

**Minutes of Meeting  
Community Development Update  
April 18, 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. In attendance were Community Development Director David Callahan, Deputy Building Official Bob Ankersmit, and Deputy Clerk Sandi Gilbertson.

**A. Call to Order:** Chairman Green called the meeting to order at 1:30 p.m.

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

**C. New Business:**

1. Informational Item—Plan Review Procedure Change

Mr. Callahan explained how Community Development is considering changing the sequence for the review of building permits. Currently, any necessary corrections or proposed revisions to a building permit receive priority review. Mr. Ankersmit said the pending change is to give complete applications (those that have the potential of being reviewed and approved in one session) the highest priority, and shift those projects that are in the corrections or revisions stage to a designated day of the week. Mr. Ankersmit explained that a review of the department's time tracking software shows that since January of this year, a little more than 37% of all residential building permit review is currently being devoted to corrections and revisions. Commissioner Stewart would prefer the complete applications and those with corrections/revisions run parallel. Commissioner Eberlein and Chairman Green commented that the department could try this approach to see if this would work more efficiently.

**Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

Don Gray commented that this approach would give incentive for those applying to provide complete plans on the first submittal.

There being no further discussion of agenda items or public comment, Chairman Green adjourned the meeting at 2:14 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

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

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Dan Green, Chairman