



CITY COUNCIL
Monday, January 27th, 2025, at 6:00 PM
Donnelly Community Center
MINUTES

CITY OF DONNELLY
P.O. Box 725
169 Halferty Street
Donnelly, ID 83615
Telephone (208) 325-8859

Meeting called to order by Mayor Dorris at 6:00 p.m.

Roll Call: Mayor Dorris, Councilmember Davenport, Councilmember Minshall, Councilmember Spade (phone-in), and Clerk Clemens present.

Mayor Dorris lead Pledge of Allegiance.

Resignation of Councilmember Henggeler

- Councilmember Henggeler submitted resignation letter taking effect on December 31, 2024.

Motion by Minshall, 2nd by Davenport to accept resignation of Councilmember Henggeler. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

Nomination by Mayor to Fill Council Vacancy/Confirmation/Oath of Office

- Tabled February 24th, 2025, meeting

CONSENT AGENDA

Motion by Davenport, 2nd by Minshall to accept the consent agenda as written. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

PUBLIC COMMENT

Mayor asked for any public comment.

No public comment.

DISCUSSION ITEMS:

Draft Water Facility Plan Amendment – Chad Hoopes, Merrick & Company

- The existing water system- well #4 is sufficient, storage tank deficiency, distribution system is in good shape (few improvements such as, looping south end).
- The City has submitted a Letter of Intent for future grant applications
- Draft Facility Plan Amendment sent to IDEQ for technical approval



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PUBLIC HEARING:

Amending Title 18 “Zoning”-published in the Star News January 9 and 23, 2025

- City Council to consider Amending Title 18 “Zoning”, Chapter 10 “Definitions”, Section 020 “Meaning of Terms or Words”; Deleting Chapter 80 “Flood Hazard Overlay District (FH)” in its entirety; adding New Chapter 80 “Flood Damage Prevention Ordinance”; Providing for a Severability Clause; and providing an effective date.
- Mark Butler-City Planning Consultant and Mike Williams-Flood Plain Administrator presented an overview.
- Mayor Dorris opened Public Hearing at 6:24pm
- No written comment received
- Mayor Dorris asked for public comment. No public comment
- Mayor Dorris closed the Public Hearing at 6:25pm
- Council deliberations

Motion by Minshall, 2nd by Davenport to approve. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-01 Ordinance No. 266, Amending Title 18 “Zoning”

Motion by Minshall, 2nd by Davenport pursuant to Idaho Code Section 50-902, that the proposed Ordinance No. 266 pass its first reading by title only. Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

Motion by Davenport, 2nd by Minshall pursuant to Idaho Code Section 50-902, that the rule requiring ordinances to be read on three different days with one reading to be in full to be dispensed with and that proposed Ordinance No. 266 be considered read, passed, and adopted after being read by title only.

- City Clerk read Ordinance No. 266 by title only into record.

Motion by Davenport, 2nd by Minshall to approve City Clerk reading of Ordinance No. 266 by title only into record. Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-02 #2025-DR-01, 141 West State Street-Applicant Donnelly 4S LLC, Kristy Lovejoy-Represented by Mary Charlebois, M3 Design LLC

- New 6980 square foot mixed use building including retail, office and residential with on-site and off-site improvements and future lot line adjustment located at 141 W. State Street.
- Mark, Butler, City Planning Consultant, provided staff report.
 - All documents and plans submitted by the applicant are incorporated herein by



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reference. Plans dated 01.15.25 and elevation plans dated 01.15.25 are the applicable plans.

- The application is subject to approval of a lot line adjustment acceptable by the City Council, and, if approved by the City Council, the lot line adjustment shall be recorded prior to submittal for a building permit. All costs for the lot line adjustment shall be paid for by the applicant.
- The seven parking spaces proposed on-site, and five parking spaces proposed to be within the W. State Street right-of-way, are approved by the City Council and shall be installed as shown.
- A landscaping plan shall be submitted by a professionally licensed firm in the State of Idaho and shall be stamped by the design professional responsible for the work.
- A building permit is required, and all applicable Donnelly City Codes shall otherwise be complied with.
- Provide a maintenance easement/agreement to allow for any city work required on the lift station/sewer facilities and to keep them free and clear of any obstructions. The agreement be reviewed and approved by the Donnelly Public Works Supervisor and Donnelly City Attorney prior to the issuance of a building permit. Agreement to be recorded by the city of Donnelly.
- Maintenance agreement with neighbor for 5-foot side yard setback.

Motion by Minshall, 2nd by Spade to approve Design Review 2025-DR-1, 141 West State Street with conditions specified in Staff Report, with maintenance easement/agreement for lift station/sewer facilities, and a maintenance agreement with neighbor for 5-foot side yard setback. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-03 Appointment of City Council President

- Councilmember Minshall nominated Councilmember Davenport to continue in the position of City Council President.

Motion by Minshall, 2nd by Spade to appoint Councilmember Davenport, 2025 City Council President. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-04 Stibnite Foundation Board – Donnelly Seat

- Liz Jones to continue Stibnite Foundation Board as Donnelly Representative.



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Motion by Davenport, 2nd by Spade to accept, approve, and authorize Mayor to sign necessary documents for Liz Jones, Stibnite Foundation Board Member. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-05 Stibnite Advisory Council Community – Donnelly Representative

- John Sommerwerck continues as Stibnite Advisory Council Community Representative.

Motion by Minshall, 2nd by Spade to accept, approve, and authorize Mayor to sign necessary documents for John Sommerwerck, City Representative Stibnite Advisory Council. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-06 DDC Rental Agreements

- Unit 1, 2, 3 (office space), and 4, to continue lease agreements for 2025.

Motion by Davenport, 2nd by Spade to accept, approve, and authorize Mayor to sign DDC Rental Agreements for the term of one year beginning February 1, 2025. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

AB 25-07 General Fund Transfer to LGIP Account

- Transfer of funds for General to LGIP Water and Sewer Bond Accounts

Motion by Davenport, 2nd by Spade approve transfer of funds. No further discussion. Davenport (yes), Minshall (yes), Spade (yes). Motion Carried

STAFF REPORT

Staff Report was included in the packet.

ADJOURNMENT

Motion by Minshall, 2nd by Spade to adjourn meeting. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

Adjourned at 6:57 p.m.

ATTEST: Lori Clemens, City Clerk