



City of Twin Falls
Planning & Zoning Department
P.O. Box 1907
203 Main Ave E.
Twin Falls, ID 83301

P: 208.735.7267
F: 208.736.2641

June 8th, 2018

Policy Letter

Zoning Applications Involving Public Hearings

Effective, July 1, 2018 the Planning & Zoning Department will establish a policy instituting firm deadline dates with regards to applications requiring a Public Hearing. The Application Deadline, and the corresponding Public Hearing dates are published on the attached list, and will be available on our City website (www.tfid.org).

The timeframe between Application Deadline and the Public Hearing will take 42 days. This time will be used by staff to verify a complete application, review the project for extraordinary impacts, coordination of reviews with other departments, and follow the notification requirements per state statute.

As part of the firm deadline dates, we have developed a list of general rules which will be followed during the process.

1. The Application Deadline date means end of business day (5:00 PM) on the date listed. Applications received after this time will be placed on the list for the next meeting.
2. Incomplete Applications will be returned after one (1) attempt to reconcile the deficiency.
3. Applications will be scheduled in the order they are received. If two (2) or more related items are scheduled for the same meeting the applicant may request to have the items grouped.
4. Failure to provide, or respond to requests for information by City Staff may result in the application being delayed until the next possible public hearing date.
5. Other items may need to be added to this list as we begin working with this system.

Applications for *Zoning Development Agreements* may not strictly follow this schedule due to their complexity. However, it is anticipated all other zoning actions requiring a Public Hearing will follow this 42 Day timeline.

It is our goal to lessen the delay on projects while providing an open, transparent forum for effected parties of development to voice their concerns. Questions may be directed to the Planning & Zoning Department at 208.735.7267.



Jonathan Spendlove AICP, *Planning & Zoning Director*
Planning & Zoning Department
203 Main Ave E, Twin Falls, ID 83301
Email: JSpendlove@tfid.org
Phone: 208-735-7276



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Application Submission Deadline	Public Hearing Date
July 3, 2018	August 14, 2018
July 17, 2018	August 28, 2018
July 31, 2018	September 11, 2018
August 14, 2018	September 25, 2018
August 28, 2018	October 9, 2018
September 11, 2018	October 23, 2018
October 3, 2018	November 14, 2018
October 16, 2018	November 27, 2018
October 30	December 11, 2018
NA	No Public Hearing on December 25, 2018