



City of Kootenai
MEETING MINUTES
DATE: October 3, 2017
TIME: 6:30 p.m.

Mayor Lewis brought the meeting to order at 6:30 p.m.

Roll Call: Councilwoman Closson – AYE, Councilman Sundquist – AYE, Councilman Schock, AYE and Councilman Macha – AYE.

Amendments to the Agenda: There were no amendments suggested

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

Others Present: Tim Closson, City resident, Cis Gores, City resident, Denis Mier, City resident, Grace Bauer, City resident and Jessi Johnson, City resident

Public Comment: Ms. Johnson expressed her concern about speeding within the Seven Sisters Subdivision and her concerns about child safety. She advised more speed limit signs and children at play postings were needed. Mayor asked if the Sheriff's department had been advised. Jessi expressed her disappointment with the Sheriff's department's involvement when a concern was reported. Jessi stated that there is a sidewalk across the street, but the resident across from her is preventing anyone from using the sidewalk. There was an advisement that the sidewalk area is a public right-of-way and that there are no restrictions as to who may use it. Mayor advised that the area is under construction and she would advise the developer to advise their contractors to use speed limit precautions. She was advised to be pro-active and to continue to report incidences to the Sheriff's department. She was advised that the speed limit signs that are now in place regulate all of the streets within the City. There was a discussion about future traffic studies within the area and placement of additional speed limit signs. Mayor advised that this discussion would be taken under advisement at future meeting.

Announcements: There were no announcements

1. Consent Agenda:

Mayor Lewis asked Council if they had received and read the items on the consent agenda and asked if there were any corrections needed within the Consent Agenda. There were no recommended corrections to the minutes or financial report. **Councilwoman Closson made a motion to approve the consent agenda, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

2. Reports:

A. Mayor: Mayor Lewis reported that she had attended the BCATT meeting and stated that Burlington Northern had given a very informative presentation.

B. City Engineer: Written Report Summary – Attached. After a brief discussion, **Councilman Schock made a motion to authorize Mayor Lewis to sign the FEMA Hazard Mitigation grant application once it had been finalized, Councilwoman Closson 2nd the motion: roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

C. City Planner: Written Report Summary - Attached. There was a discussion in regard to some suggested amendment to the City's Zoning Ordinance. Council agreed that they would prefer that workshops would not exceed an hour and a half therefore they could focus on a couple of items per workshop in order to address all needed amendments and then have one public hearing which would finalize the final amended ordinance. **It was decided that a workshop be held on December 6th to begin at 6:00 p.m. There were no further discussions.**

D. Selkirks-Pend Oreille Transit (SPOT) – Councilwoman Closson reported that she had not attended the September meeting and had nothing to report.

E. Clerk: Written Report Summary – Attached. There was no further discussion.

4. Discussion/Action Items

A. Playground layout plan – Ronda ask Council to physically visit the playground area and advise her how they wished the position the new equipment. Councilman Sundquist advised that there should be a layer of pea gravel to say at the site and a divider medium between the pea gravel and the chips for drainage purposed. Council agreed that the longest slide should be placed at the NE and the shortest at the North end of the playground area. They indicated that the swing set should be placed at the East area between the two slides and that there was no need to remove any sod. They wanted to assure that the playground area should not impede the playing field. Councilman Schock suggested the Clerk to reach to Peak Landscaping in Sagle to see if they may be able to donate the divider medium.

B. Mort Construction – Temporary Certificate of Occupancy – Council discussed the request and expressed concern that temporary certificates of occupancy can sometimes require a resident to move out of their home if the required tasks are not completed at the temporary deadline. Upon further consideration, **Councilman Sundquist made a motion to not approve Mort Construction’s request for a blanket temporary certificate of occupancy for the Seven Sisters Subdivision Phase II & III, the motion was 2nd by Councilman Macha; roll call vote:**

**Councilman Sundquist – AYE
Councilwoman Closson – AYE**

**Councilman Macha – AYE
Councilman Schock – AYE**

C. FEMA Hazard Mitigation application for a stormwater/flooding mitigation plan – Council address the approval upon review of the City’s Engineer’s report. Authorization was approved.

D. Dishaw SUP001-17 Modification Fee – After review of the attached City Planner’s memo and a brief discussion, **Councilwoman Closson made a motion that the PL10 fee on the Kootenai Fee Schedule should be assessed for the proposed modification of a special use permit application by Ron Dishaw, with the additional legal noticing to be borne by the applicant., Councilman Sundquist 2nd the motion; roll call:**

**Councilman Sundquist – AYE
Councilwoman Closson – AYE**

**Councilman Macha – AYE
Councilman Schock – AYE**

Mayor Lewis adjourned the Council Meeting at 7:30 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

CITY OF KOOTENAI
SIGN-IN SHEET

DATE: **October 3, 2017**

TIME: **6:30 pm**

Council Meeting

| Name | Address | Representing |
|---------------|-------------------|---------------------|
| Tim Closson | | |
| Jo Lynn | 206 Bdese St. | me |
| Dana Druce | | |
| Grace Bauer | 21 Kuskanook loop | |
| Jesse Johnson | 89 KUSKANOOK LOOP | |
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City of Kootenai

Treasurer Report September 2017

| | | |
|-----------------------------|-----------|-------------------|
| Mt. West Business Checking | \$ | 9,999.17 |
| Mt. West Money Market | \$ | 223,831.34 |
| Mt. West Park Fund | \$ | 5,498.77 |
| LGIP - Current thru 9/28/17 | \$ | 121,810.74 |
| Total Cash Assets | \$ | 361,140.02 |

| GENERAL FUND REVENUE | | | |
|-------------------------------------|---------------------------------|---------------|---------------|
| Name | Account | Amount | Sub-Totals |
| 01 - GF REV | | | |
| Park Contributions | | 50 | |
| Total Contributions | | | 50 |
| Interest | | | |
| | Interest, Mt. West MM | 21.99 | |
| | Interest, LGIP | 64.05 | |
| | Interest, Mt. West Checking | 3.76 | |
| Total Interest | | | 89.80 |
| Licenses & Permits | | | |
| | Business License | - | |
| | Liquor License | - | |
| | Bulding Permits | - | |
| | Subdivision Fees | - | |
| Total Licenses & Permits | | | - |
| Property Tax | | | |
| | Penalty & Interest | 3.35 | |
| | Property Tax Current | 245.83 | |
| | Sales Tax - Inventory Phase Out | - | |
| | Arrears Property Tax | 12.23 | |
| Total Property Tax | | | 261.41 |
| Rents | | | |
| | City Hall Rental | 200.00 | |
| | Post Office Rent | 250.00 | |
| Total Rents | | | 450.00 |
| State of Idaho Funds | | | |
| | State Liquor Fund | - | |
| Total State of Idaho Funds | | | - |
| Total 01 - GF REV | | 851.21 | 851.21 |

STREET FUND REVENUE

| Name | Account | Amount | Sub-Totals |
|-------------------------------|------------------------------|-----------------|-----------------|
| 02 - SF REV | | | |
| Road & Bridge | | | |
| | Road & Bridge Current | 177.92 | |
| | Road & Bridge P & I | 4.16 | |
| | Road & Bridge Arrears | 11.74 | |
| Total Road & Bridge | | | 193.82 |
| Stormwater/Encroachment | | | |
| | Culvert Encroachment Deposit | 0.00 | |
| Total Stormwater/Encroachment | | | 0.00 |
| Total Streets | | | |
| | Total 02 - SF REV | 193.82 | 193.82 |
| | Total Income | 1,045.03 | 1,045.03 |

**City of Kootenai
Treasurer Report September 2016**

GENERAL FUND EXPENSES

| Name | Account | Amount | Sub-Totals |
|-----------------------------------|---------------------------------|----------|------------|
| 10 - GF EXP | | | |
| Bank Fees | | | |
| | Balance adjustments | 0 | |
| | Bank Charges, Checks, Supplies | 0 | |
| Total Bank Fees | | | 0 |
| Building Maintenance | | | |
| | Janitorial Service | 60.00 | |
| | Data Security/Building Security | - | |
| Total Building Maintenance | | | 60.00 |
| Legal | | | |
| | Attorney | - | |
| Total Legal | | | - |
| Dues & Membership | | | |
| Miscellaneous Memberships | ICCTFOA Scholarship Donation | 50.00 | |
| Dues & Membership | ICCTFOA District Dues | 5.00 | |
| Total Dues & Memberships | | | 55.00 |
| Office Expenses | | | |
| | Internet Service | 131.78 | |
| | Office Supplies | - | |
| | Postage | 49.00 | |
| | Computer Maintenance/Repair | 123.69 | |
| Total Office Expenses | | | 304.47 |
| Park | | | |
| | Maintenance | 405.00 | |
| | Park Project/boarders | 2,502.00 | |
| Total Park, Arbor Day & Earth Day | | | 2,907.00 |

GENERAL FUND EXPENSES - Cont.

| Name | Account | Amount | Sub-Totals |
|--------------------------|---------------------------|------------------|-------------------|
| Planning & Zoning | | | |
| | Building Permits | 4,058.04 | |
| | Comp Plan Review | 75.00 | |
| | Subdivision Fees | - | |
| | Planner | 1,271.00 | |
| | Site Plan follow up | 6.50 | |
| Total Planning & Zoning | | | 5,410.54 |
| Training Workshops | | | |
| | Meals/ICCTFOA Conference | 75.53 | |
| | Training Expenses/ICCTFOA | 316.48 | |
| | Milage | 233.55 | |
| Total Training Workshops | | | 625.56 |
| Utilities | | | |
| | Electric & Gas | 69.45 | |
| | Garbage | - | |
| | Water | 842.89 | |
| | Telephone | 90.41 | |
| | Sewer | 64.59 | |
| Total Utilities | | | 1,067.34 |
| Wages & Benefits | | | |
| | Clerk/Treasurer | 3,816.00 | |
| | Council | 400 | |
| | Mayor | 400 | |
| | Payroll Taxes | 353.72 | |
| | Retirement Fund - PERSI | 522.53 | |
| | Workers Compensation | - | |
| 6560 · Payroll Expenses | Blue Cross | 253.48 | |
| Total Wages & Benefits | | | 5,745.73 |
| | Total 10 · GF EXP | 16,175.64 | 16,175.64 |

City of Kootenai
Treasurer Report September 2017

| STREET FUND EXPENSES | | | |
|------------------------------|-------------------------------|------------------|-------------------|
| Name | Account | Amount | Sub-Totals |
| 20 · SF EXP | | | |
| Ditches | | | |
| | Ditch Maintenance | 45.00 | |
| Total Ditches | | | 45.00 |
| Stormwater | | | |
| | Culvert Permit Deposit Refund | - | |
| Total Stormwater | | | - |
| Street Maintenance | | | |
| Asphalt Striping | | 1295.49 | |
| Total Street Maintenance | | | 1,295.49 |
| Streets | | | |
| Capital Improvement Projects | | 30807.83 | |
| Total Streets | | | 30,807.83 |
| Utilities, Streets | | | |
| | Signal Lights | 45.01 | |
| | Street Lights | 0 | |
| Total Utilities, Streets | | | 45.01 |
| Transportation | | | |
| | SPOT | | |
| Total Transportation | | | |
| | Total 20 · SF EXP | 32,193.33 | 32,193.33 |
| | Total Expense | 48,368.97 | 48,368.97 |
| | Total Income | | 1,045.03 |
| Net Income | | | -47,323.94 |

MEMORANDUM

DATE: September 28, 2017
TO: Mayor Lewis and Council Members
FROM: A. Jay Hassell, P.E., Contract City Engineer
SUBJECT: October 2017 Council Report from Engineering

2017 Chip Seal Project Update

The contractor Application for Payment #1 has been processed less a 5% retainage pending a state tax release. The State Tax Release was submitted to the State Tax Commission and a release is pending. The final Application for Payment releasing the retainage will be paid when the release is in hand.

2017 Stormwater Maintenance work

The Independent Highway District has conducted storm water ditching maintenance and reshaping on the West side of Main Street from Rebecca to Kootenai Meadows and eastbound on the south side of Kootenai Meadows to Keegan. One phone line to one house was broken but the phone company was called immediately to repair. The ditching looks good and the work went well.

2018 Stormwater Planning Grant

In August, the City was informed that Kootenai may be eligible for FEMA Hazard Mitigation funding. All that was requested at that time was a Letter of Intent (LOI). We submitted that letter requesting a stormwater/flooding mitigation planning effort which was signed by the mayor and submitted (See attached LOI).

At that time, no financial commitments were needed. The city has been notified that we may complete a formal application for funding and the application window is now open. We are completing our research to verify that the proposed project is a fundable project, however, with council approval of the required 25% matching funds (\$17,500 max match), I will prepare the application and submit by the deadline of October 13, 2017.

Suggested Motion – Move to authorize the mayor to sign the FEMA Hazard Mitigation grant application.

SH 200 Crossing RRFB's

It was brought to the cities attention that the existing SH 200 pedestrian crossing Rectangular Rapid Flashing Beacons (RRFB's) and Kootenai Bay Rd to Seven Sisters Drive are not working.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

Additionally, the crossing was not officially permitted. However, ITD understood that verbal communication had taken place at the time between the City and ITD for the RRFB installation.

To clean up the paperwork and keep the RRFB's in place, ITD is requiring the city repair the beacons, retroactively file an application for a permit and also enter into a MOU with ITD for the RRFB's. The City has been working with a contractor to get a quote for repair and I am working with ITD on the permit application. I submitted a draft Memorandum of Understanding (MOU) between the City and ITD to legal counsel for review. After a legal review has been completed, I will submit the permit and MOU to Council for approval before submitting to ITD.

McGhee and Main Street Rehabilitation

I started collecting limited data on McGhee and Main Street for construction estimating purposes. I received costs for completing limited geotechnical material testing. Due to the costs and before I invested more into these two roads (which do need attention), I want to have council provide guidance on project priorities. I have included a new FY2018 Future Capital Improvement Projects (CIP) topic below for discussion.

Future Capital Improvement Projects

I would like to host a workshop for Council to discuss potential capital improvements projects. I would anticipate providing a list of potential projects in advance of the workshop for review. The list would include the project, a brief writeup of the purpose of the project and a potential project budget range. I would like council input and to hear about any other projects the council believe should be consideration. My goal will be to facilitate the discussion and obtain general guidance on where the City desires to focus its funds for the next few years. After the workshop, I would bring back a draft list of projects, budgets, potential funding sources (including grants) and priority for council approval.

***Discussion:** I would suggest the Council CIP workshop be held in October or November at the latest (to take advantage of potential grants opportunities)*

FY 2018 Engineering Projects and Planning Efforts

I am working on the following projects for the upcoming fiscal year based on council and Mayor Direction. Some will be contingent on council approval.

- SH 200 widening – Coordination with ITD for potential impacts to City streets (Current Mayor Request)
- Research Fiber Optics options for City and Residents (Current Mayor Request)
- Update Pavement Management Plan for 2020 to 2024 (with a future council approval)
- Storm Water Plan update (with potential grant funding and a future council approval)
- Annual Chip Seal project (ongoing)



**STATE OF IDAHO
OFFICE OF EMERGENCY
MANAGEMENT**
4040 W. GUARD STREET, BLDG. 600
BOISE, IDAHO 83705-5004



C.L. "BUTCH" OTTER
GOVERNOR

Maj Gen GARY L. SAYLER
ADJUTANT GENERAL

BRAD RICHY

July 13, 2017

From: Idaho Office of Emergency Management
4040 Guard Street, Bldg. 600
Boise, ID, 83705

Subject: FY17 Hazard Mitigation Assistance Funding Opportunities

To: All Eligible Idaho Applicants

Dear Partner,

The Idaho Office of Emergency Management (IOEM) announces the availability of FY 2017 Hazard Mitigation Assistance grant programs funds for Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) through the U.S. Department of Homeland Security Federal Emergency Management Agency. These grant opportunities provide risk reduction to individuals and property from natural hazards, while simultaneously reducing reliance on Federal disaster funds. The attached Fact Sheets provide funding and program information.

The priorities for FY 2017 include but are not limited to PDM grant mitigation planning and multi-state/tribal initiatives, and FMA advance assistance and community flood mitigation projects. Eligible sub-applicants include federally recognized Native American Tribal governments, agencies of state and local governments (city, town, or county), special district governments, and certain political subdivisions that adopted local FEMA approved mitigation plans. Projects must exist in an approved, current plan.

The attached letter of intent (LOI) is due to IOEM **August 14, 2017**. IOEM will review submitted LOI's and identify eligible project and plan proposals and then notify subapplicants to submit applications through the FEMA eGrants portal <https://portal.fema.gov> due **October 13, 2017**.

If you have questions, please contact our Mitigation staff: Susan Cleverley, 208-258-6545, Lorrie Pahl, 208-258-6508 or Mary Mott, 208-258-6521, or via email Mitigation2017@imd.idaho.gov.

Sincerely,

Brad Richy
Idaho Office of Emergency Management

Attachments

cc: IOEM Area Field Officers
IOEM Finance



**STATE OF IDAHO
OFFICE OF EMERGENCY MANAGEMENT**

4040 W. GUARD STREET, BUILDING 600
BOISE, IDAHO 83705-5004



Hazard Mitigation Grant Programs Letter of Intent – HMA FY2017

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Plan | <input type="checkbox"/> Previously Submitted Letter of Intent for this Plan/Project? | |
| <input type="checkbox"/> Project | <input type="checkbox"/> If so, when? _____ | <input type="checkbox"/> Unfunded, when? _____ |

Mitigation Program: (Please check one program from which you are seeking funds for this project)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Pre-disaster Mitigation Grant (PDM) | <input type="checkbox"/> Flood Mitigation Assistance (FMA) |
| <input type="checkbox"/> Hazard Mitigation Grant Program (HMGP) | |

Please consult HMA program guidance for details:

<https://www.ioem.idaho.gov/>

PDM/FMA Applications: apply at eGrants
<https://portal.fema.gov/famsVuWeb/home>

HMGP Applications: see HMGP Guidelines to apply
<https://www.ioem.idaho.gov/>

Statutory Authority for Grants:

HMGP, authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, as amended (42 USC 5170c and 5187), and 44 CFR Subpart N. CDFR 97.039.

PDM program, authorized under Section 203 of the Stafford Act (42 USC 5133). CDFR 97.047.

FMA program, authorized under Section 1366 of the National Flood Insurance Act of 1968, as amended (42 USC 4101c), and 44 CFR Subpart 78 (for programs which opened before December 3, 2007) and Subpart 79 (for programs which open on or after December 3, 2007). CDFR 97.029

Electronic Code of Federal Regulations:

<http://www.ecfr.gov>

Letters of Intent may be emailed to:

Mitigation2017@imd.idaho.gov

(DEADLINE for Letters of Intent is August 14, 2017)

Applicant Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> State Government | <input checked="" type="checkbox"/> Local Government | <input type="checkbox"/> Tribal Nation |
| <input type="checkbox"/> Special Purpose District | <input type="checkbox"/> Public/Tribal College or University | <input type="checkbox"/> Other _____ |

| | |
|---|--|
| Name/Address of Jurisdiction: <u>City of Kootenai</u> <u>204 Spokane St</u> <u>Kootenai, ID 83864</u> _____ | Contact Person: <u>Ronda Wittaker</u> County of Jurisdiction: <u>Bonner County</u> Department: <u>City Clerk</u> Phone Number: <u>(208)265-2431</u> Email: <u>kootclerk@nctv.com</u> |
|---|--|

Please attach separate document if needed

1. What is the Hazard(s)? Briefly describe the nature of the problem.

See attached.

2. How will plan/project protect life, safety, or property in your jurisdiction?

See attached.

3. Describe the level of Risk (probabilities or frequency of occurrence) and impacts (severity) of these hazards upon your jurisdiction.

See attached.

4. Please provide a short description and estimated cost of your proposed plan/project.

\$70,000 (see attached)

5. Is the proposed project identified in your All-Hazard Mitigation Plan (AHMP)? No Yes

AHMP Page No. 110

Is this a multi-jurisdiction plan? No Yes Specify jurisdictions: Bonner County & incorporated cities of Clark Fork, Dover, East Hope, Hope, Kootenai, Oldtown, Ponderay & Sandpoint

Will this be a New Plan Comprehensive Revision of an existing plan Multi-Hazard Plan

(Note: If this is plan revision, what is the expiration date of the current plan? _____)

6. Please indicate any technical assistance you will be requesting. Select all that apply.

Engineering design help Benefit cost analysis support Environmental concerns

7. Have you identified the cost share and source? No Yes Source City of Kootenai

Name of Signing Authority, Title Mayor

SIGNED BY MAYOR

AUGUST 2017

Signature

Date

(DEADLINE for Letters of Intent is 08/14/2017)

QUESTIONS? Please contact:

Susan Cleverley, Mitigation Section Chief (208) 258-6545 scleverley@imd.idaho.gov

Lorrie Pahl, Mitigation Planner (208) 258-6508 lpahl@imd.idaho.gov

1. What is the Hazard(s)? Briefly describe the nature of the problem.

The City of Kootenai experiences widespread flooding events yearly. Stormwater is conveyed through a system of channels, culverts, and roadside ditches that routinely overtop and flood roadways and private property.

2. How will plan/project protect life, safety, or property in your jurisdiction?

The 2005 City of Kootenai has a 2005 Stormwater Masterplan Report that identified runoff volumes and determined capacity issues for portions of their system. In the 2005 report, many components of the system were identified as undersized or otherwise unable to properly convey the calculated flow, and a number of recommendations were made to improve the system. Since publication of the 2005 plan, some work may have been completed but it is largely unknown what has taken place to-date. The plan has many elements and design components that can't be validated and many other elements of the city system are still undocumented. An new plan will allow the City to reevaluate the system as whole, identify issues with system components that have arisen since the 2005 plan, and identify issues with system that were identified in the previous plan that have not yet been managed.

3. Describe the level of Risk (probabilities or frequency of occurrence) and impacts (severity) of these hazards upon your jurisdiction?

Flooding occurs annually in the City of Kootenai. Impacts include flooding of private property and roadways with the potential for homes and other structures to flood.

4. Please provide a short description and estimated cost of your proposed plan/project.

The study will include (but is not limited to) a study of existing topo maps and aerial photographs to identify drainage basins, field reviews and assessments of the existing stormwater system components, identification of soil conditions and permeability rates, compute and model runoff, and identify system components that are undersized or otherwise do not properly convey flows. Stormwater elements not identified or defined, or their connectivity defined vertically, will be surveyed. Storm Recommendations for improvements will be made based on study outcomes.



RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: September 28, 2017
Re: **Planning summary for October 3, 2017 City Council meeting**

Building Permit Activity

The City of Kootenai received nine new building permit applications since the last monthly report, bringing the total number of building permit applications received to 31 for the year. The new applications are for single-family homes to be constructed in the Seven Sisters subdivision.

Fencing Standards:

I am continuing to work on the revised fencing standards ordinance. City Engineer Jay Hassell has offered to work with me on the standards for safe “vision triangle” for fences, walls, and other structures constructed at or near intersections.

After further review of the questions regarding whether finials, lighting, fence caps, and other finishing touches should be included in the height of a fence, I found several cities allowed these as exceptions. However, if allowed, these exceptions need to be carefully worded so that the minor additions to the fence don't become major extensions.

I would like to bring a draft to council for review. In order to move ahead, I would like to know whether the Council wishes to:

- Allow exceptions to the fence height for decorative finials, caps, lighting or other finishes so long as maximum dimensions are carefully spelled out.
- Develop a separate ordinance for fencing only, or group this issue with other high priorities discussed in the recent workshop.

Pre-application for subdivision:

City staff and other affected agencies will conduct a pre-application meeting in October for a proposed subdivision. Once the preliminary plat application is filed, the details may be made public. The application will fall under the quasi-judicial public hearing procedures.



MEMO

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk/Treasurer
Date: September 29, 2017
RE: Inquireis addressed during the month of September

Idaho Clerk's, City Treasurer's and Financial Officers Association (ICCTFOA) conference: A board meeting was conducted at 7:15 a.m. on Wednesday the 20th. Committee Reports were given – I am co-chair of the Training and Certification Committee - there was discussion about ICCTFOA supporting International Cerification. It was recommended that ICCTFOA refer international training credits to Boise State and for ICCTFOS to consider offering points toward a master certification. Board members were encouraged to promote raffel ticket purchase as they support the scholarship program that helps cities to send their clerks and treasures to conferences. There were 3 State Certifications and \$2,125 issued in scholarship awards given this year.

Training locations were confirmed: 2018 conference will be held in CdA, 2019 to be held in Napa, 2020 in Blackfoot and 2021 in Boise. The Board was advised that room rates are rising and that City's should be encouraged to address the issue at next budget oportunity.

Ranata McCloud, City of CdA and I were asked to present a presentation on certification procedures and scholarship oportunities at the first session on Thursday.

Overall training was exceptional. One new bit of knowledge – it will no longer be required for Cities to publish their quarterly reports; they may be posted on their web site instead!!!

Do to the training that the City has so grasiously allowed me to partake in, I have received my State Certification this year and an acknowledgment of 5 years of of Municipal Service.

City Clean Up: The City has sent out an advisory to the property owners of 507 W 1st Avenue regarding unlisensed/unoperable vehicles and debrie at their property.

Resident Complaints – The residents at 104 E 1st Ave has complained about excessive traffic at the neighboring property 105 E 1st Ave which goes on day and night and parking sometimes blocks their dirveway. They have been advised to contact the Sherrif's office.

PERSI – I attended a very informative PERSI training on Thursday, September 28th. Think about contributing to their 401 Choise plan.

Playground Project Update – The City received one Bid for the old equipment. It was awarded on September 18th and the equipment was picked up the same day. Mayor Lewis found someone to come remove some of the pea gravel which was relocated to the alley-way off of Central at the east side of the Park. There will need to be some excavating completed to prepare the site for the boarders and new equipement. I have not confirmed who is responsible for the excavating for the project; my understanding was that the Sandpoint/Ponderay Rotary Clubs were going to head the project. Still waiting on delivery date and site preparation.



RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: September 28, 2017
Re: **Request for Temporary Certificates of Occupancy**

Seven Sisters LLC

As the colder weather approaches, the Seven Sisters LLC would like to seek approval from City Council for temporary certificates of occupancy (TCOs), if needed, in the event conditions prevent them from completing items required for final certificates of occupancy. These items may include street trees, concrete work, or driveway improvements.

Seven Sisters LLC has 25 single-family dwellings under permit in the city for 2017. Seven Sisters Phases 2 and 3 required the planting of street trees prior to the issuance of certificates of occupancy. Driveway approach improvements are covered by the existing performance bond for the development.

Kootenai City Code 7-1-1 requires the City Council to approve temporary certificates of occupancy, as provided below:

7-1-7: CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION:

- A. Required: It is unlawful for any person to occupy a dwelling or building without an approved certificate of occupancy or certificate of completion.
- B. Completion Of Improvements: Where on or off site improvements are required as a condition of site plan approval for the subject permit, no certificate of occupancy or certificate of completion shall be issued until the city engineer has inspected and provided a written approval of all required site improvements, and certified that said improvements have been constructed in conformance with the approved plans.
- C. Temporary Certificate: **No temporary certificate of occupancy or temporary certificate of completion shall be issued without the authorization of the city council.** For minor outstanding required site improvements, such as landscaping, which cannot be completed due to weather or other conditions beyond the developer's control, upon the recommendation of the building official and city engineer, the city council may authorize a temporary certificate of occupancy or temporary certificate of completion, with conditions as may be deemed necessary and appropriate by the city council to ensure the completion of outstanding improvements. (Ord. 202, 12-10-2013, eff. 1-1-2014)

The code requires the approval of the Council, as well as the recommendation of the building official and city engineer. Seven Sisters LLC has advised the city that funds are to be held in trust for the completion of any work held up due to weather. Only those items required by the city need to be completed prior to issuance of the certificate of occupancy. Those would include planting the street trees and any other items required by the building official or city engineer before issuance of the certificate of occupancy. Conditions for issuance of the TCO may be set, if needed. The TCOs should provide an expiration date.

SUGGESTED MOTION: I move to authorize the building official to issue temporary certificates of occupancy, where needed, for the Seven Sisters LLC homes for minor outstanding required improvements that cannot be completed due to weather or other circumstances beyond the developer's control, upon payment of the required fee and a determination that the temporary certificate of occupancy is warranted.



RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: September 28, 2017
Re: **Fee determination for modification of permit**

Ron Dishaw Special Use Permit Modification, File SUP001-17

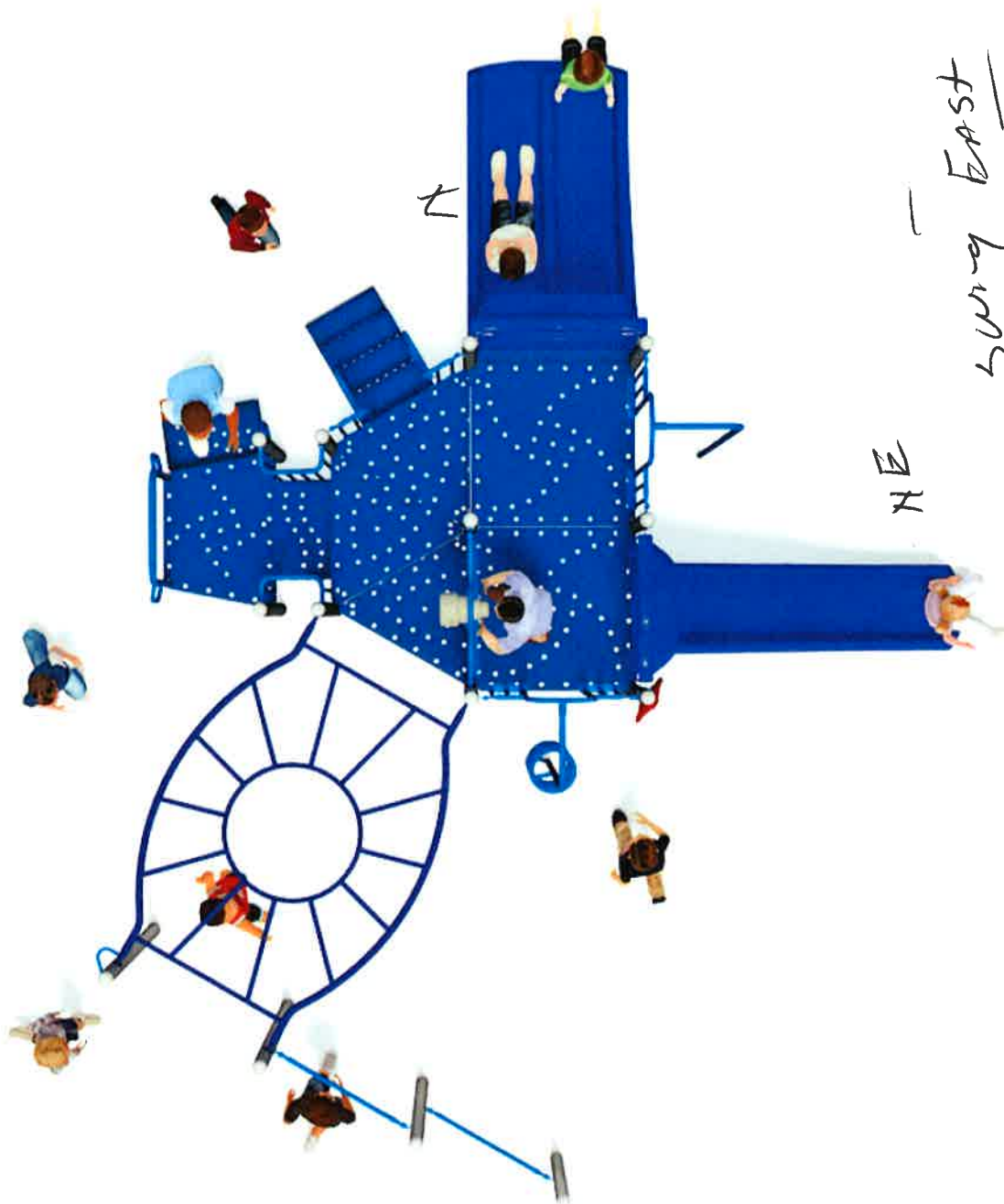
Applicant Ron Dishaw desires to modify his special use permit for multi-family residential units above an existing commercial building to allow the reduction of the number of units and the adjustment of conditions.

Kootenai City Code 8-3A-8 requires a new public hearing for modifications to the conditions of permit approval. The city fee schedule PL15 calls for a fee of \$500 plus actual costs of professional services for modification of “existing” special use permits. The Dishaw special use permit has been approved, but has not been issued or construction activated. Therefore, the PL10 fee of actual cost of professional code administration review may be more appropriate, with the condition that actual costs of legal notices also be covered by the applicant.

Staff is requesting the Council review and confirm the modification fee, since the fee schedule does not precisely cover this request, and the PL10 fee appears to more accurately reflect the anticipated costs to process this request. The PL10 fee is less than the PL15 fee.

The specifics of the applicant’s request will be presented at a duly noticed public hearing.

SUGGESTED MOTION: I move to confirm that the PL10 fee on the Kootenai Fee Schedule should be assessed for the proposed modification of a special use permit application by Ron Dishaw, with the additional legal noticing to be borne by the applicant.



NE

Swing East