



## Twin Falls Development Impact Fee Advisory Committee & Improvement Reimbursement Commission Agenda

Thursday, October 24, 2019, 12:00 PM

203 Main Avenue East  
Twin Falls, ID 83301  
Council Chambers

**Members:** Gerald Martens, Nathan Bishop, Chad DeBie, Andrew DiPietro, Jennifer Jensen, Susan Petruzzelli, Colby Ricks

**Council Liaison:** Chris Talkington

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
  - a) **ACTION ITEM:** Approval of Minutes from the following meeting: April 25, 2019
- 3) Introduction of New Members
- 4) Review of Member Terms
  - a) **INFORMATIONAL:** List of Member Terms
- 5) Election of Officers
- 6) Impact Fee Items
  - a) **ACTION ITEM:** Review, Discussion and Action on the Annual Financial Report, Impact Fee Program, and implementation of the Capital Improvement Plan.  
By: Jonathan Spendlove
  - b) **ACTION ITEM:** Review and action on recommendation to City Council on the automatic Impact Fee increase scheduled January 1, 2020.  
By: Jonathan Spendlove
- 7) Improvement Reimbursement Items
- 8) General Input/Announcements - Public/Staff
- 9) Upcoming Meeting(s)
- 10) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Lisa A. Strickland (208) 735-7267 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

## CITY OF TWIN FALLS

### PLANNING & ZONING COMMISSION

#### 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 shall make an audio recording of the Public Hearing.
  3. A City Staff Report shall summarize the application and history of the request.
  4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
    - **A complete explanation and description of the request.**
    - **Why the request is being made.**
    - **Location of the Property.**
    - **Impacts on the surrounding properties and efforts to mitigate those impacts.**
  5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
  6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
  7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or 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, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.**
  8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
  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, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- \* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



## Twin Falls Development Impact Fee Advisory Committee & Improvement Reimbursement Commission Minutes

Thursday, April 25, 2019, 12:00 PM

203 Main Ave E.  
Twin Falls, ID 83301

### **SPECIAL MEETING**

**Members:** Gerald Martens, Nathan Bishop, Chad DeBie, Andrew DiPietro, Jennifer Jensen, Susan Petruzzelli, Colby Ricks

**Council Liaison:** Chris Talkington

#### 1) Confirmation of Quorum/Call Meeting to Order

Chairman DeBie called the meeting to order at 12:01 PM  
A quorum was present.

**Members present:** Martens, Bishop, DeBie, Petruzzelli, Ricks

**Staff present:** Spendlove, Ebersole, Vitek, Fehring

#### 2) Consent Calendar

- a) Approval of Minutes from the following meeting:11-29-18 Special Meeting  
**Unanimously approved**

#### 3) Review of Member Terms

##### a) Membership List

PZ Director Spendlove reviewed the Impact Fee and Improvement Reimbursement Committee membership list and terms. Currently, there are two vacancies. If commission has recommendations for new members, please email Jonathan Spendlove or Kelli Ebersole and staff will contact them directly with invite to apply for commission.

Staff will send job description to commission members for referrals.

#### 4) Election of Officers

Commissioner Petruzzelli made a motion for Commissioner DeBie to remain as Chairperson. Commissioner Bishop seconded the motion.

**Unanimously Approved.**

Commissioner Bishop made a motion for Commissioner Ricks as Vice-Chairperson.

Commissioner Martens seconded the motion.

**Unanimously Approved.**

#### 5) Impact Fee Items

##### a) Review of the Finance Report, including an update of all amounts, and expenditures.

- PZ Director Spendlove reviewed the annual Impact Fee activity report. He stated the police impact fee allocation is spent. He stated the funds are now being used to pay back an interest

free loan to the city. The construction of North College Road is reflected in this report. There is a sign on the property that explains the project is being paid for by impact fees.

- Commissioner Martens asked is there are any new street projects planned. He stated he would like to know where the impact fees are going before voting on any changes.
- Assistant Engineer Vitek stated the current street projects center around adding additional street lights where needed. At this time, there are no new street projects that would use Impact Fees. Impact fees are only to be used for growth, not maintenance.
- Commissioner Petruzelli asked if there is a way to advertise projects using impact fees on social media to inform the public.
- Assistant Engineer Vitek stated they are in process of revisiting impact fees and Capitol Improvement list to make sure they are fair and equitable. He stated the Transportation Master Plan is also in revision now. They are working to identify Growth and level of service.
- Commissioner Petruzelli stated she would like to see an organized effort to show how impact fees are being spent (projects such as canyon rim trail) to help educate the public.
- PZ Director Spendlove and Assistant Engineer Vitek stated they will coordinate with PIO Josh Palmer for notice to social media.
- Commissioner Marten asked if the Breckenridge trail will be funded by Impact fees.
- Assistant Engineer Vitek stated the trail is not being funded by impact fees at this time. He stated the purchase of the property was made out of the general fund. He stated staff may ask the committee for funding of the trail down the road.
- PZ Director Spendlove stated this project may be eligible and be part of the Parks and Recreation fee reevaluation.
- Chairman DeBie asked if there is a way to differentiate impact fee funds for the fire department from the bond money.
- PZ Director Spendlove explained the bond funds are set to replace fire stations #1, 2, and #3. Impact fees funds are for projects based on growth needs, such as a new fire truck.

#### **6) General Input/Announcements - Public/Staff**

PZ Director Spendlove stated there will be a need for the commission to meet in the coming months as project reevaluations are completed. The commission will be given notice of additional meeting(s) by staff, with a possibility of three additional meetings to discuss fees for new projects.

#### **7) Upcoming Meeting(s)**

- a) October 24, 2019 – Fall meeting

#### **8) Adjournment**

The meeting adjourned at 12:33 pm.

**City of Twin Falls Impact Fee & Improvement Reimbursement Committee**  
**March 1, 2018 to February 28, 2019**

<b>Name &amp; Address</b>	<b>Term &amp; Expiration</b>	<b>Contact Information</b>	<b>Related Business</b>
Nathan Bishop	<b>Started June 2015</b> 1 <sup>st</sup> Full Term Exp 6/2018 2 <sup>nd</sup> Full Term Exp 6/2021	<a href="mailto:2creativeguys@gmail.com">2creativeguys@gmail.com</a>	Yes
<b>Vacant Seat</b>	<b>Started March 2019</b> 1 <sup>st</sup> Partial Term Exp 3/2022		Yes
Susan Petruzzelli	<b>Started February 2014</b> 1 <sup>st</sup> Full Term Exp 3/2017 2 <sup>nd</sup> Full Term Exp 3/2020	<a href="mailto:petz@cablone.net">petz@cablone.net</a>	Yes
Gerald Martens	<b>Started February 2014</b> 1 <sup>st</sup> Full Term Exp 3/2017 2 <sup>nd</sup> Full Term Exp 3/2020	<a href="mailto:gmartens@ehminc.com">gmartens@ehminc.com</a>	Yes
Colby Ricks	<b>Started June 2015</b> 1 <sup>st</sup> Full Term Exp 6/2018 2 <sup>nd</sup> Full Term Exp 6/2021	<a href="mailto:colby.ricks@gmail.com">colby.ricks@gmail.com</a>	Yes
Chad Debie	<b>Stated June 2015</b> 1 <sup>st</sup> Partial Term Exp 6/2017 1 <sup>st</sup> Full Term 6/2020	<a href="mailto:chad@tkohomes.com">chad@tkohomes.com</a>	Yes
Jennifer Jensen	<b>Started June 2015</b> 1 <sup>st</sup> Full Term Exp 6/2018 2 <sup>nd</sup> Full Term Exp 6/2021	<a href="mailto:tjkojjensen@msn.com">tjkojjensen@msn.com</a>	No
Andrew DiPietro	<b>Started April 2016</b> 1 <sup>st</sup> Full Term Exp 4/2019 2 <sup>nd</sup> Full Term Exp 4/2022	<a href="mailto:andrew@starrcorporation.com">andrew@starrcorporation.com</a>	Yes
<b>Vacant Seat</b>	<b>Started April 2017</b> 1 <sup>st</sup> Partial Term Exp 4/2020		No

**P&Z Contacts:**

Jonathan Spendlove	208-735-7276	<a href="mailto:jspendlove@tfid.org">jspendlove@tfid.org</a>
Lisa Strickland	208-735-7267	<a href="mailto:lstrickland@tfid.org">lstrickland@tfid.org</a>
Troy Vitek	208-735-7256	<a href="mailto:tvitek@tfid.org">tvitek@tfid.org</a>
Mitch Humble	208-735-7342	<a href="mailto:mhumble@tfid.org">mhumble@tfid.org</a>
Kristi Fehringer	208-735-7332	<a href="mailto:kfehringer@tfid.org">kfehringer@tfid.org</a>
Steve O'Connor	208-735-7271	<a href="mailto:soconnor@tfid.org">soconnor@tfid.org</a>

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**Date:** Thursday, October 24, 2019  
**To:** Impact Fee & Improvement Reimbursement Committee  
**From:** Jonathan Spendlove, Planning and Zoning Director

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## ACTION ITEM

### **Request:**

Review, Discussion and Action on the Annual Financial Report, Impact Fee Program, and implementation of the Capital Improvement Plan.

### **Time Estimate:**

Approximately ten (10) minutes.

### **Background:**

The 2019 financial report is attached for your review. Following the Committee review, staff will prepare the Annual Impact Fee Report to the City Council, including an updated financial report.

The report indicates expenditures which took place this past calendar year. Some expenditures of note include the Fire Station Review Study (~\$30,000), the North College Road Extension Construction (~\$715,000), and trail extensions / enhancements along The Preserve and Breckenridge trail sections (~\$43,000).

In addition to the Finance Report, the Annual Impact Fee Report to the City Council shall include other recommendations from the Committee:

1. Periodic reports, at least annually, with respect to the Capital Improvements Plan and report to the governmental entity any perceived inequities in implementing the plan, or imposing the development impact fees; and"
2. "Advise the governmental entity of the need to update or revise land use Assumptions, Capital Improvement Plan and Development Impact Fees."

The current Capital Improvement Plans (CIP's) have been operating well for the past 5 years. As you know we are in the middle of updating our CIP'S and as we get closer to concluding that process this body will be reviewing and making recommendations to the City Council. We expect the update to be concluded by the middle of 2020.

As always, Staff are available for any questions applicants have regarding the fees, projects, and expenditures.

### **Approval Process:**

A motion, and simple majority vote will satisfy the requirement for recommendations to City Council.

### **Budget Impact:**

N/A

**Regulatory Impact:**

N/A

**History:**

N/A

**Analysis:**

N/A

**Conclusion:**

The Committee is tasked with discussing and making a recommendation to the City Council on this years Annual Impact Fee Report.

A Sample Motion could read as follows: "Motion to approve the Annual Impact Financial Report, including the program being fair and equitable in terms of implementation, and imposition, of the Impact Fees and Capital Improvement Plan."

**Attachments:**

1. Revenue & Expenditure Update-9-30-19

**City of Twin Falls**  
**Summary of Impact Fee Activity**

10/7/2019

	<u>Total</u>	9-30-19 (unaudited)	<u>Totals</u>
		<u>18-19</u>	
Residential Impact Fees-Police	\$ 429,767	\$ 149,045	\$ 578,812
Non-resid. Impact Fees-Police	\$ 455,839	\$ (2,715)	\$ 453,124
Revenue Subtotal-Police	\$ 885,606	\$ 146,330	\$ 1,031,936
<b>PD Station - Expenditures</b>	<b>\$ (1,496,134)</b>	<b>\$ -</b>	<b>\$ (1,496,134)</b>
Net Revenue-Police	\$ (610,528)	\$ 146,330	<b>\$ (464,198)</b>

Residential Impact Fees-Fire	\$ 1,049,474	\$ 331,226	\$ 1,380,700
Non-resid. Impact Fees-Fire	\$ 1,097,364	\$ 213	\$ 1,097,577
Revenue Subtotal-Fire	\$ 2,146,838	\$ 331,440	\$ 2,478,277
<b>Future Fire Station Review - Expenditures</b>	<b>\$ (404,884)</b>	<b>\$ (30,685)</b>	<b>\$ (435,569)</b>
Net Revenue-Fire	\$ 1,741,954	\$ 300,755	<b>\$ 2,042,709</b>

Residential Impact Fees-Streets	\$ 689,404	\$ 210,097	\$ 899,501
Non-resid. Impact Fees-Streets	\$ 1,878,109	\$ 223,479	\$ 2,101,588
Revenue Subtotal-Streets	\$ 2,567,513	\$ 433,576	\$ 3,001,089
<b>Street - North College Rd. Extension</b>	<b>\$ (212,484)</b>	<b>\$ (716,320)</b>	<b>\$ (928,804)</b>
<b>Street light project - Expenditures</b>	<b>\$ (410,742)</b>	<b>\$ -</b>	<b>\$ (410,742)</b>
Net Revenue-Streets	\$ 1,944,288	\$ (282,744)	<b>\$ 1,661,543</b>

Residential Impact Fees-Parks	\$ 1,116,106	\$ 321,184	\$ 1,437,289
Transfer from the CI Fund	\$ -	<b>\$ -</b>	\$ -
Revenue Subtotal-Parks	\$ 1,116,106	\$ 321,184	\$ 1,437,289
<b>Parks - Equipment storage bldg</b>	<b>\$ (168,366)</b>	<b>\$ -</b>	<b>\$ (168,366)</b>
<b>Parks - Trails (Preserve and Breckenridge)</b>	<b>\$ (724,032)</b>	<b>\$ (43,552)</b>	<b>\$ (767,584)</b>
Net Revenue-Parks	\$ 223,708	\$ 277,632	\$ 501,340
Net Revenue-Parks	\$ 223,708	\$ 277,632	<b>\$ 501,340</b>

FY 2020 budget includes nothing for any impact fee projects.

Interest Income-Adj for Unrealized Gain or Loss	\$ 240,082	\$ 88,177	<b>\$ 328,259</b>
<b>TOTALS</b>	<b>\$ 3,539,504</b>	<b>\$ 530,149</b>	<b>\$ 4,069,653</b>



**Date:** Thursday, October 24, 2019  
**To:** Impact Fee & Improvement Reimbursement Committee  
**From:** Jonathan Spendlove, Planning and Zoning Director

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## ACTION ITEM

### **Request:**

Review and action on recommendation to City Council on the automatic Impact Fee increase scheduled January 1, 2020.

### **Time Estimate:**

Approximately five (5) minutes.

### **Background:**

Current fee rates are listed on the attached file. These rates went into effect May 15, 2019.

Per City Code 10-18-12, on January 1 of each year the amount of the impact fee shall automatically increase to account for inflation increases in the cost of providing police, fire, parks and recreation, and street public facilities to serve new development.

The amount to be adjusted will be based on the municipal cost index (MCI) as published by the American Cities and Counties Magazine.

According to the latest numbers, August 2019, the MCI is currently at a 0.88% increase over last year. As prices of construction and materials increase, it is prudent to stay in line with actual costs of projects listed on the Capital Improvement Program.

### **Approval Process:**

A motion, and simple majority vote will satisfy the requirement for recommendations to City Council.

### **Budget Impact:**

Allowing the automatic increase to occur will increase the Impact Fee amounts. However, it is not a direct correlation to the current fee amount, the value of the projects are modified to reflect current construction/material costs and the fee is then generated from those prices.

### **Regulatory Impact:**

N/A

### **History:**

N/A

### **Analysis:**

N/A

**Conclusion:**

The Committee is tasked with discussing the information, and recommending a course of action to the City Council.

The following options are some of those available to the Committee:

1. Recommend allowing the increase to occur on January 1,
2. Recommend allowing the increase to occur on a specific future date,
3. Recommend waiving the inflation adjustment for the next fiscal year.

This is a recommendation only, and will be forwarded to the City Council for final decision.

**Attachments:**

1. Impact Fee Rates effective May 15, 2019

Impact Fee Rates effective May 15, 2019

<b>Impact Fee Funds &amp; Categories</b>	<b>Rate</b>
<b>Police Fees</b>	
Residential (per dwelling unit)	\$ 307.00
Nonresidential (per square foot)	\$ 0.16
<b>Fire Fees</b>	
Residential (per dwelling unit)	\$ 683.00
Nonresidential (per square foot)	\$ 0.35
<b>Street Fees</b>	
Single Family (per dwelling unit)	\$ 544.00
Multifamily (per dwelling unit)	\$ 358.00
Retail (per square foot)	\$ 2.61
Office (per square foot)	\$ 0.80
Industrial (per square foot)	\$ 0.57
Institutional (per square foot)	\$ 0.16
<b>Parks &amp; Recreation Fees</b>	
Residential (per dwelling unit)	\$ 644.00
Nonresidential (per square foot)	<b>N/A</b>
<b>Total Fees</b>	
Single Family (per dwelling unit)	\$ 2,178.00
Multifamily (per dwelling unit)	\$ 1,992.00
Retail (per square foot)	\$ 3.12
Office (per square foot)	\$ 1.31
Industrial (per square foot)	\$ 1.09
Institutional (per square foot)	\$ 0.67