



City of Kootenai
**PUBLIC HEARING AND COUNCIL MEETING
MINUTES**

DATE: November 7, 2023

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, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilman Rafferty – PRESENT.

Staff Present: City Clerk, Ronda L Whittaker, City Deputy Clerk Mandy Corbett, City Planner, Clare Marley, and Assistant City Planner Samuel Stringer

Others Present: City residents Robert and Valerie Dressel, representing themselves, City resident, city resident Julie Washburn, City resident Sandra Furline, and City resident, Rob Redford.

Amendments to the Agenda – No amendments were proposed.

Announcements – None were proposed.

Mayor Lewis closed the regular Council meeting at 6:31 p.m. and opened the public hearing.

PUBLIC HEARING – Mayor Lewis asked if proper notification for the public hearing had been published. Ronda stated that it had. She then asked if anyone had a conflict with the special use issue. Councilman Rafferty stated that the property was within 300 sq feet of his property and respectfully asked to be excluded from the voting process. Mayor then asked if anyone had signed up to speak. Ronda stated there was no public signed up to speak. Clare advised the public of the hearing procedures and then handed the public hearing over to Samuel Stringer.

- Announcement of the file.
- Disclosures or Conflicts presented.
- Staff Presentation.
- Questions from Council.
- Public Comment.
- Rebuttal
- Closing Summary from Staff and clarifying questions from council
- Close hearing.
- Deliberation/Motion

Project Description - Samuel summarized the Project Description as File SUP01-23, a proposed accessory living unit (ALU) to an existing garage on 0.163 acres at the corner of Spokane Street and West Second Avenue known as Lot 1 in Block 9 of Kootenai Townsite Section 1 Township 57N, Range 2W of Boise Meridian. He advised that the property is zoned residential single-family, and the proposed ALT would create a second story on the garage.

ALU Definition - Samuel explained the City's definition of an accessory living unit advising that ALUs were allowed by right, with a principal residence on a lot or parcel meeting the

minimum acreage size of a single-family residential use in that zone. But for legal, non-conforming lots or parcels, ALU units shall only be permitted with an approved special use permit and shall meet the minimum standards. He stated that a minimum lot size would be 10,650 square feet and the applicant's lot was 7,100.28 feet which would be considered a non-conforming lot and was the reason Council was now at the public hearing. Samuel stated that a legal, non-conforming lot or parcel of record could only cover 30% of the gross interior floor space of the principal dwelling unit or 600 square feet whichever is less would be allowed. He advised that in this case, 600 square feet would be allowed.

Location of Site - Samuel explained where the site was located.

Agency Review and Public Comment - Samuel stated that there were no public comments submitted and that the City had received a comment from Independent Highway District advising that they had no comment as long as the living unit addition did not use right-of-way for parking or snow storage. He went on to advise the City's Engineer advised that the existing approach and driveway appeared to have room for off street parking. And reminded the City that it has funding to widen Second Avenue along this corridor for a pedestrian lane and the City's project will be within the existing Second Avenue right-of-way. He advised that the Kootenai-Ponderay Sewer District advised that the property was within the boundaries of the Kootenai-Ponderay Sewer District and has purchased ability for one single-family residence to be connected to the District's system. After all the requirements of the District are met including purchase of sufficient new user facility fees, completion of the application for service, and proposed utility plans provided to the District for review and approval, the District would provide service to the property subject to the District Board of Directors approval. Samuel advised that availability and cost of new user fees are neither promised nor guaranteed.

Draft Conditions – Samuel advised that the use shall be developed and operated in accordance with the approved application, site plan, and conditions as approved with the application:

- Failure to comply within the bounds of this permit may result in the revocation of the permit by the City pursuant to Kootenai City Code 8-3A-9.
- The Special Use Permit shall be valid for one year from the date of the written decision. Any extension requests are subject to the standards of Kootenai City Code 8-3A-7B, and
- The applicant shall apply and receive a building permit before construction of the accessory living unit, and
- The applicant shall provide a minimum of 2 parking spaces for the accessory living unit that meet the required parking standards of Kootenai City Code 8-13-4, and
- The accessory living unit shall not exceed the maximum size of 478.8 square feet, pursuant to Kootenai City Code 8-14-3-1A, and
- The applicant shall provide proof of water and sewer services at the time of the building permit application, and
- The applicant shall pay any remaining fees owed to the City of Kootenai for the processing of the special use permit prior to issuance of the special use permit.

Mayor asked Council if they had any questions. Councilman Schock asked if the applicant had a will serve from the city of Sandpoint for water services. Samuel explained that that was one of the conditions presented. Councilman Schock asked why the ALU could be at 35 feet when a garage can only be 20 feet. Samuel explained that the use would be residential therefore 35 feet is allowed. There were no further questions. There were no public comments.

Mayor then closed the public hearing and opened the regular Council meeting at 6:35 p.m.

Mayor asked if Council would consider a motion to approve the Special Use Permit.

Councilman Sundquist Moved to approve file SUP01-23, for the construction of an attached accessory living unit, finding that it is in accord with the general and specific standards of City of Kootenai as enumerated in the findings and standards table above and based upon the reasoned statements and conditions of approval as provided in the staff report as written or as amended. The action to be taken to obtain the special use permit is to complete the conditions of approval as adopted, seconded by Councilman Schock; roll call vote:

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

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

Public Comment – There were no public comments.

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. Reports:

2.A. Mayor -Mayor stated she had no report.

2.B. City Engineer: Written Report Summary – Council discussed specific topics:

2.B3 Second Avenue Widening Project – Councilman Sundquist stated that he thought it would be in the City's best interest if the digging needed for the extension be on the North side of the Avenue to alleviate disruption of the water main except of the Northeast portion of Second. He stated that the line could be painted anywhere after the extension was completed and this would elevate the need to cross over Second at Helena. Councilman Rafferty stated that the reasoning to dig on the South side of Second was due to the crowning of the street. Councilman Sundquist stated that if that is what the City's Street Engineer recommended, then he was okay with it.

2.C. City Planner: Written Report Summary – Attached – Clare summarized her report:

2.C2 PLA02-22 – Parcel Line Adjustment - Adams – Clare advised that the applicant for a proposed parcel line adjustment had not provided any updates or additional information needed to continue the application process. She asked Council if they would like to consider putting the item on the December agenda with a recommendation of denial unless the requested items are provided. Council discussed the issue and elected to put the subject on the December agenda with no further correspondence to the applicant since the Planner nor the City has had a response from them since March of 2023.

2.C3 BC File ZC0006-23 – Zone Change Request – Rains – Clare advised that she had a conflict with this issue as she has family who is related to the Rains family. She then turned the subject over to Samuel. Samuel advised that the applicants Laura and Richard Rains were requesting a rezone from AF/Forestry-20 to Ag/Forest – 10 for land in the Firestone Lane area. He also advised that any comments must be submitted by November 20, 2023, before the Zoning Commission public hearing on December 21, 2023. He stated that the City’s planning staff had reviewed the application and had the following comments:

- The subject parcels within the Ag/Forestry zone district are included in the Area of City Impact (ACI) for the City of Kootenai.
- The subject parcels are within the City’s comprehensive plan designation of Forest/Farmland/Residential (AG-10), per the updated Comprehensive Plan Map of March 30, 2022.
- The proposal would allow for a density minimum of 10 acres, which would be in compliance with the City’s comprehensive plan designation of Forest/Farmland/Residential (AG-10) if the parcels are divided.
- Firestone Lane is only a 24-foot-wide, gravel county road. With an increase in density on the road, it would be beneficial to increase its width and improve the travel surface. Since this is not a conditional rezone request, the request for road widening would come during the land division application process. The City requests the road dedication and improvements be applied to that land division application.
- The application states that if the proposal is approved and a future land division occurs, a private access road will be extended from Firestone Lane for the future lots, but the proposal does not show any preliminary design for future land division configurations, or this noted road.
- Mapped Freshwater Forested/Shrub and Freshwater Emergent wetlands are present on site along with an intermittent stream within the same boundary as the Freshwater Forested/Shrub wetlands. Care should be taken to ensure development is not encroaching into these areas.
- The City has concerns about the potential one-way access for development but notes that secondary access from North Kootenai Road to the subject parcels could be provided through another private parcel owned by the same applicant.

After further discussion, Council determined that the site was well outside of the City but would like a comment addressing the City’s concerns to be on record.

2.C4 BC File SS0003-21 – Whiskey Jack – Phase 1 – Clare advised that the applicant had requested preliminary plat approval for a short plat to replat Lot 1 of Whiskey Jack Estates, a 4.24 acre lot, into 10 residential lots. She advised that Bonner County had already approved the plat in 2021, but apparently never provided the City of Kootenai an opportunity for ACI comment. She stated that Kootenai City Code requires the City Council review subdivision applications within the ACI prior to authorizing signatures on a plat. She advised that at the City October Council meeting, Council had directed staff to review and draft a letter of concern regarding County projects in the City’s ACI not being routed for City comment and any other concerns they may have. Clare offered the following concerns:

- No open space/green belts are proposed.
- Whiskey Jack Circle and Malibu Way are both 60-foot-wide public rights-of-ways with Malibu Way ending in a cul-de-sac that connects Belmont Lane, a 60-foot-wide private road.
- Belmont Lane, Malibu Way, and Whiskey Jack Circle all give access to Whiskey Jack

- Phase I, which is adjacent to Whiskey Jack- Phase 1. The City Planning Staff have no record of Bonner County sending notice for this phase as well.
- All roads to be used by the proposed subdivision connect back to Whiskey Jack Road, which currently has a single exit and entry onto Highway 200. Emergency vehicles could be delayed and quick exit from the area in case of an emergency is limited due to one, narrow way out.
- The Whiskey Jack railroad crossing is often blocked for up to 25 minutes by long trains and train issues. An increase in density could cause further delays for emergency vehicles due to traffic congestion.
- Bonner County Road and Bridge noted their concerns over continued development that relies on Whiskey Jack Road for access in regard to emergencies. The City is also concerned about the reliability of Whiskey Jack Road as access in emergency situations.
- The language for the ACI certificate needs to state: *“I hereby certify that this plat was reviewed for potential impact to the City of Kootenai”* and include the signatures of the City’s Mayor and Clerk. There should be no language stating that City “approves” of the plat, pursuant to the City’s continued requests for this certificate to reflect this statement.

Councilwoman Mjelde asked what would happen if the City did not sign the plat. Clare advised that the County would find a way to approve it without the City’s signature. Councilwoman Mjelde and Councilman Sundquist agreed that a letter of concerns should be sent to the County, for the record, even though the City was not notified and the plat had already been approved. **Councilwoman Mjelde moved to approve a comment letter notifying the County of the City’s concerns and authorize Mayor to sign the letter and the plat, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.C5 BC File SS0002-23 – Providence Subdivision – Clare advised that her staff had received the final decision letter signed by the Chair – attached – and advised that the conditions of approval were significant to the City and the concerns raised through the three hearings. She then advised that the topic was set to go before Bonner County Planning Department once again to address the concerns raised in the reconsideration request pertaining to the topic of "wetlands" only. Mayor stated that several residents located in the Seven Sisters Subdivision had reached out to her suggesting that the City submit a support letter to the Planning Department in support of their concerns about the wetlands topic. Council discussed their concern about the uncertainty of exactly how any wetlands area can be developed or if they can be developed within the state of Idaho. Council advised that they would like a comment submitted to the Planning Department addressing their concerns regarding wet land in general. **Councilman Sundquist moved to have staff generate a letter addressing the City’s concerns about wetland development, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.C6 BC File VA0020-2 – Administrative Variance Request – Clare explained that Gina and Thomas Emory were requesting the variance to allow for a rebuild and

expansion of a residence that were destroyed by fire within the City's ACI in Ponder Point. The applicants state a building permit was approved in 1984 and a building location permit was approved in 2022. However Bonner County found that the extension of the garage encroached into the front street setback just as the original structure encroached. But due to the expansion of the structure, a variance is required for the portion that is being enlarged. Access is provided via Roundhouse Circle, a 60-foot-wide county road with a cul-de-sac at the subject property. Clare noted that the city of Kootenai's comprehensive plan may designate this as Residential (Res ¼), per the Comprehensive Plan Map. The following concerns were presented:

- The proposal would allow the structure to encroach into the front setback by 7 feet.
- The subject lot was created in 1977 prior to any annexation and de-annexation into the city of Kootenai and is just over ½ acre which meets the lot size minimum of the Residential designation.
- Like the county, this area would have a front street setback of 25 feet if it were to be annexed and zoned by the City so the proposal would not meet City setback requirements.
- Per the applicants, the original home, permitted in 1984, was built 17 feet from the front street property line and remained in that location until the home burned down in 2022.
- If the extension of the garage along the front street had not occurred, a variance would not have been required due to the applicants rebuilding what had legally existed, per Bonner County Revised Code 12-344.
- Per the site plan from the application, the house is approximately 70-65 feet (site plan shows 77 feet from dwelling to rear property line without accounting for the rear bump out) from the rear property line and the lot is approximately 131 feet wide so there is room for an additional dwelling like and accessory dwelling unit.
- There are no special flood hazard areas or wetlands present on site.
- The site is accessed via Roundhouse Circle, a 60-foot -wide county road ending with a cul-de-sac at the subject site. Roundhouse Circle originates at the intersection of Lower Humbird Drive and Roundhouse Dr, both 60-foot-wide county roads.

Potential impacts to the City should be evaluated, and may include City that the setbacks are contrary to city standards. Council agreed that there were concerns about the front setback.

Councilman Schock moved to authorize a comment to Bonner County Planning Department with the suggested concerns, 2nd by Councilman Rafferty; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.E. Selkirks-Pend d'Oreille Transit (SPOT) - Mayor advised that SPOT was still looking for a replacement for its administrative assistant.

2.F. Clerk – Written Report – Attached. Specific topics were discussed:

- City Clerk/Treasurer Replacement – Ronda advised that Mayor had received two applicants and that only one of them had municipal experience. And that Mayor had completed interviews. Council expressed their concern that they were not involved in the interviewing process. Ronda stated that Mayor's recommendation would be at the next meeting for Council interviewing, but

that really there was only one applicant that fit the job description.

- **Code Violations** – Councilwoman Mjelde asked that the inoperable vehicles that were being stored within the City’s rights-of-ways be towed if not removed within 10 days. Council advised that another letter be sent advising that the vehicles will be towed away. They also discussed that importance of vehicles not being parked on City streets during snow season. Ronda mentioned that Mandy had put out flyers advising residents not to park on City Streets during snow season.

2.G. Park Committee – Councilwoman Mjelde asked Mayor if she had contacted Litehouse in regarding the support of a park at Second Street. Mayor advised that she was still trying to contact the company but that the person who she wanted to speak with is on vacation.

3. Discussion/Action Items:

3.1 Authorization for additional architectural services from Architecture 311.5 – Mayor reminded Council that they had had a workshop which brought up several questions and possible revisions to the plans that had been reviewed. She advised that in order for the architect to answer those questions and/or to give a presentation there would be additional questions. She reminded Council that they had advised her that she needed to ask for approval for additional spending. Council agreed that there needed to be at least one more workshop which would discuss a site plan and further considerations before the City would justify additional costs toward a new City Hall. Council agreed that the subject be revisited after the new year.

3.2 4th Quarter Financial Report – approval and Authorization to publish – Ronda advised that the City was in good financial order. Councilman Sundquist thanked Ronda for her budget guidance. **Councilman Rafferty moved to approve the 4th quarter financial report and authorize the publication of the same, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor Lewis adjourned the meeting at 8:01 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

Public Hearing Sign-In Sheet

DATE: November 7, 2023

TIME: 6:30 pm

Hearing for: Special Use Permit for ADU at 311 W Second Avenue

[illegible]

CITY OF KOOTENAI
SIGN-IN SHEET

DATE: November 7, 2023

TIME: 6:30 pm

Council Meeting

Each person who wishes to comment is allowed 3 minutes to do so.

Note the topic and number you would like to comment on:
(Example: 2.B Stop Sign Review)

[illegible]

MEMO

To: Mayor Lewis and Council Members

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

Date: November 1, 2023

Re: Council Meeting Report for October Engineering Activities

Engineering activities performed during the month of October, include:

Idaho Strategic Initiatives Grant Program

The grant application was submitted to ITD for consideration and scoring. Results of the scoring have been completed and the date that they will be presented to the ITD Board for approval has been moved to November 15, 2023. There is \$50 million for this grant program that is available throughout the state for the local jurisdictions (outside of the municipal areas). The City of Kootenai's grant application was for \$1,700,000. In District 1, a total of 16 local grant applications were submitted, totaling \$26,000,000. The total amount requested throughout the state was around \$120,000,000. I will let the City Clerk know when I hear more.

Crack Seal Work

The Independent Highway District performed crack sealing of several roads within the City. The available staff time, equipment rental and crack sealing product was sufficient for the IHD crew to complete the portions of the city needing work that are on the west side of Main Street.



2nd Avenue Widening

Design plans continue for the 2nd Avenue widening on the south side of 2nd Avenue.



Kootenai Community Church

A stormwater plan was submitted and reviewed. Comments were provided to the applicant and more information will need to be provided to the City to confirm that work is in accordance with the Kootenai City Code.

Encroachment and Utility Permits

Action was performed on the following permits:

- ENC 213 Brittany – A permit for a culvert extension and widening of the driveway was issued.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Associate Planner
Date: November 01, 2023
Re: **Planning update for November 07, 2023, City Council meeting**

Building permit activity: ADVISORY: No new building permit applications were submitted during October. The total number of applications for the year remains at 16.

Land Use Application Activity: ADVISORY/ACTION: DIRECTION TO STAFF: No new land use applications were submitted during October.

UPDATE, PLA02-22, Parcel Line Adjustment, Adams: Parcel line adjustment PLA02-22, landowners have not provided any updates or additional information since March 7, 2023, despite staff correspondence to the landowners and representatives requesting information. The City Council in April continued the file indefinitely, pending additional application information. Due to the lack of response from the applicant, planning staff would like Council direction to either: **1) return this item to the December agenda with a recommendation for denial; 2) and/or provide a final notice to the landowners advising of the recommendation of denial unless the requested items are provided that satisfactorily respond to the Council requests. Please advise.** (Background: The Council continued this file pending additional information from the applicants regarding a site plan, proof of parking, setback and coverage details, and lack of compliance with density due to the conversion of the structure to a duplex. The due date was March 28th.)

CONTINUATION OF WORKSHOP DISCUSSIONS: Sign code. Planning staff began workshop discussions with the Council on the city sign codes earlier this year. While discussions focused on the accessory living unit and RV standards, the sign code needs attention, especially with the forthcoming commercial mall development and ongoing sign violations. Please advise when the Council would like to meet again to review current codes, trouble spots, and possible amendments. Mondays and Wednesdays are generally open evenings for scheduling with the planners. Other days of the week may also be available, depending on upcoming schedules.

Area of City Impact Review: ADVISORY/ACTIONS ITEMS:

Kootenai City Code §8-3D-6 requires any request for development within the Area of City Impact (ACI) be referred to the City Council for review and comment. The City has 40 days to provide comment to Bonner County. The following applications for development within the ACI have been submitted to the City for review and comment:

1. **Bonner County File ZC0006-23, Zone Change Request:** Applicants Laura and Richard Rains are requesting a rezone from Ag/Forestry-20 to Ag/Forestry-10 for land in the Firestone Lane area. Bonner County requests any comments be submitted by **November 20, 2023**, for the Zoning Commission public hearing on **December 21, 2023**. The Council directed Planning Staff to draft a letter from the City regarding the project at the October 03, 2023 meeting. **A**

copy of that letter is included with this report. Please advise if the Council wishes any revisions to the letter prior to submitting to Bonner County.

2. **Bonner County File SS0003-21, Whiskey Jack Estates Phase I:** The applicant requested preliminary plat approval for a short plat to replat Lot 1 of Whiskey Jack Estates, a 4.24-acre lot, into 10 residential lots. Bonner County already approved this plat in 2021, but apparently never provided the City of Kootenai an opportunity for ACI comment. Kootenai City Code requires the City Council review subdivision applications within the ACI prior to authorizing signatures on the plat. At the October 3, 2023, meeting, Council voted to exercise their 40-day review period right, continued the file review to the November 07, 2023, meeting, and directed planning staff to draft a letter of concern to Bonner County regarding county projects in the City's ACI not being routed for City comment. A copy of that letter is included with this report. **Please advise if the Council wishes to 1) authorize the mayor to sign the final plat for Whiskey Jack Estates Phase I; and/or 2) submit the attached letter to Bonner County.**
3. **Bonner County File S0002-23, Providence Subdivision:** Planning Staff provided a verbal update to the Council regarding the Bonner County Board of Commissioners October 2, 2023, public hearing for the Providence Subdivision noting that the Commissioners voted to approve the file 2-1 with Commissioner Williams voting opposed. The final decision letter signed by the Chair is included in this report. Conditions of approval significant to the City and the concerns raised through the three hearings include conditions 3.a, 5, 6.c, 6.f, 6.g, 10, and 12
4. **Bonner County File VA0020-23, Administrative Variance Request:** Bonner County provided a request for ACI comment regarding an administrative variance for a front street setback of 18 feet, where 25 feet is required. Comments are due by **November 14, 2023**. The administrative variance is decided upon by the Bonner County Planning Department without a public hearing. **Summary:** Gina & Thomas Emory are requesting the variance to allow for a rebuild and expansion of a residence destroyed by fire within the City's ACI in Ponder Point. The applicants state a building permit was approved in 1984 and a building location permit was approved in 2022. Bonner County found that the extension of the garage encroached into the front street setback just as the original structure encroached. But due to the expansion of the structure, a variance is required for the portion that is being enlarged. Access is provided via Roundhouse Circle, a 60-foot-wide county road with a cul-de-sac at the subject property, Lot 1, Block 3 of Ponder Point 2nd Addition. This area was annexed into the City in the late 1970s and de-annexed into the county in the early-mid 1980s.



Subject Lot

Compliance with Comp Plan:

- The City of Kootenai's comprehensive plan map designates this as Residential (RES ¼), per the Comprehensive Plan Map.
- The Residential (RES ¼) designation states, *One- and two-family residential housing units and uses associated with residential development, such as accessory dwelling units, daycares, schools, parks, public utilities, and community facilities are expected in this mapping designation. General lot size minimum are about ¼-acre and larger. This mapping designation includes the historic 50-foot-wide Kootenai Townsite platted lots of about 0.15 of an acre.*

Concerns/Comments:

- The proposal would allow the structure to encroach into the front setback by 7 feet.
- The subject lot was created in 1977 prior to any annexation and de-annexation into the City of Kootenai and is just over a ½-acre which meets the lot size minimum of the Residential (RES ¼) designation.
- Like the county, this area would have a front street setback of 25 feet if it were to be annexed and zoned by the City so the proposal would not meet City setback requirements.
- Per the applicants, the original home, permitted in 1984, was built at 17 feet from the front street property line and remained in that location until the home burned down in 2022.
- If the extension of the garage along the front street had not occurred, a variance would not have been required due to the applicants rebuilding what had legally existed, per Bonner County Revised Code 12-344.
- Per the site plan from the application, the house is approximately 70-65 feet (site plan shows 77 feet from dwelling to rear property line without accounting for the rear bump out) from the rear property line and the lot is approximately 131 feet wide so there is room for an additional dwelling like and accessory dwelling unit.
- There are no special flood hazard areas or wetlands present on site.

- The site is accessed via Roundhouse Circle, a 60-foot-wide county road ending with a cul-de-sac at the subject site. Roundhouse Circle originates at the intersection of Lower Humbird Drive and Roundhouse Drive, both 60-foot-wide county roads.

Potential impacts to the City should be evaluated, and may include City that the setbacks are contrary to city standards. A map of the Kootenai comprehensive plan map designation for this land within the ACI is copied below. **Please advise if the Council wishes to provide comments on this project.**



ACI Map and Designations

Attachments: Draft ZC0006-23 comment letter; Draft ACI routing concern letter for SS0003-21; S0002-23 BOCC Decision Letter

City of Kootenai

Treasurer Report October 2023

Mt. West Money Market	\$	325,226.60	0.40% APY	
Mt. West Checking	\$	278,372.65	0.05% APY	
Idaho Central Credit Union	\$	559,183.57	1.85%	
Reserved	\$	(460,363.98)	210,363.98	250,000.00
Total Cash Assets	\$	702,418.84	SLFRF	State Grant

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 - GF REV			
Franchise Fees			
	Avista Corporation	3,497.15	
	Vyve	222.93	
	Waste Management, Inc	1,103.28	
Total Franchise Fees			4,823.36
Interest			
	Interest, MW Money Market	106.88	
	Interest, MW Checking	11.92	
	ICCU CD3	272.06	
	ICCU CD1	3,332.17	
	ICCU CD2	307.42	
Total Interest			4,030.45
Licenses & Permits			
	Business Licenses	0.00	
	Dog Licenses	0.00	
Planning & Zoning Fees & Permit			0.00
	Building Permits	0.00	
	Sign Permits	0.00	
	Site Plan Review	0.00	
	Subdivision Fee	0.00	
	Engineering	0.00	
	Northside Fire Dept/Impact Fee	0.00	
Total Planning & Zoning Fees & Permit			0.00
Property Tax			
	Arrears Property Tax	130.44	
	Penalty & Interest	13.18	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
	Sales Tax - Inventory Phase Out	0.00	
Total Property Tax			143.62
	Post Office Rent	280.00	
Total Rents			280.00
	State Revenue Sharing	19,350.37	
	Liquor Fund	9,174.00	
Total State of Idaho Funds			28,524.37
Total 01 - GF REV		37,801.80	37,801.80

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	10.14	
	Road & Bridge Arrears	99.14	
	Cercuit Breaker M&O	0.00	
	Sales Tax Phase Out	0.00	
Total Road & Bridge			109.28
Stormwater/Encroachment			
	Culvert Encroachment Pmts	550.00	
	Utility Encroachment Pmts	100.00	
Total Stormwater/Encroachment			650.00
	Total 02 · SF REV	759.28	759.28
	Total Income	38,561.08	38,561.08

City of Kootenai
Treasurer Report October 2023
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		0.00	0.00
Building Maintenance			
	Janitorial Service	88.91	
	Maintenance and Repairs	0.00	
	Custodal Supplies	0.00	
	Building Security	177.64	
Total Building Maintenance			266.55
Insurance	ICRMP	1,290.00	
	Attorney	0.00	
	Alternate Code Enforcement	0.00	
	Law Enforcement Contract	0.00	
	Legal Notices	59.28	
	Ordinance Codification	0.00	
Total Legal			1,349.28
Office Expenses			
	Computer Maintenance/Repair	108.96	
	Internet Service	386.19	
	Office Supplies	45.54	
	Other/Easter/Mayor	0.00	
	Postage	132.00	
Total Office Expenses			672.69
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	575.00	
	Material, Trees & Shrubs	0.00	
Total Park, Arbor Day & Earth Day			575.00
Planning & Zoning			
	Planner	1,897.50	
	Site Plans	0.00	
	Special Use Pmts - ADUs	159.50	
	Engineer	0.00	
	Ordinance Revisions	0.00	
	Building Permits	45.00	
	Code Enforcement	0.00	
Total Planning & Zoning			2,102.00

City of Kootenai
Treasurer Report October 2023
EXPENSES/General Fund - cont.

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	150.00	
	Meals	0.00	
	Milage	101.18	
Total Training Workshops			251.18
Utilities			
	Electric & Gas	133.55	
	Garbage	12.42	
	Telephone	0.00	
	Water	99.06	
	Sewer	0.00	
Total Utilities			245.03
Wages & Benefits			
	Clerk/Treasurer	4,060.68	
	Deputy Clerk	2,866.50	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	632.18	
	Retirement Fund - PERSI	909.86	
6560 · Payroll Expenses	Health Insurance	1,802.00	
	Wages & Benefits	0.00	
	Payroll Expense/Intuit	366.00	
	Workmans Comp	0.00	
Total Wages & Benefits			11,637.22
	Total 10 · GF EXP		17,098.95

City of Kootenai
Treasurer Report October 2023
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	75.00	
Total Ditches			75.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Stormwater repair	0	
	Engineer	0	
	Urban Area Transportation Plan	638.01	
	Signs	0	
Total Streets			638.01
Utilities, Streets			
	Signal Lights	47.72	
	Street Lights	982.68	
Total Utilities, Streets			1,030.40
	Total 20 · SF EXP	1,743.41	1,743.41
	Total Expense		18,842.36
Net Income			19,718.72

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: October 2023
RE: Clerk's Report



City Clerk/Treasurer Position – The City has received two applications. Mayor has conducted interviews and will advise.

Working with the City's Engineer and Planner – Continued watch on several projects within the City.

Record Management – Mandy and I continue to work on records retention and office efficiency.

Audit – I have scheduled Mountain Ledgers to review the City's financials in preparation for the December Audit.

Code Violations – Mayor has sent a violation letter to the property owners at 500 Humbird Street related to inoperable and stored vehicles within the City's rights-of-ways. The City received a complaint about outside storage at the Cedar Hills Community Church. They have been informed of the complaint and I have been advised that the Church will abate the issue and work with the City's planner as far as the possible use of a rail road car for storage. The outside storage issue at 100 Humbird has been turned over to the City's attorney as the City has not received a response to the need for a building permit for improvements on the carport or abatement of outside storage.

Training – Training is ongoing. Mayor, Mandy, Stephen Ferris were able to attend the Association of Idaho Cities Fall Training. I was told that the presentations were very informative.

CITY OF KOOTENAI
FY 2023 4th Quarter Financial Report
July 1, 2023 to September 30, 2023

	BUDGET	Qtr Total	% REV/EXP
General Fund Revenue	\$553,952	\$ 95,054	0.17%
Street Fund Revenue	\$143,990	\$ 16,642	0.12%
General Fund Expenditures	\$ 553,952	\$ 102,215	0.18%
Street Fund Expenditures	\$ 143,990	\$ 58,086	0.40%

Citizens are invited to inspect the detailed supporting records of the above financial statements.

Ronda L. Whittaker, City Clerk/Treasurer
11/02/23