



Commission Workshop Agenda
September 19, 2024 - 9:20 am
Chamber Conference Room
201 E 4th Avenue, Post Falls ID 83854

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Citizen Comment
This section of the agenda is reserved for citizens wishing to address the Commission regarding an Agency related issue. Comments related to future public hearings should be held for that public hearing. Persons wishing to speak will have 5 minutes.
4. Minor Projects Program **ACTION ITEM**
5. Urban Renewal topics for Joint Workshop with City
6. Commissioner Comments
7. 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.

MINOR PROJECT PROGRAM - CONCEPT

1. **FUNDING:** An annual allocation of a portion (not to exceed 15% per year) of the annual allocation of tax increment accruing to an urban renewal district. **(Actual percentage to be determined by the Commission as it finalizes this program).**
2. THE PROGRAM IS TO BE RESTRICTED TO:
 - a. Existing businesses which have a physical facility located within the District which they wish to expand or improve.
 - i. In the case of an existing business which occupies leased premises within the District, the landlord must be a co-applicant and the lease term must have a remaining term of not less than three (3) years.
 - b. Existing Non-Profits which have a physical facility located within the District which they own and which they wish to improve or expand.
3. **PROGRAM PARAMETERS:**
 - a. Funds shall be restricted to physical improvements which are:
 - i. City required improvements that promote District Plan objectives and are authorized by such Plan, including property frontage improvements (curbing, gutters, sidewalks, grassy swales, street trees, storm water abatement), public sewer and water extensions and landscaping elements.
 - ii. Façade or related improvements that promote District Plan objectives and are authorized by such Plan, as determined by a quorum majority of the Urban Renewal Commission in consultation with the City Community Development Director.
 - b. Funding is limited to a maximum funding of \$250,000 per applicant.
 - c. The Urban Renewal Commission shall estimate the real property valuation impact of the proposed improvements, and perform an analysis of the potential increase in tax increment anticipated from the proposed improvement(s) for the remaining duration of the urban renewal district in which the property is located. **(Not required for Non-Profit enterprises operating on tax exempt real property).**
 - d. The Urban Renewal Commission shall assess each project's impact as it relates to increased employment, enhanced appearance, contribution to the objectives of the District Plan and related factors.
 - e. Applicant must provide a written contract for construction of the proposed improvements, verification of City approval of the proposed improvements, construction plans and related documents, including the specific contract price for the items that the Commission's Minor Project Program are to fund.

- f. Reimbursement from the Commission's District tax increment funds shall be subject to execution by the Applicant of a Minor Project Reimbursement Agreement, the completion of funded work, documented acceptance of the completed improvements by the City, documentation of the actual costs of the improvements, review of the actual costs by the Commission's engineering consultants and the approval of an Order of Approval by the Urban Renewal Commission in accordance with Commission policy. Reimbursement of completed, accepted and approved project expenses shall be subject to the receipt of sufficient tax increment funds for the District in which the project is located.

4. FLOW OF FUNDS FROM SEMI-ANNUAL TAX INCREMENT PAYMENTS:

- a. Semi-annual tax increment funds shall continue to be allocated to the District's Proponents in accordance with existing OPA Agreements with the exception of the amount allocated (not to exceed 15%, as determined by the Commission) for the Minor Project Program of each urban renewal district. Provided however, any OPA Agreements executed prior to August 1, 2024 shall not be subject to the Minor Project Program allocation without the contracting Proponent's written consent.
- b. Funds shall be held in the Commission's LGIP Construction Improvement Account. For financial reporting purposes, such funds shall be noted as being reserved for the Minor Project Program of each District.
- c. Upon receipt of tax increment funds allocated for the Minor Projects Program within any urban renewal district totaling \$250,000, no further funds shall be set aside for the Minor Project Program within that District until the amount set aside for the Minor Projects Program within that District falls below \$250,000 or the Commission has approved Minor Project applications totaling more than \$250,000.
- d. Allocation of funds for the Minor Project Program shall cease in the last 24 months of an Urban Renewal District's term.
- e. In the final year of an Urban Renewal District's term, all funds allocated for Minor Projects which are not committed to improvements underway, shall be re-allocated to those District Proponents who have not been fully reimbursed for approved and dedicated improvements as set forth in the OPA and the District Plan.
- f. Tax Increment funds remaining after full reimbursement of all Proponents and all approved Minor Projects shall be allocated in accordance with Urban Renewal Commission Policy relating to closing an urban renewal District and Idaho Code Section 50-2909(4).

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 site improvements:

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:

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:

- | | |
|---|---|
| <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 type="checkbox"/> 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:

09.19.2024 PFURA Commission Workshop

Item 5. Urban Renewal topics for Joint Workshop with City. The following list is not comprehensive or prioritized. It is simply a starting point for Commissioner discussion. *Please be prepared to introduce for consideration any topic you think will be useful to discuss with the City Council and Staff members present at the workshop.*

- New District
 - E. Seltice Way
 - Other area
 - Direction from City
- Pleasant View District – District Closure
- Public Art – PFURA Role
- Minor Project Program
- Comprehensive Plan
 - Status Update
 - Urban Renewal considerations
- ?
- ?