

Idaho City Historic Preservation Commission  
Monthly Meeting minutes

(Rescheduled from January 20th) February 3, 2021, 7:00 pm City Hall, 511 Main St., Idaho City  
OR Zoom meeting ID 730 9255 1159 PASSCODE Ep26bj

- Approved  
6-24-21  
RWJ
- I. Call to Order/Establish a quorum: Kay Jackson, Chris Knowles, Barbara McClain, Rhonda Jameson, Phil Bandy via Zoom for the first agenda item.
  - II. Add or Remove Agenda Items –
    - a. Rearranged items to start with Phil Bandy's expiration of his term.
    - b. His decision not to continue for another term was accepted, with well wishes and thanks for his service. Rhonda will report to the council at the next meeting and request that an ad be put in the newspaper.
    - c. Add May, June, and July 15, 2020 approval of minutes, because they were approved via zoom and email, so they were invalid, as per Dick Linville's instructions at the December 2020 City Council meeting.
  - III. Approve Minutes (Action items)
    - A. September 22, 2021 rescheduled from September 16, 2020 – Approved unanimously
    - B. October - January Minutes (Meetings canceled, No Action Items) – Approved Unanimously
    - C. approval of May, June, and July 15, 2020 approval of minutes. Unanimously, as per email responses, last year.
  - IV. IV. Certificates of Appropriateness Action Item
    - A. Lobby Coffee - Idaho City Hotel (Marrienne Morrison) signage
      1. Rhonda submitted photos of the sign and the location, over the entrance to the hotel. The application was approved unanimously, as written. With photos.
  - V. Violation Report
    - A. No Violations or complaints were submitted or reported
    - B. Commissioners' input - none
  - VI. Grant Report (None)
  - VII. New Business
    - A. Open Meeting Procedures –
      - a. Rhonda reported on the Council's warning to the commissioners that they cannot have email votes, even if the meeting is via zoom and an open meeting is held to allow for public input, before officially accepting the vote.
      - b. Nor may the commissioners have Zoom meetings, using the City online meeting account. It was concluded that all future meetings would need to be conducted in person.
    - B. ICHPC Term Update
      - a. Kay, Chris, and Barbara submitted letters to renew their commitment to the commission for another term. They were turned in to Nancy.
      - b. Contact information was updated or confirmed.
  - VIII. Old Business
    - A. Subdivision Ordinance Update
      - a. Rhonda reported that Dick Linville had told her that he (the Council) considered the amendments to the Subdivision Ordinance, submitted by the commissioners to be unnecessary and rejected. Rhonda was on the Zoom council meeting, but had no audio and was unable to comment, except by email.
    - B. All commissioners expressed their dismay and disappointment at the decision. The corrections are noted on the ordinance copy attached.
  - IX. Adjourned 7:45

# Sub: Ordinance Edited

All subdivisions as herein defined shall be submitted for approval by the Council and shall comply with the provisions of these regulations. These regulations shall supplement all other regulations, and where at variances with other laws, regulations, ordinances or resolutions, the more restrictive requirements shall apply.

## 12-1-6: ADMINISTRATION:

The Mayor shall appoint an Administrator, with the consent of the Council, to carry out the provisions as herein specified and to serve at the pleasure of the Mayor. The Administrator shall receive and process all subdivision applications.

## 12-1-7: COMBINING OF PERMITS:

The City is hereby required to coordinate with other departments and agencies concerning all permits which may be required in this Title and previously or subsequently adopted City ordinances, including the Idaho City Historic Preservation Commission, if any property is located within or adjacent to the Historic District, as described in Ordinance #270.

## 12-1-8: DEFINITIONS:

Terms or words used herein shall be interpreted as follows: the present tense includes the past or future tense; the singular includes the plural and the plural includes the singular; the word "shall" is mandatory; "may" is permissive; and the word "should" is preferred; and the masculine shall include the feminine.

**ADMINISTRATOR:** An official, having knowledge in the principles and practices of subdividing, who is appointed by the Mayor to administer this Title.

**APPLICANT:** may be Subdivider.

**BLOCK:** A group of lots, tracts or parcels within well-defined boundaries, usually streets.

**BUILDING SETBACK LINE:** An imaginary line established by a zoning ordinance that requires all buildings to be set back a certain distance from lot lines.

**COMMISSION:** The Planning and Zoning Commission, appointed by the Mayor, with the consent of the Council. (Title 10-2-1; Ord. 352 adopted 4-25-2018)

**COMPREHENSIVE PLAN:** An adopted document that herein may be referred to as a Comprehensive Plan showing the general location and extent of present and proposed development.

**CONDOMINIUM:** An estate consisting of an undivided interest in common in real property, in an interest or interests in real property, or in any combination thereof; together with a separate interest in real property, in an interest or interests in real property or in any combination thereof.

**COUNCIL:** The Council of Idaho City, Idaho.

**COVENANT:** A written promise or pledge.

3. The name and address of all adjoining owners of property whether or not bisected by a public right of way as shown on record in the county assessor's office.
  4. The legal description of the subdivision.
  5. A statement of the intended use of the proposed subdivision.
  6. A map of the entire area scheduled for development.
  7. A vicinity map showing the relationship of the proposed plat to the surrounding area (1/2-mile minimum radius, scale optional).
  8. The land use and existing zoning of the proposed subdivision and the adjacent land.
  9. Streets, street names, rights of way and roadway widths, including adjoining streets or roadways.
  10. Lot lines and blocks showing the dimensions and numbers of each.
  11. Contour lines, shown at two foot (2') intervals.
  12. A site report as required by the appropriate health district where individual wells or septic tanks are proposed.
  13. Any proposed or existing utilities.
  14. A copy of any proposed restrictive covenants and/or deed restrictions.
  15. Any dedications to the public and/or easements, together with a statement of location, dimensions and purpose of such.
  16. Any additional required information for special developments.
  17. A statement as to whether or not a variance will be requested with respect to any provision of this title describing the particular provision, the variance requested and the reasons thereof.
- E. Fee: At the time of submission of an application for a preliminary plat, the subdivider shall pay a processing fee in accordance with the fee schedule established by the Council. There shall be no additional fee for the combining of the preliminary and final plats.
- F. Administrator Review:
1. Certification: Upon receipt of the preliminary plat, and all other required data as provided for herein, the Administrator shall certify the application as complete and shall affix the date of application acceptance thereon.
  2. Review By City Of Idaho City's Engineering Firm: The City of Idaho City's engineering firm will review preliminary subdivision plats and plans. The developer shall be responsible for all fees charged by that firm. These application review fees must be paid at the time of application as a prepayment before any review will begin from the city engineer.
  3. Review By Other Agencies: The Administrator shall refer the preliminary plat and application to as many agencies as deemed necessary, **including the Idaho City Historic Preservation Commission, if any of the plat is located in or adjacent to the Historic District.** The developer shall be responsible for all fees charged because of reviews by other agencies.
- G. Public Notification:
1. Notification To Property Owners: The Administrator shall notify all adjoining property owners within three hundred feet (300') whose names and addresses have been provided by the developer at least ten (10) days prior to the Commission meeting.
  2. Failure To Notify: The Administrator's failure to comply with the notification provision shall not invalidate the city's action, provided the spirit of the procedure is observed.
  3. Public Hearing Process: Prior to approving or disapproving a preliminary plat, at least one public hearing in which interested persons shall have an opportunity to be heard shall be held. The public hearing will be held with the Commission which will recommend

7. Conformance with acceptable engineering practices and local standards.
  8. Final construction completion letter, issued by the city of Idaho City public works department.
- B. Fee: All fees shall be paid at the time of submission of an application for a final plat. The applicant shall pay final plat fees as set by resolution of the Council.
- C. Administrator Review: Upon receipt of the final plat, and compliance with all other requirements as provided for herein, the Administrator shall certify the application as complete and shall affix the date of acceptance thereon.
- D. Review By City Of Idaho City's Engineering Firm: The city of Idaho City's engineering firm shall review final subdivision plats and plans. The developer shall be responsible for all fees charged by that firm. These application review fees must be paid at the time of application as a prepayment before any review of the final plat will begin from the city engineer.
- E. Agency Review: The Administrator shall transmit one copy of the final plat or other documents submitted, for review and recommendation to the departments and agencies ~~as he deems necessary~~ to ensure compliance with the preliminary approval and/or conditions of preliminary approval.
- F. Public Meeting (Deliberation) Process: Prior to approving or disapproving a final plat, at least one public meeting (deliberation) shall be held by the Council.
- G. Action By The Council: The Council may delay their decision pending submission of additional information or approve, or deny the final plat application as presented. Upon granting or denying an application for final plat, the Council shall specify:
1. The ordinance and standard used in evaluating the application.
  2. The reasons for approval or denial.
  3. The actions, if any, that the applicant could take to obtain approval.
- H. Notification To Applicant: Within ten (10) days after a decision has been rendered by the Council, the Administrator shall provide the applicant with written notice of the action on the final plat. The final plat will not be considered fully approved until all conditions have been satisfied and the appeal period has expired.
- I. Appeal Of Decision Of Council: The applicant or citizen shall have twenty (20) days from the date of the mailing of the notice of the decision of the Council within which to appeal said decision to a court of competent jurisdiction.
- J. Approval Period: Final plat shall be recorded with the Boise County Recorder within one year after written approval by the Council, otherwise such approval shall become null and void unless prior to said expiration date an extension of time is applied for by the applicant and granted by the Council. Said application for time extension shall be submitted in writing to the Administrator prior to the expiration date and shall state the reasons for failure to record the final plat. The application shall also include a proposed length of extension, not to exceed six (6) months.
- K. Method Of Recording: Upon approval of the final plat by the Council, the subdivider's prepayment of recording fees, posting of surety bonds or other acceptable guarantee and the inclusion of the following signatures on the final plat, the subdivider may submit the final plat to the Boise County Recorder for recording:
1. Certification and signature of the city clerk verifying that the subdivision has been approved by the Council.
  2. Certification of an authorized representative of Central District Health Department regarding the sanitation restrictions on the face of the plat per Idaho Code section 50-1326.