



**PARKS AND RECREATION COMMISSION
MEETING AGENDA**

**October 22, 2024
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

- a. Memo - Dave Fair

ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS

James Hail, Jayson Cornwell, Geena Duczek, Krista Noyes, Christie Vranich, Angela Snyder, Dani Zibell-Wolfe

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Commission.

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

- a. Request for Commission volunteers for Winterfest on Friday, December 6th, 2024.

DECLARATION OF CONFLICT

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

1. CONSENT CALENDAR

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Commission agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Minutes from September 24, 2024

2. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Comments on issues that are planned for future meeting agendas should be held for that meeting.

3. OLD BUSINESS

- a. Approval of Minimum Standards - Action Item

4. NEW BUSINESS

- a. Post Falls Impact Fees Update - Presented by Melissa Cleveland

5. ADMINISTRATIVE/STAFF REPORTS

6. COMMISSION COMMENT

7. ADJOURMENT

ACTION ITEMS:

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Commission Chair: Geena Duczek Vice-Chair: Christie Vranich
Members: Jayson Cornwell, Dani Zibell-Wolfe, James A. Hail III, Krista Noyes, Angela Snyder

Mission
Building Community

Memo

To: Park and Recreation Commission
From: Parks and Recreation Director
Date: 10/16/2024
Re: Commission Meeting



Ref. October 22, 2024 Commission meeting

Pledge of allegiance:

Consent Calendar:

- a) Approval of minutes – September 24, 2024, meeting. (action Item)

Ceremonies, Announcements, Appointments, Presentations

- a) This years Winterfest will be on Friday December 6th. If commission members are interest in helping, please let Traci Stevenson know.

Citizen Issues

This section is reserved for citizen wishing to address the commission on city related items not on the agenda.

Old Business:

- a) Approval of the Minimum Standards (action item) This is the formal adoption of the minimum standards that he park and recreation commission reviewed and up-dated at their last meeting,

New Business

a) Post Falls impact fee update – presented by Melissa Cleveland
Melissa Cleveland from Welch Comer Engineers will up-date the commission on the status of the Impact Fee Study Phase One. Phase One includes clarifying methodology options and administrative procedures through a series of topical issue papers.

The consultant team (Welch Comer, FCS Group, Iteris) has been working with City staff primarily on growth, parks, police and transportation since mid-May. The purpose of this presentation is to provide an update on the schedule, process, and next steps. The city has provided the Consultant team with data and resources such as planning documents, building and facility inventories, etc.

This item is for information only.

Staff and Committee reports

a) None

Commissioner Reports

Executive Session

a) NONE

Adjournment



**PARKS AND RECREATION COMMISSION
MEETING MINUTES**

**September 24, 2024
6:00 PM**

Location: Council Chambers, 408 N Spokane Str., Post Falls, ID 83854

WORKSHOP MEETING – 6:00 pm City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS

James Hail-not present, Dani Zibell-Wolfe-present, Krista Noyes- not present, Geena Duzcek-present, Jayson Cornwell-present, Christie Vranich- not present, Angela Snyder-not present. Commissioner Hail was able to attend the last quarter of the meeting.

Staff: Dave Fair, Robert Quinn, Kirsten Lindahl

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Commission.

NONE

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

None

DECLARATION OF CONFLICT

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

None

1. CONSENT CALENDAR

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Commission agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Minutes from June 25, 2024

Motion by Zibell-Wolfe to accept the Consent Calendar as presented. Second, by Cornwell.

Vote: Duczek-aye, Snyder-aye, Cornwell-aye, Zibell-Wolfe-Aye Motion Carried

2. WORKSHOP BUSINESS

- a. Level of Service-Dave Fair spoke on minimum standards. The Amphitheater at the Landings is considered 1 per 30,000. Tullamore is under contract through the end of the year. We will investigate using Tullamore next year. Staff believes the two amphitheaters are sufficient for our growth. Baseball fields are at 3500 and staff would like to see 3700. The Quarry will fall into 3500 as well. Recommendations are to raise the level of standard to 3750. Basketball courts are at a minimum of 4000. Staff is looking at lowering that number slightly to 3000. Pickleball courts are set at 4000 with 10 available courts right now. Staff isn't recommending any change. Soft ball fields are at 5000 without any changes. Montrose is in the works for fields. The splash pads are ahead of the curve sitting at 20,000. Commissioner Cornwell recommended to go down to 17,500. After discussion the commission decided on 17,500. Tennis courts are at the 5000 mark. Land is set aside near Corbin for a dog park but will remain on hold until Black Bay and other projects are completed. Camping and RV spots were brought up by Commissioner Cornwell. Dave states there is property above Corbin Park set aside for that but has to be done strategically after the Quarry Sports Complex is done.
- b. Park Standards-Robert Quinn went over the Parks Design Standards Manual. Robert is looking to the Commission to adopt this manual. Commissioner Zibell-Wolfe made a motion to adopt as presented. Duczek seconded the motion. Snyder-aye, Duczek-aye, Zibell-Wolfe-aye, Cornwell-aye.

3. COMMISSION COMMENT

4.

**a. ADJOURNMENT
6:36 PM**

Date: _____

Chair: _____

Attest: _____

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Commission Chair: Geena Duczek Vice-Chair: Christie Vranich
Members: Jayson Cornwell, Dani Zibell-Wolfe, James A. Hail III, Krista Noyes, Angela Snyder

Mission

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.

Vision

Post Falls, Idaho is a vibrant city with a balance of community and economic vitality that is distinguished by its engaged citizens, diverse businesses, progressive leaders, responsible management of fiscal and environmental resources, superior service, and a full range of opportunities for education and healthy lifestyles.

“Where opportunities flow and community is a way of life”

Minimum Standard Guidelines

Established by the Post Falls Parks & Recreation Commission

Adopted Standards Revision Date 09-24

City of Post Falls Population - KMPO 2025 48,961

Facility Type	Pop. Trigger	Need	Available
Baseball Fields	3,750	13.1	13 B
Basketball Court - Indoors	4,000	12.2	15 B
Basketball Court - Outdoor	3,000	16.3	22 B
Disc Golf Course	25,000	2.0	1
Lawn Activity Feature	5,000	9.8	9
Multi-Use Field	2,500	19.6	23.25 B
Pickleball Court	4,000	12.2	10
Picnic Shelter (No Mini Shelters)	2,500	19.6	24
Skateboard/Bike Park Feature	25,000	2.0	2
Softball Fields	5,000	9.8	7 B
Splash Pad	17,500	2.8	3
Swimming Pool	75,000	0.0	0
Tennis Courts	5,000	9.8	9 B
Volleyball Court - Indoor	4,000	12.2	19 B
Volleyball Court - Outdoor	8,000	6.1	7

Facility Type - 1 Minimum	Pop. Trigger	Need	Available
Amphitheater - Medium Size	1 min.	1.0	2
Community Garden	1 min.	1.0	1
Dog Park	1 min.	1.0	0
Golf Course - 18-hole course	1 min.	1.0	3 A
Playground - Regional, Community, Neighborhood Parks	1 min.	1.0	16
Track	1 min.	1.0	3 B

A - Facilities Provided by Private Businesses

B - Includes City Park Facilities, Post Falls School District Facilities, and/or Boys and Girls Club Facilities

Park Needs Addressed Without a Minium Set	Available
Rock Climbing	1
Sledding Hill	1

Potential Park Needs - Undetermined Standards at this Time	
Art Park/ Sculpture Garden	Large Event Park
Bike - Mountain Bike Trails	Learning/Educational Park
Bike - BMX	Observatory
Camping/RV Site	Outdoor Education Area
Conservation Area	Pool - Indoor
Electronic Play (NEOS)	Pool - Outdoor
Floating Picnic Site	Recreation Center
Founders/Historic Park	River Trail
Gymnasium - City Owned	Rope/Adventure Course
Equestrian Park	Large Theme Playground
Ice Skating Facility	Whitewater Park
Inclusion Park	Wi-Fi Hotspots

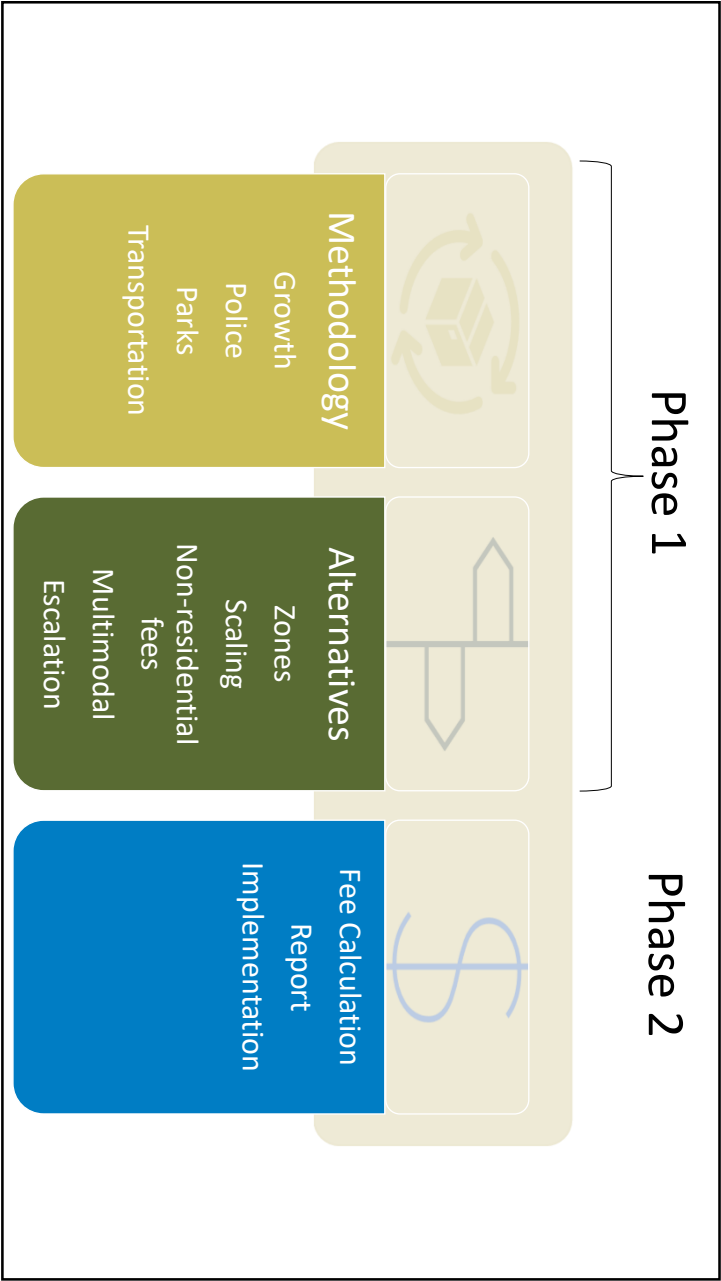
Development Impact Fee Study Update



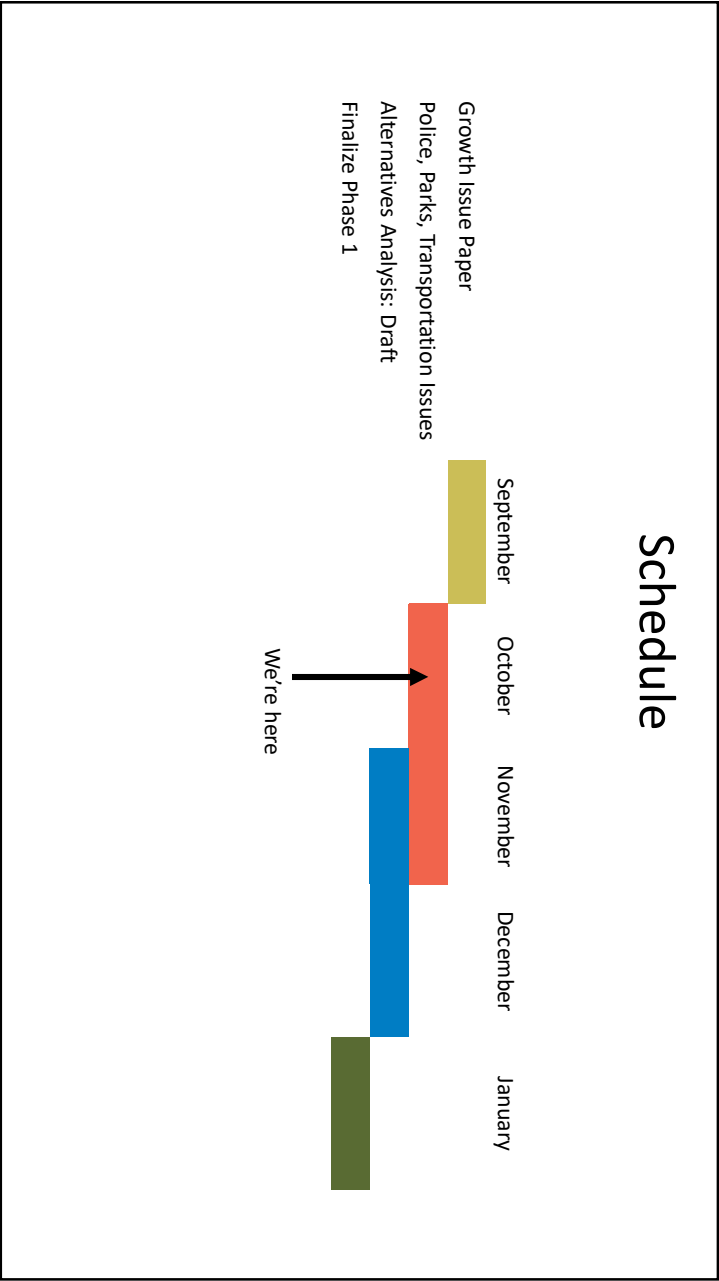
Parks and Recreation Commission

10/22/2024

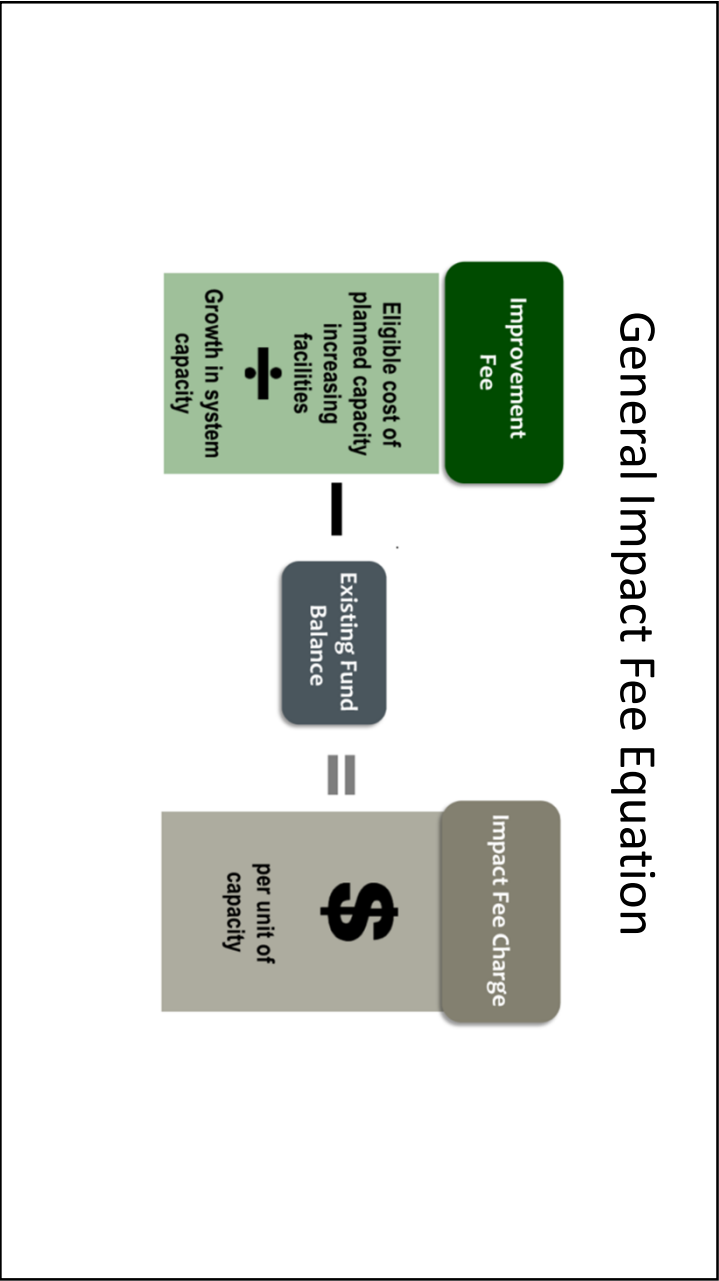
1



2



3



4

Population & Job Growth Forecast: 2020-2035

	2020	2024	2025	2035	2020-2035 Compounded Growth Rate
Population	38,485	45,399	48,961	71,513	4.22%
Occupied					
Dwelling Units	14,650	17,282	18,638	27,223	4.22%
Employees	11,546	13,945	18,760		3.29%

Sources: KMPO and City of Post Falls.

*Employment data is higher than in the current KMPO model.

5

Existing Impact Fee Methodology

	Parks	Public Safety	Streets	Multimodal Paths
Current Calculation Method	Incremental expansion approach based on park land, amenities, and indoor recreation space	Incremental expansion approach based on police facilities and communication infrastructure	Plan-based system capacity improvements	Incremental expansion approach based on linear feet of trails
Unit of Growth (10 year forecast)	Projected population	Projected population and vehicle trips	Projected vehicle trips	Projected population and vehicle trips

Considering plan or CIP-based

Users may include more that residents

May consider land-uses based for non-residential

May consider person-trips

6

Considerations

Consider Parks Fee
for Non-Res Uses?

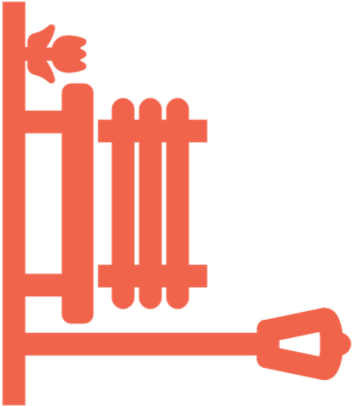
	Parks	Public Safety	Streets	Multimodal
Residential (per housing unit)				
Single-Family	\$ 6,444.00	\$ 1,260.00	\$ 3,174.00	\$ 1,387.00
Multi-Family	\$ 4,797.00	\$ 937.00	\$ 1,795.00	\$ 1,052.00
Non-Residential (per sq. foot)				
Commercial/Shopping Center	N/A	1.24	6.34	1.36
Office	N/A	0.49	2.48	0.53
Light Industrial	N/A	0.25	1.26	0.28
Manufacturing	N/A	0.20	1.00	0.22
Warehousing	N/A	0.09	0.45	0.10
Mini-Warehouse	N/A	0.08	0.39	0.09
Elementary School	N/A	0.64	3.28	0.70
Middle School/Junior High	N/A	0.66	3.39	0.74
High School	N/A	0.47	2.36	0.52
Day Care	N/A	1.57	8.00	1.71
Church	N/A	0.35	1.77	0.39
Assisted Living	N/A	0.21	1.06	0.23
Nursing Home	N/A	0.33	1.69	0.36
Recreational Community Center	N/A	1.44	7.34	1.58
Hotel (per room)	N/A	416.12	2,128.11	455.63
Hotel (per sq. foot)	N/A	N/A	N/A	N/A

Scale by size?

Are these the right
land uses?

7

Parks



- Two types of eligible parks:
1. New park facilities & improvements
 - Serve new growth
 2. Expansion of Existing Parks
 - Serve a mix of new growth and existing users

Interested in “growth’s share” of
these projects.

8

Who are the Customers?

- Residents (Unemployed)
- Resident (Working in PF)
- Residents (Working Outside PF)
- Overnight Visitors
- Non-residents working in PF

Residential			
City Population, 2025 est.			
Residents, Not Working		47,314	
Employed Residents, Working in City		57.6%	27,273
Employed Residents, Working Outside City		8.8%	4,165
Subtotal		100.0%	47,314
Non-Residential			
Jobs in Post Falls		10,538	
Employed Residents, Working in City			4,165
Non-Residents, Working Inside City		74.0%	7,793
Subtotal			11,959
Total			

Post Falls Overnight Visitation Estimates

	2025	2035
Total RV and Lodging Units ¹	929	1,379
Average Annual Occupancy ²	63.0%	63.0%
Average People Per Unit ³	3.40	3.40
Avg. Daily Park Users per Unit (Occupancy x People Per Unit)	2.14	2.14
Average Number of Overnight Visitors Per Day	1,990	2,954

Sources:

1. City of Post Falls lodging/RV site survey, July 2024.
2. STR.com, January 2024 lodging survey, National Average.
3. Longwoods International, Idaho 2021 Visitor Report.

9

Next Steps - Parks



Finalize growth's share calculations



Work through final CIP's with staff and determine % eligibility



Determine how shared-use paths will be handled (parks or streets)



November
P&Z review methodology



December
P&Z review alternatives
Park and Rec Update



January
Finalize Phase 1

10



Discussion



WELCH-COMER
ENGINEERS & SURVEYORS

Development Impact Fee Study Update

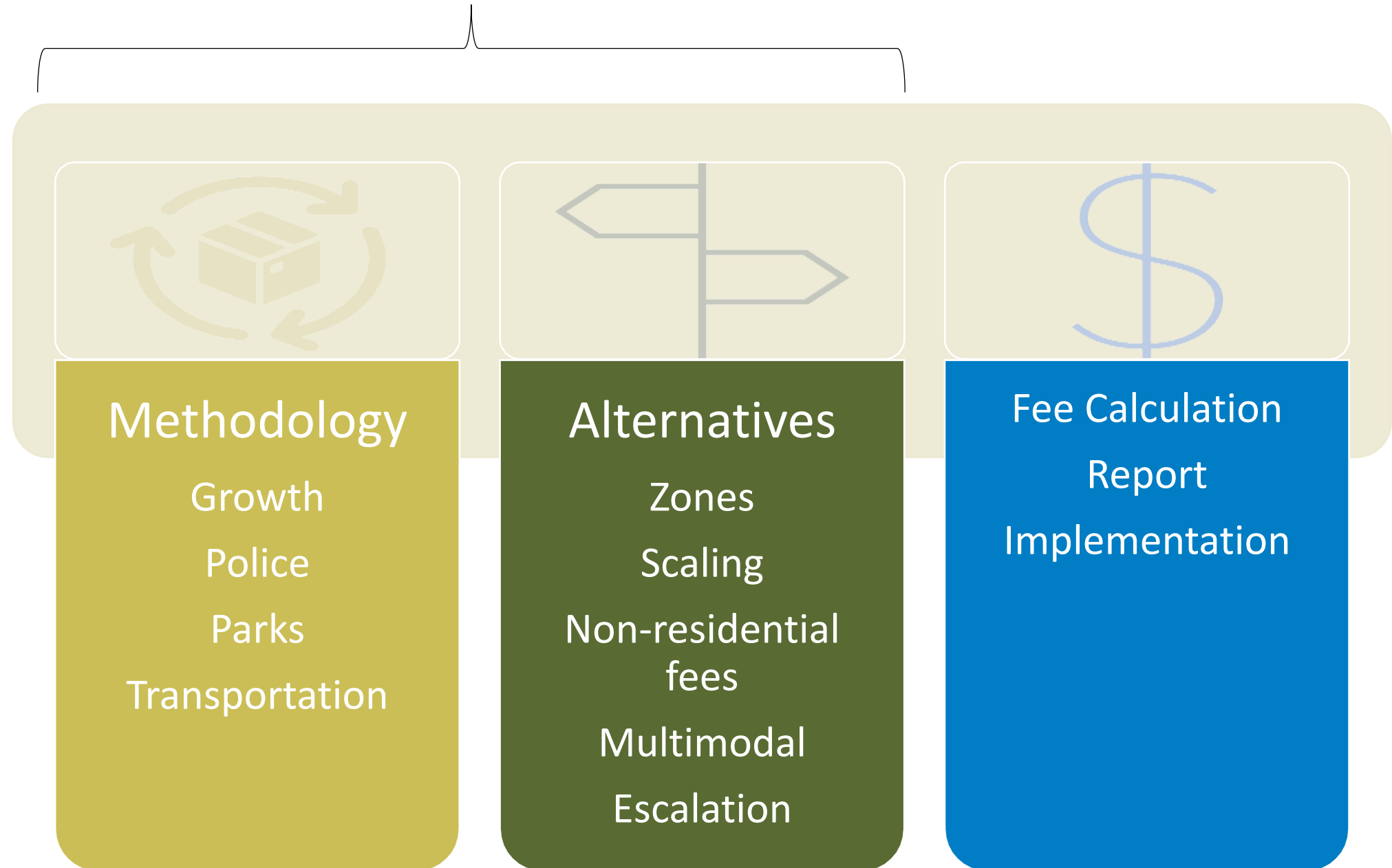


Parks and Recreation Commission

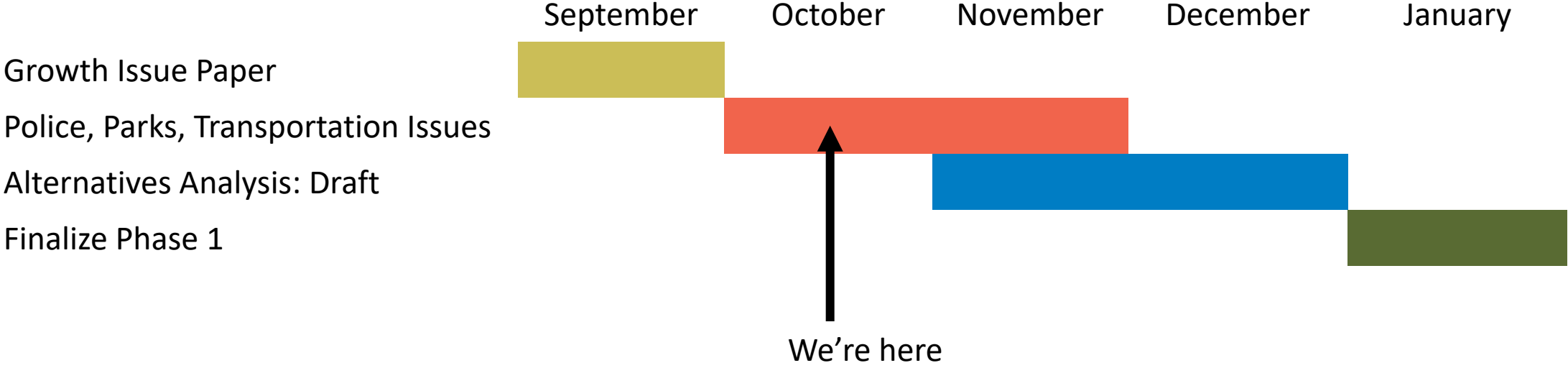
10/22/2024

Phase 1

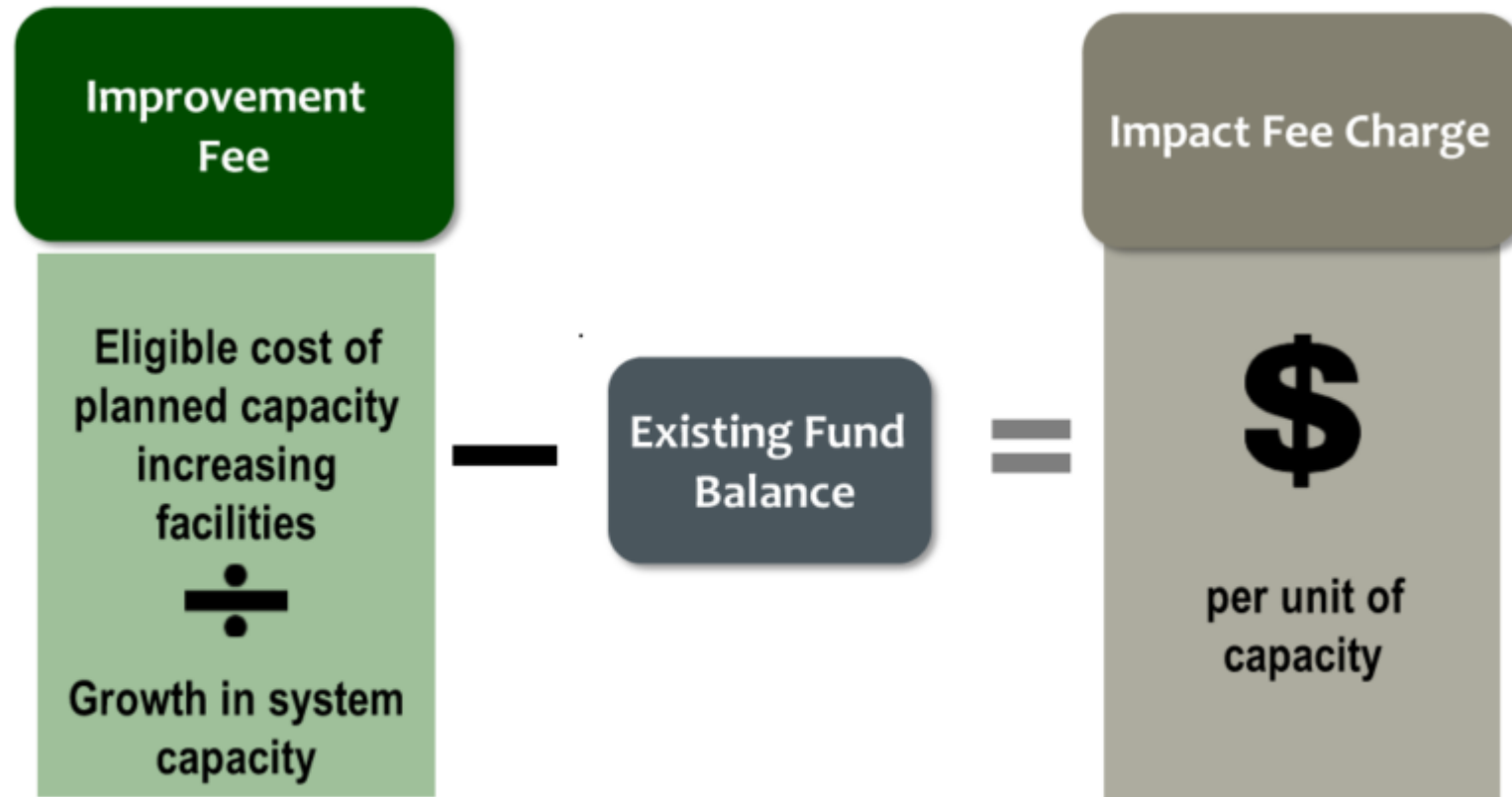
Phase 2



Schedule



General Impact Fee Equation



Population & Job Growth Forecast: 2020-2035

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Sources: KMPO and City of Post Falls.

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Existing Impact Fee Methodology

Considering plan
or CIP-based



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Unit of Growth (10 year forecast)	Projected population	Projected population and vehicle trips	Projected vehicle trips	Projected population and vehicle trips

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May consider land-uses based for non-residential

May consider person-trips

Considerations

Consider Parks Fee
for Non-Res Uses?

	Parks		Public Safety		Streets	Multimodal	
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Scale by size?

Are these the right
land uses?

Parks

Two types of eligible parks:

1. New park facilities & improvements
 - Serve new growth
2. Expansion of Existing Parks
 - Serve a mix of new growth and existing users

At 2024 est. population of 45,399, currently under on Level One and over on Level Two parks.



Level of Service	Total Acres	Policy LOS (acres per 1,000 people)	2024 Existing LOS
Level 1 Parks	242.8	6	5.3
Level 2 Parks	673.1	10	14.8
All Parks	915.9	16	20.2

Employment Inflow/Outflow

2021 Inflow/Outflow Analysis	People Living Inside City	People Living Outside City	Total
People Working Inside City	3,531	10,026	13,557
Residents Working Outside City	13,458		
Not Working	23,119		
Total	40,108	10,026	

Source: U.S. Census, On-The-Map database.

Park Availability Per Person

Hours per Week of Park Availability Per Person, Res. & Non-Res. Demand*	Hours per week Residential Demand	Hours Per Week Non-Residential demand*
Working Inside City (8 hrs per weekday & 16 hrs per weekend day)	72	28
Working Outside City (4 hrs per weekday & 16 hrs per weekend day)	52	-
Not Working (16 hrs per day x 7 days per week)	112	-

* Non-residential parks availability assumes 4 hours per day x 7 days per week.

Average Park Demand Per Dwelling Unit & Job

Total Hours per Week of Park Availability		Non-residential	
	Residential hours	hours	Total Hours
Working Inside City	254,232	280,728	534,960
Working Outside City	699,816		699,816
Not Working	2,573,983		2,573,983
Total	3,528,031	280,728	3,808,759
a) Park Hours per resident	88		
b) Park Hours per non-resident employee		21	
c) Equivalent Non Res. Unit of Demand per resident (b / a)			0.235
d) Non-Res Employees Per Pop.			0.251
e) Average persons per Dwelling Unit			2.749
f) Non-Res parks demand (jobs per DU) (c x e)			1 job = 0.645 Dwelling Unit

Source: U.S. Census, On-The-Map database; and FCS.

Average Park Demand from Overnight Visitors

Post Falls Overnight Visitation Estimates	2025	2035	AAGR	Change
Total RV and Lodging Units ¹	929	1,379		
Average Annual Occupancy ²	63.0%	63.0%		
Average People Per Unit ³	3.40	3.40		
Avg. Daily Park Users per Unit (Occupancy × People Per Unit)	2.14	2.14		
Average Number of Overnight Visitors Per Day	1,990	2,954	4.22%	964
Growth Share				33%

Sources:

1. City of Post Falls lodging/RV site survey, July 2024.
2. STR.com, January 2024 lodging survey, National Average.
3. Longwoods International, Idaho 2021 Visitor Report.

Draft Parks Impact Fee Growth Alts.

Analysis of Growth Share without Non-Residential Included					
Park User Demand Generated by Future Growth	2020	2024 Est.	2035 Proj.	2024-2035 change	AGR
Population within City	38,485	45,399	71,513	26,114	4.22%
Growth Share				36.5%	

Source: Kootenai Metropolitan Planning Organization (KMPO: Years 2020-2035).

KMPO data updated 8/22/2024; interpolated by FCS. AGR = average annual growth rate.

2024 2035

Analysis of Growth Share with Non-Residential Included					
User Demand Generated by Future Growth	2020	2024 Est.	2035 Proj.	2024-2035 change	AGR
Population within City	38,485	45,399	71,513	26,114	4.22%
Employment	9,793	10,385	13,885	3,500	2.68%
Overnight Visitors		1,990	3,135	1,145	4.22%
Total (customer units)		57,774	88,533	30,759	
Growth Share				34.7%	

Source: Kootenai Metropolitan Planning Organization (KMPO: Years 2020-2035).

Employment forecasts updated 8/28/2024 by City; interpolated by FCS. AGR = average annual growth rate.

Next Steps



Finish employment data and TAZ adjustments in Regional Demand Model



Finalize trip growth from model (City Center and rest of City)



Revise growth estimates and LOS estimates based on input from City and/or Planning and Zoning



November

Police
Parks
Transportation



December

Scaling SF
Non-residential park fees
Escalation



Discussion



Memorandum

TO: PARKS AND RECREATION COMMISSION
FROM: MELISSA CLEVELAND P.E., PROJECT MANAGER
PRJ. #: 41354.18
SUBJECT: DEVELOPMENT IMPACT FEE STUDY UPDATE
DATE: OCTOBER 15, 2024
CC: BOB SEALE, COMMUNITY DEVELOPMENT DIRECTOR & DAVE FAIR, PARKS & RECREATION DIRECTOR

Introduction: The City currently has development impact fees for parks, public safety, streets, and multimodal and has hired consultants to update the study. Phase 1 includes clarifying methodology options and administrative procedures through topical issue papers. Phase 2, which is not under contract at this time, will include selection of locally-preferred methodology, updated fee calculations, and preparation of the impact fee study.

The consultant team consists of Welch Comer Engineers (overall project management), FCS Group (financial consultant and impact fee preparer), and Iteris (transportation modeler). The consultant team has been working with City staff primarily on growth, parks, police, and transportation since mid-May. The City's Planning and Zoning Commission is acting as the "development impact fee committee." One meeting with P&Z was held in September, with two other meetings planned on November 12th and in mid-December. Additionally, City staff wanted to keep the Parks and Recreation Commission in the loop throughout the update.

The purpose of this presentation is to provide a brief update on the schedule, process, and next steps associated with the parks component of the overall fee update.

Schedule: Phase 1 of the project is planned to be complete early in 2026. The team's next workshop with the Planning and Zoning Commission is in November, and we'd plan to update the Parks and Recreation Commission after that meeting, likely at your December meeting.

Work to Date: The City Parks staff has provided the Consultant team with planning documents, updated Level of Service Standards, and a parks Capital Improvement Plan.

Growth: Growth in system demand is the denominator in the impact fee calculation. In the past, this calculation has used change in population as "growth". The updated methodology is also considering the impact on the parks system from non-resident employees and overnight visitors.

Alternatives: The City would like to explore methodology alternatives such:

- Having two fee zones – City Center and the rest of the City. (Probably most relevant for transportation, but may also consider for parks)
- Scaling single family residential fees by home square footage.
- Charging non-residential uses a park impact fee to capture non-resident employees and overnight visitors.
- Wrapping the existing multi-modal fee into either transportation or parks, rather than a stand-alone fee.
- Automatic escalation built into the fee schedule.

Exploring these alternatives does not mean that the Council will ultimately have to structure the fees with the alternatives, rather it will allow Council to consider the alternatives and make informed decisions regarding the fees in Phase 2.

Next Steps: The consultant team will continue to work with City Staff on development of the impact fee methodology and growth's share calculations. The next update to Council is tentatively planned for late November or December and the next update to the Parks and Recreation Commission is also tentatively planned for later this winter.