

City of Kootenai
Special MEETING MINUTES
DATE: December 6, 2016
TIME: 6:40 p.m.

Subdivision/Stormwater Ordinance Workshop

Members Present: Mayor Lewis; Councilman Sundquist, Councilman Macha, Councilman Schock and Councilwoman Closson.

Staff Present: City Clerk, Ronda L. Whittaker, City Planner, Clare Marley and City Engineer, Jay Hassell.

Others Present from the Sign-In Sheet: None

A. Subdivision Ordinance – Clare presented Council with a draft copy of the revised Ordinance titled as Title 9 – City of Kootenai Subdivision Regulations as attached. She explained that she titled the Ordinance in compliance with the City’s upcoming codification of its codes. She also advised that there was a red-lined version of the same, but that she thought a clean copy would be easier for Council to follow. She proceeded to give her presentation.

She stated that there will be some issues that the City’s engineer will need to address before the ordinance is finalized. She suggested that it would be in good order to have other agencies and developers look at the draft ordinance to insure that the City had not left anything out. She explained that she had combined some topics in order to make the ordinance more easily understood.

- Minor plats– 4 or fewer lots with no zone change – no major improvements - administrative process in place – come back to council rewritten planner receives app send out for review and comments and then it comes back to council at a regular business meeting – not a public hearing.
- Property line adjustments – administrative – not a public hearing - zoning review after application staff planner to review record by deed alone. Platted or un-platted the same. There was a brief discussion about fees to process the application. Clare advised that she and the City’s clerk would insure that there were fees associated to the process. Option to re-plat if needed. There was a discussion in regard to taxing issues related to not re-platting. There was a concern about a property line adjustment not being re-platted affecting tax issues. Discussion about surveying expenses. Concern about County regulations or acknowledgment that the line has been adjusted or deeded. It was concluded that an administrative process would be more efficient and less expensive to the applicant.
- Development Agreements for minor plats can be waived by Council.
- There are no specific procedures for a modification of a plat – minor administratively, major public hearing.

- Contents of final plat must be identified.
- Why a new application for final plat. There was a brief discussion about time allowances that may provide a need for a final plat application. It was discussed that a final plat review would be in order, but really no need for another application to be entered. There was a discussion about fees associated to the process.
- Condominium plats – Clare explained that the City needed to be in compliance with State Code. Council agreed.
- Subdivisions – Mostly a clean-up of redundant information. She sought advisement by Attorney Mason in regard to conditions of approval and phasing.
- Provisions for on-or-off site facilities, roads or services exemptions such as fire stations, and other public services. Council advised that these issues should be addressed as they happen.
- Design Standards – park land – there was a discussion about the 10% dedication to the city for parks. She mentioned that there was no budget for parks at this time. The standards only require landscaping. Options were discussed as to what minor subdivision could dedicate such as playground equipment or green space. Council discussed the dedication of land should be in place, the City can develop the land in the future as budget permits. Clare expressed concern about the small parcels of dedicated property to the City throughout the City Council discussed options like bike paths, etc. Clare stated that she could address the issue and offer a formula and in lieu options.

No action was taken or decisions were made during the workshop.

Meeting adjourned at 8:50 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk/Treasurer