

**MINUTES**  
**CITY OF DOVER**  
**ORDINANCE REVIEW AND PUBLIC HEARING**  
**March 27 2014**  
**Dover City Hall**  
**699 Lakeshore Ave., Dover Id 83825**

**CALL TO ORDER**

Mayor Shaha called the meeting to order at 4:08pm.

Present at this meeting: Council Members: Diane Brockway, Neal Hewitt and Bill Strand,

Staff: Bryan Quayle (City Planner); Rob Tate (City Engineer) Jacquie Albright (City Clerk) & Pat Parks of Sewell Engineers

Public Present: See Sign-in Sheet.

Pledge of Allegiance

**ANNOUNCEMENT:** Councilman Strand welcomed Jacquie Albright, new Dover City Clerk.

**OLD BUSINESS.** Mayor Shaha asked for a MOTION to modify the agenda to include **Resolution #88-** WHEREAS, Ordinance 130 of the City of Dover provides that the City shall adopt by Resolution a fee schedule for building permits and associated services to contain, but not limited to fees for permits and associated services required by that Ordinance. MOTION made by Councilman Strand seconded by Councilman Hewitt. Motion Passed.

1) Bryan Quayle reviewed the **ORDINANCE 130**. An Ordinance of the City of Dover, a municipal corporation of the State of Idaho, establishing purpose; adopting the 2012 International Building Codes as adopted by the Idaho Building Code Board with amendments; adopting the 2009 International residential code and International Energy Conservation Code as adopted by the Idaho Building Code Board, with amendments; adopting the 2012 International Fire Code, as adopted by the Idaho State Fire Marshal, with State amendments; providing for manufactured Home installation permits and minimum roof live loads for manufactured homes, authorizing fees; requiring an energizing permit; requiring sewage disposal approval; establishing violations; **REPEALING** conflicting portions of **ORDINANCE 64** and any other conflicting ordinances; providing for severability and providing for an effective date.

Bryan Quayle informed Council that currently Ordinance #64 does not conform with State Code and the new Ordinance was established to bring the City in compliance with Idaho Building Codes. Ordinance 130 has been reviewed by the Fire Chief for compliance with Fire Code; Building Officials and Pat Parks from Sewell Engineering. Discussion followed regarding definitions of a 'Manufactured Home' (a single family dwelling) and 'Commercial Coach' (e.g. a portable classroom). Pat Parks recommended that (definition) 'Commercial Coach' be included in the Ordinance as the county is seeing more of the portables being used. Questions and discussion arose regarding demolition permits (loss of taxes when the residence is removed) that were not addressed in the Ordinance 130. Bryan will revise and include in the Ordinance.

Discussion followed regarding the font, capitalization, consistency of how Ordinances and Resolutions should be presented.

Review of Section 8A What can be done if persons are occupying the property with life, safety and fire safety issues. Can the City legally shut off the water? Discussion followed surrounding the subjective issuance of TCOs and CO's. If the residence is only missing landscaping or minor items then a TCO will probably be issued. However, if the residence is occupied and the building is not safe then the City may engage legal counsel if eviction is impending. Pat Parks feels the Ordinance is complete and will bring the City in compliance with Idaho State Building codes and the Department of Insurance. Updates will occur again in January 2015 (updates occur every 3 years) as the current State Building & Fire Codes are from 2012.

Review of Section 8C and the issuance of Temporary Certificates of Occupancy (TCO). Bryan explained when a TCO would be issued. For example; if the deck wasn't finished and a handrail not installed; erosion control not in

landscaping; weather related issue that prevent completion. Such items would prevent a CO from being issued until such items had been met. Pat Parks will provide Quayle with a list of TCOs.

**RESOLUTION 88** WHEREAS, ORDINANCE 130 of the City of Dover, Idaho provides that the City shall adopt by RESOLUTION a fee schedule for building permits and associated services to contain, but not limited to fees for permits and associated services required by that ORDINANCE and, WHEREAS, the City of Dover, Idaho has duly completed the advertisement of and public hearing on the establishment of fees and fee increases as required by Idaho Code 63-1311A; NOW THEREFORE, IT IS RESOLVED that the following are hereby adopted as fees by the City Council:

Discussion regarding the computation of the Building Location Permit (BLP) fees calculated from the 2000-2010 construction costs and the BLP table of code standards. The April 2001 data (\$52.80 sqft) currently being reported to the Bonner County Assessor is setting values too low (less taxes collected). With the update to August 2010 (reflects \$100.00 sqft). An increase to BLP fees reflects this increase in value. Sewell will retain 65% of the BLP fee collected and the City will collect 35%. Fees are in accordance with other local cities. Manufactured home fee increase by \$50; Commercial Coach is a new fee \$300; Demolition Permit Fee. Bryan will revise the fee schedule to include a TCO fee of \$50.

Staff (with Council approval) will move forward to approve Ordinance 130 at the April 10, 2014 meeting. Public Hearing for Building Permit Fees on April 24 and approving/adopt Resolution 88 (as the public hearing has to be published). May 1<sup>st</sup> the fee schedule will be effective. Bryan will place the notice in the Daily Bee.

2) Panorama Ridge Replat: Approval of written Findings, Conclusions and Decisions. Bryan Quayle reviewed the replat: Findings of Fact, Conclusions of Law & Decision. A MOTION by Councilman Hewitt to approve The Findings of Fact, Conclusion of Law & Decision Document as prepared by Staff was seconded by Councilwoman Brockway. Council approved. MOTION passed.

3) **Discussion on Water Ordinance 105.** Councilman Strand concluded that Ordinance 105 was a 'cut and paste' from other ordinances including sewer ordinances. This is the first pass of the new water ordinance. Discussion followed pertaining to the water line size; ALU's; pressure lines; back flows; number of bathrooms; number of residents in the home; base rates versus current rates etc. Perhaps the Water Operator (Hal) could attend a workshop with Council for better understanding by all. Councilman Strand will continue to work on the Water Ordinance and have another pass at the April 10 meeting.

4) **Ordinance 48 Amendment.** MOTION to approve amending Ordinance 48 to reflect the addition of a second council meeting at 7:00pm on the fourth Thursday of each and every month bringing Council meetings to two per month. Seconded by Councilwoman Brockway. Motion Carried. City Clerk will publish amended Ordinance.

5) **Fourth Council Member.** Names were presented for consideration.

#### **CONSENT AGENDA**

A MOTION was made (Hewitt) and seconded (Brockway) to approve March 2014 payables as presented. Discussion about Inland Code-Bryan will get an accounting. No further discussion. Motion passed.

**ADJOURNMENT** A MOTION to adjourn the Council Meeting was made by Councilman Hewitt and seconded by Councilman Strand at 5:55pm. all in favor, motion carried.

Mayor Shaha adjourned the meeting at 5:55pm.

Submitted by,  
Jacquie Albright  
Dover City Clerk