



Commission Workshop Agenda
February 11, 2025 - 9:00 am
Chamber Conference Room
201 E 4th Avenue, Post Falls ID 83854

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Project Update by Jerry Dicker, Beyond Green, Inc. (Post Falls Technology District)
4. City Project Funding Request - Warren Playfield Improvements (Downtown District) **ACTION ITEM**
5. Minor Project, Post Falls Eagles (Downtown District) **ACTION ITEM**
6. Welch Comer Task Order – A&A Construction, Inc. (Downtown District) **ACTION ITEM**
7. New URD Discussion **ACTION ITEM**
8. Staff Report
9. Commissioner Comments
10. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or call (208) 777-8151.

Mission Statement: To encourage sound economic and community improvement that enhances the overall quality of life in Post Falls by: providing and improving infrastructure, attracting jobs, and enhancing citizen safety and health.

From: Robert Seale <rseale@postfalls.gov>
Sent: Monday, December 16, 2024 4:17 PM
To: postfallsura@gmail.com
Subject: Warren Playfield Parking Improvements -- City Reimbursement request
Attachments: 2024.12.16 parking improvements Warren Playfield.pdf

Joe,

The City would like to request reimbursement of \$80,000 to be expended in City funds for the construction of new on-street parking on two sides of Warren Playfield in the Downtown Urban Renewal District.

The City is currently under contract for the design of road improvements to the sections of 2nd Ave and Idaho St. fronting along Warren Playfield. (See attached map.) The Improvements will generally include curb, gutter, sidewalks, pedestrian ramps, pedestrian lighting, landscape and irrigation and asphalt striped parking areas in accordance with the 2018 City Center Parking Plan. The City was awarded a grant for \$325,000 from Idaho CDBG, towards the construction of the project, at an estimated total of \$422,000. The remaining \$97,000 is expected to come from City funds and in-kind support. The improvements will create approximately 28 new parking stalls.

The construction of the project is anticipated to be complete by Fall 2025.

The total estimated cost of construction is as follows:

Line Items	ICDBG CARES	City Cash	City In-Kind	Total
Planning & Grant Writing				\$0
Grant Administration			\$15,000.00	\$15,000.00
Design Professional	\$20,000.00	\$80,000.00	\$2,000.00	\$102,000.00
Soft Cost				\$0
Construction	\$305,000.00			\$305,000.00
Equipment				\$0
Acquisition				\$0
Legal				\$0
Other				\$0
Total Costs	\$325,000.00	\$80,000.00	\$17,000.00	\$422,000.00

Let me know if you need anything else from me at this juncture.

Thanks,
Bob

Bob Seale, AICP
Community Development Director
208-457-3372



From: postfallsura@gmail.com <postfallsura@gmail.com>
Sent: Wednesday, November 13, 2024 12:32 PM
To: Robert Seale <rseale@postfalls.gov>
Subject: RE: City Reimbursement request

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bob,

I think the best way to get this moving over here is for the City to provide the URA with a description of the project, the project schedule/timeline, a description of how the project fits in the Downtown URD Plan (via the City Center Parking Plan), an overview of the estimated project costs, and the request of urban renewal support funding. This should provide me with enough information to initiate a process with one of our committees.

Thanks,
Joe

Joseph C. Johns
Executive Director
Post Falls Urban Renewal Agency
201 E. 4th Ave, Post Falls, ID 83854
Office: 208.777.8151
www.pfura.com

From: Robert Seale <rseale@postfalls.gov>
Sent: Wednesday, November 13, 2024 8:42 AM
To: postfallsura@gmail.com
Subject: City Reimbursement request

Joe,
How may I go about putting in a request for reimbursement from the URA for funds being spent on the frontage improvements to Warren Field? The project should qualify under the city center parking plan cost estimate line. We are spending \$80,000 from city funds toward the project.

I do not know the process, so I thought I would start with an email.

Thanks,
Bob

Bob Seale, AICP
Community Development Director
208-457-3372

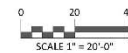


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WARREN PLAYFIELD
 105 N IDAHO ST
ROAD FRONTAGE IMPROVEMENTS

DATE: 02.12.24
 REVISIONS

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

SHEET NAME:
 SITE PLAN
 DRAWN BY: RQL
 CHECKED BY:
 SHEET:

1.0

SCALE: 1" = 20' - 0"

RESOLUTION NO. 18-18

RESOLUTION ADOPTING CITY CENTER PARKING PLAN

WHEREAS, The City of Post Falls has an adopted City Center Plan and recently completed work on a City Center Parking Plan; and

WHEREAS, The City desires to adopt the City Center Parking Plan as an addendum to the City Center Plan; and

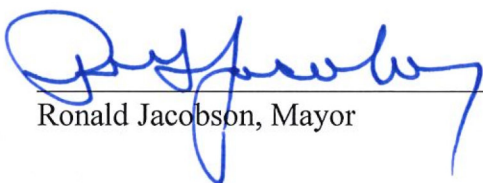
WHEREAS, The Mayor and City Council find it advisable to adopt the City Center Parking Plan as an addendum to the City Center Plan, directing staff to implement the results of the document.

NOW THEREFORE, Be it resolved by the City Council of the City of Post Falls that the City Center Parking Plan of November 2018 be adopted as an amendment to the City Center Plan and utilized as a part of that planning document to assist and guide development within that area of the community.

APPROVED by the City Council on this 4th day of December, 2018.

CITY OF POST FALLS





Ronald Jacobson, Mayor

ATTEST:

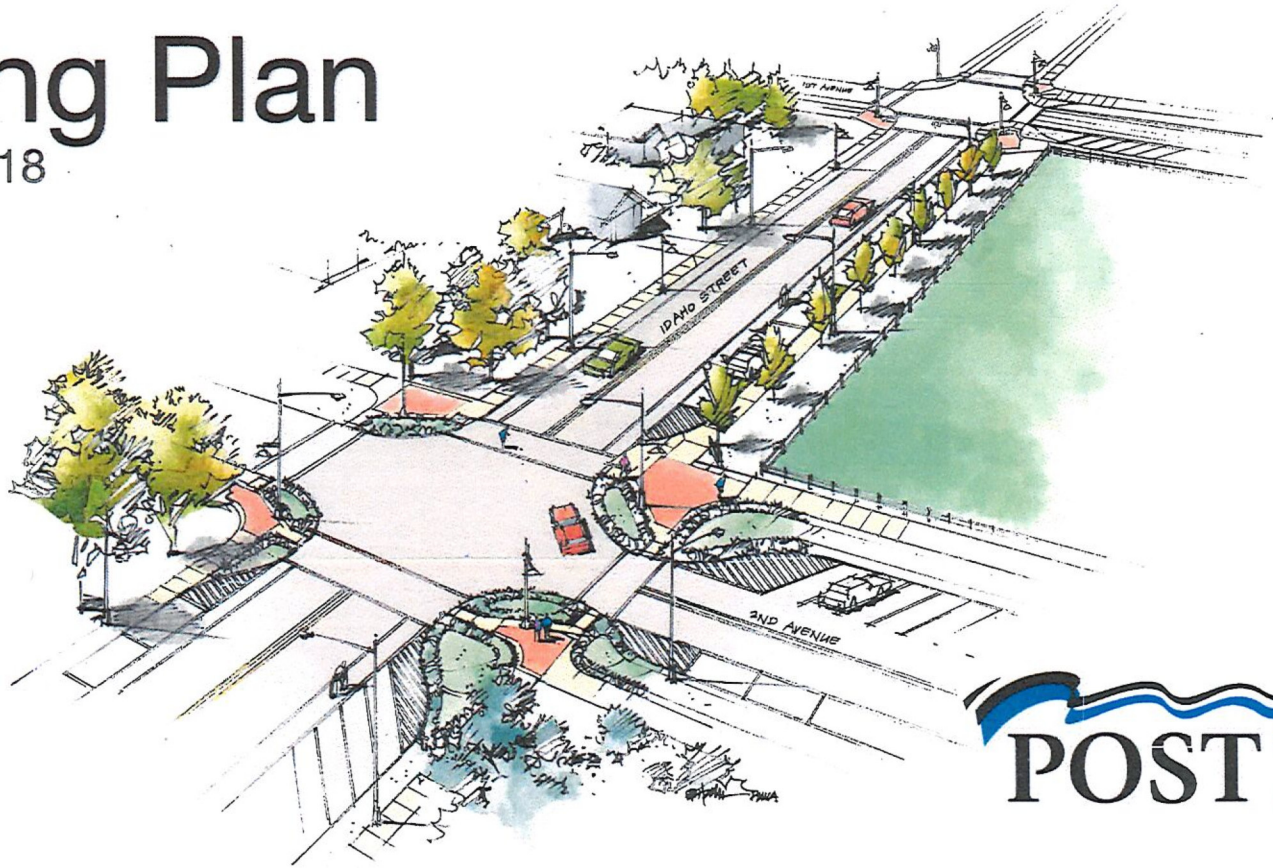


Shannon Howard, City Clerk

Post Falls City Center

Parking Plan

November 2018



CITY OF
POST FALLS

WELCH-COMER
ENGINEERS | SURVEYORS

N:\City3D Projects\M1305\Production Drawings\M13050514_2nd.dwg, 01/17/2018 7:43:38 AM, jgriffing, 1,2



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WELCH-COMER
ENGINEERS | SURVEYORS

www.welchcomer.com
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Coeur d'Alene, ID 83815

206-664-9382
(toll free) 877-915-5672
(fax) 206-664-5946

CITY OF POST FALLS
**CITY CENTER
PARKING PLAN**
2ND AVE, LINCOLN TO IDAHO

PROJ. NO: 41305
DESIGNED BY: MRG/JRG
DRAWN BY: JRG/JAL
CHECKED BY:
DWG NAME: 413050514-2ND.DWG
DATE: 08-08-2018
SHEET NO:

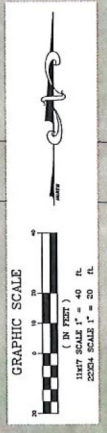
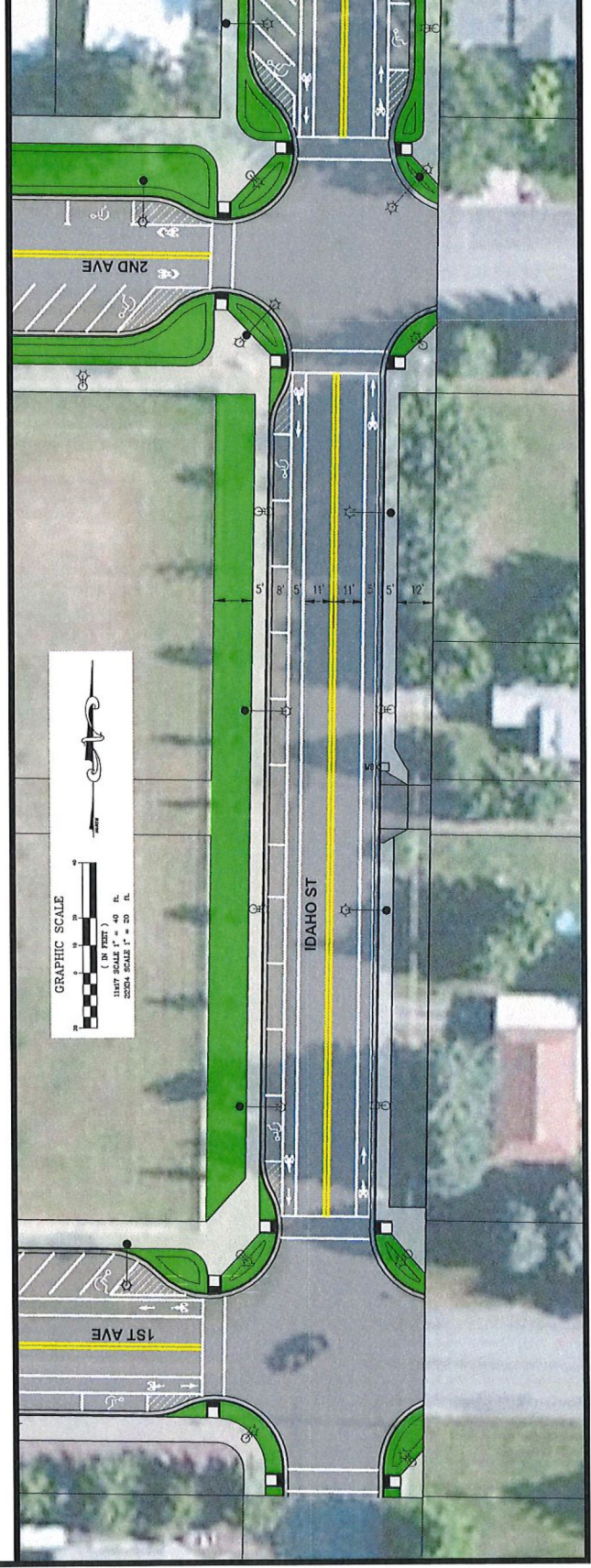
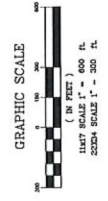
2-6

CONTRACT 2018
 Welch-Comer & Associates, Inc.
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WELCH-COMER
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 350 E. Kathleen Ave.
 Coeur d'Alene, ID 83815

CITY OF POST FALLS
CITY CENTER
PARKING PLAN
 IDAHO ST, 1ST TO 2ND

PROJECT NO.: 201803
 DESIGNED BY: MFG/JJC
 DRAWN BY: JRG/JAL
 CHECKED BY:
 DWG NAME: 4135DSS-1-PA.DWG
 DATE: 09-08-2018
 SHEET NO.: 1-1



ORDINANCE NO. 1490

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POST FALLS, IDAHO, APPROVING A PLAN AMENDMENT, BUT NOT A PLAN MODIFICATION, TO THE DOWNTOWN URBAN RENEWAL DISTRICT PLAN ADOPTED BY POST FALLS ORDINANCE 1415 TO MAKE TECHNICAL OR MINISTERIAL CHANGES TO THE PLAN AND TO SUPPORT THE GROWTH OF AN EXISTING COMMERICAL PROJECT WITHIN THE EXISTING REVENUE ALLOCATION AREA BY ADOPTING A REVISED APPENDIX A MORE CLEARLY LISTING URBAN RENEWAL PROJECTS WITHIN THE DISTRICT; AUTHORIZING THE CITY CLERK TO TRANSMIT A COPY OF THIS ORDINANCE TO THE POST FALLS URBAN RENEWAL AGENCY; APPROVING THE SUMMARY OF THE ORDINANCE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Post Falls, Kootenai County, Idaho (the "City"), is a duly incorporated and existing City organized and operating under the laws of the State of Idaho, and as such is authorized by the Idaho Code, Title 50, Chapter 20 and 29, to adopt urban renewal plans, to adopt deteriorated area declarations, to adopt revenue allocation areas, and to provide improvements and betterment within an urban renewal area, as designated by the Plan; and

WHEREAS, on June 1, 2021, The City Council of the City of Post Falls adopted Ordinance No. 1415 establishing the Downtown Urban Renewal District and adopting the Downtown Urban Renewal Plan (the "Plan"); and

WHEREAS, since that time, City staff have reviewed the Plan and determined that certain improvements contemplated by the Plan were not clearly identified as discussed in this Ordinance; and

WHEREAS, in consultation with the Post Falls Urban Renewal Agency (the "Agency") the City Council has determined it is in the public interest to amend the Plan to include a Revised Appendix A, to more clearly identify those public improvements; and

WHEREAS, I.C. 50-2903A(1)(a) provides that if an amendment is necessary to make technical or ministerial changes to a Plan, which does not involve an increase in the use of revenues allocated to the Agency then it does not constitute a Plan modification, which would reset the base value of the revenue allocation area; and

WHEREAS, the Plan contemplated improving the 4th Avenue and Idaho Street intersection with a traffic roundabout and related improvements. The roundabout was depicted in two locations within the Plan and all of the various components of the planned improvements were contained within the *City Center Parking Plan - Street Completion Plan* project, the *4th Ave. Frontage Improvements - William to Idaho* project; the *Idaho Street - 3rd to 4th Ave.* project, and the *Idaho Veneer Site North and South* projects. However, the roundabout improvements were not specifically identified as a discrete project; and

WHEREAS, the Plan also contemplated improving the west side of Spokane Street with sidewalk, landscaping, and business parking under the *Frontage Improvements Spokane Street West Side* project, however the street parking improvements were not specifically called out in the Plan; and

WHEREAS, I.C. 50-2903A(1)(a) further provides that a Plan amendment does not constitute a Plan modification if the amendment supports growth of an existing commercial or industrial project within the revenue allocation area; and

WHEREAS, I.C. 50-2905 only requires the Plan to contain a detailed list of *estimated* project costs; and

WHEREAS, the Downtown revenue allocation area contains two existing mixed use and commercial projects known as the Post Falls Landings and Millworx; and

WHEREAS, to support growth of the commercial components of the Post Falls Landings, street improvements to accommodate business parking are needed to Spokane Street; and

WHEREAS, to support growth of the commercial components of the Millworx project, the 4th Avenue and Idaho Street Intersection must be improved to provide adequate traffic circulation; and

WHEREAS, the Post Falls Urban Renewal Agency has submitted Resolution 2023-03 recommending that the City Council adopt an ordinance to amend, but not modify, the Plan by replacing Appendix A with Revised Appendix A to more clearly incorporate the 4th Avenue and Idaho Street roundabout and the on street parking improvements to Spokane Street into the Plan; and

WHEREAS, because all the elements of the contemplated 4th Avenue and Idaho Street roundabout were included within the Plan along with the fact that given the I.C. 50-2905 requirement for only estimated project costs if these projects cost more than is anticipated the Agency would already be authorized to utilize the allocated funds which are used to cover such increased costs to perform or complete other projects listed in the Plan, the City Council finds that there will be no increase in the use of revenues allocated to the Agency created by this Amendment and that any project cost increases above the estimated project costs contained in the Plan are due to increased construction costs; and

WHEREAS, the City Council finds that the on-street parking on Spokane Street will be limited duration parking only, intended to support the commercial uses in the area only; and

WHEREAS, to further ensure that the amendments contemplated by this Ordinance do not involve an increase in the use of revenues allocated to the Agency, other project costs contained in the Revised Appendix A have been adjusted to offset the impact of the proposed amendments; and

WHEREAS, the City Council finds that because the amendments contemplated by this Ordinance do not increase the use of revenues allocated to the Agency and that the amendments are needed to support existing commercial projects within the district, the amendments to the Plan do not constitute a Plan modification consistent with I.C. 50-2903A. As such, the City Council finds that the procedural requirements for adopting a plan modification do not apply to this amendment Ordinance; and

WHEREAS, the City Council further finds it necessary, and in the best interests of the citizens of the City to adopt this ordinance amending the Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF POST FALLS:

SECTION 1: The Downtown Urban Renewal Plan is amended by replacing Appendix A contained in the Plan with the Revised Appendix A attached hereto as Exhibit "A," which by this reference is incorporated herein.

SECTION 2: Upon the effective date of this Ordinance, the City Clerk is authorized and directed to transmit to the Post Falls Urban Renewal Agency a copy of this Ordinance.

SECTION 3: This Ordinance shall be in full force and effect immediately upon its passage, approval, and publication.

SECTION 4: The provisions of this Ordinance are severable, and if any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

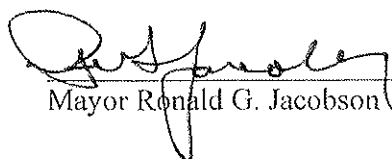
SECTION 5: At least one-half, plus one of the City Council members finding good cause, the City Council hereby dispenses with the rule that this Ordinance be read on three different days; two readings of which shall be in full, and have hereby adopted this Ordinance, having considered it at one reading.

SECTION 6: The Summary of this Ordinance is hereby approved.

SECTION 7: All ordinances, resolutions, orders or parts thereof in conflict herewith are hereby repealed, rescinded and annulled.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted by an Ordinance of the City of Post Falls at a regular session of the City Council on August 15th, 2023.

APPROVED, ADOPTED and SIGNED this 15th day of August, 2023.



Mayor Ronald G. Jacobson

ATTEST:



Shannon Howard, City Clerk



REVISED APPENDIX A – Adopted by Ordinance 1490 on August 15th, 2023

Tier 1

Project Name	Description	Estimated Cost, 2020 \$
City Center Parking Lots	Land Acquisition plus design and construction cost of two at-grade parking lots. Location TBD.	\$1,600,000
City Center Parking Plan - Street Completion Plan	Multiple street revitalization projects consistent with the City Center Parking Plan – south of I-90. Locations TBD. See City Center Parking Plan.	\$9,900,000
Roundabout at 4th & Seltice Way	Design, ROW and construction of single lane roundabout at the intersection of 4th & Seltice Way.	\$700,000
Frontage Improvements Spokane Street West Side	Post Falls Landings 2nd Additional Sidewalk, street parking and Landscaping Improvements.	\$350,000
4th Ave Frontage Improvements between William and Idaho Street	Road widening, stormwater, sidewalk, illumination, etc., along between William & Idaho Street.	\$550,000
Idaho Street – 3 rd to 4 th Avenue	New roadway construction including 2-lanes, railroad crossing, sidewalk, bike lanes, stormwater, & illumination.	\$800,000
Idaho Veneer Site North	4 th Ave frontage improvements, including roadway, public utilities and ped/bike facilities between Idaho Street and Seltice Way on the north of 4 th Avenue.	\$940,000
Idaho Veneer Site South	4 th Ave frontage improvements, including roadway, public utilities and ped/bike facilities between Idaho Street and Seltice Way on the south side of 4 th Avenue.	\$800,000
Roundabout at 4th Ave & Idaho St.	Design & construction of roundabout at the intersection of 4th & Idaho.	<u>\$700,000</u>
Esplanade Improvements	Earthwork, roadway, stormwater, ped access, and illumination improvements associated with riverfront esplanade at the very west end of 3 rd Avenue	\$730,000
3rd Ave Extension, west of McReynolds	Extension of 3 rd Avenue with new roadway which includes roadway, ped facilities, utilities, illumination.	\$850,000
McReynolds Connection	Road connection south of 3 rd Ave roundabout. Includes roadway, pedestrian facilities, and utilities.	\$400,000
TOTAL TIER 1 ESTIMATED COST		\$18,320,000

Tier 2

Project Name	Description	Estimated Cost, 2020 \$
Signal at 3rd & Spokane	Design and installation of traffic signal at the intersection of 3rd Ave & Spokane Street	\$563,000
Railroad Property along RR and Switch Yard	Property Purchase for potential parking and/or park & open space.	\$1,185,000
Centennial Trail - RR R/W Acquisition & Trail Construction	ROW purchase, Centennial Trail design & construction from Spokane Street to Bay Street and Chase Street to Spokane Street.	\$2,752,000
Entry Monuments	Entry Monument installation/construction at locations TBD.	\$300,000
Wayfinding Signage	Wayfinding design, construction and install at locations TBD.	\$100,000
Public Art	Type and locations to be determined. Assumed 10 separate pieces.	\$500,000
Water Tower Improvements/Highlights	Structural engineering, illumination, & paint/improvements to existing water tower.	\$180,000
Fire Station - Fence and Sewer Connection	Fencing and sewer service connection.	\$25,000
4th Ave Frontage Improvements (excluding Idaho Veneer)	Road widening, stormwater, sidewalk, illumination, etc, between William St. and Lincoln St. (frontage).	\$1,100,000
Waterline Extension, Marina Condos to Falls Park	Waterline improvements at PF Landings Condos.	\$200,000
TOTAL TIER 2 ESTIMATED COST		\$6,905,000

Tier 3

Project Name	Description	Estimated Cost, 2020 \$
Seltice/Mullan Couplet Project - Street Completion Plan	Planning, engineering and construction of several streets and intersections associated with a potential couplet of Seltice & Mullan.	\$9,900,000
Event Center Spaces	Land acquisition, architecture, design and construction of space(s) TBD.	\$1,200,000
Railroad Avenue to Idaho Street	Extension of Railroad Avenue to Idaho thru Idaho Veneer site includes roadway and public utilities.	\$750,000
TOTAL TIER 3 ESTIMATED COST		\$11,850,000

Tier 4

Project Name	Description	Estimated Cost, 2020 \$
Warren Park Improvements	On site and offsite improvements could include roadway, parking, play equipment and/or field improvements.	\$412,000
Apply Improvements - Parking Plan North of Freeway	Multiple street revitalization projects consistent with the City Center Parking Plan – North of I-90	\$5,000,000
Ped & Bike Connections Across Freeway (Henry or Lincoln)	Grade separated pedestrian/bicycle crossings at Henry Street or Lincoln Street.	\$3,500,000
Site Remediation (General)	General site clean up and remediation in locations TBD.	\$4,650,000
Land Acquisition General	Land acquisition as needed and at locations TBD.	\$16,500,000
TOTAL TIER 4 ESTIMATED COST		\$30,062,000


POST FALLS URBAN RENEWAL AGENCY

Project Questionnaire and Evaluation

Applicant:

Name of Project: Eagle's Remodel

Name of Applicant: Post Falls Eagles

Address: 209 E. Railroad Ave.  Post Falls, ID 83854 Phone: 208-773-2923

Ownership Capacity:

- Recorded property owners as of _____ (date).
- Purchasing as of _____ (date) under contract with no contingencies.
- Purchasing as of _____ (date) under contract contingent upon approval by Agency of request for assistance for public improvements.
- Authorized agent of the foregoing, duly authorized in writing (written authorization must be attached).

Project:

Location (or legal description) of project:

209 E. Railroad Ave.
Post Falls, ID 83854

General description of business:

Members only Non-profit

Total number of jobs to be created:	<u>n/a</u>
Number of jobs created in first year:	<u>n/a</u>
Number of jobs created in second to fourth year:	<u>n/a</u>
Number of jobs created in fourth year forward:	<u>n/a</u>
Estimated average value of wages and benefits for jobs created:	<u>\$ n/a</u>

General description of site improvements:

paving parking lot, added swales, added outside sprinkler system, handicap parking, sidewalks and curbing. Also, adding two (2) trees. Added 20 feet 2 story per city or URD requirement, to the front of the building, added 16 feet to the back of building. Also, required to upgrade fire suppression system and rain gutters, and paving the alley from Frederick Rd to our property line

Assistance:

Are you requesting assistance through the Minor Project Program (maximum \$250,000 reimbursement) or standard increment tax funding? Minor Project Standard

Describe the assistance for public improvements being requested:

See Above

Estimated total value (cost) of improvements: \$ \$400,000

If the Urban Renewal Agency is unable to provide the assistance identified above, would your business otherwise be able to locate (relocate) in Post Falls? Yes No
Why? Funding has already been spent for this location

If the Agency was required to incur debt to construct the improvements, would you or your business be able to provide an independent financial guarantee to repay the debt incurred by the Agency? Yes No

PROJECT EVALUATION

Ownership:

The primary business operation in the proposed district is

Social Club

Project Location:

Within tax increment portion of an existing plan area: Yes No

Within a defined economically disadvantaged border community area: Yes No

Not within any already defined area: Yes No

Type of Business:

- | | |
|---|---|
| <input type="checkbox"/> Skilled manufacturing & research | <input type="checkbox"/> Multi-family housing |
| <input type="checkbox"/> Professional office | <input type="checkbox"/> Retail commercial |
| <input type="checkbox"/> Semi-skilled manufacturing | <input type="checkbox"/> Recreational |
| <input checked="" type="checkbox"/> Other: <u>Fraternal Order of Eagles; private members club</u> | |

Jobs Created:

Percentages of minimum wage by wage bracket: n/a

New Buildings and Personal Property Value: ?

Bracketed taxable value per employee: ?

Improvements Requested:

paving parking lot, added swales, added outside sprinkler system, handicap parking, sidewalks and curbing. Also, adding two (2) trees. Added 20 feet 2 story, per city or URD requirement, to the front of the building, added 16 feet to the back of building. Also, required to upgrade fire suppression system and rain gutters, and paving the alley

Water and/or sewer and/or street infrastructure needed:

Water system inside upgrade and new independent sprinkler system off main line

Other public infrastructure needed:

n/a

Fraternal Order of Eagles

Post Falls Aerie #3682

P.O. Box 636

Post Falls, ID 83854

(208) 773-2923

January 21, 2025

To Whom It May Concern,

Post Falls Aerie #3682's authorized agent is our President, Daniel Selph.

Thank you,

A handwritten signature in cursive script that reads "Sue Pederson, Sec".

Sue Pederson
Secretary



Task Order

In accordance with the General Services Agreement between Owner and Engineer for Professional services dated, May 12, 2008 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data:
 - A. Title: A&A Construction and Development Millworx and North Mill One Phase A, B, and G Request #2 Submittal Review
2. Services of Engineer:
 - A. Review the A&A Construction Reimbursement.
 - B. Perform a cursory review of project cost summary and supporting documentation provided by the Owner, and gather remaining data determined necessary by Engineer to complete the review.
 - C. Review City of Post Falls records for infrastructure acceptance.
 - D. Identify and review work performed for eligibility of reimbursement.
 - E. If eligible, determine if costs are consistent in Engineer's opinion for work of similar scope and complexity.
3. Assumptions:
 - A. This review is not intended to provide the level of effort needed for an "audit".
4. Owner's Responsibilities:
 - A. The Owner will provide to Engineer all criteria and full information as the Owner's requirements for the Project including design objectives and constraints, space, capacity, performance requirements, flexibility and expandability, and any budgetary limitations. Furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications.
 - B. The Owner will furnish to Engineer as required for performance of Engineer's services, data prepared by or services of others, if available including, without limitation: borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment, appropriate professional interpretations of all of the foregoing, environmental assessment and impact statements, surveys of record, property descriptions, zoning, deed and other land use restrictions, and other special data or consultations as may be available. All of which may use and rely upon in performing services under this Agreement.
 - C. The Owner will arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Agreement.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Compensation for Services</i>
Costs Verification	Lump Sum Amount	\$5,000

B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

C. Engineer may alter the distribution of compensation between individual phases to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2025.

OWNER:
Post Falls Urban Renewal Agency

ENGINEER:
Welch Comer & Associates, Inc.

By: _____

By:  _____

Name: _____

Name: Matt Gillis, P.E.

Title: _____

Title: Vice President

Firm's Certificate No. C-273
State of: Idaho

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Joseph Johns

Name: Matt Gillis, P.E.

Title: Executive Director

Title: Vice President

Address: 201 E. 4th Ave
 Post Falls, ID 83854

Address: 330 E. Lakeside Ave., Ste 101
 Coeur d'Alene, ID 83814

E-Mail Address: postfallsura@gmail.com

E-Mail Address: mgillis@welchcomer.com

Phone: 208-777-8151

Phone: 208-664-9382

Fax: _____

Fax: 208-664-5946

POST FALLS URBAN RENEWAL AGENCY

PROCEDURE FOR IMPLEMENTING NEW DISTRICTS AND PROJECTS

Subject: Policy and Process of Implementing New Districts

Effective Date: November 9, 2016

Purpose: This policy brings current and consolidates numerous documents relating to the process of opening and managing a new urban renewal district.

Policy Objective: It is the objective of this policy to outline the basic tenets of creating an agency, identifying the need for a district, stating the project plan, and listing the principal documents involved in the creation and management of a district. References to Idaho Statutes are either Title 50 Chapter 20 Urban Renewal Law or Title 50 Chapter 29 Local Economic Development Act.

I. Create/Identify Need for District

IC 50-2008 Preparation and Approval of Plan for Urban Renewal Project
City, by **Resolution**, determines an area to be *deteriorated or deteriorating* or combination thereof and appropriate for an urban renewal project

IC 50-2903 (7) Definitions

City passes **Ordinance** identifying an area within 25 miles of a state line and having a minimum of 40 acres that is *competitively disadvantaged*

II. Creating a District / Project Plan

- a. IC 50-2008 (b) – Agency, City or Proponent may prepare urban renewal plan and provide to City (See Process)

III. Process of Creating the Urban Renewal Project Plan - The process of creating and managing a district plan is based on a number of specific documents as listed below:

- a. Project Questionnaire and Evaluation
- b. District Plan Approval Checklist
- c. Legal and Map Requirements
- d. Urban Renewal Plan Contents
- e. Urban Renewal Plan Deteriorated or Deteriorating
- f. Urban Renewal Plan Competitively Disadvantaged
- g. OPA Format – City (Sample Document)
- h. OPA Format – Existing Plan or District (Sample Document)
- i. OPA Format – New Plan or District (Sample Document)

IV. Plan Approval

- a. IC 50-2008 (b) - City submits plan to planning commission for review and recommendation of conformity with city comprehensive plan
- b. IC 50-2008 (c) - City holds a public hearing on the urban renewal project
- c. IC-50-2008 (d) – City approves urban renewal project and plan

Amendments:

Amendments to this policy statement are allowed, as needed, by a majority vote of the Commissioners of the Agency, and any such amendment will be forwarded in writing to the investment consultants(s) or manager(s).

Approved by the Post Falls Urban Renewal Agency Board of Commissioners:

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: , Chairman

Approved this 9th day of November, 2016

Policy #1 – Procedure for Implementing New Districts and Projects

A – Project Questionnaire

B – District Plan Approval Checklist

C- Legal & Map Requirements

D – Urban Renewal Plan Contents

E – Urban Renewal Plan (Deteriorated)

F – Urban Renewal Plan (Competitively Disadvantaged)

G – Sample OPA Format (City Agreement)

H – Sample OPA Format (Existing Plan & District)

I – Sample OPA Format (Formation of a Plan & District)

POST FALLS URBAN RENEWAL AGENCY

Project Questionnaire and Evaluation

Applicant:

Name of Project: _____

Name of applicant: _____

Address: _____

Phone Number: _____

Ownership Capacity:

_____ Recorded property owners as of _____ (date)

_____ Purchasing as of _____ (date) under contract with no contingencies

_____ Purchasing as of _____ (date) under contract contingent upon approval by agency of request for assistance for public improvements

_____ Authorized agent of the foregoing, duly authorized in writing (written authorization must be attached)

Project:

Location (or legal description) of project: _____

General description of business: _____

Total number of jobs to be created _____

Number of jobs created in first year _____

Number of jobs created in second to fourth year _____

Number of jobs created in fourth year forward _____

Estimated average value of wages and benefits for jobs created \$ _____

General description of improvements: _____

Assistance:

Describe the assistance for public improvements being requested: _____

Estimated total value (cost) of improvements \$ _____
If the Urban Renewal Agency is unable to provide the assistance identified above, would your business otherwise be able to locate (relocate) in Post Falls?
Yes _____ No _____

Why? _____

If the Agency was required to incur debt to construct the improvements, would you or your business be able to provide an independent financial guarantee to repay the debt incurred by the Agency?
Yes _____ No _____

PROJECT EVALUATION

Ownership:
The primary business operation in the proposed district is _____

Project Location:
Within tax increment portion of an existing plan area: Yes _____ No _____
Within a defined economically disadvantaged border community area: Yes _____ No _____
Not within any already defined area: Yes _____ No _____

Type of Business:
Skilled manufacturing & research: Yes _____ No _____
Professional office: Yes _____ No _____
Semi-skilled manufacturing: Yes _____ No _____

Recreational: Yes _____ No _____
Multi-family housing: Yes _____ No _____
Retail commercial: Yes _____ No _____
Other:

Jobs Created:
Percentages of minimum wage by wage bracket _____

New Buildings and Personal Property Value: _____

Bracketed taxable value per employee: _____

Improvements Requested: _____

Water and/or sewer and/or street infrastructure needed: _____

Other public infrastructure needed: _____

POST FALLS URBAN RENEWAL AGENCY

PF URA District Plan Approval Checklist

Task	Resp. Party	Timeline
<input type="checkbox"/> Preliminary meeting to overview project & URA procedures, timing, increment accumulation/reimbursement; political & other issues	URA, Developer	
<input type="checkbox"/> Project Summary to URA Commission at regularly scheduled meeting for OK to proceed .	Developer	2 – 6 weeks
<input type="checkbox"/> Determine if area is within Competitively Disadvantaged boundary or if need Declaration of Deterioration (see procedure F & G) ** Note 1 below	URA	1 – 2 weeks
<input type="checkbox"/> Collect plan fees (\$15,000)	URA	1 – 3 weeks
<input type="checkbox"/> Begin feasibility study, project cost estimates & fiscal impact on taxing districts	Developer	4 – 12 weeks*
<input type="checkbox"/> Write rest of District Plan documents	URA & Devel.	4 – 6 weeks*
<input type="checkbox"/> Final feasibility package to URA before public hearing	Developer	5 weeks prior
<input type="checkbox"/> Complete info package distributed to City & all other impacted taxing districts collect input from them & engineering & legal advisors	URA/City	4 weeks prior
<input type="checkbox"/> Notify Planning & Zoning commission	City	30 days
<input type="checkbox"/> Schedule Planning & Zoning Commission review	City	2 weeks
<input type="checkbox"/> Once P&Z approves, City Council schedules public hearing	City	2 – 3 weeks
<input type="checkbox"/> Do legal notice & prep packet info with resolution & approval history		3 weeks prior
<input type="checkbox"/> If Council approves, insert legal & map into final ordinance & into plan Transmit documents to County Auditor, Assessor, Taxing Districts & State Tax Commission (Map & legal need to be recorded per IC63-215)	URA	within 30 days of Council ordinance
<input type="checkbox"/> File plan with State Legislative Services Office	URA	no later than January 1

Note 1: If area is not within an area designated by the City as a Deteriorated or Deteriorating Area and/or as a Competitively Disadvantaged Border Community Area (CDBCA), the City will have to pass a Resolution Declaring the Area as Deteriorated or Deteriorating or approve an Ordinance Declaring the Area to be a CDCBA after the Agency recommends the same via Resolution before proceeding with the next tasks

POST FALLS URBAN RENEWAL AGENCY

Legal and Map Requirements

There are Idaho Code and Tax Commission requirements for both the legal description and map submittals:

Submittal Requirements (IC 63-215, and STC Rules 225):

- 1) Copy of the ordinance or order effecting the formation or alteration of the district or Urban Renewal District Revenue Allocation Area containing the legal description of the newly formed district boundaries or subject annexed area (standard description requirements):
 - a) Section/Township/Range,
 - b) True point of beginning defined by bearings and distances from an initial point being a government corner or subdivision plat corner (plat copy may be required as applicable),
 - c) Bearing and distance closure of at least 1:5,000,
 - d) Variations allow for calls along water boundaries, aliquot parts and subdivision plat references.
 - e) Match with existing district boundary where contiguous
- 2) Map prepared in a Draftsman-like manner, matching the accompanying legal description and drafted to scale, including:
 - a) Section, township, range, and meridian identifications.
 - b) North arrow, bar scale, and title block.
 - c) District name and ordinance number or order date.
 - d) Bearing and distance annotation between boundary points.
 - e) Clearly defined boundary lines of the newly formed district or RAA, or the annexed area, together with reference to the existing boundary where contiguous.

POST FALLS URBAN RENEWAL AGENCY

Urban Renewal Plan Contents

A. TABLE OF CONTENTS

B. AGENCY MEMBERS

1. INTRODUCTION

- a. Disadvantaged Border Community Defined
- b. Identification of Disadvantaged Border Community Areas
 - (1) Existing Social Conditions
 - (2) Existing Economic Conditions
 - (3) Other Factors

2. BOUNDARY DESCRIPTION

- a. Urban Renewal District Legal Description
- b. Urban Renewal District Map

3. PROPOSED DEVELOPMENT ACTIONS

- a. General
- b. Conformance with State and Local Requirements
- c. Participation Opportunities
- d. Opportunities for Owners and Tenants
- e. Property Acquisition
- f. Property Management
- g. Relocation of Businesses, Persons and Others
- h. Owner Participation Agreements
 - (1) Agency Commitments
 - (2) Developer Commitments

4. USES PERMITTED IN PROJECT AREA

- a. Comprehensive and Urban Renewal Plans
- b. Designated Land Uses of the Comprehensive Plan
 - (1) Regional/Community Commercial/Office/Industrial/Manufacturing
 - (2) Public Rights-of-Way
 - (3) Interim Uses
 - (4) Nonconforming uses
- c. General Controls and Limitations
 - (1) Construction
 - (2) Rehabilitation and Retention of Property

5. PROJECT FINANCING METHODS

- a. General Description of Financing Methodology
- b. Tax Increment / Loans and Bonds
- c. Grants
- d. Other Financing Options

- (1) Local Improvement Districts
- (2) Tax Increment Guarantees
- (3) Certificates of Participation
- (4) Joint Powers Authority

6. TAX ALLOCATION DISTRICT

- a. Tax Allocation District Legal Description
- b. Tax Allocation District Map

7. ACTIONS BY CITY COUNCIL

8. ENFORCEMENT

9. PLAN DURATION

10. PLAN AMENDMENT PROCEDURES

11. TAX FEASIBILITY STUDY

- a. Executive Summary
- b. Methodology
- c. Existing Conditions
 - (1) Size and Parcels
 - (2) Vacant Land
 - (3) Planned Development and Infrastructure Extension
- d. Baseline Build-Out Potential
 - (1) Resident Population
 - (2) Development Acreage and Timing Projection
 - (3) Private Sector Investment Potential
 - (4) Property Tax Generation
 - (5) Tax Allocation Projection Calculation
- e. Urban Renewal District Improvements
- f. Projection Assumptions
 - (1) Levy Rates
 - (2) Coverage Ratio
 - (3) Personal Property Investment
 - (4) School Payments
- g. Determination of the Timing of the Required Incremental Tax Base
- h. Improvement Financing
 - (1) Fiscal Impact on Taxing Districts and Taxpayers
- i. Limits on Budget Increases
- j. Levy Rate Calculation
 - (1) Feasibility of Tax Increment Financing Improvements
- k. Conclusion

APPENDICES

- Appendix A – Project Costs
- Appendix B – Idaho Code Section 50-2008

- Appendix C – Notice of Public Hearing(s)
- Appendix D – Resolution of Findings of Disadvantaged Border Community Area
- Appendix E – Resolution Establishing Plan and Increment Area
- Appendix F – Setting Public Hearing on Adoption of the District
- Appendix G – Ordinance Adopting the Urban Renewal Plan and District Map
- Appendix H – Owner Participation & Reimbursement Agreement (Formation of District & Plan)
- Appendix I – Owner Participation & Reimbursement Agreement (Existing Plan & District)
- Appendix J – Public Meetings Discussions & Related Press Articles

POST FALLS URBAN RENEWAL AGENCY

Procedure for Implementing New Districts and Projects Deteriorated or Deteriorating Urban Renewal Classification

- Proponent Self Evaluation
 - Receive copies of Agency policies
 - Complete Project Questionnaire & Evaluation Form
 - Present Overview of Project to Agency Staff
- Staff Review
 - Receive and evaluate Application for Completeness and Acceptance
 - Determine if project is in the best interest of the applicant and the public to present the project to the Agency for further review
 - Calculate Fees. One-third (1/3) of fee to be collected upfront with the balance due upon Plan approval
 - Prepare Staff Report
 - Schedule for Agency Overview Presentation
- Agency Presentation
 - If Agency finds the Project is in the best interest of the public, fits the goals of the Agency and community, and is possible to complete within the financial limitations of the Agency, the Applicant is invited to return to another meeting to present the following:
 - Map of proposed project boundaries
 - Itemized list of the kind, number and location of proposed public improvements requested to be financed (in whole or in part) by the Agency, as reviewed by with engineering staff, including estimated costs
 - Economic feasibility study and proposed timeline for completion of project
 - Fiscal impact statement showing the impact on all taxing districts affected
 - Establish a review fee to reimburse the Agency for fees and costs for legal, bond counsel, underwriter and other related reviews
- Agency Review
 - Staff presents documents to the Agency at open meeting
 - Agency reviews and if accepted;
 - Invite the applicant to submit a formal application including appropriate application fee to develop a Plan
 - Provide for preliminary project legal review
- Agency Action
 - Agency develops a District Plan (pursuant to Idaho Code Section 50-2905) including:
 - Introduction
 - Deterioration Defined
 - Identifying Deteriorated Areas
 - Description of the Project Area and Uses Permitted
 - Development Purpose and Goals
 - Development Conformance with State & Local Standards
 - Comprehensive Plan
 - The kind, number and location of the proposed improvements
 - List of estimated project costs

- Fiscal impact statement showing the impact on all taxing districts affected
 - Description of method of financing and time when the obligations are to be incurred
 - Finding that the assessed value of the Area is likely to increase as a result of the project and that the assessed value of the Area does not exceed 10% of the current assessed value of the city
 - Economic Feasibility Study
 - Miscellaneous
 - Conclusion
 - The Agency recommends via Resolution that an area be declared a Deteriorated or Deteriorating Area by the City
 - City adopts a resolution finding that one or more deteriorated or deteriorating areas exist
 - Plan is forwarded to City Council
 - Council sends Plan to City Planning Commission for a review and recommendation of conformity with City comprehensive plan
 - The City holds a public hearing
 - The City passes an ordinance approving the Urban Renewal Plan, Confirming the Deteriorated Declaration, and Adopting a Revenue Allocation Area
 - The Agency passes a resolution approving the Urban Renewal Plan, Confirming the Deteriorated Declaration
 - The adopted ordinance and Plan with recorded maps and legal description (IC 63-215) are forwarded to the County Auditor, Assessor, affected taxing districts and the State Tax Commission , certified mail / return receipt requested
 - The County calculates the rate at which taxes shall be levied. The tax revenue allocated to the Agency is used to pay for the debt incurred and Agency administrative costs.
- Execution of Owner Participation Agreement (OPA)
 - Agency provide draft of OPA to proponent for review, to include:
 - Effective Date
 - Public Infrastructure and Other Public Facilities
 - Construction of Agency Funded Public Improvements
 - Conditions and Compliance
 - Initial Construction Funding
 - Reimbursement of Participant Advances
 - Exhibits
 - Exhibit A Legal description of property comprising the project or current phase
 - Exhibit B map of public infrastructure improvements
 - Exhibit C listing of estimated cost of improvements
 - Exhibit D detailed illustration of the improvements
 - Agency initiates legal and engineering review of OPA
 - Approved OPA goes to Agency meeting for approval
 - Agency and Proponent execute OPA
 - Agency authorizes debt or method of finance and authorizes the proponent solicitation of bids
 - Proponent initiates construction
 - Approval of bids and commence construction
 - Track and create binder for copies of all project invoices for submittal to Agency

- Provide for ongoing construction inspection by City
- Construction is completed
- Public infrastructure subject to reimbursement is deeded over to City with written certificate of acceptance and copy to Agency
- Proponent requests reimbursement from tax increment
 - Project cost submittal is provided to Agency for Project Cost Reimbursement
 - Agency engineer reviews submittal including all actual cost schedules and supporting invoices
 - Engineer provides written recommended reimbursable costs letter
 - Reimbursement request goes to Agency meeting for approval
 - Agency approves Agency Order of Approval for reimbursing costs to proponent
 - Agency reimburses Proponent semi-annually as tax increment revenue is received.

POST FALLS URBAN RENEWAL AGENCY

Procedure for Implementing Projects Competitively Disadvantaged Border Community Classification

- Proponent Self Evaluation
 - Receive Copies of Agency policies
 - Complete Project Questionnaire & Evaluation Form
 - Present Overview of Project to Agency Staff

- Staff Review
 - Receive and evaluate Application for Completeness and Acceptance
 - Determine if project is in the best interest of the applicant and the public to present the project to the Agency for further review
 - Calculate Fees. One-third (1/3) of fee to be collected upfront with the balance due upon Plan approval.
 - Prepare Staff Report
 - Schedule for Agency Overview Presentation

- Agency Presentation
 - If Agency finds the Project is in the best interest of the public, fits the goals of the Agency and community, and is possible to complete within the financial limitations of the Agency, the Applicant is invited to return to another meeting to present the following:
 - Map of proposed project boundaries
 - Itemized list of the kind, number and location of proposed public improvements requested to be financed (in whole or in part) by the Agency including estimated costs, as reviewed with engineering staff
 - Economic feasibility study and proposed timeline for completion of project
 - Fiscal impact statement showing the impact on all taxing districts affected
 - Establish a review fee to reimburse the Agency for fees and costs for legal, bond counsel, underwriter and other related reviews

- Agency Review
 - Staff presents documents to the Agency at open meeting
 - Agency reviews and if accepted;
 - Invite the applicant to submit a formal application including appropriate application fee to develop a Plan
 - Provide for preliminary project legal review

- Agency Action
 - Agency develops (per Idaho Code 50-2905) a District Plan including:
 - Introduction
 - Local Economic Development Act
 - Disadvantaged Border Community
 - Competitively Disadvantaged Declaration
 - Description of the Project Area and Uses Permitted
 - Development Purpose and Goals
 - Development Conformance with State & Local Standards
 - Comprehensive Plan
 - The kind, number and location of the proposed improvements

- List of estimated project costs
 - Fiscal impact statement showing the impact on all taxing districts affected
 - Description of method of financing and time when the obligations are to be incurred
 - Finding that the assessed value of the Area is likely to increase as a result of the project and that the assessed value of the Area does not exceed 10% of the current assessed value of the city
 - Economic Feasibility Study
 - Miscellaneous
 - Conclusion
 - A Disadvantaged Border Community Study is completed
 - The Agency passes Resolution recommending that a Disadvantaged Border Community Area Declaration (CDBCA) be created
 - The Agency passes a resolution approving the Urban Renewal Plan and Confirming the Disadvantaged Area Declaration
 - Plan is forwarded to City Council
 - Council sends Plan to City Planning Commission for review and recommendation of conformity with City comprehensive plan
 - The City holds a public hearing
 - The City passes an ordinance approving the Urban Renewal Plan, Confirming the Disadvantaged Area Declaration, and Adopting a Revenue Allocation Area
 - The adopted ordinance, Plan and recorded map and legal description are forwarded to the County Auditor, Assessor, affected taxing districts and the State Tax Commission (IC 63-215)
 - The County calculates the rate at which taxes shall be levied. The tax revenue allocated to the Agency is used to pay for the debt incurred and Agency administrative costs.
- Execution of Owner Participation Agreement (OPA)
 - Agency provide draft of OPA to proponent for review, to include:
 - Effective Date
 - Public Infrastructure and Other Public Facilities
 - Construction of Agency Funded Public Improvements
 - Conditions and Compliance
 - Initial Construction Funding
 - Reimbursement of Participant Advances
 - Exhibits
 - Exhibit A Legal description of property comprising the project or current phase
 - Exhibit B list of public infrastructure improvements
 - Exhibit C listing of estimated cost of improvements
 - Exhibit D detailed illustration of the improvements
 - Agency initiates legal and engineering review of OPA
 - Approved OPA goes to Agency meeting for approval
 - Agency and Proponent execute OPA
 -
 - Agency authorizes debt or method of finance and authorizes the proponent solicitation of bids
 - Proponent initiates construction
 - Approval of bids and commence construction

- Track and for copies of all project invoices for submittal to Agency
 - Provide for ongoing construction inspection by City
 - Construction is completed
 - Public infrastructure subject to reimbursement is deeded over to City with written certificate of acceptance and copy to Agency
- Proponent requests reimbursement from tax increment
 - Project cost submittal is provided to Agency for Project Cost Reimbursement
 - Agency engineer reviews submittal including all actual cost schedules and supporting invoices
 - Engineer provides written recommended reimbursable costs letter
 - Reimbursement request goes to Agency meeting for approval
 - Agency approves Agency Order of Approval for reimbursing costs to proponent
 - Agency reimburses Proponent semi-annually as tax increment revenue is received.