



MINUTES : REGULAR COUNCIL MEETING

THURSDAY, MAY 10th, 2018 6:00 p.m.

DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Shaha and Councilmembers Brockway, Evans, Strand. Staff – Planner, Clare Marley; Engineer, Jay Hassell; Clerk, Michele Hutchings

Public present: Jeremy Grimm, Tiffany Goodvin, Woody Goodvin, Kelly Czap, Brett Evans, Susie Kubiak

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mayor Shaha called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

II. GUEST SPEAKER: Jeremy Grimm, Program Officer - LOR Foundation gave presentation introducing LOR Foundation and its creation to address needs driven by communities for quality of life. Foundation is partner and collaborator assisting with funding, technical expertise, communications. Brockway noted that Comprehensive Plan has ideas that might benefit from LOR collaboration. Mayor expressed community desire to move SPOT bus and post office, add crosswalk, murals at entryway to Dover, paintings on barriers of Hwy 2. Strand recognizes multiple*partners will be needed. Brockway suggested re-evaluation of impact fee study from few years ago. Grimm stated LOR can help with polling, fiscal impact analysis, local option taxes, etc. Strand suggested determining couple of interests to pursue and partners to aid in accomplishing some of the Comp Plan tasks and requests as agenda item for future meeting. Brockway suggests elevation of SPOT visits may bring SPOT/PO relocation as a top priority. Strand talked of city owned land that might be used for funding. Trail systems, biking trails also consideration for PO and SPOT terminal. Mayor asked if council would like for more action toward land appraisal of city owned property. Brockway and Strand support estimated cost of \$800 for appraisal. Council directed Mayor to pursue appraisal. Grimm suggested including budget amount to show good faith toward future matching funds.

III. PUBLIC COMMENT: Kelly Czap of 26232 Highway 2 offered comment for amendment to city coded 12-6-12 with regard to fence heights. See attached for more detail. Strand and Brockway agree that amendment would be best and request item be added to 5/24 council agenda.

IV. CONSENT AGENDA: [All Consent Agenda items are Action Items] - Mayor asked if council had questions or requested review of any consent agenda items listed. **Strand moved** to approve consent agenda items as presented, **2nd by Evans**.

Roll call vote: Brockway-Aye, Evans-Aye, Strand-Aye. **Motion carried.** Strand asked to have record reflect that he was not present for last meeting and therefore could not approve the minutes portion of the consent agenda.

V. NEW BUSINESS:

4) Mayoral Appointment, New Council Member – Woody Goodvin [Action Item] This agenda item was taken out of order at Mayor's request with Council agreement. Mayor and Strand met with Goodvin, asked if council has any questions for Goodvin. Mayor's appointment is to replace Guthrie. Term will be through January 2020. **Brockway moved** to affirm Mayor's appointment, **2nd by Strand**. All in favor, Goodvin sworn in by Clerk.

1) BNSF Bridge Response [Action Item] Mayor noted this is a hot topic, asked of council has any strong feelings. Strand feels strongly full Environmental Impact Report should be requested. Brockway recognizes trains and track will move forward agrees EIS is very important and would like Dover to voice support of EIS. All council members support letter for EIS. Brockway will draft letter using sample resolution with EIS focus. Army Corps of Engineers and Coast Guard will be recipients of letter. B. Evans (Pine St. resident) agrees with Brockway, re: train is coming and supports City response. Marley explains only limited Environmental Review was made, not a full EIS. Marley and Hassell agree could be cost of 1 million or more for study.

2) Dover Clean Up Day – Waste Management [Action Item] Mayor asked if others were participants in last cleanup day. Several were, all agree a good idea to move forward. Should be little to no cost to City. **Strand moved** to direct staff to begin plans, **2nd by Brockway**. All in favor, none opposed.

3) Summer Intern [Action Item] Mayor reviewed Clerk's Memo, Brockway recognizes increase in administration during summer season. Strand likes idea of utility assistance for record keeping. **Strand moved** to approve hiring of summer intern, **2nd by Evans**. All in favor, none opposed.



VI. OLD BUSINESS:

1) Street Standards Update [Action Item] Marley met with Hassell and Mayor to develop priorities. Four basic groups of "typicals" were created. Other items discussed: signs, adoption of Uniform Traffic Code Design; sidewalks and paths with ranges of options with regard for ADA requirements; lighting perhaps shielded lighting only; parking and paving good practices; private vs. public roads - not all need be public; snow removal also important to address. Most new development will require paving primarily for dust abatement. Marley feels Ketchum has good examples for reference. Hassell reminded that long term maintenance should be consideration for utilities and locations within city rights of way. Alternatives to sidewalks might be considered. Strand asked about process moving forward. Marley noted some will be land use/subdivision and need Planning & Zoning action before council hears, however "typicals" need to be addressed for some immediate projects that are pending. Marley stated primary purpose is to clean up Comp Plan and code references and provide guidance for future growth and development especially for pending projects. Goodvin asks if intended primarily for new developments, Marley and Hassell confirmed. Brockway asked about private roads wanting to be taken over by City. Marley said in order to be city road, would be necessary to bring up to city standards before city would accept. Hassell has standards from Bonner County and ITD to follow. Kelly Czap (Hwy 2 resident) had questions about storm water and erosion control. Marley confirmed that P&Z is working with Hassell to have storm water ordinance in place by summer. Goodvin noted issues of safety on roads, particularly sidewalks. Strand brought up concerns about speed. Mayor reminded that street funds are minimal, city should review all new roads to determine the desire to make public. Hassell asks for council direction to move forward and present to council at future meeting. Council unanimously directed Hassell to proceed.

2) Dover Fee Schedule – Draft [Action Item] Marley reviewed revisions to fee schedule, beginning with building permit fees. Clerk, Mayor and Brockway to work on alcoholic beverage fees. Final fee schedule will be prepared for public hearing on 5/24.

3) Planning for Budget Fiscal Year 2018-2019 [Action Item] Mayor began with General Fund, asking council if they are in agreement to the annual 3% increase. All in agreement. Mayor asked for council decision on DURA \$30k forfeited last fiscal year to allow for more funding toward water improvement plan. All council agreed to forego DURA for FY2019. Brockway suggested adding \$100k for 2019. Strand also agrees continuing to fund land acquisition budget. Contributions - SPOT, Strand suggests increasing donation due to likely increase in service. Brockway, Strand and Evans agree to increase to \$3k. Wages for administration and treasurer approved by council. Strand, Evans, Goodvin all agree to allow up to 5%. Marley said biggest expenses for P&Z will be comp plan. Mayor will have rate study for approval on 5/24 agenda for approval. Water and sewer - both connection fees and user fees will be provided via rate study, will take about 2 months to complete. Will be paid for with FY2018 budget. Sewer CAD Mapping increased to \$3k. Strand will work with Mike Wade on testing to verify appropriate amount for budget. Streets IWORQ @ \$400 - under software - left as is vs. increase to \$1k. Water - Chlorine tank @ water plant. Strand noted new need for increased chlorine. Would alleviate hand-carry of chlorine to water plant. Requesting external shelter to WTP for chlorine tank - direct injection system. Also a safety issue. Mayor and Strand will work with Mike to establish cost for chlorine tank project, may not be as high as \$50k. Mayor believes Essex Tank will not be DURA reimbursable. Suggestion is to increase other income to \$50k and also increase water facility improvement to \$200k. Fees from fee schedule and engineering expenses will go to general fund. Budget discussion will be on next agenda as well.

4) Dover 30th Birthday Plans [Action Item] Most council members out of town during actual date of incorporation but would consider moving celebration date toward Fall timeline. Will appear on future agenda for better date solution.

VII. FUTURE AGENDA ITEMS/MEETINGS: Mayor reviewed upcoming meetings. City Hall closed Friday may 4th.

VIII. ADJOURNMENT: Brockway moved to adjourn, 2nd by Strand. All in favor - motion carried. Meeting adjourned at 8:51 p.m.

Respectfully submitted – Michele Hutchings, Clerk

Mayor Shaha, Council members, - good evening.

My name is Kelly Czap and I reside at 26232 Highway 2 West in Dover.

I am here tonight to respectfully request that the city council consider an amendment to the current City of Dover Zoning Code. Specifically - Section 12-6-12: Yards and Building Height: Part D: Fences – which states “no fence shall exceed 6 feet in height”.

It goes on to say “Exceptions to this height may be considered as a special use permit and be required to obtain a building permit. No permit is required for fences 6 feet or less in height. However all fencing is subject to other title provisions, such as maintaining clear vision at intersections,” - and so on.

I am requesting that the language in the Zoning Code be changed to match the Dover City Building Code which was adopted Jan 2018 – Part C: Section 9-1-2, subsection C2, “Work exempt from permit,” Title 9, Chapter 1, of Dover City Code which was amended to read as follows:
Number 2. Fences not over 7 feet in height.

I am requesting that you consider an amendment to make the two codes consistent.