

# PRE-ANNEXATION PROCESS



## Preliminary Request...

Applicant makes appointment to meet with staff to present proposal for annexing land into City limits. Discuss water, sewer, streets, emergency services, and other impacts to City.



Staff reviews information, makes presentation to Council.



Council reviews annexation proposal at next Council meeting, makes recommendation for or against.



Proposal declined.



Proposal accepted. Application process begins. Application submitted with filing fee within 30 days.

Annexing land into the City is a process that requires consideration for services, purpose, and assurance that the annexed land is in keeping with the comprehensive plan.

Infrastructure requirements must be addressed and the cost of improvements. Developer responsibilities will need to be outlined in an agreement.

This process requires a public hearing, notification of surrounding land owners, and a presentation before City Council who will have the final vote.

# City of Rathdrum

## Pre-Annexation Process – Preliminary Request

The City of Rathdrum uses a preliminary determination process when someone wishes to annex land into the City. It is designed to save both the City and the applicant time and money by determining if there is interest with the Council in considering the proposal without the time and expense of the formal application process and associated fees and public hearings.

Here is how it works:

1. The applicant submits to the City a package containing the following information:
  - A map showing the land proposed for annexation and the City limits on an 8.5"x11" sheet.
  - The existing County zoning and the proposed City zoning designations.
  - A statement on how the proposal is compatible with the City's Comprehensive Plan and why it is in the City's interest to annex the property and any other supporting materials.
2. The Planning Department shares the proposal with other city departments and solicits comments related to the provision of services.
3. Staff presents the proposal and staff findings to the Mayor along with the applicant's materials. The Mayor schedules review by Council, if deemed appropriate. If and when the proposal is forwarded to the Council, the applicant may attend the Council meeting where this occurs, but does not address the Council.
4. The Council considers the proposal and determines if they wish to entertain a formal application for annexation for the land in question.
5. The applicant may formally apply if the Council approves, or if the Council rejects, the applicant may come back at a later date with the same preliminary request.

For further information, please contact:

Chris Riffe, Planner  
City of Rathdrum  
Planning & Zoning Department  
208 687-2700 x 17  
planner@rathdrum.org

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# RATHDRUM LAND USE TABLE

## Commercial / Industrial



USES PERMITTED OUTRIGHT	P
CONDITIONAL USE PERMIT REQUIRED	C

### ZONING CLASSIFICATION

USES	General Commercial	Highway Commercial	Industrial
	C-1	C-2	I
Accessory uses customarily incidental to permitted uses	P	P	P
Agriculturally Sales/Service		P	P
Asphalt, Chemical, Cement, Explosive Facilities			C
Auto/Equipment Repair (screened area)		P	P
Auto/Vehicle/Boat Sales Lots (NEW)	C	C	
Banks/Financial Institutions	P	P	P
Beauty/Barber Shops	P	P	P
Cabinet Shop		P	P
Campground/RV Parks		P	
Carwash	C	P	P
Church	C		
Community Facilities	P	P	P
Convenience Store	C	P	P
Electrical/Plumbing Contractors			P
Excavating Contractors			P
Farm Implement Sales/Repair		P	P
Florist, Garden Shop, Plant Nursery, Greenhouse	P	P	P
Freight Hauling Facilities			P
Gas/Fuel Storage Facilities			P
General Business Offices	P	P	P
Hotel/Motel		P	
Laundromat	P	P	P
Light Manufacturing		C	P
Lumber Yard		P	P
Machine Shops/Manufacturing Facilities			P
Mini Storage		P	P
Nursery/Daycare for Children	P	P	P
Outdoor Sales		P	P
Pawn Shop		P	P
Public/private utilities			P
Radio, TV, and Communication Towers			C
Restaurants	P	P	P
Retail Stores	P	P	P
Service Station	C	P	P
Shopping Centers/Mini-Malls	C	P	P
Warehouses			P
Welding/fabricating facilities			P
Wholesale establishments		P	P
Wrecking and scrap yards			C
Other uses in keeping with zone as determined by P&Z	C	C	C

# RATHDRUM LAND USE TABLE

## Residential



USES PERMITTED OUTRIGHT	P
CONDITIONAL USE PERMIT REQUIRED	C

### ZONING CLASSIFICATION

HOUSING AND RELATED USES	Single Family Low Density	Single Family Medium Density	Single Family Medium Density Duplexes Allowed	Single Family Medium Density Duplexes Allowed	Multi-Family
	R1	R2S	R-2	R-2D	R-3
Accessory Buildings (garage, shed) *	P	P	P	P	P
Apartments/Townhouses/Condominiums					P
Bed and Breakfast Inns	C	C	C	C	C
Cemetery					C
Churches	C	C	P	P	P
Duplexes			P	P	P
Guesthouses	C	C	C	C	C
Home Occupations	C	C	C	C	C
Manufactured homes in compliance with 11-5-1	P	P	P	P	P
Manufactured Home Park-according to PUD requirements					P
Nursery/Daycare for Children	C	C	C	C	C
Public Libraries	P	P	P	P	P
Publicly owned and operated parks	P	P	P	P	P
Schools	C	C	C	C	P
Single Family Dwelling	P	P	P	P	P
Other uses in keeping with zone as determined by P&Z	C	C	C	C	C

\*11-4A-2E Accessory Uses Permitted: Uses customarily incidental to a principal use, such as, unattached garages, carports, and storage sheds, are permitted outright provided that the accessory structures meet applicable density provisions.

# RATHDRUM PARKING STANDARDS TABLE

## PARKING SPACES REQUIRED



CLASSIFICATION	CRITERIA	Parking Spaces Required
Barber/Beauty Shops	Per station (1) + Per employee (1)	2
Bowling Alleys	Per lane	6
Churches, Clubs, Lodges	Per seating area	4
Colleges - Commuter Type	Per full-time student	1
Colleges - Resident Type	Per 3 full-time students	1
Colleges - Commercial/Business Type	Per class room seats	1
Elementary or Junior High School	Per teaching station	1.5
	Additional per classroom	4
Food/Beverage Establishments	Per seats plus employees	1/3
Fraternities, Sororities, Dormitories	Per resident student	1
High Schools	Per teaching station	1.5
	Additional per classroom	8
Hospitals	Per bed	1.5
Hotels, Motels, etc.	Per guest room	1.25
Industrial	Per 500 sf gross floor area	1
Laboratories/Research Facilities	Per 300 sf gross floor area	1
Libraries, Museums, Art Galleries	Per 250 sf floor area	1
Machinery or Equipment	Per 400 sf gross floor area	1
Nursing/Group Care Homes	Per every 3 beds	1
Office Buildings, Professional Offices	Per 300 sf gross floor area	1
Outdoor Sales Lots	Per 2,000 sf display area	1
Skating Rink, Dance Hall, etc.	Per 75 sf gross floor area	1
Pharmacies	Per 150 sf gross floor area	1
Public Assembly, Theaters, Stadiums	Per 4 seats	1
Residential Housing: R-1, R-2S	Per dwelling unit	2
Residential Housing: R-2, R-2D	Per dwelling unit	2
Residential Housing: R-3	Per dwelling unit	1.75
Retail Establishments	Per 250 sf gross floor area	1
Retail Stores-large/bulky merchandise	Per 600 sf gross floor area	1
Rooming or Boarding House	Per guest room	1
Welfare/Correctional Facilities	Per every 5 beds	1
Wholesale/Storage Operations	Per 700 sf gross floor area	1