AGENDA ITEM SUMMARY


SUBJECT:
Report and discussion of Sustain Blaine's Development Blockers Program

AUTHORITY: □ ID Code □ IAR □ City Ordinance/Code (IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

See attached Report from Community Development Director Beth Robrahm, and material submitted by Harry Griffith, Sustain Blaine (Power Point pages)

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle #
Budget Line Item #______________ YTD Line Item Balance $__________
Estimated Hours Spent to Date: ______________ Estimated Completion Date: ______________
Staff Contact: __________________________ Phone #: __________________________
Comments: ____________________________________________________________

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
☒ City Administrator ☐ Library ☐ Benefits Committee
☒ City Attorney ☐ Mayor ☐ Streets
☒ City Clerk ☐ Planning ☐ Treasurer
☒ Building ☐ Police ☐ ______________
☒ Engineer ☐ Public Works, Parks ☐ ______________
☒ Fire Dept. ☐ P & Z Commission ☐ ______________

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Discuss for an understanding of project status and to answer requests made by Sustain Blaine for further/other work with the City of Hailey on the Blockers Program

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator __________________ Dept. Head Attend Meeting (circle one) Yes ☑ No ☐

ACTION OF THE CITY COUNCIL:
Date __________________________

City Clerk __________________________

FOLLOW-UP:
*Ord./Res./Agmt./Order Originals: Record _____________
Copies (all info.): ____________________________
Instrument # ____________________________
*Additional/Exceptional Originals to: _____________
Copies (AIS only) ____________________________
MEMORANDUM

TO: Mayor and Council
FROM: Beth Robrahn
RE: Sustain Blaine "Blockers" project
DATE: November 28, 2011

The purpose of the Sustain Blaine “Blockers” project is to “Improve municipal planning & development processes that impact local business growth, retention & recruitment”. The objectives are:
• Support local business growth and retention, as well as new business recruitment.
• Have clear information and necessary documents available on the website for easy public use.
• Increase staff efficiency.
• Establish framework for uniformity of processes across municipalities.

The specific methodology favored by Sustain Blaine involves “mapping” the explicit details of every aspect of each process (e.g. building permit, design review, subdivision, business license, etc), then analyzing and then modifying. This methodology has proven to be time intensive, even with the gracious support offered by Frank Halverson in the form of Power Engineer’s resident expert in this type of procedural mapping.

The first process to be completed was the business license application. City staff met with the Sustain Blaine working group on March 3, 2011 to review the process flow representing the current permit process and discuss how the process can be improved (see attached).

City staff then incorporated the input from the workshop into modifications to the permit process and business license requirements. The day care license was identified as being particularly frustrating for business owners and amendments to Title 5 were drafted and recently approved by Council.

While the business license process was being mapped, the Planning and Building Departments were consolidated into the Community Development Department as one means to improve efficiencies related to all aspect of the development application processes. Several changes have been implemented, both before and after the department consolidation, that were geared to serving the same purpose as that expressed by Sustain Blaine for the Blockers project, including:
- Initiating a customer representative approach to business license applications to ensure an application is processed efficiently and the application is kept informed through the process; the representative also coordinates with other departments.
- Pre application consultation offered by the building official has greatly improved property and business owners’ understanding of issues and expenses that may come into play during a building retrofit or expansion.
- Reorganization and clarification of design review standards to minimize ambiguity.
- Adoption of levels of design review to expedite smaller projects.
- Adoption of less prohibitive parking standards for existing buildings within the business zoning district.
- Application certification at time of submittal which moves an application through the process without unnecessary delay.
Questions Considered:
1. Are there steps in the process that seem redundant?
2. Are there steps in the process that seem unnecessary?
3. Are there steps that could be simplified?
4. Do you see any steps that appear confusing for an applicant to accomplish?

Category 1: Controls
- Make controls fit for purpose/risk
- Is a zoning check made when alcohol license is considered by city, and if use does not fit zone, what effect does this have on issuing permits
- Is city council approval really needed for auto transport licenses
- Maintain public safety

Category 2: Process Flows
- How will the community development department coordinate with other city departments for approvals
- Is there project tracking
- Why does city, county and state all require a separate license – can the city and county consolidate
- With new (or new location of) alcohol permit, should neighbors be notified
- Duplication of background checks – is health and welfare background check different from that required for alcohol
- List of auto transport drivers submitted at renewal time changes constantly. This step needs to be improved or eliminated
- Should day care license be submitted to fire department first
- On regular business license applicants are to contact each department while on day care license, departments contact the applicant-applicants should not have to do the contacting
- Need to reach out to business before leases are signed
- Should seek integration of city and state processes
- Frequency of requirements for renewals – should fingerprinting be every year
- Revise city ordinances to avoid redundancies

Category 3: Documents & Forms
- No central clearing house for forms
- Why not electronic submittals
- When same info is collected on multiple forms, could this be consolidated
- Forms can be better designed
- Could applicants email applications
- Need checklists for departments to use to ensure accuracy and consistency
- Need to work to enable forms to be filled out on line with data into database
- Since daycare requires same documents for city and state, shouldn’t state license documents be sufficient for city to go forward without separate license application
- Applications should be checked for completeness when applicant submits – calls for staff person who is knowledgeable of all documents that need to be submitted to meet with applicant at time of submittal and help coordinate departments

Category 4: Education / Information
- Provide better service by outlining the process for citizens
- Daycare fees very confusing on flow charts (“fees vary”)
- Need to work towards making the flow charts available on-line for everyone
- When fees vary, put the ranges
- Clearer definition of time frames expected/needed
- Alcohol license – is there any way of making applicants aware of the long lead times and multiple licenses required
- Don’t use acronyms like Caselle
November 28, 2011
Haliway City Council

(„Blockers‟)
Municipal Business Process

Project Review –

Promoting Economic Viability
Sustainable Blaine
Project Start: June 2010, 12 to 18 month duration.

Resources: Initially estimated at 60 Sustaining Blaine ED & Volunteer man-hours for the 2-3 DB volunteers involved.

Participanats: City: Beth Robb, Dave Ferguson, Heather Dawson, Mary Cone, Robin Crovato, Linda Haas, Anne Giordano, Frank Halverson, Harry Griffitts

Implementation by City: Rollout to additional cities as appropriate.

Goals: Deliver process maps and process improvement recommendations for city-specific municipal processes in a common format using VISO software. Improve their existing processes. The project will focus on documenting the line to ten city-specific Sustainable Blaine is working with the City's departments to document, assess and improve their processes, from setting up or expanding, using Haley as the pilot and/or discouraged businesses from setting up or expanding. Current complex municipal processes have blocked planning and development processes that impact local businesses growth and retention, as well as new business recruitment. Current complex municipal processes have blocked planning and development processes that impact local businesses growth and retention, as well as new business recruitment.

Concept: Sustainable Blaine is helping the County and its Cities to improve municipal

Background: Project Background
Blockers - Project Process

Recommendations for Improvement

Process Maps

Improvement

Other Changes

Ordnance, Forms &

Meetings

Informational

Improvement

Brainstorming
Concrete recommendations provided to Halcyon departments.

120 City staff hours YTD
240 SB volunteer hours YTD
110 ED hours YTD (130 budget)

Significant time investment with:

- developed
- more than 20 flow charts

Focus on 7 critical business processes.

Blockers - Progress to Date
Blockers - Sample Process Map
<table>
<thead>
<tr>
<th>Depository lack of centralized records</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of progress tracking</td>
<td>4</td>
</tr>
<tr>
<td>Payment structure</td>
<td>3</td>
</tr>
<tr>
<td>Complex application and fee</td>
<td></td>
</tr>
<tr>
<td>Lack of process facilitator/gatekeeper</td>
<td>2</td>
</tr>
<tr>
<td>Approvals</td>
<td></td>
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<tr>
<td>Linear sequential processing delay</td>
<td>5</td>
</tr>
<tr>
<td>Professional determinations</td>
<td></td>
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<tr>
<td>Lack of reliance on department</td>
<td>4</td>
</tr>
<tr>
<td>Approvals</td>
<td></td>
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<tr>
<td>Unnecessary involvement by city council in</td>
<td>3</td>
</tr>
<tr>
<td>Multiple forms with repetitive information</td>
<td>2</td>
</tr>
<tr>
<td>City requirements</td>
<td></td>
</tr>
<tr>
<td>Significant duplication between state &amp;</td>
<td>8</td>
</tr>
</tbody>
</table>

**Findings**
<table>
<thead>
<tr>
<th>Blockers - Recommendations</th>
<th>Recommendation</th>
<th>Summary Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to electronic filing process</td>
<td>Record Keeping</td>
<td>7</td>
</tr>
<tr>
<td>Simplify &amp; streamline</td>
<td>Fee structure</td>
<td>6</td>
</tr>
<tr>
<td>Assign customer service specialist</td>
<td>Process facilitation</td>
<td>5</td>
</tr>
<tr>
<td>Allow conditional approvals etc.</td>
<td>Linear processing</td>
<td>4</td>
</tr>
<tr>
<td>Fully delegate to professional staff</td>
<td>Council signs off</td>
<td>3</td>
</tr>
<tr>
<td>Create electronic forms</td>
<td>Multiple forms</td>
<td>2</td>
</tr>
<tr>
<td>Rely on state forms &amp; decision</td>
<td>Process duplication</td>
<td>1</td>
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</table>

<table>
<thead>
<tr>
<th>Summary Finding</th>
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<tr>
<td>Process duplication</td>
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Summary Finding
<table>
<thead>
<tr>
<th>Potential Benefit</th>
<th>Opportunity</th>
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<tbody>
<tr>
<td>Significant</td>
<td>Reputation as place to do business</td>
</tr>
<tr>
<td>Moderate</td>
<td>Improved ability to provide timely and accurate feedback</td>
</tr>
<tr>
<td>Moderate</td>
<td>Improved process control</td>
</tr>
<tr>
<td>Significant</td>
<td>Faster decision making</td>
</tr>
<tr>
<td>Significant</td>
<td>Reduction in staff time to process applications</td>
</tr>
</tbody>
</table>

**Blocks – City Benefits**
based on priorities with support of Sustain Blaine

2. Continue process improvement in other areas

- Adjusting archinances as required
- Changing internal processes
- Appointing City process "champion(s)"

1. Implement recommendations by:

Blockers – Way Forward
AGENDA ITEM SUMMARY

DATE: November 28, 2011  DEPARTMENT: Community Development  DEPT. HEAD:

SUBJECT: Request by Blaine County School District for consideration of an alternative sidewalk location to satisfy the sidewalk requirement for the new BCSD maintenance building in Airport West.

AUTHORITY: ☐ ID Code  ☐ IAR  ☐ City Ordinance/Code 6A:7
(if applicable)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

See attached staff report.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Caselle #
Budget Line Item #
Estimated Hours Spent to Date:
Staff Contact:
Comments:
YTD Line Item Balance $
Estimated Completion Date:
Phone #

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (if applicable)

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☐ City Attorney  ☐ Mayor  ☐ Streets
☐ City Clerk  ☐ Planning  ☐ Treasurer
☐ Building  ☐ Police  ☐ Engineer  ☐ P & Z Commission
☐ Fire Dept.

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Woodside Blvd, near the Woodside Elementary School, as the alternative location to construct the portion of sidewalk required as a condition of design review approval of the Blaine County School District Maintenance Building.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator  Dept. Head Attend Meeting (circle one) Yes  No

ACTION OF THE CITY COUNCIL:
Date

City Clerk

FOLLOW-UP:
*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.):
Instrument #
*Additional/Exceptional Originals to:
Copies (AIS only)
STAFF REPORT

TO: Hailey Mayor and City Council
FROM: Beth Robrahn, Community Development Director
RE: Blaine County School District Maintenance Building
DATE: November 28, 2011

Applicant: Blaine County School District
Location: Airport West Subdivision Phase II, Block 2, Lot 1D (1630 Aviation Drive)
Zoning: Service Commercial Industrial - Industrial (SCI-I)

Request

Request by Blaine County School District for consideration of an alternative sidewalk location to satisfy the sidewalk requirement for the new BCSD maintenance building in Airport West.

Procedural History

The BCSD received design review approval from the Planning and Zoning Commission for its new maintenance building in Airport West on December 23, 2010.

Section 6A.7 required sidewalks and drainage improvements in all zoning districts, however it also allows the Developer or City to propose alternatives to either the standard Sidewalk location or configuration required. The alternative configuration or location cannot reduce the level of service or convenience to either residents of the development or the public at large. If an alternative location is approved, the cost of construction of the required square footage of sidewalk and lineal feet of drainage improvements shall be paid by the applicant to the City. The City then is required to ensure construction of sidewalk and drainage improvements occurs within two years of the date the Design Review findings of fact, conclusions of law and decision is signed.

Sidewalk and drainage improvements were required to be constructed adjacent to Otter Lane and Lear Lane (320.92 linear feet). In a letter dated October 5, 2011 (attached), the BCSD requested consideration of an alternative location to satisfy this requirement. The school district suggested several locations which were toured by me, the City Engineer and Howard Royal, the maintenance supervisor for the school district.
Analysis

Attached is the result of the tour of the sites compared to the criteria the city has been developing to prioritize locations and projects. There are four sites that meet the same (highest) number of criteria. The two that were replacement sidewalks were eliminated from consideration because the intent of the requirements associated with new building construction is to have new sidewalks constructed.

Recommendation

The order of recommended consideration of the four sites is:
1. Woodside Blvd connecting to the Elementary School
2. Extend sidewalk on First Ave to alley adjacent to west side of Nelson Field
3. Extend sidewalk at Hailey Elementary bus turnaround
4. Extend sidewalk in front of district office

Of the four that meet the most criteria, the first option, additional sidewalk on Woodside Blvd connecting to the Elementary School, is what city staff and the Planning and Zoning Commission recommends to Council. Applying the 320.92 linear feet required for the BCSD maintenance building will be a benefit to the Woodside Blvd reconstruction project.

The School District responded with the preference of option #2. Mike Chatterton is concerned with perceived conflict regarding School District money going to improve the City's right of way or the Woodside project, stating he can justify to the school board a project on school district property more so than a project within the city right-of-way. However, option #2 is also within the public right-of-way. Additionally, the sidewalk improvement is a city requirement and is intended to be an improvement to the public right-of-way in order to improve pedestrian connectivity and safety of the public. Compliance with the requirement is not optional and the city has the discretion to determine an alternative location that is most beneficial to the public.
BCSD proposed alternative locations to meet Maintenance Building sidewalk requirement:
1. The lower Hailey Elementary complex from the exit on the north through the grass to the existing sidewalk along Elm Street.
2. Hailey Elementary to extend the existing sidewalk in the bus turnaround area to the South where the new injection well is located.
3. Extend the sidewalk on First Avenue to the south and west towards the alley where Dr. Levin's building is located.
4. Extend the sidewalk in front of the District Office to the West to include the bed and breakfast building to the West.
5. Community Campus area by the Silver Creek High School. Extend the sidewalk between the two buildings where staff, students and patrons will not have to walk through the road.
6. Sidewalk from the front of the Community Campus to the Aquatic Center.
7. Replace some of the asphalt sidewalks at the Wood-River Middle School Complex.
8. Replace the existing sidewalks in front of the old District Office on Croy Street. This is located on Croy just east of Atkinson's.
9. South of the Middle School in front of the property that is currently used for snow storage.
10. The South end of the Community Campus in front of the CSI entry way to allow pedestrian traffic without walking in the roadway.
11. Woodside Blvd connecting to Woodside Elementary
12. Connection from Fox Acres stop sign to Aquatic Center entrance curb cut

Check all criteria each proposed location satisfies, the location(s) that satisfies the most will be considered highest priority:

<table>
<thead>
<tr>
<th>Priority Criteria</th>
<th>Proposed Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located within ¼ or ½ mile of a school</td>
<td>1 2 3 4 5 6 7 8 9</td>
</tr>
<tr>
<td>Extends an existing sidewalk or bikeway</td>
<td>X XV XX X X X</td>
</tr>
<tr>
<td>Connects two existing segments of sidewalk or bikeway</td>
<td>X X X X X X</td>
</tr>
<tr>
<td>Existing sidewalk condition is unsafe</td>
<td>X X X X X X</td>
</tr>
<tr>
<td>Designated Bicycle and Pedestrian Corridors</td>
<td>X X X X X</td>
</tr>
<tr>
<td>Designated Collectors</td>
<td>X X X X X</td>
</tr>
<tr>
<td>Provides Neighborhood interconnection</td>
<td>X X X X X X</td>
</tr>
<tr>
<td>Located within ¼ or ½ mile of Downtown or neighborhood services</td>
<td>X X X X X</td>
</tr>
<tr>
<td>Located within Downtown</td>
<td>X X X X X</td>
</tr>
</tbody>
</table>
October 5, 2011

Mariel Platt
City of Hailey
115 So. Main St.
Hailey, ID 83333

Mariel,

The Blaine County School District is requesting the City of Hailey to allow the School District to transfer the sidewalk requirements from the new Maintenance Facility located on Airport way to another facility within the City of Hailey. The sidewalk from the entrance to the northern boundary of the rear parking area of the Maintenance Facility to the western edge of the fence line of the existing airport is the sidewalk we are requesting to transfer.

The District has identified several areas in which the requirements could be met. These possible areas include:

- The lower Hailey Elementary complex from the exit on the north through the grass to the existing sidewalk along Elm Street.
- Hailey Elementary to extend the existing sidewalk in the bus turnaround area to the South where the new injection well is located.
- Extend the sidewalk on First Avenue to the south and west towards the alley where Dr. Levins building is located.
- Extend the sidewalk in front of the District Office to the West to include the bed and breakfast building to the West.
- Community Campus area by the Silver Creek High School. Extend the sidewalk between the two buildings where staff, students and patrons will not have to walk through the road.
- Sidewalk from the front of the Community Campus to the Aquatic Center.
- Replace some of the asphalt sidewalks at the Wood River Middle School Complex.
- Replace the existing sidewalks in front of the old District Office on Croy Street. This is located on Croy just east of Atkinsons.
- South of the Middle School in front of the property that is currently used for snow storage.
- The South end of the Community Campus in front of the CSI entry way to allow pedestrian traffic without walking in the roadway.

These are several options that Mr. Howard Royal has come up with as possible sites for the requirement transfer. If the City of Hailey would like to give input, please do so as we would like
to possibly get this completed this fall. If you would like to schedule a meeting to discuss these possibilities further, we will make ourselves available for a meeting.

Respectfully Yours,

[Signature]

Mike Chatterton
Business Manager

Cc: Ned Williamson
    John Gaeddert
    Howard Royal