



City of Kootenai
**COUNCIL MEETING
MINUTES**

DATE: September 6, 2022

TIME: 6:30 p.m.

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

City Clerk opened the telephonic/video line for phone and/or video attendance.

Roll Call: Councilman Sundquist – PRESENT by phone, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilman Rafferty – HERE.

Staff Present: City Clerk, Ronda L Whittaker, City Planner, Clare Marley, Assistant City Planner, Tessa Vogel, and City Engineer, Ryan Luttmann.

Amendments to the Agenda – None were proposed.

Announcements – None were proposed

Others Present: City Resident Julie Washburn, City Resident Sandy Anderson, and City Resident Dale Vanhorn, Vern Roof representing Northside Fire Department, Lieutenant Steven Chamberlain representing Sandpoint Police Department and Amy Manning representing III-A Insurance Group.

Public Comment – Mr. Vanhorn brought a thought to Council in regard to the Second Street Widening Project. He advised that he thought it to be a good project but that it would be safer if Second Avenue were a one-way street.

1. Consent Agenda:

Mayor Lewis asked Council for a motion to approve the Consent Agenda.

Councilman Rafferty moved to approve the Consent Agenda, 2nd by Councilman Schock; roll call vote:

**Councilman Sundquist – AYE
Councilman Rafferty – AYE**

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

2. Northside Fire Department – Ordinance #234 Section 7.3.16 Joint Development Advisory Committee – Vern Roof advised Council that the requirement for choosing a Joint Development Advisory Committee had changed mandating that the committee had to be chosen from within the jurisdiction. He stated that he was aware that often this will be a challenge as the committee had to be made up of a combination of 5 being business owners and development contractors which is sometimes a challenge for small cities. He advised that he was seeking some guidance on this issue, but that Council needed to begin thinking about who they may have within its residents to serve on this committee. He stated that the committees would meet only once a year, so the commitment would not be a burden to members of the committee.

3. Reports:

3.A. Mayor: Mayor Lewis informed Council that she would be attending another Urban Area Transportation workshop on September 29th.

3.B. City Engineer: Written Report Summary – Attached – Specific topics were discussed:

3.B1 Amendment #4 and Authorization for Engineering Consulting Services – Ryan stated that each year he provides an amendment to his Engineering Consulting Services so that it is easier to track costs each year. He advised that there were no changes to services other than a year change. **Councilwoman Mjelde moved to approve Amendment #4 for Engineering Consulting Services, , 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.B2 Children Pedestrian Safety Program Grant – Ryan advised he had received a contract for surveying services from Glahe & Associates. He mentioned that the City has worked with Glahe & Associates in the past and was asked to provide a scope and fee to collect the topographic survey within the project limits. Councilman Sundquist asked if the survey would include pinning of the City's easements/alleyways. Ryan advised that the survey would not include pinning, but that the easements would show on the report. **Councilman Rafferty moved to approve the Glahe & Associates contract for surveying and authorize Mayor Lewis to sign and have the Agreement submitted, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.C. City Planner: Written Report Summary – Attached – Specific topics were discussed:

3.C2 – Land Use Application Activity – Clare advised that the proposed development of the property east of Lignetics, was issued a stop work order by the City on August 2, 2022, for the ongoing removal of topsoil and overburden, excavation and fill at the site on US Hwy 200. She advised that this was necessary as the landowner had not obtained approval from the City for a grading, erosion control, stormwater management plan. She advised that the plan was submitted and that the City allowed the contractor to complete the clearing and stockpiling in preparation for geotechnical studies of the site. She stated that the applicant is required to enter into an agreement with the City for required public improvements, which would include extensions of public sewer and water services and Idaho Transportation access entrances. She suggested that it would be in the City's best interest to require a development agreement. Council agreed that a development agreement would be in order. Clare advised that these agreements would come before the City Council for consideration at a future meeting.

3.C3 – Bonner County ACI Request for Comment File V0012-22, Whiskey Jack LLC – Tessa Vogel advised that the City was invited to make a comment about the County's proposal to approve a set-back allowance for a project located within the

Ponder Point area. She advised that the applicant was requesting a 2'11" property line setback variance where 5' is required to allow for the existing roof overhang of the recently build single-family dwelling on a .62-acre lot. She advised that the City's comprehensive plan map designated this area as Recreational Mixed establishing areas where waterfront access, existing private resorts, trails, or other a land and development features provide an opportunity for a mix of housing and commercial uses related to recreational activities. She advised that there was a concern that the 2'11" setback proposed would most likely be less than any setback for zones in the Recreational Mixed Kootenai designation. She also advised that the variance request is for an existing structure, not a proposed structure, and if annexed into the City as RECREATIONAL, for a single-family dwelling the requirement would be: Front Yard: 25', Rear Yard 10', Side Yard 15' and Flanking Street 20'. She stated that the property line setback variance being requested is along a SIDE property line, which would require a 15' setback in the Recreational zone and the applicant was requesting a 2'11" setback. Council agreed that this type of variance was extreme and should not be allowed. The discussed snow slide off concerns and a domino effect if this type of variance was allowed. **Councilman Rafferty motioned to submit a comment expressing the City's concerns, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.C4 – Bonner County ACI Request for Comment File AM07-22 Zoning Map – Tessa Vogel advised that the County was proposing to that the official zoning map no longer be dept in paper format and will only be available digitally. She advised that although the text amendments are not technically Area of City Impact comment items, the taxing districts are entitled by state law to receive notice and comment. She expressed concerns that a digital formatting can be difficult to verify, compare, and preserve and would not be housed in the county clerk or planning office for public view. Council discussed hard copy vs. digital. The expressed their concern that not everyone has the use of internet and agreed that a digital version would be difficult to work with. **Councilman Rafferty moved to submit a comment expressing their concerns, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.D. City of Sandpoint Law Enforcement: - Written Report – Attached. There was no further discussion.

3.E. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor Lewis stated SPOT had found a new director, and that they were very happy to have her previous experience.

2.F. Clerk – Written Report – Attached. There was no further discussion.

3.G. Park Committee – Councilwoman Mjelde stated that she had found a couple of local residents who had agreed to be on the Park Committee. She introduced Julie Washburn and asked Julie to give her report to Council. Julie stated that she had reached out to several residents within the area of the Second Street undeveloped park area to get ideas as to how they would like the area to be developed. She advised that some of the ideas included a

basketball court and/or small skateboard arena mostly to give children from grades 5-8 a place to play outside of the elementary school playground as it is closed after school hours and during the summer vacation months. She expressed her concern that there just is not anything for them to do during closed school hours and summer vacation. Councilman Sundquist mentioned that he would like to consider a pickleball/tennis court at that site. Councilwoman Mjelde stated that now the City just needed to find some funding for development of the area.

3.H Vegetation Management – Specific issues were discussed:

3.H1 Tree and Scrub Removal – Idaho Transportation Department (ITD)
removal of trees and shrubs east of N. Main Street – Councilman Rafferty advised that the ITD was scheduling to remove trees and scrubs from their rights-of-ways in the Hwy 200 and N. Main Street area to improve traffic safety coming as traffic enters Hwy 200 from N. Main Street as sight is obstructed with overgrown scrubs and trees. He stated that ITD had contacted property owners to advise of the scheduling and removal.

3.H2 Weed Abatement on undeveloped properties – Ronda stated that she was receiving resident complaints about weed overgrowth on large tracts of undeveloped properties and was seeking some guidance as to how to manage these areas. She advised that she had sent notices to smaller undeveloped properties that are next to residential areas, but that there are some larger areas that need to be attended to. Council stated that there should at least be a fire break between a residential area and large tracts of undeveloped properties. They asked Mr. Roof of the Northside Fire District is that would be something that could be addressed by the District. Vern stated that he could investigate it and advise.

3.H3 Priority Tree Health Removal within the City rights-of-ways – Ronda advised Council that the Idaho Department of Lands had completed an inventory of unhealthy trees within the City's rights-of-ways and that she had sent letters to property owners who had priority tree health within the City's rights-of-ways advising that it was their responsibility to manage such trees and abate them properly. She advised that she had asked the Department of Lands to assess what trees had been removed and what trees had not been removed. She asked for guidance as to what the next step would be for unsafe trees that have not been removed. Council agreed that if there were unsafe trees within the City's rights-of-ways they should be removed and advised that the City's Vegetation Management funds be used for the task.
Councilwoman Mjelde moved to removed unsafe and unhealthy trees within the City's rights-of-ways, 2nd by Councilman Rafferty; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4. Discussion/Action Items

4.1 Lignetics Update – Ronda advised that the City had received a reinspection report from Northside Fire Department. Council was in agreeance that most of the violations and City concerns had been remedied. Councilman Sundquist expressed his concern that he and a few other residents see colored smoke coming from the smokestack at the facility and that is not supposed to be colored; it is supposed to be white – steam. Mayor Lewis stated that there have been times that employees are not practicing good practices and the facility should be called if this colored smoke is witnessed. Ronda stated that she would get a phone number to give out so that this type of concern can be reported and remedied immediately.

4.2 III-A Joint Powers and Participation Agreements – Ronda advised Council that they had chosen III-A to provide a health insurance plan for City employees. She stated that in order to have III-A as their insurance broker, they would need to be in agreement with the Joint Powers and Participation Agreements. She advised that she had sent these agreements to the City's Attorney and advised that the City's Attorney saw no problem with the agreements other than the three-year commitment. She stated that the City's Attorney had advised that there was no concern as long as Council was aware. Council agreed that there was not enough information present to pursue an objection of the free title action. Council agreed with the City's Attorney's advisement. **Councilwoman Mjelde moved to approve the III-A Joint Powers and Participation Agreements and authorize Mayor to sign the same, 2nd by Councilman Rafferty, roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4.3 – City Personnel Policy – Ronda advised that the City had received a proposed Personnel Policy for Council's Review. Council suggested the following sections be edited:

- **XI. Compensation Policies** - Section G - Payroll Procedures and Paydays from twice a month to once per month as that is how payroll is set up to date
- **XII. Employee Benefits** – A. Vacation Leave – Ronda suggested a 3-month probation period before vacation and sick leave be added to employee benefits. This would ensure that the employee is pretty much willing to keep employment with the City. Council agreed. Council also discussed B. Sick Leave and agreed that is area be edited to allow for an accumulation not to exceed 30 hours and to be paid at 50% upon termination if there was unused time available. Councilman Schock also mentioned that there was not paternity/maternity leave present within the policy, and he would like to have something added to the policy for this type of leave.
- **XII Employee Benefits** – D. Travel Expense Reimbursement – Councilman Schock stated he would like to see this clause add that mileage will be paid in accordance with the current federal rate.
- **XII Employee Benefits** – E. Holidays – Ronda stated that it had been previously discussed that Council would like to see the policy allow for vacation to be paid for all Federally recognized holidays and not list each holiday. Council Agreed.

4.4 – Public Records Request Form and Resolution – Ronda stated that the City's had reached out suggesting a tighter records form and a resolution to state fees for public records as the City did not have one in place. She advised that she had worked with the City Attorney to produce a tighter form and advised that the City does not get too many requests but it was a good practice to have a good form and resolution. Council agreed that the City start using the tighter form. Ronda stated that the resolution was forthcoming.

4.5 Code Violation for 209 Humbird St. – Ronda advised that the City had received a response to the Notice of Violation sent to the property owner of 209 Humbird stating that she was having issues cleaning up the area outside of her home. Council agreed that this issue has been going on for some time now and that prolonged extensions only lead to non-compliance.

Resident Julie Washburn stated that the property owner was a fellow veteran and that she would be happy to reach out to her to see if she would accept help to clean up the debris. **Councilman Schock moved to table the violation to next month's meeting to see if she would accept help, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– NAY

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor Lewis adjourned the meeting at 8:57 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

CITY OF KOOTENAI SIGN-IN SHEET

DATE:	September 6, 2022
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TIME: 6:30 pm	
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Council Meeting

[illegible]

City of Kootenai

Treasurer Report August 2022

Mt. West Money Market	\$	324,283.34	0.04% APY	
Mt. West Checking	\$	304,350.61	0.01% APY	
Park	\$	-	0.01% APY	
Idaho Central Credit Union	\$	551,466.30	1.85%	2025
Total Cash Assets	\$	1,180,100.25		

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
SLFRF			
Franchise Fees			
	Avista Corporation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
Total Franchise Fees			0.00
Interest			
	Interest, MW Money Market	2.98	
	Interest, MW Checking	2.73	
	ICCU CD3	265.45	
	ICCU CD1	324.63	
	ICCU CD2	300.45	
Total Interest			896.24
Licenses & Permits	Business Licenses	0.00	
Law Enforcement Fines		0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	508.96	
	Site Plan Review	0.00	
Total Planning & Zoning Fees & Permit			508.96
Property Tax			
	Arrears Property Tax	81.17	
	Penalty & Interest	7.96	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax			89.13
Rents			
	City Hall Rental	450.00	
	Post Office Rent	280.00	
Total Rents			730.00
State of Idaho Funds			
	State Liquor Fund	9,193.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			9,193.00
Total 01 · GF REV		11,417.33	11,417.33

INCOME/STREETS

Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	0.00	
	HB312	0.00	
Total Idaho Transportation Dept			0.00
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	5.81	
	Road & Bridge Arrears	58.71	
Total Road & Bridge			64.52
Road & Streets			
Second Ave Widening Project		250,000.00	
Total Road & Streets			250,000.00
Stormwater/Encroachment			
	Utility Encroachment Pmts	2,911.18	
	Culvert Encroachment Deposits	550.00	
	Stormwater Management	100.00	
Total Stormwater/Encroachment			3,561.18
	Total 02 · SF REV	253,625.70	253,625.70
	Total Income		265,043.03

City of Kootenai
Treasurer Report August 2022
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships	ICCTFOA Conference	445.00	445.00
Building Maintenance			
	Janitorial Service	87.73	
	Furniture & Fixtures	30.00	
	Maintenance and Repairs	935.00	
	Custodal Supplies	0.00	
	Building Security	177.64	
Total Building Maintenance			1,230.37
Insurance	ICRMP	0.00	
Legal	Attorney	2,330.52	
	Law Enforcement Contract	1,405.21	
	Alternate Code Admin	975.00	
	Legal Notices	283.29	
Total Legal			4,994.02
Office Expenses			
	Computer Maintenance/Repair	140.17	
	Computer Hardware	1,440.80	
	Computer Software	474.00	
	Internet Service	153.74	
	Office Supplies	34.37	
	Postage	25.85	
	Other/Easter/Mayor	0.00	
Total Office Expenses			2,268.93
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	925.00	
	Vegetation Management	1,312.50	
Total Park, Arbor Day & Earth Day			2,237.50
Planning & Zoning			
	Planner	430.00	
	Site Plans	569.50	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	119.00	
	Building Permits	6,472.26	
	Zoning Map	0.00	
Total Planning & Zoning			7,590.76

City of Kootenai
Treasurer Report August 2022
EXPENSES/General Fund - cont.

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	575.00	
	Meals	0.00	
	Milage	0.00	
Total Training Workshops			575.00
Utilities			
	Electric & Gas	98.05	
	Garbage	12.42	
	Telephone	35.84	
	Water	135.47	
	Sewer	0.00	
Total Utilities			281.78
Wages & Benefits			
	Clerk/Treasurer	4,009.95	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	421.50	
	Retirement Fund - PERSI	642.98	
6560 - Payroll Expenses	Health Insurance	0.00	
	Workers Compensation	262.00	
	Payroll Expense/Intuit	510.00	
Total Wages & Benefits			6,846.43
	Total 10 - GF EXP	26,024.79	26,469.79

City of Kootenai
Treasurer Report August 2022
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	0.00	
Total Ditches			0.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Materials	0	
	Engineer	-	
	Capital Improvement Project/NM	4,000.00	
Transportation			4,000.00
	BCATT	0	
	Bike & Ped/RFP Light Repair	0	
Total Transportation			0.00
Utilities, Streets			
	Signal Lights	34.08	
	Street Lights	894.00	
Total Utilities, Streets			928.08
	Total 20 · SF EXP	4,928.08	4,928.08
	Total Expense	30,952.87	31,397.87

Net Income

233,645.16

MEMO

To: Mayor Lewis and Council Members

From: Ryan Luttmann, P.E., Contract City Engineer

Date: September 1, 2022

Re: Council Meeting Report for August Engineering Activities

Engineering activities for the month of August included facilitating the surveying estimate for the Children Pedestrian Safety Grant project, working with IHD and monitoring of the rock placement on Helena Street, communicating with IHD for striping, meeting with the development team for the proposed Kootenai Commerce Center, and performing utility/encroachment permit reviews.

Children Pedestrian Safety Grant

The City has received the \$250,000 check from LHTAC to widen 2nd Avenue from the Kootenai Elementary School toward the Seven Sisters Development to provide a shoulder space for pedestrians. Glahe & Associates has performed survey work within the City of Kootenai and was asked to provide a scope and fee to collect the topographic survey within the project limits. The contract for survey work will be provided to Council for consideration at the September Council Meeting.

Helena Street Improvements

The Independent Highway District (IHD) has performed the placement of fabric, rock cap and gravel material on the block of Helena Street that is north of 2nd Avenue. AVISTA utilities has been on-site to discuss the adjustment/replacement of the existing power pole at the intersection which will allow for a better turning radius. In addition, AVISTA's tree removal contractor will be available at the beginning of October to remove several cottonwoods and a couple Aspen trees within the City right-of-way to accommodate the pole/line adjustment. IHD will assist by removing the tree material from the right-of-way after it is dropped. The tree removal will also provide additional space along the roadway for snow storage and drainage maintenance.



Annual Striping

IHD performed the annual striping work of pedestrian crossings, stop bars and other markings within the City. A small portion of the striping on Brittany Loop was not completed because of vehicles that were parked within the pedestrian striping area.



Kootenai Commerce Center

I participated in meetings and discussions with the City Planner, City Clerk and the development team. A stormwater, grading and erosion control plan for preparing the site for a geotechnical investigation was submitted to the City for review, following the stop work order that was issued for work associated with a proposed site plan. Work resumed only for work within the approved plan for the geotechnical investigation and included the erosion control actions for the site grading and removal and/or covering of the stockpile materials. A low erosivity waiver was approved by the Idaho Department of Environmental Quality for work prior to November 15, 2022.

Utility Permits

ENU 006-021 (TING) – TING's contractor appears to have completed the installation of conduit and handhole boxes. I performed a project walk through with the TING construction representative and identified handhole boxes on Helena and Kootenai Meadows that were not placed in accordance with the permit and would be in the way for future IHD maintenance and proposed road improvements. Other box locations were reviewed that may require relocation with future projects, such as the 2nd Avenue widening. Monitoring of some of the roadway repairs is ongoing to determine if additional repair work is warranted.

ENU 003-022 – A utility permit for the replacement of an existing sewer lateral within the City right-of-way was executed at 110 Boise St. The Kootenai Ponderay Sewer District was aware of the sewer lateral replacement.

ENU 004-022 – A utility permit for the installation of a new sewer lateral within the City right-of-way was executed at 102 Sprague Street. The Kootenai Ponderay Sewer District was aware of the installation and the work was scheduled for completion prior to the start of the 2022-2023 school year.



Encroachment Permits

ENC 401 and 403 Helena – An encroachment permit for proposed access locations for 401 and 403 Helena Street was issued. I met with the project representative in the field to review the proposed culvert elevations and proposed roadside drainage along the new rock placed on Helena Street.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Assistant Planner
Date: September 1, 2022
Re: Planning update for September 6, 2022, City Council meeting

Building permit activity: ADVISORY. The City of Kootenai received one new building permit application in August for a wall sign for the new VA Clinic in the former Coldwater Creek complex. The total number of applications for the year is 10.

Land Use Application Activity: ADVISORY: Planning staff has requested additional information from the project surveyor for the proposed 4-lot Kootenai Campus minor subdivision. Staff requested details on shared parking, utility easements, setbacks to new property lines, and shared access from McGhee Road. This is an administrative subdivision of the former Coldwater Creek campus. Written notice of the proposed land division will be provided to landowners within 300 feet of the subject property.

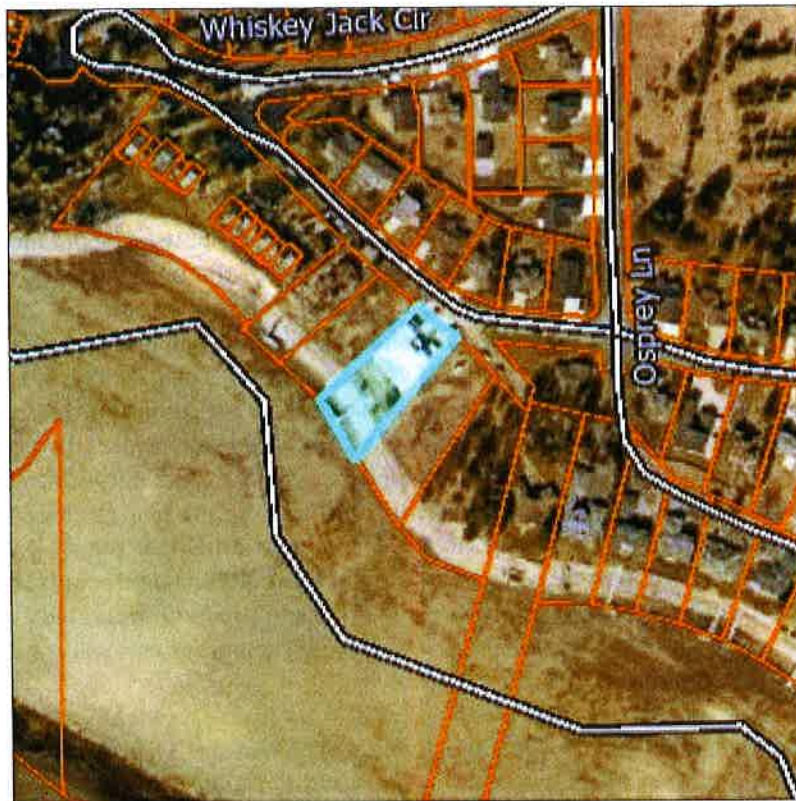
The Kootenai Commerce Center, a proposed development of the property east of Lignetics, was issued a stop work order by the City of Kootenai on August 3, 2022, for the ongoing removal of topsoil and overburden, excavation and fill at the site on US Highway 200. The landowner had not obtained approval from the City of Kootenai for a grading, erosion control, stormwater management plan. The landowner halted the work and submitted a plan for the initial site preparation. The City allowed the contractor to complete the clearing and stockpiling in preparation for geotechnical studies of the site. Any other site preparation and site disturbance may not resume until a completed stormwater plan is approved, costs of the investigation are paid, and the City issues a lift of the stop work order. City contract staff continues to work with the applicant and project engineer on completion of the site plan review and the applicant's coordination with affected agencies, such as Idaho Transportation Department, Kootenai-Ponderay Sewer District, and City of Sandpoint for water. The applicant is required to enter into an agreement with the City of Kootenai for required public improvements. These improvements would include extensions of public sewer and water services and ITD access entrances. The agreement will come before the City Council for consideration at a future meeting.

ACI notice: ACTION: Bonner County Planning (variance) V0012-22: This site in the Whiskey Jack development is within the City of Kootenai's ACI. Kootenai City Code §8-3D-6 requires any request for development within the ACI be referred to the City Council for review and comment. The City has 40 days to provide comment to Bonner County. The county notice requests a response by September 23, 2022. Potential impacts to the City should be evaluated. A map of the proposed Kootenai comprehensive plan map designation for this land within the ACI is copied below. Please advise if the Council wishes to provide comment on this project.

MEMO CONTINUED

Applicants: Whiskey Jack, LLC (Paul & Joan Delay) with representative Levi Bush.

Summary: Whiskey Jack, LLC is requesting a 2'11" property line setback variance where 5' is required to allow for the existing roof overhang of the recently built single-family dwelling on a 0.62-acre lot (RP033530020030A), Lot 3, Block 2 of Whiskey Jack Phase IV, addressed at 628 Whiskey Jack Circle in the City of Kootenai's area of city impact (ACI). Comment from the City of Kootenai is due to Bonner County Planning by **September 23, 2022**. A copy of the subject property is copied below.



Subject Lot Requesting Property Line Setback Variance

Compliance with City Comprehensive Plan:

- The property is located within the City of Kootenai's ACI area, which currently has the City comprehensive plan map designation of RM1/4 – Recreational Mixed.
 - The RM1/4 – Recreational Mixed designation states, *This map designation is established for areas where waterfront access, existing private resorts, trails, or other land and development features provide an opportunity for a mix of housing and commercial uses related to recreational activities. Use of conservation development designs and dedication of open space/green belts to protect sensitive environmental features and reduce infrastructure costs are encouraged. The anticipated uses in this map designation include single-family housing, community*

facilities, and public parks. Through special use permits, resort/recreational facilities and limited commercial uses associated with recreational ventures could be permitted. Lot sizes may vary from ¼-acre to 1-acre.

Concerns:

- The 2'11" setback proposed would most likely be less than any setback for zones in the Recreational Mixed Kootenai designation.
- The variance request is for an existing structure, not a proposed structure.
- The RM1/4 designation would likely be the City's Recreational zone, if annexed. RECREATIONAL, for a single-family dwelling the requirement would be:
 - Front Yard: 25'; Rear Yard: 10'; Side Yard: 15'; Flanking Street: 20'
- The property line setback variance being requested is along a SIDE property line, which would require a 15' setback in the Recreational zone. The applicants are requesting a 2'11" setback.



FEMA Map Showing Floodplain Zone AE on Site

Bonner County Request For Comment, AMo7-22, Zoning Map: Bonner County has advised all taxing districts of a proposed amendment to its land use code text to provide that the official zoning map will no longer be kept in paper format and will only be available digitally. Although the text amendments are not technically Area of City Impact comment items, the taxing districts are entitled by state law to receive notice and comment. Staff concerns would be that digital formatting can be difficult to verify, compare, and preserve and would not be housed in the county clerk or planning office for public view. However, the handling of the official map is more of a county concern than the city's. Please advise if you wish to comment. The comment deadline is September 16th.



City of Sandpoint, Idaho
POLICE DEPARTMENT

1123 Lake Street, Sandpoint, Idaho 83864
(208) 265-1482 Fax: (208) 263-3587

Mayor,

Report for July 2022

There were 35 total calls created for the City of Kootenai for the month of July 2022. Of the 35 calls created, 7 calls were created for other agencies responding to Kootenai to assist.

These 7 calls do not fit the billing requirements.

We will be submitting billing for 28 calls for service.

Sandpoint's Calls for service – 28

Animal Problem	3
911 Hang-up	2
Citizen Assist	2
Disorderly Conduct	2
Domestic Dispute	2
Information	2
Trespassing	2
Assist Other Agency	1
Battery	1
Civil Dispute	1
Extra Patrol Requests	1
Previous Incident Follow Up	1
Fraud	1
Harassment	1
Disturbing the Peace	1
Reckless Driving	1
Theft of Property	1

Traffic Hazard	1
Unsecure Premises	1
Vagrancy	1

Not billed – 7

Assist Other Agency	3
Assist Motorist	1
Trespassing	1
Business/Residential Alarm	1
Battery	1

Patrol Highlights

- Medical - I responded to 402 W. Third Avenue, Hearthstone Village, in Kootenai to assist Bonner County EMS with an aggressive patient. Officers assisted in getting the male on the gurney for transport.
- Dog Bite – a 3rd party reported a dog bite. Officers where unable to locate the victim or dog.
- Trespassing – Officers responded to a residence on Central road for a reported trespassing. Officers were able to locate the suspect and he was advised he was trespassed from the residence.
- Dog Bite – RP reported she was bitten while trying to break up a dog fight. Rp wanted to confirm the other dog had its shots. Officers were able to locate the dog's owner, the dog was placed in quarantine and paperwork was confirmed.
- citizen assist – RP requested someone contact the business, as they were unable to accept credit card payments and RP was concerned her things would be sold. I contacted the business, who indicated they were having electronic payment problems that would be running again on Monday. I re-contacted RP by phone and updated her with the information.
- Fraud – RP reported checks belonging to the Kootenai Community Church were fraudulently altered and cashed via mobile deposit. Case under investigation
- Open door – Officers responded to Squeeky's Mini Storage building for a reported unsecured door. Officers found the double glass doors not properly secured. Officers checked the interior and nothing appeared to be disturbed.
- Disorderly - responded to 32131 Highway 200; Arnies in Kootenai for a report of a confrontational male refusing to leave the picnic area. I contacted the owner, Richard "Arnie" Rains, via phone while en route. While speaking to him the male could be heard arguing and wanting to fight. The male left without incident.
- Battery - RP was calling to report that he was battered and threatened by his dad. RP was able to separate himself from by locking himself in the house. Officers arrived,

contacted all individuals and it was determined that no actual battery or threat took place at this time. Both parties agreed to stay separated for the day to let tensions call down.

- Disorderly – Rp reported a disturbance at her residence. Officers responded and spoke with RP who was upset at her roommate's friend. Officer explained to her that her roommate could have anyone over he wanted and advised her to seek a new place to rent if she did not approve of his friends. I spoke to the roommate who owned the residence. He said he did not understand why she was so upset about him talking with his neighbor.

Traffic warnings issued

Fail to renew registration	1

Traffic citations issued

Expired driver's license	1
Excessive speed	2

Misdemeanor citations -

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Felony Charges –0

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: August 2022
RE: Clerk's Report



Website Activity – Continued update of the site. Wordpress site has been down for a bit and is now working properly. I will be having our new Deputy Clerk updateing business information and calendaring on the site.

City Park – Park is looking great!

ADA Swing – Still trying to get a qualified contractor to get the walkway and pad in 😞

Sub-Pump Drainage – Independent Highway will be able to get the rest of the drainage completed here in the next week or so.

Fall Clean-up – My understanding is that the City will have its Fall clean up in October this year.

Weed Abatement – There has been a lot of resident concerns about weed abatement. This will be further discussed.

Records Retention – Still working on organizing and refiling the City's Building Permits for easy access. I was able to reach out to the Idaho Historical Society and get good contact information and will begin the process of seeking authority to purge acceptable documents.

Working with the City's Engineer and Planner – Keeping a close watch on a couple of projects. Screening calls related to the work on Helena St and the Kootenai Commerce Center projects. There has been a lot of questions about the proposed Second Ave pedestrian path project. All have been informed that the City will make sure they are noticed once a design has been approved and construction dates are set.

Office Assistance – Excited to have Manda Corbett-Reid on board as the City's Deputy Clerk. The additional station has been set up. We now have a new desk for Mayor.

City Hall – Water Heater in the City Hall restroom has been replaced.

City Finances – The City's 2023 Appropriations Ordinance Summary has been published and the County has received the appropriate Certification. The City has received the grant funds for the pedestrian path project. The City will need to eventually open the budget to add these funds. This is a quick process and can be accomplished by adding a public hearing at a scheduled regular meeting. I will be depositing these funds into the City's money market account as it receives a little more interest and will also transfer the State and Local Fiscal Recovery Funds (SLFRF) funds into that account as well.

City's Personnel Policy – The City has received a proposed draft personnel policy for review. I have reviewed the proposal and will recommend some minor editing.

City's Health Insurance Plan – The City has received the III-A Joint Powers and Participation Agreement. The City's Attorney has reviewed the same and has offered his opinion which will be discussed.