

**Minutes of Meeting  
Community Development Update  
January 11, 2016  
1:30 p.m.**

The Kootenai County Board of Commissioners met to discuss Community Development updates. Chairman Green, Commissioner Stewart, and Commissioner Eberlein were present. Also in attendance were Community Development Director David Callahan and Deputy Clerk Sandi Gilbertson.

**A. Call to Order:** Chairman Green called the meeting to order at 1:32 p.m.

**B. Changes to the Agenda:** None

**C. Old Business:** There was no old business.

**D. New Business:**

**1. Status on the Community Development Cost and Fee Analysis**

Mr. Callahan said that at this time last year, the Auditor's Department reviewed Community Development's processes and fees. The Auditor's Department said that an analysis showed that an actual tracking of time was required to move forward. Mr. Callahan stated that during the last five months, Community Development has been using a program called TOGGL to track time spent on permits and projects. He said the Auditor's staff is ready to work on it immediately but Community Development staff needs a couple more weeks to prepare the analysis. The Commissioners agreed that Community Development move forward with the Auditor's Department as soon as possible and if fees need to be adjusted, the process should be implemented before the 2017 budget.

**E. Public Comment:** None

There being no further discussion of agenda items or public comment, Chairman Green adjourned the meeting at 2:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

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

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Dan Green, Chairman