



Twin Falls City Council Agenda

Monday, August 12, 2024, 5:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

Members: Mayor Ruth Pierce, Vice Mayor Jason Brown, Council Members Craig Hawkins, Spencer Cutler, Christopher Reid, Grayson Stone, Cherie Vollmer

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) PLEDGE OF ALLEGIANCE
- 3) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve City Council 2024 August 5, Minutes.
By: Amy Luna, Deputy City Clerk
 - b) **ACTION ITEM:** Request to approve Accounts Payable for August 1-7, 2024.
By: Amy Luna, Deputy City Clerk
 - c) **ACTION ITEM:** Request City Council to approve the Special Event Permit for the organizers of the Twin Falls Hispanic Heritage Festival event.
By: Lou Coronado, Sergeant, Twin Falls Police Department
 - d) **ACTION ITEM:** Request to declare equipment #3250 1999 Freightliner FL-70 surplus and authorize its sale by online auction.
By: Gretchen Scott, Deputy City Manager
- 4) ITEMS OF CONSIDERATION
 - a) **ACTION ITEM:** Request to award the 2024 Mill and Inlay project to Staker & Parson Companies, Inc. dba Idaho Materials and Construction, in the amount of \$467,610.
By: AC Palmer, Staff Engineer
 - b) **ACTION ITEM:** A request to appoint the City Manager as City Health Officer.
By: Bruce Castleton, City Attorney
 - c) **PRESENTATION:** Review of the 2024-2025 Fiscal Year Preliminary Budget for the City of Twin Falls in the amount of \$102,649,038, followed by citizen input.
By: Travis Rothweiler, City Manager
- 5) GENERAL PUBLIC INPUT
- 6) ADVISORY BOARD REPORT/ANNOUNCEMENTS
- 7) PUBLIC HEARINGS
 - a) **ACTION ITEM:** Request for a Zoning Development Agreement and Zoning District Change from R-4 to R-4 ZDA for a residential townhome development on property located at 1607 Washington St S. c/o Rex Harding on behalf of RE Financial, Inc (PZ24-0043).
By: William Klaver, Senior Planner
 - b) **ACTION ITEM:** Request for approval of the PY 2024 Community Development Block Grant (CDBG) Annual Action Plan. (PZ24-0083)
By: Jonathan Spendlove, Planning & Zoning Director
- 8) EXECUTIVE SESSION
 - a) **ACTION ITEM:** Request to adjourn to Executive Session pursuant to Idaho Code § 74-206(1) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- 9) ADJOURNMENT

Any person(s) needing special accommodation to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - a. Wait to be recognized by the Mayor or Chairman.
 - b. Approach the microphone/podium.
 - c. State their name, and whether they are a resident or property owner of the City of Twin Falls and proceed with their input.
2. All public input will be limited to two (2) minutes. Individuals are not permitted to give their time to otherspeakers.
3. All presenters shall remain respectful.

Public input will not be about any of the items that were on this agenda, personnel, or a personnel-related issue. All issues involving City personnel should be directly communicated with the mayor and/or the City Manager.

Anyone failing to follow these rules will be provided with one (1) warning. Should the speaker continue to disregard these rules after the warning, will have the microphone muted and they will be asked to return to their seats.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman



Twin Falls City Council Minutes

Monday, August 5, 2024, 5:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Present: Mayor Ruth Pierce, Vice Mayor Jason Brown, Council Members Craig Hawkins, Christopher Reid, Spencer Cutler (via Teams), Cherie Vollmer & Grayson Stone.

Absent:

Staff Present: City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Gretchen Scott, City Attorney Bruce Castleton, Senior Planner William Klaver, Streets Superintendent Mark Thomson, Planning & Zoning Director Jonathan Spendlove, CFO Breanna Howard, Public Information Coordinator Joshua Palmer, HR Director Kristen Kohntopp, HR Generalist Cailin Gibson, HR Inter Evan Maughn, Captain Matt Hicks, Budget Coordinator Mat Farnes, Water Dept Manager Justin Ash, Police Chief Craig Kingsbury, Environmental Manager Nathan Erickson, Parks Superintendent Chance Munns, Assistant Public Works Director Erin Steel, Information Technology Manager Kathy Markus, Public Works Director Josh Baird, Economic Development Director Shawn Barigar, Fire Chief Les Kenworthy, Desktop Support Analyst Kim Hafer, Deputy City Clerk Amy Luna.

Mayor Pierce called the meeting to order at 5:00 PM. A quorum was present.

2) PLEDGE OF ALLEGIANCE

Mayor Pierce invited all present, who wished, to recite the Pledge of Allegiance to the Flag.

3) CONSENT CALENDAR

MOTION: Council Member Reid moved to approve the Consent Calendar as presented. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- a) Request to approve City Council 2024 July 29, Minutes.
- b) Request to approve Accounts Payable for July 25-31, 2024.
- c) Request to approve July 31, 2024, Travel Requests.

4) ITEMS OF CONSIDERATION

- a) Request to adopt Ordinance #2024-006 amending the Addison Springs Subdivision Zoning Development Agreement and Changes to the Subdivision Master Plan.

Senior Planner Klaver requested to adopt Ordinance #2024-006 amending the Addison Springs Subdivision Zoning Development Agreement and changes to the Subdivision Masterplan.

Discussion ensued on the following: None.

MOTION: Council Member Reid made a motion to dispense with reading the rules and put **Ordinance #2024-006** on third and final reading by title only. **Council Member Vollmer** seconded the motion. The Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Mayor Pierce read **Ordinance #2024-006** by title only.

MOTION: Council Member Reid moved to approve the request to adopt **Ordinance #2024-006** amending the Addison Springs Subdivision Zoning Development Agreement and changes to the Subdivision Masterplan.

Council Member Vollmer seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- b) Request to approve the purchase of a 2025 Mack cab and chassis for \$159,747.00 using a Cooperative Purchasing Agreement with Sourcewell.

Street Superintendent Thomson requested to approve the purchase of a 2025 Mack cab and chassis for \$159,747 using a Cooperative Purchasing Agreement with Sourcewell.

Discussion ensued on the following: None.

MOTION: Council Member Stone moved to approve the request to purchase a 2025 Mack cab and chassis for \$159,747 using a Cooperative Purchasing Agreement with Sourcewell. **Vice Mayor Brown** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

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.

P&Z Director Spendlove requested 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.

Discussion ensued on the following:

Council Member Stone: Asked for clarification on how to get their Final Certificate of Occupancy. How far out are we in completing final inspections? Are we penalizing the developers if they request the inspection on the last possible day?

Council Member Reid: Asked how option one would play out for our staff.

Mayor Pierce: As a percentage of Occupancy permits, how many times does this situation happen?

Vice Mayor Brown: Commented on the suggestion made by Council Member Stone.

Public Hearing Opened: 5:26 pm

Public Hearing Closed: 5:27 pm

Discussion ensued on the following:

Council Member Reid: Asked if we can add language under the Temporary section.

Council Member Stone: Asked for it to be 10 business days from "Request for inspection".

Mayor Pierce: TCO's are not engineering?

Council Member Reid: Would like to provide a buffer for staff to get the inspection completed.

Deputy City Manager Humble: Suggested wording.

Mayor Pierce: Asked which option the council wants.

Council Member Reid: Would like option 1

Council Member Vollmer: Option 1

Council Member Stone: Option 2

City Manager Rothweiler: Gave directions on how to move forward.

MOTION: Council Member Reid moved to approve Option 1 for the Temporary Certification expiration as presented. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 1. **Council Member Stone** voted against it.

MOTION: Council Member Reid moved to approve the requested Zoning Title Amendment to Title 10, Chapter 11: Required Improvements, and Chapter 13: Building Permits; modifying the timing of installation of required infrastructure and conditions to obtain a certificate of occupancy with additional language to the temporary certification expiration. **Vice Mayor Brown** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 1. **Council Member Stone** voted against it.

- b) Request to approve a resolution of the City Council of the City of Twin Falls, Idaho proposing new fees and amending the City's Master Fee Schedule.

CFO Howard requested to approve **Resolution #2024-006** proposing new fees and amending the City's Master Fee Schedule.

Discussion ensued on the following:

Mayor Pierce: Asked about the Title 10 fees that need to be included.

Public Hearing Opened: 5:42 pm

City Manager Rothweiler: Gave directions to the audience regarding the fees.

Citizen Dan Kellinger from Hwy 30 Towing: Asked about the towing fees. Will this fee be able to be passed on to the customer? Asked about the contract with the City as this is not in the language of the contract.

Captain Hicks: Gave clarification on this question.

Public Hearing Closed: 5:46 pm.

Discussion ensued on the following:

Vice Mayor Brown: Asked for clarification on the options that need to be decided.

Mayor Pierce: Asked which is the easiest to manage.

Council Member Reid: Spoke in favor of option two.

Council Member Vollmer: Spoke in favor of option two.

MOTION: Council Member Stone moved to include option two for residential and commercial retainers.

Vice Mayor Brown seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

MOTION: Council Member Reid moved to approve the request to approve Resolution #2024- 006 proposing new fees and amending the City's Master Fee Schedule, including option

2. **Vice Mayor Brown** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- c) A presentation of the City Manager's recommended budget for fiscal year 2024-2025, Strategic Plan Focus Areas 8, and a request to adopt the Preliminary Budget in the amount of \$102,649,038 and setting the public hearing for August 19, 2024.

Deputy City Manager Humble introduced a presentation of the City Manager's recommended budget for fiscal year 2024-2025, Strategic Plan Focus Area 8, and made a request to adopt the Preliminary Budget in the amount of \$102,649,038 and set the public hearing for August 19, 2024

Discussion ensued on the following:

Focus Area 8: Internal Organization

Human Resources Director Kohntopp, HR Generalist Gibson, Intern Evan Maughn.

City Manager Rothweiler: presented a recap and did a wrap up of the proposed budget.

Mayor Pierce: Gave clarification on the changes that were presented.

Council Member Reid: Spoke in favor of what was presented.

Council Member Stone: Commented on the dog park item.

Vice Mayor Brown: Spoke in support of the items presented.

Council Member Stone: Asked if this gives enough buffer.

Council Member Hawkins: Spoke in favor of the items presented.

Public Hearing Opened: 6:41 pm.

Public Hearing Closed: 6:42 pm.

Discussion ensued on the following: None.

MOTION: Vice Mayor Brown moved to approve the request to adopt the Preliminary Budget in the amount of \$102,649,038 and set the public hearing for August 19, 2024. **Council Member Stone** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

6) GENERAL PUBLIC INPUT

7) ADVISORY BOARD REPORT/ANNOUNCEMENTS

Mayor Pierce reminded all that the National Night Out is August 6, 2024, in City Park at 5:00 pm.

8) ADJOURNMENT

The meeting adjourned at 06:45 PM

Amy Luna, Deputy City Clerk

****If you wish to have a full accounting of this meeting, please listen to the recording that is located on our website. **** [Tfid.org](https://www.tfid.org)



Special Event Application

Event Application

The City of Twin Falls recognizes the importance of hosting special events in our community. Each year the City of Twin Falls receives in excess of one hundred (100) special event applications. This application sets forth the minimum requirements for holding a special event inside the City, however additional items may be required by the Twin Falls City Special Events Coordinator or other Twin Falls City departments.

*All Special Event Applications must be completed and submitted to the City of Twin Falls no less than forty-five (45) days prior to hosting an event.

*A non-refundable application fee of twenty-five dollars (\$25) is required at the time of application submission. Applications with unpaid fees will not be reviewed for approval.

Questions: Contact the Twin Falls Police Department Special Events Sergeant at (208)735-7200.

Questionnaire and Good Faith Estimate

Name of Event * Latino Fest

Event Start Date * 09/07/2024
08:00:00 AM

Event End Date * 9/7/2024
11:00:00 PM

Location of Event * Commons Area Downtown

Name of Organizer * South Central Idaho Hispanic Chamber of
Commerce

Organizer Contact * Alex Castañeda

Business Phone * (208)732-1420

Cell Phone * (208)539-5758

Email Address * alexc@bluelakes.email

Mailing Address * Street Address
752 Addison Ave, Twin Falls, Idaho 83301
Address Line 2

City	State / Province / Region
Twin Falls	ID
Postal / Zip Code	Country
83301	USA

Estimated Attendance * ☐ Less than 500 attendees
☒ 500 or more attendees

Basis for Attendance Estimate This is our 4rd Annual Event, and we see numbers greater than 500.

*

Will Alcohol be sold, served or consumed at your event?

☒ Yes ☐ No

(Alcohol permits and/or catering permits may apply.)

*

Will you use a City Park or any portion of a City of Twin Falls walking trail?

☐ Yes ☒ No

(Additional permits required by the Department of Parks and Recreation.)

*

Will there be tents or structures utilized at your event?

☒ Yes ☐ No

(A fire inspection may be required from the Fire Department.)

**Description of tents
or structures ***

There will be music, food vendors, informational booths, a beer garden, and
childrengames areas along with inflatable bounce houses.
We will have a professional set up the sound equipment for our live entertainment.
We will have live music, and other entertainment cultural dances, etc.

*

Will your event include pyrotechnics or fireworks?

☐ Yes ☒ No

(Fire permit required from the Fire Department.)

*

Will there be amplified sound at your event?

☒ Yes ☐ No

*

Will your event require any street closures?

☒ Yes ☐ No

**Description of street
closures ***

Main from the Corner of Shoshone and Idaho Street, Main between Second
AveEast, and Second Ave West

*

Will there be any inflatables, such as bounce houses, at your event?

☒ Yes ☐ No

**Description of
inflatables ***

bouncy houses for Kids only.

*

Will your event generate any type of waste (trash plan)?

☒ Yes ☐ No

*

Will your event utilize signs, banners, flags, etc.?

☒ Yes ☐ No

(Sign permit may be required from Planning and Zoning.)

Special event applicants, promoters and sponsors whose special event requires the use of extraordinary City resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources as determined by the Special Events Coordinator. Full payment for said extraordinary resources shall be required no later than sixty (60) days following the conclusion of the special event.

**Signature of Event
Organizer**

By my signature, I hereby acknowledge my understanding of the aforementioned requirement concerning the payment for extraordinary resources and application fee.

Alex Castaneda

South Central Idaho Hispanic Chamber of Commerce

Event Summary

Event Categories: *

Check all that apply.

- | | | |
|--|---|---|
| ☐ Athletic/Recreation | ☐ Exhibits/Misc. | ☐ Run/Walk/Race |
| ☐ Concert/Performance | ☐ Farmers/Outdoor Market | ☐ Special Attraction |
| ☐ Carnival/Fair | ☐ Parade | ☐ Dance |
| ☒ Festival | ☐ Other | |

Location *

- ☒ Public Property
☐ Private Property

Set-Up *

9/7/2024
08:00:00 AM

Event Starts *

9/7/2024
01:00:00 PM

Event Ends *

9/7/2024
10:00:00 PM

Dismantle *

9/7/2024
11:00:00 PM

**Please provide a detailed description of the event and activities.
Lack of info may delay this process.**

Summary *

There will be music, food vendors, informational booths, a beer garden, and childrengames areas along with inflatable bounce houses.
We will have a professional set up the sound equipment for our live entertainment.
We will have live music, and other entertainment cultural dances, etc.

Event Details

Entertainment

Will there be entertainment at your event? *

☒ Yes ☐ No

Entertainment

☒ Live Music

☐ Recorded Music

☐ Video

☐ Other Live Stage

☐ Other

Number of Bands

4

Type of Amplification

I honestly do not know with live music

Amplification Start Time

01:00:00 PM

Amplification End Time

10:00:00 PM

As an event organizer, you must be certain that all event-related activities comply with Twin Falls City Ordinance 6-2-3. A Police Officer who determines the level of noise from your event is offensive to others may require you to lower or discontinue the noise.

Waste Plan

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the costs associated with proper disposal.

Discarded Materials *

List what materials from your event will be discarded by vendors and attendees (i.e. cardboard, plastic bags, food waste, Styrofoam, plastic bottles, aluminum cans etc.):

Each year we contract with a waste disposal company for toilets, hand washing stations, garbage cans, waste containers, and a garbage crew to work throughout the event.

*

Have you contracted for additional trash receptacles and/or dumpsters?

☒ Yes ☐ No

*

Have you arranged for portable toilets?

☒ Yes ☐ No

Name of contracted company

No decided yet

Number of trash receptacles

20

Size of trash receptacles

30 gallon

Name of person in charge of trash *

Lane Harbaugh

Phone Number for person in charge of trash * (208)324-4661

Number of staff handling trash * 5

Any cleanup required by City Personnel following an event will be at the expense of the event organizers.

Security/Event Services

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning and anticipation of problems or concerns related to event activities.

Most major events require the services of approved security (either paid professional security or a law enforcement agency). The Special Events Coordinator/Sergeant will evaluate each event application and determine the necessity of and type of security. Police Officers may be required depending on the scope of event.

The organizer may also be required to provide additional services (lost child booth, trained medical personnel, etc.) at the discretion of the Special Events Coordinator.

Have you spoken with the Special Events Coordinator regarding security?

☒ Yes ☐ No

Have you contracted with any private security or law enforcement agency to provide your security?

☒ Yes ☐ No

Security Provider * Twin Falls Police Department

Does your plan involve a lost child booth?

☒ Yes ☐ No

Does your plan involve a first aid station staffed with trained personnel?

☒ Yes ☐ No

Number of staff working the event 15

Number of volunteers working the event 15

Event Map

Event organizers are required to submit a detailed aerial map of the proposed event location. This map must include, but is not limited to, the locations of all of the following:

1. Stages or platforms
2. All temporary structures (tents, booths, cooking areas, etc.)
3. Beer gardens and/or locations where alcohol will be dispensed
4. Additional trash receptacles, dumpsters and portable toilets
5. Emergency services (lost child booth, security, first aid, etc.)
6. Fences/Barricades used to block any street or entrance access
7. Firework launch locations (if applicable)
8. All vehicles and trailers

9. Parking for the event (may require an additional parking plan)

10. Generators

Upload Map

Alcohol

Alcohol sold or dispensed at special events must be done so by an established business with a current Alcohol License issued by the State of Idaho. Additionally, said business will be required to secure a City of Twin Falls Catering Permit from the Twin Falls City Clerk's Office. The catering permit must be properly issued and a copy be given to the Special Events Coordinator no less than two (2) weeks prior to the start of the event. The licensing fee for a City of Twin Falls catering permit is \$20.00 per day and is separate from any other application fees.

**Name of business
dispensing alcohol *** La fiesta

**Business contact
person *** Chelo Estrada

**Business Contact
Phone Number *** (208)308-7872

**Address of business
dispensing alcohol** Street Address
1288 Blue Lakes Blvd

Address Line 2

City

Twin Falls

Postal / Zip Code

83301

State / Province / Region

ID

Country

USA

Alcohol/Beer Gardens:

All events serving alcohol within City owned property will be required to establish a beer garden for consumption. The beer garden shall be fenced, allowing for a single entry/exit point which is to be manned by employees at all times. All patrons consuming alcohol are required to present photo identification to verify age before admittance into the garden. Additionally, all patrons will be issued a wristband to be worn on the right wrist for easy verification. Carrying alcoholic beverages in or out of the beer garden is prohibited. Consuming alcoholic beverages will not be permitted in any other locations of the event.

Twin Falls City Code 8-3-7(F) prohibits the possession or use of glass beverage containers inside any city park. Therefore, glass containers are prohibited for use during special events.

The provisions and standards provided in this section may be modified depending on size, scope, location and time of the event. Modifications must be requested through the Special Events Coordinator and approved by the Special Events Committee.

Insurance and Indemnification

It is the responsibility of the special event organizer(s) to secure and provide a **COMMERCIAL GENERAL LIABILITY** insurance policy that covers the planned special event. This policy must provide coverage of no less than \$500,000 combined single limit per occurrence. This insurance policy must include a rider for alcohol if it is to be sold, provided or consumed. Insurance requirements may be increased upon demand of the Twin Falls City Attorney, Twin Falls City Risk Manager and/or other local government entities with jurisdiction.

Each policy shall be written as a primary policy, not contributing to, or in excess of, any coverage which the City may carry. A certificate of Insurance naming the City of Twin Falls as additionally insured and as the certificate holder must be provided with this application. Failure to provide insurance coverage will immediately terminate special event application or approval.

Upload Insurance Information

Notification Requirement

Event organizers are required to notify any nearby property owners who may be impacted by the holding of their special event. This notification must be made in writing and be given to said property owners no less than fourteen (14) days prior to the planned event. The special event permit will not be issued unless this requirement has been met. The written notice must include the following information:

- Date and time of special event
- Location of the event
- Additional areas affected by the event
- Type of event
- Planned road or parking lot closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

Additional Information

Additional items may be required at the discretion of the City of Twin Falls and/or the Special Events Coordinator. Additional fees may pertain to these items.

Sign and Banner Permits

The Twin Falls Planning and Zoning Department, pursuant to City Code 10-09-03, may require sign and banner permits.

Twin Falls P&Z: (208)735-7267.

Building Department Permits/Electrical Permits

Building Department permits may be required for your event from the Twin Falls Building Department. Use of electricity supplied by the City of Twin Falls may require an electrical permit.

Twin Falls Building Department: (208)735-7238.

PLEASE NOTE: Due to the varying duration limits of permits (i.e. catering, electrical, building, etc.), all permits must be approved and submitted no less than two (2) weeks prior to the special event.

Affidavit of Application

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I understand that this application is made subject to the rules and regulations established by the Twin Falls City Council. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be uncured by, or on behalf of, the Special Event to the City of Twin Falls.

Application Signature



Application Date* 07/23/2024

Committee Review

Police Comments

Fire Comments

Fire: Approved. IF tents are bigger than 400 SF, they will require a tent permit through the fire department. All food vendors shall have a valid fire inspection permit.

IT Comments

approved

Parks Comments

PENDING: Applicant has submitted the Parks application, payment pending for DTC and Main. Applicant has been contacted EJ will notify LC when payment has been completed.

Pre-event meeting pending.

Building Safety

No issues.

Planning and Zoning Comments

No P&Z issues

Engineering Comments

A detailed Traffic Control Plan and a detour plan is needed along with a Public Service Announcement 3 business days prior to the event.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 26480 HUB International Mountain States Limited 157 River Vista Place PO Box 5099 Twin Falls, ID 83303-5099	CONTACT NAME: Hunter Slagel PHONE (A/C, No, Ext): (208) 737-6410 FAX (A/C, No): E-MAIL ADDRESS: hunter.slagel@hubinternational.com
	INSURER(S) AFFORDING COVERAGE INSURER A : CSU Producer Resources, Inc.
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		CSU0235608	9/7/2024	9/8/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Twin Falls 203 Main Ave E Twin Falls, ID 83301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Date: Monday, August 12, 2024
To: Honorable Mayor and City Council
From: AC Palmer, Staff Engineer

ACTION ITEM

Request:

Request to award the 2024 Mill and Inlay project to Staker & Parson Companies, Inc. dba Idaho Materials and Construction, in the amount of \$467,610.

Time Estimate:

5-10 minutes for the presentation with time afterward for questions from Council.

Background:

The 2024 Mill and Inlay Project will rehabilitate mainly arterial roadways in Twin Falls, with one local road. The project includes portions of Main Ave. E (Bluelakes to Nevada), Eastland Dr. (Kimberly Rd. to 4th Ave.), Grandview Dr. (a 160' portion south of Falls), and Monroe St. (Falls to Meadows Ln.) . This project will lower water valves and manholes in the street to prepare to mill off the top 3" of pavement. After milling is complete, a new layer of pavement will be laid and valves and manholes will be raised to match the new surface. The purpose of this project is to rehabilitate roads which are not in so poor shape as to need full reconstruction. This adds longevity to the roads and reduces maintenance man hours.

The project was formally bid, and bids were opened on July 31st, 2024. Only one bid was received from Idaho materials and Construction, based in Twin Falls, Idaho, for \$467,610. This was higher than the engineers' estimate but still within the Street Maintenance Budget.

Approval Process:

A majority vote of the Council to approve the Award of Contract.

Budget Impact:

The funding for this project comes from the Street Department miscellaneous reconstruction fund.

Regulatory Impact:

History:

Analysis:

Conclusion:

Staff recommends that City Council award the 2024 Mill & Inlay project to Staker & Parson Companies, Inc. dba Idaho Materials Construction in the amount of \$467,610.

Attachments:

1. Bid Tab
2. Eastland Location
3. Grandview Location
4. Main Ave Location

5. Monroe St. Location

SPEC. PAY REF.	BID ITEM DESCRIPTION	UNIT	ESTD QNTY	IDAHO MATERIALS AND CONSTRUCTION			
				CITY ESTIMATE OF COST			
				Bid Unit Prices	Bid Amount	Bid Unit Prices	Bid Amount
DIVISION 200 - EARTHWORK							
202.4.1.C.1	Excavation (Milling)	SY	9,500	\$ 5.00	\$47,500.00	\$6.00	\$57,000.00
DIVISION 300 - TRENCHING							
307.4.1.K.5	Soft Spot Repair Crushed Aggregate Base Material (0 to 10 cu. yds)	CY	10	\$ 236.50	\$2,365.00	\$225.00	\$2,250.00
307.4.1.K.7	Soft Spot Repair Crushed Aggregate Base Material (11 cu. yds and above)	CY	40	\$ 157.50	\$6,300.00	\$160.00	\$6,400.00
DIVISION 400 - WATER							
402.4.1.B.1	Valve Box Assembly	EA	10	\$ 1,400.00	\$14,000.00	\$2,425.00	\$24,250.00
DIVISION 500 - SEWER							
502.4.1.G.1	Manhole Assembly	EA	8	\$ 1,400.00	\$11,200.00	\$2,425.00	\$19,400.00
DIVISION 800 - AGGREGATES AND ASPHALT							
810.4.1.A.1	1/2" Plant Mix Pavement - Superpave SP-3 PG 64-28	TON	1,652	\$ 115.00	\$189,980.00	\$155.00	\$256,060.00
810.4.1.A.1	Soft Spot Repair 1/2" Plant Mix Pavement - Superpave SP-3 PG 64-28	TON	10	\$ 174.00	\$1,740.00	\$225.00	\$2,250.00
DIVISION 1100 - TRAFFIC							
1103.4.1.A.1	Construction Traffic Control	LS	1		\$27,308.50	\$30,000.00	\$30,000.00
DIVISION 2000 - MISCELLANEOUS							
2010.4.1.A.1	Mobilization	LS	1		\$54,617.00	\$70,000.00	\$70,000.00
Sum of Prices before Traffic Control and Mob.					\$273,085.00		\$367,610.00
TOTAL OF ALL ESTIMATED PRICES					\$355,010.50		\$467,610.00





KENBROOK LOOP

GRANDVIEW DR N

FALLS AVE W

GRANDVIEW DR N

GRANDVIEW DR N



MAIN AVE S

NEVADA ST S

NEVADA ST E

MAIN AVE S

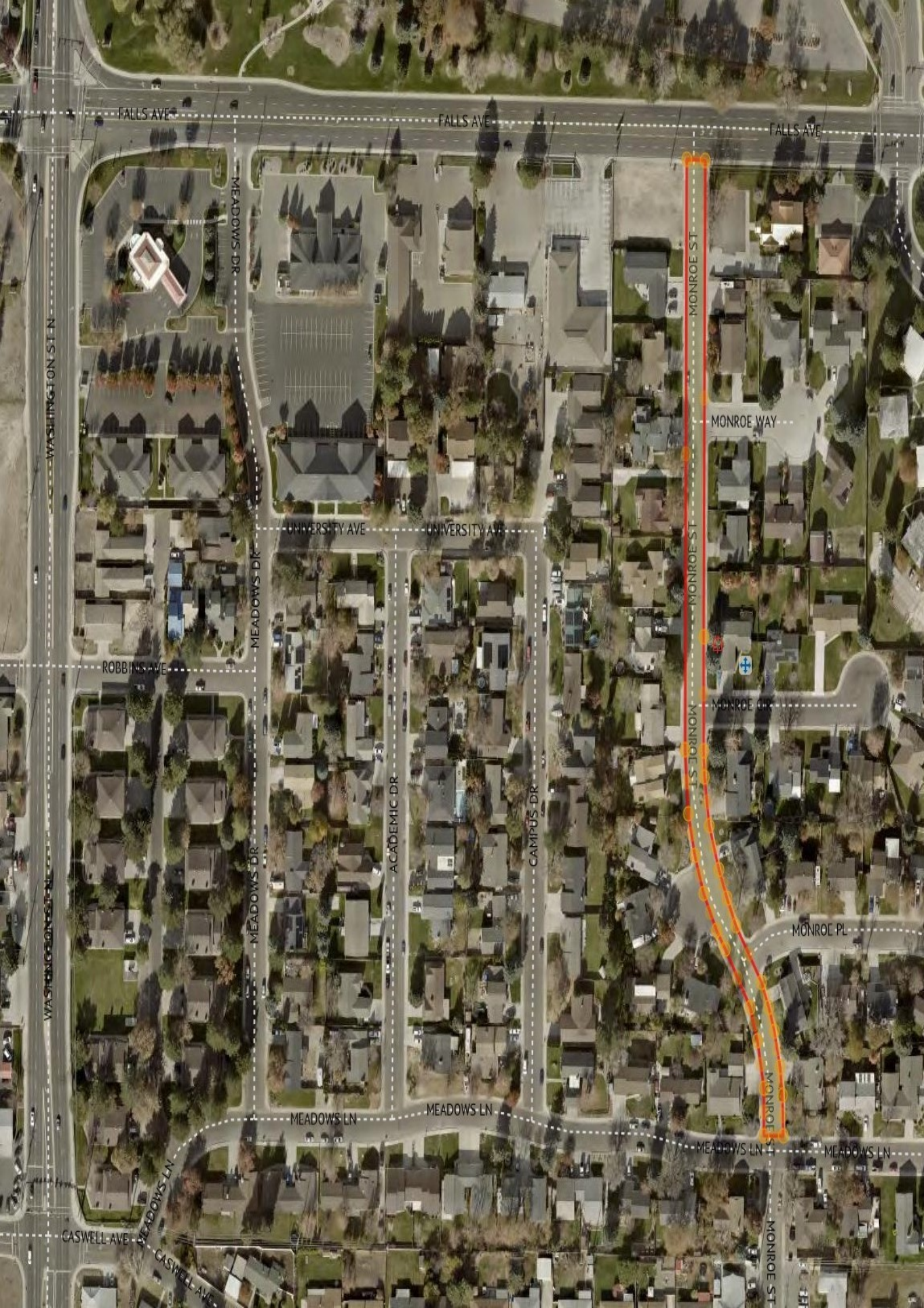
BLUE LAKES BLVD S

2ND AVE E

ASH ST

KIMBERLY RD

COMMERCIAL AVE





Date: Monday, August 12, 2024
To: Honorable Mayor and City Council
From: Bruce Castleton, City Attorney

ACTION ITEM

Request:

A request to appoint the City Manager as City Health Officer.

Time Estimate:

10 Minutes

Background:

Section 7-1-19 of the Twin Falls City Code provides that a City Health Officer has the authority and duty to abate nuisances within the City as directed in Title 7, Chapter 1 of the City Code. This Health Officer fills an important role in the abatement of nuisances by ascertaining the cause of nuisances, and then having the authority to abate or procure the abatement of nuisances, with the expense of such abatement being collected from the person who created the nuisance. The Health Officer is also charged with serving written notice upon the owner of the property where the nuisance is occurring.

Currently, there is no person at the City who is the appointed Health Officer, nor does it appear that the City has had an appointed Health Officer for some time. City staff believe it is necessary to designate this Health Officer to begin addressing some potential nuisances within the City that may pose a danger to the public health.

Approval Process:

Ordinances must be read on three (3) different days, two (2) readings of which may be by title only and one (1) reading of which shall be in full, unless half (1/2) plus one (1) of the members of the council shall dispense with the rule.

A motion to approve the Ordinance should be made. (ie. "I move that Ordinance 2024-0009 designating the City Manager as the City Health Officer be approved.") If the motion is seconded by a council member, a roll call vote should be taken. A simple majority is required to pass the ordinance. If the motion does not receive a second and majority approval, the motion will fail, and the ordinance will not be approved.

Budget Impact:

N/A

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

In conclusion, I recommend the council approve Ordinance 2024-009 designating the City Manager as the City Health Officer.

Attachments:

1. Health Officer Appointment Ordinance 2024-08-02 DRAFT

ORDINANCE NO. 2024-009

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
TWIN FALLS, ID APPOINTING THE CITY MANAGER AS THE
CITY HEALTH OFFICER

WHEREAS, Section 7-1-19 of the City Code of the City of Twin Falls creates the role of the City's Health Officer whose duties include, among other things, responsibility for abatement of nuisances within the City; and

WHEREAS, this role is not currently assigned or filled; and

WHEREAS, the City Council has determined that it is necessary fill this role in order to address potential nuisances within the City that may affect the public health;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO that the Twin Falls City Manager shall be the designated Health Officer for the City of Twin Falls, with all powers and duties for this position as found within the City Code.

Passed By the City Council

August 12, 2024

Signed by the Mayor

_____, 2024



Date: Monday, August 12, 2024
To: Mayor and City Council
From: Travis Rothweiler, City Manager

Request

PRESENTATION: Review of the 2024-2025 Fiscal Year Preliminary Budget for the City of Twin Falls in the amount of \$102,649,038, followed by citizen input.

Time Estimate

The estimated amount of time this item will take is 15-minutes plus time to answer questions.

Background

Idaho Code Section 50-811 states the City Manager shall "...keep the council fully advised of the financial condition of the city and its future needs..." and "...prepare and submit to the council a tentative budget for the next fiscal year. On behalf of the many hands that helped in its development and creation, we are pleased to present to you for your review, debate and consideration, the City Manager's Recommended Budget Fiscal for Year 2024-2025 (FY 2025). Like the ones offered in the past, this budget has been constructed in the spirit of "One City" and is the product of many hours and many minds.

The City of Twin Falls, an Idaho municipal corporation, boasts an estimated 56,500 shareholders, currently has a growth rate exceeding 2.2% and has increased in population by 8.5% since the 2020 census. The City employs 347 full-time staff and has a total taxable value exceeding \$6.2 billion—excluding \$553,969,364 from properties within the Twin Falls Urban Renewal Agency revenue allocation areas—the city's taxable value has nearly tripled from \$2.200 billion in 2014.

Our fiscal year spans from October 1 to September 30. The budget, crafted using Government Finance Officers' Association (GFOA) best practices and adhering to Idaho Code requirements for local government budgeting and financial protocols, is balanced, agile, sustainable, and strategically focused. It serves as our financial blueprint, guiding us in addressing the community's needs in public safety, public health, and community life. This budget is both financially sound and fiscally responsible.

While it does not cover all capital initiatives and projects proposed by our City team, it prioritizes the most crucial needs identified by the City Council and the community. It acknowledges the significant contributions of our employees in delivering public services, supporting community expansion, and fostering local economic growth.

We believe the budget accomplishes the goals that were set in January 2024 when we started this process, which include:

- Create a stable, sustainable, nimble, budget that allows us to adapt to a rapidly changing environment
- Develop a budget that is sensitive to our operating environment and local economic conditions
- Tie all expenditures to the City's 2030 Strategic Plan
- Continue our pursuit to be the "Employer and Organization of Choice" nationally
- Balance our need to increase revenues from property taxes and utility fees with the financial pressures already placed on our citizens and businesses

The budget is balanced and in accordance with state law and GFOA best practices. The combined expenditures and transfers total \$109,692,892, which is a \$6,111,766 (5.90%) increase compared to the current year budget of \$103,581,126. Government Fund-Type expenditures; those funds that receive some funding from property tax revenues, increase by \$11,712,518 (19.24%). Enterprise and Non-Tax Supported Fund-Type expenditures decrease by \$5,600,752 (13.11%).

As a matter of practice, we focus on the “net budget,” which is the total budget, as presented above, less fund transfers. The total net budget for FY 2025 is \$102,649,038, or \$8,373,701 (8.88%) more than FY 2024 net budget of \$94,275,337. Both methods are acceptable. From this point forward, and just as we have done historically, we will be focusing on the net budget.

Public Input and Transparency

The City of Twin Falls strives to communicate, operate, function, and conduct the business of the people in an open and transparent manner. Equally, we recognize the value and importance of honoring and upholding our fiduciary duties and responsibilities. Because openness and transparency are part of our organizational culture and values, we have taken several steps designed to afford our citizens and stakeholders several opportunities to actively participate and contribute to the budgeting process.

The City of Twin Falls has taken additional steps designed to illustrate our commitment to effective community involvement in the annual budget process. The Council provided an opportunity for our citizens and stakeholders to communicate their thoughts about specific programs, strategic initiatives and priorities for the upcoming fiscal year prior to the more customary, internal staff conversations.

Furthering our commitment to effective community involvement, interested citizens are welcome to attend all conversations surrounding creation of the FY 2025 budget. Citizens are encouraged to view and participate either online or by attending the meetings in person. The public hearing for the budget followed by Council consideration and action will be conducted on August 19, 2024.

Strategic Budgeting

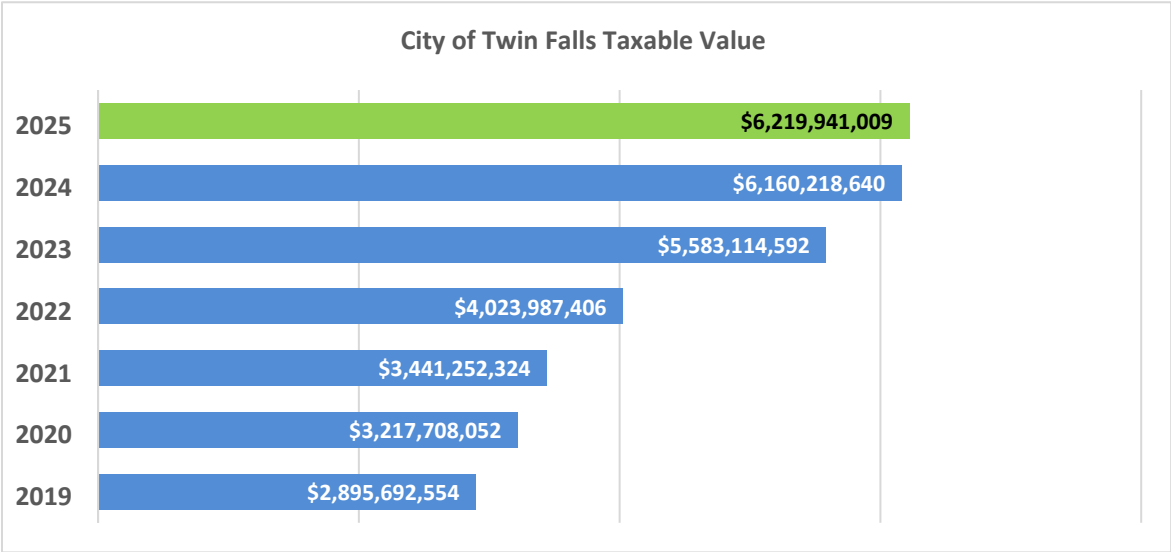
The City of Twin Falls embraces a strategic approach to planning and operations, meticulously guided by its Strategic Plan in budgetary and policy-making decisions. The adoption of the 2030 City of Twin Falls Strategic Plan in 2013 set a definitive course for the City's future. This plan was revisited in February 2017 and underwent a comprehensive update, completed in March 2018. Over nearly a year, City team members engaged extensively with citizens, gathering insights into their needs, dreams, and expectations while reviewing pertinent statistical data at the state, regional, and city levels.

As our operating environment changes, we must continue to view strategic plan is a living document that needs to evolve. With that belief, members of the City Council and City staff started the process of updating the City's 2030 Strategic plan earlier this year with the hopes of being completed later this fall and used to guide the development of the 2026 fiscal year budget.

Property Taxes

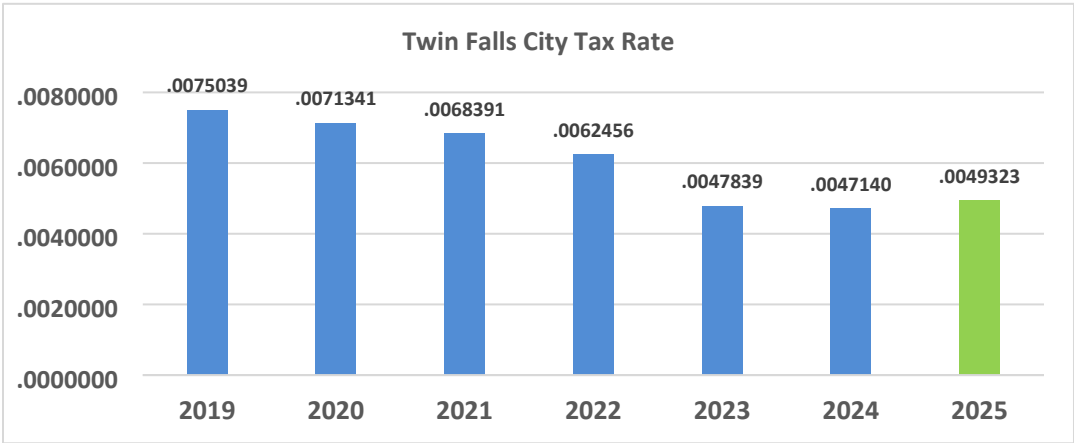
For FY 2025, the City of Twin Falls' total taxable valuation increased by approximately .97%, or \$59,722,369, from \$6,160,218,640 to \$6,219,941,009. The increase includes \$90,647,629 from the net new construction roll (90% of the total valuation of \$100,719,588). Without the new construction roll, the City's total taxable value would have decreased. The total new construction activity will result in approximately \$441,660 in additional property tax revenue. Since 2022, the City's total taxable valuation has increased by \$2,195,953,603 (54.57%).

As illustrated below, the taxable value used to calculate the FY 2025 tax rate for the City of Twin Falls is the largest in its history.



It is important to note the City’s taxable value excludes the taxable value of the properties located in the Twin Falls Urban Renewal Agency revenue allocation areas. The entirety of the URA properties are in the City and have a value of \$553,969,364. Collectively, the taxable values for both the City of Twin Falls and Twin Falls Urban Renewal Agency total \$6.77 billion. There are many factors that influence the City’s total taxable value. Some of the larger factors include a decrease in the base value from reappraisals performed by the Twin Falls County Assessor’s Office, growth from new construction, property incorporated into the City through annexation, and dissolution of Urban Renewal Areas.

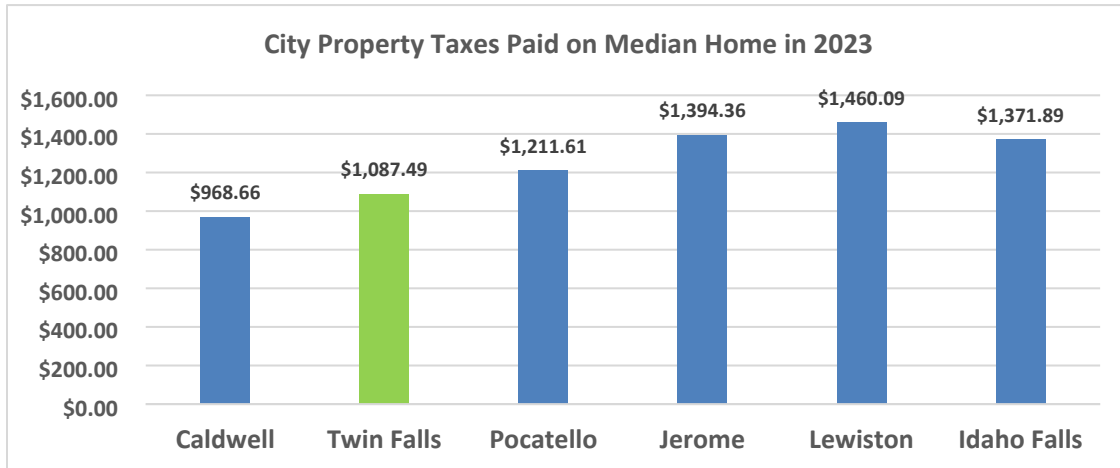
Over the last ten fiscal years, the City’s tax rate has fluctuated significantly, ranging from a high of \$8.04/\$1,000 (FY 2017) of taxable value to a low of \$4.71/\$1,000 (FY 2024) of taxable value. The average of the tax rate assessed over the course of the last seven fiscal years (2018-2024) is \$6.38/\$1,000 of taxable value. It is important to recognize the tax rate does not necessarily indicate an individual’s tax burdens. The tax rate is simply a multiplier used to determine a property owner’s proportionate share of property tax liability. It is a fraction of a local government’s total property tax collections divided by the total taxable value of that local government unit. As illustrated in the graph below, the FY 2025 tax rate is one of the lowest issued by the City.



Additional property tax collections and comparisons, rate adjustments, expenditures and economic indexes are discussed in more detail in other sections of this budget document.

How does our Tax Rate compare to the other, large full-service Idaho cities?

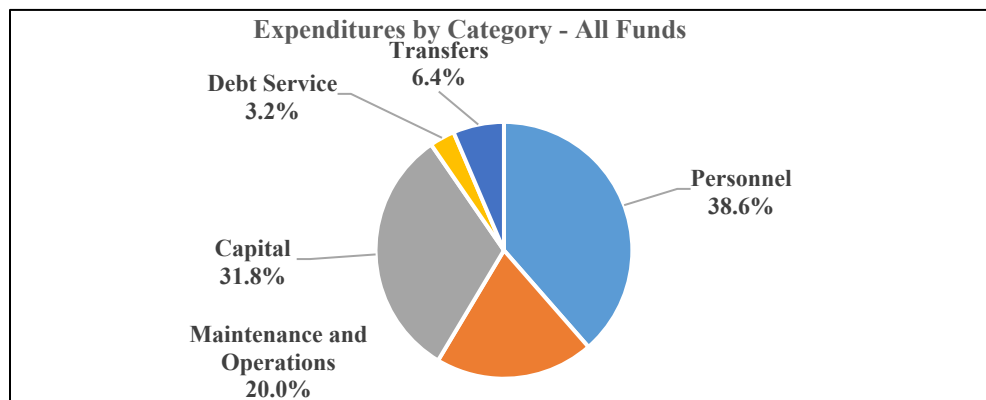
We are often asked the question, “how does our tax rate compare?” The table and graph provided below are intended to provide an approximate answer to that question. Although only intended to be a rough illustration, the table and graph represent the amount of property tax paid on a median-valued, owner occupied home in each of the larger, full-service cities in Idaho. The information used in the table was collected from the Associated Taxpayers of Idaho’s 2023 Levy Book (tax rate) and Zillow.



The cities of Boise and Meridian were intentionally excluded because they are not directly responsible for the transportation systems in their communities; that responsibility lies primarily with the Ada County Highway District (ACHD). ACHD is an independent taxing authority specifically created for the purpose of maintaining the transportation system in these communities. For FY 2025, the Street Fund budget for the City of Twin Falls is \$15,412,878 (includes \$8,281,960 grant for Eastland Dr.), or approximately 21.23% of the total for tax supported funds. Nampa has also been excluded because they contract fire and rescue services with the Nampa Rural Fire Department. The City expends \$8,628,069 on fire and rescue services, or 11.89% of its tax supported funds.

Expenditures in All Funds

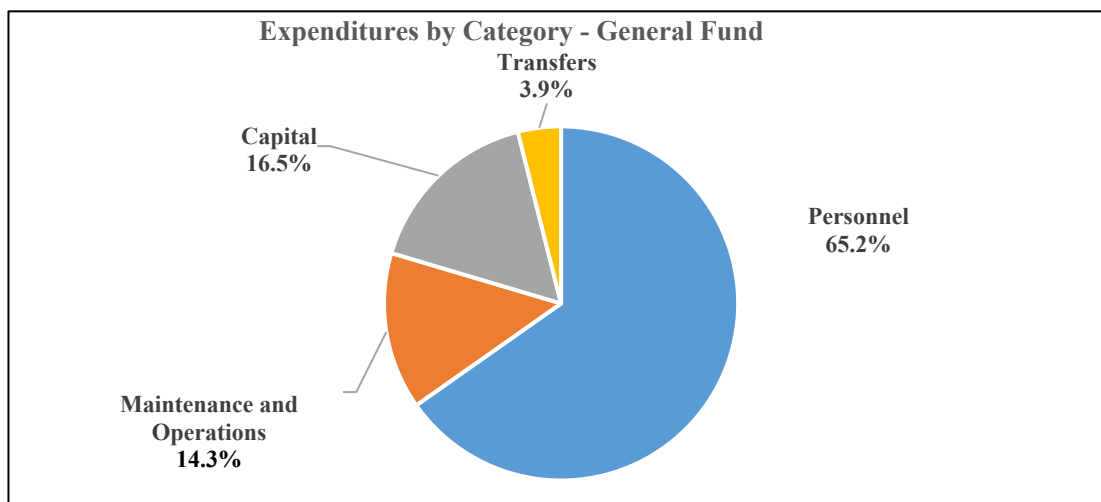
Expenditures in this budget are classified under one of five major categories: Personnel, Maintenance and Operations, Capital, Debt Service, and Transfers. The graph below shows the relative percentage of FY 2025 budget expenditures for the five major categories in all funds combined.



In most government agencies, personnel costs (salaries, wages and benefits) normally represent the largest of the expenditure categories. While municipal governments also devote a large amount of their resources to personnel, the significant investment in infrastructure drives the percentage of the budget devoted to operating and capital costs higher than most other government agencies.

Expenditures in General Fund

Using the same classification of expenditure types (less Debt Service), the percentages of budgeted expenditures for the General Fund are shown below. When analyzing General Fund expenditures by category in comparison to all funds as a whole. Personnel costs are a much higher percentage, and Capital a much lower percentage, as the General Fund spends relatively less for capital improvements, infrastructure, and equipment.



Enterprise Fund Revenue Overview

Enterprise Funds manage services funded by user fees, aiming to cover operational costs and capital asset maintenance. At the fiscal year's end, any net income or loss adjusts the fund's net assets, which must remain within the fund unless the City Council decides otherwise. The City operates five distinct Enterprise Funds: Water (including supply, distribution, irrigation, and utility services), Wastewater (collection and treatment), Sanitation, Dierkes Lake/Shoshone Falls, and Common Area Maintenance. This budget message primarily addresses the three largest: Water, Wastewater, and Sanitation. The smaller funds are detailed in the budget document.

Water Fund

The Water Fund supports the following water-related activities: water supply, water distribution, pressurized irrigation, and utility billing. In FY 2022, the City Manager recommended a series of changes to the City's water rate structure in relation to the payoff of the 2010B Water Bond Issuance. The City Manager's recommended budget does not have funding for debt service payments, as the last bond will be paid off at the conclusion of the 2024 fiscal year. Budgeted revenues and reserves in the Water Fund total \$14,221,745. This is a decrease of \$2,335,122 (14.10%) compared to the FY 2024 total of \$16,556,867.

The City has several large capital and maintenance projects that need to be completed in this budget period and in future fiscal years. and will be incorporating a 2.5% rate increase to cover the upcoming expenditure outlay. The prioritization of future capital projects is being analyzed by staff.

Wastewater Fund

The Wastewater Fund is used to support all wastewater services provided by the City of Twin Falls, namely wastewater collection and wastewater treatment. The FY 2025 wastewater user rates are increased by 5% to continue to upgrade our wastewater lines and related infrastructure, and to maintain compliance with stated bond covenants. Budgeted revenues and reserves in the Wastewater Fund total \$12,655,320, which compared to the FY 2024 total of \$13,476,176 is a decrease of \$820,856 (6.09%).

Sanitation Fund

The City's Sanitation Fund supports the City's sanitation and recycling programs. The FY 2025 sanitation user rates will remain the same as they were in FY 2023 and 2024. Budgeted revenues and reserves in the Sanitation Fund total \$4,405,410, which compared to the FY 2024 total of \$3,964,278 is an increase of \$198,383 (4.72%).

Cash Reserves/Fund Balances

A key indicator of a city's financial health is its fund balance. The City of Twin Falls adheres to a policy of maintaining three months of operational reserves for tax-supported funds and two months for enterprise-type funds. This policy surpasses the Government Finance Officers Association (GFOA) recommendation, which advises general-purpose governments to maintain an unrestricted fund balance in their general fund equivalent to no less than two months of regular operating revenues or expenditures. Our conservative fiscal approach, with a three-month reserve requirement, ensures that the City can consistently provide public goods and services.

At the end of FY 2023, the City of Twin Falls had an audited Fund Balance/Net Position of \$101,510,617. The total was \$58,896,034 in Governmental-type Funds, \$42,028,550 for Enterprise-type Funds, and \$586,033 for Internal Service Funds. For purposes of the budget, we will focus on the larger operating funds of the City, which are illustrated in the table below.

	Fund Balance	Restricted for Budget	Available Balance
General Fund	\$9,731,481	\$9,072,925	\$658,556
Street Fund	\$9,782,848	\$1,361,924	\$8,420,924
Airport Fund	\$4,098,048	\$821,031	\$3,277,017
Capital Improvement Fund	\$25,233,452	\$13,581,612	\$11,651,840
Water Fund	\$16,897,613	\$9,711,710	\$7,185,903
Wastewater Fund	\$22,183,005	\$4,670,904	\$17,512,101
Sanitation Fund	\$958,614	\$897,111	\$61,503

At the end of FY 2025, the City is expected to surpass the minimum reserve requirements for all major Government-Type and Enterprise-Type Funds. These reserve funds generate interest, improve cash flow, and provide a financial cushion for unexpected expenses or emergencies. As a non-recurring revenue source, beginning fund balances are allocated solely for capital or other one-time expenditures.

Use of Cash Reserve to Fund Projects

At the end of FY 2023, the City of Twin Falls had an audited Fund Balance/Net Position of cash reserves (balance less committed and restricted funds) in the Capital Fund of \$12,475,554. As of July 15, 2024, the City believes it will conservatively add \$2 million to cash reserves at the conclusion of FY 2024, growing the total amount of unrestricted cash reserves in the Capital Fund to an estimated \$14,475,554. To meet the capital needs of the organization and not increase the tax liabilities of Twin Falls residents, the City Manager recommended the use of cash reserves to complete/state the following projects>

City Pool Remodel, including Locker Rooms	\$1,200,000
City Attorney Office/City Gym	\$1,810,000
Police Evidence & Training Facility - Design Only	\$175,000
TOTAL	\$3,185,000

At its July 29, 2024 meeting, the City Council agreed to consider using \$3.185 million of cash reserves to fund the projects and include them in the Preliminary Budget for additional consideration and debate.

Council Directed Capital Projects - \$770,000

In FY 2019, the Council decided to use part of this balance for priority capital projects, incorporating \$770,000 into the budget for projects such as parks, street overlays, and curb and gutter installations. This amount has been reserved in subsequent budgets for additional one-time projects as directed by the City Council. The FY 2025 budget continues this practice and includes funding for the following projects.

Elizabeth Boulevard - Mae Drive to Apache Way – Design only	\$63,300
Elizabeth Boulevard - Madrona North to Del Mar Dr – Design Complete	\$0*
Locust Street – Kimberly Road and 4th Avenue East – Design only	\$45,750
Fleet Replacement	\$373,622
Police Lift Replacement	\$275,000
TOTAL	\$757,672

Impacts of the Budget to our Residents

Over the last ten fiscal years, the City's tax rate has fluctuated significantly, ranging from a high of \$8.04/\$1,000 (FY 2017) of taxable value to a low of \$4.71/\$1,000 (FY 2024) of taxable value. The average of the tax rate assessed over the course of the last seven fiscal years (2018-2024) is \$6.38/\$1,000 of taxable value. It is important to recognize the tax rate does not necessarily indicate an individual's tax burdens. The tax rate is simply a multiplier used to determine a property owner's proportionate share of property tax liability. It is a fraction of a local government's total property tax collections divided by the total taxable value of that local government unit.

	FY 23-24 Adopted Budget	FY 24-25 Recommended Budget	Variance
Property Tax	Tax Rate: \$4.71/\$1,000 of taxable value	Tax Rate: \$4.93/\$1,000 of taxable value	Tax Rate: \$0.22/\$1,000 of taxable value
Median Value of Owner-Occupied Home:			
FY 2025 - \$349,824 (January 2024)	\$1,035.08 <i>(annual)</i>	\$1,108.38 <i>(annual)</i>	\$73.30 <i>(annual)</i>
FY 2024 - \$344,763 (January 2023)	\$86.26 <i>(monthly)</i>	\$92.37 <i>(monthly)</i>	\$6.11 <i>(monthly)</i>
Utility Bills			
Average Residential Customer Consumption of:			
<i>Water - 18,000 gallons</i>	\$53.16	\$54.49	\$1.33
<i>Sewer - 12,000 gallons</i>	\$30.88	\$32.42	\$1.54
<i>Sanitation & Recycling</i>	\$19.62	\$19.62	\$0.00
Total Utility Bills	\$103.66	\$106.53	\$2.87
Monthly Total of Property Tax and Utility Bills	\$189.92	\$198.90	\$8.98

Approval

At its August 5, 2024 meeting, the City Council approved the Preliminary Budget for the 2024-2025 Fiscal Year and setting the public hearing for August 19, 2024. The preliminary budget set the maximum budget, or spending cap, for the City of Twin Falls for FY 2025. As a result, only reductions in expenditures can be made. Final adoption of Appropriations Ordinance will be scheduled to occur on that same evening as the public hearing – August 19, 2024.

Budget Item

There are no current budgetary or financial impacts from the conversation. From this process, we will establish the Fiscal Year 2024-2025 City Manager's Recommended Budget.

Regulatory Impact

- Idaho Code Section 50-811 states the City Manager shall "...keep the council fully advised of the financial condition of the city and its future needs..." and "...prepare and submit to the council a tentative budget for the next fiscal year."
- Idaho Code §50-235 empowers each city council of each city to levy taxes for general revenue purposes
- Idaho Code §50-1002 requires the city council of each city in the State of Idaho to pass a budget, referred to as an annual appropriation ordinance
- Idaho Code §63-802 sets limitations on all taxing district budget requests on the amount of property tax revenues that can be used to fund programs and services. This section also states that taxing entities can only increase property tax collections by a maximum of three percent (3%) annually, plus value of new construction and annexation added during the previous calendar year, and forgone taxes that have been accumulated and reserved in prior fiscal years

Attachments

Recommended Budget for FY 2024-2025 can be found online.



Date: Monday, August 12, 2024
To: Honorable Mayor and City Council
From: William Klaver, Senior Planner

ACTION ITEM

Request:

Request for a Zoning Development Agreement and Zoning District Change from R-4 to R-4 ZDA for a residential townhome development on property located at 1607 Washington St S. c/o Rex Harding on behalf of RE Financial, Inc (PZ24-0043).

Time Estimate:

Approximately 15 minutes for staff presentation, and 15 minutes for the applicant's presentation. Questions and public input are excluded from this time estimate.

Background:

The applicant, RE Financial, Inc., represented by Rex Harding, is proposing to create a Zoning Development Agreement (ZDA) located at approximately 1607 Washington Street South, consisting of roughly 4.27 acres. The property currently resides in the Residential Medium Density (R-4) zone. This request is to allow for smaller lot sizes for townhouses.

On Tuesday, July 9, 2024 Planning and Zoning Commission approved recommendation by a vote of 5-0.

Approval Process:

Per City Code 10-6-1.7 (B) The applicant is required to present a preliminary review prior to a public hearing to the Planning and Zoning Commission in which the Commission may give suggestions and ask questions of the applicant about the proposed ZDA.

Per City Code 10-6-1.7(E) Approval of a ZDA shall be based on the following standards: the proposed uses are not detrimental to surrounding properties; deviations from Title 10 shall be warranted by the design of the conceptual plan; conformance to the Comprehensive Plan, and existing and/or proposed infrastructure must be adequate for the project.

Per City Code 10-14-1 thru 8 Any application for a zoning district change shall follow the procedures outlined in these sections.

Budget Impact:

N/A

Regulatory Impact:

Should this Zoning Development Agreement (ZDA) be approved, the ZDA Document and master plan will become a guiding document for regulation.

History:

Records show the property has a house on the property that was built on in 1940.

There have been multiple subdivisions immediately surrounding this property. They are as follows:

- To the North; Southwood Subdivision (1947)
- To the East; Golden Eagle (2006)
- To the South; Cascade (1974)

In 2019, Valencia Subdivision, a ZDA was recorded. Similarly to the ZDA in question, the Valencia ZDA and subsequent subdivision accounted for lot lines which matched the townhouse footprint. The Valencia ZDA and Subdivision is located roughly six-hundred (600) ft west of the proposed 1607 South Washington Development.

Analysis:

Proposed Changes are as follows:

1. Creation of 1607 South Washington Development Zoning Development Agreement.
2. Reduction in minimum lot area for town house lots to 629 sq. ft.
3. Lot occupancy for town house lots to 100% occupancy.
4. Eliminates setback requirement from townhouse property line.
5. Creates 20 ft setback from all exterior property lines.
6. A homeowner's association will be created for maintenance.

Possible Impacts and Mitigation:

Staff does not foresee negative impacts to the surrounding area with this proposed amendment as the surrounding neighborhood has a mix of housing styles compatible in scale to the proposed townhouse development, density will not be increased from the base zoning (R-4), and the comprehensive plan calls for this style of development.

Conclusion:

Should the Council approve the ZDA Amendment request, the Planning and Zoning Commission recommends the following conditions:

1. Subject to site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.

Attachments:

1. PZ24-0043 Vicinity Map
2. PZ24-0043 Presentation Map
3. PZ24-0043 Applicant Narrative
4. PZ24-0043 Proposed Landscape Plan
5. PZ24-0043 Proposed ZDA Development Pla
6. PZ24-0043 Proposed ZDA Agreement
7. PZ24-0043 July 9, 2024 Minutes - Draft

Vicinity Map

Parcels

Orchard Dr W

Washington St S

Hailee Ave

Blue Lakes Blvd S

Harrison St S

Kenyon Rd

Pheasant Rd W

N 2900 E

Valencia St

Hillcrest

Southwood Ave W

N 3000 E

74

E 3600 N

E 3600 N

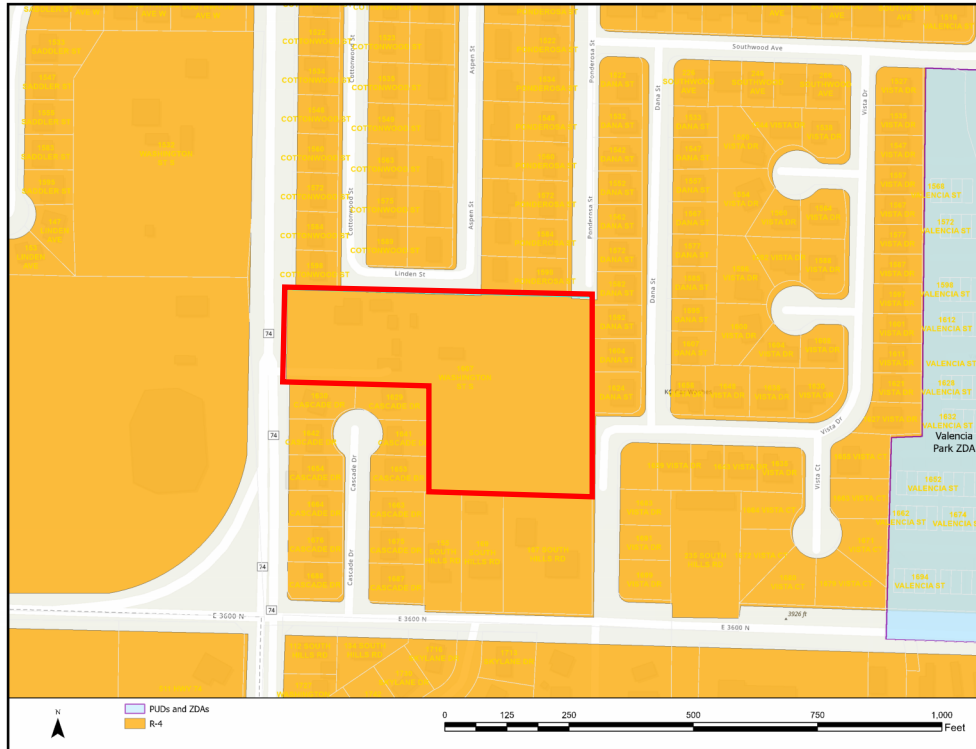
Gabe Ave



0 1,250 2,500 5,000 Feet

Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

ZONING MAP



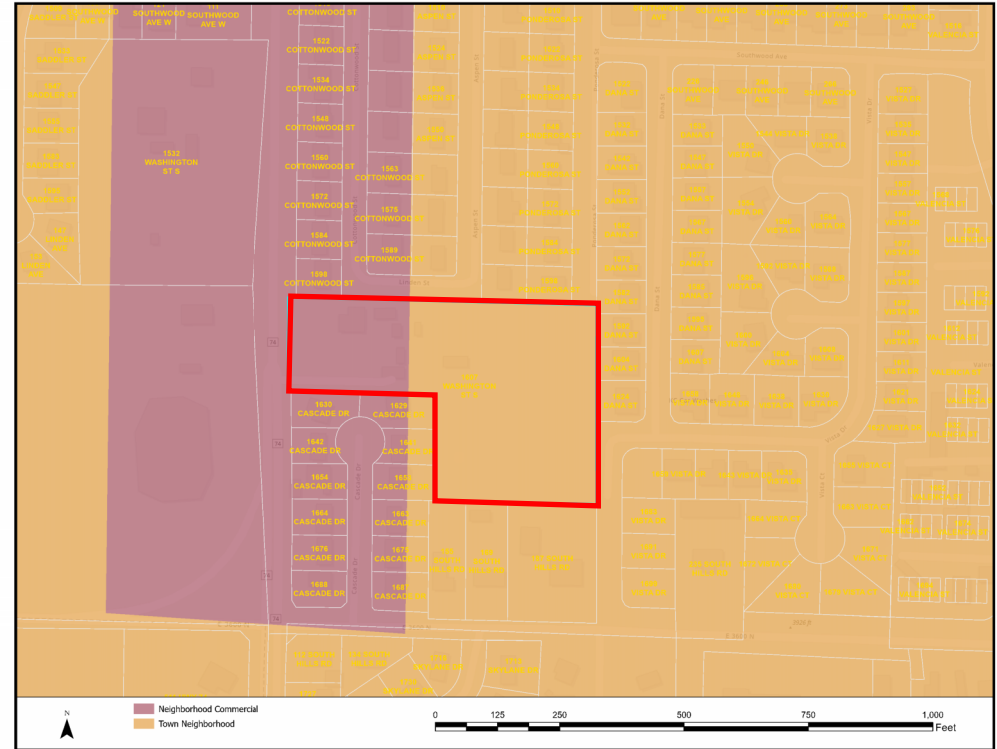
Zoning

<u>Current Zoning:</u>	Residential Medium Density (R-4)
<u>Current Land Use:</u>	Residential
<u>Proposed Zoning:</u>	R-4 ZDA
<u>Proposed Land Use:</u>	Residential

Surrounding Area

<u>North:</u>	Residential Medium Density (R-4)
<u>South:</u>	Residential Medium Density (R-4)
<u>East:</u>	Residential Medium Density (R-4)
<u>West:</u>	Residential Medium Density (R-4)

FUTURE LAND USE MAP



Regulations

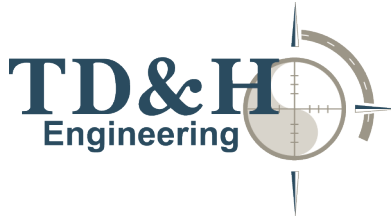
Twin Falls Municipal Code Sections 10-4-5 & 10-6-1

Future Land Use Category

Neighborhood Commercial: Provides supporting services and small-scale commercial for the surrounding neighborhood which is designed to complement the neighborhoods character. Desired land use mix of neighborhood-serving commercial, townhomes, condominiums, apartments, civic and community facilities, etc.

Town Neighborhood: Primarily residential in character that is contiguous and clustered development to maximize open space and community gathering areas. Desired land use mix of single family, duplex, triplex, parks, schools, etc.

161 5th Avenue S., #105
Twin Falls, ID 83301



208.733.2446
tdhengineering.com

1607 SOUTH WASHINGTON STREET
ZONING DISTRICT CHANGE AND ZONING MAP AMENDMENT
AS A ZONING DEVELOPMENT AGREEMENT (ZDA)
APPLICATION STATEMENT

REASON FOR REQUEST:

This application for Zoning District Change and Zoning Map Amendment as a ZDA is being requested to allow development of the entire property as a planned community with multi-family housing and two residential lots. The proposed development will provide 46 residential units in multi-family buildings with four units each and two single family homes (existing).

COMPREHENSIVE PLAN CLASSIFICATION

The property is located in the area that is currently identified as Town Neighborhoods on the Future Land Use map from the Comprehensive Plan. The proposed use for the ZDA development is compatible with this classifications. The Town Neighborhood areas are defined as primarily residential in nature with smaller lot sizes that rural residential and includes a mix of duplex, triplex and townhomes.

COMPATIBILITY WITH THE SURROUNDING AREA

The area surrounding the proposed ZDA is developed with a mixture of single and multi-family homes. The property to the west across South Washington Street is owned by the City of Twin Falls and is the location of their water tanks and booster station. The properties to the north are developed as single family residential properties. The adjacent properties to the east are occupied with single family homes. The properties to the south are also occupied by single family residences including three large unplatted parcels. The proposed development as multifamily residential is similar to the uses in the surrounding area.

INTENDED USE / DEVELOPMENT OF THE PROPERTY

The proposed use of the undeveloped property is for a multifamily residential development with City sewer and water services.

EXCEPTIONS FOR SPECIFIC USES AND/OR DEVELOPMENT STANDARDS

The proposed development may be platted as townhouse lots, therefore the lot size will not meet the required size. However, the overall density of residential units will not exceed what is allowed in the R-4 Zoning District.

1607 South Washington Development

ZDA Development Commitment

Pursuant to All Parts of the Planning Exhibit

This ZDA Development Commitment is made and entered into this ____ day of _____, 2024, by and between the CITY OF TWIN FALLS, State of Idaho, a municipal corporation, hereinafter called "City" and RE Financial, LLC and/or their successors and assigns hereinafter called "Developer" for the purpose of developing a residential subdivision as a Zoned Development Agreement (ZDA). The legal description of the property is:

A PORTION OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 10 SOUTH, RANGE 17 EAST, BOISE MERIDIAN, TWIN FALLS COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 28 BEING MARKED BY A BRASS CAP OF RECORD IN A WELL, FROM WHICH THE WEST QUARTER OF SAID SECTION, BEING MARKED BY 5/8" REBAR WITH CAP (LS8077) OF RECORD BEARS N00°38'55"E A DISTANCE OF 2678.99 FEET;
THENCE ALONG THE WEST LINE OF SAID SECTION, N00°38'55"E A DISTANCE OF 472.36 FEET TO A POINT;
THENCE DEPARTING SAID WEST LINE, S88°08'03"E A DISTANCE OF 33.17 FEET TO A POINT OF INTERSECTION WITH THE EASTERLY RIGHT OF WAY OF STATE HIGHWAY 74 (WASHINGTON STREET SOUTH), SAID POINT BEING THE TRUE POINT OF BEGINNING;
THENCE DEPARTING SAID EASTERLY RIGHT OF WAY, S88°08'03"E A DISTANCE OF 6.83 FEET TO THE NORTHWEST CORNER OF THE CASCADE SUBDIVISION MARKED WITH A BRASS CAP (PE2098);
THENCE S88°08'03"E ALONG THE NORTHERLY BOUNDARY OF LOT 6 OF SAID CASCADE SUBDIVISION A DISTANCE OF 138.74 FEET TO THE NORTHEAST CORNER OF SAID LOT 6 MARKED WITH A 5/8" REBAR WITH CAP (PE2098);
THENCE CONTINUING ALONG THE NORTHERLY BOUNDARY OF LOT 7 OF SAID CASCADE SUBDIVISION S88°07'20"E A DISTANCE OF 148.75 FEET TO THE NORTHEAST CORNER OF SAID CASCADE SUBDIVISION MARKED WITH A 5/8" REBAR WITH CAP (PE2098);
THENCE S00°38'55"W ALONG THE EASTERLY BOUNDARY OF SAID CASCADE SUBDIVISION A DISTANCE OF 209.51 FEET TO A POINT;
THENCE S88°51'18"E A DISTANCE OF 329.57 FEET TO THE WESTERLY BOUNDARY OF GOLDEN EAGLE SUBDIVISION NO. 1 AND THE WESTERLY RIGHT-OF-WAY OF VISTA DRIVE;
THENCE N00°36'38"E ALONG THE WESTERLY RIGHT-OF-WAY OF SAID VISTA DRIVE AND WEST BOUNDARY OF SAID GOLDEN EAGLE SUBDIVISION NO. 1, A DISTANCE OF 162.97 FEET TO THE SOUTHWEST CORNER OF LOT 47 OF SAID GOLDEN EAGLE SUBDIVISION NO. 1 MARKED BY A 1/2" REBAR WITH CAP (LS 908) ;
THENCE N00°36'09"E ALONG THE WESTERLY BOUNDARY OF SAID GOLDEN EAGLE SUBDIVISION NO. 1, A DISTANCE OF 234.70 FEET TO THE SOUTHEAST CORNER OF THE SOUTHWEST SUBDIVISION MARKED BY A 5/8" REBAR WITH CAP (PE1919);
THENCE N88°07'11"W ALONG THE SOUTHERLY BOUNDARY OF SAID SOUTHWOOD SUBDIVISION, A DISTANCE OF 233.82 FEET TO THE SOUTHWEST CORNER OF LOT 8 BLOCK 3 OF SAID SOUTHWOOD SUBDIVISION AND THE SOUTHERLY RIGHT-OF-WAY OF LINDEN AVENUE, MARKED WITH A 5/8" REBAR WITH CAP (PE1919);
THENCE ALONG THE SOUTHERLY RIGHT-OF-WAY OF LINDEN AVENUE, N88°07'11"W A DISTANCE OF 282.01 FEET TO THE SOUTHEAST CORNER OF LOT 8 BLOCK 1 OF SAID SOUTHWOOD SUBDIVISION, MARKED WITH A 5/8" REBAR WITH CAP (PE1919);
THENCE ALONG THE SOUTHERLY BOUNDARY OF LOT 8 BLOCK 1 OF SAID SOUTHWOOD SUBDIVISION, N88°07'11"W A DISTANCE OF 91.00 FEET TO THE SOUTHWEST CORNER OF LOT 8 BLOCK 1 OF SAID

SOUTHWOOD SUBDIVISION AND A POINT ON THE EASTERLY RIGHT-OF-WAY OF STATE HIGHWAY 74, MARKED WITH A 5/8" REBAR WITH CAP (PE1919); THENCE S00°38'55"W ALONG THE EASTERLY RIGHT-OF-WAY A DISTANCE OF 192.28 FEET TO THE TRUE POINT OF BEGINNING AND THE TERMINUS OF THIS DESCRIPTION. SUBJECT TO EASEMENTS AND RIGHTS OF WAY OF RECORD. PARCEL CONTAINING 4.35 ACRES.

Development and Improvements shall conform to the standards and regulations of the Twin Falls City Code Title 10 – Chapter 4 – Section 5 and Chapter 6 - Section 1, and all references to other sections therein, as amended, except for the following:

- (1) Use Regulations:
 - (A) Permitted Uses: Modified to include: Dwellings – Attached Single Household (aka Townhouses).
 - (B) Special Uses: None Requested
 - (C) Prohibited Uses: None Requested.
- (2) Property Development Standards:
 - (A) Lot Area : Modified as Follows: Townhouse lots identified on Plat. : Minimum 620 Square Feet
 - (B) Lot Occupancy: Modified As Follows:
 - 1. Townhouse Lots identified on Plat: 100% of Lot Area
 - 2. Open Space or Common Area Tracts: 0% Occupancy
 - (C) Building Height: None requested.
 - (D) Yards: Modified as Follows: Townhouse Lots: No property Line Setback Required
 - 1. All Buildings shall be a Minimum of 20 feet from exterior project boundary.
 - 2. Street Setbacks: No Change Requested
 - (E) Access: Modified As shown
 - 1. Ponderosa Street will be developed as a public street through the development along the east property boundary from the current dead end to Vista Avenue.
 - 2. Access to the buildings will be through private driveways that are accessed from Ponderosa Street . On-site parking will be in parking areas along those private drives. The two existing driveways from Washington Street south will continue to access the two existing single family homes. Vista Drive will be constructed to South Hills Road
 - (F) Landscaping: On-Site Landscaping shown on Master Development Plan and Landscaping Plan to be installed, owned and maintained by Homeowners Association.
 - (G) Off Street Parking: Provided as required by the City Code.
 - (H) Walls, Fences, Hedges, Trees, Shrubs, and Landscaping Structures: The exterior fence where needed shall be constructed for each phase identified on the Plat document, prior to the issuance of a building permit.

- (I) Platting: A final plat will recorded for each phase.
- (3) Other Site development Criteria – if applicable
 - (A) Building Elevations: Project to be Constructed in accordance with the Building Elevations Provided with This Agreement.
 - (B) Density: No Change Requested.
 - (C) Residential Lot Width: Platted townhouse lot width will be a minimum of 15.5 feet .
 - (D) Residential Lot Depth: Platted townhouse lot length will be a minimum 40 feet .
 - (E) Open Space or Common Area: No minimum or maximum size
 - (F) Screening: Modified to include the following
 - 1. Trash containers shall be visibly screened from roadways, adjacent residential areas, and adjacent properties. Screening may consist of landscaping, masonry walls, or vision barrier fencing.
- (4) Architectural Standards: The buildings will be constructed by the developer and/or its successors and assigns in accordance with the building elevations included with this application.
- (5) Management Associations: A 1607 South Washington Homeowners Association will be formed for the Townhouse properties with documentation recorded at Twin Falls County.
- (6) Project Phasing: The development will be constructed in phases. The schedule for the construction is to complete one or more phases each year starting in 2024 and to be completed by 2034.

If no development has occurred on the ZDA subject parcel within the time identified, the planning and zoning commission and city council may review the original ZDA development requirements and conceptual development plan to ensure their continued validity. If the city determines the concept is no longer valid, then:

- (A) The city may initiate a process to change the zoning classification, or
- (B) New ZDA development requirements and/or a new conceptual development plan may be required to be approved prior to the city issuing a building permit for any portion of the ZDA subject parcel

On _____, 2024 the City Council approved the development as presented subject to the following conditions:

STATE OF _____)
)ss.
County of _____)

On this ____ day of _____, 2024, before me, the undersigned, a Notary Public for _____, personally appeared _____, known to me to be the persons whose names are subscribed to the within instrument on behalf of said Owner and acknowledged to me that said Owner executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public for _____
Residing at _____, _____

CORPORATION

STATE OF _____)
)ss.
County of _____)

On this ____ day of _____, 2023, before me, the undersigned, a Notary Public for _____, personally appeared _____, known or identified to me (or proved to me on the oath of _____) to be the president, or vice-president, or secretary or assistant secretary, of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public for _____
Residing at _____, _____

PARTNERSHIP

STATE OF IDAHO _____)
)ss.
County of _____)

On this ____ day of _____, 2023, before me, the undersigned, a Notary Public for _____, personally appeared _____, known or identified to me (or proved to me on the oath of _____) to be one of the partners in subscribed partnership name to the foregoing instrument, and acknowledged to me that they executed the same in said partnership name.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public for _____
Residing at _____, _____



Twin Falls Planning & Zoning Commission Minutes

Tuesday, July 9, 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

Vice-Chair Campbell called the meeting to order at 06:02 PM

Members Attending: Campbell, Rambur, Weatherford, Zimmerman, Petruzzelli

Staff Attending: Spendlove, Klaver, Strickland, Ebersole, Green, Stowe

2) Conflict of Interest Declaration

3) Consent Calendar

- a) Approval of meeting minutes from the following meeting: June 25, 2024.

Commissioner Weatherford made a motion to approve the consent calendar, as presented.

Commissioner Rambur seconded the motion.

4) Items of Consideration

- a) Request for the consideration of the Preliminary Plat for the Twin Falls Business Park consisting of 24 lots on 78.25(+/-) acres located at 3270 E 3700 N c/o Tyler Davis-Jeffers (PZ24-0056)

Staff Presentation:

Senior City Planner presented the consideration for the request for the consideration of the Preliminary Plat for the Twin Falls Business Park consisting of 24 lots on 78.25(+/-) acres located at 3270 E 3700 N c/o Tyler Davis-Jeffers (PZ24-0056)

Per City Code 10-12-2-3: The Commission shall review the preliminary plat. The Commission's decision is final unless appealed to the City Council. The final plat is reviewed by the City Council.

Commission's Findings: In determining the acceptance of a proposed subdivision the Commission shall consider the objectives of this Title and at least the following:

1. The conformance of the subdivision with a Comprehensive Plan.
2. The availability of public services to accommodate the proposed development.
3. The continuity of the proposed development with the capital improvement program.
4. The public financial capability of supporting services for the proposed development; and
5. The other health, safety or environmental problems that may be brought to the Commission's attention.

Action On Preliminary Plat: The Commission may approve, conditionally approve, disapprove, or table for additional information when acting on the preliminary plat.

The property was annexed into the City of Twin Falls in December 2021 where the zoning of Manufacturing, Heavy (M-2) was affirmed.

The property was a legal lot which allowed building permits to be applied for and obtained. This

subdivision process is to allow for individual properties to be sold.

Staff has reviewed the preliminary plat based on the proposed development plan, the zoning regulations and comprehensive plan and finds that the preliminary plat is within compliance should the applicant conform to Staff's recommended conditions.

Upon conclusion, this preliminary plat complies with the standards as outlined in the City's General Subdivision Provision of Title 10, Chapter 12, Section 3, all regulations regarding C-1 zoning development standards, and the 2016 comprehensive plan. All general criteria for approval have been met, per State Statute 50 - Chapter 13.

Should the Commission approve this request as presented, staff recommends approval be subject to the following conditions:

1. Subject to final technical review and amendments as required by building, engineering, fire, and zoning officials to ensure compliance with all applicable city code requirements and standards.
2. Subject to submission of a preliminary plat, submitted prior to application of final plat, showing compliance with all conditions and comments in the Engineering Memorandum dated June 4, 2024.

Kenny Spencer of the Twin Falls Highway District discussed that Champlin and 3700 N are joint jurisdiction. He discussed potential issues and where they would like to have a turn lane. They want to work together to have a finished road to prevent any closures.

PZ/Questions & Comments:

- Commissioner Rambur asked for clarification on which intersection was discussed.
- Kenny Spencer clarified that one of the road is half paved and half oiled.
- Commissioner Petruzzelli asked if conditions will protect concerns.
- Senior Planner Klaver stated that building and engineering will help.

Public Hearing: Opened

- Kathy Williams asked about the turning lane that was mentioned earlier and stated that the road was already narrow and questions how will that affect her property. Her property was shown in the visual used during the presentation.
- Senior Planner Klaver pointed out on the map what properties are not part of the plat. The buildings currently being built can be built by right, the plat is to sell lots.
- Director Spendlove explained the turning lane and clarified that it is dedicated right-of-way.
- Vice-Chair Campbell asked about the neighbors in the area and how they can get information.
- Director Spendlove stated that notice is given to property owners.

Tyler Davis-Jeffers with Summit Creek Developments talked about the improvements that have been made with the road so far. He talked about the roads shoulder issues they have noticed and are working to repair them. They are working with the Highway District to help with widening roads.

PZ/Questions & Comments:

- Commissioner Petruzzelli was confused about what streets are being discussed.
- Tyler responded that it was Champlin (3300E).
- Commissioner Petruzzelli asked about the Future Use used in the presentation and if it

encompasses the two other properties.

- Senior Planner Klaver stated that it is the vision for the future.
- Director Spendlove added that if they were annexed this is what the City Council wants the land use to be.

Public Hearing: Closed

Discussions Followed:

- Commissioner Petruzzelli feels like the conditions will help protect concerns she sees.
- Commissioner Rambur feels like the State, City and applicants are not agreeing on rights-of-way.
- Director Spendlove explained that there is a difference in maintenance between a concrete roadway and an asphalt roadway and the standards for road conditions. There needs to be more coordination between entities and the applicant. Condition #1 addresses that.

MOTION: Commissioner Zimmerman moved to approve the request for the consideration of the Preliminary Plat for the Twin Falls Business Park consisting of 24 lots on 78.25(+/-) acres located at 3270 E 3700 N c/o Tyler Davis-Jeffers (PZ24-0056) with staff recommended conditions. Commissioner Weatherford seconded the motion. Roll call vote showed all members present voted.

Approved 5 to 0.

5) Public Hearings

- a) Request for a recommendation for a Zoning Development Agreement and Zoning District Change from R-4 to R-4 ZDA for a residential townhome development on property located at 1607 Washington St S. c/o Rex Harding on behalf of RE Financial, Inc (PZ24-0043).

Staff Presentation:

Senior City Planner Klaver presented the request for a recommendation for a Zoning Development Agreement and Zoning District Change from R-4 to R-4 ZDA for a residential townhome development on property located at 1607 Washington St S. c/o Rex Harding on behalf of RE Financial, Inc (PZ24-0043).

Per City Code 10-6-1.7 (B) The applicant is required to present a preliminary review prior to a public hearing to the Planning and Zoning Commission in which the Commission may give suggestions and ask questions of the applicant about the proposed ZDA.

Per City Code 10-6-1.7(E) Approval of a ZDA shall be based on the following standards: the proposed uses are not detrimental to surrounding properties; deviations from Title 10 shall be warranted by the design of the conceptual plan; conformance to the Comprehensive Plan, and existing and/or proposed infrastructure must be adequate for the project.

Per City Code 10-14-1 thru 8 Any application for a zoning district change shall follow the procedures outlined in these sections.

Records show the property has a house on the property that was built on in 1940.

There have been multiple subdivisions immediately surrounding this property. They are as follows:

- To the North; Southwood Subdivision (1947)
- To the East; Golden Eagle (2006)

- To the South; Cascade (1974)

In 2019, Valencia Subdivision, a ZDA was recorded. Similarly to the ZDA in question, the Valencia ZDA and subsequent subdivision accounted for lot lines which matched the townhouse footprint. The Valencia ZDA and Subdivision is located roughly six-hundred (600) ft west of the proposed 1607 South Washington Development.

Proposed Changes are as follows:

1. Creation of 1607 South Washington Development Zoning Development Agreement.
2. Reduction in minimum lot area for town house lots to 629 sq. ft.
3. Lot occupancy for town house lots to 100% occupancy.
4. Eliminates setback requirement from townhouse property line.
5. Creates 20 ft setback from all exterior property lines.
6. A homeowner's association will be created for maintenance.

Possible Impacts and Mitigation:

Staff does not foresee any negative impacts to the surrounding area with this proposed amendment as the surrounding neighborhood has a mix of housing styles compatible in scale to the proposed townhouse development, density will not be increased from the base zoning (R-4), and the comprehensive plan calls for this style of development.

The Commission is tasked with making a recommendation to the City Council, about whether the City should adopt this Zoning Development Agreement or not.

Should the Commission recommend approval, Staff proposes the following conditions:

1. Subject to site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.

PZ/Questions & Comments:

- Commissioner Rambur asked how many single family homes are allowed in that area.
- Senior Planner Klaver stated it is a R-4 zone and it can have 1 home for every 4000 sq ft.
- Director Spendlove replied that it is 42-43 outright permitted.

Applicant Presentation:

Rex Harding with TDH Engineering presented and explained that the city requested the round-about for traffic flow for the 2 roads. Comprehensive plan shows townhomes and this application fits with that. Ponderosa street is a dead end right now and would be developed into Vista Dr.

PZ/Questions & Comments:

- Commissioner Petruzzelli asked about the round-about and who maintains it.
- Rex responded that the city will.
- Vice-Chair Campbell asked staff if there were any conditions.
- Senior Planner Klaver replied that it was just the standard conditions.

Public Hearing: Opened

- Benjamin Hansen has concerns about children with the school bus route. He wonders

about what the impact will be with additional traffic. He signed a petition for no access from Cottonwood St.

- Rex clarified that some traffic might travel that way and if it is a problem it needs to go to the police department.
- Vice-Chair Campbell asked about the bus route.
- Rex responded that maybe the route changes if it becomes a problem, but that is up to the bus department.
- Vice-Chair Campbell asked Will if that was something the City looked at.
- Senior Planner Klaver replied that the City does not anticipate the amount of vehicles that this would generate to cause a change to the road network.

Public Hearing: Closed

Discussions Followed:

- Commissioner's like the application and feel it is a good fit for the area.

MOTION: Commissioner Weatherford moved to approve the request for a recommendation for a Zoning Development Agreement and Zoning District Change from R-4 to R-4 ZDA for a residential townhome development on property located at 1607 Washington St S. c/o Rex Harding on behalf of RE Financial, Inc (PZ24-0043). Commissioner Zimmerman seconded the motion. Roll call vote showed all members present voted.

Approved 5 to 0.

- b) Request for a home occupation (dog grooming) on property located at 636 Ash St. c/o Stephanie Ayer (PZ24-0048).

Staff Presentation:

City Planner Ebersole presented the request for a home occupation (dog grooming) on property located at 636 Ash St. c/o Stephanie Ayer (PZ24-0048).

Per City Code 10-13-2-2 The Special Use Permit process requires a public hearing in which interested persons have the opportunity to be heard, with regards to the application.

The Commission shall decide on the request within thirty (30) days after the public hearing. If Conditions of Approval are placed on the permit by the Commission, the Administrator shall issue the permit specifically listing such conditions. Conditions shall be implemented within 6 months, or the permit is void.

If the Commission's decision is appealed within fifteen (15) days of the signing of the Findings of Fact, City Council shall set a hearing date to consider all information, testimony, and minutes of the previous hearing to reach a decision on the appeal.

Standards Applicable to Special Uses:

- Will, in fact, constitute a special use as established by zoning requirements for the zone involved.
- Will be harmonious with and in accordance with the general objectives or with any specific objective of a comprehensive plan and/or zoning regulations.
- Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
- Will not be hazardous or disturbing to existing or future neighboring uses.
- Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools; or that the persons responsible for the establishment of the proposed use shall be able to provide adequately any such services.

- Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
- Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any person, property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares.
- Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

The property is zoned R-4, Residential Medium Density District. Per code, a Home Occupation requires a Special Use Permit in the R-4 zoning district.

According to County Records, the house was built in 1925. Records show the base square footage is 1,320 square feet, with 960 square feet being on the main level. This leaves 360 square feet for the basement, which meets the size requirement for a "home occupation" of 400 square feet maximum.

The applicant states in their narrative that the business will service one (1) dog at a time, with the clientele being small dogs weighing fifty (50 lbs.) pounds or less.

Hours of operation are Monday – Friday, 8:00 am to 5:00 pm. The basement has a separate entrance for customers and will have a small outdoor area for the dogs in the backyard. The property is located on the corner of Ash Street and Elizabeth Boulevard.

The surrounding properties are primarily residential. Per their narrative, the applicant has stated there will be minimum impact to the surrounding properties due to noise, and no impact due to glare, odor, and fumes. The applicant has stated any dog waste will be picked up immediately and disposed of properly. The applicant is the owner of the property and will be the only employee of the business.

Per City Code 10-10-2, off-street paved parking is required for a home occupation. The property currently has a gravel parking area in the front of the house, as do the neighboring properties. The City Engineer is not requiring the paved parking or improvements at this time, as there is no current or future plan to widen Ash Street, so the City will not be in need of taking back the Right of Way in front of the residence.

The 2016 Comprehensive Plan; "Grow With Us" designates this area as appropriate for "Town Neighborhood", which is primarily residential in character, lot sizes are smaller than found in Rural Residential, with contiguous, and clustered development to maximize open space and community gathering areas. This designation consists of single-family homes, attached and detached, duplexes, triplexes, and townhomes, parks and recreation facilities, schools, and Civic facilities. Staff has determined the proposed use is compatible with the comprehensive plan.

Based on the standards for approval staff does not foresee any negative impacts related to the land use.

Approval of this zoning request does not preclude the applicant from obtaining the required permits and/or licenses needed to complete the project.

Upon conclusion should the Commission recommend approval of the request as presented, staff recommends the following:

1. Subject to site plan amendments as required by Building, Engineering, Fire and Zoning

Officials to comply with applicable City Codes and standards.

PZ/Questions & Comments:

- Vice-Chair Campbell asked if this is a Special Use Permit.
- Planner Ebersole replied that it is.

Applicant Presentation:

Stephanie Ayer presented her request for the application. She has been doing this for 15 years. Customers will drop the dogs off and not stay on location.

PZ/Questions & Comments:

- Vice-Chair Campbell asked about her experience and if 1 dog at a time keeps it quieter.
- Stephanie responded that it does.

Public Hearing: Opened and closed with no public input.

Discussions Followed:

- Commissioner Rambur feels this is compatible with comprehensive plan and traffic will not be a burden on the neighbors.
- Commissioner Petruzzelli feels this has a little more space around from neighbors and shouldn't be a problem.
- Commissioner Zimmerman agrees with previous comments.
- Commissioner Weatherford feels this is straightforward.
- Vice-Chair Campbell likes the years of service.

MOTION: Commissioner Rambur moved to approve the request for a home occupation (dog grooming) on property located at 636 Ash St. c/o Stephanie Ayer (PZ24-0048). Commissioner Petruzzelli seconded the motion. Roll call vote showed all members present voted.

Approved 5 to 0.

- c) Request for a Special Use Permit to allow handcrafted furniture on property located at 2635 Kimberly Rd c/o Tyler Davis-Jeffers on behalf of Sleep in Heavenly Peace Inc (PZ24-0049).

Staff Presentation:

City Planner Strickland presented the request for a Special Use Permit to allow handcrafted furniture on property located at 2635 Kimberly Rd c/o Tyler Davis-Jeffers on behalf of Sleep in Heavenly Peace Inc (PZ24-0049).

Per City Code 10-13-2-2 The Special Use Permit process requires a public hearing in which interested persons have the opportunity to be heard, with regards to the application. The Commission shall decide on the request within thirty (30) days after the public hearing. If Conditions of Approval are placed on the permit by the Commission, the Administrator shall issue the permit specifically listing such conditions. Conditions shall be implemented within six (6) months, or the permit is void. If the Commission's decision is appealed within fifteen (15) days of the signing of the Findings of Fact, City Council shall set a hearing date to consider all information, testimony, and minutes of the previous hearing to reach a decision on the appeal.

Standards Applicable to Special Uses:

- Will, in fact, constitute a special use as established by zoning requirements for the zone involved.
- Will be harmonious with and in accordance with the general objectives or with any specific objective of a comprehensive plan and/or zoning regulations.
- Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
- Will not be hazardous or disturbing to existing or future neighboring uses.
- Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools; or that the persons responsible for the establishment of the proposed use shall be able to provide adequately any such services.
- Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
- Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any person, property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares.
- Will not result in the destruction, loss or damage to a natural, scenic or historic feature of major importance.

The property is zoned Highway Commercial (C-1). This property was occupied by the Bureau of Land Management Office but has since been redeveloped to accommodate additional buildings that have been constructed and intended to operate as a small scale business park to allow for multiple tenants to reside in each building.

The business will occupy approximately 2,000 sq. ft. of a 6,900 sq. ft. building constructed to accommodate an office with a storage area. Woodworking is identified by the International Building Code as an "F" Occupancy Classification which will require changes to the building for woodworking to occur inside.

The applicant anticipates being at this location once per month for a maximum of four (4) hours. They don't have employees or regular days and times of operation because they build on an event basis only with volunteers. Volunteers will be on site to load beds for delivery 2-3 times a week.

There is a residential neighborhood approximately fifty (50') feet north of where the woodworking will take place. Staff has taken this into consideration and anticipates that the impacts could be noise generated by the woodworking tools. Staff would recommend all bay doors be kept closed while constructing the furniture to mitigate the noise impacts. Should the company have an event, the construction of the beds could occur outside, but only for the event.

Within the highway commercial (C-1) zoning district, handcrafted furniture is the only manufacturing use allowed, if approved by the Planning & Zoning Commission. The Comprehensive Plan designation for this property is commercial. Generally, this designation recommends highway-oriented, large format retail, hotels, restaurants and other retail plazas and parks. This will be a very small-scale operation and would most likely have less of an impact on the surrounding area compared to other uses called out in the Comprehensive Plan.

Overall, staff is confident that if approved there will be minimal impacts, to the surrounding area.

Approval of this zoning request does not preclude the applicant from obtaining the required permits and/or licenses needed to complete the project. Upon conclusion, should the Commission approve of the request as presented, staff recommends the following:

1. Subject to all bay doors being closed during construction of furniture.
2. Subject to a change of occupancy being obtained for woodworking through the City of Twin Falls Building Department.
3. Subject to site plan amendments as required by Building, Engineering, Fire and Zoning Officials to comply with applicable City Codes and standards.

PZ/Questions & Comments:

- Commissioner Rambur asked if they needed to make a motion to add a condition for the doors to be closed.
- Planner Strickland replied that it is already a condition.

Applicant Presentation:

Tyler Bringhurst, local Chapter President, presented the application. He stated that they did not know about the rules when they signed the lease. He asked for clarification about having the doors open only for events when they are an event based only operation. Furniture is made at this location and then taken on site where it is assembled.

Planner Strickland stated that the report was made with a little confusion and not clarity. If they have a lot of people there they can build but things need to be closed up when not having an event.

PZ/Questions & Comments:

- Vice-Chair Campbell asked if the doors being closed is a problem.
- Tyler stated that he feels that they shouldn't have to close the doors because everything is an event.
- Planner Strickland stated she didn't have enough information from the narrative.
- Tyler clarified that the warehouse is used only to hold tools and beds. They have additional storage in the storage containers outside. They do make the beds ahead of time and construct them on location. He feels the noise is minimal and shouldn't affect the neighbors.
- Vice-Chair Campbell asked if would it be a problem to have a condition to close the doors if machinery is being used.
- Tyler said he doesn't want to close the doors for events.
- Director Spendlove replied to comments about the narrative and that it stated they build beds once per month. With the location being so close to residential the condition was added to have the doors closed. If an event is so large it is in the parking lot area the neighbors may be disturbed and that should be considered.
- Commissioner Petruzzelli asked Tyler if they have had to get a special events permit before.
- Tyler replied that they haven't.
- Vice-Chair Campbell asked how many people come to the events.
- Tyler stated 20-30 at the warehouse.
- Vice-Chair Campbell stated that the word event is confusing.
- Tyler explained that they call the building of the beds and event. They have 400 locations similar to this one. They run off volunteers and they have always called them events. They run off donations.
- Vice-Chair Campbell asked about the hours.
- Tyler replied they usually meet Saturday mornings and sometimes weekday afternoons.
- Commissioner Weatherford asked for clarification on the building this application was for.

- Tyler replied that it is the north corner and has 3 doors.
- Planner Strickland showed on the map.
- Commissioner Zimmerman asked the applicant to explain the process for building.
- Tyler explained that they go from raw lumber to finished pieces. Wood is measured, cut with saws, sanded, drilled then dipped in stain.
- Commissioner Zimmerman how many tools are used at once.
- Tyler stated they use one saw, a handful of sanders and 4-6 drills. They use a few more tools than typical use at home.
- Commissioner Petruzzelli asked if they would notify the neighbors ahead of time if they are going to be having an event.
- Tyler said it is definitely possible.

Public Hearing: Opened

- Ernie Colver stated the use is in a commercial area and feels the noise is minimal.
- Jim Thompson asked why not the north side instead of the south side. The cause is good and the building is not very occupied and they could have moved.
- Gerardo (Tato) Munoz spoke in favor he has worked with them for the last 9 months and does the deliveries. He stated that they make 20 beds at most in a year. He said the things done outside are minimal.
- Robin Stanhope spoke in favor as a volunteer for Sleep in Heavenly Peace.
- Josh Grandeau spoke in favor and feels this is a wonderful cause and invited everyone also. He said they work late mornings or early afternoons.

Public Hearing: Closed

- Tyler explained that the location fit the best for them as the others are not completed. He had no idea when signing the lease that they would need a permit.
- Vice-Chair Campbell asked about moving the containers and asked him to address the noise complaint from the neighbors.
- Tyler stated that he is happy to keep the doors closed. He is just confused about the word event that was used. The report stated that they could have the doors open for an event but everything they do they consider an event. They will do their best to mitigate noise by keeping the doors closed while using equipment.
- Vice-Chair Campbell asked if they have used any equipment since moving in to this location.
- Tyler stated they have not yet.

Discussions Followed:

- Vice-Chair Campbell asked Jonathan for clarification about what they are voting for.
- Director Spendlove explained that they are looking at the process. They can place conditions for mitigation for this application and it's use.
- Commissioner Petruzzelli asked if approved does it stays with tenant.
- Director Spendlove stated it stays with the land.
- Commissioner Petruzzelli asked if the permit is approved then this property can make handcrafted furniture.
- Director Spendlove stated that as long as they follow the rules.
- Commissioner Zimmerman asked about the letter that had been received and if it was in favor.
- Planner Strickland responded that it was.
- Commissioner Zimmerman asked what is outright permitted that would make noise.

- Director Spendlove replied that a lot of trade retail - services - professional services.
- Commissioner Petruzzelli asked if noise becomes a problem then neighbors can do something after approval.
- Director Spendlove replied that if it is a Special Use Permit then we would look at it.
- Commissioner Zimmerman asked how much noise this would make vs what's outright permitted and asked about the change of occupancy.
- Director Spendlove explained that was from the building department for safety reasons.
- Vice-Chair Campbell asked if staff recommendations control the hours of operations.
- Director Spendlove replied that no hours have been discussed.
- Commissioner Rambur thinks that with it being a commercial zone it shouldn't produce excess noise.
- Commissioner Petruzzelli thinks the use is good. She would like to remove item one.
- Vice-Chair Campbell agrees but wants to look at what is possible if approved. She feels there should be some conditions placed.
- Director Spendlove 7am to 10 pm are retail hours in the city.
- Vice-Chair Campbell would like to limit hours for neighbors.
- Commissioner Zimmerman feels the subject of the doors will be handled. She doesn't feel the reduced hours are needed because of the volunteer make-up and feels the noise won't be unnecessarily louder than noise produced from a residential home.
- Commissioner Petruzzelli wanted to rephrase the doors being closed to word it with level of noise being made.
- Vice-Chair Campbell is wanting to limit hours for the noise. Potentially 10 am – 8 pm.
- Commissioner Weatherford feels like 7 am – 10 pm is reasonable and finding volunteers is hard so she doesn't want to limit hours that would prohibit people.
- Vice-Chair Campbell clarified that she would like the conditions for future use.
- Director Spendlove responded that the hours are not discussed with the application. He discussed the difference with what happens with private vs commercial.
- Commissioner Rambur state again that being in a commercial zone he feels it won't make excess noise for that zone.

MOTION: Commissioner Petruzzelli moved to approve the request for a Special Use Permit to allow handcrafted furniture on property located at 2635 Kimberly Rd c/o Tyler Davis-Jeffers on behalf of Sleep in Heavenly Peace Inc (PZ24-0049) with conditions #2 and #3 from city staff report. Commissioner Weatherford seconded the motion. Roll call vote showed all members present voted.

Approved 4 to 1.

6) Upcoming Meeting(s)

- a) August 8, 2024 - Work Session
August 13, 2024

7) Adjournment

The meeting adjourned at 07:57 PM



Date: Monday, August 12, 2024
To: Honorable Mayor and City Council
From: Jonathan Spendlove, Planning and Zoning Director

ACTION ITEM

Request:

Request for approval of the PY 2024 Community Development Block Grant (CDBG) Annual Action Plan. (PZ24-0083)

Time Estimate:

15 Minutes for presentation from Staff.

Background:

This is a request to approve the 2024 Annual Action Plan for the Community Development Block Grant (CDBG) program.

Approval Process:

Each year the City Council will approve an Annual Action Plan that was prepared in accordance with the Consolidated Plan. Before approval, the Action Plan will undergo a 30-day comment period. At the conclusion of the 30-day comment period, staff will present the Plan for approval. Once approved, the plan will be submitted to HUD for review and approval.

Budget Impact:

As listed in the analysis, certain portions of the program will receive more amounts than previously predicted. Overall, the projects listed in the plan are eligible to be funded through CDBG rather than through traditional property taxes revenues.

Regulatory Impact:

The Community Development Block Grant is regulated by 24 CFR 570, which is a section of the Federal Code that deals specifically with the Grant and how it is administered.

History:

N/A

Analysis:

The 2024 Annual Action Plan serves as the City's funding application for the Community Development Block Grant (CDBG) Program. The Annual Action Plan Identifies how Twin Falls will spend CDBG Funds to address the priorities and goals outlined within the Consolidated Plan.

This plan is required by the U.S. Department of Housing and Urban Development (HUD) for the City to receive federal money through the CDBG program.

The City of Twin Falls will receive \$341,417 in CDBG funding for its 2024 program year. A summary of how the City proposes to use the funds is provided below.

PY 2024 Community Development Block Grant Budget

1. City Park Upgrades \$273,417

2. Program Administration \$68,000

Total CDBG Budget \$341,417

The draft Annual Action Plan was available for Public Comment from July 1 - 31, 2024. No comments were received during the 30-day comment period.

The project to be completed with the CDBG funds is the City Park Upgrade project, which includes a new ADA accessible bathroom, new ADA accessible playground, the Hansen St. Plaza connecting the Twin Falls Library and City Park, and improvements to the sidewalks and ADA accessible ramps on Hansen Street. The proposed project has been brought before City Council and is attached in the packet. The plan is to bid the project immediately and start construction this Winter/Spring. Although the CDBG funds will cover the majority of the project costs, city funds may be required to help complete the projects in future years.

The project has had an Environmental Review and has been approved by SHPO, with a condition for official plans for the plaza and playground be submitted for design review, when those pieces are ready to bid for construction.

Conclusion:

Staff Recommends approval of the 2024 Annual Action Plan, as presented.

Attachments:

1. PZ24-0083 Annual Action Plan draft
2. Park Concept (11x17)



City of Twin Falls 2024 Annual Action Plan

August 2024

**City of Twin Falls
203 Main Avenue East
Twin Falls, Idaho 83301**

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Twin Falls became a U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant entitlement grant recipient beginning in 2020. Community Development Block Grant (CDBG) funds can be used to support a variety of activities that encourage decent and affordable housing, a suitable living environment, and expanded economic opportunity for local residents, particularly lower and moderate-income households. Eligible activities vary but generally include housing and other property activities (except for new housing development), public facility and infrastructure improvements, public services, economic development, and assistance for people who are homeless.

The City of Twin Falls' 2020-2024 Five-Year Consolidated Plan is a comprehensive document promoting a coordinated approach to housing and community development needs using CDBG grant funds. It provides guidance on how the city plans to invest its HUD dollars and outlines CDBG priorities for the next five years. This Year Four Annual Action Plan outlines how the City will spend its grant funds during the 2023 program year to implement the Consolidated Plan's priorities and goals. Twin Falls' 2024 program year begins on October 1, 2024, and extends through September 30, 2025.

The City of Twin Falls was awarded \$341,417.00 for the PY2024 CDBG grant.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Consolidated Plan's priority needs were developed based on input from public meetings and a survey, consultation with housing and community development stakeholders, and analysis of the city's top housing, homeless, special needs populations, and non-housing community development needs.

High priority needs include:

Public Facility and Infrastructure Improvements

- Public infrastructure and facility improvements such as parks, sidewalks, streets, trails, access to high-speed internet, streetlighting, ADA accessibility, senior or youth centers, public safety facilities, and others.
- Assist community service organizations in improving their physical structures to meet the organization's goals for serving low- and moderate-income households, homeless people, and other special needs populations.

COVID-19 Response

- Prevention, preparation for, and response to the COVID-19 pandemic, to possibly include, but not be limited to, infrastructure or facility improvements to support social distancing, rent and utility assistance, small business assistance, infrastructure or technology for remote learning, medical supplies or personal protective equipment (PPE), and assistance with food access.

Program Administration

- Support general administration, planning, and staff costs for Twin Falls' CDBG program.

Needs related to housing affordability and condition and public services were also identified during the development of the Consolidated Plan and are summarized below. Given limitations on administrative capacity as the City initiates its CDBG program, Twin Falls will focus the use of its CDBG funds on Public Facility and Infrastructure Improvements, COVID-19 Response, and Program Administration during its first consolidated planning cycle. Needs related to Housing Affordability and Public Services may be addressed by the City using CDBG funds under its second Consolidated Plan.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

This is the fifth year the City of Twin Falls will receive CDBG funds as an entitlement grantee. Each year, the city will report on its progress in meeting five-year and annual goals by preparing a Consolidated Annual Performance and Evaluation Report (CAPER). Twin Falls submitted CAPER reports in December 2021, 2022, and 2023, and will submit the next CAPER in December 2024. However, given delays in completing its first Consolidated Plan and Annual Action Plan and in setting up its CDBG activities due to the COVID-19 pandemic, and extreme staffing shortages, the city did not have any accomplishments to report in its first three CAPERS.

The Environmental Review has been approved and the city now has approval to begin the expending funds for the city park project.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In developing its 2020-2024 Five-Year Consolidated Plan, the city conducted significant consultation with residents, City staff, government agencies, non-profit organizations, housing and homeless service providers, fair housing representatives, and others. The city hosted four community meetings and two focus groups and interviewed key stakeholders to identify housing and community development needs. About 45 people participated in a meeting or interview. The city also conducted a survey open to the general public that had 300 responses. Input received through the meetings, focus groups, interviews, and survey is summarized in the Citizen Participation and Needs Assessment sections of that plan and was used to determine priority needs and projects for the first four program years.

This draft Year Five Annual Action Plan was available for public review and comment for 30 days. The City will collect public comments prior the public hearing for approval of the Annual Action Plan by City Council. The Year Five Annual Action Plan is scheduled for City Council on August 12, 2024.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The draft Year Five Annual Action Plan was available for public review and comment for 30 days.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City of Twin Falls received no public comments were received during the comment period.

7. Summary

The City of Twin Falls has completed the Citizen Participation Plan, as required. The 2024 Annual Action Plan will be a continuation of the previous Annual Action Plans. The projects listed in the 2023 Annual Action Plan will continue in 2024. The City of Twin Falls will submit the completed 2024 Annual Action Plan after the public hearing with City Council.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	TWIN FALLS	City Manager Department

Table 1 – Responsible Agencies

Narrative (optional)

In 2019, the City of Twin Falls became an entitlement community under the U.S. Department of Housing and Urban Development’s Community Development Block Group (CDBG) program. The 2020-2024 Five-Year Consolidated Plan was the first Consolidated Plan prepared by the city for its CDBG program and covers the period from October 1, 2020, through September 30, 2025. The Plan identifies priority community development and housing needs and a strategy to address them. This Year Five Annual Action Plan discusses specific projects to be funded during the 2024 program year, which begins October 1, 2024 and ends September 30, 2025.

Consolidated Plan Public Contact Information

Planning and Zoning Department
City of Twin Falls
203 Main Avenue East
Twin Falls, ID 83301
Phone: 208-735-7267

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Twin Falls conducts a variety of public outreach to garner input from city staff, government agencies, nonprofit agencies, affordable housing developers, local service providers, and Twin Falls residents in planning its CDBG program.

In developing the 2020-2024 Consolidated Plan under which this Annual Action Plan falls, the city held four virtual community input sessions; a meeting with the City's Diversity and Inclusion Committee; a focus group for residents with disabilities; interviews with 28 stakeholders working in housing, community and economic development, and homelessness; and a community survey, to which 300 residents and stakeholders responded.

This draft Year Five Annual Action Plan was available for public review and comment for 30 days following our participation plan. The 30-day Public Comment period ran from July 1, 2024 - August 1, 2024.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Twin Falls strives to engage with housing providers and health, mental health, and other service agencies. Stakeholders will be invited to review and provide input on the draft plan or to provide comments at a public hearing. These stakeholders will include city elected officials and staff, housing authority staff, housing developers, nonprofit organizations, homeless housing and service providers, mental health service providers, agencies serving people with disabilities, senior services, and others. This Annual Action Plan and the associated Consolidated Plan are designed to promote enhanced coordination amongst local housing and service organizations over the next four years.

As the City continues to implement its CDBG program, it will work closely with public and private sector partners to promote interagency communication and planning and to coordinate health, mental health, and other service delivery to low- and moderate-income residents. In making annual CDBG project selections, it will consider how proposed activities connect public and assisted housing residents with health, mental health, and other services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Twin Falls participates in the Idaho Balance of State Continuum of Care led by the Idaho Housing Finance Association (IHFA). The Continuum of Care promotes community-wide commitment to ending homelessness; funds nonprofit providers and State and local governments to quickly rehouse homeless individuals and families; promotes access to and utilization of mainstream programs by homeless individuals and families; and supports self-sufficiency among individuals and families experiencing homelessness. Although the City of Twin Falls does not receive Emergency Solutions Grant (ESG) funds, the City will consider activities that address homeless needs for CDBG funding. Additionally, the city may provide support to or collaboration with local homeless housing and service providers in grant applications they make to the IHFA.

In developing its 2020-2024 Five-Year Consolidated Plan, the city engaged with several organizations that serve residents who are homeless or at risk of homelessness to better understand the needs of the clients they serve. In particular, the planning team conducted stakeholder interviews with South Central Community Action Partnership, Valley House Homeless Shelter, Voices Against Violence, and Safe House.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Twin Falls participates in the Idaho Balance of State Continuum of Care led by the Idaho Housing Finance Association. As such, the City has an opportunity to provide input regarding the use of CoC ESG funds, performance standards and outcome evaluation, and HMIS administration. As of the 2019 program year, CoC funding for new projects is limited to permanent housing and supportive services.

Twin Falls does not receive an ESG entitlement grant. However, the city identified homeless housing and services as a potential priority during its 2020-2024 Consolidated Planning cycle and may consider activities that address homeless needs for CDBG funding in future years.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CITY OF TWIN FALLS CITY MANAGER DEPARTMENT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Non-housing Community Development Project Selection
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City Manager department identified projects for the 2024 Annual Action Plan based on resident and stakeholder input received during preparation of the 2020-2024 Five-Year Consolidated Plan.
2	Agency/Group/Organization	CITY OF TWIN FALLS PLANNING AND ZONING
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Non-housing community development, project selection
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Planning and Zoning department helped to identify projects for the 2021/2022/2023/2024 Annual Action Plan based on resident and stakeholder input received during preparation of the 2020-2024 Five-Year Consolidated Plan
3	Agency/Group/Organization	TWIN FALLS HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Public Housing Needs Non-housing community development strategy; Project selection; Broadband needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City staff met with the Housing Authority staff to discuss the proposed use of PY 2022 CDBG funding. City staff met with the City of Twin Falls Library Board to discuss the proposed City Park projects. The Library Board was in support of the projects and there was no opposition.
4	Agency/Group/Organization	SOUTH CENTRAL COMMUNITY ACTION PARTNERSHIP
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Services-Health Service-Fair Housing Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	South Central Community Action Partnership met with City Staff during the program year to discuss homelessness needs. City Staff attended and reviewed an overnight shelter at the Tap Root Church sponsored by South Central Community Action Partnership. The city will continue to consult with the Partnership regarding homelessness needs in the city.

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to consult as broad a group of community stakeholders as possible. No agency types were excluded from participation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Idaho Balance of State Continuum of Care	The Point-in-Time Count identifies the number of homeless individuals in the Balance of State Continuum of Care to understand levels of need for homeless housing and services, which is discussed in the Needs Assessment and Strategic Plan of the 2020-2024 Five-Year Consolidated Plan.
Twin Falls Grow with Us Comp Plan (2016)	City of Twin Falls	The Comprehensive Plan outlines the city's vision for housing, economic development, parks and open space, transportation, public facilities, and community design. Goals from this plan informed the non-housing community development priorities outlined in the Strategic Plan of the 2020-2024 Five-Year Consolidated Plan.
Twin Falls Community Strategic Plan (2018)	City of Twin Falls	The Community Strategic Plan highlights the City of Twin Falls goals in the areas of health, learning, public safety, accessibility, environment and nature, prosperity and economic development, community engagement and responsible planning, and internal organization. The Community Strategic Plans goals inform the priority needs outlined in the Strategic Plan of the 2020-2024 Five-Year Consolidated Plan.
Twin Falls County Hazard Mitigation Plan (2020)	Twin Falls County	The Twin Falls County All Hazard Mitigation Plan focuses on identifying all potential hazards that might affect the county, including severe weather, wildfire, and drought, among others. Hazard mitigation and impacts of environmental hazards on low- and moderate-income residents are discussed in the Market Analysis of the 2020-2024 Five-Year Consolidated Plan.
Healthy Conditions Assessment (2018-19)	St. Lukes Health System	The Twin Falls Healthy Conditions Assessment analyzed community health indicators to identify opportunities for direct and meaningful improvements. Four themes were uncovered including: (1) crisis/trauma; (2) lack of transportation options; (3) housing affordability; and (4) deterioration of the family unit. Findings from the Healthy Conditions Assessment supported the priorities outlined in the Strategic Plan of the 2020-2024 Five-Year Consolidated Plan.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

This Annual Action Plan builds on the 2020-2024 Five-Year Consolidated Plan, during the development of which residents could participate in one of four virtual public meetings and/or take a community-wide survey. During that process, about 46 people participated in a meeting, focus group or interview, and 300 completed the survey.

The City of Twin Falls held a 30 day comment period to receive comments on the draft 2024 Annual Action Plan. During this time, copies of the draft report were available for public inspection, and residents and other stakeholders can provide written comments to the Planning and Zoning Department. Following the public comment period, the City of Twin Falls will hold a public hearing in front of City Council, on August 12, 2024. Notification of the public comment period and hearing were provided in the newspaper and on the City's website.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	n/a	none	n/a	
2	Public Hearing	Non-targeted/broad community	TBD	TBD	n/a	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Twin Falls qualifies for a formula grant under HUD’s CDBG program. The table below shows the City’s CDBG allocation for the 2024 program year of \$341,417. This estimate assumes that funding over those four years will average to be about the same as the City’s 2020 CDBG allocation of \$341,157.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	341,417	0	1,636,936	1,978,353	1,286,915	The funds will be used for Public Infrastructure and the Twin Falls City Park projects. \$399,137 in the Prior Year Resources is CBDG CV funds remaining.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Projects selected for funding by Twin Falls will leverage additional community resources, primarily public funds. Monies dedicated to public improvements capitalize on ongoing City revitalization and capital improvement efforts. Unlike HUD's HOME and ESG programs, the CDBG program does not require a match for federal funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

CDBG funds may be used to develop and/or improve public facilities or infrastructure for the benefit of low- and moderate-income residents using existing publicly owned land. If CDBG funds are used to acquire private land for public purpose, the City will follow CDBG acquisition requirements and procedures.

Discussion

n/a

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facilities and Infrastructure	2020	2024	Non-Housing Community Development	CDBG Area Benefit Citywide	Public Facility and Infrastructure Improvements	CDBG: \$1,566,936	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2910 Persons Assisted
2	Program Administration	2020	2024	Program Administration	CDBG Area Benefit Citywide	Public Facility and Infrastructure Improvements Program Administration	CDBG: \$68,000	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Facilities and Infrastructure
	Goal Description	Public infrastructure and facility improvements such as parks, sidewalks, streets, trails, high-speed internet access, streetlighting, ADA accessibility, community centers, public safety facilities, and others. Assistance for community service organizations to improve their physical structures.
2	Goal Name	Program Administration
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The projects listed below represent the activities Twin Falls plans to undertake during the 2023 program year to address the City's goals related to improving the living environment through public facility, public infrastructure, and accessibility improvements.

Projects

#	Project Name
1	Sidewalk and ADA Accessibility Improvements
2	Downtown City Park upgrades
3	Program Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

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1	Project Name	Sidewalk and ADA Accessibility Improvements
	Target Area	Citywide
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facility and Infrastructure Improvements Public Services
	Funding	CDBG: \$130,000
	Description	Sidewalk and ADA ramp construction in LMI neighborhoods/census tracts.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	The sidewalk project will service families citywide.
	Location Description	Locations to be determined
	Planned Activities	Sidewalk and ADA ramp construction in LMI neighborhoods/census tracts.
2	Project Name	Downtown City Park upgrades
	Target Area	City Park Bathroom
	Goals Supported	
	Needs Addressed	
	Funding	:
	Description	Enhancements to City Park, possibly including but not limited to improvements to public restrooms, playground, pathways and accessibility, and other park components.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	The designated LMI neighborhood surrounding the City Park will benefit from the park upgrades.
	Location Description	Twin Falls City Park
	Planned Activities	Demolish and reconstruct bathroom to include touch free facilities, larger footprint, and upgraded fixtures
3	Project Name	Program Administration
	Target Area	
	Goals Supported	

Needs Addressed	
Funding	:
Description	Administration of the CDBG program.
Target Date	
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	
Planned Activities	

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City anticipates using approximately 80% of its grant funds in census tracts with a concentration (51%) of households with low or moderate incomes (under 80% AMI). The remaining 20% will be used for program administration.

Geographic Distribution

Target Area	Percentage of Funds
CDBG Area Benefit	65
Citywide	35

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Twin Falls proposes to distribute its CDBG resources throughout the city to the extent neighborhoods receiving CDBG investments are eligible under CDBG area benefit or other applicable standards. Otherwise, the City does not intend to target CDBG funds to any particular area.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over the 2024 program year, the City of Twin Falls will concentrate use of its CDBG funds on ADA accessibility improvements and other enhancements to public facilities and infrastructure. The city does not anticipate undertaking any housing activities during the 2024 program year.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The Twin Falls Housing Authority operates public housing developments, including Washington Court, a 56-unit family development, and Pioneer Square, Sunny View Courts, Terry Courts, and Duvall and Elizabeth Courts, senior properties that collectively provide 140 units.

Actions planned during the next year to address the needs to public housing

During the 2024 program year, the Twin Falls Housing Authority will continue its ongoing projects, which include replacing water and sewer lines and replacing sidewalks.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

While the TFHA does not provide direct programming to assist residents with homeownership, the TFHA advertises the USDA Self-Help Housing program offered by the South Central Community Action Partnership. The Self-Help Housing program assists small groups of 4-10 residents to build their own homes. The program allows its participants to acquire homes with no down payment, subsidized interest (e.g. 1%) and 100% financing throughout the building and buying process. TFHA staff also sits down with residents who are having difficulty managing resources (e.g. paying rent) to provide one-on-one assistance with budgeting. TFHA staff continue to seek out community partnerships that will expand their residents' access to homeownership resources.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable – the Twin Falls Housing Authority is not designated as “troubled.”

Discussion

Not applicable

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The city of Twin Falls is a partner in the Idaho Balance of State Continuum of Care, a network of service providers covering Idaho outside of the city of Boise and Ada County. The Continuum of Care brings together housing and service providers to meet the needs of individuals and families experiencing homelessness. The City of Twin Falls will continue to partner with the Continuum of Care and local homelessness service providers to achieve the region's homelessness goals.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Over the next year, members of the Idaho Balance of State Continuum of Care and other homeless housing and service providers in Twin Falls will continue reaching out to homeless persons, including unsheltered persons, through street outreach and emergency shelter services. South Central Community Action Partnership, Valley House Homeless Shelter, and other local organizations will continue to provide outreach to people experiencing homelessness with the goal of getting individuals and families into permanent housing. Outreach has included initial assessment, emergency financial assistance, food, clothing, and hygiene.

Addressing the emergency shelter and transitional housing needs of homeless persons

During the 2024 program year, Voices Against Violence and Valley House Homeless Shelter will continue to provide emergency shelter in Twin Falls. Valley House will continue to provide transitional housing for people experiencing homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Over the next year, the Valley House Homeless Shelter will continue to provide transitional housing beds to assist families and single men and women who are homeless transition to permanent housing and independent living. The City will consider the use of CDBG funds to assist families or individuals who are

homeless transition to independent living and/or prevent them from becoming homeless again.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Over the next year, housing and service providers in Twin Falls will continue to work together to prevent homelessness in populations who are vulnerable to or at risk of homelessness. South Central Community Action Partnership will continue to assist individuals in obtaining identification documents for employment or school; provides funding for gas vouchers, minor car repairs, and clothing or tools needed for employment; and provides first month's rent to help working families transition to permanent housing.

Discussion

Not applicable

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

In the 2020-2024 Five-Year Consolidated Plan, several affordable housing issues emerged, including a spatial mismatch between affordable housing and jobs or amenities, a limited supply of starter housing at costs below \$200,000 and limited supplies of housing for seniors and people with disabilities. A review of the current zoning codes does not immediately indicate zoning barriers to affordable housing. However, the city has acknowledged in its upcoming Uniform Development Code re-write that the special use permitting process has proven to slow down or hinder both commercial and residential development. Some residential housing types, such as rooming houses, are prohibited in single-family districts and allowed only by special use permit in multifamily and mixed-use districts. The proposed Uniform Development Code re-write increases the variety of housing permitted either by right or administratively through a conditional use permit, an administrative process designed to ensure code compliance and remove the public hearing process.

A second policy issue which was addressed in the city's Comprehensive Plan was the need for more infill policies to encourage the redevelopment of vacant structures downtown, and other areas. While the infill focus area is downtown Twin Falls, efforts to increase affordable housing supply through infill may model after infill processes occurring downtown. The current zoning code does not address infill outside of the Zoning Development Agreement, which is a special zoning tool designed to place unique conditions on parcel or projects outside of the underlying zoning. Special effort to regulate and incentivize infill may help increase affordable housing supply.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Uniform Development Code is in the process of being re-written and, in its final version, will remove the special use permitting process which should improve the developmental review process for some housing types serving persons with disabilities and the elderly. The Uniform Development Code rewrite will also include the ability for property owners to build accessory dwelling units with a conditional use permit. That change to the code is anticipated to be implemented during the 2024 program year.

Discussion:

Not applicable

AP-85 Other Actions – 91.220(k)

Introduction:

This section details the City of Twin Falls' plans to ensure safe and affordable housing for its residents, meet underserved needs, reduce poverty, develop institutional structure, and enhance coordination between public and private sector housing and community development agencies.

Actions planned to address obstacles to meeting underserved needs

Residents and stakeholders who participated in the Consolidated Plan planning process noted the need for improved ADA accessibility, including for sidewalks and public and private buildings. During the 2023 program year, the city will work to address this need by making accessibility improvements to public restrooms at various locations throughout the city.

Actions planned to foster and maintain affordable housing

The city will continue the process of updating its Uniform Development Code during the 2024 program year. Anticipated edits include removal of the special use permitting process which should improve the developmental review process for some housing types serving persons with disabilities and the elderly. The code rewrite will also include the ability for property owners to build accessory dwelling units with a conditional use permit. That change is anticipated to be implemented during the 2024 program year.

Actions planned to reduce lead-based paint hazards

An important initiative emanating from HUD in the last decade is the reduction of lead-based paint hazards, and many jurisdictions around the country have focused on reaching this goal. The federal Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992) amends the Lead-Based Paint Poisoning Prevention Act of 1971, which is the law covering lead-based paint in federally funded housing. These laws and subsequent regulations issued by the U.S. Department of Housing and Urban Development (24 CFR part 35) protect young children from lead-based paint hazards in housing that is financially assisted or being sold by the federal government.

In any redevelopment activities, the City will assess whether lead-based paint might be present and, if so, follow the guidelines set forth in the Residential Lead-Based Paint Hazard Reduction Act of 1992.

Actions planned to reduce the number of poverty-level families

The City of Twin Falls' anti-poverty strategy focuses on helping all low-income households improve their economic status and remain above the poverty level. Current programs to reduce poverty through access to education and jobs are provided by the College of Southern Idaho, Southern Idaho Economic Development, and nonprofit organizations in the city. Emergency assistance is also provided by several

nonprofit organizations in the city.

Actions planned to develop institutional structure

The unmet needs of rental housing affordable to low-income residents and social services for individuals and families experiencing or at risk of homelessness present an opportunity for the City to connect with organizations, affordable housing developers, and agencies working to address these needs in Twin Falls. The City will also continue to work within existing partnerships and coalitions, such as the Continuum of Care, to work toward meeting local housing and service needs. The City of Twin Falls will continue to work closely with state and local agencies and governments, nonprofit organizations, and other service providers to coordinate delivery of services to city residents. The City Manager Department and Planning and Zoning Department will continue to consult with various housing, homelessness, social service, elderly and disability resource agencies to gather data and identify service gaps.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Twin Falls will continue to be an active participant in the Idaho Balance of State Continuum of Care. The Continuum of Care brings together nonprofit, government, and business leaders to provide a shared approach to goals of ending homelessness. Membership includes emergency, transitional, and permanent housing providers; nonprofit social service organizations; and government agencies.

Discussion:

Not applicable.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 80.00% |

N/A

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City Park/Library Plaza Concept

City of Twin Falls, ID

Oct. 2022



Scale: 1"=20'