

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodation to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are a city that welcomes all people.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
December 19, 2023
6:00 pm

Join video Zoom meeting: <https://us02web.zoom.us/j/176727634>

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Mayor/Council.

REPORTS

Police/Fire/City Administrator/City Engineer/Urban Renewal District/SPOT/Golf/EDC

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the 12/5/2023 Regular Meeting,
4. Consider approval of Alcohol Beverage Licenses for FY2024; Heart Rock Wines, Nom Nom, Bonners Ferry Craft Brews LLC, Mi Pueblo.

NEW BUSINESS

5. **PLANNING- (action item)** [attachment]- DELIBERATION/DECISION ON P&Z RECOMMENDATION- Files #SUP012-23 & #S03-23 PLANNED UNIT DEVELOPMENT & PRELIMINARY PLAT: Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart Gorshe are requesting approval for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space. The proposed Judy's Subdivision on 2.18 acres is zoned Residential B and is located at and adjacent to 6613 Alderson Lane. The applicants propose to develop the five lots with one- and two-story duplexes on lots of about one-third acre each. They are seeking variations to development standards to allow reduced setbacks and a private access road. The property is located in Section 34, Township 62 North, Range 1 East, B.M. The Planning and Zoning Commission recommended unanimously to City Council to approve these files with conditions, following their November 16, 2023 public hearing. No public testimony will be taken.
6. **POLICE- (action item)** [attachment]- Consider approval to hire Police Officer.

7. **ELECTRIC-(action item) [attachment]**- Consider approval of Change Order #3 with Schweitzer Engineering Laboratories for technical support up to \$15,000.00.
8. **GOLF- (action item) [attachment]**- Consider recommendation by golf selection group for a new contractor for the Mirror Lake Golf Contract and authorize staff to negotiate a contract.
9. **CITY-** [attachment]- DISCUSSION ONLY Discuss directing staff to draft a policy allowing employees to donate PTO hours to another employee.

ADJOURNMENT

**Minutes
City Council Meeting
December 5, 2023**

Mayor Alonzo called the meeting to order at 6:00pm. Council members present were Ron Smith, Brion Poston, Val Thompson, Adam Arthur. Staff present were City Engineer Mike Klaus, City Clerk/Treasurer Deborah Garcia. Members of the public present were Marciavee Cossette, Jessica Tingley, Jeff Bogard, David Sims, Emily Bonsant.

PUBLIC COMMENTS

No public comments

REPORTS

Police- No report

Fire- No report

City Administrator- No report

City Engineer- Mike gave a brief verbal update from the State Controller's Office about some of our audit issues. Mike will share some more detailed information at the next council meeting.

Urban Renewal District- Had a meeting last week and the board agreed to pay the City's portion of the Riverside Project. The bill was a little over \$100,000.00 and the city's share was 7.34% which was \$8400.00. Mike Klaus was sent the survey files. Mayor asked David Sims if that \$8,400.00 was in addition to or part of the \$20,000.00 URA contribution to the city. David answered that it was separate.

SPOT- No report

Golf- No report

EDC- There are two different building owners who are interested in doing apartments upstairs. The things that keep coming up are what are ADA requirement and the building code requirements going to be. David spoke to Clare Marley with Ruen Yeager, and they are going to sit down with the building inspector and the property owners to see if it is feasible to do. Parking is the other issue. NIC is in the middle of updating their strategic plan. They have hired a group called the Collaborative Brain Trust. All Economic Development Organizations were invited to come to NIC last week to share thoughts on the future of the college. It was discussed and the message was clear for the college to get their accreditation on firm footing. They have one more year. Mayor Alonzo asked David if the border had anything going to increase the hours. The Delegation of Fulcher has sponsored legislation to return all the border crossings to their pre-COVID levels. Their plan is to attach this to a bill and is not clear if it will be in this budget bills or in the future.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the 10/24/2023 special council meeting, 11/21/23 regular council meeting,
4. Consider approval of Alcohol Beverage Licenses for FY2024; Jack's Club, Mugsy's Tavern & Grill, Super 1 Foods, Pizza Factory, Eagles Aerie # 3522, South Hill Qwik Stop, Under the Sun, Sam's Stop & Shop, Safeway Store #2954, The Pearl Theater, The Badger's Den, Kootenai River Inn Casino & Spa, Grocery Outlet, Bonners Ferry Pupuseria, Liberty Lanes, Rusty Moose Tavern & Grill/Goat Mountain Pizzeria.

Adam Arthur made a motion to approve the consent agenda. Val Thompson seconded the motion.

Result:	Approved
Moved by:	Adam Arhtur
Seconded by	Val Thompson
Voted Yes	Adam Arthur, Ron Smith, Brion Poston, Val Thompson
Voted No	
Absent	

NEW BUSINESS

- 5. **SEWER- (action item)** [attachment] Consider approval of Amendment No. 1 to Task Order 23-10 with Welch Comer Engineers for lift station #5 design and bidding services for \$103,700.

City Engineer Mike Klaus stated that he is pretty sure council is aware of the path we have been on about LS#5 applying for a grant which we should know the result of this by March 2024. Mike recognizes the need to get the engineering portion of the project done and the design. This is for design and bidding only. There would still be a portion to come later once construction comes, we would enter a new contract for construction observation. It makes sense to negotiate that later when we know the status of the grant. Whether we get the grant or not we still need to get the engineering done. Mike recommends moving forward.

Val Thompson made a motion to consider approval of Amendment No. 1 to Task Order 23-10 with Welch Comer Engineers for lift station #5 design and bidding services for \$103,700.00. Adam Arthur seconded the motion.

Result:	Approved
Moved by:	Val Thompson
Seconded by	Adam Arthur
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 6:10 pm.

No. 2024-21

City of Bonners Ferry

2024

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **Heart Rock Wines LLC** doing business as **Heart Rock Wines** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

On Premises
LIQUOR
BEER: Container Only
Draft/Container
WINE:
Off Premises
BEER: Container Only
Keg, Jug and Container
WINE
Transfer Fee – Liquor, Beer, Wine
TOTAL

00.00
00.00
100.00
100.00
25.00
00.00
00.00
00.00
225.00

APPROVED:

Mayor

ATTEST:

Clerk

Date

THIS LICENSE EXPIRES DECEMBER 31, 2024

This License Must Be Conspicuously Displayed

No. 2024-20

City of Bonners Ferry

2024

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **Par Hawaii LLC** doing business as **NomNom** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

On Premises
LIQUOR
BEER: Container Only
Draft/Container
WINE:
Off Premises
BEER: Container Only
Keg, Jug and Container
WINE
Transfer Fee – Liquor, Beer, Wine
TOTAL

00.00
00.00
00.00
00.00
25.00
100.00
00.00
00.00
125.00

APPROVED:

Mayor

ATTEST:

Clerk

Date

THIS LICENSE EXPIRES DECEMBER 31, 2024

This License Must Be Conspicuously Displayed

No. 2024-19

City of Bonners Ferry

2024

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **Lisa Camara** doing business as **Bonners Ferry Craft Brews LLC** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

On Premises
LIQUOR
BEER: Container Only
Draft/Container
WINE:
Off Premises
BEER: Container Only
Keg, Jug and Container
WINE
Transfer Fee – Liquor, Beer, Wine
TOTAL

00.00
00.00
100.00
100.00
25.00
00.00
00.00
00.00
225.00

APPROVED:

Mayor

ATTEST:

Clerk

Date

THIS LICENSE EXPIRES DECEMBER 31, 2024

This License Must Be Conspicuously Displayed

No. 2024-18

City of Bonners Ferry

2024

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **Mi Pueblo LLC** doing business as **Mi Pueblo** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

On Premises	
LIQUOR	00.00
BEER: Container Only	00.00
Draft/Container	100.00
WINE:	100.00
Off Premises	
BEER: Container Only	00.00
Keg, Jug and Container	00.00
WINE	00.00
Transfer Fee – Liquor, Beer, Wine	00.00
TOTAL	200.00

APPROVED:

Mayor

ATTEST:

Clerk

Date

THIS LICENSE EXPIRES DECEMBER 31, 2024

This License Must Be Conspicuously Displayed



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105

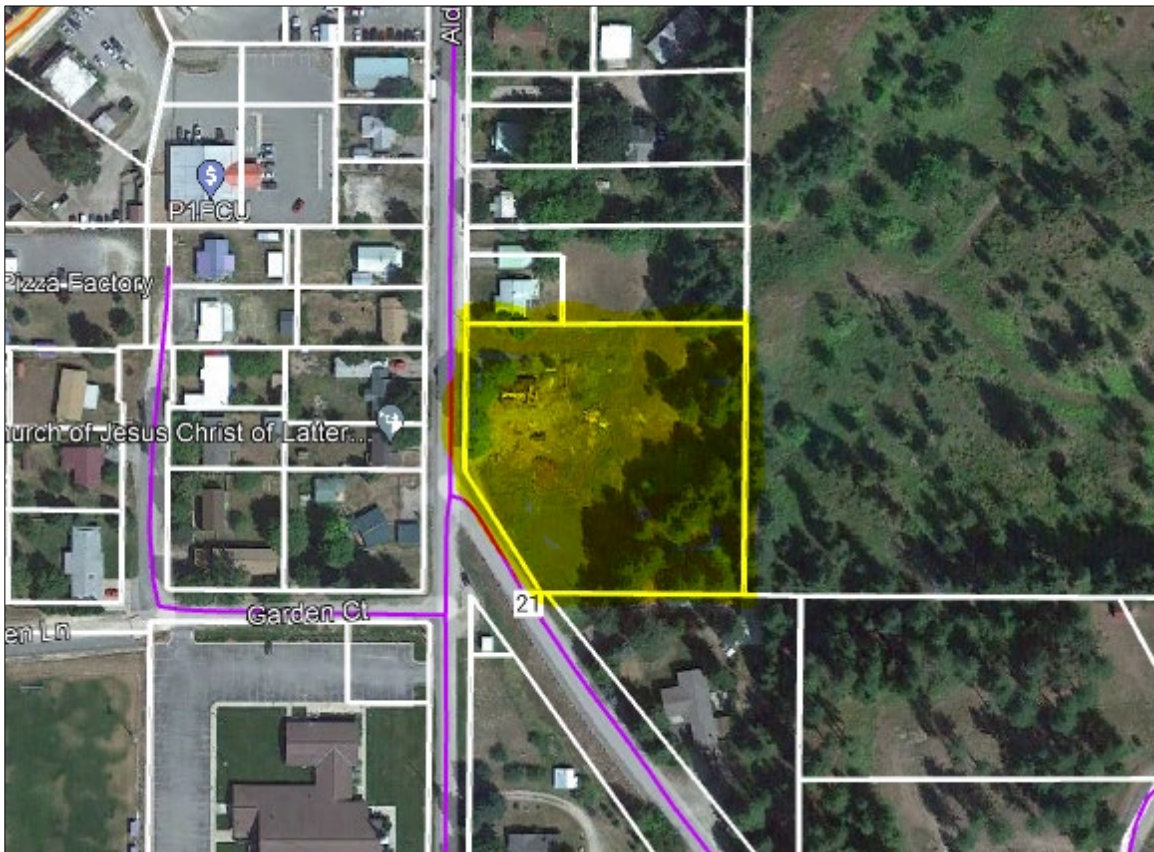
STAFF REPORT FOR PLANNED UNIT DEVELOPMENT & PRELIMINARY PLAT APPLICATIONS JUDY'S SUBDIVISION FILES #S03-23 & #SUP012-23 BONNERS FERRY CITY COUNCIL

Prepared by:	Clare Marley, AICP City Contract Planner, Ruen-Yeager & Assoc, Inc.
Project Description:	The Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart-Gorshe are requesting approval for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space. The proposed Judy's Subdivision on 2.18 acres is zoned Residential B. The applicants propose to develop the five lots with one- and two-story duplexes on lots of about one-third acre each. They are seeking variations to development standards to allow reduced setbacks and a private access road.
Location:	The property is located in Section 34, Township 62 North, Range 1 East, B.M., adjacent to 6613 Alderson Lane
Legal Description:	A tract of land in the SE ¼ of the NW ¼ of Section 34, Township 62 North, Range 1 East, BM, Boundary County, Idaho.
Parcel Size:	±2.18 of an acre
Applicant:	Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart-Gorshe
Applicant Representatives:	Kenneth E. Davis, Larry Bighouse
Application Filed:	April 24, 2023
P&Z Notice Provided:	Mailed notice: October 27, 2023 Site posting: October 26, 2023 Newspaper publication: October 26, 2023
Hearing Date:	Planning and Zoning: November 16, 2023
Council Packet:	Applications, site plan, master PUD plan, road and utility plan, construction plans, draft P&Z minutes

P&Z Recommendation:

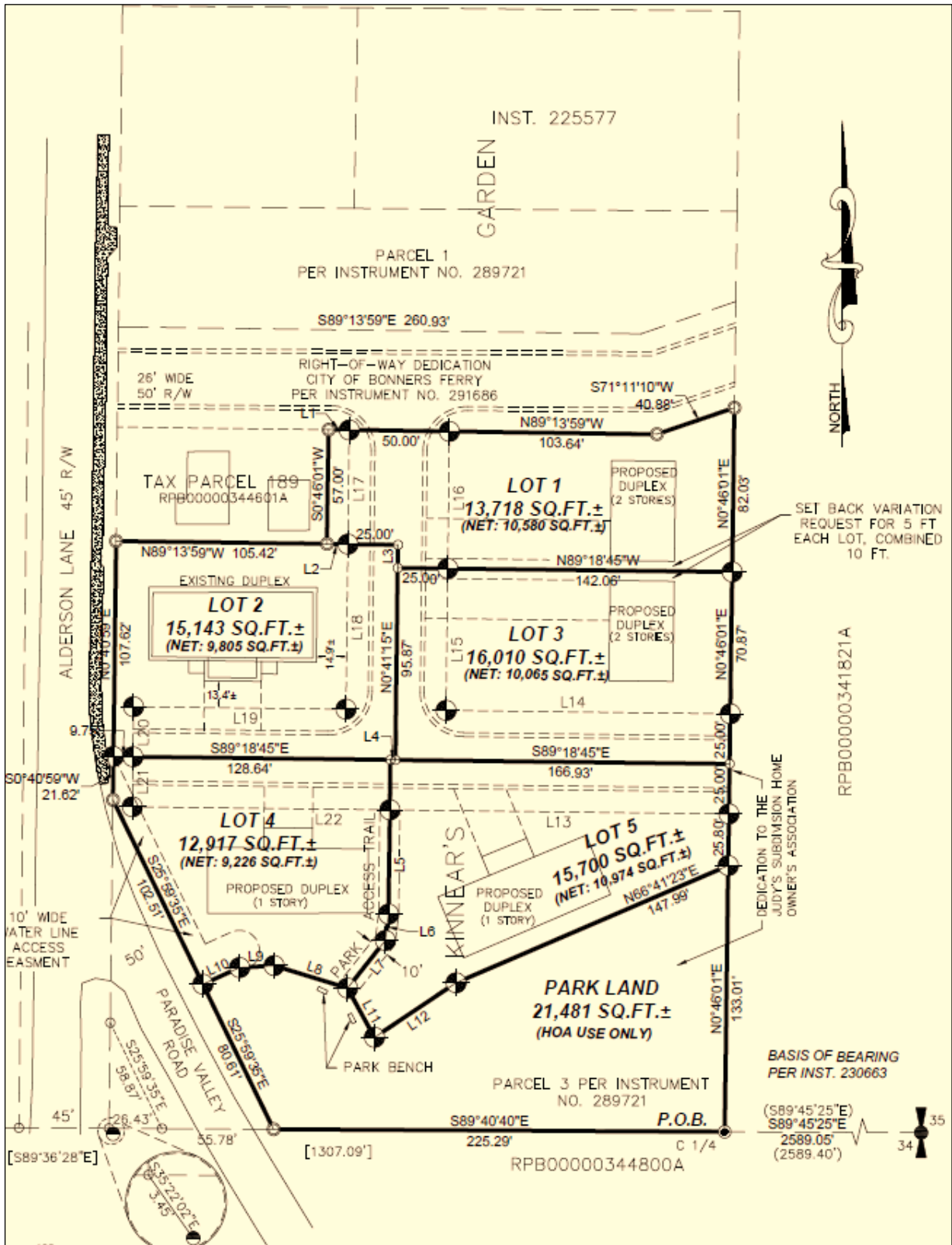
Approval, with conditions, following the November 16, 2023, public hearing. Pursuant to Sections 12-3-4 G and 11-5-9 C these items are scheduled to the City Council for consideration of the P&Z recommendation of approval. The Council will deliberate on the recommendation, but shall not take public testimony since this is not a public hearing. The Council may call for the scheduling of a public hearing, which would be conducted at a later date, allowing time for legal notice.

I. PROJECT OVERVIEW/SUMMARY



Aerial of vicinity

Judy's Subdivision combines applications for a preliminary plat (subdivision) of ±2.18 acres and a planned unit development (special use permit) into one residential development. The proposed planned unit development (PUD) is the first such application since the City of Bonners Ferry in 2020 adopted the new PUD standards at Chapter 8 of Title 11, Bonners Ferry City Code. A PUD is defined in Idaho Code as a special use permit. The development would create five residential lots served by a proposed private road extending from the new public right-of-way off Alderson Lane. There is one existing duplex on the property. Four additional one- and two-story duplexes are proposed. The proposed lots range in size from 13,718 square feet to 16,010 square feet. A 21,481 square foot homeowner association-owned park area is proposed for the south end of the site. The subdivision would be served by a 50-foot wide private road easement. City water, sewer, and electrical services are planned for the site.



PRELIMINARY MASTER PLAN

II. APPLICABLE STATE AND CITY CODES/PROCEDURES

Idaho Code

Idaho Code, §67-6515, PLANNED UNIT DEVELOPMENTS. As part of or separate from the zoning ordinance, each governing board may provide, by ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided under section 67-6509, Idaho Code, for the processing of applications for planned unit development permits. PUDs shall be processed as special use permits, following the procedures of §67-6512 for special use permit.

Bonnors Ferry City Code:

§11-1-3: Definitions, Appendix A,
§11-8, et seq: Planned Unit Developments
Appendix B: Table of Uses

Title 11, Chapter 8, Bonnors Ferry City Code, allows for any person or party to file an application for planned unit development and sets forth the required procedures and standards. The purpose of the Planned Unit Development (PUD) is to provide design flexibility to encourage creative and efficient development of land and infrastructure, the preservation of natural features, and the addition of open spaces, pathways, green belts and other amenities that might not be achieved under standard zoning requirements. Through flexible design standards, PUDs can allow a mixture of housing and commercial land uses, encourage affordable housing, and create walkable, accessible neighborhoods. Conditions can be set and agreements established during the public process to ensure development is carried out in accord with the approved conceptual design. Section 11-8-5 establishes design standards for PUDs.

Title 12, Bonnors Ferry City Code, establishes standards and procedures for consideration of subdivisions of land.

III. PROPERTY INFORMATION:

1. Site acreage: About ±2.18 of an acre.
2. Access: The site is served by a proposed private road easement leading from the new public right-of-way off Alderson Lane, a public right-of-way.
3. Services: Proposed water, sewer and electrical services.
4. Surrounding uses and zones:

Compass	Comp Plan Designation	Current Zoning	Uses/Densities
Site	Residential	Residential B	Residential duplex, Alderson Lane
North	Residential	Residential B	Residential homesites
South	Residential	Residential AA	Residential homesites
East	Residential	Residential A	22-acre vacant lot
West	Residential	Residential B	Residential homesites

IV. AGENCY COMMENTS

City staff sent a request for public agency comment on October 20, 2023 to Panhandle Health District, Boundary School District, city streets, police, fire, electric, engineering, and administration, and to Idaho Department of Environmental Quality (DEQ) on October 31st. The following public comments were provided:

Panhandle Health District: (Email, 10/20/23): PHD does not have a sewage disposal application for this parcel. (*Staff note: References are made to requirements for septic/drainfield permitting, however this site will be served by city sewer.*) The health

district advises that will serve letters will be required for services provided by the City of Bonners Ferry. PHD also noted requirements for the Idaho Department of Environmental Quality for approval of sewer and water infrastructure and suggested DEQ be contacted for comment.

City Police Chief: (Email, 10/24/23): No concerns from the police department.

Idaho DEQ: (Email, 10/31/23). DEQ commented that the proposed draft condition requiring construction drawings for water and sewer infrastructure be approved by the city engineer and PHD/DEQ prior to start of construction is appropriate. The condition should allow final water and wastewater plans to be reviewed and approved by DEQ.

Idaho DEQ: (Email, 11/13/23). Chris Westerman: A gravity sewer main can be owned and maintained privately, but it is recommended the wastewater system be owned by an established public wastewater system. This project needs to be reviewed by DEQ. Either a preliminary engineering report or facility study will be needed, depending on projected discharge.

City Administrator: (verbal, 11/9/23): Construction of the roadway within the new City right-of-way from Alderson Lane to a point east of its intersection with the private PUD road shall be constructed to city standards by the developer and paved. The private access road shall be built to city standards and paved, with appropriate fire turn-arounds. Use of the park land should be further defined and the purpose of the private road extensions to the east and west should be identified so that the City appropriately addresses potential future uses and rights. The walking path shall be connected to the municipal sidewalk system and depicted on the plat.

City Engineer: (Email, 9/21/23): The city engineer advised of street and public works standards and suggested the specifics of the street design would need to be included in a development agreement. (Verbal, 11/9/23): Future sewer and water line maintenance and location of public utilities in private roadways will need to be addressed in the development agreement. Public infrastructure within public rights-of-way is preferred.

City Engineer: (Letter, 11/12/23): Mike Klaus notes the proposed sewer main must be approved by the City and DEQ. The City prefers public space dedication but could discuss an easement. All stormwater must be treated and contained on site. The road profiles from the developer differ, with one showing paved and another aggregate. Off-site work to the access road to the north of the subdivision will be needed.

V. PUBLIC COMMENTS

No written public comment was submitted to the record for the Planning and Zoning Commission hearing. At the November 16, 2023, public hearing, the Commission heard from the applicants and representatives about the park area, development plans, and street lighting. No one spoke in opposition or uncommitted to the applications.

VI. PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Commission reviewed the public testimony, applicant presentation, and record. The P&Z voted unanimously to recommend approval of the planned unit development and subdivision known as Judy's Subdivision. The Commission requested Condition #4f be amended to reflect that the variations to setbacks are as shown on the approved plat as presented on the master plan, since setback requirements of city code could change and several of the interior setbacks appear to require variations to setbacks, as noted by staff. By noting the variations on the master plan, it will preserve the intent to approve the variations to standards that are shown in the application record drawings.

A condition #7 is added to reflect the need to pay for any final processing fees.

VII. STANDARDS REVIEW & ANALYSIS:

Planned unit development standards allow for flexible designs to achieve unique and efficient development of the land (Section 11-8-1, BFCC). This chapter permits variations to standards, including setbacks and private road access. However, the setback variations are permitted only on the interior lot lines, so that neighboring properties outside of the PUD are not affected. The applicant is seeking variations to setbacks for Lots 1 and 3. However, Lot 2 may also need a setback variation to the interior lines, depending on the future structure placement. All approved variations to setback standards are to be shown on the final plat to aid in future permit reviews (Section 11-8-5 C). Lots may also deviate from minimum required acreage for the zone. Judy's Subdivision shows that all lots are greater than the minimum 5,000 building site area for the Residential B zone. The City's subdivision code requires all lots front on a public right-of-way. The developer is proposing private access, as is permitted with the PUD design standards. All variations to standards must not be detrimental to public health, safety, or welfare. The City will require that the private accesses meet minimum street standards and the fire code requirements of Section 12-6-5, allowing for proper turn-arounds.

PUDs require certain public or private amenities be created in exchange for the flexible design standards. Judy's Subdivision shows a 21,481 square foot parkland area to be dedicated to the future homeowner association. A proposed park bench and pathway are shown on the master plan. Section 11-8-5 G 1 includes an option for a private park area to be created as a PUD amenity. The park/open space shown meets the minimum requirements of 10% of the gross area of the subdivision, at about 22%. Common area must be "appropriate in scale, use, and character" with the PUD. The portion of the land dedicated to the future open space is a hilly area at the south end of the project. While the park provides open space and presents a buffer to neighboring properties to the south, the use of the site for recreation may be affected by the slope. The City is requesting that the proposed pathway be clearly connected to the public sidewalk to the west along Alderson Lane.

In order to approve a Planned Unit Development and preliminary plat, Bonners Ferry City Code requires evidence supporting the standards listed in the following table. The Commission shall review the particular facts and circumstances of each proposal and find adequate evidence showing the request meets the following standards: :

Standards of Review & Evidence of Record (Findings) for PUD special use permit and plat

BFCC Section 11-8-4 B 1: The development will result in a unified project that will benefit the surrounding area and the city.

Applicant: The housing project will provide additional housing opportunities for the growth within the City and provide additional revenue to the City through taxes and use of city water and sewer services.

BFCC Section 11-8-4 B 2: The development can be constructed so that each phase can exist independently, without relying upon subsequent phases for open space,

amenities, density, infrastructure, or other minimum standards or necessary dedications.

Staff and Applicant: No phasing is proposed.

BFCC11-5-5 A: The development will, in fact, constitute a special use as established in this act for the zoning district involved, in that it is not already defined as a permitted use in other chapters

Staff: Section 11-8-2 authorizes planned unit developments in all zoning districts. Idaho Code defines a planned unit development as a special use (IC §67-6515).

BFCC11-5-5 B: The development will be harmonious with and in accordance with the general objectives or with any specific objective of the comprehensive plan and/or the zoning ordinance;

Applicant: The proposal is in Residential B "mixed use," and will meet lot sizes and width requirements. CC&Rs will define allowances and limitations, including allowable livestock. Living units will be traditional frame houses and will provide "safe, clean, and sanitary housing to residents of Bonners Ferry." The proposal will conform to the zoning and ordinances and will provide pathways and diversity in housing options.

Staff: The project proposes a parkland, open space and a walkway connecting to the city pathway system. Conditions of approval and the development agree shall ensure the completion of the development objectives.

BFCC11-5-5 C: The development will be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;

Applicant: The proposal meets current zoning for Residential B ordinances and will be harmonious with the comprehensive plan by providing park area for future homeowners, streets, paths, and additional house diversity.

BFCC11-5-5 D: Will not be hazardous or disturbing to existing neighboring uses;

Applicant: The proposed development is consistent with existing neighborhood uses in creating additional living units in an already residential area. The homeowner association will govern land use and maintenance.

BFCC11-5-5 E: Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;

Applicant: The site would be served by extension of city sewer and use of existing water hook-ups already installed within the property.

Staff: The Idaho Department of Environmental Quality advises that the future sewer and water extensions shall meet the DEQ construction standards and be submitted for review prior to construction. The project shall obtain sewer and water will-serve letters from the City.

BFCC11-5-5 F: Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;

Staff: The developer shall pay for the public infrastructure extensions and fees any related to sewer or water hook-ups. The developer will construct the private and public transportation systems and pathways.

BFCC11-5-5 G: Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production

of traffic, noise, smoke, fumes, glare or odors, or other factors determined to be nuisances;

Applicant: There will be no nuisances due to traffic, noise, smoke, fumes, glare, or odors proposed. Residential uses only.

BFCC11-5-5 H: Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares;

Applicant: The proposed transportation system is designed to be accessed from a private roadway maintained by the homeowners. The private roadway connects to a minor street, intersecting Alderson Lane.

Staff: The draft conditions of approval shall require construction of roadways to minimum City and fire code standards.

BFCC11-5-5 I: Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

Applicant: No major effect on natural, scenic, or historic features are proposed.

Staff: The site is not within a scenic byway. The site contains one developed duplex.

BFCC12-3-4 H 1: Definite provisions have been made for a water supply system that is adequate in terms of quantity and quality for the type of subdivision proposed.

Applicant: The subdivision will be served by existing water hook-ups already installed at the property.

Staff: Installation of public infrastructure shall meet the minimum requirements of the City and State of Idaho.

BFCC12-3-4 H 2: Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.

Applicant: The proposed sewage system has been engineered and designed in accord with Idaho DEQ rules and regulations.

Staff: The development agreement shall include requirements to meet minimum state and local standards.

BFCC12-3-4 H 3: Proposed streets are consistent with the transportation plan, the transportation element of the comprehensive plan, and city street department interest.

Applicant: The proposal will be served by a minor city street. All street designs shall meet the City of Bonners Ferry road standards.

Staff: Conditions of approval and development agreement will provide minimum standards for street construction.

BFCC12-3-4 H 4: All areas of the proposed subdivision which involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.

Applicant: No hazards areas were identified.

Staff: The site is not within a flood hazard zone. A portion of the site is sloped, but is shown as open area/parkland on the master plan.

BFCC12-3-4 H 5: The area proposed for subdivision is zoned for the proposed use and the use conforms to other requirements found in this code.

Applicant: The proposed development is within Residential B district. Lots will meet the minimum size. Living units will be traditional framing and provide "safe, clean, and sanitary housing to residents of Bonners Ferry."

BFCC12-3-4 H 6: Construction plans meet the design and improvements standards of all affected entities.

Staff: The development agreement will address design and improvement obligations and will address the minimum standards required for public and private infrastructure and amenities.

BFCC12-3-4 H 7: Existing city infrastructure is adequate to serve the proposed development.

Applicant: The subdivision will be served by existing water hook-ups that have been installed within the property.

Staff: The developer will be responsible for installation of water and sewer utilities. Idaho DEQ requires the applicant to obtain water and sewer will-serve letters and obtain pre-construction approval for utility improvements.

BFCC12-3-4 H 1: The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that in most cases, off-site improvements will be dealt with through the agreements.

Staff: No dedication of off-site amenities are proposed. The draft conditions of approval provide that the developer shall improve the public access to the subdivision to minimum city standards. The applicant is proposing to build a private roadway, dedicated to the homeowners. The City draft conditions of approval would require the road to be built to City standards. Sewer and water extensions are to be provided by the developer.

MOTION BY THE GOVERNING BODY:

Motion to Approve: I move to accept the recommendation of the Bonners Ferry Planning and Zoning Commission and approve these files, #SUP012-23 and #S03-23, for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space, finding that it **IS** in accord with the standards of Bonners Ferry City Code and the adopted comprehensive plan, as enumerated in the findings adopted by the Planning and Zoning Commission and based upon testimony received at the Commission hearing. I further move to adopt the conditions of approval as written. This action does not result in a taking of private property.

CONDITIONS OF APPROVAL:

1. The final plat shall be in substantial compliance with the approved preliminary plat and shall be prepared and filed in accord with requirements of Chapter 4, Title 12 of Bonners Ferry City Code.
2. The approval of the preliminary plat and special use permit PUD shall be valid for two (2) years from the date of the written decision. An extension not to exceed two (2) years may be granted by the City Council if it finds progress is being made on the development or circumstances beyond the control of the developer have prevented completion of the project. A written request for the extension must be filed with the city clerk prior to the expiration date.
3. Following approval of the development, the landowner shall file with the City:
 - a. A final master plan, to include all elements and modifications to the preliminary plan, as approved by the City Council;
 - b. A final plat prepared in accord with the standards of Title 12;

- c. A development agreement required by Titles 11 and 12, that contains construction and warranty requirements, the conditions of PUD and subdivision approval, specific authorizations for uses and housing types, project phasing and timetables for completion, developer responsibilities, vesting, conveyance of open space and amenities and long-term maintenance, formation of the homeowner association, and any other details specified by the city to define code-required and negotiated elements of development to ensure public benefits are realized and in compliance with the standards of Chapter 7, Title 12. The development agreement is subject to the review and approval of the City Council and shall not be valid until executed by the landowner and City and recorded.
 - d. Any other documents or details required by the conditions of approval, which shall include at a minimum the following:
 - i. Will-serve letters for sewer and water services from the City;
 - ii. The filing of construction plans for review and approval for utility infrastructure, street plans, stormwater drainage, fire protection provisions, pathways and connections, and open space amenities;
 - iii. Maintenance of private roads and amenities, city sewer maintenance
 - iv. Inspection schedules.
4. The final plat shall:
- a. Include all public dedications of utility easements or applicable rights-of-way within the owner's certificate and clearly depicted on the plat;
 - b. Include dedication of private roads, easements, and park land to the homeowner association that exists at the time of plat recording;
 - c. Depict pathway connections and ownership;
 - d. Depict required fire turn-around areas;
 - e. Indicate rights of ownership and access for the east and west terminuses of the private streets;
 - f. Note approved variations to standards for affected lots as shown on the approved master plan;
 - g. Show official road names for the streets, pursuant to Section 12-6-3 E.
5. No construction shall commence until written approval is given by the city engineer. Final construction plans for subdivision improvements shall be provided by the city engineer and administrator for review and approval, pursuant to Section 12-6-2. Improvements shall be completed prior to final plat approval. The plans shall be in substantial compliance with the approved preliminary plat and shall require the developer to:
- a. Construct streets to the minimum city standards and paved;
 - b. Pave the public street providing access to the site to city standards from Alderson Lane to a point east of its intersection with the private PUD access easement;
 - c. Install water and sewer utilities in accord with the State of Idaho and City standards of Section 12-6-5;
 - d. Install fire hydrants, where required by the fire chief and fire code standards, pursuant to Section 12-6-6;
 - e. Construct fire code turn-arounds, pursuant to Section 12-6-6;
 - f. Install a stormwater drainage system consistent with the requirements of Section 12-6-4;
 - g. Construct a pathway for the PUD private amenity that connects to the public sidewalk system to the west.

6. Any minor changes to the plat involving adjustments to utility locations, minor lot line adjustments, or other changes resulting in non-substantial changes to the plat that do not affect conditions of approval shall require the written approval of the city engineer or administrator. Major adjustments affecting conditions of approval or increases in density shall require approval of the City Council through the public hearing process.
7. Prior to final plat, the applicant shall pay any remaining publication, noticing, or processing costs incurred in the processing of the special use permit or subdivision, pursuant to the Bonners Ferry official fee schedule.

BONNERS FERRY
CITY COUNCIL
CONSIDERATION
OF FILES #SUP012-
23 & #S03-23

DECEMBER 19, 2023



PLANNED UNIT DEVELOPMENT & PRELIMINARY PLAT: Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart-Gorshe are requesting approval for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space. The proposed Judy's Subdivision on 2.18 acres is zoned Residential B and is located at and adjacent to 6613 Alderson Lane. The applicants propose to develop the five lots with one- and two-story duplexes on lots of about one-third acre each. They are seeking variations to development standards to allow reduced setbacks and a private access road. The property is located in Section 34, Township 62 North, Range 1 East, B.M. The Planning and Zoning Commission recommended **approval** of the files, with conditions, following their November 16, 2023, public hearing.



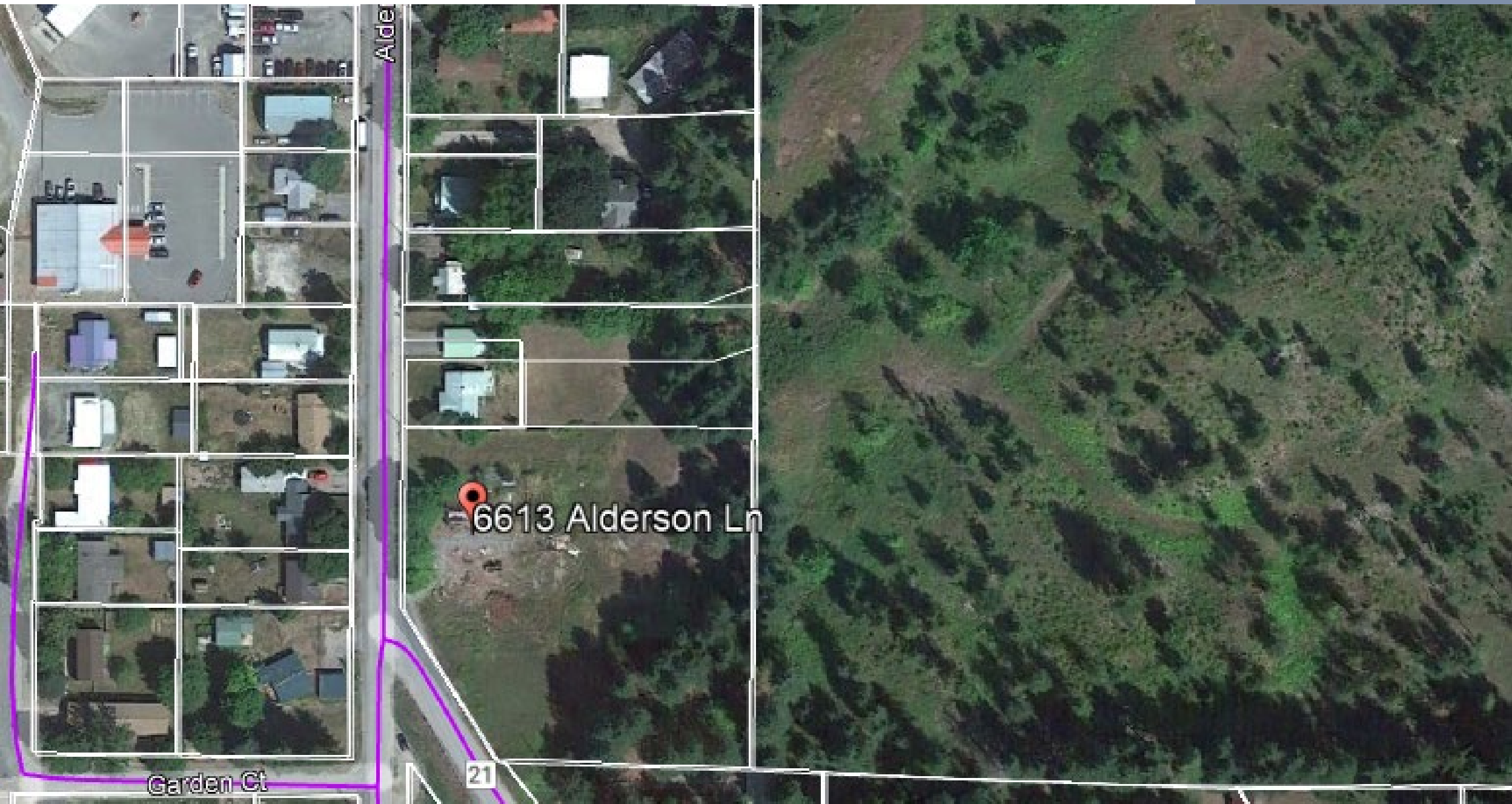
Judy's Subdivision & Planned Unit Development

PROCEDURES FOR CITY COUNCIL CONSIDERATION

- PLANNED UNIT DEVELOPMENT & SUBDIVISION PROCEDURES ALLOW CITY COUNCIL TO CONSIDER THESE FILES WITHOUT CONDUCTING ITS OWN PUBLIC HEARING
- ANY DISCLOSURES NEED TO BE ANNOUNCED PRIOR TO CONSIDERATION
- COUNCIL MAY ACCEPT THE P&Z RECOMMENDATION AND CONDITIONS
- COUNCIL WILL NOT CONSIDER ADDITIONAL PUBLIC COMMENT AT TONIGHT'S MEETING
- COUNCIL MAY CHOOSE TO SET ITS OWN HEARING IF IT WISHES TO HEAR PUBLIC TESTIMONY OR CONSIDER CHANGES TO THE P&Z RECOMMENDATION
- A COUNCIL PUBLIC HEARING WOULD HAVE TO BE SCHEDULED FOR A LATER DATE TO ALLOW TIME FOR PROPER PUBLIC NOTICE

FILES SUP03-23 & S03-23 Background

Applicant/owner	Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart-Gorshe
Representatives	Larry Bighouse & Kenneth Davis
Application Filed	April 24, 2023
Project location	East of Alderson Lane
Request	Residential planned unit development & subdivision to create 5 duplex lots and open space
Process	P&Z Recommendation; Council Final Decision

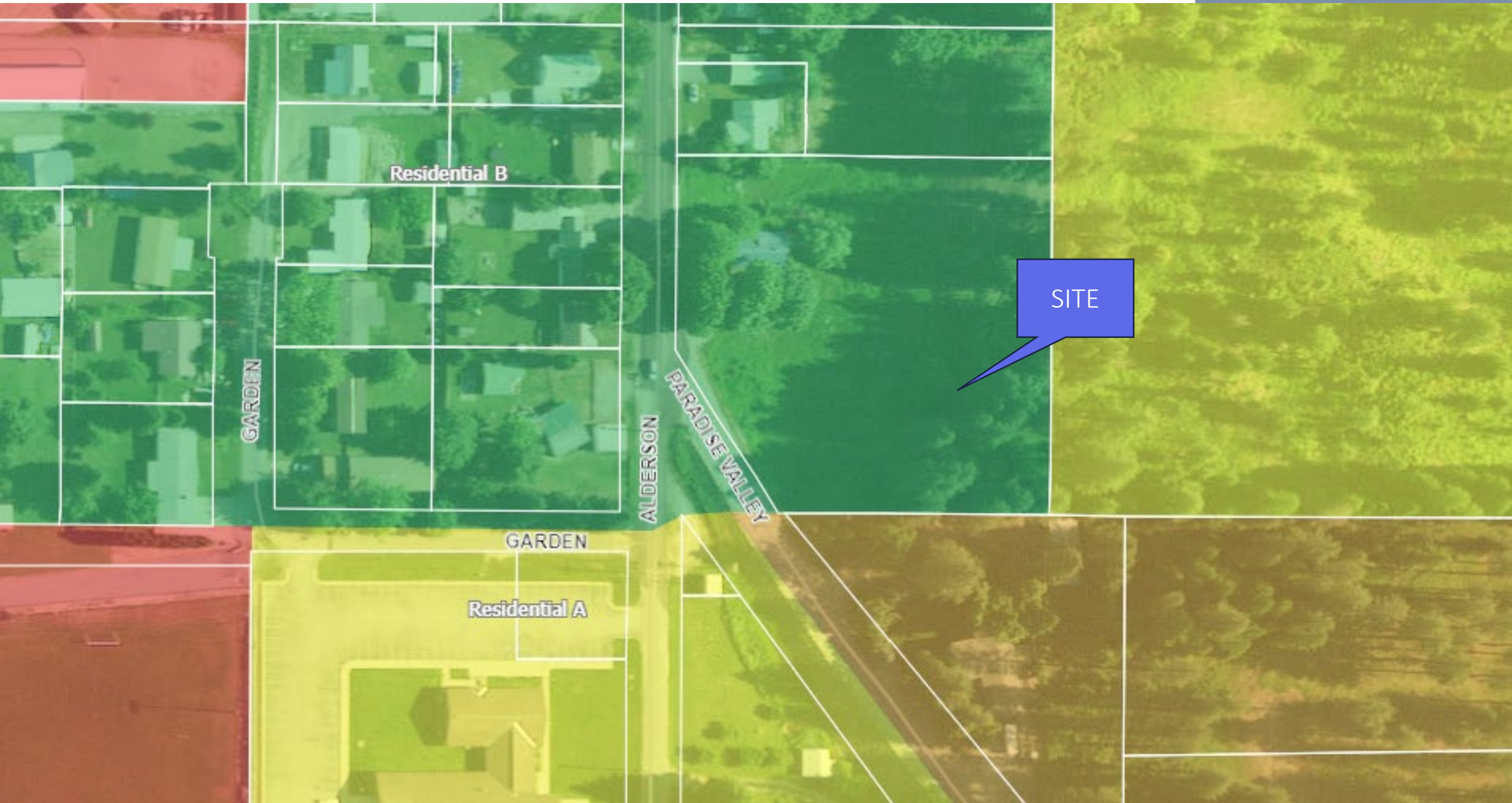


Alderson Ln

6613 Alderson Ln

Garden Ct

21



Residential B

GARDEN

ALDERSON

PARADISE VALLEY

SITE

GARDEN

Residential A

PUD MASTER PLAN

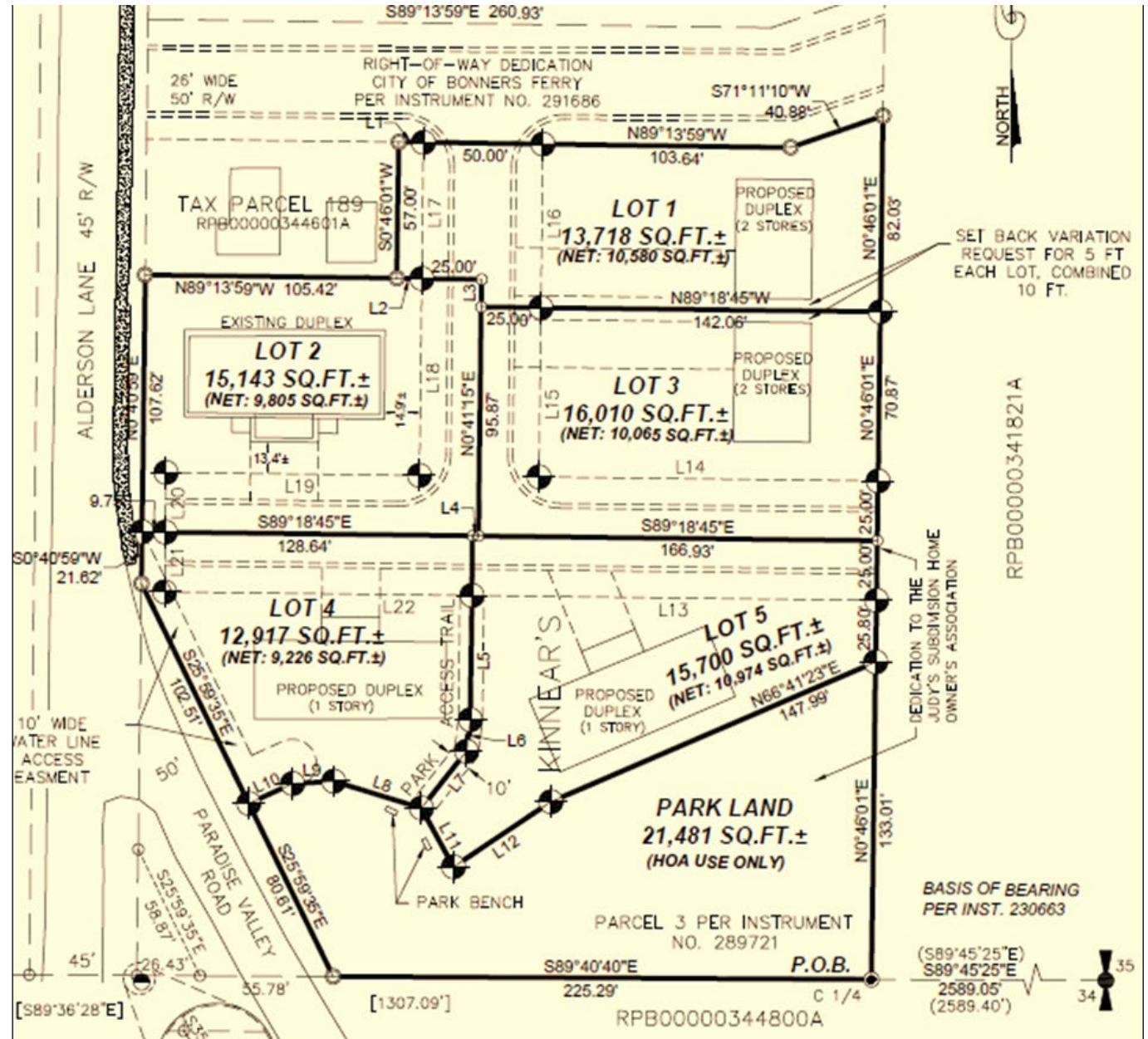


Photo 2: Looking easterly toward site



Photo 1: At Alderson, looking north at new street

**Photo 4: On Alderson at midpoint of site,
looking northeast**



**Photo 3: On Alderson, looking south, site
on east**

- **Photos 5-7: Looking southeasterly, toward open space**



Photo 5



Photo 6



Photo 7

PLANNED UNIT DEVELOPMENT & PRELIMINARY PLAT

- **DEFINED:** Planned unit development standards allow for flexible designs to achieve unique and efficient development of the land.
- **REQUIREMENTS:** Chapter 8, Title 11: A preliminary master plan showing housing types, layout & design, access, open/common space, pathways, etc. and a preliminary plat, where land divisions are proposed.
- **ALLOWANCES:** Variations to standards permitted: Requesting private road, setback variations to interior lots for future duplexes.
- **DENSITY:** Lots may deviate from zoning minimums, but not overall density.
- **DESIGN:** Clustering encouraged; access to public streets consistent w/ city standards & interior streets consistent w/ fire code; developer must provide “amenities” such as pathways, parks, sidewalks, bike racks, etc.
- **BUFFERING:** To be employed to provide consistency w/ neighborhood

PUD & PRELIMINARY PLAT PROCESSES

A PUD is a “special use permit,” as defined by Idaho Code.

A PUD is a separate application, reviewed under the City zoning codes (Title 11)

The preliminary plat is a proposed “subdivision” of the land

The plat takes a separate application and is reviewed under the City subdivision codes (Title 12)

A final plat is created after approval of the preliminary, and must meet both City and state codes

ANALYSIS OF STANDARDS (pages 5-8 of report)

- Variations: private road (where city requires all lots front on public road) and setbacks for Lots 1 & 3. Staff noted other lots may not meet current or future lot setbacks. P&Z accepted an amended condition that future residences meet the minimum setbacks as shown on the master plan. Variations cannot be detrimental to health, safety, welfare.
- Density: Overall density meets minimum 5,000 sq. ft. per building site.
- Public or private amenities: Open space must be 10% of gross land. Proposed 21,481 sq. ft. park meets minimum at 22%. Pre-application proposal was to include park bench and pathway connection. Conditions require this.
- Buffering to adjoining lands: Open space adjoins to the south. City street to the north. Open space is hilly.

AGENCY COMMENT (pages 4-5)

- Panhandle Health: Refers to need to connect w/ Idaho Department of Environmental Quality
- Police Chief: No concerns
- City Administrator: Construct public right-of-way that is north of site to a point east of PUD access; construct/pave private road to city standards; fire turnarounds; explain private road “T” design with easterly extensions; connect path to city sidewalk
- City Engineer: Include street designs & sewer/water infrastructure in development agreement; prefer public infrastructure in public easements
- City engineer comment: Obtain DEQ approval for sewer/water; stormwater system to be developed & must retain run-off on site; applicant road profile shows both paved & pit run. Must clarify w/ conditions. Developer must complete public access road to north of site.

AGENCY COMMENT CONTINUED & PUBLIC COMMENT

- DEQ: Sewer and water improvements to be approved for construction by DEQ; agrees w/ draft condition to include this is development agreement
- New DEQ comment: Recommends city own and maintain water & wastewater lines; preliminary engineering report or facility plan required, depending on daily flow from project
- Public comment: no written comment to date
- Public testimony by applicant and applicant representative at P&Z hearing
- No written or verbal testimony in opposition

CONDITIONS (pages 9-11)

- Standard expiration date and “substantial compliance”
- Future development agreement to address: master plan, construction, warranties, variations to standards; stormwater; street construction; maintenance of private street and amenities; fire protection, plans and inspections of infrastructure; homeowner formation and duties; open space; final plat dedications and corrections
- No construction without city engineer approval
- Minor and major changes described
- P&Z amendment to require proposed variations to standards must be in accord with the applicant’s master plan

Motion to Approve: I move to accept the recommendation of the Bonners Ferry Planning and Zoning Commission and approve these files, #SUP012-23 and #S03-23, for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space, finding that it IS in accord with the standards of Bonners Ferry City Code and the adopted comprehensive plan, as enumerated in the findings adopted by the Planning and Zoning Commission and based upon testimony received at the Commission hearing. I further move to adopt the conditions of approval as written. This action does not result in a taking of private property.

CITY OF BONNERS FERRY, BOUNDARY COUNTY, IDAHO
PUD MASTER PLAN:

JUDY'S SUBDIVISION

In the SE 1/4 NW 1/4 of Section 34 Twp. 62 N., R. 1 E., B.M.

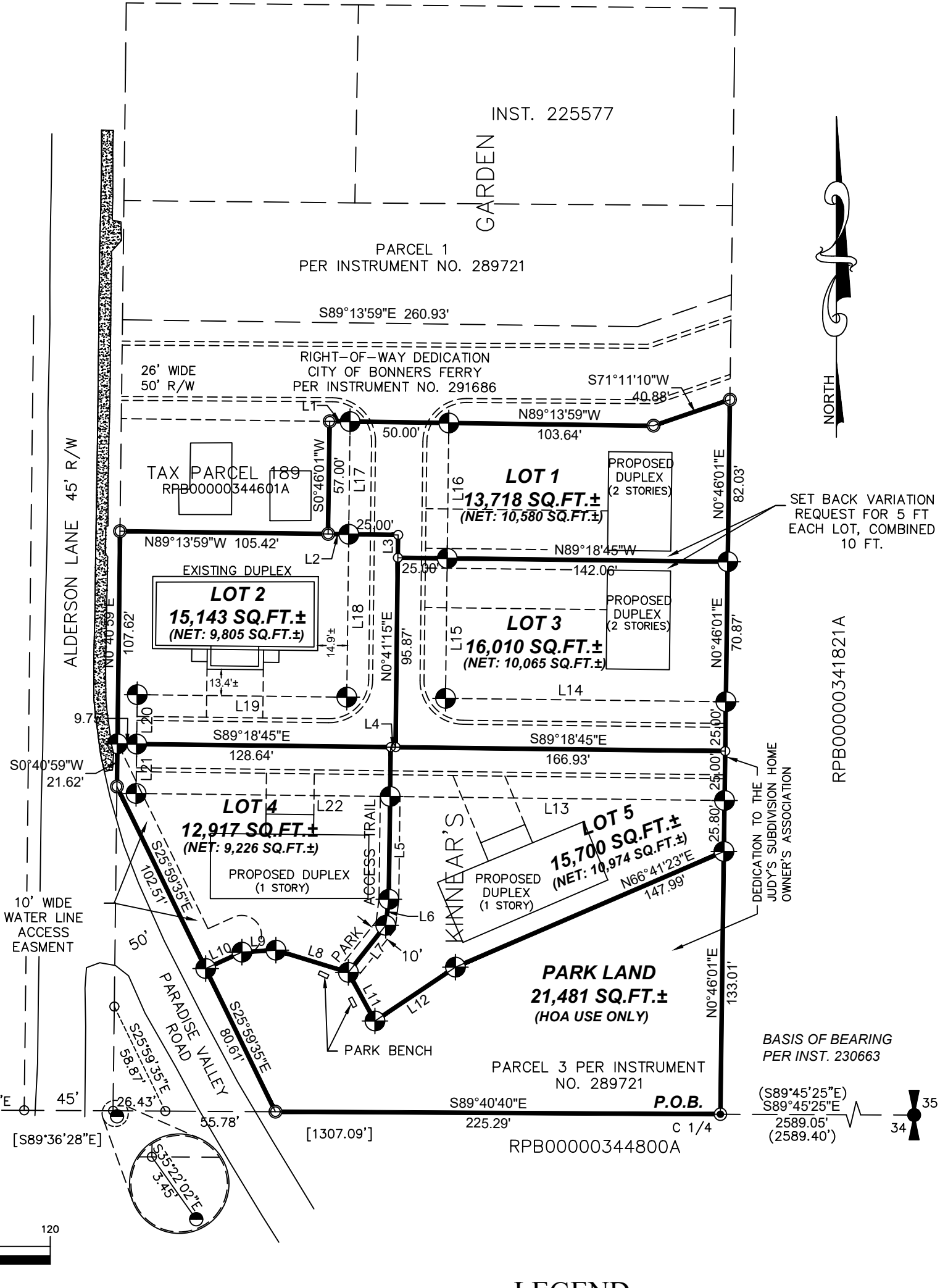
For: Graubart-Gorshe Living Trust

Date: August 2023

NOTE: ALL PROPOSED LOTS ARE RESIDENTIAL
 ACS Census data 2021
 approximate Residential density: 26 people and 73,488 sq. ft.

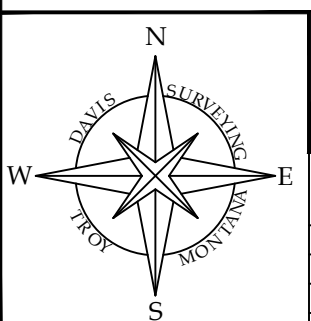
PROPOSED LOT SIZES	
#	sq.ft.
Lot 1	13,718
Lot 2	15,143
Lot 3	16,010
Lot 4	12,917
Lot 5	15,700
average	14,698

Parcel Line Table		
Line #	Length	Direction
L1	10.34	N89° 13' 59"W
L2	10.42	S89° 13' 59"E
L3	11.56	N0° 41' 15"E
L4	2.44	S89° 18' 45"E
L5	52.04	N0° 41' 15"E
L6	13.28	S7° 04' 52"W
L7	30.41	S38° 23' 50"W
L8	38.37	N72° 55' 08"W
L9	17.24	S86° 42' 19"W
L10	20.17	S65° 35' 42"W
L11	28.02	N28° 38' 54"W
L12	49.05	S56° 15' 12"W
L13	169.34	S89° 18' 45"E
L14	141.97	S89° 18' 45"E
L15	70.87	S0° 41' 15"W
L16	68.52	S0° 41' 15"W
L17	57.00	S0° 41' 15"W
L18	82.46	S0° 41' 15"W
L19	106.08	S89° 18' 45"E
L20	25.00	N0° 41' 15"E
L21	25.00	N0° 41' 15"E
L22	128.64	S89° 18' 45"E



LEGEND

- ⊕ SET A 5/8 INCH DIA. REBAR WITH A 1 1/4 INCH DIA. PLASTIC CAP STAMPED K.E.D. 3980-S
- FOUND CONCRETE MONUMENT W/ LEAD TABLET AS NOTED
- FOUND 3/8 INCH DIA. BARE REBAR
- ⊙ FOUND 5/8 INCH DIA. REBAR CAPPED J.R.S. 3628
- COMPUTED POINT
- < > RECORD PER INSTRUMENT NO. 167628
- () RECORD PER INSTRUMENT NO. 261233
- { } RECORD PER WARRANTY DEED 276847
- ⊕ FOUND CONCRETE MONUMENT W/ LEAD TABLET AS NOTED
- ⊕ FOUND 3 1/4 INCH DIA. BRASS CAP STAMPED RLS 820 - IN CASING BELOW SURFACE OF ROAD
- ▨ EXISTING SIDEWALK



DAVIS SURVEYING INC.
 TROY, MONTANA
 DATE: 12/16/22 REV: 9/11/23
 DRAWN BY: SM
 Land Projects 2021
 FILE: t320134lbplat.dwg

A PRELIMINARY PLAT OF: JUDY'S SUBDIVISION

In the SE 1/4 NW 1/4 of Section 34 Twp. 62 N., R. 1 E., B.M.
For: Graubart-Gorshe Living Trust
Date: August 2023

OWNERS CERTIFICATE

We, Timothy R. Gorshe & Judith A. Graubart-Gorshe, Trustees of the Timothy R. Gorshe & Judith A. Graubart-Gorshe Living Trust, do hereby certify that we have caused to be surveyed, subdivided and platted into lots as shown by the plat hereto annexed, the following described tract of land located within the City of Bonners Ferry, Idaho to wit:

DESCRIPTION OF JUDY'S SUBDIVISION

A tract of land in Bonners Ferry, Boundary County Idaho, lying in the SE 1/4 NW 1/4 of Section 34, Twp. 62 N., R. 1 E., B.M., being a portion of lots 6, 7 & 8 of Kinnear's Garden Boundary County Records, containing 2.18 acre more or less, being Parcel 3 per Instrument No. 292049, containing Lots 1 through 5 and Park Land and more particularly described as follows:

Beginning at a 5/8 inch dia. rebar capped PLS 3628 which marks the C 1/4 of said Section 34; thence, N0°46'01"E 361.70 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, S71°11'10"W 40.88 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, N89°13'59"W 163.98 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, S0°46'01"W 57.00 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, N89°13'59"W 105.42 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, S0°40'59"W 129.24 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, S25°59'35"E 183.12 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence, S89°40'40"E 225.29 feet to the point of beginning.

The aforescribed Judy's Subdivision contains Lots 1 through 5 and Park Land with their respective acreages for a total acreage of 2.18 acre more or less and is subject to and together with all appurtenant easements of record.
The private road easement and park land shown hereon are dedicated to Judy's Subdivision Home Owner's Association. A 10 feet access easement to waterline to the City of Bonner's Ferry as shown hereon.

Dated this _____ day of _____, 2023.

Timothy R. Gorshe - Trustee of the Timothy R. Gorshe & Judith A. Graubart-Gorshe Living Trust

Judith A. Graubart-Gorshe - Trustee of the Timothy R. Gorshe & Judith A. Graubart-Gorshe Living Trust

STATE OF IDAHO
County of Boundary

This record was acknowledged before me on this _____ day of _____, 2023 by Timothy R. Gorshe & Judith A. Graubart-Gorshe, as Trustees of the Timothy R. Gorshe & Judith A. Graubart-Gorshe Living Trust.

Notary Public My Commission Expires _____

PANHANDLE HEALTH DISTRICT

Sanitary restrictions as required by Idaho Code, Title 50, Chapter 13 have been satisfied based on a review by a Qualified Licensed Professional Engineer (QLPE) representing the City of Bonners Ferry and the QLPE approval of the design plans and specifications and the conditions imposed on the developer for continued satisfaction of the sanitary restrictions. Water and sewer lines have been completed and services certified as available. Sanitary restrictions may be reimposed, in accordance with Section 50-1326, Idaho Code, by the issuance of a certificate of disapproval.

Date: _____ Health Department Signature: _____

CITY OF BONNERS FERRY APPROVAL CERTIFICATION

I, _____, Mayor in and for the City of Bonners Ferry, Boundary County, Idaho, do hereby certify that at a regular meeting of the city council held on _____ day of _____, 2023, "Judy's Subdivision" was reviewed and approved.

Mayor
City Clerk

COUNTY SURVEYOR CERTIFICATE
STATE OF IDAHO
County of Boundary

I hereby certify that I have examined the plat of "Judy's Subdivision" and have determined that it complies with applicable State of Idaho statutes and Bonners Ferry City Code regarding plats and subdivision regulations.

Dated this _____ day of _____, 2023.

Boundary County Surveyor

WATER, SEWER, GAS, ELECTRICITY, TELEPHONE AND CABLE SERVICES

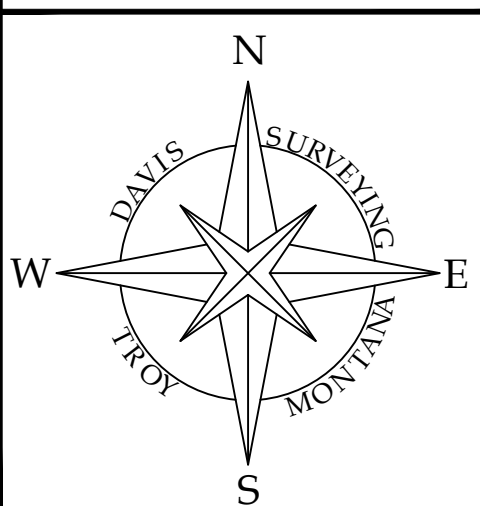
All lots within Judy's Subdivision are within the service areas provided by the City of Bonners Ferry Water and Sewer Department. Maintenance and installation of water and sewer connections shall be the responsibility of the lot owners and shall meet DEQ requirements and Idaho Standards for Public Works Construction.

Gas, Electricity, Telephone and Cable services exist to the lot, and will be installed per contractor recommendations.

CITY ENGINEER

This Plat has been examined and approved this _____ day of _____, 2023.

Engineer, City of Bonners Ferry



DAVIS SURVEYING INC.

TROY, MONTANA	
DATE: 6/16/22	REV: 9/11/23
DRAWN BY: CJR	
Land Projects 2021	
FILE: t320134bplat.dwg	

CERTIFICATE OF SURVEYOR
STATE OF IDAHO
County of Boundary

I, Kenneth E. Davis, Idaho Land Surveyor No. 3980, do hereby certify that the plat heron is a true and correct representation of a survey made by me or under my direct supervision in conformance with the laws of the State of Idaho (Idaho Code 31-2709 and Idaho Code 55-1905 through 1906) and accepted methods and procedures of surveying.

Dated this _____ day of _____, 2023.

Kenneth E. Davis Registered Land Surveyor No. 3980S

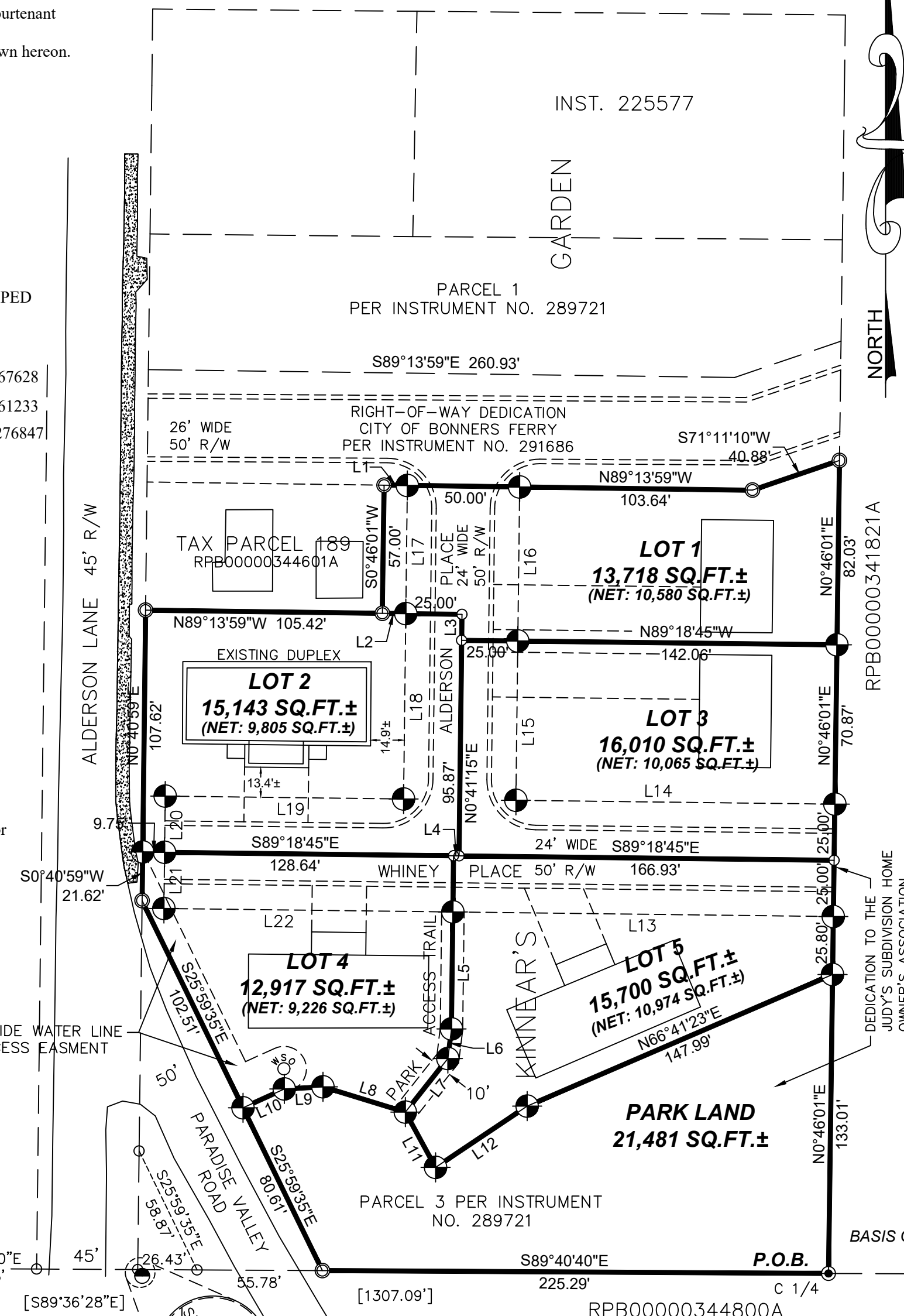
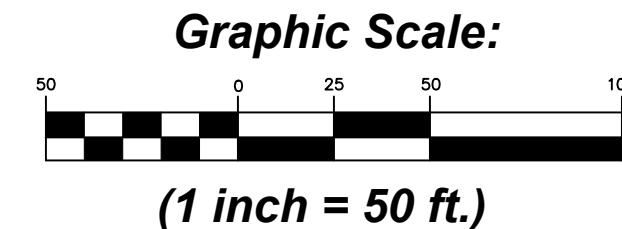
BOUNDARY COUNTY TREASURER'S CERTIFICATE

I hereby certify that the required taxes on the above-described property have been fully paid to and including the year 20____. Dated this _____ day of _____, 2023.

Boundary County Treasurer

LEGEND

- ⊕ SET A 5/8 INCH DIA. REBAR WITH A 1/4 INCH DIA. PLASTIC CAP STAMPED K.E.D. 3980-S
- FOUND CONCRETE MONUMENT W/ LEAD TABLET AS NOTED
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L22	128.64	S89° 18' 45"E

BOUNDARY COUNTY, IDAHO
COUNTY RECORDER

Filed at the request of Davis Surveying Inc. on this _____ day of _____, 2023 at O'clock ____m. and duly recorded in Book _____ of Plats, Page _____ as Instrument No.

County Clerk and Recorder

Deputy Recorder

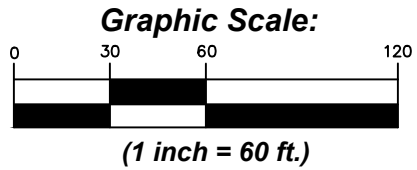
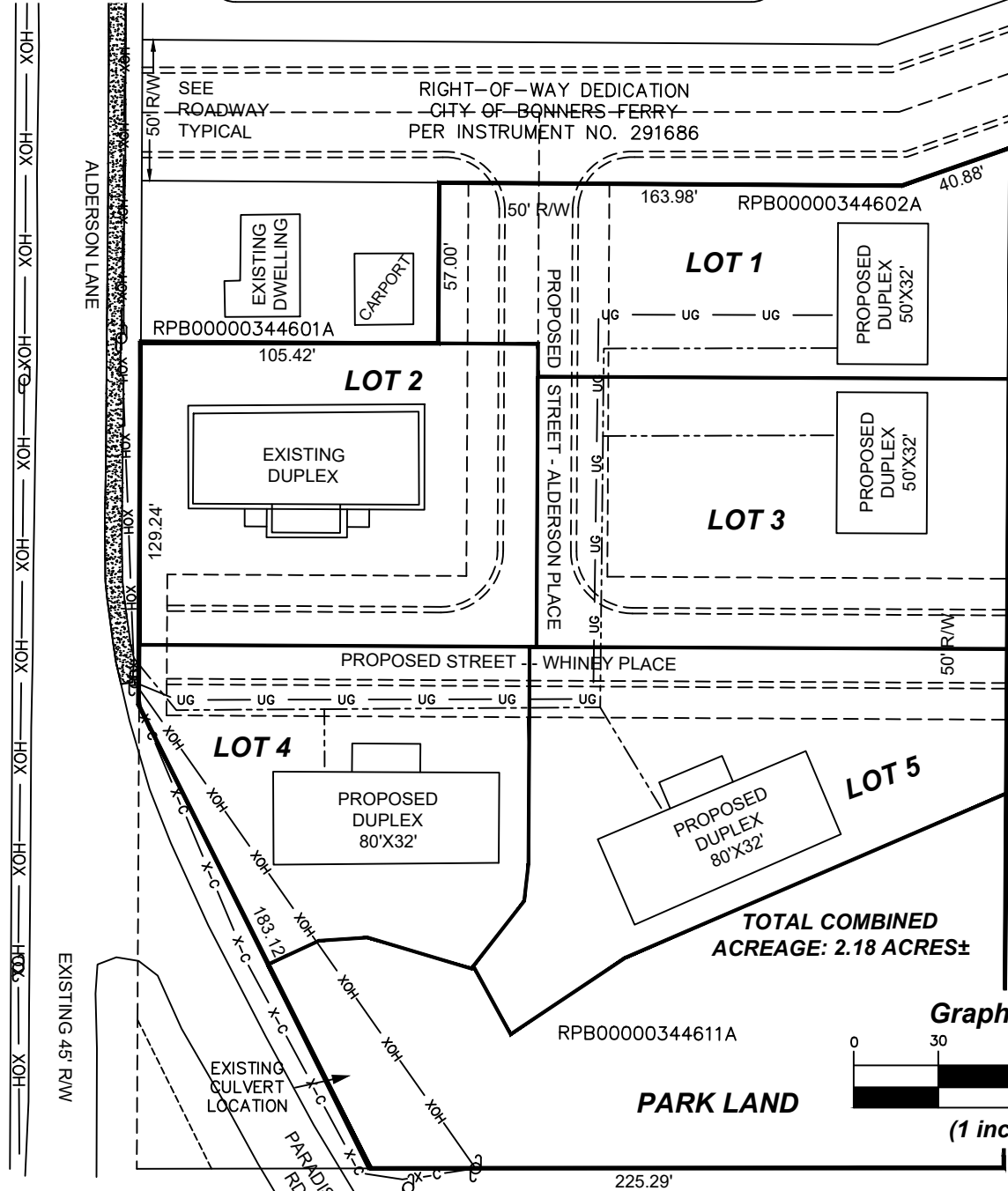
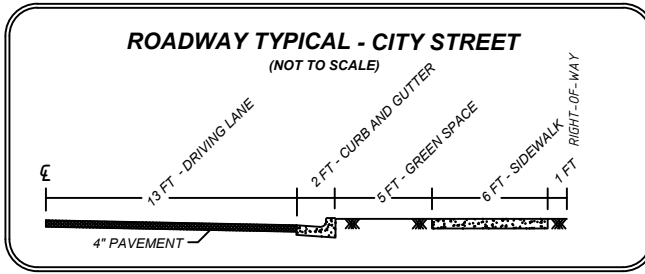
ROAD AND UTILITY PLAN:

JUDY'S SUBDIVISION
 In the SE 1/4 NW 1/4 of Section 34
 Twp. 62 N., R. 1 E., B.M.
 For: Graubart-Gorshe Living Trust
 Date: September 2023

NOTE:
 EXISTING UTILITIES SHOWN
 ARE APPROXIMATE.

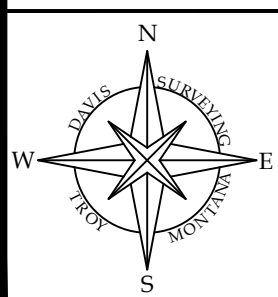
PROPOSED UTILITIES SHOWN,
 ACTUAL LOCATION WILL BE
 DETERMINED BY THE
 INSTALLER.

WATER AND SEWER DETAILS
 ON SEPERATE PLAN SHEET



LEGEND

- EXISTING OVERHEAD POWER
- EXISTING UNDERGROUND COMMUNICATIONS
- PROPOSED UNDERGROUND POWER
- PROPOSED UNDERGROUND COMMUNICATIONS
- EXISTING POWER POLE



DAVIS SURVEYING INC.	
TROY, MONTANA	
DATE: 6/10/22	REV: 9/11/23
DRAWN BY: SM	
Land Projects 2023	
FILE: t620122sb.dwg	

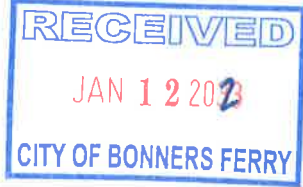


CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Subdivision Application

FOR OFFICE USE ONLY:

FILE # SUB03-23	RECEIVED: 
------------------------	--

PROJECT DESCRIPTION

Proposed Subdivision Name: Judy's Subdivision

APPLICANT INFORMATION:

Landowner's name: Timothy R. Gorshe & Judy Gorshe		
Mailing address: PO Box 242		
City: Moyie Springs	State: ID	Zip code: 83845
Telephone:	Fax:	
E-mail: timgorshe@gmail.com - 408 640-5398		

REPRESENTATIVE'S INFORMATION:

Representative's name: Kenneth E. Davis		
Company name: Davis Surveying Inc.		
Mailing address: PO Box 896		
City: Troy	State: MT	Zip code: 59935
Telephone: 406.295.5441	Fax:	
E-mail: survey@montanasky.net		

PARCEL INFORMATION:

Section #: 34	Township: 62 N.	Range: 1 E.	Parcel acreage: 2.18 acres
Parcel # (s): RPB00000344612A			
Legal description: A tract of land in the SE 1/4 of the NW 1/4 of Section 34, Twp. 62N., Range 1E., B.M., Boundary County, Idaho. Commencing at the SW corner of Lot5, Block 1, Kinnear's Gardens; thence South 132 feet, which is True point of beginning; thence East 153.75 feet; thence South 264 feet; thence West 153.75; thence North 265 feet to Pt. of Beginning. Less Alderson Lane right-of-way.			
Current landowner's name: Timothy R. Gorshe & Judy Gorshe			
Current zoning: Residential B	Current use: Residential (duplex)		
Directions to site: 6613 Alderson Lane, Bonners Ferry Idaho. Approx 1/4 mile south of US2/Main on the south hill.			

PROJECT DESCRIPTION

Please describe the project:

The proposal is to divide property into 5 lots with parkland. The newly created lots will each have a duplex.

Does the proposed use seek to extend any services, such as roads, sewer and/or water? If so, please explain what services are proposed to be extended:

The proposal will be served by a minor city street (currently under construction). Sewer will be extended.

Will land be offered for dedication as a result of the plat? If so explain in detail:

No dedication associated with this proposal.

Describe surrounding land uses (ex: residential housing, commercial, manufacturing, etc):

North Residential housing

South Residential Housing

East Residential Housing

West Residential Housing

Describe adjacent zoning and densities (ex: Single Family (R-1) Platted 10k sq.ft., Commercial lots etc):

North Residential B

South Residential AA

East Residential A

West Residential B

SITE INFORMATION: Please provide a general description of the lay of the land (ex: is the property flat, have any bodies of water or wetlands present, what existing structures and uses are present etc.)

Current is a residential duplex. No bodies of water. Primary portion of the property is flat, with a steep hillside to south which will be a no-build zone. A cut slope on the east side which will be graded and vegetation will be placed.

Directions to site (Please be specific)

6613 Alderson Lane, Bonners Fery Idaho. Approx 1/4 mile south of US2/Main on the south hill.

STANDARDS FOR REVIEW

Explain how provisions have been made for a water supply system that is adequate in terms of quantity and quality for the type of subdivision proposed:

The subdivision will be served by existing water hook-ups already installed within the property.

Explain how adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows:

The proposed sewage system has been engineered and designed in accordance with Idaho DEQ rules and regulations.

Please demonstrate how the streets are consistent with the transportation plan, the transportation element of the comprehensive plan, and city street department interest

The proposal will be served by a minor city street. All street designs meet the City of Bonners Ferry Road Standards.

Please explain how all areas of the proposed subdivision which involve soil or topographical conditions presenting hazards are identified within the design, and how the proposed uses in the hazard areas are compatible with such conditions:

No hazard areas were identified.

Explain how the subdivision and all its uses conforms to City of Bonners Ferry Zoning and Subdivision requirements:

This proposal is within Residential B district (mixed use) Lots will meet size and width requirements associated with Residential B zoning. CC&R's will define allowances and limitations on land use including allowable livestock. Living units will be traditional framing and provide safe, clean, and sanitary housing to residents of Bonners Ferry.

Are any offsite improvements proposed as part of the overall subdivision design? If so, please explain in detail what those improvements are and how the proposed subdivision may or may not benefit from them.

The proposal has no offsite improvements.

I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to the City and its representatives to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Applicant's signature: TR n Hank Date: 1/12/23

Landowner's signature: TR n Hank Date: 1/12/23



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Planned Unit Development Application

FILE # <i>SUP 012-23</i>	RECEIVED: RECEIVED JAN 12 2023 CITY OF BONNERS FERRY
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PLEASE REVIEW APPLICATION INSTRUCTIONS AND CHECKLIST PRIOR TO COMPLETING THIS FORM.

APPLICANT INFORMATION:

Landowner's name: Timothy R. Gorshe & Judy Gorshe Graubart-Gorshe Living Trust		
Mailing address: PO Box 242		
City: Moyie Springs	State: ID	Zip code: 83845
Telephone:	Email: timgorshe@gmail.com	

REPRESENTATIVE'S INFORMATION:

Representative's name: Kenneth E. Davis		
Company name: Davis Surveying Inc		
Mailing address: PO Box 896		
City: Troy	State: MT	Zip code: 59935
Telephone: 406.295.5441	Email: survey@montanasky.net	

ADDITIONAL REPRESENTATIVE'S INFORMATION:

Representative's name: Larry Bighouse		
Company name:		
Mailing address:		
City:	State:	Zip code:
Telephone: 208.597.6160	Email: ltbighouse@gmail.com	

PARCEL INFORMATION:

Parcel acreage: 2.18	Parcel # (s):
Current zoning: Residential B	Comprehensive Plan Map Designation:
Current use of site: residential (duplex)	
Directions to site: 6613 Alderson Lane, Bonners Ferry Idaho. Approx. 1/4 mile south of US2 / Main on the south hill.	
Existing access to site: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	
Road Name(s): Alderson Lane	

PROJECT DESCRIPTION:

SEE REVISED PAGE 2, DATED 9/15/23

Date of pre-application meeting:	3/23/22	
Does the PUD require a zone change?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Project name: Judy's Subdivision		
Select type of PUD		
<input type="checkbox"/> Residential- Single Family	<input checked="" type="checkbox"/> Residential-Mixed Housing	<input type="checkbox"/> Commercial
<input type="checkbox"/> Mixed use Commercial/Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other: _____
Number of proposed lots: <u>5 + park land</u>	Average density (units/acre): <u>2.3/acre</u>	
Number of proposed housing units: <u>5</u>		
Describe proposed amenities: <u>Proposed amenities include a private park area for residence of condo site, a "green zone" to maintain natural vegetation and habitat on southeast corner of lot and pedestrian walkways for users to access public sidewalks.</u>		
Are any dedications to the public proposed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, provide details on the proposed dedication: _____		
Summarize any proposed variations to zoning standards, such as minimum lot area, building heights, frontage requirements, parking, uses, parking, setbacks, etc.		
<u>This proposal is requesting a setback variation for lots 1 & 3. The 2-story buildings are currently proposed to have a 8' setback from the boundary line between lots 1 & 3. Variation needed from additional 5' side yard setback for 2-story dwellings.</u>		
What utilities will need to be extended to serve the site? Public sewer.		
Please provide a draft utility plan showing what extensions are necessary.		
Is phasing proposed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the project include a plat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is a condo plat proposed as part of the development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes to either plat question, please provide preliminary plat		

Attach the following to the application:

- ✓ A narrative describing in detail the site, proposed use or uses, lot design, housing densities and arrangements, parking facilities, preliminary subdivision plan (if applicable), common areas, open spaces, proposed amenities, a transportation network for vehicular and pedestrian circulation.
- ✓ A master plan in electronic and paper format of the subject site, depicting any proposed housing types and proposed layout and design, street and pathway systems, parking facilities, drainage features, landscaping, common or open space and proposed ownership, proposed amenities and locations, preliminary utility plan, commercial or industrial structures, proposed lot layouts, natural and hazardous features, and other essential development details.
- ✓ A development schedule, including any planned phases and explanation of how each phase will be developed independently of successive phases.
- ✓ A preliminary plat for any portion of the project that is to be platted, consistent with the application standards of Title 12 of city code.
- ✓ Any additional information required by the city for a complete understanding of the PUD proposal.
- ✓ Required fees.

PROJECT DESCRIPTION:

Date of pre-application meeting:	3/23/22	
Does the PUD require a zone change?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Project name: Judy's Subdivision		
Select type of PUD		
<input type="checkbox"/> Residential- Single Family	<input checked="" type="checkbox"/> Residential-Mixed Housing	<input type="checkbox"/> Commercial
<input type="checkbox"/> Mixed use Commercial/Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other: _____
Number of proposed lots: <u>5 + park land</u>	Average density (units/acre): <u>2.3/acre</u>	
Number of proposed housing units: <u>5</u>		
Describe proposed amenities: <u>Proposed amenities include a private park area for the residents / owners and a "green zone" to maintain natural vegetation and habitat on southeast corner of lot and pedestrian walkways for users to access public sidewalks.</u>		
Are any dedications to the public proposed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, provide details on the proposed dedication: _____		
Summarize any proposed variations to zoning standards, such as minimum lot area, building heights, frontage requirements, parking, uses, parking, setbacks, etc.		
<u>This proposal is requesting a setback variation for lots 1 & 3. The 2-story buildings are currently proposed to have a 8' setback from the boundary line between lots 1 & 3. Variation needed from additional 5' side yard setback for 2-story dwellings.</u>		
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Please provide a draft utility plan showing what extensions are necessary.		
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Does the project include a plat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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- ✓ Any additional information required by the city for a complete understanding of the PUD proposal.
- ✓ Required fees.

STANDARDS OF REVIEW

Explain how the proposed use will conform to the zone district in which it is located. (Example how are elements of the City's development standards being addressed within the guidelines of the project.)

This proposal is within Residential B district (mixed use) Lots will meet size and width requirements associated with Residential B zoning. CC&R's will define allowances and limitaions on land use including allowable live stock Living units will be traditional framing and provide safe, clean, and sanitary housing to residents of Bonners Ferry

How will the proposed use be harmonious with and in accord with the general and specific objectives of the comprehensive plan and zoning ordinance?

This proposal meets currenty zoning (residential B) ordinances and will be harmonious with the comprehensive plan by providing park area for members of the HOA, streets and paths, and provide additional diversity in housing options to the city of Bonners Ferry.

How will the proposed development be designed, constructed, operated, and maintained in harmony with the existing or intended character of the general vicinity?

The character in the general vicinity is small single family parcels. This proposal will have an HOA and CC&R's that govern land use and maintenace and maintain harmony with the existing surrounding parcels. The lots within this subdivision are proposing multi-family duplex's (two living units each) constructed in such a way that safe access to city streets and access to a privately maintained Park / Green Zone.

Explain how the proposed development will not be hazardous or disturbing to the existing neighboring uses.

The proposed development is consitant with existing neighboring uses in creating additional living units in an already residential area. An HOA and CC&R's will govern land use and maintenance.

How will the development be adequately served by essential public facilities and services without having detrimental impacts to current public systems or users?

The proposed development will be served by extension of city sewer and the use of existing water hook-ups already installed within the property.

Will the development involve uses or activities that would be detrimental to persons, property, or the general community due to traffic, noise, smoke, fumes, glare, odors, or other nuisances?

No nuisances due to traffic, noise, smoke, fumes, glare, or odors are proposed. Residential use only.

Explain how the proposed transportation system is designed to avoid traffic interference with surrounding public thoroughfares?

The proposed transportation system is designed to be accessed from a private roadway maintained by the HOA. Private roadway connects to a minor city street (currently under construction) which intersects Alderson Lane.

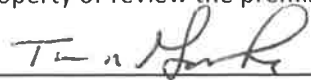
How will the development affect major natural, scenic, or historic features of the community?

No major affect on natural, scenic, or historic features are proposed.

How will the project result in a unified project that will benefit the surrounding area and the city?

This project will provide additional housing opportunities for the growth within the city of Bonners Ferry and provide additional revenue to the city through taxes and use of city services (water & sewer).

I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to the City and its representatives to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Landowner's signature:  Date: 1/12/23



City of Bonners Ferry Police Department

7232 Main Street • P.O. Box 149 • Bonners Ferry, ID 83805
Phone: 208.267.2412 • Fax: 208.267.4398

Mayor and City Council Members,

December 11, 2023

I have promoted Jeremy Garrett to the position of Assistant Chief. He is currently filling a void at the schools as the School Resource Officer (SRO) since the beginning of the school year. With his additional responsibilities, it is a heavy load.

As you all know, I have announced my departure from the Police Department for the end of February 2024. In my absence, it leaves us with a shortage for a seven-man department down to six.

We have an applicant interested in working for the PD and he is a trained SRO. I am requesting approval from Council to bring him on board January 15, 2024. This would be a month and half overlap with eight officers until my departure, but it would relieve the new assistant chief of the SRO duties and allow him to concentrate on investigations and administrative duties.

Brian Zimmerman
Chief of Police
Bonners Ferry



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: December 15, 2023
RE: **Electric – Moyie Dam – Controls Upgrades Change Order #3**

The City has been working with Schweitzer Engineering Laboratories (SEL) to complete the controls upgrade that has been ongoing since early this year. The new equipment is completely installed and functioning. It is typical to have intermittent issues related to programming and controls with a hydroelectric operation that require expert help to resolve. I requested a proposal from SEL to provide programming support for 2024 at the hydro.

Attached is the proposal that SEL provided that includes technical support for the new controls system that was installed. Staff requests that Council approve the proposed Change Order #3 by Schweitzer Engineering Laboratories, including fees up to \$15,000 for technical support at the hydro.

Thank you,

Mike



Project Change Order

Customer	City of Bonners Ferry	Contract/PO Number	028174.100.00
Customer Contact Name	Mike Klaus	Change Order Number	3
SEL ES Project Name	Bonners Ferry - Control System Upgrade	Change Order Date	12/04/2023
SEL ES Project Number	028174.100.00	Date Response Required	01/05/2024
SEL ES Project Manager	Sahana Shenoy	SEL ES Contact Name	Sahana Shenoy

Description
<u>Scope of Work</u> Technical Service with SEL ES Engineer \$15,000.00 SEL ES will provide technical services and testing support to Bonners Ferry throughout the year 2024. This time and expense (T&E) quotation includes following items: <ul style="list-style-type: none">• Refining SEL ES device settings.<ul style="list-style-type: none">- Implementation of customer feedback / enhancements which was not part of the base scope.• Refining HMI screens.<ul style="list-style-type: none">- Implementation of customer feedback / enhancements which was not part of the base scope.• Onsite travel time and expenses.<ul style="list-style-type: none">- SEL ES will provide onsite support as required to meet customer testing requirements.- The schedule for onsite visits will be determined by resource availability at the time of the requirement.- SEL ES will perform onsite work based on T&E Rate Table.• Project management / administration costs.

<u>Clarifications and Exceptions</u> <ul style="list-style-type: none">• This estimate does not include any hardware or SEL ES field services.• Deliverables include one (1) year of engineering support at time and expense basis.• Time and expense invoicing will be issued monthly.• Per Customer's request, the time and expense support is initially quoted at a starting value of \$15,000.00. Additional T&E support and onsite travel expenses will be handled with change orders once the labor value is within 90 percent of the quote.
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Confidentiality Notice: The information contained in this query is privileged and confidential information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient or the person responsible for delivering the material to the intended recipient, you are hereby notified that any dissemination, disclosure, copying, or distribution of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by telephone and destroy this material accordingly.

Cost Impact	
\$455,519.00	Original Contract/PO
(\$20,186.85)	Amount from approved CO#1
\$25,003.00	Amount from approved CO#2
\$15,000.00	Amount from this proposed CO#3
US \$475,335.15	TOTAL
For projects in the U.S., all quoted prices are exclusive of any sales, value-added, or similar taxes, which will be added, if applicable, at the statutory rate(s) at the time of invoicing.	

Payment Milestone Schedule
Time and expense projects are invoiced monthly reflecting the work completed during that period.

Schedule Impact
NA

Validity	This quotation is valid for 60 days. SEL ES reserves the right to withdraw this offer if mutually accepted credit terms cannot be agreed upon.		
Authorization			
Customer/vendor agrees to revise the Contract/PO to reflect the changes described in this Change Order.			
Signature		Date	
Name		Title	

Time and Expense

SEL Engineering Services, Inc. (SEL ES) will perform work on a time and expense (T&E) basis, in accordance with the schedule of charges shown in the T&E Rate Tables (below).

T&E Rate Tables (USD)

Role	Weekday (per hour)	Weekday Overtime (per hour)	Saturday (per hour)	Sunday/Holiday (per hour)	Travel (per hour)	Travel Expenses
Consultant Principal Engineer	\$ 330.00	\$ 495.00	\$ 495.00	\$ 660.00	\$ 330.00	Cost + 10%
Senior Engineer Senior Specialist	\$ 255.00	\$ 382.50	\$ 382.50	\$ 510.00	\$ 255.00	Cost + 10%
Project Engineer III Specialist V	\$ 215.00	\$ 322.50	\$ 322.50	\$ 430.00	\$ 215.00	Cost + 10%
Project Engineer II Specialist IV Project Controller III Senior Relay Commissioning Technician	\$ 185.00	\$ 277.50	\$ 277.50	\$ 370.00	\$ 185.00	Cost + 10%
Project Engineer I Specialist III Relay Commissioning Technician III Project Controller II Senior Designer	\$ 165.00	\$ 247.50	\$ 247.50	\$ 330.00	\$ 165.00	Cost + 10%
Associate Project Engineer Designer III Specialist II Project Controller I Relay Commissioning Technician II Installation Technician III	\$ 135.00	\$ 202.50	\$ 202.50	\$ 270.00	\$ 135.00	Cost + 10%
Designer II Specialist I	\$ 130.00	\$ 195.00	\$ 195.00	\$ 260.00	\$ 130.00	Cost + 10%
Designer I Account Administrator III Installation Technician II Relay Commissioning Technician I	\$ 115.00	\$ 172.50	\$ 172.50	\$ 230.00	\$ 115.00	Cost + 10%
Drafter Account Administrator II Installation Technician I Engineering Intern	\$ 95.00	\$ 142.50	\$ 142.50	\$ 190.00	\$ 95.00	Cost + 10%
Account Administrator I Administrative	\$ 85.00	\$ 127.50	\$ 127.50	\$ 170.00	\$ 85.00	Cost + 10%

Cybersecurity and Networking T&E Rates (USD)						
Role	Weekday (per hour)	Weekday Overtime (per hour)	Saturday (per hour)	Sunday/Holiday (per hour)	Travel (per hour)	Travel Expenses
Security Engineer	\$ 255.00	\$ 382.50	\$ 382.50	\$ 510.00	\$ 255.00	Cost + 10%
Senior Security Specialist	\$ 220.00	\$ 330.00	\$ 330.00	\$ 440.00	\$ 220.00	Cost + 10%
Security Specialist	\$ 210.00	\$ 315.00	\$ 315.00	\$ 420.00	\$ 210.00	Cost + 10%

For projects in the U.S., all quoted prices are exclusive of any sales, value-added, or similar taxes, which will be added, if applicable, at the statutory rate(s) at the time of invoicing.

The following details apply to the T&E Rate Tables:

- The Customer is to reimburse SEL ES for travel expenses at cost plus 10% for expenses such as airline tickets, meals, lodging, rental car, parking, and fuel (where applicable). Airline tickets are at the coach rate to the commercial airport nearest the work site; business rates apply for international travel.
- The T&E rate is the charge per person, per hour. Typical working hours are 8 a.m. to 6 p.m., Monday through Friday. Lunch shall be up to 60 minutes with two 15-minute breaks each day. Onsite work outside of typical working hours shall be agreed upon between the Customer and SEL ES in advance and be subject to additional charges.
- Overtime is defined as time in excess of 8 hours per day or any hours worked Saturday, Sunday, or on a holiday. Overtime will be billed at the rates shown in the T&E Rate Tables (above).
- Time spent by SEL ES personnel on site while waiting standby, training, or traveling to and from the site will be considered billable time.
- Onsite T&E invoices will include billable project administration and project management time not performed on site.
- The hourly rates quoted include the use of personal computers loaded with Microsoft Office, Lotus Notes, MATLAB, Mathcad, AutoCAD, MicroStation, and SEL software used in the preparation, documentation, and processing of settings for SEL products.
- SEL ES does not bill for long-distance telephone, fax, low-volume copying, and document shipping charges.
- Hourly rates are valid for work performed within one year of the proposal date.
- Holidays observed for U.S. Offices include: New Year's Day (observed), Civil Rights Day, Memorial Day, Independence Day (observed), Juneteenth, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, and Christmas Day (observed).



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council

FROM: Mike Klaus, City Engineer

DATE: December 15, 2023

RE: Golf Course – Golf and Operations Manager Recommendation

The Mayor selected five individuals to interview two applicants for the contracted golf course manager position. On December 11, 2023, the selection group interviewed both applicants and unanimously recommends Ben Staples and Jennifer Baulne for the position. Below is a list of those who served on the interview panel:

John Youngwirth

Mike Klaus

Rick Alonzo

Jimmy Dorhofer

Ron Smith

The selection group understands that the City Council makes the final decision on this contracted position. It is the recommendation of the selection group that the City Council authorizes staff to negotiate a contract with Ben Staples and Jennifer Baulne to bring forward to City Council for final approval in January 2024

Thank you,

Mike



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: December 15, 2023
RE: **City – Paid Time Off (PTO) Transfer Discussion**

Occasionally, city staff or one of their family members have health related issues that are prolonged enough that the employee runs out of PTO and banked sick leave. City staff has discussed the idea of modifying the PTO policy to allow for the transfer of PTO and/or sick leave to another employee that has run out.

Staff has looked at similar municipal policies of other entities. While PTO transfer policies vary widely, below are some options to consider if the Council wishes to direct staff to develop a policy change:

- Allow for up to 40 hours of transferred leave from one employee to another.
- Create a maximum number of hours that can be transferred to any one employee.
- Only the amount of leave used would be transferred.
- The difference in hourly rate between the giving and receiving employees needs to be calculated and accounted for. This point is strongly recommended by staff to ensure monetary equity.
- Should a transfer of time only be allowed for banked sick leave, or only for accrued PTO, or both?
- Should special stipulations be placed on allowing a transfer?

I'm sure there are other discussion points that may come up during the meeting that have not been listed above. While this is listed as a discussion item only, staff can develop a PTO policy for future consideration, based on the feedback received.

Thank you,

Mike