

*The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), seating in the Council Chambers may be limited. All seating is available on a first-come, first-serve basis. The public also may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. The agenda does not include an opportunity for public interaction.*

*This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting of the City of Idaho Falls, you may contact City Clerk Corrin Wilde at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 not less than 48 hours prior to the meeting. They can help accommodate special needs.*

### **CITY COUNCIL WORK SESSION**

*Times listed in parentheses are only estimates.*

#### **Call to Order and Roll Call**

#### **Municipal Services:**

**Presentation:** FY 2021/22 Annual Audit (60)

Municipal Services, Public Works, Police,  
Fire, Parks and Recreation, Community  
Development Services and City Attorney

**Deliberation and Second Reading:** Impact Fee Ordinance Amendments (15)

*Action Item: Approve ordinance on second reading (or take other appropriate action)*

#### **Public Works:**

**Presentation:** Communications Plan for Water Tower Construction and other projects (15)

*Action Item: Approve Construction Communication Plan (or take other appropriate action)*

**Update:** City Drop-off Recycling Sites (15)

*Action Item: Council Direction to Staff*

#### **Human Resources:**

**Update and Discussion:** Employee Health Insurance Options (15)

*Action Item: Council Direction to Staff*

Human Resources, Chief of Staff, and City  
Attorney:

**Follow-up Discussion:** Title 1, Chapters 5 & 6: Mayor and Council Compensation (30)

*Action Item: Council Direction to Staff*

#### **Mayor and Council:**

**Acceptance and/or Receipt of Minutes**

*Action Item: To receive recommendations from the Planning and Zoning Commission (5)*

**Calendars, Announcements, Events, Reports, Updates,  
Concerns, Questions and Discussion (10)**

**Liaison Reports and Councilmember Concerns (10)**

Executive Sessions:

**Two Executive Sessions called pursuant to the provisions of:**  
**Idaho Code Section 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; and*  
**Idaho Code Section 74-206(1)(b)** *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.*

*The Council will **not** reconvene in an open session after the executive sessions.*

DATED this 7th day of April, 2023

  
\_\_\_\_\_  
Corrin Wilde, City Clerk

**Municipal Services,  
Public Works,  
Police Department,  
Fire Department,  
Parks and Recreation,  
Community Development  
Services; and City Attorney:**

## **ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 1 CHAPTER 3 DEFINITIONS RELATED TO APPLICATIONS; AMENDING TITLE 10, CHAPTER 8 BY UPDATING, CLARIFYING, AND ADJUSTING IMPACT FEE ORDINANCE REQUIREMENTS RELATED TO APPLICATIONS, APPEALS, AND FEES; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.**

WHEREAS, experience with the City Impact Fee Ordinance and receipt of comments and suggestions from various sources, including City staff, suggests that adjustments can improve the Ordinance; and

WHEREAS, Council desires to add clarity and definition to the City Code regarding what constitutes a substantially complete application that can establish and preserve applicant property interests; and

WHEREAS, better defining the scope of and rules regulating appeals provides clear due process expectations, a start date, and improvement of the potential for agreement on the amount of impact fee to be properly assessed for development; and

WHEREAS; moving impact fees from their location in the City's Fee Resolution into the City Code promotes process consistency of the Impact Fee Ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, THAT:**

**SECTION 1:** Title 1, Chapter 3 of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

**1-3-1: GENERAL CITY CODE RULES OF GENERAL CONSTRUCTION:**

A. All general provisions, terms, phrases, and expressions contained in this Code shall be liberally construed in order to carry out the true intent and meaning of the Code. Code provisions represent the minimum requirements adopted by the Council for the promotion and sustaining of public health, safety, and general welfare. Where any specific provision of this Code imposes greater restrictions upon the subject matter than a general provision imposed by this Code, the provision imposing the greater restriction or regulation shall be deemed to be controlling.

B. WORDS. Except as expressly stated in this Code, all words shall have their ordinary, generally-accepted meaning. Whenever any word in this Code is used in either the singular or



in the plural form, then such word shall be deemed to include both the plural and singular forms of such word, unless the context indicates otherwise.

C. **GENDER USAGE:** When any person is referred to in any provision of this Code by use of the masculine gender, then such reference shall be deemed to include all genders.

D. **PRIORITY OF ORDINANCES ADOPTED:** In the event of a discrepancy or conflict between this Code and any subsequent ordinances amending the same provision of this Code, then the provision of the most recent ordinance shall prevail.

E. **REFERENCES TO DAY, MONTH, QUARTER, YEAR:** Unless otherwise specifically defined in this Code, "Day" shall be any twenty-four (24) hour period from midnight to midnight. "Month" shall mean one (1) of any of the twelve (12) Gregorian calendar months. "Year" shall mean one (1) Gregorian calendar year and shall include a leap year, where applicable. Whenever certain hours are named herein, they shall mean current local time (e.g. Mountain Standard Time or Daylight Saving Time) as it is applied to the Code provision.

F. **JOB TITLES AND DELEGATION TO SUBORDINATES:** Where the title or job position of an elected official, administrative officer, City employee, or Department Director is used in this Code (e.g., Mayor, Clerk, City Attorney, Public Works Director, Fire Chief, Chief of Police, etc.), such shall include all subordinates, employees, agents, and representatives, who are authorized to act or to perform a duty in their behalf unless a Code provision specifies otherwise.

G. **LIABILITY AND RESPONSIBILITY OF EMPLOYER OR AGENT:** All violations of this Code shall constitute a misdemeanor, unless specified otherwise. Liability of employers and agents occurs/exists when a provision of this Code prohibits the commission or omission of an act regulated by this Code. Not only the person actually doing the prohibited thing or omitting the directed act, but also the employer and all other persons concerned or aiding or abetting the person shall be guilty of the offense described and shall be liable for the penalty set forth in the Code.

H. **SEVERABILITY:** Should any title, section, subsection, provision, part, or portion of this Code or of any Ordinance which may be hereafter passed, approved, and published as required by law, be declared by any court of competent jurisdiction to be unconstitutional or void, such adjudication shall in no way affect the remaining portion of such title, section, subsection, provision, part, or portion of this Code.

I. **CAPTIONS AND HEADINGS:** The captions, headings, and titles used at the commencement of each title, provision, heading, section, or subsection of this Code are used only to indicate general content and shall not limit, modify, or in any manner affect the scope, meaning, or intent of the title, provision, heading, section, or subsection.

J. **APPLICATIONS.** The City requires the filing of certain applications to allow a person to secure a property right or to start the City process of securing permission, authorization, a permit, or other City-controlled approval. Such applications may be in a prescribed form or format, such as an application, a permit request, etc. No application shall start a process for

which it is prescribed and no application shall establish a property right until the date such application is substantially complete, which means that it has been filled out completely and accurately; all associated documents and prerequisite approvals from other governmental entities accompany the application; all required and relevant fees have been paid; and the application can be acted upon by the City without any substantial or material change or the submission of any addition to the application. Determination of substantial completion shall be made by City staff in good faith.

1-3-2: GENERAL CODE DEFINITIONS: Whenever the following words or terms are used in this Code, they shall have the meanings ascribed below:

AGENT: A person authorized to act on behalf of another.

AIRPORT: The Idaho Falls Regional Airport (or "IERA" or the "Airport" and formally known as "Fanning Field" or "Idaho Falls Municipal Airport".)

APPLICATION: A form, process, or procedure established by the City to gather information to determine a person's compliance with Code requirements related to licenses, permits, authorizations, approvals, uses, or other permission granted to persons pursuant to this Code, authority delegated to Idaho municipalities by the Idaho Code, or Idaho Constitution.

BONNEVILLE METROPOLITAN PLANNING ORGANIZATION (BMPO): A federally mandated and funded transportation policy-making organization in Bonneville County that provides transportation planning for the cities of Ammon, Idaho Falls, Iona, Ucon, its various member cities and the some urbanized portions of Bonneville County, in conjunction with the Idaho Transportation Department.

...

SECTION 2: Title 10, Chapter 8 of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

10-8-1: LEGISLATIVE FINDINGS. The City finds that:

A. Based on the City Comprehensive Plan adopted pursuant to Title 67, Chapter 65, Idaho Code, including, but not limited to, the capital improvements element of the Comprehensive Plan, the capital facilities plans of various City Departments, and the general governmental goal of protecting the health, safety, and general welfare of the residents of the City, and its area of City impact, it is necessary that the City's public facilities for public safety (police and fire/EMS); and parks and recreation; and transportation to accommodate new growth and development within the City and its area of City impact.

B. New residential and nonresidential growth and development imposes and will continue to impose increasing demands upon the Public Facilities, as defined in this Chapter.

C. The revenues generated from new residential and nonresidential growth and development often do not generate sufficient general funds to provide the necessary improvements of these Public Facilities to accommodate new growth and development.

D. New growth and development are expected to continue and will place ever increasing demands on the City to provide and expand the Public Facilities to serve new growth and development.

E. The City has planned for the improvement of the Public Facilities in the capital improvements element of the City Comprehensive Plan.

F. The creation of an equitable impact fee system will enable the City to impose a proportionate share of the costs of needed improvements to the Public Facilities to accommodate new growth and development, and will assist the City in implementing the capital improvements element of the Comprehensive Plan.

G. In order to implement an equitable impact fee system for the Public Facilities, the City retained TischlerBise to prepare an impact fee study for these types of facilities. The resulting document titled "Capital Improvement Plan and Development Impact Fee Study of City of Idaho Falls, Idaho 2021", dated December 15, 2021, as amended from time to time by the Council, (the "Impact Fee Study"), recommended for approval by the Impact Fee Advisory Committee, is on file in the office of the Clerk.

H. The Impact Fee Study is consistent with the capital improvements element of the Comprehensive Plan, and uses the levels of service set forth in the Comprehensive Plan and the Capital Improvement Plan for these Public Facilities.

I. The Impact Fee Study sets forth reasonable methodologies and analyses for determining the impacts of various types of new growth and development on the Public Facilities and determines the cost of acquiring or constructing the improvements necessary to meet the demands for such Public Facilities created by new growth and development.

J. The Impact Fee Study uses a calculation methodology in accordance with generally accepted accounting principles that is net of credits for the present value of revenues that will be generated by new growth and development based on historical funding patterns and that are anticipated to be available to pay for system improvements, including taxes, assessments, user fees, and intergovernmental transfers, and includes consideration of the following factors:

1. The cost of existing system improvements within the service area;
2. The means by which existing system improvements have been financed;
3. The extent to which the new growth and development will contribute to the cost of system improvements through taxation, assessment, or developer or landowner contributions, or has previously contributed to the cost of system improvements through developer or landowner contributions;
4. The extent to which the new growth and development is required to contribute to the cost of existing system improvements in the future;
5. The extent to which the new growth and development should be credited for providing system improvements, without charge to other properties within the

service area;

6. Extraordinary costs, if any, incurred in serving the new growth and development;
7. The time and price differential inherent in a fair comparison of impact fees paid at different times; and
8. The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, transfers, and special taxation.

K. The maximum allowable impact fees described in this Chapter are based on the Impact Fee Study, and do not exceed the costs of system improvements for the Public Facilities to serve new growth and development that will pay the impact fees.

L. The police, fire/EMS, parks and recreation, and transportation Public Facilities included in the calculation of impact fees in the Impact Fee Study will benefit all new growth and development throughout the City, and it is therefore appropriate to treat all areas of the City and the area of City impact as a single service area for purposes of calculating, collecting and spending the impact fees collected.

M. There is both a rational nexus and a rough proportionality between the development impacts created by each type of development covered by this Chapter and the impact fees that such development will be required to pay.

N. This Chapter creates a system by which impact fees paid by new growth and development will be used to finance, defray or to provide capital improvements for the Public Facilities in ways that benefit the development for which impact fees were paid.

O. This Chapter creates a system under which impact fees shall not be used to correct existing deficiencies in Public Facilities, or to replace or rehabilitate existing Public Facilities, or to pay for routine operation or maintenance of those Public Facilities.

P. This Chapter is consistent with all applicable provisions of Title 67, Chapter 82, Idaho Code, concerning impact fee ordinances.

#### 10-8-2: AUTHORITY, APPLICABILITY, AND EFFECTIVE DATE.

A. This Chapter is enacted pursuant to the City's general police and any other powers pursuant to the authority granted to the City by the Idaho Constitution, Idaho Code Title 50, and pursuant to the authority granted to the City by Idaho Code § 67-8201, et seq.

B. The provisions of this Chapter shall apply to all of the territory within the limits of the City and to any unincorporated areas of the City within the City's area of city impact where the City has executed an intergovernmental agreement with Bonneville County for purposes of collection or expenditure of impact fees pursuant to Idaho Code § 67-8204A, and other applicable laws of the State of Idaho.

C. This Chapter is effective May 1, 2022 (the "effective date"), ~~which effective date is at~~

~~least thirty (30) days subsequent to the passage, approval and publication, according to law, pursuant to City Ordinance 2022-3446, which adopted the provisions of this Chapter.~~

D. Applications for building permits received by the City prior to the effective date of this Chapter, or amendments to this Chapter, adopting impact fees or amending or adopting any methodology by which impact fees are calculated, shall be exempt from that portion of this Chapter, or amendment enacted after such building permit application, if a valid building permit has been issued or construction has commenced prior to the effective date of this Chapter or any amendment. For building permits that expire or are revoked after the effective date of this Chapter, the fee payer shall be entitled to a refund of previously paid impact fees as provided in this Chapter, provided that in the case of reapplication for building permit, the impact fee in effect at the time of the reapplication shall be paid.

10-8-3: INTENT.

A. The intent of this Chapter is to promote the health, safety and general welfare of the residents of the City and its area of City impact.

B. The intent of this Chapter is to be consistent with those principles for allocating a fair share of the cost of capital improvements to Public Facilities to serve new growth and development in compliance with the provisions set forth in Idaho Code § 67-8201, et seq. The provisions of this Chapter shall be interpreted, construed and enforced in accordance with the provisions set forth in Idaho Code § 67-8201, et seq.

C. The intent of this Chapter is that impact fees should be charged, collected, and expended for police, fire/EMS, parks and recreation, and transportation capital improvements to increase the service capacity of such categories of Public Facilities, which capital improvements are included in approved capital improvements plans.

D. The intent of this Chapter is to ensure that Public ~~facilities~~ Facilities are available to serve new growth and development; new growth and development bears a proportionate share of the cost of police, fire/EMS, parks and recreation, and transportation capital improvements to such Public Facilities; such proportionate share does not exceed the cost of the capital improvements to such Public Facilities required to serve new growth and development; and the funds collected from new growth and development are used for capital improvements for Public Facilities that benefit new growth and development. Such impact fees should be charged and collected from taxing districts, as defined in Idaho Code 63-201, and authorized public charter schools, as defined in Idaho Code 33-5202A.

E. It is not the intent of this Chapter to collect any monies from new growth and development in excess of the actual amount necessary to offset new demands for capital improvements to Public Facilities created by such new growth and development.

F. It is not the intent of this Chapter that the impact fees be used to remedy any deficiency in police, fire/EMS, parks and recreation, and transportation capital improvements existing on the effective date hereof, or ever be used to replace, rehabilitate, maintain and/or operate any Public Facilities.

G. It is not the intent of this Chapter that any monies collected from an impact fee deposited in an impact fee fund ever be commingled with monies from a different fund or ever be used for capital improvements that are different from those for which the impact fee was paid.

H. It is not the intent of this Chapter that impact fees be used for:

1. Construction, acquisition or expansion of public facilities other than capital improvements identified in the capital improvements plans.
2. Repair, operation, or maintenance of existing or new capital improvements.
3. Upgrading, updating, expanding or replacing existing capital improvements to serve existing development in order to meet stricter safety, efficiency, environmental or regulatory standards.
4. Upgrading, updating, expanding or replacing existing capital improvements to serve existing development to provide better service to existing development.
5. Administrative and operating costs of the City unless such costs are attributable to development of the capital improvements plans used to determine impact fees by a surcharge imposed by ordinance on the collection of an impact fee, which surcharge shall not exceed a development's proportionate share of the cost of preparing the capital improvements plans.
6. Principal payments and interest or other finance charges on bonds or other indebtedness except financial obligations issued by or on behalf of the City to finance capital improvements identified in the capital improvements plans.

10-8-4: **DEFINITIONS.** The following words and phrases, when used in this Chapter, shall have, unless the context clearly indicates otherwise, the following meanings:

**AFFORDABLE HOUSING:** Housing affordable to families whose incomes do not exceed eighty (80) percent of the median income for the service area.

**APPLICATION:** A form, process or procedure established by the City to gather information to determine a person's compliance with Code requirements related to licenses, permits, authorizations, approvals, uses, or other permission granted to persons pursuant to this Code, authority delegated to Idaho municipalities by the Idaho Code, or Idaho Constitution.

**BUILDING PERMIT:** An official document or certificate by that name issued by the City authorizing the construction or siting of any building.

**CAPITAL IMPROVEMENTS:** Improvements with a useful life of ten (10) years or more, by new construction or other action, which increase the service capacity of a Public Facility.

**CAPITAL IMPROVEMENTS ELEMENT:** A component of the City's Comprehensive Plan.



**CAPITAL IMPROVEMENTS PLAN:** A plan adopted pursuant to this Chapter that, in part, identifies capital improvements for which impact fees may be used as a funding source.

**DAY:** Each twenty-four (24) hour period of time when the City is generally open for business and which is not a holiday or weekend day (i.e., business day not calendar day).

**DEVELOPER:** A person who subdivides or proposes to subdivide land, whether as an owner or an agent of an owner, and any person who installs improvements or structures on such land.

**DEVELOPMENT:** Any construction or installation of a building or structure, or any change in use of a building or structure, or any change in the use, character, or appearance of land, which creates additional demand and need for Public Facilities or the subdivision of property that would permit any change in the use, character, or appearance of land.

**DEVELOPMENT APPROVAL:** Any written authorization from a governmental entity which authorizes the commencement of a development.

**DEVELOPMENT REQUIREMENT:** A requirement attached to a development approval or other governmental action approving or authorizing a particular development including, without limitation, a rezoning, which development requirement compels the payment, dedication or contribution of goods, services, land and/or money as a condition of approval.

**EXTRAORDINARY COSTS:** Those costs incurred as a result of extraordinary impact, as defined in this Chapter.

**EXTRAORDINARY IMPACT:** An impact which is reasonably determined by the City to result in the need for police, fire/EMS, parks and recreation, and/or transportation system improvements, the cost of which will significantly exceed the sum of the impact fees to be generated from the project; or result in the need for police, fire/EMS, parks and recreation, and transportation system improvements that are not identified in the capital improvements plans.

**FEE ADMINISTRATOR:** The official appointed by the Mayor, with Council approval, and authorized to administer this Chapter.

**FEE PAYER:** A person who pays or is required to pay an impact fee or the fee payer's successor in interest including, but not limited to, taxing districts, as defined in Idaho Code 63-201, and authorized public charter schools, as defined in Idaho Code 33-5202A.

**GOVERNMENTAL ENTITY:** Any unit of local government that is empowered by Idaho Code § 67-8201, et seq., to adopt an impact fee ordinance.

**IMPACT FEE:** A payment of money imposed as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve development. The term does not include a charge or fee to pay the administrative, plan review or inspection costs associated with permits required for development.

**IMPACT FEE STUDY:** The document entitled the "Capital Improvement Plan and Development



Impact Fee Study of City of Idaho Falls, Idaho 2021", dated December 15, 2021, as amended from time to time by the Council.

**LAND USE ASSUMPTIONS:** A description of the service area and projections of land uses, densities, intensities, and population in the service area over at least a twenty (20) year period.

**LEVEL OF SERVICE:** A measure of the relationship between service capacity and service demand for Public Facilities.

**MANUFACTURED HOME:** A structure, constructed after June 15, 1976, pursuant to Idaho Code HUD manufactured home construction and safety standards.

**MODULAR BUILDING:** Any building or building component (other than a Manufactured Home, as defined in this Chapter) which is constructed according to standards contained in any City-adopted building code or any amendments thereto, which is of closed construction and is either entirely or substantially prefabricated or assembled at a place other than the building site.

**NONRESIDENTIAL DEVELOPMENT:**

A. **RETAIL:** Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. Retail includes, but is not limited to, shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, and lodging (hotel/motel).

B. **OFFICE:** Establishments providing management, administrative, professional, or business services. Office includes, but is not limited to, banks, business offices, medical offices, and veterinarian clinics.

C. **INDUSTRIAL:** Establishments primarily engaged in the production and transportation of goods. Industrial includes, but is not limited to, manufacturing plants, trucking companies, warehousing facilities, utility substations, power generation facilities, and telecommunications buildings.

D. **INSTITUTIONAL:** Public and quasi-public buildings providing educational, social assistance, or religious services. Institutional includes, but is not limited to, school districts, schools, universities, churches, daycare facilities, hospitals, health care facilities, and government buildings.

**PRESENT VALUE:** The total current monetary value of past, present or future payments, contributions or dedications of goods, services, materials, construction or money.

**PROJECT:** A particular development on an identified parcel of land.

**PROJECT IMPROVEMENTS:** Site improvements and facilities that are planned and designed to provide service for a project and that are necessary for the use and convenience of the occupants or users of the Project.

**PROPORTIONATE SHARE:** That portion of the cost of system improvements determined pursuant to Idaho Code § 67-8207, and this Chapter, which reasonably relates to the service demands for Public Facilities of a project.

**PUBLIC FACILITY(IES):**

- A. Public safety facilities, including police and fire/EMS facilities; and
- B. Parks open space and recreation areas, and related capital improvements; and
- C. Transportation facilities, including arterial streets, arterial intersections, arterial bridges, arterial appurtenances, and related arterial capital improvements.

**RESIDENTIAL DEVELOPMENT HOUSING UNITS:**

**A. SINGLE FAMILY HOUSING UNITS:**

- 1. **SINGLE FAMILY DETACHED:** A one-unit structure detached from any other house with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
- 2. **SINGLE FAMILY ATTACHED (TOWNHOUSE):** A one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.
- 3. **MOBILE HOME:** A Manufactured Home, Modular Building, including both occupied and vacant mobile homes, to which no permanent rooms have been added. A Mobile Home used only for business purposes or for extra sleeping space or a Mobile Home for sale on a dealer's lot, at the factory, or in storage is not counted in the housing inventory.

**B. MULTIFAMILY HOUSING UNITS:** Two (2) or more units (duplexes and apartments) within a structure containing two (2) or more housing units, further categorized as units in structures with 2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments; a boat, recreational vehicle (RV), van, and the like that includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

**SERVICE AREA:** The territory within the limits of the City and the City's area of City impact, as amended, expanded, contracted, or adjusted from time to time.

**SUCCESSOR IN INTEREST:** A person who gains legal title in real property for which an impact

fee is paid or a credit is approved pursuant to the terms of this Chapter.

**SYSTEM IMPROVEMENT COSTS:** Costs incurred for construction or reconstruction of system improvements, including design, acquisition, engineering and other costs attributable thereto, and also including, without limitation, the type of costs described in Idaho Code § 50-1702(h), to provide additional public facilities needed to serve new growth and development. For clarification, system improvement costs do not include:

- A. Construction, acquisition or expansion of public facilities other than capital improvements identified in the capital improvements plans;
- B. Repair, operation or maintenance of existing or new capital improvements;
- C. Upgrading, updating, expanding or replacing existing capital improvements to serve existing development in order to meet stricter safety, efficiency, environmental or regulatory standards;
- D. Upgrading, updating, expanding or replacing existing capital improvements to provide better service to existing development;
- E. Administrative and operating costs of the governmental entity unless such costs are attributable to development of the capital improvements plans, as provided in Idaho Code § 67-8208; or
- F. Principal payments and interest or other finance charges on bonds or other indebtedness except financial obligations issued by or on behalf of the governmental entity to finance capital improvements identified in the capital improvements plans.

**SYSTEM IMPROVEMENTS:** In contrast to project improvements, means capital improvements to public facilities that are designed to provide service to a service area including, without limitation, the type of improvements the City has the authority to make as described in Idaho Code § 50-1703.

#### **10-8-5: IMPOSITION AND COMPUTATION OF IMPACT FEES.**

- A. Any application for or building permit required or issued, enabling the construction or the alteration or expansion of an existing structure or improvement, and, in the case of construction that does not require a building permit, any building that takes place on or after the effective date of this Chapter, shall be subject to the imposition of impact fees in the manner and amount set forth in this Chapter. The methodology adopted for the purpose of determining police, fire/EMS, parks and recreation, and transportation impact fees shall be based upon the assumptions set forth in the Impact Fee Study.
- B. Impact fees shall be required as a condition of approval of all residential and nonresidential development in the service area for which a building permit is required or issued, including the alteration or expansion of an existing structure or improvement, and shall be payable prior to the issuance of any building permit (or installation permit in the case of a

manufactured home) for a residential development housing unit or a nonresidential development. Except as otherwise provided herein, after the effective date of this Chapter, no building permit shall be issued, or occupancy or use allowed, until the impact fees described in this Chapter have been paid, unless the development or alteration or improvement for which the permit is sought is exempted pursuant this Chapter or approved credits are used to cover the impact fee, as set forth in this Chapter. The Fee Administrator shall have the authority to withhold a building permit or stop construction, as the case may be, until the appropriate impact fee has been collected.

C. A fee payer required by this Chapter to pay an impact fee may choose to have the amount of such impact fee determined pursuant to either the fee schedule or subsections (D) through (F) of this Section. If the fee payer chooses to have the amount of such impact fee determined pursuant to subsections (D) through (F) of this Section, such impact fee shall be subject to the adjustment described in this Chapter, if applicable. If the project is a mix of those uses listed on the fee schedule, then the impact fees shall be determined by adding up the impact fees that would be payable for each use as if it were a freestanding use pursuant to the fee schedule.

D. As an alternative to payment of impact fees assessed following submission of a complete building permit application, a fee payer may request an individual assessment of impact fees is permitted in situations where the fee payer can demonstrate by clear and convincing evidence in the fee payer's independent impact fee calculation study that the established impact fee is inappropriate for the Project. Written application for individual assessment shall be made to the Fee Administrator at any time prior to receiving building permit(s) issuance. ~~Late applications for individual assessment of impact fees may be considered for a period of sixty (60) days after the receipt of a building permit only if the fee payer demonstrates that the facts supporting such application were not known or discoverable prior to receipt of a building permit and that undue hardship would result if said application is not considered.~~ Such independent impact fee calculation study for the fee payer's development shall be prepared at the fee payer's cost by a qualified professional and contain studies, data and other relevant information and be submitted to the Fee Administrator for review. Any such study shall be based on the same methodology and the same level of service standards, improvements and costs used in the Impact Fee Study, and shall document the methodologies and assumptions used. The City may hire a professional consultant to review any independent impact fee calculation study on behalf of the City, and may charge the reasonable costs of such review to the fee payer.

E. Any independent impact fee calculation study submitted by a fee payer may be accepted, rejected or accepted with modifications by the City as the basis for calculating impact fees. The City shall not be required to accept any study or documentation the City reasonably deems to be inaccurate or unreliable. The City shall have the authority to request that the fee payer submit additional or different documentation for consideration in connection with review of any independent impact fee calculation study. If such additional or different documentation is accepted or accepted with modifications as a more accurate measure of the impact fees due in connection with fee payer's proposed development than the applicable impact fees set forth in the fee schedule, then the impact fee due under this Chapter shall be calculated according to such documentation.

F. The Fee Administrator shall render a written decision establishing the impact fees in connection with the individual assessment within thirty (30) days ~~of from~~ the date a ~~complete application request for individual assessment~~ individual impact fee assessment is submitted. The individual impact fee assessment decision shall include an explanation of the calculation of the impact fees, shall specify the system improvement(s) for which the impact fees are intended to be used, and shall include an explanation of the following factors considered:

1. The cost of existing system improvements within the service area;
2. The means by which existing system improvements have been financed;
3. The extent to which the new growth and development will contribute to the cost of system improvements through taxation, ~~assessment~~, or developer or landowner contributions, or has previously contributed to the cost of system improvements through developer or landowner contributions;
4. The extent to which the new growth and development is required to contribute to the cost of existing system improvements in the future;
5. The extent to which the new growth and development should be credited for providing system improvements, without charge to other properties within the service area;
6. Extraordinary costs, if any, incurred in serving the new growth and development;
7. The time and price differential inherent in a fair comparison of impact fees paid at different times; and
8. The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, transfers, and special taxation.

G. Certification of the impact fee for a Project may be applied for in the following manner:

1. ~~Written application request for an individual impact fee assessment may~~ shall be made to the Fee Administrator not later than thirty (30) days following applications for, ~~or requirement of~~, a building permit for construction or alteration or expansion of an existing structure, or improvement on or within a Project. Late applications for certification of the impact fee will not be considered unless the fee payer demonstrates that the facts supporting such application were not known or discoverable until after the time had run and that undue hardship would result if said application is not considered.
2. The Fee Administrator shall provide the fee payer with a written impact fee certification for the Project within thirty (30) days of the date a ~~complete application request for individual impact fee assessment~~ is submitted. The certification provided by the Fee Administrator shall establish the impact fee for the Project in question, so long as there is no material change to the Project as identified in the certification application or the impact fee schedule. The

certification shall include an explanation of factors considered, and shall specify the system improvement(s) for which the impact fee is intended to be used.

The certification shall include an explanation of the calculation of the impact fee, shall specify the system improvement(s) for which the impact fee is intended to be used, and shall include an explanation of the factors considered, which factors are identified in subsection (F) of this Section.

H. Appeals of the Fee Administrator's determination of an individual assessment or certification shall be made to the City as provided further in this Chapter.

I. The City recognizes that there may be circumstances where the anticipated fiscal impacts of a proposed development are of such magnitude that the City may be unable to accommodate the development without excessive or unscheduled public expenditures that exceed the amount of the anticipated impact fees from such development. If the City determines that a proposed development would create such an extraordinary impact on the City's police, fire/EMS, parks and recreation, and/or transportation public facilities, the City may refuse to approve the proposed development. In the alternative, the City may calculate a pro rata share per residential development housing unit, or square feet of nonresidential development, of the extraordinary impact and charge a reasonable extraordinary impact fee that is greater than would ordinarily be charged.

J. If the City discovers an error in its impact fee formula that results in assessment or payment of more than a proportionate share, City shall, at the time of assessment on a case-by-case basis, adjust the impact fee to collect no more than a proportionate share or discontinue the collection of any impact fees until the error is corrected by Ordinance.

#### 10-8-6: PAYMENT OF IMPACT FEES

A. After the effective date of this Chapter, all fee payers shall pay the impact fees as provided by this Chapter to the Fee Administrator following application for a building permit and prior to the issuance of any building permit for a residential development housing unit, or nonresidential development.

B. All impact fees paid by a fee payer pursuant to this Chapter shall be promptly deposited in the impact fee fund described in this Chapter.

#### 10-8-7: IMPACT FEE FUNDS ESTABLISHED. REFUNDS OF IMPACT FEES PAID.

A. There is hereby established a police impact fee fund into which shall be deposited all police impact fees for the purpose of ensuring police impact fees collected pursuant hereto are designated for the accommodation of police capital improvements reasonably necessary to serve new growth and development that paid the impact fee.

B. There is hereby established a fire/EMS impact fee fund into which shall be deposited all fire/EMS impact fees for the purpose of ensuring fire/EMS impact fees collected pursuant hereto are designated for the accommodation of fire/EMS capital improvements reasonably necessary to serve new growth and development that paid the impact fee.

C. There is hereby established a parks and recreation impact fee fund into which shall be deposited all parks and recreation impact fees for the purpose of ensuring parks and recreation impact fees collected pursuant hereto are designated for the accommodation of parks and recreation capital improvements reasonably necessary to serve new growth and development that paid the impact fee.

D. There is hereby established a transportation impact fee fund into which shall be deposited all transportation impact fees for the purpose of ensuring transportation impact fees collected pursuant hereto are designated for the accommodation of transportation capital improvements reasonably necessary to serve new growth and development that paid the impact fee.

E. Each impact fee fund established in this Section shall be an interest-bearing account which shall be accounted for separately from other impact fee funds and from other City funds. Any interest or other income earned on monies deposited in a fund shall be credited to such fund. Expenditures of impact fees shall be made only for the category of system improvements (including full project costs, such as design, acquisition, engineering, management, construction, project development, etc.) for which the impact fees were collected and as identified in the capital improvements plans.

F. Except as otherwise provided in this Chapter, monies from each fund, including any accrued interest, shall be limited to the financing of acquisition, expansion, and/or improvement of capital improvements, or for principal and interest payments on bonds or other borrowed revenues used to acquire, expand or improve such capital improvements, necessary to serve new growth and development. Impact fees in each established impact fee fund shall be spent within eight (8) years from the date such impact fees were collected on a first in/first out (FIFO) basis. The City may hold the impact fees longer than the prescribed time period if the city identifies, in writing:

1. A reasonable cause why the impact fees should be held longer; and
2. The anticipated date by which the impact fees will be expended but in no event longer than eleven (11) years from the date the impact fees were collected.

G. The Fee Administrator shall prepare quarterly and annual reports to be provided to the Impact Fee Advisory Committee and the Council, which reports shall:

1. Describe the amount of all impact fees collected, appropriated or spent for system improvements during the preceding quarter or year, as applicable, by category of Public Facility; and
2. Describe the percentage of tax and revenues other than impact fees collected, appropriated or spent for system improvements during the preceding quarter or year, as applicable, by category of Public Facility.

H. Funds shall be deemed expended when payment of such funds has been approved by the City. The fee payer or successor in interest shall be entitled to a refund of the impact fee if:

1. Services for which an impact fee is required are never provided;



2. A building permit or permit for installation of a manufactured home is revoked or abandoned;
3. The City, after collecting the impact fee, has failed to appropriate and expend the collected impact fees, as required by Idaho Code; or
4. The fee payer pays an impact fee under protest and a subsequent review of the impact fee paid or the completion of an individual assessment determines that the impact fee paid exceeded the proportionate share to which the City was entitled to receive.

I. When the right to a refund exists, within ninety (90) days after the City determines that a refund is due, the City shall provide written notice of entitlement to a refund, to the owner of record and the fee payer who paid the impact fees at the address shown on the application for development approval, or to a successor in interest who has notified the City of a transfer of the right or entitlement to a refund and who has provided to the City a mailing address. When the right to a refund exists, the City shall also publish the notice of entitlement to a refund within thirty (30) days after the expiration of the eight (8) year period after the date that the impact fees were collected. Such published notice shall contain the heading "Notice of Entitlement to Impact Fee Refund"

J. A refund shall include interest at one-half (½) the legal rate provided for in Idaho Code § 28-22-104, from the date on which the impact fee was originally paid.

K. In order to be eligible for a refund, a fee payer, successor in interest or owner of record shall file a written application for a refund with the Fee Administrator within six (6) months of the time such refund becomes payable under subsection (E) of this Section, or within six (6) months of publication of the notice of entitlement to a refund, whichever is later. If a successor in interest claims a refund of impact fees, the Fee Administrator may require written documentation that such rights have been transferred to the claimant prior to issuing the requested refund. Refunds shall be paid within sixty (60) days after the date on which the Fee Administrator determines that a sufficient proof of claim for a refund has been made.

L. Any person entitled to a refund shall have standing to sue for a refund under the provisions of this Chapter if there has not been a timely payment of a refund as provided herein.

#### 10-8-8: EXEMPTIONS FROM IMPACT FEES

A. The following types of land development shall be exempt from payment of the impact fees imposed by this Chapter:

1. Rebuilding or replacing a residential development housing unit or the same amount of square feet of a nonresidential development on the same lot and existing on the effective date of this Chapter, provided that the rebuilt or replaced residential development housing unit or nonresidential development does not increase the need for police, fire/EMS, parks and recreation, and transportation public facilities, and such residential development housing unit or nonresidential development is

rebuilt or replaced and ready for occupancy within two (2) years of removal or substantial damage. For the purposes of this Subsection, "substantial damage" shall mean damage from any cause or source whereby the cost of restoring the residential development housing unit or nonresidential development to a condition allowing use of occupancy would be equal to or exceeds fifty percent (50%) of the market value before the damage occurred.

2. Construction of an unoccupied, detached accessory structure, or addition of uses related to a residential development housing unit unless it can be clearly demonstrated that the use creates a significant impact on the capacity of system improvements.
3. Remodeling or repairing a residential development housing unit or a nonresidential development in a manner that does not increase the need for police or fire/EMS or parks and recreation or transportation public facilities.
4. Placing a temporary construction trailer or office on a lot.

B. An impact fee shall be assessed for installation of a modular building or manufactured home unless the fee payer can demonstrate (by documentation, such as utility bills and tax records), either:

1. That a modular building or manufactured home was legally in place on the lot or space prior to the effective date of this Chapter; or
2. That an impact fee has been paid previously for the installation of a modular building or manufactured home on that same lot or space.

C. Developments determined by the Council that provide affordable housing may be exempt from granted a waiver of a portion of the impact fee requirement payment required, provided that the exempt development's proportionate share of system improvements is funded through a general fund revenue source other than from impact fees collected.

1. Any waiver granted by the Council shall be based on the degree to which the development meets the following:

- 1 a. Current housing affordability guidelines published by the U.S. Department of Housing and Urban Development ("HUD") shall be used to determine whether residential development housing units in the development qualify as affordable housing.
- 2 b. Affordable housing projects are required to demonstrate that the projects will shall provide residential development housing units to eligible families based on HUD income and family size guidelines.
- 3 c. Providers of affordable residential development housing units shall demonstrate a long-term commitment to provide affordable housing for a period of not less than twenty (20) years.

- d. The developer shall demonstrate the need for the proposed development.
  - e. The number of dwelling units in the development shall be identified, along with those for which the waiver is sought.
  - f. Funding to offset the amount waived is available from a general City fund dedicated to support affordable housing.
3. No waiver shall exceed thirty percent (30%) of impact fee payment required for the development.
  4. Failure to develop housing as presented to Council, as determined by the Community Development Services Department Director, shall result in automatic cancellation of the approved waiver and shall require payment of all waived fees within sixty (60) days following cancellation or all building permits and certificates of occupancy shall be revoked.

D. Appeals of the Fee Administrator's determination shall be made as provided further in this Chapter.

#### 10-8-9: CREDIT REIMBURSEMENTS.

A. All system improvements constructed, funded or contributed for police, fire/EMS, parks and recreation, and transportation capital improvements for which an impact fee is imposed, ~~over and above and which are in addition to~~ those public improvements normally and regularly required by the City in connection with new development, such as public street and right-of-way dedications; installation of public improvements required by the Subdivision Ordinance or this Code; etc., shall result in either a credit on future impact fees or reimbursement, at the fee payer's option, for such excess to be paid by future development that benefits from such system improvements. However, no credit or reimbursement shall be provided for:

1. Project improvements~~Improvements~~;
2. Any construction, funding or contribution not agreed to in writing by the City prior to commencement of such construction, funding or contribution; and
3. Any construction, funding or contribution of a type of capital improvements not included in the calculation of the applicable impact fee.

B. In the calculation of impact fees for a Project pursuant to this Chapter, credit shall be given for the present value of all tax and user fee revenue generated by the fee payer within the service area and used by the City for system improvements of the category for which the impact fee is being collected. If the amount of such credit exceeds the impact fee for a Project, the fee payer shall receive a credit on future impact fees.

C. In the calculation of impact fees for a Project, credit or reimbursement, at the fee payer's option, shall be given for the present value of any construction of system improvements or

contribution of land (exclusive of public right-of-way or easement dedication) or money required by the City from the fee payer for system improvements of the category for which the impact fee is being collected, including system improvements paid for through Local Improvement District assessments, if any.

D. If credit or reimbursement is due to the fee payer, the City and fee payer shall enter into a written agreement, negotiated in good faith, prior to the construction, funding or contribution. The written agreement shall include, at minimum, a description of how the system improvements are to be valued, and the amount of the credit or the amount, time, and form of reimbursement. To assist in such reimbursement, the City shall continue to collect impact fees from other developers whose proposed developments will benefit from such construction, funding or contribution, and will promptly transfer such funds to the fee payer. If a successor in interest claims a reimbursement or credit, the Fee Administrator may require written documentation that such rights have been conveyed to the claimant prior to issuing the requested reimbursement or credit.

E. Approved credits may be used to reduce the amount of impact fees of the category for which the impact fee is being collected in connection with any new growth and development until the amount of the credit is exhausted. Each time a request to use approved credits is presented to the City, the City shall reduce the amount of the applicable impact fee otherwise due from the fee payer and shall note in City records the amount of credit remaining, if any. Upon request of the fee payer, the City shall issue a letter stating the amount of credit available. If the credit has not been exhausted within eight (8) years of the date of issuance of the first building permit for which an impact fee was due and payable, or within such other time period as may be designated in writing by the City, such credit shall lapse, unless a refund of the remaining credit is applied for as set forth in this Chapter.

F. Approved credits or reimbursement shall only be used to reduce the amount of the impact fee of the category for which the impact fee is otherwise due, and shall not be paid to the fee payer in cash or in credits against any other monies due from the fee payer to the City.

G. Credit for land dedications (exclusive of public right-of way and easement dedications) shall, at the fee payer's option, be valued at:

1. One hundred percent (100%) of the most recent assessed value for such land as shown in the records of the Bonneville County Assessor; or
2. That fair market value established by an MAI appraiser reasonably acceptable to the City in an appraisal paid for by the fee payer.

Credit for contribution or construction of system improvements shall be valued by the City based on complete engineering drawings, specifications, and construction cost estimates submitted by the fee payer to the City, which estimates shall be revised as actual costs become available. The City shall determine the amount of credit due based on the information submitted, or, if the City determines that such information is inaccurate or unreliable, then on alternative engineering or construction costs reasonably acceptable to the City as a more accurate measure of the value of the offered system improvements to the City.

H. Approved credits for land dedications (exclusive of public right-of-way and easement dedication, etc.) shall become effective when the land has been conveyed to and accepted by the City in a form reasonably acceptable to the City and at no cost to the City. Approved credits for contribution or construction of system improvements shall generally become effective when:

1. All required construction has been completed and has been accepted by the City; and
2. All design, construction, inspection, testing, bonding, and acceptance procedures have been completed in compliance with all applicable requirements of the City.

Approved credits for the construction of system improvements may become effective at an earlier date if the fee payer posts security in the form of a performance bond, irrevocable letter of credit or escrow agreement in the amount and under terms reasonably acceptable to the City.

I. Credit may only be transferred by a fee payer that has received credit to such fee payer's successor in interest. The credit may be used only to offset impact fees for the same category for which the credit was issued. Credits shall be transferred by any written instrument clearly identifying which credits are being transferred, the dollar amount of the credit being transferred, and the system improvements for which the credit was issued. The instrument of transfer shall be signed by both the transferor and transferee, and a copy of the document shall be delivered to the Fee Administrator for documentation of the transfer before the transfer shall be deemed effective.

10-8-10: APPEALS. The decisions of the Fee Administrator may be appealed as provided in this Section:

A. Any fee payer who is or may be obligated to pay an impact fee, may appeal a decision made by the Fee Administrator to the Council. Such decisions that may be appealed include:

1. The applicability of an impact fee to the development.
2. The amount of an impact fee to be paid for the development.
3. The availability, amount or application of any credit.
4. The amount of any refund, reimbursement or credit.

A fee payer may pay an impact fee under protest in order to obtain a development approval or building permit(s) and, by paying such impact fee, shall not be estopped from exercising the rights of appeal provided herein, nor shall the fee payer be estopped from receiving a refund of any amount deemed to have been illegally collected. Upon final disposition of an appeal, the impact fee shall be adjusted or refunded, if necessary, in accordance with the decision rendered ~~and, if necessary, a refund paid~~.

B. In order to pursue an appeal, the fee payer shall file a written notice of appeal with the

Clerk within fifteen (15) days after the date of the notice of decision being appealed or the date on which the fee payer submitted a payment of impact fees under protest, whichever is later. Such written appeal shall include a statement describing why the appellant believes that the decision was in error, together with copies of any documents that the appellant believes supports their claim.

C. The Clerk shall notify the fee payer of the hearing date on the appeal, which notice shall be given no less than fifteen (15) days prior to the date of the hearing. The Council shall hear the appeal within ~~thirty (30) days~~ forty-five (45) days after receipt of a written notice of appeal. ~~The appellant shall have a right to attend and to present evidence in support of the appeal. The Fee Administrator who made the decision under appeal shall likewise have the right to attend and to present evidence in support of the Fee Administrator's decision. The burden of proof in the hearing shall be on the fee payer to demonstrate to the Council by a preponderance of evidence that the amount of the impact fee, credit, reimbursement or refund was not properly calculated.~~

D. ~~The criteria to be used by the Council shall be whether the decision or interpretation made by the Fee Administrator or the alternative decision or interpretation offered by the appellant, more accurately reflects the intent of this Chapter that new growth and development in the City pay its proportionate share of the costs of system improvements for Public Facilities necessary to serve new development. The Council may affirm, reject or revise the decision of the Fee Administrator, providing written findings of fact and conclusions, within fifteen (15) days after hearing the appeal. The Council shall modify the amount of the impact fee, credit, refund or reimbursement only if there is a preponderance of the evidence in the record that the Fee Administrator erred, based upon the methodologies contained in the Impact Fee Study, this Chapter and/or capital improvements plans. The decision of the Council shall be final. The appellant shall have a right to attend and to present evidence in support of the appeal. The Fee Administrator, City staff member, or their representative(s), shall likewise have the right to attend and to present evidence in support of the Fee Administrator's decision. The burden of proof in the hearing shall be on the fee payer to demonstrate to the Council by a preponderance of evidence that the appeal should be granted.~~

E. ~~A fee payer may request that the City enter into mediation by a qualified independent party to address a disagreement related to the impact fee for new growth and development. If both parties agree to mediation, costs for the independent mediation service shall be shared equally by the fee payer and the City. Mediation may take place at any time during an appeals process; however, any time limitation relevant to an appeal shall be tolled until the mediation occurs.~~ Appeal consideration by the Council is limited to whether this Chapter was correctly interpreted, correctly applied, and the amount of the impact fee, credit, reimbursement, or refund was properly calculated. The criteria to be used by the Council shall be whether the decision or interpretation made by the Fee Administrator or the alternative decision or interpretation offered by the appellant, more accurately reflects the intent of this Chapter that new growth and development in the City pay its proportionate share of the costs of system improvements for Public Facilities necessary to serve new development.

F. The Council shall modify the amount of the impact fee, credit, refund or reimbursement only if there is a preponderance of the evidence in the record that the Fee Administrator erred,

based upon the methodologies contained in the Impact Fee Study, this Chapter and/or capital improvements plans. The decision of the Council shall be final.

#### 10-8-11: ADDITIONAL PROVISIONS

A. Nothing in this Chapter shall limit or modify the rights of any person to complete any development for which a lawful building permit was issued prior to the effective date hereof.

B. Nothing in this Chapter shall prevent the City from requiring a developer to construct reasonable project improvements in conjunction with a project.

C. Nothing in this Chapter shall limit the ability of the City to enter into intergovernmental agreements as provided in Idaho Code § 67-8204A.

D. Time requirements or deadlines in this Chapter shall be extended or waived only by written mutual agreement between City and the applicant and only where such extension or waiver is not reasonably likely to materially change the legal position or status of the application.

~~E.~~ The impact fees described in this Chapter, and the administrative procedures of this Chapter shall be reviewed at least once every five (5) years to ensure that:

1. The demand and cost assumptions and other assumptions underlying such impact fees are still valid;
2. The resulting impact fees do not exceed the actual costs of providing police, fire/EMS, parks and recreation, and/or transportation system improvements required to serve new growth and development;
3. The monies collected in any impact fee fund have been and are expected to be spent for system improvements of the type for which such impact fees were paid; and
4. Such system improvements will benefit those developments for which the impact fees were paid.

~~F.~~ Violation of this Chapter shall be subject to those remedies provided in this Code. Knowingly furnishing false information to any official of the City charged with the administration of this Chapter on any matter relating to the administration of this Chapter including, without limitation, the furnishing of false information regarding the expected size or use of a proposed development, shall be a violation of this Chapter and a misdemeanor.

~~G.~~ Except for such impact fee as may be calculated, paid, and accepted pursuant to an independent impact fee calculation study, the amount of each impact fee shall be ~~in an amount set from time to time by Resolution of the Council based upon the definitions of Non-residential Development and Residential Development Housing Units in this Chapter as follows:~~

1. Residential (per housing unit)	
-----------------------------------	--



<u>a. Single Family</u>	<u>Maximum Supportable Fee \$6,027</u>
<u>i. Police</u>	<u>\$480.75</u>
<u>ii. Fire/EMS</u>	<u>\$389.25</u>
<u>iii. Parks and Recreation</u>	<u>\$1,390.50</u>
<u>iv. Transportation</u>	<u>\$3,013</u>
<u>b. Multifamily</u>	<u>Maximum Supportable Fee \$3,479</u>
<u>i. Police</u>	<u>\$332.25</u>
<u>ii. Fire/EMS</u>	<u>\$313.50</u>
<u>iii. Parks and Recreation</u>	<u>\$961.50</u>
<u>iv. Transportation</u>	<u>\$1,336</u>
<u>2. Nonresidential (per 1,000 square feet)</u>	
<u>a. Retail</u>	<u>Maximum Supportable Fee \$6,119</u>
<u>i. Police</u>	<u>\$1,366.50</u>
<u>ii. Fire/EMS</u>	<u>\$346.50</u>
<u>iii. Parks and Recreation</u>	<u>\$0</u>
<u>iv. Transportation</u>	<u>\$3,835</u>
<u>b. Office</u>	<u>Maximum Supportable Fee \$2,135</u>
<u>i. Police</u>	<u>\$463.50</u>
<u>ii. Fire/EMS</u>	<u>\$57.75</u>
<u>iii. Parks and Recreation</u>	<u>\$0</u>
<u>iv. Transportation</u>	<u>\$1,440</u>
<u>c. Industrial</u>	<u>Maximum Supportable Fee \$1,085</u>
<u>i. Police</u>	<u>\$236.25</u>
<u>ii. Fire/EMS</u>	<u>\$27.75</u>
<u>iii. Parks and Recreation</u>	<u>\$0</u>
<u>iv. Transportation</u>	<u>\$733</u>
<u>d. Institutional</u>	<u>Maximum Supportable Fee \$3,935</u>
<u>i. Police</u>	<u>\$510.75</u>
<u>ii. Fire/EMS</u>	<u>\$1,251.75</u>
<u>iii. Parks and Recreation</u>	<u>\$0</u>
<u>iv. Transportation</u>	<u>\$1,585</u>

**SECTION 3. Savings and Severability Clause.** The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**SECTION 4. Codification Clause.** The Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

**SECTION 5. Publication and Effective Date.** This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect not less than thirty (30) days following its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho,

this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
CORRIN WILDE, CITY CLERK

\_\_\_\_\_  
REBECCA L. NOAH CASPER, Ph.D., MAYOR

(SEAL)

STATE OF IDAHO            )  
                                      ) ss:  
County of Bonneville    )

I, CORRIN WILDE, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO  
HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance  
entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, A  
MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 1  
CHAPTER 3 DEFINITIONS RELATED TO APPLICATIONS; AMENDING TITLE  
10, CHAPTER 8 BY UPDATING, CLARIFYING, AND ADJUSTING IMPACT FEE  
ORDINANCE REQUIREMENTS RELATED TO APPLICATIONS, APPEALS,  
AND FEES; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY  
SUMMARY, AND ESTABLISHING EFFECTIVE DATE."

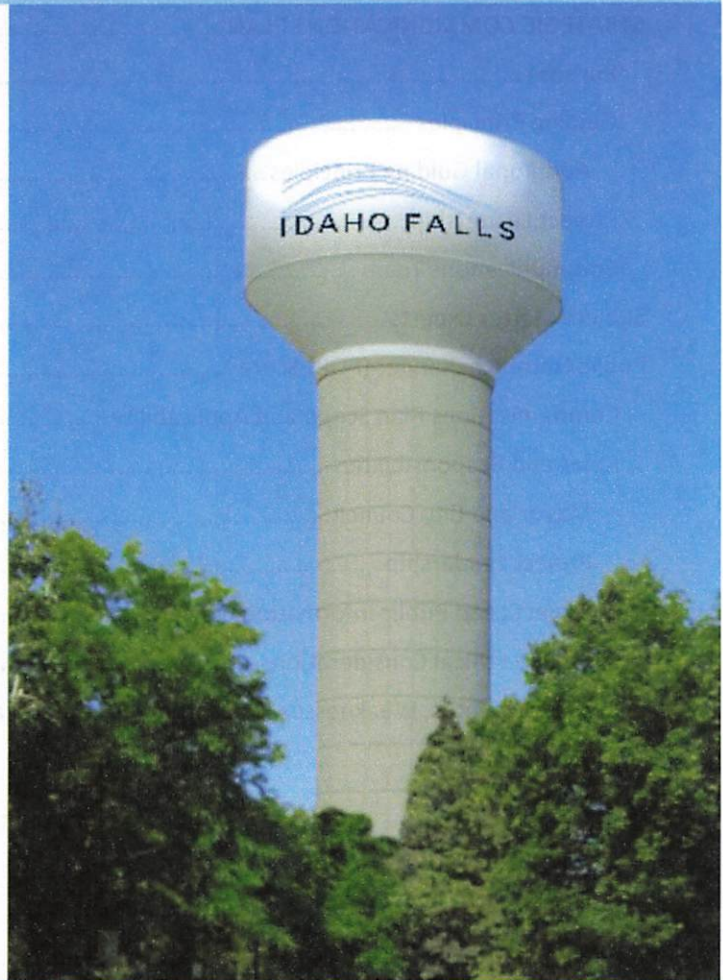
\_\_\_\_\_  
CORRIN WILDE, CITY CLERK

(SEAL)

# **Public Works**



# ELEVATED WATER TOWER



# STRATEGIC COMMUNICATIONS PLAN

Construction Phase  
2023-2024

*(The above image of the water tower is a conceptual rendering.)*



## Table of Contents

STRATEGIC COMMUNICATIONS PLAN .....	1
Purpose .....	1
Guiding Principles .....	1
Additional Guiding Principles .....	1
Project Leadership .....	2
Communications Team .....	2
Subject Matter Experts .....	2
Public Outreach Planner (POP) Score .....	2
Communications Plan Scope and Applicability .....	2
Roles and Responsibilities .....	3
Mayor and City Council .....	3
Project Leadership .....	3
Project Lead Public Information Officer .....	3
Legal and Ethical Considerations .....	3
SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis .....	4
Strengths .....	4
Weaknesses .....	4
Opportunities .....	4
Threats .....	5
Alignment and Integration .....	5
Community Partners, Audience, and Stakeholder Identification .....	6
Stakeholders .....	6
Community Partners .....	6
Additional Stakeholders .....	6
Communication Ideas .....	7
Guidelines for Printed Material .....	7
Logos .....	8
Communication Delivery Methods and Tools .....	8
Internal Planning and Communication Tools .....	8
External Communication Tools .....	8
Strategic Implementation and Action Plan .....	9
Goals, Objectives, and Success Indicators .....	9
Goal 1: Pre-Construction .....	9
Goal 2: Pre-Construction .....	9

Goal 3: Pre-Construction.....	10
Goal 4: Pre-Construction.....	10
Goal 5: Pre-Construction.....	10
Goal 6: Construction .....	10
Goal 7: Construction .....	11
Goal 8: Construction .....	11
Communication Schedule and Deliverables .....	12
Monthly Schedule .....	12
Pre-Construction .....	12
Construction.....	13
Background Information .....	13

## STRATEGIC COMMUNICATIONS PLAN

### Purpose

This comprehensive Strategic Communications Plan focuses on the two-year construction phase of the elevated water tower project. The purpose is to promote effective communication while incorporating the views, concerns, and issues of stakeholders. As public involvement techniques are as different and varied as the projects and the people who participate, this Plan provides guiding principles, strategies, goals, roles, objectives, and schedules for effective communication for this particular project.

### Guiding Principles

Building trust and credibility is an important aspect of public outreach. The City of Idaho Falls earns trust by acting in a fashion that demonstrates that public input is heard and valued. Trust is built by making relevant information available and accessible to people. Proper communication will ensure that people know what is happening, why it is happening, and how they fit into the process. The City's communications team recommends being forthcoming with information early and often. Information should be shared through the regular communication channels by providing visuals of the project with content that is written in plain language that is easy for all audiences to comprehend. The communications team will continually encourage stakeholders to remain engaged and informed of the project by attending meetings and/or signing up for various communication tools that the City of Idaho Falls uses.

City projects and plans are more likely to be accepted and supported by stakeholders who are informed, understand the project, have been given an opportunity to provide feedback during public comment periods, and who continue to be updated throughout the duration of the project. Addressing concerns of stakeholders will help gather "buy-in" for the project while ensuring that people are heard, even if they don't completely agree with the outcome. Public education is vital because it allows the City to be transparent and inform people about critical issues.

To meet project and stakeholder needs the communications team encourages public involvement planning be done early in the project process and include representation by the department's lead public information officer (PIO) with the assistance from additional City PIOs as needed to accomplish the overarching goal of speaking with one unified voice to provide the community with consistent, timely, and accurate information.

### Additional Guiding Principles

- Promote goals.
- Disseminate information.
- Implement and promote opportunities and mechanisms.
- Promote communication.
- Utilize a variety of targeted communication methods.
- Afford city officials opportunities to relay information and exercise ongoing oversight of this Communications Plan.
- Provide a unified, coherent voice.
- Adhere to traditional and social media policies.



- Adhere to graphic design standards.
- Foster a mindset of continual planning to keep communication efforts fresh and responsive.
- Promote communications between the City of Idaho Falls, its departments, and various stakeholders.
- Allocate funding in the budget for the public outreach material needed to accomplish the communication goals outlined in this plan.

### Project Leadership

- Idaho Falls Mayor, Rebecca Casper
- Chief of Staff, Bud Cranor
- Public Works Director, Chris Fredericksen
- Assistant Public Works Director, Chris Canfield
- Water Superintendent, David Richards

### Communications Team

- Project Lead PIO, Kerry Hammon
- City PIO, Eric Grossarth

### Subject Matter Experts

Members of the communications team are the subject matter experts on communications and outreach needs and strategies. They serve as resources to project leadership.

### Public Outreach Planner (POP) Score

Given the significant amount of projects conducted by the City of Idaho Falls, most of which require some level of public outreach, a Public Outreach Planner (POP) tool is being developed to assist leadership with determining the outreach level and associated resources needed for major projects and other significant public outreach needs. As the tool is still in development, the Idaho Transportation Department's POP tool served as a guide for this project.

The construction phase of the elevated water tower project was processed through the POP scoring tool, resulting in a POP score of four (4). Although the POP scores provide personnel the benefit of being able to plan for and manage multiple projects, personnel should be mindful that public outreach is a dynamic process, and adjustments are often required over the duration of the project. The project may move from one POP level to another as the project progresses and therefore personnel should be granted flexibility to adjust the POP score and this Plan as needed. Project leadership and the communications team will review this Plan regularly and make adjustments as needed.

### Communications Plan Scope and Applicability

This Plan applies to all aspects of public outreach and stakeholder communications under the direction of project leadership and the communications team. The proper execution of the communication tasks, as assigned by project leadership, requires PIOs to be kept apprised of relevant guidelines, facts, data, public outreach opportunities, and other pertinent topics that assist the PIOs with accomplishing the approved objectives and plans and make changes as

needed. The PIOs will need autonomy to carry out their communication responsibilities based on their professional competencies and in a manner consistent with the overarching principles and standards established by the City of Idaho Falls and its leadership.

## Roles and Responsibilities

### Mayor and City Council

- Provide review, input, and approval of the Communications Plan.

### Project Leadership

- Provide oversight, direction, guidance, approvals, insight, and funding for public outreach material as deemed necessary and appropriate to accomplish objectives.
- Work with the communications team to brainstorm and recommend stakeholder communication methods and delivery channels.
- Keep the communications team apprised of the project status and any changes to the project scope and/or impacts.
- Assist with verifying and approving information for public outreach material.
- Attend external and internal communication meetings with various stakeholder groups as outlined in the Plan.

### Project Lead Public Information Officer

- Create, regularly review, and update the Plan and public outreach material.
- Attend project and communication meetings.
- Attend community partner and other stakeholder meetings as deemed appropriate by project leadership.
- Create public outreach material, ensuring the information is accurate, appropriate, timely, and vetted by project leadership.
- Deliver public outreach material to various stakeholders using various communication tools as outlined in this Plan.
- Prioritize communications work to match available resources.
- Respond to media requests and schedule interviews.
- Respond to questions and concerns from the public, stakeholders, social media users, and media.
- Keep project leadership and communications team apprised on Plan progress, including capabilities and constraints to achieving objectives as well as recommendations for addressing any shortcomings.

## Legal and Ethical Considerations

All public outreach material developed and disseminated by the City of Idaho Falls will be tested against the highest ethical and legal standards to ensure that the City of Idaho Falls serves the public in a manner consistent with its mission statement to the best of its ability.



- In the spirit of and in compliance with Idaho's open meeting and public records laws, the City recognizes that the public's business should be done in an open and transparent manner.
- The City will make reasonable efforts to ensure that the information concerning the City's mission and goals are available to all audiences despite the many barriers that could hinder effective communication, to include, but not limited to, access to media, technology, language, and physical disabilities.
- The City will strive to proactively educate stakeholders and the public with complete and accurate information on issues that are, or may be, considered by the City and its departments.

### SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis

#### Strengths

- The City of Idaho Falls employees PIOs whose job is to primarily, or in part, manage communications, public education, and public relation efforts for its departments.
- Robust communication tools and capabilities that facilitate communication and the dissemination of information.
- Strong internal and external relationships with various stakeholders.
- Commitment to communicating through staffing, dedicated budgets, and committed resources/support.
- PIOs have established relationships with local media outlets to assist with public outreach. Some of their skillsets include writing press releases and educational material, creating graphics, photography, and videography.
- Dedicated personnel to present and attend conferences, public meetings, and other outreach opportunities.

#### Weaknesses

- PIOs working on multiple communication needs for various large projects may experience delays when completing deliverables.
- PIOs often shift priorities and projects to accommodate immediate needs, including the needs from public safety departments during emergencies.
- Multiple communication tools and platforms used by the City of Idaho Falls require additional time by the PIOs to disseminate information to a large and diverse audience and cannot be accomplished simultaneously.
- Higher Public Outreach Planning (POP) scores may result in the need for more public outreach material beyond what the PIOs are capable of accomplishing due to time and/or budget constraints.
- Lack of internal communication about the scope or changes to the project may result in miscommunication with various stakeholders.

#### Opportunities

- Prioritize stakeholder communication objectives to ensure that the most critical information is addressed first.

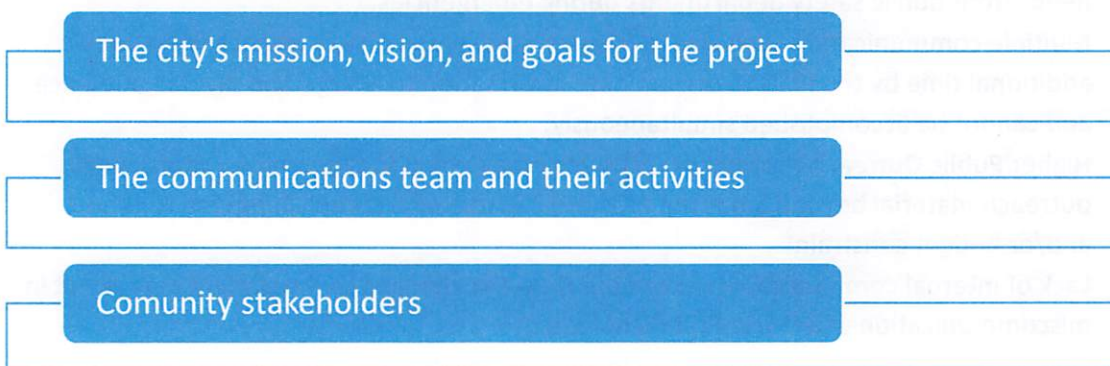
- Regular meetings with various stakeholder groups will ensure two-way communication and the opportunity to voice concerns and work through potential challenges.
- Identify and verify all information to be shared is accurate, consistent, and unified.
- The lead project PIO works closely with other City PIOs to ensure that communication is conducted in the most effective and efficient way possible while ensuring that the City is speaking with one unified voice.
- Ability to utilize PIO skillsets to create graphics, press releases, photos, videos, and other public outreach material that can be shared with various audiences.
- Ability to utilize PIOs who have the knowledge, skillsets, and communication channels to broadly disseminate practical and purposeful information to various stakeholder groups.

#### Threats

- Effective and clear communication to all demographics throughout the city due to the complexity of the topic and the variables associated with the project.
- Potential limitations on available personnel and financial resources to disseminate public outreach material and carry out communication objectives and tasks.
- Poorly defined roles, responsibilities, expectations and goals could cause confusion, frustration, and delays in completing tasks and deliverables.
- A change in the project details, scope, or direction during project execution may require additional public outreach and could cause confusion, frustration, delays, disinformation, and misinformation within various stakeholder groups.
- Rumors, disinformation, and misinformation about the project, particularly on social and traditional media, about the project may result in loss of the public's trust and may require additional time from project leadership and the communications team to manage, correct, adjust communication strategies and outreach, and rebuild trust.

#### Alignment and Integration

The full implementation of this Plan will be carried out upon approval of project leadership, in coordination with the communications team, and will include developing messaging aimed at articulating the connection between the Plan and:



The communications team will regularly evaluate opportunities for integrated messaging throughout various communication platforms, including traditional and social media, while



allowing the communications team to react quickly to changes and challenges inherent on social media platforms.

All communication plans and activities will be developed and executed within the context of the City's, in coordination with City departments' overarching mission, goals, and objectives.

### Community Partners, Audience, and Stakeholder Identification

In broad strokes, the primary target audience includes the stakeholders listed below. In more practical terms, the target audience for any particular piece of communication from the City of Idaho Falls depends on the type of message, the nature of the message, the current needs, available communication resources and tools, and the particular situational circumstances at the time.

The communications team will regularly review needs and options for public outreach to determine which potential audiences are to be specifically targeted recipients of communications under the particular set of circumstances at hand. In many cases, audiences may be non-applicable, redundant, or apply to all. The rationale behind creating public outreach material and objectives is to err on the side of considering too large a list, then to reduce it purposefully, as opposed to considering a smaller audience at the risk of leaving important audiences out of receiving messaging.

## Stakeholders

### Community Partners

Due to the close proximity of the elevated water tower to the following adjacent properties or entities associated with those properties, as well as the number of individuals associated with them, additional communication and outreach will be needed to keep those directly impacted informed throughout the construction process either by attending board meetings, including them in project coordination meetings, and/or scheduling additional outreach as necessary. It is important to recognize that additional community partners may be identified as the project progresses.

- Property owners adjacent to the new elevated water tower
- Idaho Falls Downtown Development Corporation
- Idaho Falls Public Library
- Idaho Falls Power
- State of Idaho Building

### Additional Stakeholders

It is important to recognize that additional stakeholders may be identified as the project progresses and that previously uninterested members of the public may become stakeholders. This Plan will be reevaluated as new stakeholder groups are identified to determine if an additional level of public outreach is necessary.

- City residents
- Local elected and appointed officials (city council, county commissions, planning commissions)

- Adjacent property owners/renters (residential, commercial, industrial, education, religious, government, non-profit)
- Adjacent property renters (residential, commercial, industrial, educational)
- Facility users (commuters, truckers, business customers, major regional employers, etc.)
- Other downtown businesses not represented by the Idaho Falls Downtown Development
- Neighborhood organizations
- Traditionally underserved populations who may be impacted, such as minority groups/leaders, low-income population
- Business and civic organizations (Chamber of Commerce, Rotary, Civitans, City Club, etc.)
- Growth-management interest groups
- Other special interest groups
- Media - traditional and social

### Communication Ideas



### Guidelines for Printed Material

All written and printed materials must adhere to the standards outlined in the City of Idaho Falls Graphic Design Manual, must have a similar look and feel throughout the project, and must follow the guidelines outlined below:

- Material should be inviting, easy to read (7<sup>th</sup> grade reading level using words fewer than three syllables, sentences with 15 to 20 words and paragraphs of 3 to 5 sentences).
- Material should be free of jargon. If technical terms are needed, explain the term.
- Material should be conversational in tone and answer the questions, who, what, why, when, where, and how.



- Material should include contact information for additional information including phone number, email address, and website.

#### Logos

Either the City of Idaho Falls or the Idaho Falls Public Works logo must appear on all printed material.

Logos of partnering contractors, consultants, or vendors should not appear on printed materials intended for the public.

#### Communication Delivery Methods and Tools

PIOs are afforded discretion in selecting and employing the delivery methods and tools for transmitting information to their desired audiences in any particular set of circumstances. It is important to note that effective outreach must be designed to fit those circumstances.

This Plan provides an overview of public outreach process and tools that will be used to meet current needs for this phase of the project as identified through the POP process and direction from project leadership. Experience shows that project impacts evolve and change for various reasons and therefore the public outreach plans will evolve and adopt to match needs. All of the following communication tools will be used throughout the two-year construction phase:

#### Internal Planning and Communication Tools

- Pre-Construction meeting
- Regular communication meetings
- City Council meetings
  - Quarterly updates to City Council by project leadership

#### External Communication Tools

- Press releases
  - News stories / media Interviews
  - Photographs and videos
- Social media posts
  - City Facebook, Twitter, and Instagram pages
  - Local medias' social media page(s)
- City of Idaho Falls mobile app
- City of Idaho Falls Water Tower webpage with links to:
  - Press releases
  - Construction parking map
  - Q&A
  - Timelines
  - Project updates
  - Media kit
- Variable message boards if/as needed
- Text messages
- Signage



- Construction parking map located inside the library and other adjacent businesses
- Additional temporary parking and directional signage
  - Include a QR code linked to on-line construction parking map
- Windshield flyers on vehicles parked in lots adjacent to the library one week prior to construction.
- Weekly project coordination meetings
  - Public Works personnel
  - Contractor personnel
  - Impacted property owners
- Community partner communication tools (social media, newsletters, meetings, etc.)
  - Idaho Falls Public Library
  - Idaho Falls Downtown Development
  - Idaho Falls Power
  - State of Idaho Building
  - Area businesses
  - Other stakeholder groups
- Community partner board meetings
  - Idaho Falls Public Library
  - Idaho Falls Downtown Development

### Strategic Implementation and Action Plan

The following prioritized list of objectives and monthly schedules were developed to ensure effective communication throughout the two-year construction phase of the elevated water tower project. It is important that all members of the project leadership and communication team pursue these steps in a manner that is consistent with the City of Idaho Falls' and its departments' overarching guidelines to ensure efficient and effective communication, transparency, accuracy, and timeliness throughout the communication process while having the flexibility as outlined in the scope and applicability section of this Plan.

### Goals, Objectives, and Success Indicators

#### Goal 1: Pre-Construction

Provide a clear understanding of project outcomes, tasks, and timelines to City personnel and contractors while identifying resource needs, roles, and expectations.

Objective 1.1: Conduct a Pre-Construction meeting to discuss construction plans with Public Works staff, contractors, and department lead PIO.

Success Indicators: A clear definition and understanding of outcomes, needs, work plans, and expectations.

#### Goal 2: Pre-Construction

Provide a clear understanding of communication needs for the two-year construction phase of this project.

Objective 2.1: Conduct weekly communication meetings with Public Works leadership and lead PIO, as well as additional personnel as deemed necessary by leadership, to identify resource needs, expectations, timelines, frequency, and roles to accomplish communication needs and make any necessary adjustments.

Success Indicators: A clear definition and understanding of needs, work plans, resources, and expectations.

### Goal 3: Pre-Construction

Provide a clear understanding of communication plans to elected officials.

Objective 3.1: Present, discuss, make recommendations, and edit the Communications Plan as needed with the understanding that the Plan tools and strategies will be updated by project leadership and the communications team as needs arise throughout the construction phase.

Success Indicators: Finalize the Communications Plan.

### Goal 4: Pre-Construction

Provide a clear understanding of the project overview and Communications Plan to community partners.

Objective 4.1: Present a project overview and the Communications Plan at Board meetings and/or other applicable meetings as outlined in the schedule below.

Success Indicators: A clear understanding of the project and strategies for communication.

### Goal 5: Pre-Construction

Inform the public and identified stakeholders about construction plans by using the identified strategies, resources, and tools as outlined and approved in this Plan.

Objective 5.1: Implement the strategies, resources, and tools outlined and approved in this Plan.

Success Indicators: Utilization of all the identified tools to provide a clear understanding of construction plans, timelines, impacts, parking, and where to go for additional information and updates.

### Goal 6: Construction

Regularly review and update all elements of the Communications Plan to ensure continued communication with stakeholders as needs arise throughout the construction phase.

Objective 6.1: Conduct regular internal meetings with project leadership and the communications team.

Success Indicators: A Communications Plan that is updated, current, and meets the needs of identified stakeholders and any additional stakeholders identified throughout the construction phase.

**Goal 7: Construction**

Update elected officials of project and communication needs and plans.

**Objective 7.1:** Provide quarterly updates at City Council meetings.

**Success Indicators:** An updated and informed City Council.

**Goal 8: Construction**

Keep community partners and other stakeholders informed and updated.

**Objective 8.1:** Provide periodic construction updates as deemed necessary as the project progresses through the construction phase.



## Communication Schedule and Deliverables

### Monthly Schedule

#### Pre-Construction

##### February 2023

Goal	Description	Audience	Tool(s)	Frequency	Lead
Plan & Coordinate	Pre-Construction Meeting	Public Works staff, contractors, project lead PIO	N/A	One time Feb. 6	Public Works
Plan & Coordinate	Communication Planning Meeting	Public Works leadership, project lead PIO	Drafts: Communications Plan, press release, and parking map	Weekly Feb 23	Public Works Director

##### March 2023

Goal	Description	Audience	Tool(s)	Frequency	Lead
Plan & Coordinate	Communication Planning Meeting	Public Works staff, Project Lead PIO, City PIO, Chief of Staff	Drafts: Communications Plan, press release, and parking map	Weekly March 9 March 16 March 23 (no meeting) March 30 (include representation from IFDDC, Library, IFP)	Public Works Director
Inform	IFDDC Board Meeting	Board members	Drafts: Communications Plan & parking map	Monthly March 7	Project Lead PIO
Inform	Library Board Meeting	Board members	Drafts: Communications Plan & parking map	Monthly March 23	Public Works Director

##### April 2023

Goal	Description	Audience	Tool(s)	Frequency	Lead
Inform	IFDDC	Executive Director	Updated Drafts: Communications Plan & parking map	April 6	Project Lead PIO
Plan & Coordinate	Communications Planning Meeting	Public Works staff, project lead PIO, City PIO, Chief of Staff	Updated Communications Plan, press release & parking map	Weekly April 6 April 13 April 20 April 27	Public Works Director
Review Communications Plan	City Council meeting	Mayor, City Council, Public	Drafts: Communications Plan & parking map	April 10	Public Works Director
Inform	IFDDC Board meeting	Board members	Final: Communications	Monthly	Project Lead PIO



			Plan & parking map		
<b>Inform</b>	Public outreach following City Council approval of Communications Plan	All stakeholder groups	All external communication tools identified in this Plan	April 10-11	Project Lead PIO
<b>Inform &amp; address concerns</b>	Project coordination meetings	Adjacent property owners, contractors, PW staff	N/A	Weekly (April date to be determined.)	Public Works staff, Project Lead PIO

### Construction

#### May 2023- Completion of Construction

Goal	Description	Audience	Tool(s)	Frequency	Lead
<b>Review communication plans and make adjustments</b>	Communication planning meeting	Public Works staff, Project Lead PIO, City PIO, Chief of Staff	Communications Plan and outreach material	Monthly	Public Works Director
<b>Update &amp; address concerns</b>	IFFDC & Library Board meetings	Board members	N/A	Monthly or as needed	Project Lead PIO and/or Public Works Director
<b>Inform &amp; update</b>	Project coordination meetings	Adjacent property owners, community partners, contractors, PW staff, Project Lead PIO	N/A	Weekly during active construction	Public Works, Project Lead PIO
<b>Update</b>	Public & Stakeholder Updates	All stakeholders	External communication tools as deemed appropriate depending on phases of construction.	As needed	Project leadership & communication team

### Background Information

Refer to the Water Tower website for the history of the elevated water tower and other information and resources.





Source: [Idaho Transportation Department Public Outreach Planner](#)





## Library Parking Map Legend

*During water tower construction*

-  Public Parking  
271 stalls  
11 handicap
-  Limited/shared parking stalls. Library parking available after regular business hours (M-F, 8a-5p).  
290 stalls  
2 handicap
-  No public parking, private parking lot
-  No parking, under construction  
58 stalls.  
  
This lot will be available after construction. The library will only lose 1 parking stall after construction is done.



# MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Kerry Beutler, Interim Community Development Services Director

**DATE:** April 5, 2023

**RE:** April 4, 2023, Planning Commission Action

Planning Commission took the following action during the April 4, 2023, meeting.

1. **PLAT21-028: FINAL PLAT. Ivy Wood Division No. 4, 37.372 acres of a Portion of a Parcel of Land Situated in the West ½ of the NE ¼ of Section 12, Township 1 North, Range 37 East. Generally located in the southwest of intersection at 5th West and 65th South.** On April 4, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
2. **PLAT23-003: FINAL PLAT. Fanning Place Division No. 1, SE ¼ of the SW ¼ of Section 17, Township 2 North, Range 38 East. Generally located north of Lomax St, east of N Wabash Ave, south of Cleveland St, west of N Fanning Ave.** On April 4, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
3. **PLAT23-007: FINAL PLAT. The Reserve at Snake River Landing Division No. 1, SW ¼ of the NE ¼ and NW ¼ of the SE ¼ of Section 26, Township 2 North, Range 37 East. Generally located north of the Sidehill Canal, east of Pioneer Rd, south of Event Center Dr, west of Snake River Pkwy.** On April 4, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
4. **ANNX23-001: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of HC, Highway Commercial; LC, Limited Commercial; and R3A, Residential Mixed Use for 166 Acres in the SE ¼ of Section 6, Township 2 North, Range 38 East. Generally located north of E 49th N, east of N 5th E, south of E 65th N, and west of US Hwy 20.** On April 4, 2023, the Planning and Zoning Commission voted 5 to 1 to recommend approval of the annexation and initial zoning of R3A, LC, and HC as presented, to the Mayor and City Council.

**RECOMMENDED COUNCIL ACTION:** To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).