



NOTICE OF PUBLIC MEETING
Monday, August 8, 2022
City Council Chambers
680 Park Avenue, Idaho Falls, ID 83402
3:00 p.m.

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 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 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

Mayor and Council:

- Acceptance and/or Receipt of Minutes
Action Item: To receive recommendations from the Planning and Zoning Commission (5)
- Calendars, Announcements, Reports, Updates, and Discussion (10)
- Liaison Reports and Councilmember Concerns (10)

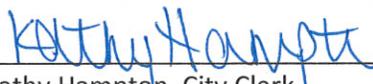
Municipal Services:

- Quarterly Financial Presentation (45)
Action Item: Council Direction to Staff
- Property Tax Levy and Homeowner Valuation Discussion (15)
Action Item: Council Direction to Staff

City Attorney, Community Development Services, Mayor's Office, Parks and Recreation, and Police Department:

- Follow-up Discussion: Policy Recommendations for Management of Public Spaces (30)
Action Item: Council Direction to Staff

DATED this 5th day of August 2022



Kathy Hampton, City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Brad Cramer, Community Development Services Director

DATE: August 3, 2022

RE: August 2, 2022, Planning Commission Action

Planning Commission took the following action during the August 2, 2022, meeting.

- ANNX22-011: ANNEXATION/INITIAL ZONING. Annexation of 89 acres, NE ¼ of Section 5, Township 1 North, Range 38 East with an initial zoning of R3, Multiple Dwelling Residential and LC, Limited Commercial. Generally located north of E 65th S, east of S 11th E, south of E 49th S, west of S 15th E.** On August 2, 2022, the Planning and Zoning Commission voted to 3 to 1 to recommend approval of the annexation with the modification to the initial zoning of LC in the NE Corner, R3 in the SE corner, and R2 along the western edge.
- RZON22-008: REZONE. The SW ¼ of Section 6, Township 2 North, Range 38 East. Generally located north of W 33rd N, east of N 5th W, south of Pevero Dr, west of N 5th E.** On August 2, 2022, the Planning and Zoning Commission recommended to the City Council, by a 3 to 2 vote, approval of the rezone from R1 to R3.
- PLAT22-019: PRELIMINARY PLAT. The Reserve at Snake River Landing for the SW ¼ and NW ¼ of the SE ¼ of Section 26, Township 2 North, Range 37 East. Generally located north of Sunnyside Rd, east of Pioneer Rd, south of Event Center Dr, west of Snake River Parkway.** On August 2, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
- PLAT22-024: FINAL PLAT. Falcon Crest Estates for Part of the NE ¼ of Section 31, Township 3 North, Range 38 East. Generally located north of Saddle Rock Lane, east of Sage Lakes Golf Course, south of Copeland Dr, west of N 5th E.** On August 2, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.

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

Idaho Falls Downtown Development Board Meeting held June 7, 2022, at 9:00am in the Arts Council conference room. Those in attendance: Kevin Cutler, Brandi Newton, Jill Hansen, Tasha Taylor, Chip Langerak, Kevin Josephson, Antonio Meza, Lisa Farris, Christian Ashcroft, Kasi Nelson, Councilman Jim Francis. Staff – Catherine Smith, Mala Lyon and Juan Hernandez

Minutes of the May 3, 2022, meeting reviewed; Chip motioned to accept, Kasi seconded; Board approved.

Financial report – Brandi –proposed that a revised budget be made by Catherine that is modified to show canceled event income; Kevin asked if anything was going to be done to offset the missed fundraiser income? No, only 4 months left – we did not plant spring flowers along Broadway this year to cut some costs. We do have a BID fund that the city holds to be used for projects or operating and we can look into leveraging some funds there to make up the shortfall. Councilman Francis said he would check with Director Brad Cramer. Chip suggested a snow removal reserve fund to help offset higher expenses for a bad snow year. Brandi motioned to accept the financial report – Jill seconded; board approved. Brandi motioned to have a budget revised by Catherine, Chip seconded, and board approved.

Catherine will be attending the City Council work session on June 27 to give them a re-cap of what we have done this past year. This is an annual report tied to our Management Agreement with the City of Idaho Falls.

Grants - We are working on a T-Mobile grant for the Welcome to Downtown sign to go across Broadway. The maximum to apply for is \$50,000 and we are applying for the maximum amount. We need to include 5 letters of support for this grant request. Greg has submitted a letter, we are requesting that the Board submit 3 more to Catherine. Catherine will also request a letter from Brad Cramer and Mayor Rebecca Casper.

Light grant – A new solar light is being installed on Capital Ave at the Melaleuca lot that we manage and we will be moving the second pay station from B Street to there. We have had several complaints about the need for better lighting from the county and downtown employees leaving work after dark. We have had a gentleman that is doing 100 hours of Community Service for us downtown weeding in the evenings. It has been very helpful!

SpringBrew raised about \$1200 – it was a very windy day and we saw a much smaller crowd than we hoped we would. SummerBrew will be June 25. We will be working with Jeni from TEC for SummerBrew as Krisi has officially retired as our event specialist.

On June 25, we will be hosting the merchant driven ‘Shop the Sidewalk’ sale day. We are encouraging shops to put out signs, balloons and a table with sale items. We hope to bring people downtown from the Farmer’s Market this Saturday and every Saturday. Customers park their vehicles in the downtown area to go to the market, so they are walking back into the downtown until the market closes around 1 pm. A suggestion to work with the merchants and help them leverage the events like the Farmer’s Market and Gallery Walks by having a morning, evening and even virtual training/info meeting is something to explore.

We have created a private downtown merchant Facebook page that we are encouraging the merchants to use to share information and allowing us to share information easily and quickly. Kevin asked if we include Broadway shops in events and the communications and we always do – many are linked into the Facebook page and already receive all of our email communications directed to downtown merchants.

Taste of Downtown – looking at possibly late August, but we still have the road closure difficulties and will be working on the details of understanding what is needed to close the road for maximum safety. Chip said he loves the event, but that it is hard to staff his restaurant and a booth for Taste of Downtown. Some restaurants do not have the equipment to do an outdoor set up. Catherine said she contacted 12 restaurants last year, felt like we needed a minimum of 9 to make it work and only 3 responded, so we had to cancel it. Kevin J asked if we could hold it on a Sunday as there are lots of new people moving into the city and they are looking for more to do. Would staffing be less of an issue on that day? Downtown restaurants that are open on Sunday are packed. Brandi said the response to the ARTitorium being open on Sunday has been ok, not great. Chip asked about doing it in the winter inside The Downtown Event Center? Brandi said you must figure out the absolute final date prior to the event that you have to have a solid commitment from the restaurants so you can still advertise and promote and organize. The Arts Council had their street party in 2019 and it was a very successful family friendly event and would like to suggest that maybe we combine efforts and to kick off the new Season of Shows at the Arts Council in combination with a Taste of Downtown. We will explore this some more.

Parking – Jake met with a photography business owner that offers high-end photography sessions on Shoup Avenue. The session last for 4-6 at least hours. Customers are receiving parking tickets and it is creating a poor experience for this business. It was decided that the business owner could ‘pre=pay’ their parking tickets. The owner of the business will connect with Catherine to devise the logistics to execute this temporary solution. Brandi said this problem will be solved with having on-street meters and pay to park.

Jim Pletscher has been helping us clean up some of the alleys and paint over graffiti. We are looking into some grant money to help with safety in alleys with better lighting.

We have contracted with some businesses that have private lots to monitor them as a service. Banks Gaffney Law office has 8 reserved spaces in the private lot on Shoup Avenue and there are signs clearly posted that “if you park here, you will be towed”. That law office has hired a tow company during the noon – 2 pm lunch rush to be present and watch for people to park in the spaces. When customers or others do, they are immediately towed and charged \$420 to get their vehicle back. Catherine spoke with the building owner, and the law firm’s lease gives them every right to have vehicles towed out of the spaces. Since they have hired this towing company, they no longer need us to monitor the parking lot. We are hoping to help downtown employees understand the parking restrictions in that parking lot to avoid being towed through a handful of emails and future social media posts on our private Facebook group.

Construction update - The plan is to open the Park Avenue June 17. Knife River and the Public Works team have been wonderful to work with on this massive project downtown. The intersection of Yellowstone and Broadway is on hold until next year as the bids received were much higher than anticipated.

Lisa Farris, CDBG Report/Façade Improvement Funds – We still have \$15,000 façade grant money and will be looking to Aug or Sept for the 2022 allotment. Have received several letters of support and the deadline for them in June 12. Page Insurance is moving ahead with their project.

Christian Ashcraft, Economic Development Administrator – city report – GIFT city transportation is up and running. Could we give info materials to IFDDC to distribute? Yes, Kade gave us materials and we distributed. Christian is doing research on local improvement districts. This is a way to do an improvement project in a specific area and then those businesses are ‘taxed’ to pay the city back.

Councilman Jim Francis – The city is now applying impact fees to new construction only. There is a working group for proactive communication about the water tower construction with a plan for signs and help for people to adapt to the parking implications from the library parking lot being restricted with construction. The earliest the construction will begin for the water tower is this fall or next spring. Chip said his understanding is that the library will be in charge of handling it like they did once before. The city is also looking at doing an international community festival in the fall, maybe on the riverwalk, to help our community understand the different cultures that all live here now.

Meeting was adjourned at 10:06am The next board meeting will be held July 12, 2022

Respectfully submitted - Jill Hansen, secretary and Mala Lyon

Idaho Falls Downtown Development Board Meeting held July 12, 2022, at 9:00am in the Arts Council conference room. Those in attendance: Kevin Cutler, Cindy Napier, Chris Sheetz, Jill Hansen, Tasha Taylor, Chip Langerak, Lisa Farris, Councilman Jim Francis. Staff –Mala Lyon

Chris Sheetz welcomed, and board was told that Emily has left the Idaho Falls Magazine and will no longer be on our board.

Minutes of the June 7, 2022, meeting reviewed; Chip motioned to accept, Tasha seconded; Board approved.

Financial report shows the profit from the Summerbrew and the BID funds of \$25,500 from the city were received yesterday and will show in next months report. Cindy motioned to accept; Jill seconded; Board approved.

Director's Report – Chip – reviewed the report that Catherine sent out –

Farmer's Market: We are trying to get a meeting set up with the market board to help them with what they need help with and what they know and don't know concerning the road closure problems. We met with the IFPD and IFFD and what they are requiring to have for a street closed for an event. They want a secure barricade which would cost us \$60,000 for our events and 3 times that for the Farmer's Market as every vehicle access has to be blocked, but someone could simply drive around a barricade onto the grass of the greenbelt and drive in. The way it is now is a no and this no will be enforced next year. The fire department requires a 12' wide space to get their large truck in. We asked about parked cars across the road, and they said no as if they need the vehicles moved quickly there could be problems of getting the vehicle owner right there or the vehicle might not start. Money was donated by the INL to the IFPD, and they purchased barricades, but we are not allowed to use them for a public event. We have called Idaho Traffic Safety and they do not have any to rent. The Farmer's Market has expanded and improved by being on the greenbelt. They made 1.2 million last year which is double from the year before and double again the year before that. Having it on the Memorial greenbelt is what it was redesigned for, and it pulls people and tourists into the downtown. Other Farmer's Markets in surrounding towns plan theirs so it doesn't conflict with ours. Most vendors have a job during the week, and this is a side thing to make extra money. We have armed security every week at the Market. Kevin said the goal of IFDDC is to be the support group to help people work with the city to be able to hold events in the street, we do not want to take over any event just help facilitate. We are looking into removable bollards that have a permanent footing in the ground and they are just placed and removed as needed. Then there is the issue of where they will be stored and who will be tasked with bringing them downtown, placing them out and removing them for each event. We are looking to see if there are any grants available for this type of project. Or maybe we can get Idaho traffic Safety to see there is a need for barricades that can be rented. Tasha said we love these events and don't want them to move away from the downtown or suck the charm out of them.

Taste of Downtown – the public wants this event, but the restaurants are still struggling to be staffed and it is an expensive event for us to put on. Chris asked if we have thought of doing it where you go to the actual restaurant with a purchased ticket that you present to get your sample? You could still have a band and tents for people to mingle at. When this event was Taste of Idaho, we allowed restaurants that were not downtown to participate, but now it is limited to just the downtown restaurants. What about the restaurants across the river or on Cliff Street? Most of the businesses on Cliff are class 'B' BID members and can participate but do not have a vote.

Draft of the revised budget – Catherine made some adjustments to what we thought the event income would be which was less than we hoped, and snow removal costs were higher. These changes brought the budget back into balance. We will review this again next month when Catherine is here.

Lisa - for 2022 \$38,233.98 was approved by the city council, so we have \$34,00 available for new projects. Page Insurance is working on repairing the masonry on their building. Willowtree Gallery has submitted a request, but they are just outside the BID boundaries, but they are a class 'B' member of the BID. We will need to have confirmation as to whether they can be included. Kevin stated that the goal of the BID is to help offer services just like this and not just a collect funds program.

Councilman Jim Francis – he will talk to IFPD and Randy Fife about the road closure problems. The water tower is 90% designed and the install will begin next spring. The BID reserve money at the city is \$109,589.63 and it does earn interest. Enforcement of parking in additional lots along Yellowstone by the railroad tracks and others is being reviewed along with the budget by the city council. A community cultural festival to promote unity is being planned for next year as we realized that there was not enough time to pull one off this fall and we hope to have a winter celebration. The railroad behind the library has been approved to be taken over by the city from the railroad.

Tasha asked when the over the street strings of lights can be reinstalled now that the construction is finished? Councilman Jim Francis said he would ask to see if that is under the Parks and Rec. and how soon they can get it done.

Meeting was adjourned at 9:52am The next board meeting will be held August 2, 2022

Respectfully submitted - Jill Hansen, secretary and Mala Lyon