



Twin Falls Planning & Zoning Commission Minutes

Tuesday, June 11, 2024, 6:00 PM

203 Main Ave East
Twin Falls, ID 83303

Members -

City Limits: Chairperson Danielle Titus; Vice-Chair Cortney Campbell; Todd Rambur; Robyn Weatherford; Kelly Herrgesell; Tiffany Zimmerman

Area of Impact: Susan Petruzzelli

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Titus called the meeting to order at 06:03 PM

Members Attending: Titus, Rambur, Herrgesell, Weatherford

Staff Attending: Spendlove, Klaver, Ebersole, Green, Vitek

2) Conflict of Interest Declaration

3) Consent Calendar

- a) Approval of minutes from the following meeting: May 14, 2024

MOTION: Commissioner Herrgesell made a motion to approve the consent calendar, as presented. Commissioner Rambur seconded the motion.

Roll call vote showed all members present voted. 4-0.

4) Items of Consideration

5) Public Hearings

- a) Request for a Zoning Title Amendment to Title 10 Chapter 11: Required Improvements, and Chapter 13: Building Permits; modifying the timing of installation for required infrastructure and conditions to obtain a certificate of occupancy.

Staff Presentation:

Director Spendlove presented the request for a Zoning Title Amendment to Title 10 Chapter 11: Required Improvements, and Chapter 13: Building Permits; modifying the timing of installation for required infrastructure and conditions to obtain a certificate of occupancy.

Per Twin Falls Municipal Code 10-14-5 the Planning and Zoning Commission, prior to recommending a zoning title amendment to the City Council, shall conduct at least one public hearing in which interested persons shall have an opportunity to be heard.

Notice for public hearings shall be provided as set forth in section 10-7-20 of this title. Following the Commission's hearing, if the Commission makes a material change from what was presented at the public hearing, further notice and hearing shall be provided before the Commission forwards the amendment with its recommendation to the Council.

N/A

The following items have been amended, clarified, or added to Twin Falls Municipal Code Title 10, Chapter 11 and Chapter 13:

1. **10-11-1:** Clarified exceptions to when required improvements are required. This was pushed to a new section 10-11-2.
2. **10-11-1:** Added what items may be approved for a Temporary Certificate of Occupancy.
3. **10-11-3:** Moved landscaping standard into appropriate subsection.
4. **10-11-3:** Clarified and simplified a Temporary Certificate of Occupancy may be issued when landscaping vegetation items are not completed.
5. **10-11-4:** Added approval and completion subsection. This clarifies that all items must be done for any certificate of occupancy.
6. **10-11-5:** Added approval and completion subsection. This clarifies that some items may be a condition of a Temporary Certificate of Occupancy. This is not a new policy, but it is a new code section.
7. **10-11-6:** Renamed from "Streets" to "Right-of-Way Improvements".
8. **10-11-6:** Added approval and completion subsection. This clarifies all items must be done for any certificate of occupancy.
9. **10-11-7:** Renamed from "Sanitation Facilities" to "Solid Waste Management".
10. **10-11-7:** Changed terms to "trash bins" and "enclosure"
11. **10-11-7:** Added approval and completion subsection. This clarifies that the enclosure may be a condition of a Temporary Certificate of Occupancy.
12. **10-11-8:** Added approval and completion subsection. This clarifies all items that must be done for any Certificate of Occupancy.
13. **10-11-9:** Added approval and completion subsection. This clarifies all items that must be done for any Certificate of Occupancy.
14. **10-11-10:** Added approval and completion subsection. This clarifies all items that must be done for any Certificate of Occupancy.
15. **10-13-1:** Added certificate of occupancy required and outlines the parameters for Temporary Certificate of Occupancy.
16. **10-13-2:** Certificate of Appropriateness moved from 10-13-1 to its own section.
17. **10-13-5:** Renamed to "Revocation of Permits".

The Commission is tasked with making a recommendation to the City Council on this Zoning Title Amendment.

Sample motion: *"I motion to recommend to the City Council the request for a zoning title amendment to Twin Falls Municipal Code Title 10, Chapter 11 and Chapter 13."*

PZ/Questions & Comments:

Chairperson Titus asked about the stripping for parking lots.

Director Spendlove stated that it is needed during winter months.

Chairperson Titus asked if the minimum code requirements for the parking layout includes all access and connections for the ADA accessibility.

Director Spendlove stated that it should and it is part of the parking layout but not our code.

Chairperson Titus asked if ADA is required before any occupancy would be granted. Director Spendlove replied that is now how the code reads. They can clear it up by rewording that in code.

Chairperson Titus asked about 10-13-1 and if the refundable portion would be paid again for an extension.

Director Spendlove— the refundable portion would have to be paid again. Details in this change state that they would and can only apply one more time before the City Attorney would need to step in. The City is wanting the projects finished. An amount will be set that people will want back to help incentivize them to get in compliance with code. The amount is set with the Master Fee Schedule.

Chairperson Titus asked about the wording in Chapter 11-3, 11-5, 11-7, that "it may be granted" she is wanting clarifying wording to make sure it's clear.

Director Spendlove clarified that the wording May allows an option of approval or not and Shall is only to allow. If it's denied it can be appealed to the commission.

Public Hearing: Opened and closed with no public input

Director Spendlove reminded that this is a recommendation and input will be allowed until it goes to council.

Discussions Followed:

Commissioner Rambur likes that the ADA clarification was added.

Commissioner Herrgesell feels that this is easier to follow.

Chairperson Titus has a concern that people will not finish projects if the amount is not significant. She feels this is an improvement.

Director Spendlove stated that if they feel they need to have a certain dollar range they can discuss that. They can give parameters but not to make it part of the motion. He will bring up a specific to Council if they would like.

Chairperson Titus stated she feels that the refundable amount should be forfeited if it needs to be extended with a maximum of one extension.

Commissioner Rambur asked if it's not finished what is the next step.

Director Spendlove stated that it becomes a violation and a misdemeanor and will go to court.

MOTION: Commissioner Weatherford made a motion to recommend approval of the request for a Zoning Title Amendment to Title 10 Chapter 11: Required Improvements, and Chapter 13: Building Permits; modifying the timing of installation for required infrastructure and conditions to obtain a certificate of occupancy, as presented, with staff recommendations. Commissioner Herrgesell seconded the motion.

Roll call vote showed all members present voted. 4-0.

6) Upcoming Meeting(s)

a) June 25, 2024

7) Adjournment

The meeting adjourned at 06:46 PM

Jody Green

Jody Green, Planning Technician