



Twin Falls City Council Agenda

Monday, May 5, 2025, 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 2025 April 28, Minutes.
By: Amy Luna, Deputy City Clerk
 - b) **ACTION ITEM:** Request to approve Accounts Payable for April 24-30, 2025.
By: Amy Luna, Deputy City Clerk
 - c) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Twin Falls Western Days.
By: Wendy Davis
 - d) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the KTSY Summer Concerts.
By: Wendy Davis, Parks and Recreation Director
 - e) **ACTION ITEM:** Request to approve the disposal of surplus equipment by online auction.
By: Gretchen G. Scott, Deputy City Manager
- 4) Public Hearings
 - a) **ACTION ITEM:** A request to initiate a public auction process to dispose of surplus City-owned real property located at 929 Washington Street South.
By: Mitch Humble, Deputy City Manager
- 5) General Public Input
- 6) Advisory Board Report/Announcements
- 7) Work Session Items
 - a) **PRESENTATION:** A presentation to City Council to introduce a process for Business Verifications, explain the need for a process, and to hear council concerns or interest in moving forward.
By: Kathy Markus, Information Technology Director
 - b) **PRESENTATION:** A presentation to the city council about the creation of a Fats, Oils, and Grease (FOG) Program and to allow the council to provide feedback about the proposed rollout.
By: Erin Steel, Assistant Public Works Director
 - c) **PRESENTATION:** A presentation to the City Council to discuss the use of facade easements as part of a program for funding storefront improvements by the Urban Renewal Agency
By: Shawn Barigar, Urban Renewal Executive Director
- 8) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si Desae Esta information in Español, Por favor llama a Josh Palmer al telephone (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, they 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 should 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 is the request 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.
 - The written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read onto 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 PublicTestimony.
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, April 28, 2025, 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, Cherie Vollmer & Grayson Stone.

Absent:

Staff Present: City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Gretchen Scott, City Attorney Bruce Castleton, Deputy City Clerk Amy Luna, Administrative Assistant Rachael Long, Public Information Coordinator Joshua Palmer, WWC Superintendent Doug Gonzales, City Engineer Troy Vitek, Help Desk Technician Brettrick Barker.

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) Proclamations

a) Idaho Gives Week

Mayor Pierce read and presented the **Idaho Gives Week** Proclamation.

b) Public Service Recognition Week

Mayor Pierce read and presented the **Public Service Recognition Week** Proclamation.

4) Consent Calendar

MOTION: Council Member Reid moved to approve the Consent Calendar as presented. **Council Member Stone** 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 2025 April 21, Minutes.

b) Request to approve Accounts Payable for April 17-23, 2025.

c) Request to approve 2025 March Wells Fargo Credit Card Summary.

d) Request City Council approve the Special Event Permit for the organizers of the Magic Valley Law Enforcement Memorial.

e) Request to accept the Improvement Agreement for the purpose of developing **Calistoga Springs Subdivision (Phase 2B)** public infrastructure for a future subdivision.

5) Items of Consideration

a) Request to confirm the City Manager's appointment of Matthew Hicks to the position of Police Chief for the City of Twin Falls. Upon confirmation the mayor will administer the Oath of Office.

City Manager Rothweiler made a request to confirm his appointment of Matthew Hicks for the position of Police Chief for the City of Twin Falls.

Discussion ensued on the following: None.

MOTION: Council Member Reid moved to approve the request to confirm the appointment of Matthew Hicks to the position of Police Chief for the City of Twin Falls. **Vice Mayor Brown** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

Mayor Pierce administered the Oath of Office.

b) Consider a Request to Confirm the Mayor's appointment of Thomas Bixler to serve on the Parks and Recreation Commission.

Deputy City Manager Humble requested consideration to confirm the mayor's appointment of Thomas Bixler to serve on the Parks and Recreation Commission.

Discussion ensued on the following:

Council Member Vollmer spoke in favor of this appointment.

MOTION: Council Member Vollmer moved to approve the request to confirm the mayor's appointment of Thomas Bixler to serve on the Parks and Recreation Commission. **Council Member Stone** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- c) Presentation to the Council on the results of the 2024 National Citizen Survey
Assistant to the City Manager Thompson presented the results of the 2024 National Citizen Survey.

Discussion ensued on the following:

Council Member Vollmer: How do you determine how many surveys go out?

City Manager Rothweiler: Gave some facts and clarification about the survey.

Council Member Reid: Thanked Ms. Thompson for the presentation. Is this only offered in English?

- d) Rock Creek Sewer Crossing Contract
City Engineer Vitek presented the Rock Creek Sewer Crossing Contract.

Discussion ensued on the following:

Council Member Cutler: Spoke in favor of this request.

Vice Mayor Brown: Asked for clarification on the amount for the project.

MOTION: Vice Mayor Brown moved to approve the request for the Rock Creek Sewer Crossing Contract with PMF, Inc, for an amount not to exceed \$450,000.00 from reserve funds. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- e) Consider a request for \$90,000 in contingency funds to remove and replace the Senior Center roof.
Deputy City Manager Scott made a request for \$90,000 in contingency funds to remove and replace the Senior Center roof.

Discussion ensued on the following:

Mayor Pierce: Asked for clarification.

MOTION: Council Member Reid moved to approve the request for \$90,000 in contingency funds to remove and replace the Senior Center roof. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

6) General Public Input

Citizen Maria Hernandez spoke about the survey presentation and discussed "telling our story".

Citizen Steven McMahon wanted to say thank you to the council for all that they have done for the city and spoke in favor of the invocation resolution that was passed a few weeks ago.

7) Advisory Board Report/Announcements

Council Member Reid spoke about the Airport Advisory Board Meeting on Tuesday, April 29, 2025.

Council Member Stone spoke about the Twin Falls Area Chamber of Commerce Business Days.

Council Member Hawkins spoke about the Library Revolutionary Display.

8) Executive Session

- a) Request to adjourn to Executive Session pursuant to Idaho Code § 74-206(1)(c)(f) To acquire an interest in real property not owned by a public agency; To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

MOTION: Council Member Reid moved to adjourn to Executive Session § 74-206(c) To acquire an interest in real property not owned by a public agency; and (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

9) Adjournment

Adjourned into Executive Session at 06:20 PM. The regular meeting adjourned at 06:40 PM.

Amy Luna, Deputy City Clerk

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



Council Agenda Information

Review

Streets



Streets Recommends *

- ☐ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Streets *

Engineering



Engineering Recommends *

- ☐ Permit this application as is.
- ☒ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Engineering *

Needs a Public Service Announcement three (3) days prior to the event to be emailed to the engineering department (rowpermit@tfid.org)

Needs to provide access to emergency vehicles during the event.

Planning and Zoning



Planning and Zoning Recommends *

- ☐ Permit this application as is.
- ☒ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Planning and Zoning *

Insurance must be obtained prior to Council approval.

Electrical



Electrical Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Electrical*

Police

Police Recommends*

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Police*

Fire

Fire Recommends*

- ☐ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Fire*

Parks

Parks Recommends*

- ☐ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Parks*

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1
2	Parks fees pending-applicant has been emailed		

Total Due*

\$25.00

Special Event Departments*

Which departments should be asked to review this application?

- | | | |
|--|---|---|
| ☒ Streets | ☒ Engineering | ☒ Planning and Zoning |
| ☒ Electrical | ☒ Police | ☒ Fire |

Reviewer Name *

Elois Joseph

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street? *

☒ Yes ☐ No

Type of Event *

Please select all that apply

- | | | |
|---|--|--|
| ☒ Car Show | ☐ Carnival/Fair | ☐ Dance |
| ☒ Concert/Performance | ☐ Exhibits/Miscellaneous | ☒ Festival |
| ☒ Parade | ☐ Picnic/Family Gathering | ☐ Pool Reservation |
| ☐ Run/Walk/Race | ☐ Special Attraction | ☐ Street Fair |
| ☐ Tournament (Sport Field/Court) | ☐ Other | |

Estimated Number of Attendees *

10,000

50+ requires permission
250+ requires waste plan
500+ is a special event

Will there be amplified or unusual sound at your event? *

☒ Yes ☐ No

Will your event impact or require any street closure? *

☒ Yes ☐ No

Will alcohol be sold or served publicly at your event? *

☒ Yes ☐ No

Will there be tents, canopies, or other temporary structures? (includes inflatables) *

☒ Yes ☐ No

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.
pop up tents for vendors and bounce houses

Will there be vendors selling goods or services at this event (including lessons or paid activities)? *

☒ Yes ☐ No

Will you be driving vehicles into the park or parking on the grass or in the park? *

☒ Yes ☐ No

Will your event require access to or use of the park after hours? (before 6am or after 11pm) *

☒ Yes ☐ No

Will you be camping overnight in any park facility? *

☐ Yes ☒ No

Will you be operating any type of motorized vehicle on any of the trail system? *

☐ Yes ☒ No

Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? *

☐ Yes ☒ No

Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? *

☐ Yes ☒ No

Will you have horses or other animals at the event? (other than dogs) *

☒ Yes ☐ No

Will there be hot air balloon(s)? *

☐ Yes ☒ No

Do you plan to scuba dive in designated swim area at Dierkes Lake? *

☐ Yes ☒ No

Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? *

☐ Yes ☒ No

Will you require power? (There may an additional fee for power) *

☒ Yes ☐ No

Contact Information

Event Organizer

First Name *

justin

Last Name *

abramowski

Onsite Contact

First Name *

justin

Last Name *

abramowski

Event Information

Event Name*

twin falls western days

Event Location (Park or Facility Requested)

twin falls western days

Is this event indoors or outdoors?*

- ☐ Indoors
- ☒ Outdoors

Event Reoccurrence

- ☐ One Time Event
- ☐ Recurring over several weeks/months

Event Description*

3 day park event with car show music and parade on saturday

EJ comment - Insurance pending, applicant must submit insurance before council consideration

Canyon Rim City Park Downtown Commons Sunway Soccer Park
Shoshone Falls Dierkes Harmon Park Thomsen Park Oregon Trail

Download this provided template and add your layout. Upload your completed layout below.

Event Map*

western days map.docx 114.03KB

Set-up Time Start*

05/28/2025 05:00:00 PM

Set-up Time End*

05/30/2025 11:00:00 AM

Event Time Start*

05/29/2025 12:00:00 PM

Event Time End*

06/01/2025 08:00:00 PM

Take Down Time Start*

06/01/2025 08:00:00 PM

Take Down Time End*

06/01/2025 10:00:00 AM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Parade



This is the standard parade route in Twin Falls. Will you be using this route? *

☐ Yes ☒ No, I want to use a custom route.

Map of Parade Route *

western days parade map .png

847.17KB

Parade Traffic Control Plan *

traffic control provided by the city via road work ahead

parade line up control provided by twin falls western days committee

Road Closure

Will you be requesting road closures not included in the standard parade route? *

☒ Yes ☐ No

Road Closure Details *

we ask for street closure for the duration of the event on 6th ave n ,hansen st e ,and th norht lane of 4th ave n

Pedestrian Barricades

The city can provide up to 700 pedestrian barricades and a driver. You will need to set up and take down the barricades. Your event insurance will also need to cover anyone setting up or taking down these barricades. You will need to allow yourself adequate time to set up and take down the barricades.

How many barricades will you need? *

100

Parking Plan

Parking Plan *

no parking plan in place as it will be first come first serve throughout the city

Parking Plan Map

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

☒ Yes ☐ No

*Food Concession and Commercial Activity Permit will be required
Handwashing stations may be required by Health Department
Agreement and fees may be required*

Will you have keg beer at your event? *

☒ Yes ☐ No

Keg Permit will be required

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

☒ Yes ☐ No

Definitions

*A "banner sign" is a temporary sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other similar material, with the only purpose of such nonrigid material being for background.

*A "sandwich board sign" is a temporary sign that is generally constructed in such a manner as to form an "A" like shape or is constructed with a base and single upward sign face, forming an upside down "T" but not permanently attached to the ground.

- Sandwich board signs are allowed within multi-tenant developments. Only 1 allowed per business.

- Sandwich board signs shall be located not more than ten feet (10') from the door of the business.

*A Community Event Sign announces a campaign, drive activity or celebration of a civic, political, public, philanthropic, religious or educational organization for noncommercial purposes. Community Event signs are allowed off premise but permission from the owner of the property where the sign will be located is required prior to issuance of a permit. Please provide a list of the locations of where any off premise signs will be located.

*May not be larger than 64 sq. ft. in size with a maximum height not to exceed 10 ft.

*An "inflatable sign" is a temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other light fabric, inflated with air and held upright, typically by mechanical means.

*The minimum setback from the road right of way shall be one and one-half (1-1/2) times the height of the sign.

A sign permit may be required from the Planning and Zoning Department.

Will your event generate any type of waste? *

☒ Yes ☐ No

Is this an ongoing or seasonal request? *

☒ Yes ☐ No

Agreement, insurance, and fees may apply

Will your event include pyrotechnics or fireworks? *

☐ Yes ☒ No

Notification

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

Notification Acknowledgement *

☒ I have read and understand this requirement

Insurance

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.

Insurance Documents

Security

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.

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.

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.

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.):

western waste will be contracted to provide adequate amount of trash receptacles and large dumpsters throughout the event

Have you arranged for portable toilets? *

☐ Yes ☒ No

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

☐ Yes ☒ No

Contact person in charge of waste. *

justin abramowski

Phone number of contact

208-280-0187

Number of staff assisting in removal.

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

Restrictions and Signature

Please be aware of the following restrictions:

- Fires are allowed in fireplaces or grills only.
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.
- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke's Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields Water slides, inflatable water features and dunk tanks are prohibited.
- Hours for amplified music are Mon—Fri 11am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

The following are prohibited in parks and on trails:

- Glass containers
- Soliciting
- Loitering and Boisterousness
- Discharging of fireworks and explosives
- Possessing intoxicating beverages where prohibited or be under the influence in any public space
- Throwing objects other than in designated areas
- Climbing trees
- Damaging, cutting, removing, or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
- Walking or standing on monuments, fountains, railings, fences, or other features not designed for such use
- Disfiguring or removing any buildings or park amenities
- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11pm
- Hunting, trapping, or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

1. The prior named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City's policies, rules and regulations governing use of said facility and agree to be bound by the same.

3. Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

**Based on the details of your event, a parks use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State, or local government agency, including orders issued in response to the COVID-19 pandemic.

By signing this 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.

Signature *

A rectangular box containing a handwritten signature in cursive script that reads "justin abramowski".

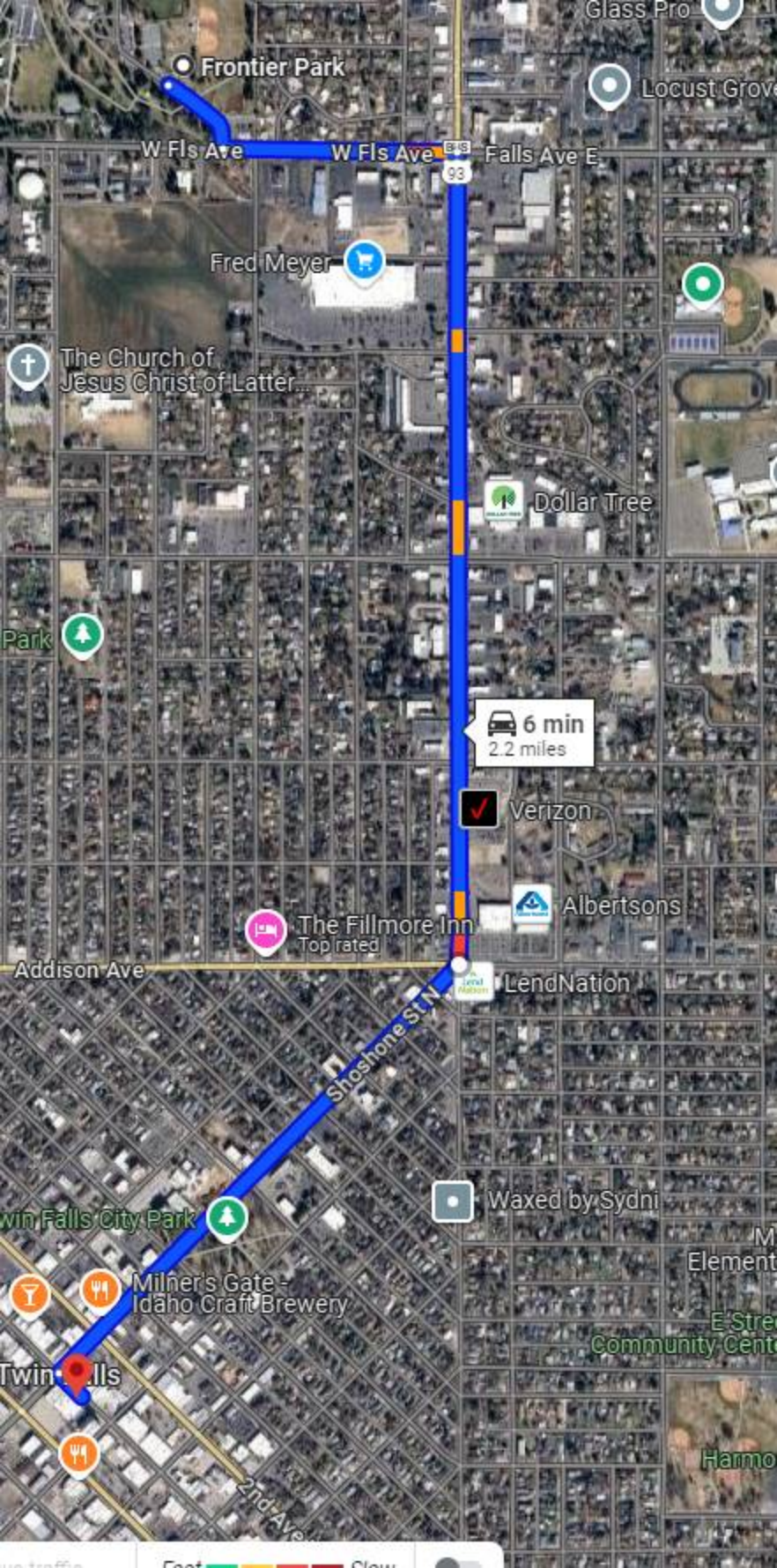
Name *

justin abramowski

Date *

11/27/2024





Frontier Park

W Fls Ave

W Fls Ave

Falls Ave E

Fred Meyer

The Church of Jesus Christ of Latter...

Dollar Tree

Park

6 min
2.2 miles

Verizon

The Fillmore Inn
Top rated

Albertsons

Addison Ave

LendNation

Shoshone St N

Waxed by Sydni

Twin Falls City Park

Milner's Gate -
Idaho Craft Brewery

Twin Falls

2nd Ave

Element

E Street
Community Center

Harmo



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
- (B) Impacts city streets, sidewalks, parks and common areas, or city resources;
- (C) Unless otherwise permitted to do so, propose to sell or serve alcohol publicly; or
- (D) Intends to broadcast amplified sound or generate unusual noise.

Streets



Streets Recommends *

- ☐ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Streets *

Engineering



Engineering Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Engineering *

Planning and Zoning



Planning and Zoning Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Planning and Zoning *

Electrical



Electrical Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Electrical *

Police



Police Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Police *

Fire



Fire Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Fire *

Parks



Parks Recommends *

- ☐ Permit this application as is.
- ☒ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Parks *

Please have a plan in place to remove any waste that could potentially be generated during this event.

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1
2	Additional park fees will be assessed by the Parks Dept	\$0.00	0

Total Due*

\$25.00

Special Event Departments*

Which departments should be asked to review this application?

- ☒ Streets
 ☒ Engineering
 ☒ Planning and Zoning
- ☒ Electrical
 ☒ Police
 ☒ Fire

Reviewer Name*

Stacy McClintock

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street?*

- ☒ Yes
 ☐ No

Type of Event*

Please select all that apply

- ☐ Car Show
 ☐ Carnival/Fair
 ☐ Dance
- ☒ Concert/Performance
 ☐ Exhibits/Miscellaneous
 ☐ Festival
- ☐ Parade
 ☐ Picnic/Family Gathering
 ☐ Pool Reservation
- ☐ Run/Walk/Race
 ☐ Special Attraction
 ☐ Street Fair
- ☐ Tournament (Sport Field/Court)
 ☐ Other

Estimated Number of Attendees*

300

50+ requires permission
250+ requires waste plan
500+ is a special event

Will there be amplified or unusual sound at your event?*

- ☒ Yes
 ☐ No

Will your event impact or require any street closure?*

- ☐ Yes
 ☒ No

Will alcohol be sold or served publicly at your event?*

- ☐ Yes
 ☒ No

Will there be tents, canopies, or other temporary structures? (includes inflatables)*

- ☒ Yes
 ☐ No

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.

Easy up, 10x10 tents for shade.

Will there be vendors selling goods or services at this event (including lessons or paid activities)? *

☐ Yes ☒ No

Will you be driving vehicles into the park or parking on the grass or in the park? *

☐ Yes ☒ No

Will your event require access to or use of the park after hours? (before 6am or after 11pm) *

☐ Yes ☒ No

Will you be camping overnight in any park facility? *

☐ Yes ☒ No

Will you be operating any type of motorized vehicle on any of the trail system? *

☐ Yes ☒ No

Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? *

☐ Yes ☒ No

Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? *

☐ Yes ☒ No

Will you have horses or other animals at the event? (other than dogs) *

☐ Yes ☒ No

Will there be hot air balloon(s)? *

☐ Yes ☒ No

Do you plan to scuba dive in designated swim area at Dierkes Lake? *

☐ Yes ☒ No

Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? *

☐ Yes ☒ No

Will you require power? (There may an additional fee for power) *

☒ Yes ☐ No

Contact Information

Event Organizer

First Name *

Last Name *

Ashley

Sears

Onsite Contact

First Name *

Ashley

Last Name *

Sears

Event Information

Event Name *

KTSY Summer Concerts

Event Location (Park or Facility Requested)

Downtown Commons

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☒ One Time Event

☐ Recurring over several weeks/months

Event Description *

This is a free concert open to the public.

[Canyon Rim](#) [City Park](#) [Downtown Commons](#) [Sunway Soccer Park](#)
[Shoshone Falls](#) [Dierkes](#) [Harmon Park](#) [Thomsen Park](#) [Oregon Trail](#)

Download this provided template and add your layout. Upload your completed layout below.

Event Map *

Set-up Time Start *

06/04/2025 04:00:00 PM

Set-up Time End *

06/04/2025 05:30:00 PM

Event Time Start *

06/04/2025 06:00:00 PM

Event Time End *

06/04/2025 07:30:00 PM

Take Down Time Start *

06/04/2025 07:30:00 PM

Take Down Time End *

06/04/2025 08:30:00 PM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Parking Plan

Parking Plan*

Parking lot behind the downtown commons.

Parking Plan Map

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

☐ Yes ☒ No

Will you have keg beer at your event? *

☐ Yes ☒ No

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

☒ Yes ☐ No

Definitions



A sign permit may be required from the Planning and Zoning Department.

Will your event generate any type of waste? *

☐ Yes ☒ No

Is this an ongoing or seasonal request? *

☐ Yes ☒ No

Will your event include pyrotechnics or fireworks? *

☐ Yes ☒ No

Notification

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

Notification Acknowledgement *

☒ I have read and understand this requirement

Insurance

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.

Insurance Documents

Security

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

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.):

Nothing really, unless they bring their own food.

Have you arranged for portable toilets? *

☐ Yes ☒ No

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

☐ Yes ☒ No

Contact person in charge of waste. *

Ashley Sears

Phone number of contact

Number of staff assisting in removal.

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

Restrictions and Signature

Please be aware of the following restrictions:

- Fires are allowed in fireplaces or grills only.
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.
- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke's Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields. Water slides, inflatable water features and dunk tanks are prohibited.
- Hours for amplified music are Mon—Fri 11 am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

The following are prohibited in parks and on trails:

- Glass containers
- Soliciting
- Loitering and Boisterousness
- Discharging of fireworks and explosives
- Possessing intoxicating beverages where prohibited or be under the influence in any public space
- Throwing objects other than in designated areas

- Climbing trees
- Damaging, cutting, removing, or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
- Walking or standing on monuments, fountains, railings, fences, or other features not designed for such use
- Disfiguring or removing any buildings or park amenities
- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11pm
- Hunting, trapping, or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

1. The prior named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City's policies, rules and regulations governing use of said facility and agree to be bound by the same.
3. Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

****Based on the details of your event, a parks use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State, or local government agency, including orders issued in response to the COVID-19 pandemic.**

By signing this 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.

Signature*

Ashley Sears

Name*

Ashley Sears

Date*

02/12/2025



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
- (B) Impacts city streets, sidewalks, parks and common areas, or city resources;
- (C) Unless otherwise permitted to do so, propose to sell or serve alcohol publicly; or
- (D) Intends to broadcast amplified sound or generate unusual noise.

Streets



Streets Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Streets *

Engineering



Engineering Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Engineering *

Planning and Zoning



Planning and Zoning Recommends *

- ☐ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☒ Reject this application for the following reasons.

Electrical



Electrical Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Electrical *

Police



Police Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Police *

Fire



Fire Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Fire *

Parks



Parks Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Parks *

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
-----	-------------	------	----------

1	Application Fee	\$25.00	1
2	Additional park fees will be assessed by the Parks Dept.	\$0.00	0

Total Due*

\$25.00

Special Event Departments*

Which departments should be asked to review this application?

- ☒ Streets
 ☒ Engineering
 ☒ Planning and Zoning
- ☒ Electrical
 ☒ Police
 ☒ Fire

Reviewer Name*

Stacy McClintock

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street?*

- ☒ Yes
 ☐ No

Type of Event*

Please select all that apply

- ☐ Car Show
 ☐ Carnival/Fair
 ☐ Dance
- ☒ Concert/Performance
 ☐ Exhibits/Miscellaneous
 ☐ Festival
- ☐ Parade
 ☐ Picnic/Family Gathering
 ☐ Pool Reservation
- ☐ Run/Walk/Race
 ☐ Special Attraction
 ☐ Street Fair
- ☐ Tournament (Sport Field/Court)
 ☐ Other

Estimated Number of Attendees*

300

50+ requires permission
 250+ requires waste plan
 500+ is a special event

Will there be amplified or unusual sound at your event?*

- ☐ Yes
 ☒ No

Will your event impact or require any street closure?*

- ☐ Yes
 ☒ No

Will alcohol be sold or served publicly at your event?*

- ☐ Yes
 ☒ No

Will there be tents, canopies, or other temporary structures? (includes inflatables)*

- ☒ Yes
 ☐ No

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.

10x10 tents for shade

Will there be vendors selling goods or services at this event (including lessons or paid activities)? *

☐ Yes ☒ No

Will you be driving vehicles into the park or parking on the grass or in the park? *

☐ Yes ☒ No

Will your event require access to or use of the park after hours? (before 6am or after 11pm) *

☐ Yes ☒ No

Will you be camping overnight in any park facility? *

☐ Yes ☒ No

Will you be operating any type of motorized vehicle on any of the trail system? *

☐ Yes ☒ No

Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? *

☐ Yes ☒ No

Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? *

☐ Yes ☒ No

Will you have horses or other animals at the event? (other than dogs) *

☐ Yes ☒ No

Will there be hot air balloon(s)? *

☐ Yes ☒ No

Do you plan to scuba dive in designated swim area at Dierkes Lake? *

☐ Yes ☒ No

Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? *

☐ Yes ☒ No

Will you require power? (There may an additional fee for power) *

☒ Yes ☐ No

Contact Information

Event Organizer

First Name *

Ashley

Last Name *

Sears

Onsite Contact

First Name *

Ashley

Last Name *

Sears

Event Information

Event Name *

KTSY Summer Concerts

Event Location (Park or Facility Requested)

Downtown Commons

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☒ One Time Event

☐ Recurring over several weeks/months

Event Description *

Free concert for the public

Canyon Rim City Park Downtown Commons Sunway Soccer Park
Shoshone Falls Dierkes Harmon Park Thomsen Park Oregon Trail

Download this provided template and add your layout. Upload your completed layout below.

Event Map *

Set-up Time Start *

07/16/2025 04:00:00 PM

Set-up Time End *

07/16/2025 05:30:00 PM

Event Time Start *

07/16/2025 06:00:00 PM

Event Time End *

07/16/2025 07:30:00 PM

Take Down Time Start *

07/16/2025 07:30:00 PM

Take Down Time End *

07/16/2025 08:30:00 PM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Parking Plan

Parking Plan*

Parking lot behind the commons

Parking Plan Map

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

☐ Yes ☒ No

Will you have keg beer at your event? *

☐ Yes ☒ No

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

☒ Yes ☐ No

Definitions



*A "banner sign" is a temporary sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other similar material, with the only purpose of such nonrigid material being for background.

*A "sandwich board sign" is a temporary sign that is generally constructed in such a manner as to form an "A" like shape or is constructed with a base and single upward sign face, forming an upside down "T" but not permanently attached to the ground.

- Sandwich board signs are allowed within multi-tenant developments. Only 1 allowed per business.
- Sandwich board signs shall be located not more than ten feet (10') from the door of the business.

*A Community Event Sign announces a campaign, drive activity or celebration of a civic, political, public, philanthropic, religious or educational organization for noncommercial purposes. Community Event signs are allowed off premise but permission from the owner of the property where the sign will be located is required prior to issuance of a permit. Please provide a list of the locations of where any off premise signs will be located.

*May not be larger than 64 sq. ft. in size with a maximum height not to exceed 10 ft.

*An "inflatable sign" is a temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other light fabric, inflated with air and held upright, typically by mechanical means.

*The minimum setback from the road right of way shall be one and one-half (1-1/2) times the height of the sign.

A sign permit may be required from the Planning and Zoning Department.

Will your event generate any type of waste? *

☐ Yes ☒ No

Is this an ongoing or seasonal request? *

☐ Yes ☒ No

Will your event include pyrotechnics or fireworks? *

☐ Yes ☒ No

Notification

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

Notification Acknowledgement *

☒ I have read and understand this requirement

Insurance

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.

Insurance Documents

Security

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.

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.):

No waste

Have you arranged for portable toilets? *

☐ Yes ☒ No

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

☐ Yes ☒ No

Contact person in charge of waste. *

Ashley sears

Phone number of contact

Number of staff assisting in removal.

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

Restrictions and Signature

Please be aware of the following restrictions:

- Fires are allowed in fireplaces or grills only.
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.
- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke's Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields Water slides, inflatable water features and dunk tanks are prohibited.
- Hours for amplified music are Mon—Fri 11am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

The following are prohibited in parks and on trails:

- Glass containers
- Soliciting
- Loitering and Boisterousness
- Discharging of fireworks and explosives
- Possessing intoxicating beverages where prohibited or be under the influence in any public space
- Throwing objects other than in designated areas
- Climbing trees
- Damaging, cutting, removing, or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
- Walking or standing on monuments, fountains, railings, fences, or other features not designed for such use
- Disfiguring or removing any buildings or park amenities

- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11pm
- Hunting, trapping, or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

1. The prior named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City's policies, rules and regulations governing use of said facility and agree to be bound by the same.
3. Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

****Based on the details of your event, a parks use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State, or local government agency, including orders issued in response to the COVID-19 pandemic.**

By signing this 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.

Signature *

Ashley Sears

Name *

Ashley Sears

Date *

02/12/2025



Date: Monday, May 5, 2025
To: Honorable Mayor and City Council
From: Mitch Humble, Deputy City Manager

ACTION ITEM

Request:

A request to initiate a public auction process to dispose of surplus City-owned real property located at 929 Washington Street South.

Time Estimate:

The presentation, public hearing input, and discussion should take about ten minutes.

Background:

The City had operated Fire Station #3 at 929 Washington Street South for forty years. The City recently completed the construction of a new Station 3 and vacated the building at 929 Washington Street South. That building is no longer needed as a fire station, and the property is now surplus to the City's public purposes. Therefore, staff recommends that the City Council authorize the disposal of this surplus real property. Idaho Code 50-14 requires cities to follow a certain public process to dispose of surplus real property. The first step in that process is to adopt a resolution declaring the property surplus, declaring the value of the surplus property, and setting a date for a public hearing to consider the disposition of the surplus property. That step was accomplished by the Council at their April 14, 2025 meeting. The second step is to hold a public hearing to allow citizens to comment on the proposed disposal of real property. Tonight is that required public hearing. Following a public hearing, the Council can then direct staff to initiate a sealed bid auction process to identify a buyer for the property.

At the April 14th meeting, the Council also declared the value of the surplus property to be \$535,000, based on a March 2025 appraisal. Should the Council elect to proceed with an auction process, staff recommends that the appraised value of \$535,000 be set as the minimum "as-is" bid amount for that auction process.

There is a City-owned cellular antenna tower located on the property. While the City does not currently have any antennae or infrastructure on the tower, we do have a lease with one cellular provider to attach antennae to the City's tower. That lease expires in September 2027. The cellular provider has expressed an interest in extending that lease with the City. As the Council is aware, we are currently working with a contractor, SteepSteel, who is helping us renegotiate several cell tower leases.

SteepSteel has recommended that the City create an easement around the cellular tower and ground-mounted equipment associated with the tower so that the City can continue to own the cellular tower on the property, even after we sell the property. That way, we can receive the benefit of selling the property, and continue to own the cell tower and its lease on the property. SteepSteel's recommendation is then to renegotiate the lease, and then sell the easement and lease separate from the real property to a secondary tower management company. SteepSteel estimates that the value of the tower and lease could be as much as another \$300,000 for the city.

While that additional benefit could be valuable, there is a potential downside to that option as it could reduce the number of potential buyers for the real property. For example, I have shown the property to a

few potential buyers who have indicated a desire to possibly remove the building and redevelop the property as a typical commercial use. Having a cellular tower located there may get in the way of the redevelopment of that property, making that potential buyer uninterested in bidding. However, I have also shown the property to a couple of people that have thought about buying the property, remodeling, and using the existing building on the property. In that case, the existing cellular tower would not necessarily be in the way. So, if we proceed as SteepSteel has recommended, we could be limiting the number of potential buyers in favor of potentially increasing the value to the City by also having the ability to sell the easement and lease of the cellular tower separately from the real property. But, all we need is one bidder willing to pay the minimum bid price.

Staff recommends that we proceed as SteepSteel has suggested; creating an easement that would allow the City to continue to own the cellular tower while selling the real property underneath that easement, and then initiating the sealed bid auction process to sell the property. We would notify the auction process with the property being encumbered by the cellular tower easement and lease. If we do not receive any bids with that encumbrance, then we can regroup and decide how to best proceed at that time. However, if we do receive a responsible minimum bid, or more than one, we can proceed to sell the property to the high bidder and retain the cellular tower and lease.

Approval Process:

A simple majority vote of the Council is needed to approve this request.

Budget Impact:

Approval of this request will lead to a minor cost associated with the auction publication. The FY 2025 budget includes funding for legal notifications.

Regulatory Impact:

Should the Council approve the request, staff will proceed to publicly notify the auction process to dispose of the surplus property as described herein.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends that the Council initiate the sealed bid auction process to dispose of surplus real property located at 929 Washington Street South, as presented, and establish a minimum bid price of \$535,000 for that auction process.

Attachments:

None



Date: Monday, May 5, 2025
To: Honorable Mayor and City Council
From: Kathy Markus, Information Technology Director

PRESENTATION

Request:

A presentation to City Council to introduce a process for Business Verifications, explain the need for a process, and to hear council concerns or interest in moving forward.

Time Estimate:

45 Minutes

Background:

The City of Twin Falls faces significant challenges with the current system used by the 911 Emergency Communications Center, known as TwinComm. This system relies heavily on GIS data and Central Square premise information for routing emergency responders. While there are tools in place to help callers pinpoint their location, the available premise data is incomplete. Currently, after an emergency occurs, the Center sends out the "Twin Falls Keyholder Form 2020" to businesses, but this post-event process means that critical information is often unavailable when needed most.

Updating business premises information is a labor-intensive task. It falls on dispatchers to manually reach out to known businesses, frequently making multiple phone calls, emails, and waiting for responses just to gather the necessary data. Despite the full-time efforts of staff like Christy Race, who spent two weeks just reaching businesses with names starting with the letter A, the process only covers businesses already known to exist, leaving many gaps. Utilizing the Laserfiche Forms and Workflow for Business Verification would streamline this process.

The City of Twin Falls is committed to maintaining the highest standards in environmental management and compliance with state regulations. Under the jurisdiction of the Idaho Department of Environmental Quality (IDEQ), we are bound by a wastewater permit that mandates specific actions from our local businesses. It is essential for businesses to complete a wastewater discharge survey every three years. This survey allows for accurate monitoring and sustainable wastewater management in our community. Having accurate, up-to-date occupancy information for commercial and multi-use properties is crucial to reaching the responsible parties effectively. This is just one example of the benefits of having updated information. Having accurate information will allow the City to efficiently communicate with the right stakeholders when required.

To address these issues, a new Business Verification process is proposed using Laserfiche. The plan is to import existing data into this system. All commercial properties will be reminded annually to verify or update their information. This includes vital details such as property data, gate codes, keyholder information, business and owner specifics, and optionally occupancy information.

The anticipated benefits of this change are numerous. The accuracy of business addresses will be improved, avoiding inconsistencies like incorrect directional designations. Emergency responders will have immediate access to keyholder and contact information, critical in ensuring faster and more efficient response times. This will enhance community safety by revealing hazards like hazardous

materials or necessary gate codes before responders arrive on scene. The property and business data will be shared throughout the organization. PII information will not be shared. Departments may use the information to increase public safety which may result in additional enforcement of existing regulations (for example, a building with an occupancy class change).

The verification process will also assist in economic development efforts; by identifying existing business types, the city can more effectively guide growth and utilize data analytics for local economic stimulation. Importantly, this approach leaves the potential to develop a public resource, such as a webpage listing various businesses, enhancing community engagement and information access.

Currently, there are several problems due to the lack of standardized processes. Often, businesses are hard-to-locate, or don't appear in official records, putting both emergency response and public safety at risk. Furthermore, efficient, regular updates are missing, resulting in stale data which delays responders significantly. The existing process is not only time-consuming but is also insecure and inconsistent.

The cost of implementing this process involves initial expenses such as postal fees, advertisement placement for QR codes linked to the Laserfiche Form, webpage development, and creating informational pamphlets. While these might seem substantial, they underscore the importance of having accurate, up-to-date business data and communications infrastructure. The labor component includes time spent collecting, entering, and validating data, and creating and managing any necessary compliance reporting.

We must also consider potential challenges like concerns about government oversight and predicaments regarding regulatory adherence and possible liabilities. To ensure compliance without undue burden, there will be no cost to businesses for verifying their information. The Idaho Community Risk Reduction (CRR) program is part of various local and state initiatives aimed at reducing risks related to hazards and improving community safety. The CRR goal of Encouraging communities to identify risks, engage in mitigation efforts, and strengthen emergency preparedness and response capacities. Aligns with the proposed Business Verification process.

By strategically involving both community volunteers and possible contractors to gather initial data, we can mitigate upfront expenses and ensure comprehensive coverage. Through this new verification process, we aim to create a safer, more responsive, and economically robust community by fostering an environment that encourages accurate data management and proactive engagement with our business ecosystem.

Approval Process:

No formal action by the council is required for this item. Staff would like to know from council members if this idea should be pursued.

Budget Impact:

None at this time.

Regulatory Impact:

None at this time.

History:

N/A

Analysis:

N/A

Conclusion:

The Business Verification Process promises several benefits for Twin Falls. By ensuring that the data on businesses is always current, emergency services will be quicker and more effective. It also allows the city to plan better for economic growth and make sure that all businesses comply fairly with regulations. I recommend that the City Council supports the development of this initiative. Your feedback and support are vital for crafting a system that works well for both the city and our business community.

Attachments:

1. Twin Falls City Key Holder Form 2020
2. Twin Falls Business Verification Sample
3. Business Verification Flow
4. Questions For Council



P.O. Box 1907

321 Second Avenue East

Twin Falls, Idaho 83303-1907

Fax: (208) 735-4340

EMERGENCY AFTER HOURS CONTACT INFORMATION

Name of Business _____

Address _____ City _____

Business Phone Number _____ Fax Number _____

Best Business Contact Email _____

Key Holder(s) in order of preferred callout:

Name _____ Phone # _____ 2nd Phone # _____

Name _____ Phone # _____ 2nd Phone # _____

Name _____ Phone # _____ 2nd Phone # _____

Name _____ Phone # _____ 2nd Phone # _____

Knox Box (locked box for fire department access with a key inside) Yes _____ No _____

Knox Box Location _____

Fire Sprinkler(s) inside building Yes _____ No _____

Special Hazards _____

Date Form Completed _____

****Note:** Completed form may be faxed or emailed to Twin Falls City Dispatch

Fax # 208-735-4340 Email: eash@tfid.org or crace@tfid.org

Please update this form any time information changes for your company.

This information is vital to our operations to be able to make contact with managers/owners in case of after hour emergencies in or around your business. Thank you for your cooperation.



P.O. Box 1907

321 Second Avenue East

Twin Falls, Idaho 83303-1907

Fax: (208) 735-4340

Emergency After Hours Contact **Information**

Please update this form whenever your company's information changes. Accurate information is crucial for us to contact managers or owners quickly in case of after-hour emergencies at your business.

PROPERTY INFORMATION

Address: _____

Building: _____ Suite/Apt: _____ City: Twin Falls, ID Zip: _____

Gate Code Required: Yes _____ No _____ If Yes - Gate Code: _____

Knox Box (locked box for fire department access with a key inside): Yes _____ No _____ Unknown _____

Knox Box Location: _____

Fire Sprinkler(s) inside building: Yes _____ No _____ Unknown _____

Fire Alarm: Yes _____ No _____ Unknown _____

Special Hazards: Yes _____ No _____ Unknown _____

If Yes, Describe Hazards: _____

KEY HOLDER(S) - To efficiently manage emergency responses, key holders should be prioritized based on their availability, proximity, and capability to handle emergencies. They will be called in the order listed below as needed 24/7.

Last Name: _____ First Name: _____ Phone #: _____

2nd Phone #: _____

Last Name: _____ First Name: _____ Phone #: _____

2nd Phone #: _____

Last Name: _____ First Name: _____ Phone #: _____

2nd Phone #: _____

Last Name: _____ First Name: _____ Phone #: _____

2nd Phone #: _____

BUSINESS INFORMATION

Vacant: Yes ___ No ___ (If yes, rest of section is skipped)

Name of Business: _____

Business Type: _____ (Selected from drop down)

If Other: _____

Business Description:

PO Box: _____ PO Box Zip: _____

Phone Number: _____ Fax Number: _____

Business Email: _____

BUSINESS OWNER

Last Name: _____ First Name: _____

Address: _____

Building: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

PO Box: _____ PO Box Zip: _____

Phone Number: _____ Fax Number: _____

Business Owner Email: _____

PROPERTY OWNER

Same as Business Owner: Yes ___ No ___ (If no, complete below)

Last Name: _____ First Name: _____

Address: _____

Building: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

PO Box: _____ PO Box Zip: _____

Phone Number: _____ Fax Number: _____

Business Owner Email: _____

Date Form Completed: _____ Signature: _____

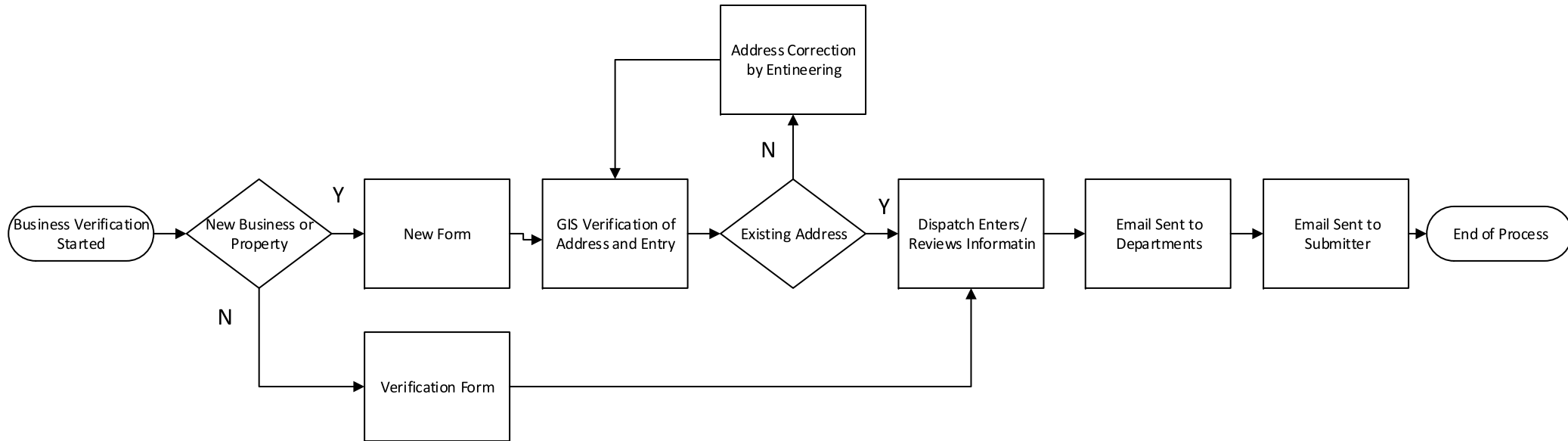
Optional Information:

Would you like your business name, address, business type, phone number, and email posted on the city's website?: Yes ____ No ____

Does your business discharge any wastewater other than domestic waste to the city sanitary sewer? (Domestic waste includes restrooms, breakrooms, non-commercial kitchens, & employee showers.) Yes ____ No ____

Occupancy Load: _____ Occupancy Certification: _____

Business Verification Sample Laserfiche Process



Questions:

1. Do you support the idea of business verification?
2. Do you want to share between city departments?
3. Do you want the extra WW as optional?
4. Is the door-to-door collection ok?
5. Do you have any modifications to process?
6. Do you want to help by visiting civic clubs?
7. Do we want to include government agencies, counties, school districts, irrigation or sewer districts, fire districts, library districts, cemetery districts, port authorities, non-profits or urban renewal agencies?
8. Do you want us to include home occupations, Mobile Vendors?
9. Is it OK to require this information to be updated yearly?
10. If we can't get the data, would you like us to come back for a possible ordinance?



Date: Monday, May 5, 2025
To: Honorable Mayor and City Council
From: Erin Steel, Assistant Public Works Director

PRESENTATION

Request:

A presentation to the city council about the creation of a Fats, Oils, and Grease (FOG) Program and to allow the council to provide feedback about the proposed rollout.

Time Estimate:

15 Minutes

Background:

Fats, oils, and grease (FOG) present an increasing issue in the Twin Falls wastewater system. FOG typically originates from food preparation activities and is linked with the cooking and handling of animal and vegetable-based oils. These substances enter the sewer system by cleaning greasy or oily food preparation equipment and improperly disposing of cooled oils and fats into drains. Once cooled, they solidify and coagulate in the city's sewer infrastructure. This solidification causes FOG to adhere to pipe walls, reducing flow and capacity and leading to blockages and sewer overflows. These issues lead to increased maintenance costs, diminished capacity, infrastructure damage, potential fines, claims, and permit violations.

To proactively reduce these claims, following advice from the Department of Environmental Quality (DEQ) and the city's insurance provider, the staff suggests implementing a FOG program.

A forward-thinking FOG management program can extend the lifespan of the collection and treatment infrastructure while ensuring compliance with the National Pollutant Discharge Elimination System (NPDES) permit.

Developing a FOG program is complex and time-consuming; therefore, staff proposes a two-phase rollout. Phase one involves information gathering and stakeholder outreach. This phase will entail an inventory of existing grease traps/interceptors and their corresponding disposal and maintenance schedules. It will also initiate public and business community engagement through educational materials on the impact of FOG and guidance on maintaining current infrastructure. Additionally, it will identify local haulers and other stakeholders essential to the program.

Phase two focuses on program development and policy implementation, including creating a FOG ordinance based on stakeholder input. This phase will define compliance timelines, establish fee or penalty structures, and set inspection and enforcement criteria. During this phase, program funding and resource allocation for additional personnel will be discussed.

Staff seek council feedback on the phased approach, outreach strategies, and anticipated impacts on the community.

Approval Process:

NA

Budget Impact:

NA

Regulatory Impact:

NA

History:**Analysis:**

NA

Conclusion:

Implementing a FOG program will protect the city's infrastructure from costly, preventable blockages and regulatory actions and meet DEQ's and the city's insurance carrier's recommendations.

Attachments:

None



Date: Monday, May 5, 2025
To: Honorable Mayor and City Council
From: Shawn Barigar, Urban Renewal Executive Director

PRESENTATION

Request:

A presentation to the City Council to discuss the use of facade easements as part of a program for funding storefront improvements by the Urban Renewal Agency

Time Estimate:

10 minutes for presentation followed by time for questions

Background:

In late 2023, the City Council adopted the Urban Renewal Plan for the Old Towne-2 Urban Renewal Project area in downtown Twin Falls. Generally, the plan gives the Urban Renewal Agency the powers, duties, and obligations to implement and further the goals for development, redevelopment, rehabilitation, and revitalization of the area within the boundaries of the Project Area.

These types of projects have historically included public infrastructure improvements to water, wastewater, electricity, sidewalks, streetscapes, roadways, and the like. The Agency has also purchased and redeveloped properties.

As part of the first year of the new area, the Urban Renewal Board adopted guidelines for a Development Assistance Participation Program - a tool designed to support private investment in the Old Towne-2 area with public funds for eligible items. The guidelines are included in the packet.

The guidelines do not provide an exhaustive list of potential improvements, one of which could be funding facade improvements with Urban Renewal Agency funds. An application for such a request has come before the Agency board and, as part of the evaluation for eligibility, we've been reviewing the process to allow for such a use of public funds on what may otherwise be considered private property.

The Agency's legal counsel is advising that in order for public Agency funds to be utilized toward these facade improvements, the property should have significant historical significance, and the property owner would need to grant a deed of facade easement to the City. A deed of facade easement requires the property owner to keep the outside front of their building — the "facade" — looking a certain way. Even though the owner still owns the building, they agree not to make major changes to the building's appearance without approval by the City. They also agree to maintain it in good condition. The deed is officially recorded with the property, so if the building is sold, the next owner has to follow the same rules. Oversight of the easement requirements would fall to the City. And any consequences for not following the requirements would also be a regulatory responsibility for the City. The Agency's legal counsel notes that these easements are perpetual to protect the long-term investment in the historic building and to protect the public's interest in preserving the historic building for future generations. Here there is no justification for limiting the easement to a time certain, such as for the length of the Urban Renewal project area or a set number of years.

Facade improvement programs have core goals to eliminate blight and improve building conditions,

enhance streetscapes and overall community appearance, stimulate private investment and economic activity, support historic preservation efforts, and promote pedestrian activity and safety. These are general outcomes anticipated in the Old Towne-2 area plan, as well, to be achieved through a variety of robust strategies.

While facade improvements can be a part of the Urban Renewal Agency's Development Assistance Participation Program, should they be?

What is the City's direction on whether management of public facade easements should be undertaken by City staff?

Are facade improvements the highest and best use of limited public funds?

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

Staff would seek direction from the Council on whether the City wishes to entertain the use of facade easements and the responsibilities to manage these easements into the future.

Attachments:

1. URA Development Assistance Participation Program 20250303



Development Assistance Participation Program

Overview & Goals

The Development Assistance Participation Program of the Urban Renewal Agency is designed to support public-private partnership in the Old Towne-2 Urban Renewal Area in Downtown Twin Falls. Through a variety of assistance activities, the Agency strives to encourage private investment in the area, increase valuation of properties, and support employment opportunities within the community.

The primary goal of the Program is to optimize the use of the Agency's financial resources to drive economic development, create suitable public infrastructure, and enhance placemaking within the core of the community.

All activities of the Urban Renewal Agency are governed by Idaho Code in two specific sections:

- 1) Idaho Code Title 50 Chapter 20, Urban Renewal Law; and
- 2) Idaho Code Title 50 Chapter 29, Economic Development Act.

Any activities associated with the Development Assistance Participation Program shall comply with Idaho Code.

Additionally, projects within the Old Towne-2 revenue allocation area are subject to the Urban Renewal Plan for the Old Towne-2 Urban Renewal Project and shall meet with objectives of the Plan to contribute to enhancing and revitalizing the Old Towne-2 District.

All assistance eligibility is at the sole discretion of the Urban Renewal Agency of the City of Twin Falls and its Board of Commissioners. Any funding assistance will require execution of a participation agreement and contract which has been approved by the Board of Commissioners in a public meeting.

General One Time Assistance Opportunities

The Development Assistance Participation Program allows the Agency to assist private development by reimbursing eligible costs to build and improve public infrastructure. The program is tailored for projects that activate or redevelop deteriorating or underutilized properties, often triggered by a tenant improvement.

Available reimbursement funding correlates with the actual investment made by the developer for both private and public improvements. The impact of those investments must increase the

property valuation (as determined by the Twin Falls County Assessor) and generate new property tax revenue from that new valuation to the Agency.

Available funding for consideration is dependent upon the annual budget of the Agency.

Generally, the program is intended to be a cost-share between the private developer and the Agency. The private developer must be able to demonstrate their own expenditures toward public and/or private improvements related to the project of at least an equal amount to what is being requested from the program.

EXAMPLE	PRIVATE IMPROVEMENTS	PUBLIC IMPROVEMENTS	TOTAL BUDGET	AGENCY REIMBURSEMENT
New Construction	\$500,000	\$100,000	\$600,000	\$100,000
Remodel	\$30,000	\$70,000	\$100,000	\$50,000
Public Improvements Only	\$0	\$25,000	\$25,000	\$12,500
No Public Improvements	\$50,000	\$0	\$50,000	\$0

Eligible Expenses

The Development Assistance Participation Program may assist private and public development projects with improvements that benefit the public or are in a public right of way or easement.

These Eligible Expenses generally include:

- Sidewalks, ADA pedestrian facilities, streetlights, sidewalk furnishings
- Streets, curb, and gutter
- Bicycle facilities (public bike paths, lanes, parking facilities)
- Landscaping and streetscaping in the public right of way (street trees, irrigation, planting beds, planters, pavers)
- Utility main lines and distribution facilities (water, wastewater, pressurized irrigation, electricity, natural gas, telecommunications)
- Twin Falls Canal Company irrigation infrastructure
- Public plazas or parks
- Public parking.

Ineligible Expenses

Expenses that encompass costs which are outside of the public improvements are ineligible. These Ineligible Expenses generally include design and engineering, permitting, mobilization, land costs, and developer's profit/overhead.

Process

Developers or property owners interested in eligibility for the Development Assistance Participation Program should contact the Urban Renewal Agency staff as early in the development process as possible and ideally before design has been finalized. Applications must be submitted prior to the issuance of building permits.

1. Contact Urban Renewal Staff to discuss the project. Staff will guide the developer on which participation program type best fits the project and funding availability as well as connection to City staff and other jurisdictions as may be needed to understand permitting and entitlement (e.g., Historic Preservation Commission, Planning and Zoning, Building, and Engineering departments).
2. Developer submits application to Agency.
3. Staff presents the project to the Board for designation as eligible for participation. The Board may provide feedback or revisions to the request.
4. Staff informs the developer of eligibility and any conditions requested by the Board.
5. Staff and developer draft formal participation agreement and contract.
6. Agreement is presented to the Board for consideration for approval.
7. Developer completes project and associated public improvements.
8. Developer notifies Agency of completion of project, submits cost documentation and sign-off of appropriate jurisdictions (building occupancy, acceptance of public improvements by City/Idaho Power/others) as outlined in the agreement and contract.
9. Staff verifies cost documentation for eligible expenses and issues confirmation letter.
10. Agency reimburses for eligible expenses according to the timeline in agreement and contract.

Contact

Shawn Barigar, Executive Director
Urban Renewal Agency of the City of Twin Falls
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Twin Falls, ID 83301
208-735-7240
sbarigar@tfid.org