



Memo

To: Mayor Davis and Members of the Council
From: Donna Phillips, Community Development Director
Date: May 21, 2026
Agenda Item: Proposed Amendments to Title 8 and 9

Agenda Item Location

New Business

Recommended Action or Motion

Staff requests from the City Council to Direct Staff to bring changes forward to a public hearing of the City Council.

Summary

Staff have been working through various proposed code amendments as a result of scrivener's errors, changes in other documents, and to bring about more clarity.

Title 8 Utilities is proposed to be amended to update the definitions for consistency with other documents, to add and amend sections related to properties eligible to connect to the sewer system, sewer system service area, and expansion of sewer services outside of the City limits. To amend applicability of when stormwater management is reviewed in the city and to update references, and enforcements. To amend references to a "Superintendent" with "City Engineer, or Public Works Director, or their designee" in the Sewer Pretreatment chapter as no other chapter in this Title uses the reference to "Superintendent" again for consistency and clarity. The last area is to update references to zone designation and correct references to other code sections.

Title 9 proposed amendments update the department of responsible charge for addressing from Engineering to Community Development and update administrative provisions in this chapter consistent with other chapters and titles of this section.

Fiscal Impact

NA

Budget Funding Source / Transfer Request

NA

Attachment

Draft Redline Amendments

Miscellaneous Code Amendments

City Council Only

TITLE 8 UTILITIES

8-1-2: DEFINITIONS: Unless the context specifically indicates otherwise, the meaning of the terms used in this title shall be as follows:

BUILDING SEWER (SERVICE CONNECTION, STUB, SERVICE LINE): The ~~extensions-sanitary sewer~~ from the building drain ~~from at~~ a point five feet (5') outside the building footprint to a point of connection with the public sewer collector line. The building sewer is not a public sewer and shall be maintained by the owner(s) of the building sewer.

~~**FORCE MAIN (PRESSURE MAIN):** A pipe in the disposal system that is connected to a lift station that conveys wastewater, which storm, surface, and ground waters are intentionally not admitted.~~

HARSB HAYDEN AREA REGIONAL SEWER BOARD (HARSB): A governmental entity created by a joint powers agreement between the City of Hayden, Kootenai County for the Coeur d'Alene Airport and the Hayden Lake Sewer District.

~~**INFILTRATION RATE:** The downward movement of water from the surface to the subsoil. The infiltration capacity is expressed rate of water moving down through the soil, express in in terms of inches / per hour.~~

~~**MATERIAL MODIFICATION/DEVIATION:** A change from the approved design plans that significantly alters the type or location of facilities, requires engineering judgement, or impacts the public safety or welfare.~~

MINOR UTILITY INFRASTRUCTURE: Publicly or privately owned minor utility infrastructure or facilities such as fiber optic lines, overhead telephone, cable TV lines, power distribution lines, pumping stations, rooftop solar systems, water and wastewater mains, and the like.

~~**SANITARY SEWER:** A sewer which carries waste water and to which storm, surface, and ground waters are not intentionally admitted. A pipe in the collection system that conveys wastewater without use of a lift station, which storm, surface, and ground waters are intentionally not admitted.~~

~~**SANITARY SEWER SERVICE:** The private service, no greater than 6-inches in diameter, between the public sanitary sewer main and the building sewer.~~

SANITARY SEWER SYSTEM: The publicly owned facilities and infrastructure used to collect, convey, pump, and transport sewage, including but not limited to gravity sewer mains, force mains, interceptor lines, manholes, lift stations, and related appurtenances.

WASTEWATER COLLECTION SYSTEM (WWCS): Wastewater Collection System is a publicly owned and maintained system that collects and conveys wastewater and disposes it into a central location for treatment and disposal.

CHAPTER 2: WASTEWATER SERVICES

8-2-1: PURPOSE:

The purpose of this chapter is to protect the health, safety, and welfare of the public, ~~and inhabitants of the City,~~ to protect the aquifer, to foster quality of development within the community, and to promote economic development within the community.

8-2-2: APPLICABILITY

This chapter shall apply to current and future users of the publicly owned utility systems; provides for eligibility, monitoring, compliance, and enforcement activities; establishes administrative review procedures; allowances for setting rates, billing and recovering costs; and requires user reporting.

8-2-3: BEST INTEREST:

The city reserves the right to deny connection, expansion of or modification to, the city utilities systems where it is deemed by the city, or its affiliates, to not be in the best interests of utility or its customers to do so. In execution of this section, the city may provide written communication indicating the reasons for which it may or may not be in the best interest or the City Council may provide so in the form of an official record.

8-2-4: PROPERTY OF THE CITY:

- A. All sanitary sewer mains, pipelines, conduits, catch basins, manholes, clean outs, sewer interceptors and sewer outfalls, lift station, pumps, structures, mechanical equipment and facilities for the collection, treatment and disposal of sewage or sewage byproducts located in any street, alley, parcel, or easement in the city shall belong to the city.
- B. Sanitary sewer service lines even within the public right-of-way, shall not be owned or maintained by the city and shall be owned and maintained by the property owner served by the line, including maintenance of the main service tap.
- C. New sewers in public rights-of-way or easements shall become public sewers when accepted by the City Council.

8-2-5: ELIGIBILITY:

A. Eligible Properties:

1. Only those properties located within the city's service area shall be eligible for new connection to the City's WWCS. Existing services located outside of the city's service area shall be allowed to continue, provided they do not require an expansion of service as defined.
2. The city shall not provide sewer by contract outside of the city limits, unless an agreement existed prior to {Effective Date of this code} 2026. If such an agreement exists, users shall conform with the requirements identified herein.
3. Those properties receiving city sewer services outside city limits, imply consent to annex by receipt of such services. Any future annexation shall be done in accordance with all Idaho statutes.

B. Service Area:

1. The City's service area for sanitary sewer is the incorporated boundaries of the City of Hayden.

C. Lands Contiguous to Service Area: Lands contiguous to the incorporated city limits shall first be annexed before sewer service provided or extended to those properties.

8-2-6: EXPANSION OF SERVICES OUTSIDE CITY LIMITS, NOT ALLOWED:

A. No existing sanitary sewer service located outside of the city service area shall be expanded without first being incorporated into the city limits.

B. Expansion of Service: The Public Works Director and/or City Engineer shall have final decision over whether circumstances around a property qualifies as an expansion of service.

1. In deciding as to whether a property qualifies as an expansion of services, the Public Works Director and/or City Engineer shall first determine if the circumstances around such expansion of services meets the definition as provided in 8-2-3.
2. If the determination has been made that an expansion of service will occur, then the Public Works Director and/or City Engineer shall require the property first be annexed before receiving any additional sewer services.
3. If the determination has been made that an expansion of services has not or will not occur, then the Public Works Director and/or City Engineer shall document the decision along with those findings in which the determination is made and provide that to the applicant.
4. Any final, written administrative decision made pursuant to this title shall be considered final unless appealed by an affected person to the city council.

The appeal process shall follow the same standards as listed at 1-1-5 of City of Hayden Code.

8-2-27: CONSTRUCTION, ~~OWNERSHIP~~, OPERATION AND MAINTENANCE:

~~A. Applicability: All new subdivisions and construction of new or modified sewerage systems within the City of Hayden.~~

~~BA.~~ Sewer Construction And Administration Policies: It shall be unlawful for any person to construct a sanitary sewer main within the jurisdiction of the City without first having made formal application to the City for approval and having complied with all requirements of the City and regulatory agencies. ~~The right to hook into the system may be granted only by written agreement with the City, which shall have the discretion to accept or deny applications based upon the existing and anticipated availability of capacity at the regional facility and in the collector system.~~ Sewer construction and administration policies are described in more detail as follows:

1. The City's ~~current adopted Collection System Master Plan has prepared a master sewer plan, dated September 30, 2002, and is~~ updated periodically, ~~that and~~ presents the ~~existing and~~ proposed layout of ~~sanitary~~ sewers in the City. New developments requiring an extension of the sewer system shall install sewers in accordance with the ~~intent of the Collection System Master Plan, such that the proposed and future developments can be adequately served. depth and alignment presented in the master sewer plan.~~ The City Engineer ~~or their designee~~ may make an adjustment in the plan if it ~~enhances the capability of the sewer to service the intended area is in the public interest.~~

2. All new subdivisions shall install ~~collection systems sanitary sewer to, and through the development,~~ and connect to an existing ~~collector sanitary~~ sewer line whether the development is adjacent to a public sewer or not, unless the City Engineer approves otherwise based upon the City Engineer's professional opinion that the connection would require an extension of the sewer line to the property that cannot be accomplished without placing an undue hardship upon the developer.

~~3. A separate water meter to measure irrigation usage separate from other water usage shall be installed by all new users or users modifying their existing use, except for single-family residences, for the purpose of calculating sewer flows.~~

~~4. No new building shall be connected to an on site sewer system without first providing evidence that there is no other way of providing sewerage service to the property.~~

~~53.~~ Plans for development extensions of sewer systems, ~~modification or new lift station, and force mains~~ shall be submitted to the City along with the application for services. Said

plans shall be approved if in compliance with the City's ~~"master sewer plan"~~Collection System Master Plan -and ~~"sewer policies and procedures"~~Sewer and Pump Station Policies and Procedures. and ~~"sewage pump station design policies and procedures"~~.

- a. Design plans and specifications for sewer main extensions shall be completed in accordance with IDAPA 58.01.16 Wastewater Rules.
- b. Design plans and specifications for pump stations (lift stations) to be constructed by others for eventual acceptance by the City Council and operation and maintenance by the City of Hayden, shall be completed by a Professional Engineer licensed in the state of Idaho and a Professional Electrical Engineer licensed in the state of Idaho from the City's approved Consultant Services Roster.

Any study for compliance with the City's standards by the City's Engineer shall be at the developer's expense. Developers or landowners are required to furnish free of charge to the City suitable ~~rights-of-way~~ right-of-way and/or easements for construction, operation, and maintenance of new, existing or future sewer systems. The City reserves the right to require full ~~or part~~-time inspection of any related construction and/or the developer to expose any section of sewer to check compliance with applicable standards. The cost of such inspection and/or excavation shall be at the expense of the developer. No excavation shall be started until required City fees have been paid and City/highway encroachment permits have been obtained.

~~64.~~ The City Engineer or the engineer's designee is authorized to draft sewer and pump station policies and procedures ~~and sewage pump station design policies and procedures,~~ which, when accepted by the City Council, shall be applicable to extensions of the sewer system requirements.

~~57.~~ No ~~C~~ertificate of ~~O~~ccupancy will be issued for new or existing development connecting to new sewerage systems in public right- of-way or easement until the ownership of the sewer lines and appurtenances are dedicated to the City free and clear of all liens and encumbrances and accepted by the City for maintenance, and relevant fees are paid.

~~68.~~ The developer shall provide a bond or other guarantee as approved by the City in an amount equal to twenty-~~five~~ percent (25%) of the construction cost, to provide all repair of new public sewer systems for a period ~~of one year~~ of 18-months after written acceptance by the City.

~~79.~~ The City may adopt connection fees for new service connections or extensions of public sewer.

8. All non-residential users, new or modifying their existing use, shall install a sampling manhole on their site for the purpose of sampling wastewater from a site.

9. No new building shall be connected to an onsite sewer system without first providing evidence that there is no other way of providing sewerage service to the property.

~~C. Ownership And Operation Of Facilities; Policy: It shall be the basic policy of the City of Hayden that all liftstations, sewer mains and trunk sewers located in public rights-of-way or dedicated easements to the City for such purposes shall be public sewerage facilities. These sewerage facilities shall, if the same are accepted in writing by the City, be owned, operated, and maintained by the City. Building sewers, service lines, service stubs, and individual pump stations shall be installed, owned, and maintained by individual users, except at the option of the City. The City shall be granted an easement for access and the repair, replacement, and operation of the individual pump stations if the same are accepted in writing by the City. New sewers in public rights-of-way or easements shall become public sewers when accepted by the City. (Ord. 349, 9-17-2003; amd. Ord. 596, 5-24-2019)~~

8-2-38: USE OF PUBLIC SEWERS AND MONTHLY USER FEE:

A. Applicability: All "users", which are connected to the sewer system, including, but not limited to, all subdivisions, single-family residences, condominiums, industrial, commercial, residential, ~~recreational vehicle~~, and townhouse developments.

B. Use Of Public Sewers: The use of the public sewers and collector systems of the City of Hayden shall be in accordance with the following requirements:

1. No person shall discharge or cause to be discharged any stormwater, ground water, roof runoff, surface or subsurface drainage, ~~untreated contaminated~~ cooling water, or ~~unpolluted untreated~~ industrial process waters to any sanitary sewer.

2. Stormwater and all other unpolluted drainage shall be discharged in accordance with the City of Hayden Stormwater Ordinance.

3. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

a. Septic tank effluent and/or septage (solids pumped from septic tanks, holding tanks and RV tanks).

b. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.

c. Any waters or wastes containing toxic or poisonous solids, liquids, organic chemicals, or gases in sufficient quantity (either singly or by interaction with other wastes)

to injure or interfere with any sewage disposal process, constitute any hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant.

d. Any waters or wastes having a pH lower than 5.5 or greater than 8.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.

e. Solid or viscous substances in quantities or of such size capable of causing obstruction to flow in sewers or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, animal wastes, paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

4. Wastes, in particular fats, oils, and grease (FOG), shall not be discharged by nonresidential sewer users at concentrations in excess of one hundred fifty milligrams per liter (150 mg/L). The City of Hayden will periodically sample the effluent from nonresidential users to check for compliance. If the user fails to meet the one hundred fifty milligrams per liter (150 mg/L) requirement, the discharge will be retested no sooner than two (2) weeks but within one month of the violation, at the expense of the sewer user, and thereafter on a continuing monthly basis until compliance with the standard is achieved or a date of compliance is established with the City inspector to include the name of the contractor who will be performing the necessary modifications. Newly constructed restaurants, delicatessens, schools, etc., will install separation equipment adequate to ensure that they must meet the one hundred fifty milligrams per liter (150 mg/L) limit as a precondition to passing their final plumbing inspection.

5. No person shall discharge or cause to be discharged the following described substances, materials, and wastes if it appears likely in the opinion of the City that such wastes can harm either the sewer system, regional facility or equipment, have an adverse effect on the receiving stream or ground water or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming its opinion as to the acceptability of these wastes, the City will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage disposal process, capacity of the sewage disposal system, and other pertinent factors. The substances prohibited are those listed as hazardous wastes by the Environmental Protection Agency (EPA) in the EPA priority pollutant list, or other substances deemed unacceptable by the City, the Panhandle Health District, or the Idaho Department of Health and Welfare, Division of Environmental Quality.

6. The City has the right to refuse connection to the sewerage system when the system is not in compliance with State, Federal or local laws or regulations.

7. At the time of connecting to the sewer system, the property owner shall pay a stub installation fee, set by the City Council, for any existing stub or shall pay for a stub to be installed if a stub needs to be installed to connect the building sewer to the system, unless the installation of the stub was accomplished through a Local Improvement District in which the owner of the property participated.

C. Sewer User Charges For Operation, Maintenance And Replacement Of Sewerage System:

1. Purpose: There is hereby established a system of periodic service charges and fees in order to equitably impose upon all users of public sewerage systems the costs and expenses of maintenance, operation, replacement and other expenditures of the sewerage system. Said service charges and fees for purposes of computation shall be based upon: a) the volume and content of the effluent discharged into the sewerage system of the City; and b) the actual and expected costs and expenses of maintenance, operation, replacement, upgrading and repair of the sewerage system, such charges and fees being determined to be the benefit derived by each building, structure or user of the collector system and regional facility.

2. User Fee: All users shall be charged an appropriate user fee at such time as the user connects to the system. The user fee shall be based upon the following:

a. Minimum Service Unit: The basic minimum service unit shall be for a single-family dwelling. A single-family residence, each unit in a multi-unit dwelling, and each mobile home/manufactured home in a public and private mobile/manufactured home park shall be assessed the minimum service unit.

b. Water Usage Fee: All other users shall be charged a fee in such a manner as to approximate the potential wastewater service requirements, based upon information available to the City regarding the water usage for that user or similar users.

c. Flow Factors: The City shall have authority, but not the obligation, to adjust flow factors according to particular special circumstances; provided, however, that flow factors will not be reduced based upon claims of seasonal use or vacancy of a particular user.

d. Pretreatment: Any user that discharges industrial wastes or other pollutants may be assessed a surcharge on waste flows containing those pollutants and shall pretreat the waste prior to discharge.

3. Connection:

a. When the installation of the sewer main line has been accomplished through a Local Improvement District (LID), all residential, commercial, public or industrial users shall connect to the sewer within one year after the sewer service line becomes available. This includes all units in a multi-unit dwelling, all units in a Planned Unit Development (PUD), and all manufactured/mobile/mobile/manufactured homes in a mobile/manufactured home park. Failure to connect to the sewer within the one--year period shall be a violation of this chapter.

b. If sewer main line extension is the result of private development or an LID, the City may prepay for any stubs that the City deems reasonably necessary to serve adjacent lands and the owner of the adjacent land shall pay to the City the installation fee set by the City Council when the connection occurs or the property is sold. The owner of the property adjacent to the sewer infrastructure shall be required to connect to the sewer when the land is developed (a. expansion of an existing structure in an amount equal to twenty five percent (25%) or more of the existing floor space, b. subdivision or c. new construction which changes use) or if the existing septic system fails. Failure to connect to the sewer shall be a violation of this chapter.

4. Billing And Payment:

a. User charges billed on a periodic basis as determined by the City, shall be due to the City within thirty (30) days of billing. Delinquent bills may be assessed late fees on the unpaid balance as set by resolution.

b. Billings for accounts shall be in the name and mailing address of the owner. A letter of agreement executed by the owner requesting sewer service and accepting responsibility for sewer charges shall be submitted by the owner prior to connection to the sewer system and at the time of change of ownership in order to continue sewer service to the property.

c. The owner in whose name the billing is currently being sent shall be responsible to provide to the City the name and address of any new owner of the property when a transfer of ownership is made.

d. The owner of any such premises using the sanitary sewer system shall be liable for all fees and charges assessed by the City. Such charges shall become a lien upon and against the property against which the charge or fee is levied to the extent permitted by law in the State of Idaho. In case of nonpayment or delinquency in the payment of the sewer charges of the fees imposed, the City is authorized upon ten (10) days' notice to the owner, occupant, or person in charge of premises, to discontinue sewer service and such sewer service shall remain discontinued until such fees, including a fee for reestablishment of

service has been paid to the City. All fees herein shall be at the discretion of the City Council. Said fees shall be set by Council resolution.

5. Delegation: The City hereby reserves the right to delegate administration, performance of operation and maintenance, and user charge collections to the regional board or to such other third party as may be deemed appropriate in the discretion of the City.

6. Revisions And Appeals To User Charge: Revisions to user charges shall be based upon total daily flow to the public sewerage system as measured by a sewer meter or a water meter. Any user may appeal the flow factor or user charge to the City Administrator within ninety (90) days of the mailing date on the bill for service that is being disputed. The notice of appeal shall be in writing, shall contain a factual basis and relevant supporting data for the appeal, and shall be submitted to the City Clerk. The City Administrator shall have the power to approve, amend, or deny the appeal and the decision of the Administrator shall be final. The user charge may be updated as necessary to reflect actual costs.

7. Flow Factor: The City reserves the right to adjust a particular flow factor from time to time (both with respect to adjustment of capitalization fees and with respect to assessment of greater or lesser O&M charges) in the case of a change in use or discharge of a particular user. The City may negotiate the flow calculation for a new connection and adjust the value after a reasonable period to verify actual use (typically 2 years), or upon the receipt of other relevant supporting data. (Ord. 349, 9-17-2003; amd. Ord. 543, 1-27-2015; Ord. 596, 5-24-2019; Ord. 605, 1-14-2020)

8-2-49: CAPITALIZATION FEES:

A. Applicability: This section is applicable to all new development within the City of Hayden that requires a building permit and requires connection to the Hayden sewerage system and those previously unconnected users that are required to connect to the City of Hayden sewer system.

B. Basis For Determining Capitalization Fees:

1. All new users shall pay the appropriate capitalization fee for existing platted lots at the time the building permit is issued, and for existing developed parcels prior to connecting to the sewer system; this money shall be placed in a special fund for utilization by the City of Hayden for sewer, interceptor, collection, and treatment system construction and obligations for the regional facility.

2. The capitalization fee for residential uses shall be based upon a minimum service unit. In no case shall the capitalization fee be less than that for one single-family residence. The capitalization fee for all other users shall be based upon the anticipated flow, which will be

monitored on an annual basis and adjusted based upon actual flows. Actual flows for capitalization fees shall be calculated in the same manner as flows for user charges.

3. The City reserves the right to adjust a particular flow factor if the initial flow factors are underestimated. When the initial flow factors have been underestimated or the use of the property has changed, the City may charge the user an additional capitalization fee for demonstrated usage of the system beyond that estimated at the time of connection.

4. The capitalization fees rates may be adjusted by resolution of the City.

5. Any additional capitalization fees that are due based upon the adjusted flows may be paid over a twelve (12) month period in six (6) equal payments added to the City's sewer utility billing. Extended surcharge payment periods not to exceed three (3) years may be granted with City Council approval. (Ord. 422, 6-13-2006; amd. Ord. 596, 5-24-2019)

8-2-510: PERMIT REQUIRED TO WORK ON PUBLIC SEWER:

It is unlawful for any person that is not a certified HARSB operator or City of Hayden employee to uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenances thereof without first obtaining a written permit approved by the City Engineer. (Ord. 387, 6-28-2005; amd. Ord. 596, 5-24-2019)

8-2-611: FINANCING WASTEWATER COLLECTION SYSTEM:

A. Funding mechanisms: The costs of expanding the City sewer collection system shall be financed and paid for by one or more of the following:

1. The Sewer Capitalization Fund as authorized by the City Council;
2. The creation of a local improvement district (LID) as provided by Idaho Code Title 50, Chapter 17; or
3. The property owners specifically benefitted by the construction of the sewer system expansion.

B. Lift Stations:

1. Designation of Lift Stations: The Public Works Director shall designate a lift station as temporary, regional, or sub-regional consistent with the most recent version of the Collection System Master Plan. The Public Works Director may, upon request when special circumstances exist and verified by a sewer technical memorandum to amend the Collection System Master Plan, change the designation of a lift station. If a developer requests the change in designation, the developer shall bear the cost of the sewer technical memorandum.

2. Installation of Temporary Lift Stations: Temporary lift stations may only be installed if the installation is approved by the Public Works Director. The party installing the temporary lift station shall be responsible for all construction and engineering costs and shall ensure that the temporary lift station is completed in accordance with City's sewer design and construction policies. Ownership, maintenance and operation of the temporary lift station shall transfer to City at the time the temporary lift station is accepted as operational by the City Council.

3. All lift stations shall be on property dedicated to the City. Temporary lift stations may have a reversionary clause to return the property to the original owner at the time the lift station is removed.

C. Expansion of the System and Reimbursement Eligibility:

1. Construction: A user may, with prior approval of the City, finance and construct an expansion to the sewer system, if the expansion is designed and constructed in accordance with City standards.

2. Eligibility Requirements: The developer has the potential to be reimbursed, as outlined below, for the cost of the sewer benefiting the developer's and other property by entering into a written agreement with the City, if any of the following apply:

a. The expansion is off-site and provides sewer service to other property (sewer mains along any frontage or on-site are not considered off-site) and was required to be over-sized or over-depth to serve other properties;

b. The expansion is onsite or on the frontage and is gravity sewer required by the most recent version of the Collection System Master Plan to be larger than twelve inches (12") in diameter to serve upstream properties outside of the development;

c. The expansion is onsite or on the frontage and is gravity sewer required by the most recent version of the Collection System Master Plan to be deeper than fifteen feet (15') to serve upstream properties. Depth for each segment is measured as the average depth between manholes measured in 25-foot increments measured from the finished grade to the invert of the pipe. Developer's engineer shall provide a spreadsheet with each sewer segment that summarizes the depth at the increments and average depth per segment.

d. The expansion is a regional permanent lift station.

e. The expansion is a sub-regional or temporary lift station which the City has required to be oversized in order to accommodate an area larger than the developer's property. This item also includes force mains that are required to be oversized to accommodate a larger area than the developer's property.

3. Application Requirements: To be eligible for reimbursement, the user must, unless otherwise approved by the Public Works Director, do the following:

a. Meet eligibility requirements in C.2. of this section.

b. Submit a reimbursement application for sewer collection system expansion. This application shall be submitted prior to preliminary plat approval. Details will be listed in the Construction Improvement Agreement and Master Development Agreement. Applications received after preliminary plat submittal shall not be considered. For development that does not require subdivision, the application shall be submitted at the time of site plan submittal to be considered;

c. Design the sewer facilities in accordance with the most recent version of the Collection System Master Plan and Idaho Department of Environmental Quality (IDEQ) requirements and receive both City and IDEQ approval of the sewer construction plans and specifications;

d. Construct sewers in accordance with the approved plans and specifications and in accordance with the City of Hayden quality control and project certification standards;

e. Adhere to procurement requirements set forth in Idaho Code 67-2805; and

f. For lift stations, the design/construction engineer shall be selected by the developer from the City's pre-qualified engineering services roster, current at the time of submittal. The City will act as the contracting agency.

g. The developer may choose any civil engineer licensed in Idaho for on and off-site sewer main design and construction engineering. The developer will act as the contracting agency.

D. Amount of Reimbursement:

1. Off-site gravity extensions serving already developed areas: When the expansion is upsizing of existing pipes or re-routing areas already served by City sewer, the amount of reimbursement owed to the developer for off-site sewer extensions shall be based upon actual construction costs. Engineering costs for gravity extensions serving already developed areas are not eligible for reimbursement.

2. Over-size or over-depth onsite gravity extensions and off-site gravity extensions: The amount of reimbursement owed to the developer "over sizing or over-depth" line extensions shall be determined by multiplying the percentages listed in the tables below, by the actual construction costs for the various pipe sizes and depths required for the project. Sewer

mains (onsite, frontage, or offsite) that are not required to be oversized or deeper to serve others in areas that do not meet the requirements of D.1. are ineligible for reimbursement.

3. Off-site gravity extensions that are neither over-size, over-depth, nor serve already sewered areas are not eligible for reimbursement.

Table 8-2-6-1 - OVER-SIZE & OVER-DEPTH SEWER PIPELINE REIMBURSEMENT PERCENTAGE

Pipe Depth (Feet)		Pipe Diameter (Inches)				
		12	15	18	21-27	30
Pipe Depth (Feet)	Pipe Diameter (Inches)					
	12	15	18	21-27	30	
15 or less	0%	7%	18%	35%	43%	
16	4%	11%	21%	36%	45%	
17	9%	14%	24%	38%	46%	
18	12%	17%	27%	40%	47%	
19	16%	20%	29%	42%	49%	
20	19%	23%	31%	43%	50%	
21	24%	28%	35%	46%	52%	
22	28%	31%	38%	48%	53%	
23	32%	35%	41%	50%	55%	
24	35%	38%	43%	52%	57%	
25	38%	41%	46%	53%	58%	
26	42%	44%	48%	55%	60%	
27	45%	47%	51%	57%	61%	

28	47%	49%	53%	59%	62%
29	50%	52%	55%	60%	64%
30	52%	54%	57%	62%	65%

Table 8-2-6-2 - ON-SITE SEWER MANHOLE REIMBURSEMENT PERCENTAGE

Manhole Depth (Feet)	Pipe Diameter (Inches)		
	12-18	18-24	24-30
15 or less	0%	42%	60%
>15-20	16%	53%	68%
>20-30	38%	65%	72%

4. Permanent Lift Stations: The amount of reimbursement owed for the construction of a permanent lift station shall be based upon actual construction costs approved by the City.

5. Sub-regional or Temporary Lift Station Oversizing: The amount of reimbursement owed for installation of an oversized temporary lift station or an oversized sub-regional lift station shall be determined by estimating the cost of constructing a lift station to serve only the development in accordance with the City’s sewer design policies, subtracted from the actual construction costs incurred by the developer. Force main reimbursement is limited to the additional cost of the pipe and fittings.

6. Engineering:

a. For regional permanent lift stations, the amount of reimbursement owed the developer for engineering shall be the actual engineering contract, as the City is the contracting agency. The developer shall give the City a retainer for which to pay the Engineer.

b. Engineering costs for sewer gravity mains, force mains, sub-regional lift stations, or temporary lift stations are not reimbursable.

E. Developer Agreements and Methods of Reimbursement:

1. A written agreement, not to exceed ten (10) years, shall be prepared which provides for reimbursement of the developer's costs to provide regional sewer infrastructure. If justified and approved by the City Council, the agreement is eligible for (1) one extension of no more than five (5) years. The agreement will detail the timing of payment by the developer and the timing of reimbursement by the City. The agreement shall include one of the following reimbursement types, up to the reimbursement amount:

a. Within the Subject Development Only: The developer may choose to receive collection cap fee reimbursement within its development at the rate of 75% of the fees collected until payment in full or until the agreement expires, whichever occurs first. Under this option, the developer does not receive any portion of capitalization fees paid by others outside the development within the service boundary.

b. Within the Service Boundary: The developer may choose to receive collection cap fee reimbursement within its development and within the service area of the constructed improvements at the rate of 50% of the collection cap fees collected until payment in full or until the agreement expires, whichever occurs first.

2. If an agreement already exists to commit a portion of collection capitalization fees within the basin of a lift station or within the benefited users of a sewer main, then the developer cannot recoup costs from those users until either the prior agreement has been fully reimbursed or the prior agreement expires. (Ord. 620, 4-27-2021)

CHAPTER 3 STORMWATER:

The achievement of standards, employment of methods and techniques required by this chapter shall be applicable in the following circumstances:

A. New Subdivisions: Development of every new subdivision of land within the jurisdiction of the City.

B. ~~Commercial And Industrial Development Sites~~: All ~~commercial and industrial~~ site development for which grading, site development, construction or building permits may be required pursuant to the land use regulations of the City.

C. Public Projects: All public projects within the jurisdiction of the City, including, but not limited to, street construction or reconstruction (modification of the cross section, not to include resurfacing), park development, building development or other public works construction or development which could or will affect stormwater drainage patterns within the jurisdiction. Except as necessary to maintain the continuity of existing stormwater handling systems, all new construction as outlined in this section, shall employ the methods

for stormwater management required by this chapter and shall otherwise be designed to minimize adverse impacts upon surface and ground water quality.

D. Land Disturbing Activities: Every building or land development permit where land disturbing activity is to occur on any part of the sites with a slope greater than fifteen percent (15%) or on sites less than five hundred feet (500') from environmentally sensitive areas such as wellhead protection areas and saturated aquifer recharge areas or on sites less than five hundred feet (500') distant horizontally from, and located vertically above any surface water in the form of a perennial or intermittent stream, river, pond, lake, wetland or similar surface feature which can be determined from USGS 7.5 minute quadrangle topographic maps, or as recognized by any State or Federal agency. Stormwater management plans may not be necessary for individual building sites if run off from the site has been accommodated by an approved stormwater management plan for the subdivision in which the site is located. However, detailed erosion control plans for individual building sites may still be required to be submitted to the City, who may require mitigating conditions upon the approval for the related permit activity. A building permit may be issued for minor additions to existing improvements without the preparation of a stormwater management plan if the City determines that the requirements of this chapter can be met by existing site conditions.

8-3-5: GENERAL REQUIREMENTS:

Unless otherwise exempt from compliance with the standards set forth in this chapter, all development to which this chapter is applicable shall comply with the following requirements and methods for stormwater management:

A. Contaminant Removals:

1. Stormwater expected contaminant removals shall be in accordance with State standards.

2. If the proposed development exceeds site limitations for ~~on-site~~ on-site infiltration methods, then an acceptable alternative stormwater collection, treatment and disposal system in accordance with an approved stormwater management plan shall be used. Said approved alternative on site stormwater collection and treatment systems may be proposed subject to specific approval by the City during the development review process.

B. Development: All development subject to this chapter shall be carried out such that the runoff of storm or other surface waters shall not be accelerated, concentrated, or otherwise conveyed beyond the exterior property lines or project boundaries of the project in question, ~~except in compliance with the provisions of Best Management Practices (BMPs) adopted pursuant to this chapter or as allowed through joint management of stormwater with adjoining property owners pursuant to agreement approved by the City.~~ Except in a manner

which existed prior to development based upon a 25-year storm event as identified in the State of Idaho Department of Environmental Quality “Idaho Catalog of Storm Water Best Management Practices” (BMPs) or as allowed through joint management of stormwater pursuant to an agreement between the effected parties. Such agreement shall be reviewed by the City of Hayden’s legal counsel. A BMP is a physical, chemical, structural, or managerial practice that prevents, reduces, or treats storm water contamination or prevents or reduces soil erosion. The quality of surface runoff shall be protected by compliance with the design standards herein, the BMPs or an acceptable alternative. and BMPs adopted pursuant to this chapter.

C. Stormwater Management Plan Required: Each developer developing real property, unless exempted in this chapter shall develop a comprehensive stormwater management plan which addresses and complies with the requirements and standards established by this chapter and the plan criteria, design standards and BMPs adopted herein or by resolution pursuant to this chapter. Each plan for stormwater management shall be approved-prepared by a qualified, licensed professional, engineer in the state of Idaho, who shall submit both construction quality design drawings and supporting calculations for review by the City prior to start of construction. Each stormwater management plan shall also identify necessary maintenance requirements to be used in development of a stormwater maintenance plan.

D. Stormwater Maintenance Plan Required: Each developer who is required to or chooses to construct stormwater management systems in accordance with this chapter shall also establish, including assurance of adequate funding, the necessary maintenance system, including an acceptable plan for sustained functioning of the collection and treatment system, which shall become the ongoing responsibility of the property owner upon which the facility is located.

E. Continued Maintenance: When requested, the developer shall grant the necessary easements to the local government which may choose to provide continued maintenance of the system by public authorities or may require the owner to accomplish the same. The City is hereby authorized to establish a department of City government to perform maintenance service for stormwater management system components or to contract for such maintenance in order that drainage system components can be maintained. Such services shall be financed by charging fees to owners and/or occupants of real property benefited by such service.

F. Stormwater systems to treat and dispose of storm water run-off from public or private streets shall be located adjacent to public or private streets in public right-of-way in

accordance with City of Hayden typical roadway sections or in a separate tract unless otherwise approved by the City Engineer or their designee.

GF. Other Applicable Requirements: This chapter shall be applied in a manner consistent with the procedures set forth in the Zoning Ordinance, Subdivision Ordinance, Building Code Ordinance, and such other ordinances as the City may enact to regulate the use and development of land within the City pursuant to authority granted by Idaho Code title 65, chapter 67. For purposes of application of the design standards and other related documents and standards for the City, the City shall be designated as the permit authority.

H. Applicant is responsible for compliance with the Clean Water Act, and the National Pollutant Discharge Elimination System (NPDES). DEQ's Idaho Pollutant Discharge Elimination System (IPDES), Construction General Permit (CGP), and Panhandle Health District permit programs.

8-3-6: PERFORMANCE STANDARDS:

The following performance standards shall be applicable to all design, construction, implementation and maintenance of stormwater management systems pursuant to the jurisdiction exercised through this chapter:

A. Increase In Rate: There shall be no increase in the peak rate of runoff from the site when compared with the dissipation of stormwater in the undeveloped state for a 25-year storm of two (2) hour duration. Within project boundaries, sufficient retention capacity shall be constructed to detain surface flow to meet the performance standards established by this section.

B. Collection Or Concentration: No stormwater shall be collected or concentrated, except within a channel protected against erosion and containing energy dissipation measures to prevent further erosion on adjoining lands. Existing unprotected channels shall be protected against further erosion in the course of site development. Any site development or construction shall preserve installed components of a stormwater management plan. All disturbed soils shall be protected during the course of construction to prevent exposure to stormwater and to contain eroded materials should contact be made.

C. Directed To Infiltration Areas: Any and all collected stormwater shall be directed to infiltration areas which shall be established with grass and other approved plant materials or to an acceptable alternative stormwater management design. In general, grass infiltration areas or their acceptable alternatives shall be sized to hold and treat the first one-half inch (1/2") of stormwater runoff from all impervious surfaces. The overall stormwater disposal system shall have a capacity to handle a 25-year storm based upon the appropriate Idaho

Transportation Department IDF curve, without damage to the stormwater management system or adjacent land and improvements.

D. Where the proposed stormwater open-channel conveyance, collection, and/or disposal system is within 250-feet of an existing open-channel water body, wetland, or sensitive area, the stormwater system design shall identify the 100-year flood plain pre-development and post-development.

8-3-9: EXCEPTIONS:

A. Exceptions Granted: An exception from the requirements of this chapter or from the design standards adopted pursuant to this chapter may be granted only upon a showing of undue hardship due to unique site characteristics. Said exception may only be granted in such circumstances if the approval of the exception would not otherwise impair achievement of the standards or purposes of this chapter, would not impose additional burden upon adjoining or downstream lands or landowners, or otherwise disrupt the scheme of stormwater management in the community. It shall be incumbent upon anyone requesting an exception to provide data showing that alternative methods of stormwater handling proposed will produce comparable efficacy of the stormwater management measures required by this chapter. Applications for exceptions to the standards of this chapter may be applied for as follows.

~~B. Exceptions And Minor Modifications:~~

1. Application for an exception from a particular provision, regulation or standard of this chapter may be made in writing to the City Engineer. Application fees for administrative exceptions are as per the current fee schedule adopted by the City Council.

~~—2. Modifications that are considered to be minor in nature, as determined by the City Engineer, shall not require application or payment of fees.~~

~~23.~~ Exceptions ~~and minor modifications~~ may only be granted by the City Engineer based on the following findings:

a. The requested exception ~~or minor modification~~ will not be injurious to the public safety and welfare; and

b. If approved, the requested exception ~~or minor modification~~ will be equally protective of the public interest, and will otherwise achieve the identified purposes of this chapter.

~~4. Decisions of the City Engineer may be appealed to the City Council as provided for in this chapter. (Ord. 542, 1-27-2015; amd. Ord. 596, 5-24-2019)~~

8-3-10: ENFORCEMENT AND PENALTY:

Provisions of this chapter may be enforced in the following manner:

A. Calling the Bond or other collected surety to remediate the violation of the terms of this chapter may be used if the violating development does not remediate the violation within 48 hours of written notice provided by the City, to the City's satisfaction.

B. Fine: Violation of the terms of this chapter may be punishable in accordance with ~~the standards of Idaho Code section 18-113~~Hayden City Code 1-3-1(C). Each day of violation shall constitute a separate offense.

CB. Civil Action: May be enforced by civil action to compel performance and completion of, or maintenance of, facilities installed pursuant to this chapter.

CE. Revocation Or Denial Of Permits Or Certificates: May have building permits or certificates of occupancy denied or revoked, as the case may be. Occupancy of a dwelling or building without an approved ~~Certificate of Occupancy~~ shall constitute a violation of this chapter in addition to any Building or Zoning Ordinance from which the occupancy requirement is derived.

CHAPTER 4 PRETREATMENT

8-4-1: GENERAL PROVISIONS:

B. Administration: Except as otherwise provided herein, the Superintendent shall administer, implement and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the Superintendent may be delegated ~~by the Superintendent to other City or HARSB personnel~~to the City Engineer and/or the Public Works Director or their designee.

TITLE 8 UTILITIES: CHAPTER 5 MAJOR AND MINOR UTILITY INFRASTRUCTURE:

8-5-5: DESIGN STANDARDS:

A. Standards: ...

8. Height Of Proposed Infrastructure (i.e., Water Storage, High Voltage, Etc.):

TABLE 1: NEW MAJOR UTILITY INFRASTRUCTURE CRITERIA

		With Design	Camouflage	With Modification	Approved	Minor
Zone Category	Maximum Height	Maximum Height		Maximum Height With Exception ⁵		
R1, RS, R-M /F-MR	75' ¹	75'		90'		
C, MU	90' ²	110'		132'		
CBD	90' ^{2,3}	110'		132'		
L-I, A	120' ⁴	150'		180'		

TITLE 8 UTILITIES: CHAPTER 6 WIRELESS COMMUNICATION FACILITIES:

8-6-4: UTILITIES COMPLIANCE PERMIT SUBMITTAL REQUIREMENTS:

A. In order to have a complete application for consideration the following items must be submitted:

4. Documentation: Applications submitted under this section for towers shall include the following materials:

d. Noise Study: Verification that the proposed structures and associated equipment meets subsection 4-1-1[DP1](?) of this Code shall be required. A noise study, if the proposal is in or within two hundred feet (200') of Residentially zoned property or in the downtown core, may be required.

8-6-9: SHARING OF SUPPORT TOWERS AND COLOCATION OF FACILITIES:

A. Sharing And Colocation: ...

4. Placement Provisions - Towers: Towers shall be located only in those areas described in table 2 of this subsection, provided that towers that are proposed to be located in a Residential Zone or within two hundred feet (200') of a Residential Zone shall be subject to the siting priorities set forth for preferred tower locations in section 8-5-3 of this title.

TABLE 2: NEW WIRELESS COMMUNICATION TOWER CRITERIA

Zone Category	May Be Located In Public Right-Of-Way (ROW) ⁵	Maximum Tower Height	Stealth (Camouflage) Design	Setback From Property Lines (Does Not Apply Within ROW)
R-1, R-S, R-M/FMR	Yes	75' ¹	Required	25', subject to section 8-6-10 of this chapter
C, MU	Yes	90' ²	Optional ²	20', subject to section 8-6-10 of this chapter
CBD	Yes	90' ²	Required ³	
L-I, A	Yes	120' ⁴	Optional ⁴	20'; 25', subject to section 8-6-10 of this chapter

8-6-11: DESIGN STANDARDS:

A. Standards: . . .

2. Lighting: For support towers, only such lighting as is necessary to satisfy FAA requirements is permitted. White strobe lighting will not be allowed, unless specifically required by the FAA. Security lighting for the equipment shelters or cabinets and other on the ground ancillary equipment is also permitted, as long as it is appropriately down shielded to keep light within the boundaries of the site. All such lighting shall be fully shielded, and all lighting shall be contained on the lot. When lighting is proposed a photometric plan shall be submitted which demonstrates compliance with these standards. "Fully shielded" lighting shall meet the definition of subsection ~~11-18-5~~[11-4-5\(D\)](#) of this Code.

TITLE 9 BUILDING REGULATIONS:

CHAPTER 5 ROAD NAMING AND ADDRESSING:

9-5-1: GENERAL PROVISIONS:

A. Title: This chapter shall be known as the *ROAD NAMING AND ADDRESSING ORDINANCE OF THE CITY OF HAYDEN, IDAHO*.

B. Authority: This chapter is authorized under the provisions of article 12, section 2 of the Idaho constitution and by title 50, chapter 13 and title 67, chapter 65 of the Idaho Code, as amended or subsequently codified.

C. Purpose: This chapter further implements portions of the city of Hayden comprehensive plan and supplements the Hayden zoning and subdivision ordinances. Its purpose is to provide the residents of the city with a uniform and standardized system of road naming and addressing to:

1. Minimize future road name and addressing conflicts.
2. Provide a database for city records and enhanced 911 service.
3. Expedite property identification by emergency services.
4. Comply with the published U.S. postal service publication 28.

D. Jurisdiction: These regulations shall apply to the naming of all public and common private roads and the addressing of all structures and parcels within the incorporated city limits of Hayden.

E. Applicability: This chapter shall apply to all property and to all public and private roads within the city.

F. Implementation And Responsibilities: The ~~city engineering~~ Community Development department shall have the authority to implement, administer, and enforce provisions of this chapter. For the purposes of addressing, the ~~engineering department~~ Community Development department will hold and maintain all addressing data. The ~~engineering~~ Community Development department is authorized to cooperate with Kootenai County and emergency service providers in administering this chapter. Authority under this chapter includes, but is not limited to:

1. Assigning address numbers in accordance with this chapter and the Hayden "Addressing Standards And Application Manual".
2. Approving new street names.

3. Maintaining the addressing database to include mapping.
4. Assembling, updating, and maintaining an official list of all street names throughout the city for use by all jurisdictions.
5. Providing, in the appropriate format, assigned address information to Kootenai County geographic information system (GIS), the local telephone exchange provider, and the local U.S. post office.
6. Providing assistance and information regarding addressing to local jurisdictions. This includes the creation and maintenance of the Hayden property address guide in cooperation with Kootenai County and emergency services providers.

G. Guidelines Of Interpretation: Words used in the present tense include the future; words used in singular number include the plural and vice versa. The word "shall" is mandatory, the word "should" is directory, and the word "may" indicates the use of discretion. Unless the subject matter clearly requires otherwise, the words or phrases used shall have the meanings commonly appropriate to their context and the purposes of this chapter. (Ord. 444, 12-11-2007)

9-5-2: STREET NAMING:

A. General Road Naming Provisions: Streets, proposed with a subdivision or through other processes, shall be named and the names approved by the city and Kootenai County GIS.

In selecting street names, the following provisions shall be employed:

1. Centerline alignment road name standards should be observed for noncontinuous roads, unless there is no possibility for extension of the road to make it a continuous through road.
2. Names of similar pronunciation and/or spelling shall be prohibited (example: Briar Lane, Brier Lane).
3. Variations of the same name with a different road designation shall be prohibited within the first word of the two (2) word title or in the road extension (example: Pine Road, Pine Drive, White Pine Road, White Lilly Lane).
4. No road name shall consist of more than two (2) words or contain more than fourteen (14) letters, excluding the road direction (N, S, E, and W) and extension (street, lane, court, etc.).
5. No road shall have more than one name.

6. No road name shall contain the words north, south, east, or west or any combination thereof, within the road name. All named roads that extend from incorporated areas into unincorporated areas shall retain the same name.

7. Roads that have a definite north-south directional course should be designated as a "street".

8. Roads that have a definite east-west directional course should be designated as an "avenue".

9. Roads that do not have a definite directional course should be designated as a "road", "drive", "trail", "way", or "lane".

10. A dead end road or cul-de-sac less than one thousand feet (1,000') in length, when not an extension of an existing road or a continuation of a proposed road, should be called a "court".

11. A road that has its ingress and egress on the same road should be designated a "loop".

12. A road that circles back upon itself should be designated as a "circle".

13. Special scenic routes or park drives may be designated "parkway" upon review and approval by the ~~city engineer~~ Community Development Director or their designee.

14. A newly established road, which has less than a ~~one hundred twenty five foot~~ (125')125-foot centerline alignment offset from an existing road intersection, shall continue the same road name. A newly established road, which has more than a ~~one hundred twenty five foot~~ (125')125-foot centerline offset from an existing road intersection, shall be assigned a new name.

15. Roads, public or private, shall be named according to the regulations in this chapter when serving or potentially serving three (3) or more users.

16. Duplicate road names are prohibited within the city. Existing duplicated names shall be corrected in accordance with this chapter to the greatest extent that is practical.

17. For the purposes of addressing developments with multiple buildings in a complex (commercial, industrial, office, residential or combination thereof), a road centerline may be established and named from which to assign addresses. For instance, within a commercial shopping center or multi-family development, a fire lane or main drive may be established and named for addressing purposes so that addresses may be derived from the designated road centerline.

B. Naming New Roads Or Naming Unnamed Roads: Any new road to be established within the city, public or private, or any existing unnamed road, public or private, shall require a road name approved by the ~~city engineer~~Community Development department and Kootenai County (for E911 purposes).

1. In the case of plats, approved road names shall be specified on the final plat map.

2. In the case of other new roads or naming of unnamed roads, the owner or owners and/or contract buyers of properties abutting said road, may petition, in writing on a form provided by the city, to the ~~city engineer~~Community Development department, to request an official name for a new road. The ~~city engineer~~Community Development Director shall give due consideration to any and all road name petitions, only after all road naming requirements of this chapter are met. The city engineer shall officially designate the road name having the greatest percentage of approval in the event a fifty one percent (51%) approval is not obtained.

The ~~engineering~~Community Development department shall give consideration to any street name requests only after all street naming requirements of this chapter are met. Once a name request is approved, the name will be added to the official street name list. The applicant shall be responsible for the cost of the sign and installation.

C. Renaming Of Existing Duplicated Road Names: Where duplicate names exist, roads may be renamed by the ~~city engineer~~Community Development Director to eliminate duplication. The ~~city engineer~~Community Development Director shall decide which roads shall be renamed using the following criteria:

1. When the road was originally named.
2. The number of improved properties served by the road.
3. Other factors as deemed appropriate to promote community health and safety.

D. Official Designation Of Existing Road Names: With the adoption of this chapter, all road names properly named shall be designated as the official road names. By resolution, the city council should confirm the approved list of street and road names. Subsequent adjustments and changes may be made by further resolutions.

E. Renaming Of Other Roads: In cases where property owners request to change the name of a road which has an existing city approved name, the property owners may petition the city council for such a change. Property owner-initiated requests under this subsection shall require ~~seventy five percent (75%)~~75% approval of property owners abutting the road and the payment of an applicable fee. Changes may be authorized by the city council when it is found to be in the public interest and meets the naming requirements of this chapter.

F. Controversial Or Disputed Street Names: The ~~city engineer~~Community Development Director shall have the discretion to refer any disputed road name, addressing issues, or controversial road name changes to the city administrator for resolution. (Ord. 444, 12-11-2007)

9-5-3: ADDRESSING PROCEDURES:

A. General Addressing Procedures: Addressing along the city roads shall be based on the address grid established by Kootenai County, which is:

Kootenai County shall be divided into four (4) quadrants with the address origination point located at the southwest corner of Section 13, Township 50 North, Range 4 West, B.M., being approximately the intersection of Northwest Boulevard and Government Way in the city of Coeur d'Alene as follows:

1. To the north, from the origination point as defined above, to the Kootenai County's north boundary.
2. To the east, from the origination point as defined above, to the Kootenai County's east boundary.
3. To the south, from the origination point as defined above, through the center of Coeur d'Alene Lake to Kootenai County's south boundary.
4. To the west, from the origination point as defined above, to the center of the Spokane River, then westerly down the center of the Spokane River to Kootenai County's west boundary.
5. From the point of beginning, one thousand six hundred (1,600) address numbers will be added as each section line is crossed (approximately 1,600 units per mile).

B. Address Numbers: Address numbers shall be clearly readable from the street, and shall contrast with background color pursuant to the international fire code. If a structure is more than ~~seventy five feet (75')~~75-feet from the street, or is otherwise not clearly visible from the road, its address shall be posted at the intersection of its access and the public or private road. The address sign shall be no less than four feet (4') or more than six feet (6') above the ground on a substantial, maintained post or standard. The view of the address from the road must be unobstructed. All primary letters, numbers, and symbols shall be a minimum of four inches (4") in height, with a one-half ($1/2$) stroke, and shall be contrasting with the background color.

Property owners are responsible for displaying proper address identification in accordance with this chapter.

C. Address Number Assignments: The following are basic standards for addressing:

1. Address numbers will run consecutively to the north, south, east, and west from the point of beginning.

2. From the point of beginning, one thousand six hundred (1,600) address numbers will be designated per linear mile.

3. All addresses shall be defined with a direction letter (N, S, E, W) following the address number, pursuant to the grid defined in subsection A of this section (address grid) (example: 8930 N. Government Way).

4. Even numbers shall appear on the south and east side of roads and odd numbers on the north and west sides.

5. If a building (commercial, industrial, office, residential or combination thereof) has a number of entrances, each serving a separate occupant, then the building may be assigned an address and the individual units shall be assigned subunit numbers or individual addresses may be assigned to each entrance.

6. A building (commercial, industrial, office, residential or combination thereof) with one main entrance shall be assigned one number with the owner of the structure responsible for providing designated individual subunit numbering.

7. Manufactured home parks shall be assigned one number for each lot within the park based on the addressing system coordinates. Roads within the manufactured home park shall be signed according to section [9-5-4](#) of this chapter.

8. For multiple buildings in a development (commercial, industrial, office, residential or combination thereof), it may be appropriate to establish a private road centerline for addressing purposes. Buildings would then be addressed using the established road centerline in accordance with numbering procedures in this chapter.

9. Projects requiring site plan review shall be assigned addresses as part of the site plan review process. The arrangement of buildings and vehicular travel aisles and the implications to addressing should be considered when reviewing site plans.

10. All addressing plans shall be reviewed and approved by Kootenai County GIS department to ensure conformance to emergency services protocols.

For effective and efficient emergency services and enhanced 911, it is important to provide consistent and uniform addressing procedures throughout the county. In addition to the basic standards for addressing set forth in this chapter, the city of Hayden property addressing guidelines to be adopted by resolution by the city council shall be followed to

provide solutions to addressing situations that do not fall within the type of streets or scenarios that are provided in this chapter.

D. Addressing Along Roads: A diagonal or meandering road shall be assigned numbers depending upon the address baseline that it most favors.

1. Circle and loop road direction designations shall be determined by the road's predominate direction (N, S, E, W).

a. For circle roads, the numbering shall start at the intersection point of the road closest to the address origination point and shall proceed in a clockwise direction using a consecutive numerical order with the odd/even numbers based on the starting point of the circle road as if the road were straight.

b. For loop roads, the beginning of the road is designated by the closest intersection to the origination point and increases numerically to the point that is the farthest from the origination point.

2. Properties with structure(s), or bare land parcels, that have a driveway shall be assigned an address based on a primary access point on a named road or common driveway.

3. Properties that have multiple driveways shall have a designated primary access point. If this primary access point is not designated by the property owner, the ~~city engineer~~City shall make the official determination and designate a primary access point that will be used for address assignment.

4. All plats produced as a result of subdivisions, minor subdivisions, planned unit developments, condominium, or other projects that require the establishment of primary access points from public or private roads for driveways shall have predesignated primary access points. These points shall be utilized to assign addresses to the associated parcels. The primary access points shall be verified by the ~~city engineering~~Community Development department prior to final plat processing, and also verified by the building department prior to the receipt of a certificate of occupancy for new structures to determine the actual address. (Ord. 444, 12-11-2007)

9-5-4: STREET SIGNS:

Road signs shall be placed, constructed and installed in conformance with the city of Hayden standards for public works construction as adopted by the city council and the "Manual Of Uniform Traffic Control Devices" (MUTCD).

Specifically, public road signs shall be green with white lettering. Private road signs shall be blue with white letters. (Ord. 444, 12-11-2007)

9-5-5: ENFORCEMENT:

A. Violations: It shall be unlawful for any person to:

1. Erect or install a street name sign not in accordance with this chapter; or
2. Remove, alter, change, or deface a street name sign or address identification erected or installed as provided herein; or
3. Place or post addresses not approved by this chapter; or
4. Fail to place an address visible from the road.

B. Penalties: Any person who violates or fails to comply with any of the provisions of this chapter shall be guilty of an infraction punishable by a fine of one hundred dollars (\$100.00).

In the event that violations of this chapter are not corrected within fifteen (15) days of written notice, the city may perform the work and bill the property owner(s). (Ord. 444, 12-11-2007)

9-5-6: ADMINISTRATIVE PROVISIONS:

~~A. Administrative Procedures: The city council may, by resolution, adopt formal administrative procedures; create fee schedules, etc., to facilitate implementation of the purpose and intent of this chapter. In the interpretation and application of the provisions of this chapter the requirements will be held to be minimum requirements.~~

~~A.B. Schedule of Fees, Charges, and Expenses: The City Council shall establish by resolution a schedule of fees, charges and expenses and a collection procedure related to the administration and enforcement of this chapter. The cost and maintenance of private road signage shall be the sole responsibility of the owner and/or applicant.~~

~~CB. AppealsAppeal of Administrative Decision: Appeals concerning interpretation or administration of this chapter may be filed by any affected person in accordance with 11-1-9(A). Such appeals shall be filed within a reasonable time of the action being appealed, not to exceed thirty (30) days, by filing with the city engineer a notice of appeal specifying the grounds of the appeal. The city engineer shall schedule the item for review by the city administrator to be commenced within a reasonable period of time after receipt of a completed notice of appeal and shall give due notice to any affected party. The city engineer shall transmit to the city administrator all paper that constitutes the record upon which the action appealed was taken. The city administrator shall decide the appeal. The decision of the city administrator may be appealed to the city council.~~

Enforcement actions may not be appealed.