CITY OF COEUR D'ALENE
OFFICE OF THE CITY ADMINISTRATOR

CITY HALL - 710 E. MULLAN AVENUE
COEUR D'ALENE, IDAHO 83814-3958
208/666-5754

March 26, 2013

Mr. Barry Hogan Meyers, CADC, CCS
President/CEO
Port of Hope Centers, Inc.
598 E. Florida
Nampa, ID 83686

Dear Mr. Meyers:

Thank you for your letter of March 5, 2013 informing the City of Coeur d'Alene that Port of Hope (POH) is in the process of submitting a an offer to the Federal Bureau of Prisons for Residential Re-entry (RRC) Services at 218 N. 23rd Street in Coeur d'Alene, Idaho.

Our records indicate that your facility at 218 N. 23rd Street is currently permitted as an "I" occupancy" (Institutional Occupancy) under the International Building and Fire Codes and the building is located in our commercial C-17 zone. As discussed with you today, operation as an RRC in the C-17 zone will require a Special Use Permit (SUP). Attached is an application for a Special Use Permit to be heard by the city's Planning Commission. Our point of contact for the SUP is Dave Yadon, Planning Director, at (208) 769-2270, yadon@cdaid.org.

Also, as discussed, operation of the facility as an RRC would likely constitute a change in use under the International Building and Fire Codes. To facilitate a review of the proposed RRC use in this facility, we encourage you to apply for a Project Review meeting that will provide you a formal review of your proposed use by staff to determine if any facility modifications are necessary. The Project Review Application is also attached. The point of contact for the Project Review application is Cori Helton, Permit Coordinator, at (208) 769-2267 chelton@cdaid.org. Both of these forms are available online under the Planning and Building Services Department pages, respectively.

Sincerely,

Jon Ingalls
Deputy City Administrator

cc: Mayor and Council
        Wendy Gabriel, City Administrator
        Development Review Team

Attachments: Special Use Permit Application
                Project Review Application