

**BELLEVUE PLANNING AND ZONING COMMISSION
PUBLIC MEETING NOTICE and AGENDA
August 17, 2020 at 6:00 P.M.
ZOOM ONLINE MEETING**

**Topic: P&Z Meeting
Time: Aug 17, 2020 06:00 PM Mountain Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/83870387379?pwd=NDlXcWJkeXlxdzdJJSVJqcDRFN1NNdz09>

Meeting ID: **838 7038 7379**

Passcode: **114307**

One tap mobile

+1-253-215-8782 US (Tacoma)

+1-346-248-7799 US (Houston)

Meeting ID: **838 7038 7379**

6:00 CALL TO ORDER- ZOOM, online meeting

NOTICE AND HEARING COMPLIANCE:

The notice and agenda were posted in accordance with Idaho Code §67-2343 five days prior to the meeting, at the Bellevue Post Office, on the bulletin board of City Hall and on the City website on August 12, 2020.

The meeting was continued on August 3, 2020 to August 17, 2020 per the P&Z Commission. The meeting was noticed in the Idaho Mountain Express on July 15, 2020.

PUBLIC HEARING:

- **ACTION ITEM-** Continuation from last meeting- Draft update to 2014 Capital Improvement Plan (CIP), prepared by Richard Caplan and Associates.

CONSENT:

- **ACTION ITEM**
- Approval of Minutes from August 3, 2020

DISCUSSION:

- Availability for Meeting on September 8, 2020

ADJOURN: Please Note: The agenda is subject to revisions. Anyone needing assistance to attend or participate should contact Bellevue City Hall prior to the meeting at 208- 788-2128. Committee packets will be available online at www.bellevueidaho.gov

CITY OF BELLEVUE
Planning and Zoning
Public Hearing on August 17, 2020 at 6:00 p.m.

REGARDING: Recommending updates to the 2014 City of Bellevue Capital Improvement Plan	STAFF REPORT By: Diane Shay, Community Development Director Date: August 12, 2020
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REQUESTED ACTION: Make a recommendation to the Bellevue City Council to approve and adopt the 2020 update to the Bellevue Capital Improvement Plan (CIP).

Summary

The City of Bellevue contracted with Richard Caplan of Richard Caplan & Associates to provide us with the information and tools to help the City ultimately determine how to implement Development Impact Fees and how to assess reasonable annexation fees for future development. Richard will be phoning in to the meeting and presenting the project for your consideration.

The P&Z Commission met on August 3, 2020 to review the CIP done by Rich Caplan. It was decided at the meeting that more detailed information was needed to make a recommendation, and the meeting was continued to August 17, 2020.

I. GENERAL BACKGROUND

1. **Notice** of this hearing was:
 - i. Published in the Idaho Mountain Express on July 15, 2020
 - ii. Posted on the door of Bellevue City Hall and the Bellevue Post Office on August 12, 2020.
2. Any disclosures (i.e. conflicts of interest, site visits or *ex parte* communications)?
3. Attached to this report are the following exhibits:

Exhibit A—Draft Capital Improvements Plan FY2020-2025

Exhibit B—Department Head Comments

There are no department head comments

III. RECOMMENDATION:

► **Motion:** I move to recommend approval of the Draft Capital Improvement Plan for FY2020-FY2025 prepared by Richard Caplan.

June 26, 2019

City of Bellevue
Attn: Diane Shay, Community Development Director
115 East Pine
Bellevue, ID 83313

Re: Strahorn Impact Fee Update

Dear Diane:

I am pleased to respond to and summarize our telephone conversation with you and Jim on June 24th regarding the fees associated with the proposed Strahorn project. This letter also serves as a proposal for additional professional services.

As I noted in our conversation, the initial annexation fees were based on three residential projects that were planned at that time. This comprehensive approach necessitated the city including / needing several major capital projects due to the combined residential (traffic, other infrastructure, etc.) impacts. Once the Big Valley and Belle Ranch projects were withdrawn from consideration, the impact fees were revised for the Strahorn project only in 2014. It seems reasonable to revisit these fees in 2019 given the time that has elapsed that has influenced city growth rates and residential development in Bellevue and other parts of Blaine County.

Therefore, in response to your request, this study update will entail a review of the agreed fee structure for the project and provide a report on the reasonableness of the fees, based on the prevailing city economic and development conditions and actual city financial and growth data. The result will be an independent opinion letter of the fees and the reasoning behind the conclusion. This will also include calculating and recommending a revised fee structure for the Strahorn project.

Timing and Fees

This study will require no more than four weeks to complete. The total professional fees will be \$4,400. This fee also includes a video conference presentation to the Mayor and City Council.

In the event that my attendance for on-site presentation in Bellevue is required, professional fees, travel expenses including coach air fare, one night local lodging and car rental will be added to these fees. (This amount will be actual out-of-pocket expenses and are estimated and will not exceed \$1,250.)

In order to complete this study, the City will provide me with the current year's budget, a proposed CIP (Capital Improvements Plan), the most recent audit and related recent building and financial materials needed to complete this analysis.

I am prepared to initiate this assistance immediately upon the city's authorization to proceed. Thank you for your continued interest in our professional services and I look forward to assisting with this effort.

Respectfully submitted,

Rich Caplan

Rich Caplan
RICHARD CAPLAN & ASSOCIATES

RICHARD CAPLAN & ASSOCIATES

March 16, 2020

To: Diane Shay

From: Rich Caplan

Please review and sign off on these projections for use in the Impact Fee Analysis.

Re: City of Bellevue Actual and Projected Population and Housing Units 2000 – 2040

Year	Without Strahorn Canyon		With Strahorn Canyon Ranch		
	Population (Without Strahorn)	Housing Units (Without Strahorn)	Strahorn Canyon Ranch Housing Units	Strahorn Canyon Ranch Population (a)	City Housing Units <u>with</u> Strahorn (b)
2000	1,876	784	0	0	n/a
2010	2,287	926	0	0	n/a
2015	2,333	949	0	0	n/a
2016	2,368	954	0	0	n/a
2018	2,428	958	0	0	n/a
Est. 2020	2,454	963	0	0	2,454
Est. 2021	2,468	967	10	27	2,495
Est. 2022	2,482	972	20	54	2,536
Est. 2023	2,496	976	30	81	2,577
Est. 2024	2,510	981	40	108	2,618
Est. 2025	2,524	985	49	132	2,656
Est. 2026	2,538	990	59	159	2,697
Est. 2027	2,552	994	69	186	2,738
Est. 2028	2,566	999	79	213	2,779
Est. 2029	2,580	1,003	89	239	2,819
Est. 2030	2,594	1,008	98	264	2,858
Est. 2035	2,664	1,031	148	398	3,062
Est. 2040	2,734	1,054	197	530	3,264
NET 2020 – 2040	247 persons	91 units	197 units	530 persons	777 persons
STRAHORN SHARE OF NET GROWTH			197 of 288 units = 68.4% of new units	-	530 of 777 persons = 68.2% of new population
STRAHORN SHARE OF CITY OF BELLEVUE in 2040			197 of 1,251 units =15.7%	-	530 of 3,264 = 16.2% of City

Source: U.S. Census; Strahorn Canyon Ranch Plan.

City of Bellevue
Draft Capital Improvements Plan FY 2020 – 2025

Department: (Project reference)	FY 2020 Adopted	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Administration	0	0	\$80,000 (record retention system upgrade= \$50,000 Recording system= \$20,000 Auto system for record keeping \$10,000-	\$20,000 software upgrades- all programs	0	0	<u>\$100,000</u>
Community Development	0	0	0	0	\$50,000 (hill trail)	\$75,000 (flood plain)	<u>\$125,000</u>
Parks	0	\$15,500- 1-Grading and paving areas for additional parking O'Donnell Park 2- Storage bldg. for soccer league	\$15,500- 1-Grading and paving areas for additional parking O'Donnell Park 2- Installation power receptacles for vendors	\$12,000- Build roof over currents stage at Memorial Park for events	0	0	<u>\$43,000</u>
Fire	0	\$100,000- Addition to Fire station total \$500,00	\$100,000- Addition to Fire station total \$500,00	\$100,000 Addition to Fire station total \$500,00	\$100,000 Addition to Fire station total \$500,00	\$100,000 Addition to Fire station total \$500,00	<u>\$550,069</u>
Library	0	\$8,000 (front door)	\$12,500 (exterior)	\$10,000 (computers)	\$22,000 (shelving)	0	<u>\$52,500</u>
Marshall	0	0	0	0	0	0	0
Buildings & Grounds	0	0	\$8,000- Update	0	\$50,000- Expansion of the shop	0	<u>\$58,000</u>

			sprinkler systems				
Streets	\$30,000- Replacement of dump truck in current fleet	\$17,500- 1-Asphalt surface replacement of 400 lineal feet 2- Updating Transportation Master Plan to include street improvements	\$20,000- 1- Replacement of water truck in current fleet 2- Asphalt walkway from 7 th to Cedar for school	\$24,000- Match grant ITD Transportation Alternatives Program, Broadford road Shared Use Pathway, Total project cost \$392,000 (Bellevue did not receive grant funding and will have to reapply)	0	0	<u>\$91,500</u>
Wastewater	0	\$516,000 Lagoon Liner Repair= <u>\$170,000</u> Membrane replacement= <u>\$311,000</u> Martin Lane lift station upgrades= <u>\$35,000</u>	\$310,000- Facility Planning study= <u>\$70,000</u> Chestnut Lane upgrade= <u>\$40,000</u> Sewer Lane jet cleaning truck = <u>\$200,000</u>	\$190,000 Sewer Plant building expansion= \$150,000 GIS mapping survey and Programming= \$40,000 Identify sewer main deficiencies= \$50,000	0	0	<u>\$1,016,000</u>
<u>Water</u>	\$50,000.00 Finish meter project	50,000.00	0.00	\$35,000 Add CL2 at Chestnut well-addition and equipment	\$220,000.00 Replace spring line- approx. 1 mile of pipe @ \$30 a foot plus engineering	\$16,100 Install 8" water line from Oak to Pine 550' pipe at \$55 a foot plus engineering	<u>\$371,100</u>
TOTAL CAPITAL EXPENSES	\$80,000	\$707,000	\$546,000	\$391,000	\$442,000	\$191,100	<u>\$2,357,100</u>
Funding Sources:							
General Fund	\$113,694						

Development Impact Fees	0						
Water	\$97,000						
Sewer	\$1,038,923						
State Grants	0						
Other Fees & Grants	0						
TOTAL	\$1.249,618						

**City of Bellevue
Planning & Zoning Commission
8/03/20
ZOOM Online meeting**

Kurtz called the meeting to order at 6:06 p.m. Commissioners present were Ray McCollum, John Kurtz, Paul Hopfenbeck, Robert Wiesen and Alexis Lindberg. Staff present was Diane Shay and Ashley Dyer.

Notice and Hearing Compliance:

Legal notice for this meeting was posted in accordance with Idaho Code 67-2343 by the following:

1. The agenda was posted at the Bellevue Post Office, the bulletin board outside City Hall and on the City website on July 29, 2020.
2. The legal was published in the Idaho Mountain Express on July 15, 2020.

McCollum made a motion that the notice was done in compliance with 67-2343, Hopfenbeck seconded, and the vote was unanimous.

New Business:

The first item on the agenda is a draft update to the city's 2014 Capital Improvement Plan (CIP), prepared by Rich Caplan and Associates.

Rich Caplan introduced the draft (CIP) to the Commission by explaining the impact of development within the city. He explained that Idaho allows cities to adopt a Development Impact Fee. A Development Impact Fee is measured by an analysis of what the impact is on the city from the additional development. It is a legitimate and important formula to require that the number of new residents or employees pay for a share of the cost of new expansion of services that are required by the city. Every Municipality that has an impact fee has to pro-rate that cost based on the capital improvement plan (CIP).

The City of Bellevue has been working on the CIP over the years, but it is an essential component so that the impact fee will pay a proportionate share of the number of people or employees that are coming into the city because of the new development. Every city that has an impact fee must have an improved CIP. Some cities that are larger tend to update their plan annually. Smaller cities with less activity should update the plan every few years.

Bellevue has not updated their CIP since 2014, so part of coming up with an updated CIP for the City of Bellevue Caplan and Associates asked the department heads what improvements or capital items are needed in the next five years.

The commission all agreed and requested an updated break down of the capital improvement plan fees to be reviewed at the next meeting. They decided to continue the meeting until August 17th, 2020 to make their recommendation to the City Council.

Hopfenbeck made a motion to approve the minutes from June 1, 2020, McCollum seconded, and the vote was unanimous.

McCollum made a motion to adjourn the meeting, Hopfenbeck seconded, and the vote was unanimous.

Approved this _____ day of _____, 2020

John Kurtz, Chair

Diane Shay, Director