



**Lewiston Development Impact Fee Advisory Committee
REGULAR MEETING AGENDA**

June 4, 2024 - 10:00 AM

**Lewiston Public Works – Public Works Conference Room – 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZEN COMMENTS

This is an opportunity for citizens to address the Committee on agenda items or other items they wish to bring to the attention of the Committee or Staff. Comments may be made: (1) in-person, (2) by emailing publicworks@cityoflewiston.org or (3) by calling 208-790-8803. Comments submitted by email or phone will be forwarded to the Development Impact Fee Advisory Committee. If you would like your comment to be read out loud during the meeting, please so indicate in your message.

III. CONSENT AGENDA

All items on the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion on these issues unless a member so requests, in which case the item will be removed from the Consent Agenda and considered under Section V - Items Moved from the Consent Agenda.

A. DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE MINUTES 5/7/24: - Action Item

IV. ACTIVE AGENDA

A. CONTINUED DISCUSSION LED BY ARDURRA TO REFINE DEVELOPMENT IMPACT FEE PROCESS: - Action Item

V. ITEMS REMOVED FROM CONSENT AGENDA - Action Item

VI. UNFINISHED & NEW BUSINESS - Action Item

VII. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Public Works Specialist Jill Tolman at least 48-hours in advance of the meeting time at (208) 790-8803 or publicworks@CityofLewiston.org.

May 7, 2024

The Development Impact Fee Advisory Committee of Lewiston, Idaho met at in the Public Works Conference Room at 215 D Street. Chair Norton called the meeting to order at 10:00am.

I. CALL TO ORDER

Committee members present: Carlton, Frei, Lynch and Norton

Committee members absent: Greco

Council liaison present: Liedkie

Staff members present: Severance, Tolman, Plaskon, VanderPas

II. CITIZEN COMMENTS

No Citizen Comments.

III. CONSENT AGENDA

A. DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE MINUTES 4/9/24

Chair Norton asked for a motion to approve the consent agenda. Member Carlton made the motion with a second from Member Frei. The committee voted to approve the consent agenda.

IV. ACTIVE AGENDA

A. PRESENTATION BY ARDURRA OF PROCESS FOR DIFAC: Ardurra will begin to identify process of assessing a Development Impact Fee for the City of Lewiston. - Presentation

Ms. Kylee Jones introduced herself. She is an Urban & Sustainable Transportation Project Manager for Ardurra. Ms. Jones went over the ordinance outlining DIFACs goals and responsibilities. After this meeting she will be emailing a memo outlining what was discussed as well as the presentation.

Introduction to Traffic Impact Fees

What are TIF's?

Traffic Impact Fees are a funding mechanism able to replace Traffic Impact Analysis' (TIA) currently required for development. TIAs are costly and time consuming for developers. By establishing a Traffic Impact Fee the City can establish a methodology to assess fees to address Traffic Impact based on type of development and district. This change was requested by Developers in the community, it streamlines the process and give the City a funding mechanism for grant match or project funding. Fees must be used in the district in which they are allocated and can only be used in projects aimed at enhancing capacity. Enhancing capacity would be widening of roadways, intersection changes, etc.

TIF Districts:

Four districts are proposed: Bryden, East Orchards, Downtown and Port. Discussion was had on how to create equity for high traveled roads, for instance, much of the trips generated on Bryden

are due to development in the East Orchards. Also, concerns were raised on whether or not if a district has lower fees does it make it more desirable for development or vice-versa.

Equation/Process:

Methodology/What's Already Been Done

Land Use Forecasts:

Ms. Jones showed a map of expected development within the City of Lewiston, all of it was in the East Orchards District. Planner Plaskon asked if there is any additional information on the benefits of having intergovernmental agreements with the other area governments. Ardurra will review and report back.

Trip Generation:

The LCVMPPO is currently working on a travel demand model, once available TIFs will be calculated using that information, until then it is suggested to use ITDs traffic analysis.

Identified Improvements:

Using the Capital Improvement Plan, projects were identified in each district. Those projects are going to be assessed by how much of the project is driven by capacity. Staff will be working to refine those numbers for the next meeting. It was asked if developers could choose to give their TIF funds to the City's highest priority rather than the funds staying within their district, discussion was had about that but no consensus was reached. Additional research may be warranted.

Where we are at:

Next Steps:

The group asked for real Lewiston examples, i.e. a car wash, single family home, etc. run with the TIF of \$2,000, \$2,500 and \$3,000 to be presented/discussed at the June meeting. Also further discussion of what percentage these improvements should be assessed to TIFs, Public vs. Private. 5% v. 95% or ?

Ms. Jones reported she would be on assignment during the June meeting and her co-worker, Mr. White would be attending instead of Jones.

VII. ITEMS REMOVED FROM CONSENT AGENDA

None.

VI. UNFINISHED AND NEW BUSINESS

None.

VII. ADJOURNMENT

Chair Norton asked for a motion to adjourn. Member Frei made the motion with a second from Member Carlton. The committee voted to Adjourn 4-0, at 11:37am .

RESPECTFULLY SUBMITTED,

Jill Tolman,
Recording Secretary

Chairperson or Acting Chairperson
Development Impact Fee Advisory Committee

Approved this XX day of XX, 2024

DRAFT