

## **Welcome to tonight's City Council meeting!**

The elected officials of the City of Bonners Ferry appreciate an involved constituency. Testimony from the public is encouraged for items listed under the Public Hearing portion of the agenda. Any individual may address the council on any issue, whether on the agenda or not, during the Public Comments period. Individuals addressing the Mayor and Council during Public Comment should refrain from using that time to address the performance of or to make complaints about a specific employee. Public participation during the business portion of the meeting will generally not be allowed, 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 April 2, 2024 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 Engineer-Administrator/Urban Renewal District/SPOT/Golf/EDC

### **GUEST**

Amy Manning with III-A Insurance will present the annual report.

### **CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approve Budget Hearing for September 3, 2024

### **NEW BUSINESS**

4. **PLANNING- (action item)** [attachment]- DELIBERATION/DECISION ON P&Z RECOMMENDATION- File #S04-23 TIM'S SUBDIVISION PRELIMINARY PLAT: Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart Gorshe are requesting preliminary plat approval to create two residential lots from one parcel zoned Residential B. The Residential B Zone permits one- and two-family residences. The 0.42-acre property is located in Section 34, Township 62 North, Range 1 East and is on and adjacent to 6633 Alderson Lane. Lot 1 is proposed to be 6,660 square feet and Lot 2 to be 11,752 square feet. The Planning and Zoning Commission recommended unanimously to City Council to approve this file following their March 21, 2024, public hearing. No public testimony will be taken.

5. **WATER (action item)** [attachment]- Consider approval of merit pay increase for Andre Rosengrant
6. **CLERK (action item)** [attachment]- Consider approval of pay increase for Lara Tyler for combined Front Desk, Business/Tax Support Clerk.
7. **GOLF (action item)** [attachment]- Consider approval of costs for improvements to the golf course clubhouse.

## **ADJOURNMENT**

Those who wish to address City Council during the council meetings are encouraged to adhere to the guidelines below.

### **Public Comment Guidelines:**

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council.
- Limit comments to three (3) minutes or less.
- Those who wish to speak should sign up on the sheet provided by the Clerk.
- Practice civility and courtesy.
- City leaders have the right and the responsibility to maintain order and decorum during the meeting.
- Time may be curtailed for those speakers whose comments are disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the employee's supervisor or with the Mayor and should not be the subject of public comment.



# CITY OF BONNERS FERRY

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

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## STAFF REPORT

### TIM'S SUBDIVISION, PRELIMINARY PLAT FILE #S04-23, BONNERS FERRY CITY COUNCIL

**Prepared by:** Sam Stringer  
Assistant City Contract Planner  
Ruen-Yeager & Associates, Inc.

**Project Description:** The applicant is requesting approval for a proposed division of a  $\pm 0.42$ -acre parcel into two residential lots. Lot 1 is proposed to be 6,660 square feet and lot 2 is proposed to be 11,752 square feet.

**Location:** The site is located at 6633 Alderson Lane, in Section 34, Township 62 North, Range 1 East, B.M.

**Parcel size:**  $\pm 0.42$  acres

**Applicant:** Graubart-Gorshe Living Trust  
P.O. Box 242  
Moyie Springs, ID 83845

**Applicant's Representative:** Ken Davis, RLS  
P.O. Box 896  
Troy, MT 59935

**Property Owner:** Graubart-Gorshe Living Trust

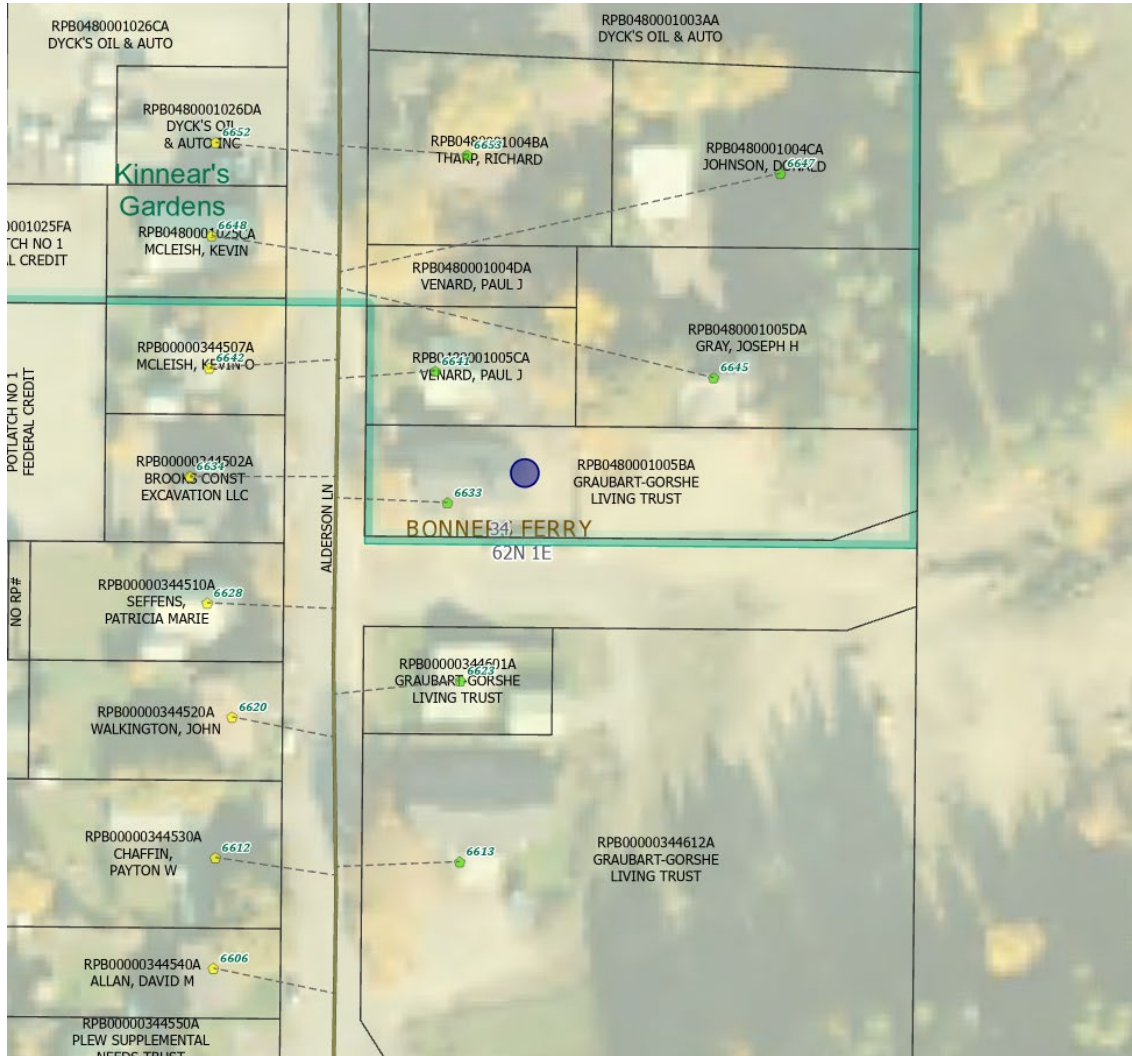
**Application Filed with the City:** January 10, 2024 (revised application)

**Legal Notice Dates:** February 29, 2024, Bonners Ferry Herald  
  
Mailed to landowners within 300' of property boundaries on February 29, 2024; taxing districts & media  
  
Posted notice: March 7, 2024

**Attachments:** Application, preliminary plat, utility plan

**P&Z Recommendation:**

Approval, with conditions, following the March 21, 2024, public hearing. Pursuant to Section 12-3-4 G this item is 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.



**AERIAL OF VICINITY**

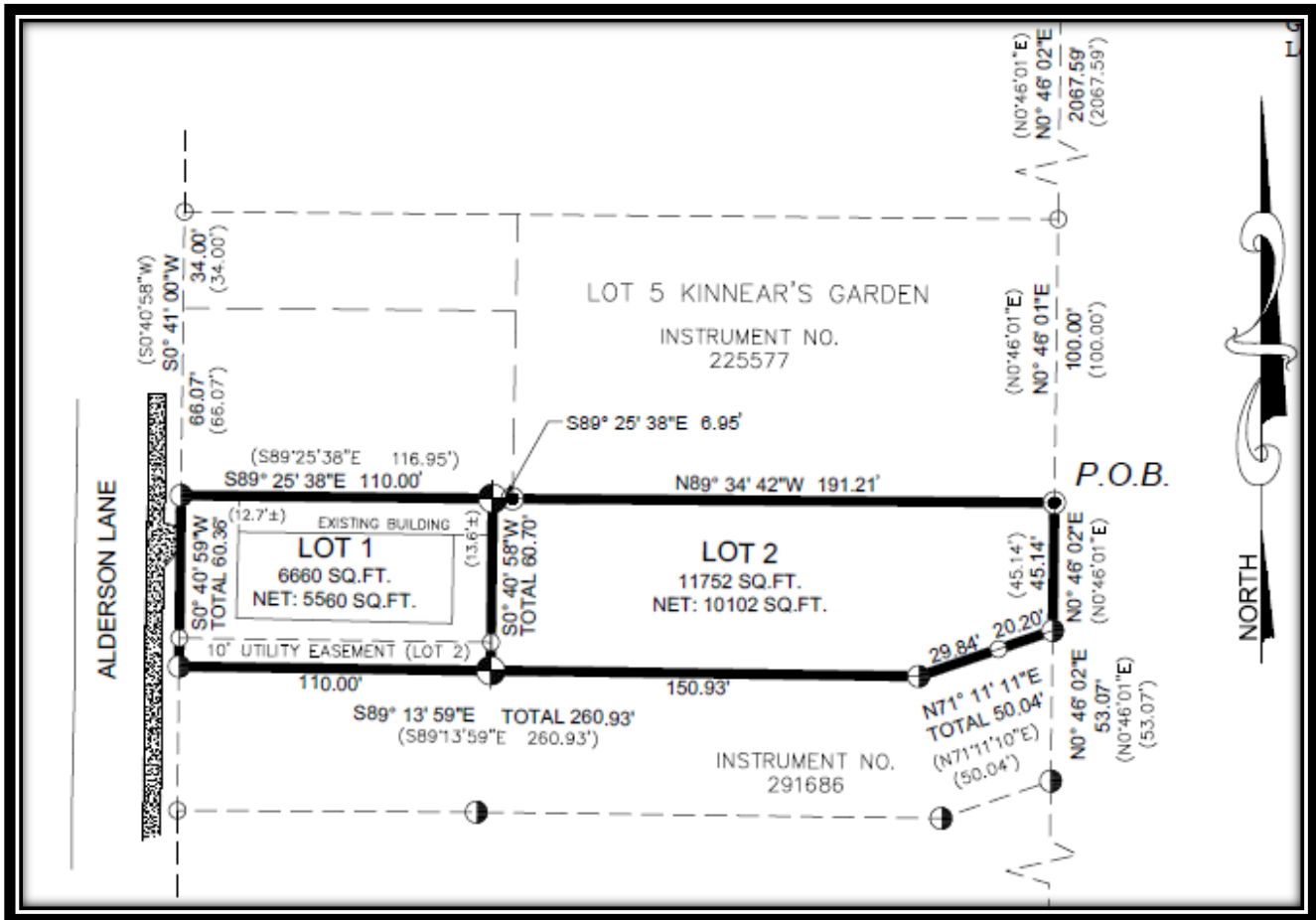
**PROJECT BACKGROUND/SUMMARY**

The applicant is requesting approval for the proposed division of a ±0.42-acre parcel into two residential lots north of the recently approved Judy’s subdivision. Lot 1 is proposed to be 6,660 square feet and lot 2 is proposed to be 11,752 square feet. The property is described as a part of Lot 5 Kinnear’s Garden in Section 34, Township 62 North, Range 1 East

The proposed land division is **not** eligible for minor plat consideration because it does not meet the criteria of Section 12-5-1, Bonners Ferry City Code because:

- The lots do not front on an existing public street meeting city standards. Proposed Lot 2 fronts on an unnamed, unimproved public right-of-way.
- An extension of city water services would be required to serve Lot 2. All lots do not have adequate water service at the time of application.

Therefore, this is being processed as a regular plat.



**PRELIMINARY PLAT**

**PROPERTY DESCRIPTION**

- A. Site Acreage and Description: ±0.42 acres, known as Assessor’s Parcel #RPB0480001005BA.
- B. Access: The site is served by Alderson Lane and the newly dedicated right of way to the south.
- C. Services: Lot 2 would be served by city sewer, water, and electrical. Lot 1 is already connected to city utilities. The site is also served by the city fire department.

Compass	Comp Plan Designation	Current Zoning	Surrounding uses/Densities
Site	Residential	Residential B	0.42-acre residential homesite.
North	Residential	Residential B	0.44-acre residential tract
South	Residential	Residential B	0.46-acre residential tract
East	Residential	Residential A	0.39-acre residential tract
West	Residential	Residential B	Public right-of-way, Alderson Lane

**AGENCY COMMENTS:** A request for comments from affected city departments and agencies was sent via email January 9, 2024, in compliance with Section 12-5-4 B1 of city code. The following responses were received:

**Idaho Department of Environmental Quality (DEQ) 1/26/2024 memo:**

- DEQ recommends that the proposed water and sewer providers verify that the existing water and sewer systems have adequate capacity to serve the proposed new lot, with proposed new duplexes. This should be documented in the form of a will-serve letter. Provided the water and sewer providers confirm that serving these additional connections is consistent with the growth expected in their existing facility plans, DEQ does not object to the proposed subdivision.

**Panhandle Health District, 1/9/2024 memo:**

- Panhandle Health District (PHD) does not have an Application for Subdivision/Land Development Review for the parcel identified in the County Subdivision application as *“Parcel 1 of Surveys Book 9 Page 231 as Instrument No. 289721”*. It is unknown what is and is not approvable here. Any dwelling construction that creates new or increases wastewater flows must have an approved location for the wastewater.
- Any **request for sanitary restrictions to be lifted for a land development must have a land application submitted** and evaluation done by PHD. Contact PHD for the Application for Subdivision/Land Development Review and further information.
- When submitting the Land Application to PHD please consider the following:
- "Will Serve" Letters for Water and Sewer services will be required if municipal/central services are proposed. The Will Serve letters must directly address the “Willingness” and “Capacity” of the water/sewer purveyor to provide services to the project.
- For subdivisions served by central sewage collection and treatment systems, the QLPE representing the City, County, Quasi-Municipal Corporation or regulated public utility may approve construction of water and sewer systems in developments.
  - **Projects that qualify for the QLPE review are:**
  - Simple wastewater main extensions
  - Simple water main extensions
  - **Projects that do not qualify for the QLPE review are:**
  - Sanitary sewer extensions with lift stations
  - Water main extensions with booster pumps
  - All other sanitary sewer and public water system project
- If a QLPE is used, then a QLPE letter shall address the following key points:
  - Statement that the author of the letter is the QLPE representing the city, county, quasi-municipal corporation or regulated public entity.

- Statement that the extension project complies with the current facility plan, master plan, or engineering report.
- Statement that the sewer system/treatment facility has adequate capacity or the water line extension meets pressure demands.
- Statement that the utility entity will serve the project.
- Statement that the utility will own and operate the project after it is built.
- Statement that the plans and specification are approved for construction.
- Statement that plans and specifications comply with the facility standards and engineering standards of care.
- Statement concerning the release of sanitary restrictions or leaving sanitary restrictions in force.
- Submittal of approved for construction plans and specifications, marked or stamped “Approved for Construction.”
- Signature, date and Professional Engineer license stamp of the QLPE.

**Bonnors Ferry City Administrator, Summary of 8/4/22 memo to applicants:**

- **Preliminary Platting Requirements-**

- The administrator discussed at length plans to want to split the existing lot, located north of the city owned right-of-way. The administrator discussed plans and city requirements for platting. The Administrator recommended the applicant seek guidance on this more with their team on how to address those requirements. Bonnors Ferry City Code defines a subdivision as any division of land into two or more lots. By definition, the land division being south is a subdivision and subject to the city laws established within Title 12 of the City code. A link to that code is provided here
  - [https://codelibrary.amlegal.com/codes/bonnorsferryid/latest/bonnorsferry\\_id/0-0-0-3150](https://codelibrary.amlegal.com/codes/bonnorsferryid/latest/bonnorsferry_id/0-0-0-3150)
- Next would be the type of subdivision- currently the city code does provide for a minor subdivision where 4 or fewer lots are created (BFCC 12-5-1), however there are restriction on what constitutes a minor subdivision. More specifically, sections 12-5-1A-D provides these requirements.

- **12-5-1: APPLICABILITY:**

The division of land into four (4) or fewer contiguous lots, parcels, tracts or sites may be considered a minor subdivision provided it meets all criteria outlined in this section. If any one of the following criteria is not met, the developer must file a regular subdivision plat as outlined in this title. A minor subdivision shall be subject to all development standards established by this title. The proposed minor subdivision and all of the proposed development shall meet the following criteria:

- A. Comply with all minimum standards and requirements of the zoning ordinance, and shall not require a zone change;
- B. All lots shall maintain frontage on and access onto an existing public street meeting the city street standards and the standards contained herein. Dedication of additional right of way for future improvements may be required as a condition of approval;
- C. At the time of preliminary plat submittal, all lots shall have adequate sewer and water services available to the subdivision;

D. The subdivision does not require extensions or improvements to sewer or water mains other than individual lateral connections to serve the future lots, including installation of booster stations, pressure mains, and lift stations. (Ord. 560, 1-3-2017)

- Based on those requirements listed at 12-5-1A-D, one of the future lots both will not front on a city street meeting the city street requirements. This is because the existing right-of-way does not contain the actual street. Because of this, a full plat is required and as a condition of approval the city will require the street be constructed to meet our pre-designed street profile that was drafted when the sewer main was constructed. That street profile included a 26-foot street with two 13-foot lanes, a curb, 5-foot strip vegetative strip and a 6-foot concrete sidewalk. The street surface type requires 4" asphalt pavement. Next regarding the length of the street, according to the BFCC, road length shall be such that it provides direct frontage on and access to the future lot. Since it wasn't clear where the future driveway would be located, the road would need to, at a minimum, extended to where it physically serves the lot. However, in discussions they discussed requirements for temporary turnarounds regarding emergency services. There was some discussion about continuing the street to accommodate this. The plat should address this along with the street construction. Since staff is not designing the subdivision, all the city can do is provide design standards that are to be submitted with the application. Any temporary easements for turnarounds would be required to be shown on the face of the plat. Only when the road continues and future extensions occur would the city look to extinguish these temporary easements. The applicants were encouraged to review all the code requirements listed at BFCC 12-3-3 and 12-3-4. Furthermore, they were encouraged to review the final plat requirements so as to prepare for the final plat requirements when beginning plat layout.

- **Water Connection for new lot**

There was quite a bit of discussion around connection to water for the future easterly lot. City ordinances and practices have been to require developers/landowners to extend mains to serve lots where the main directly front and connect to a water and/or sewer main. This is to ensure that the lateral line (the line that is owned by the property owner) is the shortest possible connection and can be easily located and replaced should damage or wear occur. In the meeting on that day, the applicants discussed placement of a future lateral connection through the westerly lot to connect to the 12" watermain in Alderson Lane. Staff advised that if they seek to place a lateral line across the westerly lot, an easement would be needed on the easterly lot on the face of the plat for that connection to persist in perpetuity. In addition to this, the applicant will need to demonstrate to staff why it is not in the best interest for the city to require extension of the water main.

- **Conclusion/Summary**

The administrator advised that staffing at the city is minimal and availability to help can be limited. The role of the staff is to review the proposal in reflection of the city codes and to ensure that the public's interest is protected and maintained. The city endeavors to serve the public in this way. Any questions relating to this project should be directed to the city.

**PUBLIC COMMENTS:** The city had not received any written comments regarding this file at the time of this report. There was no additional testimony at the Planning and Zoning Commission hearing.



**PLANNING AND ZONING COMMISSION RECOMMENDATION:** The Commission reviewed the presentation and record. The P&Z voted unanimously to recommend approval of the preliminary plat and subdivision known as Tim’s Subdivision. The Commission did not request any additional conditions or revisions.

**APPLICABLE CITY CODES:**

- §11.2, Zoning District regulations
- §12.6, Subdivision design & construction
- §12-3-1, Subdivision applicability
- §12-3-4.H, Subdivision review standards
- §12-3-3 & 12-3-4, Application
- §12.7, Development agreement

**ANALYSIS & STANDARDS REVIEW:**

This application for a two-lot subdivision is located north of the recently approved Judy’s Subdivision and planned unit development (2023). Because Tim’s Subdivision is located on the same unimproved public right-of-way as Judy’s Subdivision, the timing and requirements for roadway improvements are included in conditions of approval for both files. The applicants are the same for both projects. Road and utility improvements could be completed for either subdivision, depending on the applicants’ timetables, but must be completed prior to final plat for either development. The right-of-way was dedicated to the public and an agreement with the city executed several years ago. The road name is pending official approval.

In order to approve a 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: subdivision standards of Bonner Ferry City Code §12-3-4(H).

Standards Review Table- Bonners Ferry City Code (see applicable codes above)	Findings, Based upon evidence of record
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. (§12-3-4.H.1)	The preliminary plat indicates the existing and future lots will be served by city water. The city engineer has advised that Bonners Ferry has sufficient capacity to serve the subdivision with water. A water main extension will be required.
Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows. (§12-3-4.H.2)	The preliminary plat indicates the existing and future lots will be served by city sewer. The city engineer has advised that Bonners Ferry has sufficient capacity to serve the subdivision with sewer services.
Proposed streets are consistent with the transportation plan, the transportation element of the comprehensive plan, and city street department interest. (§12-3-4.H.3)	The existing lot and proposed new lot will be served by Alderson Lane and an unnamed public right of way to the south.
All areas of the proposed subdivision which involve soil or topographical conditions presenting hazards have been identified and the proposed uses of these areas are compatible with such conditions. (§12-3-4.H.4)	FIRM Panel #1600310005C shows the site is in floodplain zone “C,” which is not a special flood hazard area. The site does have steep slopes on proposed Lot 2, according to the USGS map for this section.

<b>Standards Review Table- Bonners Ferry City Code (see applicable codes above)</b>	<b>Findings, Based upon evidence of record</b>
The area proposed for subdivision is zoned for the proposed use and the use conforms to other requirements found in this code. (§12-3-4.H.5)	The site is zoned Residential B, which provides for a site area minimum of 5,000 square feet (BFCC §11-2-4.)
Construction plans meet the design and improvements standards of all affected entities. (§12-3-4.H.6)	The future construction will conform to the conditions of approval and adhere to the development agreement.
Existing city infrastructure is adequate to serve the proposed development. (§12-3-4.H.7)	The preliminary plat indicates the proposed lots will be served by city water and sewer. The city engineer has advised that sufficient capacity exists to serve water and sewer to the site. The unnamed right of way to the south of the property shall be paved and brought to city standards by the conditions of both Judy's Subdivision and Tim's.
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. (§12-3-4.H.8)	The proposed land division would result in one additional lot. The applicant will bear the costs of sewer, water, and right of way improvements.
<b>Additional zoning &amp; subdivision standards</b>	<b>Evidence of record</b>
Residential B minimum lot width of 50 feet and area of 5,000 square feet (BFCC §11-2-4)	The preliminary plat shows the future Lot 1 is proposed to be 6,660 square feet and Lot 2 is proposed to be 11,752 square feet. Both lots have a depth of about 60 feet and a width of 110 feet for Lot 1 and 150.93 feet for Lot 2.
Setback standards of Residential B are 20 front; 10 feet rear; and a combined 20 feet for side interior, with no side less than 8 feet.	Proposed lots appear to be designed so that future development can be accommodated within required setbacks.
Condition-based exceptions of BFCC §12-1-7	There are no specific exceptions to code proposed.
Subdivision applicability, BFCC §12-3-1	The proposed preliminary plat is two lots. The land division meets the lot size minimum requirements and fronts on an unimproved public right of way. No zone change is requested.
Subdivision design & construction, BFCC §12-6 and construction required easements, etc.	There are no new streets proposed for this land division. Both lots front on a public right of way. Water and sewer line extensions are governed by city standards. The applicant shall acquire approval of a street name for the final plat.

Standards Review Table- Bonners Ferry City Code (see applicable codes above)	Findings, Based upon evidence of record
Development agreement, BFCC §12-7	A development agreement will be required for this land division.

**DRAFT CITY COUNCIL MOTION:**

**Motion to Approve:** I move to accept the recommendation of the Bonners Ferry Planning and Zoning Commission and approve the file, #S04-23, for a residential subdivision and preliminary plat to create two residential lots from one, 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.

**DRAFT CONDITIONS OF APPROVAL**

1. A final plat shall be recorded in substantial compliance with the approved preliminary plat. Any changes, alterations, or deletions of the plat or construction plans after approval by the City Council shall be in accord with applicable subdivision standards of Title 12 of Bonners Ferry City Code.
2. The final plat, consistent with the standards of Idaho Code and Chapter 4, Title 12, of Bonners Ferry City Code, shall be provided to the City. The final plat shall be submitted in paper and electronic format to the City of Bonners Ferry prior to the final mylar submission for review.
3. The final plat shall be valid for a period not to exceed 18 months from the date of approval. At any time prior to the expiration date of the preliminary plat, an applicant may make a written request to the city council for an extension of the preliminary plat for a period of up to one year. The City Council shall consider such request for extension and the request must be approved or denied prior to the expiration date of the plat.
4. All city utility improvements shall be completed in accord with the City of Bonners Ferry standards and procedures. This includes a requirement for a water main extension to serve Lot 2.
5. The existing public right-of-way to the south shall be improved to meet city street standards and emergency turn-around, from the intersection of Alderson Lane to a point east of the Lot 2 future approach, to the satisfaction of the city engineer. A new approach shall be required for Lot 1 to be constructed in accord with city standards, prior to final plat approval.
6. Following the recording of the final plat, the applicant shall provide the City of Bonners Ferry with a conformed, reproducible copy of the plat and a digital copy of the plat in a format acceptable to the Boundary County Assessor’s Office.

7. The applicant shall pay all pass through cost fees as provided for on the city's official fee schedule prior to final plat recording. The amount shall be provided to the applicant by way of invoice from the city.
8. The applicant shall enter into a development agreement with the City of Bonners Ferry, as required by Title 12. The agreement shall contain construction and warranty requirements, the subdivision approval, 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.
9. The applicant shall obtain a will-serve letter from the City of Bonners Ferry and shall complete the Panhandle Health District application and preliminary plat review prior to the final plat. The final plat shall include the health district certification.

**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 TIM'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 Lot 5 of Kinnear's Garden Boundary County Records Book 9 Page 231, containing 0.42 acre more or less, being Parcel 1 per Instrument No. 289721, containing Lots 1 through 2 of Tim's Subdivision and more particularly described as follows:

Beginning at a 5/8 inch dia. rebar capped PLS 3628 marking the southeast corner of Instrument No. 225577; thence N89°34'43"W 191.21 feet to a 5/8 inch dia. rebar capped PLS 3628; thence continuing N89°25'38"W 6.95 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence N89°25'38" 110.00 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence S0°40'59"W 50.36 feet to a computed point; thence continuing S0°40'59"W 10.00 feet for a total distance of 60.36 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence S89°13'59"E 110.00 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence continuing S89°13'59"E 150.93 feet for a total distance of 260.93 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence N71°11'11"E 29.84 feet to a computed point; thence continuing N71°11'11"E 20.20 feet for a total distance of 50.04 feet to a 5/8 inch dia. rebar capped K.E.D. 3980S; thence N0°46'01"E 45.14 feet to the point of beginning.

The aforescribed Tim's Subdivision contains Lots 1 and 2 and with their respective acreage for a total acreage of 0.42 acre more or less and is subject to and together with all appurtenant easements of record.

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

On this \_\_\_\_ day of \_\_\_\_\_, 2023 before me, a Notary Public in and for the State of Idaho, Timothy R. Gorshe & Judith A. Graubart-Gorshe, as Trustees of the Timothy R. Gorshe & Judith A. Graubart-Gorshe Living Trust, personally appeared on behalf of said Trust whose name is subscribed to the within instrument.

\_\_\_\_\_  
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 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 line have been completed and services certified as available. Sanitary restriction may be reimposed, in accordance with Section 50-1326, Idaho Code, by issuance of a certificate of disapproval.

Date: \_\_\_\_\_ Health Department Signature: \_\_\_\_\_

**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

CITY OF BONNERS FERRY, BOUNDARY COUNTY, IDAHO

# A PRELIMINARY PLAT OF: TIM'S SUBDIVISON A REPLAT OF A PORTION OF LOT 5 OF KINNEAR'S GARDEN

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

**WATER, SEWER, GAS, ELECTRICITY, PHONE AND  
CABLE SERVICES**

All lots within the Tim's Subdivision are within the service areas provided by the City of Bonners Ferry Water and Sewer Department. Installation of water and sewer connections shall be the responsibility of the lot owner.

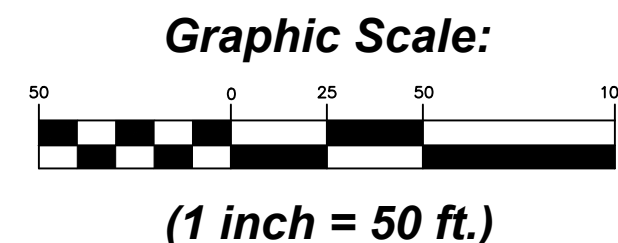
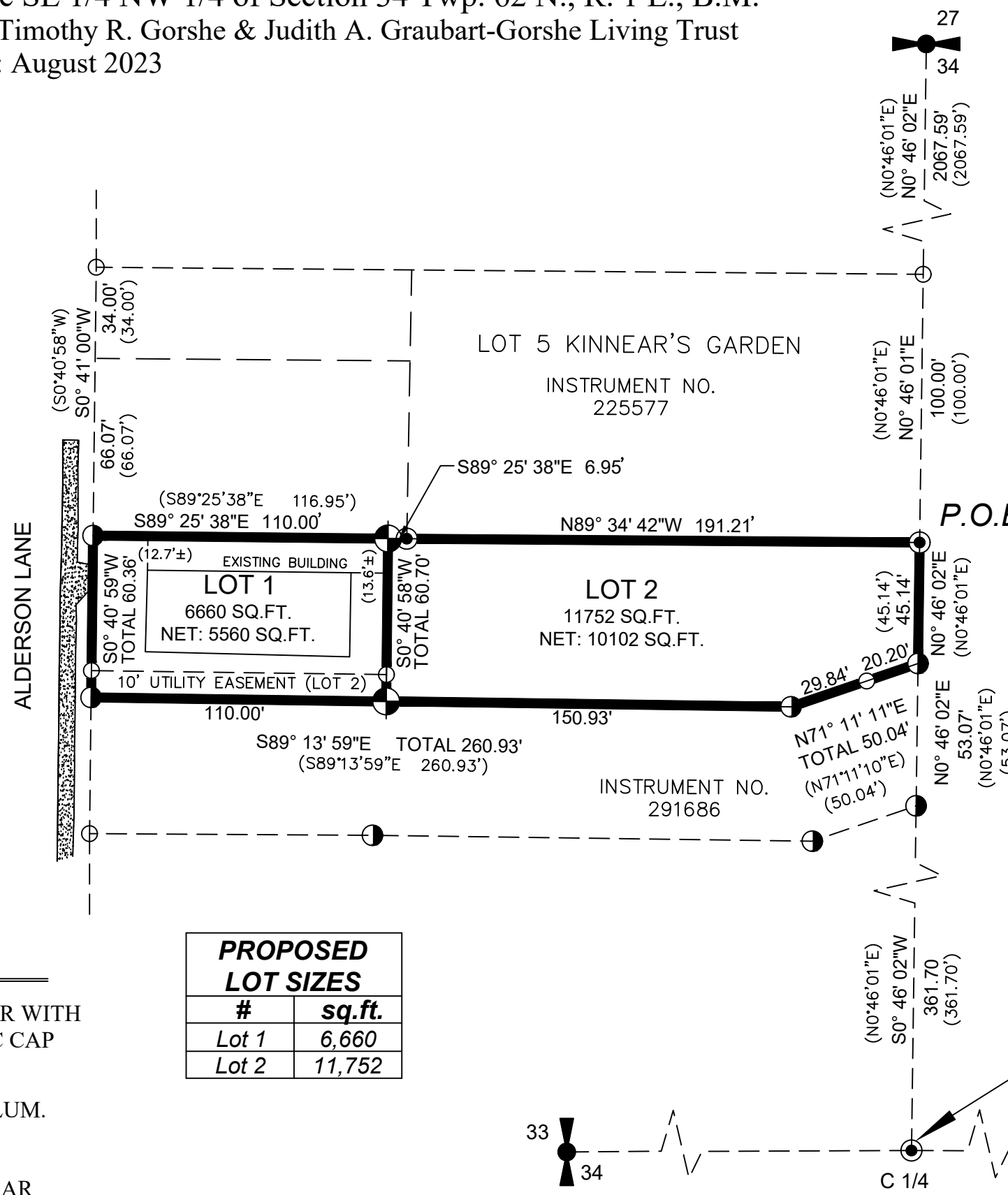
Gas, electricity, phone, and cable services are available to Lot 1. Lot 2 will have an easement through Lot 1 to access services.

**SURVEYOR'S NARRATIVE**

The purpose of this survey is to create 2 lots from one existing parcel of land, specifically that Portion of lots described in Personal Record Deed - Instrument No. 292048.

Previous surveys referenced Book 9 of Surveys, page 231, Instrument No. 289721.

All of the corners of said parcel were found and the dimensions per the tied corners were used for this survey.



## LEGEND

- SET A 5/8 INCH DIA. REBAR WITH A 1 1/4 INCH DIA. PLASTIC CAP STAMPED K.E.D. 3980
- FOUND 3 1/4 INCH DIA. ALUM. MONUMENT BY PLS6050
- FOUND 5/8 INCH DIA. REBAR CAPPED PLS3628
- FOUND 5/8 INCH DIA. REBAR WITH A 1 1/4 INCH DIA. PLASTIC CAP STAMPED K.E.D. 3980
- COMPUTED POINT
- RECORD PER INSTRUMENT NO. 289721

PROPOSED LOT SIZES	
#	sq.ft.
Lot 1	6,660
Lot 2	11,752

**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, the "Tim'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 the "Tim'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

**CITY ENGINEER**

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

\_\_\_\_\_  
Engineer, City of Bonners Ferry

**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.

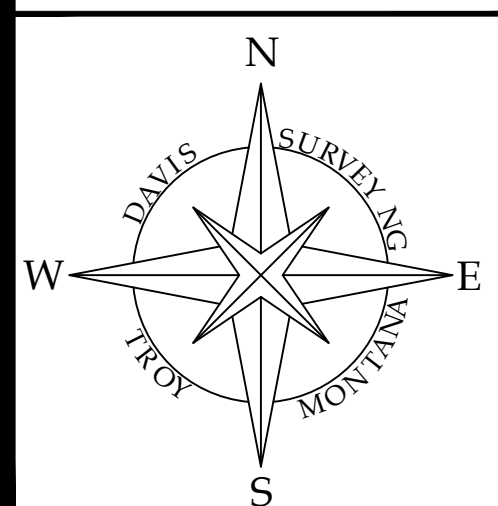
\_\_\_\_\_  
Boundary County Treasurer

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



## DAVIS SURVEYING INC.

TROY, MONTANA

DATE: 2/10/23 REV: 11/5/23

DRAWN BY: SM

Land Projects 2023

FILE: t620134lb-northlot-sm.dwg

# Utility/Access Plan w/ Topo:

TIM'S SUBDIVISON

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

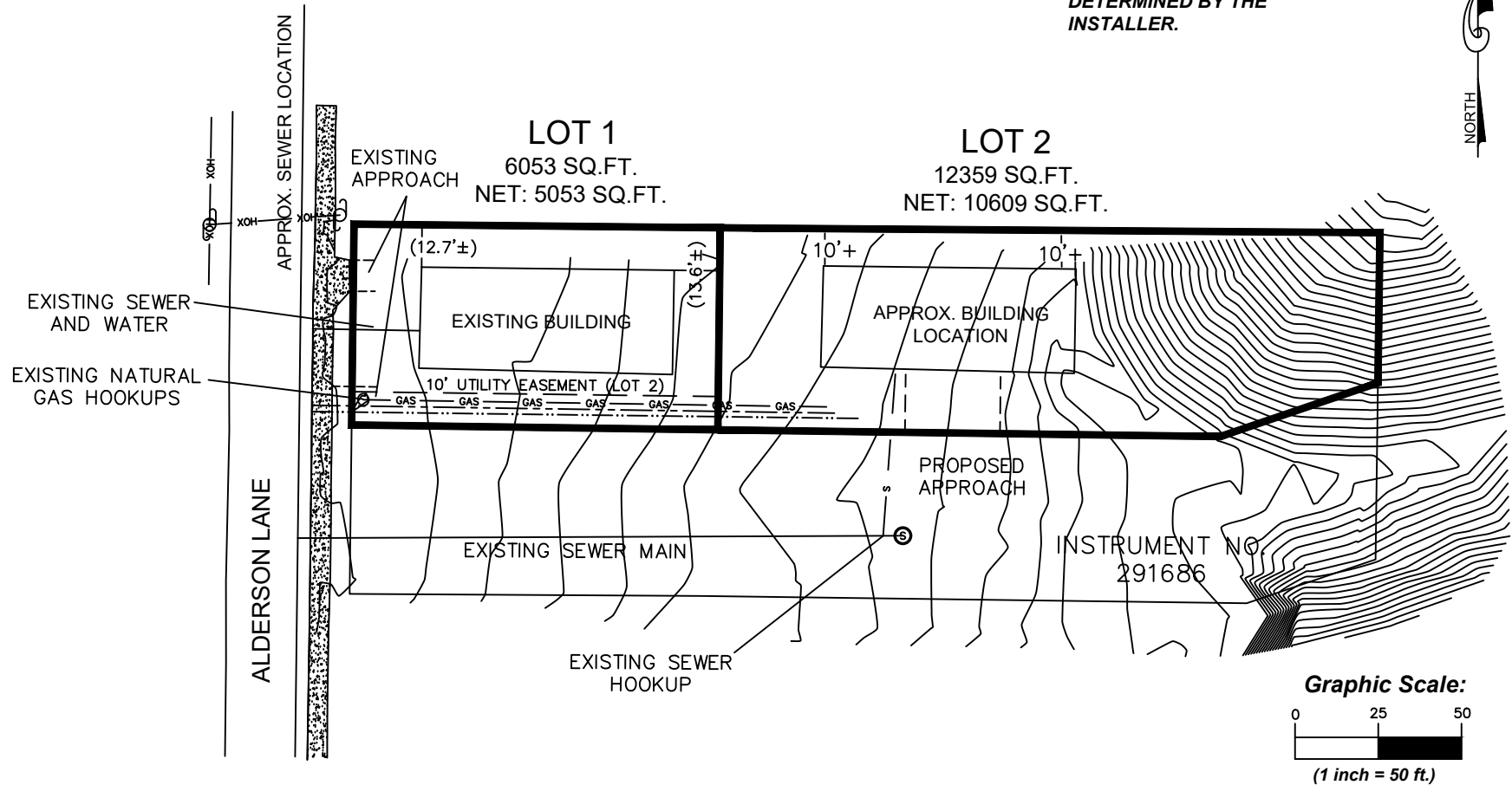
For: Graubart-Gorshe Living Trust

Date: February 2023

**NOTE:**

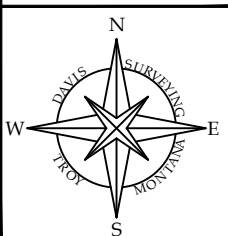
**EXISTING UTILITIES SHOWN ARE APPROXIMATE.**

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



## LEGEND

- XOH — XOH — EXISTING OVERHEAD POWER
- ····· — PROPOSED UNDERGROUND WATER
- - - - — PROPOSED UNDERGROUND COMMUNICATIONS
- s — s — PROPOSED UNDERGROUND SEWER
- GAS — PROPOSED UNDERGROUND GAS
- ⊙ EXISTING MANHOLE COVER
- ⊕ EXISTING POWER POLE



### DAVIS SURVEYING INC.

TROY, MONTANA

DATE: 2/10/23

REV: 11/5/23

DRAWN BY: SM

Land Projects 2023

FILE: t620134lb-sm.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 #  <b>S04-23</b>	RECEIVED:  Original: 11/22/2023  Revised: 1/10/2024
-----------------------------	---

### PROJECT DESCRIPTION

Proposed Subdivision Name: Tim's Subdivision
--

### APPLICANT INFORMATION:

Landowner's name: Graubert-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:		
Company name:		
Mailing address:		
City:	State:	Zip code:
Telephone:	Email:	

### SURVEYOR/ENGINEER INFORMATION:

Surveyor/Engineer name(s): 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	

### PARCEL INFORMATION:

Section #: 34	Township: 62N	Range: 1E	Parcel acreage: 0.42
Assessor Parcel #RP (s): 1			
Legal description: Parcel 1 of Surveys Book 9 Page 231 as Instrument No. 289721			
Current landowner's name: Graubert-Gorshe Living Trust			
Current zoning: Residential	Current use: Residential		
Directions to site: 6633 Alderson Lane, Bonners Ferry, ID, approx. 1/4 mile south of US 2/ Main on the south hill.			

Subdivision type: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____			
Number of lots: _____	Lot size range: _____	Average lot size: _____	
2	6053 - 12359 sq.ft	9206 sq.ft	

**PROJECT DESCRIPTION**

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:

\_\_\_\_\_

This project does not seek to extend services.

\_\_\_\_\_

Is there adequate sewer and water available to all lots proposed as part of the subdivision request?

Lot 1 has existing sewer and water, Lot 2 will need new hookups.

\_\_\_\_\_

Is a zone change required in order for the subdivision to be considered? (If yes, requires a regular plat)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

Are extensions of sewer or water mains required to serve the proposed lots, including pressure mains, booster stations, or lift stations? (If yes, requires a regular plat. Please provide preliminary plans for infrastructure improvements.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

Street(s) Serving the Project (Provide ROW and Pavement width):	<u>Alderson Lane and the Judy's Subd. street.</u>
---	---

Is dedication of right-of-way to the public proposed? If yes, explain any proposed or expected improvements to the road way.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

Size and Point of Connection of Utilities:	Water Size: _____ Location: (Attach Map) Sewer Size: _____ Location: (Attach Map)
--	--

How does the proposed subdivision meet the requirements of the zone in which it is located?

The two proposed lots will stay the same zone, Residential B. Two-Family Dwelling Duplex is permitted in Zone B. City Engineer has confirmed city water and sewage hookups are available. No proposed street improvements with this project, and existing city infrastructure is adequate.

\_\_\_\_\_

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

No land will be offered for dedication as a result of this application.

\_\_\_\_\_

\_\_\_\_\_

Provide a description of the site (Topography, slope, cover, water courses, springs, rock outcrops, etc.):

The property is flat with a steep hill at the back of the lot. No water or wetlands present. There is an existing structure at the front of the property.

\_\_\_\_\_

\_\_\_\_\_

Describe surrounding land uses and zoning (residential housing, commercial, manufacturing, etc.):

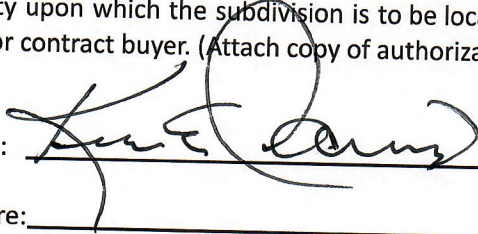
North <u>Residential</u> Zone <u>Residential B</u>	South <u>Residential</u> Zone <u>Residential B</u>
East <u>Residential</u> Zone <u>Residential A</u>	West <u>Residential</u> Zone <u>Residential B</u>



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.

\*Development standards must follow the latest edition of Idaho standards for public works contracts.

I understand that the applicant or representative should attend the public hearing before the Planning and Zoning Commission and City Council, and that the decision made by the City Council of Bonners Ferry on a Subdivision is final, unless appealed by myself or by other affected persons pursuant to Idaho Code. I also understand that the Subdivision Plat must be approved by the City Council before it can be recorded. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge. I hereby certify that I am the owner or contract buyer of the property upon which the subdivision is to be located or that I have been vested with the authority to act as agent of the owner or contract buyer. (Attach copy of authorization from landowner to act as agent, if applicable).

Applicant's signature:  Date: 1/10/24

Landowner's signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

**TO:** Mayor and City Council  
**FROM:** Mike Klaus, City Engineer/Administrator  
**DATE:** March 28, 2024  
**RE:** Golf Course – Clubhouse Improvements

---

As discussed at the last Council meeting, certain improvements at the golf course clubhouse are required before the Panhandle Health District will allow the kitchen to be open for use. There are also other building-related items that need to be addressed to keep the facility in good repair.

City staff has contacted a contractor to provide quotes for items that need to be replaced. Below is a list with the corresponding quotes for each item. As of the date of this memo, no quote has been received for the new sink and related plumbing work, so that cost has been estimated.

Clubhouse		
1	Roll-Up Door	\$ 2,595.00
2	Mens Bathroom Door	\$ 490.84
3	South Exterior Door	\$ 1,597.72
4	South Wall Windows	\$ 5,426.74
5	Sink/Plumbing (est)	\$ 5,000.00
6	Electrical	\$500
Clubhouse Total		\$15,610.30

Below is a photo of the windows that staff proposes to replace this year. The intention is to replace all of the clubhouse windows in a 2-3 year timeframe for energy savings, as the current windows are very inefficient. Attached with this memo are the quotes received for the proposed improvements.



Staff recommend that City Council approve expenses up to \$15,610.30 for the improvements listed in this memo. Please contact me if you have any questions regarding this proposed expense.

Mike



**BONNERS FERRY  
GLASS & DOOR CO.**

P.O. Box 217 • Bonners Ferry, ID 83805  
(208) 267-3195 Fax (208) 267-5142  
bonnersferryglass@frontier.com  
bfglassanddoor.com

3-26-24 Estimate for City of Bonners Ferry.  
Golf Course.

1-10x6 <sup>9</sup> Wayne Dalton 8300 R-12 insulated Ranch Panel Steel garage door w/track, hardware & weather strip. Top Row-Clear insulated lites.	1860. <sup>00</sup>
1- Linear LDC0801 7' Belt Drive	335. <sup>00</sup>
	<hr/>
	2195. <sup>00</sup>
Installation w/Remove & haul old door.	400. <sup>00</sup>
	<hr/>
	# 2595. <sup>00</sup>

MEN'S



# DEALER TO CUSTOMER QUOTE

CREATED DATE 3/27/2024

Bonnerrys Ferry Glass & Door  
PO Box 217  
Bonnerrys Ferry, ID 83805

BILL TO SHIP TO

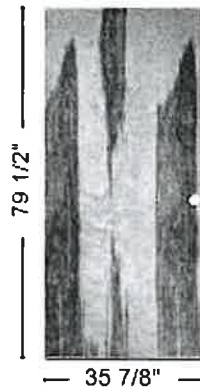
### QUOTE NOTES

QUOTE NAME	PROJECT NAME	PURCHASE ORDER	QUOTE NUMBER	QUOTED BY
Unassigned Quote	Unassigned Project		117607	Vern Wilson

LINE ITEM #	DESCRIPTION	NET PRICE	QTY	EXTENDED PRICE
100-1		\$265.84	1	\$265.84

Interior Flush Single Slab Only  
 3'0" x 6'8" 1-3/8" Solid Core Wood Veneer Residential Grade Rotary  
 Natural Birch  
 Left Hand Outswing  
 Cut Down: 1/16" Width 1/2" Height  
 Machine to ADP Specs  
 Single Bore at 44", 2-3/4" Backset, 1" x 2-1/4" with Radius Corners  
 Edge Bore  
 Hinge Machining at 7", 38 1/4", 69 1/2"  
 Slab Size: 35 7/8" x 79 1/2", Bevel 1 Edge

Room: None Assigned



Subtotal	\$265.84
Freight	\$0.00
Labor	\$0.00
Tax	\$0.00

Approval Signature

Date

**Total \$265.84**

*Clear coat finish*  
 Thank you for the opportunity to quote your project

*Installation*

*100.00*  
*365.84*  
*125.00*  
*490.84*

South

### Bonnerr's Ferry Glass

Address: P O Box 217  
6821 Main St.  
Bonnerr's Ferry, Idaho 83805  
Phone: 208-267-3195  
Fax: 208-267-5142

Email: bonnerr'sferryglass@frontier.com



### Quote

Quote Number: 585

Date: 3/26/2024

#### Customer Information

**Name:** City of Bonnerr's Ferry

**Address:**

**Phone 1:**

**Phone 2:**

**Fax:**

**Contact:**

**Job Name:** Golf Course

#### Specifications

U.D. = 37-1/2" x 80-1/2"; R.O. = 38" x 81"

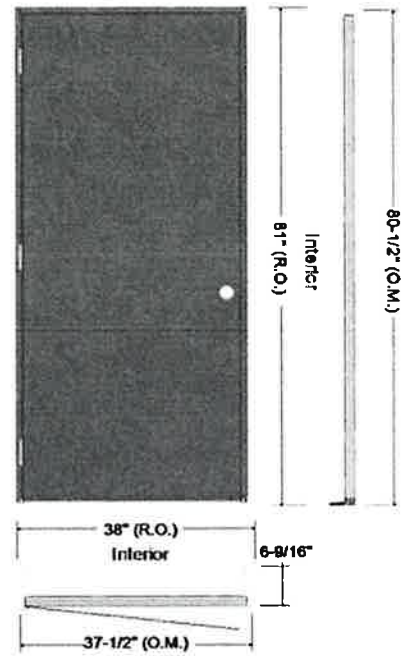


Image is viewed from Exterior!

Lead Time: Stock (Call to verify)

Item Description	Qty
3' 0" x 6' 8" S100 Smooth-Star Fiberglass Door - Left Hand Outswing	1
2-3/4" Backset - Single Bore w/1" x 2-1/4" Radius Mortised Edge Latch Prep w/2-1/4" Full Lip - Radius Corner Strike Prep	1
Set of Ball Bearing w/NRP - US26D Satin Chrome Hinges	1
Smooth Composite Frame - 6-9/16" Jamb w/No Exterior Trim	1
Bronze Compression Weatherstrip	1
Outswing - Mill Finish Sill	1
PREFINISH: Paint Door Panel Interior & Exterior DRIED THYME SW 6186 ; Paint Frame Interior and Exterior DRIED THYME SW 6186	1
<b>Item Total</b>	<b>\$1,122.72</b>

**Bonnerr Ferry Glass**

Address: P O Box 217  
6821 Main St.  
Bonnerr Ferry, Idaho 83805  
Phone: 208-267-3195  
Fax: 208-267-5142



**Quote**

Quote Number: 585

Date: 3/26/2024

Email: bonnerrferryglass@frontier.com

**Customer Information**

Name: City of Bonnerr Ferry  
Address:  
Phone 1:  
Phone 2:  
Fax:  
Contact:

Job Name: Golf Course

**Specifications**

Item Description	Qty
Push/Pull Plates	1
Installation	1
<b>Item Total</b>	<b>\$475.00</b>

Order Sub Total: \$1,597.72  
Tax: \$0.00  
Order Total: **\$1,597.72**  
Version #: 2.41  
Version Date: 12/31/2023

# BONNERS FERRY GLASS

6821 MAIN STREET  
 BONNERS FERRY, ID 83805  
 Phone 208-267-3195  
 Fax 208-267-5142

## QUOTE - QT019580

Job Name: Golf Course

Bid For: (Business Address)

Ship To Address:

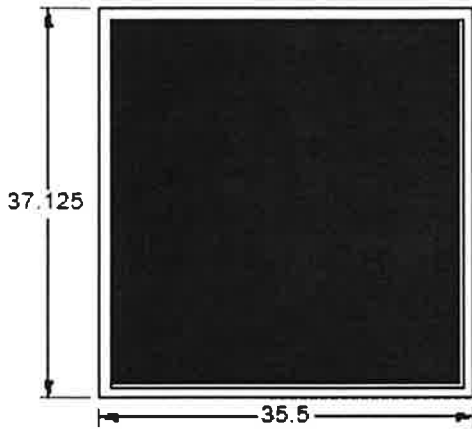
City of Bonners Ferry  
 Bonners Ferry, IDAHO 83805

Line	Qty	Description	Each	Total
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1	1	<b>TYPICAL.OPTIONS-OPTION SET FOR ORDER</b>		
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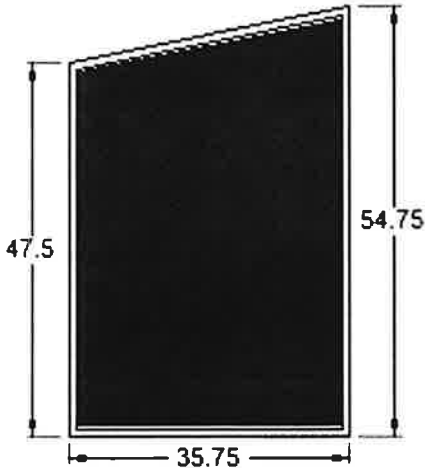
Window Sizing: WINPRO SERIES  
 Color: CLY  
 Glass Options: SLR-COOL BRZ/EC  
 ARGON 95%  
 Frame Options: \* 3 1/4" NAIL FIN  
 Misc. Options: BOX SCREEN

2	1	<b>9011-PICTURE UNIT</b>	194.48	194.48
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Window Sizing: WINPRO SERIES  
 NFD  
 NET WIDTH=35.5  
 NET HEIGHT=37.125  
 Color: CLY  
 Glass Options: SLR-COOL BRZ/EC  
 ARGON 95%  
 SUPER SPACER  
 Frame Options: \* 3 1/4" NAIL FIN  
 Perform. Data: STC=29

3	1	<b>9011-TRP-TRAPEZOID WINDOW</b>	315.69	315.69
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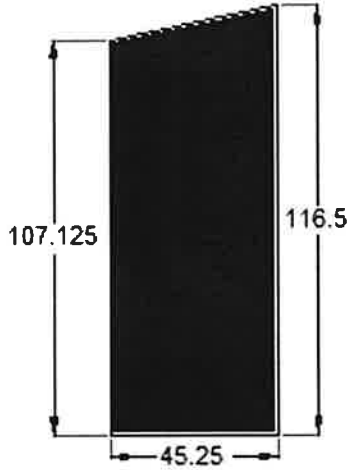
Window Sizing: WINPRO SERIES  
 NFD  
 NET WIDTH=35.75  
 NET HEIGHT=54.75  
 SHORT.LEG=47.5  
 Operation: LH  
 Color: CLY  
 Glass Options: SLR-COOL BRZ/EC  
 ARGON 95%  
 Frame Options: \* 3 1/4" NAIL FIN  
 Perform. Data: STC=27



Bid For:  
City of Bonners Ferry

Job Name  
Golf Course

Line	Qty	Description	Each	Total
4	1	9011-TRP-TRAPEZOID WINDOW	1,030.55	1,030.55

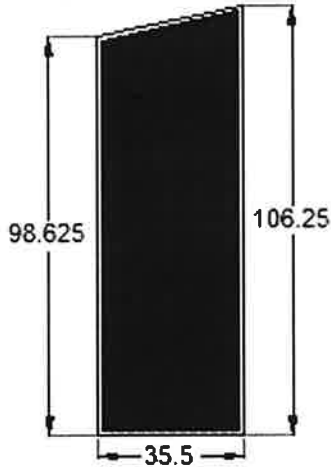


Window Sizing: WINPRO SERIES  
NFD  
NET WIDTH=45.25  
NET HEIGHT=116.5  
SHORT.LEG=107.125

Operation: LH  
Color: CLY  
Glass Options: SLR-COOL BRZ/EC  
ARGON 95%

Frame Options: \* 3 1/4" NAIL FIN  
Perform. Data: STC=27

5	1	9011-TRP-TRAPEZOID WINDOW	775.15	775.15
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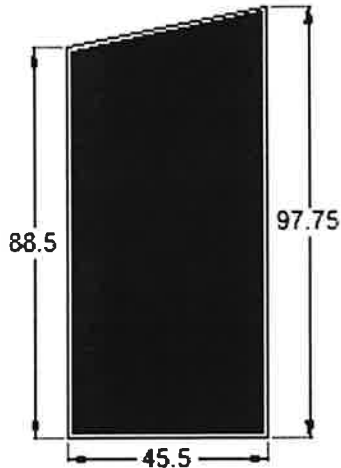


Window Sizing: WINPRO SERIES  
NFD  
NET WIDTH=35.5  
NET HEIGHT=106.25  
SHORT.LEG=98.625

Operation: LH  
Color: CLY  
Glass Options: SLR-COOL BRZ/EC  
ARGON 95%

Frame Options: \* 3 1/4" NAIL FIN  
Perform. Data: STC=27

6	1	9011-TRP-TRAPEZOID WINDOW	910.48	910.48
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Window Sizing: WINPRO SERIES  
NFD  
NET WIDTH=45.5  
NET HEIGHT=97.75  
SHORT.LEG=88.5

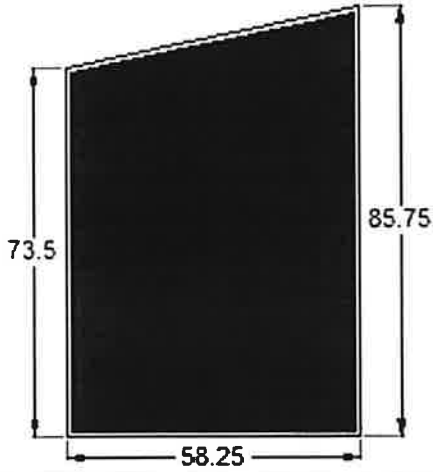
Operation: LH  
Color: CLY  
Glass Options: SLR-COOL BRZ/EC  
ARGON 95%

Frame Options: \* 3 1/4" NAIL FIN  
Perform. Data: STC=27

Bid For:  
City of Bonners Ferry

Job Name  
Golf Course

Line	Qty	Description	Each	Total
7	1	9011-TRP-TRAPEZOID WINDOW	1,000.39	1,000.39



Window Sizing: WINPRO SERIES  
 NFD  
 NET WIDTH=58.25  
 NET HEIGHT=85.75  
 SHORT.LEG=73.5

Operation: LH  
 Color: CLY  
 Glass Options: SLR-COOL BRZ/EC  
 ARGON 95%

Frame Options: \* 3 1/4" NAIL FIN  
 Perform. Data: STC=27

<b>Total Material</b>	<b>+</b>	<b>Labor</b>	<b>+</b>	<b>Delivery</b>	<b>+</b>	<b>0% Tax:</b>	<b>=</b>	<b>Sub Total</b>
4,226.74		1,200.00		0.00		0.00		5,426.74
						Less Deposit		0.00
						<b>Balance Due:</b>	<b>\$</b>	<b>5,426.74</b>