

City of Kootenai
MEETING MINUTES
DATE: December 6, 2017
TIME: 6:00 p.m.

Workshop Meeting

Members Present: Mayor Lewis; Councilman Sundquist, Councilwoman Closson, and Councilman Schock, Councilman Macha was not in attendance.

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

Others Present: None

Clare advised Council that she had presented them with a schedule for the workshop as attached. She stated that she hoped to get to all topics but advised that the workshop started with the fee schedule update discussions.

A. Fee schedule update – Clare stated that the City’s current fee schedule lists a base fee + actual cost of professional services and that this procedure made it hard to justify the “base fee.” She advised that the schedule be changed to provide the base fee + actual cost of professional services and materials after base fee is expended. That way all costs associated to the City’s code could be justified. She guided Council to her proposed fee schedule and explained that she had identified actual costs at the end of the proposed schedule. She stated that she and the City’s clerk had gone through the base fees and wanted to make sure that they were a realistic fee as there was a concern that the base fee cover all expenditures leading into a project in case the applicant were to walk away from a project leaving the City to expend funds for expenses. She advised that she had provided within her proposed schedule the ability for the City to bill periodically for costs incurred once the base fee has been expended. Clare went on to address the current fee schedule and her proposed schedule with Council section by section. Council advised that the original intention was to have a base fee and then to be able to charge out for actual costs after the base fee was expended. There was a concern about the “base fee” explanations as it could be confusing as to when the + actual costs began or would there be extra costs related to a project that may not be listed. It was agreed that the + side of the schedule be re-named “initial fee.” Clare advised that she had included non-subdivision development agreements within the administrative portion of the schedule. Council recommended development agreements be listed as a separate type of application not related to a subdivision as they felt it to be a very important process. There was additional discussion about what the description and duties were for a zoning administrator. Council wanted to be very careful about what powers were approved by an appointed “zoning administrator” if ever there was one. After discussing the matter, it was determined that the City’s planner would be the standing zoning administrator and would be advised by Council. Clare advised that she was working with the City’s building inspector to address the building permit portion of the schedule as there had been some recent changes to the State Building Code. Clare and Council agreed that her proposed schedule was much more clear and concise. Council stated that once schedule was edited per the workshop it could be brought to the January meeting for adoption.

B. Update on Comprehensive plan mapping work – Clare advised that a new map had been created and she and Council agreed that the City reach out to the public for community involvement maybe at an open house or a meet and greet at some point.

C. Draft code amendment on fencing standards – Council and Clare agreed that the issue be tabled for another time.

D. Prioritizing amendments for 2018 – Council advised that this topic could be addressed at a future time.

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

Meeting adjourned at 8:30 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk/Treasurer

CITY OF KOOTENAI
Kootenai City Hall
204 Spokane, Kootenai, Idaho
Wednesday, December 6, 2017
TIME: 6:00 P.M.

WORKSHOP MEETING

AGENDA ITEMS:

- A. Update on comp plan mapping work**
- B. Discussion of ideas to draw in public for comment on comp plan update**
- C. Fee schedule update**
- D. Draft code amendment on fencing standards**
- E. Prioritizing amendments for 2018**

No action will be taken or decisions made during this workshop.

NOTE: Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431

Se les recomienda a las personas que necesitan un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431

There is an opportunity for the public to be heard during the "PUBLIC COMMENT" portion of the meeting. The council may impose a reasonable time restriction.

Please note: City Hall is OPEN Monday – Wednesday 9:00am to 3:00pm



CITY OF KOOTENAI
OFFICIAL FEE SCHEDULE – EXHIBIT A
ADOPTED BY CITY COUNCIL, RESOLUTION #____, ?/?/2018

LAND USE APPLICATION FEES (PL)			
Fee Code	Type of application	Base Fee	Plus (+)
PL1	Administrative applications, including: zoning permits; administrative exceptions; development agreements not related to subdivisions; written compliance reviews; written code review or interpretation	\$100.00	+ Actual cost of professional services and materials after base fee is expended
PL2	Annexation/de-annexation, including agreements and zoning map changes	\$2,000.00	+ Actual cost of professional services and materials after base fee is expended
PL3	Appeal of administrative decision	\$100.00	+ Actual cost of professional services and materials after base fee is expended
PL4	Comprehensive plan amendment	\$500.00	+ Actual cost of professional services and materials after base fee is expended
PL5	Request by applicant to reschedule hearing	Actual cost of professional services, legal notices, and materials	
PL6	Pre-application/pre-construction meeting with staff	\$100.00	+ Actual cost of professional services and materials after base fee is expended
PL7	Special use permit application	\$500.00	+ Actual cost of professional services and materials after base fee is expended
PL8	Variance application	\$500.00	+ Actual cost of professional services and materials after base fee is expended
PL9	Zone change application	\$1,000.00	+ Actual cost of professional services and materials after base fee is expended
PL10	Modification of terms of approved special use permit or variance	Actual cost of professional services, legal notices, and materials	
PL11	Application to amend city code	\$500.00	+ Actual cost of professional services and materials after base fee is expended
PL12	Investigatory fees for violation of land use codes	Actual cost of professional services, materials, mileage, and legal notices	

ENGINEERING – LAND USE APPLICATIONS AND SERVICES (EL)			
Fee Code	Type of application	Base Fee	Plus (+)
EL1	Encroachment permit – new culverts, inspection and engineering review	\$50.00	+ \$500.00 deposit (Funds not expended will be refunded)
EL2	Encroachment permit – existing (permitted) culvert inspection and engineering review	\$75.00	
EL3	Encroachment permit – Utility and street excavations	\$400.00	+ Actual cost of professional services and materials after base fee is expended + surety bond, as set forth by Kootenai City Code, Title 6, Chapter 2
EL4	Infrastructure plan review/inspections	Actual cost of professional services	
EL5	Professional engineer review, including code interpretation, code enforcement	Actual cost of professional services	
EL6	Public infrastructure construction oversight and inspection	\$500.00	+ Actual cost of professional services and materials after base fee is expended

BUILDING PERMIT FEES (BP)			
Fee Code	Type of application	Base Fee	Plus (+)
BP1	Accessory structure, storage shed larger than 200 square feet, including temporary and permanent.	Based on valuation*	
BP2			
BP3			
BP4			
BP5			
BP6			

SUBDIVISION, PLAT, PROPERTY ADJUSTMENT (SUB)			
Fee Code	Type of application	Base Fee	Plus (+)
SUB1	Pre-application/pre-construction meeting and additional meetings for same project	\$200.00	+ Actual cost of professional services and materials after base fee is expended
SUB2	Preliminary plat application, minor subdivision	\$500.00	+ Actual cost of professional services and materials after base fee is expended
SUB3	Preliminary plat application, regular subdivision, up to 50 lots, and concurrent stormwater plan review	\$1,000.00	+ Actual cost of professional services and materials after base fee is expended
SUB4	Preliminary plat application, regular subdivision, greater than 50 lots, and concurrent stormwater plan review	\$2,500.00	+ Actual cost of professional services and materials after base fee is expended
SUB5	Subdivision construction plan review	\$500.00 for each phase	+ Actual cost of professional services and materials after base fee is expended
SUB6	Construction oversight/inspections, up to 25 lots	\$750.00 for each phase	+ Actual cost of professional services and materials after base fee is expended
SUB7	Construction oversight/inspections, greater than 25 lots	\$1,000.00 for each phase	+ Actual cost of professional services and materials after base fee is expended
SUB8	Traffic analysis review/mitigation analysis	Actual cost of professional services	
SUB9	Final plat draft and mylar review, up to 10 lots	\$500.00	+ Actual cost of professional services and materials after base fee is expended
SUB10	Final plat draft and mylar review, greater than 10 lots	\$750.00	+ Actual cost of professional services and materials after base fee is expended
SUB11	Development agreement	\$500.00	+ Actual cost of professional services and materials after base fee is expended
SUB12	Surety agreement	Actual cost of professional services to review	
SUB13	Property line adjustment, replat application	\$500.00	+ Actual cost of professional services and materials after base fee is expended + Applicable final plat fees
SUB14	Modification of preliminary or final plat terms and conditions	\$200.00	+ Actual cost of professional services and materials after base fee is expended
SUB15	Condominium plat application	\$500.00	+ Actual cost of professional services and materials after base fee is expended
SUB16	Time extension request	\$250.00	+ Actual cost of professional services and materials after base fee is expended
SUB17	Vacation application	\$500.00	+ Actual cost of professional services and materials after base fee is expended

GRADING, EROSION CONTROL, STORMWATER & SITE PLAN REVIEW (SP)			
Fee Code	Type of application	Base Fee	Plus (+)
SP1	Site plan review	\$200.00	+ Actual cost of professional services and materials after base fee is expended
SP2	Minor and major stormwater management plans	\$100.00	+ Actual cost of professional services and materials after base fee is expended
SP3	Site plan inspection	Actual cost of professional services	
SP4	Infrastructure plan review/inspections	Actual cost of professional services	
SP5	Additional stormwater/erosion control or grading reviews and inspections	Actual cost of professional services	
SP6	Additional site inspections	Actual cost of professional services	+ Mileage at current IRS rate

ADMINISTRATIVE & MISCELLANEOUS FEES (M)			
Fee Code	Type of application	Base Fee	Plus (+)
M1	Alcohol, beer, or wine license application/transfer	\$25.00	
M2	Alcohol, beer, off-premise	\$50.00	
M3	Alcohol, beer, on-premise	\$200.00	
M4	Alcohol, catering permit	\$25.00	
M5	Alcohol, liquor license	\$225.00	
M6	Alcohol, wine, on- and off-premise	\$100.00	
M7	Animal impoundment	\$25.00	+ Daily shelter costs and costs of shelter requirements (e.g., spay/neuter)
M8	Business license, home occupation business license	\$50.00 for initial license; \$25.00 for renewals filed by December 31 st ; \$50.00 for renewals filed thereafter	
M9	CD/DVD of public meeting recordings	\$5.00 each	
M10	Check return fee	\$35.00	
M11	City hall rental	Up to 4 hours = \$50.00; More than 4 hours = \$100.00; Non-profit commercial use (charging for event or donations) = \$50.00/day; Non-profit (free/open to public) = No charge. \$50.00 cleaning deposit for all uses	
M12	Comprehensive plan book	\$25.00 each	
M13	Dog license, annual (January through December)	\$10.00 for spayed/neutered; \$35.00 non-spayed/neutered	
M14	Kennel business license	\$250.00	One time or annual?
M15	Park rental fee	Same as city hall rental, except for \$75.00 deposit; includes non-profits	
M16	Public records request – copies	0.10 each after 100 copies, per subject requests; city clerk hourly rate for requests requiring more than 2 (two) hours	

1. The City of Kootenai has the right to bill periodically for costs incurred once the base fee has been expended.
2. All fees are non-refundable.

- 3. Base fee costs include legal advertising, professional services, materials, clerical costs, mileage, and other similar expenditures to process an application.**