

April 9, 2024

The Development Impact Fee Advisory Committee of Lewiston, Idaho met at in the Public Works Conference Room at 215 D Street. Staff Liaison Severance called the meeting to order at 3:00pm.

I. CALL TO ORDER

Committee members present: Carlton, Frei, Greco, Lynch and Norton (via zoom)
Staff members present: Severance, Tolman, Plaskon, Antonich, VanderPas, Tengono

II. CITIZEN COMMENTS

No Citizen Comments.

III. ACTIVE AGENDA

- A. NEW COMMITTEE ORIENTATION:** A brief orientation by Assistant City Attorney Jennifer Tengono on relevant rules and considerations of the committee. - Presentation

Assistant City Attorney Tengono presented the Committee with relevant sections of a training put on by the City of Lewiston regarding Transparent and Ethical Government Training. State code Title 74 outlines the requirements of those serving on Commissions or Committees for government agencies in Idaho.

Highlights of the presentation were:

A quorum is required for any public meetings when a vote occurs. If no quorum is present, preference by the attorney's office that the meeting be canceled.

Avoid unnecessary communication regarding items before the Commission outside the public meeting. Emails, texts or other types of communication may be considered discoverable information during a legal proceeding.

Audible responses are only required and in real time.

Any direct work with the consultant assisting the committee, Ardurra needs to be disclosed.

No accepting of gifts/bribes valued at or above \$50.

- B. ELECTION OF OFFICERS:** Nominations and Elections of a Chair and Vice Chair. - Action Item

Nominations for Chair were opened by Liaison Severance. Committee member Frei nominated member Norton. No other nominations were received. The committee voted 5-0 to appoint Norton Chair.

Chair Norton then opened nominations for Vice-Chair. Norton nominated Frei. Carlton nominated Greco, Frei seconded the nomination of Greco. The committee voted 5-0 to appoint Greco Vice-Chair.

- C. ADOPTION OF DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE BYLAWS:** Per Section 2-44(b) of City Code, each advisory board and commission

shall adopt bylaws using the bylaws template approved by Council. - Action Item

The committee came to a consensus for the annual meeting to be scheduled in February of each year and that Chair and Vice-Chair would hold their positions for 2 years with bi-annual elections being held during the February meeting of even numbered years. The committee voted to approve those sections with the modifications with a 5-0 vote. Chair Norton then called for a motion to adopt the bylaws as amended. Member Frei made the motion to approve the bylaws as amended; Member Lynch seconded the motion, followed by a 5-0 vote adopting the Bylaws for the Development Impact Fee Advisory Committee.

- D. DISCUSSION OF FOCUS OF COMMITTEE AND SCHEDULE:** An overview of the intent of this Committee by Pat Severance, PE, Development Review Supervisor to facilitate charting future meetings with the goal of presenting to City Council prior to recommending adoption of the Traffic Impact Fee in six-months' time. - Action Item

Chair Norton excused himself from the remainder of the meeting. Liaison Severance discussed the goals and background concerning the Committee. Currently the City requires Traffic Impact Analysis for developments, or the developers have the option of participating in a voluntary mitigation program. The goals of the Committee are to assess a more collaborative approach to improvement required by additional trips/vehicle congestion and establish a fee. The current system leaves all improvements to the responsibility of the party that crosses the threshold for the need of improvements, where there were earlier developments contributing to that or not, a “break it and buy it” philosophy.

By assessing what proportional costs for development to transportation improvements, it would help the City plan improvements, have a higher stake in improvements and have more equity to all developments. Fees will be required to go towards improvements in the designated areas. Ardurra will be shepherding the Committee through this process. Currently there are two areas with development impact fees:

- East Orchards; south of Powers Avenue, south of Stewart Avenue and east of Thain Road
- Bryden Avenue; on Bryden Avenue from 5th Street to Thain Road

Once the impact fee is drafted, DIFAC will be presenting a recommendation to City Council. This policy will be ready at the conclusion of the initial meetings. During the annual meeting in February of each year, DIFAC will review what was accomplished under the new policy. With the new policy, the hope is that less funds will go towards planning and more will towards actual improvements.

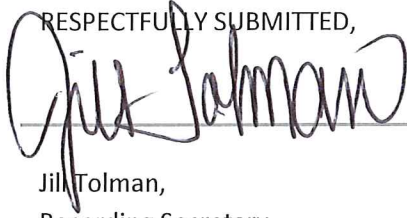
Dates for the initial three meetings were proposed and a doodle poll will be distributed for consensus.

IV. ADJOURNMENT

Vice-Chair Greco asked for a motion to adjourn. Member Frei made the motion with a second from Member Lynch. The committee voted to Adjourn 4-0, Chair Norton absent, at 3:46pm.

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RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Jil Tolman", written over a horizontal line.

Jil Tolman,
Recording Secretary

A handwritten signature in blue ink, appearing to read "Stillman Norton", written over a horizontal line.

Stillman Norton, Chairperson
Development Impact Fee Advisory Committee

Approved this 7th day of May, 2024