



**NOTICE OF PUBLIC MEETING**  
Monday, July 9, 2018  
**CITY COUNCIL CHAMBERS**  
680 Park Avenue  
Idaho Falls, ID 83402  
3:00 p.m.

---

*The public is invited to attend. 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 or program of the City of Idaho Falls, you may contact City Clerk Kathy Hampton at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 as soon as possible and they will accommodate your needs.*

**SPECIAL MEETING (Council Work Session)**

*Times listed in parentheses are only estimates.*

Call to Order and Roll Call

Mayor:

- Acceptance and/or Receipt of Minutes
- Calendar, Announcements and Reports (10)

Council:

- Liaison Reports and Concerns (10)

Legal:

- Public Records Request Process Presentation (30)
- Magistrate Courts Discussion (30)

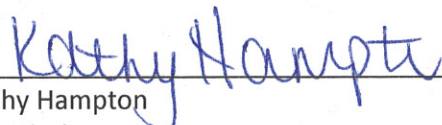
Agency Presentation:  
United Way

- Asset Limited Income Constrained Employment (ALICE) Report (30)

Presentation:

- The Broadway Project Presentation and Off-site Tour at 560 W. Broadway and 344 Memorial Drive (60)  
*(Hard hats and vests will be provided and tour organizers have requested that tour participants wear long pants and closed toed shoes.)*

DATED this 6<sup>th</sup> day of July, 2018

  
\_\_\_\_\_  
Kathy Hampton  
City Clerk



# MEMORANDUM

---

**TO:** Honorable Mayor and Council

**FROM:** Brad Cramer, Director

**DATE:** June 20, 2018

**RE:** June 19, 2018, Planning Commission Action

---

Planning Commission took the following action during the June 19, 2018 meeting.

- RZON18-006 REZONE: Comprehensive Plan Amendment Low Density to Commercial/Higher Density Residential/Industrial. Generally south of N Yellowstone Hwy., west of N 25th E, North of Kearney St., and east of N Woodruff Ave** On 6/19/18, The Planning & Zoning Commission recommended approval of changing the Comprehensive Plan from low density to commercial/higher density residential/industrial as presented.
- ANNX18-009: Annexation/Initial Zoning of RMH, R1, and HC. Generally south of N Yellowstone Hwy., west of N 25th E, North of Kearney St., and east of N Woodruff Ave .** On 6/19/18, the Planning & Zoning Commission recommended approval to the Mayor and City Council of the annexation of 89.5 acres and initial zoning of RMH, R1, and HC as presented.
- RZON18-007: Rezone. Heritage Hills 3 R&D to R1. 7.744 Acres, Generally south of Independence Dr., west of N 5th W, north of W 33rd N and east of the Snake River** On 6/19/18, the Planning & Zoning Commission recommended to the Mayor and City Council approval of the rezone from R&D to R1 as presented.
- RZON18-009: Amendment to Sign Code.** On 6/19/2018, the Planning & Zoning Commission recommended, to the Mayor and City Council approval of the changes to Section 7-9-10E: Permit Submittals, 7-9-12: Definitions, 7-9-41: Portable Signs, 7-9-43: Electric Message Center Signs and Changeable Copy, 7-9-47F: Projection Signs and awning Signs in the CC zone, 7-9-49: Billboards and Tables 1-7 as presented.
- RZON18-008: Zoning Ordinance Changes.** On 6/19/18, the Planning & Zoning Commission recommended to the Mayor and City Council approval of the amendments to the Comprehensive Zoning Ordinance, including Sections 11-2-4: Allowed Uses In Commercial Zones, 11-2-5: Allowed Uses in Industrial & Special Purpose Zones, 11-2-6N: Dwelling, Accessory Unit, 11-3-4: Standards for Residential Zones, 11-5-1: PT Planned Transition Zone and 11-7-1: Definitions as presented.
- RZON18-10: Form Based Code Changes.** On 6/19/18, the Planning & Zoning Commission recommended to the Mayor and City Council approval of the Amendments to the Form Based Code including Sections 5.1.4(1.c): Ground Story Transparency, 5.3: Storefront Buildings, 5.4: General Stoop Buildings and 9.1: Sign General Requirements as presented.
- ANNX18-007: Annexation and Initial Zoning of HC. Folsom/Pickering Annexation and Initial Zoning of HC.** Generally south of N Yellowstone Hwy., west of N 25th E, north of Lincoln Rd., and

east of N Woodruff Ave . On June 19, 2018, the Planning and Zoning Commission recommended to the Mayor and City Council approval of the annexation and initial zoning of HC as presented.

8. **ANNX18-008: Annexation and Initial Zoning of R1.** Generally south of Independence Dr., west of N 5th W, north of W 33rd N and east of the Snake River. On June 19, 2018, the Planning and Zoning Commission recommended to the Mayor and City Council approval of the annexation and initial zoning of R1 as presented.
9. **PLAT18-016: Final Plat.** Generally south of Independence Dr., west of N 5th W, north of W 33rd N and east of the Snake River. On June 19, 2018, the Planning and Zoning Commission recommended to the Mayor and City Council approval of the final plat for Heritage Hills Division 3 with the condition that the left hand turning lane be resolved for division 1, 2, & 3.

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

PC Action 6/19/2018

**City of Idaho Falls - ADA Advisory Board  
P.O. Box 50220 Idaho Falls, ID 83405-0220**

**May 29, 2018**

**12:00 p.m.**

**Community Development Services  
Planning Department  
Council Chambers  
680 Park Ave Idaho Falls  
208-612-8323**

**MEMBERS PRESENT:** Dean Nielson, Hailey Holland, Dr. Kalob Parsons, AU, Kevin Pirnie, and Stacey Barrett. City staff present included: Mike Kirkham, Lisa Farris, and Alex Zollinger.  
**ALSO PRESENT:** Sean Malone accompanied by his Case Worker, and Mrs. Pirnie.  
**CALL TO ORDER:** Lisa Farris called the meeting to order at 12:00 pm.  
**CHANGES TO AGENDA:** None

**Minutes:**

Lisa Farris started the meeting at 12:00 pm by introducing herself and invited Board members to introduce themselves and share their backgrounds.

Farris provided a brief summary of the history and background provided by the previous ADA Commission and their goal of presenting ADA issues and concerns, discovered in past self-assessments, to the Mayor and Council for project consideration. Farris shared how the ADA Commission held their last meeting in January of 2015 and chose to disband because several positions had been reappointed 2-3 times. Farris added that several months later a citizen had made a request for public records related to the current ADA Transition Plan and that the records request led to the need for the development of a new ADA Transition Plan that had all (3) elements: Public Right of Way, City Facilities, and City Programs. Farris shared how the City discussed a path moving forward to address ADA concerns and issues related to public right of way, city owned facilities, and programs.

Farris provided the Board with a copy of the new ADA Advisory Board Ordinance and talked about the need for the Board to meet once or twice a year, or as needed.

Farris talked about the information provided in the checklist and how it was designed to self-identify potential ADA concerns, to help prioritize potential projects, and how the data would be presented to Mayor/Council in an annual report (January) and hopefully coincide with the annual budget process.

Farris added that the Mayor/Council were very much in support of ADA improvements of city owned facilities and programs and how they allocated specific ADA funding in 2017 and 2018 budget years to address past ADA issues and concerns.

Kirkham shared with the Board the progress of the new Self-Assessment/Checklist and how Alex Zollinger, Legal intern, is working with departments to complete them so he may analyze the data to be included as part of the new ADA Transition Plan. Kirkham also shared his appreciation for the input the City hopes to gain through the diverse disabilities represented by the new ADA Advisory Board. Kirkham also provided business cards to the Board and encouraged them to contact himself or Farris should they have ADA questions or concerns.

Zollinger shared his timeline in collecting the rest of the self-assessments/checklists and added that he would be able to finish the data analysis within weeks of receiving it.

Farris suggested the Board meets again in mid-August to give enough time for checklists to be completed and data analyzed so we would have something for the Board to review.

The Board was in agreement with the timeline.

Farris encouraged the Board to view the ADA City Website to view ADA Projects completed to date with a variety of funding sources, look at the online grievance process, view the resources available to the public, see the training video, and see the FAQ section.

Farris asked the Board to share what their expectation were in volunteering for the ADA Advisory Board and the following was provided:

Nielsen wanted to make sure people with all types of disabilities had access to city programs and facilities. Barrett said she agreed with Nielsen and added that her concern was for that of children having access. Holland added that she was in agreement. Dr. Parsons asked how he could be of help to the Board and shared some of the concerns he receives from clients. Dr. Parsons talked about the need for a loop system that transmits to an individual's hearing aid, allowing them to participate in Council meetings. Pirnie added that he appreciated the City's proactive approach to understanding the needs of individuals with a disability and that he would be able to give a more thorough review of the City's ADA website for accessibility for the visually impaired. He also provided positive feedback on the audible chirping signals at St. Clair and Holmes and added that the volume needed to be increased because the road noise make it difficult to hear.

**Miscellaneous:** None

The Board was encouraged to contact Farris or Kirkham for any ADA related issue or concerns, or if they wanted to provide input. The meeting ended at 12:55 pm.

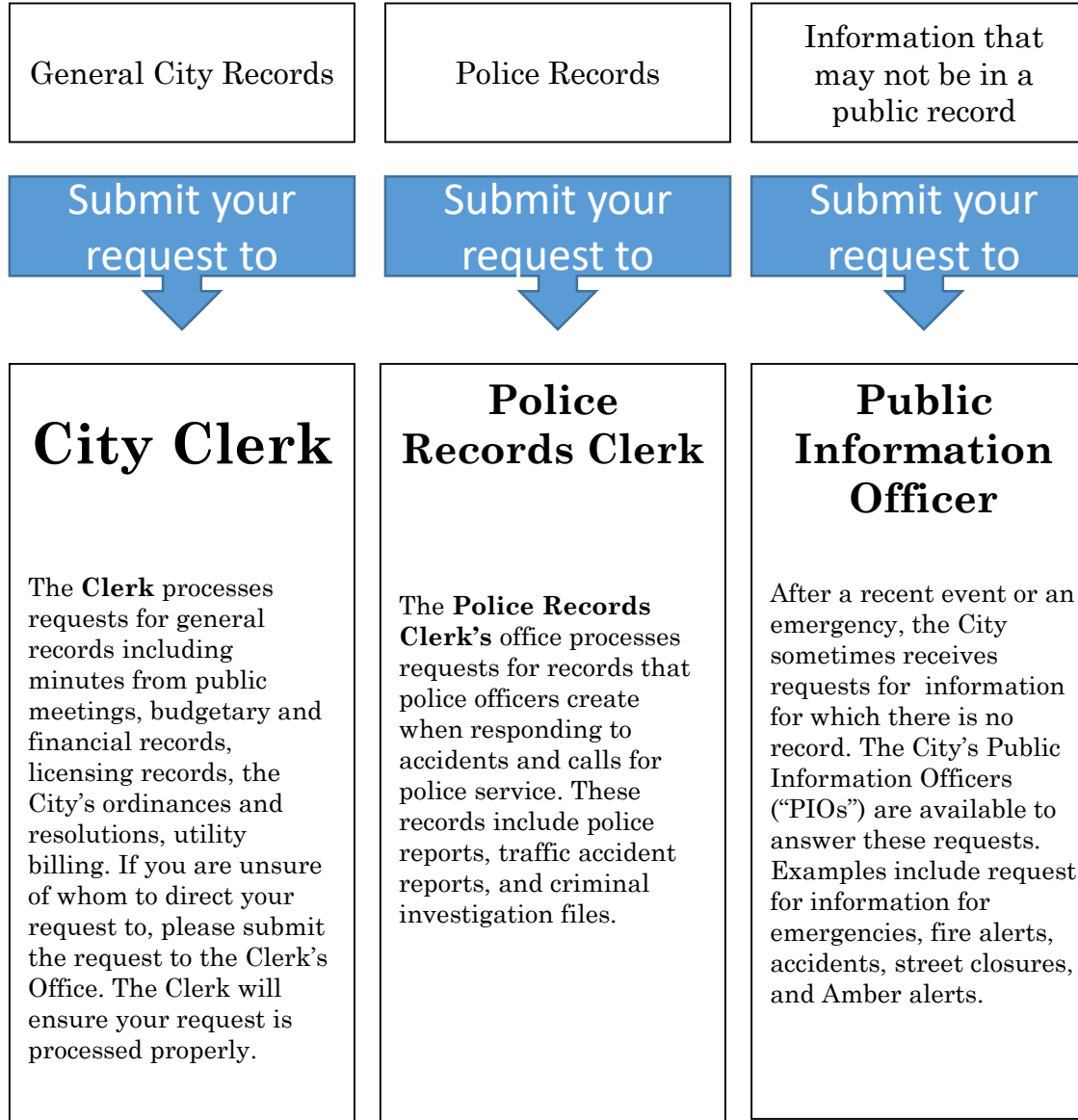
Attachments provided during the meeting are available in the ADA Coordinators office.

**Respectfully Submitted**

**Lisa Farris, ADA Coordinator**

# INFORMATION AND PUBLIC RECORDS

## What type of record/information do you want?



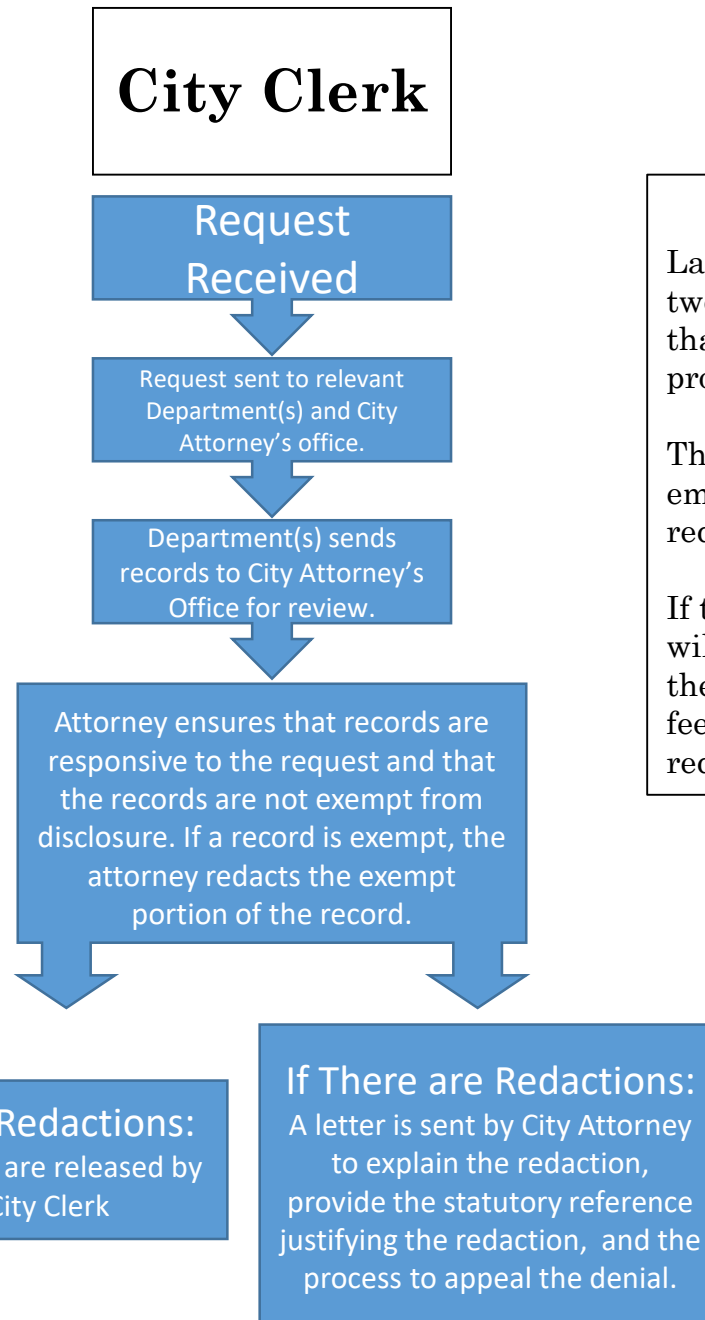
# How does the City Clerk process records requests?

Most records processed by the City Clerk's office will not be redacted.

For example, minutes, agendas, resolutions, ordinances, budgets, City license records, and cemetery records are unlikely to be redacted.

However, some records that contain sensitive information will likely require redaction after attorney review.

Records that are commonly redacted include personnel and personal records, payroll, benefits, litigation, and employee insurance records.



## Remember!

Large requests that take longer than two (2) hours or require copying more than one hundred (100) pages will probably trigger a fee.

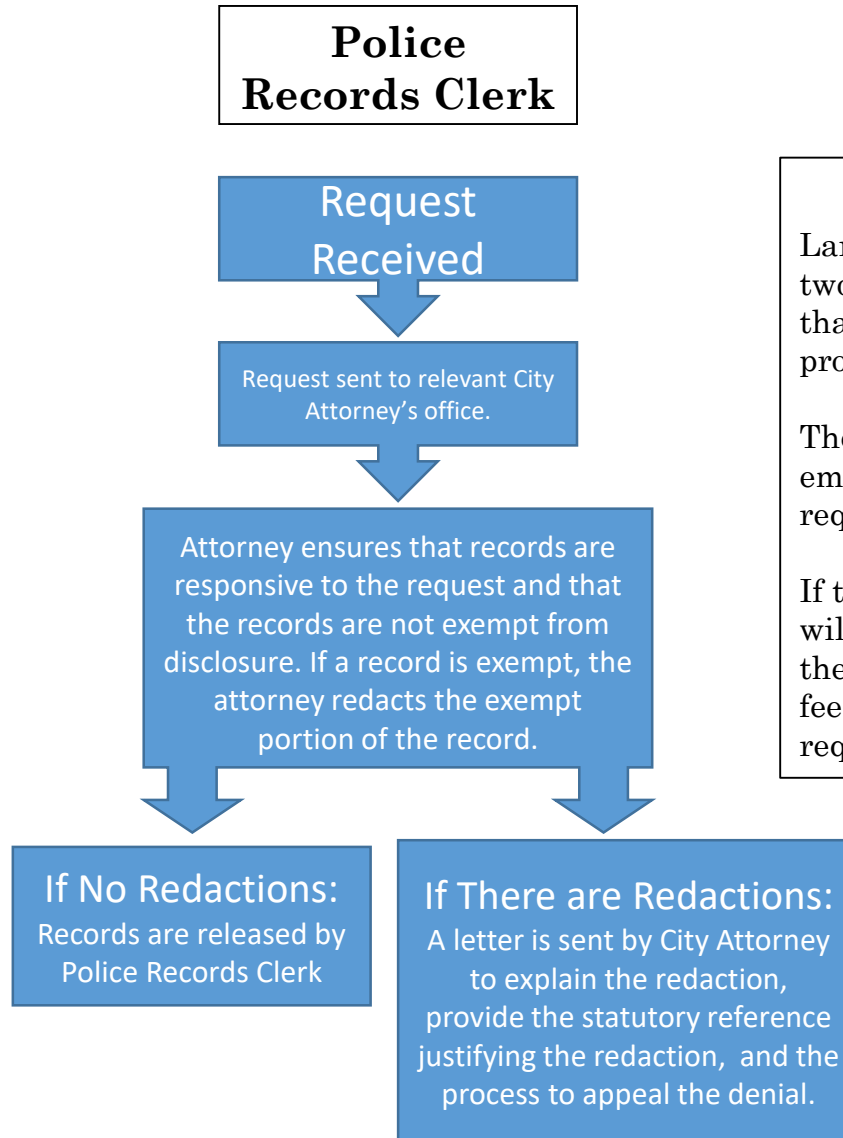
The fee is the hourly rate of the employee required to process the request.

If the City estimates that your request will trigger a fee, the City will tell you the estimate for the fee and require a fee deposit prior to processing the request.

# How do the Police Records Clerks process records requests?

Records processed by the Police Records Clerk's office will, pursuant to Idaho Code § 74-124(1)(c), redact personal information from police reports, for example birthdays and social security numbers.

In addition, pursuant to Idaho Code § 74-124(1), there may be other sensitive information that may be redacted from a police report.



## Remember!

Large requests that take longer than two (2) hours or require copying more than one hundred (100) pages will probably trigger a fee.

The fee is the hourly rate of the employee required to process the request.

If the City estimates that your request will trigger a fee, the City will tell you the estimate for the fee and require a fee deposit prior to processing the request.



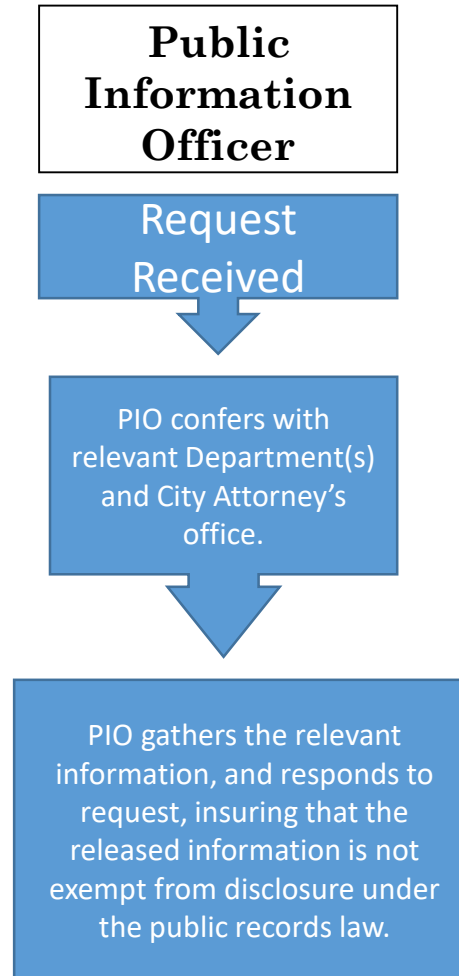
## How do the Public Information Officers process information requests?

After a recent event or an emergency, the City sometimes receives a request for information for which there is no record.

The City's Public Information Officers ("PIOs") are available to answer these requests. Examples of a situation where a PIO may respond to an information request includes emergencies, fire alerts, accidents, street closures, and Amber alerts.

PIOs respond to these requests by providing information that would normally be disclosed through a record request.

PIOs will not release information that would be exempt from disclosure under the Idaho Public Records Act.



### Remember!

The City is not required to create a record to respond for a request for information.

Large requests that take longer than two (2) hours or require copying more than one hundred (100) pages will probably trigger a fee.

The fee is the hourly rate of the employee required to process the request.

If the City estimates that your request will trigger a fee, the City will tell you the estimate for the fee and require a fee deposit prior to processing the request.