



**AGENDA**  
**PUBLIC MEETING**  
**Building Inspection Department Advisory Committee**  
**December 1, 2015**  
**City Council Chambers**  
**305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301**

**BUILDING ADVISORY BOARD MEMBERS**

Gary Bond    Dan Brizee    Darren Hall    Sean Knutz    Colby Ricks    Scott McClure    James Ray  
Jay Reis    Scott Standley  
Vice-Chair    Chair

**NOTICE OF SPECIAL MEETING**  
**Building Inspection Department Advisory committee**

**I. CALL MEETING TO ORDER:**

1. Confirmation of quorum

**II. CONSENT CALENDAR:**

1. Approval of Minutes from the following meeting(s):
  - i. **May 27, 2015**

**III. ITEMS FOR DISCUSSION:**

1. Update on Downtown Permit Assistance Program
2. Update on MEP online permitting

**IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD**

**V. UPCOMING MEETINGS/SCHEDULE:**

**VI. ADJOURN MEETING:**

**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Wendy Thompson at (208) 735-7238 at least two (2) working days before the meeting.**

**Si desea esta información en español, llame Leila Sanchez al (208)735-7287**



**MINUTES**  
**PUBLIC MEETING**  
**Building Inspection Department Advisory Committee**  
**May 27, 2015 at 11:30 AM**  
**City Council Chambers**  
**305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301**

**BUILDING ADVISORY BOARD MEMBERS**

Gary Bond Dan Brizee Darren Hall Sean Knutz Colby Ricks Scott McClure James Ray  
Jay Reis Scott Standley  
Vice-Chair Chair

**Members Present: Gary Bond Dan Brizee Darren Hall Sean Knutz Colby Ricks Scott McClure James Ray**  
**Jay Reis, Vice-Chair Scott Standley, Chair**

**Members Absent: None**

**Staff Present: Jarrod Bordi, Raub Owens, Jon Laux, Jon Victor, Wendy Thompson, Shawn Bariger, Council Liaison, Fritz Wonderlich, Legal Council**

**I. CALL MEETING TO ORDER:**

1. Scott Standley opened meeting at 11:34, confirmed quorum

**II. CONSENT CALENDAR:**

1. Approval of Minutes from the following meeting(s): **September 18, 2014 & February 18, 2015**

Dan Brizee made a motion to approve both sets of minutes. Sean Knutz seconded the motion. The motion passed unanimously.

Scott Stanley had new board member, Colby Ricks, introduce himself.

**III. ITEMS FOR DISCUSSION:**

1. Fritz Wonderlich to update Board on open meeting laws (as requested by Mayor).

Fritz Wonderlich, City of Twin Falls legal council, presented information regarding Idaho Open Meeting Laws. He spoke about open meeting laws, the City's transparency ordinance, executive sessions, duties of the commission members, conflict of interest, etc.

2. Update on Downtown Permit Assistance program.

Jarrod Bordi and Jon Laux updated the commission on the Downtown Permit Assistance program and gave examples of how this program will help the downtown area. Questions/comments from the board were addressed by Jarrod and Jon.

**IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD**

**V. UPCOMING MEETINGS/SCHEDULE:** Try for meeting in November

**VI. ADJOURN MEETING:** meeting adjourned 12:04



# Downtown Permit Assistance Program

City of Twin Falls,  
Idaho

Downtown Boundary Map  
(See Backside)

## HELPING YOU WITH...

- ◆ Pre-project research This program will offer pre-project research for the location provided by the applicant. This will help to see if the location will meet the needs for the intended use. The Downtown Permit Assistance liaison will be versed in the pertaining codes which include the International Existing Building Code, City Ordinances & etc.
- ◆ Document Guidance Business and/or commercial property owners do not typically understand the differences in the various forms and applications that may be required to be submitted. By focusing on what is needed, the potential for wasting valuable time will be greatly reduced.
- ◆ Single Point of Contact A “downtown” business owner should not be expected to learn to navigate the City’s development system and decipher which City departments may be involved with a project. The City’s liaison will gather pertinent information to interpret what it means and how it might impact the applicant. Coordinating project information with the other City departments that are affected will be a focus. If it is deemed necessary, a joint meeting will be setup to discuss the project among all parties.
- ◆ Problem Solving This program will provide the opportunity to have someone with expert code knowledge be available to help navigate through the sometimes confusing codes. Meetings can be arranged between the applicant’s design professional and the City to work together to find what solutions may be available.
- ◆ Project Eligibility This program would be offered to all existing commercial structures located within the associated boundary map. Projects where new buildings are being constructed within the boundary map would follow the normal permit process for a new building.

## For Assistance Please Contact

**Jon M. Laux**

Phone: 208.735.7341

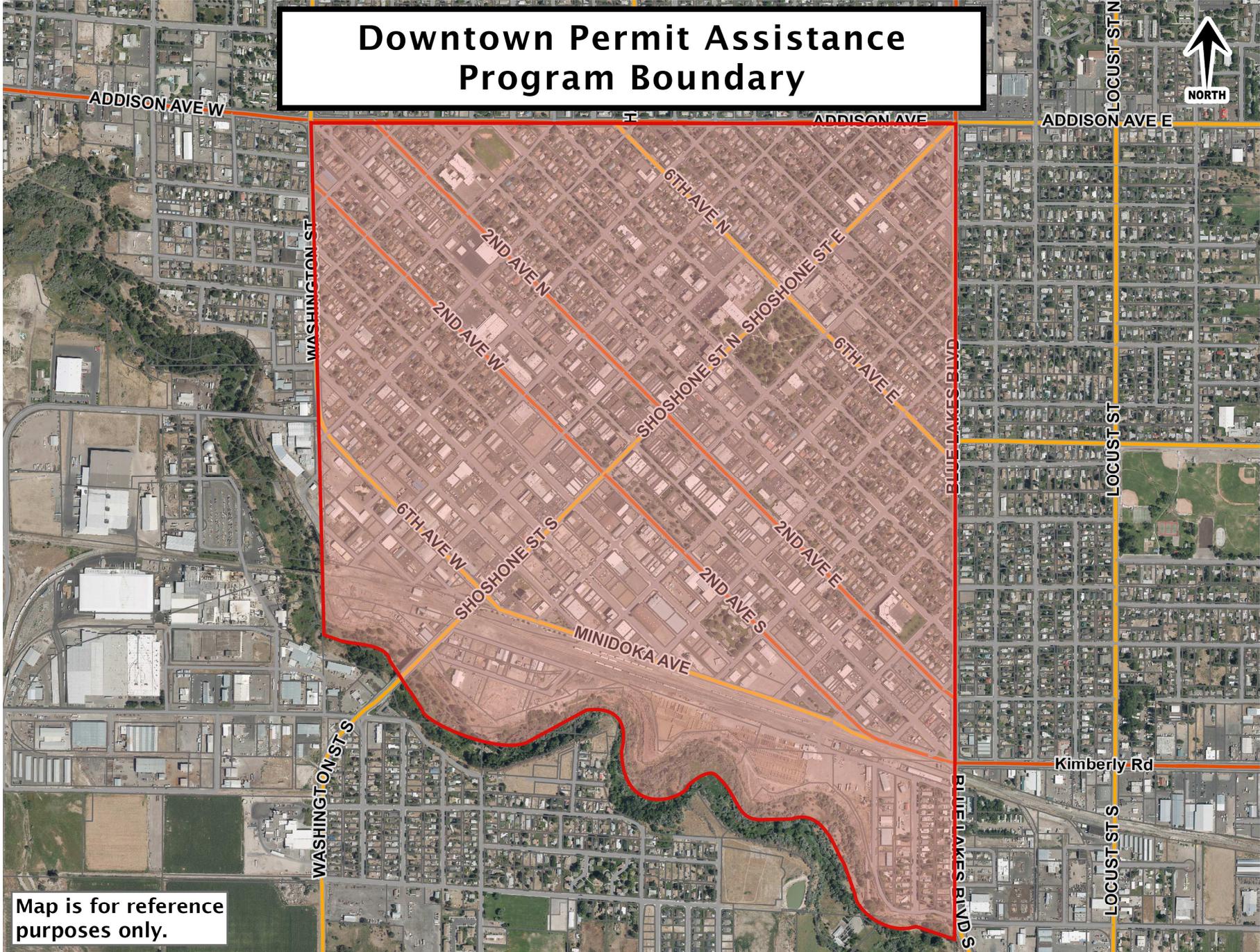
Email: [jlaux@tfid.org](mailto:jlaux@tfid.org)



## Downtown Permit Assistance Liaison

Jon M. Laux has been assigned the task of running the City of Twin Falls’ Downtown Permit Assistance Program. He is currently employed as a Building Inspector/Plans Examiner for the City’s Building department. He is certified as a Building Plans Examiner, Commercial Building Inspector, Commercial Energy Inspector and both Residential/Mechanical Inspector.

# Downtown Permit Assistance Program Boundary



Map is for reference purposes only.