

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

Bonnors 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 Bonnors Ferry City Hall 7232 Main St 267-3105 June 3, 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

NEW BUSINESS

3. **PLANNING & ZONING- (action item)**–Consider approval of Planning and Zoning Commission recommendation to approve the zone change from Industrial to Commercial for 8.12 acres owned by Kootenai River Lumber Company on Riverside Street, File #ZC04-25.
4. **PLANNING & ZONING- (action item)** [attachment] -Consider first reading of ordinance adopting amendment to official zoning map by title only.
5. **PLANNING & ZONING - (action item)** Consider waiver of reading rules and adopt ordinance amending the official zoning map.
6. **PLANNING & ZONING - (action item)** [attachment]-Consider and adopt ordinance summary amending zoning map.

7. **PLANNING & ZONING - (action item)** [attachment]- Consider approval of Planning and Zoning Commission recommendation to approve the special use permit for the Play Smarter Kids childcare center on Oak Street, File #SUP15-25.
8. **GOLF- (action item)**- Consider donating the green fees to the Friends of Mirror Lake from the Friends of Mirror Lake tournament on June 13, 2025.
9. **CITY- (action item)** [attachment]- Consider authorizing the mayor to sign the documents from Federal Highways to close out the city's portion of work regarding Riverside pole relocation to facilitate Boundary County's Riverside Road Project.

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

STAFF REPORT

BONNERS FERRY CITY COUNCIL

ZONE CHANGE APPLICATION

KOOTENAI RIVER LUMBER COMPANY, FILE #ZC04-25

Prepared by:	Clare Marley, AICP City Contract Planner, Ruen-Yeager & Associates
Project Description:	A request to rezone about 8.12 acres of property located on Riverside Street from Industrial to Commercial. The Commercial zone would allow a mixture of commercial, residential, service, and public uses.
Location:	The property is west of the Boundary County Fairgrounds and south of the Kootenai River in Bonners Ferry.
Legal Description:	The property is known as a portion of parcel #RPB00000274811A in Section 27, Township 62 North, Range 1 East, Boise Meridian.
Parcel Size:	±8.12 acres
Applicant:	Kootenai River Lumber Company
Applicant Representative:	Tera King, Idaho Forest Group
Application Filed:	3/31/25
Legal Publication Date:	Bonners Ferry Herald, 4/24/25
Other Notifications:	Media, taxing districts, school district and airport manager, and landowners w/in 300': 4/22/25 Site Posting: 4/24/25
Hearing Date:	Planning and Zoning: 5/15/25
Council Meeting Date:	City Council: 6/3/25
Meeting Packet:	Application, legal notice, site plan, narrative, legal description, radius map, public comments, Planning and Zoning Commission reasoned statement, draft ordinance and ordinance summary

I. APPLICABLE STATE AND CITY CODES/PROCEDURES

Idaho Code §67-6509, Recommendation and Adoption, Amendment, and Repeal of the Plan. Provides procedures and noticing requirements for zoning amendments.

Idaho Code §67-6511, Zoning Ordinance. Establishes a process for zoning map amendments and procedures following IC§67-6509. The governing board shall analyze proposed changes to zoning ordinances to ensure that they are not in conflict with the policies of the adopted comprehensive plan. The governing body must confirm zone change is in accord with the adopted comprehensive plan and may require the request include an amendment to the plan if found to not be in accord with the adopted comprehensive plan.

Title 11, Chapter 6, Bonners Ferry City Code, Amendment of the Act. Allows for any person or party to file an application for a zoning amendment and sets forth the required procedures and standards.

Title 11, Chapter 6, Bonners Ferry City Code, 11-6-5: COUNCIL ACTION:

A. The council may require a public hearing before making a decision. They may request studies from the applicant or public agencies concerning social, economic, fiscal and environmental effects of the proposed amendment, supplement, or change.

II. PROPERTY INFORMATION:

1. Site acreage: About ±8.12 acres
2. Access: Proposed private easement to Riverside Street. Riverside Street is a paved, public right-of-way.
3. Services: City water, sewer, and electric.
4. Surrounding uses and zones:

Compass	Comp Plan Designation	Current Zoning	Uses/Densities
Site	Masterplan Mixed Use	Industrial	Former mill site buildings
North	Kootenai River	Kootenai River	Waterway
South	Industrial & Public	Industrial	Railroad right-of-way, public right-of-way, Redi-Mix Inc.
East	Industrial & Public	Industrial	Boundary County Fairgrounds
West	Masterplan Mixed Use	Industrial	Remaining portion of applicant property (former mill site), Boundary County boat launch site

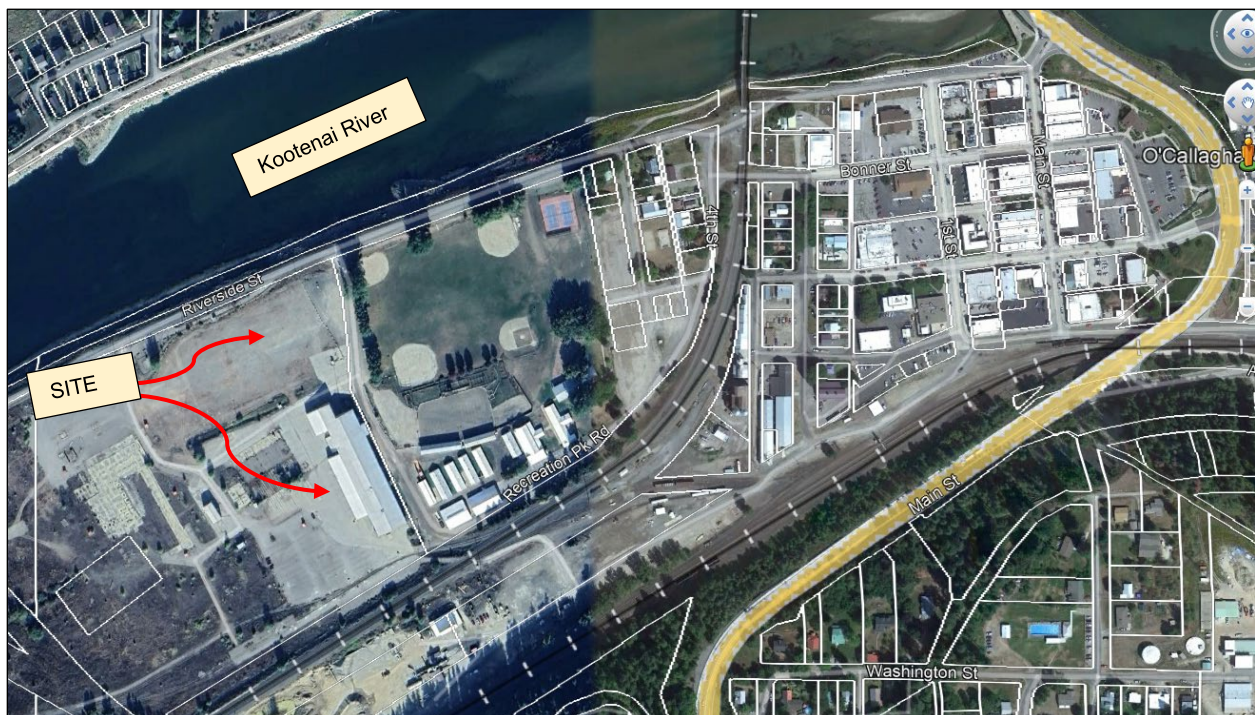
III. PROJECT OVERVIEW/SUMMARY

Kootenai River Lumber Company filed this application to rezone about 8.12 acres south of the Kootenai River and west of the Boundary County Fairgrounds to Commercial. The rezone application is being considered under the laws and zoning map in effect at the time of the application. The governing comprehensive plan is the 2023 plan.

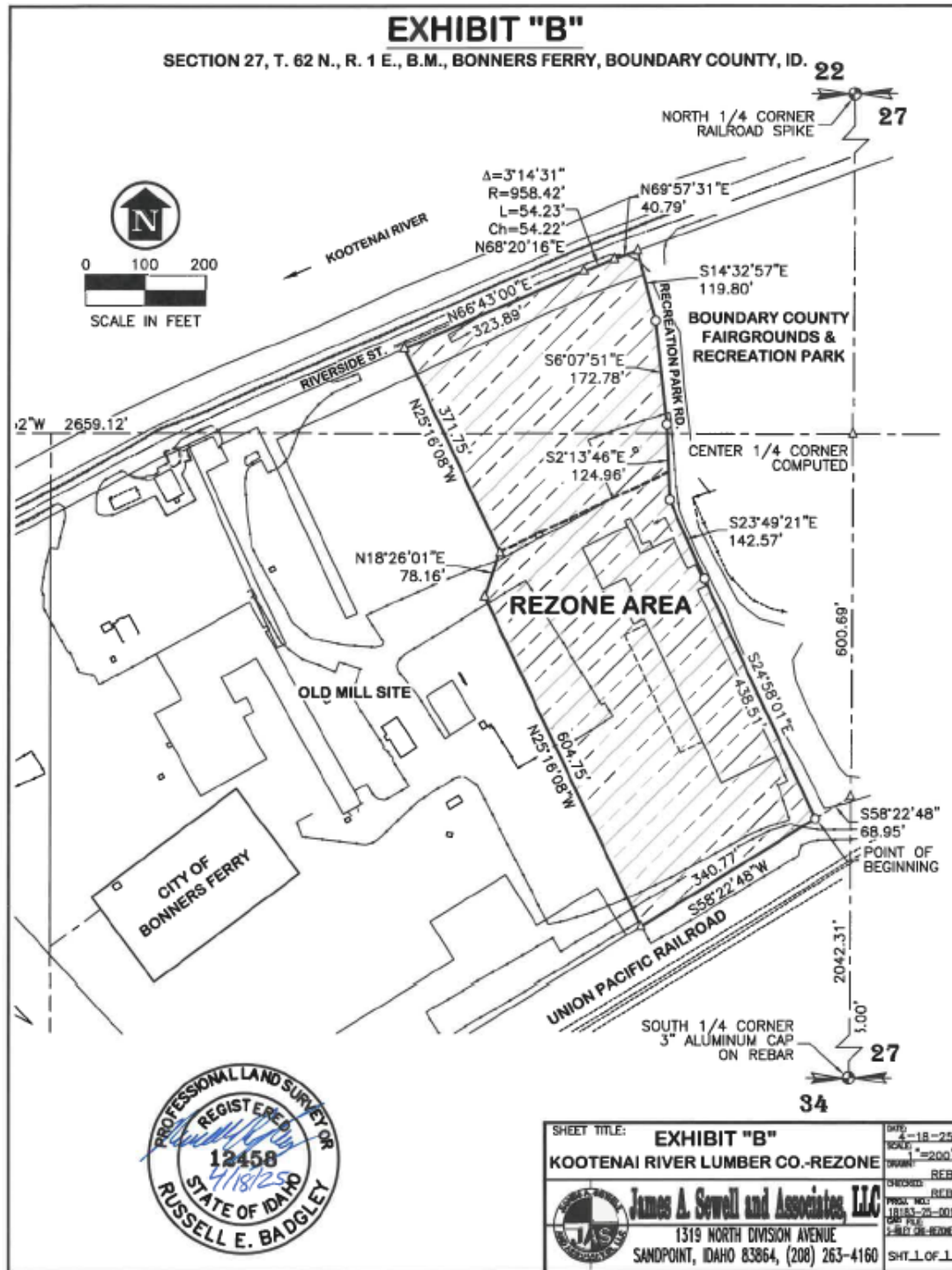
Kootenai River Lumber Company purchased the property from Louisiana-Pacific in 2004. The mill site was operational when Kootenai River Lumber bought it, but the mill was dismantled shortly after the purchase. A portion of this site was an operational mill since before 1900.

While the application narrative indicates this may be the site of a future school (North Idaho Classical Academy) and possible other commercial uses, the applicant is not held to only that use if the zone change is approved. This is not a conditional zone change. Therefore, the approval of a zone change would not limit the applicant to the specific uses listed in the application. The governing bodies have to assess the proposed zone change against all possible uses allowed by the Commercial zone. The Commercial zone allows retail, service-oriented businesses, eating and drinking establishments, professional offices, and residential uses through either special use permits or permitted outright. The zone also allows certain light industrial uses, pursuant to the uses listed in Appendix B of current Bonners Ferry City Code and to any future amendments to the zoning code.

Bonnors Ferry has updated its zoning code and official zoning map, as of May 20, 2025. Applications are subject to the laws in effect at the time of application submission. If this zone change is approved, coordination with the adoption of the pending citywide zoning map would be undertaken to reflect this zone change. The zone change does not automatically approve any future, specific uses. Future development of the site would be subject to the zoning laws in effect at the time of proposed development, and could trigger an administrative site plan review, a special use permit, building permit, stormwater provisions, or other development requirements of the adopted zoning and building codes, based on the type of proposed use.

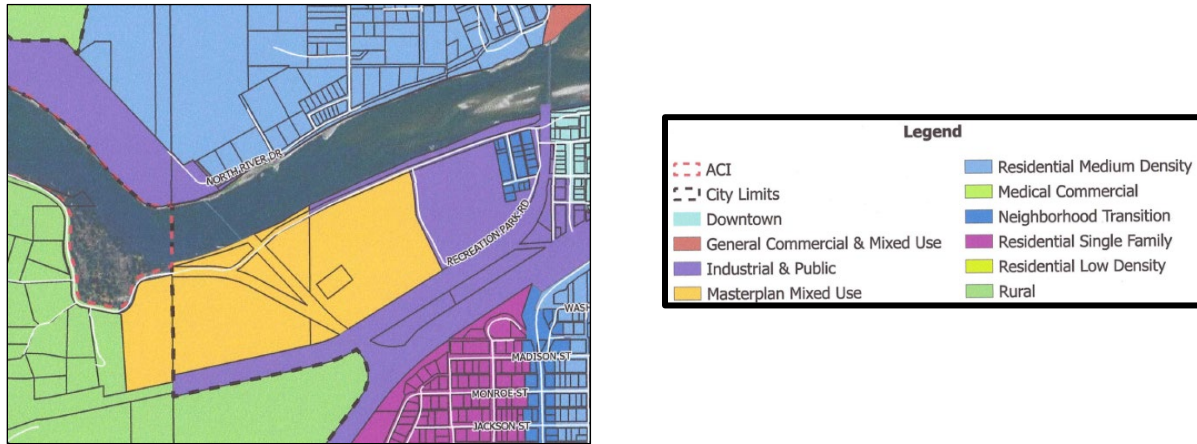


Aerial view of vicinity



Site plan

Section 11-2-1 of previous zoning regulations provided the purpose and restrictions of the various zoning districts. The adopted comprehensive plan map designation and zoning district details are provided below.



Comprehensive Plan Future Land Use Map



Masterplan Mixed Use Comp Plan Mapping Unit: The Masterplan Mixed-Use designation is intended to provide a revised vision of the former industrial mill site. A variety of housing types and low-impact neighborhood compatible retail and/or dining uses may be considered through a planned unit development. Public amenities with a focal point on the river are encouraged. Transportation to and within the subsequent development should be carefully considered. Pedestrian and bicycle connections are strongly encouraged, including access to downtown.



Zoning, Commercial: Purpose of Commercial Zone: To accommodate the location of new businesses in the municipal limits. To also establish areas in the municipal limits for future business growth.

Current and pending commercial development, based on the table of uses, include the following permitted and special uses: a variety of housing units, such as single-family dwellings, multi-family dwellings, cottage housing, and townhomes; public and private schools, retail shops and stores, restaurants, childcare, campgrounds, health club, gas stations, professional offices, repair shops, bakery, vehicle sales, government offices and services, and mini-storages.

IV. AGENCY COMMENTS

Planning staff sent requests for comment to city, local, and state agencies affected by the applications on April 16, 2025, and received the following:

- City of Bonners Ferry: Email dated April 16, 2025: City Engineer/Administrator Mike Klaus advised that he reviewed the submitted materials and has no comment.
- Panhandle Health District: Email dated April 17, 2025: Environmental Health Specialist Jeremiah Johnson advised that the health district has no comment

on the proposed zone change. However, the application indicates sanitary services are existing municipal systems and as such are outside PHD jurisdictional authority. If a plat is involved, PHD would be required to review for sanitary restrictions.

- Department of Environmental Quality: Email dated April 24, 2025: DEQ has no environmental impact comments for the project listed at this stage of development.
- No comments were received from the following agencies that were routed for comment: City of Bonners Ferry street department; City of Bonners Ferry fire department; City of Bonners Ferry utilities; Burlington Northern Santa Fe railroad; Idaho Transportation Department; City of Bonners Ferry police department.

V. PUBLIC COMMENTS

Written and verbal comments in support of the zone change were provided to the Planning and Zoning Commission for the May 15th public hearing. The public comments are attached to this report. Letters and comments address the support of the proposed North Idaho Classical Academy on this site and the applicant's reasons for requesting the zone change to allow more flexibility for use of the site.

VI. ANALYSIS

Adoption or amendment of the official zoning map requires the governing bodies to confirm the map amendment is not in conflict with the adopted policies set forth in the comprehensive plan. The Planning and Zoning Commission considered the proposed rezone and developed a reasoned statement based on the adopted comprehensive plan goals and policies. Not all of the adopted goals and policies directly relate to this proposed zone change, such as working with Boundary County to preserve ag and timber lands in the Area of City Impact, or addressing safe corridors along U.S. Highway 95. The state code requires the governing bodies to consider zone changes and "to ensure that they are not in conflict with the policies of the adopted comprehensive plan." If the request is found by the governing board to be in conflict with the adopted plan, or would result in demonstrable adverse impacts upon the delivery of services by any political subdivision providing public services, the request could be denied or the Council may submit a request to the Planning and Zoning Commission to consider an amendment to the comprehensive plan. The comprehensive plan envisioned the transformation of the former mill site to a mixed-use development. The former mill site area is mapped as Masterplan Mixed Use on the future land use map. This map designation specifically provides for the following:

Masterplan Mixed Use

- The masterplan mixed use area is intended to provide a revised vision for the former industrial mill site.
- A variety of housing types and low impact neighborhood compatible retail and/or dining use may be considered through a planned development which may be phased over time.
- Public recreational amenities and access, particularly along the Kootenai River shall be a focal point for consideration for redevelopment. New development in this area is strongly encouraged to provide for or enhance connections to or along the river.

- Transportation access to and within subsequent development should be carefully considered and accommodating to a variety of travel modes. Careful consideration should be given the wider transportation system within the city. Pedestrian and bicycle connections both within any proposed development and to other areas of significance should be strongly encouraged or required. In support of a vibrant downtown, comfortable and safe pedestrian / bicycle access to the downtown should also be integrated into any proposed redevelopment plans.

The plan further notes: *Existing Implementing Zone: None. However, the existing Planned Unit Development ordinance may potentially be utilized to implement, absent a designated zone prior to any development proposed.*

The plan notes that no “implementing” zoning district existed at the time of the comprehensive plan land use map adoption to correspond to this mapping unit. The zoning code in effect at the time of this application did not detail which comprehensive plan land use designations are appropriate for the Commercial zone. The future zoning code suggests appropriate comp plan map designations for all zoning districts, but a future code cannot be used to judge a current application. The description of the MasterPlan Mixed Use mapping unit can be used to assess the appropriateness of the proposed Commercial zone for this property.

DELIBERATION/DECISION BY CITY COUNCIL

Section 11-6-5: COUNCIL ACTION, Bonners Ferry City Code, allows the Council to accept the recommendation of the Planning and Zoning Commission as their own, without conducting a public hearing before making a decision. The item has been placed on the Council agenda for consideration of approval, based on the Planning and Zoning Commission recommendation. No public testimony will be taken. If Council differs with the P&Z decision or determines a public hearing should be conducted, the Council may call for the public hearing to be set by staff, allowing sufficient time for proper notice and legal publication. Amendments to zoning maps require the adoption of an ordinance, pursuant to the Idaho Local Land Use Planning Act, §67-6511. The draft ordinance and ordinance summary are attached to this report.

MOTIONS BY THE GOVERNING BODY, IF TO APPROVE: (Council)

- 1. First Reading Of Ordinance Approving Zoning Map Amendment, By Title Only:** Does Council wish to read the ordinance on 3 different days, 2 by title and 1 in full **OR** dispense with rules, per IC §50-902? If Council wishes to dispense with the rules, see motion below to dispense with the reading rules.

2. Consider Waiver Of Reading Of Rules:

MOTION: I move to dispense with the rules for reading the ordinance on three different days and call for one reading of the proposed ordinance by title alone, pursuant to Idaho Code §50-902.
(ROLL CALL VOTE. CLERK/STAFF READS ORDINANCE BY SHORT TITLE)

3. Consider Motion to Approve Map Amendment:

MOTION: I move to approve a zone change from Industrial to Commercial for 8.12 acres of land that is the subject of File #ZC04-25, Kootenai River Lumber Company, as recommended by the Bonners Ferry Planning and Zoning Commission, finding that it is not in conflict with the adopted City of Bonners Ferry comprehensive plan, and further move to adopt the reasoned statement and findings as recommended by the Planning and Zoning Commission.
ROLL CALL VOTE

4. Consider Adoption of Ordinance and Ordinance Summary For Map Amendment

MOTION: I move to approve Ordinance # _____ and the summary of Ordinance # _____, as presented, and authorize the publication of this summary in accord with Idaho Code §50-901A.
(ROLL CALL VOTE)

5. OPTIONAL MOTION TO CALL FOR A CITY COUNCIL PUBLIC HEARING:

Motion: I move to direct staff to set a public hearing to consider this file #ZC04-25, allowing time for proper notice and legal publication.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

On May 15, 2025, the Planning and Zoning Commission unanimously recommended to City Council approval of File #ZC04-25 to rezone the subject 8.12 acres from Industrial to Commercial, finding that it **is** in accord with the general and specifics goals and policies of the City of Bonners Ferry comprehensive plan, based on the following reasoned statement that the request is not in conflict with the adopted comprehensive plan.

PLANNING AND ZONING COMMISSION ADOPTED REASONED STATEMENT:

STANDARDS OF REVIEW FOR REASONED STATEMENT

Idaho Code §67-6535 (2): The approval or denial of any application required or authorized pursuant to this chapter shall be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of

the comprehensive plan, relevant ordinance and statutory provisions, pertinent constitutional principles and factual information contained in the record.

IC §67-6511

The governing board shall analyze proposed changes to zoning ordinances (zoning map) to ensure that they are not in conflict with the policies of the adopted comprehensive plan. The Planning and Zoning Commission determined that:

- **Policy 2A:** "The proposed rezone allows for in-fill and the ability to develop an under-utilized property that has been vacant for 20 years."
- **Policy 4B:** "The rezone does encourage new growth and city services are available to this site."
- **Policy 5A:** "The application is clear in the intentions to work with funding partners and agencies, and future uses will support scenic and recreational uses. The proposal coincides with the overall ability of development of the area. Community use of facilities is contemplated."
- **Policy 5B:** "Incentive bonuses can be used for future commercial uses in conjunction with adjoining property."
- **Policy 5C:** "No impact on the river or aquatic habitats seems to be likely. Economic development will benefit the city as a whole."
- **Policy 6A:** "The zone change will connect the fairgrounds to the possible development of the rest of the properties through a transition buffer."
- **Policy 7C:** "Transportation needs to be taken into consideration to ensure safe travelways."
- **Policy 9A-D:** "Development past the fairgrounds would promote connectivity. The development connections would promote downtown uses and incentivize private investments in the downtown area. Future developers plan to be collaborative with existing businesses and uses. The area has been a significant historic feature but will change into a new development area. Housing is permitted in the commercial zone. Industrial to Commercial designation is a less impactful use in residential areas. The zone encourages greater opportunities for employment and educational options. A workforce will be needed for any uses proposed, which benefits the community with employment opportunities."
- **Policy 10 B:** "The zone change from Industrial to Commercial supports a quality of life, as evidenced by the support for the proposed school and enrollment numbers."
- **Policy 13A:** "The zone does encourage greater opportunities for development."
- **Policy 13F:** "The Boundary County Economic Development Council has identified the need for workforce housing. A workforce will be needed for any uses proposed, which benefits the community with employment opportunities."
- **Section 1.8:** "Due process has been followed in the consideration of the zone change. No land is being requested for dedication by the city. There are no requested public easements or road dedications. Multiple uses are afforded to the landowner with the Commercial zone."

PLANNING AND ZONING COMMISSION ADOPTED FINDINGS:

1. The site is ±8.12, zoned Industrial at the time of application.
2. The City of Bonners Ferry provided legal notice, as required by Idaho's Local Land Use Planning Act and Title 11 of Bonners Ferry City Code, as follows:
 - a. Notice to landowners within 300 feet of the external boundaries of the parcel on: April 22, 2025.
 - b. Legal notice published in the Bonners Ferry Herald on April 24, 2025.
 - c. Site posted on April 24, 2025.
 - d. Notice to news media, taxing districts, school district, and airport manager sent on April 22, 2025.
 - e. Notice of hearing and application was posted to Bonners Ferry website on: April 22, 2025
3. The Bonners Ferry's adopted Comprehensive Plan Future Land Use Map designates this site as Masterplan Mixed Use.
4. The adopted Comp Plan designation of Masterplan Mixed Use is intended to provide a revised vision for the former industrial mill site. The designation is to include a variety of housing types and low impact neighborhood compatible retail and/or dining uses that may be considered through a planned development, which may be phased over time.
5. The site is located south of the Kootenai River and west of the Boundary County Fairgrounds.
6. The site is adjoined by Industrial-zoned lands to the east, west, and south, and by the Kootenai River to the north.
7. Surrounding uses include: public right-of-way and the Kootenai River to the north, Boundary County fairgrounds to the east; mill site lands to the west; railroad operations to the south.
8. The Bonners Ferry Planning and Zoning Commission considered the application at a public hearing May 15, 2025.



CITY OF BONNERS FERRY

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

Zone Change Application

FOR OFFICE USE ONLY:

FILE # ZC04-25	RECEIVED: FEES PAID 3/31/25
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APPLICANT INFORMATION:

Landowner's name: Kootenai River Lumber Company		
Mailing address: 30 Riley Creek Park Drive		
City: Laclede	State: Idaho	Zip code: 83841
Telephone: (208) 816-3474	Email: tera.king@ifg.com	

REPRESENTATIVE'S INFORMATION:

Representative's name: Tera King		
Company name: Idaho Forest Group		
Mailing address: 280 Sycamore Drive		
City: Lewiston	State: Idaho	Zip code: 83501
Telephone: (208) 816-3474	Email: tera.king@ifg.com	

PARCEL INFORMATION:

Section #: 27	Township: 62n	Range: 1e	Parcel acreage: 8.12 acres per 4/14/25 email
Parcel # (s): RPB00000274811A			
Legal description (Attach current deed and Idaho-licensed surveyor-stamped description): 			
Current zoning: Industrial		Current Comp Plan Designation: Commercial	
Current Use: Industrial		Proposed Zone:	
Street Address: 6726 Riverside St, Bonners Ferry, ID 83805			
Directions to site: From City Hall, head west on Riverside Street for approximately 0.6 miles. 6550 Riverside Street will be on the left-hand side. 			

APPLICANT NARRATIVE:

Please explain the nature and purpose of the zone change: (What changes in this area have occurred to merit a change in zoning? What specifics about uses within the area support the change to the new zone district?).

The zone change is needed to allow North Idaho Classical Academy, a public charter school, to open and meet the growing community demand for educational facilities. This adjustment aligns with the area's evolving use and supports its development by providing essential public services, creating jobs, and enhancing local infrastructure.

SITE INFORMATION:

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

North Kootenai River

South FB Redi Mix Inc.

East Boundary County Fairgrounds

West Bare Land/Boundary County Search and Rescue

Adjacent zoning districts:

North Industrial

South Industrial

East Industrial

West Industrial

Please provide a general description of the site, including slope, water bodies, wetlands, existing structures, existing uses, accesses)

The site is a flat property featuring an existing structure—a 50,000-square-foot planer building previously used by Idaho Forest Group, which ceased operations over 20 years ago. There are no significant slopes, water bodies, or wetlands on the property. Access to the site is available via Recreation Road.

STANDARDS FOR REVIEW

Is the comprehensive plan map designation for this site consistent with the proposed zoning?

 Docusigned by
Marc Brinkmeyer

Yes, as 5093377-1972499 is being requested is within Bonners Ferry's Master-plan Mixed-Use area, as shown on the 2023 Future Land Use Map. Page 70 of the Bonners Ferry Comprehensive Plan states that school facilities are characteristic of a Mixed-Use area

If not, is this application accompanied by a comprehensive plan amendment? ☐ YES ☐ NO

How will the proposal meet the specific criteria of the proposed zoning district?

The proposal meets the criteria of the proposed zoning district by aligning with its designated use as a school. It will provide an educational facility that supports the community's needs and complements the area's development plan. The design and functionality adhere to zoning requirements, ensuring compatibility with surrounding land uses.

Will the proposed zone change require any additional city services be extended to serve the property? For example, will sewer lines, roads or electricity need to be extended to serve the area as part of the zone change request?

The proposed zone change will not require any additional city services to be extended to the property. Water, sewer, and power are already in place next to the current building, ensuring the site is adequately served.

Explain how the proposed zone change will be compatible with surrounding and adjoining land uses? Will any additional noise, light glare, odor, fumes or vibrations occur that will affect adjoining property owners?

The proposed zone change will be compatible with the surrounding and adjoining land uses, as the school will integrate well with the adjacent park and fairgrounds. Additional lighting will be installed for security purposes, but it will be designed to minimize impact on neighboring properties. Noise will be limited to typical school-day activities, ensuring minimal disruption to adjoining property owners.

Will the requested zone change permit a non-conforming use that would materially interfere with the use of the adjoining premises in conformity with the regulations applicable to the zoning district in which it is located?

No, the requested zone change will not permit a non-conforming use that would materially interfere with the use of adjoining premises. The proposed use as a school is consistent with the zoning regulations and compatible with surrounding land uses, ensuring minimal impact on neighboring properties.

Explain how the proposed use is in general compliance with the goals of the Comprehensive Plan (attached additional paper if necessary):

The proposed use aligns with the goals of the Comprehensive Plan by supporting educational development, fostering community engagement, and enhancing the surrounding area's utility. The school will provide essential services to the community, complement existing land uses such as the park and fairgrounds, and contribute to the overall vision for a cohesive and well-planned environment. Its design and functionality will adhere to the principles of sustainable growth, accessibility, and community-centered development outlined in the Comprehensive Plan.

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:

DocuSigned by:

Marc Brinkmeyer

85093B7F1974493

 Date: 3/21/2025 | 9:38 AM PDT

Landowner's signature: Date:

NOTICE OF PUBLIC HEARING

Notice is hereby provided that a public hearing pursuant to Idaho Code §67-6511 and Bonners Ferry City Code has been set for the City of Bonners Ferry Planning and Zoning Commission for **MAY 15, 2025, AT 5:15 PM** at Bonners Ferry City Hall, 7232 Main Street, to consider a recommendation to the City Council for the following:

File #ZC04-25 Kootenai River Lumber Co. is requesting approval to rezone about 8.12 acres of property located on Riverside Street from Industrial to Commercial. The property is known as a portion of parcel #RPB00000274811A and is located in Section 27, Township 62 North, Range 1 East, Boise Meridian. The property is a portion of the former Louisiana-Pacific Lumber Co. mill site, located west of the Boundary County Fairgrounds and south of the Kootenai River in Bonners Ferry. The Commercial zone would allow a mixture of commercial, residential, service, and public uses. The Planning and Zoning Commission will make a recommendation to Bonners Ferry City Council, who will make the final decision on the zone change request.

The public is welcome and encouraged to attend the hearing or provide written response. Any written comment greater than one (1) page must be submitted at least six (6) days prior to the meeting. Written material not exceeding one (1) page may be read into the record the day of the hearing. Public wishing to speak at the public hearing may do so in compliance with Resolution 2014-06-01, a copy of which is located at City Hall. The hearing will be available in listen-only mode via Zoom video conferencing by logging in at: <https://us02web.zoom.us/j/86862147479> or phone at +1 253 215 8782. Meeting ID: 868 6214 7479.

The deadline for submitting written comments and/or material longer than 1 page is **May 8, 2025 by 5 p.m.** Written comment can be mailed to City of Bonners Ferry, Planning and Zoning, P.O. Box 149, Bonners Ferry, ID 83805 or emailed to cityhall@bonnersferry.id.gov.

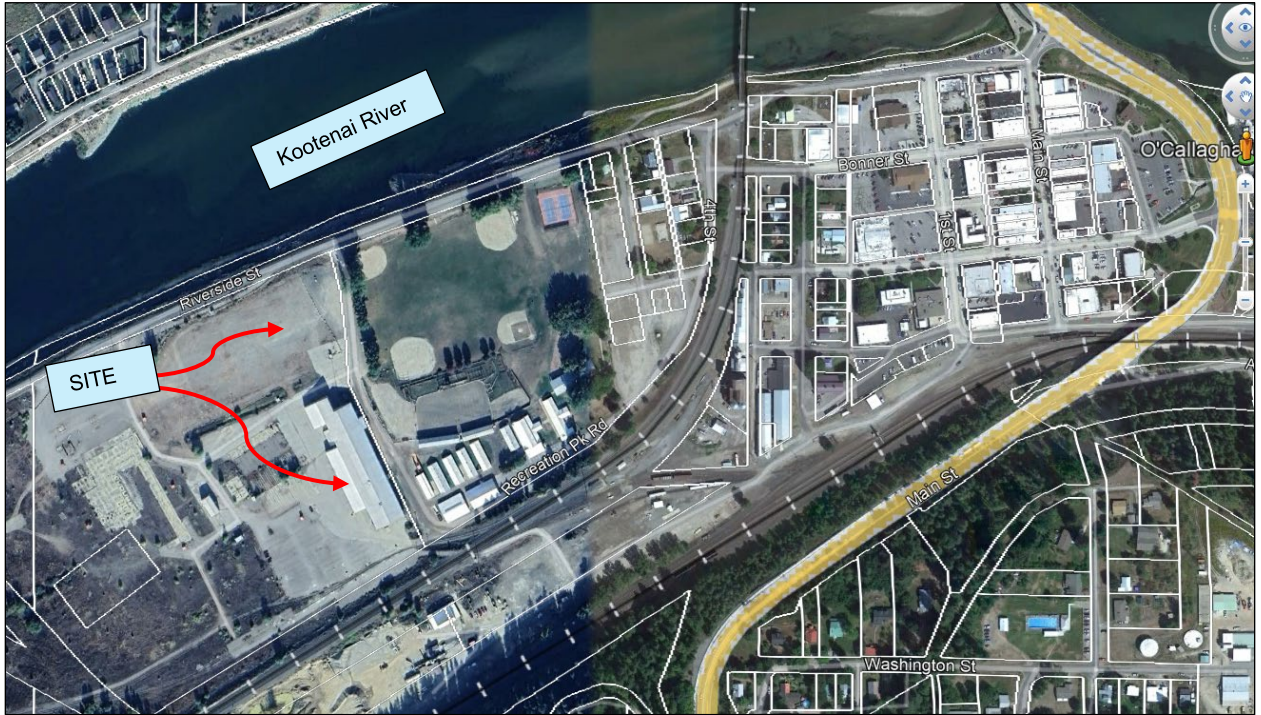
Complete files are available for view at City Hall during regular business hours. Anyone requiring special accommodations due to disability should contact the City Clerk at (208) 267-3105 at least two days prior to the meeting.

SEE ATTACHED AERIAL OF THE VICINITY

City of Bonners Ferry Planning and Zoning Dept.

MAIL: By **April 25, 2025** to landowners within 300' of site, agencies, taxing districts, school district, airport manager, and the media

This aerial map shows the Kootenai River flowing through Kelowna, BC. The proposed site for the Kootenai River Bridge is marked with a red arrow and the label 'SITE'. The map also shows the Kootenai River, Riverside St, Bonner St, Main St, Washington St, and the proposed site. A red arrow points from the 'SITE' label to the proposed bridge location.



From: [Julia Fairchild](#)
To: [Clare Marley](#)
Subject: Fw: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25
Date: Friday, May 9, 2025 10:54:57 AM

From: Sara Schrock [REDACTED]
Sent: Friday, May 9, 2025 10:30 AM
To: cityhall <cityhall@bonnersferry.id.gov>
Subject: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25

To: Bonners Ferry Planning and Zoning Committee
From: Sara Schrock
Date: 05/9/2025
Subject: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25

Dear Members Of The Planning And Zoning Commission,
I am writing to express my support for the proposed zoning change to allow for the establishment of a school—specifically the Classical Academy—in the downtown area near the fairgrounds.

A school in this location would contribute significantly to the sense of community in our downtown. The presence of an educational institution would bring increased daily traffic to the area, which in turn would benefit local businesses and encourage greater use of the fairgrounds for events and activities. Families visiting the school would naturally explore nearby shops, restaurants, and public spaces, creating a more vibrant and engaged downtown experience.

This area is already a welcoming hub for families, and placing a school there would only enhance its appeal. Utilizing the currently unused space for a purpose that serves children, families, and the broader community is not only practical but visionary. The Classical Academy, with its emphasis on strong academics and character development, would be an ideal fit to help round out the downtown district.

I believe this zoning change is a smart, community-driven step forward, and I respectfully urge you to give it full consideration.

Sincerely,

Sara Schrock

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From: [Julia Fairchild](#)
To: [Clare Marley](#)
Subject: Fw: Rezoning IFG property to commercial
Date: Tuesday, May 13, 2025 8:30:16 AM

I just received this one too

From: Jason and Lena Cordle [REDACTED]
Sent: Monday, May 12, 2025 9:24 PM
To: cityhall <cityhall@bonnersferry.id.gov>
Subject: Rezoning IFG property to commercial

Dear Members of the Planning and Zoning Commission,

We are writing to express our full support for the proposed zone change from Industrial to Commercial for the Old Mill site, which would allow North Idaho Classical Academy to move forward with plans to establish a new, high-quality educational facility.

This zoning change aligns with the City's Comprehensive Plan, particularly its designation of the area as Master Planned Mixed-Use. The site is well-positioned for commercial development, and the introduction of a public charter school is an excellent use of the space—bringing vitality, opportunity, and long-term value to our community.

North Idaho Classical Academy will provide a tuition-free, public charter option grounded in academic excellence and character education. As parents and residents of this area, we believe this school would be a tremendous asset, giving families greater access to high-quality education and helping to attract and retain families in our region.

Delaying this zone change could significantly impact the school's ability to meet its enrollment and construction timelines. We urge you to approve this change and support a project that serves the public good and makes productive use of an otherwise underutilized site.

Thank you for your time and thoughtful consideration.

Sincerely,

Jason and Lena Cordle



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From: [Julia Fairchild](#)
To: [Clare Marley](#); [Samuel Stringer](#)
Subject: Fw: Support for Zone Change
Date: Monday, May 12, 2025 3:50:05 PM

Clare. This is the second comment for this. I will put this comment and the other comment into packets and the file

From: Jessica Bork [REDACTED]
Sent: Monday, May 12, 2025 3:44 PM
To: cityhall <cityhall@bonnersferry.id.gov>; Jacob Francom <jfrancom@nicak12.org>
Subject: Support for Zone Change

To: Bonners Ferry Planning and Zoning Committee
From: Jessica Thompson Faculty at NICA
Date: 5/12/25
Subject: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25

Dear members of the planning and zoning committee,

I hope this message finds you well. I wanted to take a moment to highlight the value and opportunity presented by the purchase and repurpose of the old mill site by North Idaho Classical Academy into a state-of-the-art school facility.

The zone change and proposed use are compatible and consistent with the City's Comprehensive Plan's Designation of Master Planned Mixed-Use. This location is well-suited for commercial uses, including a school and offers numerous benefits that align with both economic and developmental goals. Both which will serve and enhance the public by expanding access to high-quality education and increasing the economic vitality of the area.

Delaying this project until new city zoning is approved would significantly hinder the school's ability to move forward, potentially impacting enrollment plans and construction timelines. Supporting the zone change will play a key role in ensuring timely development and fostering and maximizing future-ready opportunities for our community.

Thank you for your consideration.

Sincerely,

Jessica Thompson

From: [Julia Fairchild](#)
To: [Clare Marley](#)
Subject: Fw: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25
Date: Tuesday, May 13, 2025 4:14:14 PM

Another comment for you

From: Kris Wickwire [REDACTED]
Sent: Tuesday, May 13, 2025 4:11 PM
To: cityhall <cityhall@bonnersferry.id.gov>
Subject: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25

To: Bonners Ferry Planning and Zoning Committee
From: Kris Wickwire

Date: May 13, 2025

Subject: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25

Dear Members of the Planning and Zoning Commission,

As a future employee of North Idaho Classical Academy and resident of Bonners Ferry, I am writing to express my support for the proposed zone change from Industrial to Commercial that would allow North Idaho Classical Academy to purchase and repurpose the building and surrounding area at the closed mill into a beautiful new school for our community.

The zone change and proposed use are compatible and consistent with the City's Comprehensive Plan's Designation of Master Planned Mixed-Use. The location is ideal for a school as it is centrally located for students and families coming from north of town as well as those from north Bonner County to South Hill. It is exciting to finally see a portion of the large mill property take on a new look and bring additional high-quality educational opportunities to our community in the form of a tuition-free charter school.

Delaying this project until new city zoning is approved would significantly hinder the school's ability to move forward, likely impacting enrollment plans and construction timelines. Supporting the zone change now ensures timely development and maximizes the potential of this property for public benefit.

Thank you for your consideration.

Sincerely,
Kris Wickwire
[REDACTED]

Literacy Coordinator, North Idaho Classical Academy

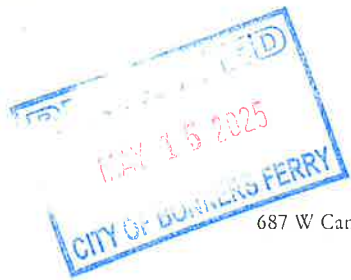


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[illegible]

Exhibit A



687 W Canfield Ave Ste 100



Coeur d'Alene, ID 83815

Tera R. King
Real Estate Manager
208-816-3474

IDFG.com

208.255.3200

May 9, 2025

To: Bonners Ferry Planning and Zoning Commission

Subject: Kootenai River Lumber Company Zone Change Application (File #ZC04-25)

On behalf of Kootenai River Lumber Company, we have requested that the easternmost 8.12 acres of the old mill site property on Riverside be rezoned from "Industrial" to a "Commercial" designation. This allows for more flexibility in our efforts to redevelop the property and align with the City's recently adopted Comprehensive Plan.

While the old mill property has a rich history of serving the community as a sawmill (among other things), it has lain vacant for over 20 years. We agree that the time has come to put the property back to productive and beneficial community use. To that end, we would like to rezone these acres closest to the existing edge of downtown to help get the redevelopment vision underway. It is our hope that this area can be sold to serve as the "anchor" for the rest of the property. Not only will the proceeds help us reinvest in necessary title and site cleanup projects, but it begins the process of professional evaluation of the existing infrastructure including water, sewer, and stormwater that serves the greater property. Furthermore, it initiates conversations with neighboring landowners and it stimulates community interest in the project.

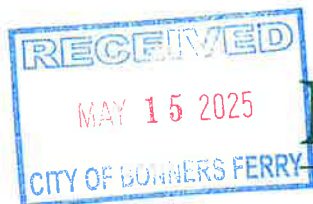
The existing 55,000 square foot structure on the property used to serve as the sawmill's planer building. While you might say it has "good bones", the majority of the structure is in significant disrepair and the cost of demolition and cleanup was estimated at approximately \$350,000. Last fall, Kootenai River Lumber Company was approached by the North Idaho Classical Academy who was in search of a home for a tuition free public school. Since then, we have been working diligently with their team to evaluate the site and the old planer building for its suitability for this purpose. We have entered into an agreement with the Academy for their purchase of the southern 5 acres of the property, including the planer building, contingent upon their regulatory ability to site a school on the property as well as a tight timeline to begin reconstruction by August of this year with completion in time for classes to begin in August of 2026. We feel this transaction is exactly the kind of anchor we were hoping for to begin the redevelopment process.

As we stated in our application materials, the school will integrate seamlessly with adjacent land uses, including the park and fairgrounds, promoting a cohesive and well-planned community layout extending from downtown. NICA has already met with the Parks and Rec Board and the Fair Board to discuss possible shared uses, identify any potential issues, and take advantage of any potential co-location synergies (e.g. parking lots, ball fields, and use of the gym as a community center). However, even if that opportunity ultimately fails, rezoning these acres still supports the City's trajectory of sustainable growth, community development, and enhanced public services within the old mill site. This area will be sold for commercial purposes and can serve as a buffer between the Fairgrounds and the proposed housing and low-impact retail space, which was identified as a concern in the recent public hearing for the proposed Zoning Code Update and Zoning Map Amendment.

The Commercial zoning designation very much aligns with the proposed Mixed Use zone designation on the remainder of the acres and actually gives us a leg up to begin preparing that property for sale and further development under the proposed new zoning guidance. The requested zoning amendment kickstarts the vision that was outlined in the Comprehensive Plan for a mixed use, pedestrian-friendly community area with additional public amenities while taking advantage of existing infrastructure.

We appreciate your consideration for our application and the timeliness of the request to take advantage of current opportunities.

Exhibit B



NORTH IDAHO
CLASSICAL ACADEMY
virtus › scientia › felicitas

To: Bonners Ferry Planning and Zoning Committee
From: Dr. Jacob Francom, North Idaho Classical Academy
Date: May 15, 2025

Subject: Support for Zone Change: Kootenai River Lumber Co. File #ZC04-25

Dear Members of the Planning and Zoning Commission,

I am writing to express my support for the proposed zone change from Industrial to Commercial that would allow North Idaho Classical Academy to purchase and repurpose a portion of the old mill site into a state-of-the-art school facility.

The zone change and proposed use are compatible and consistent with the City's Comprehensive Plan's Designation of Master Planned Mixed-Use. This location is well-suited for commercial uses, including a school. Utilizing the property for educational purposes represents a productive and community-enhancing use of a site that has long remained underutilized. The school will serve as a public, tuition-free charter option for families in our region, expanding access to high-quality education.

Delaying this project until new city zoning is approved would significantly hinder the school's ability to move forward, potentially impacting enrollment plans and construction timelines. Supporting the zone change now ensures timely development and maximizes the potential of this property for public benefit.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "J. Francom".

Dr. Jacob Francom
Founding Principal

EXHIBIT "A"

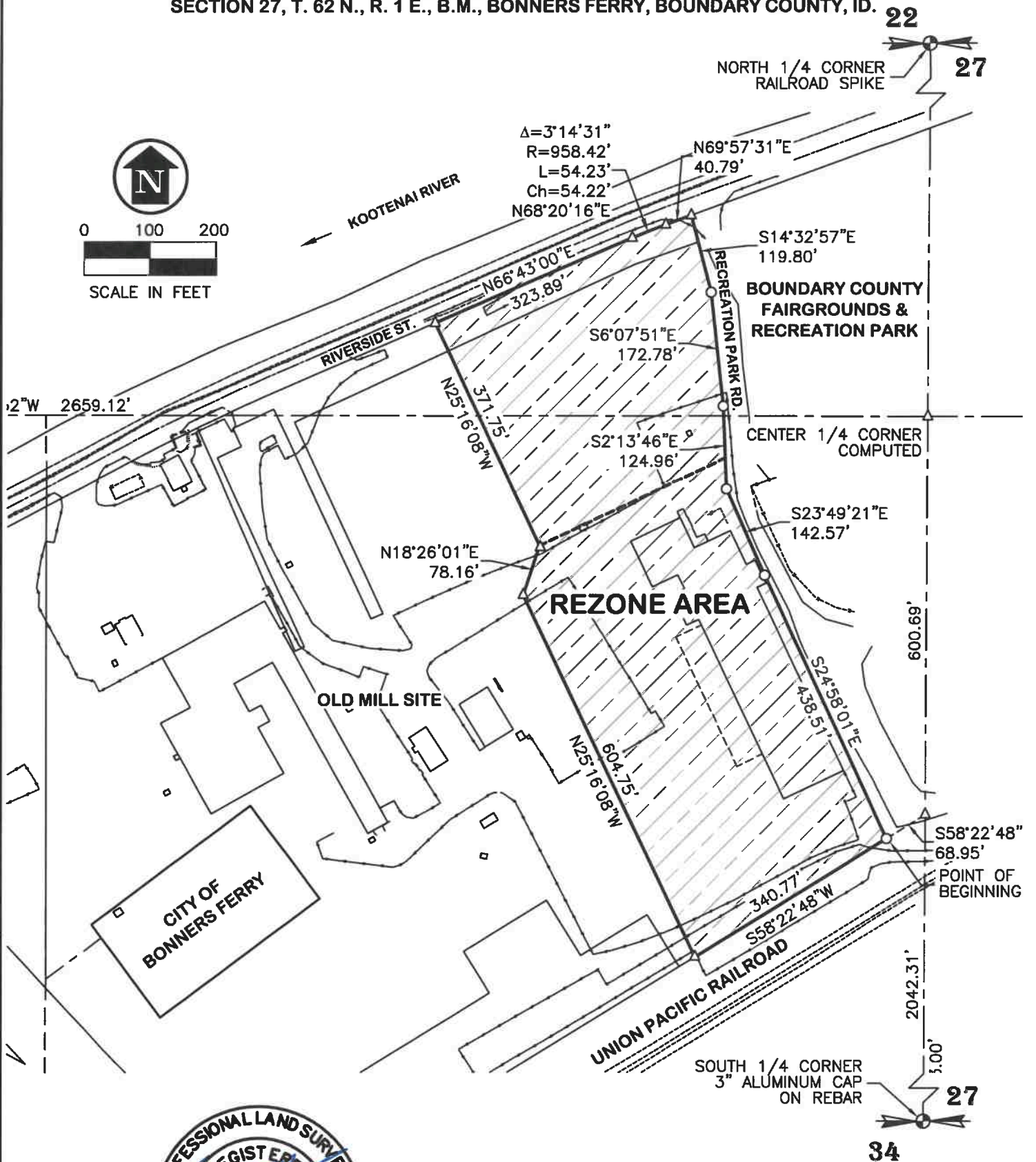
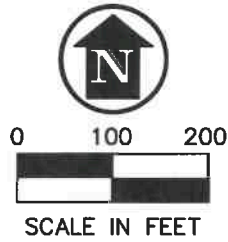
COMMENCING at the South 1/4 Corner of Section 27, Township 62 North, Range 1 East, Boise Meridian, Boundary County, Idaho; thence $N0^{\circ}17'56''E$ along the North/South Center Section line of said Section 27, 2042.31 feet to a point on the northerly right-of-way of the Union Pacific Railroad, from which the North 1/4 Corner of said Section 27 bears $N0^{\circ}17'56''E$ 3,207.13 feet; thence $S58^{\circ}22'48''W$ along said right-of-way, 68.95 feet to the **POINT OF BEGINNING**; thence continuing $S58^{\circ}22'48''W$ along said right-of-way, 340.77 feet; thence leaving said right-of-way $N25^{\circ}16'08''W$, 604.75 feet; thence $N18^{\circ}26'01''E$, 78.16 feet; thence $N25^{\circ}16'08''W$, 371.75 feet to the southerly right-of-way of Riverside Street; thence along said right-of-way the following three (3) courses:
 $N66^{\circ}43'00''E$, 323.89 feet;
 54.23 feet along the arc of a 958.42 foot radius curve to the right, having a central angle of $3^{\circ}14'31''$, and a chord which bears $N68^{\circ}20'16''E$, 54.22 feet;
 $N69^{\circ}57'31''E$, 40.79 feet;
thence leaving said right-of-way $S14^{\circ}32'57''E$, 119.80 feet;
thence $S6^{\circ}07'51''E$, 172.78 feet;
thence $S2^{\circ}13'46''E$, 124.96 feet;
thence $S23^{\circ}49'21''E$, 142.57 feet;
thence $S24^{\circ}58'01''E$, 438.51 feet to the **POINT OF BEGINNING**;

Containing 8.12 acres, more or less.



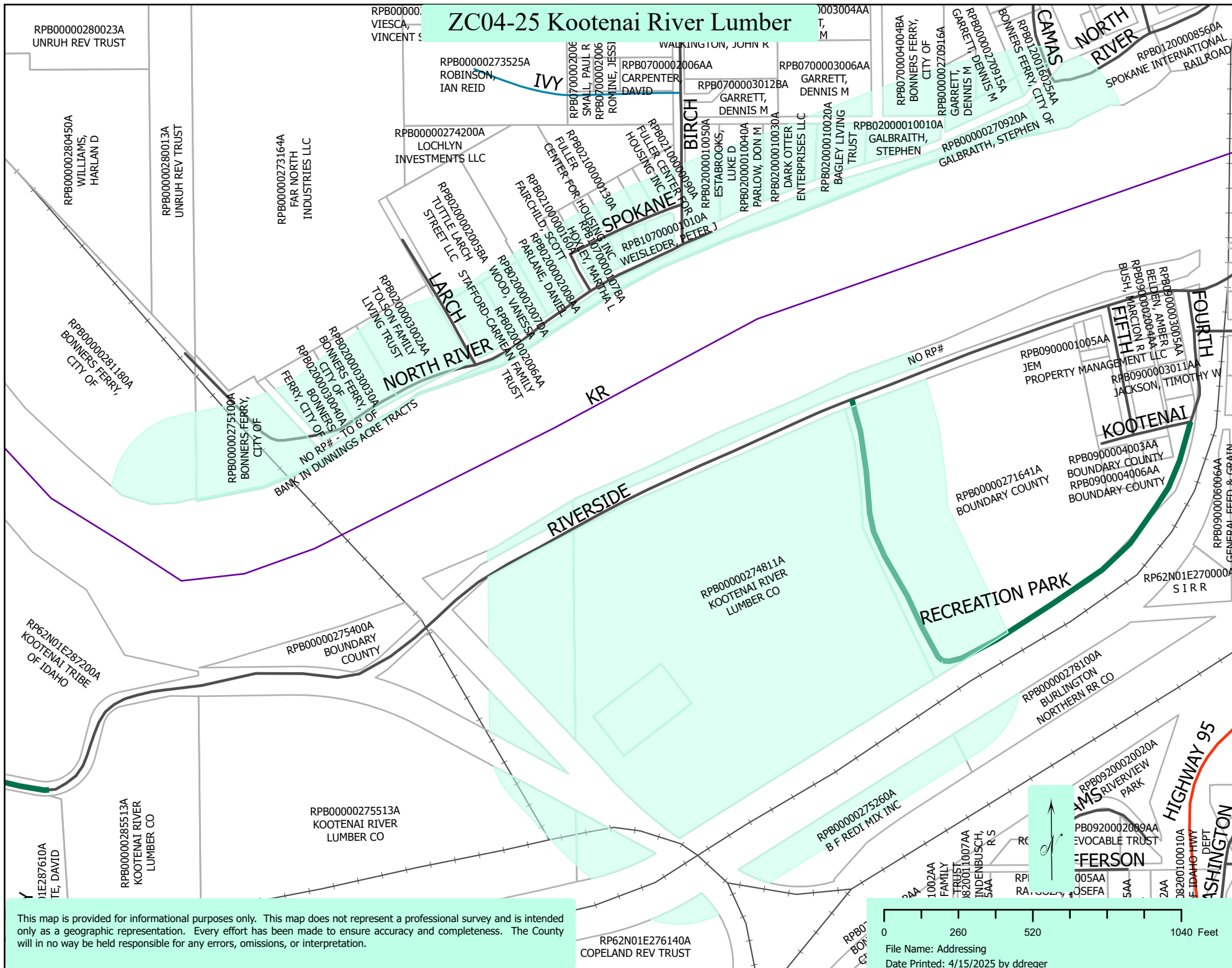
EXHIBIT "B"

SECTION 27, T. 62 N., R. 1 E., B.M., BONNERS FERRY, BOUNDARY COUNTY, ID.



SHEET TITLE:		DATE:
EXHIBIT "B"		4-18-25
KOOTENAI RIVER LUMBER CO.-REZONE		SCALE:
		1"=200'
	CHECKED:	REB
	CHECKED:	REB
	PROJ. NO.:	18183-25-001
	CAD FILE:	S-BURY CRK-REZONE
1319 NORTH DIVISION AVENUE SANDPOINT, IDAHO 83864, (208) 263-4160		SHT. 1 OF 1

ZC04-25 Kootenai River Lumber



This map is provided for informational purposes only. This map does not represent a professional survey and is intended only as a geographic representation. Every effort has been made to ensure accuracy and completeness. The County will in no way be held responsible for any errors, omissions, or interpretation.

0 260 520 1040 Feet

File Name: Addressing
Date Printed: 4/15/2025 by ddreger

Narrative for Mapping Amendment

A narrative explaining the reason for the mapping amendment and how it is in accord with the adopted comprehensive plan of the City of Bonners Ferry.

The proposed mapping amendment is intended to facilitate the development of a new school that will serve as a cornerstone for the community and align with the City of Bonners Ferry's adopted Comprehensive Plan. This amendment specifically involves rezoning 8.12 of the existing 22.62 acre parcel from an industrial designation to a commercial zoning designation. The proposed 8.12 acre parcel includes a large steel structure, formerly the planer building servicing the sawmill, which will be reconstructed and refurbished to serve as the new school. This will not only be a direct benefit to the community, but it will also put the 20+ year vacant building to good use while increasing the assessed value of the new parcel. Kootenai River Lumber Company intends to sell 5 acres of the rezoned parcel to facilitate the new school (or other venture if the proposed transaction fails) and retain the remaining 3 acres, which will be burdened by an access road easement from Riverside to the 5 acre lot.

The amendment supports the city's goals for sustainable growth, community development, and enhanced public services by providing a critical educational facility in a strategic location. The school will integrate seamlessly with adjacent land uses, including the park and fairgrounds, promoting a cohesive and well-planned community layout. Its placement aligns with the principles outlined in Chapter 3.1 of the Bonners Ferry Comprehensive Plan, emphasizing the Mixed-Use plan's goal of creating spaces that balance development with accessibility, utility, and the preservation of the city's natural and cultural resources.

Furthermore, the project addresses key objectives of the Comprehensive Plan by promoting accessibility, fostering community engagement, and ensuring the efficient use of existing infrastructure. All necessary city services, including water, sewer, and power, are already in place, minimizing the need for additional extensions or modifications.

This mapping amendment reflects the city's commitment to providing high-quality educational opportunities while adhering to principles of thoughtful urban planning and sustainable growth. By aligning with Bonners Ferry's Mixed-Use plan, the project ensures long-term benefits for the community and contributes to the city's vision of a well-planned and vibrant future.

CITY OF BONNERS FERRY, IDAHO

AMENDMENT TO OFFICIAL ZONING MAP FILE #ZC04-25, KOOTENAI RIVER LUMBER COMPANY

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING THE OFFICIAL ZONING MAP OF BONNERS FERRY FROM INDUSTRIAL TO COMMERCIAL FOR CERTAIN LANDS LOCATED WITHIN SECTION 27, TOWNSHIP 62 NORTH, RANGE 1 EAST, B.M. WITHIN THE INCORPORATED CITY LIMITS OF BONNERS FERRY, IDAHO; PROVIDING SEVERABILITY AND PROVIDING THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

Whereas, Idaho Code §67-6511 provides the authority and procedures for cities to amend zoning maps and ordinances; and

Whereas, Bonners Ferry City Code, Title 11, Chapter 6, provides a process for consideration of zoning map amendments; and

Whereas, Landowner Kootenai River Lumber Company filed an application with the City to rezone properties located on Riverside Street, described in Exhibit A and illustrated in Exhibit B, from Industrial to Commercial; and

Whereas, the Bonners Ferry Planning and Zoning Commission held a duly noticed public hearing on May 15, 2025, in accord with the procedures of the Local Land Use Planning Act, Title 67, Chapter 65, Idaho Code, and local code and recommended to the City Council approval of the amendment to the Official Zoning Map; and

Whereas, the City Council considered the Commission recommendation at its regular public meeting on June 3, 2025, and approved the rezoning of the property to Commercial, as recommended by the Planning and Zoning Commission and based upon their reasoned statement.

Now therefore,

Be it ordained by the Mayor and City Council of the City of Bonners Ferry, Boundary County, Idaho as follows:

Section 1. Adoption of Ordinance Rezoning Lands

The City of Bonners Ferry hereby amends the Official Zoning Map of the City of Bonners Ferry, Idaho, to rezone from Industrial to Commercial properties described in Exhibit A and depicted in Exhibit B. Said exhibits are attached and hereby made a record of this ordinance.

Section 2: Severability.

The sections of this ordinance are severable. The invalidity of a section shall not affect the validity of the remaining sections.

Section 3. Effective date.

This ordinance and the zoning map shall be effective upon passage and publication in the manner provided by law.

This ordinance approved and duly enacted as an ordinance of the City of Bonners Ferry, Idaho on this **3rd DAY OF JUNE, 2025.**

ROLL CALL:

Council President Arthur _____

Council Member Poston _____

Council Member Thompson _____

Council Member Smith _____

CITY OF BONNERS FERRY, IDAHO

BY: _____

Mayor Rick Alonzo

Attest:

Deborah Garcia, Clerk, City of Bonners Ferry, Idaho

APPROVAL OF ORDINANCE SUMMARY

Publication of this ordinance by summary in the official newspaper is hereby approved by the Bonners Ferry City Council on this ____ day of _____, 2025, upon the following vote:

ROLL CALL:

Council President Arthur _____

Council Member Poston _____

Council Member Thompson _____

Council Member Smith _____

CITY OF BONNERS FERRY, IDAHO

BY: _____

Mayor Rick Alonzo

Attest:

Deborah Garcia, Clerk, City of Bonners Ferry, Idaho

**SUMMARY FOR PUBLICATION
CITY OF BONNERS FERRY ORDINANCE NO. _____
REGARDING AMENDMENT TO THE OFFICIAL ZONING MAP
FILE #ZC04-25, KOOTENAI RIVER LUMBER COMPANY,**

Pursuant to Idaho Code Section 50-901A, the City of Bonners Ferry, Idaho hereby gives notice of the adoption of City of Bonners Ferry Ordinance No. _____ adopted on June 3, 2025. The full title of the ordinance is:

An ordinance of the City Of Bonners Ferry, a municipal corporation of the State Of Idaho, amending the official zoning map of Bonners Ferry from Industrial to Commercial for certain lands located within Section 27, Township 62 North, Range 1 East, B.M. within the incorporated city limits of Bonners Ferry, Idaho; providing severability and providing this ordinance shall be in full force and effect after its passage, approval, and publication according to law.

The legal description of the subject 8.12 acres of property located on Riverside Street is: COMMENCING at the South 1/4 Corner of Section 27, Township 62 North, Range 1 East, Boise Meridian, Boundary County, Idaho; thence N0°17'56"E along the North/South Center Section line of said Section 27, 2042.31 feet to a point on the northerly right-of-way of the Union Pacific Railroad, from which the North 1/4 Corner of said Section 27 bears N0°17'56"E 3,207.13 feet; thence S58°22'48"W along said right-of-way, 68.95 feet to the POINT OF BEGINNING; thence continuing S58°22'48"W along said right-of-way, 340.77 feet; thence leaving said right-of-way N25°16'08"W, 604.75 feet; thence N18°26'01"E, 78.16 feet; thence N25°16'08"W, 371.75 feet to the southerly right-of-way of Riverside Street; thence along said right-of-way the following three (3) courses: N66°43'00"E, 323.89 feet; 54.23 feet along the arc of a 958.42 foot radius curve to the right, having a central angle of 3°14'31", and a chord which bears N68°20'16"E, 54.22 feet; N69°57'31"E, 40.79 feet; thence leaving said right-of-way S14°32'57"E, 119.80 feet; thence S6°07'51"E, 172.78 feet; thence S2°13'46"E, 124.96 feet; thence S23°49'21"E, 142.57 feet; thence S24°58'01"E, 438.51 feet to the POINT OF BEGINNING; Containing 8.12 acres, more or less.

The ordinance amends the Official Zoning Map to rezone the subject lands owned by Kootenai River Lumber Company from Industrial to Commercial.

The full text of Ordinance No. _____ is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

Rick Alonzo, Mayor

Deborah Garcia, Bonners Ferry City Clerk

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Andrakay Pluid, duly appointed City Attorney for the City of Bonners Ferry, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

Dated: _____



CITY OF BONNERS FERRY

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

BONNERS FERRY CITY COUNCIL STAFF REPORT FOR SPECIAL USE PERMIT APPLICATION – PLAY SMARTER KIDS FILE #SUP015-25

Prepared by:	Sam Stringer City Contract Planner, Ruen-Yeager & Assoc., Inc.		
Project Description:	Play Smarter Kids is requesting a special use permit for a childcare group daycare center operating from 7 AM to 5:30 PM during the weekday and 9 AM to Noon on Saturdays. The application states there will be a maximum of 12 children at one time. The property is known as Lots 7 & 8; Lot 9 less 3 feet of Block 45 in the Eaton Subdivision in Section 26, Township 62 North, Range 1 East, Boise Meridian.		
Location:	6913 Oak Street, intersection of Montana and Oak.		
Legal Description:	Lots 7 & 8; Lot 9 less 3 feet of Block 45 in the Eaton Subdivision in Section 26, Township 62 North, Range 1 East, Boise Meridian. City of Bonners Ferry.		
Parcel Size:	± 0.47 acres		
Applicant:	James Miller		
Applicant Representative:	Aurora Clark & Ben Sumpter		
Application Filed:	March 7, 2025		
Notice Provided:	Mailed notice:	April 25, 2025	
	Site posting:	April 29, 2025	
	Newspaper publication:	April 24, 2025	
Hearing Date:	Planning and Zoning:	May 15, 2025	
City Council Meeting:	June 3, 2025		
City Council Packet:	Application, public comment, legal notice		
P&Z Recommendation:	Approval, unanimous vote, May 15, 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
§11-13 et seq: Off Street Parking
§11-14 et seq: Signs
Appendix B: Table of Uses

Title 11, Chapter 5, Bonners 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: ±0.47
2. Access: The site has access from both Birch Street (Apple Alley) and Oak Street
3. Services: Existing city water, sewer, and electric.
4. Surrounding uses and zones:

62 North, Range 1 East, Boise Meridian. The property is zoned Residential A and addressed at 6913 Oak St.

Appendix B, Table of Uses, Bonners Ferry City Code (BFCC), permits Childcare – group daycare in the residential A zone by special use permit approval. This site is in the residential A zoning district. There are no separate standards in the city zoning code that are unique to childcare – group daycare. The use is required to meet the minimum setback, sign, and parking standards. Parking standards for childcare facilities require a minimum of one parking stall per 6 children plus 1 for each employee (Section 11-13-5). Following the parking standards, a total of 4 parking stalls are required. The application states there will be a total 6 parking areas, 3 parking spots in the front of the home from the Oak Street access and 3 spots behind the home from the Birch Street access. Based on staff's analysis a stormwater and erosion control plan will not be required because there is no new grading and development. The location currently has approval for an In-home daycare for up to 6 children through administrative review file AR06-24.

IV. AGENCY COMMENTS

- City Engineer: No comment.
- Idaho Transportation Department: No comment
- Panhandle Health District: Play Smarter Kids has submitted the application and has been approved for a Child Care "Family" facility with 1-6 children. PHD file number: 15-08885. The facility has been working toward upgrading to a Group facility for a maximum allowable care of 12 children. This upgrade has not yet been approved. (*See condition #8 for requirements to obtain approval prior to occupancy.*)

V. PUBLIC COMMENTS

No written public comment was received. Staff fielded a phone call that expressed support for the daycare.

During the May 15, 2025, P&Z public hearing, three written letters were presented that noted: concerns about additional noise; the daycare is good for the neighborhood; and concerns about road conditions and traffic controls. The comments are attached to this report.

VI. STANDARDS REVIEW & ANALYSIS:

City code requires a special use permit for childcare – group daycare in the Residential A zoning district, per Table B.

Table B excerpt

		Zoning Districts						
		AA	A	B	C	I	M	D
	Catering	S	S	S	P	S		P
	Childcare - daycare center (13 or more)		S	S	P		S	S
	Childcare - group daycare (7 - 12)		S	S	P		S	S

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:

Standards Review Table §11-5-5	Evidence for Reasoned Decision
A. Does the proposed use constitute an allowable special use established by Bonners Ferry Zoning Code?	Childcare facilities require a special use permit, per Appendix B, Table of Uses, in the Residential A District
B. Will the proposed use harmonious with objectives of the comprehensive plan and zoning ordinance?	No new development is proposed. No signage is proposed for placement on the building. Proposed parking would meet city requirements. The comprehensive plan land use category "Residential Low Density" supports schools, parks, churches, and home occupations and are categorized as "typical of these areas." The application states it is in general compliance with the Comprehensive Plan because "High quality education from early childhood through post-secondary is essential to access jobs. Post-secondary education including universities, colleges, trade, and vocational schools are becoming increasingly important"
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 no new development is proposed at this time. The proposed group daycare would utilize an existing residential home retaining the character and appearance of the area.
D. Will the use be hazardous or disturbing to existing neighborhood uses?	The application states the pick-up and drop off will be staggered to minimize vehicle impacts on surrounding property owners along with outside play commencing after 10 AM and ceasing before 5:30 PM.
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.
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.

Standards Review Table §11-5-5	Evidence for Reasoned Decision
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 application states the pick-up and drop off will be staggered to minimize vehicle impacts on surrounding property owners, as well as implement a pick-up and drop-off area that utilizes the curved driveway off of Oak Street.
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 approaches from Oak Street or Birch Street.
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 Eaton subdivision.

VII. Planning & Zoning Commission Recommendation:

The Commission considered the application and staff report at a duly noticed public hearing. The P&Z voted unanimously to recommend approval of the Play Smarter Kids application on May 15, 2025. The City Council has the authority to accept the recommendation of the Planning & 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.)

DELIBERATION/DECISION BY CITY COUNCIL:

Motion to Approve: I move to approve this File #SUP015-25, for special use permit to allow a childcare group daycare at the subject property at 6913 Oak St., as recommended by the Bonners Ferry Planning and Zoning Commission, finding that it **IS** in accord with the standards of Bonners Ferry City Code for special use permits and the adopted comprehensive plan, and further move to adopt the reasoned statement, findings, and conditions as recommended by the Planning and Zoning Commission.

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.

PLANNING & ZONING COMMISSION ADOPTED REASONED STATEMENT:

STANDARDS OF REVIEW FOR REASONED STATEMENT

Idaho Code §67-6535 (2): The approval or denial of any application required or authorized pursuant to this chapter shall be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan, relevant ordinance and statutory provisions, pertinent constitutional principles and factual information contained in the record.

SECTIONS 11-5-5 & IC §67-6512, STANDARDS FOR SPECIAL USE PERMIT REVIEW:

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:

IC §67-6512	A special use permit/conditional use permit may be granted to an applicant if the proposed use is conditionally permitted by the terms of the ordinance, subject to conditions pursuant to specific provisions of the ordinance, subject to the ability of political subdivisions, to provide services for the proposed use and when it is not in conflict with the plan.
BFCC 11-5-5 A.	Does the proposed use constitute an allowable special use established by Bonners Ferry Zoning Code?
"Yes, the city code's table of uses permits this use through the approval of a special use permit."	
BFCC 11-5-5 B.	Will the proposed use harmonious with objectives of the comprehensive plan and zoning ordinance?
"The site is in a residential neighborhood and the use is already occurring (administrative daycare permit). The yard is fenced and will protect the children. There is no through traffic. The maximum number of 12 kids will be a minimal impact on the area, along with the non-intrusive operating hours."	
BFCC 11-5-5 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 use of the property will result in the property being well kept."	
BFCC 11-5-5 D.	Will the use be hazardous or disturbing to existing neighborhood uses?
"There is a stop sign at the intersection of Oak and Montana. The entrance and exit are safe. There will be minimal noise due to the number of children and the operating hours."	
BFCC 11-5-5 E.	Will use be adequately served by essential public facilities and services?
"No additional services will be necessary. The services are already established."	
BFCC 11-5-5 F.	Will use cause excessive public expenditures for services or be detrimental to economic welfare of community?
"No additional services or extensions of public services are needed."	
BFCC 11-5-5 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?
"No. Children will be only located within the structure and fenced yard, resulting in low impact on the area and providing a need. Staggered drop offs will minimize traffic. A circular drive provides ingress and egress."	
BFCC 11-5-5 H.	Are vehicle approaches designed to avoid interference with traffic on surrounding public thoroughfares?
"Yes. Vehicles will enter at the northern 'U' approach to drop children off and exit through the southern approach. The parking area for staff will be located at the entrance of Apple (behind structure)."	
BFCC 11-5-5 I.	Will proposed use result in destruction, loss or damage of natural, scenic, or historic features of major importance?
"The site is not within any of these areas."	

Evidence of Record (findings), as adopted by P&Z Commission

1. The applicants are requesting a special use permit to allow a childcare group daycare in the Residential A zone.
2. The subject parcel has a comprehensive plan land use designation of Residential Low Density, which categorizes schools as typical for the zoning area. Section 2.4 Education emphasizes the importance of education by stating "High-quality

education from early childhood through post-secondary is essential to access jobs.”

3. A special use permit is required for childcare group daycare.
4. The site is to be served by existing city utilities with no additional user rates required.
5. No new sewer or water service is required.
6. The site will be served by the existing approach from Oak and Birch street.
7. The site has no mapped wetlands or special flood hazard areas.
8. The application states the pickup and drop off times will be staggered to minimize vehicle impacts on surrounding property owners, as well as implementation of a pick-up and drop-off area that utilizes the curved driveway off of Oak Street.
9. The site is not located within a scenic byway.
10. The future childcare – group daycare 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. Administrative Review Permit file#06-24 shall be deemed invalid upon approval of File #SUP015-25.
5. The applicant shall comply with the standards of Chapter 13, Off Street Parking, of Bonners Ferry City Code (BFCC) Title 11 by maintaining a minimum of four (4) parking stalls.
6. All signs shall comply with Chapter 14 of Title 11, BFCC.
7. Any exterior lighting shall be shielded and downward directed.
8. All applicable state, local, and federal permits shall be received and granted prior to occupancy of the childcare – group daycare.



CITY OF BONNERS FERRY

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



Special Use Permit Application

FOR OFFICE USE ONLY:

FILE # SUP015-25
CITY

RECEIVED: March 10, 2025
CITY

APPLICANT INFORMATION:

Landowner's name: James Miller Applicant: Ben Sumpter & Aurora Clarke
Mailing address: 6913 Oak St.
City: Bonners Ferry State: Id Zip code: 83805
Telephone: Fax:
E-mail:

REPRESENTATIVE'S INFORMATION:

Representative's name:
Company name:
Mailing address:
City: State: Zip code:
Telephone: Fax:
E-mail:

PARCEL INFORMATION:

Section #: Township: Range: Parcel acreage: 0.47

Parcel # (s): RPB0240045009AA

Legal description: The property located at 6913 Oak Street on the east side of Bonners Ferry. The 1,412 square foot home sits on .47 of an acre on the east corner of Oak St. & Montana St. in the east side of Bonners Ferry.

Current landowner's name: James Miller

Current zoning: Residential A

Current use: Home Daycare

Directions to site: From City Hall: Turn right onto Riverside Road. Turn right onto US-2/US-95S. Take a left onto Ash St. Continue straight onto Oak Street. The location is on the left-hand side.

STANDARDS FOR REVIEW (BFCC§11-5-5)

Explain how the proposed use constitutes an allowable special use established by Bonners Ferry Zoning Code. The site is zoned Residential A. Appendix B, Table 2 authorizes childcare group homes as a special use.

Explain how the proposed use will conform to the zone district in which it is located (Example, the applicant is meeting all the zoning requirements, such as signage, lighting and landscaping that is required of it in the zone district that it is located?): 11.14.4 of city code states small signs shall not include any sign that is over six (6) square feet in area or five feet (5') in height at any point along the existing grade. A metal sign measuring 18"x 24" with a total square footage of 3ft. on a post not exceeding 5' tall is proposed.

How will the proposed use be compatible and harmonious with adjacent properties? What measures is the applicant taking to ensure the use will be compatible with surrounding property owners? (Example, is the applicant proposing to limit the operating hours to reduce noise during the evening or morning hours to adjacent landowners?)

Play Smarter Kids will stagger program offerings to reduce traffic, offering both morning and afternoon half days. The driveway located on the property is a half-circle drive. A curbside drop-off and pick up system will be implemented with parents, so parents are not parking. Afternoon and Saturday classes are held inside only. Any outside play will not begin before 10am and cease before 5:30pm. A maximum of 6 students will be outside at a time to reduce noise.

Explain how the proposed use will utilize existing utilities, or how the applicant proposes to extend services to the site? The existing utilities will be sufficient in the operation of the business and no extended services will be needed.

How does the proposed use comply with the applicable standards Bonners Ferry City Zoning Code?

Parking requirements of 11-13-5 require 1 space for every 6 children and 1 space for each employee. Employees will park on the basement level of the building using the driveway to park. The driveway currently holds space for 3 vehicles. The circle drive has an extension with parking available for 3 vehicles. The back driveway measures 11' x 68'. This space will be allocated for employees, and will be used for employees.

Explain how the proposed use is in general compliance with the goals of the Comprehensive Plan (attached additional paper if necessary):

The question is outlined on an attached document.

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: John Clarke Date: 08/06/2024

Landowner's signature: Carrie D. Miller Date: 08-01-2024

Explain how the proposed use is in general compliance with the goals of the Comprehensive Plan (attached additional paper if necessary):

Section 2.4 of the Bonners Ferry Comprehensive Plan states, "High quality education from early childhood through post-secondary is essential to access jobs. Post secondary education, including universities, colleges, trade, and vocational schools are becoming increasingly important."

Studies show children attending preschool are 10% more likely to enroll in post-secondary education than those who did not. There are many benefits to children attending preschool including increased cognitive development, literacy competency, promoting compassion, and encouraging self-discipline. Investing in high quality preschool education can lead to both long-term academic and social benefits.

While new to Bonners Ferry, Play Smarter Kids has been creating educational programs for children since 2013. Our program heavily focuses on early literacy, using rhyming stories to teach classes like science, art, music, technology, cooking, robotics and gardening. Research shows that children who take part in high-quality early childhood education programs are more likely to graduate and continue their education after high school. By encouraging a curiosity for learning, our programs help children become engaged learners, giving them a head start in their educational journey.

Our programs give parents opportunities to provide preschool education for their children that is affordable, offering half day programs as flexible as once per week and assisting low income families with tuition assistance through Idaho Child Care Program (ICCP).

It is our hope that with the addition of our preschool, we can assist with building strong educational foundations for the children in our community.

Applicant Narrative

Play Smarter Kids is a preschool and educational enrichment program for children 2-10. We are proposing to use the current residence located at 6913 Oak St. as a location to host our preschool programs and afterschool classes. We hope for our facility to host no more than 12 children at a time, while open Monday – Friday from 7am – 6pm and Saturday from 9am – noon.

Our program offers parents both full day and half day options:

Full Day: 7am – 5pm

AM Half Day: 8am – 11:30

PM Half Day: 1pm – 4:30pm

Saturday Classes:

9am - noon

In order to decrease noise and disruption to residential neighbors we will:

- Limit outside play to the hours of 9am – 5:30pm.
- No more than 6 children will be outside at a time to reduce noise.
- Saturday classes are held inside only.
- Limit the class size held on Saturdays to 6 children.

Traffic Impact Analysis

A half circle drive is located at the front of the property. A curbside drop off system will be implemented, so parents are pulling through one side of the driveway, dropping their child with a waiting teacher, and the exiting through the other side of the driveway. In addition to the circle pull-through, there is room for 3 additional parking spots available at the front of the property. Employees will use the back driveway for parking, leaving the front available for parent use.

Play Smarter Kids has staggered their drop off and pick up schedule. Below is a table estimating the number of cars coming to the facility to drop off/pick at certain times.

Monday – Friday	Maximum Number of Cars
7am – 7:45am	6
7:45am – 8am	6
11:30am Pick Up	6
1pm Drop-Off	6
4:30pm Pick Up	6
4:30pm – 6pm	6
Saturday Classes	
9am drop off & 9:45 pick up	6
10am drop off & 10:45 pick up	6
11am drop off & noon pick up	6

APPLE ALLEY

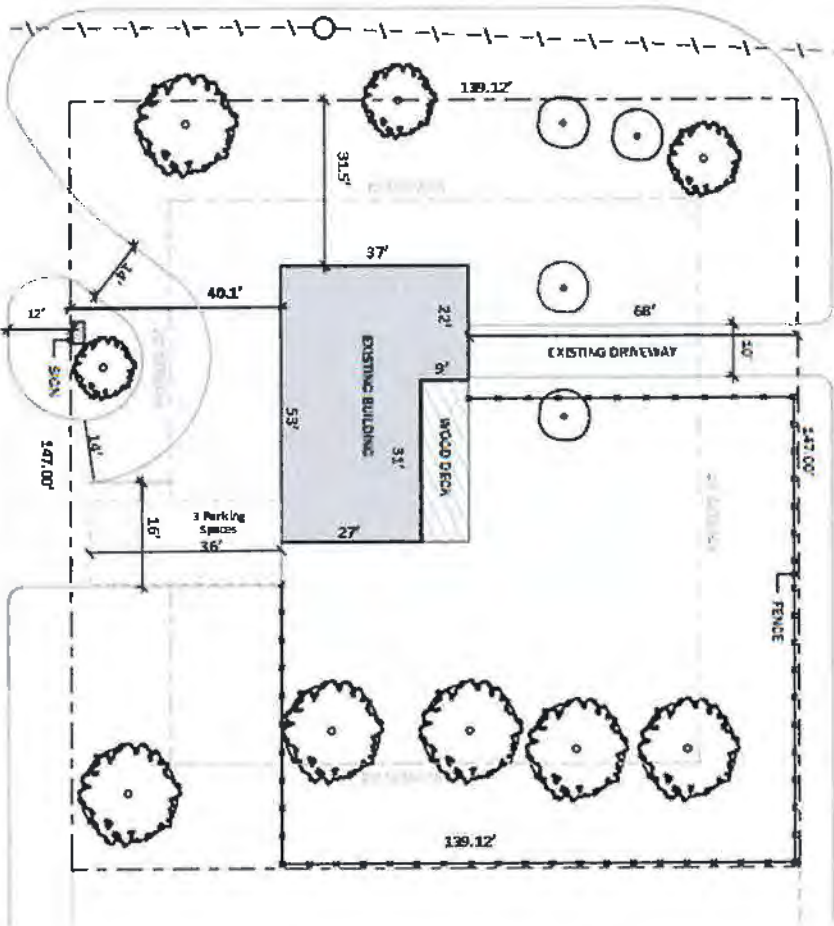
BIRCH ST

MONTANA ST

OAK ST

OVERHEAD ELECTRICAL

1 SITE PLAN
SCALE: 1" = 20'-0"



JURISDICTION: BOUNDARY COUNTY
PARCEL NUMBER: RPR024045092A
ZONING: R-1
OWNER: MILLER, JAMES D CRUZ
LOT AREA: 20,454.51 SF
BUILDING FOOTPRINT: 1,960 SF
LOT COVERAGE: 9.58%

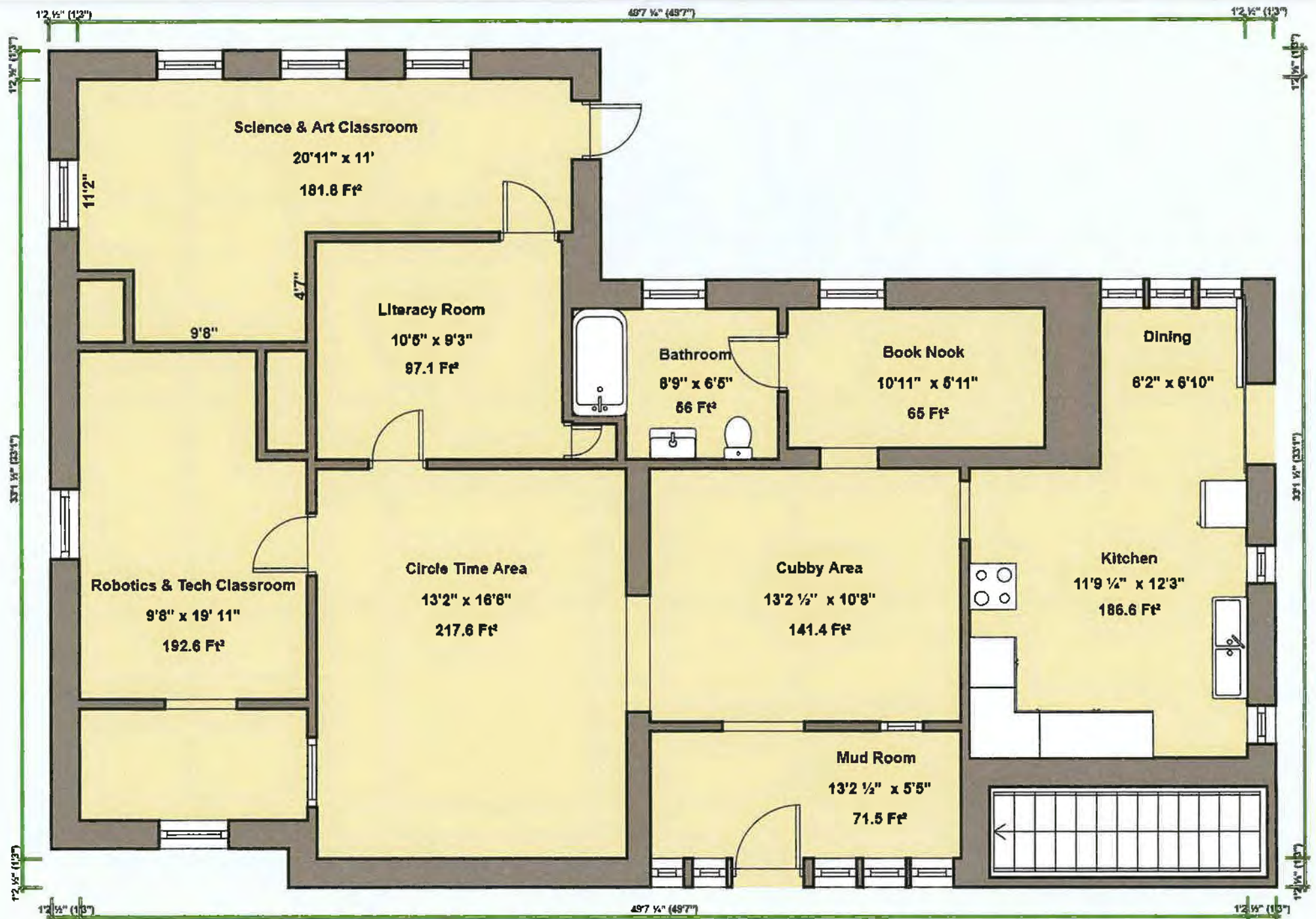
SITE PLAN

6913 OAK ST.
BONNERS FERRY,
ID 83805

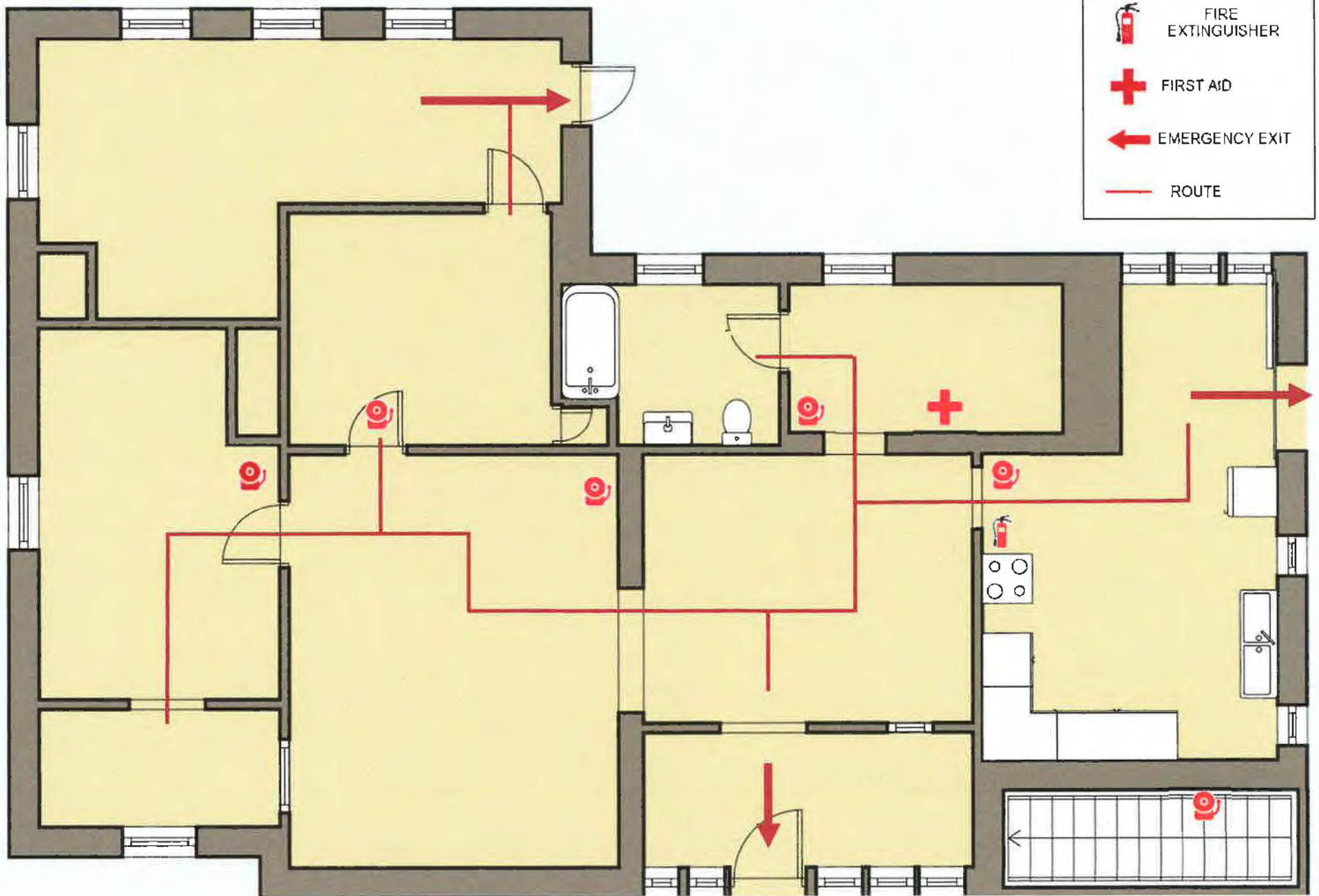
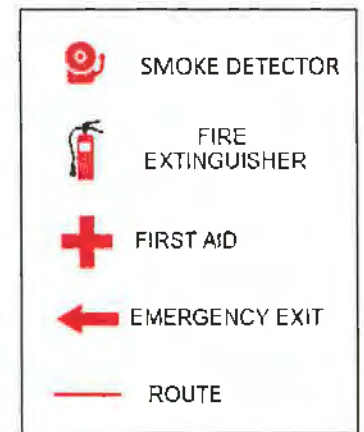


C-1

1" = 20'-0"



Fire Evacuation Plan



After Recording Return To:
MOUNTAIN WEST BANK, DIVISION OF GLACIER BANK
101 Ironwood Dr Suite 164, PO BOX 1059
COEUR D'ALENE, ID 83814

[Space Above This Line For Recording Data]

DEED OF TRUST

MIN: 1002718-5679182982-8

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18, 20 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated **April 21, 2014**, together with all Riders to this document.

(B) "Borrower" is **JAMES D CRUZ-MILLER, AN UNMARRIED PERSON**

Borrower is the trustor under this Security Instrument.

(C) "Lender" is **MOUNTAIN WEST BANK, DIVISION OF GLACIER BANK**
Lender is a **CORPORATION**
the laws of **MONTANA**
101 Ironwood Dr Suite 164, PO BOX 1059, COEUR D'ALENE, ID 83814

organized and existing under
Lender's address is

(D) "Trustee" is **FIRST AMERICAN TITLE COMPANY OF IDAHO**

(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. **MERS is the beneficiary under this Security Instrument.** MERS

Stephanie Lewandowski

From: Mike Klaus
Sent: Wednesday, September 18, 2024 1:52 PM
To: Clare Marley
Cc: Samuel Stringer; Stephanie Lewandowski
Subject: RE: In-home daycare permit

Hi Clare,

I have reviewed the application and the fire safety inspection report and I find no reason not to approve it.

Should I sign and then return the copy you gave me?

Thank you,
Mike

From: Clare Marley <cmarley@ruenyeager.com>
Sent: Wednesday, September 18, 2024 11:49 AM
To: Mike Klaus <mklaus@bonnersferry.id.gov>
Cc: Samuel Stringer <sstringer@ruenyeager.com>; Stephanie Lewandowski <slewandowski@bonnersferry.id.gov>
Subject: In-home daycare permit

Hello Mike: The City of Bonners Ferry received an application for an in-home daycare facility for up to 6 children. This permit type requires a planning review and approval by the city administrator. The attached application contains a signature line for your approval. I have included the conditions of approval. We have completed a review of the parking requirements and fire inspection requirement, and other zoning requirements, which are listed in the conditions in the attached Home occ app with conditions pdf.

This is ready for your review and approval. If you need to discuss any details, please let me know.

I am also attaching the fire inspection. This copy is nearly illegible, so we are asking the applicant to bring in the original for the city to copy for their records.

Once approved, either Stephanie or I can send to the owner. The owner is going to seek a special use permit later this year to allow a greater number of children.

I believe the city has all the application records, but I am providing a screen shot of what we have, in case you need us to send anything you don't have.

› S133016 Bonners Ferry › Planning › FILES › ADMINISTRATIVE › 2024 › AR06-24 Daycare

Name	Date modified	Type	Size
CORR	9/12/2024 12:23 PM	File folder	
✉ 20240722 Reply.msg	7/22/2024 8:32 AM	Outlook Item	1,764 KB
✉ 20240729 In home day care app sent.msg	7/29/2024 12:33 PM	Outlook Item	2,102 KB
📎 AR06-24 Home Occ app with conditions....	9/18/2024 11:40 AM	Adobe Acrobat D...	583 KB
📎 AR06-24 Home Occ Daycare app.pdf	8/12/2024 9:18 AM	Adobe Acrobat D...	367 KB
📎 AR06-24 Home Occ rescan app.pdf	9/12/2024 1:11 PM	Adobe Acrobat D...	709 KB
📎 Copy of Deed 6913.pdf	8/12/2024 1:41 PM	Adobe Acrobat D...	395 KB
📎 Fire Safety Inspection for State Child Care...	9/16/2024 4:20 PM	Adobe Acrobat D...	1,411 KB
📎 Floorplan 6913 Oak.pdf	8/12/2024 1:41 PM	Adobe Acrobat D...	6,939 KB
📎 Parking Plan.pdf	8/12/2024 1:41 PM	Adobe Acrobat D...	93 KB
📎 Site Plan 6913 Oak.pdf	8/12/2024 1:41 PM	Adobe Acrobat D...	3,188 KB

Clare Marley, AICP

Ruen-Yeager & Associates, Inc.

219 Pine Street | Sandpoint, Idaho 83864

Office: 208.265.4629 ext.204

cmarley@ruenyeager.com

Engineers | Planners | Surveyors



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IDAHO DEPARTMENT OF HEALTH & WELFARE
HEALTH & WELFARE

Fire Safety Inspection for State Child Care Licensing

☒ New Child Care License Applicant ☐ Child Care License Renewal Applicant

Date _____ Operator Aurora Clarke Owner Aurora Clarke & Ben Sample

Name of Facility Play Smarter Kids

Address 6913 Oak St.

City Bonniers Ferry State ID Zip 83805

Facility Phone Number 208-646-9399 Land Line or Cellular Phone

Note: The licensing authority is the Idaho Department of Health and Welfare. The minimum standards as outlined in the state child care licensing act will not preempt any local ordinance that is more stringent.

This inspection form was drafted within the confines of the legislated fire safety standards for child care facilities and does not mean to infer that the provisions within provide for a level of fire safety that would meet nationally recognized standards. Nor does it mean that it would provide a level of fire safety that would meet our own adopted fire safety standards for other occupancies in Idaho.

II. GENERAL REQUIREMENTS FOR ALL CHILD CARE OCCUPANCIES

Standard	Facility Meets Standard	Comments
Exiting Requirements		
Are the required exits located to provide an unobstructed path outside the building to a public way or area of refuge?	✓	
Can exit doors be opened from the inside without the use of a key or any special knowledge or effort?	✓	
Are there at least two exits (travel distance between not to exceed 75 feet) located a distance apart, not less than one-half the diagonal dimension of the building or portion used for child care? <i>Exception: In buildings with automatic fire sprinkler systems, the distance may be increased to 110 feet.</i>	✓	
Are the required exits not less than 32 inches of clear exit width and not less than six feet, eight inches (6'8") in height? <i>Exception: Sliding patio doors will be accepted as a required second exit in "Family and Group Child Care Facilities" only.</i>	✓	

Standard	Facility Meets Standard (Yes)	Facility does Not Meet Standard (No)
Exiting Requirements (cont.)		
Are sleeping rooms provided with at least one emergency egress window having at least a minimum single net clear opening of 5.7 square feet, minimum height 24 inches, minimum width 20 inches, and maximum finished sill height not over 44 inches? <i>Note: An approved exit door is acceptable in lieu of egress windows. Also, an approved piece of furniture or platform, if anchored in place, can be approved to sit in front of a window, if the sill height is over 44 inches</i>	N/A	
Are approved egress windows from sleeping areas operable from the inside without the use of separate tools?	N/A	
Where children are located on a story below the level of exit discharge (basement), are there at least two exits provided, one of which is directly to the outside? <i>Note: More than one exit from the basement opening directly to the outside may be required, depending on the structure of the building.</i>	N/A	
Child care is prohibited on any upper floor beyond the first floor. <i>Exception: Child Care is permitted at the second floor level, provided that the building has two (2) exits, one (1) of which must open directly to the outside and be in compliance with building codes.</i>	N/A	
Fire Extinguishers		
<u>For CHILD CARE CENTERS:</u> Is there a portable fire extinguisher (minimum 2A-10BC) mounted securely in the kitchen area <u>and</u> one other approved location that is visible, does not exceed five (5) feet from the floor to the top of the extinguisher, and not more than seventy five (75) feet travel distance, and is it maintained properly? <i>Note: Fire extinguishers shall be maintained properly.</i>	✓	
<u>For GROUP CHILD CARE FACILITIES and FAMILY CHILD CARE HOMES:</u> Is there a portable fire extinguisher (minimum 2A-10BC) mounted securely in the kitchen area that is visible, does not exceed five (5) feet from the floor to the top of the extinguisher, and not more than seventy five (75) feet travel distance, and is it maintained properly? <i>Note: Fire extinguishers shall be maintained properly.</i>	✓	
Is there a hood-type fire suppression system installed in the kitchen area, if required?	N/A	
In facilities over three thousand (3,000) square feet are additional fire extinguishers present and approved by local fire official or designee?	N/A	
In Facilities greater than twenty thousand (20,000) square feet in area or when the number of children under the age of eighteen (18) month exceeds one hundred (100) is there an automatic sprinkler system?	N/A	

Standard	Facility Meets Standard (Yes)	Facility does Not Meet Standard (No)
Telephone		
Is there an operable telephone on the premises?	✓	
Smoke Detectors		
Is there a smoke detector installed in the basement having a stairway which opens from the basement into the facility (such detector shall be connected to a sounding device or other detector to provide an alarm which will be audible in the sleeping area)?	✓	
Are approved smoke detectors provided on the ceiling or wall outside each separate sleeping area or in the immediate vicinity of bedrooms?		
Is there a smoke detector in each room used for sleeping purposes?	N/A	
Is there a smoke detector in each story within the facility including the basement?	✓	
Fire Safety and Evacuation Plan		
<i>Note: Each child care center, group child care facility or family child care home voluntarily licensed by the Department, must have an approved fire safety and evacuation plan prepared. The evacuation and safety plans must include the elements listed below.</i>		
Procedures and policies that accounts for all employees and children after an evacuation is completed.	✓	
Identifies evacuation routes, locations of facility exits, and assembly point for an evacuation.	✓	
Includes location of smoke detectors, fire alarm appliances and fire extinguishers.	✓	
A schedule of fire and emergency evacuation drills and annual reviews that all employees and children participate in with records of those drills available for reference and review.	✓	
For Facilities with an Occupancy Load of Fifty or More		
<i>Note: In addition to the requirements above, those facilities with an occupancy load of fifty (50) or more occupants must also meet the criteria outlined below.</i>		
Do exit doors swing in the direction of egress?	✓	
Do exit doors from rooms having an occupant load to fifty (50) or more, if provided with a latch, have panic hardware?	N/A	
Are Exit signs installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress?	N/A	
For facilities with over fifty (50) children, is an approved fire alarm system installed?	N/A	

Standard	Facility Meets Standard (Yes)	Facility does Not Meet Standard (No)
----------	-------------------------------	--------------------------------------

Occupant Load

Note: Occupant load is determined by the local fire official or designee. Only those areas used for child care purposes will be used when determining occupant load.

To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls, assigned to child care use, and divide by the occupant load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor, except fixed seating. The occupant load for fixed seating is determined by counting the seats.

Enter Occupant Load 40

✓

Is the facility in compliance?

✓

Note: This inspection is for the purpose of meeting only the requirements of the Department of Health and Welfare. The operator/owner may also be required to meet; zoning, building code, fire code or other agency regulations within their local jurisdiction to conduct this type of business. In addition, a separate Health and Safety inspection is required on all facilities that are required to be licensed.

REMARKS: _____

Facility passes fire inspection: ☒ Yes ☐ No

Occupant Load: 40

☒ Residential ☐ Commercial

INSPECTION MADE BY: DAVID WINEY / Fire Chief

TITLE AND AGENCY: Fire Chief BFFD

Signature of Inspector: David Winey Date: 8/19/24

Name of facility operator/owner (please print): Ben Slaughter

Signature of facility operator/owner: [Signature] Date: 8/19/24



CITY OF BONNERS FERRY

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

HOME OCCUPATION APPLICATION

FOR OFFICE USE ONLY:

FILE #: **AR06-24**

DATE RECEIVED **8/12/24**

REQUEST:

APPLICATION FOR HOME OCCUPATIONS SHOULD INCLUDE THE FOLLOWING:

- Completed Application form, signed by the landowner;
- Copy of current deed;
- A site plan of the property showing how the home occupation will occupy any area of the lot or parcel. The site plan should include property dimensions, existing buildings, proposed building that will be constructed to conduct the use, locations of parking, loading and/or storage of items related to the use and landscaping (if proposed).
- A detailed floor plan of the home or building where the use will occur. The floor plan should include: building dimensions of the structure (including interior dimensions of rooms), identifications of rooms; proposed location of room used in conjunction with the home occupations
- Appropriate application fee, as set forth by the City

APPLICANT INFORMATION:

Landowner's name: James Miller Applicant: Ben Sumpter & Aurora Clarke

Mailing address: 6902 Apple Aly

City: Bonners Ferry

State: ID

Zip code: 83805

Telephone: 208-646-9399

Fax: N/A

E-mail: info@PlaySmarterKids.com

PARCEL/LOT INFORMATION:

Parcel # (s): RPB0240045009AA

Parcel size: 0.47

Legal description: The property located at 6913 Oak Street on the east side of Bonners Ferry. The 1,412 square foot home sits on .47 of an acre on the east corner of Oak St. & Montana St. in the east side of Bonners Ferry.

Current zoning:

Residential A

Current use:

Residential

FOR OFFICE USE ONLY-- ISSUANCE, REVIEW AND CONDITIONS OF APPROVAL:

FILE #:

BUSINESS LICENSE #:

DATE ISSUED:

NOTES:

I hereby certify that this application has been reviewed and found to be in compliance with the current standards set forth by the City of Bonners Ferry City Code. Use is subject to the following conditions of approval:

- The use shall maintain a city business license while in operation on the site
- The use shall be developed and operated in accordance with the approved permit
- Only members of the family residing on the premises shall be engaged in such occupation.
- Not more than twenty percent (20%) of the floor area of the dwelling unit shall be used in the conducting of the home occupation.
- There shall be no change in the outside appearance of the building or premises showing visible evidence of the conduct of such home occupation.
- No more than twenty (20) vehicle trips per day shall be generated by such home occupation.
- No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference.
- Additional conditions of approval are as follows:

The following conditions are required to be adhered to while the use is in operation on the property. Furthermore, if the use changes or is intensified on the property the City may require the use to cease or require a special use permit pursuant to the requirements of Bonners Ferry Revised Code. The City may revoke the permit and business license for failure to comply with any of the above conditions of approval.

Mike Klaus, P.E.
City Administrator

I accept the foregoing Home Occupation permit from the City of Bonners Ferry, Idaho, and agree that the premises described therein shall be and are subject to the conditions and covenants stated therein.

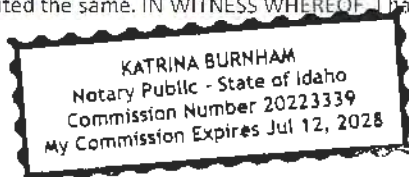

[APPLICANT]

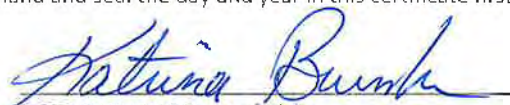

[APPLICANT]

STATE OF IDAHO,)

County of Boundary)

On this 8th day of August, 2024 before me, a Notary Public in and for said State, personally appeared Ben Sumpter + Aurora Clarke known to me to be the person(s) whose name is subscribed to the foregoing document, and acknowledged to me that she executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written




NOTARY PUBLIC State of Idaho
Com. Expires: 07/18/2028

After Recording Return To:
MOUNTAIN WEST BANK, DIVISION OF GLACIER BANK
101 Ironwood Dr Suite 164, PO BOX 1059
COEUR D'ALENE, ID 83814

[Space Above This Line For Recording Data]

DEED OF TRUST

MIN: 1002748-5679132022-3

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18, 20 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated April 27, 2014, together with all Riders to this document.

(B) "Borrower" is JAMES D CRUZ-MILLER, AN UNMARRIED PERSON

Borrower is the trustor under this Security Instrument.

(C) "Lender" is MOUNTAIN WEST BANK, DIVISION OF GLACIER BANK
Lender is a CORPORATION
the laws of MONTANA
101 Ironwood Dr Suite 164, PO BOX 1059, COEUR D'ALENE, ID 83814

organized and existing under
Lender's address is

(D) "Trustee" is FIRST AMERICAN TITLE COMPANY OF IDAHO

(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is the beneficiary under this Security Instrument. MERS

IDAHO--Single Family--Fannie Mae/Freddie Mac UNIFORM INSTRUMENT

Form 5013 1/01 (rev. 7/98)

IDAHO-MERS
ITEM 9646.1 (040313)
0819000094407

181867451-9648-20140421

181867451-9648-20140421

GreatDocs
(Page 1 of 17)
181867451

Parking Plan

Traffic Impact Analysis

A half circle drive is located at the front of the property. A curbside drop off system will be implemented, so parents are pulling through one side of the driveway, dropping their child with a waiting teacher, and the exiting through the other side of the driveway.

In addition to the circle pull-through, there is an extension of the driveway with room for 3 additional parking spots available at the front of the property. Employees will use the back driveway for parking, leaving the front available for parent use.

Play Smarter Kids has staggered their drop off and pick up schedule. Below is a table estimating the number of cars coming to the facility to drop off/pick at certain times.

Monday – Friday	Maximum Number of Cars
7am – 7:45am	3
7:45am – 8am	3
11:30am Pick Up	3
1pm Drop-Off	3
4:30pm Pick Up	3
4:30pm – 6pm	3

NOTICE OF PUBLIC HEARING

Notice is hereby provided that a public hearing pursuant to Idaho Code 67-6512 and Bonners Ferry City Code has been set for the City of Bonners Ferry Planning and Zoning Commission for **MAY 15, 2025, AT 5:15 PM** at Bonners Ferry City Hall to consider recommendations to the City Council for the following:

File #SUP015-25 Play Smarter Kids is requesting a special use permit for a childcare center operating from 7 AM to 5:30 PM during the weekday and 9 AM to Noon on Saturdays. The application states there will be a maximum of 12 children at one time. The property is known as Lots 7 & 8; Lot 9 less 3 feet of Block 45 in the Eaton Subdivision in Section 26, Township 62 North, Range 1 East, Boise Meridian. The property is zoned Residential A and addressed at 6913 Oak St. The Planning and Zoning Commission will make a recommendation to Bonners Ferry City Council, who will make the final decision on the special use permit.

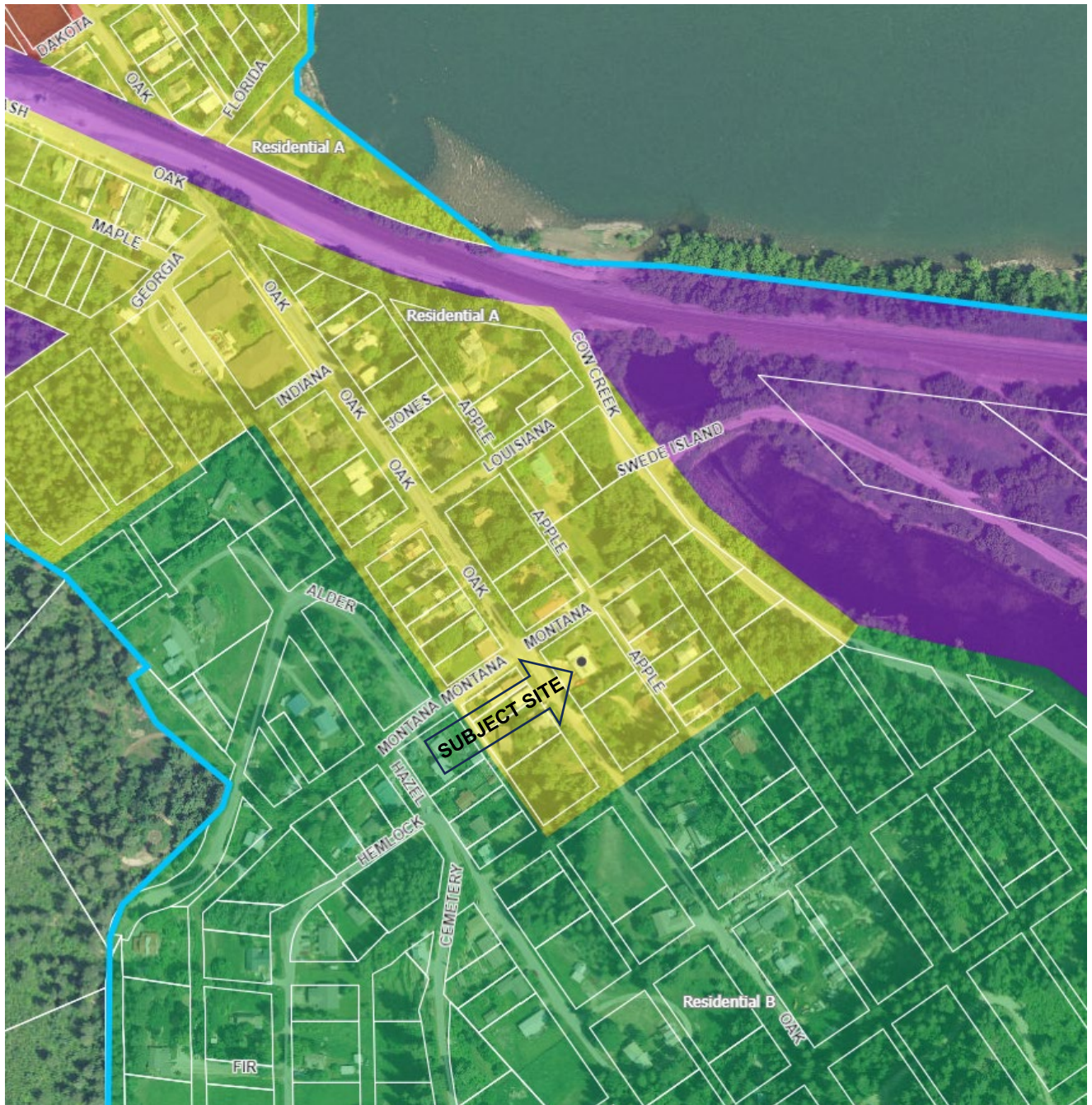
The public is welcome and encouraged to attend the hearing or provide written response. Any written comment greater than one (1) page must be submitted at least six (6) days prior to the meeting. Written material not exceeding one (1) page may be read into the record the day of the hearing. Public wishing to speak at the public hearing may do so in compliance with Resolution 2014-06-01, a copy of which is located at City Hall. The hearing will be available in listen-only mode via Zoom video conferencing by logging in at: <https://us02web.zoom.us/j/86862147479> or phone at +1 253 215 8782. Meeting ID: 868 6214 7479.

The deadline for submitting written comments and/or material longer than 1 page is **May 8, 2025 by 5 p.m.** Written comment can be mailed to City of Bonners Ferry, Planning and Zoning, P.O. Box 149, Bonners Ferry, ID 83805 or emailed to cityhall@bonnersferry.id.gov.

Complete files are available for view at City Hall, located at 7232 Main, during regular business hours. Anyone requiring special accommodations due to disability should contact the City Clerk at (208) 267-3105 at least two days prior to the meeting.

City of Bonners Ferry Planning and Zoning Dept.
Mailed to landowners w/in 300' of the subject property

Vicinity Aerial



James P. MORGAN
DOROTHY R. MORGAN

Bonnerr's Ferry

Vicinity Aerial

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City of Bonners Ferry Planning and Zoning Dept.
Mailed to landowners w/in 300' of the subject property



1. Dangerous corner
2. No Stop Sign
3. Blind corner (North west)
4. Steep hill in winter
5. Narrow road
6. Not a good idea.

From: [Julia Fairchild](#)
To: [Clare Marley](#)
Subject: Fw: #SUP015-25 Play Smarter Kids
Date: Tuesday, May 13, 2025 9:06:55 AM

Just received this one as well

From: Stephanie Alexander [REDACTED]
Sent: Monday, May 12, 2025 5:24 PM
To: cityhall <cityhall@bonnersferry.id.gov>
Subject: #SUP015-25 Play Smarter Kids

Great! It's a good neighborhood for kids, and there is a need for quality day care providers!

-Stephanie Alexander
6905 Hazel St.
Bonners Ferry, ID 83805

[Yahoo Mail: Search, Organize, Conquer](#)

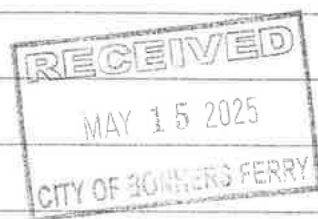
[EXTERNAL] This message originated outside of City of Bonners Ferry. Do not click links or open attachments unless you recognize the sender, are expecting something from them, and know the content is safe. Please report malicious emails to the Exbabylon Managed Service Team.

To who it may concern, I vote NO

I live across the street from
(Play Smarter Kids) and can't make
the meeting.

I feel our street (Oak St.) is
very unsafe for a Daycare center
I'm concern about the added
traffic for the children that
live here. Also the noise of 12
extra kids near me. I just
bought here as I just retired
I loved the peace and quiet area
and fear that might change if they
get more kids.

Monique Adams
6900 Oak St
[REDACTED]





MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

TO: Mayor and City Council

FROM: Mike Klaus, City Engineer

DATE: May 30, 2025

RE: Riverside Pole Relocation – Federal Highways Project Close-Out

Attached are the last documents that need to be signed by the Mayor to close-out the City's portion of work regarding the Riverside pole relocation to facilitate Boundary County's Riverside Road project.

I recommend that the City Council authorize the Mayor to sign the attached documents and any others that may need to be signed to close-out this project.

Please contact me with any questions you may have about this recommendation.

Thank you,

Mike

Federal Financial Report

(Follow form Instructions)

OMB Control Number: 4040-0014

Expiration Date: 2/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> U.S. Department of Transportation Federal Highway Administration Western Federal Lands Highway Divis </div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 6905672240014 </div>	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid black; padding: 2px; display: inline-block;">City of Bonners Ferry</div> Street1: <div style="border: 1px solid black; padding: 2px; display: inline-block;">7232 Main Street</div> Street2: <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> City: <div style="border: 1px solid black; padding: 2px; display: inline-block;">Bonners Ferry</div> County: <div style="border: 1px solid black; padding: 2px; display: inline-block;">Boundary</div> State: <div style="border: 1px solid black; padding: 2px; display: inline-block;">ID: Idaho</div> Province: <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> Country: <div style="border: 1px solid black; padding: 2px; display: inline-block;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="border: 1px solid black; padding: 2px; display: inline-block;">83805</div>			
4a. DUNS Number <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 1557960550000 </div>	4b. EIN <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 82-6000166 </div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> </div>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> To: <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div>	9. Reporting Period End Date <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> </div>
10. Transactions <i>(Use lines a-c for single or multiple grant reporting)</i> Federal Cash (To report multiple grants, also use FFR attachment): a. Cash Receipts <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> b. Cash Disbursements <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> c. Cash on Hand (line a minus b) <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> <i>(Use lines d-o for single grant reporting)</i> Federal Expenditures and Unobligated Balance: d. Total Federal funds authorized <div style="float: right; border: 1px solid black; padding: 2px;">181,000.00</div> e. Federal share of expenditures <div style="float: right; border: 1px solid black; padding: 2px;">181,000.00</div> f. Federal share of unliquidated obligations <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> g. Total Federal share (sum of lines e and f) <div style="float: right; border: 1px solid black; padding: 2px;">181,000.00</div> h. Unobligated balance of Federal Funds (line d minus g) <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> Recipient Share: i. Total recipient share required <div style="float: right; border: 1px solid black; padding: 2px;">181,000.00</div> j. Recipient share of expenditures <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> k. Remaining recipient share to be provided (line i minus j) <div style="float: right; border: 1px solid black; padding: 2px;">181,000.00</div> Program Income: l. Total Federal program income earned <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> m. Program Income expended in accordance with the deduction alternative <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> n. Program Income expended in accordance with the addition alternative <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div> o. Unexpended program income (line l minus line m or line n) <div style="float: right; border: 1px solid black; padding: 2px;">0.00</div>			Cumulative

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>
g. Totals:				<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
<div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">View Attachment</div>						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official Prefix: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> First Name: <div style="border: 1px solid black; width: 270px; height: 20px;"></div> Middle Name: <div style="border: 1px solid black; width: 190px; height: 20px;"></div> Last Name: <div style="border: 1px solid black; width: 450px; height: 20px;"></div> Suffix: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> Title: <div style="border: 1px solid black; width: 340px; height: 20px;"></div>						
b. Signature of Authorized Certifying Official <div style="border: 1px solid black; height: 40px; width: 460px;"></div>				c. Telephone (Area code, number and extension) <div style="border: 1px solid black; width: 190px; height: 20px;"></div>		
d. Email Address <div style="border: 1px solid black; width: 460px; height: 20px;"></div>				e. Date Report Submitted <div style="border: 1px solid black; width: 80px; height: 20px;"></div>		14. Agency use only:

Federal Financial Report Instructions

Report Submissions

- 1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report (FFR)* to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.
- 2) If recipients need more space to support their *FFRs*, or *FFR* Attachments, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

- 1) The submission of interim *FFRs* will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
- 2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

- 1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).
- 2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the <i>FFR</i> Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

FFR Number	Reporting Item	Instructions
		information on the <i>FFR</i> Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
6	Report Type	Mark appropriate box. <i>Do not complete this box if reporting on multiple awards.</i>
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this <i>FFR</i> . Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. <i>Do not complete this line if reporting on multiple awards.</i>
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final <i>FFRs</i> , the reporting period end date shall be the end date of the project or grant period.
10	Transactions Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain <i>FFR</i> data.	
Federal Cash (To report multiple grants, also use <i>FFR</i> Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the <i>FFR</i> Attachment. The sum of the cumulative cash disbursements on the <i>FFR</i> Attachment must equal the amount entered on Line 10b, <i>FFR</i> .
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. <i>Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.</i>
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	Indirect Expense: Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the <i>FFR</i> is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NUMBER 2-6905672240014	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Western Federal Lands Highway Division FHWA 619 E Fifth Street			DATE VOUCHER PREPARED 08/20/2024		SCHEDULE NUMBER PAID BY DATE INVOICE RECEIVED DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER GOVERNMENT B/L NUMBER	
			CONTRACT NUMBER AND DATE 6905672240014			
			REQUISITION NUMBER AND DATE 8/20/2024			
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> City of Bonners Ferry Mike Klaus, City Engineer/Administrator 7232 Main Street, PO Box 149 Bonners Ferry, ID 83805 </div>						
SHIPPED FROM See Attached			TO See Attached		WEIGHT See Attached	
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE COST PER	AMOUNT (1)
		03/20/2024	International Line Builders, Inc.	1	68,615.1 LS	68,615.1
(Use continuation sheet(s) if necessary)						
(Payee must NOT use the space below) TOTAL					68,615.1	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR EXCHANGE RATE = \$ = \$1.00		DIFFERENCES		
		BY 2				
				Amount verified; correct for payment		
		TITLE		(Signature or initials)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
		(Date)		(Authorized Certifying Officer) ²		(Title)
ACCOUNTING CLASSIFICATION						
P A I D B Y	CHECK NUMBER ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER ON (Name of bank)			
	CASH DATE		PAYEE ³			
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.						PER TITLE

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

City of Bonners Ferry

PO Box 149

Bonners Ferry, ID 83805

Mountain West Bank

41271

92-7195/1231

CHECK DATE

04/03/2024

PAY THIS AMOUNT

150,354.96

PAY ---One Hundred Fifty Thousand Three Hundred Fifty Four Dollars and 96/100 Cents---

TO International Line Builders
THE PO Box 23729
ORDER Portland, OR 97281-
OF



⑈41271⑈ ⑆123171955⑆ 410001697⑈

City of Bonners Ferry

VENDOR: 4774 International Line Builders

04/03/2024

41271

DATE	INVOICE #	PO #	DESCRIPTION	AMOUNT
3/20/2024	69640		2023 Riverside Project	112,817.00
3/25/2024	69761		Power Pole Relocation/Vac Truck Usage	13,825.90
4/1/2024	69947		Power Pole Relocation/Va Truck Usage	23,712.06

CHECK TOTAL 150,354.96

City of Bonners Ferry

VENDOR: 4774 International Line Builders

04/03/2024

41271

DATE	INVOICE #	PO #	DESCRIPTION	AMOUNT
3/20/2024	69640		2023 Riverside Project	112,817.00
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4/1/2024	69947		Power Pole Relocation/Va Truck Usage	23,712.06

CHECK TOTAL 150,354.96

Payable Register

Packet: APPKT00595 - 04-02-2024 Regular Payables

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
Vendor: 4774 - International Line Builders									Vendor Total:	150,354.96
69640	Invoice	4/2/2024	3/20/2024	4/2/2024	3/20/2024	112,817.00	0.00	0.00	0.00	112,817.00
2023 Riverside Project		Pool - Pool Bank - Operating			No					
Items										
Item Description		Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total
2023 Riverside Project		NA		0.00	0.00	112,817.00	0.00	0.00	0.00	112,817.00
Distributions										
Account Number		Account Name		Project Account Key		Amount	Percent			
5110-410560-300		Purchased Services		4590-410560		112,817.00	100.00%			
69761										
Invoice		4/2/2024	3/25/2024	4/2/2024	3/25/2024	13,825.90	0.00	0.00	0.00	13,825.90
Power Pole Relocation/Vac Truck Usage		Pool - Pool Bank - Operating			No					
Items										
Item Description		Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total
Power Pole Relocation/Vac Truck Usage		NA		0.00	0.00	13,825.90	0.00	0.00	0.00	13,825.90
Distributions										
Account Number		Account Name		Project Account Key		Amount	Percent			
5110-619000-300		Purchased Services				13,825.90	100.00%			
69947										
Invoice		4/2/2024	4/1/2024	4/2/2024	4/1/2024	23,712.06	0.00	0.00	0.00	23,712.06
Power Pole Relocation/Va Truck Usage		Pool - Pool Bank - Operating			No					
Items										
Item Description		Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total
Power Pole Relocation/Va Truck Usage		NA		0.00	0.00	23,712.06	0.00	0.00	0.00	23,712.06
Distributions										
Account Number		Account Name		Project Account Key		Amount	Percent			
5110-619000-300		Purchased Services				23,712.06	100.00%			

2022 EUCO48 EL
#4590



INVOICE

DATE: March 20, 2024
INVOICE No. 69640
ILB Job No. 2410340333

Bill To:
City of Bonners Ferry
7232 Main Street #149
Bonners Ferry, ID 83805
Attn: Mike Klaus / mklaus@bonnersferry.id.gov

Remit To:
International Line Builders, Inc.
P.O. Box 23729
Portland, OR 97281

DESCRIPTION		AMOUNT
2023 RIVERSIDE PROJECT		\$ 112,817.00
TOTAL DUE		\$ 112,817.00

✓ SL 3/22/24

THANK YOU FOR YOUR BUSINESS!

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
		b. "X" the applicable box <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Western Federal Lands, FHWA		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 6905672240014	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 	6. EMPLOYER IDENTIFICATION NUMBER NSQ6YBWEJGJ5		7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER

8. PERIOD COVERED BY THIS REQUEST

From: 12/16/2019 To: 08/20/2024

9. RECIPIENT ORGANIZATION

Name: City of Bonners Ferry

Street1: 7232 Main Street

Street2:

City: Bonners Ferry

County: Boundary

State: ID: Idaho

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: 838050000

10. PAYEE (Where check is to be sent if different than item 9)

Name: Western Federal Lands Highway Division, FHWA

Street1: 610 E 5th Street

Street2:

City: Vancouver

County: Clark

State: WA: Washington

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: 986617633

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i> 04/01/2024	\$ 224,769.81	\$	\$	\$ 224,769.81
b. Less: Cumulative program income				
c. Net program outlays <i>(Line a minus line b)</i>	224,769.81			224,769.81
d. Estimated net cash outlays for advance period				
e. Total <i>(Sum of lines c & d)</i>	224,769.81			224,769.81
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested <i>(Line g minus line h)</i>				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
1st month				
2nd month				
3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested <i>(Line a minus line b)</i>	\$

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED

TYPED OR PRINTED NAME AND TITLE

Prefix: Last Name: Klaus First Name: Mike Middle Name: Suffix: Title: City Engineer

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

208-267-0357

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040-0012), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

<i>Item</i>	<i>Entry</i>	<i>Item</i>	<i>Entry</i>
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.		as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.	11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.	11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.	11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.	13	Complete the certification before submitting this request.
<p>Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.</p>			
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed, use		