



## Twin Falls City Council Agenda

Monday, April 13, 2026, 5:00 PM

203 Main Ave E  
Twin Falls, ID 83301

**Members:** Mayor Jason Brown, Vice Mayor Craig Hawkins, Council Members Christopher Reid, Grayson Stone, Cherie Vollmer, Ruth Pierce, Nathan Murray

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Pledge of Allegiance
- 3) Proclamations
  - a) **PRESENTATION:** Youth Appreciation Week
  - b) **PRESENTATION:** Neurodiagnostic Week
- 4) Consent Calendar
  - a) **ACTION ITEM:** Request to approve City Council 2026 April 06, Minutes.  
By: Amy Luna, City Clerk
  - b) **ACTION ITEM:** Request to approve Accounts Payable for April 02-08, 2026.  
By: Amy Luna, City Clerk
  - c) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Cinco de Mayo Mother's Day Fiesta.  
By: Wendy Davis, Parks and Recreation Director
  - d) **ACTION ITEM:** Request City Council to approve the Special Event Permit for the organizers of the TFHS Choir Concert.  
By: Wendy Davis, Parks and Recreation Director
  - e) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Twin Falls Tonight.  
By: Wendy Davis, Parks and Recreation Director
  - f) **ACTION ITEM:** Request City Council to approve the Special Event Permit for the organizers of the KTSY Summer Concert Series.  
By: Wendy Davis, Parks and Recreation Director
  - g) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Twin Falls Western Days.  
By: Wendy Davis, Parks and Recreation Director
  - h) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Chobani Summer Program.  
By: Wendy Davis, Parks and Recreation Director
  - i) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Special Olympics Law Enforcement Torch Run.  
By: Wendy Davis, Parks and Recreation Director
  - j) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Cirque Italia.  
By: Matthew Hicks, Chief of Police
  - k) **ACTION ITEM:**  
Request to accept the Improvement Agreement for the purpose of developing Believers Church public infrastructure for a future place of worship.  
By: Troy Vitek, City Engineer
- 5) Items of Consideration
  - a) **ACTION ITEM:** Request to Award the 2026 Seal Coat Project - Chip Seal to Boswell Asphalt Paving Solutions, Inc. in the amount of \$1.6 million.  
By: Sam O'Leary, Staff Engineer
  - b) **ACTION ITEM:** Consideration of a request to accept a \$2,500 America250 in Idaho Celebration Fund grant and authorize the Mayor to execute the grant agreement.  
By: Shawn Barigar, Economic Development Director
  - c) **ACTION ITEM:** Consideration of a request to adopt the amended chapter 14 of the City Code pertaining to Transient Merchants, Vendors, Peddlers and Solicitors.  
By: Brent Wright, Captain
  - d) **ACTION ITEM:** Consideration of a waiver request for selling alcohol closer than 300 feet to a school or

church (Idaho Statute 23-303)

By: Brent Wright, Captain

- e) **ACTION ITEM:** Request the allocation of additional funds from the wastewater reserves in the amount of \$51,414.15 to cover fiscal year 2024-2025 contract overages on the OMI (Jacobs) contract for the operations of the wastewater treatment plant and lift stations.  
By: Environmental Manager, Nathan Erickson
- 6) General Public Input
- 7) Advisory Board Report/Announcements
- 8) Public Hearings
  - a) **ACTION ITEM:** Request for a Zoning District Change to add “Professional Office Overlay” to property located at 2111 Addison Ave E. c/o Mark Jones on behalf of Carolyn Matsuoka.  
**- Rescheduled to April 27, 2026**
- 9) Executive Session
  - a) **ACTION ITEM:** Request to adjourn into Executive Session pursuant to Idaho Code § 74-206(1) (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.
- 10) Adjournment

Any person 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 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 other speakers.
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 Chair 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 Chair, 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 public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chair 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 Chair. The spokesperson shall be limited to 15 minutes.**
  - **Written comments, including e-mail, shall be received 2 business days prior to the date of the hearing to be accepted for consideration by the hearing body.**
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
9. Following the Public Testimony and Applicant’s response, Council or Commission members, as recognized by the Mayor or Chair, 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 Chair may limit the time permitted for the answer.
10. The Mayor or Chair 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, applicants 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.

*Office of the Mayor  
City of Twin Falls, Idaho*

# Proclamation

## *Youth Appreciation Week 2026*

*Whereas, the vast majority of youth are concerned, knowledgeable, and responsible citizens, and*

*Whereas, Optimist International and the Twin Falls Optimist Club have developed and promoted a program entitled Youth Appreciation Week, and*

*Whereas, the citizens of Twin Falls have indicated a desire to join the Optimists in expressing appreciation and approval for the contributions of youth.*

*I, **Jason Brown**, therefore proclaim the third week of April as **Youth Appreciation Week** in Twin Falls, Idaho.*

*By this action, let it be known that we have faith in the ability of today's youth as they assume responsible roles in the future of mankind.*



*In witness whereof we have hereunto set our hand and caused this seal to be affixed this 13th day of April.*

---

*Jason Brown, Mayor  
City of Twin Falls*

---

*Amy Luna  
City Clerk*

*Office of the Mayor of the  
City of Twin Falls*

# Proclamation

*«Neurodiagnostic Week»  
«April 19<sup>th</sup>-25<sup>th</sup> 2026»*

**WHEREAS:** neurodiagnostic is the practice of analyzing and monitoring central and peripheral nervous system function to promote the effective treatment of neurological diseases, injury and impairment; and

**WHEREAS:** neurodiagnostic technologists play a paramount role in the diagnosis and treatment of a variety of neurological conditions, including epilepsy, unexplained coma, sleep disorders, and spinal cord injuries; and

**WHEREAS:** neurodiagnostic technologists contribute to surgical treatment by monitoring the central and peripheral nervous system during high-risk procedures such as surgery for scoliosis, carotid artery disease, brain tumors, and spine trauma, thereby guarding against neurological complications during surgery and helping reduce risk of negative surgical outcomes such as paralysis or stroke; and

**WHEREAS:** neurodiagnostic technologists are engaged in life-long learning, dedicated to a life of service and compassion, have the greatest respect for the worth and dignity of individuals, and are devoted to the best interest of the patient while providing the highest quality patient care;

**THEREFORE,** I, Jason Brown, Mayor of the City of Twin Falls, do hereby proclaim the week of April 19-25, 2026 as,

*«Neurodiagnostic Week»*

*In witness whereof we have hereunto set our  
hand and caused this seal to be affixed this 13<sup>th</sup>  
day of April.*

---

*Jason Brown, Mayor  
City of Twin Falls*

---

*Amy Luna  
Deputy City Clerk*



# 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 \*

There is no traffic control plan for the road closure

## 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 \*

No parking on sidewalks and no parking along Shoshone St 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 \*

### 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 \*

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.

Application says no Keg beer and shows bar. If the event includes a beer garden are cans of beer sold versus bottles. Bar implies hard liquor not just beer garden. If this is the case further discussions needed. Please clarify alcohol sales.

### 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 \*

Any tents or temporary structures that exceed 400 SF shall have a Tent Permit through the TFFD. Any food vendor shall have their valid 2026 purple fire inspection decal in plain view of the public.

### 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 \*

Location of "Bar" was mislabeled. Clarification from event coordinator verified it is a Beer Garden to serve only beer in cups and cans.

## Event Coordinator

### Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1

### Total Due \*

\$25.00

### Special Event Departments \*

Which departments should be asked to review this application?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Streets    | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police      | <input checked="" type="checkbox"/> Fire                |
| <input checked="" type="checkbox"/> Parks      |   |   |

### Reviewer Name \*

Mable Shurtleff

## 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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Car Show                       | <input type="checkbox"/> Carnival/Fair           | <input type="checkbox"/> Dance               |
| <input type="checkbox"/> Concert/Performance            | <input type="checkbox"/> Exhibits/Miscellaneous  | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Parade                         | <input type="checkbox"/> Picnic/Family Gathering | <input type="checkbox"/> Pool Reservation    |
| <input type="checkbox"/> Run/Walk/Race                  | <input type="checkbox"/> Special Attraction      | <input type="checkbox"/> Street Fair         |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input type="checkbox"/> Other                   |  |

### Estimated Number of Attendees \*

2,500

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.  
canopy for vendors

**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 \***

ROSALINDA

**Last Name \***

PAIZ

### Onsite Contact

**First Name \***

ROSALINDA

**Last Name \***

PAIZ

## Event Information

**Event Name \***

CINCO DE MAYO MOTHERS DAY FIESTA

**Event Location (Park or Facility Requested)**

CITY PARK

**Is this event indoors or outdoors? \***

Indoors

Outdoors

**Event Reoccurrence**

One Time Event

Recurring over several weeks/months

**Event Description \***

MOTHERS DAY FAMILY FIESTA MUSIC AND VENDORS ..THERE WILL BE FAMILY GATHERING FOOD VENDORS AND NOVELTIES MUSIC FOR ALL

[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 \***

CityPark.pdf

2.24MB



**Set-up Time Start \***

05/10/2026 08:00:00 AM

**Set-up Time End \***

05/10/2026 08:30:00 AM

**Event Time Start \***

05/10/2026 10:00:00 AM

**Event Time End \***

05/10/2026 08:30:00 PM

**Take Down Time Start \***

05/10/2026 08:30:00 PM

**Take Down Time End \***

05/10/2026 10:00:00 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 \*

PUBLIC PARKING WILL TALK TO CHURCH FOR PARKING

### 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

### 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.

**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.):

CUPS PLATES

### **Have you arranged for portable toilets? \***

Yes  No

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

Yes  No

**Name of Contracted Company \***

PSI

**Number of Trash Receptacles \***

1

**Size of Trash Receptacles**

DUMPSTERS

**Contact person in charge of waste.\***

GEORGE SALINAS

**Phone number of contact**

2085958924

**Number of staff assisting in removal.**

4

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 handwritten signature in black ink on a light gray rectangular background. The signature reads "ROSALINDA PAIZ" in a cursive script.

**Name \***

ROSALINDA PAIZ

**Date \***

12/11/2025



# 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.

### 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 \*

Food trucks shall have their 2026 purple fire inspection decal posted conspicuously for the public to see. Any temporary structure or tent exceeding 400 SF shall have a Tent Permit through the TFFD.

## 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

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Streets    | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police      | <input checked="" type="checkbox"/> Fire                |
| <input checked="" type="checkbox"/> Parks      |   |   |

**Reviewer Name \***

Mable Shurtleff

**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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Car Show                       | <input type="checkbox"/> Carnival/Fair           | <input type="checkbox"/> Dance            |
| <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Exhibits/Miscellaneous  | <input type="checkbox"/> Festival         |
| <input type="checkbox"/> Parade                         | <input type="checkbox"/> Picnic/Family Gathering | <input type="checkbox"/> Pool Reservation |
| <input type="checkbox"/> Run/Walk/Race                  | <input type="checkbox"/> Special Attraction      | <input type="checkbox"/> Street Fair      |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input type="checkbox"/> Other                   |   |

**Estimated Number of Attendees \***

400

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

**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 \***

Daniel

**Last Name \***

Child

### Onsite Contact

---

**First Name \***

Daniel

**Last Name \***

Child

## Event Information

**Event Name \***

TFHS Choir Concert

**Event Location (Park or Facility Requested)**

City Part Band Shell

**Is this event indoors or outdoors? \***

Indoors

Outdoors

**Event Reoccurrence**

One Time Event

Recurring over several weeks/months

**Event Description \***

I would like to hold our Spring Concert at the band shell. There will be no admission fee. We will sing for less than 45 minutes starting at 7 pm. Parents will be asked to bring chairs.

[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 \***

CityPark.pdf

2.24MB

**Set-up Time Start \***

05/12/2026 05:00:00 PM

**Set-up Time End \***

05/12/2026 05:30:00 PM

**Event Time Start \***

05/12/2026 07:00:00 PM

**Event Time End \***

05/12/2026 08:00:00 PM

**Take Down Time Start \***

05/12/2026 08:00:00 PM

**Take Down Time End \***

05/12/2026 09:00:00 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 \*

Parents will park on the road or in the library parking lot.

### 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.

### 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.):

n/a

### 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. \*

Daniel Child

### Phone number of contact

208-965-5891

### Number of staff assisting in removal.

50

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 \***

*Daniel Child*

**Name \***

Daniel Child

**Date \***

02/27/2026



# 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 \*

Approve with insurance documents.

## 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 \*

All food vendors shall have their 2026 purple fire inspection decal posted in the public view.

## 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

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Streets    | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police      | <input checked="" type="checkbox"/> Fire                |
| <input checked="" type="checkbox"/> Parks      |   |   |

**Reviewer Name \***

Mable Shurtleff

## 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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Car Show                       | <input type="checkbox"/> Carnival/Fair           | <input type="checkbox"/> Dance            |
| <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Exhibits/Miscellaneous  | <input type="checkbox"/> Festival         |
| <input type="checkbox"/> Parade                         | <input type="checkbox"/> Picnic/Family Gathering | <input type="checkbox"/> Pool Reservation |
| <input type="checkbox"/> Run/Walk/Race                  | <input type="checkbox"/> Special Attraction      | <input type="checkbox"/> Street Fair      |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input type="checkbox"/> Other                   |   |

**Estimated Number of Attendees \***

1,300

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.

One 20 x 20 tent on stage in the Downtown Commons for the band; several 10 x 10 vendor tents, including a First Aid Tent and Wristband Booth

**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 \***

Robin

**Last Name \***

Dober

## Onsite Contact

---

**First Name \***

Robin

**Last Name \***

Dober

## Event Information

**Event Name \***

Twin Falls Tonight

**Event Location (Park or Facility Requested)**

Downtown Commons in Downtown Twin

**Is this event indoors or outdoors? \***

Indoors

Outdoors

**Event Reoccurrence**

One Time Event

Recurring over several weeks/months

**Event Description \***

Annual free summer concert series, held in the Downtown Commons, Wednesday evenings 6-9pm with food vendors along Hansen Street and Main Avenue. Our schedule for 2026 is to run concerts June 17th - July 29th (7 weeks). We close Main Avenue between Shoshone Street and just past Hansen Street (prior to the DL Evans Drive Through) and we close Hansen Street between the Second Avenues, at the alleyways. We provide trash bins, portable toilets and hand washing stations at the venue. We hire 2 Twin Falls County Sheriff's Deputies each night to provide security. We clean the concert area at the beginning and ending of each Wednesday evening.

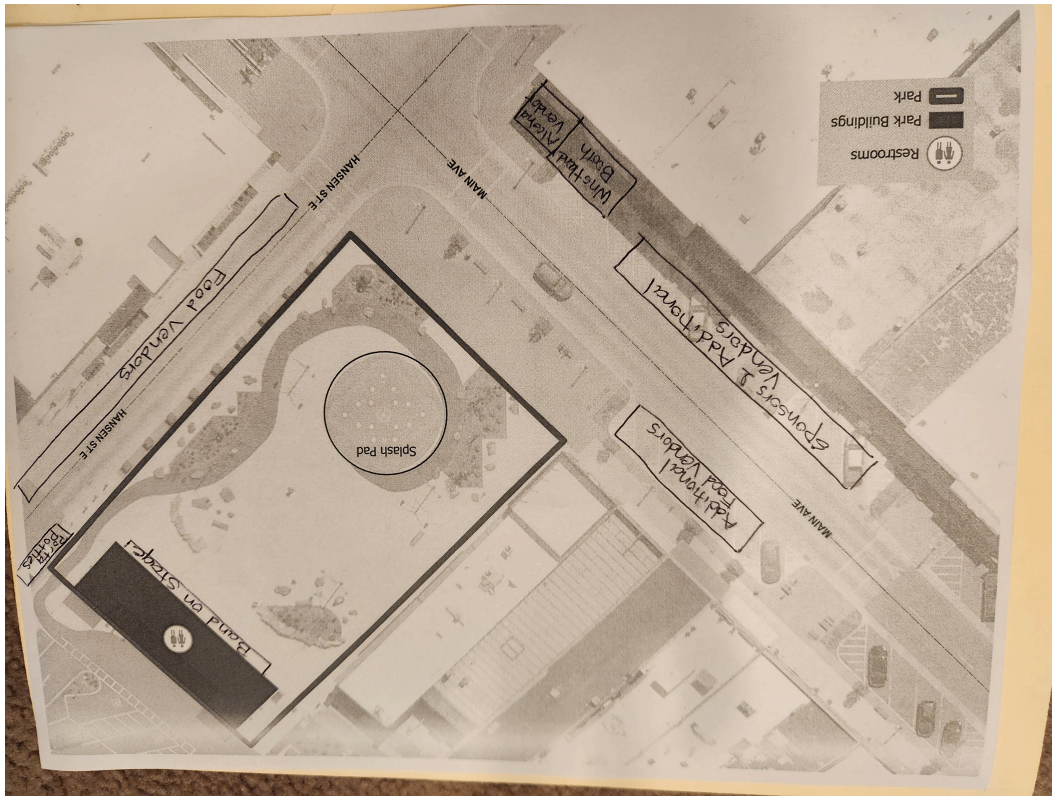
[Canyon Rim](#)   [City Park](#)   [Downtown Commons](#)   [Sunway Soccer Park](#)  
[Shoshone Falls](#)   [Dierkes](#)   [Harmon Park](#)   [Thomsen Park](#)   [Oregon Trail](#)

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

**Event Map \***

downtown\_commons\_map\_for\_event.jpg

3.34MB



**Set-up Time Start \***

06/17/2026 03:00:00 AM

**Set-up Time End \***

07/29/2026 06:00:00 AM

**Event Time Start \***

06/17/2026 06:00:00 AM

**Event Time End \***

07/29/2026 09:00:00 AM

**Take Down Time Start \***

06/17/2026 09:00:00 AM

**Take Down Time End \***

07/29/2026 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.

**Parking Plan**

**Parking Plan \***

We use the parking lots in Downtown Twin

**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

**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.):

Food waste, paper products, plastic bottles, aluminum cans

**Have you arranged for portable toilets? \***

Yes  No

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

Yes  No

**Name of Contracted Company \***

PSI

**Number of Trash Receptacles \***

6

**Size of Trash Receptacles**

95 gallon auto carts

**Contact person in charge of waste. \***

Tony Prater

**Phone number of contact**

208-420-6916

**Number of staff assisting in removal.**

6

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 \***

*Robin Dober*

**Name \***

Robin Dober

**Date \***

01/09/2026



# 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 \*

This is okay per P&Z. My comment is the event dates don't make sense if this is a two day event.

## 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 \*

Will need to supply event insurance closer to event date.

## Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Streets    | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police      | <input checked="" type="checkbox"/> Fire                |
| <input checked="" type="checkbox"/> Parks      |   |   |

**Reviewer Name \***

Mable Shurtleff

## 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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Car Show                       | <input type="checkbox"/> Carnival/Fair           | <input type="checkbox"/> Dance            |
| <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Exhibits/Miscellaneous  | <input type="checkbox"/> Festival         |
| <input type="checkbox"/> Parade                         | <input type="checkbox"/> Picnic/Family Gathering | <input type="checkbox"/> Pool Reservation |
| <input type="checkbox"/> Run/Walk/Race                  | <input type="checkbox"/> Special Attraction      | <input type="checkbox"/> Street Fair      |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input type="checkbox"/> Other                   |   |

**Estimated Number of Attendees \***

1,000

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.

These will only be easy up type tents for shade for some of our vendors

**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 Concert Series

**Event Location (Park or Facility Requested)**

City Park

**Is this event indoors or outdoors? \***

Indoors

Outdoors

**Event Reoccurrence**

One Time Event

Recurring over several weeks/months

**Event Description \***

This is an outdoor concert with vendor booths for our sponsors and food trucks.

The event is for two dates: Wed 6/3 and Fri 6/19

[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 \***

CityPark.pdf

2.24MB

**Set-up Time Start \***

06/03/2026 04:00:00 PM

**Set-up Time End \***

06/03/2026 06:30:00 PM

**Event Time Start \***

06/03/2026 07:00:00 PM

**Event Time End \***

06/19/2026 08:30:00 PM

**Take Down Time Start \***

06/19/2026 08:30:00 PM

**Take Down Time End \***

06/19/2026 09:30:00 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 \***

Most people will walk in, park in the designated spots, the parking lot down the street or street parking.

**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

**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.

**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.):

Just garbage from the attendees... food and paper goods.

### Have you arranged for portable toilets? \*

Yes  No

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

Yes  No

### Name of Contracted Company \*

PSI

### Number of Trash Receptacles \*

1

### Size of Trash Receptacles

### 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\*



Name\*

Ashley Sears

Date\*

12/01/2025



# 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 \*

Provide access to emergency vehicles during the parade.

## 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 \*

No insurance attached. Otherwise event is as in the past.

### 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 \*

All food vendors shall have a current 2026 food truck inspection; purple decal posted within the public view. Any tent or temporary structure greater than 400sf shall have a permit through the TFFD.

### 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

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Streets    | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police      | <input checked="" type="checkbox"/> Fire                |
| <input checked="" type="checkbox"/> Parks      |   |   |

**Reviewer Name \***

Mable Shurtleff

### 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

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Car Show            | <input checked="" type="checkbox"/> Carnival/Fair          | <input type="checkbox"/> Dance               |
| <input checked="" type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Exhibits/Miscellaneous | <input checked="" type="checkbox"/> Festival |
| <input checked="" type="checkbox"/> Parade              | <input type="checkbox"/> Picnic/Family Gathering           | <input type="checkbox"/> Pool Reservation    |
| <input type="checkbox"/> Run/Walk/Race                  | <input checked="" type="checkbox"/> Special Attraction     | <input type="checkbox"/> Street Fair         |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input type="checkbox"/> Other                             |  |

**Estimated Number of Attendees \***

25,000

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.  
Exhibition pop-up tents.

**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 \***

Stan

**Last Name \***

Crowley

### Onsite Contact

**First Name \***

Stan

**Last Name \***

Crowley

## Event Information

**Event Name \***

Twin Falls Western Days

**Event Location (Park or Facility Requested)**

Twin Falls City Park

**Is this event indoors or outdoors? \***

Indoors

Outdoors

**Event Reoccurrence**

One Time Event

Recurring over several weeks/months

**Event Description \***

43 year old Community Event

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

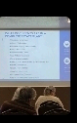
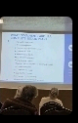
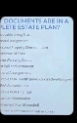
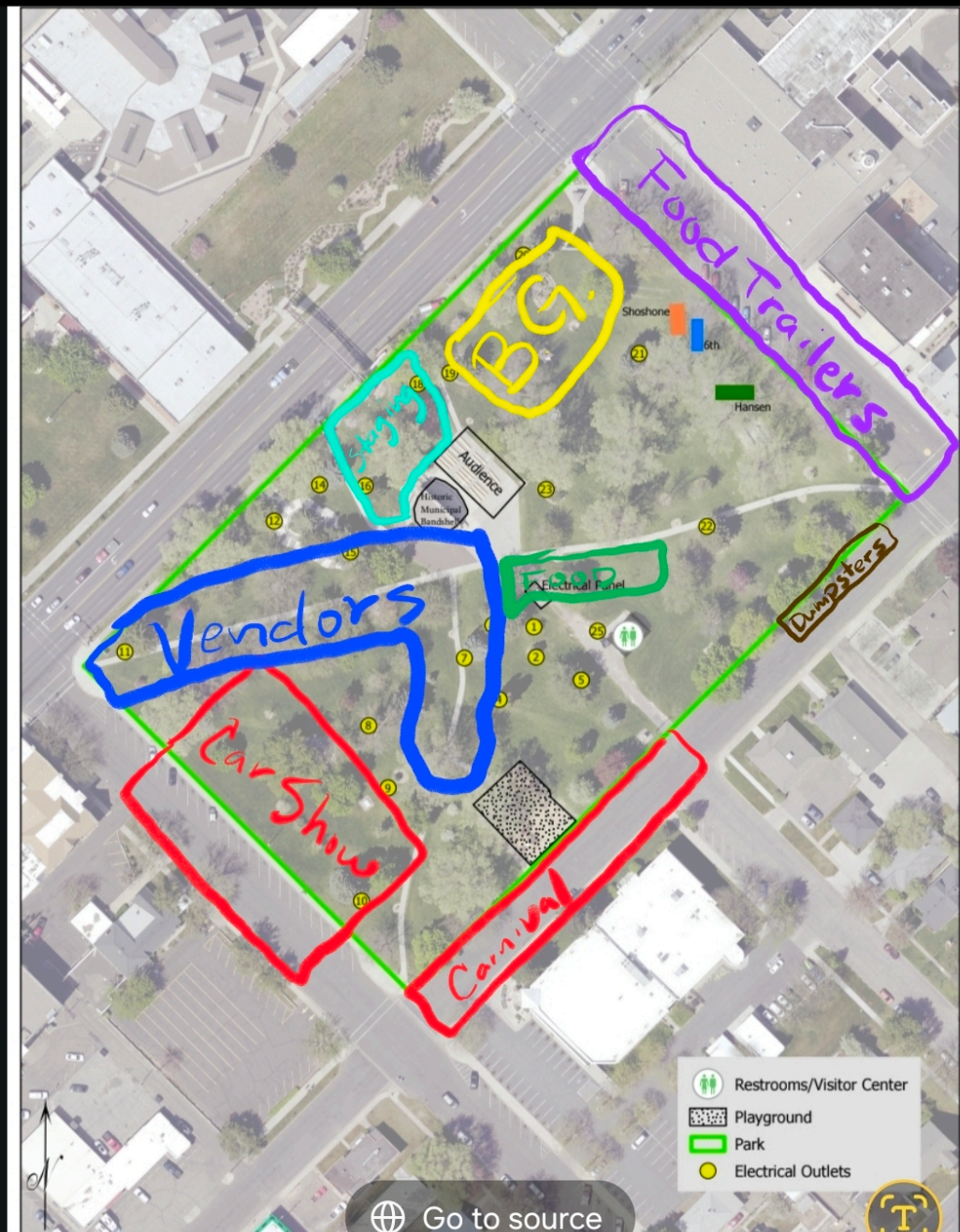
[Canyon Rim](#) [City Park](#) [Downtown Commons](#) [Sunway Soccer Park](#)  
[Shoshone Falls](#) [Dierkes](#) [Harmon Park](#) [Thomsen Park](#) [Oregon Trail](#)

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

**Event Map \***

Screenshot\_20251119\_103631\_Gallery.jpg

1.04MB





**Set-up Time Start \***  
05/28/2026 07:00:00 AM

**Set-up Time End \***  
05/29/2026 12:00:00 PM

**Event Time Start \***  
05/29/2026 12:00:00 PM

**Event Time End \***  
05/31/2026 09:00:00 PM

**Take Down Time Start \***  
05/31/2026 09:00:00 PM

**Take Down Time End \***  
05/31/2026 12:00:00 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 \***

Screenshot\_20251119\_105451\_Maps.jpg

448.25KB

**Parade Traffic Control Plan \***

Starts at Blue lakes and falls and ends at 2nd avenue downtown. As in previous years.

## Road Closure

---

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

Yes  No

### Road Closure Details \*

All streets intersecting with blue lakes along the parade route. As in previous years.

## 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 \*

Publicly available parking in surrounding area.

### 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.):

Cardboard plastic bags food waste styrofoam plastic bottles aluminum cans.

### Have you arranged for portable toilets? \*

Yes  No

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

Yes  No

### Name of Contracted Company \*

Tbd

### Number of Trash Receptacles \*

50

### Size of Trash Receptacles

Standard Roller cans

### Contact person in charge of waste. \*

Sandra Ochoa

### Phone number of contact

2086304731

### Number of staff assisting in removal.

10

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 \***



**Name \***

Stan Crowley

**Date \***

11/19/2025



# 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.

### 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 \*

(Parks Department) With multiple weeks scheduled over 3 months, please make sure no conflict exists with other events for same location. Please provide insurance information.

## 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 \*

Any tents or temporary structures that exceed 400 SF shall have a Tent Permit through the TFFD. Any food vendor shall have their valid 2026 purple fire inspection decal in plain view of the public.

## 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 \*

## Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

- Streets  Engineering  Planning and Zoning  
 Electrical  Police  Fire  
 Parks

**Reviewer Name \***

Mable Shurtleff

## 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  
Chobani Summer Program

**Estimated Number of Attendees \***

450

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.

Shade canopies, Inflatable bounce house or such.

**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 \***

Rebecca

**Last Name \***

Christensen

## Onsite Contact

**First Name \***

Cooper

**Last Name \***

Smith

## Event Information

**Event Name \***

Chobani Summer Program

**Event Location (Park or Facility Requested)**

Twin Falls City Park

**Is this event indoors or outdoors? \***

- Indoors  
 Outdoors

**Event Reoccurrence**

- One Time Event  
 Recurring over several weeks/months

**Event Description \***

Chobani Summer Program is a 13 week nutrition program that partners with local non-profits, businesses, and Twin Falls School District to provide nutritious weekend meal kits for kids to pick up, as well as fun activities for the afternoon in the summer months.

[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 \***

CityPark map.pdf

2.35MB

**Set-up Time Start \***

05/22/2026 11:00:00 AM

**Set-up Time End \***

05/22/2026 12:00:00 PM

**Event Time Start \***

05/22/2026 12:00:00 PM

**Event Time End \***

08/14/2026 01:30:00 AM

**Take Down Time Start \***

08/14/2026 01:45:00 PM

**Take Down Time End \***

08/14/2026 03:00:00 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 \***

The Chobani truck & Trail will park alongside the bandshell on the concrete, ICCU will park on the grass on the opposite side of the bandshell. We may occasionally have a police car, or fire truck parked on the grass as well.

**Parking Plan Map**

CityPark PARKING.pdf

2.26MB

## 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

*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.

## 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.):

light-normal trash, maybe cardboard boxes.

### 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. \*

Rebecca Christensen

### Phone number of contact

208-358-2803

### Number of staff assisting in removal.

1

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 \***

*Rebecca Christensen*

**Name \***

Rebecca Christensen

**Date \***

01/14/2026



# 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 \*

If there are road closures, I don't see a traffic control plan.

## 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 \*

Food trucks shall have their 2026 purple fire inspection decal posted conspicuously for the public to see. Any temporary structure or tent exceeding 400 SF shall have a Tent Permit through the TFFD.

## 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

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

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

**Reviewer Name \***

Mable Shurtleff

**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 \***

80

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

**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 \***

Josh

**Last Name \***

Hayes

### Onsite Contact

---

**First Name \***

Josh

**Last Name \***

Hayes

## Event Information

**Event Name \***

Special Olympics Law Enforcement Torch Run

**Event Location (Park or Facility Requested)**

Twin Falls 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 modest awareness torch run intended for roughly 40-80 participants. The route will commence at the Twin Falls POLice Department and proceed past the courthouse before culminating at the Downtown Commons on Main Avenue. Upon arrival, those in attendance will hear remarks from police administration before the runners embark on their journey to the next city.

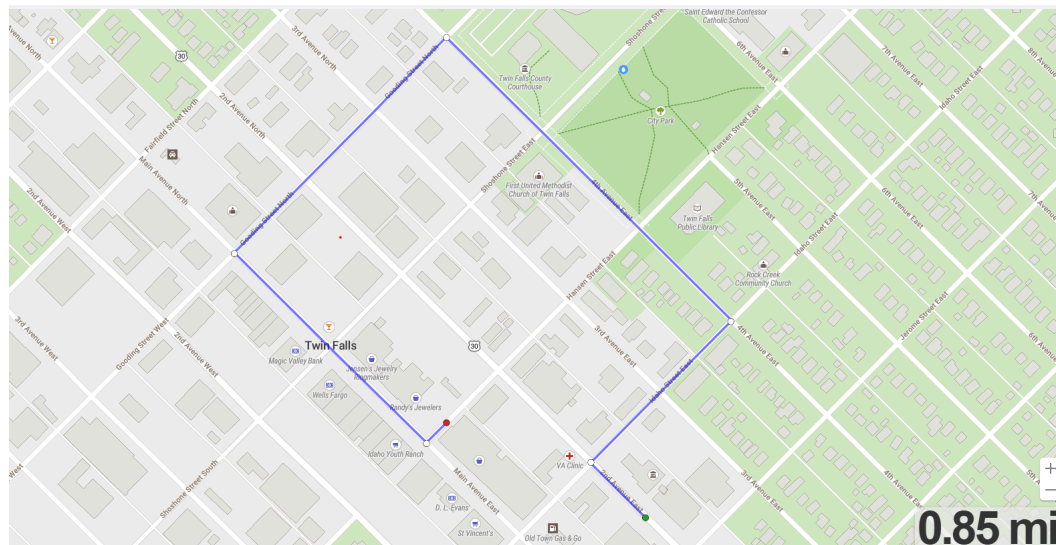
[Canyon Rim](#)  
 [City Park](#)  
 [Downtown Commons](#)  
 [Sunway Soccer Park](#)  
[Shoshone Falls](#)  
 [Dierkes](#)  
 [Harmon Park](#)  
 [Thomsen Park](#)  
 [Oregon Trail](#)

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

**Event Map \***

Torch Run Route 2026.png

680.15KB



0.85 mi

**Set-up Time Start \***

05/21/2026 11:00:00 AM

**Set-up Time End \***

05/21/2026 12:00:00 PM

**Event Time Start \***

05/21/2026 01:00:00 PM

**Event Time End \***

05/21/2026 02:00:00 PM

**Take Down Time Start \***

05/21/2026 02:00:00 PM

**Take Down Time End \***

05/21/2026 02:30:00 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.

## 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.

**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.

## 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 handwritten signature in cursive script, "Joshua Murray Hayes", is displayed within a light gray rectangular box.

**Name \***

Josh Hayes

**Date \***

03/03/2026



# 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 \*

Tent permit shall be obtained from TFFD. Emergency Action Plan shall be completed with Fire Marshal, covering Fire, EMS and Law response plan. Electrical permit may be required as well. Please inquire with the BSD at 208-735-7238.

## 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

**Total Due \***

\$25.00

**Special Event Departments \***

Which departments should be asked to review this application?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Streets    | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police      | <input checked="" type="checkbox"/> Fire                |
| <input checked="" type="checkbox"/> Parks      |   |   |

**Reviewer Name \***

Mable Shurtleff

**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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Car Show                       | <input type="checkbox"/> Carnival/Fair           | <input type="checkbox"/> Dance            |
| <input type="checkbox"/> Concert/Performance            | <input type="checkbox"/> Exhibits/Miscellaneous  | <input type="checkbox"/> Festival         |
| <input type="checkbox"/> Parade                         | <input type="checkbox"/> Picnic/Family Gathering | <input type="checkbox"/> Pool Reservation |
| <input type="checkbox"/> Run/Walk/Race                  | <input type="checkbox"/> Special Attraction      | <input type="checkbox"/> Street Fair      |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input checked="" type="checkbox"/> Other        |   |

\*\*Circus Event\*\*

**Estimated Number of Attendees \***

500

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.

**Setup:**

Tent #1 (Entrance Tent): 58' x 112'

Tent #2 (Main Tent): 131' Round

Our event has **no** animals, **no** open fires, **no** pyro, **no** alcohol, **no** rides, **no** games, **no** parades, **no** street closures.

## Contact Information

### Event Organizer

---

**First Name \***

Cirque Entertainment LLC

**Last Name \***

Manuel Rebecchi

### Onsite Contact

---

**First Name \***

Cirque Entertainment LLC

**Last Name \***

Manuel Rebecchi

## Event Information

**Event Name \***

Cirque Italia

**Event Location (Park or Facility Requested)**

Magic Valley Mall - 1485 Pole Line Rd East, Twin Falls, ID 83301

**Is this event indoors or outdoors? \***

Indoors

Outdoors

**Event Reoccurrence**

One Time Event

Recurring over several weeks/months

**Event Description \***

\*\*Circus Event\*\* Temporary Acrobatic Theatrical Cirque Style Circus show under a tent.

Our event has **no** animals, **no** open fires, **no** pyro, **no** alcohol, **no** rides, **no** games, **no** parades, **no** street closures.

**Setup:**

Tent #1 (Entrance Tent): 58' x 112'

Tent #2 (Main Tent): 131' Round

**Power:**

Event will be powered by a generator.

**Refreshments:**

We are the sole vendor selling refreshments at the event, and will reach out to the local Health Department for the necessary temporary food permits.

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 \***

16 Silver Unit Twin Falls ID Site Plan.pdf	1.15MB
16 Silver Unit Twin Falls ID Schedule.pdf	223.97KB
16 Silver Unit Twin Falls ID Venue Agreement.pdf	5.95MB

**Set-up Time Start \***

04/28/2026 08:00:00 AM

**Set-up Time End \***

04/30/2026 11:00:00 PM

**Event Time Start \***

05/01/2026 06:00:00 PM

**Event Time End \***

05/04/2026 11:00:00 PM

**Take Down Time Start \***

05/05/2026 08:00:00 AM

**Take Down Time End \***

05/05/2026 11:00:00 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 \***

Event utilizes the existing mall parking allocated by the venue

**Parking Plan Map**

16 Silver Unit Twin Falls ID Site Plan.pdf	1.15MB
--	--------

**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

**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.

**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.):

Regular event trash the event rents a 30yd dumpster for the duration of the event

#### **Have you arranged for portable toilets? \***

Yes  No

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

Yes  No

**Name of Contracted Company \***

Budget Dumpster

**Number of Trash Receptacles \***

1

**Size of Trash Receptacles**

30yd

**Contact person in charge of waste. \***

Morgaine Rosenthal

**Phone number of contact**

404-406-9423

**Number of staff assisting in removal.**

6

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

## Restrictions and Signature

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 \***

*Manuel Rebecchi*

**Name \***

Manuel Rebecchi

**Date \***

03/25/2026

IMPROVEMENT AGREEMENT

for

DEVELOPMENTS

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF TWIN FALLS, State of Idaho, a municipal corporation, hereinafter called "City" and Pastor Clay Ramirez, Believers Church hereinafter called "Developer" for the purpose of constructing certain improvements on property sought to be developed for the following Development Believers Church.

WHEREAS, Developer desires to develop said real property for the following purposes:  
Construction of a place of worship.

WHEREAS, the Developer is obligated to construct certain improvements pursuant to City Code Section 10-12-4.2, and;

WHEREAS, the Developer has committed to construct special features as part of the development, and;

WHEREAS, the City has certain policies, ordinances, rules and regulations governing the construction of public improvements, and;

WHEREAS, it is in the best interest of the City and Developer to clearly establish in one concise document the policies, ordinances, rules and regulations which apply to developments of the type contemplated herein.

W I T N E S S E T H

That for and in consideration of the mutual promises, conditions, and covenants contained herein the parties agree as follows:

I.

City agrees: (1) to operate and maintain all approved streets, alleys, service roads, excluding state highways, constructed under the terms of this Agreement in any public rights-of-way and which are presently within or subsequently annexed into the City limits. (2) To operate and

maintain all approved public water lines, public pressure irrigation lines, public storm drainage lines, and public sewer lines constructed under the terms of this Agreement in any public rights-of-way or public easements and to provide water, sewer, and pressure irrigation service to the Developer's real property, subject to all ordinances, rules and regulations governing sewer, water service, and pressure irrigation. (3) To maintain non-pressure irrigation lines only where they cross City streets. (4) Public Storm Water facilities will be located in an exclusive stormwater easement. All other maintenance of non-pressurized irrigation lines is the responsibility of the Twin Falls Canal Company or the property on which the utility resides.

## II.

In lieu of the actual installation of required public improvements before recording of the final plat, the Council may permit the subdivider to provide a financial guarantee of performance in one (1) or a combination of the following arrangements for those requirements which are over and beyond the requirements of any other agency responsible for the administration, operation and maintenance of the applicable public improvement.

- a. Surety Bond
  1. Accrual - The Bond shall accrue to the City covering construction, operation and maintenance of the specific public improvement.
  2. Amount - the bond shall be in an amount equal to one hundred twenty percent (120%) of the total estimated cost for completing construction, including engineering design, inspection, and oversight, of the specific public improvements, as estimated by the Developer's Engineer and approved by the City Engineer.
  3. Term Length – The minimum term length shall be two (2) years or until the bond is released by the City, whichever is later.
  4. Bonding for Surety Company - The bond shall be with a surety company authorized to do business in the State of Idaho, acceptable to the City Council.
- b. Cash Deposit, Certified Check, Negotiable Bond, or Irrevocable Bank Letter of Credit.

1. Treasurer or Trust Company - A cash deposit or certified check shall be deposited by the City. After the improvements have been accepted, the funds will be reimbursed. A negotiable bond or an irrevocable bank letter of credit, shall be held by the City until the improvements are accepted.
  2. Dollar Value - The dollar value of the cash deposit, certified check, negotiable bond or irrevocable bank letter of credit shall be equal to one hundred twenty percent (120%) of the total estimated cost for completing construction, including engineering design, inspection, and oversight, of the specific public improvements, as estimated by the Developer's Engineer and approved by the City Engineer.
  3. Time - The time for the cash deposit, certified check, negotiable bond or irrevocable bank letter of credit shall be until all required improvements are completed and accepted by the City Engineer.
  4. Progressive Payment - In the case of cash deposits or certified checks, an agreement between the City and the subdivider may provide for progressive payment out of the cash deposit or reduction of the certified check, negotiable bond or irrevocable bank letter of credit, to the extent of the cost of the completed portion of the public improvement, in accordance with a previously entered into agreement.
- c. Trust Agreements.
1. Per the terms of the trust agreement.
  2. Trust agreement must be approved by City Council.

### III.

Developer agrees to retain a Professional Engineer, hereinafter called the Developer's Engineer, licensed by the State of Idaho to perform the following minimum Engineering Services in accordance with Title 10 Chapter 12 Section 4-1 of the City Code:

- a. Prepare a master utility plan showing the location of all existing and proposed utility lines to include but not be limited to sewer, water, gas, electricity, telephone, irrigation, pressure irrigation, and storm sewer.

- b. Prepare detailed plans and specifications for construction of all improvements required by this Agreement and shall include but not be limited to a complete set of construction plans, including profiles, cross-sections, specifications, and other supporting data, for all required public streets, utilities and other facilities. Such construction plans shall be based on preliminary plans which have been approved with the preliminary plat and shall be prepared in conjunction with the final plat. Construction plans are subject to approval by the responsible public agencies. All construction plans shall be prepared in accordance with the public agencies' standards and specifications. If improvements are not completed within two (2) years, the Developer shall provide an updated, current version of the updated plans and specifications to current city standards. The Developer may request one extension of the approvals previously given for another two (2) years.
- c. Engineer of record shall hold a pre-construction meeting, including the City Engineering Department, design engineer and contractor. Engineer of record will notify the City in writing of schedule before construction begins.
- d. Perform construction surveying, staking, testing, inspection and administer the construction of all facilities required by this contract.
- e. Submit all test reports, inspection reports, request for change orders and construction diaries to the City Engineering department every week during the construction of the development or subdivision.
- g. Submit to the City Engineer As-builts for the City records showing any approved changes to the original plans and specifications. A 24" x 36" complete plan set (stamped & signed), a pdf, and an AutoCAD file of the plans shall be provided within thirty (30) days after completion of the project.
- h. The developer's engineer shall submit an Engineer's Check-off and certification form stating that the work has been constructed in conformance to the plans and specifications, and thereby certifying that improvements were constructed to the lines and grades shown.

The above work shall be subject to the approval of the City Engineer.

It shall be the responsibility of the Developer's Engineer or other certified individuals to provide all necessary quality control and required testing during construction. All tests shall be

taken at a frequency based upon Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the ISPWC.

The Developer agrees to: (1) allow the City full and complete access to the work (2) provide all materials necessary to conduct independent testing (3) supply all water necessary to test pipe joints and (4) provide the equipment and perform or have performed any testing of manufactured materials required by the City Engineer.

The Developer shall submit a letter identifying lots and blocks associated with construction phase to the City Engineer upon completion of the project, requesting that the City assume the responsibility for maintenance and operation of all public improvements as stated herein.

#### IV.

The Developer agrees to obtain a permit or letter of approval from the Twin Falls Highway District or the Idaho Transportation Department (ITD) prior to constructing improvements on their respective right-of-ways. The original or a certified copy of said permit or letter shall be submitted to the City Engineer prior to beginning of construction thereon.

#### V.

The Developer agrees to dedicate rights-of-way to the public for the development of all streets and alleys in accordance with the City Transportation Master Plan and to dedicate easements for the maintenance and operation of all public utilities. The size and location of said rights-of-way and easements shall be determined by the City Engineer.

#### VI.

The Developer and the City agree that the improvements listed herein are required unless specifically waived by action of the City Council and that said improvements will be constructed on any public rights-of-way or easements approved and accepted by the City Council all as designed by the Developer's Engineer and approved by the City Engineer and in accordance with standards established by the City Engineer and that all required improvements will be completed in a timely manner. If improvements are not completed within two (2) years, the Developer shall provide an updated, current version of the developer's agreement and financial guarantee for City Council consideration along with updated plans and specifications to current city standards. The Developer may request an extension of the approvals previously given for another two (2) years.

#### VII.

The Developer agrees to pay the total actual costs of all materials, labor and equipment necessary to completely construct all of the improvements required herein, except those costs specifically shown to be paid by the City and to construct or contract for the construction of such improvements.

#### VIII.

Developer agrees to pay the total extra cost of all additional materials, labor and equipment necessary to construct any streets the City requires to be wider or deeper than a standard street or any water, sewer lines, or pressure irrigation the City requires to be larger than the size required to properly serve the development. The requirement for wider and deeper streets shall be based on the Transportation Master Plan. Requirements for larger water, sewer and pressure irrigation lines shall be based on the citywide sewer, water, and pressure irrigation system sizing guidelines and based on modeling, if applicable.

#### IX.

The City shall provide no compensation for the cost of an oversize water, sewer line, and pressure irrigation. In the case of water, sewer, or pressure irrigation lines extended adjacent to or outside the limits of development, the Developer shall be eligible for payback from adjacent property owners pursuant to Ordinance No. 2979. The Developer shall also be eligible for compensation when a private developer extends or connects to any water, sewer, pressurized irrigation or street system previously installed by private developer, pursuant to Resolutions 2017-13.

#### X

Developer agrees to request in writing that the Developer's Engineers make the inspections required herein and the Developer or his Contractors shall not proceed with the next construction phase until the required inspections are complete and the work has been accepted by the Developer's Engineer and the City Engineer. All such inspections shall be scheduled in accordance with Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to ISPWC, as adopted at time of construction plan approval. The developer agrees to pay all costs resulting from: 1) his failure to properly schedule and request a required test or inspection or 2) proceeding with work before receiving approval to proceed. Developer agrees to remove or correct any rejected, unapproved or defective work or materials as required by the Developer's Engineer or the City Engineer. Any such defective work whether the result of poor workmanship, use of defective

materials, damage through carelessness or any other cause, shall be removed within ten (10) days after written notice is given by the Developer's Engineer or the City Engineer, and the work shall be re-executed by the Contractor at his expense. The fact that either Engineer may have previously overlooked such defective work or materials shall not be a basis for acceptance of any part of it.

The issuance or approval of plans, specifications and computations shall not be construed as an approval of any violation of any provisions of City code, specifications, standards, policy, or any other ordinance of the City. Approvals of plans that may violate City code, specifications or departmental policies will not be valid.

The approval of construction plans, specifications, and other data shall not prevent the City from thereafter requiring the correction of errors or omissions in said plans or specifications prior to or during actual construction or final acceptance by the City.

The Developer shall remove from all public property all temporary structures, rubbish, and waste materials resulting from their operation or caused by his employees.

The Developer shall guarantee all materials, workmanship and equipment furnished for a period of one (1) year from the date of written acceptance of the work by the City Engineer or authorized representative.

The Developer shall be responsible for any damage to any existing public improvements and shall repair or replace any such damage as required by the City Engineer, during or after completion of this project. The Developer's contractor shall apply for a Right-of-Way permit with a Traffic Control Plan to be approved by the City of Twin Falls prior to any road, lane, or sidewalk closures.

## XI.

The City and the Developer agree to the following minimum for Required Improvements, City Costs, Required Inspections and any other improvements; which are approved or required by the City Council and shown on the approved construction plans.

### PUBLIC WAYS

(a) Required Improvements

- (1) Curb, gutter and sidewalk on all public street rights-of-way.
- (2) A standard local street constructed on all public street rights-of-way serving residential use property.

- (3) Local and private streets shall be constructed as per the current standards, adopted at time of construction plan approval. These include City of Twin Falls Master Transportation plan, ISPWC and City of Twin Falls Revisions to ISPWC.
  - (4) Minor and Major collector streets shall be constructed as per the current standards, adopted at time of construction plan approval. These include City of Twin Falls Master Transportation plan, ISPWC and City of Twin Falls Revisions to ISPWC.
  - (5) Arterial typical sections will be designed by the developer's Engineer and approved by the City Engineer, with width determined on the Master Transportation Plan.
  - (6) A sidewalk, per Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the ISPWC, is required on all public pedestrian rights-of-way. Four foot (4') sidewalks, by special permission of the City Engineer, shall be constructed per ISPWC and the City of Twin Falls Revisions to the ISPWC for local streets under certain conditions.
  - (7) Landscaping and sidewalk placement required adjacent to arterial and collector streets: A portion of land eleven feet (11') in depth behind the back of curb will be dedicated as part of any residential development adjacent to arterial and collector streets as Right-of-Way. Within that Right-of-Way the developer shall install a landscape strip with a sprinkler system to the City of Twin Falls Parks and Recreation standards and shall also install a sidewalk to current adopted standards. The landscaping will be maintained by the city and funded through a fee added to the utility bill of each account within the development. Irrevocable restrictive covenants for this development and maintenance shall provide for this funding. TFCC §10-12-4.2(O).
  - (8) Streetlights as determined by City policy for street light installation.
  - (9) The cost of any street signs or traffic control devices installed by the City on new or existing streets.
- (b) City Costs
- (1) None

(c) Required Inspections and Testing

- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

WATER SYSTEM

(a) Required Improvements

- (1) Pursuant to City Code Section 7-8-3, 7-8-10 and 10-12-4.2 water line and fittings eight inch (8") minimum diameter that will transport a flow of water, which will satisfy fire, domestic, other water demands of the development, based upon the City water pipe sizing plan and computer water model. Water line extension shall include connection from the existing City Water System to each building site and fire hydrants and then loop back to the City System in a manner that will provide a properly functioning system approved by the City Engineer, Water Superintendent and Fire Marshall. If the development is to be constructed in phases, the water system shall be looped back to the City system during the first phase. Any water main connections closer than 150' to each other will not be considered looped without prior City approval. No dead-end lines longer than 150 feet will be allowed during any phase of the project.
- (2) Water lines and fittings adjacent to and internal to the development shall be sized to continue the orderly expansion of the City water distribution network in accordance with existing sizing guidelines.
- (3) Water valves that will allow temporary suspension of water flow for maintenance and repair of portions of water system without causing undue inconvenience to a large number of users or creating a critical situation in the suppression of fires.
- (4) Fire hydrant connections and fire hydrants spacing shall comply with the minimum standards set by the Fire Rating Bureau, American Water Works Association, and the International Fire Code. The maximum length of dead end water lines shall be one hundred and fifty feet (150'). Fire hydrants with STORZ connectors are required in all developments.

- (5) One water service line shall be constructed to each building site at the time the water mains are installed. The design shall minimize the length of the service line and shall terminate at the Right-of-Way. Service taps are not allowed in intersections.

Meters shall be grouped at adjacent side lot lines when possible or at another location if requested by the Developer and approved by the City Engineer and Water Superintendent. Water meter boxes will not be allowed in driveway approaches or sidewalks. Any cost associated with relocating meters from driveway approaches will be the responsibility of the Developer or Lot Owner.

All new water service lines made from new water mains to serve any new development will be the responsibility of the Developer. The developer shall complete all work except when connecting to a live waterline. The City will make the necessary main line taps after payment of the required water connection permit fees.

- (6) One water service line tap, meter box, and service line shall be constructed for each building connected to the City water system. Multi-units less than three may be approved for additional service lines. It is understood and agreed that the City will make all service line taps on live lines, and that the fee paid by the developer for a Water Connection Permit will reimburse the City for such work. All other work to be completed by the Developer.
- (7) It is further understood and agreed that the City will make all connections to the existing water system. The developer will disinfect the water system and submit testing results to the City prior to making the system live.
- (8) All water valves shall be provided with a gravel access 12” thick where no public roadway currently exists.

(b) City Costs

- (1) None.

(c) Required Inspections

- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls Revisions thereto.

### WASTE WATER COLLECTION SYSTEM

#### (a) Required Improvements

- (1) Pursuant to City Code Section 10-12-4.2 a wastewater collection system (eight-inch (8") minimum diameter) that will transport a flow of wastewater, under conditions of maximum and minimum discharge from the development to the existing City waste water system.
- (2) Wastewater lines adjacent to or internal to the development will be sized to continue the orderly expansion of the City Wastewater Collection System in accordance with existing sizing guidelines and computer sewer model.
- (3) Manholes to provide access for maintenance and cleaning of the sewer lines located at any change of grade or alignment of the sewer, at the end of each sewer and spaced not more than four hundred feet (400') apart.
- (5) All manholes shall be provided with a gravel access 12" thick where no public roadway currently exists.

#### (b) City Costs

- (1) The City will perform the CCTV inspection on waste water lines which are part of the construction phase.

#### (c) Required Inspections and Testing

- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

### STORM DRAINAGE SYSTEM

#### (a) Required Improvements

- (1) Any valley-gutters, ditching, grading or other surface drainage facilities necessary to convey any storm run-off originating from or traversing across the proposed development over the land surface to a point of retention, detention or discharge approved by the City Engineer.
- (2) Any catch basin, storm sewer and other sub-surface drainage facilities necessary to convey any storm run-off, originating from or traversing across the proposed development, to a point of retention, detention or discharge approved by the City Engineer.

- (3) If storm run-off cannot be conveyed without causing damage to public or private property or without being an unreasonable inconvenience or hazard to a private individual, a group of individuals, or the general public, the storm drain shall be piped to the retention facility.
  - (4) All retention areas are to be on a designated lot to be maintained by the owner or when applicable, in a dedicated/exclusive storm water easement, granted to the City of Twin Falls.
- (b) City Costs
- (1) The City will perform the CCTV inspection on storm water lines which are part of the construction phase.
- (c) Required Inspections and Testing
- (1) The City will inspect all dry wells for geometry and materials. Rock will be submitted to the Developer's Engineer for confirmation of void space prior to placement in dry wells. Documentation of confirmation shall be provided to the city engineering department. A request for inspection shall be called in, forty eight (48) hours in advance or two (2) working days whichever is greater.

#### GRAVITY IRRIGATION SYSTEM

- (a) Required Improvements
- (1) Any pipe, boxes or other appurtenances necessary to convey all irrigation water in underground pipe across the development and any adjacent public property. Privately owned Irrigation facilities shall be constructed on private property except where it is necessary for irrigation water to cross the public right-of-way and all such crossings shall be perpendicular to the center line of said right-of-way unless otherwise approved by the City Engineer due to some unusual condition. Fences, sidewalks or other permanent features will not be located on top of irrigation facilities. Irrigation facilities shall not be located in City Right-of-Way, except in crossings perpendicular to the right-of-way.
- (b) City Costs

- (1) None.
- (c) Required Inspections and Testing
  - (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

PRESSURE IRRIGATION SYSTEM

- (a) Required Improvements
  - (1) Pursuant to Section 10-12-4-2 of the City Code, the use of the City's potable water supply as the primary source of irrigation water in all new developments shall be prohibited. For purposes of this subsection, the term "new development" means any new subdivision or ZDA, or any development of any parcel of land of three-fourths (3/4) of an acre or larger that is not part of a subdivision or ZDA. One (1) share of Twin Falls Canal Company Water for each acre of property within the subdivision shall be transferred to the City of Twin Falls, before the filing of the final plat or receiving an improvement acceptance letter, for use in the City's pressurized irrigation system.
  - (2) Pressure irrigation water mains and fittings shall satisfy the currently adopted Pressurized Irrigation master plan.
  - (3) Pressure irrigation lines and fittings adjacent to and internal to the development shall be sized to continue the orderly expansion of the City Pressure Irrigation water distribution network in accordance with currently adopted Pressurized Irrigation Master Plan sizing guidelines.
  - (4) Pressurized irrigation valves that will allow temporary suspension of water flow for maintenance and repair of portions of water system without causing undue inconvenience to more than 30 users. One pressure irrigation water service line shall be constructed to each lot at the time the pressure irrigation water lines are installed. The design shall minimize the length of the service line and shall terminate at the Right-of-Way. Service taps will not be allowed in the intersection.

One Pressure irrigation water service line tap, irrigation box, and service line shall be constructed for each lot connected to the City pressure irrigation water system.

- (5) The Developer shall be responsible for all costs incurred in designing and installing the public pressure irrigation station to City Standards and Specifications or as an agreement negotiated with the City Engineer. This includes the land, pumps, motors, filters, enclosures, delivery system to the station from the TFCC head gate and away from the station on the historical path, storage, Supervisory Control and Data Acquisition (SCADA) system, and power to the station.
  - (6) All pressure irrigation system plans must be prepared by the Developer's engineer and shall be according to the Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the ISPWC
  - (7) The Pressure Irrigation System shall be located within easements, right-of-ways and/or property deeded to the City of Twin Falls.
  - (8) Private Pressure Irrigation Systems shall be located outside City Right-of-Way and within easements. No Public infrastructure will be associated with a private Pressure Irrigation System.
- (b) City Cost.
- (1) None
- (c) Required Inspections and Testing
- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

#### SPECIAL FEATURES

Pursuant to commitments made by the Developer as conditions of approval of the development, the following special features shall be constructed:

- a) Required Improvements

---



---



---

- b) City Costs
  - (1) None.

XIII.

The developer shall submit an Improvement Agreement with each individual construction phase.

The two (2) year time limit, (indicated in Section VI of the Agreement) for completing the required improvements shall begin from the date of the recordation of this agreement. The Developer may request an extension of the approvals previously given for another two (2) years.

XIV.

This agreement shall bind the parties hereto, their heirs, successors in interest, and lawful assigns.

XV.

In the event of a breach of Agreement, or should legal action of any kind be taken to enforce the provisions, hereof, the prevailing party shall be entitled to reasonable attorney fees and costs awarded by the Court.



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



*[Signature]*  
 Notary Public for Idaho  
 Residing TWIN FALLS, ID  
 EXP: 8.26.2030

PARTNERSHIP  
 STATE OF IDAHO )  
 )ss.  
 County of Twin Falls )

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, the undersigned, a Notary Public for Idaho, personally appeared \_\_\_\_\_, known or identified to me (or proved to me on the oath of \_\_\_\_\_) to be one of the partners in the partnership of \_\_\_\_\_, and the partner or one of the partners who subscribed said partnership name to the foregoing instrument, and acknowledged to me that he 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 Idaho  
 Residing \_\_\_\_\_





**Date:** Monday, April 13, 2026  
**To:** Honorable Mayor and City Council  
**From:** Sam O'Leary, Staff Engineer, Staff Engineer

### **ACTION ITEM**

**Request:**

Request to Award the 2026 Seal Coat Project - Chip Seal to Boswell Asphalt Paving Solutions, Inc. in the amount of \$1.6 million.

**Time Estimate:**

5 minutes

**Background:**

The City is divided into 8 maintenance zones containing approximately the same amount of road surface. Each year, as part of the zone maintenance program, the Street Department invests substantial funding into the road surface treatments in a specific zone, to help preserve and extend the life of the pavement. The goal is to seal coat an entire zone each year using one of several surface treatments. This year, Zone 6 will be chip sealed due to the aging pavement exhibiting significant distress.

On April 01, 2026 bids were opened. 2 bids were received. The apparent low bidder is Boswell Asphalt Paving Solutions, Inc. in the amount of \$1.6 million.

**Approval Process:**

N/A

**Budget Impact:**

The low bid came in under budget due to the utilization of some existing materials owned and repurposed by the City. The budget is \$1.9 million and the award amount is to be \$1.6 million. The remaining amount may be utilized for additional road surface maintenance, fog sealing, crack sealing, sealing of City parking lots, purchasing tabs to preserve the locations of existing pavement markings, and purchasing new thermoplastic pavement markings this year.

**Regulatory Impact:**

N/A

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

Staff recommends that City Council authorize the Mayor to sign the contract for the 2026 Seal Coat Project — Chip Seal with Boswell Asphalt Paving Solutions, Inc. in the amount of \$1.6 million.

**Attachments:**

None





**Date:** Monday, April 13, 2026  
**To:** Honorable Mayor and City Council  
**From:** Shawn Barigar, Economic Development Director

### **ACTION ITEM**

**Request:**

Consideration of a request to accept a \$2,500 America250 in Idaho Celebration Fund grant and authorize the Mayor to execute the grant agreement.

**Time Estimate:**

**Background:**

The year 2026 marks the 250th anniversary of the signing of the Declaration of Independence. In coordination with statewide efforts led by the America250 in Idaho Advisory Council, the City of Twin Falls has initiated planning for a series of community events and celebrations to commemorate this milestone. A "Twin Falls America250 in Idaho" planning team comprised of city employees from across the organization and Vice Mayor Craig Hawkins are leading the celebration efforts.

Planned local programming includes tying in to patriotic community events, public engagement activities, and an enhanced fireworks display aligned with the City's annual Independence Day celebration. These efforts are intended to celebrate the nation's history while reinforcing community pride and engagement in Twin Falls.

To support these activities, the City applied for funding through the America250 in Idaho Celebration Fund.

On April 2, 2026, the City received notification of award in the amount of \$2,500 for the "Twin Falls America250 in Idaho" projects. The award provides a modest but meaningful contribution toward planned America250 programming, specifically supporting the City's enhanced fireworks and community celebration efforts.

Participation in the America250 initiative aligns with the City's broader goals of promoting community engagement and civic pride, supporting tourism and visitation, and leveraging statewide partnerships for local benefit. The grant does not require a local match and presents minimal administrative burden. The grant agreement requires execution by the City and includes standard provisions related to allowable expenses, recordkeeping, and submission of a final summary report with event documentation.

**Approval Process:**

A majority vote of a quorum of the City Council present at the meeting.

**Budget Impact:**

The \$2,500 grant will offset costs associated with America250-related programming. No additional City funds are required as a condition of acceptance.

**Regulatory Impact:**

N/A

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

Staff recommends the Council approve acceptance of the \$2,500 America250 in Idaho Celebration Fund grant and authorize the Mayor to execute the grant agreement.

**Attachments:**

1. A250 Notice of Award City of Twin Falls
2. A250\_Grant\_Agreement\_City\_of\_Twin\_Falls\_InProgress



## Notice of Award

April 2, 2026

Dear Shawn,

Congratulations! The America250 in Idaho Advisory Council hereby awards a grant in the amount of \$2,500 to the City of Twin Falls for your project, Twin Falls America250 in Idaho Fireworks.

Your grant agreement is uploaded to the Euna AmpliFund portal for eSignature. The agreement outlines the terms and conditions of this award. I would like to highlight two provisions:

- Grantees are not required to submit receipts for reimbursement, as the money will be awarded as an advance. Recipients shall maintain those records for three years in accordance with state records retention policy.
- Upon completion of the project, we request a summary and a few pictures as a final report.

Please sign at your earliest convenience to ensure a timely disbursement of funds.

If you have any questions or need further clarification, do not hesitate to contact me by phone (208)332-2829, or e-mail [mhavey@sos.idaho.gov](mailto:mhavey@sos.idaho.gov). We look forward to seeing the positive impact your project will have on the celebrations to come this year.

Signed,

A handwritten signature in black ink, appearing to read 'Margaret Havey'. The signature is fluid and cursive, with a long, sweeping tail on the 'y'.

Margaret Havey  
Grant Manager

**America250 in Idaho Celebration Fund  
Grant Agreement**

State Agency:

Idaho Secretary of State

Grantee:

City of Twin Falls

Agreement Amount:

\$2,500.00

Effective Date:

Fund Expenditure End:

December 31st, 2026

Agreement Authority

Idaho code Section 57-832 created the America250 Commemoration Fund and America250 Advisory Council which shall direct and approve all distributions of funds from the America250 Commemoration Fund. The Council formally established the Celebration Fund Grants and authorized \$250,000 for local jurisdictions.

Representatives

For the State:

Margaret Havey

Grant Manager

Office of the Idaho Secretary of State

450 N 4<sup>th</sup> St.

Boise, ID 83720

For Grantee:

Shawn Barigar

City of Twin Falls

203 Main Avenue East

Twin Falls ID 83303-1907

Signature Page

The Parties hereto have executed this agreement

Each person signing this Agreement represents and warrants that the signer is duly authorized to execute this Agreement and to bind the Party authorizing such signature.

City of Twin Falls

Office of the Idaho Secretary of State

By: Shawn Barigar

By: Margaret Havey, Grant Manager

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

IN-PROGRESS

1. Parties

This Agreement is entered into by and between Grantee named on the Cover Page for this Agreement (the “Grantee ”), and the STATE OF IDAHO acting by and through the State agency named on the Cover Page for this Agreement (the “State”). Grantee and the State agree to the terms and conditions in this Agreement.

2. Term and Effective Date

A. Effective Date

This Agreement shall not be valid or enforceable until the Effective Date, and the Grant Funds shall be expended by the Fund Expenditure End Date shown on the Signature and Cover Page for this Agreement. The State shall not be bound by any provision of this Agreement before the Effective Date, and shall have no obligation to pay Grantee for any Work performed or expense incurred before the Effective Date, or after the Fund Expenditure End Date.

B. Initial Term

The Parties’ respective performances under this Agreement shall commence on the Agreement Performance Beginning Date shown on the Cover Page for this Agreement and shall terminate on the Initial Agreement Expiration Date shown on the Cover Page for this Agreement (the “Initial Term”) unless sooner terminated or further extended in accordance with the terms of this Agreement.

3. Statement of Work and Allowable Expenses

Grantee shall complete the Work as described in this Agreement and in accordance with the provisions of Exhibit A (Grantee Application). The State shall have no liability to compensate Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this Agreement.

A. Allowable Expenses

Educational and community events and displays that celebrate the American Revolution, and Declaration of Independence semiquincentennial in Idaho.

B. Disallowed Expenses

Grant funds cannot be used for political purposes or to engage in lobbying or other partisan political activities, religious activities, the purchase of alcohol, or capital equipment such as computers, cameras etc.

4. Payments to Grantee

A. Maximum Amount

Payments to Grantee are limited to the unpaid, obligated balance of the Grant Funds. The State shall not pay Grantee any amount under this Agreement that exceeds the Agreement Maximum shown on the Cover Page of this Agreement.

B. Payment Procedures

Payments will be made as an upfront disbursement upon execution of this grant agreement by both parties. The Grantee must provide LUMA vendor number and remit-to location.

C. Payments to Partnering Organizations

If Grantee is partnering with other organizations for items outlined in their application, it is the responsibility of Grantee to make those payments to sub-recipients, and ensure that funds are used for approved expenses.

D. Receipts and Recordkeeping

Grantee is not required to submit receipts as the award is disbursed as an advance. Records shall be maintained for three years in accordance with the State of Idaho's records retention policy. Upon request, the Grantee shall provide records subject to inspection pursuant to Idaho Code section 74-102.

5. Close-Out

Grantee shall close out this Award within 45 days after the Fund Expenditure End Date shown on the Cover Page for this Agreement. To complete close-out, Grantee shall submit a written report describing the outcome of the project, and provide pictures of the event or display.

7. Termination of Grant

The State may terminate this Grant and all rights, liabilities and obligations due hereunder, at any time, if Grantee shall fail to cure within ten(10) working days after receipt of written notice of any of the following defaults:

- A. Grantee refuses or neglects or is unable to provide the work or materials contemplated by this Grant;
- B. Grantee fails to provide the work or materials contemplated by this Grant in a timely manner;
- C. Grantee fails to comply with any one or more of the terms of this Grant, or performs in bad faith;
- D. Grantee disregards any applicable statutes, ordinances, rules, directives, or orders of any governmental entity.



**Date:** Monday, April 13, 2026  
**To:** Honorable Mayor and City Council  
**From:** Brent Wright, Captain

## **ACTION ITEM**

### **Request:**

Consideration of a request to adopt the amended chapter 14 of the City Code pertaining to Transient Merchants, Vendors, Peddlers and Solicitors.

### **Time Estimate:**

The presentation will take approximately five (5) minutes. Following the presentation, time may be needed for questions and answers.

### **Background:**

The proposed amended City Code was brought before the Honorable Mayor and City Council on September 15, 2025. The FBI reviewed the proposed amended City Code and felt the language was too vague. Based on their feedback, the term "entity" was changed to "business entity formed under or recognized by Idaho State Law."

As mentioned in the September 15, 2025, City Council meeting, the current City Code does not require brick and motor businesses to obtain a door-to-door business license and subject their salespeople to a background check before engaging in door-to-door sales. The recommended amendments will require anyone engaging in door-to-door sales to submit to a background check and obtain a door-to-door vendor's license before engaging in those activities.

### **Approval Process:**

Should the City Council desire to adopt the ordinance, a special motion to waive the rule and place the ordinance on third and final reading by title only, will need to be approved. Following the reading of the title, the ordinance can be approved by a simple majority vote of the City Council.

Following Council approval and the signature of the Honorable Mayor, the adopted ordinance must be sent to the state and to the FBI for approval.

### **Budget Impact:**

There will be no impact on the City budget.

### **Regulatory Impact:**

Approval of this request will allow our officers to properly identify people who have committed infraction violations as well as criminal violations in order to charge and prosecute the appropriate individual.

### **History:**

N/A

### **Analysis:**

N/A

**Conclusion:**

City Staff recommends that the City Council adopt the attached amended ordinance as presented.

**Attachments:**

1. Revised amendments 2026-04-07

ORDINANCE NO. 2025-018

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
TWIN FALLS, ID PROVIDING FOR THE AMENDMENT OF  
TWIN FALLS CITY CODE TITLE 3 CHAPTER 14, TRANSIENT  
MERCHANTS, VENDORS, PEDDLERS AND SOLICITORS

WHEREAS, the City Council previously amended Chapter 14, Title 9 regarding Transient Merchants, Vendors, Peddlers, and Solicitors through Ordinance No. 2025-18 in September 2025; and

WHEREAS, subsequent to the enactment of that Ordinance the City received communication that the FBI's Office of General Counsel would not honor the provisions relating to fingerprinting in Section 3-14-4 of this Ordinance unless certain terms were changed to be more specific;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

That Chapter 14, Title 9 regarding Transient Merchants, Vendors, Peddlers, and Solicitors be amended as follows:

CHAPTER 14

TRANSIENT MERCHANTS, VENDORS, PEDDLERS AND SOLICITORS  
GENERAL REQUIREMENT FOR DOOR-TO-DOOR SALES:

All individuals, whether or not they are employed by or affiliated with any partnership, corporation, or other **entity business entity formed under or recognized by Idaho state law**, who engages in door-to-door sales, solicitation, canvassing, or peddling within the City of Twin Falls shall be required to obtain prior clearance, including background vetting and approval, through the City of Twin Falls before conducting any such activity. This requirement applies regardless of whether the individual or his/her employing or affiliated business maintains a permanent, fixed, or brick-and-mortar location, and regardless of business type, ownership, or affiliation.

3-14-1: DEFINITIONS

PEDDLER:

Any person, whether a resident of the City or not, traveling by foot, motor vehicle or any other type of conveyance, however propelled, drawn, pushed or moved, from place to place, from house to house or from street to street, carrying, conveying or transporting goods, wares, merchandise, food or farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or who, without traveling from place to place shall sell or offer the same for sale from a wagon, vehicle, railroad car, or any other type of conveyance. The word "peddler" shall include the words "hauler" and "hucksters."

All individuals intending to engage in such activity shall be required to obtain prior clearance and approval through the City of Twin Falls before conducting any door-to-door sales, regardless of whether the individual or his/her employing or affiliated business maintains a permanent or brick-and-mortar location.

**SOLICITOR OR CANVASSER:**

Any person, whether a resident of the City or not, traveling either by foot, motor vehicle or any other type of conveyance, from place to place, from house to house or from street to street, taking or attempting to take, in person, orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not collecting advance payments on such sales. This definition includes any person who, for themselves or on behalf of another, hires, leases, uses or occupies any building, structure, tent, railroad boxcar, boat, hotel room, lodging house, apartment, shop or any other place within the City for the sole purpose of exhibiting samples and taking orders for future delivery.

All solicitors or canvassers engaging in door-to-door activity must be vetted and cleared by the City of Twin Falls before beginning such activity, without exception for those affiliated with or operating out of permanent business premises.

**TRANSIENT MERCHANT, ITINERANT MERCHANT OR ITINERANT VENDOR:**

For the purposes of this Chapter, a "transient merchant," "itinerant merchant," or "itinerant vendor" is defined as any person, whether or not employed by or affiliated with a firm, corporation, or other **business** entity **formed under or recognized by Idaho state law, whether as owner, agent, consignee, or employee**, and whether a resident of the City or not, who engages in a temporary business of selling and delivering goods, wares, and merchandise within the City and who, in furtherance of such purpose, hires, leases, uses or occupies any public or private place, building, motor vehicle, tent, railroad boxcar, public room in a hotel, lodging house, apartment, shop, street, or other location within the City for the exhibition and sale of such goods, wares, and merchandise, either privately or at public auction.

All such merchants or vendors who intend to operate door-to-door must obtain prior clearance from the City of Twin Falls, regardless of whether they are affiliated with an established business location.

A "temporary business" is one which is expected to be in operation for six (6) months or less within the City. This definition shall not include nor be construed to include:

- (A) Public or private auction for the disposal by an established business of its assets or an individual for items of personal and household use.

- (B) Any person, partnership or corporation selling or dealing only with retail merchants within the City, and being exclusively wholesale sellers and dealers.
- (C) Any religious or charitable corporation or organization engaging in any one or more of the above activities for strictly nonprofit purposes.
- (D) Any arts or crafts shows or fairs where the items for sale are exhibited by the person producing the items; and, the exhibitor was invited by the sponsoring party; the names of participants are accumulated by the sponsoring party to be made available to the City Council or Clerk.
- (E) Any sales pursuant to court order.
- (F) The sale of farm or garden products by the persons producing such products.
- (G) The sale of a newspaper subscription in which the seller is a person engaged in both the delivery and sale of the newspaper.
- (H) Political groups seeking funds or memberships.
- (I) Sales of Christmas trees and wreaths.

Any person, whether or not employed by or affiliated with a partnership, or corporation or other **entity business entity formed under or recognized by Idaho state law,** who is so engaged shall not be relieved from complying with the provisions of this Chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of or in the name of any local dealer, trader, merchant or auctioneer.

Passed by the City Council

\_\_\_\_\_

Signed by the Mayor

\_\_\_\_\_

MAYOR

Attest:

\_\_\_\_\_  
Deputy City Clerk

Published: \_\_\_\_\_





**Date:** Monday, April 13, 2026  
**To:** Honorable Mayor and City Council  
**From:** Brent Wright, Captain

### **ACTION ITEM**

**Request:**

Consideration of a waiver request for selling alcohol closer than 300 feet to a school or church (Idaho Statute 23-303)

**Time Estimate:**

**Background:**

Idaho Code indicates that alcohol may not be sold for on-site consumption when the premises selling the alcohol is closer than 300' to a church or school (Idaho Statute 23-303). However, Idaho Statute 23-1011B indicates that the governing board of a municipality may approve a waiver to that restriction.

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

1. 36bdeb5b-917f-40ae-b3e8-de919506aaea

## Jennifer Church

---

**From:** Brent Wright  
**Sent:** Monday, April 6, 2026 8:49 AM  
**To:** Jennifer Church  
**Subject:** Fw: Waiver for Hong Kong TF

Will you add this email to the staff report for Hong Kong?

Thanks,

### ***Brent H. Wright***

Captain  
Twin Falls Police Department  
321 2<sup>nd</sup> Avenue East  
Twin Falls, ID 83301  
[bwright@tfid.org](mailto:bwright@tfid.org)  
208-735-7216



---

**From:** Yan <hongkongoftf@gmail.com>  
**Sent:** Thursday, April 2, 2026 4:24 PM  
**To:** Brent Wright <bwright@tfid.org>  
**Subject:** Waiver for Hong Kong TF

⚠ Caution: EXTERNAL SENDER – Be cautious opening any links or attachments from unknown or unexpected senders.  
If the sender appears to be from tfid.org, do not trust the email.

Good afternoon,

My name is Yan, I own Hong Kong of Twin Falls on Cheney Drive. I am working on getting a beer and wine license but was told I needed to get in touch with you about a waiver since we are located close to Canyon Ridge. Please let me know what information you need from me in order to make this happen.

Thank you!



**Date:** Monday, April 13, 2026  
**To:** Honorable Mayor and City Council  
**From:** Nathan Erickson, Environmental Manager

### **ACTION ITEM**

**Request:**

Request the allocation of additional funds from the wastewater reserves in the amount of \$51,414.15 to cover fiscal year 2024-2025 contract overages on the OMI (Jacobs) contract for the operations of the wastewater treatment plant and lift stations.

**Time Estimate:**

5 minutes

**Background:**

The City of Twin Falls has partnered with Operations Management International (OMI/Jacobs/CH2M) for over 40 years to manage the city's wastewater treatment needs. For the fiscal year 2024-2025, the contract amount was \$3,906,648.37. Typically, the city does not exceed this contracted amount, and any unused portion is rebated back to the city. However, in FY 2024-2025, total expenditures exceeded the contracted amount by \$51,414.15. Therefore, it is requested that the city authorize payment of this overage using wastewater reserve funds. Also attached is the 2025 annual report from Jacobs, which includes information and accomplishments at the wastewater treatment plant.

**Approval Process:**

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

**Budget Impact:**

Sufficient funds are available in wastewater reserves to expend the unbudgeted amount of \$51,414.15.

**Regulatory Impact:**

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

City staff asks that Council approve the payment of the overage from wastewater reserve funds.

**Attachments:**

1. Twin\_Falls\_AR\_2025\_Final



Challenging today.  
Reinventing tomorrow.



**2025**

Annual Report

**Twin Falls,  
Idaho**

**By the numbers**

**460+ days** worked without a recordable injury

**1,412 hours** of regional technical support provided

**9,815** completed maintenance work orders, with **99%** predictive maintenance versus **1%** corrective maintenance

**12,000** samples collected and processed

**99.61%** permit compliance

**\$386,959** in rebates to the client over the past five years

## Dedicated team at the helm

Since 1985, Jacobs has maintained a long-standing partnership with the City of Twin Falls to operate and maintain the wastewater treatment plant (WWTP). This collaboration represents one of Jacobs' longest continuous service municipal contracts. Our dedicated team of 20 brings over 174 years of experience and is committed to serving the more than 50,000 City residents.

**Jacobs staff is organized to focus on efficient and compliant operations**

***This year, our team added 11 certifications — underscoring our dedication to continuous improvement and professional growth.***

<b>Name and title</b>	<b>Years of experience</b>	<b>Certification and licenses</b>
Dan Black Project Manager	25	Idaho Drinking Water Distribution Operator Class 2 Idaho Wastewater (WW) Treatment Operator – Land Application Idaho WW Collections Operator Class II Idaho WW Laboratory Operator Class I Idaho WW Treatment Operator Class IV
Harry Stites Assistant Project Manager	32	Idaho WW Treatment Operator Class II Idaho WW Collections Operator Class IV
Carol VanLoo Administrative Assistant	11	
Calie Cromwell Operations Lead	8	Idaho WW Treatment Operator Class II Idaho Drinking Water Distribution Operator Class I
Colt Bess Maintenance Lead	7	Idaho WW Collections Operator Class I
Dylan Aguiar Operator	6	Idaho Drinking Water Distribution Idaho WW Collections Operator Idaho WW Treatment Operator Class II
Nathan Starr Operator	6	Idaho WW Treatment Operator Class II Idaho WW Collections Operator Class I
Cody Swensen Operator	3	Idaho WW Treatment Operator Class I Idaho WW Collections Operator Class I Idaho Drinking Water Distribution Operator Class I
Matt Rodriguez Operator	3	Idaho WW Treatment Operator Class I Idaho WW Collections Operator Class I
Rachel Limas Operator	3	
Spencer Geilman Operator	2	Idaho WW Treatment Operator Class I Idaho WW Collections Operator Class I
Scott Fuller Maintenance	30	Idaho WW Treatment Operator Class II Idaho WW Collections Operator Class IV Idaho WW Treatment Operator - Land Application
Bryan Staten Maintenance	13	Idaho WW Collections Operator Class I
Victor Martinez Mechanic	9	
Paul Markle Mechanic	2	
Lauren Lyda Industrial Pretreatment Program (IPP) Coordinator	2	
Mikala Clark Laboratory Lead	6	Idaho WW Laboratory Analyst Class I
Jeniece Powell Laboratory Technician	4	
Dallas Trabue Laboratory Technician	1	
Jose Viiaycana Laboratory Technician	1	



## Maximizing value: Jacobs' unique service of offerings

The following value-added projects are in process or have been completed by Jacobs at no additional cost to the City.

### Energy consumption reduction

Jacobs implemented an energy cohort program designed to support the City in optimizing energy usage at the WWTP. Through collaboration between our energy management team and City personnel, the program identifies opportunities for efficiency improvements and turns them into cost-saving practices.

#### ■ Client benefit:

**Reduced energy consumption by 10% and generated annual cost savings of approximately \$80,000 for the City.**

### Micro-aeration system

As part of our 10-year extension with the City of Twin Falls, Jacobs purchased a new micro-aeration system for the WWTP. The system uses a small amount of oxygen to treat hydrogen sulfide in the digester gas — eliminating the need for chemical treatment methods and improving operational sustainability.

#### ■ Client benefit:

**Potential to save up to \$130,000 in chemicals each year.**

### Heat exchanger and digester replacement

Due to the aging infrastructure, we replaced two heat exchangers and digester valves at a cost-saving price. This project was sent out for bid proposals, and we had no interest from outside contractors.

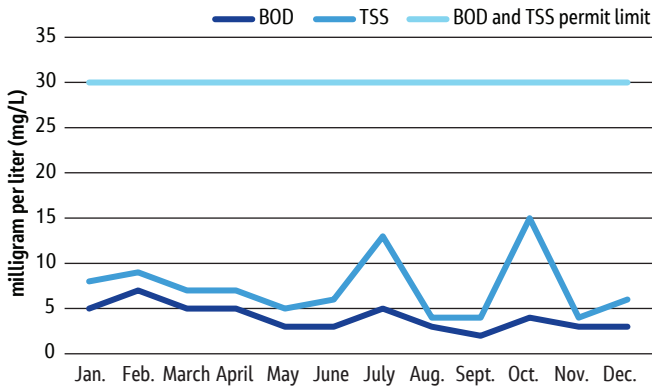
#### ■ Client benefit:

**Jacobs regional maintenance took this project on and finished in the requested time frame and under budget.**

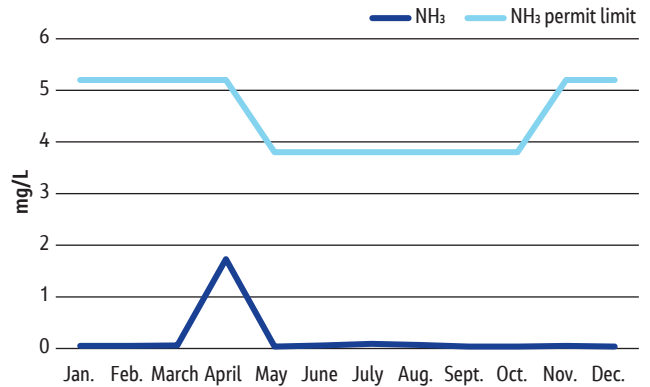
# Operations highlights



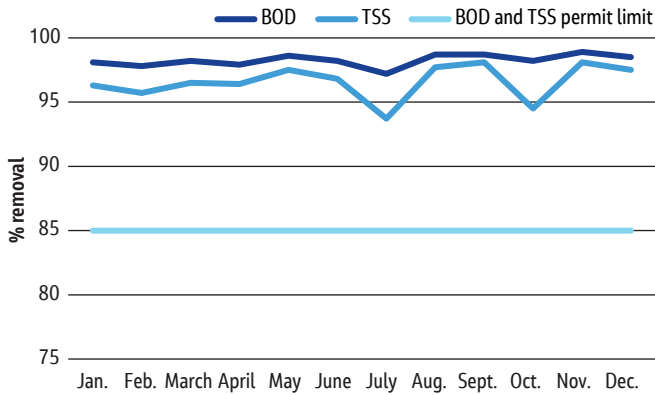
Monthly average biochemical oxygen demand (BOD) and total suspended solids (TSS) versus permit limit



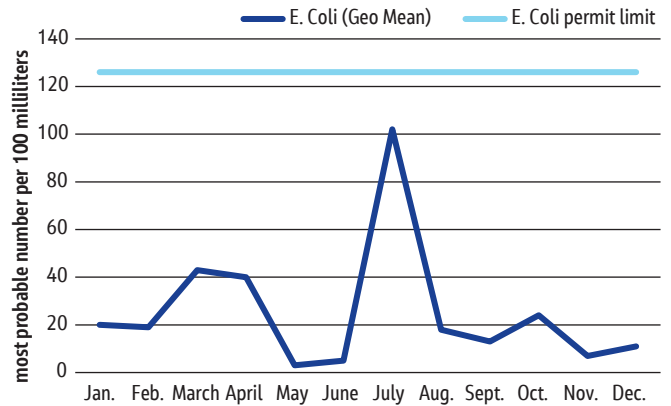
Monthly average total ammonia (NH<sub>3</sub>) versus permit limit



Monthly average BOD and TSS versus percent removal permit limit



Monthly average E. coli versus permit limit



## Laboratory quality assurance and quality control

Jacobs operates a state certified laboratory that collects and performs daily in-house analysis, coordinates and collects samples and maintains quality assurance/quality control in accordance with the state and federal regulations outlined in our National Pollutant Discharge Elimination System permit.

***Jacobs laboratory staff analyzed 12,000 samples required for process control and reporting.***



## Industrial pretreatment program

The IPP aims to protect the publicly owned treated works by monitoring pollutants, reporting results and working with the client and industrial users. This program places responsibility for the oversight of industrial facilities such as Vestis Services, Glanbia Foods, Inc., Independent Meat CO., Eagle Eye Produce, Inc., Lamb Weston Inc., WestRock Company, Chobani, LLC, Mondelez Global, LLC and a multijurisdictional agreement with the City of Kimberly.

Additionally, our team currently operates the pretreatment facility for Mondelez on behalf of the City.

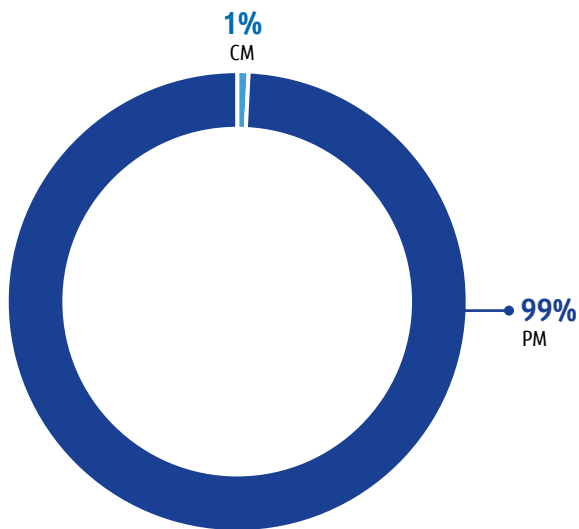
This year, we developed a new database in Hach WIMS that helps streamline our process. The system is more reliable and accurate — saving the plant on labor and time.

## Maintenance and asset management

Jacobs is committed to protecting the City's facilities and equipment by practicing routine preventive and predictive maintenance (PM/PdM). Corrective maintenance (CM) does occur when equipment repairs are needed, but our principal emphasis is PM and PdM.

We completed 9,815 work orders — of those, 9,737 were PM and 78 were CM work orders, well exceeding the 80/20 industry standard. Jacobs maintains the City's assets with the goal of minimizing unplanned and emergency repairs.

### Maintenance program performance



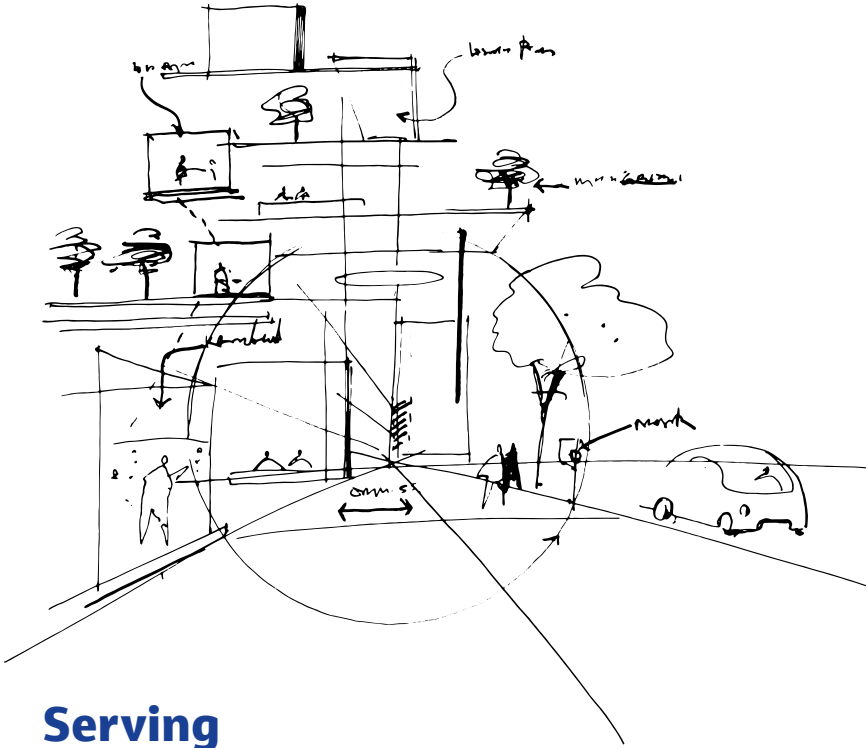
Major maintenance activities completed this past year included:

- ☐ Ran the sewer lift stations across the City.
- ☐ Converted waste gas flare pilot to natural gas.
- ☐ Rebuilt waste gas pilot control panel.
- ☐ Installed radar and pressure transducer on both digesters for level control.
- ☐ Installed flow meters on sludge return lines.
- ☐ Installed equipment for our micro-aeration project.
- ☐ Assisted the City with installation of a new primary sludge line going into our gravity belt building.
- ☐ Replaced scum pumps on primary and secondary clarifiers.
- ☐ Installed a new hot water recirculation pump for the boilers.
- ☐ Replaced W3 booster pump for the gravity belt thickener.
- ☐ Rebuilt three belt press sludge feed pumps.
- ☐ Replaced the polymer air transport dehumidifier.

## Financial summary

Over the past five years, annual financial close-outs have consistently demonstrated a net cost benefit to the client with an overall **rebate of \$386,959**.

Year	Amount	Outcome
Contract year (CY) 37	\$51,414	Invoiced to client
CY 36	\$221,331	Rebated to client
CY 35	\$111,686	Rebated to client
CY 34	\$26,845	Invoiced to client
CY 33	\$132,201	Rebated to client



## Serving our community

We strive to support and be an integrative part of the community, promoting learning and goodwill. Community activities this past year included:

- Participated in the Southeast Idaho Operator Section.
- Donated food to the Filer Senior Living Center.
- Contributed to the Association of Idaho Cities.
- Member of the Chamber of Commerce.

## Enhancing our safety culture

Our team takes immense pride in our safety program and accomplishments. This year we celebrated working **more than 460 days** without a single recordable incident. To further our commitment, Paul Markel and Spencer Geilman serve as our safety champions. We maintain our focus on providing a positive, safe and healthy work environment.





## Sustainability in action

Jacobs' vision is to be a recognized leader in sustainable operations and maintenance (O&M), and our mission is to collaborate and learn together to leave a more sustainable footprint for our clients and communities. At the WWTP, we work to do our part for the environment locally and globally.

Our goals and accomplishments this year included:

- Reducing energy consumption by 10%.
- Recycling products and materials — including gloves, cardboard, paper and plastics.

Matt Rodriguez serves as the WWTP's sustainability champion. In this role, he establishes annual sustainability goals and monitors our progress, ensuring the team remains aligned and reduces our overall environmental impact.

## Committing to the future

Heading into next year, our team is targeting the following projects:

- Start on the micro-aeration project. This has the potential to reduce or eliminate the use of a dangerous chemical in our treatment process and reduce the cost of up to \$130,000 annually.
- Replace a damaged airline that limits the use of our aeration basins.
- Replace the old ceramic air system diffusers with a new membrane product.
- Optimize phosphorus treatment in the system.
- Replace a damaged HVAC system on belt filter press building.

**Jacobs is proud to serve the City of Twin Falls as your O&M partner. We look forward to moving our relationship forward as we support the City, community, public health and environment.**

## Company values

### **We do things right.**

We always act with integrity — taking responsibility for our work, caring for our people and staying focused on safety and sustainability. We make investments in our clients, people and communities, so we can grow together.

### **We challenge the accepted.**

We know that to create a better future, we must ask difficult questions. We always stay curious and are not afraid to try new things.

### **We aim higher.**

We do not settle — always looking beyond to raise the bar and deliver with excellence. We are committed to our clients by bringing innovative solutions that lead to profitable growth and shared success.

### **We live inclusion.**

We put people at the heart of our business. We embrace different perspectives, collaborating to make a positive impact. Through a strong focus on inclusion, with a diverse team of visionaries, thinkers and doers, we build trust — in each other and across our company.



Follow us:





**Date:** Monday, April 13, 2026  
**To:** Honorable Mayor and City Council  
**From:** William Klaver, Senior Planner

### **ACTION ITEM**

#### **Request:**

Request for a Zoning District Change to add “Professional Office Overlay” to property located at 2111 Addison Ave E. c/o Mark Jones on behalf of Carolyn Matsuoka.

**- Rescheduled to April 27, 2026**

#### **Time Estimate:**

Approximately 5-10 minutes with questions/comments to follow.

#### **Background:**

The applicant, Carolyn Matsuoka, is requesting to add the Professional Office Overlay (PRO) zone to the property located at 2111 Addison Avenue East.

#### **Approval Process:**

Per City Code 10-2-5 F(1) Authority to Amend: Whenever the public necessity, convenience, general welfare or good zoning practices require, the council may, by ordinance, after receipt of recommendation thereon from the commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property. (Ord. 2012, 7-6-1981)

Per City Code 10-2-5 F(2): Zoning districts, zoning subdistricts and overlay districts shall be amended in the following manner:

- A. Requests for an amendment to this title shall be submitted to the commission which shall evaluate the request to determine the extent and nature of the amendment requested.
- B. If the request is in accordance with a comprehensive plan, the commission may recommend and the council may adopt or reject the ordinance amendment under the notice and hearing procedures as herein provided; and (Ord. 2012, 7-6-1981)
- C. If the request is not in accordance with a comprehensive plan, the request shall be submitted to the commission or, in its absence, the council, which shall recommend, and the council may adopt or reject an amendment to a comprehensive plan under the notice and hearing procedures provided in section 10-2-10 of this title. (Ord. 3091, 3-2-2015)

Per City Code 10-2-5 F(4): The commission may recommend that the amendment be granted as requested, or it may recommend a modification of the amendment requested, or it may recommend that the amendment be denied. The commission shall ensure that any favorable recommendations for amendments are in accordance with a comprehensive plan and established goals and objectives.

Per City Code 10-2-5 F(5): The council, prior to adopting, revising or rejecting the amendment to this title as recommended by the commission, shall conduct at least one public hearing using the same notice and hearing procedures as the commission. Following the council hearing, if said council makes a material change from what was presented at the public hearing, further notice and hearing shall be provided

before the council adopts the amendment.

Upon granting or denying an application to amend this title, the council shall specify:

- A. The regulations and standards used in evaluating the application.
- B. The reasons for approval or denial.
- C. The actions, if any, that the applicant could take to obtain a permit.

In the event the council shall approve an amendment, such amendment shall thereafter be made a part of this title upon the preparation and passage of an ordinance. (Ord. 2012, 7-6-1981)

**Budget Impact:**

N/A

**Regulatory Impact:**

If approved, the applicant will be able to market the property for sale as a residential property with the Professional Office Overlay.

**History:**

According to County records, the residence was built in 1954, and the family has owned the property since the 1970's.

**Analysis:**

The applicant has proposed to rezone the property to add the Professional Office Overlay to the property. The property is currently zoned, TN-1, Town Neighborhood 1 District.

Adding the Professional Office Overlay district does not make this a commercial property. The PRO overlay district is intended to provide for professional office uses along or near specifically designated major arterial where increased traffic has impacted residential uses and in areas near large public or private medical facilities.

This residential property is unique, as it is located on an arterial roadway, Addison Avenue East. This area of town has a range of land uses from single family residential to Commercial uses. The zoning map shows the PRO overlay properties on the same block as the subject property, with the property directly to the east being a professional photography studio.

This property sits about an eighth of a mile from the intersection of Addison Avenue East and Eastland Drive. At this intersection there are two banks, Webb Nursery, a gas station, and D&B Supply. To the west of the property are residences, as well as a supermarket, restaurants, and medical and professional offices.

The 2016 Comprehensive Plan, "Grow With Us", shows this area as Neighborhood Commercial. This designation is defined as providing supporting services and small-scale commercial for the surrounding neighborhood, designed to complement the neighborhood's character. Adding the PRO overlay to this property is in line with the Neighborhood Commercial designation and the surrounding property uses.

A request for a Zoning District Change and Zoning Map Amendment must meet the criteria listed in Title 10-2-5-F-3. Staff believes this request meets the criteria as follows:

- This residential property is located on a very busy arterial street with many commercial uses. Adding the PRO overlay to this property would make it more compliant with the surrounding properties that either have the PRO overlay on them or are commercial properties.

- Addison Avenue East is a prime location for the PRO overlay district. This property is located near the intersection of Addison Avenue East and Eastland Drive. Adding the PRO overlay to the property opens a list of uses that could serve the surrounding community.
- Addison Avenue East is a 4-lane roadway, capable of handling any excess traffic brought on by this zoning change.
- As most of the neighboring properties have the PRO overlay on them, adding this property would enhance what is already there and not create an undue burden on neighboring residential properties, due to traffic, noise, glare, etc.

City Staff finds the proposed zoning district change to be compliant with the comprehensive plan by supporting desired land use patterns and housing guidelines.

**Conclusion:**

This request requires a decision from City Council. The Council may:

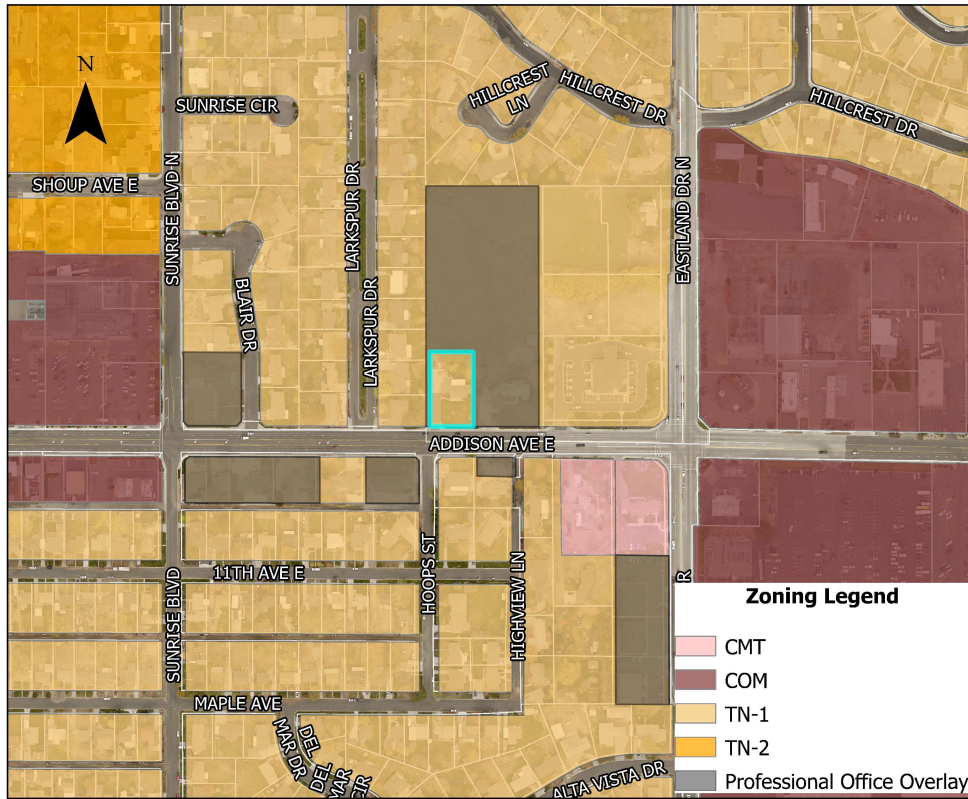
- A. Approve the Zoning District Change, as presented.
- B. Choose to modify the proposed Zoning District Change.
- C. Deny the Zoning District Change, as presented.

**Attachments:**

1. PZ26-0008 Vicinity Map
2. PZ26-0008 Presentation Map
3. PZ26-0008 Site Map
4. PZ26-0008 Narrative
5. PZ26-0008 Professional Office Overlay -Land Uses
6. PZ26-0008 Zoning District Change Review Criteria



## ZONING MAP



### Zoning

Current Zoning: TN-1, Town Neighborhood 1

Current Land Use: Residential

Proposed Zoning: TN-1 PRO

Proposed Land Use: Residential/Professional Office

### Surrounding Area

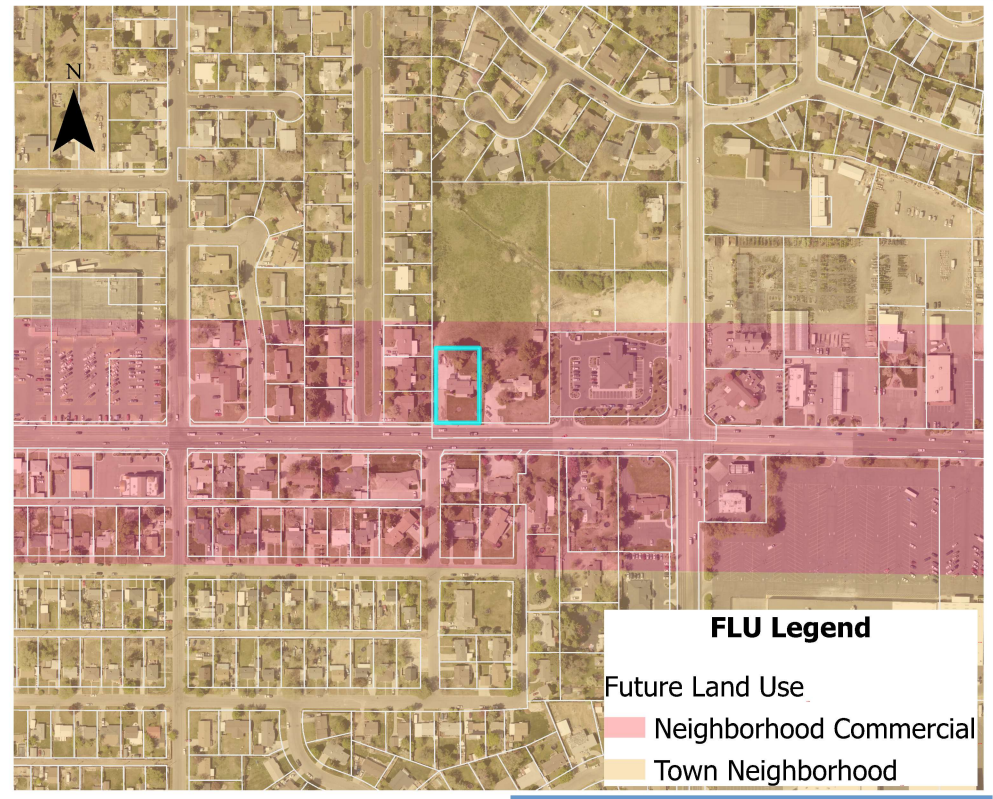
North: Residential/Photo Studio

South: Residential/Offices

East: Photo Studio

West: Residential

## FUTURE LAND USE MAP



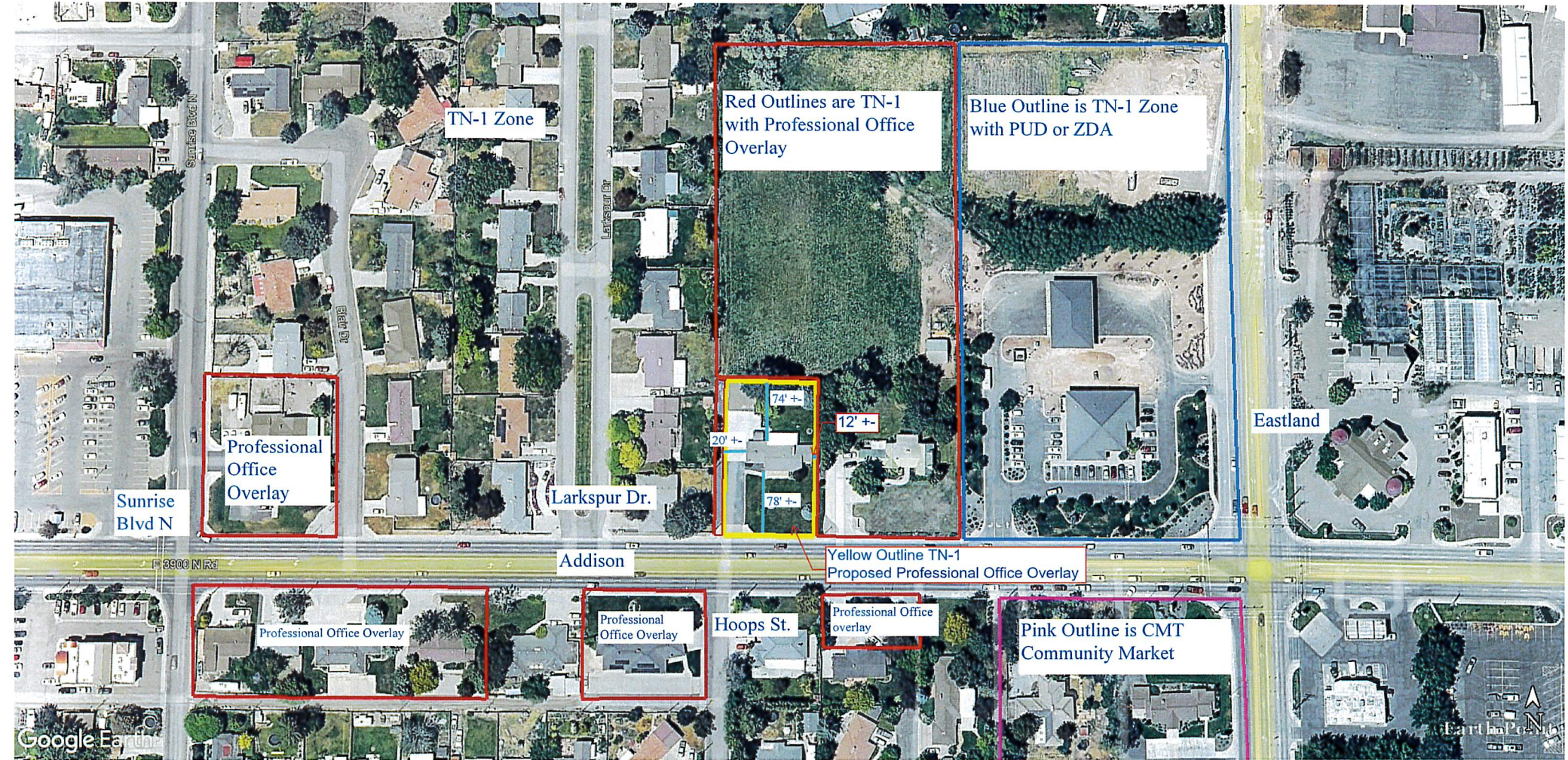
### Regulations

Twin Falls Municipal Code Section(s)  
10-2-5 (F), 10-3-7, 10-3-2 (K)

### FLU Category

Neighborhood Commercial:  
Provides supporting services and small-scale commercial for the surrounding neighborhood. Designed to complement the neighborhoods character.

Neighborhood-serving commercial, Townhomes, Condominiums, Apartments, Senior/student housing, small-scale office and retail, Civic and community facilities.



TN-1 Zone

Red Outlines are TN-1 with Professional Office Overlay

Blue Outline is TN-1 Zone with PUD or ZDA

Eastland

Professional Office Overlay

Sunrise Blvd N

Larkspur Dr.

74' +/-  
12' +/-  
78' +/-  
20' +/-

Addison

Yellow Outline TN-1 Proposed Professional Office Overlay

Professional Office Overlay

Professional Office Overlay

Hoops St.

Professional Office overlay

Pink Outline is CMT Community Market

Google Earth



**FLYING S**  
TITLE & ESCROW

This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

Applicate is seeking a Professional Office Overlay on their current TN-1 zoning for the purpose to receive the highest and best price for the sale of their property. Neighboring parcel has Professional Office Overlay around it and would make applicates property compatible to the area. There are multiple Professional Office Overlays within 500 ft of applicates property and would conform with the Professional Office Overlays zoning purposes.

ASSEMBLY	DEFINITION	PRO
MUSEUM/LEARNING CENTER-MINOR	A building, facility, or institution designed to accommodate 100 or fewer people which is devoted to the procurement, care, study, and exhibition of books, art, and/or other object of historical or scientific value. Such as Aquarium, Planetarium, Children's Exploration Center, and other similar uses.	S
CIVIC/INSTITUTIONAL	DEFINITION	PRO
CITY OF TWIN FALLS FACILITIES OWNED OR OPERATED		P
COMMERCIAL SALES & SERVICES	DEFINITION	PRO
ADMINISTRATIVE OR PROFESSIONAL OFFICE MINOR	A facility or establishment designed, or primarily intended, for occupancy of forty-nine (49) or fewer persons to transact the clerical affairs of a business, industry, service, profession or other organization. This definition does not include offices otherwise defined herein, or offices incidental and accessory to another business, or sales activity, that is the principal use.	S
BARBER & COSMETOLOGY SERVICES	Any establishment or place of business within which the practice of barbering, cosmetology, permanent makeup, or other personal health treatments are engaged in or carried on by one or more aestheticians, barbers, cosmetologists, massage therapists, or similar licensed professionals. Excludes any practice including surgery or other medical practice otherwise defined.	S
DRY CLEANING LAUNDERING MINOR	An establishment or business maintained for the pickup and delivery of items, materials or laundry, without the maintenance or operation of any laundry or dry-cleaning equipment or machinery on the premises.	S
FINANCIAL INSTITUTION	An establishment which the primary function is to advise, hold, invest, loan (secured), save, or transfer monies for individuals or other establishments. Such establishments may include but are not limited to banks, credit unions, savings and loan offices, and mortgage loan offices. Automated teller machines (ATMs) are considered accessory to the primary business. This definition does not include payday, cash advance or check advance loan service establishments.	S
PHOTOGRAPHY STUDIOS	An establishment or workspace designed primarily to take, develop, print and duplicate photographs. Typically, owner operated, smaller in scale, not	S

	containing commercial grade or large machinery for developing large volumes of photographs.	
<b>HEALTH/HUMAN CARE</b>	<b>DEFINITION</b>	<b>PRO</b>
ASSISTED CARE/LIVING FACILITY-MINOR	Any facility licensed and/or certified by the state, which provides mental or physical health services for three (3) to fifteen (15) individuals for illness, disease, physical or mental infirmity. The Definition excludes “Group Homes” and “Certified Family Homes” as defined by State Statute; or hospitals, emergency clinics, or medical clinics.	S
DAYCARE CENTER	A Daycare Business providing care for thirteen (13) or more children on the premises at one time. A daycare center is required to be licensed by the Idaho Dept. of Health and Welfare.	S
MEDICAL CLINIC, MINOR	An establishment where patients are admitted for examination or treatment by physicians, dentists, other health care professionals, or similar professions and where the business operates within Normal Business Hours. Otherwise known as an out-patient Clinic.	S
<b>INDUSTRIAL</b>	<b>DEFINITION</b>	<b>PRO</b>
TESTING LABORATORIES MINOR	An establishment designed primarily for the objective analytical data collection and/or testing of a product or a process; where all testing activities take place indoors and no special equipment, beyond a normal office environment, is utilized.	S
<b>LODGING</b>	<b>DEFINITION</b>	<b>PRO</b>
BED AND BREAKFAST FACILITY	A small-scale lodging establishment providing between 4 to 7 guest rooms. Owner or operator occupied.	S
<b>RESIDENTIAL</b>	<b>DEFINITION</b>	<b>IND2</b>
DWELLING CARETAKE UNIT		P

# ZONING DISTRICT CHANGE CRITERIA

## Criteria for Review of Zoning District Change:

- a. How the requested zoning at the location in question would be in the community's best interest;**
- b. How the list of uses permitted by the zoning ordinance would blend with surrounding land uses;**
- c. If the subject site is physically suitable for the type and intensity of land uses permitted under the proposed zoning district;**
- d. If the uses permitted in the proposed zoning district would be adequately served by public facilities and services such as thoroughfares, police and fire protection, drainage, refuse disposal, water, sewer, and schools, to ensure the public health, safety and general welfare;**
- e. If the uses permitted in the proposed zoning district would be compatible in terms of their scale, mass, coverage, density, and intensity with adjacent land uses;**
- f. Whether the proposed zoning designation is consistent with the comprehensive plan land use map designation.**