

**Minutes of Meeting
Community Development Update
September 29, 2014
1:00 p.m.**

The Kootenai County Board of Commissioners, Chairman Tondee, Commissioner Green and Commissioner Nelson met to discuss the following agenda items. Also present were Community Development Director David Callahan, Justin Seir, Planner, Administrative Manager Sandi Gilbertson and Senior Secretary Kathryn Ford. Also present were Information Systems Director James Martin and Application Systems Manager Carrie Cole as well as Civil Prosecuting Attorney Pat Braden and Deputy Clerk Teri Johnston.

- A. **Call to Order:** Chairman Tondee called the meeting to order at 1:03 p.m.
- B. **Introductions**
- C. **Changes to the Agenda:** There were no changes to the agenda.
- D. **Old Business:** There was no old business discussed.
- E. **New Business:**

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

1. Authorization to allow the Chair to sign the National Flood Insurance Community Rating System document

Justin Seir presented to the Board an overview of the National Flood Insurance rating document which requires the Chairman to sign off each year to insure compliance.

Commissioner Nelson moved that the Board authorize the Chairman to sign the document. Commissioner Green seconded the motion.

There being no discussion, Deputy Clerk Teri Johnston called the roll:

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	Aye

The motion carried.

2. Establishment of Annual Special Event Fee

Mr. Callahan recommended to the Board an application fee of \$400.00. Other departments will have the prerogative to charge necessary fees for their specific services. Chairman Tondee said that he is comfortable with the \$400 fee however, a hearing will have to be conducted to enact the fee. He mentioned that Parks & Waterways Director Nick Snyder was looking at a change in mooring fees – perhaps the two could be combined into one hearing.

3. Update on paperless hearings

Carrie Cole, Information Systems Applications Manager provided the Board with a prototype presentation of a paperless system to replace the current weekly books. This is similar to applications already being used by the Board for County Assistance and the weekly Business Meeting. Details still need to be worked out and additional equipment i.e. scanners, laptops and pro adobe software will be needed as well. Mr. Callahan will prepare a proposal for the Board to review.

4. Interpretation of Boundary Line Adjustments

This is an on-going issue that predate 2009 that sidesteps the subdivision process. Mr. Callahan presented examples to the Board on the overhead projector. He would like to start working on a process to correct the situation. There should be limitations on original lot adjustments and subdivision regulations should apply.

5. Proposed hourly pay rate/duration for the planning intern position

Mr. Callahan stated that he has a candidate that he's interviewed for the part-time apprenticeship/intern position and would like to hire. He's also spoken with Human Resources and feels that \$17.00 per hour would be a good starting point. The Board concurred. He will send the applicant an offer.

6. Continued discussion of Fritch site disturbance refund request

This is an ongoing issue. A permit was issued in 2012. Commissioner Green suggested that a letter be sent to Baldwin with a request to return the money, followed by a phone call. Mr. Callahan agreed but was skeptical about the outcome.

F. Staff Reports: There were no staff reports.

G. Public Comment: There was no public comment.

There being no further discussion of agenda items, staff reports or public comment, Chairman Tondee adjourned the meeting at 1:50 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

By: _____
Deputy Clerk

W. Todd Tondee, Chairman