



City of Idaho Falls
City Council Meeting
680 Park Avenue

CITY COUNCIL AGENDA

Thursday
May 21, 2026
6:30 p.m.

Mayor

Lisa Burtenshaw

City Council

Jim Francis
Council President, Seat 4

Brandon Lee
Council Seat 2

John Radford
Council Seat 5

Jim Freeman
Council Seat 6

Kirk Larsen
Council Seat 3

Michelle Ziel-Dingman
Council Seat 1

🔍 Livestream at www.idahofallsidaho.gov/429/Live-Stream

PUBLIC PARTICIPATION

Welcome to the Idaho Falls City Council Meeting.

Regularly scheduled City Council meetings are open to the general public. City Council meetings are also live-streamed and archived on the [City website](#). Please be aware that the meeting agenda will differ from the published version if amendments to the agenda are made by the Council during the meeting.

The Council encourages public input. While a general public comment option is not required by Idaho law, the Idaho Falls City Council welcomes general public input as part of regular City Council meetings. General public comment will be allowed for up to 20 minutes. However, citizens are always welcome to contact their Council representatives via e-mail or telephone, as listed on the [City website](#). The Council is committed to an atmosphere that promotes equal opportunity, civility, mutual respect, proper decorum and freedom from discrimination or harassment.

Those who wish to address City Council during the council meetings are encouraged to adhere to the guidelines below.

Public Comment Guidelines

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council. Limit comments to three (3) minutes or less.
- Refrain from repeating information already presented to preserve time for others to speak. Large groups are encouraged to select one or two speakers to represent the voice of the entire group.
- Practice civility and courtesy. City leaders have the right and the responsibility to maintain order and decorum during the meeting. Time may be curtailed for those speakers whose comments are profane or disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the City's Human Resources Department (208-612-8248), the City's Legal Department (208-612-8178) or with the Office of the Mayor (208-612-8235).

Public Hearing Guidelines

- **In-Person Testimony.** Because public hearings must follow various procedures required by law, please wait to offer your testimony until invited/indicated. Please address Council directly and try to limit your time to three (3) minutes.
- **Written Testimony.** The public may provide written testimony via postal mail sent to City Hall or via email sent to the City Clerk at IFClerk@idahofalls.gov. Testimony will be distributed to the members of the Council and become a part of the official public hearing record. Written testimony must be received no later than forty-eight (48) hours prior to the date of the hearing to ensure inclusion in the permanent City record.

If you need communication aids or other physical accommodations to attend or access this meeting, please contact the City Clerk at (208) 612-8414 or the ADA Coordinator at (208) 612-8323 prior to the meeting. They will help accommodate special needs wherever possible.



City Council

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Thursday, May 21, 2026

6:30 PM

City Council Chambers

1. **Call to Order & Roll Call**

2. **Pledge of Allegiance**

3. **Public Comment**

Please see guidelines on page 2.

4. **Consent Agenda**

Any Consent Agenda item may be moved to the Regular Agenda for separate consideration if requested by a Council member. Other changes to this agenda may require the approval of a majority of Council.

A) Office of the City Clerk

1) April 2026 Licensing through the Office of the City Clerk

26-192

Attachments: New
Renewed
Contractors

Action Item:

Approve, accept, or receive all items on the Consent Agenda according to the recommendations presented (or take other action deemed appropriate).

5. **Regular Agenda**

A) Office of the Mayor

1) Appointment of City Clerk

26-194

I request City Council's confirmation of the appointment of Linda Lundquist as the Idaho Falls City Clerk. Attached please find the recommendation, as well as the resume for Linda Lundquist. The City Clerk's specific duties and appointment process are referenced in City Code Title 1, Chapters 7 and 15.

A thorough search process was conducted for the position, but Linda Lundquist's experience, knowledge of Idaho Falls and her passion for public service made her a clear choice.

Action Item(s):

Confirm the appointment of Linda Lundquist as the Idaho Falls City Clerk (or take other action deemed appropriate.)

Attachments: Memo
Resume

B) Public Works

- 1) Microtransit Professional Services Agreement Renewal with Idaho Falls Downtowner, LLC **26-145**

This agreement provides for the renewal and amendment of a turn-key operation to operate, market, and maintain a demand response rideshare service within the city limits. Downtowner has performed the agreed-upon services for the past four years. Staff recommends renewing the Agreement.

This agreement comports with the community-oriented results of a livable community and reliable public transportation. Interdepartmental coordination will take place as required in support of this service.

The Agreement specifies a not-to-exceed cost of \$1,580,002.92 for the provision of the basic scoped services. This cost is distributed across the current and upcoming budget years. The contract also establishes negotiated rates for additional optional services that the City may elect to utilize beyond the basic scope of services.

Action Item(s):

Approve the Professional Service Agreement between the City of Idaho Falls and Idaho Falls Downtowner, LLC, and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: Agreement

C) Municipal Services

- 1) Resolution - Disposal of Surplus Property Policy **26-183**

This resolution is proposing updates and amends Resolution 2015-01 dated January 8, 2015. The updates to the surplus policy include adding a section regarding the disposal of police service dogs and other minor updates and revisions to the surplus property policy. The surplus policy outlines the process to follow to declare city personal property surplus and to provide for its disposal through sale, donation, transfer, recycling, discarding, destruction, or exchange. The Legal Department and Municipal Services have worked collaboratively on the updating of this policy.

Action Item(s):

Approve the resolution adopting the City of Idaho Falls surplus policy and provide that this resolution be effective upon its passage and approval and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Resolution (new)
Resolution 2015-01

D) Human Resources

1) 26-173

Ordinance Amendment to Title 2, Chapter 1, Section 3 of the City Code - Duties of the Library Board.

During the 2026 legislative session, Idaho House Bill 715 was passed by the Idaho Legislature and signed into law by the Governor. The law takes effect on July 1, 2026.

This new law changes how library directors are appointed and removed. Specifically, it requires that a library director be appointed and may be terminated by the library board of trustees, subject to approval by a majority of the city council.

The City of Idaho Falls' current code does not reflect this updated process. The purpose of this proposed ordinance is to amend the City Code to align with state law and ensure compliance with the new statutory requirements.

Action Item(s):

Approve the Ordinance amending Title 2, Chapter 1, Section 3, of the City Code to provide that the Library Director is hired and terminated by the Library Board with the approval of the City Council, under a suspension of the rules requiring three complete and separate readings; and request it be read by title and published by summary (or take other appropriate action)

Attachments: Ordinance

E) Parks & Recreation

1) 26-191

The proposed amendment to Title 8, Chapter 9, Forestry, updates the basic formatting of the ordinance; updates definitions; identifies permissible tree species and establishes tree classifications; establishes clearance distances for traffic-control devices; declares private trees that are in violation of this chapter to be public nuisances; provides an additional basis to revoke the license of a private tree service company; updates regulations for planting and/or pruning street or public trees; and makes other changes.

Action Item(s):

Approve the ordinance amending Title 8, Chapter 9 of the City Code, under a suspension of the rules requiring three complete and separate readings, request that it be read by title, and published by summary (or take other action deemed appropriate).

Attachments: Ordinance

F) Community Development Services

- 1)** Final Plat and Reasoned Statement of Relevant Criteria and Standards, **26-175**
Houston Heights, Division No. 1

Attached is the application for the Final Plat and Reasoned Statement of Relevant Criteria and Standards for Houston Heights, Division No. 1. The Planning and Zoning Commission considered this item at its August 5, 2025, meeting and unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented. This Final Plat was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Final Plat for Houston Heights, Division No. 1 and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat (or take other action deemed appropriate).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Houston Heights, Division No. 1 and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial Map
 Final Plat
 Staff Report
 PC Minutes
 Reasoned Statment

- 2)** Final Plat and Reasoned Statement of Relevant Criteria and Standards, **26-176**
Hodson Addition, Second Amended.

Attached is the application for the Final Plat and Reasoned Statement of Relevant Criteria and Standards for Hodson Addition, Second Amended. The Planning and Zoning Commission considered this item at its February 3, 2026, meeting and unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented. This Final Plat was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Final Plat for Hodson Addition, Second Amended and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat (or take other action deemed appropriate).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Hodson Addition, Second Amended and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial Map
 Final Plat
 Staff Report
 PC Minutes
 Reasoned Statement

- 3)** Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Recycle Road Commercial Park.

26-177

Attached is the application for the Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Recycle Road Commercial Park. The Planning and Zoning Commission considered this item at its March 3, 2026, meeting and unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented. This Final Plat was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Development Agreement for the Final Plat for Recycle Road Commercial Park and give authorization for the Mayor and City Clerk to sign said agreement (or take other action deemed appropriate).
2. Approve the Final Plat for Recycle Road Commercial Park and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat (or take other action deemed appropriate).
3. Approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Recycle Road Commercial Park and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial Map
 Final Plat
 Staff Report
 PC Minutes
 Reasoned Statement
 Development Agreement

- 4)** Final Plat and Reasoned Statement of Relevant Criteria and Standards, Stillwater Apartments.

26-178

Attached is the application for the Final Plat and Reasoned Statement of Relevant Criteria and Standards for Stillwater Apartments. The Planning and Zoning Commission considered this item at its April 7, 2026, meeting and unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented. This Final Plat was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, BMPO, and the Public Works Water, Wastewater, and Engineering/Survey

fifth CDBG Five Year Consolidated Plan which will help direct the use of annual CDBG funding to address community needs, goals and HUD priorities. Upon Plan approval from HUD, the City will receive their 2026 annual CDBG allocation of \$414,143. The City of Idaho Falls, Community Development Services, Planning Division, has contracted with Perspective Planning and Consulting to develop and complete the 2026-2030 Community Development Block Grant (CDBG) Five-Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice. The Plan is being developed simultaneously with the 2026 CDBG Annual Action Plan. To complete the process before the extended due date of August 16, 2026 (authorized by HUD) the City is initiating the process for HUD submittal/approval of their 2026 -2030 Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice and their 2026 CDBG Annual Action Plan. As part of the Citizen Participation Plan, pursuant to 24 CFR 91.105, the City must hold a public hearing. Public Notice was published in the Post Register on 4/4/2026 and posted on the City CDBG webpage. In addition, regular notices were communicated throughout the process to housing providers and service agencies, past and current applicants of CDBG funding, and the Mayor, City Council, and Directors. A public hearing is scheduled for May 21, 2026, during a regularly scheduled Council Meeting.

A 30-day public comment period will run from 5-21-26 to 6-22-26 for all comments to be considered. A Council Work Session will be held July 6, 2026, where recommendations of PY2026 CDBG projects will be made to Council for approval. A resolution to adopt all (3) Plans will be announced at the July 9, 2026, regular Council meeting. The 2026 -2030 Five Year Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and the 2026 CDBG Annual Action Plan are due to HUD on or before August 16, 2026.

Questions should be directed to Lisa Farris, Grant Administrator. This item has been reviewed by the Community Development Department.

Action Item(s):

Open public hearings for the Community Development Block Grant (CDBG) *Draft* 2026-2030 CDBG Consolidated Plan, and Analysis of Impediments to Fair Housing Choice and the Community Development Block Grant (CDBG) *Draft* PY 2026 Annual Action Plan.

Attachments: 2026-2030 Analysis of Impediments
2026-2030 CDBG Consolidated Plan

- 7) Legislative Public Hearing for the Annexation and Initial Zoning of I&M, Industrial and Manufacturing - Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 10.7 acres in the NE ¼ of Section 8, Township 2 North, Range 38 East.

26-179

Attached is the application for Annexation and Initial Zoning of I&M, Industrial and Manufacturing, which includes the Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 10.7 acres in the NE ¼ of Section 8, Township 2 North, Range 38 East. On March 3, 2026, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with initial zoning of I&M to the Mayor and City Council as presented. This annexation was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power,

BMPO, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Ordinance annexing approximately 10.7 acres in the NE ¼ of Section 8, Township 2 North, Range 38 East; assign a Comprehensive Plan Designation of “Industrial;” and under a suspension of the rules requiring three complete and separate readings, request that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, reject the Ordinance, or take other action deemed appropriate).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the annexation of approximately 10.7 acres in the NE ¼ of Section 8, Township 2 North, Range 38 East and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).
3. Approve the Ordinance establishing the initial zoning for I&M, Industrial and Manufacturing as shown in the Ordinance exhibits under a suspension of the rules requiring three complete and separate readings; and request that it be read by title and published by summary; that the City limits documents be amended to include the area annexed herewith; and that the City Planner be instructed to reflect said annexation, amendment to the Comprehensive Plan, and initial zoning on the Comprehensive Plan and Zoning Maps located in the Planning office (or consider the Ordinance on the first reading and that it be read by title, reject the Ordinance, or take other action deemed appropriate).
4. Approve the Reasoned Statement of Relevant Criteria and Standards for the initial zoning of I&M, Industrial and Manufacturing and give authorization for the mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments:

Zoning Map
Aerial Map
Comp Plan Map
Staff Report
PC Minutes
Ordinance (Annexation)
Reasoned Statement (Annexation)
Ordinance (Initial Zoning)
Reasoned Statement (Initial Zoning)
Exhibit B and Boundary Exhibit Map

- 8) Legislative Public Hearing for the Annexation and Initial Zoning of R1, Single Dwelling Residential with the Controlled Development Airport Overlay Zone - Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 3.677 acres in the SE ¼ of Section 27, and the SW ¼ of Section 26, Township 2 North, Range 37 East.

26-180

Attached is the application for Annexation and Initial Zoning of R1, Single Dwelling Residential

with the Controlled Development Airport Overlay Zone, which includes the Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 3.677 acres in the SE ¼ of Section 27, and the SW ¼ of Section 26, Township 2 North, Range 37 East. On February 3, 2026, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with initial zoning of R1 with the Controlled Development Airport Overlay Zone to the Mayor and City Council as presented. This Annexation was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, BMPO, and the Public Works Water, Wastewater, and Engineering/Survey Divisions .

Action Item(s):

1. Approve the Ordinance annexing approximately 3.677 acres in the SE ¼ of Section 27, and the SW ¼ of Section 26, Township 2 North, Range 37 East; assign a Comprehensive Plan Designation of “Suburban;” and under a suspension of the rules requiring three complete and separate readings, request that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, reject the Ordinance, or take other action deemed appropriate).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the annexation of approximately 3.677 acres in the SE ¼ of Section 27, and the SW ¼ of Section 26, Township 2 North, Range 37 East and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).
3. Approve the Ordinance establishing the initial zoning for R1, Single Dwelling Residential with the Controlled Development Airport Overlay Zone as shown in the Ordinance exhibits under a suspension of the rules requiring three complete and separate readings; and request that it be read by title and published by summary; that the City limits documents be amended to include the area annexed herewith; and that the City Planner be instructed to reflect said annexation, amendment to the Comprehensive Plan, and initial zoning on the Comprehensive Plan and Zoning Maps located in the Planning office (or consider the Ordinance on the first reading and that it be read by title, reject the Ordinance, or take other action deemed appropriate).
4. Approve the Reasoned Statement of Relevant Criteria and Standards for the initial zoning of R1, Single Dwelling Residential with the Controlled Development Airport Overlay Zone and give authorization for the mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
Aerial Map
Airport Land Use Map
Comp Plan Map
Staff Report
PC Minutes
Ordinance (Annexation)
Reasoned Statement (Annexation)
Ordinance (Initial Zoning)
Reasoned Statement (Initial Zoning)
Boundary Exhibit Map
Exhibit A

- 9) Quasi-Judicial Public Hearing - Planned Unit Development (PUD) and Reasoned Statement of Relevant Criteria and Standards, Creekside Townhomes.

26-181

Attached is the application for the PUD and Reasoned Statement of Relevant Criteria and Standards for Creekside Townhomes. On June 3, 2025, the Planning Commission unanimously voted to recommend approval of the PUD to the Mayor and City Council with the following conditions: 1. The 10' landscape buffer along private streets be provided where feasible. 2. Allow Willow Creek to be counted toward required common space if an additional amenity is provided to help incorporate Willow Creek into the development. This PUD was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, BMPO, and the Public Works Water, Wastewater, Sanitation, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Planned Unit Development (PUD) for Creekside Townhomes as presented (or take other action deemed appropriate).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the Planned Unit Development for Creekside Townhomes and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
Aerial Map
Comp Plan Map
Staff Report
PC Minutes
PUD Concept
Blue Water Cove Commercial Playground
Willowcreek Elevation Drawings
Reasoned Statement

6. Announcements

7. Adjournment