

**Minutes of Meeting**  
**Community Development Update**  
**March 31, 2014**  
**1:00 p.m.**

The Kootenai County Board of Commissioners, Chairman Tondee and Commissioner Green met to discuss the following agenda items. Also present were Community Development Director, David Callahan and Deputy Clerk Stephanie Clark. Commissioner Nelson is excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:03 p.m.
- B. Changes to the Agenda:** There were none.
- C. Old Business:** There was none.
- D. New Business:**

Following the posted agenda, Director David Callahan addressed the following items with the Board:

- 1. Paperless Dockets:  
Mr. Callahan asked for the Board's consideration of using electronic files rather than paper for land use cases under review. He mentioned that there have been several customers and consultants that have conveyed their preference for filing electronically. There was a discussion between the Board and Mr. Callahan in regard to the steps needed to test the idea of electronic files. It was determined that an update on the testing and the possible procedures will be discussed at a future meeting.
- 2. Special Event Permits:  
The Board and Mr. Callahan considered adding a section to the development code that would allow the Director of Community Development to review and approve certain temporary events that are infrequent, most of which do not meet the level needed for a Conditional Use Permit (CUP). The application procedures would require certain information such as anticipated number of participants, parking and sanitary facilities, etc. The Board discussed ordinances in regard to CUP's and considered the time frame it would take to possibly change them. The Board felt that Mr. Callahan's suggestions made a lot of sense and would like updates during his process of gathering information.

- E. Staff Report:** Chairman Tondee discussed the Medimont meeting he attended on March 28, 2014. He brought forward some of the comments and concerns of the people in attendance, most of which were about the Unified Land Use Code (ULUC). Commissioner Green felt that the ULUC process was a learning process and the data that was gathered will help in the re-write.

There being no further discussion of agenda items at this time, Chairman Tondee adjourned the meeting at 1:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

W. TODD TONDEE, CHAIRMAN

By: \_\_\_\_\_  
Deputy Clerk

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