AGENDA
PAYETTE CITY COUNCIL
MAY 4, 2015
REGULAR MEETING

HONORABLE MAYOR JEFFREY T. WILLIAMS PRESIDING

LEE NELSON	MARK HELEKER
CRAIG JENSEN	JEFF SANDS
NANCY DALE	RAY WICKERSHAM

7:00 PM – Regular Meeting

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

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XI. MAYOR'S COMMENTS

XII. CITIZEN'S COMMENTS
(Limited to 5 minutes per person, at the discretion of the Mayor)

XIII. EXECUTIVE SESSION ~ *Pursuant to I.C. 67-2345(1)(f), the City Council will recess into Executive Session to discuss with legal counsel for the public agency pending litigation or where there is general public awareness of probable litigation.*

XIV. ADJOURNMENT

Any person needing special accommodations to participate in the above noticed meeting should contact the City at least 5 days before the meeting at 700 Center Avenue or at 642-6024.

MINUTES
PAYETTE CITY COUNCIL
Work Session, Public Hearing & Regular Meeting
April 20, 2015

ROLL CALL

Members Present:	Mayor Jeff Williams, Mark Heleker, Ray Wickersham, Craig Jensen, Jeff Sands, Nancy Dale and Lee Nelson
Members Absent:	None
Staff Present:	Mary Cordova, City Administrator, Steve Castenada, Fire Chief, Doug Argo, City Engineer and Bobbie Black, Deputy City Clerk

6:00 PM – Work Session

Railroad Boxcars/Motor Vehicles Cargo Containers

The Council was handed additional ideas on storage containers. Ms. Cordova stated this is how the ordinance reads now, at the last Planning & Zoning meeting they gave recommendations. Staff is looking for a census of which way to go. If going to allow in commercial and industrial what stipulations would you like to see. We need to think about the comprehensive plan and community design that is important. One thing outlined in the plan was to enhance the corridors and gateways to the city. Would we allow different criteria for certain areas in the city? Councilor Nelson stated he is not on the corridor and has containers, Mayor Williams stated his office is on two corridors and do we want different criteria. Councilor Dale asked, do we want them at all, just to start the conversation. The only way we allow now is for construction. Councilor Wickersham stated he does agree there are places that they don't belong. He actually has one on his residential property. If out of sight and neighbors don't care then do we care as a City? Councilor Heleker, doesn't have feeling either way, the way it is right now they have the opportunity to apply for a CUP, he prefers to keep it the way it is. Councilor Wickersham stated he doesn't have a problem with his neighbor having one. Councilor Heleker stated if they can prove why they should have one, then we can grant them a CUP. Mary Cordova stated with the CUP process, we are running into a problem that people want them to be permanent, which we don't allow. She has done a lot of research what other Idaho cities do and states around us are not allowing and she hasn't found one that allows in residential area, not through a CUP, only for construction. Mayor Williams stated if we set parameters and this is where it has to be, then they don't have to apply for a CUP. If we allow and the area changes, we shouldn't allow them to be permanent. Councilor Dale stated do we not consider the taxes on permanent storage buildings. Councilor Heleker stated the recommendations from Planning & Zoning and the sound pretty strongly about having a CUP done. Time frame is not defined in current code. Ms. Cordova stated it has been almost 10 years for Councilor Nelson's containers and would you want to have to remove them now. The Council discussed what a valid complaint was. This is something we could address through additional ordinances. State where you can have them or do you want them to go through the CUP process. Do we want them to be shielded from public view if along corridor? Councilor Dale stated we are completely ignoring the tax questions and building. Why do we want to allow at all when there is a way that is profitable for the City. We have to take in what is best for the city and the citizens. Councilor Wickersham stated most people would not build a storage shed, we need to think about personal property rights. Councilor Sands stated we need to remember how long it took to clean up the corridor and city and why would we take away from our businesses that offer that service. He doesn't think it is encouraging growth in our city. People will start placing all over, it

will be just like the canopies that he fought hard to get cleaned up. If they want to go in county then go to the county. Councilor Dale stated we have responsible citizens and then we have irresponsible ones. How do we handle ones that already have them? Councilor Nelson stated if we want to restrict in residential and we like what Planning & Zoning recommends then we do that. Councilor Dale stated the issues are community members being put into an uncomfortable situation, problem tax and supporting business. Councilor Heleker likes the CUP permit process. The Council discussed excluding residential completely. The Council would like this put on agenda next time.

ROLL CALL

Members Present:	Mayor Jeff Williams, Mark Heleker, Ray Wickersham, Craig Jensen, Jeff Sands, Nancy Dale and Lee Nelson
Members Absent:	None
Staff Present:	Mary Cordova, City Administrator, Steve Castenada, Fire Chief, Doug Argo, City Engineer, Bert Osborn, City Attorney and Bobbie Black, Deputy City Clerk

Bert Osborn conducted public hearing.

6:30 PM – Public Hearing Continuation

Continuation of Residential in Commercial Zones -

No one addressed Council on this item. Staff has come up with a proposal for recommendation. Ms. Cordova stated this is a solution from many hours of research and we think this will fix our dilemma. She showed the Council the current non-conforming section of our code. Existing nonconforming single family residential use would not have to get a CUP when the use changes. Mayor Williams asked about downtown corridor with apartments above, and that was stated that is not a single family use. If a single structure in downtown they would be allowed without a permit. Mayor Williams asked about rebuild letter, won't change very much. Councilor Dale asked what started this discussion. It was stated several vacant houses that have had to get a CUP to sell.

6:45 PM – Public Hearing

A. Variance application by Brandy Taylor for a variance to the street frontage requirements at 1839 1st Ave. South, w 37.5 vacated 19th Street, Block 1 Payette Heights. The property is zoned A Residential –

James and Brandy Taylor, 1839 1st Ave. South addressed the Council. They live at 1835 and 1839 sits right beside them. They are 7 ½ 'short on street frontage for one of the houses if they split the lot. They stated the property has two homes and they are being taxed on two homes, but they cannot sell two homes. They would like to make this two properties. They are both on separate water and sewer and pay separate taxes on them. They want to clean up the property lines. 1835 will meet frontage and 1839 will be 7 ½ short to meet frontage. Both houses will meet setback requirements. Mayor Williams stated it is a tough property to sell and this will help in the future. The Taylor's think it will raise the property value when split.

No one else address the Council.

The public hearing closed at 6:53 pm.

7:00 PM – Regular Meeting

A regular meeting of the Payette City Council was called to order at 7:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present:	Mayor Jeff Williams, Mark Heleker, Ray Wickersham, Craig Jensen, Jeff Sands, Nancy Dale and Lee Nelson
Members Absent:	None
Staff Present:	Mary Cordova, City Administrator, Steve Castenada, Fire Chief, Doug Argo, City Engineer; Bert Osborn, City Attorney and Bobbie Black, Deputy City Clerk

PLEDGE

The Pledge of Allegiance was led by Dennis Haren.

CITIZENS COMMENTS

None Heard.

APPROVAL OF MINUTES

A motion was made by Heleker and seconded by Wickersham to approve the minutes of public hearing and regular minutes 04-06-2015 with correction on page 21 regarding dog protected by ADA be added verbatim.

After a unanimous voice vote by the Council, the motion CARRIED.

APPROVAL OF BILLS & PAYROLL

A motion was made by Heleker and seconded by Nelson to approve the City Bills & Payroll in the amount of $352,553.11.

At the roll call:
Ayes: Wickersham, Heleker, Dale, Nelson, Jensen and Sands.
Nays:

The motion CARRIED.

SPECIAL ORDERS

None

COMMUNICATIONS

None

PLANNING & ZONING

None

AGENDA ITEMS

A. Ordinance #1392
AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.32.030 IN CHAPTER 17.32 OF TITLE 17, ALLOWING RESIDENTIAL USE IN A COMMERCIAL ZONE TO CONTINUE WHEN SUCH USE HAS LAPSED FOR A PERIOD OF MORE THAN NINETY DAYS; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER – 1ST READING – No action taken on this item.

B. Variance application by Brandy Taylor for a variance to the street frontage requirements at 1839 1st Ave. South, w 37.5 vacated 19th Street, Block 1 Payette Heights. The property is zoned A Residential –

A motion was made by Jensen and seconded by Sands to approve the variance of 7 ½' frontage to front property line.

After a unanimous voice vote by the Council, the motion CARRIED.

C. Special Events Permit – Apple Blossom Festival:

A motion was made by Wickersham and seconded by Heleker to approve the special events permit for Apple Blossom Festival, May 11 through May 18 and waive $100 permit fee.

After a unanimous voice vote by the Council, the motion CARRIED.

D. Special Events Permit – Summer Lunch Program:

A motion was made by Nelson and seconded by Sands to approve the special events permit for Summer Lunch Program, June 1st through July 24th and waive $100 permit fee.

After a unanimous voice vote by the Council, the motion CARRIED.

E. Heather Ruth – Reader Board Request:

A motion was made by Jensen and seconded by Sands to approve the reader board requests (chamber board and pool reader board) to place Payette Primary School Carnival on April 21st through April 25th.

After a unanimous voice vote by the Council, the motion

CARRIED.

F. Appoint P & Z Members – Nial Bradshaw & Peggy Childers
Mayor talked to all 4 applicants.

A motion was made by Sands and seconded by Dale to approve the appointment of Nial Bradshaw to fulfill Cassandra McElvary's term to expire 12-31-2017 and appointment of Peggy Childers to fulfill Tom Ladley's term to expire 12-31-2015.

After a unanimous voice vote by the Council, the motion CARRIED.

G. Precision Grading – Boat Ramp Phase II – Certificate of Substantial Completion
Doug Argo stated the contractor did a great job, and a final walk through was done. The Council authorized Mayor to sign.

H. Donation Request – Special Olympics Idaho
Melissa Montgomery, 312 S. 11th Street and Kristy Craft, 5206 SE 1 ½ Ave. New Plymouth addressed the Council. They are asking for a decrease in the cost of training sessions. Now it is $100 and have had to cut their training in half right now. They may be willing to pay guard costs, maybe pay a one month or three month non-resident or $10.00 per athlete and they have about 30 athletes right now. We could budget that, but it is the fundraiser efforts that is hard to do. There are 5-10 kids that have to raise money for 30 athletics. Councilor Dale asked if they have you approached Payette County, Fruitland or New Plymouth to help contribute to these costs. They state no they haven't, but will do that. The City's donation budget is down to $718, and we already gave $780.00 for this budget year. They were asked if they can swim during the normal times when pools are open and they responded that they were told they had to have their own time due to the large group. Ms. Montgomery stated she was unaware that Olivia had even received money from the City. Councilor Jensen asked if something was funded by the local group and they stated everything we do, we have to raise on our own. Councilor Sands asked if there was something they could do at the pool that could go towards their fees. They stated they could definitely find people that would help. They were asked from what areas are the athletics from and they stated Eastern Oregon, Payette, New Plymouth, Fruitland and Weiser. They will look into other opportunities available to them. They had funds to pay for practices starting tomorrow

No action taken on this item.

I. Set Public Hearing for Budget 15-16

A motion was made by Dale and seconded by Jensen to set the public hearing for budget year 15-16 for August 17th, 2015 at 6:00 pm.

After a unanimous voice vote by the Council, the motion CARRIED.

J. City Motto
Council was given all mottos submitted to the Historical Commission. The original recommendation from the Historical Commission was "Payette, come play with us". Councilor Dale stated in given this some thought, there are some nice options, and she would like some consideration why we like our town. The Council discussed pride and ownership for our town. Discussed asking what the citizens feel and maybe more personnel. "Payette, it just feels like home" was suggested. Councilor Heleker would like to see this discussion continue. Mayor Williams appointed Councilor Dale and Councilor Jensen to come back with recommendations for the Council at the next meeting. It was suggested to have the paper run an article for voting for their favorite motto on Facebook.

DEPARTMENTAL REPORTS

A. Police Department – March 2015
B. Fire Department – March 2015 – Councilor Dale stated medical calls are up and asked Chief Castenada if everything was okay, he stated yes.
C. Treasurers Report – March 2015
D. Library Commission – April 9th – Councilor Dale asked that the report be included with packet.
E. Airport Commission – April 13th – Councilor Wickersham stated we had some bad news, the cost came in really high, but good news is state will fund an additional $200,000. Our match is 25% of grant and we will have in-kind work and some money budgeted. Kudos to staff again, we received a lot of mileage when went to state to testify.
F. Admin & Finance Committee – April 20th – Councilor Sands stated they had a short discussion on water and sewer hookups and RV dump fees. Maverick is running separate 1" water line. Some discussion on new budget and time frame.
G. Historical Commission – April 20th – Councilor Sands stated major importance was that motto was turned over to Council. Councilor Jensen stated we should have on web site the downtown inventory soon.
H. Public Works Committee – April 20th – Councilor Sands stated small up keep for check refunding, policy recommendation. The permit for sewer almost completed. The street department had 150 loads during spring cleanup. Boat ramp is finished. The Street Department helped with road work on miracle field. They will start painting crosswalks in next couple weeks to get ready for Apple Blossom. Hwy 52 guard rail will start soon. Discussed RV dump fee and water and sewer rates. Discussed there is no battle between two communities, and no reason to drop fees at this time, we are very competitive.

MAYORS COMMENTS

Arbor Day celebration at Padgett Park at 12:45 pm.
AIC district workshops on April 28th in Weiser.

CITIZEN'S COMMENTS

Councilor Wickersham – Boys and Girls Club have been meeting with school and calling people. They have a meeting coming up in a couple weeks. Mike Holladay and Dale Uehlin have looked at the building and are willing to come in and help.
Councilor Jensen gave kudos to Jamie and Street Department for help on Miracle Field.

EXECUTIVE SESSION ~ *Pursuant to I.C. 67-2345(1)(f), the City Council will recess into Executive Session to discuss with legal counsel for the public agency pending litigation or where there is general public awareness of probable litigation.*

A motion was made by Heleker and seconded by Nelson to adjourn to executive session pursuant to I.C. 67-2345(1)(f).

After a unanimous voice vote by the Council, the motion CARRIED.

ADJOURNMENT

A motion was made by Heleker and seconded by Jensen to adjourn the regular meeting at 8:37 pm.

After a unanimous voice vote by the Council, the motion CARRIED.

Signed this_____day of_____, 2015.

_____
Jeffrey T. Williams, Mayor

ATTEST:

_____
Bobbie Black, Deputy City Clerk

CITY PAYROLL	5/1/2015	109,767.74
HARDIN SANITATION	4/20/2015	34,170.98
A-PLUS AWARDS	5/4/2015	10.00
ADVANCED CONTROL SYSTEMS	5/4/2015	629.00
ALL VALLEY FIRE INSPECTION	5/4/2015	705.00
ALLIED BUSINESS SOLUTIONS	5/4/2015	1,516.30
AMERICAN STAFFING	5/4/2015	526.80
AMERICAN WATER WORKS ASSN.	5/4/2015	339.00
ARGUS OBSERVER	5/4/2015	137.94
BDS	5/4/2015	1,660.10
BLOOMBERG	5/4/2015	50.00
BOUND TREE MEDICAL	5/4/2015	85.09
COOKING WITH PAULA DEEN	5/4/2015	36.00
COUNTRY WOMAN	5/4/2015	19.98
D&B SUPPLY	5/4/2015	1,000.07
DART'S	5/4/2015	2,218.29
ERNIE'S ELECTRIC	5/4/2015	53.44
FILTRATION TECHNOLOGY	5/4/2015	549.88
FOP LODGE #31	5/4/2015	175.00
FRANKLIN BUILDING	5/4/2015	123.74
GALL'S	5/4/2015	64.89
GUARDIAN MANAGEMENT	5/4/2015	125.00
HANIGAN CHEVROLET	5/4/2015	25.08
HEATHERLY FORENSIC POLYGRAPH	5/4/2015	175.00
HENDON WELDING	5/4/2015	136.00
IDAHO FOREST PRODUCTS COMMISSION	5/4/2015	15.00
IDAHO POWER	5/4/2015	4,703.39
IDASRO	5/4/2015	25.00
INDEPENDENT ENTERPRISE	5/4/2015	174.42
IIMC	5/4/2015	155.00
IWORQ	5/4/2015	1,908.00
MICROMARKETING	5/4/2015	252.20
NORCO	5/4/2015	104.38
ONTARIO TOOL	5/4/2015	77.00
OREGON COAST MAGAZINE	5/4/2015	32.95
OREGON CORRECTIONS	5/4/2015	105.00
OVERDRIVE	5/4/2015	1,800.00
PAETEC	5/4/2015	14.89
PAYETTE COUNTY SHERIFF	5/4/2015	485.00
PAYETTE PRINTING	5/4/2015	54.60
PAYETTE TIRE CENTER	5/4/2015	278.13
PIPECO	5/4/2015	26.24
RESPOND	5/4/2015	193.74
RIPPIN' STITCHES EMBROIDERY	5/4/2015	642.50
ROBERTSON SUPPLY	5/4/2015	61.35
S&H	5/4/2015	100.73
SHERWIN-WILLIAMS	5/4/2015	4,072.86
SPEED O'MOTIVE	5/4/2015	249.00
STERLING CODIFIERS	5/4/2015	902.00
T.O. ENGINEERS	5/4/2015	2,676.25
TOOMBS JANITORIAL	5/4/2015	110.00
UNITED PARCEL SERVICE	5/4/2015	18.05
WESTERN STATES CHEMICAL	5/4/2015	414.94
WHITE CLOUD COMMUNCATIONS	5/4/2015	70.00
WILKINS SAW	5/4/2015	19.57
WILSON PRUETT TIRE FACTORY	5/4/2015	504.52
YOUNGBERG HEATING	5/4/2015	400.00
ZEE	5/4/2015	33.95
		$ 174,980.98

Treasure Valley Transit

April 30, 2015

The Honorable Mayor Williams
City of Payette
700 Center Avenue
Payette, Idaho 83661

Dear Mayor Williams and City Council,

I received a phone call on April 9, 2015 from Loni Debban, Executive Director of Malheur Council on Aging and Community Services informing me that they were not going to renew the contract with TVT for the Ontario fixed route service effective July 1, 2015. TVT was a partner in the planning, funding and establishment of Snake River Transit in 2007. We have operated the Ontario City route since September 15, 2008 and have been proud to be a part of this coordination between Idaho and Oregon, Payette and Malheur counties and the cities of Fruitland, Payette and Ontario.

We are saddened that the coordination and partnership is ending but acknowledge MCOA's Board of Directors decision to do so. One of the advantages of the coordinated service was the ease of use for the passengers in not having to transfer vehicles and pay additional fares. We will no longer have that benefit or the uniformity in the SRT passes. I anticipate there will be some complaints about the change initially and will work to counter that with discounted fares for the month of July.

Changing the SRT route in Idaho from fixed to deviated will allow seniors and persons with disabilities better access as we can deviate up to ¾ of a mile on the route to pick them up. This will also give us an opportunity to make improvements to the schedule. We intend to keep the transfer point at the Wal-Mart stop the same. The new schedules will be available in advance of the July 1, 2015 change in structure.

TVT will be restructuring the Fruitland/Payette service to be consistent with our other City Routes in Idaho and our Medicaid Transportation. This enables TVT to focus on and expand our services in Payette County. I understand the issue of an Idaho company providing an Oregon service that MCOA has wanted to take in-house. Keeping Oregon funding in Oregon will be an advantage to MCOA financially and the same is true for TVT by directly operating the Idaho Medicaid services that MCOA currently provides.

I am also pleased to announce that TVT received a Mobility Support Services grant that will assist us in the goal of increasing awareness, support and usage of public transit in Idaho. This will have a direct benefit to our Snake River Transit services in Fruitland and Payette.

I will gladly attend a City Council meeting to answer any questions you may have and I thank you for your continued support of public transportation in Idaho.

Sincerely,

Terri Lindenberg

Terri Lindenberg
Executive Director
Treasure Valley Transit, Inc.

1136 W. Finch Dr., Nampa, ID 83651 ~ (208) 463-9111 ~ FAX (208) 465-1803

MINTUES
PAYETTE PLANNING & ZONING
Public Hearing & Regular Meeting
April 23, 2015

6:00 PM – Regular Meeting

I. ROLL CALL: Jim Franklin, Randy Choate, Jody Henderson, Nial Bradshaw and Kevin Hanigan
Members Absent: Peggy Childers & Gary Youngberg
Staff Present: Mary Cordova

II. APPROVAL OF MINUTES
A. 03-26-2015 Public Hearing & Regular Meeting Minutes

A motion was made by Franklin and seconded by Hanigan to approve the public hearing & regular meeting minutes 03-26-2015.

After a unanimous voice vote by the Commission, the motion CARRIED.

III. COMMUNICATIONS
None heard.

IV. PUBLIC HEARINGS
A. An application by Bob Poertner for a conditional use permit to allow for 5 mules at 801 River St; Riverside Sub, Tax 15 of Blk 65, E 125' of Tax 17 of Blk 65, Tax 16 of Blk 65 and Tax 17 less 125' of Blk 65. The property is zoned A & B Residential

Mr. Bob Poertner, 2424 Fairview Avenue, Fruitland, asking for a CUP for up to 5 mules to keep on his property. Mr. Poertner informed the commission that the property is all fenced and he does have the irrigation rights to the property. He plans to build a house on the lot.

Commissioner Bradshaw asked if it is an investment or will it be his residence. Mr. Poertner replied that it will be his residence. He has an offer in on it and they have accepted it.

Cordova added that the Fire Chief lives adjacent to this parcel, and he did comment that he thought the mules on the property would help to alleviate the fuel load for fires in that area.

Hearing no further comments, the public hearing was closed by Chairman Choate.

V. OLD BUSINESS

Cordova stated that she had spoke to Commissioner Youngberg earlier in the week, and he had no objection to his request being postponed another month.

A motion was made by Hanigan and seconded by Henderson to postpone the CUP application by Gary Youngberg to the May meeting of the Planning & Zoning Commission.

1

After a unanimous affirmative voice vote, the motion CARRIED.

VI. NEW BUSINESS

A. Bob Poertner – 801 River Street – CUP

Franklin moved and Henderson seconded a motion to grant the CUP request by Bob Poertner and allow up to five mules on the parcel at 801 River Street, and that it could be revisited upon complaint.

After a unanimous affirmative voice vote, the motion CARRIED.

B. Downtown Parking Requirements

After much discussion, and reading over the ordinance, the Commission determined that if property was available to provide for off street parking, it should be used for that purpose, and if property was not available, a property owner in the C-1 Commercial zone should not have to seek a variance.

A motion was made by Hanigan and seconded by Henderson to make a recommendation to the City Council that if a property owner had any portion of their lot available to provide off street parking if required by the city code, it should be used for that purpose, and the code should be enforced. If no property was available to the parcel for the purpose of meeting the off street parking code requirements, the property owner should not have to seek a variance to code.

After a unanimous affirmative voice vote, the motion CARRIED.

VII. PUBLIC COMMENT
None heard.

VIII. ADJOURNMENT

A motion was made by Franklin and seconded by Hanigan to adjourn the meeting at 6:26 p.m.

After a unanimous affirmative voice vote, the motion CARRIED.

Randy Choate, Chair

City of Payette Building Inspection/Meeting Log

Date	permit #	address	owner	inspection/purpose
24-Nov	4143	210 Sierra Circle	Agile Homes	issue permit
26-Nov	4143	210 Sierra Circle	Agile Homes	footing inspection
	4144	845 N. 4th	William Jordan	process carport permit
1-Dec	4124	2855 Center	Sobers	carports framing
3-Dec	4132	130 N. 20th	Gene Wilkies	meeting re: portable carport
	4140	825 N. 5th	Laura Stigile	framing steps/landing
16-Dec	4139	1839 N. 1st	Long	framing inspection
		218 N. 10th	Osuna	carport footing inspec tion
	4145	338 Perry Drive	Blackburn	processed permit
17-Dec	4142	902 N. 2nd	1st Christian Church	footing inspection
	4146	711 Sundown	RCG	processed permit
23-Dec	4146	711 Sundown	RCG	footing inspection
	4142		1st Christian Church	interior structural inspection
29-Dec	4140	825 N. 5th	Laura Stigile	final inspection steps/landing
		218 N. 10th	Osuna	carport framing inspec tion
	4142	902 N. 2nd	1st Christian Church	foundation wall inspection
31-Dec	4143	210 Sierra Circle	Agile Homes	nailing inspection
6-Jan	4146	711 Sundown	RCG	basement wall inspection
	4118		Costello	garage framing
8-Jan	4142	902 N. 2nd	1st Christian Church	guardrail inspection
			630 Center Ave.	investigate complaint
12-Jan			630 Center Ave.	inspection
	4143	210 Sierra Circle	Agile Homes	framing inspection
15-Jan	4143	210 Sierra Circle	Agile Homes	energy inspection
	4148	20 S. 16th	Agape Coffeehouse	process sign permit
				preliminary review bar plans

28-Jan	4149 400 S. Main	Crossroads	process sign permit
	4150 390 3rd Ave. N.	Levi King/Kindall	process pole barn permit
	4151 1300 N. 9th	McLaren	process mobile home permit
29-Jan	4150 390 3rd Ave. N.	Levi King/Kindall	footings/posthole inspection pole barn
3-Feb	4146 711 Sundown	RCG	nailing inspection
	4124 2855 Center	Sobers	truss braces - framing
			meeting w/architect re: proposed bar plans
9-Feb	4152 175 N. 16th	Columbia Bank/Yesco	process sign permit
	4151 1300 N. 9th	McLaren	inspect mobile home tiedowns
12-Feb	4147 2630 N. 16th	Agile Homes	footing inspection
	4146 711 Sundown	RCG	framing inspection
18-Feb	4146 711 Sundown	RCG	framing reinspection/energy inspection
	4147 2630 N. 16th	Agile Homes	foundation inspection
20-Feb			meeting w/staff/owner/architect re: proposed bar plans
			meeting w/Brian Adams - fire damaged house
			meeting w/ Mindi Rudkin re: Courthouse apartment project
	4153 521 N. 10th	Newman	process permit
	4154 175 N. Iowa	Agile Homes	process permit
24-Feb	4143 210 Sierra	Agile Homes	final inspection
			email to Brian Adams
	4155 816 Sundown	Agile Homes	process permit
	4156 756 Sundown	R2B. LLC	process permit
			email to flood plain coordinator - state of Idaho
25-Feb	4156 756 Sundown	R2B. LLC	footing inspection
27-Feb	4156 756 Sundown	R2B. LLC	foundation inspection
	4157 1531 Main St.	Kim York	process sign permit
4-Mar			meeting Joe's Club - possible conversion to religious use
	4150 390 3rd Ave. N.	Levi King/Kindall	framing/final inspection pole barn building
			meeting at Crossroads Dance - possible conversion to events center
	4147 2630 N. 16th	Agile Homes	nailing inspection
9-Mar	4158 1001 Park Street	Norris Wheeler	process permit

	4151	1300 N. 9th	McLaren	final inspection mobile home
10-Mar	4153	521 N. 10th	Newman	footing inspection pole barn
11-Mar	4155	816 Sundown	Agile Homes	footing inspection
				fill out state insurance survey
				clean out old permit files
13-Mar	4155	816 Sundown	Agile Homes	foundation inspection
	4156	756 Sundown	R2B. LLC	nailing inspection
17-Mar	4147	2630 N. 16th	Agile Homes	framing inspection
20-Mar	4147	2630 N. 16th	Agile Homes	energy inspection
	4156	756 Sundown	R2B. LLC	framing inspection
24-Mar	4156	756 Sundown	R2B. LLC	framing reinspection/energy inspection
30-Mar				meeting w/architect re: proposed bar plans
				preliminary plan review 360 Residential
2-Apr	4159	709 Center Ave	mark Montes	sign permit
	4160	751 Sundown	360 Residential	plan review - issue permit
				release letter re: church abatement order
	4155	816 Sundown	Agile Homes	nailing inspection
7-Apr	4160	751 Sundown	360 Residential	footing inspection
				preliminary review Courthouse apartment plans
	4161	875 Beverly Hills	Craig Jensen	issued permit
	4162	274 N. 16th	Maverik	issued fuel canopy permit
10-Apr		105 N. 9th	Garza	unsafe building investigation
	4160	751 Sundown	360 Residential	foundation inspection
	4155	816 Sundown	Agile Homes	framing inspection
14-Apr				Kiwanis building consult
				Cemetery building consult
	4155	816 Sundown	Agile Homes	framing reinspection - energy inspection
20-Apr		1550 Pilot Street	Adam Ross	preliminary plan review patio cover
			Brady Irvin	preliminary plan review bar project
	4153	521 N. 10th	Jim Newman	pole barn nailing inspection

	4160 751 Sundown	360 Residential	nailing inspection
22-Apr	4160 751 Sundown	360 Residential	nailing reinspection
	4163 115 S. 21st	Emanuel Mangeac	process roofing permit
29-Apr	4147 2630 N. 16th	Agile Homes	final structural inspection
			preliminary plan review coffee shop
			investigate construction at 11 N. Main Street
			investigate expired permit 2079 Shelley
30-Apr	4164 240 Sierra Circle	Agile Homes	process building permit
	4165 1550 Pilot Street	Adam Ross	process permit patio cover
			investigate mobile home for title company 1055 N. 5th St.

CITY OF PAYETTE, IDAHO

Downtown Building Façade Grant Program

PROGRAM POLICY

A. Program Goal & Purpose

The Payette Downtown Façade Improvement Program promotes economic development and stimulates business in the City through public-private partnerships by offering economic incentives for renovation, restoration and preservation of privately-owned building exteriors within the Payette Downtown Business Zone. The City of Payette, Idaho, has funding available to assist Downtown building façade rehabilitation and renovation projects. It is the City's intent to use funds to match with private sector funding to incent and initiate a series of building façade renovations in the Downtown area. Periodically, the City may also be the recipient of additional outside grant funding that will augment the funds available. This project will launch in August, 2013, and continue until funding sources are exhausted and/or when the City determines its value is no longer a priority. The essential goals of this program are to:

1. Improve the physical appearance and structural integrity of historic buildings in Downtown Payette
2. Restore the historic character of these buildings
3. Make Downtown Payette more attractive to local consumers and tourists
4. Encourage additional business investment opportunities and Improvements

B. General Conditions:

1. Preference shall be given to Buildings located within the Downtown Commercial Zone that are listed in the National Register of Historic Places or eligible as identified by Payette's historic survey.
2. Buildings outside the Downtown Commercial Zone may be eligible for an exception, provided:
   a. Buildings are in reasonable proximity to Downtown Payette, as defined by the Downtown Commercial Zone, Historic District and/or the Main Street boundaries
   b. Buildings have commercial as primary use
   c. Building was constructed within the same period dates of those recognized in the Historic District (1891-1948)
3. Private matching funds are required
4. An agreement between the building owner and the City must be developed

5. Projects may require approval by the Idaho State Historic Preservation Office (IHPO) as well as local governing bodies
6. Invitation of local qualified contractors and suppliers is highly encouraged
7. Projects should generally be ready to proceed at time of application
8. Award not limited to single building

C. **Key Criteria**

1. **Geographic Location**
   a. Buildings must be located within the Downtown Business Zone

2. **General Project Eligibility Criteria**
   Funds may be used for the following purposes:
   a. Professional design and engineering services, provided the project is completed within the terms of the agreement
   b. Exterior improvements intended to restore façade, such as improvements to:
      i. Windows
      ii. Doors
      iii. Storefronts
      iv. Awnings
      v. Cleaning, painting and/or paint removal
      vii. Masonry repair, restoration or cleaning
      viii. Appropriately repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings
      ix. Sign removal, repair or replacement
      x. Building identification
      xi. Critical maintenance, structural or code compliance
      xii. Restoration projects, including removal of slip sheathing or other non-historic treatments from building façades
   c. If projects are in the Downtown Commercial Zone or otherwise are under the purveyance of the Historic Commission, projects must:
      i. Receive approval of "historic appropriateness" from the Historic Commission prior to any grant award and/or disbursement of funds
      ii. Follow "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings"
      iii. Follow any and all standards and guidelines prescribed by the City of Payette
   d. Project must comply with all relevant local, state and federal laws and codes

3. **General Ineligible Activities**
   a. Working capital
   b. Financing of inventory
   c. Financing of building acquisition
   d. Refinancing existing debt
   e. Inappropriate cleaning or other restoration activities
   f. Inappropriate or non-approved design or materials
   g. Interiors (unless directly related to an approved exterior project or part of a needed and approved structural improvement project)
   h. Professional design and engineering services except as part of an approved project
   i. Improvements made prior to grant approval
   j. Sweat equity (payments for applicant's own labor) although building materials/ supplies are eligible for funding if the applicant does not use an outside contractor.
   k. Roofing (anything that can't be seen from the street)
   l. Parking Lots (anything that can't be seen from the street)

D. <u>Applicant Criteria</u>

1. Proposals may come from tenants or owners of buildings; if tenants, an authorization letter from owner must accompany proposal/ application
2. Approved renovation projects should be ready to begin within twelve (12) months of application and be completed within eighteen (18) months of application
3. Applicants must be willing to enter into an agreement with the City and work with City and State officials on their project
4. Applicant cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of Payette

E. Funding Information

1. Projects should be a minimum of $1,000.00, total cost
2. Funding for selected projects:
   a. City of Payette– up to 1/2 of total, up to $5,000.00
      i. Private building owner(s)/tenant(s) – at least 1/2 of total project cost; contribution may come from commercial or other lenders on applicant's behalf
3. Funding is contingent upon budget approval and subsequent availability of funds
4. Local funds may at times be augmented by outside sources, such as State of Idaho grants
5. Funds will be disbursed on a reimbursement basis ONLY; accurate and timely

receipts are required to receive funds from the City of Payette

6. Normally, funds will be disbursed on completion of the project; however, the applicant may request progress payments be authorized as part of the agreement between the City and the applicant
7. City will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses
8. For projects eligible for progress payments, minimum disbursement request shall be $500.00, and no more than three requests may be submitted in any one (1) calendar month
9. Disbursement requests older than twelve (12) months or from expenses incurred prior to application approval will not be honored

F. Application and Approval Procedure

1. Application must be on a form provided by the City of Payette and must include all necessary and required supporting documentation so as to fully satisfy all of the above-stated criteria. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.
2. Any and all of the following bodies may be involved in the approval and/or review of a project:
   a. City of Payette staff
   b. Payette Historic Commission
   c. Payette Administration & Finance Committee
   d. Payette City Council
   e. State of Idaho Main Street program
   f. State of Idaho Historic Preservation Office
3. Upon receipt of a complete application, applicants will be notified within thirty (30) days of project approval or denial
4. Applications may be modified or approved with conditions by any of the bodies listed in Section F.2.
5. Applicants may be asked to present their projects to any of the bodies listed in Section F.2.
6. City staff will provide technical assistance and resources to applicants to help ensure successful applications to the extent possible

G. Specific Criteria for Selection:

1. Readiness to proceed
   a. Preference will be given to projects that can begin work immediately upon award

2. Location
   a. Preference will be given to projects that have high visibility in Payette's Downtown Commercial Zone and/or are compatible with surrounding uses and contribute to the enhancement of Downtown.
3. Code compliance and need
   a. Preference will be given to projects that seek to restore deteriorated structures
4. Completeness and accuracy of application and supporting materials
   a. Preference will be given to projects that include any combination of
      i. Detailed drawings
      ii. Third-party licensed contractor cost estimates
      iii. Detailed project description
      iv. Evidence of historic appropriateness, research, and compliance
   b. Preference will be given to applications that are deemed complete
5. Multi-purpose
   a. Preference may be given to projects that meet multiple District needs, such as:
      i. Mixed-use development, to include housing
      ii. Energy efficiency
      iii. Re-use of vacant or underused buildings
      iv. Projects that aid in streetscape development and/or bicycle-pedestrian friendly amenities
      v. Projects which improve or increase access to disabled individuals
      vi. Projects which leverage other future projects in the District

H. Submittal Requirements:

1. **All submissions must be accompanied with the following information:**
   a. Building owner name & contact information
   b. Project applicant name (if different from above) & contact information
   c. Letter of authorization from building owner, if owner is not applicant
   d. Building address
   e. Building historic name, if known
   f. Current photograph of the building
   g. Funding amount requested
   h. Detailed project budget, including sources of funds
   i. Detailed text and/or visual description of project
   j. Historic photos, if available

k. Current building use, including tenant names and contact information

l. Project timeline

2. The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the City. The City will retain the reproduction rights to use images of the artwork to prepare and distribute marketing materials, web site materials or for any other use in promotional materials.

I. Terms & Conditions:

Minimum standards shall include the following:

a. Grant amounts are subject to the availability of program funds but shall not exceed $5000. The City has the authority to award grants exceeding $5000 maximum if a project is deemed especially beneficial to the FIG program objectives.

b. Grantees will be required to sign a grant agreement (Exhibit A) Guaranteeing the project will be completed according to the details included on the grant application and approved by City Council.

Submittals and questions should be directed to:

City of Payette – Downtown Façade Grant Program
700 Center Avenue
Payette, Idaho 83661
208-642-6024
billing@cityofpayette.com

City of Payette Revolving Loan Policy

(Adopted December 20, 2004)

Source:

The source of the funds for the revolving loan program originated from an economic development grant from the State of Idaho. The repayment of the loaned funds, plus interest, come back into the Revolving Loan Fund for the purpose of being loaned out again. The funds that are loaned to recipients are not taxes generated from the taxpayers of the City of Payette.

Purpose:

To facilitate a business climate in the City in an effort to encourage job development within the City limits of Payette. At the same time, taking care to protect the dollars in the Revolving Loan Fund for future job-creating ventures in the community.

Interest Rate:

At this time, the Fund's base interest rate is 10% and may be reviewed annually by the City Council. The City Council, at it's discretion, may require an interest rate above or below the base interest rate.

Applicant requirements:

- Financial statements, including but not limited to the most recent profit and loss, income statement, balance sheet, monthly reports and any other financial information the City or its representatives deems necessary, convenient or relevant;
- Federal and State tax returns and any amendments thereto for the immediately preceding three years;
- Statement of assets and encumbrances against those assets;
- Business plan and income projections;
- Resumes of business principals and operators;
- Credit reports that are less than 60 days old when filed with the application, to be updated immediately before the session to consider final approval or denial;
- Sources and uses of Funds schedule.

Credit worthiness:

Before any application will be accepted, an applicant must present a business plan and credit history which demonstrates in the opinion of the City an ability to repay the loan, a willingness to repay the loan and an enterprise that is likely to succeed and create jobs for the citizens of the community.

Considerations:

1. Does the proposed venture demonstrate a good chance of success?
2. Does the applicant have a good record of paying their obligations?
3. Is the business plan complete and viable?
4. Does the applicant have demonstrated management experience or does the applicant have a person employed who has applicable management experience?
5. Does the applicant have experience in the proposed business?
6. Will this loan be a part of the financing package or will it be the complete financial basis for the venture?
7. Does the applicant have another source of income or sufficient assets that can be used to repay the loan if the business venture fails?
8. Is any of the business located outside of the community?
9. Does the business engage in any activity that is prohibited to municipal organizations?
10. Does the applicant have the ability to obtain funding elsewhere?

Reservations:

The City of Payette reserves the right to decline to loan money to any applicant for any reason that is not prohibited by law. The City of Payette reserves the right to call or accelerate any loan at any time when in the opinion of the City or its agents or representatives it feels that repayment may be in jeopardy, that a default may occur, that the business may fail, or that any information which has been provided to the City is false, inaccurate, incorrect or simply in error.

Downtown Facade Improvement Grant Application

Date: 4/22/15

APPLICANT DATA

Applicant Name: CLIFF MASINGILL / SCOTT MASINGILL

Mailing Address: PO Box 900 (Street) PAYETTE (City) ID (State) 83661 (Zip)

Telephone Number: 208 941-2939 E-mail: PRIMESCOTT@AOL.com

Designated Contact: SCOTT MASINGILL (Name) 208 941-2939 (Contact Number)

PROPERTY DATA

Building or Business Name: FITNESS FACTORY (NEW BUSINESS)

Building or Business Address: 11 NO MAIN PAYETTE ID 83661

Mailing Address (if different from Street Address) PO Box 900 (Street) PAYETTE (City) ID (State) 83661 (Zip)

Do code enforcement actions, tax liens, or judgment liens exist against the property? Yes _ No ✓
If yes please explain: _____

PROPERTY OWNERSHIP

(If applicant is not property owner, please provide the following information)

Owner Name: CLIFF MASINGILL / SCOTT MASINGILL

Mailing Address: PO Box 900 (Street) PAYETTE (City) ID (State) 83661 (Zip)

Telephone Number: 208 941-2939 E-mail: PRIMESCOTT@AOL.com

PROJECT DESCRIPTION

How are the proposed Facade Improvements consistent with and furthers the purpose of the City Codes, the Design Guidelines, and the Downtown Master Plan? (Attach additional sheet if necessary)

IT HAS ATTRACTED A NEW BUSINESS

How will the project contribute to the revitalization of the Downtown Commercial Zone?

BUILDING WILL HOUSE FITNESS CENTER

How many jobs and estimated salaries will be created by this renovation? _____

Proposed Commencement Date 1 MAY 15 Proposed Completion Date 1 JUNE 15

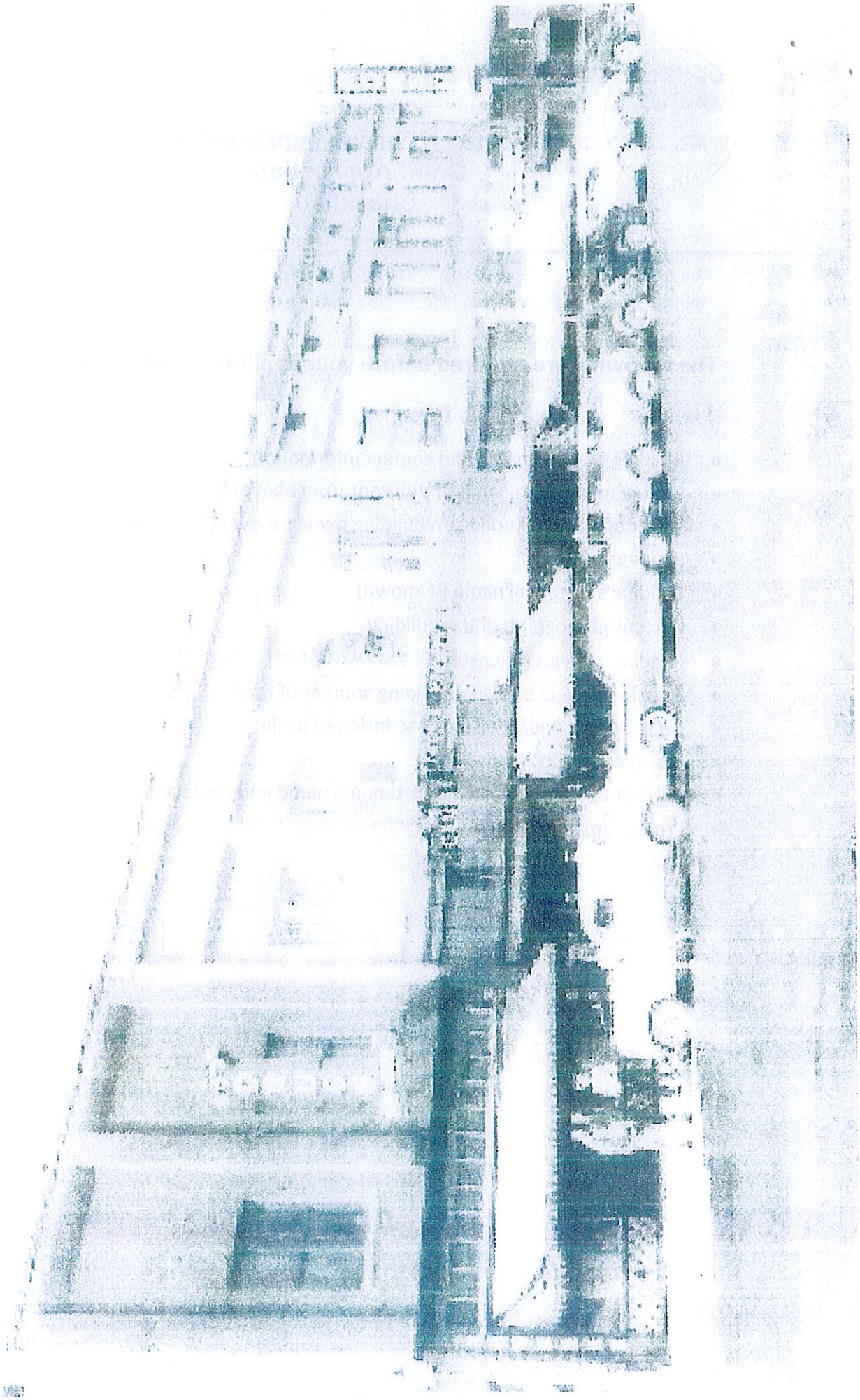
Date Submitted	Coordinator Approval	Committee Approval	Council Approval

Downtown Facade Improvement Grant Application Checklist

The following are required before your application will be reviewed:

- Building owner's name and contact information
- Project application name (if different from above) & contact information
- Letter of authorization from building owner, if owner is not applicant
- Building address
- Building's historical name (if known)
- Current photograph of the building
- Funding amount requested $5000 GRANT ($10,000 cost)
- Detailed project budget, including sources of funds CASH
- Detailed text and/or visual description of project RESTORE OUTSIDE of BUILDING
- Historical photos (if available)
- Current building use, including tenants name and contact information VACANT
- Project timeline

↓
FITNESS FACTORY
GOING IN
1 MAY 15



Hello Scott:

The Admin & Finance Committee recommended the project to the City Council contingent on getting more information.

Do you have a better "budget" we can give to the Council? Any contractor estimate we can submit? Totally understandable. I know that you realize that the reason this project hasn't been done earlier, that NO ONE can tell me WHAT it IS going to cost once we get the paneling off the facade. I've asked Jeff to try and find someone, I've had my own contractor look at it. "Somewhere between $5K and $30K". I've got a solid bid of $2000 bid to take down the 'Disneyland' paneling and clean up the debris. The existing awning will be repaired and put back up, I don't know that cost yet, either. It will be an hourly project. At this point in time, I don't have a cost estimate for anything beyond. I would expect some flexibility from the City in this regard since we will be paying our 50% of the cost out of pocket. I would hope that you wouldn't inundate me with delivering the City a bunch of info that I can't provide. This will be a real straightforward project and will fit right into the facade grant intention. I have no idea if the project will eat up $5K for our section and 5K for Nunes section, yet. As soon as I know, I will communicate the numbers to the City. That would be really helpful.

Not sure if you have a current picture of the building? Are you serious? If someone needs a picture, look at the one that is in the IE.....or go down around the corner and take a picture with your phone.

And, are you helping Mr. Nunes? He turned in the application with just his name on it, so they wanted more info on his too. Do you want us to contact him or are you working with him? He owns a third of the outside project, so I asked him to apply so that the matching grant could be applied to his portion. He has not committed to any money, but I've basically said that I would accept that liability for his portion and will manage the construction for both of us. I'm not in the habit of spending money on someone else's property, but in this case I don't want to do two thirds of the facade, so will repair his section along with our two sections and then work with Mr. Nunes. His part of project should be within the regulations of the grant I would think, and we would send billing to the City for that portion. Let me know your thoughts.

RECEIVED
APR
CITY OF PAYETTE

Downtown Facade Improvement Grant Application

Date: 4-23-2015

APPLICANT DATA

Applicant Name: Louis S. Nunes

Mailing Address: 5 N. main St. (Street) Payette (City) Idaho (State) 83661 (Zip)

Telephone Number: 208-642-7313 E-mail: _____

Designated Contact: Louis Nunes (Name) 208-880-9837 (Contact Number)

PROPERTY DATA

Building or Business Name: Main Street Mall

Building or Business Address: 5 N. Main Street - Payette, Id. 83661

Mailing Address (if different from Street Address) (SAme) (Street) _____ (City) _____ (State) _____ (Zip) _____

Do code enforcement actions, tax liens, or judgment liens exist against the property? Yes _ No X
If yes please explain: NA

PROPERTY OWNERSHIP

(If applicant is not property owner, please provide the following information)

Owner Name: _____

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip) _____

Telephone Number: _____ E-mail: _____

PROJECT DESCRIPTION

How are the proposed Facade Improvements consistent with and furthers the purpose of the City Codes, the Design Guidelines, and the Downtown Master Plan? (Attach additional sheet if necessary)

_____

_____

How will the project contribute to the revitalization of the Downtown Commercial Zone? _____

_____

How many jobs and estimated salaries will be created by this renovation? _____

_____

Proposed Commencement Date _____ Proposed Completion Date _____

Date Submitted	Coordinator Approval	Committee Approval	Council Approval

Downtown Facade Improvement Grant Application Checklist

The following are required before your application will be reviewed:

- Building owner's name and contact information
- Project application name (if different from above) & contact information
- Letter of authorization from building owner, if owner is not applicant
- Building address
- Building's historical name (if known)
- Current photograph of the building
- Funding amount requested
- Detailed project budget, including sources of funds
- Detailed text and/or visual description of project
- Historical photos (if available)
- Current building use, including tenants name and contact information
- Project timeline

Exhibit A

City of Payette

FAÇADE IMPROVEMENT GRANT AGREEMENT

Date of Agreement: **Grantee:**

Purpose of Grant: **Total Amount of Grant:**

Award Date: **Grant Period:**

This grant is awarded by the City of Payette subject to the following terms and conditions:

A. Grantee agrees to complete the project as described in the application and approved by the City. This grant may be used only for eligible project activities described in the Grantee's façade improvement grant application and approved by the City.
B. Grantee agrees to adhere to the project schedule requirements outlined in the program manual.
C. Grantee agrees to preserve and promote the significant architectural and historic features of the building.
D. Grantee agrees to provide additional information and documents as the City may request and allow City and its representatives to have reasonable access to the site for the purpose of evaluating the progress and completion of the project.
E. Grantee agrees to comply with all applicable local, state and federal laws and codes.
F. Grantee agrees to maintain the property and improvement.
G. Grantee agrees to allow the City to promote the project.
H. The City reserves the right to withhold any payments to be made under this grant award if, in the City's sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of the grant; (2) to protect the purpose and objectives of the grant; or (3) to comply with any law or regulation applicable to Grantee, to the City, or this grant.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the City's grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

On behalf of Grantor, I hereby agree to provide a façade improvement grant based on the terms and conditions described above.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Downtown Facade Improvement Grant Application

Date: 04/28/2015

APPLICANT DATA

Applicant Name: The Friends of the Portia Club, Inc.

Mailing Address: 225 N 9th Street (Street) Payette (City) ID (State) 83661 (Zip)

Telephone Number: 208-739-3483 E-mail: portiaclub@yahoo.com

Designated Contact: Cleo Thompson (Name) 208-739-3483 (Contact Number)

PROPERTY DATA

Building or Business Name: The Friends of the Portia Club, Inc.

Building or Business Address: 225 N 9th Street, Payette, ID 83661

Mailing Address (if different from Street Address) _____ (Street) _____ (City) _____ (State) _____ (Zip)

Do code enforcement actions, tax liens, or judgment liens exist against the property? Yes _ No X
If yes please explain: _____

PROPERTY OWNERSHIP

(If applicant is not property owner, please provide the following information)

Owner Name: _____

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Telephone Number: _____ E-mail: _____

PROJECT DESCRIPTION

How are the proposed Facade Improvements consistent with and furthers the purpose of the City Codes, the Design Guidelines, and the Downtown Master Plan? (Attach additional sheet if necessary)
See Attached

How will the project contribute to the revitalization of the Downtown Commercial Zone?
See Attached

How many jobs and estimated salaries will be created by this renovation?
See Attached

Proposed Commencement Date June 1, 2015 Proposed Completion Date May 31, 2016

Date Submitted	Coordinator Approval	Committee Approval	Council Approval

Downtown Facade Improvement Grant Application Checklist

The following are required before your application will be reviewed:

- Building owner's name and contact information
- Project application name (if different from above) & contact information
- Letter of authorization from building owner, if owner is not applicant
- Building address
- Building's historical name (if known)
- Current photograph of the building
- Funding amount requested
- Detailed project budget, including sources of funds
- Detailed text and/or visual description of project
- Historical photos (if available)
- Current building use, including tenants name and contact information
- Project timeline

PROJECT DESCRIPTION CONTINUED

How are the proposed Facade Improvements consistent with and furthers the purpose of the City Codes, the Design Guidelines, and the Downtown Master Plan?

The proposed Facade Improvements at the Portia Club are a perfect reflection of the intention of the City Codes, Design Guidelines, and Downtown Master Plan. According to the City Codes, preference will be given to projects that seek to restore deteriorated structures. This is the entire mission of the Friends of the Portia Club, Inc. For the last ten years we have worked to restore the Portia Club and provide Payette with a community center that not only benefits non-profits, performing arts, after school and other community based programs, but is also a viable commercial entity.

The Portia Club has received support from the Idaho Heritage Trust, the State Historic Preservation Office (SHPO) and the National Trust for Historic Preservation and strives to meet all Design Guidelines for the Historic District and "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings."

Downtown Master Plan: As part of the Downtown Commercial Zone, the Portia Club has long been seen as an important venue as both a tourist destination and commercial enterprise. According to the 2007 Payette Community Review Report, the visiting team of experts recommended to "rehabilitate Portia Club as a community venue for performance arts, educational events, and private functions" and viewed it as a true asset to the community and Downtown Payette.

How will the project contribute to the revitalization of the Downtown Commercial Zone?

The Portia Club is the perfect example a hot spot to "Enhance the City's special character and sense of place" and meets all criteria as "an opportunity to recapture the historic "feel" of Payette that attracts tourists and builds civic pride." We believe the Portia Club has been instrumental in bringing attention to the importance of building restoration to the Downtown Commercial Zone and the continued success of the project will benefit not only downtown, but the entire city of Payette. The Portia Club restoration has encouraged the purchase and restoration of historic buildings, brought tourists from out of town to see the clubhouse, held multiple activities that encourage visiting downtown and brought attention to the area through positive recognition and

awards. We also strive to use local businesses and contractors to help stimulate the area economy and encourage additional business investment in our area.

How many jobs and estimated salaries will be created by this renovation?

The Friends of the Portia Club, Inc., is an all volunteer corporation and does not have any employees, but it does have the potential to expand the job base in Payette as a commercial enterprise, a tourist destination and a model for a successful restoration project.

Downtown Facade Improvement Grant Application Checklist

The following are required before your application will be reviewed:

Building Owner's Name and Contact Information:

Name: The Friends of the Portia Club, Inc.

Address: 225 N. 9th Street, Payette, Idaho 83661

Telephone Number: 208-739-3483 (Cleo Thompson)

Email Address: portiaclub@yahoo.com

Web Site: www.portiaclub.org

Project application name (if different from above) & contact information:

Same as Above

Letter of authorization from building owner, if owner is not applicant:

Owner is Applicant (Friends of the Portia Club, Inc.)

Building Address:

Same as Above (225 N 9th Street, Payette, Idaho 83661)

Building's Historical Name:

Portia Club (Built in 1927).

Portia Club (Reference #10000159) was officially placed on the National Register of Historic Places on April 7, 2010.

Current Photograph of the Building:

Please visit the Portia Club Web Site at www.portiaclub.org to see more photos, including several of the actual restoration process.

Funding Amount Requested:

$3,800.00

Detailed Project Budget, including sources of funds:

Please See Attached Budget

Detailed Text and/or Visual Description of Project:

Please See Attached Photos for Details of Areas Where the Funds Will Be Used

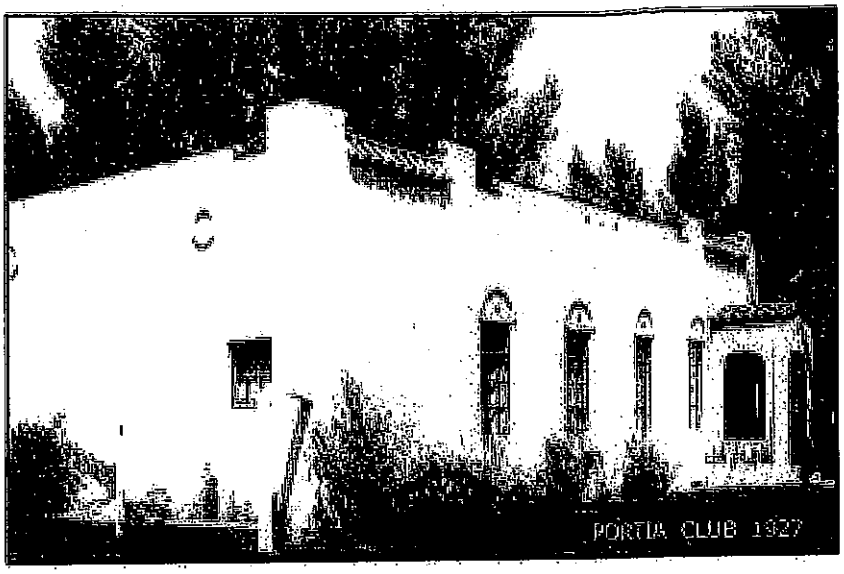
This is an exciting phase in the Portia Club Restoration Project. For ten years we have concentrated on meeting current building codes, making the structure more accessible and completely restoring the interior to open the clubhouse to the public. Now, we are looking forward to restoring the exterior of the Portia Club and reinforcing the historic character of the building. In 2014, with the support of the Idaho Heritage Trust and private contributions we restored the stucco, but were not able to afford any additional improvements. This year, we would like to restore the original facade to reflect how the Portia Club looked when it was first built in 1927, add lights and signage to improve visibility and safety, and make the front of the building look more inviting through small, lasting changes that would be visible from the road.

After talking with restoration experts, our first priority is to restore the parapets and replace the Spanish tiles that sat between the parapets on the front of the Portia Club roof. This will make a significant difference in the appearance of the clubhouse and restore the original design and historic feel of the structure. These parapets and Spanish tiles are only on the front facade of the building and are viewable from the roadway so their restoration would fit perfectly within the Downtown Building Facade Grant Program.

We also need to restore the Portia Club entrance, which includes resurfacing the damaged entryway floor to match the historic design, restoring the original Portia Club sign above the entry, rebuilding the screen on the front door, and replacing the light fixture. These are not only important restoration projects, but also add to the beautification of the structure and provide added safety.

Lastly, we would like to add more modern signage, lighting and landscaping to let people know that the Portia Club is open to the public as a rental facility and highlight local events such as art shows, club meetings and youth activities. The clubhouse is not well lit at night so adding a few lights would make activities in the evening more accessible. Lighting and landscaping will also make the clubhouse more attractive to local consumers and tourists, further complying with the criteria of the Facade Grant.

Historical Photo (if available):



Current building use, including tenants name and contact information:

The Portia Club is a historic women's clubhouse located at 225 N 9th Street in the Central Business District of Payette, Idaho. The Portia Club was originally founded in 1895, by a group of pioneering ladies in the City of Payette who were fundamental in the formation of the city. The women actually founded the Payette City Library and Apple Blossom Festival. They addressed beautification and sanitation issues, buying the first "waste boxes" for main street, were champions of local youth spearheading countless charity projects, and were patrons of the arts, sponsoring art and poetry contests. The ladies met at various locations during their early years, including member's homes, the meeting rooms of the Commercial Hotel, the YMCA and the Chamber of Commerce offices. Then, after nearly 30 years, the ladies decided to build their own clubhouse. Their dream was realized in 1927, with the opening of the Portia Club. The clubhouse served as a center of social activity for half a century, but over time, the women of the Portia Club slowly disbanded and the clubhouse began to fall into disrepair.

In February 2005, after years of neglect, a small group of volunteers formed the Friends of the Portia Club, Inc., a non-profit corporation whose mission was to restore the historic building and turn it into a community center for non-profit clubs, performing arts, after school and other community based programs. Today, the restoration of the Portia Club is nearly complete and the clubhouse servers once again as a place for

cultural events, art shows, youth activities, clubs and local gatherings. To carry on the tradition of the original Portia Club, the Friends of the Portia Club, Inc., offers the clubhouse, free of charge for non-profit groups, memorial services and other community activities. To help cover maintenance costs and preserve the structure for future generations, low cost rentals are also available for private parties and events. Additionally, as one of the most recognizable buildings in the Historic District of Payette, the "Friends" strive to highlight the importance of building preservation in the community and promote a greater appreciation of the valuable role the Portia Club women have played in the area and the influential history the clubhouse embodies. Today, the Portia Club Clubhouse stands as the oldest women's clubhouse in Idaho that was actually planned and built by a women's club.

Contact Information:

Name: The Friends of the Portia Club, Inc.

Address: 225 N. 9th Street, Payette, Idaho 83661

Telephone Number: 208-739-3483 (Cleo Thompson)

Email Address: portiaclub@yahoo.com

Web Site: www.portiaclub.org

Project Timeline:

All projects as ready to proceed as soon as funding becomes available and will be completed within the allotted time.

Thank You For Your Consideration!
The Friends of the Portia Club, Inc.

The Friends of the Portia Club, Inc.
2015 Facade Grant Budget

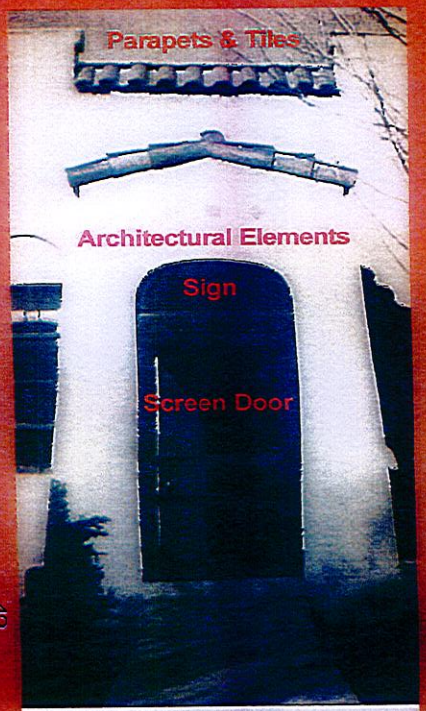
These are estimates for only sections of the budget dealing with the Front Exterior Facade of the Portia Club in accordance with the City of Payette Downtown Building Façade Grant Program.

Description of Project Estimates, Contractors, and Donations	Estimates
PHASE I (Saving the Structure)	**COMPLETED**
PHASE II (Meeting Current Building Codes)	**COMPLETED**
PHASE III (Historic Preservation)	
ENTRYWAY FLOOR TILE Designer Floors, 208-388-1481, 2805 E Columbia Road, Boise, ID 83716 Home Depot, 541-823-1145, 311 E Lane N, Ontario, OR 97914 Estimates Include: Replacing Original Entry Floor Design with Matching Spanish Style DONATION: We hope to have our volunteers help prep this area for new floor.	$550.00
RESTORE PARAPETS ON ROOF & REPLACE ORIGINAL SPANISH TILES Four Seasons Roofing, 541-881-0364, 549 Jacobsen Gulch Rd, Ontario, OR 97914 Northwest Roof Restorations, 208-501-8581, P.O. Box 1397 Meridian, ID 83680 Estimates Include: Repair Damaged Areas Build Frame to Hold Spanish C Tiles Place Spanish C Tiles between Parapets According to Original Design DONATION: Tiles resembling the original Spanish tiles have already been donated for this project and volunteer carpenters will help with frames.	$2,500.00
SIGN FOR ENTRANCE (MATCHING ORIGINAL ENTRYWAY SIGN) TA Welding & Machine, Inc., 208-739-4350, 303 2nd Ave N, Payette, ID 83661 Estimates Include: Matching the Original Design from an Old Photograph DONATION: We have volunteers who have expressed interest in helping with this project.	$150.00
ENTRYWAY LIGHT OVER DOOR (MATCHING ORIGINAL) Restoration Hardware, 503-228-6226, 315 NW 23rd Ave, Portland, OR 97210 Minka Lavery, 951-735-9220, 1151 W. Bradford Ct., Corona, CA 92882 Estimates Include: Replacing Original Entry Light Matching Original Design DONATION: We hope our friends at Diamond Electric help with this project.	$229.00
ENTRYWAY SCREENING (MATCHING ORIGINAL) Woodcrafters, 503-231-0226, 212 NE 6th Ave, Portland, OR 97232 Estimates Include: Replacing Original Entry Screening on Front Door and Side Panels DONATION: We are still consulting experts and researching our best options since we need to curve the screen panels to match the original design.	$750.00
RESTORE ARCHITECTURAL ELEMENTS & WOOD TRIM ON FACADE Kelly-Moore Paints, 541-889-9607 94 W Idaho Ave, Ontario, OR 97914 Hahn's Painting, 208-642-9259, 290 N Iowa Ave, Payette, ID 83661 Estimates Include: Scrape, Repair and Paint Architectural Elements Above Front Windows and Front Entryway. Scrape, Repair & Paint Wood Trim Around Entryway DONATION: Estimate is mainly for supplies and finish work. Volunteers with help with preparation and simple repairs.	$325.00

EXTERIOR WINDOW RESTORATION Estimates Include: Repairing and Refinishing Metal Around Windows DONATION: We have volunteers who have expressed interest in helping with preparation for this project, which has significantly brought down estimated cost.	$300.00
PHASE IV (Remodeling & Restoration)	
SAFETY FEATURES & SIGNAGE Sav-On Building Materials, 208-642-4792, 1454 S Main Street, Payette, ID 83661 Home Depot, 541-823-1145, 311 E Lane N, Ontario, OR 97914 Oregon Corrections Enterprises, 777 Stanton Blvd. Ontario, OR 97914 Estimates Include: Lawn Sign with Portia Club Contact & Rental Information Lighting for Sidewalk & Up-Lighting for Facade Features Power Pack & Wiring DONATION: We have already purchased handicapped parking signs, exit signs, a fire extinguisher, smoke alarms, carbon monoxide detectors and a first aid kit. 2 Exit signs were donated. Remaining signs and lighting for front exterior and sidewalk.	$1,600.00
NATIONAL REGISTER PLAQUE Metallic Arts, 800-541-3200, 914 N Lake Road, Spokane Valley, Washington Estimates Include: National Register of Historic Places Program Recognition Plaque NOTES: We have contacted SHPO to learn the exact phrasing they recommend and to see if there is a local company that manufactures these plaques.	$169.00
MOTION LIGHTS Costco, 208-321-8703, 2051 South Cole Road, Boise, ID 83709 Sears, 503-331-3984, 1260 Lloyd Center, Portland, OR 97232 Home Depot, 541-823-1145, 311 E Lane N, Ontario, OR 97914 Estimates Include: 4 Heath Zenith Solar Powered Motion Security Lights DONATION: Installation donated by Diamond Electrical Services.	$199.88
LANDSCAPING & CONCRETE PLANTERS Costco, 208-321-8703, 2051 South Cole Road, Boise, ID 83709 Home Depot, 541-823-1145, 311 E Lane N, Ontario, OR 97914 Estimates Include: 3 Concrete "V" Shaped Planters 6' Tall to be placed between front windows to extenuate length of clubhouse, recapture original intent and make inviting from street view. DONATION: As long time partners of the Friends of the Portia Club, The Payette Valley Gardeners will help provide plants, flowers and soil. They will also aid in planting and landscaping.	$860.00
TOTAL	**$7632.88**

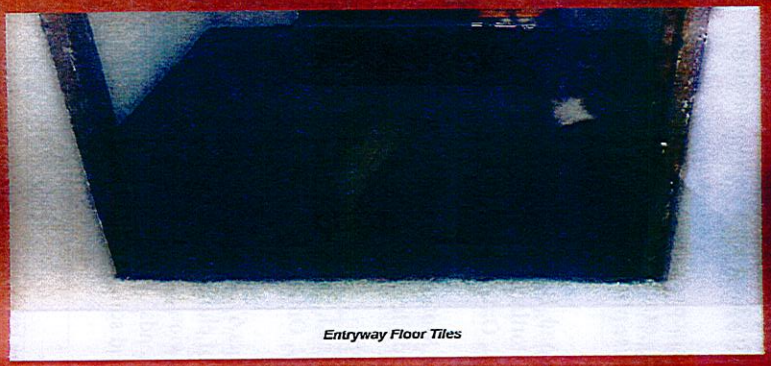
With the help of the Idaho Heritage Trust, Local Businesses, and Private Donations we expect to be able to match at least 50% of all funds receive through the City of Payette Downtown Building Facade Grant Program. Thank you for considering our application.

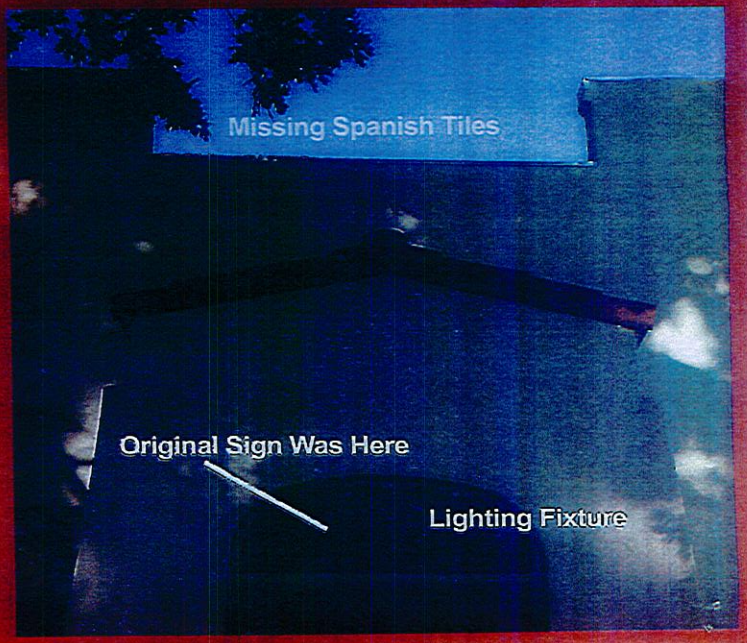
PORTIA CLUB RESTORATION PROJECT 2015



Original Portia Club Entryway

Architectural Details and Metal Window Repair


Entryway Floor Tiles



City of Payette

Agenda Request Form

OFFICE USE ONLY

Date Received 04/23-15

Received by B. Stone

Date faxed

Faxed by

First Name Kari Last Name Purdy

Current Address 318 S. Main St. Payette

Home Number (work #) 208 642-4008 Cell Number 208 412-5445

Date of City Council meeting May 4th 2015

Describe what you would like to address the Council on

I am the Center Manager for Payette Head Start & would like to have a message on the reader board Regarding Head Start accepting applications

DATE 4/23/15 SIGNATURE Kari Purdy

CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council

From: Mary Cordova, City Coordinator

Date: 5/1/2015

Re: C-1 Zone Off-Street Parking Requirements

BACKGROUND & JUSTIFICATION:

At the special meeting of March 26, 2015, the City Council asked that the Planning & Zoning Commission look at the ordinance requiring C-1 zoned business owners to comply with off street parking requirements. Many downtown businesses do not have enough property on their parcel to comply with the code requirements to provide off-street parking, which in turn created the need for a business owner to apply for a variance to the code.

After consideration of the existing code, the Planning & Zoning Commission made the following recommendation to the Council:

> *If a property owner has any portion of their lot available to provide off-street parking if required by the city code, it should be used for that purpose, and the code should be enforced.*
>
> *If no property is available to the parcel for the purpose of meeting the off-street parking code requirements, the property owner should not have to seek a variance to code.*

RECOMMENDATION:

That the City Council direct staff to draft an ordinance in support of the recommendation of the Planning & Zoning Commission, or propose an alternative for consideration

PAYETTE CITY COUNCIL
Agenda Request Form

Policy: Any person, group or organization wishing to personally address the Payette City Council in session shall fill out a written request form and file it with the City Clerk's Office 10 days in advance of the scheduled meeting. Regular meetings are held at 7:00 P.M. the 1st and 3rd Monday of every month.

NAME: Juan Lopez DBA Westside Market

TELEPHONE: 208 546 2889 (DAY) _____ (EVENING)

ADDRESS:

650 N 16th St Payette ID 83661

NAME OF PERSON(S), GROUP OR ORGANIZATION:

SUBJECT MATTER TO BE DISCUSSED:
Mobile Food vending at soccer park during soccer games

COULD THE SUBJECT BE DISCUSSED AND/OR REVIEWED BY MEETING WITH THE MAYOR, CITY DEPARTMENTS OR OTHER OFFICIALS? [ ] YES [ ] NO

IF ANSWER TO ABOVE IS YES, PLEASE LIST THOSE WHO HAVE ALREADY REVIEWED SUBJECT. IF NO, WHY NOT?

SPECIFIC QUESTIONS AND/OR ACTION DESIRED FROM THE CITY COUNCIL:
Permission to sell Food & Drinks during games on Saturday or Sundays.

The person(s), group or organization making the request to be on the agenda will be contacted by the City Clerk's Office, informing him/her of the scheduled meeting date and time. Every effort will be made to schedule the request at the earliest possible meeting date.

4/24/15 — Date
Juan P Lopez — Signature of person making request

4-24-15 — Date
B Block — City Clerk
Assigned to Agenda: May 4th — Date
Will come to meeting

GENERAL BUSINESS PRESENTATIONS LIMITED TO 5 MINUTES - OR THE DISCRETION OF THE MAYOR

If you plan a visual presentation, it must be submitted to the Clerk's Office no later than 5:00 p.m. on the Wednesday prior to the meeting. Acceptable presentation formats include PowerPoint presentations on CD only, DVD, VHS and 8.5 by 11 inch maps or printed materials for display on screen. All copies submitted become public record and must remain on file with the City Clerk. For more information contact 208-642-6024.

MINIMUM STANDARDS FOR THE PAYETTE MUNICIPAL AIRPORT

Purpose, Intent, and requirements

A. The purpose herein is:

1. To allow for the establishment of a sound economic base upon which the airport will thrive and experience a stable growth pattern;
2. To insure that the public receives reliable, adequate and non-discriminatory air transportation service;
3. To insure that the tenants and operators receive fair, equitable, and non-discriminatory treatment in the conduct of authorized activities at the Airport.
4. The intent herein is to categorically identify those minimum standards and procedures by which all persons, firms, or other legal entities conducting commercial (revenue producing) or noncommercial aeronautical or non-aeronautical activities at the Airport shall conduct their respective operations.
5. The requirements, as set forth in these Standards and Procedures, are intended to ultimately protect the public heath, safety and other interests; and to foster and promote the continued development of the Airport in a safe and efficient manner.

Statement of Policy

It is the policy of the City to grant to the Airport Commission, subject to the control and authority of the City Council, the authority to: (a) operate the Airport, and (b) grant lease and/or operating rights to those qualified applicants who have duly made application for said lease right in the manner and form prescribed.

1. Upon the consideration of the applicant, the Airport Commission shall determine whether or not the applicant meets the standards and qualifications as herein set out and whether or not such application should be granted in whole or in part, and if so, upon what terms and conditions.

2. It is the City's intent to have prepared, and make available, an Airport Layout Plan which will be a scaled, dimensional layout of the entire airport property, indicating, in general, current and proposed usage for each identifiable segment. The plan will be updated as needed.

3. All present Tenants and Operators conducting operations on the Airport prior to the effective date of these Standard and Procedures may be allowed to continue operations without fully complying with the portions of these Standard and Procedures relating to the physical requirements of the land and buildings so long as the City determines that the continuation of such operation is in the public interest and does not conflict with any FAA or State requirement; or if the City determines that it would be an

extreme hardship, financial or otherwise, for such an Operator to fully comply with the said portions of these Standards and Procedures. When an existing lease of any Tenant, who in accordance with this subsection is not made to fully comply with these Minimum Standards and Procedures, expires, such Tenant shall at the time of expiration of such existing lease be require to comply with all the provisions of these Minimum Standards and Procedures.

4. All applicants shall meet the Minimum Standards as recited herein and which pertain to their respective category.

5. It is the intent of the Airport Commission to examine each application. Each applicant shall be responsible to provide satisfactory evidence to the Airport Commission of their respective technical ability and financial responsibility, including the capability to meet insurance requirements as stated herein.

6. The City may review the Minimum Standards and Procedures for the Payette Municipal airport from time to time and may make such revisions or amendments as shall be deemed necessary to properly protect the health, safety and interest of the public.

7. In addition to the requirements of the FAA, or the State, the City may establish such rules and regulations as may be required for the (a) safe and orderly operation of the Airport, (b) the safe and orderly operation of the aircraft traffic area and airspace surrounding the airport, (c) and the safe and orderly operation of aircraft on the ground.

8. No person(s), firm or legal entity shall act as any Operator/Tenant or conduct any commercial activity of any kind or nature whatsoever on the Airport until such time as the person(s), firm or legal entity has applied for and received permission to, and has entered into and executed a lease/operating agreement with the City. Each successful applicant shall, within thirty(30) business days after having received written approval of this application, be ready, willing and able to enter into a written lease/operating agreement with the City in a form and manner prescribed by the City. In the case of an air charter operation which is not based at the Airport but which operates to and from the Airport, the payment of all applicable parking and other levied fees shall be deemed sufficient to meet the requirements of this paragraph.

9. All businesses operating on the field must maintain a positive relationship with the general public and the airport commission.

Definition of Terms

Activity License: any license, permit or other authorization which is or may be required by the United States Government, the State, the City or any duly

authorized agency or subdivision thereof for the conduct of the applicants business.

Aeronautical Activity: any activity which involves, make possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

Aircraft: Any and all contrivances now or hereafter used for navigation of, or flight in air space, including but not necessarily limited to airplanes, airships, dirigible, helicopters, and gliders.

Airport: the land, and development of improvements thereon, which are owned, leased, or otherwise controlled by the City of Payette or its tenants and operated as the Payette Municipal Airport.

Applicant Person(s), firm or legal entity desiring to acquire use of a portion of the Airport, or establish or use any of the facilities on the Airport for an aeronautical activity or other purpose.

City or Owner means the City of Payette, Idaho.

FAA the Federal Aviation Administration; the federal governmental agency is responsible for governing all aviation activities.

Federal Aviation Regulations: Hereafter referred to as FARs means all regulations included in the unabridged edition of pertinent governmental regulations.

Fixed Based Operator: Hereafter referred to as "FBO", shall be any operator located on the Airport and performing any one or more of the following FBO categories and functions. All FBOs shall lease from the Owner an area to provide floor space and ground space in accordance with FBO classification as further explained in the Definition of Terms. All FBOs shall provide floor space for office, customer lounge, rest rooms and shall be property heated, lighted, and provide telephone facilities for customer use.

Leasehold Improvements: Any modifications, alteration, or repairs, at tenants sole cost and expense. Any such improvements shall be accomplished only after the City has approved the tenant's written application requesting same.

FBO – Classification A: Four or more services and shall require a minimum of 10,000 square feet of ground space and at least 5,000 square feet of floor space. Classification B: less than four services and shall require at least 5,000 square feet of ground space and 3,000 square feet of floor space.

Operator: Any person, firm, Partnership, corporation, association or group providing any one or a combination of aeronautical services to or for aviation user at the Airport.

Minimum Standards: The qualifications which are established herein by the airport Owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

Standard Construction Specifications: Refers to FAA "Standards for Specifying Construction of Airports" and all other applicable Federal, State and City building codes or other rules and/or regulations controlling construction on public airports.

State: Means the State of Idaho and, as applicable, the State of Idaho Department of Aeronautics.

Tenant: any person(s), firm, or legal entity having applied for and received written permission to establish a leasehold or other right at the airport whether for commercial activity or not.

Classification of FBO Services

FBO, Flight Instruction: This category shall include Operators who provide flight training and instruction of pilots, and provide such related ground school instruction as is necessary prior to taking a written examination and flight check ride for the category of pilot's licenses and ratings involved. Operation shall in all cases comply with relevant sections of FAR Part 61 and 141 regulations.

FBO, Aircraft Sales: This category shall include Operators engaged in the sale of new or used aircraft through franchises, licensed dealerships, or distributorship (either on a retail or wholesale basis) or otherwise.

FBO, Aircraft Rental: This category shall include Operators engaged in the rental of aircraft for operation by student pilots or other pilots not employed by the Operator.

FBO, Airframe, Prop, and Accessories Repair and Maintenance: This category shall include Operators engaged in maintenance and repair of airframe, engine, prop, and accessories, including the sale of aircraft parts and accessories. Operations shall comply with FAR Part 145 Operations.

FBO, Painting and repair of Interiors: This category shall include operators engaged in the business of the painting of aircraft and/or the repair, rehabilitation, or renovation of aircraft interiors. Operations shall comply with FAR Part 145 Operations.

FBO, Avionics Sales and Service: This category shall include Operators engaged in the repair of aircraft radios, instruments and accessories for aircraft. Included in this category shall be the sale of new and used aircraft radios, instruments, and accessories. Operations shall comply with FAR Part 145 Operations.

FBO, Aircraft Parking and Storage: This category includes Operators engaged in the temporary and/or permanent parking or storage of aircraft at the airport.

FBO, Aircraft Charter and air Taxi: This category shall include Operators engaged in the business of providing air transportation for persons or property to the general public for hire, or on a charter basis (Commercial Operations) as defined in the Federal Aviation Act and FAR Part 135 as amended or replaced.

MINIMUM STANDARDS FOR ALL OPERATORS

The following standards shall apply to all Operators with the exception of flying clubs whose complete list of standards are presented in the section which pertains solely to that type of operation.

1. Lease shall be for a term to be mutually agreed upon between the parties commensurate with the Operator's financial investment in his facility.

2. Operator shall have had experience in the aeronautical service he wishes to provide for a period of five years. It will be satisfactory if the Operator has, in a reasonable supervisory position, a person with such minimum experience requirements. Should an Operator not have such experience, but can demonstrate to the Owner's satisfaction that Operator has had equivalent related experience, such will be deemed acceptable. A statement of qualifications shall accompany the Operator's letter of intent to the airport Owner.

3. Any Operator seeking to conduct aeronautical services at the airport must provide the Owner a letter setting forth the Operators financial integrity, to the Owner's satisfaction, from a bank or trust company doing business in the area, or other such source that may be readily verified through normal banking channels. The Operator must also demonstrate that it has the financial ability or backing, where applicable, for the construction of facilities that may be required for the proposed concept of operation. In addition, the financial institution letter should include a current financial net worth showing the applicant holds unencumbered current assets in a total amount at least equaling three (3) months estimate maintenance and operating expenses.

4. All operators shall demonstrate to the Owner's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. The following shall be established a minimum coverage.
   a. Aircraft liability Bodily Injury and Property Damage
   combined Single Limit $1,000,000
   b. Comprehensive Public Liability and Comprehensive Property Damage, Including Vehicular; Bodily Injury and Property Damage $1,000,000;
   c. Hangar Keepers Liability $1,000,000 each accident;
   d. Products Liability $1,000,000 each accident;

e. Student and Renters Liability $300,000 each accident. In addition, the Owner requires the Operator to include the Owner as an additional insured and stipulates the Operator hold harmless the Owner in all action against it.

5. Each lease for ground space and contract for business at the airport entered into by the Owner shall include each of the following provisions as are required by State and Federal governments:
   a. Fair and Nondiscriminatory Provisions;
   b. Affirmative Action Assurances;
   c. Civil Rights Assurances;
   d. Non-exclusive Rights Provision;
   e. Other mandated provisions the most current amendment or form of such mandatory (easement provisions shall be obtained from the State or Federal governments and shall be included in each lease at the time of execution.

6. All Operators shall have the right in common with others so authorized, to use common areas of the airport, including runways, taxiways, aprons, roadways, floodlights, landing lights, signals and other conveniences for the take-off, flying, and landing of aircraft.

7. Any construction required of any Operator shall be in accordance with design and construction requirements of the Owner, State and Federal regulations and applicable codes. All plans and specifications shall be submitted to the Owner for approval.

8. The Operator shall provide adequate, paved auto parking space within the leased area sufficient to accommodate all activities and operations.

9. The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator to building to the taxiway or the access that has been or will be provided by the Operator.

AIRCRAFT CHARTER AND AIR TAXI

STATEMENT OF CONCEPT: This Minimum Standard covers aircraft charter and an air taxi operator engaging in the business of providing air transportation (persons or property) to the general public for hire, either on a charter basis or an air taxi operator, as defined by the FARs.

MINIMUM STANDARDS

1. The Operator shall lease from the owner an area under written lease from the owner in accordance with the classification established by the type of service.

2. The Operator shall provide, either owned or under written lease to Operator, not less than one (1) single engine four-place aircraft and/or one (1) multi-engine

aircraft, both which must meet the requirements of the air taxi commercial operator certificate held by the Operator, including instrument operations.

3. The following types if insurance are required:
   a. Aircraft Liability
   b. Comprehensive Public Liability
   c. Property Damage, including Vehicular
   d. Product Liability (e) Aircraft Renters Liability

4. The operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category.

5. The operator shall provide the owner with copies of Owner's Aircraft Registrations and FAA Operating Certificates.

FLIGHT INSTRUCTION

STATEMENT OF CONCEPT: This Minimum Standard covers flight training operators engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.
All independent flight instructors, defined as not full time and sometimes using the open airport facilities are exempt from this article of the minimum standards. They will be required to obtain a Payette City business license and sign a hold harmless agreement.

MINIMUM STANDARDS

1. The Operator shall lease from the Owner an area in accordance with the classification established by the type of service.

2. The Operator shall have available for use in flight instruction, either owned or under written lease to Operator, at least one (1) properly certificated aircraft, which must be equipped for and capable of use in flight instruction. The aircraft shall be equipped consistent with the types of flight instruction offered.

3. The following types of insurance are required:
   a. Aircraft Liability
   b. Comprehensive Public Liability
   c. Comprehensive Property Damage including Vehicular
   d. Student and Renter's Liability

4. The Operator shall have on a full-time basis at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.

5. The Operator shall provide adequate mock-ups, pictures, slides, CDs, DVDs or other visual aids necessary to provide proper ground school instruction.

AIRCRAFT SALES

STATEMENT OF CONCEPT: This Minimum Standard covers the sale of new and used aircraft.

MINIMUM STANDARDS

1. The operator shall provide necessary and satisfactory arrangements for servicing of all aircraft offered for sale. Servicing facilities may be provided through written agreement with a repair shop operator at the airport.

2. The operator shall provide current, up to date specifications and price lists for the types and models of aircraft sold.

3. The operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category in an efficient manner.

4. The following types of insurance are required:
   a. Aircraft Liability
   b. Comprehensive Public Liability
   c. Comprehensive Property Damage, including Vehicular
   d. Hangar Keepers Liability (if non-owned aircraft are left in operator's care)
   e. Products Liability

AIRCRAFT RENTAL

STATEMENT OF CONCEPT: This Minimum Standard covers an operator engaged in the rental or lease of aircraft to the public.

MINIMUM STANDARDS

1. The Operator shall lease from the Owner an area in accordance with the classification established by the type of service.

2. The Operator shall have available for rental, either owned or under written lease to Operator, at least one (1) certified and currently airworthy aircraft.

3. The following types of insurance are required:
   a. Aircraft Liability
   b. Comprehensive Public Liability
   C. comprehensive Property Damage, including Vehicular

d. Student and Renter's Liability

4. The Operator shall have in his employ and on duty during the appropriate business hours, a minimum of one (1) person having a current FAA commercial pilot certificate with appropriate ratings.

5. The Operator shall provide the owner with copies of Owner Aircraft Registration and Aircraft lease documents.

RADIO, INSTRUMENT, OR PROPELLER REPAIR STATION

STATEMENT OF CONCEPT: This Minimum Standard covers operators who sell and service aircraft radios, instruments, and accessories.

MINIMUM STANDARDS

1. The Operator shall lease from the Owner an area in accordance with the classification established by the type of service.

2. The following types of insurance are required:
   a. Comprehensive Public Liability
   b. Comprehensive Property Damage, including vehicular
   c. Hangar Keepers Liability
   d. Products Liability

3. The Operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category in an efficient manner but never less than one (1) person who is an FAA rated radio, instrument or propeller repairman.

AIRCRAFT AIRFRAME, ENGINE, PROP AND ACCESSORY MAINTENANCE AND REPAIR

STATEMENT OF CONCEPT: This Minimum Standard covers operators who provide one or a combination of airframe, engine and accessory overhauls and repair services. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right. All independent aircraft airframe, engine, prop and accessory maintenance and repair persons, defined as not full time and sometimes using the open airport facilities are exempt from this article of the minimum standards. They will be required to obtain a Payette City business license, and sign a hold harmless agreement.

MINIMUM STANDARDS

1. The Operator shall lease from the Owner an area in accordance with the classification established by the type of service.

2. The Operator shall provide sufficient equipment, supplies, and availability of parts equivalent to that required for certification by the FAA as an approved repair station.

3. The following types of insurance are required:
   a. Comprehensive Public Liability
   b. Comprehensive Property Damage, including Vehicular
   c. Hangar Keepers Liability
   d. Products Liability

4. The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in this category of services in an efficient manner, but never less than one (1) person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating, an one (1) other person not necessarily rated.

AIRCRAFT PAINTING AND REPAIR OF INTERIORS

STATEMENT OF CONCEPT: This Minimum Standard covers operators who provide painting and/or repair of aircraft interiors.

MINIMUM STANDARDS

1. The Operator shall lease from the owner an area in accordance with the classification established by the type of service.

2. The following types of insurance are required:
   a. Comprehensive Public Liability
   b. Comprehensive Property Damage including Vehicular
   c. Hangar Keeper's Liability
   d. Products Liability

AIRCRAFT PARKING AND STORAGE

STATEMENT OF CONCEPT: This Minimum Standard covers operators who rent hangars for the parking and storage of aircraft.

MINIMUM STANDARDS

1. The Operator shall lease from the Owner an area in accordance with the classification established by the type of service.

2. The following types of insurance are required:
   a. Comprehensive Liability
   b. Comprehensive Property Damage, including Vehicular
   c. Hangar-Keepers Liability

3. The conventional hangar Operator shall have his facilities available for the tenant's aircraft removal and storage twenty-four (24) hours per day, seven (7) days per week.

4. The Operator shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

FLYING CLUBS

STATEMENT OF CONCEPT: The club must be a non-profit Idaho corporation or partnership.

MINIMUM STANDARDS

1. The club will keep current a complete list of the clubs membership and a record of club finances and will make such available to the Owner upon request.

2. The club's aircraft will not be used by other than bona-fide members and by no one for hire, charter, or air taxi.

3. In the event the club fails to comply with these conditions, the Owner will notify the club in writing of such violations. The club shall have fourteen (14) days to correct such violations. If the club fails to correct the violations, the Owner may demand the club's removal from the Airport.

4. The following types of insurance are required:
   a. Aircraft Liability
   b. Comprehensive Public Liability and
   c. Comprehensive Property Damage, including Vehicular

AGRICULTURE TENANTS AND/OR OPERATORS

STATEMENT OF CONCEPT: This Minimum Standard covers lease or operating agreements for the conduct of agricultural activity on the Airport.

MINIMUM STANDARDS

1. There shall be no agreements for the conduct of agricultural activity, agriculture tenants and/or operators at the Airport without prior approval of the Payette City Council.

OPERATORS SUBLEASING FROM ANOTHER COMMERCIAL OPERATOR ON THE AIRPORT

1. Prior to finalizing an agreement the lessee and sublesee shall obtain the written approval of the Owner for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee Operator.

2. The sublessee Operator shall meet all of the minimum standards established by the Owner for the categories of service to be furnished by the Operator. The minimum standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

AIRCRAFT FUEL AND OIL SERVICE

STATEMENT OF CONCEPT: This Minimum Standard covers the sale and into-plane delivery of recognized brands of aviation fuels, lubricants, and other related aviation petroleum products.

MINIMUM STANDARDS

1. The Operator shall lease from the Owner an area in accordance with the classification established by the type of service.

2. As part of the leasehold, land shall be set aside in a designated area for the bulk fuel storage facility. The storage facility shall be capable of maintaining at a minimum the agreed upon storage capacity for each grade of fuel maintained by the Operator and must be compliant with all current applicable codes. The Operator shall provide the required pumping equipment either mobile or fixed to meet all applicable safety requirements relative to fuel dispensing as required by federal, state and local regulations, and shall provide reliable metering devices which conform to federal, state and local regulations.

3. The Operator shall provide such minor repair service that does not require a certificated mechanic rating, and cabin services, to general aviation aircraft as can be performed efficiently on the ramp or apron parking area, but only within the premises leased to the Operator.

4. The following types of insurance are required:
   a. Comprehensive Public Liability
   b. Comprehensive Property Damage, including Vehicular
   c. Hangar Keepers Liability
   d. Product Liability

5. The Operator shall have his business open and serviced available forty (40) hours per week. The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours, or must provide a controlled inventory access by means of card, key or keyless activated system.

6. The Operator shall maintain an accurate record of all deliveries of aviation fuel and oil and such records shall be subject to examination and audit by the Owner or its representatives.

7. The Operator shall provide separate pumps, meters and filter equipped dispensers, fixed or mobile, for dispensing the required grades of fuel. The operator shall provide reliable pumps and meters to conform to legal standards for trade use as established by federal, state and local regulations.

NON-AVIATION TENANTS AND/OR OPERATORS

STATEMENT OF CONCEPT: This Minimum Standard concerns a lease or operating agreement for the conduct of non-aviation activity on the airport, not specifically enumerated in this chapter.

MINIMUM STANDARDS

1. Any person(s), firm, or entity wishing to obtain the right to conduct and/or establish such other activity shall make application to the City. Such applicant shall submit the following:

a. A complete description of the type of activity proposed.
b. A listing and description of the types of vehicles, equipment and machinery required for conduct of the activity.
c. Location of storage facilities for machinery, equipment and supplies.
d. A listing of and plan for the on site handling of any attendees, other persons, and vehicles.

2. All lease/operating agreements for such other shall include, among other things, a covenant reciting the owner's right to:

a. restrict, limit, or otherwise control such activity in any manner it sees fit to insure the safe and unimpeded aeronautical activity at the airport, and

b. designate areas for the activity and to designate the type of security required in each such areas.

c. such other restrictions or limitations which the Owner may deem appropriate.

3. All lease/operating agreements for such activities shall also include a covenant reciting the tenant obligation, in addition to all aforementioned obligations, to protect the general public, customers, or clients and the City from any and all damages, claims, or liability, whether by the tenant or others, relating to any monetary or other loss or damage in the conduct of any such activity resulting from or alleged to have resulted from the City's exercise of its rights and privileges, whether specifically enumerated above or not.

4. The following types of insurance are required:

a. Comprehensive Public Liability
b. Comprehensive Property Damage, including Vehicular

NON-COMMERCIAL AVIATION FUEL USAGE

STATEMENT OF CONCEPT: This Minimum Standard covers all non-commercial aviation fuel use and is defined as a user who is not generating revenue from the sale of fuel and/or maintains fuel storage and transfer only for his own aircraft or aircraft leased for his exclusive use.

1. No person shall engage in the activity of storing, transporting or dispensing of non-commercial aviation fuels except those persons holding a written agreement with the Owner.

2. At no time shall Lessee share, sub -lease or in any other manner provide fuel or fueling facilities to any other tenant or any other aircraft except those aircraft owned or leased for the exclusive use of the tenant designated in the agreement.

3. Lessee shall install and maintain all fuel facilities within the Fuel Farm in accordance with plans and specifications approved in writing by the Owner.

4. Lessee shall comply with all local, state and federal laws and regulations governing the installation, operation, and maintenance, including environmental, of all fueling facilities, equipment and dispensing trucks.

5. Fuel storage may only be stored in approved above ground systems.

6. Each prospective fuel Lessee shall submit to the Owner a written proposal which sets forth the extent of operations to include: fuel grades; estimated annual volume; experience and training of fuel handling personnel; type, size and condition of all fueling facilities and equipment to be used; assurance provisions for the security and safety of the facility; and any cost that may be expected by the Owner.

7. The following types of insurance are required:
   a. Comprehensive Public Liability
   b. Comprehensive Property Damage, including Vehicular

SPECIALIZED COMMERCIAL FLYING SERVICES

STATEMENT OF CONCEPT: This Minimum Standard covers operators engaged in air transportation for hire for the activities listed below:

1. Nonstop sightseeing flights that begin and end at the same airport;
2. Banner towing and aerial advertising;
3. Aerial photography or Survey
4. Power line or pipe line patrol;
5. Any other operation specifically excluded from Part 135 of the FARS.

MINIMUM STANDARDS

1. The Operator shall lease land from the Owner. The minimum areas in each instance shall be subject to the approval of the Owner. In the case of crop dusting or aerial application, the operator shall make suitable arrangements and have such space available in his leased area for safe loading and unloading and storage and containment of chemical materials. All operators shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.

2. The Owner shall set the minimum insurance requirements as they pertain to the particularly type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All Operators will however, be required to maintain the Aircraft Liability coverage as set forth for all operators.

3. The Operator shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the minimum Standards herein set forth in an efficient manner.

4. The Operator must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize Operators services.

PRIVATE HANGARS

STATEMENT OF CONCEPT: This Minimum Standard covers persons entering into a lease agreement with the City of Payette and with the intent of constructing an aircraft hangar on a designated parcel at the Airport for private use.

MINIMUM STANDARDS

1. Persons shall enter into a formal lease agreement with the City of Payette to construct a building or structure for the purpose of private aircraft storage.

2. The lessee shall have the right to erect, maintain, and alter the hangar building providing it conforms to the administrative code requirements of Idaho Statutes and any ordinance of the City of Payette now or hereafter in effect. All plans for such buildings shall be reviewed and approved by the Payette Airport Commission.

3. The Payette Airport Commission requires that the exterior color of all hangars conform to the ivory color as designated by the City of Payette. The trim is to be red, hunter green, or brown and the roof galvanized or ivory as designated by the City of Payette.

4. Private hangars can be constructed with one access door which is protected by an awning cover, provided the awning is less than 120 square feet in area. Such awning shall not project more than eight feet from the main hangar building

and shall remain an open structure. Storage of any type is prohibited outside of the hangar or under the awning structure. The lease payment for the square footage of the awning shall be computed in the same manner as the lease payment for the hangar.

5. The lessee will maintain the hangar and surrounding grounds in good order and make repairs as are necessary. In the event of fire or other casualty, the owner of the hangar shall either repair or replace the damaged building, or remove the building and restore the leased area to its original condition. Such action must be accomplished within 120 days of the date the damage occurred. Under certain circumstances, extension of time may be granted by the Airport Commission if petitioned by the lessee.

6. Snow removal on the apron area in front or rear of the hangar is the responsibility of the hangar owner. However, the City will make reasonable effort to assist the hangar owner in keeping the apron clear of snow, drifts and windows.

THROUGH THE FENCE OPERATIONS

Access for "Through the Fence" commercial or non commercial aeronautical activities are not permitted at the Payette Municipal Airport.

DISABLED AIRCRAFT

Any aircraft encountering mechanical or other problems resulting in that aircraft being considered un-airworthy shall be considered disabled.

1. The registered owner will have 45 days to resolve the problem and during that time shall inform the airport commission or airport manager of the time needed to make repairs.

2. If more time is needed, the owner shall inform the airport commission in person or by mail as to the reason(s) and the expected additional time needed. A tie down charge of $3.00 per day may be charged starting on the 31st day.

3. After 60 days the aircraft shall be considered abandoned and a tie down charge of $10.00 per day charged. This may be set aside if approval is granted by the airport commission after the owner states the reason in writing or in person.

ABANDONED AIRCRAFT

Any aircraft left on the field over 60 days with no activity and no contact to the airport manager or airport commission shall be considered abandoned. Disabled aircraft also may be considered abandoned as discussed above.

1. Notification to the registered owner (basis the N number) shall be sent via registered mail to the mailing address indicated by the FAA. As a minimum the letter shall indicate that the aircraft will incur tie down fees of $50.00 per day beginning on the 61st day and that the owner must respond by a specific date.

2. After 30 days, airport personnel may move the aircraft to allow for field maintenance. The Owner will be charged for the move and the airport is not liable for any incurred damage to the aircraft.

3. After the 61st day the aircraft owner will be charged $50.00 per day and may be disposed at the discretion of the airport commission at their next meeting providing it is on the published agenda. Disposal can include selling to a salvage operation, auction, the taking of bids or any other action deemed appropriate by the airport commission. Due to the severity of this action, the following Idaho statues

Sewer and Water Systems

All sewer and water systems will be installed and owned by the City of Payette. Requests may be made to the Airport Commission for these systems by a hangar owner only and, if installed, will be charged as deemed appropriate by the Airport Commission. Charges for any sewer and water system installed and associated fee stay with the hangar owner and all future owners of said hangar. The airport commission reserves the right to adjust fees as deemed appropriate.

PENALTIES

Any person, party, firm or corporation who shall violate any of the provisions of these standards shall be a misdemeanor punishable by fine and/or imprisonment up to but not exceeding the maximum penalties set forth in Idaho Code § 50-302, as amended, as per PMC 02.75.030. Each day's failure to comply with any of the provisions of this ordinance shall constitute a separate violation.

City of Payette

Agenda Request Form

OFFICE USE ONLY	
Date Received	4-24-15
Received by	BBlack
Date faxed	
Faxed by	

RECEIVED
APR 24 2015
CITY OF PAYETTE

First Name Liz **Last Name** Amason

Current Address PO Box 642 Payette, ID 83661

Home Number 208-642-7151 **Cell Number** 208/740-0111

Date of City Council meeting 5-4-15

Describe what you would like to address the Council on

Payette HTC is applying with the help of RDI for a USDA grant of $25,000 for Downtown Revitalization Projects/Program. There needs to be a partial match listed in application, & we would like to ask the City of Payette for $10,000 for the match out of the Economic Development/Revolving Fund.

Grant is due by June 5th, so time is of the essence.

Also, request City look at applying for $15,000 IDA-GEM Grant that will be due mid June for similar expenses.

DATE 4/24/15 **SIGNATURE** Liz Amason

We will provide a proposed budget for all funds, timeline, etc, to the Council.

City of Payette

Agenda Request Form

OFFICE USE ONLY

Date Received April 28, 2015

Received by BBlad

Date faxed _____

Faxed by _____

First Name ~~Teresa~~ Susan Josephson & Teresa Last Name ~~Josephson~~, Souhrada

Current Address 420 Sunset Drive Payette ID 83661

Home Number _____ Cell Number 208-739-5001

Date of City Council meeting

5/4/2015

Describe what you would like to address the Council on

My dogs, company visiting with pets.

DATE 4/28/2015 SIGNATURE Susan Josephson

CITY OF PAYETTE, IDAHO
Resolution # 2015-05

A RESOLUTION DECLARING
SURPLUS PROPERTY & RECORDS DESTRUCTION

WHEREAS, the City of Payette has surplus property that has exceeded its useful life and no longer serve the needs of the City of Payette, and records that have exceeded their retention schedule, and

WHEREAS, it is the desire of the Mayor and City Council to declare the property as surplus and authorize records destroyed.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Payette that

"Attached List"

is no longer needed for municipal purposes and is hereby considered surplus and/or destroyable records.

The City Administration is hereby authorized to dispose of the surplus property and records in an expeditious manner.

PASSED, APPROVED and **ADOPTED** this 4th day of May, 2015.

_____
Jeffrey T. Williams, Mayor

Attest:

_____
City Clerk

SURPLUS AND DESTRUCTION ITEMS

Water Storage Volumes
IDWB Well Construction Regs -1995
Dept. H & W Draft - 1994
Proposed Plans Seminars/workshops
Backflow Preventers- 2001
Pipe Information - 1994
Water Flow & Metering Systems - 1994
Water & Wastewater Vendors - 1998
Water/Sewer General Plan
Water Flushing Program - 1998
Waterline Extensions
North 6th Street Water project
Water Analysis
1909-1916 accounting ledgers
OLD LID 89-1 letters
1998, 1999 & 2000 Fire log in sheets
Smith Food King - 1980
LID #9 Specifications – 1971
Water System Imp. Estimates – 1981
Utility Billing Daily Reports – Jan. 2008 to Feb. 2011
Pool & Library reports – 2009 – 2010
Library payable voucher 2004 and before
UB Batch reports 10-2011 to 9-2012
Fire Chief application 2010
Employee files – no longer at City – before 2009
Accounts Payable 2010 or before
Drug Testing 2005 & 2006
Cash Posting 07-08
JV 07-08
G/S & W/S registers 07-08
General Ledger 05-06 & 06-07
2008 persi transmittals, disbursements, handheld readings, daily payments, aged account list
2007 Payroll register & disbursements

Library - 948 books to be discarded - The books that we have weeded right now fall in the following parameters: Acquired before the year 2005

Have not been checked out since 2008 (as far back as our system can track, some may have much earlier non-checkout dates) Are simply outdated material, or the item itself is worn/damaged.

Microfilm reader
Misc. counter tops
Kitchen items

Computer stands & keyboards
Calculators
Vases
Video Recorder
2 laptops
Coffee table
Counter top
2 Tape recorders
Laptop case
Monitor
Candy dispenser
1963 Ford Truck – #F35JR-423,449 Water Dept. Scrap price $195.00
Water Dept. – Miscellaneous Scrap metal
Pool – aluminum, electric motors, mixed iron (already sold 5-24-13 for $165.00)
Old phone system computer and manuals

Water Dept. Scrap for Recycle

4-28-15

63' Ford Water Dept.

ORDINANCE ??

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.64.220 IN CHAPTER 17.64 OF TITLE 17, RAILROAD BOXCARS/MOTOR VEHICLE CARGO CONTAINERS; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 17.32 of Title 17, Chapter 17.32.030 of the Payette Municipal Code is hereby amended to read:

17.64.220: RAILROAD BOXCARS/MOTOR VEHICLE CARGO CONTAINERS:

A. Railroad boxcars, motor vehicle cargo containers, old unoccupied mobile or manufactured homes or other containers normally used for the shipment of freight, cargo or other items, by rail, ship or motor vehicular transportation, wherein the applicant desires to cause the same to be located upon property within the city for storage or other purposes are specifically prohibited from being located within any residential district within the city or the area of city impact except if utilized on a short term basis not to exceed three (3) months for construction purposes. Placement of storage containers within a public right-of-way is prohibited except where temporary placement has been authorized through approval of a right-of-way encroachment permit.

B. Placement of a storage container may be authorized by a conditional use permit (CUP) as an accessory storage use is limited to the following zoning districts:

1. Commercial (C). Placement of storage container not to exceed (5) years.

2. Industrial (I). Placement of storage container not to exceed ten (10) years.

The placement of cargo containers is further limited to properties in the above-identified zones only if the property upon which the cargo container is proposed to be located is not primarily used for residential purposes. All requirements, permits and approvals pertaining to structures established in the Payette Municipal Code shall apply to the placement and use of storage containers, including, but not limited to, fire code, setbacks, lot coverage, height, and critical areas regulations.

C. Cargo containers shall not be used for any advertising purpose, shall be kept clean of all alpha-numeric signage and writing, and shall be painted to match existing structure.

D. As a condition of placement, cargo containers may be required to be fenced or screened from abutting properties and/or rights-of-way. Screening, where required, shall be reviewed and approved by the Building Official and may include landscaping or fencing or other screening methods. Any cargo container allowed in a district which is adjacent to or visible from a highway corridor shall be completely screened from public view.

E. Cargo containers shall be in an approved designated area and on the same property as the principal use and be included in the calculation of overall lot coverage. Cargo containers shall not exceed 20% of the existing building size.

F. Cargo containers shall not occupy required off-street parking, loading or landscaping areas, or be placed in front of the existing building.

G. Placement of storage containers in areas of special flood hazard shall comply with all requirements of the City's National Flood Insurance Program ordinance.

H. Materials stored within cargo containers are subject to review and approval by the fire chief or his/her designee.

Current violations – Time to comply.

All owners of property within the city shall have 120 days from the effective date of the ordinance codified in this chapter to bring the properties, which currently contain accessory storage buildings that are in violation of the terms of this chapter, into full compliance with the provisions of this chapter

OR

Nonconforming use of storage containers.

Storage containers in place prior to the effective date of the ordinance codified in this chapter shall be considered pre-existing, nonconforming uses. If any such container is moved on the site or moved to a new site within the City, thereafter said container shall no longer be considered a pre-existing, nonconforming use and any placement and/or use of said container shall be consistent with this chapter.

Section 2. This Ordinance may be published in summary form allowed by Idaho Code.

Section 3. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 4. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 5. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

PASSED and APPROVED by the Mayor and City Council of the City of Payette, Idaho this _____ day of _____, 2015.

CITY OF PAYETTE, IDAHO

BY_____

Jeffrey T. Williams, Mayor

ATTEST:

_____

Mary Cordova, City Clerk

MINUTES
Administration & Finance Committee Meeting
April 30, 2015

A meeting of the Administration and Finance Committee was called to order at 8:30 AM in the City Council Chambers at City Hall, 700 Center Avenue.

ROLL CALL

Members Present:	Councilor Sands, Kathy Dodson, Councilor Nelson, Councilor Heleker and Alan Massey
Members Absent:	Kevin Coats
Staff Present:	Mary Cordova & Bobbie Black

A motion was made by Nelson to amend agenda to add Façade Application for Portia Club. The motion was seconded by Dodson and passed by a unanimous voice vote.

MINUTES

Dodson moved to approve the meeting minutes of April 20, 2015, as written. The motion was seconded by Nelson and passed by a unanimous voice vote.

AGENDA ITEMS

A. Façade Application – Scott Masingill

The Committee discussed the façade program was to clean up the downtown area. Mr. Masingill is applying to take sheeting off the front, clean bricks up and bring to the best condition that he can. Councilor Nelson stated we could make it contingent upon quotes for work, but he likes what he is hearing. Mr. Massey knows he has some estimates. The applicant pays for everything up front and then asks for reimbursement. Councilor Nelson has talked to Mr. Masingill and they have started on the inside and are committed. Discussed that Mr. Masingill's application is not complete. For giving away the city taxpayers money, this is not fiscally responsible. We don't have any idea what we are spending $5,000 on, it could it be the sign. Councilor Sands stated there needs to be accountability.

A motion was made by Nelson and seconded by Heleker to send a favorable recommendation to City Council for approval of the Façade Application for Scott Masingill contingent upon receiving a completed application that includes a current photograph, more detail on describing the project, detailed project budget, including sources of funds detailed text and/or visual description of project, project timeline and satisfies administration criteria.

After a unanimous voice vote by the Council, the motion CARRIED.

B. Façade Application – Louis Nunes

This application is for the same purpose as Mr. Masingills, but separate applications same building. Councilor Sands asked if Mr. Nunes is current with loan and it was stated yes. He questions giving the same person a grant and a loan. Should one person be limited to one, does that give everyone else a shot? Councilor Heleker stated we have had the money out there and available and like to see as much improvement downtown as we can. Are we going to be able to keep them as two separate

will have more details by council meeting Monday. There is a meeting tonight that will involve people in the community at the library. Councilor Sands asked if funding is for revitalization, or redoing front of businesses. Ms. Cordova stated we already have a downtown plan. Noel stated that would be incorporated into plan. Councilor Nelson stated it is nice that business owners want to buy into this. Ms. Cordova asked if business owners are coming to the meetings, and it was stated some are, some aren't. The general attitude is positive. Mr. Massey stated they are finding people have old wounds from years ago. Staff and Council have done a lot over the last few years making more positive comments.

GENERAL DISCUSSION
None

CITIZENS COMMENTS
None

AGENDA ITEMS FOR NEXT MEETING
Next meeting will be July 20th at 12:30 pm

ADJOURN
A motion to adjourn was made by Nelson and seconded by Dodson. The motion passed by a unanimous voice vote. The meeting ended at 9:30 AM.

Bobbie Black
Recording Secretary