote access to neighborhood parks and node-location retail businesses.	2, 5	T; LU; PR; ED; CD
13	Provide ample parking that encourages foot travel among Central Business District located businesses.	5	T; ED; CD
14	Create neighborhood-appropriate retail and service nodes that reduce traffic and promote pedestrian or non-vehicular travel.	5	CD; ED; T; LU
15	Land use decisions will identify setbacks and infrastructure that protect identified natural resources and environmentally sensitive areas. Land use decisions will also consider the preservation of historical structures.	6	LU; U; PF; T; NR; HA; PR
16	An environmental impact analysis will be completed ahead of implementing projects that compromise previously undeveloped acreage, natural resources and environmentally sensitive areas.	6	NR; HA
17	Protect lives and property from environmental and man-made risks and hazards.	3, 7	LU; NR; HA

Public Agency Comments

Deborah Shaver

From: Bob Chandler <bobchandlercda@gmail.com>
Sent: Thursday, November 20, 2025 2:56 PM
To: Planning
Subject: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

Categories: Deborah

No comments.

Thanks,
B.

Bob Chandler | District Manager
Avondale Irrigation District

PO Box 81, Hayden, ID 83835
P (208) 772-5657 | M (208) 691-3428

Deborah Shaver

From: Jessie Holderman <JHolderman@kec.com>
Sent: Thursday, November 20, 2025 2:18 PM
To: Planning
Cc: Jeremy Hofer
Subject: FW: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

Categories: Deborah

Some people who received this message don't often get email from jholderman@kec.com. [Learn why this is important](#)

Good afternoon,

Kootenai Electric Cooperative has no comment regarding this Annexation.

Thank You,

Jessie Holderman | Field Engineering Manager

Kootenai Electric Cooperative | 9014 W. Lancaster Road | Rathdrum, ID 83858
TEL [208-292-3232](tel:208-292-3232) | WEB kec.com | OFFICE HOURS Monday - Thursday 6:00 a.m. - 4:30 p.m.



From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Thursday, November 20, 2025 1:38 PM
To: Jessie Holderman <JHolderman@kec.com>
Subject: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links or opening attachments.

Secured by Avanan

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of 2 parcels on N Ramsey Road. Comments should be emailed to planning@haydenid.gov no later than December 19, 2025, to be included in the Staff Analysis. Should you not have comments, an email stating so is much appreciated. You can also direct any questions to that email address. Thank you for your time. Have a great day!

Sincerely,

Shannon Drappo

Deborah Shaver

From: Ken <kwind@Harsb.org>
Sent: Thursday, November 20, 2025 5:16 PM
To: Planning
Cc: Steph Oliver
Subject: PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

Categories: Deborah

Hello Planning Department,

The Hayden Area Regional Sewer Board has no comment to PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels.

Thanks
Ken Windram
Hayden Area Regional Sewer Board
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

From: Branden Rose <branden@haydenirrigation.com>
Sent: Thursday, November 20, 2025 4:50 PM
To: Planning
Subject: PZE-25-0110

Categories: Deborah

Thank you, but the district does not service these parcels. We have no concerns or comments.

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.

Deborah Shaver

From: David Callahan <dcallahan@kcgov.us>
Sent: Friday, November 21, 2025 10:16 AM
To: Planning
Subject: FW: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels
Attachments: PZE-25-0110 Agency Notice - Ramsey Properties Annexation.pdf

Categories: Deborah

Thank you for the opportunity to review. We have no comments or concerns.

David Callahan, AICP
Director



Kootenai County
Community Development

451 N Government Way • P.O. Box 9000
Coeur d'Alene, Idaho 83816-9000

Phone: 208 446 1082 • Email: dcallahan@kcgov.us
Mobile: 208 660 3029

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Thursday, November 20, 2025 1:38 PM
To: David Callahan <dcallahan@kcgov.us>
Subject: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of 2 parcels on N Ramsey Road. Comments should be emailed to planning@haydenid.gov no later than December 19, 2025, to be included in the Staff Analysis. Should you not have comments, an email stating so is much appreciated. You can also direct any questions to that email address. Thank you for your time. Have a great day!

Sincerely,

Shannon Drappo

Planner

Deborah Shaver

From: Andrew Deak <adeak@kcgov.us>
Sent: Thursday, November 20, 2025 4:21 PM
To: Planning
Subject: Re: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

Categories: Deborah

There are no concerns at this time from the sheriff's office regarding PZE- 25-0110, City-Initiated Annexation, Ramsey Road Parcels

Respectfully,

Capt. Andy Deak
KCSO
208-446-1300

Get [Outlook for iOS](#)

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Thursday, November 20, 2025 1:38:18 PM
To: Andrew Deak <adeak@kcgov.us>
Subject: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of 2 parcels on N Ramsey Road. Comments should be emailed to planning@haydenid.gov no later than December 19, 2025, to be included in the Staff Analysis. Should you not have comments, an email stating so is much appreciated. You can also direct any questions to that email address. Thank you for your time. Have a great day!

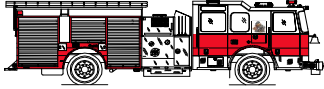
Sincerely,

Shannon Drappo

Planner

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

November 24, 2025

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

Attn. Shannon Drappo, City Planner,

The Northern Lakes Fire Protection District has reviewed the Annexation Request for The City of Hayden. This is to annex 7.53 acres from Kootenai County to the City of Hayden. Located on tax parcels 51N04W109900 and 51N04W109800. Case # PZE-25-0110.

The Fire District approves of the Annexation Request and has the following requirements:

- Road access for future developments within annexation boundaries shall have an all-weather driving surface with a minimum driving surface width of no less than twenty (20) feet for access without fire hydrants and twenty-six (26) feet for access with fire hydrants.
- Future development will be reviewed for the addition of new fire hydrants. Hydrant placement shall be approved by the Fire District. Hydrants shall be required to have a 5-inch Storz adapter, with cover, located on the large port and a hydrant marking flag.
- Future development plans shall be reviewed and approved by Fire District prior to approval. Additional fees will be associated to these reviews.
- Current Idaho Fire Code requirements shall apply when building permits are applied for. Additional requirements may apply depending on size and type of occupancy constructed.
- Review fees are charged at \$75.00/hour minimum of one hour for review plus \$30.00 per dwelling unit for subdivisions of land.

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

Thank you,

Tyler Drechsel

Tyler Drechsel
Fire Marshal

Deborah Shaver

From: Richman, Michelle <Michelle.Richman@idwr.idaho.gov>
Sent: Monday, December 1, 2025 4:36 PM
To: Planning
Subject: FW: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels
Attachments: PZE-25-0110 Agency Notice - Ramsey Properties Annexation.pdf

Categories: Deborah

Hello,

Thank you for the opportunity to comment. IDWR has no comment on this proposal.

Thanks,
Michelle

From: CITY OF HAYDEN - Community Development <noreply@bsacloud.com>
Sent: Thursday, November 20, 2025 1:38 PM
To: Richman, Michelle <Michelle.Richman@idwr.idaho.gov>
Subject: Agency Notice - PZE-25-0110, City-Initiated Annexation, Ramsey Road Parcels

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Good afternoon,

Please see the attached Agency Notice for a City-initiated Annexation of 2 parcels on N Ramsey Road. Comments should be emailed to planning@haydenid.gov no later than December 19, 2025, to be included in the Staff Analysis. Should you not have comments, an email stating so is much appreciated. You can also direct any questions to that email address. Thank you for your time. Have a great day!

Sincerely,

Shannon Drappo

Planner

Deborah Shaver

From: Horsmon, Merritt <merritt.horsmon@idfg.idaho.gov>
Sent: Friday, December 5, 2025 1:11 PM
To: Planning
Subject: PZE-25-0110

Categories: Deborah

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

Thank you for the opportunity to review and comment.

Have a nice weekend,

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



4. **NEW BUSINESS**
 - A. Appointment of Planning & Zoning Commission Chair and Vice-Chair for 2026 -
ACTION ITEM
5. **REPORTS**
 - A. Community Development Director's Report
6. **ADJOURNMENT**