

## **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 St  
267-3105  
April 1, 2025  
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

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

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approve Budget Hearing for September 2, 2025

### **NEW BUSINESS**

4. **WATER/SEWER- (action item)** [attachment]- Consider approval of Andre Rosengrant as the new Water/Sewer Superintendent.
5. **PLANNING & ZONING- (action)** [attachment]- Consider approval of Planning and Zoning Commission recommendation to approve Woodland Mennonite Church expansion, special use permit File #SUP014-24.

6. **SEWER- (action item)** [attachment]- Consider approval of the Fair Housing Month Proclamation

## **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.



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

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TO: Mayor and City Council  
FROM: Mike Klaus, City Engineer/Administrator  
DATE: March 27, 2025

**RE: Water/Sewer – Andre Rosengrant – Promotion and Pay Increase**

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With John Delaney's announced retirement of April 17<sup>th</sup>, 2025, I am recommending that the City Council promote Andre Rosengrant as the new water and sewer superintendent effective April 18<sup>th</sup>, 2025. Andre has a great work ethic and has shown the ability to lead the department that he works in.

I recommend that the City Council promote Andre Rosengrant to the position of water and sewer superintendent and increase his hourly wage from \$32.01 to \$37.01, beginning the first pay period after April 18<sup>th</sup>, 2025.

Please let me know if you have any questions.

Mike



# 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 FOR SPECIAL USE PERMIT APPLICATION – WOODLAND MENNONITE CHURCH BONNERS FERRY CITY COUNCIL FILE #SUP014-24

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

**Project Description:** **Woodland Mennonite Church** is requesting a special use permit to build a 1,560 sq.ft. addition to an existing church. The property is known as Lot 11 of Marx Estates in Section 28, Township 62 North, Range 1 East, Boise Meridian. The property is zoned Residential AA.

**Location:** 7336 Olympic Way, Intersection of Kaniksu and Olympic Way.

**Legal Description:** Lot 11, Marx Estates Situated in Section 28, Township 62 North, Range 1 East, Boise Meridian. City of Bonners Ferry

**Parcel Size:** ± 9.84 acres

**Applicant:** Woodland Mennonite Church

**Applicant Representative:** Roger Unruh

**Application Filed:** December 23, 2024

**Notice Provided:**  
Mailed notice: February 26, 2025  
Site posting: March 10, 2025  
Newspaper publication: February 27, 2025

**Hearing Date:** Planning and Zoning: March 20, 2025

**Council Consideration:** April 1, 2025

**City Council Packet:** Application

**P&Z Recommendation:** Approval, unanimous vote, March 20, 2025

## **I. APPLICABLE STATE AND CITY CODES/PROCEDURES**

Idaho Code, §67-6512, SPECIAL USE PERMITS, CONDITIONS, AND PROCEDURES. Provides authority for special use permits. Allows permit to be granted if proposed use is conditionally permitted by the terms of local ordinance. Permits is subject to conditions pursuant to specific provisions of the ordinance, subject to the ability of political subdivisions, including school districts, to provide services for the proposed use, and when it is not in conflict with the plan. Decision must be written and denial of a special use permit or approval of a special use permit with conditions unacceptable to the landowner may be subject to the regulatory taking analysis provided for by section 67-8003, Idaho Code, consistent with requirements established thereby. Standard 15-day legal notice required. Conditions may be imposed to:

- (1) Minimize adverse impact on other development;
- (2) Control sequence and timing of development;
- (3) Control duration of development;
- (4) Assure development is maintained properly;
- (5) Designate exact location and nature of development;
- (6) Require provision for on-site or off-site public facilities or services;
- (7) Require more restrictive standards than those generally required in an ordinance;
- (8) Require mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

A special use permit shall not be considered as establishing a binding precedent to grant other special use permits. A special use permit is not transferable from one (1) parcel of land to another.

Certain exceptions and waivers of standards are permitted through the special use permit process.

### **Bonnors Ferry City Code:**

- §11-1-3: Definitions, Appendix A,
- §11-5, et seq: Special Use Permits
- §11-3 et seq: Nonconforming Uses and Structures
- §11-13 et seq: Off Street Parking
- §11-14 et seq: Signs
- Appendix B: Table of Uses

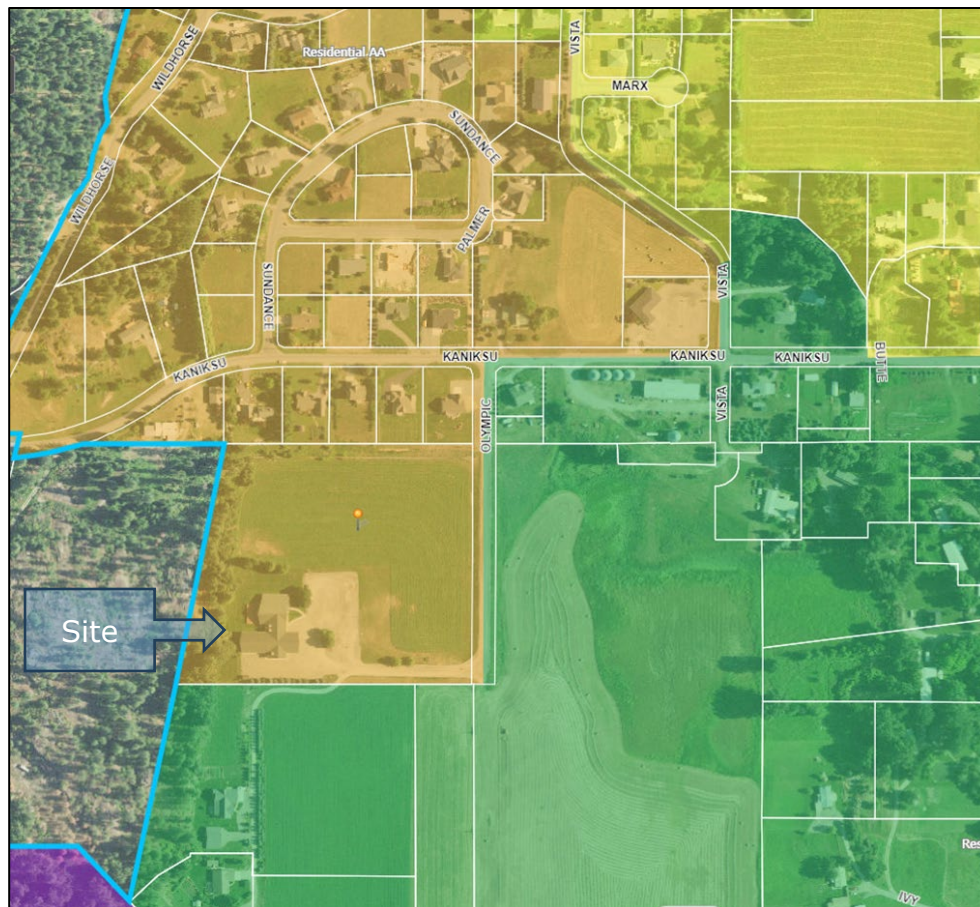
**Title 11, Chapter 5, Bonnors Ferry City Code**, allows for any person or party to file an application for special use permit and sets forth the required procedures and standards. Special uses are established for the purpose of allowing other uses in zones, which are not a generally permitted use in that zone. These uses are the type that because of unusual characteristics or particular considerations require special consideration as to the specific conditions under which such uses may be permitted. Standards of review are summarized below.

## **II. PROPERTY INFORMATION:**

1. Site acreage: About ±9.84
2. Access: The site is served by Olympic Way, a gravel public right-of-way.
3. Services: Existing city water, sewer, and electric.
4. Surrounding uses and zones:

<b>Compass</b>	<b>Comp Plan Designation</b>	<b>Current Zoning</b>	<b>Uses/Densities</b>
Site	Residential Medium Density	Residential AA	Church
North	Residential Medium Density	Residential AA	Single-family dwellings
South	Residential Medium Density	Residential B	Single-family dwellings
East	Residential Medium Density	Residential A	Vacant, agricultural
West	Rural	Outside city limits	Vacant

### III. PROJECT OVERVIEW/SUMMARY



**Aerial of vicinity**

The applicant is requesting a special use permit for an addition to an existing church to allow for the extension of the social hall and the addition of three rooms for classes and a library within the Residential AA zone. The property is described as Lot 11, Marx Estates Section 28, Township 62 North, Range 1 East, Boise Meridian. Appendix B, Table of Uses, Bonners Ferry City Code (BFCC), permits churches in the residential AA zone by special use permit approval. This site is in the residential AA zoning district. The application states the property was used as a church prior to and during the annexation of the property into the City of Bonners Ferry. As the property did not receive a special use permit from the city the structure and use is deemed non-conforming. In accord with BFCC 11-3 nonconforming uses and structures: any expansions of a non-conforming structure and use shall be brought into conformity upon expansion. There are no separate standards in the city zoning code that are unique to churches. The use is required to meet the minimum setback, sign, and parking standards. The proposed structural addition would be about 1,560 square feet. Parking standards for churches require a minimum of one parking stall per 4 to 6 seats (Section 11-13-5). The applicant shows roughly 50,420 sq. ft. of area dedicated to parking. BFCC outlines minimum parking space size as 9 x 20. This computes to roughly 280 parking spaces, which staff finds to be more than adequate. Based on staff's analysis a stormwater and erosion control plan will not be required due to lack of new grading and development along with the surrounding vegetation on the 9.84 acres.

**IV. AGENCY COMMENTS**

The application was sent to city departments and the Panhandle Health District for review and comment. No comments were received.

**V. PUBLIC COMMENTS**

No written public comment was received. There was no public testimony received at the Planning and Zoning Commission hearing.

**VI. STANDARDS REVIEW & ANALYSIS:**

City code requires a special use permit for churches in the Residential AA zoning district, per Table B.

*Table B excerpt*

	Zoning Districts						
	AA	A	B	C	I	M	D
(7 - 12)							
Childcare - in-home family daycare (6 or fewer)	P*	P*	P*	P*	P*	P*	P*
<b>Church</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>P</b>	<b>S</b>	<b>P</b>

In order to approve a special use application, Bonners Ferry City Code requires evidence supporting the standards listed in the following table. The governing body shall review the particular facts and circumstances of each proposal and find adequate evidence showing the request meets the following standards:

<b>Standards Review Table §11-5-5</b>	<b>Evidence for Reasoned Decision. As adopted by P&amp;Z March 20, 2025</b>
A. Does the proposed use constitute an allowable special use established by Bonners Ferry Zoning Code?	Churches require a special use permit, per Appendix B, Table of Uses, in the Residential AA District. <i>P&amp;Z additional reasoned statement: The request is in accord with the uses allowed in the zoning district.</i>
B. Will the proposed use harmonious with objectives of the comprehensive plan and zoning ordinance?	The application states the use would meet all setbacks. No signage is proposed for placement on the building. Proposed parking would meet city requirements. The comprehensive plan land use category "Residential Medium Density" supports schools, parks, churches, and nursing homes and are categorized as "typical of these areas." The adopted plan also encourages support of new and existing local businesses through clear, predictable, and appropriate regulations. <i>P&amp;Z additional reasoned statement: Per the staff report analysis and comprehensive plan policies, the proposed use meets this standard.</i>
C. Is proposed use harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area?	The application states the church has been operating at this location since January 2001. The added addition will not alter the current usage. <i>P&amp;Z additional reasoned statement: The addition is congruent with existing structure and the proposed addition will continue with that design.</i>
D. Will the use be hazardous or disturbing to existing neighborhood uses?	The application states the minimal noise from attendees arriving and departing will not be increased. <i>P&amp;Z additional reasoned statement: There were no objections to the proposed addition.</i>
E. Will use be adequately served by essential public facilities and services?	The application states there will be no additional water or plumbing in the addition and will be serviced by the existing utilities serving the property. <i>P&amp;Z additional reasoned statement: No expansions of public services are proposed. No agencies objected to the proposal.</i>
F. Will use cause excessive public expenditures for services or be detrimental to economic welfare of community?	No additional services extensions to the property are requested. <i>P&amp;Z additional reasoned statement: There will be no excessive public expenditures because no expansions of public services are requested.</i>
G. Will the proposed use involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare by excessive traffic, noise, smoke, fumes, glare or odors, or other factors determined to be nuisances?	The future addition would be placed on a level lot not interfering with any natural resources, according to the application. <i>P&amp;Z additional reasoned statement: The proposed expansion will not produce any of these potential hazards, as disclosed by the application and staff analysis.</i>
H. Are vehicle approaches designed to avoid interference with traffic on surrounding public thoroughfares?	The application and site plan show no change or alterations to the existing the approach from Olympic Way.



Standards Review Table §11-5-5	Evidence for Reasoned Decision. As adopted by P&Z March 20, 2025
	<i>P&amp;Z additional reasoned statement: No new road accesses are proposed.</i>
I. Will proposed use result in destruction, loss or damage of natural, scenic, or historic features of major importance?	The site is not located within a scenic byway. The site is located within a developed area of Bonners Ferry in the Marx Estates subdivision. <i>P&amp;Z additional reasoned statement: The site is not within a scenic byway or historic area.</i>

**VII. Planning & Zoning Commission Recommendation:**

The Commission reviewed the application and staff report. The P&Z voted unanimously to recommend approval of the Woodland Mennonite Church application on March 20, 2025. The City Council has the authority to accept the recommendation of the Planning and Zoning Commission without conducting its own public hearing. Should the Council differ with the decision made by the Planning and Zoning Commission, the Council would have to call for a public hearing to consider the matter. (*Bonners Ferry City Code, §11-5-9, Council Action.*)

**REASONED STATEMENT ADOPTED BY P&Z COMMISSION:**

The Planning and Zoning Commission adopted the proposed reasoned statement, as written in the staff report, and added additional statements from their deliberation, as noted in italics in the standards of review table.

**MOTIONS BY THE GOVERNING BODY:**

**Motion to Approve:** I move to approve this File #SUP014-24, for a special use permit to allow an addition to the existing Woodland Mennonite Church property at 7336 Olympic Way, finding that it **IS** in accord with the standards of Bonners Ferry City Code for special use permits and the comprehensive plan, as based upon the findings, reasoned statement, and conditions of approval as adopted by the Bonners Ferry Planning and Zoning Commission on March 20, 2025.

**Motion to set a City Council public hearing:** I move to schedule this permit request to a City Council public hearing, the date and time to be set based on public hearing noticing requirements.

**EVIDENCE OF RECORD (FINDINGS), AS ADOPTED BY P&Z COMMISSION:**

1. The applicants are requesting a special use permit to allow the expansion of the church social hall on a 9.84-acre parcel in the Residential AA zone.
2. The subject parcel has a comprehensive plan land use designation of Residential Medium Density, which categorizes churches as typical for the zoning area.
3. The existing church was built prior to annexation into the city limits.
4. A special use permit is required for the expansion of a non-conforming use and structure.
5. A special use permit is required for a church within the Residential AA zone.
6. The site is to be served by existing city utilities with no additional user rates

required.

7. No new sewer or water service is required.
8. The site will be served by the existing approach from Olympic Way.
9. The site has no mapped wetlands or special flood hazard areas.
10. The site will not create any additional noise, according to the application
11. The site is not located within a scenic byway.
12. The future addition is located within a developed residential subdivision.

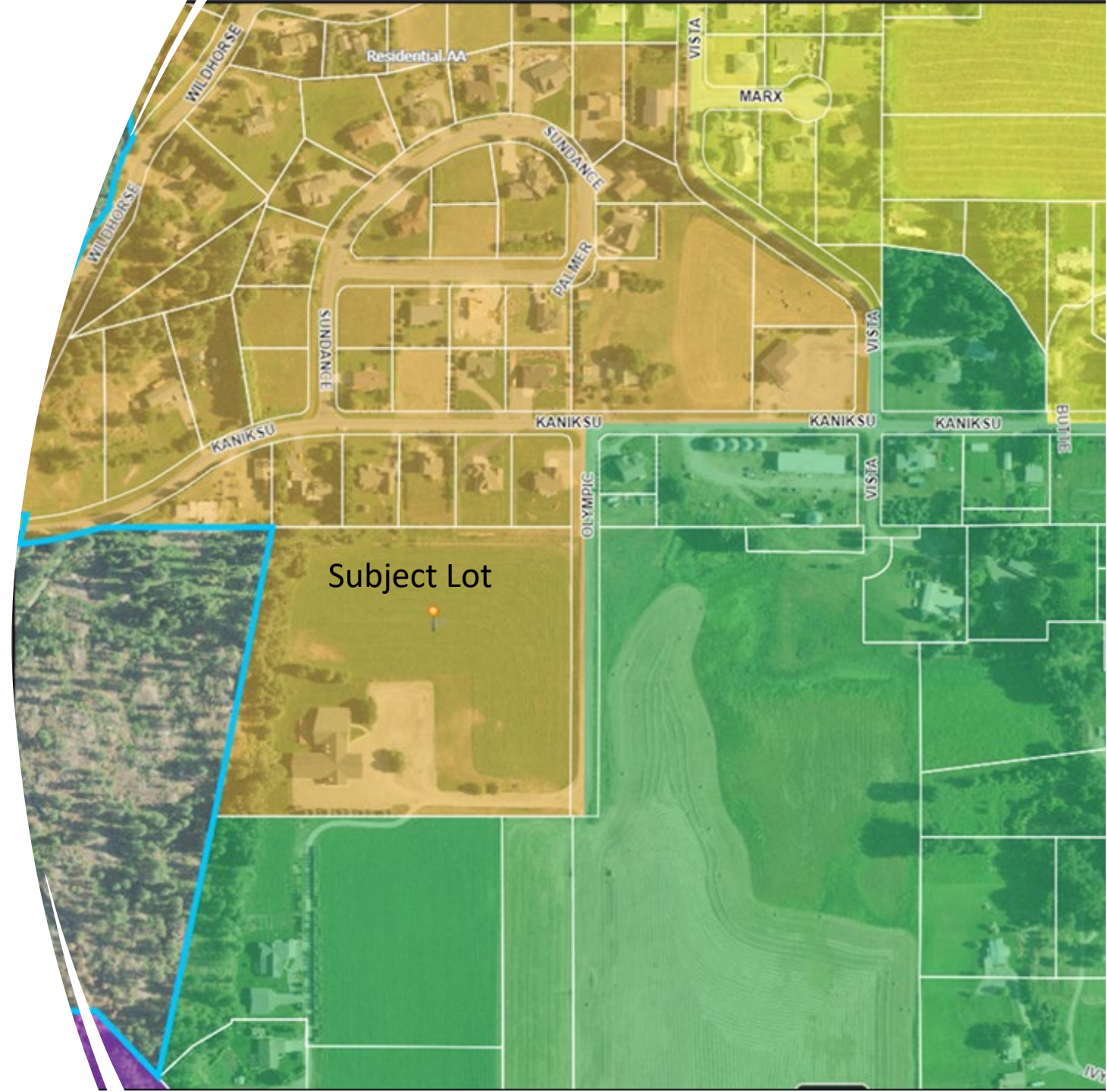
**CONDITIONS OF APPROVAL AS ADOPTED BY P&Z COMMISSION:**

1. All applicable conditions of approval shall be met prior to issuance of the special use permit by the city. Any condition that runs with the land shall remain in affect while the use is in operation. Subsequent owners of the parcel shall be required to apply for a special use permit if they desire to continue the special use, pursuant to Bonners Ferry City Code §11-5-3 unless future land use laws remove the requirement. If the applicant proposes to expand the use or add on to the structure, approval of a new or modified special use permit is required. Failure to meet any condition of approval may be grounds for revocation of the permit by the city.
2. The use shall be developed and operated in accordance with the approved application, site plan, and conditions as approved with this application.
3. The special use permit shall expire if the use is not commenced within two (2) years of approval.
4. The applicant shall comply with the standards of Chapter 13, Off Street Parking, of Bonners Ferry City Code (BFCC) Title 11
5. Prior to construction, the applicant shall obtain a building permit for the proposed addition.
6. All signs shall comply with Chapter 14 of Title 11, BFCC.
7. Any exterior lighting shall be shielded and downward directed.

# SUP014-24 Woodland Mennonite Church

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Sam Stringer Contract  
Planner  
City of Bonners Ferry



# SUP014-24 Details

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<b>Applicant/owner</b>	<b>Woodland Mennonite Church</b>
Representative	Roger Unruh
Application Filed	December 23, 2024
Project location	7336 Olympic Way
Request	Requesting approval of a SUP for an addition to an existing church within the Residential AA zone on a 9.84-acre lot.
Process	Planning & Zoning Commission recommendation & Council decision

# Surrounding Uses

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Compass	Com Plan Designation	Current Zoning	Uses/Densities
Site	Residential Medium Density	Residential AA	Church
North	Residential Medium Density	Residential AA	Single family dwellings
South	Residential Medium Density	Residential B	Single family Dwellings
East	Residential Medium Density	Residential A	Agriculture, vacant
West	Rural	Outside of City Limits	Single Family Dwellings





# Details of request

- Addition of 3 classrooms, library, and extension existing social hall.
- Minimal noise
- No expansion of utilities





# Site Photos



# Standards review – See Staff Report

- A. 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;
- B. 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;
- C. 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;
- D. Will not be hazardous or disturbing to existing neighboring uses;
- 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;
- 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;
- 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;
- I. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance. (Ord. 504, 1-8-2008)



# DRAFT EVIDENCE OF RECORD (FINDINGS) FOR DISCUSSION/ADOPTION

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The applicants are requesting a special use permit to allow the expansion of the church social hall on a 9.84-acre parcel in the Residential AA zone.

The subject parcel has a comprehensive plan land use designation of Residential Medium Density, which categorizes churches as typical for the zoning area.

The existing church was built prior to annexation into the city limits.

A special use permit is required for the expansion of a non-conforming use and structure.

A special use permit is required for a church within the Residential AA zone.

The site is to be served by existing city utilities with no additional user rates required.

No new sewer or water service is required.

The site will be served by the existing approach from Olympic Way.

The site has no mapped wetlands or special flood hazard areas.

The site will not create any additional noise, according to the application

The site is not located within a scenic byway.

The future addition is located within a developed residential subdivision.

# Recommended Conditions of Approval

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- 1. All applicable conditions of approval shall be met prior to issuance of the special use permit by the city. Any condition that runs with the land shall remain in affect while the use is in operation. Subsequent owners of the parcel shall be required to apply for a special use permit if they desire to continue the special use, pursuant to Bonners Ferry City Code §11-5-3 unless future land use laws remove the requirement. If the applicant proposes to expand the use or add on to the structure, approval of a new or modified special use permit is required. Failure to meet any condition of approval may be grounds for revocation of the permit by the city.
- 2. The use shall be developed and operated in accordance with the approved application, site plan, and conditions as approved with this application.
- 3. The special use permit shall expire if the use is not commenced within two (2) years of approval.
- 4. The applicant shall comply with the standards of Chapter 13, Off Street Parking, of Bonners Ferry City Code (BFCC) Title 11
- 5. Prior to construction, the applicant shall obtain a building permit for the proposed addition.
- 6. All signs shall comply with Chapter 14 of Title 11, BFCC.
- 7. Any exterior lighting shall be shielded and downward directed.

# DRAFT CITY COUNCIL MOTION TO APPROVE

- Motion to Approve: I move to approve this File #SUP014-24, for a special use permit to allow an addition to the existing Woodland Mennonite Church property at 7336 Olympic Way, finding that it **IS** in accord with the standards of Bonners Ferry City Code for special use permits and the comprehensive plan, as based upon the findings, reasoned statement, and conditions of approval as adopted by the Bonners Ferry Planning and Zoning Commission on March 20, 2025

# BONNERS FERRY INVITES YOUR INPUT ZONING CODE UPDATE

The City of Bonners Ferry is  
updating its zoning code

For the past year, Bonners Ferry has been working on zoning code and zoning map updates to reflect the goals and policies of its recently adopted comprehensive plan. Highlights of the update include:

- ❖ A new mixed-use zone west of the fairgrounds
- ❖ A redirection of the industrial zoning district to more light-industrial/commercial uses
- ❖ New housing options
- ❖ New commercial uses
- ❖ Housing densities based on the new comp plan policies



# OPEN HOUSE & PUBLIC HEARING

APRIL 17, 2025 – County Annex  
4 p.m. – 5:45 p.m. open house  
6 p.m. public hearing



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

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TO: Mayor and City Council

FROM: Mike Klaus, City Engineer/Administrator

DATE: March 27, 2025

**RE: Fair Housing Proclamation**

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As part of the Idaho Department of Commerce requirements for our block grant for the Lift Station 5 project, the City must approve and post the attached Fair Housing Proclamation.

I recommend that the City Council approve the attached Fair Housing Proclamation, and direct staff to post it at City Hall.

Please let me know if you have any questions.

Mike

*FAIR HOUSING MONTH PROCLAMATION*

*WHEREAS, April 2020 marks the 52<sup>nd</sup> anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and*

*WHEREAS, the Idaho Human Rights Commission Act has prohibited discrimination in housing since 1969; and*

*WHEREAS, equal opportunity for all-regardless of race, color, religion, sex, disability, familial status or national origin-is a fundamental goal of our nation, state and city; and*

*WHEREAS, equal access to housing is an important component of this goal-as fundamental as the right to equal education and employment; and*

*WHEREAS, housing is a critical component of family and community health and stability and*

*WHEREAS, housing choice impacts our children’s access to education, our ability to seek and retain employment options, the cultural benefits we enjoy, the extent of our exposure to crime and drugs, and the quality of health care we receive in emergencies; and*

*WHEREAS, the laws of this nation and our state seek to ensure such equality of choice for all transactions involving housing; and*

*WHEREAS, ongoing education, outreach and monitoring are key to raising awareness of fair housing principles, practices, rights and responsibilities; and*

*WHEREAS, only through continued cooperation, commitment and support of all Idahoans can barriers to fair housing be removed;*

*NOW, THEREFORE, I, Rick Alonzo, Mayor of City of Bonners Ferry, Boundary County, do hereby proclaim April 2025 to be*

***FAIR HOUSING MONTH***

*In the City of Bonners Ferry, Boundary County, State of Idaho.*

*IN WITNESS WHEREOF, I have hereunto set my hand at the City of Bonners Ferry, Boundary County on this \_\_\_ day of \_\_\_\_\_ in the year of our Lord 2025.*

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*Rick Alonzo, Mayor*

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*Deby Garcia, City Clerk*