

*City of Kootenai*  
Special MEETING MINUTES  
DATE: March 22, 2017  
TIME: 6:00 p.m.

**Council Stormwater and Subdivision Ordinance Revision Workshop**

**Members Present:** Mayor Lewis; Councilman Sundquist, Councilwoman Closson, and Councilman Schock, Councilman Macha had informed the Clerk that he would not be able to attend.

**Staff Present:** City Clerk, Ronda L. Whittaker, City Planner, Clare Marley

**Others Present from the Sign-In Sheet:** None

**A. Stormwater Ordinance Workshop**

Clare explained that she and the City's Engineer had been working on creating triggering mechanisms that would regulate the need for stormwater plans. She summarized the proposed exemptions that she and the City's Engineer had created:

- New construction - additions or modifications to existing structures **not within** 300' of any surface water, not on a slope of 15% or greater, new impervious surface created by the construction **does not exceed** 1000 sq ft, disturbed area created by construction **does not exceed** 5000 sq ft.
- Excavation - fill grading or other earthwork activities not within 300' of any surface water, **not on** a slope of 15% or greater, resulting in **less than** 50 cubic yards of fill or excavated material, resulting in **less than** 5,000 square ft of disturbed area. **There was discussion and concern about earth being bermmed up to allow stormwater to run onto adjoining properties. It was brought to attention that there was a provision within section 7-2-8 of the proposed ordinance that addressed the issue, but that that provision should also be provided within the exception portion of the ordinance so that it is clear that no excavation can allow stormwater to run onto adjoining properties. Further discussion proposed that the Excavation fill requirements should not be an exception and that any proposed excavation fill be subject to the City stormwater standards. Clare stated that she would seek advisement from the City's Engineer.**
- Minor subdivisions, that will not result in creation of new impervious surface and meet the criteria of the subsections related to subdivisions. She advised that if there is an existing stormwater plan the applicant must provide a plan to connect to the existing system.
- Administrative exceptions – provides that the City Engineer or Administrator with the consultation with the City's Engineer, may issue administrative exceptions in whole or in part, when in their sound professional judgment, the exceptions are minor.

Clare then went on to summarize the Applications portion of the ordinance:

- Application requirements – A plan shall be filed with the city clerk for any activities listed:
  - a) Excavation or fill that will result in **more than** 50 cubic yards but less than 250 cubic yards of material
  - b) Construction or reconstruction of structures, paving, or other activities that

create **more than** 1,000 sq ft but **less than** 2,000 sq ft of new impervious surface

- c) Land-disturbing activities that will result in **more than** 5,000 sq ft of disturbed area but **less than** 10,000 sq ft of disturbed area
- d) Applicable activities within 300 ft of any surface water.

There was discussion about the triggers needed for a stormwater management plan in regard to the amount of fill or excavation, structures, paving and land-disturbing activities. It was determined that the triggers set forth were satisfactory.

Clare stated that she would look into a better definition for land disturbing activity. She also stated that she needed to look further in to the trigger as to activities within 300 feet of any surface water as shown on the National Hydrography Dataset.

There was further discussion in regard to modifications to Sedimentation and Erosion Control Plans and Stormwater Management Plans Review. It was determined that the requirement for applications where the building lots fronts a stormwater drainage ditch, the property owner shall first obtain a driveway culvert permit and install the driveway culvert needed to be re-defined. It was also decided that all modifications be subject to City approval.

It was discussed that the use for guidelines needed to be addressed as the existing sources were outdated.

It was further discussed that culvert standards needed to be revised to follow a drawing instead of the existing lengthy set of standards. Also there was suggestion that the material that is to be used for culverts be updated by the City's Engineer.

## **B. Subdivision Ordinance Workshop**

Clare briefly outline of the proposed revisions discussed at previous workshops.

There was discussion about minor subdivision construction and improvements property lot line adjustments. The question arose as to whether the issue would need to come to Council at public hearing or would it be more advisable to have the City's staff monitor the project. It was determined that that sort of project would be monitored by the City's staff. It was also determined that a recorded survey would be mandatory for all subdivisions regardless of size. Major re-platting would need to come to Council for approval.

There was discussion in regard to allowing Public Agencies to be exempt from subdivision requirements was discussed. It was determined that public agencies be exempt from subdivision requirements.

There was discussion in regard to land division made by testamentary provision requirements. It was determined that that requirement be deleted as it was not really necessary.

There was discussion in regard to neighborhood park requirements. It was determined that more review and update was necessary. The provision as is does not give the City an opinion as to how the park should be developed. Clare expressed her concern that the City did not have a plan in place giving guidelines as to how the bare minimum of land and improvements were calculated. There was discussion about park design guidelines be provided in a separate ordinance and/or within the development agreement for a subdivision. Further discussion

came forth to make sure that water and power be provided to the dedicated property for a park.

Subdivision connectivity was discussed. Clare encouraged further review.

It was agreed that set back information not be entered onto a final plat as design guidelines are set forth in the City's Zoning Ordinance.

Clare asked if Council would advise her to send out the draft ordinance to local developers for their input.

It was decided that a final draft could be brought to the regular Council meeting. If another workshop was needed it could be set in time to finalize and adopt at the May Council meeting.

B. City's Comprehensive Plan – It was determined that the City's Comprehensive Plan would definitely need to be review in the near future. Clare advised that the City's Community Review Plan would give some good information to start with.

No action was taken or decisions were made during the ordinance review.

Meeting adjourned at 7:50 p.m.

Submitted by:  
Ronda L. Whittaker  
City Clerk/Treasurer