



CITY OF VICTOR

Planning & Building Department

Date: January 10, 2024
From: Department Heads
To: Mayor and Councilwoman
Subject: 2023 Year End Review

Discussion

The last 12 months have been very busy for the staff of the City of Victor. Below are some of the accomplishments and projects that have been tackled by our team as well as some of the goals for this year.

PLANNING AND BUILDING DEPARTMENT

Celebrating 2023 Major Achievements:

After one year of service, Nolan Grunski left the City June 1, 2023.

Worked with a Planning Consultant to help with Site Plan and Design reviews while we were understaffed.

Summer intern, Benjamin Chandler performed the sign inventory, prepared a list of possible locations for art murals around town, and organized all permanent building permit records.

Jordan Hoehnen, Associate Planner, was hired August 24, 2023.

Ben Winship left the Planning and Zoning Commission after a 3-year term.

Stephanie Dykema joined the Planning and Zoning Commission.

Joel Ahlum leaving Design Review Committee after 2 years of service.

Jake Condon and Linda Fasano joined Design Review Committee.

Processed 99 applications, including 42 building permits that resulted in the approval of 9 new homes and a total of 130 new residential units in town. Compared to 2022, when we processed 131 applications, including 68 building permits that resulted in the approval of 29 new homes and a total of 60 new residential units in town.

Co-Applicant on rezoning 32 Elm Street per the sales contract.

Co-Applicant on lot split and rezoning the affordable housing project at Sherman Park.

Adopted Capital Improvements Plan (CIP) and implemented Impact Fees.

Worked with staff on the launching and functionalities of the new City Website.

Current actions already underway:

Updated Area of Impact regulations renegotiated with Teton County.

LDC code amendment to help facilitate housing options.

Upcoming in 2024:

Title 7 code amendment to require passive radon installation on all new development and requiring dumpsters to be located at all construction sites.

Code Amendment to update Design Standards to adjust landscaping standards require more drought tolerant and native plant choices.

Update to Article 12 of the Land Development Code Regarding Public Improvements to pair with the new Public Works Standards Specifications and Drawings.

City initiated down zoning of longtime undeveloped properties on the southeast side of town with potential floodplain impacts.

Ongoing future years:

Researching grants that would help achieve Comprehensive Plan Goals, such as Wayfinding Signage, creating a public parks plan.

Research Infrastructure and utility improvement grants

Explore using LIDs as a way to fund construction for needed alleyways and sidewalks in the downtown.

Continue to implement the Capital Improvements Plan by way of impact fees.

Plan for a 5-year review of the ReEnvision Victor Comprehensive Plan in 2025 or 2026.

Attachments

2023 Year End Report

Comprehensive Plan Action Plan spreadsheet

CITY CLERK'S DEPARTMENT**Celebrating 2023 Major Achievements:**

The city hosted the first annual Ghouls That Drool and Witches and Warlocks Parade. The events had a great turnout for the first year, and staff will look into options to have the parade on Main Street.

The Cities annual events included Arbor Day, July 4th, New Parade/Downtown Trick-or-Treating and the Holiday Light Parade. While these were all very successful events and the community enjoys participating, we are losing business participation, and it is getting harder to recruit volunteers. Staff has talked and are trying to figure out how to get more participation, the events committee made several trips around town to talk to businesses about sponsorships, donations and other ideas but were only successful at getting a handful of sponsorships. The events committee and staff will continue to brainstorm ideas on how to get more participation from local businesses and will be looking into a Downtown Association.

Three of the Events Committee members have decided to resign due to their busy life of traveling. If you know anyone that would like to help with this committee, please send them Michelle's way.

The city has had a great turnout with the local artists showcasing their work here at City Hall. We have had the pleasure of supporting Alison Brush, Matt Guido, and Howey Garber. The events committee already has a artist lined up for each quarter for 2024, and will be hosting open houses for each artist. Claire Peery will be the next featured artist.

PUBLIC WORKS DEPARTMENT**Celebrating 2023 Major Achievements:**

Lift station #2 improvements underway and nearing completion.

New Public Works Facility constructed.

Worked with Trail Creek Irrigation to get a lease for them to relocated to the City pit.

2 staff members left the Public Works Department in 2023 and there were 3 new hires of Nathan Maxfield, John Singh, and Cole Pendell, making the department fulling staffed.

Upcoming in 2024:

Missing link pathway improvements along Highway 31 between Crystal Ave and Teton Valley Resort, grant project by Local Highway Technical Assistance Council (LHTAC) Transportation Alternatives Program (TAP).

Crystal Bridge replacement, grant project by LHTAC Leading Idaho Local Bridge Program.

N. Agate Ave. road and pathway improvements between Aspen St and Larkspur Ave, grant project by ITD
Strategic Initiatives Program

Attachments

Transportation Improvement Plan (TIP)

FINANCE DEPARTMENT

Celebrating 2023 Major Achievements:

Balanced Budget FY2024.

Successful annual audit completed.

An independent audit with the City of Driggs regarding financials related to the Sewer Treatment Plant is underway.

Capital Improvements Study completed outlining improvements to transportation, pathways, and recreation.

Associated impact fees effective April 2023 on all new building permit applications.

Fee Schedule Update.

New/Updated Policies:

Personnel Policy

Credit Card Policy

Investment Policy

GASB Accounting Policy

	2020	2021	2022	2023
Building Applications				
Building Permits	36	77	68	42
Demolition	2	2	1	2
Mechanical	3	2	6	3
Site Plan & Design Review	1	7	8	11
Land Use Applications				
Annexation	0	1	2	2
Conditional Use	3	1	0	0
Variance	0	2	2	4
Zone Change	1	3	3	10
Subdivision Applications				
Concept Plan	1	3	2	3
Preliminary Plat	0	0	2	1
Final Plat	0	1	1	0
Condominium Plat	1	1	0	2
Lot Line Adjustment	0	3	4	5
Lot Splits	3	8	9	3
Plat Amendment	0	2	4	1
Short Plat	2	1	0	1
Other				
Signs	7	6	15	8
Excavation	14	18	24	18
Total Applications Processed	74	138	151	116

Compact and Livable City

Action	Project Type	Timeframe	Cost	Status
Utilize and refer to the Future Land Use map for zoning changes, and future development submittals.	R	ST	-	Ongoing within staff report for all zoning applications.
Implement the urban growth boundary as shown in this plan and that highlights areas in which the city shall most logically and efficiently grow.	R	ST	-	Ongoing within discussions of future annexations and consideration while drafting Area of Impact update.
Limit or restrict new single-family homes and duplexes in areas zoned for higher density.	R	ST	-	Presented as a code amendment option to help housing stock in town.
Implement the strategies assigned to the City of Victor within the Teton County Affordable Housing Strategic Plan.	R	ST	-	Working with the Housing Authority on the Sherman Park Project & researching housing policies, regulations and incentives. Received TAP grant to connect section of HWY 31 pathway. Obtained 6.32 acre park along greenbelt at Baseline and HWY 33. Easement obtained from Trail Creek Crossing for future greenbelt pathway from HWY 31 to W. Dogwood. Staff has had preliminary discussions with a property owner along Trail Creek that would like to dedicate some land to the City for the greenbelt at the time the property gets developed.
Require connections to greenbelt, regional trailhead connections, etc. within new development and redevelopment.	R	ST	\$	Presented as a code amendment option for RM-1 and RM-2 to help housing stock in town.
Update code regulations to require a mix of housing types with all RS and RM zoning categories, and for projects equal to or larger than 5 acres.	R	ST	\$	
Update the LDC to encourage inclusion of urban farming and small-scale agriculture within future development.	R	ST	\$	
Review existing requirements for parks and open space dedication and trail connections within new residential subdivisions.	P/S	ST	\$	
Investigate amending the sales tax ordinance to authorize use of lodging tax from short-term rentals for affordable housing or supporting infrastructure projects or services.	P/S	ST	\$	Completed as a part of the Local Option Tax Lodging increase.
Audit and evaluate the city's existing design standards, and identify where enhancements and changes could be made to help create a compact community (i.e. increased densities; compatible infill; accessory dwelling units, etc.).	P/S	ST	\$	
Reassess and enhance mixed-use zoning requirements and standards within the land development code.	R	ST	\$ - \$\$	
Update the land development code or development submittal requirements to identify and allow a matrix of density-bonus options.	R	ST	\$ - \$\$	Currently being researched with the Housing Authority
Create a Capital Improvement Plan to reflect anticipated development as shown on the future land use map and including action items and recommendations from this plan.	P/S	ST	\$\$	CIP process underway with Tischer Bise.
Investigate the feasibility of impact fees to ensure development provides costs to cover additional infrastructure improvements as needed.	P/S	ST	\$\$	Being reviewed with the CIP process.
In coordination with the Urban Renewal Agency, develop infill standards that tier from the city's current design standards, and allow for compatible, yet increased densities along Main Street.	P/S	ST	\$\$	
Initiate a Downtown Economic Development Plan that includes an estimate of Urban Renewal Agency revenue and spending, and aligns with key city- and Urban Renewal Agency-led enhancement projects.	P/S	ST	\$\$	
Initiate an impact fee study to assess fee amounts, as compared to surrounding municipalities, fee-in-lieu, and fiscal impact comparison to expected implementation of city projects.	P/S	ST	\$\$	Being reviewed with the CIP process.
Create a matrix of possible incentives (i.e. development review streamlining, density bonuses, reduced or shared cost for public open space/ amenity requirements).	P	MT	\$	Currently being researched with the Housing Authority

Small-Business and Localized Economy

<i>Action</i>	<i>Project Type</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Status</i>
Initiate a “Buy Local First” campaign.	P	ST	\$	
Emphasize or require use of locally owned businesses for municipal contracts or issued requests for proposals.	P	ST	\$	When selecting contracts or bids it is always noted which firms are local to Teton Valley or region.
Utilize findings from public outreach to identify appropriate and community-supported design and size for an additional grocery.	R	ST	\$	Square footage cap on building types and retail uses has been adopted.
Create a checklist or roadmap for opening a new business within Victor.	P	ST	\$	
Explore the feasibility of an incentive program to attract employers that would bring a certain number of jobs to the city.	P	ST	\$ - \$\$	
Develop a wayfinding and gateway master plan.	P/S	MT	\$	

Infilled, Active Downtown

<i>Action</i>	<i>Project Type</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Status</i>
Strengthen code enforcement for unmaintained properties along Main Street.	R	ST	-	Code Enforcement Policy adopted and Code Enforcement Officer served for about 2 year recently resigned. Assonate Planner is performing some minor code enforcement as needed.
Streamline/fast-track the development review process for development submittals for parcels along Main Street.	R	ST	-	For 2023 staff has maintained a 3-5 week turn around time of all building permits.
Initiate a public art program that incorporates artists' work into benches, utility boxes, murals, etc.	P	ST	\$	Summer 2023 intern created an inventory of blank walls and utility boxes that could be used for public art.
Work with existing property owners to understand current and future plans for private development; identify possible parcels for consolidation, allowing for ease of mixed-use development.	P	ST	\$ - \$\$	
Create a Downtown Development Association.	P	MT	-	
Showcase seasonal banners on light poles and across Main Street.	CIP	MT	\$	Ongoing
Investigate the creation of a historic facade improvement grant program.	P	MT	\$	
Assist owners of historic structures with the process to be listed on the State and/or National Register of Historic Places.	P	MT	\$	Teton County initiated the creation of a Historic Preservation Commission
Review existing parking availability and layout for enhancement opportunities.	P	MT	\$	
Work with property owners to identify ways to break up the super blocks within downtown, including access from alley right-of-ways, etc.	P	MT	\$	Preformed 7 lot splits in 2021, 7 lot splits in 2022, and 4 YTD 2023.
Improve and install additional landscaping, street furniture, and pedestrian lighting.	CIP	MT	\$\$\$	To be discussed during the CIP process
Implement streetscape improvements and widening as proposed in the Multimodal Transportation goals and objectives.	CIP	MT - LT	\$\$\$	To be discussed during the CIP process

Work to reduce or remove the snow berm between Main Street's parking and the sidewalks.

CIP

MT - LT

\$\$\$

To be discussed during the CIP process

Green Space

<i>Action</i>	<i>Project Type</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Status</i>
Review development requirements to enhance connectivity between new and existing neighborhoods and pathway networks.	R	ST	-	The code already has such requirements. Staff are now highlighting them during pre-app meetings for new developments To be discussed during the CIP process.
Initiate a Parks and Recreation Plan to identify under-served areas; locations for additional parks and trails connections; improvements to existing parks; and location(s), size(s), and maintenance program for future community gardens.	P/S	ST	\$ - \$\$	Preliminary discussion have begun for a future skate park and boulder park within Sherman Park.
Investigate and pursue funding sources for the ongoing operations and maintenance of the recreation and open space system.	P	ST - MT	\$	Impact fees, started in April of 2023, will help generate funds for new park infrastructure and operations.
Create a Parks and Recreation Committee/ Board to implement the plan.	P	MT	-	To be discussed during the CIP process.
Conduct a biannual survey of resident satisfaction with recreational elements and amenities.	P	MT	\$	To be discussed during the CIP process.
Implement pedestrian and bicycle safety features (i.e. enhanced pedestrian crossings and safety zones on Main Street; protected bike lanes along Center Street; continued pathway expansions, etc.) throughout the recreation and open space system.	CIP	MT - LT	\$\$\$	Baseline pathway paving completed. TAP grant received for HWY 31 pathway connection. TVR completed their required pathway improvements along HWY31. Land aquired along Trail Creek with the first leg of a greenbelt. Preliminary Plat approval for Twin Slides Subdivision includes and linear park and pathway along a canal for future connectivity. Preliminary Plat approval for Phase 4 of Mountainside Village includes an extension of the pathway along Old Jackson Hwy. VURA installed a new flashing crosswalk at HWY 33 and Elm Street. Grants applied for in hopes of creating pathway connections on Elm between HWY 33 and Agate and also on N Agate between Larkspur and Aspen.

Resilient Environment

<i>Action</i>	<i>Project Type</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Status</i>
Review existing dark-sky lighting standards.	R	ST	-	Code Enforcement Officer has begun reviewing standards and how they compare to other locations.
Re-prioritize enforcement of dark-sky lighting standards.	R	ST	-	Code Enforcement Officer is helping the City inventory street and public lighting that needs to be upgraded to be in compliance.
Investigate available grant programs to encourage compliance with dark-sky lighting standards.	R	ST	-	
Define a Conservation (CON) zoning category and standards to meet the intent within this plan.	R	ST	-	
Assess existing floodplain regulations and adapt them to be more consistent with FEMA regulations.	R	ST	-	FEMA floodplain updates on schedule to be effective Spring of 2025
Implement the Teton County Multi-Jurisdiction All Hazard Mitigation Plan.	P/S	ST	\$	All Hazard Mitigation Plan has been adopted by Council 9/14/22. Staff has been looking into a grants for qualified projects.
Work with land trust/ grant agencies to acquire land for pathway expansion and construction.	P	ST	\$	
Initiate a viewshed analysis that highlights key views (likely toward the Teton Range).	P/S	ST - MT	\$ - \$\$	
Identify, map, and work to implement conservation easements along Trail Creek and associated feeder streams to create a greenbelt.	P/S	ST - LT	\$ - \$\$	DA for with Trail Creek Crossing included requirements for an easement to link all of the existing easements along Trail Creek between HWY 31 and Dogwood. The City recently aquired 6 acres north of Timberline Subdivision along Trail Creek.
Annually monitor water quality.	P/S	ST - LT	\$ - \$\$	Ongoing
Based on a viewshed analysis, implement additional setback requirements, height restrictions, staggered lot lines, or site configurations to ensure that new development will not restrict views in a designated view corridor from the public	R	MT	\$	

Initiate a wildlife corridor study to identify areas, and work with other municipal and regional entities to restrict and/or limit development in those areas.

P/S

MT

\$ - \$\$

Creation of the Hillside Zoning District and associated code amendment accounted for future wildlife assessments for new development with the Teton County Natural Resources overlays.

TRANSPORTATION IMPROVEMENT PLAN

EVALUATION CRITERIA

Each of the recommended improvements identified in the Goals, Objectives, Actions, and Improvements section is identified below in the Transportation Improvement Plan (TIP). The TIP is organized by priority.

- ▶ The near-term priorities are the highest priority improvements that will be the community's primary focus.
- ▶ The mid-term priorities are the improvements the community will start to investigate following completion of the near-term priorities, and the improvements the community will work on incrementally over time.
- ▶ The long-term priorities are improvements that will be needed, but not until additional growth has occurred.

The prioritization in the TIP is based on the following criteria:

Availability of funding: Available funding is really the combination of two criteria - cost and potential funding sources. In the CIP, cost is estimated on a scale, rather than as a specific number. The actual cost estimate for a project will be refined through the planning and design phases of the project. In the TIP the following indication is used to illustrate estimated cost.

- » \$ = \$0 - \$10,000
- » \$\$ = \$10,000 - \$100,000
- » \$\$\$ = \$100,000 - \$500,000
- » \$\$\$\$ = \$500,000 - \$1,000,000
- » \$\$\$\$\$ = \$1,000,000 - \$2,000,000

Victor is a small jurisdiction with limited general funds available for capital projects. As a result, the feasibility of transportation improvement projects is largely dependent upon the availability of funds through grants, State partnerships, improvement districts, and the Victor Urban Renewal Agency. In the TIP, the following abbreviations are used to identify potential partners and funding sources.

- » ITD = Idaho Department of Transportation partnership
- » LHTAC = Local Highway Technical Assistance Council grant
- » BUILD = Federal transportation grant (BUILD is the most significant program, FKA TIGER)
- » USDA = Federal grant for rural communities (many administered by the US Dept. of Ag.)
- » URA = Victor Urban Renewal Agency financing
- » LID = Local Improvement District assessment on properties benefiting from improvement
- » Gen = General fund allocation
- » Dev = Developer responsibility as part of development

Safety: All recommended improvements in the TIP are intended to improve the safety of movement within and through Victor. Those improvements that address an immediate safety concern are identified by a "!" in the TIP.

Comprehensive Plan: Finally, the TIP is prioritized based on its facilitation of the Victor Comprehensive Plan. The Victor Transportation Plan was developed in coordination with the Victor Comprehensive Plan in 2020. TIP improvements will always be consistent with the Comprehensive Plan vision. Those projects that are particularly requisite for Comprehensive Plan implementation are identified with a “*” in the TIP.

INTEGRATION WITH COMPREHENSIVE PLAN AND ORDINANCES

The Victor Transportation Plan was developed in coordination with the Victor Comprehensive Plan in 2020 through a single public outreach process and utilizing a single Technical Advisory Committee (TAC). This fully-integrated, public process ensures maximum coordination between the two Plans and maximum understanding of the interaction between the two plans. Moving forward, continued use of the Transportation Plan goals and objectives in decision making and improvement identification will ensure continued consistency with the Victor Comprehensive Plan.

TRANSPORTATION IMPROVEMENT PLAN (TIP)

A Transportation Improvement Plan (TIP) is crucial to the success of the Victor Transportation Plan. Transportation improvements cannot be produced in a matter of months. They require planning, design, and construction that can extend a project timeline over the course of years. In some cases, the planning with ITD and other partners requires working Victor’s TIP into the state TIP. The Victor TIP will allow city staff to start planning for projects in a timely manner and help the community know what to expect and what progress is being made – even when construction crews are not visible.

The Victor TIP will also allow city staff to pursue funding, as many grants require a TIP to illustrate community buy-in and adequate consideration of the project. In some cases, the cost of a group of projects can be reduced by pursuing them together, allowing the community to achieve multiple objectives at once. Whenever a project is being planned, the interrelated projects should be considered. For example, when a road being reconstructed, the intersection, and parallel pathway improvements should be planned at the same time.

<i>Improvement</i>	<i>Cost</i>	<i>Funding Options</i>	<i>Safety</i>	<i>Comp. Plan</i>
<i>Near-Term Priorities</i>				
MI2. Create curb protected bike lanes on Main Street	\$\$\$	ITD, LHTAC, URA, LID	!	*
MI3. Protected intersection at Main and Cedron/Aspen	\$\$\$\$	ITD, LHTAC, BUILD, URA, LID	!	
MI4. Explore options for Main Street parking south of Main and Center	\$	URA, Gen	!	
HI1. Roundabout at Highway 33 and Sagebrush	\$\$\$\$\$	ITD, LHTAC, LID		
HI2. Reconstruct Highway 33 from Sagebrush to Cedron/Aspen with a vegetated median	\$\$\$\$\$	ITD, LHTAC, LID		
HI5. Roundabout at Highway 33 and Baseline	\$\$\$\$	ITD, LHTAC, BUILD, LID	!	
CI1. Reconstruct Cedron/Aspen to collector cross section	\$\$\$\$	LHTAC, LID, Gen		
CI2. Extend Agate north to Larkspur	\$\$\$	LID, Dev ITD Grant approved, to be constructed 2024		
PI1. Connect Elm St. pathway	\$\$	LHTAC, BUILD, TVTAP Applied for construction grant	!	
PI2. Sidewalks on W. Birch	\$\$	LHTAC, URA, LID, Dev, Gen	!	
PI4. Curb ramps on existing sidewalks	\$\$	LHTAC, URA, LID, Dev, Gen	!	
TI1. Bus stop seating	\$	BUILD, Gen		
TI2. Bus stop covered bike racks	\$\$	BUILD, Gen		
<i>Mid-Term Priorities</i>				
MI1. Trees in grates on Main Street and West Center	\$\$	LHTAC, BUILD, URA, LID, Dev		
MI5. Protected intersection at Main and Birch	\$\$\$	ITD, LHTAC, URA, LID		*
MI6. Protected intersection at Main and Dogwood	\$\$\$	ITD, LHTAC, URA, LID		*
MI7. Retrofit intersection at Main and Center to protect cyclists	\$\$	LHTAC, URA, LID		
MI8. Protected intersection at Main and Elm	\$\$\$	ITD, LHTAC, URA, LID		*
MI9. Protected intersection at West Center and Beryl	\$\$\$	ITD, LHTAC, URA, LID		
MI10. Protected intersection at West Center and Crystal	\$\$\$\$	ITD, LHTAC, URA, LID		
MI11. Mid-block crossings at Arrow Root, Depot, and Blue Flax	\$\$	ITD, LHTAC, URA, LID		

<i>Mid-Term Priorities (continued)</i>			
HI4. Reconstruct Highway 31 from 9000S to Beryl to calm traffic	\$\$\$\$	ITD, LHTAC, LID	
HI7. Reconstruct Highway 33 from Baseline to Calderwood to calm traffic	\$\$\$\$	ITD, LHTAC, LID	
CI3. Extend Beryl north	\$\$\$	Dev	*
CI4. Reconstruct Baseline to collector cross section	\$\$\$\$	LHTAC, LID, Gen	Completed from Elm to Center
CI8. Reconstruct Crystal to collector cross section	\$\$\$\$	LHTAC, LID, Gen	
PI3. Trail Creek greenway	\$\$\$\$	LHTAC, USDA, LID, TVTAP	
PI5. Sidewalks on Elm	\$\$\$	URA, LID, Dev	Applied for construction grant
PI6. Sidewalks on Dogwood	\$\$\$	URA, LID, Dev	
PI7. Complete Baseline pathway	\$\$\$\$	LHTAC, BUILD, TVTAP, Dev	Completed from HWY 33 to Aspen
PI8. Pathway wayfinding signage	\$\$	LHTAC, BUILD, TVTAP	
PI9. Pathway parallel to Highway 31 to city limit	\$\$\$	ITD, LHTAC	Completed in front of TVR and grant approved to connect pathway between TVR and Crystal.
<i>Long-Term Priorities</i>			
HI3. Roundabout at Highway 31 and 9000S	\$\$\$\$\$	ITD, LHTAC, LID	
HI6. Protected intersection or roundabout at Highway 33 and Calderwood	\$\$\$(\$)	ITD, LHTAC, LID	
CI5. Reconstruct intersection at Baseline and Agate to improve safety	\$\$\$	LHTAC, LID, Gen	
CI6. Reconstruct intersection at Cedron and Crystal to improve safety	\$\$\$	LHTAC, LID, Gen	
CI7. Reconstruct Calderwood to collector cross section	\$\$\$\$\$	LHTAC, LID, Dev, Gen	