

Mayor Darrell Kerby called the special meeting of May 9, 2006 to order at 7:00 p.m. Present for the meeting were Mayor Kerby, Council President Russ Docherty, Council Members John Langs, Leslie Falcon, and Dave Gray, Clerk Kris Larson, City Administrator Stephen Boorman, City Engineer Mike Klaus, Planning and Zoning Coordinator Gary Falcon, and City Attorney Tim Wilson. Also present was Elizabeth Ciepiela from the Bonners Ferry Herald.

The purpose of the special meeting was to discuss planning and zoning, subdivisions, and growth issues. Mayor Kerby gave a brief overview of the meeting in Coeur d'Alene on growth and development that was held on April 20, 2006.

Stephen Boorman said he tried to look at the big picture facing Bonners Ferry. He said there are some people who are opposed to growth but it is coming and there are issues that need to be addressed for smart growth and there are some tools that have been brought forth for use by cities. Capital improvement plans, impact fees, and urban renewal districts need to be looked at to help manage this issue. The 2001 City Comprehensive Plan is outdated but some of the basic issues are addressed. No infrastructure master plans are done for the city except for the water department. The Hudson Study is the plan that the city has been following. Mayor Kerby said it is a combined plan put together by the community mainly for economic development. Stephen said roads need to be looked at as well as fire and police and how many officers we need per capita. A master plan needs to be done for the sewer system but we are waiting to complete this until we consolidate with the Districts. He said the capital improvement plan is necessary for impact fees and urban renewal districts.

Council agreed that the Comprehensive Plan needs to be updated. It is the vision statement of the city.

An infrastructure master plan would include a transportation plan and a traffic study. Stephen said the county is working on a traffic study now under a grant.

Mayor Kerby asked about the comprehensive plan. He said it should be broad sweeping spelling out the goals and it is a guide or philosophy of where the city wants to be. Gary said the comprehensive plan is about a 20-year outlook of the vision of the city. Mike Klaus said he worked on a comprehensive plan and developed wide spread goals for the city and it linked itself to other documents within the city such as the water master plan. It is a guide to produce other documents.

Mayor inquired about the difference between a capital improvement plan and infrastructure master plan. Stephen explained. A capital improvement plan is the nuts and bolts of the infrastructure master plan. He gave the example of building needed roads. Mr. Hofman told Stephen a traffic study is necessary. Stephen thinks it may cost about \$40,000. Mayor Kerby said for about \$80,000 we could have an infrastructure master plan, capital improvement plan, and a traffic study done. Stephen agreed.

Gary Falcon read the 14 different sections of the current comprehensive plan of the city.

The group briefly discussed the Hudson Study. Russ Docherty said the Hudson Study identified a definite need for more parking spaces in the city.

John Langs said he would like a constructed comprehensive plan to be used as a working guide for Council to use. He thinks this type of plan would be a valuable tool to use.

Mayor Kerby said the city has been following the Hudson Study and many facets of the study have been accomplished. The downtown revitalization project, underpass tunnel, parking lot at end of Main Street, and now the visitor's center are projects identified in the study.

Mayor Kerby spoke about the community center grant that was awarded to the City of Coeur d'Alene by the Crocks. He said one of these centers is not probable in Bonners Ferry with a population of 2800 people but in Coeur d'Alene it will do well.

John Langs complimented the people who worked on the Hudson Study so Bonners Ferry did not end up like Priest River. Bonners Ferry is still thriving.

Leslie Falcon said it is time to work on a new comprehensive plan, as it should be a living document.

Leslie said that the Hofman proposal cannot be depended on to write the comprehensive plan. She said the comprehensive plan is necessary before we contract out for services.

Mike Klaus said Chris Rife helped the City of Hayden as a subconsultant to work on the new comprehensive plan for the City of Hayden. Mike said the draft comprehensive plan included a broad-based map. The comprehensive plan included the strengths of each section of the plan and this was compiled by Chris Rife. Mike thinks the fee for Chris Rife's services was under \$10,000.

Stephen said the county is now in the process of updating their comprehensive plan. Gary said Marty Taylor from Sewell and Associates is helping the county write their plan.

Leslie said the city has completed a water master plan and possibly the city can be included in the county traffic study through the LHTAC grant which would save us money. Leslie inquired if impact fees can pay for the studies. Mayor Kerby said these plans must be done before impact fees can be figured. Stephen said a capital improvement plan will designate what needs to be done.

John Langs said he thinks the comprehensive plan is a huge task to put on the Planning and Zoning Committee. Mayor Kerby said he would not be opposed to engage Planning and Zoning in the comprehensive plan process but he would like them to have the option to bow out if their personal life is too busy to take on this task. John said minor tasks were difficult to accomplish when he was on the Planning and Zoning Board and this is a huge project to ask them to undertake. He suggested that maybe consultants are needed.

Russ Docherty said we need to be careful not to get too large of a board to work on the plan. He wants to have public hearings but not have too much input for the general workings of the plan. Russ suggested taking the task to Planning and Zoning and asking them if they are interested and committed to working on the comprehensive plan. John said the Council needs to be part of the working group on the plan. Stephen said the current comprehensive plan could be used as a base for the new plan to follow. Leslie said a vision statement will take the city where it wants to go. Russ asked for a description of a vision statement. Leslie gave an example. Stephen agreed with Leslie regarding the vision statement. Gary said we have a basis for the comp plan and it does need to be updated. He suggested taking our comp plan to someone with a planning background for review and for his suggestions to make us meet our goals. Mayor Kerby said he is fearful that the consultant may lead the group and he wants the group's decisions to prevail. Gary commented that the city has a very good Planning and Zoning Board and they will dive into the project but they may need some guidance.

The group discussed the infrastructure master plan and the capital improvement plan and how these plans will dictate what the needs of the city are. The Council will then have to set their priorities based on these plans.

Mayor Kerby suggested that staff review the process to be followed to complete the comprehensive plan and bring their recommendations to Council for approval. Dave Gray asked about the vision statement. Mayor Kerby said each Council Member will be given a copy of the current comprehensive plan and then Council can work on the vision statement.

Stephen said a traffic plan is needed as a critical path item and will take some time to produce.

Mayor Kerby said once the capital improvement plan is developed then impact fees can be implemented to pay for development. Mr. Hofman could provide a capital improvement plan and impact fees for the city according to Stephen but the traffic plan will take some time to develop. Mayor Kerby said the impact fees will not be designated before the new subdivision is developed so the City will have a developer's agreement. The subdivision ordinance designates that developers pay their share of the costs according to Gary and Stephen.

The group discussed urban renewal districts and feel that this is a viable issue.

Stephen said good tracking of the process side of Planning and Zoning issues is needed. He said he would like to see City Administrator Mike Klaus take over these duties and have him be the supervisor of Gary Falcon, Planning and Zoning Coordinator. Leslie Falcon said she has a conflict of interest so she will not be in on the decision making process but will be in on the discussion process.

At 8:24 p.m. John Langs moved to go into executive session per Idaho Code 67-2345 to discuss personnel issues. Dave Gray seconded the motion. The motion passed – John

Langs “yes”, Russ Docherty “yes”, Leslie Falcon “yes”, Dave Gray “yes”. At 9:05 p.m. John Langs moved to go out of executive session. Dave Gray seconded the motion. The motion passed, all in favor. No action was taken.

John Langs moved to accept the recommendation that City Engineer be the point of contact for planning and zoning issues and the Planning and Zoning Coordinator report to him. Dave Gray seconded the motion. Russ Docherty is concerned about the money because Mike will receive overtime pay for planning and zoning meetings. Mayor Kerby said the exempt status of Mike needs to be looked at. Russ said overtime could be a considerable amount. Stephen agreed. Dave Gray said the salary doesn't bother him as much as he thinks this process is needed. He thinks the City Engineer and the Planning and Zoning Official would work well together and it would be a good personnel match. Russ asked that the motion include a six month trial basis. Dave agreed that a six month period would be a good time to revisit the issue. John Langs amended his motion to include a six month review. Dave Gray agreed to the amendment. The motion passed – John Langs “yes”, Russ Docherty “yes”, Leslie Falcon “ abstained - conflict of interest”, Dave Gray “yes”.

Russ Docherty asked staff to review the process to be followed to amend the comprehensive plan within a month period. John Langs moved to have staff review the process to be followed for amending the comprehensive plan. Dave Gray seconded the motion. The motion passed, all in favor.

The traffic plan was discussed. Russ Docherty moved to look into completing a traffic plan and bring options back to Council. John Langs seconded the motion. Dave Gray asked what the time frame would be for the options. Stephen estimates that a proposal could be obtained by the first meeting in June. The motion passed, all in favor.

Impact fees were discussed. Stephen said a request for qualifications should be sent out to see what types of proposals are brought forth. Russ Docherty moved to have Stephen submit proposals for impact fee professional services. John Langs seconded the motion. The motion passed, all in favor.

Russ Docherty moved to table the urban renewal district discussion. Leslie Falcon seconded the motion. John Langs would like to see more information obtained on this issue. Dave would like to see the issue left open. Russ said he does not want it tabled for a long time. Stephen said the issues need to be looked at and be prioritized. Mayor Kerby suggested having Panhandle Area Council give Council a review of urban renewal districts. The group agreed. Russ Docherty withdrew his motion to table urban renewal districts. John Langs moved to pursue urban renewal district discussions at a special council meeting. Dave Gray seconded the motion. The motion passed, all in favor.

Mayor Kerby stated that staff needs to have recommendations for funding the duties assigned to staff tonight.

Mayor Kerby informed Council that a change order on the underpass tunnel has been denied. A change order has been denied for the request to pay for blocks that were used on the tunnel when the contractor had to do leveling of the tunnel due to the design flaw. ITD has been informed that if the contractor disagrees with the decision to deny that they can come before Council and plead their case. Stephen said Idaho Transportation Department (ITD) has been requested to get a price from the contractor to finish the east entrance of the pedestrian tunnel.

There being no further business Leslie Falcon moved that the meeting be adjourned at 9:32 p.m. Russ Docherty seconded the motion and it passed, all in favor.

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Darrell Kerby, Mayor

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Kris Larson, City Clerk