AGENDA OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Tuesday, September 29, 2026

Special Meeting: 5:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS

1. **UNFINISHED BUSINESS**
   A. *ACTION ITEM* Resolution Adopting the 2026 Sewer Capitalization Fee Report

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO, ADOPTING AND ACCEPTING THE STUDY KNOWN AS 'THE CITY OF HAYDEN SEWER CAPITALIZATION FEE UPDATE,' AS PREPARED BY FCS A BOWMAN COMPANY

WHEREAS, the City has in its past conducted surveys by professional consultant on rate setting within the city's sewer collection system, and

WHEREAS, FCS the city's consultant did present such plan to the city council at their regularly scheduled September 22, 2026 meeting and,

WHEREAS, this Resolution seeks to replace any previous resolution that appears to be in conflict with how the city addresses rate setting for the sewer collection system, and

WHEREAS, City Council acknowledges that the purpose of the study is to provide a clear and defensible rate that is consistent with Idaho laws.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Mayor and City Council of the City of Hayden, Idaho, that the attached study produced by FCS A Bowman company, providing analysis and recommendations of the sewer capitalization rate setting is here by approved by the City and that with this action does hereby repeal any resolution in conflict with this resolution.

APPROVED by the City Council on the 29th day of September, 2026.

CITY OF HAYDEN

By:_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk



City of Hayden

Sewer Capitalization Fee Update

Angie Sanchez Virnoche | Principal

September 22, 2026

FCS
a Bowman company

Overview

- FCS retained to update the sewer collection capitalization fee
  - Last update in 2019
- Focus for today:
  - Present key data inputs and assumptions
  - Summary of initial findings
- Questions
- Next Steps

Overview of Capitalization Fees

One-time charge, not ongoing rates

Based on the replacement cost of system infrastructure investment

Recovers value of system capacity new user will utilize

Includes only existing infrastructure in use

For capital use only

Calculated fee represents maximum allowable

2015 Idaho Supreme Court Methodology

	Gross Present-Day Replacement Value of System
Less:	Bond Principal Outstanding
Less:	Unfunded Depreciation
=	Net System Replacement Value for the Current Year
÷	Number of Users Current System Can Support
=	Total Capitalization Fee per ER/WU*

Note: ER = equivalent residential
WU = Wastewater Unit
6 WU = 1 ER

Key Components

- Gross present day replacement value of system - $133.1M
  - Asset values used combination of available accounting records and current day replacement values.
    - Sewer assets included land, lift stations, gravity & pressure pipe, and manholes
    - Mains and manhole assets estimated at current replacement value, backed down to estimated year of construction or decade in service with the assistance of JUB Engineers
- Less: outstanding bond principal - $9.6M
  - One (1) outstanding Dept of Environmental Quality loan
- Unfunded depreciation - $21.5M
  - Calculation not specified in Supreme Court decision
  - Used original cost accumulated depreciation on eligible assets

Key Components (cont.)

- System capacity provided by JUB Engineers, *June 2026 City of Hayden Sewer Collection System Capacity letter*
  - » Determines the number of users the system can support
  - » Sewer capacity calculations at end of calendar year 2025
- City has 6 main collection system drainage basins that flow to independent lift stations
  - » System capacity modified with the addition of the H-6 sewer basin infrastructure (inclusive of Hayden North and Hayden Canyon Developments)
- City's rated flow capacity is 2.699 MGD* or 15,646 ER
  - » Increase of 4,452 ER from last update

** Note: MGD = million gallons per day*

Sewer Capitalization Fee Calculation

	Total
Land	$1,334,300
Collection System	113,870,400
Lift Stations	17,890,300
Total Gross Replacement Value	**$133,095,000**
Less: Bond Principal Outstanding	(9,572,900)
Less: Accumulated Depreciation	(21,515,900)
Net System Replacement Value	**$102,006,200**
System Capacity ERs	**15,646**
Total Capitalization Fee per ER (6 WUs)	**$6,520**
Total Capitalization Fee per WU	**$1,087**

- Calculated maximum allowable charge $6,520 per ER
  - $1,087 per wastewater unit
- Current charges
  - Per ER = $5,244 or increase of $1,276

Discussion

- Questions?
- Incorporate Council feedback/input
- Maximum sewer collection capitalization Fee
  - Per dwelling unit (ER): $6,520
  - Per wastewater unit: $1,087
- Direction on fee level or phase in of fee
- Fee adoption – with Council's support, fee increase will be added to the upcoming fee adoption to be implemented on October 1st.

Thank You!

Angie Sanchez Virnoche, Principal
425.336.4157
angie.virnoche@bowman.com

FCS
a Bowman company

B. *ACTION ITEM* Development Impact Fee Advisory Committee Recommendation to Increase Impact Fees for Fiscal Year 2027

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: September 23, 2026

Agenda Item: Development Impact Fee Advisory Committee Recommendation to the City Council

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Agenda Item Location
Public Meeting

Recommended Action or Motion
The DIFAC recommended **approval** of the schedule of fees for non-residential and residential development to be reflective of those found in Exhibit 15 page 19 of the adopted impact fee study for Year 5 (2027) as shown below:

Proposed Transportation and Parks Impact Fee Schedule

			Development Impact Fees by Year				
Use Classification	Current Charge	Unit	Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5+ (2027)
TRANSPORTATION							
Industrial/Warehouse	$0.35	per SF	$0.54	$0.76	$0.99	$1.04	$1.09
Office General	$1.11	per SF	$1.98	$2.93	$3.98	$4.18	$4.39
Medical Office	n/a	per SF	$3.36	$5.12	$8.55	$8.98	$9.43
Service/Other	n/a	per SF	$2.25	$3.49	$4.86	$5.10	$5.36
Retail/Restaurant	$5.67	per SF	$6.99	$8.42	$9.98	$10.48	$11.01
Hotel/Motel	n/a	per room	$1,443	$1,515	$1,591	$1,670	$1,754
Multifamily (4+ units per structure)	$1.12	per SF	$1.29	$1.35	$1.42	$1.49	$1.57
Single Family (1-3 units per structure)	$1,813						
Less than 1,000 SF	$1,813	per DU	$2,288	$2,402	$2,523	$2,649	$2,781
1,000 to 2,499 SF	$1,813	per DU	$2,423	$2,544	$2,672	$2,805	$2,946
2,500 SF and above	$1,813	per DU	$2,659	$2,792	$2,932	$3,078	$3,232
PARKS							
Multifamily (4+ units per structure)	$0.87	per SF	$1.28	$1.34	$1.41	$1.48	$1.56
Single Family (1-3 units per structure)							
Less than 1,000 SF	$1,414	per DU	$1,623	$1,705	$1,790	$1,879	$1,973
1,000 to 2,499 SF	$1,414	per DU	$2,272	$2,386	$2,505	$2,631	$2,762
2,500 SF and above	$1,414	per DU	$2,662	$2,795	$2,935	$3,081	$3,235

Derived from preceding tables and Appendix C. Assumes 3-year phase in for non-residential fees.

These fees are reflective of the total phase-in of the non-residential, and the annual inflation rate for both non-residential and residential for each year since the adoption of the maximum allowable impact fees that Hayden may charge based on the assumptions set forth in the approved Impact Fee study.

Additionally the Committee recommended the direction for the update to the Development Impact Fee Report should include the following areas of review: Circulation, Community Center, Law Enforcement, and Parks.

Possible Motions of City Council:

- **Motion to Accept** – I move to accept the Development Impact Fee Advisory Committee recommendation.

- **Motion to Continue** – I move to continue discussion to {date specific} to address concerns related to _____.

- **Motion to Deny** – I move to deny the Development Impact Fee Advisory Committee recommendation and move to instruct staff to remand the discussion back to the Committee for the following reasons: _____.

Summary

On August 20, 2026, the City of Hayden DIFAC met and reviewed how the impact fees have been collected and spent over the last year, and at the conclusion of that meeting recommended to City Council to increase the impact fees in accordance with Year 5 (2027) of the table shown on the previous page. Attached are the minutes of that meeting.

Fiscal Impact

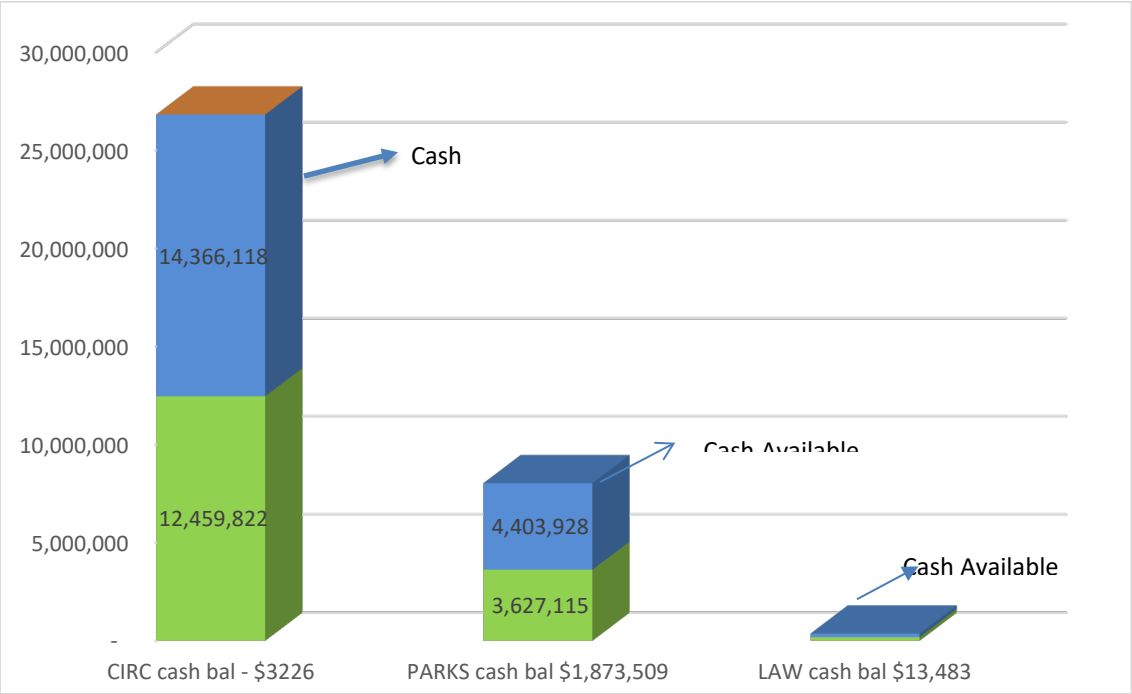
A snapshot of the fiscal year's income (October to September, with the exception *being October to end of July) provided the following information for transportation (circulation) and parks (green):

PARKS	FY 22-23	FY23-24		FY24-25		FY25-26*	
	Total	# of Units	Revenue	# of Units	Revenue	# of Units	Revenue
	Revenue	SF/room		SF/room		SF/room	
Multi-family (4+ units per structure)	$ -	0	$ -	0	$ -		
Single-family (1-3 units per structure)	86 homes	315 homes		159 homes		86 homes	
Less than 1,000 SF		4	$ 6,492.00	2	$ 3,580.00	3	$ 5,548.00
1,000 to 2,499 SF		249	$ 565,728.00	132	$ 312,311.00	59	$ 152,583.00
2,500 SF and above		62	$ 165,044.00	25	$ 71,191.00	24	$ 72,776.00
Extra-ordinary impact							
Total Park Revenue Collected	$ 193,105.00		$ 737,264.00		$ 387,082.00		$ 230,907.00

CIRCULATION	FY 22-23	FY23-24		FY24-25		FY25-26*	
	Total	# of Units	Revenue	# of Units	Revenue	# of Units	Revenue
	Revenue	SF/room		SF/room		SF/room	
Industrial/Warehouse		134,313	$ 72,529.02	72,081	$ 58,798.44	99,053	$ 102,246.67
Office General		14,509	$ 28,727.82	32,531	$ 100,205.38	18,834	$ 77,578.13
Medical Office		11,896	$ 39,970.56	0	$ -	0	$ -
Service/Other		32,757	$ 73,703.25	45,447	$ 215,754.07	7,440	$ 37,944.00
Retail/Restaurant		4,956	$ 34,642.44	2,869	$ 14,689.25	0	$ -
Hotel/Motel		0		0	$ -	0	$ -
Non-Residential Total	**$ 284,168.35**		**$ 249,573.09**		**$ 389,447.14**		**$ 217,768.80**
Multi-family (4+ units per structure)	**$ -**	**0**	**$ -**	**0**	**$ -**	**0**	**$ -**
Single-family (1-3 units per structure)	**86 homes**	**315 homes**		**159 homes**		**86 homes**	
Less than 1,000 SF		4	$ 9,152.00	2	$ 5,046.00	3	$ 7,821.00
1,000 to 2,499 SF		249	$ 603,327.00	132	$ 333,100.00	59	$ 162,702.00
2,500 SF and above		62	$ 164,858.00	25	$ 71,116.00	24	$ 72,704.00
Extra-ordinary impact					$ 6,952.02		$ 16,221.38
Residential Total	**$ 206,707.00**		**$ 777,337.00**		**$ 416,214.02**		**$ 259,448.38**
Total Circulation Revenue Collected	**$ 490,875.35**		**$ 1,026,910.09**		**$ 805,661.16**		**$ 477,217.18**

It was identified the building trends for the calendar year are provided monthly under the building department reports on the City's website.

As part of the update to DIFAC, the Impact Fee Cash Balances per Impact Fee Type were provided to the Committee and are as follows:



An update on Projects within the Capital Improvement Plan of the Impact Fee Study was provided to the Committee.

Impact Fee Study Capital Improvement Plan (CIP) Status of Projects

Park Impact Fee CIP Exhibits 4 & 5 of the study (see page 5)

- Hayden Canyon Park (CP-NE-1) – Design is Complete. Construction Plans in Review for Phase I
- Croffoot Park (Near/Mid) – Restroom/Concession Facility, Picnic Shelter, 6 acres of Soccer Fields – constructed.
- Community Park (C-SW-1) – Agreement in Place for 12-acre park
- McIntire Family Park –Master Plan Complete
- Honeysuckle Beach Expansion Study – Completed
- NP-NE-1 Acquisition: 50-100% Complete
- Community Center Planning – 15%

Transportation Impact Fee CIP Exhibit 10 (or Appendix A page 27 – see page6)

- Government Way Corridor Study – Completed
- Government Way & Honeysuckle – Design 25%, Construction 0%
- Government Way & Miles – Design 99%, Construction 0%
- Hayden & Ramsey – Design Complete, Construction – 0%
- Hayden & Atlas – Design Complete, Construction – 0%
- Hayden & Huetter – Design 95%, Construction 0 %
- Hayden – Huetter to Atlas –25% constructed, 75% incomplete
- Hayden – Atlas to Ramsey – 0%
- *Hayden – Juno to Finucane – 65% Constructed through Grant & Developers from Maple to Finucane Done
- Honeysuckle & 4th Street – Completed
- Ramsey Road – Hayden to Wyoming – 60% (1st Phase done)
- Ramsey Road - Wyoming to Lancaster - Completed
- Ramsey & Honeysuckle –In Construction

Exhibit 4
Growth Benefit Projects

By Category	Category	Total Cost	Current Level of Service Eligibility	Current Level of Service Eligible Cost
CP-NE-1 Hayden Canyon Community Park (Phase I)	Community	$ 100,000	54.56%	54,559
Croffoot Park (Phase I)	Community	1,245,000	54.56%	679,262
C-SW-1 Community Park	Community	1,780,000	54.56%	971,153
NP-NE-1	Neighborhood	640,000	80.85%	517,417
CP-NE-1 Hayden Canyon Community Park (Phase II)	Community	1,110,000	54.56%	605,607
Croffoot Park (Phase II)	Community	955,000	54.56%	521,040
Honeysuckle Beach Expansion	Special Use	1,000,000	100.00%	1,000,000
NP-NE-2	Neighborhood	500,000	80.85%	404,232
Total by Total Acreage (costs in 2020 dollars)		**$ 7,330,000**	**82.50%**	**$ 6,046,965**
Total by Total Acreage (costs in 2022 dollars)*		**$ 8,549,712**		**$ 7,053,180**

** Parks cost adjustment factor:* 1.1664
based on Hayden 2040 Parks Master Plan (pg. 82/145)

Exhibit 5
Proportionate Benefit Projects

Project	Total Cost	Eligibility	Eligible Cost
Broadmoore Park	$ 360,000	34.38%	$ 123,762
Stoddard Park	210,000	34.38%	72,195
Finucane Park	230,000	34.38%	79,070
McIntire Family Park	100,000	34.38%	34,378
Honeysuckle Beach Expansion (predesigr	60,000	34.38%	20,627
Community Center Pre-design	50,000	34.38%	17,189
Broadmoore Park	165,000	34.38%	56,724
Stoddard Park	100,000	34.38%	34,378
Finucane Park	445,000	34.38%	152,984
McIntire Family Park	1,000,000	34.38%	343,784
C-SW-1 Community Park	395,000	34.38%	135,795
Total (costs in 2020 dollars)	**$ 3,115,000**	34.38%	**$ 1,070,886**
Total (costs in 2022 dollars)*	$ 3,633,336	34.38%	**$ 1,249,082**

** Parks cost adjustment factor:* 1.1664
based on Hayden 2040 Parks Master Plan (pg. 82/145)

Capital Improvement Plan for Transportation

Impact Fee Eligible?	Project Number	Project Location	Improvement Type	Primary Categorization	Proj. Timing	Cost Estimate (less inflation)	Other Funding	Impact Fee Eligible Project Cost (Vehicles)	Impact Fee Eligible Project Cost (Ped/Bike)
Include	100	Hayden Avenue From Kirkpatrick Street to US-95	Upgrade	Automobile	Before 2025	$ 500,000		$ 500,000	$ -
Include	101	Ramsey Road From Wyoming Avenue to Lancaster Road	New	Automobile	Before 2025	7,707,000	7,141,306	565,694	-
Include	102	Ramsey Road From Hayden Avenue to Wyoming Avenue	Upgrade	Automobile	Before 2025	3,451,000		3,451,000	-
Include	103	Ramsey Road & Honeysuckle Avenue	Upgrade	Automobile	Before 2025	2,411,000		2,411,000	-
Include	104	Honeysuckle Avenue & 4th Street	Upgrade	Automobile	Before 2025	1,495,000		1,495,000	-
Exclude	105	Government Way Corridor Study	Multi-Modal	Non-Motorized	Before 2025	49,000		-	-
Include	106	Hayden Avenue & Huetter Road	Upgrade	Automobile	Before 2025	291,000		291,000	-
Include	107	Government Way & Honeysuckle Avenue	Upgrade	Automobile	Before 2025	587,000		587,000	-
Include	108	Hayden Avenue & Ramsey Road	Upgrade	Automobile	Before 2025	2,781,000		2,781,000	-
Include	109	Hayden Avenue & Atlas Road	Upgrade	Automobile	Before 2025	1,979,000		1,979,000	-
Include	110	Hayden Avenue From Huetter Road to Atlas Road	Upgrade	Automobile	Before 2025	3,828,000		3,828,000	-
Include	111	4th Street From North of Prairie Avenue to South of Honeysuckle Avenue	Upgrade	Automobile	Before 2025	470,000		470,000	-
Include	112	Government Way & Wyoming Avenue	Upgrade	Automobile	Before 2025	1,324,000		1,324,000	-
Include	113	Government Way & Miles Avenue	Upgrade	Automobile	Before 2025	1,726,000		1,726,000	-
Include	200	Hayden Avenue From Atlas Road to Ramsey Road	Upgrade	Automobile	2025-2029	5,947,000		5,947,000	-
Include	201	Hayden Avenue From Juno Street to Finucane Drive	Multi-Modal	Non-Motorized	2025-2029	795,000		-	795,000
Include	202	Strahorn Road & Honeysuckle Avenue	Upgrade	Automobile	2025-2029	1,773,000		1,773,000	-
Include	203	Ramsey Road & Miles Avenue	Upgrade	Automobile	2025-2029	1,374,000		1,374,000	-
Include	204	Ramsey Road From Prairie Avenue to Hayden Avenue	Upgrade	Automobile	2025-2029	7,137,000		7,137,000	-
Include	205	Prairie Avenue & 4th Street	Upgrade	Automobile	2025-2029	891,000		891,000	-
Include	206	Government Way & Dakota Avenue	Upgrade	Automobile	2025-2029	459,000		459,000	-
Include	207	Government Way & Lancaster Road	Upgrade	Automobile	2025-2029	1,426,000		1,426,000	-
Include	208	Government Way From Wyoming Avenue to Boekel Road	Upgrade	Automobile	2025-2029	6,380,000		6,380,000	-
Include	209	Orchard Avenue between Triple Play and Government Way	Multi-Modal	Non-Motorized	2025-2029	548,000		-	548,000
Include	210	Miles Avenue From US-95 to Government Way	Upgrade	Automobile	2025-2029	1,030,000		1,030,000	-
Include	211	Government Way From Miles Avenue to Wyoming Avenue	Upgrade	Automobile	2025-2029	2,548,000		2,548,000	-
Exclude	212	Maple Street from Honeysuckle Avenue to Hayden Avenue	Upgrade	Automobile	2025-2029	1,917,000		-	-
				Total		**$ 60,824,000**	**$ 7,141,306**	**$ 50,373,694**	**$ 1,343,000**
						$ 65,212,948	***$ 7,656,610***	***$ 54,008,567***	***$ 1,439,908***

Source: Hayden 2040 Transportation Strategic Plan, Capital Improvement Program (Jan., 2021); costs updated by Welch Comer engineers (Dec. 2021); and adjusted to 2022 dollars using the McGraw Hill Construction Cost Index.

Fiscal Impact

Fiscal impact is based on the direction the City Council takes with respect to approval or disapproval of the recommendation.

Budget Funding Source

Not Applicable

Attachment

Draft Minutes of the DIFAC meeting.

DRAFT
MINUTES OF THE DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Thursday, August 20, 2026

Committee Meeting: 10 AM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER
The meeting was called to order at 10:05 AM

ROLL CALL OF COMMITTEE MEMBERS

Don Crawford:	Present
Chris Morris:	Present
Shawn Taylor:	Absent
John Young:	Present
Steven Griffitts:	Present
Scott Forssell:	Present

Staff Present: Donna Phillips- Community Development Director, Alan Soderling – Public Works Director, Shannon Drappo- Planner

PLEDGE OF ALLEGIANCE was led by Steven Griffitts

ADDITIONS OR CORRECTIONS were not noted.

1. **CONSENT CALENDAR** ***All items on the Consent Calendar are Action Items***
   A. Approval of Development Impact Fee Advisory Committee Meeting Minutes from September 10, 2025

Motion to approve consent calendar as presented. This motion, made by Steven Griffitts and seconded by Scott Forssell, Carried.

Don Crawford:	**Yes**
Chris Morris:	**Yes**
Shawn Taylor:	**Absent**
John Young:	**Yes**
Scott Forssell	**Yes**
Steven Griffitts	**Yes**

Yes: 5, No: 0, Absent: 1

2. **NEW BUSINESS**

   A. Development Impact Fee Revenues and DIFAC Capital Improvement Project (CIP) Status Update Council *ACTION ITEM*

Donna Phillips, Community Development Director, began the meeting by providing a comprehensive status update on Impact Fees. City Staff have broken single-family

residential into three categories and added three additional categories to transportation and parks. She stated that the Impact Fee Study had been adopted in August 2022, with a phased-in schedule for fee increases through 2027. While reviewing the Building Trends handout she provided the Committee, Ms. Phillips stated that much of the City's single-family residential development in 2023 was a result of the Hayden Canyon project south of Lancaster. She noted that the City has, as of this year, not produced any medical offices, hotel/motels, or restaurants. The bulk of the housing coming into Hayden is around 1,000-2,500 square foot range, with a fair amount of people who want larger properties. The Extraordinary Impact dollar amount located in the residential category is directly related to a Transportation Impact Analysis that was done as part of a subdivision, and it was paid in addition to the standard Impact Fees charged. Steven Griffitts inquired if the Extraordinary Fees are to be ongoing and Ms. Phillips replied they would, until the subdivision is built out.

John Young stated although Hayden averages around 100 homes a year, regional subdivisions being constructed just north of the City, in the county, are contributing to substantial traffic impacts on Hayden's road network without contributing Impact Fee revenue. He asked if there is a possibility of charging impact dollars to those subdivisions. She confirmed that the City cannot collect impact-related dollars from county subdivisions. Alan Soderling, Public Works Director, added that roadway maintenance revenue generated by Hayden residents is primarily captured by the county under "Special Maintenance" budgeting, resulting in the City receiving little to none of those funds.

Ms. Phillips produced and displayed for the Committee the City of Hayden Building Trends Report, which shows all the building permits that are recapped, and the valuation of the construction value of the projects and the Impact Fees that are collected. Mr. Griffitts asked about future accuracy, to which she responded affirmatively. Mr. Griffitts questioned whether Ms. Phillips was comfortable with the level of growth predicted in the report. She responded that there are many factors that come into play when evaluating growth and explained that numerous preliminary plats are already approved and under infrastructure design review and that approximately 150 vacant residential lots currently exist. Mr. Young stated that peaks in 2023 and 2024 were exceptions, and future projections should flatten; the upcoming Impact Fee Study will reflect that shift. Ms. Phillips stated that the Impact Fee Study projected a growth rate of 4.3 percent, but actual growth has been closer to two percent.

Mr. Young noted that infrastructure demand is not driven solely by Hayden's growth but by county subdivisions in the north whose traffic moves through Hayden. Mr. Griffitts suggested that City leadership should meet with county commissioners to pursue equitable cost-sharing so that our needs, as the City of Hayden, are met so that individuals who do not live in the City and do not pay these fees may enjoy the benefits of our infrastructure. She confirmed this request would be reflected in the minutes. Mr. Soderling added that he had been to highway district meetings in previous years, and this sort of request has not been further discussed. Lakes Highway District surrounds approximately 95% of Hayden, so they get the dollars for infrastructure and improvements.

Ms. Phillips reviewed Impact Fee cash balances as of July 31, 2026, noting that Circulation Funds held slightly over $3,000 and Parks Funds approximately $1.8 million, though roughly $800,000 of that amount is contractually obligated for reimbursement to a developer for park construction on the west side of the City. The Law Enforcement Fund carried approximately $13,000, largely residual from prior expenditures on a dock

on Honeysuckle Beach [for the Kootenai County Sheriff's Department], and interest. Mr. Young asked whether certain safety improvements—such as solar-powered radar signs on high-volume streets—could be funded using Impact Fees. Ms. Phillips clarified that Impact Fees cannot address existing deficiencies and may only be used for capital expenditures that offset future impact; legal review would be needed to determine applicability. Mr. Griffitts asked Mr. Soderling if wear and tear on a road is diminished at 25 MPH as compared to 40 MPH. Mr. Soderling stated that he had not encountered a study that reflects that.

Ms. Phillips proceeded to give an overview of transportation/ Capital Improvement Projects (CIP) and their status. The Hayden Avenue project between Kirkpatrick Street and Highway 95 has not occurred yet. The Ramsey Road project from Wyoming Avenue to Lancaster Road is 100% completed. Ramsey Road from Hayden Avenue to Wyoming Avenue is 60% completed with the first phase being done. Ramsey Road from the Honeysuckle Avenue intersection is about 10% done and it's under construction now. The Honeysuckle Avenue and 4th Street intersection is 100% completed. The Government Way Corridor Study is 100% completed. The Hayden Avenue and Huetter Road intersection is about 25% completed, with the design about 95% completed and the construction hasn't occurred yet. Government Way and Honeysuckle Avenue intersection is about 5% completed with the design at about 25%, construction hasn't occurred. Hayden Avenue and Ramsey Road intersection is about 25% done and the design is 100% done but construction hasn't started. Mr. Young asked Mr. Soderling if he will be involved in the new Impact Fee Study being conducted for next year and be involved with the consultants; he also questioned if they go back over their evaluations. Mr. Young stated that years ago, the City projected that Ramsey Road would be a huge corridor, and he has seen almost zero traffic on Ramsey Road. He stated that the City spent a significant amount of funds on the project and would like to take a rear-view look at the consultants' thoughts and how accurate they were. Mr. Soderling responded by saying that the Ramsey Corridor is isolated, and when it is connected to roads in the north, it will see an increase in traffic. Chris Morris asked about the subdivision on Maple Street and Miles Avenue [Sycamore Valley] and if the City is able to require additional traffic studies for the impact on the Government Way and Miles Avenue intersection. He also asked if Impact Fees are able to be used for improvements to that intersection, as he believes it will become a big issue.

Ms. Phillips continued with her Transportation Report, which gave a brief answer to Mr. Morris' question. Hayden Avenue and Atlas Road intersection is about 25% complete with the design at 100%. Hayden Avenue from Huetter Road to Atlas Road project is 25% done with 75% of the construction remaining. Fourth Street from Prairie Avenue to Honeysuckle Avenue hasn't happened yet as well as the Government Way and Wyoming Avenue intersection. The Government Way and Miles Avenue intersection is about 20% completed, with the design around 99% done and construction is at zero. Hayden Avenue from Atlas Road to Ramsey Road has not started. Hayden Avenue from Juno Lane to Finucane Street is approximately 65% done with Maple Street to Finucane Street being completed. Mr. Forssell asked Mr. Soderling if the City does any in-house designs for improvements. Mr. Soderling responded that most of the City's projects are outsourced. He discussed Hayden Avenue and Ramsey Road, and Hayden Avenue and Atlas Road intersections. Two temporary signals are designated for these intersections until funds for a roundabout are available. The intersection at Hayden Avenue and Atlas Road has shifted priority and he stated that if the last property owner for acquiring right-of-way comes to the table, he could find the money for those improvements. As it stands, the City acquires around $170,000.00 a year for circulation,

and it has around $14 million worth of improvements that were discussed in the review just provided by Ms. Phillips.

Mr. Soderling went on to state that the reasons the City doesn't design most of its projects is because the projects are multi-faceted and require surveyors, AutoCAD drafters, and designers. The City has designers in-house, but it doesn't have any of those previously mentioned professionals. Considering the size of the City of Hayden, it's much cheaper to outsource this work than to have those individuals sitting around. Scott Forssell asked if the decision was made to put a light on Hayden Avenue and Ramsey Road, instead of a roundabout. Mr. Soderling responded that the City doesn't have funding currently to build a roundabout, so the Public Works department is considering installing a temporary light at the intersection, as they are cheaper to build.

Ms. Phillips moved on to projects relating to City parks. She reported that the Hayden Canyon Park Master Plan design is 100% completed. The City is currently looking at construction plans provided by the developer for the first phase of this park to go in with part of their project and their requirements. Projects on Broadmoore, Stoddard, Finucane, McIntire, Croffoot and the community park in the southwest corner of Hayden have not been started. The Honeysuckle Beach Expansion Study was completed a couple of years ago. The City did an acquisition of some park land in the northeast section of town which is 100% complete. Ms. Phillips stated that the City is working on a Community Center which is about 15% completed. The Impact Fee Study update is slated to happen. She asked if the Committee wished to recommend to City Council to follow the guidelines of the report and implement the Impact Fees for 2027 which assume a 5% increase; the maximum allowed by the report.

To provide historical context for the new members of the Committee, Mr. Young stated that five years ago, the recommendation of the report was to go straight to year five of the increases. The Committee at the time protested, saying that the Impact Fees were too high, too quick, and it would hamper growth. The suggestion then was to slowly ascend the Impact Fees over time to reach the proposed fee. Mr. Griffitts asked if another study is required to produce another 5-year plan. Ms. Phillips confirmed that another study is required as they need to remove those projects that have been completed and add any new projects in accordance with the City needs. Don Crawford stated that the data provided by the City is helpful, and that the Committee should be cautious about having Impact Fees that are too high, as it might reduce development in the area, therefore not securing funds to get projects completed. Mr. Griffitts responded by saying that he doesn't believe Impact Fees make a lot of difference in development rates. Mr. Young stated that Impact Fees are a significant cost. A building that he developed last year in Hayden accrued Impact Fees of about $42,000.00. He stated that adding $42,000.00 to the land cost, which was about 4% of the build cost, caused rents to increase accordingly, concluding that the Committee must be cognizant of impact of these fees. Mr. Morris asked if the City could go to the county to receive support, to which Mr. Soderling responded that he doesn't believe we will see much support from the county.

Ms. Phillips continued with an examination of fee increase methodology. When the Committee is contemplating whether they want to look at the fee increase, the Methodology Report that they have had for the last five years did recognize a Community Center as a possibility to collect Impact Fees toward. She stated that she is undecided as to whether it makes sense to collect that or not. The City had previously collected for a law enforcement Impact Fee. There is a law enforcement study currently being done by the City that's going to give the City direction. Ms. Phillips stated that it may be remiss

if, as the City migrates toward a new Impact Fee Report, that the Committee could potentially evaluate all 4 of those categories that the City could include in the Impact Fee. As a result, the City may reproduce the results of the last Impact Fee Report, which informed the Committee's choice of recommending the removal of law enforcement or community center planning as a part of the final result. She stated that since we have looked at all of those in the past, she did want to identify those for the Committee, especially the new folks, as possibilities to include in a new Impact Fee Methodology. She was seeking direction of the Committee as to how to move forward.

Mr. Young stated that both previous Impact Fee Studies included law enforcement, and he thinks the City wouldn't be doing the right thing if it wasn't included in the upcoming study. He continued by saying that traffic related improvements are needed. Relating to impact fees for a community center, he would not be comfortable charging people who are moving here an Impact Fee for the possibility of a community center; his vote would be no on that inclusion of the report. Mr. Forssell stated that the City has already demonstrated a need for a community center, and that as the population increases the need will increase as well. Mr. Young expressed concern that increasing Impact Fees to facilitate a community center will further increase the burden that Impact Fees produce. He stated that a community center would take a lot of new houses being developed to fund. Only residential Impact Fees would be able to fund that project, and it would be slow to produce. Mr. Griffitts asked if Mr. Young believed that the City's Impact Fees have contributed to not getting medical, retail, restaurant and hotels into Hayden. Mr. Young stated that he does believe that. He stated that Parkwood has available space on Highway 95 and a couple different spots. He is currently working with other developers in Post Falls and in Coeur d'Alene, and our Impact Fee structures are higher here than either one of those areas. We're seeing retail developments in those areas and we're not seeing as much out here in Hayden.

Ms. Phillips outlined that a typical single-family home between 1,000 and 2,499 square feet currently pays approximately $2,800 in circulation Impact Fees, $2,600 in park Impact Fees, $1,302 in fire Impact Fees, and $12,222 in sewer cap fees, adding nearly $19,000 to every home prior to the building permit. She also noted that small commercial uses such as a 3,000-square-foot restaurant may pay over $30,000 in Impact Fees and close to $100,000 when cap fees are included. If we hear that our Impact Fees are too high for them, and we include more fees, it will be very impactful for single-family residential. She stated that if one were to develop a restaurant in the City, at $11 per square foot, and you have a 3,000 square foot space, then there would be $30,000 dollars for Impact Fees, adding 4-5 sewer cap fees, and you end up charging around $100,000 worth of fees for a restaurant, which she feels is a lot upfront. Mr. Griffitts asked if we were to eliminate those Impact Fees, what impact it would have on the City's ability to bring those entities into Hayden. Mr. Young stated that these Impact Fees add a significant cost to development, and if they were to be reduced it would have a positive impact on rates of development in Hayden. Mr. Young stated that several years ago, the City received a recommendation from a consultant that guided the fees in the past, and as a Committee they didn't argue with the numbers, but now the Committee must question if the numbers have in fact changed, as well as their methodology. Mr. Morris stated that there is an argument to be made that we didn't meet the projections of the studies. Mr. Young stated that we still aren't securing enough fees to fund our projects, so regardless of the nature of the development projections, an increase might be necessary.

Mr. Griffitts stated that he believes the inclination of the Committee is to stick with the study, and that the study will be significant in discovering how much we could increase

our fees while being conscious of the City's tax base. Ms. Phillips clarified that the City does collect Impact Fees for fire and EMS as well as our own. These are passthrough fees delivered to Northern Lakes Fire Protection District, which comes out as $1,302 per dwelling unit, or $0.65 per square foot. The Committee proceeded to discuss motions.

Move to recommend an increase in Impact Fees in accordance with the current report. This motion, made by Steven Griffitts and seconded by Scott Forssell, Carried.

Don Crawford: Yes
Chris Morris: Yes
Shawn Taylor: Absent
John Young: Yes
Steven Griffitts: Yes
Scott Forssell: Yes

Yes: 5, No: 0, Absent: 1

Recommendation to update the Impact Fee Methodology Study in accordance with Idaho code. Items to be included in the study should be transportation, parks, law enforcement, and community center. This motion, made by Scott Forssell and seconded by John Young, Carried.

Don Crawford: Yes
Chris Morris: Yes
Shawn Taylor: Absent
John Young: Yes
Steven Griffitts: Yes
Scott Forssell: Yes

Yes: 5, No: 0, Absent: 1

3. REPORTS

The Committee discussed delivering recommendations to City Council. The Committee nominated Shawn Taylor to present the Committee's recommendation to City Council, with Scott Forssell as a backup. Ms. Phillips informed the Committee that when the date of the Update Report approaches, there will be a kick-off meeting with the Committee as well as consultants. These consultants will deliver questions and a draft. The Committee can anticipate an estimation of six more meetings to finalize this process. Mr. Young requested that the City deliver the RFP towards the end of the calendar year and get Staff working on this early. This will ensure that the Committee can hold their meetings on this matter in March, April, and May, and avoid having these processes go on throughout the summer.

4. ADJOURNMENT

Motion to adjourn the meeting. This motion, made by Don Crawford and seconded by Steven Griffitts, Carried.

Meeting adjourned 10:55 AM

Respectfully Submitted,

DRAFT

_____

Cooper Broggel, Committee Clerk

DRAFT

2. **PUBLIC HEARING (Public Testimony will be received for these items)**
   A. Fee Increases for FY2027

FY 2027 FEE SCHEDULE UPDATE

A Public Hearing to Consider Fee Increases



PUBLIC HEARING PURSUANT TO I.C. 67-6311A

Public Hearing required when fees are anticipated to:

- Increase >5%
- New Fees

Staff Presentation

Public Comment

Adoption by Resolution



FEE SCHEDULE REVIEW

Modifications to 8 of the 9 tables.

Fee increase are reviewed annually with the FY Budget planning

CITY OF HAYDEN IDAHO

OFFICIAL FEE SCHEDULE- TABLE OF CONTENTS

EXHIBIT A

Table	Description
Table 1	ADMINISTRATION FEES
	Beer and Wine Licenses
	Animal and Kennel Licenses
	Other Licenses and Permits
	Copies and Record Requests
	Miscellaneous Fees
Table 2	RECREATION FEES
	Sport Fees and Tournaments
	Sport Miscellenous Fees
	Legend
Table 3	EVENT FEES
	Facility Rental Fees
	City Sponsored Special Event Fees
	Legend
Table 4	PLANNING & ENGINEERING DEVELOPMENT FEES
	Administrative and Miscellaneous Fees
	Site Plan Fees
	Land Use Permits
	Subdivisions
	Infrastructure
Table 5	BUILDING FEES - GENERAL
	General Inspections and Permits
	Building Permit Fee Calculation Table (Uniform Building Code=UBC)
	Commercial
	Residential
	Mechanical
	Other Fees
Table 6	EQUIPMENT RATES
	City Equipment Rental Rates and Fees
Table 7	IMPACT FEES
	Fire and Emergency Services District Fees
	City Impact Fees
Table 8	PUBLIC WORKS
	Public Infastructure Review
	Development Review Fees
	Encroachment Permit Fees
	Other Public Work Fees
Table 9	SEWER UTILITY
	Sewer Capitalization and Connection Fees
	Sewer Rates
	Sewer Misc. Fees

Most of the fee increases are tied to higher cost of service

Fee increases are typically updated ahead of the fiscal year start, but not effective until after Oct. 1.

TABLE 1: ADMIN FEES

Fee Description	Previous Fee	Proposed Fee
Table 1 Administrative Fees		
Purpose: To address fees that were inadvertantly left off with previous fee updates.		
CD/DVD ($1)	New	$1 Each
Flash Drives ($5)	New	$5 Each

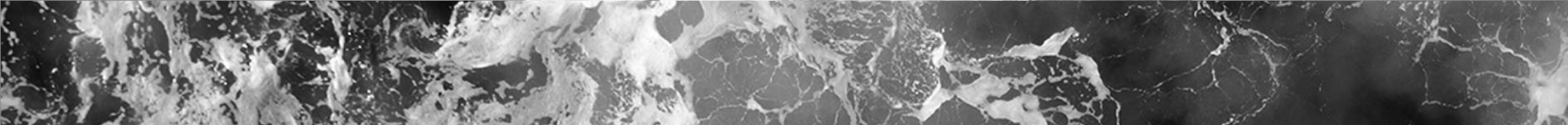


TABLE 2: RECREATION FEES

Table 2 Recreation Fees		
Purpose: Providing for new and adjusted rates to offset costs of service for recreational services		
Adult Volleyball Resident (officiated)	$220.00	$230.00
Adult Volleyball Non Resident (officiated)	$240.00	$255.00
Adult Volleyball Resident (self officiated)	$200.00	$205.00
Adult Volleyball Non Resident (self officiated)	$220.00	$230.00
Youth Baseball Resident	$31.00	$36.00
Youth Baseball Non Resident	$36.00	$45.00
Youth Recreation League Basektball PK-2nd-Resident	$35.00	$37.00
Youth Recreation League Basketball PK-2nd Non Resident	$40.00	$46.00
Youth Recreation League Basketball (3rd-9th Grade), Resident	$55.00	$58.00
Youth Recreation League Basketball (3rd-9th Grade) Non-Resident	$60.00	$68.00
Youth Flag Football, Resident	$57.00	$60.00
Youth Flag Football, Non Resident	$62.00	$70.00
Youth Mini/Micro Soccer, Resident	$27.00	$32.00
Youth Mini/Micro Soccer, Non Resident	$32.00	$40.00
Youth U8-U15 Soccer, Resident	$27.00	$37.00
Youth U8-U15 Soccer, Non Resident	$32.00	$46.00
Youth Volleyball, Resident	$31.00	$36.00
Youth Volleyball, Non Resident	$36.00	$45.00
Youth Sports Team Sponsor	$165.00	$175.00
Sports Tournaments (Per Team)- Volleyball Non Resident	New	$125.00
Sports Tournaments (Per Team)- Basketball Non Resident	New	$450.00
Open Play- Youth and Adult Sports- Per Participant	New	$5.00

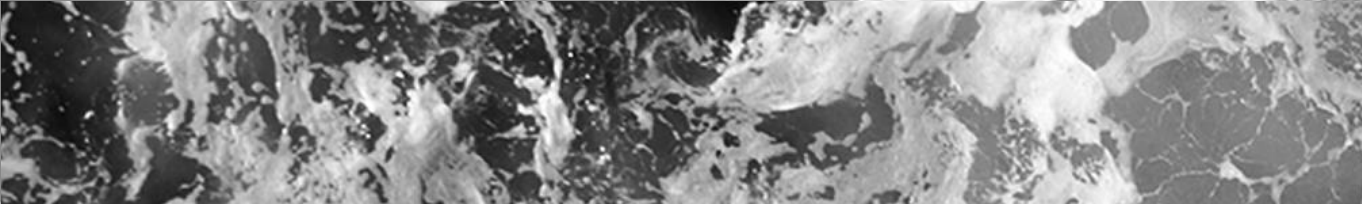


TABLE 2: RECREATION FEES

Table 2
RECREATION

DESCRIPTION	FEE	
SPORTS, TEAMS AND TOURNAMENTS		
Fee Type	***Resident**	****Non Resident**
Adult Volleyball Team (Self-Officiated)	$205.00	$230.00
Adult Volleyball Team (Officiated)	$230.00	$255.00
Open Play Youth and Adult Sport- Per participant	$5.00	$5.00
Youth Baseball	$36.00	$45.00
Youth Recreation League Basketball (PK-2nd Grade)	$37.00	$46.00
Youth Recreation League Basketball (3rd-9th Grade)	$58.00	$68.00
Youth Team (Comp) League Basketball Team	$600.00	$655.00
Youth Team (Comp) League Basketball Forfeit Fee	$50.00	N/A
Youth Team (Comp) League Basketball Reschedule Fee	$50.00	N/A
Youth NFL Flag Football	$60.00	$70.00
Youth Soccer Micro/Mini	$32.00	$40.00
Youth Soccer U8-U15	$37.00	$46.00
Youth Volleyball	$36.00	$45.00
Youth Sports Team Sponsor	$175.00	N/A
Sports Tournaments:		
· Volleyball	$115.00	$125.00
· Basketball	$450.00	$450.00
SPORT MISCELLENOUS FEES		
Recreation Late Registration Fee	$5.00 Individual $15.00 Team (five players or less) $25.00 Team (six or more players)	
Contracted Programs: Fees for contracted programs will be that amount established in the contract between the Contractor and the City of Hayden, which will take into consideration the number of participants, supplies, equipment, and contractor's other costs.		
LEGEND		
* 50% or more of team lives in Hayden City Limits	Unless otherwise noted, all fees are based on a Per-Person rate.	
** Less than 50% of Team lives in Hayden City Limits		

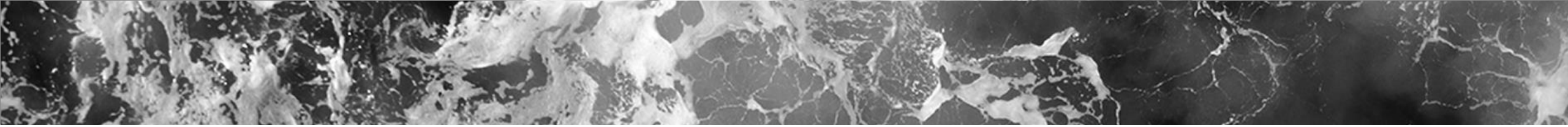


TABLE 3: EVENT FEES

Table 3 Event Fees			
Purpose: Providing for adjusted fees to cover cost of services; address notational changes (/=Per)			
Daily Boat Ramp, In-State	$5.00	$10.00	
Daily Boat Ramp, Out-of-State	$10.00	$20.00	
Daily Boat Ramp- Watersports, Commercial (Per Watersport /Commercial Company)	$10.00	$20.00	
Annual Pass- Boat Ramp, In-State (first 2 vehicles to same household)	$40.00	$80.00	
Annual Pass- Boat Ramp, Out-of-State (first 2 vehicles to same household)	$60.00	$160.00	
Annual Pass- Boat Ramp- Watersports, Commercial (First 2 vehicles registered to the business, $40 for each additional vehicle registered to the business)	$80.00	$160.00	
Field Reservation Fee Practice - Non Resident	NEW	$20 / Hour	
Field Reservation Fee Games - Non Resident	NEW	$25 / Hour	
Field Reservation Fee- Camp- Non Resident	NEW	$68 / Field/Camp/ Day	
Field Reservation Fee- Trounaments- Non Resident	NEW	$155 / Field/Day	
Electricity- Usage Fee (not tied to a sports event)	$20/Day	$20/Outlet/Day	
Parade Entry Fees			
Commercial & Political	$30.00	$40.00	
Groups- Marching, Musical, Church, Schools Etc. (Business / Non Profit)	$15 $/10	$25 / $15	
Antique & Classic Autos, Trucks, Machinery	$15.00	$20.00	
Individuals	$15.00	$20.00	
Equestrian(s) Groups or Singles	$15.00	$20.00	
Vendor Booth Fees- Day Events (Existing / Proposed Fee)	**2-day**	**1 Day**	**1/2 Day**
Food Vendor	$125 / $150	$65 $/80	$45/$55
Business/Corporation	$95/$105	$50 / $60	$40/ $50
Mixed-Goods/Crafts Vendor	$85 / $95	$45 /$55	$30 / $40
Non-profit (Selling a product)	$55 / $60	$30 /$35	$25 / $30

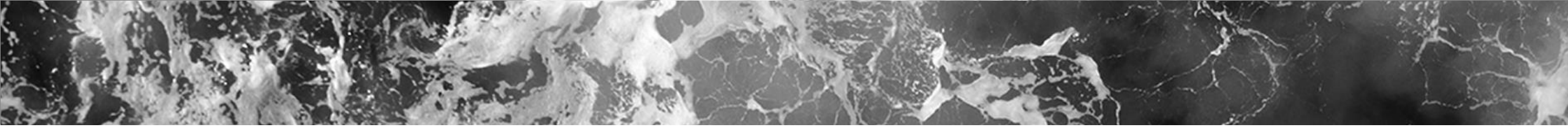


TABLE 3: BOAT LAUNCH FEES

Honeysuckle Boat Ramp Fee Information - September 2026

Ramp Fee Source	5-yr total @ current fees	5-yr average @ current fees	Est. annual revenue @ proposed rates $10/20*	$12/$24*	$15/30*
Kiosk Revenue	$172,209	$34,441.80	$68,883.60	$82,660.32	$103,325.40
Annual In-State	$46,550	$9,310.00	$18,620.00	$22,344.00	$27,930.00
Annual Out of State	$6,785	$1,357.00	$2,714.00	$3,256.80	$4,071.00
Commercial	$4,120	$824.00	$1,648.00	$1,977.60	$2,472.00
TOTAL	**$229,664**	**$45,933**	**$91,866**	**$110,239**	**$137,798**
*Ramp fee revenues assume all rates increased at same proportion as daily rate					

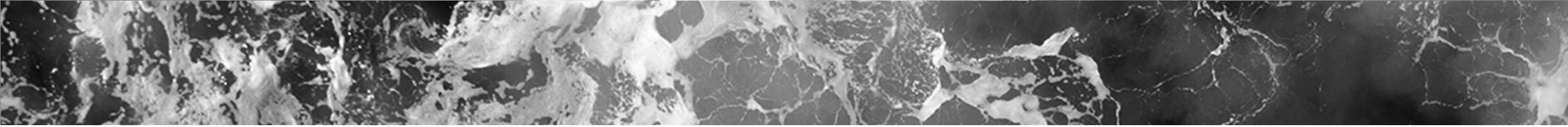


TABLE 3: BOAT LAUNCH FEES- PLANNED CAPITAL EXPENSES

Honeysuckle Ramp Ongoing Maintenance	Frequency	Notes
Dock Maintenance	annual	*loose, damaged boards, railing, ramps, ladders, floats. ~7000 sf
Parking Lot Maintenance	annual	*annual striping, patching
Security Camera Maintenance	periodic	
Restroom/Concession Facility Maintenance	annual	
Irrigation Maintenance	annual	
Kiosk Maintenance	periodic	
Asphalt/Concrete Maintenance/Repair	annual	
Tree Trimming/Removal	annual	*storm damage
Landscape Maintenance	annual	

Honeysuckle Ramp - Future Project Needs		
Breakwater Installation	$150,000	*Included in CIP.
Dock Resurfacing	$150,000	*Likely required in 5-10 year time frame (built 2008)
Parking Lot Resurfacing	$150,000	*Included in CIP.
Kiosk Replacement	$40,000	*kiosk expected life ~5-10 years
Honeysuckle Corridor Plan	$250,000	*Included in CIP. Cost shared by transportation, parks, and boat launch revenues
Honeysuckle Corridor Plan Design	$200,000	*Included in CIP. Cost shared by transportation, parks, and boat launch revenues
Honeysuckle Corridor Plan Construction	$1,100,000	*Included in CIP. Cost shared by transportation, parks, and boat launch revenues

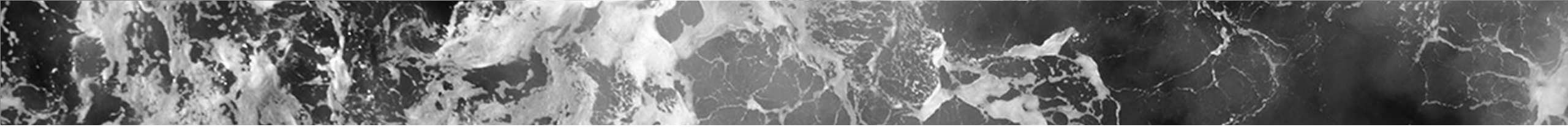


TABLE 4: PLANNING, ENGINEERING AND DEVELOPMENT FEES

Table 4 Planning, Engineering, Development Fees		
Purpose: To adjust rates to cover costs of services; address notational changes; provide for new fees for services rendered (/=Per)		
Appeal/Request for Reconsideration - City Council Public Meeting	$245.00	$400.00
Appeal/Request for Reconsideration - City Council Public Hearing	$600 + Pass thru cost for noticing	$800.00 + Pass thru cost for noticing
Agreements	$400.00	$525.00
Traffic Data from Regional Demand Model	Pass through ($1000 Deposit)	$450 + Pass Thru Cost of $10,000 Deposit
Traffic Impact Study by City's Consultant	Pass through ($500 Deposit)	$200 + Pass Thru Cost of $10,000 Deposit
Phased Site Plan Review	New	$1,050.00
Additional Phased Plan Inspections & Project Tracking	New	$380.00
Annexation Application	$3,500.00	$4,000.00
Annexation Agreement and Post Processing	$1,500.00	$1,850.00
Architectual Design Review or Mixed Use Design Standard	$500.00	$500.00
Boundary Line Adjustment	$350.00	$480 + Pass thru Costs
Lot Consolidation Plat	NEW	$680.00
Subdivision Preliminary Plat	$1650 + $25 / Lot	$3,000.00
Subdivision Construction Plan Review		
2-15 Lots	NEW	$1,780.00
16-24 Lots	NEW	$2,325.00
25-50 Lots	NEW	$3,500.00
Greater than 50 Lots	NEW	$5,250.00
Planning and Development Fees- Infrastructure		
Off Site Public Infrastructure - Site Plan Review	$600.00	$1,250, or $300 + Pass Thru Cost
Off Site Public Infrastructure - Corridor Plan Review <900 Linear Feet	NEW	$1,450 or $300 +Pass Thru Costs
Off Site Public Infrastructure- Corridor Plan >900 Linear Feet	NEW	$1,450 + 1.5 / Linear Foot or $300 + Pass Thru Costs

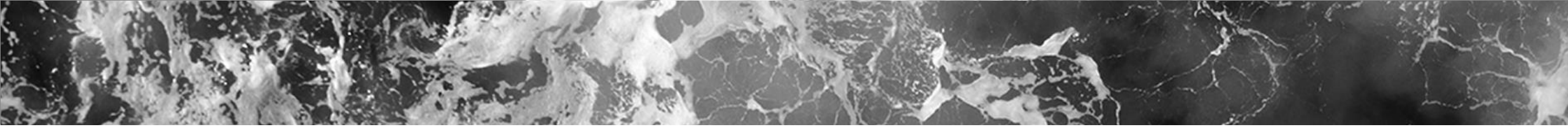


TABLE 5: BUILDING FEES

Table 5 Building Fees		
Purpose: To adjust rates to cover costs of services; address notational changes; provide for new fees for services rendered (		
Inspections outside of normal busines hours (minimum of 2-hours)	$60 / Hour	$105 / Hour
General Building or Site Inpections not associated with a Permit	$100 / Inspection	$105 / Inspection
Reinspections		
Residential Reinspection and Final Inspection	$60 / Inspection	$105 / Inspection
Commercial Reinspections	$100 / Inspection	$105 / Inspection
Commercial Final Inpections	$165 / Inpsection	$180 / Inspection
Re-Instatement of Permit	$75	$85
Application Processing Fees	NEW	$50
Commercial Plan Review Check	65% of Building Permit Fee	65% of Building Permit Fee, $50 Mininum
Plan Review Check	10% of Building Permit Fee with $25 Minimum	25% of Building Permit Fee with $50 Minimum
House Moving Permit	$165	$165 + Demo Permit for Foundation
Mandated Abatement of Dangerous Building	NEW	$105 / Hour (2-hr Min)

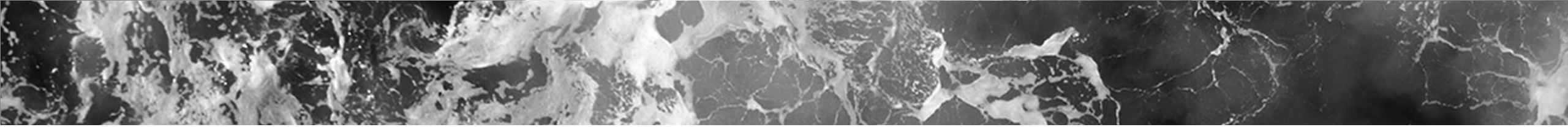


TABLE 7: IMPACT FEES

Table 7- Impact Fees		
Pupose: To account for cost increases to planned projects (/ = Per)		
PARKS		
Multifamily (4+dwelling units per structure)	$1.41 / Sq. Ft	$1.56 / Sq Ft
Single Family (1-3 dwelling units per structure)		
Less than 1,000 sq. ft	$1,790/dwelling unit	$1,973/dwelling unit
1,000 -2,499 sq. ft.	$2,505/dwelling unit	$2,762/dwelling unit
2,500 sq. ft or above	$2,935/dwelling unit	$3,235/dwelling unit
TRANPORTATION/CIRCULATION		
Non Residential		
Hotel/Motel	$1,591/rentable room	$1,754/rentable room
Industrial/Warehouse	$0.99/square foot	$1.09/square foot
Office General	$3.98/square foot	$4.39/square foot
Medical Office	$8.55/ square foot	$9.43/ square foot
Retail/Restaurant	$9.98/square foot	$11.01/square foot
Service/Other	$4.86/square foot	$5.36/square foot
Multifamily (4+dwelling units per structure)	$1.42/square foot	$1.57/square foot
Single Family (1-3 dwelling units per structure)		
Less than 1,000 sq. ft	$2,523/dwelling unit	$2,781/dwelling unit
1,000 sq. feet-2,499 sq. ft.	$2,672/dwelling unit	$2,946/dwelling unit
2,500 sq. ft or above	$2,932/dwelling unit	$3,232/dwelling unit

TABLE 8: PUBLIC WORKS FEES

Table 8 Public Works Fees		
Purpose: To adjust rates to cover costs of services; address notational changes; provide for new fees for services rendered		
Lift Station Review	$3,500	$6,000
Public Infrastructure-Construction Oversite not associated with a	$2,100	$2,750
Subdivision 2-15 Lots	NEW	$1,800
Subdivision 16-24 Lots	NEW	$2,300
Subdivisions 25-50 Lots	$1,975	$3,500
Subdivisions >50 Lots	$2,900	$5,250
Right of Way Encroachment Permit- Fee + Additional Types as required:	$160	$50 + $110 Base
Swales	$200	$260
Road Bore	$110	$200
Utility Trench	$200	$390
Additional Paving (only)	$100	$460
Load Limit Permits	$60	$70

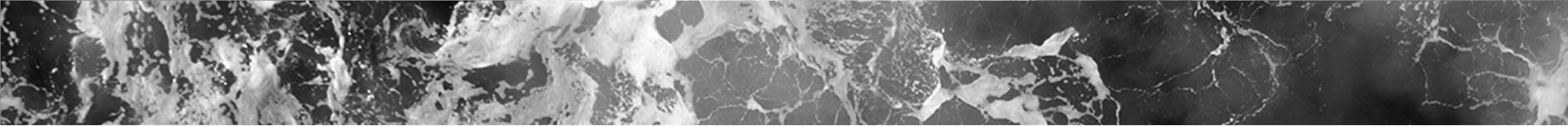


TABLE 9: SEWER CAP AND MONTHLY RATES

Table 9 Sewer Capitalization, Connection Fees and Monthly Rates		
Purpose: Provide for adjustments to monthly rates to account for Opertations and Maintenance cost increases and account for new connections rates reflectant of the cost of replacement for Collections only (/ differentiates total fee from collection fee).		
Fee Description	**Previous Fee**	**Proposed Fee**
Sewer Monthly Rates		
Residential Monthly Sewer Rate	$66.00	$69.25
Monthly Commercial/Industrial Rate	$66.00	$69.25
Sewer Capitalization Fee- Residential (Total Fee / Collection Fee)	$12,222 / $5244	$13,922 / $6944
Sewer Capitalization Fee- Commercial/Industrial (Total Fee / Collection Fee)	$12,222 / $5244	$13,922 / $6944
Flows over each increment of one wastewater unit will be rounded to the next wastewater unit, and will be charged an additional capitalization fee (Total Fee / Collection Fee)	$2,037/$874.00	$2,320.33 /$1,157.33
Sewer Stub Reimbursement - When Stub is Owned by the City		



PUBLICATION VS. ADOPTION

Staff published the sewer capitalization rate at a higher amount based on preliminary numbers provided by the Consultant.

Council can consider adopting less than published.

biochemical oxygen demand, ammonia as nitrogen and phosphorus.

DESCRIPTION	FEE
Sewer Capitalization and Connection Fees	
Sewer Capitalization Fee - Residential	$13,500 per Dwelling Unit including a non-commercial accessory building with a bathroom. Fee comprises $6,522 to collection and $6,978 to treatment.
Sewer Capitalization Fee - Commercial/Industrial	Minimum $13,500 per 6 wastewater units ($6,522 to Collection and $6,978 to Treatment). Flows over each increment of one wastewater unit will be rounded to the next wastewater unit, and will be charged an additional capitalization fee of $2,250 which consists of $1,087 to Collection and $1,163 to Treatment.

Staff recommends adoptions based on final deliverable by our consultant.

Published Rate: $6,944 per ERU or $1,157.33 per Wastewater Unit

Adopted Recommendation: $6,522 Per ERU or $1,087 Per Wastewater Unit

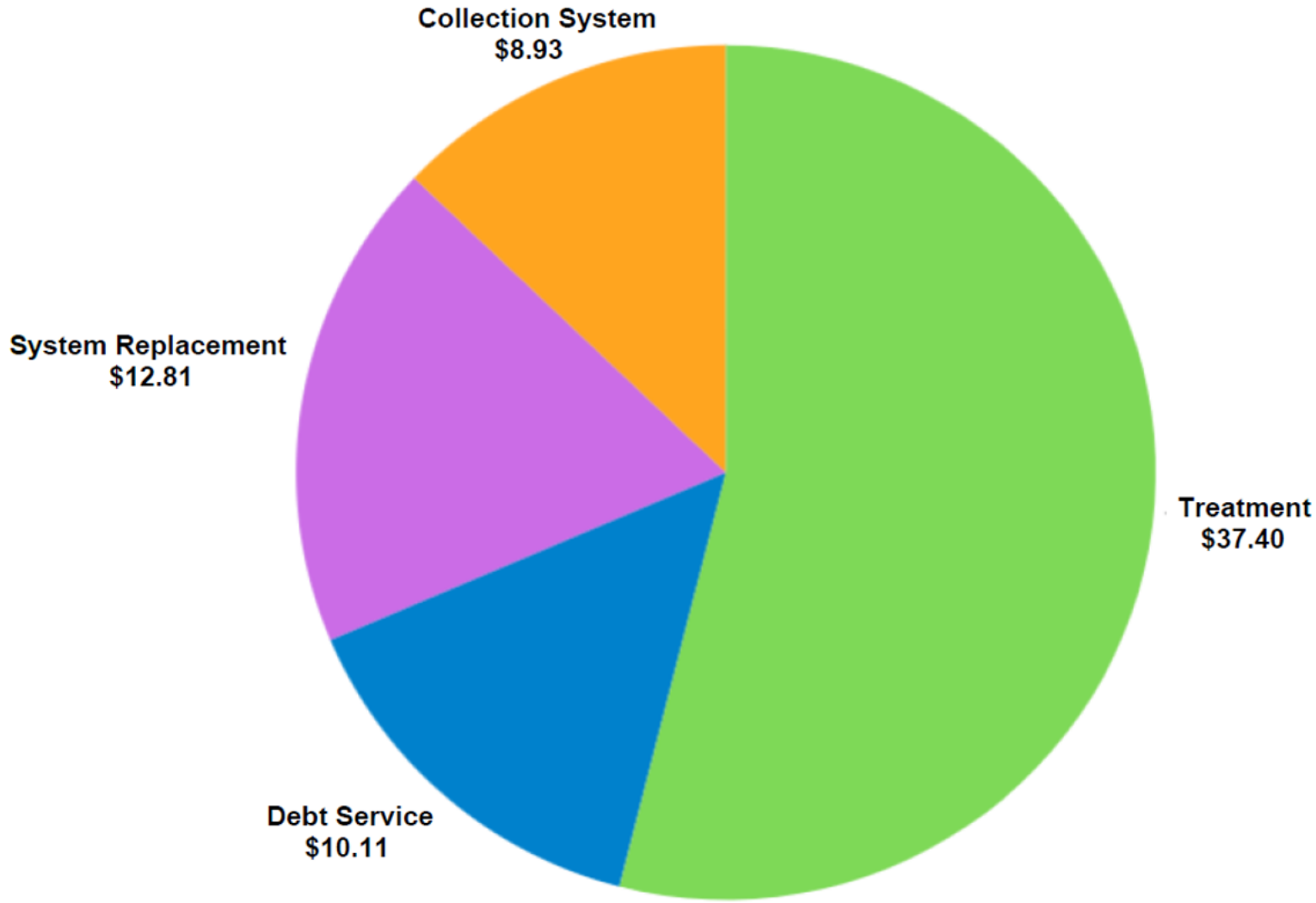
Table 9: sewer cap and Monthly rates

Cost category	Category charge/month
Treatment	$37.40
System Replacement	$12.81
Debt Service	$10.11
Collection System	$8.93
Residential Monthly Rate	**$69.25**

- 5% Rate Increase anticipated ($3.25/month/ER)
  - Hayden Area Regional Sewer Board (HARSB) Treatment O&M Cost Increases (±4%)
  - Collection O&M Cost Increases (±1%)
- 2027 Collection Capital Improvement Planning:
  - Sewer Master Plan Update
  - Sewer Collection Rate Study/ Cap Fee Study
  - H2 Piping Improvements
  - Honeysuckle Gravity Sewer Upsize Phase 1A
  - East Hayden Gravity Sewer Upsize Phase 1A (Gov't Way to Maple)

FY 2026-27 Residential Sewer Rate (Proposed): $69.25/month

Distribution of Typical Monthly Residential Rate by Cost Category



PUBLIC COMMENT

ADVERTISED IN PAPER ON 9/15 AND 9/22.





ADOPTION BY RESOLUTION

- Council may adopt fees up to the published amount or less.
- Council achieves this via adoption by resolution
- Staff has provided a draft resolution and included with the packet.

QUESTIONS?



3. **NEW BUSINESS**
   A. *ACTION ITEM* Resolution to Adopt Fiscal Year 2027 Fee Schedule

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor and Hayden City Council
From: Lisa Ailport, City Administrator

Date: September 22, 2026

Agenda Item: Resolution Adopting New Fee Schedule

Agenda Item Location
New Business

Background and Recommended Action or Motion
Staff recommends authorizing the Mayor to sign the resolution adopting the new fee schedule for Fiscal Year 2027, making it effective on October 1, 2026.

Pursuant to Idaho Code 67-6311A, a public hearing is required when the fees contemplated by a municipal organization are in excess of 5% or are new fees for service. Once a public hearing has been held, council may then adopt any fee that was published up to the amount published. Council may adopt fees less than what was published should they choose to.

The attached resolution seeks to adopt the published rates, absent the published rates for the new sewer collection system cap fee. That rate is less than the published rate and will be covered by the presentation staff has prepared for the public hearing.

Fiscal Impact
Adopting this resolution allows the city to begin charging rates as designed within the FY2027 budget adoption.

Budget Funding Source / Transfer Request
N/A

Attachment
Resolution adopting a fee schedule

RESOLUTION NO. 2026-_____

A RESOLUTION OF THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO ADOPTING A SCHEDULE OF FEES FOR SERVICES PROVIDED AND REGULARLY CHARGED AS SETFORTH BY CITY COUNCIL AND/OR PROVIDED FOR BY HAYDEN CITY CODE.

WHEREAS, the City has fee setting authority pursuant to Idaho Code §63-1311, and;

WHEREAS, the City has proposed fees to offset and reduce the impact that property taxes are used to cover services which can be otherwise supported by fees; and

WHEREAS, the fees collected are deemed to be reasonably related to, but not in excess of, the actual cost of the service being rendered, and

WHEREAS, a public hearing was noticed for and held on September 29, 2026 to hear testimony by the public regarding fee increases and new fees proposed, in compliance with Idaho Code §63-1311A.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF HAYDEN, IDAHO THAT THE FOLLOWING BE ADOPTED WITH PASSAGE OF THIS RESOLUTION:

1. The attached Exhibit "A" be adopted and effective, on October 1, 2026, and;

2. That this Resolution repeals all previous resolutions relating to fees or that may cause conflict with the full enforcement with this resolution.

APPROVED by the City Council on the 29th day of September, 2026

CITY OF HAYDEN

By:_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

CITY OF HAYDEN IDAHO

OFFICIAL FEE SCHEDULE- TABLE OF CONTENTS

EXHIBIT A

Table	Description
Table 1	ADMINISTRATION FEES
	Beer and Wine Licenses
	Animal and Kennel Licenses
	Other Licenses and Permits
	Copies and Record Requests
	Miscellaneous Fees
Table 2	RECREATION FEES
	Sport Fees and Tournaments
	Sport Miscellenous Fees
	Legend
Table 3	EVENT FEES
	Facility Rental Fees
	City Sponsored Special Event Fees
	Legend
Table 4	PLANNING & ENGINEERING DEVELOPMENT FEES
	Administrative and Miscellaneous Fees
	Site Plan Fees
	Land Use Permits
	Subdivisions
	Infrastructure
Table 5	BUILDING FEES - GENERAL
	General Inspections and Permits
	Building Permit Fee Calculation Table (Uniform Building Code=UBC)
	Commercial
	Residential
	Mechanical
	Other Fees
Table 6	EQUIPMENT RATES
	City Equipment Rental Rates and Fees
Table 7	IMPACT FEES
	Fire and Emergency Services District Fees
	City Impact Fees
Table 8	PUBLIC WORKS
	Public Infastructure Review
	Development Review Fees
	Encroachment Permit Fees
	Other Public Work Fees

OFFICIAL FEE SCHEDULE- TABLE OF CONTENTS

EXHIBIT A

Table	Description
Table 9	SEWER UTILITY
	Sewer Capitalization and Connection Fees
	Sewer Rates
	Sewer Misc. Fees
Resolution Adopting Offical Fee Schedule	
2024-11	
2025-01	
2026-	

Table 1
ADMINISTRATIVE FEES

DESCRIPTION	FEE
BEER AND WINE LICENSES	
Beer License Transfer	$5.00
Alcoholic Beverage Catering	Non-refundable $20.00/day for a maximum of 5 days as set by state law 23-934 A and B
Beer on the Premises	$200.00
Beer Retail	$50.00
Liquor by the Drink	$562.50 - 75% of the State Fee
Wine on the Premises/Retail	$200.00
New Alcohol, Beer or Wine License Application	$20.00
ANIMAL AND KENNEL LICENSES	
Animal License	$15.00/year or $7.50/year if neutered or spayed
Kennel License - New	$100.00
Kennel License - Renewal	$80.00
OTHER LICENSES AND PERMITS	
Door-to-door Solicitation Registration	$25.00
Pawn License - New	$220.00
Pawn License - Renewal	$200.00
Sexually-oriented Business - New	$250.00
Sexually-oriented Business - Renewal	$230.00
COPIES AND RECORD REQUESTS	
Inkjet Plotter	$0.50/sq.ft.
Copies	
8.5" x 11" black & white SS/DS	$0.05 / page (per State Public Record Law, first 100 copies free)
8.5" x 14" black & white SS/DS	$0.05
11" x 17" black & white SS/DS	$0.05
8.5" x 11" color SS/DS	$0.05/$0.10
8.5" x 14" color SS/DS	$0.10/$0.15
11" x 17" color SS/DS	$0.15/$0.25
Electronic Media:	
CD/DVD	$1.00 each
Flash Drive 8GB	$5.00 each
Master Plans (sewer, transportation, parks, comprehensive, etc.)	Cost of electronic media and formatting time. If hardcopy is requested, actual cost of copying shall be paid.
Note: Public records are subject to City of Hayden Resolution #2013-2, as amended, and Idaho State Code 74-102.	
MISCELLENOUS FEES	
LID Segregation	$525.00
Return Check Fee	$20.00

Table 2
RECREATION

DESCRIPTION	FEE	
SPORTS, TEAMS AND TOURNAMENTS		
Fee Type	***Resident**	****Non Resident**
Adult Volleyball Team (Self-Officiated)	$205.00	$230.00
Adult Volleyball Team (Officiated)	$230.00	$255.00
Open Play Youth and Adult Sport- Per participant	$5.00	$5.00
Youth Baseball	$36.00	$45.00
Youth Recreation League Basketball (PK-2nd Grade)	$37.00	$46.00
Youth Recreation League Basketball (3rd-9th Grade)	$58.00	$68.00
Youth Team (Comp) League Basketball Team	$600.00	$655.00
Youth Team (Comp) League Basketball Forfeit Fee	$50.00	N/A
Youth Team (Comp) League Basketball Reschedule Fee	$50.00	N/A
Youth NFL Flag Football	$60.00	$70.00
Youth Soccer Micro/Mini	$32.00	$40.00
Youth Soccer U8-U15	$37.00	$46.00
Youth Volleyball	$36.00	$45.00
Youth Sports Team Sponsor	$175.00	N/A
Sports Tournaments:		
· Volleyball	$115.00	$125.00
· Basketball	$400.00	$450.00
SPORT MISCELLENOUS FEES		
Recreation Late Registration Fee	$5.00 Individual $15.00 Team (five players or less) $25.00 Team (six or more players)	
Contracted Programs: Fees for contracted programs will be that amount established in the contract between the Contractor and the City of Hayden, which will take into consideration the number of participants, supplies, equipment, and contractor's other costs.		
LEGEND		
* 50% or more of team lives in Hayden City Limits	Unless otherwise noted, all fees are based on a Per-Person rate.	
** Less than 50% of Team lives in Hayden City Limits		

Table 3

EVENT FEES & FACILITIES

DESCRIPTION	FEE		
FACILITY USE FEES			
HONEYSUCKLE BOAT LAUNCH FEES:			
Daily Boat Ramp - In-state	$10.00		
Daily Boat Ramp - Out-of-state	$20.00		
Daily Boat Ramp - Daily Boat Ramp- Watersports, Commercial (Per Watersport /Commercial Company)	$20.00		
Annual Pass- Boat Ramp, In-State (first 2 vehicles to same household)	$80.00		
Annual Pass Boat Ramp - Out-of-state (first 2 vehicles to same household)	$160.00		
Annual Pass Boat Ramp - Watersports, Commercial (First 2 vehicles registered to the business, $80 for each additional vehicle registered to the business)	$160.00		
EVENT AND FACILITY FEES			
Event Permit Application Fee	$250.00 per day, per facility		
Event Permit Application Deposit Fee (returned if site/facility doesn't need further cleaning)	$250.00 per facility		
Facility Reservation Fee - Resident*	$65.00		
Facility Reservation Fee - Non-Resident/Business**	$75.00		
Amusement Fee (bouncy houses, inflatable slides, etc.)	$25.00 each		
Field Reservation Fee- Practice- Resident*	$15.00 per hour		
Field Reservation Fee- Practice- Non-Resident/Business **	$20.00 Per hour		
Field Reservation Fee - Games Resident*	$20.00 per hour		
Field Reservation Fee - Games Non- Resident/Business**	$25.00 per hour		
Field Reservation Fee - Camps *, **	$55.00 per field, Per Day B*; $68 Per Field Per Day **		
Field Reservation Fee - Tournament	$125.00 per field, per day		
Electricity-Usage Fee (not tied to city sponored event)	$20 per outlet, per day		
Tournament Deposit Fee (returned if site doesn't need further cleaning)	$125.00 per facility		
Tournament Concession stand Fee- associated with tournaments at city parks; not associated with Park Concessions	$25 per day, per facility		
Tournament Field Maintenance as needed, as directed (watering, dragging, etc.)	$35.00 per hour (if available)		
Tournament Lights (Croffoot only)	$40.00 per hour (if available)		
Park Concession Fee- Associated with park concessionaire permit	$30.00 per day		
PFC Robert J Gordon Memorial Plaza Brick Paver	$150.00/brick paver (includes one-time		
CITY SPONSORED SPECIAL EVENT FEES			
Parade Entry Fees			
Commercial/Political	$40.00		
Groups - Marching, Musical, Church, Schools, etc.	$25.00 Business/$15.00 Non-Profit		
Antique & Classic Autos/Trucks/Machinery	$20.00		
Floats/Trailers	$20.00		
Individuals	$20.00		
Equestrian(s) Group or Single	$20.00		
Military/Police/Fire/Rescue	No Fee		
Vendor Booth Fees (based on 10' x 10' space)			
A two (2)-day event is any event that spans of two consecutive days, regardless of the time it starts			
	2-day	***1-day***	***1/2 day***
Food Vendor	$150.00	$80.00	$55.00
Business/Corporation	$105.00	$60.00	$40.00
Mixed-Goods/Crafts Vendor	$95.00	$55.00	$40.00
Non-profit	$60.00	$35.00	$30.00
Vendor Late Fee	$20.00	$20.00	$20.00
Vendor Electrical Fee- Per Electrical Hookup	$35.00	$15.00	$15.00
For events more than two days, vendors will be charged the combined rate of 2-day plus additional day(s). Not applicable to Friday Night Frights, as participants sponsor their own trunks.			
Legend			
*Applicant lives within city limits			

Table 3	
EVENT FEES & FACILITIES	
DESCRIPTION	**FEE**
**Applicant is a business or does not live within city limits.	

Table 4

PLANNING & ENGINEERING FEES - GENERAL

DESCRIPTION	FEE
All fees below are for staff review by in-house City staff. In many cases, contract engineering/design professional and legal review fees apply and shall be passed through at full cost directly to the applicant. The flat fee for City staff and contract engineering/design professional review services pays for two reviews. Reviews in excess of 2, are subject to additional fees as provided below.	
ADMINISTRATIVE AND MISCELLANEOUS FEES	
Appeal/Request for Reconsideration - City Council Public Meeting	$400.00
Appeal/Request for Reconsideration - City Council Public Hearing	$800.00 + Pass thru cost for noticing
Amendments and Resubmittals to Subdivisions, PUDS, Annexations, Site Plans, Development Performance Agreements, Land Use Permits and Other Approved or Pending Permits	1/2 the original fees (engineering fees and legal fees are passed through to the applicant for reimbursement at 100%)
Agreements	$525.00
Floodplain Substantial Development Permit	$495.00
Floodplain Existing Building Determination	$192.50
Floodplain Variance	$1,000.00
Reschedule Hearing Due to Client	$220.00 + noticing costs
Traffic Data from Regional Demand Model (required if not using City's consultant)	$450.00 + Pass thru cost ($10,000.00 deposit)
Traffic Impact Study by City's consultant	$200 + Pass thru cost ($10,000 Deposit)
Public Notice Signs	$30.00 / Sign
Noticing	Pass thru cost ($500.00 deposit)
Utility Compliance Permit	$500.00
Transfer of Permit	$20.00
Additional Reviews- in excess of 2	$250.00 + Pass Thru of Actual Cost of Contract Engineering Professional Fees
Contract Engineering	Actual Cost -Pass Thru
Legal Review	Actual Cost -Pass Thru
Development/compliance review of projects in the City's Area of City Impact will be billed at the City's discretion and if billed will be at the hourly staff review fee plus any additional costs incurred by the City such as the cost of legal review, engineering review and the like.	
Special studies, traffic studies, use of outside consultants, legal notice, mailings and document recordings, and actions not specifically addressed by this fee schedule, are to be reimbursed at full cost by the Applicant to the City.	
PLANNING & ENGINEERING DEVELOPMENT FEES - SITE PLANS	
Site Plan Review:	
≤ 1 acre	$1,150.00
> 1 acre to 3 acres	$1,425.00
> 3 acres	$1,600.00
Phased Site Plan Review	$1,050.00
Additional Phased Plan Inspections & Project Tracking	$380.00
Site Plan Review (stormwater and parking only)	$950.00 + $200.00/acre
PLANNING & ENGINEERING DEVELOPMENT FEES - LAND USE PERMITS	
Administrative Exception - Minor	$350.00
Administrative Exception - Major (PZC Public Meeting)	$500.00
Administrative Exception - PZC Public Hearing	$1,000.00
Annexation Application	$4,000.00 application + cost of notification and mailings
Annexation Agreement & Post Processing	$1,850.00
Community Infrastructure District	$5,000.00 initial application/all costs are reimbursed to City in full following initial approval
Zoning Code/Comp Plan Text Amendment	$2,200.00 + cost of notification and mailings
New and Unlisted Uses Determination	$500.00
Planned Unit Development Application-Preliminary	$3,825.00 + cost of notifications and mailings
Planned Unit Development Application-Final PUD	$3,825.00 + cost of notifications and mailings
Conditional Use Permit	$1800.00 + cost of notification and mailings
Neighborhood Commercial Node Review	$500.00
Architectural or Mixed Ue Design Standards Review	$500.00
Temporary Hardship Permit	$350.00
Temporary Hardship Permit Renewal	$175.00
Vacation of ROW/Easement Application	$1,000.00 + cost of notification and mailings

Table 4

PLANNING & ENGINEERING FEES - GENERAL

DESCRIPTION	FEE
All fees below are for staff review by in-house City staff. In many cases, contract engineering/design professional and legal review fees apply and shall be passed through at full cost directly to the applicant. The flat fee for City staff and contract engineering/design professional review services pays for two reviews. Reviews in excess of 2, are subject to additional fees as provided below.	
Variance Permit	$1800.00 + cost of notification and mailings
Zone Map Amendment	$2,200.00 + cost of notification and mailings
Comprehensive Plan Map Amendment	$2,200.00 + cost of notification and mailings
Combined Comp Plan and Zone Map Amendment	$2,500.00 + cost of notification and mailings
Deposit for miscellaneous items (notifications, mailing, etc.)	$500.00
PLANNING & ENGINEERING DEVELOPMENT FEES - SUBDIVISIONS	
Extensions to approved subdivisions	$500.00
Boundary Line Adjustment	$480.00 + pass thru land survey cost
Condo/Townhome Plat Review	$865.00
Lot Consolidation Plat	$680.00
Minor Subdivision - Preliminary Plat	$1,500.00
Subdivision - Preliminary Plat:	$3,000.00
Subdivision - Construction Plan Review:	
2-15 Lots	$1,780.00
16-24 Lots	$2,325.00
25-50 Lots	$3,500.00
Greater than 50-Lots	$5,250.00
Subdivision - Final Plat Application	$800.00
PLANNING & DEVELOPMENT FEES - INFRASTRUCTURE	
Off Site Public Infrastructure - Corridor Plan Review <900 Linear Feet	$1,450 or $300 +Pass Thru Costs
Off Site Public Infrastructure- Corridor Plan >900 Linear Feet	$1,450 + 1.5 / Linear Foot or $300 + Pass Thru Costs
Off-Site Public Infrastructure (not associated with a subdivision) - Site Plan Review	$600.00 base fee + pass thru engineering cost (as necessary). Note: Includes two reviews of original; with $85.00/hr. review fees charged thereafter.
Off-Site Public Infrastructure (not associated with a subdivision) - Corridor Plan Review < 900 linear feet	$1,250.00 City Staff or $300.00 + pass-through engineering cost (as necessary).
Off-Site Public Infrastructure (not associated with a subdivision) - Corridor Plan Review > 901 linear feet	$1,450.00 City Staff or $300.00 + pass-through engineering cost (as necessary).

Table 5
BUILDING FEES

DESCRIPTION	FEE
Plan review fees are non-refundable. Processing fees associated with the issuance of permits are non-refundable.	
GENERAL INSPECTIONS AND PERMITS	
Inspections Outside of Normal Business Hours (min. charge of two hours) or for Which no fee is specifically indicated (min. charge of 1/2 hour)	$105.00 / hour
General Building or Site Inspection not associated with a Permit	$105.00 / inpsection
Re-inspections:	
Residential Re-Inspection	$105.00 / inspection.
Residential Final Re-Inspection	$105.00 / inspection.
Commercial Re-Inspection	$105.00 / inspection.
Commercial Final Re-Inspection	$180.00 / inspection
Other Permit Fees	
Investigation for Work Without a Permit for Which a Permit is Required	Fee equal to the minimum permit fee, in addition to the permit fee if a permit is issued, whether or not a subsequent permit is issued.
Re-instatement of Permit	$85.00
Additional Plan Review Required by Changes, Additions, Revisions	New submittals require a new plan review fee. Revision fee $165.00.
Applicant Requested and City-Approved Use of Outside Consultant for Expedited Review of Plans.	Building permit fee + pass thru consultant costs
Demolition Permit	$110.00
Sign Permit	$82.50 + UBC Building Permit Calculation Table / Est. Contract Price
Master Sign Plan Review	$110.00
Building Code Appeal	$385.00
Transfer of Permit	$20.00
Application Porcessing Fee	$50.00
BUILDING PERMIT FEE CALCULATION TABLE (Uniform Building Code = UBC)	
Total valuation is calculated using the 97 UBC Table 1A & Current ICC Building Valuation Data Sheet	***Fees***
Total Valuation: $1.00 to $2,000	$50.00 for the first $1,300 plus $3.05 for each additional $100 or fraction thereof, to, and including $2,000
Total Valuation: $2,001 to $25,000	$71.35 for the first $2,000 plus $14.00 for each additional $1,000 or fraction thereof to and including $25,000
Total Valuation: $25,001 to $50,000	$391.75 for the first $25,000 plus $10.10 for each additional $1,000 or fraction thereof to and including $50,000
Total Valuation: $50,001 to $100,000	$643.75 for the first $50,000 plus $7.00 for each additional $1,000 or fraction thereof to and including $100,000
Total Valuation: $100,001 to $500,000	$993.75 for the first $100,000 plus $5.60 for each additional $1,000 or fraction thereof to and including $500,000
Total Valuation: $500,001 to $1,000,000	$3,233.75 for the first $500,000 plus $4.75 for each additional $1,000 or fraction thereof to and including $1,000,000
Total Valuation: $1,000,001 and up	$5,608.75 for the first $1,000,000 plus $3.65 for each additional $1,000 or fraction thereof
BUILDING FEES - COMMERCIAL	
Verification of Occupancy - No Improvements with new Certificate of Occupancy issuance	$225.00
Non-residential Re-roof	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Water Reservoir	UBC Building Permit Fee Calculation Table / Estimated Contract Price
All Other Occupancies	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Foundation Permit Only	10% of Building Permit Fee
Tenant Improvement	20% of shell valuation / Estimated Contract Price
Shell Only (with unimproved tenant spaces)	80% of UBC Building Permit Fee Calculation Table with Current ICC Building Valuation Data Sheet
Re-siding	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Solar	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Commercial Plan Review Check (DUE PRIOR TO PLAN REVIEW)	65% of Building Permit Fee; MINIMUM of $50.00
Energy Conservation Code	$100.00
HVAC System Review	$75.00

Table 5
BUILDING FEES

DESCRIPTION	FEE
Plan review fees are non-refundable. Processing fees associated with the issuance of permits are non-refundable.	
Mechanical Permits	
Processing Fee, Renewal Fee	$50.00
Contracts up to $20,000	3% of Contract Price
Contracts $20,000.01 to $50,000	2% of Contract Price + $600.00
Contracts $50,000.01 to $100,000	1% of Contract Price + $2,200.00
Contracts > $100,000.01	0.5% of Contract Price + $3,200.00
Commercial Mechanical Replacement	$220.00
Commercial Temporary Certificate of Occupancy with Financial Guarantee for Site Improvement Agreement - Without Legal Review	$250.00 + surety of 150% of the cost of improvements based on a contractor's estimate.
Commercial Temporary Certificate of Occupancy With Financial Guarantee for Site Improvement Agreement - With Legal Review	$250.00 + cost of legal review + surety of 150% of the cost of improvements based on a contractor's estimate.
BUILDING FEES - RESIDENTIAL	
Construction Costs for Specific Structures - Residential (Current Building Valuation Data Table)	***Fees***
Plan Review Check *FEES DUE PRIOR TO PLAN REVIEW	25% of Building Permit Fee with a $50.00 minimum
Type V-wood Frame:	
Main Floor	UBC Building Permit Fee Calculation Table / Valuation equal to R-3 in Current ICC Building Valuation Data Sheet
Upper Floor	UBC Building Permit Fee Calculation Table / Valuation equal to 50% of R-3 in Current ICC Building Valuation Data Sheet
Lower Floor	UBC Building Permit Fee Calculation Table / Valuation equal to 40% of R-3 in Current ICC Building Valuation Data Sheet
Garage	UBC Building Permit Fee Calculation Table / Valuation equal to "U" in Current ICC Building Valuation Data Sheet
Remodel	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Additions -No Plumbing	UBC Building Permit Fee Calculation Table / Valuation equal to 75% of R-3 in Current ICC Building Valuation Data Sheet
Additions - With Plumbing	UBC Building Permit Fee Calculation Table / Valuation equal to R-3 in Current ICC Building Valuation Data Sheet
Accessory Structures:	
Pole Structure - Unfinished	UBC Building Permit Fee Calculation Table / Valuation equal to 20% of R-3 in Current ICC Building Valuation Data Sheet
Pole Structure - Finished Area	UBC Building Permit Fee Calculation Table / Valuation equal to R-3 in Current ICC Building Valuation Data Sheet
Steel Structure	UBC Building Permit Fee Calculation Table / Valuation equal to Group Type in Current ICC Building Valuation Data Sheet
Other Structures and Miscellaneous Items:	
Open Carport	UBC Building Permit Fee Calculation Table / Valuation equal to 15% of R-3 in Current ICC Building Valuation Data Sheet
Patio Cover	UBC Building Permit Fee Calculation Table / Valuation equal to 15% of R-3 in Current ICC Building Valuation Data Sheet
Deck	UBC Building Permit Fee Calculation Table / Valuation equal to 15% of R-3 in Current ICC Building Valuation Data Sheet
Retaining Wall	Valuation is $14.00 per lineal foot (min. $100.00)
Fence Over 6'	$65.00 flat fee
Change Windows	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Re-siding	UBC Building Permit Fee Calculation Table / Estimated Contract Price
Swimming Pool (per volume area)	$7.11 per cubic foot or estimated contract price
Re-roof	UBC Building Permit Fee Calculation Table / Estimated Contract Price
MECHANICAL PERMITS	
HVAC System Review and Permit	$350.00
Processing Fee	$40.00
Additional Ductwork	$21.00
Gas Water Heater	$21.00
Gas Equipment (furnace)	$25.00
Gas Piping (each outlet)	$3.00

Table 5
BUILDING FEES

DESCRIPTION	FEE
Plan review fees are non-refundable. Processing fees associated with the issuance of permits are non-refundable.	
Boiler/Refrig <100,000 BTU	$20.00
Boiler/Refrig 101-400M BTU	$36.00
Boiler/Refrig 401-1000 M BTU	$49.00
Boiler/Refrig 1,001-1750 M BTU	$78.00
Boiler/Refrig >1750 M BTU	$78.00
Heat Pump or A/C <3 tons	$21.00
Heat Pump or A/C >3-15 tons	$38.00
Heat Pump or A/C >15-30 tons	$53.00
Heat Pump or A/C >30-50 tons	$78.00
Heat Pump or A/C >50 tons	$130.00
Ventilating Fans	$10.00
Evaporative Coolers	$14.00
Type I or II Hood	$16.00
Clothes Dryer	$16.00
Gas Range/Cook Top/Barbeque	$21.00
Gas Fireplace/Free Standing Stove	$21.00
Unlisted Gas Appliance <400,000 BTU	$99.00
Unlisted Gas Appliance >400,000 BTU	$166.00
Air Handler <10,000 CFM	$16.00
Air Handler >10,000 CFM	$27.00
Solid Fuel Fireplace/Woodstove (listed)	$38.00
Residential Temporary Certificate of Occupancy with Financial Guarantee for Site Improvement Agreement - Without Legal Review	$165.00 + Option 1--surety of $500 for each item with $1000 minimum Option 2--150% with detailed contractor's estimate.
Residential Temporary Certificate of Occupancy with Financial Guarantee for Site Improvement Agreement - With Legal Review	$165.00 + Option 1--surety of $500 for each item with $1000 minimum Option 2--150% with detailed contractor's estimate + cost of legal review.
OTHER	
House Moving Permit	$165.00 + Demolition Permit for Foundation Removal
Manadated Abatement of Dangerous Building	$105.00 / hour (2-hours minimum)
Manufactured Home Setting Permit	$100.00 in MHP + building permit review fee (Using UBC BP Fee Calc Table/Valuation Equal to R-3 in ICC) + Cap Fee if applicable $200.00 outside a MHP + building permit review fee (Using UBC BP Fee Calc Table/Valuation Equal to R-3 in ICC) + Cap Fee if applicable

Table 6
EQUIPMENT RATES

DESCRIPTION	FEE
City Equipment Rental Rates and Fees	
Street Sweeper	Regular: $128.48/hr. Overtime: $144.19/hr.
20-Ton Beaver Tail Trailer	Regular: $48.28/hr. Overtime: $63.99/hr.
5-Ton Tilt Trailer	Regular: $47.06/hr. Overtime: $62.77/hr.
2.5T Tilt Trailer	Regular: $46.45/hr. Overtime: $62.17/hr.
Vibratory Compactor/Roller	Regular: $89.59/hr. Overtime: $105.30/hr.
Self Propelled Paver	Regular: $98.10/hr. Overtime: $113.81/hr.
Chain Saw	Regular: $48.28/hr. Overtime: $63.99/hr.
Air Compressor	Regular: $57.03/hr. Overtime: $72.74/hr.
2 Wheel Drive Pickup	Regular: $58.00/hr. Overtime: $73.71/hr.
4 wheel Drive Pickup	Regular: $59.21/hr. Overtime: $74.93/hr.
3 yd. Dump Truck, F550	Regular: $73.19/hr. Overtime: $88.90/hr.
3 yd. Dump Truck w/De-icer	Regular: $75.62/hr. Overtime: $91.33/hr.
5-6 yd. Dump Truck, 5T	Regular: $75.62/hr. Overtime: $91.33/hr.
5-6 yd. Dump Truck/Plow	Regular: $78.05/hr. Overtime: $93.76/hr.
5-6 yd. Dump Truck/Sander	Regular: $78.05/hr. Overtime: $93.76/hr.
10-12 yd. Dump Truck	Regular: $102.35/hr. Overtime: $118.06/hr.
10-12 yd. Dump Truck/Plow	Regular: $103.57/hr. Overtime: $119.28/hr.
10-12 yd. Dump Truck/Sander	Regular: $103.57/hr. Overtime: $119.28/hr.
4000 gal. Water Truck	Regular: $102.35/hr. Overtime: $118.06/hr.
Grader	Regular: $98.71/hr. Overtime: $114.42/hr.
Grader w/Snow Ring	Regular: $104.54/hr. Overtime: $120.25/hr.
Grader w/Snow Ring/V Plow	Regular: $110.61/hr. Overtime: $126.33/hr.
Loader w/3 yd. Bucket	Regular: $72.46/hr. Overtime: $124.75/hr.
Loader w/3.5 yd. Bucket	Regular: $115.72/hr. Overtime: $131.43/hr.
75 hip Backhoe/1.5 yd. Bucket	Regular: $82.30/hr. Overtime: $98.01/hr.
Tractor with Mower	Regular: $60.43/hr. Overtime: $76.14/hr.

Table 7
IMPACT FEES

DESCRIPTION	FEE
Fire and EMS District Impact Fees	
Kootenai County Fire and Rescue District	
Residential	(Pass Through Cost) $1,207.00 per dwelling unit
Non-Residential	(Pass Through Cost) $0.60 per square foot
Northern Lakes Fire Protection District	
Residential	(Pass Through Cost) $1,302.00 per dwelling unit
Non-Residential	(Pass Through Cost) $0.65 per square foot
Kootenai County Emergency Medical Services System	
Residential	(Pass Through Cost) $132.00 per dwelling unit
Non-Residential	(Pass Through Cost) $0.07 per square foot
District Impact Fee - Admin Fee	$20.00
City Impact Fees	
Parks	
Multifamily (4+ dwelling units per structure)	$1.56 per square foot of conditioned space
Single Family (1-3 dwelling units per structure)	
Less than 1,000 square feet of conditioned space	$1,973 per dwelling unit
1,000 to 2,499 square feet of conditioned space	$2,762 per dwelling unit
2,500 square feet and above of conditioned space	$3,235 per dwelling unit
Transportation	
Non-Residential	
Hotel/Motel	$1,754 per rentable room
Industrial/Warehouse	$1.09 per square foot
Office General	$4.39 per square foot
Medical Office	$9.43 per square foot
Retail/Restaurant	$11.01 per square foot
Service/Other	$5.36 per square foot
Residential	
Multifamily (4+ dwelling units per structure)	$1.57 per square foot of conditioned space
Single Family (1-3 dwelling units per structure)	
Less than 1,000 square feet of conditioned space	$2,781.00 per dwelling unit
1,000 to 2,499 square feet of conditioned space	$2,946.00 per dwelling unit
2,500 square feet and above of conditioned space	$3,232.00 per dwelling unit

Table 8
PUBLIC WORKS FEES

DESCRIPTION	FEE
In many cases, contract engineering/design professional and legal review fees apply and shall be passed through at full cost directly to the applicant. The cost of special studies, traffic studies, use of outside consultants, legal notice, mailings and document recordings, and actions not specifically addressed by this fee schedule, are to be reimbursed at full cost by the Applicant to the City. Procesing fees associated with issuance of permits is non-refundable.	
Public Infrastructure Review	
Lift Station Review	$6,000
Public Infrastructure (not associated with a subdivision) - Construction Oversight & Inspection	$2,750
Development Review Fees	
Subdivisions 1-6 Lots	$1,800
Subdivisions 7-24 Lots	$2,300
Subdivisions 25-50 Lots	$3,500
Subdivision >50 Lots	$5,250
General Re-Inspection Engineering/Public Works (minimum of 1 hr.)	$110.00 / Hr
General Re-Inspection for Final Punch list Inspection(s)	$180
Encroachment Permit Fees	
Right of Way Encorachment Permit Base- Fee plus additional types as requried: (except for Tree Planting)	$50.00 processing fee + $110.00 base fee
Asphalt Cut	$1,540.00
Asphalt Core (Utility Exploratory Pothole)	$120.00 per core
Swales	$260.00
Road Bore	$200.00
Sidewalk/Curb/Approach	$250.00
Sidewalk (not associated with curb or approach)	$135.00
Curb (not associated with sidewalk or approach)	$135.00
Approach (not associated with sidewalk or curb)	$135.00
Utility Trench/Sewer or Water Connection	$390.00
Additional Paving (Only)	$460.00
Other Fees	
Load Limit Permit	$70.00
Transfer of Permit	$20.00

Table 9
SEWER UTILITY FEES

A wastewater unit is defined as a maximum of 862.5 gallons of wastewater flow per month, with a maximum load of specified constituents which are based on the Hayden Area Regional Sewer Board "Publicly Owned Wastewater Treatment Facility" (POWTF) design, regulated by Federal and State agencies, and/or which are reasonably anticipated to be regulated, including but not limited to suspended solids, biochemical oxygen demand, ammonia as nitrogen and phosphorus.

DESCRIPTION	FEE
Sewer Capitalization and Connection Fees	
Sewer Capitalization Fee - Residential	$13,500 per Dwelling Unit including a non-commercial accessory building with a bathroom. Fee comprises $6,522 to collection and $6,978 to treatment.
Sewer Capitalization Fee - Commercial/Industrial	Minimum $13,500 per 6 wastewater units ($6,522 to Collection and $6,978 to Treatment). Flows over each increment of one wastewater unit will be rounded to the next wastewater unit, and will be charged an additional capitalization fee of $2,250 which consists of $1,087 to Collection and $1,163 to Treatment.
Sewer Connection Authorization Permit - Residential and Commercial/Industrial (new and existing)	$70.00 City; $15.00 locator, if needed.
Sewer Monthly Rates	
Monthly Sewer Rate - Residential	$69.25 per month (billed every 2 months) per dwelling unit
Monthly Sewer Rate - Commercial/Industrial	$69.25 per month (billed every 2 months) per 6 wastewater units as calculated at the time of the capitalization fee, or any subsequent adjustments as may be based upon actual usage, with a minimum of $69.25 per month.
Sewer Misc. Fees	
Pretreatment Fee	Pass thru & administration fee from $3.00 - $50.00
Sewer Certification Fee for delinquent accounts	$30.00
Sewer Past Due - Monthly Sewer Fee	$25 Past Due Deliquent Fee at 30-days past due
Sewer Stub Reimbursement - When Stub is Owned by the City	$400.00 admin + Cost of stub ($750 Minimum)

B. *ACTION ITEM* Right-of-Way Contract and Property Use Agreement with Josh Brown and Alicia Brown for the Hayden Avenue and Atlas Road Roundabout

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor and Hayden City Council

From: Dulci Kau, City Engineer

Date: 09.29.2026

Agenda Item: **Approval of Right-of-Way Contract and Property Use Agreement with Josh Brown and Alicia Brown for the Hayden Avenue and Atlas Road Roundabout.**

Agenda Item Location
New Business

Background and Recommended Action or Motion
The City of Hayden plans to construct a roundabout at the intersection of West Hayden Avenue and North Atlas Road. The project requires the acquisition of right-of-way from adjacent parcels to accommodate the expanded roadway. The Project requires 0.012 acres of additional right-of-way and a temporary construction easement on .0349 acres from Kootenai County parcel H405021203AC, located at 9551 North Atlas Road, Hayden, Idaho. The property owner has agreed to the just compensation amount of $11,139.20 offered by the City.

Motion: Move to authorize the purchase of right-of-way and temporary easement from Josh and Alicia Brown, owners of the real property located at 9551 North Atlas Road for the sum of $11,139.20 and authorize the Mayor to sign the right-of-way agreement, warranty deed, property use agreement and associated acquisition documents.

Functional Impact of Authorizing
The acquisition of this parcel completes a necessary component of the right of way and easement acquisition for the Hayden Avenue and Atlas Road Roundabout Project.

Functional Impact of Not Authorizing.
If the purchase of this right-of-way and temporary easement is not approved, the acquisition will not be completed, delaying the construction of the projects and likely increasing future cost to the City.

Fiscal Impact
This expenditure is budgeted in GL 130-899-59840-8007 – Hayden/Atlas Intersection Project Land Acquisition

Attachments
Right of Way Agreement, Warranty Deed, and Property Use Agreement – 9551 North Atlas Road
Vicinity Map

RIGHT OF WAY CONTRACT

Project: Hayden Avenue & Atlas Road Roundabout Improvement Project
Parcel No: H405021203AC
Property Address: 9551 N. Atlas Road, Hayden, ID 83835

This RIGHT OF WAY CONTRACT ("AGREEMENT"), made this ____ day of _____, 20____ between Josh Allen Brown and Alicia Brown, husband and wife, herein called "GRANTOR," and the City of Hayden, a Political Subdivision of the State of Idaho, 8930 N. Government Way, Hayden, Idaho 83835, herein called "GRANTEE" or the "City"

WHEREAS, The City is engaged in the construction of a transportation project designated as the Hayden Avenue & Atlas Road Roundabout Improvement Project ("Project"), which will affect certain property belonging to Grantor known as Parcel Number stated above, and described on attached **Exhibit A**, and depicted on attached **Exhibit B** (collectively, the "Property").

WHEREAS, The Grantor agrees to the temporary construction easement area depicted in **Exhibit C**.

WHEREAS, The City agrees to remove the pine tree adjacent to the proposed sidewalk, as depicted in **Exhibit C**.

WHEREAS, Grantor herewith delivers to the City a Warranty Deed for right-of-way needs for the area defined by the Legal Description in **Exhibit A** and depicted in **Exhibit B**.

NOW THEREFORE, the parties hereto agree as follows:

1. The City shall pay Grantor and the lienholder(s), if any, such sums of monies as are set out below. Grantor shall notify lienholder(s), if any, of this Contract and it is the Grantor's responsibility to obtain a release of relinquished parcel from his or her lienholder previous to closing on the purchase. Grantor agrees to pay all taxes and assessments due and owing, including a pro-rata share of the taxes owing for the year in which the transaction closes. Payment to Grantor pursuant to this Contract is contingent upon Grantor demonstrating clear title to the Property through use of documents acceptable to the City and Kootenai Title Company, the title company being used by the City for the Project ("Title Company").

2. Grantor shall execute and deliver to City a notarized instrument of conveyance corresponding to the interest being acquired. Closing of this transaction shall occur when all required documents, as well as compensation noted herein, have been submitted to Title Company, lienholder(s), if any, have been satisfied, and Title Company is in a position to provide the required title insurance to City ("Closing").

3. The parties have set forth the whole of their agreement herein, the performance of which constitutes the entire consideration for the grant of said right of way and shall relieve the City of all future claims by the Grantor or obligations of the City related to this Agreement or the construction, location, and grade of the public infrastructure.

4. Grantor represents that to the best of its knowledge no hazardous materials have been stored or spilled on the subject property during its ownership or during previous ownerships at least in so

far as Grantor has observed or has been informed. In the alternative, if the Grantor has knowledge of storage or spill of hazardous materials on the subject property, that information is set out below. This sale is conditional upon full disclosure of any such information.

5. INGRESS and EGRESS: Grantor agrees to enter into a temporary construction easement for the purpose of ingress and egress for construction of sidewalks, curbs and gutters, drainage facilities, tree removal and yard restoration, utility relocation, approaches, or any other item requiring minor encroachment on the Grantor's remaining property during construction. Said easement to terminate upon completion of construction.

6. LEGAL and PHYSICAL POSSESSION: Grantor agrees to give the City legal and physical possession of the Property on the date of payment. 90 days for possession is waived.

7. As of the closing date of this transaction, the land area described and defined herein is under the ownership of City. Grantor, its agents or assigns, is required to keep such area free of any personal property, and any garbage, refuse, or other debris. Notice is hereby provided that construction activities, including utility relocation activities, may occur at any time after ownership of the property has transferred to City.

8. City and Grantor acknowledge that relocation activities will occur on the Property from and after Closing and the City will coordinate any such construction activities described herein with the ongoing relocation activities until completed.

9. In consideration of the interest being conveyed, the City shall pay the Grantor for Right of Way and Easements as follows:

Type	Size (Sq. Ft)	Size (Acres)	Amount
Right-of-Way		0.012	$8,704.00
Permanent Easement		N/A	
Temporary Easement		0.0349	$2,435.20
Improvements:	- Tree Removal - 24' wide concrete approach extending 25' beyond the proposed sidewalk		
Total Compensation	**$11,139.20**		

10. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho. Venue for any dispute or proceeding to enforce this Agreement shall be brought in the County of Kootenai, State of Idaho.

11. MODIFICATION: No modification of this Agreement shall be valid or binding unless such modification is in writing, duly dated, and signed by all parties.

12. BINDING EFFECT: This Agreement shall inure to the benefit of and shall be binding upon not only the parties hereto, but also upon their respective heirs, successors, representatives and assigns. The terms of this Agreement, to the extent they are in addition to, and not in conflict with, the terms of the Deed, shall survive Closing.

13. EXECUTION OF DOCUMENTS: The parties hereby agree to execute, and record where appropriate, any and all documents necessary to effectuate this transaction.

14. ENTIRE AGREEMENT: This instrument constitutes the entire agreement between the Parties and inures to the benefit of their respective heirs, descendants, successors, assigns and legal representatives. Neither party shall be bound by any terms, conditions, statements or representations, oral or written, not herein contained. Each party hereby acknowledges that in executing this Agreement he/she has not been induced, persuaded or motivated by any promise or representation made by the other party, unless expressly set forth herein. All previous negotiations, statements and preliminary instruments by the parties or their representatives are merged in this instrument.

15. LEGAL REVIEW: In entering into this Agreement, each party represents and warrants that it has relied upon the legal advice of its attorneys, who are its attorneys of choice, and that the terms, conditions and effects of this Agreement have been completely read and explained to them by their attorneys, and that those terms are fully understood and voluntarily accepted by them.

16. INCORPORATION OF RECITALS: The Recitals set forth above are incorporated in this Agreement as if set forth fully herein.

17. EFFECTIVENESS: This Agreement shall become effective upon the date that it is made and entered into by the parties.

18. BREACH OF AGREEMENT: Each party agrees that, in the event of any breach by them of the terms, provisions, and obligations of this Agreement, that party shall pay as damages to the other party or parties, the amount of the damages, expenses, attorney fees and costs associated with remedying any such breach of the Agreement.

19. SIGNATURE: The undersigned have read and understand this Settlement Agreement. Signatures to this Agreement may be obtained in counterpart, each of which shall be considered as an original.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

GRANTEE:

On _____, 20____

By: _____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

GRANTOR:

By: Alicia Brown
Alicia Brown. Owner

By: _____
Josh Allen Brown, Owner

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 21 day of September, 2026, before me, Rachel Silvati, a Notary Public in and for said State, personally appeared Josh Brown and Alicia Brown, husband and wife, known or identified to me to be the individuals who executed the instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

RACHEL SILVATI
COMMISSION NUMBER 20262148
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES JUNE 23, 2032

Rachel Silvati
Notary Public for the State of Idaho
Residing at Spokane County
My commission expires 6/23/2032

EXHIBIT A

Legal Description – Josh Brown – Alicia Sailas

That portion of the northeast quarter of Section 21, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho described as follows:

Commencing at a 3 1/2 inch aluminum cap marking the northeast corner of said Section 21, said monument bears N 00°49'59" E a distance of 2645.90 feet from a 3 1/4 inch aluminum cap marking the East quarter corner of said Section 21; Thence along the East line of said northeast quarter, S 00° 49' 59" W a distance of 200.43 feet; Thence N 89° 10' 01" W a distance of 30.00 feet to the westerly right of way of Atlas Road and the **TRUE POINT OF BEGINNING;**

Thence along said West right of way, S 00° 49' 59" W a distance of 129.96 feet to the South line of the North half of said Tract 203;

Thence along said South line, N 88° 30' 56" W a distance of 4.13 feet;

Thence N 00° 49' 59" E a distance of 124.19 feet to the beginning of a curve to the left, having a radius of 291.94 feet;

Thence northerly along said curve, through an arc length 5.78 feet, through a central angle of 01° 08' 02", a chord bearing of N 00° 15' 58" E and a chord distance of 5.78 feet to the North line of the South 130 feet of the East 124 feet of the North half of the East half of Tract 203 of the Amended Plat of Hayden Lake Irrigated Tracts, recorded in Book C of Plats, Page 66, records of Kootenai County;

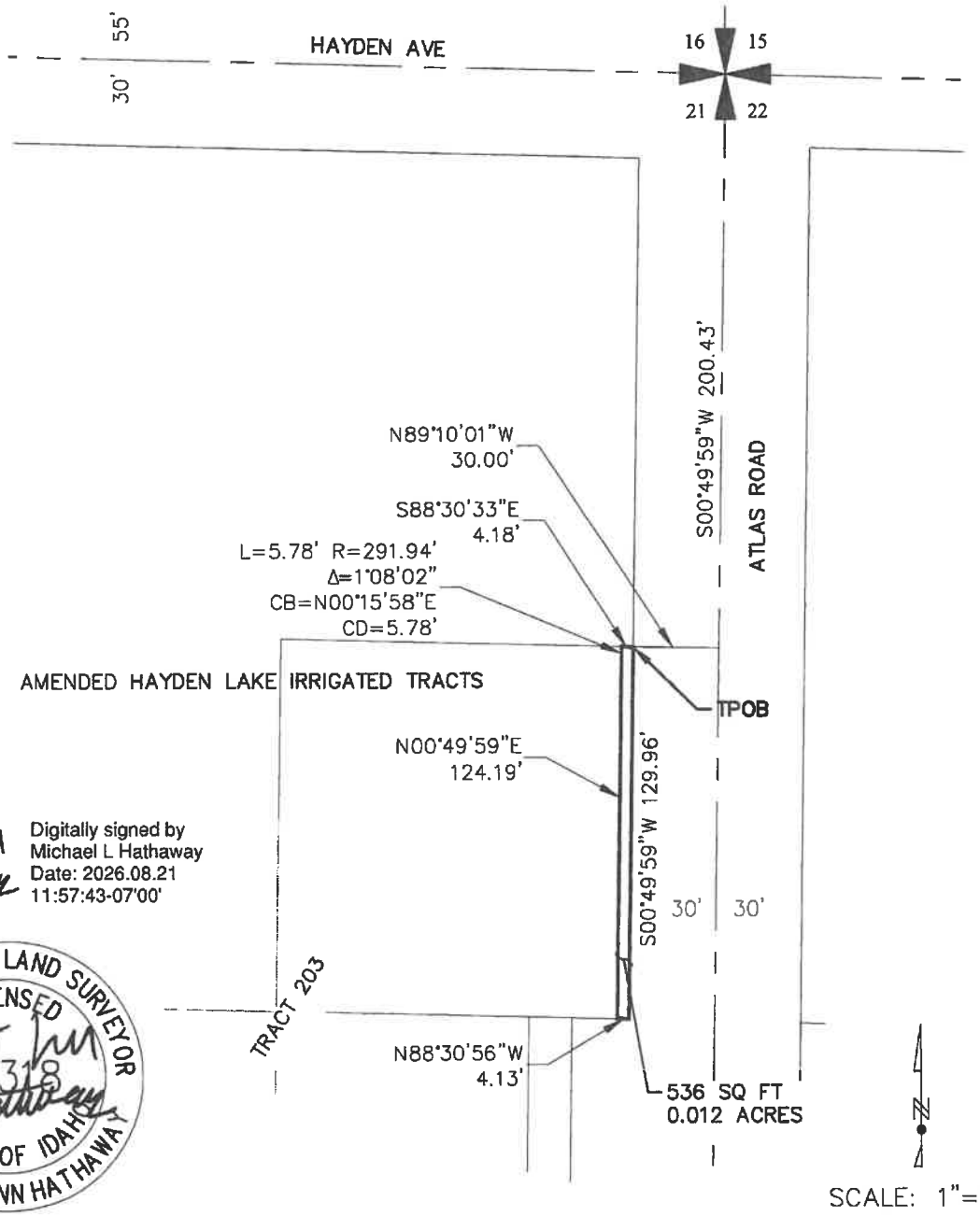
Thence along said North line, S 88° 30' 33" E a distance of 4.18 feet to the **TRUE POINT OF BEGINNING.**

Contains 536 square feet or 0.012 acres more or less.



Digitally signed by
Michael L Hathaway
Date: 2026.08.21
11:57:18-07'00'

EXHIBIT B
RIGHT OF WAY – JOSH BROWN AND ALICIA SAILAS
LOCATED IN THE NORTHEAST QUARTER OF
SECTION 21, TOWNSHIP 51 NORTH, RANGE 4 WEST,
CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO



Digitally signed by
Michael L Hathaway
Date: 2026.08.21
11:57:43-07'00'

PROFESSIONAL LAND SURVEYOR
LICENSED
12318
STATE OF IDAHO
MICHAEL LYNN HATHAWAY

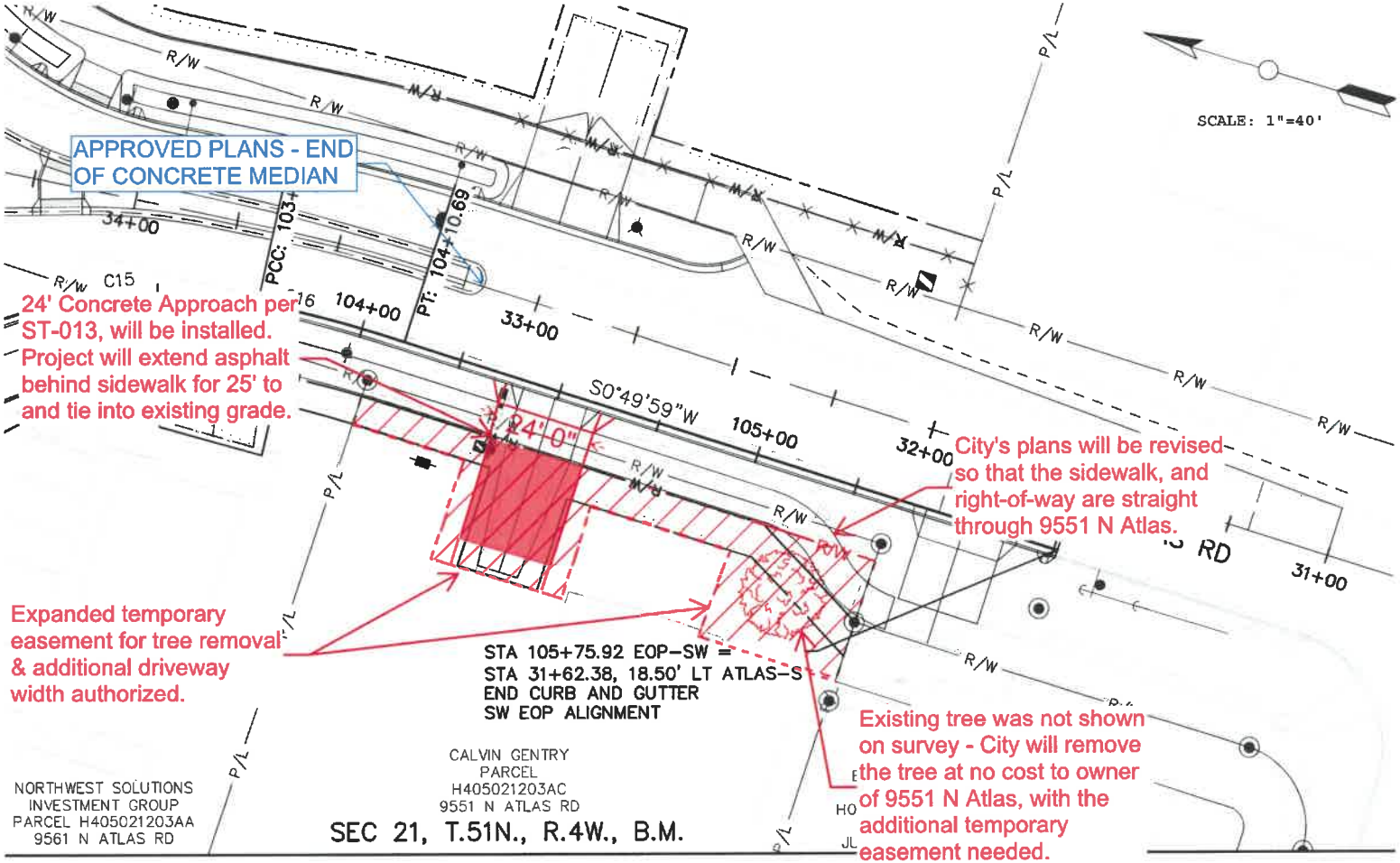
WELCH-COMER
ENGINEERS I SURVEYORS
www.welchcomer.com
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814
208-664-9382
(toll free) 877-815-5672
(fax) 208-664-5946

EXHIBIT B – RIGHT OF WAY
JOSH BROWN AND ALICIA SAILAS
PROPOSED RIGHT OF WAY
H405021203AC

PROJECT NO.:	41014.020
DESIGNED BY:	MLH
DRAWN BY:	RVR
DWG:	41014.020EX01.DWG
DATE:	08/21/2026
SHEET NO:	1 OF 1

EXHIBIT C - RIGHT-OF-WAY CONTRACT 9551 N ATLAS RD

TEMPORARY CONSTRUCTION EASEMENT, TREE REMOVAL & DRIVEWAY



WARRANTY DEED

FOR VALUE RECEIVED, **Josh Allen Brown and Alicia Brown,** husband and wife, hereinafter called "GRANTOR", hereby grants, sells, and conveys unto the **City of Hayden, Kootenai County, a Political Subdivision of the State of Idaho**, 8930 N. Government Way, Hayden, Idaho 83835, hereinafter called "CITY" the premises described in EXHIBIT A and depicted in EXHIBIT B.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee(s), his/her/their heirs and assigns forever. And the said Grantor(s) does (do) hereby covenant to and with the CITY, that he/she/they is/are the Owner(s) in fee simple of said premises; that they are free from all encumbrances EXCEPT those to which this conveyance is expressly made subject to those made, suffered, or done by the CITY; current taxes, levies, assessments, easements, reservations and right of way of view and covenants, conditions, restrictions, easements, reservations, dedications, right of way, and agreements of record and that he/she/they will warrant and defend the same from all lawful claims whatsoever.

DATED. September 21st, 2026

CITY:

Acceptance by the City of Hayden

On _____, 2026

By: _____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, City Clerk

GRANTOR:

By: _____
Josh Allen Brown, Owner

By: Alicia Brown
Alicia Brown, Owner

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 21 day of September, 2026, before me, Rachel Silvati, a Notary Public in and for said State, personally appeared Josh Brown and Alicia Brown, husband and wife, known or identified to me to be the individuals who executed the instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

RACHEL SILVATI
COMMISSION NUMBER 20262148
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES JUNE 23, 2032

Rachel Silvati
Notary Public for the State of Idaho
Residing at Spokane County
My commission expires 6/23/2032

EXHIBIT A

Legal Description – Josh Brown – Alicia Sailas

That portion of the northeast quarter of Section 21, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho described as follows:

Commencing at a 3 1/2 inch aluminum cap marking the northeast corner of said Section 21, said monument bears N 00°49'59" E a distance of 2645.90 feet from a 3 1/4 inch aluminum cap marking the East quarter corner of said Section 21; Thence along the East line of said northeast quarter, S 00° 49' 59" W a distance of 200.43 feet; Thence N 89° 10' 01" W a distance of 30.00 feet to the westerly right of way of Atlas Road and the **TRUE POINT OF BEGINNING:**

Thence along said West right of way, S 00° 49' 59" W a distance of 129.96 feet to the South line of the North half of said Tract 203;

Thence along said South line, N 88° 30' 56" W a distance of 4.13 feet;

Thence N 00° 49' 59" E a distance of 124.19 feet to the beginning of a curve to the left, having a radius of 291.94 feet;

Thence northerly along said curve, through an arc length 5.78 feet, through a central angle of 01° 08' 02", a chord bearing of N 00° 15' 58" E and a chord distance of 5.78 feet to the North line of the South 130 feet of the East 124 feet of the North half of the East half of Tract 203 of the Amended Plat of Hayden Lake Irrigated Tracts, recorded in Book C of Plats, Page 66, records of Kootenai County;

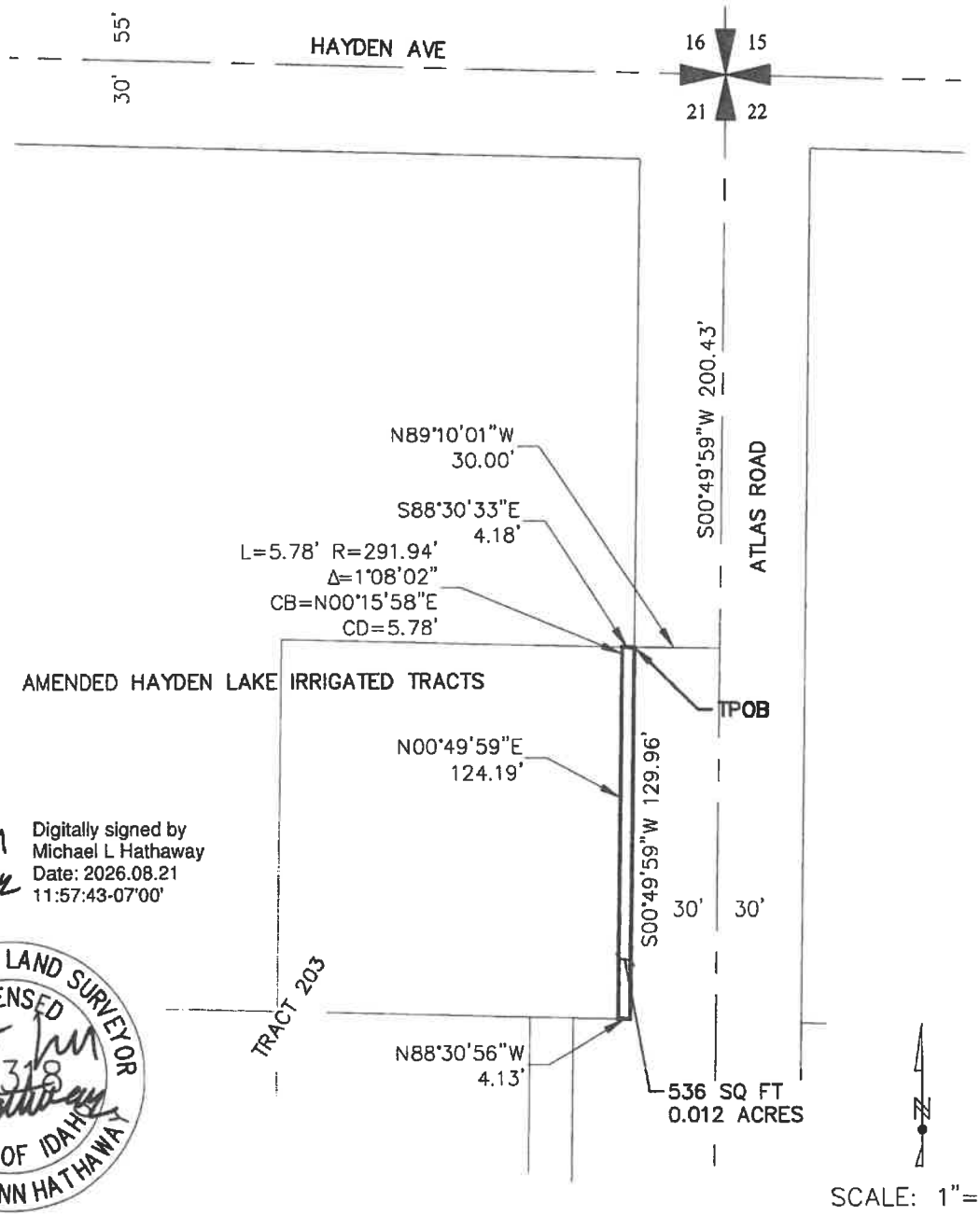
Thence along said North line, S 88° 30' 33" E a distance of 4.18 feet to the **TRUE POINT OF BEGINNING.**

Contains 536 square feet or 0.012 acres more or less.



Digitally signed by
Michael L Hathaway
Date: 2026.08.21
11:57:18-07'00'

EXHIBIT B
RIGHT OF WAY – JOSH BROWN AND ALICIA SAILAS
LOCATED IN THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 51 NORTH, RANGE 4 WEST, CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO



Digitally signed by Michael L Hathaway
Date: 2026.08.21 11:57:43-07'00'

PROFESSIONAL LAND SURVEYOR
LICENSED
12318
STATE OF IDAHO
MICHAEL LYNN HATHAWAY

WELCH-COMER
ENGINEERS I SURVEYORS
www.welchcomer.com
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814
208-664-9382
(toll free) 877-815-5672
(fax) 208-664-5946

EXHIBIT B – RIGHT OF WAY
JOSH BROWN AND ALICIA SAILAS
PROPOSED RIGHT OF WAY
H405021203AC

PROJECT NO.:	41014.020
DESIGNED BY:	MLH
DRAWN BY:	RVR
DWG:	41014.020EX01.DWG
DATE:	08/21/2026
SHEET NO:	1 OF 1

After recording return document to:
City of Hayden
8930 N Government Way
Hayden, Idaho 83835

PROPERTY USE AGREEMENT

This PROPERTY USE AGREEMENT, is made this _____ day of _____, 2026 by and between Josh Allen Brown and Alicia Brown, husband and wife, ("OWNER") and the City of Hayden, ("CITY"), a Political Subdivision of the State of Idaho, 8930 N. Government Way, Hayden, Idaho 83835 and CITY and OWNERS may be referred to individually as "PARTY" or collectively as "PARTIES."

WHEREAS, the CITY intends to construct the Hayden Avenue and Atlas Road Roundabout Improvement Project ("PROJECT"). This agreement is necessary for grading and constructing the PROJECT adjacent to the OWNER's property. The CITY and the OWNER are in the process of right-of-way acquisition and providing just compensation.

WHEREAS, the OWNER grants access during utility relocation and construction of the PROJECT as shown in EXHIBIT C for parcel number H-0000-022-3225, also known as 3140 W Hayden Avenue, Hayden, Idaho 83835, of the OWNER's property.

NOW, THEREFORE, the PARTIES agree as follows:

1. The PARTIES agree that the PROJECT serves a public purpose and that the purpose is necessary for the public's use.
2. The PARTIES agree to allow access, right of ingress/egress, and property use to the property during relocation of utilities, construction of underground and overhead utilities, grading, and asphalt vehicular facilities, drainage facilities, yard restoration, or any other item requiring encroachment on the OWNER's property during construction of the PROJECT.
3. The private utility (fiber, gas, power, phone) are relocating at the request of the CITY and this agreement extends to these private companies and their subcontractors in the area illustrated in Exhibit A. CITY's contractors, utility providers, and their subcontractors accessing the property pursuant to the agreement remain subject to the same limitations and restoration obligations applicable to the City.
4. CITY agrees that the area disturbed with the PROJECT, will be restored to existing condition, except for the permanent improvements to be installed with the PROJECT.
5. CITY, and their contractors agree to hold Workers' Compensation per Idaho State Statute and have at least one million dollars in comprehensive general liability and automobile liability coverage.
6. The PARTIES agree that this agreement expires once the PROJECT has finished construction.
7. The PARTIES agree that this agreement shall run with the land and shall be binding upon their heirs and assigns and shall be recorded in the Kootenai County Recorder's office.

It is expressly intended that the PROPERTY USE AGREEMENT granted herein shall be in full force and effect and shall bind the OWNER, his heirs, successors, and assigns until the right of way and easement have been closed and recorded. The OWNER does hereby convent with the CITY that they lawfully own and possess the aforementioned property, and that they have a good and lawful right to convey such use. The PARTIES have had sufficient opportunity to consult with legal counsel of their own choice.

IN WITNESS WHEREOF, the PROPERTY USE AGREEMENT has been executed by the respective PARTIES, or by their duly authorized officers or agents, the day and year first above written.

CITY OF HAYDEN

Alan Davis, Mayor

ATTEST:

Abbi Sanchez, City Clerk

OWNERS

Josh Allen Brown, Owner

Alicia Brown, Owner

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 21 day of September, 2026 before me, Rachel Silvati, a Notary Public in and for said State, personally appeared Josh Brown and Alicia Brown, husband and wife, known or identified to me to be the individuals who executed the instrument and acknowledged to me that they executed the same.

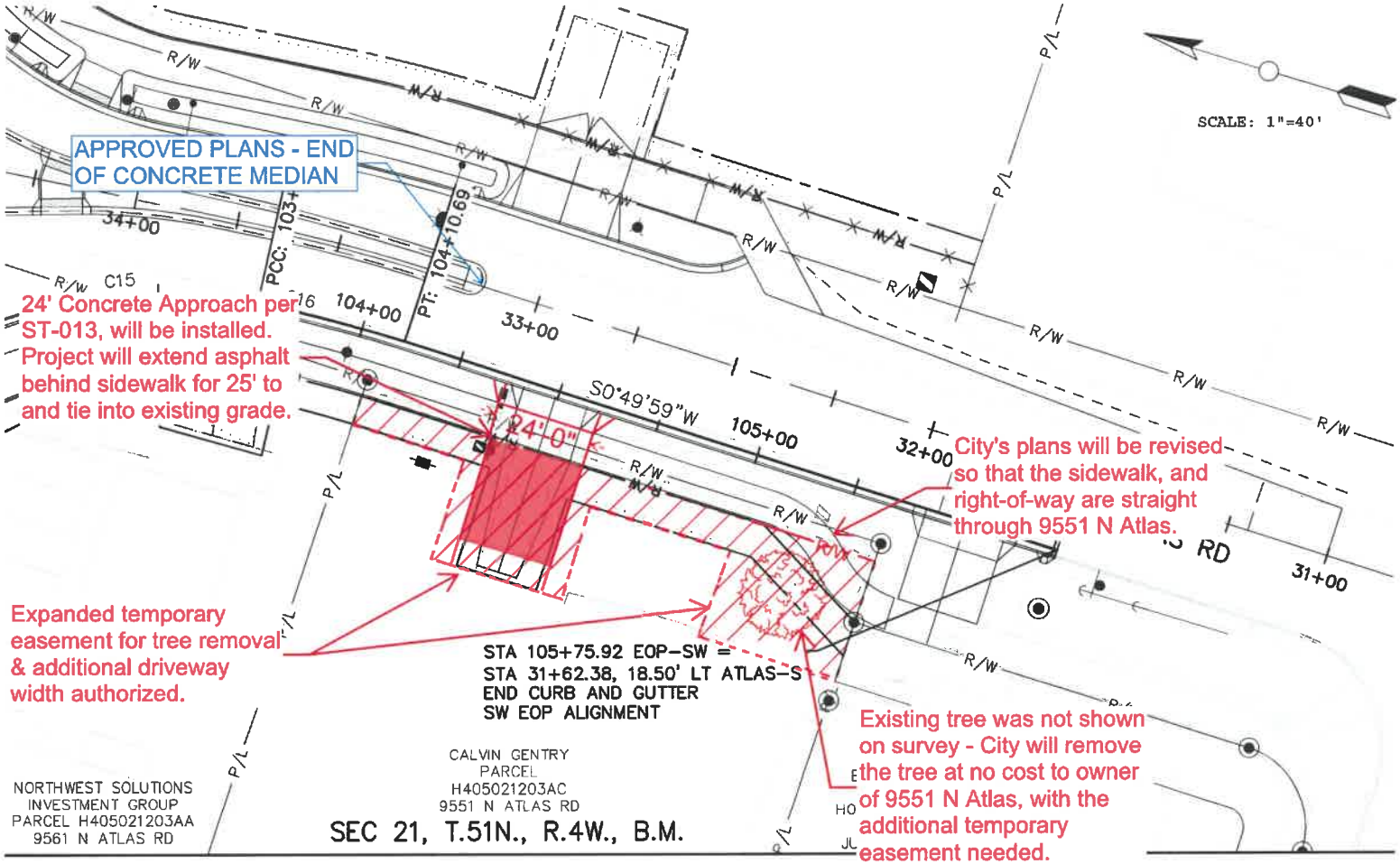
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

RACHEL SILVATI
COMMISSION NUMBER 20262148
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES JUNE 23, 2032

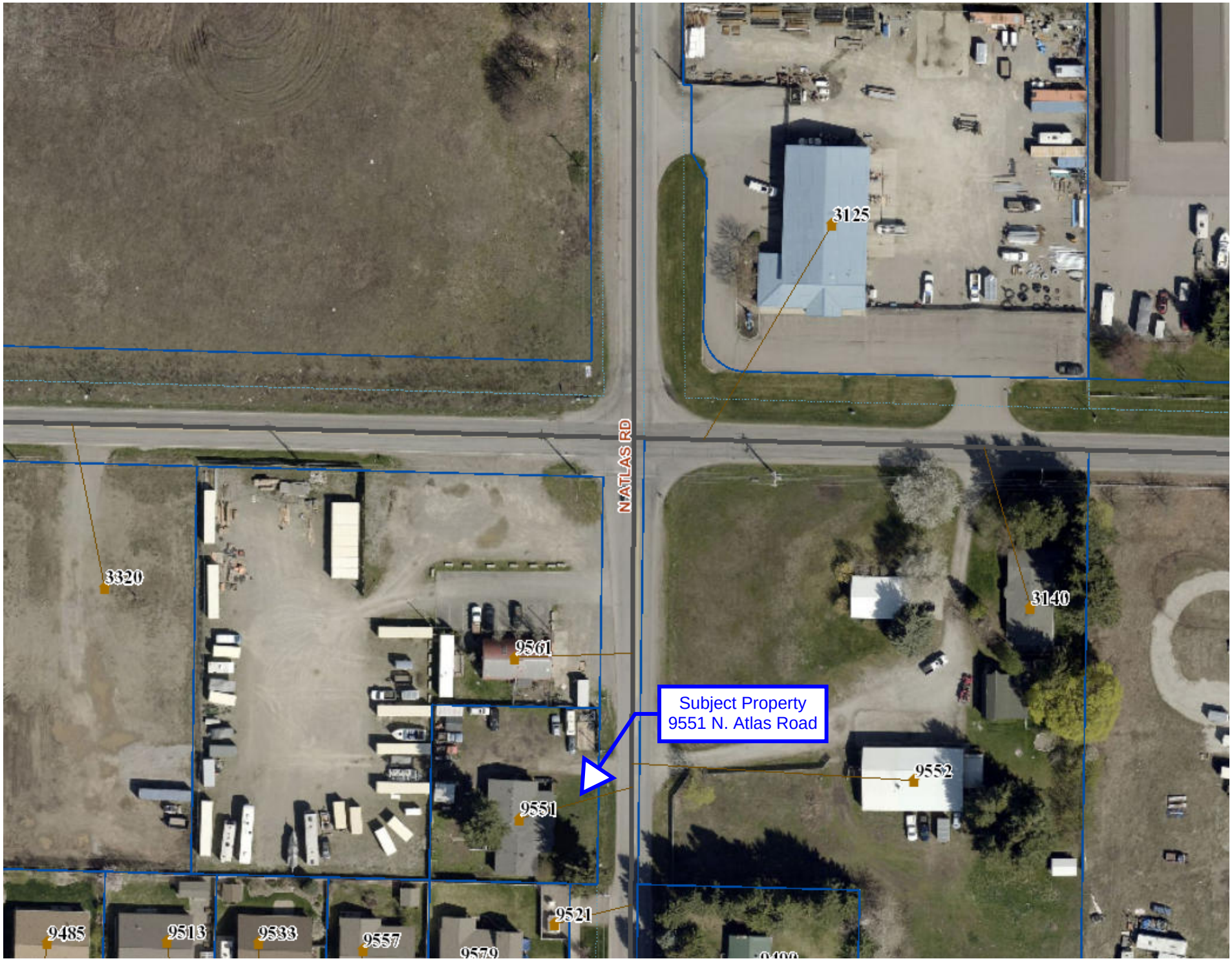
Notary Public for the State of Idaho
Residing at Spokane County
My commission expires 6/23/2032

EXHIBIT C - RIGHT-OF-WAY CONTRACT 9551 N ATLAS RD

TEMPORARY CONSTRUCTION EASEMENT, TREE REMOVAL & DRIVEWAY



Vicinity Map
9551 N. Atlas Road



4. **WORKSHOP**
   A. Proposed Code Amendments of Title 11: Zoning Regulations and Repeal and Replace of Title 12: Subdivision Regulations

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor Davis and Members of the City Council

From: Donna Phillips, Community Development Director

Date: September 15, 2026

Agenda Item: Proposed Amendments to Title 11 Zone Regulations & Repeal and Replace of Title 12 Subdivision Regulations

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Agenda Item Location
Workshop

Outcomes Expected From Workshop
Staff are looking to answer the Council's questions regarding proposed amendments as workshopped through the hearing bodies and at the conclusion of the workshop to be directed to start the public hearing process with the Planning and Zoning Commission.

Background
In the Fall of last year, the City Council adopted an update to the Comprehensive Plan, and in that update included some areas of the existing code which subsequently would need updating. Additionally, as a result of the spring 2025 Idaho legislative session several laws were passed with implementation dates to occur in July of 2026 which subsequently had implementation dates of February 1st of 2027. The later date is as a result of the time it would take municipalities to work through code revisions to address the changes mandated by Idaho statutes. And finally, staff, the City Council, and the Planning and Zoning Commission have identified several proposed changes to these two titles to come forward concurrently with the other changes.

In the table below is a recap of the dates either the Planning and Zoning Commission, City Council, or both hearing bodies have workshopped proposed amendments to these codes. Should you wish to review the workshops, the videos can be found at youtube.com/@cityofhayden/featured . An in-depth recap was completed at the last three workshops of the Planning and Zoning Commission, but all are provided for your reference.

Date of Workshop	City Council	Planning & Zoning	Topics Covered
04/01/2024		X	Noise, Sewer, Zoning, Subdivisions
05/20/2024		X	Wetlands
06/17/2024		X	Noise, Kennels, Signage, Wetlands
07/01/2024		X	Noise, Kennels, Signage, Wetlands
1/27/2025	X	X	Noise, Animals, Surface Restoration, Utilities, Historic Structures, Signage, Subdivisions, Wetlands,
Date of Workshop	**City Council**	**Planning & Zoning**	**Topic Covered**
04/07/2025	X	X	Comp Plan Updates
09/15/2025		X	Comp Plan Updates & Rural Zone Designation
11/3/2025		X	Quiet Times, Rural Zone, Use Table, Mobile Food Establishment, Frontage Improvements, Sign, Subdivisions, Outdoor Storage
06/01/2026		X	Title 11 Zoning Regulations
06/15/2026	X	X	Starter Home Subdivisions,
07/20/2026		X	Title 12 Subdivision Code Amendments
08/03/2026		X	Title 12 Subdivision Regulations, Title 12-5-3 and Section 11-2-11 Starter Home Design Standards
08/31/2026		X	Title 11 Zoning Regulations & Title 12 Subdivision Regulations
09/14/2026		X	Title 11 Zoning Regulations & Title 12 Subdivision Regulations

Status of Code Development

Title 11 Zoning Regulations is a document showing the changes proposed with areas struck through (~~struck through~~) and words underlined (underlined) in a variety of colors. These colors don't signify much except that the document has been reviewed and edited by a number of people (staff members, changes made at the direction of PZC, or by Clare Marley, Ruen Yeager Associates (RYA)). Comments which haven't been completely vetted to everyone's satisfaction at the time of this memo are still shown in the sidelines (along with dialogue back and forth across the reviewers). Fonda Jovick and her team are reviewing the code amendments as proposed as well. At the workshop with Planning and Zoning last night (September 14, 2026), the Commission believes they are close to complete.

Title 11 Zoning Regulations is proposed to have amendments to the code and not a replacement of the code. With that said, Table 11-2-4 may be a repeal and replace simply because it is too confusing with the strike through and add parts as well as the restructuring of the table. To give the changes context, please review the proposed changes in concert with the existing Title 11 found on the City's website (CHAPTER 1 GENERAL PROVISIONS).

Title 12 Subdivision Regulations is a repeal and replace. Meaning what exists today will be completely replaced by a new Title 12 Subdivision Regulations. There are several reasons for this, but most notably the additions of language currently existing in the Master Development Agreement (MDA) and Construction Improvement Agreement (CIA) are being pulled from the agreements and added directly into city code.

As the hearing bodies have reviewed codes over the last several years, they have seen staff work diligently at moving the definitions related to the title to the beginning of that particular title. This change has occurred to reduce inconsistencies with the application of the definition though the various chapters of the title. With that said the definitions and their proposed amendments throughout both titles come from a variety of sources to include other agencies, state statute, agreements, additional clarity, etc. Additionally, as with all verbiage "context" is important to the definition. As Beverly (Permit Tech – Building) pointed out "Assembly" in the Zoning Regulations means - to put together or combine individual components; whereas in the IBC (International Building Code), "Assembly" is an occupancy classification for the grouping of people.

Summary of Proposed Amendments

Title 11 Zoning Regulations:

Chapter 1: General Provisions

The opening paragraph of the chapter was provided the title of "Purpose" and is referred to later in the chapters. Most notably with respect to its references to the Comprehensive Plan. Definitions were updated in four categories to work seamlessly with the use table in 11-2-4, as well as state statute, other agencies, and areas of the title. Duplication related to enforcement was removed. New and Unlisted uses process was amended to include both hearing bodies. References were updated. Exception requests were given some parameters of when an exception may be requested and heard. Process for an appeal request was updated. A new section was added (11-1-10) to address decisions provided through various administrative reviews (architectural design review, mixed use design standard review, site plan review, phased master site plan review, review with respect to site development with a conditional use permit, variance, zoning development agreement, etc.).

Chapter 2: Zoning Districts:

The Purpose of each Zone District Table in 11-2-2 and the Site Area & Setback Requirements Table (11-2-3) were updated to include the new "Rural" Zone Designation. Where an Accessory Dwelling Unit will be allowed was also updated in accordance with amendments to state statutes. The Use Table in 11-2-4 has also been updated to include the new "Rural" Zone designation and has been amended to provided separations in accordance to Residential/Residential Accessory Uses and Non-Residential Principal/ Non-Residential Accessory Uses. This was in most part due to confusion by the public related to the uses being categorized into intensity or similar uses as they are today. References to Mixed Use I or Mixed Use II were removed due to updates in the Future Land Use Map. Development Standards specific to a type of use were updated for the Accessory Dwelling Unit (ADU), Short Term Rentals, Manufactured Homes, Outdoor Storage, Roadside Stands (New), Neighborhood Commercial Nodes, Mixed Use Design Standards, Rural Design Standards (New), Mobile Food Establishment Standards (New – Rework of the Pilot), Starter Home Subdivision Design Standards, Parks and Open Space Design (New).

Chapter 3: Non-Conforming Uses:

Updated the reference in the section related to the hearing body for a variance.

Chapter 4: General Standards of Development:

This chapter was updated to address some inconsistencies to references and formatting, and to update types of uses consistent with the use table and definitions. Parking exceptions (page 79) were amended to give clarity as to when/how a parking exception would occur and updated the example provided accordingly. Parking Dimensions, Off-site parking requirements, pedestrian access, required site improvements and frontage improvements were also addressed. Under 11-4-7(E) Construction of Site Improvements two new sections were added. The first section was to tie the site construction back to general construction requirements in Title 9, quiet hour requirements in Title 4, and dust requirements in Title 11. The second addition was regarding burning on a site. Duration of site plan approvals was updated to directly identify timelines related to how a site plan was approved.

Chapter 5: Sign Code:

General information regarding signs was added for clarity. Definitions were updated to remove inconsistencies and to provide clarity. Updated 11-5-5 for signs authorized without a permit. Added a location verification review to ensure that the signs proposed don't require a permit but are placed in locations consistent with the code – out of site triangles, easements, and on private property and not within the right-of-way. Under 11-5-6 for signs authorized with a permit, updated the zones to include the new "Rural Zone" and Banner signs, and updated tables for clarity and removal of duplication. Updated master sign plan requirements to better align with tenant improvement permits and timelines of the customer. Throughout the code it is identified that if it isn't listed it isn't allowed; however, there seemed to be some confusion with signs on fences. That has been added under prohibited signs for clarity. Simplification and clarity have been used to update the standards for specific sign types. For example, instead of listing all the residential zones in these charts, "R" is used to represent the non-residential uses in the A, RU, R-S, R-1, and MR zone designations. "C" is used for non-residential uses in the C, L-I, and MU zone designations, and "CBD" for the Central Business District.

Chapter 7: Conditional Use Permit:

Added a new section regarding the requirement for a pre-development meeting with City Staff prior to the submission of a conditional use permit. General standards of approval for a conditional use permit were reviewed by staff, planning and zoning, added to and removed from, with final provided language as amended.

Chapter 8: Variances:

Updated References.

Title 12 Subdivision Regulations:

Proposed to Repeal Title 12 Subdivision Regulations Ordinance Chapter 1-10 and Replace with Title 12 Subdivision Regulations Ordinance Chapter 1-7.

As you review the proposed changes, you will see comments referring to MDA (Master Development Agreement) and CIA (Construction Improvement Agreement). The intent here is to bring the information which has been within what we consider to be standardized documents into the code.

Then if the City has an agreement related to a development project it will be with respect to something different than the norm. Most likely some reduced form of the CIA will still be required for all projects identifying the nuances associated with that project. Legal is reviewing the proposed changes currently.

Final formatting and numbering have not occurred. The Agreements identified the owner/applicant/developer as the "Developer" and the code identifies these three as the "Owner". Staff are working through the language changes with respect to these as part of the final drafts of the code amendments.

Chapter 1: General Provisions:

Purpose, Authority, Fees, Enforcement & Penalty, Interpretation & Conflict, and Condition-Based Exceptions and Survey are like existing codes. Development and Construction Agreements have the first bits of merged documents added. The distinction between Major and Minor Amendments is a new section to give a more standardized approach to how changes in a project are handled.

Chapter 2 Definitions and Interpretations:

Definitions from specific to the title, to the agreements added to the title, and new definitions consistent with the state and/or other agencies were updated. Except as expressly defined in the title, words used in this title shall be given their ordinary meaning consistent with common usage and context.

Chapter 3: Boundary Line Adjustment:

This chapter location in the title was moved to the front of the subdivision process as inherently a boundary line adjustment does not create additional lots. It is noted in the last paragraph of 12-3-1 that the plats would include a Phased Subdivision, Condominium Plat, Townhome Plat or Planned Unit Development. A Condominium Plat and a Townhome Plat are similar but different and therefore have been proposed to be broken into separate platting requirements.

Chapter 4: Subdivisions:

This chapter is added to address all subdivisions of land and the general process from application of preliminary plat through final plat, acceptance of infrastructure and warranty period. Each of these areas, are then reviewed in detail in coming chapters. (E) on page 16 still reference the MDA, but this paragraph will be changed to reference the process should be modified to include when the MDA would be required and not for all cases should the City Council agree with Planning and Zoning about the inclusion of the agreement language in the City Code.

Chapter 5: Subdivision Preliminary Plat:

This chapter discusses the process, requirements of submittal, public notice and hearings, standards of approval, to the decision by the appropriate hearing body of the preliminary plat. Preliminary Construction Drawings are a requirement of the preliminary plat (50-70% design, generally). Review of these as part of the preliminary plat is not an approval of Construction Plans for construction of the subdivision.

Chapter 6: Subdivision Construction:

This chapter begins with those items which are required to be dedicated and right-of-way which are to be improved. It continues with other required infrastructure improvements and dedications, and the provides for when a requirement for a home/property owner's association shall be required. The chapter discusses the detailed requirements of the final set of construction drawings, and permits (from the City and outside agencies which may be required). It goes on to discuss the requirements to construct in the City, insurance requirements, CIA, minimum construction standards, pre-construction meeting, quality control program, general standards of workmanship, inspection requirements, and surety requirements. The chapter discusses public utilities both City and of other providers. At the conclusion of the chapter discussion is provided regarding what must be done prior to the City accepting the infrastructure to begin the warranty period, and the requirements during and to conclude the warranty period.

Chapter 7: Final Plats:

This chapter is broken up into sections to address general plat requirements of Subdivision Final plat and then the nuances of the Plat for a Lot Consolidation Plat, Condominium Plat, and Townhome Plat.

One area that has been proposed to be changed is in relation to the document recordation. Currently, upon approval of the City Council, staff have driven the final plat and its associated documents to the County for recordation. The proposed amendment identifies the plat (and associated documents) must be recorded within 30 days of the City Engineer signature, or the approval will become null and void. Additionally, it requires the applicant to submit to the City the recorded documents electronically.

Lot Consolidation plat is a plat that combines platted lots or unplatted parcels into one legal lot. Townhome lots are land which a structure may be existing or may be constructed that is wholly independent of any adjoining (common wall) constructed residence. This would include utilities provided to this individual lot. Condominium Lot can be a residential/non-residential lot which generally does not include the land to an individual but rather the land and common area are usually owned collectively in percentages by the owners of the structure and/or land. Utilities do not have to be provided individually to each unit but may be provided to the building and then collectively owned to the unit.

5. **ADJOURNMENT**

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.