

# *City of Kootenai*

## Special MEETING MINUTES

DATE: November 28, 2023

TIME: 6:00 p.m.

## City Code Sign Review Workshop

**Members Present:** Mayor Lewis, Councilman Schock, and Councilwoman Mjelde, Councilman Sundquist and Councilman Rafferty.

**Staff Present:** City Clerk/Treasurer, Ronda L. Whittaker, City Planner, Clare Marley, Assistant Planner, Tessa Vogel, and Assistant Planner, Samuel Stringer.

**Others Present from the Sign-In Sheet:** City resident, Julie Washburn.

Mayor Lewis brought the workshop to order at 6:04 p.m.

**City Sign Code Review** – Clare did an overview of sign types. She advised that the overview would bring specific questions and concern.

- **Free Standing Signs** – Council discussed their concern about maximum size, luminated, rotating, noise, and what zones they would be allowed in. Council advised that the Code needed to consider the brightness and direction of luminated signs near a residential zone. Another consideration brought up was the height of a free-standing sign. Samuel explained the current regulations regarding commercial and industrial free-standing signs advising that the current code allows up to 3 free standing signs per 150 feet of street frontage and that you could count both frontages on a flanking street. He advised that the current code allows up to 150 feet in height all depending on the amount of street frontage a property would have. There was discussion about set-back regulations and whether the City would need to add the consideration of the Idaho Transportation Department when proposing to allow any free-standing signs along Hwy 200.
- **Building Signs/Roof Signs** – Council expressed their concern that a building sign could possibly extend beyond the building frontage. Samuel advised that the current code allows building signs, but that the sign could only cover 10 percent of the building frontage. Council expressed their concern about height, movement, lamination, and safety of building signs and roof signs. Samuel advised that a roof sign could only be 10 feet above the roof. Clare advised that there were state standards addressing roof signs. Council advised that the City's Code should direct a building and/or roof sign to include an engineer's stamp, should have no movement or flashing, and should have no outside of business advertising.
- **Mansard and Double-faced Signs** – Samuel advised that these types of signs were mentioned in the City's Code. Council had no objection to either type of signage.
- **Light-up and Animated, Electronic Messaging and Digital Signs** - Samuel advised that the City's Code does allow light-up signs. Council expressed their concern that light-up signs/neon signs are an irritation and should only be allowed in specific zones. Council discussed how long an image should show before it moves on to the next image as it could be a safety issue for drivers trying to read the image. Clare advised that animated, electronic messaging signs can be less allusive. There was discussion again about height, size and brightness. Samuel advised that electronic signs are now not allowed in certain zones. Council discussed the option of allowing an administrative special use for reader board type signs for schools and churches.

- **Parked Vehicle and Window Signs** – Samual advised that the City’s code does regulate parked vehicle signage and that it is prohibited in certain areas with exceptions. Council advised that the vehicle needed to be registered and operatable and could only stay in place for 6 days out of 60. Council expressed their concern about the 10 percent rule for food and coffee stands. Tessa stated that Food Trucks/Coffee Stands are not subject to that rule. There was a discussion about window signs. Clare advised that the window signs were subject to the 10 percent rule. Council agreed that seasonal decorated/painted windows could be allowed.
- **Wall Murals/Advertising** – Council was not against this type of sign but suggested they be regulated by the permitting process. Council agreed that light pollution must be addressed and only a certain amount of luminous and building signs should be allowed.
- **Fence Signs** – Clare advised that signs on fences are limited to 7 feet in height and are regulated by the building permit procedure. There was discussion about how many signs could be allowed. Council suggested that fence signs could be considered as sight obscuring. Samual advised that the allowance is subject to the 10 percent of building frontage rule. Council suggested that there should be one sign allow per property. Council agreed that a blade sign would be preferred.
- **Inflatable/Feather Signs** – Clare advised that this type of signage was not mentioned in the City’s Code. Council agreed that they were not in favor of this type of signage. Council agreed that there were some instances that a temporary Inflatable/Feather sign could be allowed by administrative temporary special use procedures and should be limited and must consider safety issues.
- **Kiosk and Group Signage** – Clare advised that the City Code did not have a description for this type of signage. Council agreed that a description and regulation for this type of signage be included in the City’s Code. Council agreed that a group sign would be preferred and could be allowed to be larger than the regulated size in order to help a business consider this type of group signage.
- **Temporary Signs** – Council agreed that a temporary sign should be good for 30 days and they shall not be allowed on public rights-of-ways.

Clare advised that the supreme court says that the City cannot judge on what a sign says other than vulgar language. She also advised that she had reached out to the international sign association and was told that they would be happy to help review or help guide the City re-model their sign code for free. Council agreed that this would be a great asset and should be used.

**Short Term Rentals** – Tessa advised that Idaho Law prohibits limitations on regulation of short-term rentals and vacation rentals. Neither a county nor a city may enact or enforce any ordinance that had the express or practical effect of prohibiting short-term rentals or vacation rentals in the county or city. However, a county or city may implement such reasonable regulations as it deems necessary to safeguard the public health, safety and general welfare in order to protect the integrity of residential neighborhoods in which short-term rentals or vacation rentals operate. A short-term rental or vacation rental shall be classified as residential land use for zoning purposes subject to all zoning requirements applicable thereto. Neither a county nor a city can regulate the operation of a short-term rental marketplace. She defined short-term rental as any individually or collectively owned single-family house or dwelling unit or any unit or group of units in a condominium, cooperative or timeshare, or owner-occupied residential home that is offered for a fee or for thirty days or less and does not include a unit that is used for any retail, restaurant, banquet space, event center or another similar use. She also defined short-term rental marketplace as a person that provides a platform through which a lodging operator, or the authorized agent of the lodging operator, offers a short-term rental or vacation rental to an occupant. (THINK INTERNET). She explained that the City does not specifically regulate short-term (vacation) rentals in its Codes. She asked if the City would like to consider implementing such reasonable regulations as it deems necessary to safeguard the public health, safety and general welfare in order to protect the integrity of residential neighborhoods in which short-term rentals or vacation rentals operate. Council agreed that general standards and life safety should be address within the City’s Codes. They suggested that a short-term rental should be limited to 1 per parcel, and limit

parking to off-street only. They also agreed that a short-term rental should be registered with the City and a process that doesn't require a lot of administration. They agreed that no RV should be used as a short-term/vacation rental. They also agreed that a neighborhood be notified within 300 feet of the short-term rental and good neighbor practices should be used such as an in-house notice with use regulations and contact information. Council also discussed a fee structure for this issue. Tessa stated that she would research what other cities are doing and bring that and more information to the City at a later date.

Meeting adjourned at 8:05 p.m.  
Submitted by:  
Ronda L. Whittaker/City Clerk

