



**Lewiston Planning & Zoning Commission
REGULAR MEETING AGENDA
August 28, 2024 - 5:30 PM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZENS COMMENTS

An opportunity for citizens to address the Commission with comments and/or questions about Planning and Zoning Commission-related matters that are not a public hearing action item on this agenda. Citizens are asked to limit their time to three minutes each.

III. ACTIVE AGENDA

A. APPROVAL OF JULY 10, 2024 MEETING MINUTES (ACTION ITEM)

- B. PRELIMINARY PLAT: CANYON CREST WEST, PHASE IA (ACTION ITEM):** Dan Yonge requests approval of a preliminary plat to subdivide 7.69 acres located on the west side of 18th Street south of Pioneer Drive in the Low Density, R2, Zoning District. The subdivision would create 30 single family home lots. The Commission will consider the associated Reasoned Statement of Relevant Criteria and Standards and make a recommendation to City Council. - Action Item

- C. PUBLIC HEARING AND DIRECTION TO CITY STAFF TO DRAFT A REASONED STATEMENT AND RELEVANT CRITERIA AND STANDARDS ON CONDITIONAL USE PERMIT APPLICATION CUP24-3 FOR A TRANSITIONAL HOUSING VILLAGE (ACTION ITEM):** Michelle King requests conditional use permit approval to establish a transitional housing village for young adults needing housing on approximately 0.5 acres in the Light Industrial, M-1, Zoning District at 2207 East Main Street and the two adjacent tax parcels to the east and north. This application includes a request to allow some of the required parking to back out onto 22nd Street. - Action Item

- D. APPOINTMENT OF COMMITTEE MEMBERS TO CREATE A WORK PLAN FOR THE COMPREHENSIVE PLAN (ACTION ITEM):** The city's new Comprehensive Plan, Envision Lewiston 204 (the Plan), calls for the creation of a work plan to begin Plan Implementation. It is appropriate for this to be done by a subcommittee consisting of City Council members and Planning and Zoning Commission members. The City Council has already authorized their members to participate in this effort. The Commission should now do the same. The Commission Bylaws (Article VI) authorize the Commission Chair to appoint Commission members to the committee. Staff recommends that 3 members of the Commission be appointed to the committee. - Action Item

IV. STAFF-COMMISSION COMMUNICATIONS

**A. QUERY OF COMMISSIONERS TO ATTEND THE SEPTEMBER 11, 2024 MEETING
(PUBLIC HEARING ON APPLICATION FOR ANNEXATION).**

V. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

July 10, 2024

The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 "D" Street. Chair Ball called the meeting to order at 5:30 p.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Cynthia Ball, Chair; Gabriel Iacoboni, Vice Chair; Kathy Branson; Shaunita Cable; Emily Wolf;

COMMISSIONERS EXCUSED: Maureen Anderson; Kevin Kelly;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Office Supervisor; Jennifer Tengono, City Attorney; Pat Severance, Engineering Development Supervisor; Mark Weigand, City Surveyor

II. CITIZEN COMMENTS

None

III. APPROVAL OF JUNE 26, 2024 MEETING MINUTES (ACTION ITEM)

Commissioner Branson and Vice Chair Iacoboni moved and seconded, respectively, approval of the June 26, 2024 meeting minutes. The motion carried 5-0.

IV. PRELIMINARY PLAT - DRAKE ADDITION (ACTION ITEM)

City Surveyor Mark Weigand verbally summarized the request for the Planning and Zoning Commission.

Commissioners asked clarification questions to city staff.

Commissioner Cable stated that the plat does not meet City Code 32.20 requirement of what size the plat drawing should be scaled to.

Staff Weigand stated the scale 1 to 60 feet provides more clarification and the final plat has different requirements and the scale 1 to 60 exceeds these standards.

After deliberation and articulating their reasons, Commissioner Branson and Vice Chair Iacoboni moved and seconded, respectively, to recommend approval of the Drake Addition Preliminary Plat and the associated Reasoned Statement to the City Council.

Commissioners Wolf and Cable moved and seconded, respectively, to amend the existing motion to recommend approval of the Drake Addition Preliminary Plat and the associated Reasoned Statement to the City Council with amendment to section seven of

the reasoned statement that the plat does not comply with section 32-20(a) but the plat scale exceeds the requirement by providing a more detailed drawing of the plat and is hereby waived. The motion carried 5-0.

V. **PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND RECOMMENDATION TO CITY COUNCIL ON ZONING CODE AMENDMENT, ZA-01-24, PUBLIC WORKS REQUIREMENTS IN THE ZONING CODE (ACTION ITEM)**

Chair Ball explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Hollingshead provided a verbal summary of the zoning code changes for amendments of Public Works requirements in the Zoning Code. Staff Hollingshead stated that the amended sections are covered in other parts of City Code.

Staff Tengono clarified that section 37-93.5 is the only section of City Code that requires the dedication of right of way and it does not exist anywhere in Public Works section of City Code.

There being no public comment Chair Ball closed the public hearing.

After deliberation and discussion, Commissioner Wolf and Branson moved and seconded, respectively, to recommend approval of ZA-02-24 to the City Council. Motion passed 5-0.

VI. **STAFF-COMMISSION COMMUNICATIONS**

A. **Query of Commissioners for the July 24, 2024 meeting**

Staff Hollingshead stated there are no land use applications submitted for next meeting and the Commission can consider canceling that meeting. At the first meeting in August there will be discussion of creating a sub-committee for the execution of the Comprehensive Plan.

Staff Tengono stated she will not be present at the first meeting in August.

The Commission decided to cancel the July 24, 2024 meeting.

VII. **ADJOURN**

There being no further business, Vice Chair Iacoboni and Commissioner Branson moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Planning and Zoning Commission meeting adjourned at approximately 6:09 p.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz,
Recording Secretary

Chairperson or Acting Chairperson
Planning and Zoning Commission

Approved this _____ day of _____, 2024.



August 19, 2024

To: Lewiston Planning and Zoning Commission

Re: Canyon Crest West Addition Phase IA - Preliminary Plat (SUB24-000006)

Commissioners:

The Canyon Crest West Addition Phase IA preliminary plat proposes to plat approximately 7.69 acres of undeveloped property located along the west side of 18th Street, and south of the existing The Estates at Canyon Crest Phase 2 subdivision, into 30 lots. In accordance with Section 32-12 of the Subdivision Code, this subdivision is the first phase of a proposed multi-phase development described in a Development Master Plan submitted in August of 2023. All of the proposed lots in the subdivision will be “standard” lots which have frontage on an improved public street that exceeds the minimum required lot width for the zone. Several of the proposed lots are configured to abut 18th Street on the east side of the subdivision. Future transportation plans call for 18th Street to be major collector in the future and indicate that 18th street should be protected from congestion caused by direct residential approaches. To eliminate the undesired residential congestion, building lots along 18th avenue will require reverse frontage, with access control, in the form of a screening easement which will restrict direct access to abutting parcels from 18th Street. The proposed development will require dedication of public right-of-way and construction of public improvements for approximately 1,414 lineal feet of new public streets. The proposed southerly extension of Parkridge Way will be constructed to the residential collector standard. The proposed new east-west streets within the subdivision will be constructed to the Local Residential Street standard, and will incorporate cul-de-sac turn-arounds at their easterly terminuses. Frontage improvements along approximately 544 lineal feet of existing 18th streets east of the proposed subdivision will also be required. An Existing C.O.S.D sewer main already exists in the location proposed for the Parkridge Way extension. Additional sewer mains will be extended eastward from Parkridge way to serve the remainder of the proposed subdivision. L.O.I.D. has agreed to provide service for the proposed subdivision conditioned upon the successful annexation of the proposed development into the district, and L.O.I.D.’s approval of the designs, construction plans, and constructed improvements of the proposed water distribution infrastructure. Avista Utilities, and Sparklight have also confirmed their intent to provide utility service to the development. CenturyLink/Lumen Technologies has elected to not provide service for the proposed development.

The subject property was recently annexed, and zoned R-2, and the proposed lot configurations adhere to the requirements of the R-2 zone, as outlined in the City of Lewiston Zoning Ordinance, City Code Chapter 37.

The preliminary plat is presented at a scale of 60' to the inch when printed at full scale, which differs from the 100' to the inch standard specified in Section 32-20(a) of subdivision code. Because the 60' to 1" scale provides for better "clarity of lines, bearings, and dimensions" as specified in Title 50-1304 (1) of Idaho Code, City staff recommends that the 60' to 1" scale be accepted as exceeding the code requirement of the specified 100' to 1" scale. With the exception of the noted difference in scale, the preliminary plat complies with the applicable requirements of the City of Lewiston Subdivision Ordinance, City Code Chapter 32.

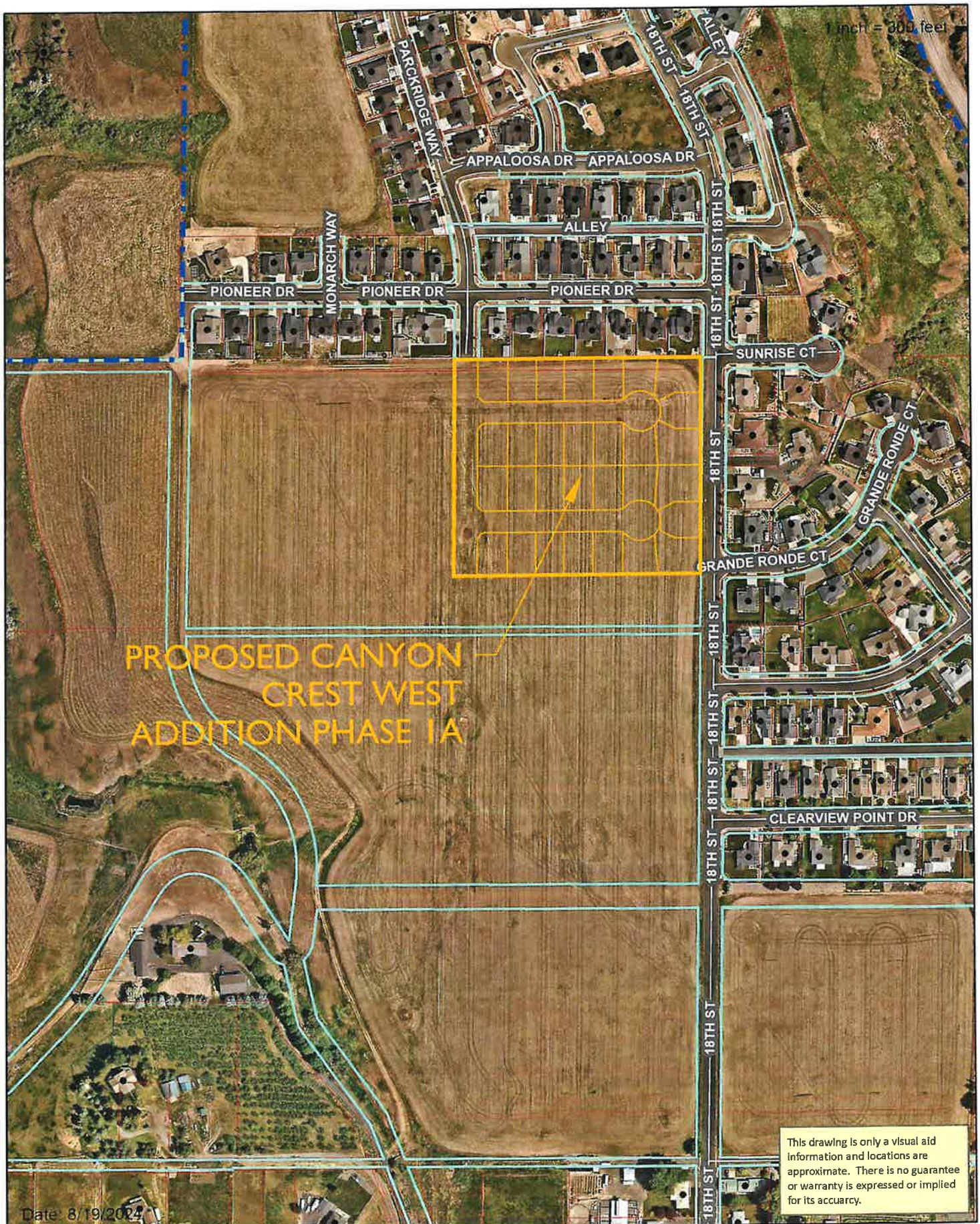
City Staff recommends that the Lewiston Planning and Zoning Commission recommend to the Lewiston City Council approval of the Canyon Crest West Addition, Phase IA preliminary plat as presented. A draft reasoned statement, which incorporates information contained in the staff report, has been included in the information packet for your consideration.

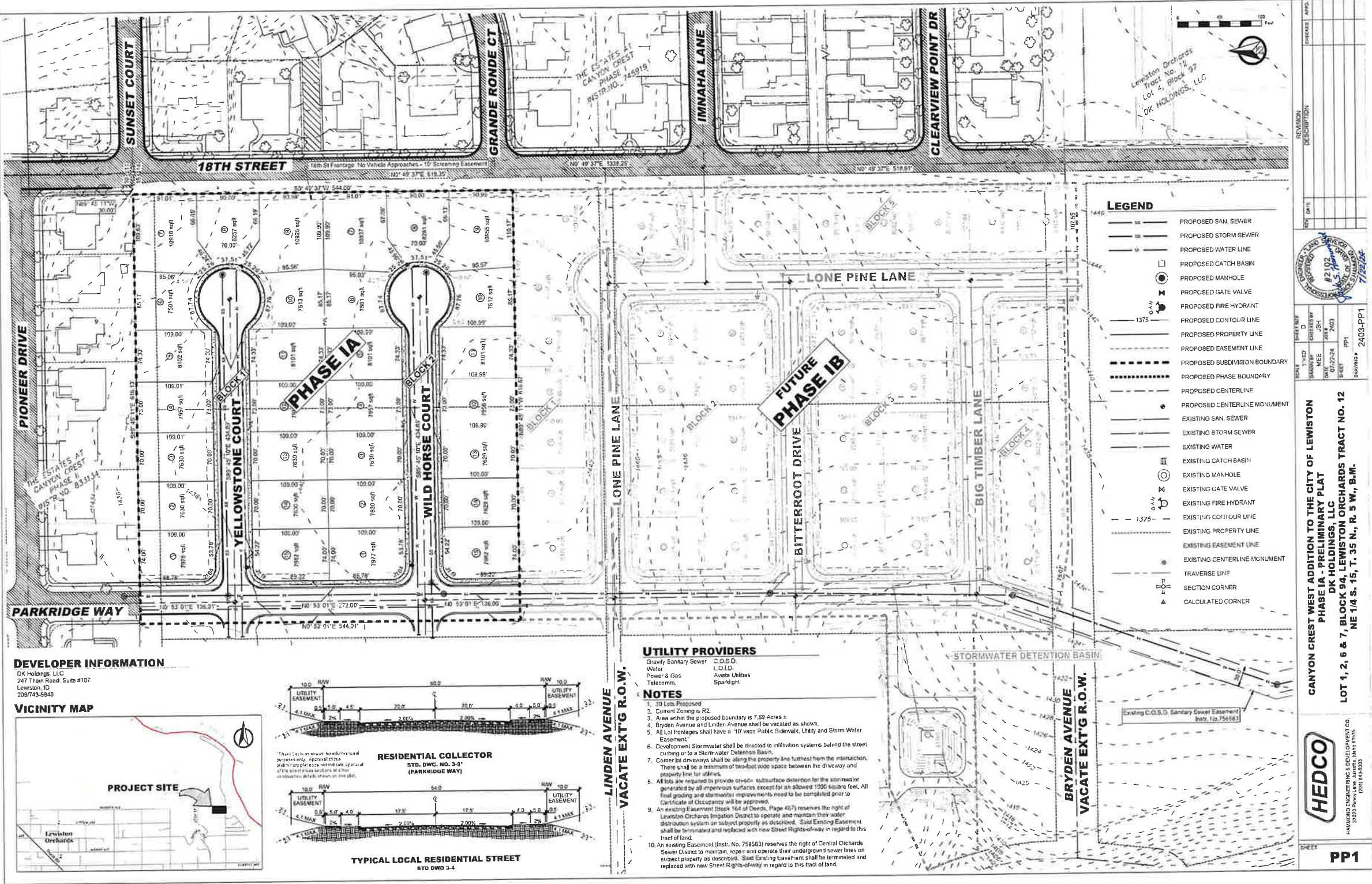
Sincerely,



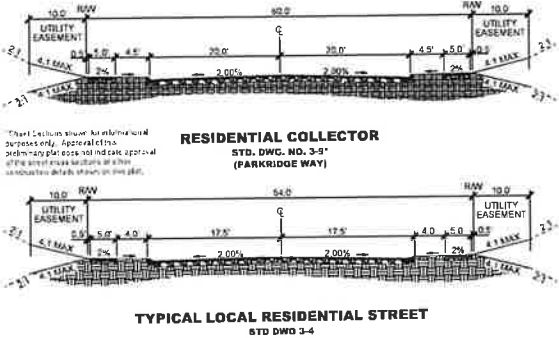
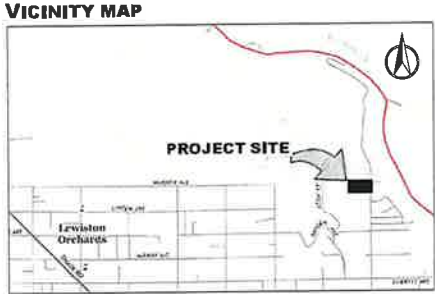
Mark Weigand, PLS
City Surveyor

City of Lewiston





DEVELOPER INFORMATION
DK Holdings, LLC
247 Third Road, Suite #107
Lewiston, ID
208743-5840



- UTILITY PROVIDERS**
Gravity Sanitary Sewer: C.O.S.D.
Water: L.O.I.D.
Power & Gas: Avista Utilities
Telecom: Sparklight
- NOTES**
1. 30 Lots Proposed
2. Current Zoning is R2.
3. Area within the proposed boundary is 7.69 Acres ±
4. Bryden Avenue and Linden Avenue shall be vacated as shown.
5. All Lot frontages shall have a "10' wide Public Sidewalk, Utility and Storm Water Easement".
6. Development Stormwater shall be directed to infiltration systems behind the street curbing or to a Stormwater Detention Basin.
7. Corner lot driveways shall be along the property line furthest from the intersection. There shall be a minimum of ten-foot wide space between the driveway and property line for utilities.
8. All lots are required to provide on-site subsurface detention for the stormwater generated by all impervious surfaces, except for all above 1500 square feet. All final grading and stormwater improvements need to be completed prior to Certificate of Occupancy will be approved.
9. An existing Easement (Block 164 of Deeds, Page 467) reserves the right of Lewiston Orchards Irrigation District to operate and maintain their water distribution system on subject property as described. Said Existing Easement shall be terminated and replaced with new Street Rights-of-way in regard to this tract of land.
10. An existing Easement (Inst. No. 759563) reserves the right of Central Orchards Sewer District to maintain, repair and operate their underground sewer lines on subject property as described. Said Existing Easement shall be terminated and replaced with new Street Rights-of-way in regard to this tract of land.

REVISION	DATE	DESCRIPTION

PROJECT: CANYON CREST WEST ADDITION TO THE CITY OF LEWISTON
SHEET: 2403-PP-1
DRAWING: 2403-PP-1

**CANYON CREST WEST ADDITION TO THE CITY OF LEWISTON
PHASE IA - PRELIMINARY PLAT
DK HOLDINGS, LLC
LOT 1, 2, 6 & 7, BLOCK 94, LEWISTON ORCHARDS TRACT NO. 12
NE 1/4 S. 15, T. 35 N., R. 5 W., B.M.**

HEDCO ENGINEERING & DEVELOPMENT CO.
2305 Penn Lane, Lewiston, ID 83501
(208) 743-5840

PP1

**CITY OF LEWISTON PLANNING AND ZONING COMMISSION
REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS
RECOMMENDING APPROVAL, APPROVAL WITH CONDITIONS, OR
DENIAL OF A SUBDIVISION PRELIMINARY PLAT TO THE LEWISTON
CITY COUNCIL**

This document shall serve as memorialization of the rationale for the recommendation to Lewiston City Council, approving, approving with conditions, or denial of a Subdivision Preliminary Plat, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. *See* I.C. § 67-6535.

I. APPLICATION NUMBER:
SUB24-000006

II. APPLICANT'S NAME AND ADDRESS:
DK Holdings, LLC
247 Thain Rd. Suite 107
Lewiston ID, 83501

III. IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:
A re-plat of portions of Lots 1 and 2, Block 94 of Lewiston Orchards Tract No. Twelve, consisting of 7.69 acres, located along the west side of 18th Street, and south of the existing The Estates at Canyon Crest Phase 2 subdivision, Lewiston, Idaho.

IV. IDENTIFICATION OF ZONING DISTRICT AND NEIGHBORHOOD OF SUBJECT PROPERTY:
Low Density Residential (R-2) Zone, Neighborhood No. 7

V. DATE OF CONSIDERATION:
August 28, 2024

VI. NAME OF GOVERNING BODY:
City of Lewiston Planning and Zoning Commission

VII. NATURE OF SUBJECT APPLICATION:
Application for approval of subdivision preliminary plat.

VIII. DECISION:
The Lewiston Planning and Zoning Commission recommends **APPROVAL** of SUB24-000006 (Canyon Crest West Addition – Phase IA Preliminary Plat).

IX. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are:

None.

X. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this subdivision administrative plat:

1. The proposed subdivision **will** be in compliance with the intents and purposes of Chapter 32 (Subdivisions) of the Lewiston City Code. Lewiston City Code § 32-2 (Purpose and Intent) states:
 - (a) The purpose of this chapter is to provide for the orderly growth and harmonious development of the City of Lewiston, to insure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities; to achieve individual property lots of reasonable utility and livability; to secure adequate provisions for water supply, drainage, sanitary sewerage, and other health requirements; to insure consideration for adequate sites for schools, recreation areas, and other public facilities; to promote the conveyance of land by accurate legal descriptions; and to provide logical procedures for the achievement of this purpose.
 - (b) Its interpretation and application, the provisions of this chapter are intended to provide a common ground of understanding and a sound equitable working relationship between the public and private interests to the end that both independent and mutual objectives can be achieved in the subdivision of land. Applicable commentary:

The Canyon Crest West Addition Phase IA preliminary plat proposes to plat approximately 7.69 acres of undeveloped property located along the west side of 18th Street, and south of the existing The Estates at Canyon Crest Phase 2 subdivision, into 30 lots. In accordance with Section 32-12 of the Subdivision Code, this subdivision is the first phase of a proposed multi-phase development described in a Development Master Plan submitted in August of 2023. All of the proposed lots in the subdivision will be “standard” lots which have frontage on an improved public street that exceeds the minimum required lot width for the zone. Several of the proposed lots are configured to abut 18th Street on the east side of the subdivision. Future transportation plans call for 18th Street to be major collector in the future and indicate that 18th street should be protected from congestion caused by direct residential approaches. To eliminate the undesired residential congestion, building lots along 18th avenue will require reverse frontage, with access control, in the form of a screening easement which will restrict direct access to abutting parcels from 18th Street. The proposed development will require dedication of public right-of-way and construction of public improvements for approximately 1,414 lineal feet of new public streets. The proposed southerly extension of Parkridge Way will be constructed to the residential collector standard. The proposed new east-west streets within the subdivision will be constructed to the Local Residential Street standard, and will incorporate cul-de-sac turn-arounds at their easterly terminuses. Frontage improvements along approximately 544 lineal feet of existing 18th streets east of the proposed subdivision will also be required. An Existing C.O.S.D sewer main already exists in the location

proposed for the Parkridge Way extension. Additional sewer mains will be extended eastward from Parkridge way to serve the remainder of the proposed subdivision. L.O.I.D. has agreed to provide service for the proposed subdivision conditioned upon the successful annexation of the proposed development into the district, and L.O.I.D.'s approval of the designs, construction plans, and constructed improvements of the proposed water distribution infrastructure. Avista Utilities, and Sparklight have also confirmed their intent to provide utility service to the development. CenturyLink/Lumen Technologies has elected to not provide service for the proposed development.

The subject property was recently annexed, and zoned R-2, and the proposed lot configurations adhere to the requirements of the R-2 zone, as outlined in the City of Lewiston Zoning Ordinance, City Code Chapter 37.

The preliminary plat is presented at a scale of 60' to the inch when printed at full scale, which differs from the 100' to the inch standard specified in Section 32-20(a) of subdivision code. Because the 60' to 1" scale provides for better "clarity of lines, bearings, and dimensions" as specified in Title 50-1304 (1) of Idaho Code, City staff recommends that the 60' to 1" scale be accepted as exceeding the code requirement of the specified 100' to 1" scale. With the exception of the noted difference in scale, the preliminary plat complies with the applicable requirements of the City of Lewiston Subdivision Ordinance, City Code Chapter 32.

2. The proposed subdivision **will** be in compliance with the intents and purposes of Chapter 37 (Zoning Code) of the Lewiston City Code. Lewiston City Code § 37-2 (Purpose) states: "The purpose of this chapter is to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare." Applicable commentary:

The proposed plat adheres to the requirements for the R-2 Zone which were established to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare.

3. The proposed subdivision **will** be in compliance with Chapter 37 (Zoning) of the Lewiston City Code standards (unless otherwise waived by Conditional Use Permit or Variance) to include meeting the minimum lot depth, minimum lot width, and minimum lot area standards as set forth by the zoning district which it is located in. Applicable commentary:

The subject property is currently zoned R-2, and the proposed lot configurations adhere to the requirements of that zone as outlined in the City of Lewiston Zoning Ordinance, City Code Chapter 37.

4. The proposed subdivision **will** be in conformance with the Lewiston Comprehensive Plan's requirements and objectives. Applicable commentary:

The proposed plat adheres to the requirements for the R-2 Zone which were established to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare.

5. The proposed subdivision **does** include the entire tract of land, unless an approved preliminary plat, planned unit development (PUD), or approved development master plan shows development in phases. Applicable commentary:

In accordance with Section 32-12 of the Subdivision Code, this subdivision is the first phase of a proposed multi-phase development described in a Development Master Plan submitted in August of 2023.

6. The proposed subdivision **has** been reviewed by applicable public utility providers.

An Existing C.O.S.D sewer main already exists in the location proposed for the Parkridge Way extension. Additional sewer mains will be extended eastward from Parkridge way to serve the remainder of the proposed subdivision. L.O.I.D. has agreed to provide service for the proposed subdivision conditioned upon the successful annexation of the proposed development into the district, and L.O.I.D.'s approval of the designs, construction plans, and constructed improvements of the proposed water distribution infrastructure. Avista Utilities, and Sparklight have also confirmed their intent to provide utility service to the development. CenturyLink/Lumen Technologies has elected to not provide service for the proposed development.

7. The applicant **has** complied with all elements of Lewiston City Code § 32.20. Applicable commentary:

The plat was reviewed by the City Surveyor and Public Works Staff under the direction of the City Engineer. The preliminary plat is presented at a scale of 60' to the inch when printed at full scale, which differs from the 100' to the inch standard specified in Section 32-20(a) of subdivision code. Because the 60' to 1" scale provides for better "clarity of lines, bearings, and dimensions" as specified in Title 50-1304 (1) of Idaho Code, City staff recommends that the 60' to 1" scale be accepted as exceeding the code requirement of the specified 100' to 1" scale. With the exception of the noted difference in scale, the preliminary plat contained the information as required by Section 32.20 of the City Subdivision Code.

8. The proposed subdivision **does not** contain all or any part of the site of a proposed park, school, flood control facility, or other public area as shown by the City's Comprehensive Plan or future acquisitions map.

The approved City Comprehensive plan does not propose any public areas at this location.

9. The proposed subdivision **is not** within a known floodplain. Applicable commentary:

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs) do not indicate that the platted property is located in a designated floodplain.

10. The proposed subdivision **does not** have, in whole or in part, terrain having an average slope exceeding ten percent (10%).

The native slopes of all land located within the plat area are less than the 10% threshold. All constructed improvements will be designed by an Idaho licensed engineer.

11. The proposed subdivision **is** in conformance with the City's Master Transportation Plan and/or neighborhood plan. Applicable commentary:

18th Street is addressed in the current adopted Transportation Plan and measures proposed to restrict residential access, to prevent congestion, adhere to the intents of the plan. The plan does not address, or make recommendations for the other streets located within the applicants proposed development.

12. The proposed subdivision's street name(s) **are** in conformance with Lewiston City Code § 31-85. Applicable commentary:

Parkridge Way is the continuation of an existing street previously approved by the City Council. Yellowstone Court and Wild Horse Court are unique names for the local emergency services dispatch area, and adhere to the requirements established for cul-de-sac streets.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could not** take actions to obtain approval, the explanation is:

Not applicable.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could** take actions to obtain approval, such actions might include:

Not applicable.

NOTICE TO APPLICANT AND AFFECTED PERSONS: The Planning and Zoning Commission's recommendation to the City Council is not a final decision, and thus, shall not be subject to reconsideration or appeal.

By: _____
Signature of Planning and Zoning Commission Chair or Vice Chair or Acting Chair

Printed: _____

Date of Signature: _____

ATTEST: _____
Dawn Ortiz, Community Development Specialist

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Lewiston Planning and Zoning Commission will conduct a public hearing at which you may provide testimony. This public hearing will be held at a meeting which may have additional public hearings on the agenda.

WEDNESDAY AUGUST 28, 2024 at 5:30 P.M.
COMMUNITY DEVELOPMENT DEPARTMENT BUILDING
2ND FLOOR MEETING ROOM,
215 D STREET LEWISTON, ID 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Youtube page or the City's website at cityoflewiston.org.

Testimony for public hearings may be made: in-person at the meeting, by emailing Dawn Ortiz at dortiz@cityoflewiston.org, or by calling (208) 746-1318 ext 7265 and leaving a message.

This public hearing will be to determine approval or denial of the following request:

CONDITIONAL USE PERMIT APPLICATION CUP24-3 BY MICHELLE KING AND THE LEWIS-CLARK VALLEY YOUTH RESOURCE CENTER FOR A TRANSITIONAL HOUSING VILLAGE AT 2207 EAST MAIN STREET: The applicant requests conditional use permit approval to establish a transitional housing village for homeless, young adults between the ages of 18 and 21 years of age on approximately 0.5 acres in the Light Industrial, M-1, Zoning District at 2207 East Main Street and the two adjacent tax parcels to the east and north. This application includes a request to allow some of the required parking to back out onto 22nd Street.

Any person (or persons) may support or oppose the applicant's request. **Persons receiving this notice are encouraged to provide testimony/comment.**

For further information on the above zoning action, the public hearing process, or appeal process, please contact the Community Development Department at (208) 746-1318, ext. 7202 or jplaskon@cityoflewiston.org. Our offices are located at 215 'D' Street, Lewiston. Business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Notice of this public hearing was mailed on 8/xx/24 and xx persons were noticed.

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the meeting coordinator at least forty-eight (48) hours in advance of the meeting at (208) 746-1318, ext. 7202.

City of Lewiston



OWNER1	MAIL_ADD1	MAIL_ADD2	MAIL_CITY	MAIL_ST	MAIL_ZIP
ADCOPE LLC	621 21ST ST		LEWISTON	ID	83501
ALUISIA, EMILY	121 23RD ST		LEWISTON	ID	83501
BANNM, MICHAEL & TRISHA	0150 23RD ST		LEWISTON	ID	83501
BEZONA, LORETA	0113 24TH ST		LEWISTON	ID	83501
BOYCE, KARLA & FIBELSTAD, VINCENT	0211 23RD ST		LEWISTON	ID	83501
CRUSADERS MOTORCYCLE CLUB LLC	PO BOX 2103		LEWISTON	ID	83501
GOODSON, DICK	205 18TH ST		LEWISTON	ID	83501
HAMILTON, WILLIAM WAYNE	PO BOX 84		AHSAHKA	ID	83520
HANSEN, TIMOTHY	0111 22ND ST		LEWISTON	ID	83501
STATE OF IDAHO	P O BOX 36		BOISE	ID	83722
JOHNSTON, RONALD	606 24TH ST		LEWISTON	ID	83501
K L M SERVICES L L C	3424 MEADOWLARK DR		LEWISTON	ID	83501
KESSEL, WILLIAM	5342 LAKEVIEW RD		OROFINO	ID	83544
KING SERVICES REAL EST LLC	2303 MAIN ST		LEWISTON	ID	83501
KNEISLY MARY JANE FAMILY TRUST	2226 RIVERSIDE DR		CLARKSTON	WA	99403
CITY OF LEWISTON	P O BOX 617		LEWISTON	ID	83501
LITTLE, KYLE & LITTLE, TABBATHA	2318 E MAIN ST		LEWISTON	ID	83501
MCCANN, JOE & MCCANN, FRANCES FAMILY LP	202 26TH AVE		LEWISTON	ID	83501
MCFERON, LINDA & GOULD, ROBERT	0125 24TH ST		LEWISTON	ID	83501
NANIK, JEFFREY	0218 22ND ST		LEWISTON	ID	83501
NICE PROPERTIES LLC	504 MAIN ST STE 127		LEWISTON	ID	83501
PIMIENTA, LOPEZ & ARCEO L L C	2214 E MAIN ST		LEWISTON	ID	83501
PURCELL, PATRICK	0208 22ND ST		LEWISTON	ID	83501
SANFORD, THOMAS & THERESA	22225 MISNER RD		LAPWAI	ID	83540
SPARKS, ROBERT R & BETTY	2304 E MAIN ST		LEWISTON	ID	83501
SQUIRES, DUSTIN & HARDIN, JENNIFER	204 22ND ST		LEWISTON	ID	83501
STEPHENS, KEN & CARLSON, CARLA	719 AIRWAY AVE		LEWISTON	ID	83501
TWIN COUNTY UNITED WAY	2207 E MAIN ST		LEWISTON	ID	83501
UHLENKOTT, AMELIA	612 24TH ST		LEWISTON	ID	83501
US ARMY CORPS OF ENGINEERS	CITY COUNTY AIRPORT		WALLA WALLA	WA	99362
VALPEY, TOM & LINDA	0117 23RD ST		LEWISTON	ID	83501
WALTON, MELISSA	0219 23RD ST		LEWISTON	ID	83501
WEAVER LIVING TRUST	0208 23RD ST		LEWISTON	ID	83501

**STAFF USE ONLY**

Case Number: CUP24-3
Hearing Date: 8/28/24
Nature of CUP Application: Transitional Housing Village in M1 Zone

APPLICATION FOR CONDITIONAL USE PERMIT

(Pre-application meeting strongly encouraged)

Conditional use means a use permitted in a particular zone district upon showing that such use in a specified location will comply with all the conditions and standards as specified in Chapter 37 of the City Code, including any additional conditions of approval recommended by the Planning and Zoning Commission.

Pursuant to Idaho Code Section 67-6512(f), exceptions or waivers of standards, other than use, in the Zoning Chapter may be permitted by the Commission through issuance of a conditional use permit only when the exceptions or waivers of standards are incidental to the conditional use permit being considered by the commission.

By submitting this application to the City of Lewiston you are entering a quasi-judicial process. As such, you must not discuss the application with any member of the Lewiston Planning and Zoning Commission, or the Lewiston City Council, outside of the public hearing at which this matter will be heard.

APPLICANT INFORMATION

Full Name: King Michelle L Date: 7/31/2024
Last First M.I.

Address: LC Valley Youth Resource Center, 1633 10th Avenue
Street Address Apartment/Unit #

Lewiston ID 83501
City State ZIP Code

Phone: 208.305.6183 Email: michelle@lcvyrc.org

OWNERSHIP INFORMATION

Property Owner Name: Tiwn County United Way and City of Lewiston

Phone: 208.305.6771 Email: travismyklebust700@gmail.com

Mailing Address: PO Box 1660, Lewiston ID 83501

PROPERTY INFORMATION

Street Address of Subject Property: 2207 E Main St and the two adjacent, city-owned tax parcels,
one to the north and one to the east

Subdivision Name: N.A. Block: N.A. Lot: N.A.

OR attach the most current deed if not part of a subdivision.

Property Zoning: M1

NATURE OF YOUR REQUEST

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER.

1. Please describe the nature of your conditional use request. You should address pertinent issues, which may include: number of employees, hours of operation, anticipated traffic volume increase, health, safety, compatibility with neighboring land use, site access, on-site traffic flow, off street parking, loading/unloading, pick-up/drop-off, landscaping, and other planned on-site improvements.
2. What public facilities and utilities are available to serve your site? Describe the adequacy to serve the use requested. You should provide specific information regarding water supply, sewage, traffic impacts, stormwater detention and drainage, garbage service and other pertinent utilities and services.
3.
 - a. Will the proposed use result in conditions that will tend to generate nuisances (including but not limited to noise, dust, glare, vibrations, odors and the like) and, if so, how will the nuisances be mitigated?
 - b. Describe how/why the proposed use is a public necessity or, if it is not, describe how it is a benefit to the public.
 - c. Describe how the character of the proposed use, if developed according to the plans as submitted, will be in harmony with the area in which it is to be located.
 - d. Describe how the proposed use will not endanger the environment or the public health or safety.
 - e. Describe how the proposed use will be in substantial conformance with the comprehensive plan of the city.

PLAN INFORMATION

Site plans and floor plans are required. Floor plans shall accurately depict room sizes and uses, as well as doorways, windows, walls, hallways and stairways. Building elevation drawings may also be required, as determined by the City Planner.

Site plans shall include the following:

- ☐ Property lines, including dimensions;
- ☐ Street address or legal description;
- ☐ North arrow and scale;
- ☐ Setbacks between buildings and property lines;

- ☒ All building locations, size and uses, labeled as existing and/or proposed;
- ☒ Driveways and parking spaces;
- ☒ Landscaping;
- ☒ Location of garbage dumpsters
- ☐ Other information, as directed by the Community Development Director, necessary to fully explain and describe the nature of the request.

The plans, as approved or modified by the Planning and Zoning Commission, shall be deemed a part of the applicant's conditional use permit and all use and development shall comply with the plans, application and conditions of approval set by the Planning and Zoning Commission, as well as all applicable City Codes. Nothing in a conditional use permit approval shall be interpreted as allowing the owner or applicant variation from current ordinances that were not specifically addressed at the time of conditional use permit approval.

APPLICATION SUBMITTAL AND PROCESSING

Incomplete applications will not be processed.

Application fee must be paid at the time of submittal.

Expect a five to seven working day application review period prior to commitment to schedule the required public hearing. Corrected or additional information may be required after application submittal, based upon application review.

APPLICANT'S CERTIFICATION

The applicant(s) hereby certifies that the information contained in this application is true and correct to the best of my/our knowledge.

Signature of Applicant:

Christall Kij, President (LCV YRC)

Date: 8/2/2024

The Property Owner hereby authorizes this application:

Signature of Owner:

[Signature] (TCUW)

Date: 8/2/24

Signature of Owner:

[Signature] (COL)

Date: 8/5/24

LC Valley Youth Resource Center
Conditional Use Permit Application
for 2207 East Main Street

1. Please describe the nature of your conditional use request. You should address pertinent issues, which may include: number of employees, hours of operation, anticipated traffic volume increase, health, safety, compatibility with neighboring land use, site access, on-site traffic flow, off street parking, loading/unloading, pick-up/drop-off, landscaping, and other planned on-site improvements.

Helping local unaccompanied teens navigate their way into adulthood “takes a village.” Please consider the LC Valley Youth Resource Conditional Use Permit Application to build the **Village** local youth need to successfully transition into thriving adults.

The LC Valley Youth Resource Center **Village** will provide young adults with a housing program specifically designed to meet their unique needs.

The Village will consist of 12 sleeping units (aka cottages or pseudo tiny houses) with bathroom and shower, a unit for the live-in on-site host, and an outdoor recreation area. There will be a “Commons Building” for cooking, laundry, socialization, and training.

The LC Valley Youth Resource Center Village will serve up to 12 displaced local young adults ages 18-20 experiencing or at-risk of experiencing homelessness with priority placement for LCVYRC guests, active local high school students, and youth exiting foster care. Village programming is designed to mitigate the risks of first-time renters and teach “adulting” skills including cleaning, cooking, meal planning, smart grocery shopping, financial literacy, healthy relationships and more.

All guests will be under age 21, therefore, alcohol and/or tobacco products will not be allowed on the property. The Village will be “high barrier,” which is to say participants must agree to program stipulations including drug testing.

Guests will be required to make progress towards self-identified goals such as finishing high school, pursuing secondary or trade training opportunities, employment, and a transitional plan to execute before the guests’ 21st birthday.

The Village Vision is to successfully transition youth experiencing homelessness into adulthood through self-sufficient and sustainable living and learning skills to promote economic independence and long-term health.

Most of the pertinent details are included in the Facility Management Plan which is included with this application. Below are a few bullet points to call out answers to the criteria in question 1.

- **Total number of employees for this facility:** 5
- **Hours of operation:** Direct on-site adult supervision will be provided 24 hours a day, 7 days a week for 365 days a year.
- **Anticipated traffic volume increase:** It is uncommon for this population to have driver’s license and/or automobiles. The expected increase in traffic consists of two more employees than currently work at Twin County United Way and up to three participants with automobiles.
- **Health, safety, compatibility with neighboring land use:** Adjacent land consists of a vacant lot, a large personal shop, El Sombrero across the street, and residential homes to

the north. A well-managed, gated tiny-house type community will improve the health and safety of the neighborhood.

- **Site access:** Primary access point is through the front door on the south side of the Activity Center, which faces Main Street.
- **On-site traffic flow:** n/a
- **Off street parking:** 9 off-street parking spots (including 1 ADA spot) are included in the plan. The LCVYRC team does not anticipate all the parking spots will be utilized as most Village participants will not drive.
- **Landscaping:** Landscaping will include trees and an outdoor recreation area in compliance with Lewiston City Code 42-35.
- **Other planned on-site improvements:** The Village will be a gated community of cottages for young adults ages 18-20. This community will meet all the requirements detailed in Lewiston City Code sections 37-125 and 42-31 through 42-35.

Please reference attached Facility Management Plan for additional details.

2. What public facilities and utilities are available to serve your site? Describe the adequacy to serve the use requested. You should provide specific information regarding water supply, sewage, traffic impacts, stormwater detention and drainage, garbage service and other pertinent utilities and services.

These are addressed in the "Keyed Notes" on the architectural diagram.

- a. Will the proposed use result in conditions that will tend to generate nuisances (including but not limited to noise, dust, glare, vibrations, odors and the like) and, if so, how will the nuisances be mitigated?

Use will not generate nuisances. The exception may be some noise during weekend outdoor activities such as barbeques or outdoor movie nights in the designated recreation area. This area is not adjacent to residential neighbors.

LC Valley Youth Resource Center will be a respectful neighbor and teach participants to do the same. If a neighbor has a concern, they may contact the on-site supervisor to mitigate the situation.

- b. Describe how/why the proposed use is a public necessity or, if it is not, describe how it is a benefit to the public.

This proposed use is a public necessity. One in ten young adults aged 18-25 experienced homelessness in the United States in 2022 (National Conference of State Legislators, 2023, <https://www.ncsl.org/human-services/youth-homelessness-overview>). According to the National Alliance to End Homelessness, National Youth and Transitions Database State Data Snapshots 2018-2022, 43% of Idaho foster youth aged 19 experienced homelessness over the past two years. Additionally, the majority of chronically homeless adults became homeless for the first time during their childhood (Parpouchi et al., 2021, <https://bmcpsy psychiatry.biomedcentral.com/articles/10.1186/s12888-021-03142-0>). The LCVYRC's goal is to sustainably break the cycle of homelessness in our community by facilitating life-changing opportunities for displaced local youth and young adults.

The LC Valley Youth Resource Center currently provides services, including overnight shelter, for displaced local youth ages 12-17. However, LCVYRC is unable to provide shelter to adults, so youth are required to leave on their 18th birthday. Current data indicates 15 LCVYRC youth will be in need of housing within the next 18 months.

LCVYRC's case management team works with youth to prepare for coming of age, but there are legal barriers preventing success. Unaccompanied youth are unable to sign rental applications, establish bank accounts, and agree to credit checks required for most rental properties. Therefore, youth are unable to prepare for this transition before becoming legal adults.

Young adult housing challenges are also compounded by rental scarcity in our community. Lewiston's rental market does not have available inventory for high-risk, newly 18-year-old tenants who do not have an established credit score, a co-signer, or first-last-and-deposit to mitigate the risk factors.

The LCVYRC team has tested multiple solutions to overcome housing obstacles for youth as they become adults, and unfortunately, these efforts have fallen short of meeting the demand. Many youth have expressed hopelessness for being unable to secure permanent housing and have been hospitalized for attempting suicide within the first six months of their adulthood. There is a need for transitional housing with wraparound support as LCVYRC participants mature from youth to adult while facing challenges unique to their population.

Beyond meeting the minimum requirement of being a public necessity, the LC Valley Youth Resource Center Village will facilitate generational change for local young adults.

- c. Describe how the character of the proposed use, if developed according to the plans as submitted, will be in harmony with the area in which it is to be located.

This proposal includes land which is currently host to the Twin County United Way and a field of cheat grass which used to be a park. The proposed use will repurpose and reinvigorate the property while continuing to provide resources for the community. This Village will be a gated community of cottages with the required full-perimeter privacy fence.

- d. Describe how the proposed use will not endanger the environment or the public health or safety.

The LC Valley Youth Resource Center will abide by all environmental, public health, and safety regulations while modeling clean and healthy life skills for at-risk youth.

- e. Describe how the proposed use will be in substantial conformance with the comprehensive plan of the city.

The proposed use conforms to the following goals articulated in "ENVISION LEWISTON 2044" Appendix A Action plan.

H.1.1.2 Explore opportunities for increasing production of affordable housing by increasing the supply of rental units serving residents currently receiving rental subsidies, or by getting involved in the development of public housing. This may include pursuing public private partnerships to fund development, establishing a housing authority, and other actions such as amending the zoning code to facilitate and/or encourage more multi-family residential housing supply and supporting rezone, conditional use permit and planned unit development applications for such housing.

H.1.3.2 Encourage more housing through support of support conditional use permit and planned unit development applications for needed housing types, evaluating and updating zoning code to allow for more needed housing types, and incentives like density bonuses to facilitate more housing units.

LC Valley Youth Resource Center – Transitional Housing Code Compliance Notes

Additional notes relevant to Lewiston Code Sec 37-125

- Location shall be within one-quarter (0.25) mile of a public transportation route, as measured along the shortest route on the city street system, between the public transportation route and the closest point of the subject property;
 - .2 miles from bus route
- Parking shall be provided as set forth in article VII of this chapter;
 - Village designs comply with this requirement.
- Notwithstanding section 37-153 of this Code, a six-foot tall minimum sight obscuring fence or equivalent landscape screening shall be provided along all neighboring property lines, excluding a street or alley right-of-way;
 - Fence included in architectural plans
- Fixed night lighting sufficient to provide illumination and clear visibility of all outdoor areas during the hours between thirty (30) minutes after sunset and thirty (30) minutes before sunrise shall be provided in a manner that does not glare or trespass onto adjoining property;
 - Lighting will be installed and configured in compliance with this requirement
- Indoor client intake waiting area shall be provided
 - Activity Center commons space will serve as indoor waiting area
- Access into a homeless shelter, or bridge housing shelter shall be controlled through a single point of entry for each building.
 - Gated cottage community will have single point of entry.

Additional notes relevant to Lewiston Code Sec 42-31 through 42-35

Sec. 42-31. - Purpose; applicability.

- A. *Purpose.* The purpose of this article is to provide standards for the development of transitional housing villages in the City of Lewiston, which are designed to provide low-cost or no-cost temporary housing options for persons experiencing homelessness or lack of permanent housing to facilitate the opportunity for such persons to transition to permanent housing.

The Village will be a low-cost or no-cost temporary housing solution for local youth depending on their unique circumstances. For example, full-time high school students will be provided housing at no-cost. Graduates with full-time employment will have sliding-scale fees.

- B. *Applicability.* This article applies only to transitional housing villages, as defined herein, in the City of Lewiston, and shall not apply to transitional housing other than in transitional housing villages.

The Village is a transitional housing village.

Sec. 42-32. - Definitions.

- a) *Recreation area* means an area within a transitional housing village reserved for and having recreational equipment and/or otherwise improved open space to be used for leisure activities of transitional housing village residents.

The recreation area is designated on the drawing.

- b) *Transitional housing village* means a lot, parcel, or tract of land developed, used, or intended to be used for the purpose of providing transitional housing for homeless persons or persons without permanent housing; having a commons building that provides kitchen, bathroom, and laundry facilities, but not sleeping accommodations, for residents and that may or may not include sleeping quarters or an apartment for on-site staff; where sleeping units, as defined herein, are provided outside of the commons building for residents.

The LC Valley Youth Resource Center Village will be a self-contained, gated community specifically designed to provide safe, stable, and appropriate shelter for youth aged 18-20 as they transition into adulthood.

The Village will provide shelter for youth who meet one or more of the following criteria:

- Have been forced to leave their home
- Cannot live safely with a parent, legal guardian, or relative
- Have no other safe alternative living arrangement
- Are homeless or at risk of experiencing homelessness

- c) *Sleeping unit* means a building that:

1. Is two hundred eighty-eight (288) square feet or less in floor area, including lofts;

Village “cottages” (aka sleeping units) are 200 square feet. The ADA compliant unit is 240 square feet.

2. Is designed, built, and has permanent provisions for human occupancy as a place for sleeping;

Village cottages will be on permanent foundations with appropriate utilities including water, sewer, and electricity.

3. May include provisions for living, eating, and either sanitation or kitchen facilities, but not both sanitation and kitchen facilities; and

Cottages will not include kitchen facilities. Kitchen facilities will be located in the Activity Center (aka commons building).

4. Is built in accordance with the requirements of the codes adopted in chapter 10 of this Code.

Architectural designs incorporate all the requirements of the codes adopted in chapter 10.

Sec. 42-33. - Zoning districts; minimum spacing.

- a) *Zoning districts.* Transitional housing villages shall be permitted in the zoning districts specified in chapter 37 of this Code.

Property is in the correct zoning districts.

- b) *Minimum spacing.* A transitional housing village shall not be located closer than three quarters ($\frac{3}{4}$) of a mile (three thousand nine hundred sixty (3,960) feet) to another transitional housing village, as measured along the shortest route on the city street system.

This is the first transitional housing village in Lewiston.

Sec. 42-34. - Facility management plan.

The Facility Management Plan is included with this application.

Sec. 42-35. - Development standards.

- a) *Commons building.* A transitional housing village shall provide a commons building that provides kitchen, bathroom, and laundry facilities for its residents, and which may or may not include sleeping quarters or an apartment for on-site staff.

The current Twin County United Way building will be remodeled to become the "Activity Center" and serve as the Village Commons Building. Designs are included with this application.

- b) *Minimum lot size.* None. Minimum lot dimensions and area shall be as necessary to comply with the development standards in this article.

The three lots combined comply with the development standards in this article.

- c) *Yards/setbacks for commons building and sleeping units.*

1. No commons building or sleeping unit shall be closer than:

- a) Fifteen (15) feet to a front property line;

- b) Fifteen (15) feet to a street side property line on a corner lot;
- c) Ten (10) feet to any other property line;
- d) Ten (10) feet to another sleeping unit; provided, however, there shall be at least six (6) feet between any associated deck, porch, patio cover, or other structure attached to the sleeping unit, or freestanding, but less than three (3) feet from the sleeping unit(s); or
- e) Five (5) feet to the transitional housing village interior roadway.

Village designs comply with these requirements.

- d) *Building height.* The maximum building height, as defined in chapter 37 of this Code, shall be sixteen (16) feet, except for a two-story commons building, which shall not exceed twenty-eight (28) feet in height.

Village designs comply with these requirements.

- e) *Accessory structures.* Accessory structures shall be permitted in accordance with the following provisions:
 1. Accessory structures shall meet the minimum yard/setback requirements for the commons building and sleeping units, as set forth in subsections (c)(1)a. through c. of this section.
 2. Accessory structures attached to a sleeping unit or freestanding, but less than three (3) feet from the structure to which they are accessory, shall maintain a minimum of six (6) feet from any other structure.
 3. Accessory structures shall be set back from the transitional housing village interior roadway by a minimum of five (5) feet.
 4. No accessory structure shall exceed two hundred sixty-four (264) square feet, unless:
 - a) It is a carport or garage for all or multiple tenants, in which case it shall not exceed two hundred sixty-four (264) square feet multiplied by the number of sleeping units it is intended to serve;
 - b) It is for storage for overall property maintenance by the owner/manager, in which case it shall not exceed one thousand two hundred (1,200) square feet; or
 - c) It is a common recreation/social gathering building for use by tenants, in which case it shall not be size-limited.
 5. Accessory structures shall not exceed sixteen (16) feet in height.

Village designs comply with these requirements.

- f) *Off-street parking.* Off-street parking within transitional housing villages shall conform to the following minimum standards.
 1. A minimum of 0.33 parking space per sleeping unit, plus one (1) parking space per staff member on the largest shift, shall be provided on the transitional housing village property, and no such required parking shall encroach into any public street right-of-way.

2. Required parking spaces may be separate from each other or grouped in any number; however, no required parking spaces shall be arranged in tandem.
3. Required parking spaces and the related service driveway(s) shall be surfaced with asphalt or concrete, permeable pavement/pavers, or compacted gravel; provided, however, that for any compacted gravel driveway, the part of it closest to and joining the street shall be asphalt or concrete for a minimum distance of forty (40) feet to mitigate tracking of gravel onto the street. Individual parking stalls shall be striped or indicated with wheel stops.
4. If multiple parking spaces are provided side-by-side, then they shall be striped or indicated with wheel stops.
5. All parking spaces and drive aisles shall be designed and improved to the dimensional standards of City Standard Drawing 1-15, as may be amended or replaced from time-to-time.
6. The parking lot landscaping standards of chapter 37 of this Code shall not be required, unless as a condition of approval imposed through a conditional use permit.
7. A minimum of one (1) covered bicycle parking space with a bike rack for bicycle locking, or one (1) bicycle locker or covered bicycle locker space, per sleeping unit shall be provided. Such bicycle parking spaces may be grouped together or provided individually at each sleeping unit, the latter of which shall not include areas beneath sleeping unit eaves or front door stoop overhangs.

Village designs comply with these requirements.

- g) *Screening.* Screening shall be required along the perimeter of the lot. Such screening shall be a minimum of six (6) feet tall, or four (4) feet tall along a street frontage, and may consist of sight-obscuring fencing or landscaping that is dense enough to be sight-obscuring. Such screening may include existing fencing or landscaping along the perimeter of the lot. Screening shall not interfere with a required sight-distance triangle.

Village designs comply with these requirements

- h) *Recreation area.* An outdoor recreation area shall be required in each transitional housing village. The recreation area shall be a minimum of five (5) percent of the lot area and shall have a minimum of one and one-half (1½) inch caliper shade tree per three hundred fifty (350) square feet of outdoor recreation area. A fraction of one-half (0.5) or higher shall be rounded up to the nearest whole number in doing this calculation. The recreation area shall be accessible to all transitional housing village residents and shall be of slope and configuration as to be practicable for the intended purpose. The recreation area shall contain active and/or passive recreation improvements, which may include, but is not limited to, grass, trees, shrubs, picnic tables, playground equipment, shade structures, barbecues, and horseshoe pits. The recreation area shall not be displaced or reduced below the minimum required size.
- i) *Shade trees.* A minimum of one and one-half (1½) inch caliper shade tree shall be placed every thirty-five (35) feet on the perimeter of the transitional housing village. All required shade trees shall be maintained, and replaced as necessary, by the transitional housing village owner. An automatic drip irrigation system shall be provided by the transitional housing village owner for all required shade trees.

- j) *Street access and interior driveway circulation.* Street access and interior driveway circulation shall meet the standards required by the public works and fire departments.
- k) *Stormwater detention facilities.* Stormwater detention facilities shall be provided, subject to the requirements of the public works department.

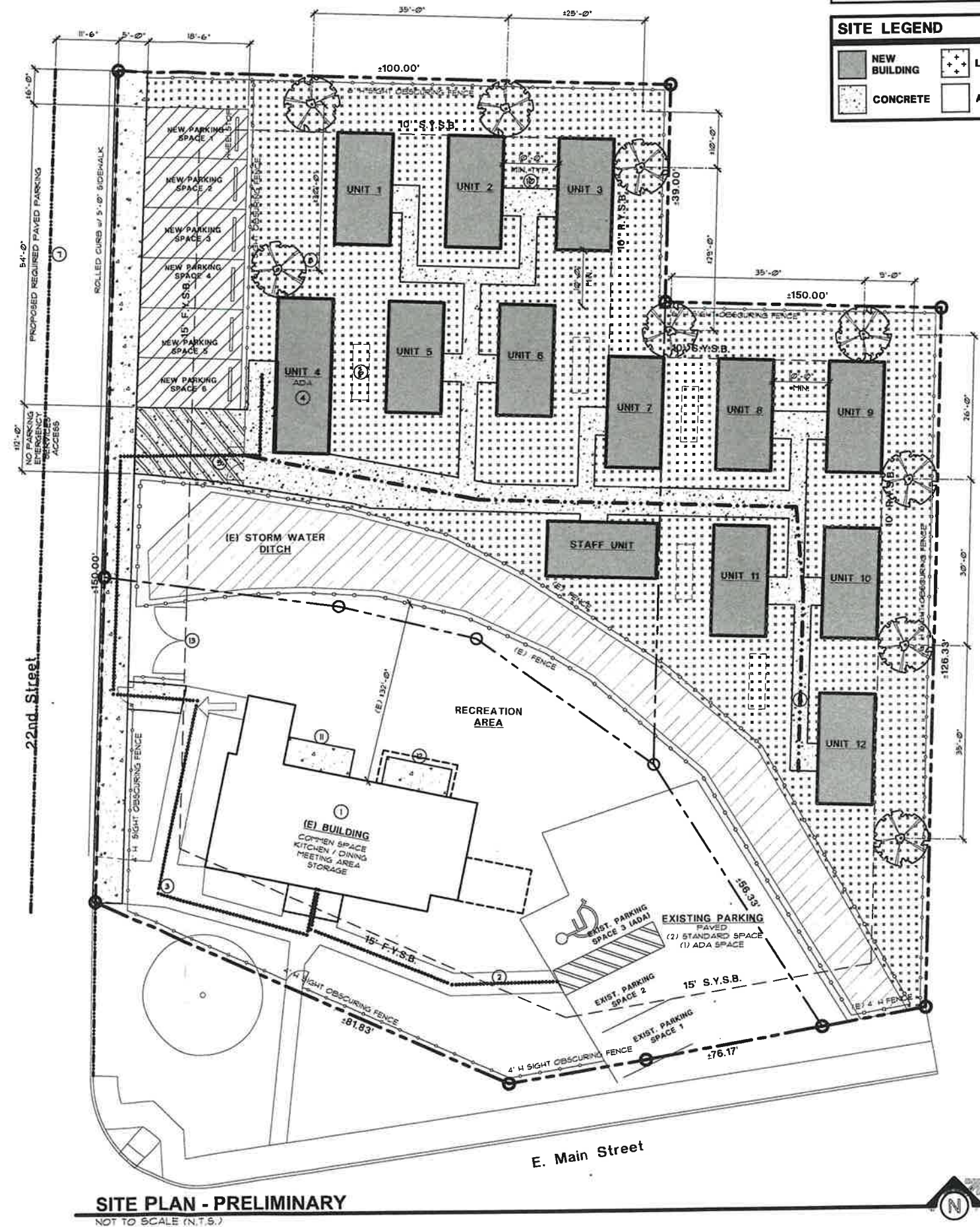
Village designs comply with these requirements

1. Request that required parking area on 22nd Street be allowed to back onto street.

(E) BUILDING : 5 space for staff
SLEEPING UNITS : 12 x .33 = 4 spaces
TOTAL PARKING REQUIRED : 9 spaces total (paved)

TOTAL PARKING SHOWN = 9 spaces total

- ① The existing building is to be remodeled as a common use area. Functions will include a commercial grade kitchen with Type I hood (fire suppression system), a laundry area, an open space for dining / meeting area and (2) accessible restrooms. See page 2 for a preliminary floor plan.
- ② There is an existing accessible parking space with a paved access to the main entry door of the existing building. A dotted line indicates the path of accessibility.
- ③ The scope of work of the project will include providing an accessible route from the main entry door of the existing building to the sleeping unit that will be accessible. Proposed sidewalk improvements are indicated on the drawing. A dotted line indicates the path of accessibility.
- ④ Sleeping units shall be constructed by an Idaho licensed general contractor OR if built off site, shall have a HUD inspection sticker. All site work shall be constructed by an Idaho licensed general contractor. All mechanical, electrical and plumbing work shall be completed by Idaho licensed contractors.
- ⑤ A double gate shall be provided at the main entry to the sleeping area. One gate shall have key code access for tenants. Second gate shall have Knox lock for emergency personnel to access a wider opening. The paved area at the gate is striped as "no parking" and is to be used by emergency personnel only.
- ⑥ Storm water infiltration trench(s) to be designed by an Idaho licensed civil engineer per city standards for development north of the existing storm water ditch;
- ⑦ R.O.W. improvements required on 22nd Street to be city standards. Indicating a rolled curb and 5'-0" sidewalk. Request that parking be allowed to back into 22nd Street. New parking area required to be paved.
- ⑧ Trees around perimeter. Maximum spacing to be 35'-0".
- ⑨ Distance for fire hose reach from main entry gate, following paved sidewalk, to most remote sleeping unit is 148'. _____ linetype indicates measured path.
- ⑩ Units are minimum 10'-0" apart.
- ⑪ Concrete pad for kitchen hood make-up air unit.
- ⑫ Covered area for secured, covered bike racks / bike storage.
- ⑬ Pair of 5'-0" gates for access to 22nd Street.
- ⑭ There is not enough space between the existing building and the existing storm water ditch for additional required parking spaces behind the existing building. The area behind the existing area is proposed for the required recreation area.



**YOUTH RESOURCE CENTER TRANSITIONAL HOUSING
PRELIMINARY OPTION B.2**

2207 Main Street Lewiston Idaho

SITE DIAM - C 11 D

CLEVER FOX
ARCHITECTURE

 0201 1st Street, Studio B, Lewiston, ID 83501

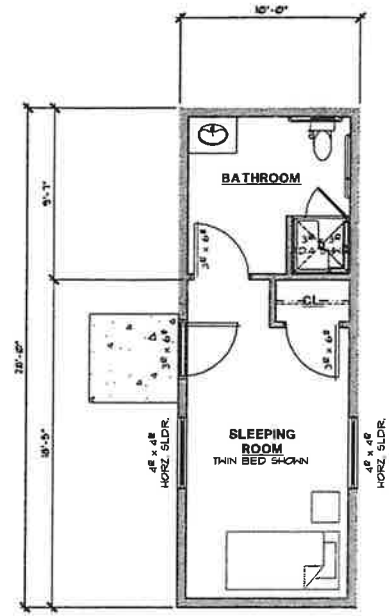
 (509) 552-3463

DRAWN BY: MR
CHECKED BY: MR
DATE: 7/31/2024
JOB NO: 24-06-30
REVISION DATE:

PRELIMINARY

SHEET NO: **1**

3



ADA UNIT
1/4" = 1' — 0"



STD. UNIT - OPT. 'B'
1/4" = 1' — 0"

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

SHEET NO:
3

DRAWN BY: MR
CHECKED BY: MR
DATE: 1/31/2024
JOB NO: 24-06-30
REVISION DATE:



(509) 552-3463
office@cleverfoxarchitecture.com
1201 1st Street, Studio B, Lewiston, ID 83501
cleverfoxarchitecture.com

**YOUTH RESOURCE CENTER TRANSITIONAL HOUSING
PROPOSED SLEEPING UNIT LAYOUTS**

2207 Main Street Lewiston Idaho

FLOOR PLAN - SLEEPING UNITS

3



Village Program

Facilitating Generational
Change

Facility Management Plan

Contact: Michelle King

Phone: 208.305.6183 (direct voice & text)

208.717.5566 (generic voice & text)

Email: michelle@lcvyrc.org

Website: www.lcvyrc.org

August 2, 2024

Summary

Right now, there are thousands of homeless youth across the nation approaching their 18th birthday that are not eager to reach this traditionally exciting life milestone (National Conference of State Legislators, 2023, <https://www.ncsl.org/human-services/youth-homelessness-overview>). For them, becoming 18 will literally throw them into a world of many “unables” – unable to sign a lease for a residence, unable to secure/provide a deposit, unable to obtain a job, unable to obtain needed education, unable to obtain critical support, and so forth. In Region 2 of the state of Idaho, this same scenario holds true for many homeless and at-risk youth.

The LC Valley Youth Resource Center (LCVYRC) currently serves youth aged 12-17 in Lewiston, Idaho and Clarkston, Washington. While the LCVYRC has been honored to serve these youth since 2020, a significant care gap has also been observed that, sadly, mirrors the above scenario. For example, at present, the LCVYRC is aware of 15 homeless and at-risk youth that will be forced into a world of “unables” in the next 18 months.

It is well known that the majority of chronically homeless adults were first homeless as a youth (Parpouchi et al., 2021, <https://bmcpsy psychiatry.biomedcentral.com/articles/10.1186/s12888-021-03142-0>). As such, developing positive solutions for homeless youth translates into reducing/eliminating adult homelessness for many. While the LCVYRC has successfully developed positive solutions for youth aged 12-17, without a guided and supported transition into adulthood, these youth are destined to once again become homeless. This is where the LCVYRC Village program comes in.

The LCVYRC Village program is a transitional housing facility and service, comprised of a commons building and 13 cottages to individually house 12 youth aged 18-20 as well as an employee host. By providing stable housing and support services, these youth can focus on identifying and developing needed skills and resources to become successful adults in the community. Thus, The Village will allow the LCVYRC to provide an opportunity for generational change for these youth, with an emphasis on social and emotional wellbeing, permanent connections, financial literacy, health, nutrition, education, employment, and safe and stable housing.

The LCVYRC is excited to create the support bridge needed to ensure a successful transition into young adulthood for homeless and at-risk youth with The Village program. It takes “a village” to confidently ensure these youth are able to reach the sustainability they deserve.

Need for Assistance

One in ten young adults aged 18-25 experienced homelessness in the United States in 2022 (National Conference of State Legislators, 2023, <https://www.ncsl.org/human-services/youth-homelessness-overview>). According to the National Alliance to End Homelessness, National Youth and Transitions Database State Data Snapshots 2018-2022, 43% of Idaho foster youth aged 19 experienced homelessness over the past two years. Additionally, the majority of chronically homeless adults became homeless for the first time during their childhood (Parpouchi et al., 2021, <https://bmcpsy psychiatry.biomedcentral.com/articles/10.1186/s12888-021-03142-0>). The LCVYRC's goal is to sustainably break the cycle of homelessness in our community by facilitating life-changing opportunities for displaced local youth and young adults.

The LC Valley Youth Resource Center currently provides services, including overnight shelter, for displaced local youth ages 12-17. However, LCVYRC is unable to provide shelter to adults, so youth are required to leave on their 18th birthday. Current data indicates 15 LCVYRC youth will be in need of housing within the next 18 months.

LCVYRC's case management team works with youth to prepare for coming of age, but there are legal barriers preventing success. Unaccompanied youth are unable to sign rental applications, establish bank accounts, and agree to credit checks required for most rental properties. Therefore, youth are unable to prepare for this transition before becoming legal adults.

Young adult housing challenges are also compounded by rental scarcity in our community. Lewiston's rental market does not have available inventory for high-risk, newly 18-year-old tenants who do not have an established credit score, a co-signer, or first-last-and-deposit to mitigate the risk factors.

The LCVYRC team has tested multiple solutions to overcome housing obstacles for youth as they become adults, and unfortunately, these efforts have fallen short of meeting the demand. Many youths have expressed hopelessness for being unable to secure permanent housing and have been hospitalized for attempting suicide within the first six months of their adulthood. There is a need for transitional housing with wraparound support as LCVYRC participants mature from youth to adult while facing challenges unique to their population.

Approach

Through a combination of shelter and services, LC Valley Youth Resource Center Village participants will show improvements in all four outcome areas: safe and stable housing, education or employment, permanent connections, and social/emotional well-being.

Safe, Stable, and Appropriate Shelter

The LC Valley Youth Resource Center Village will be a self-contained, gated community specifically designed to provide safe, stable, and appropriate shelter for youth aged 18-20 as they transition into adulthood.

The Village will provide shelter for youth who meet one or more of the following criteria:

- Have been forced to leave their home
- Cannot live safely with a parent, legal guardian, or relative
- Have no other safe alternative living arrangement
- Are homeless or at risk of experiencing homelessness

Safety is the top priority at The Village. Many facets of the safety policy and related practices are detailed in the subsections below, including 24/7 supervision, program practices, physical structures, technology, and procedures to protect participants from exposure.

Youth ages 18 through 20 are eligible to participate in The Village program. This includes pregnant and parenting youth ages 18 through 20 and their child(ren). Each Village youth will have a self-identified plan to successfully secure permanent housing before their 21st birthday.

Housing Model and Structure

The LC Valley Youth Resource Center Village will be a self-contained, gated, tiny house community, and provide safe, stable, and appropriate housing for local youth aged 18 through 20 and their child(ren).

Participants enter through a welcoming Activity Center which includes a commercial kitchen, dining area, contemporary classroom, a gender-neutral restroom, laundry facilities, and a basic needs supply storage.

Registered participants will enter the housing community (north of the moat) by entering an access code at the gate on the southwest corner. The cottage with the most universal line-of sight will be reserved for the onsite host.

Twelve individual youth cottages will be dispersed throughout the securely fenced property. The cottages will be 10'x20' and include a bed, desk, dresser, closet, and bathroom with shower. One cottage will be slightly larger to facilitate ADA accommodations.

Supplies will include linens, cleaning equipment, and basic dorm-like supplies. Each cottage will serve one displaced local youth. Pregnant or parenting participants will be provided with equipment and furnishings for their child(ren). The Village will not serve any other demographics or provide any other community functions.

Practice, procedures, and client safety

The LC Valley Youth Resource Center Village team will consist of a Team Leader/Case Manager, two Case Managers, a Home Economics Specialist, and a Maintenance Specialist. All team members will receive training in trauma informed care, human trafficking, sexual exploitation, leadership, de-escalation, emergency preparedness, mental health first aid for youth, suicide prevention, motivational interviewing, first aid, and more. Complete training curriculum will comply with US Family and Youth Services Bureau (FYSB)– Children and Family Services – Runaway and Homeless Youth training standards for FYSB funded Transitional Living Programs.

Direct on-site adult supervision will be provided 24 hours a day, 7 days a week for 365 days a year. Case Managers daytime schedule will be staggered to ensure supervision throughout all hours of the day and night. The three Case Managers will rotate staying overnight in the host cottage based on a fixed schedule. The ratio will be no greater than twelve young adults to one case manager at any time.

During the intake process, each youth will work with their Case Manager to develop an exit plan which includes safe and appropriate housing. In most circumstances, this plan will include incrementally developing a savings for first/last/deposit and building monthly savings to equate to the amount needed to pay rent once they move out. When appropriate, Village team members will provide letters of support for youth participants as they apply for their next housing opportunity.

Youth will also be required to make progress towards self-identified goals such as finishing high school, pursuing secondary or trade training opportunities, and/or employment.

All participants will be under the age of 21, therefore, alcohol and/or tobacco products will not be allowed on the property. Illegal drugs are also prohibited. Participants must

consent to routine drug testing. Registered sex offenders will not be allowed on the property.

The Village will ensure youth safety by requiring all visitors to check in at the Activity Center. Visitors will only be allowed in common areas and will not be allowed into the gated cottage area. Visitors will be required to leave by 8:00 pm. Aftercare for former participants will be conducted in the Activity Center as well. Only current youth, their child(ren), and employees will be allowed into the gated housing community. This will protect participating youth and their child(ren) from exposure.

The Village will have a robust outdoor video surveillance system, which will also provide video surveillance inside the Activity Center. Pregnant or parenting youth ages 18 through 20 will be provided with additional and appropriate safety resources such as baby monitors, etc.

When the Village reaches maximum occupancy, Case Managers will work with the Idaho Region II Access Point to provide new applicants with a warm hand-off to additional community resources. This applies for youth ages 18 through 21. Youth under age 18 (and their child/children) are welcome at the 10th Avenue LCVYRC facility.

Participant Acceptance Protocol

The Village will consider applications from youth who meet one or more of the following criteria:

- Have been forced to leave their home
- Cannot live safely with a parent, legal guardian, or relative
- Have no other safe alternative living arrangement
- Are homeless or at risk of experiencing homelessness

And who meet all the following criteria:

- Are between the ages of 18-20
- Are not a registered sex offender or convicted of felony related to drugs or violence
- Agree to safety policy and routine drug testing
- Agree to work towards self-identified goals
- Agree to participate in the program elements detailed below

Official Safety Policy

This policy has been reviewed and approved by Lewiston Police Department. LCVYRC leadership will routinely meet with Lewiston Police leadership to ensure the safety policy is kept up to date. The policy officially states:

Everyone gets to be safe at the LC Valley Youth Resource Center. To preserve safety, participants are expected to comply with the following:

- Participants will comply with all staff and volunteer instructions.
- Participants will speak to each other with respect.
- Participants will keep hands and feet to themselves.
- Participants will not bring weapons on the premises.
- Participants will not bring nicotine, alcohol, cannabis, or illegal drugs on the premises. All vapes have an age restriction of 21+ so they are considered illegal for participants. Confiscated vapes will not be returned.
- All participant medications will be stored in a locked medicine box in their individual cottage.
- Cottages are reserved for individual use. Participants will only enter their designated cottage.
- Participants will meet with visitors at the Activity Center and not allow visitors to enter the gated, cottage community.
- Participants will not climb fences or trees.
- Music, television, and gaming content in common areas will be community appropriate and may not contain racial slurs or profanity. Entertainment in participant cottages will not be audible outside of the cottage.
- Participants will not bring pets to the Village (except service dogs and tiny horses).
- Participants will be respectful to each other and each other's property while sharing common area appliances and resources.
- Participants will pick up after themselves, properly dispose of waste, and ensure common areas are clean after use.
- Participants must have a valid driver's license and current vehicle insurance on any automobile in a parking spot on the premises. Said automobile must be functioning and legally drivable.
- Participants will always be respectful of neighbors.
- Participants will be responsible for their own belongings and will ensure their belongings are locked in their cottage when they are not present.
- Quiet hours at the Village will be from 10:00pm-6:00am, during quiet hours participants will ensure they are not loud enough that it bothers other participants or any neighbors to the village.
- Participants will ensure they always represent the Village in a professional and courteous manner regardless of if they are on the Village property or not.

Disciplinary action may consist of anything from verbal/written warnings and counseling to expulsion from the program. Rather than follow rote procedures, the Village will handle each matter individually to ensure fairness to all involved. That said, all concerns will be addressed promptly and appropriately.

If expulsion is the appropriate action, Case Manager(s) will encourage the participant to actualize their self-identified exit plan. Exit plans are established during the intake process.

The Village will be a respectful neighbor and teach participants to do the same. If a neighbor has a concern, they may contact the on-site supervisor to mitigate the situation. Furthermore, the Village will conduct intermittent neighborhood surveys to find surface opportunities to maintain a positive relationship with the neighborhood.

In the event of an emergency or security concern, all personnel on site will abide by the Village's Emergency Action Plan which will be developed after construction and before occupancy. This plan requires diagrams of escape routes from each building. Therefore, these diagrams will be created after all planning and approval stages are completed.

Comprehensive youth-centered services model

The LC Valley Youth Resource Center Village service model is built upon the core principles of trauma informed care including safety, trustworthiness and transparency, peer support, collaboration and mutuality, empowerment voice and choice, and cultural/historical/gender issues.

The LC Valley Youth Resource Center also aligns with the Positive Youth Develop framework. Specifically:

- Youth create their own personal growth plans, in collaboration with Case Managers.
- When youth make mistakes, staff help them problem solve to make things right.
- The LC Valley Youth Resource Center has a process through which youth, moderated by staff, can adjudicate personal disputes with each other.
- Current or former youth are to participate in the interview process when hiring new team members.
- Youth have input into new programs, from planning to writing grant proposals to implementation.
- At-risk youth in LC Valley Youth Resource Center programs volunteer within the organization. Youth plan and execute group activities. They also assist with group maintenance projects.
- Youth help enhance the physical space by participating in discussions about what improvements are needed, planning how to make changes, and implementing them.
- Alumni are asked for feedback and/or advice.
- Youth have ways to make their voices heard in the community and in the media. LCVYRC Board Vice President, Lee McVey, owns local radio stations and welcomes youth on his morning show to share their perspective.

- Staff encourage youth to volunteer at other community organizations. Staff have accompanied youth while volunteering at the YWCA.
- The LCVYRC helps youth use and display their talents, such as art, writing, and athletics. Most recently, youth were invited to display art at the Downtown Art Walk celebration.

Ensuring equity

The LC Valley Youth Resource Center Village serves local youth in need of assistance, regardless of race, ethnicity, sex, gender identity or expression, disability, language, national origin, religion, sexual orientation, socio-economic status, or other characteristics which make youth unique. The LCVYRC is committed to providing a safe, inclusive, and culturally responsive environment for *all* youth.

Provision of basic needs

The LCVYRC will provide basic needs for youth at The Village. These basic needs include:

- Meals will be provided at the Activity Center including continental breakfast, host-less lunch, and home-cooked dinner prepared by a Home Economics Specialist. Dinner will also serve as a cooking lesson opportunity.
- Hygiene products and some clothing will be available at the Activity Center. Case Managers will take youth shopping for new clothing, shoes, coats, and more as fiscally responsible shopping is an essential component of youth training.
- Youth will receive tools for transportation including bus tokens, e-bicycles with helmets, and assistance in obtaining a driver's license if youth are interested.
- A personal safety information and resource guide will be available at the Activity Center. On-site signage (i.e., posters) will promote national resources such as trafficking hotlines, 988, the runaway safeline, and domestic violence hotlines.
- Pregnant or parenting youth and their child(ren)'s supplies will be provided through a partnership with a local teen parenting support group.
- Through validated screenings, case managers will identify youth who are at risk of or victims of trafficking, commercial exploitation, sex abuse, and/or other forms of victimization.

Screening and assessment

The Village application process will include validated screenings to determine eligibility. Screenings will identify physical health, potential for victimization, connection to family, access to resources, reproductive health, behavioral health, safety, issues of neglect or abuse, and other risk factors. If a screening identifies a specific area of concern, case

managers will follow up with the Licensed Social Worker (LSW) to complete an assessment.

Case managers will also use the JIFF screening and/or CAFAS screening to determine a youth's individual needs and identify if the youth's participation may pose any risks to the health and safety of other participants.

The Casey Life Skills Assessment (CLSA) will also be conducted within a motivational interview during the intake process. The CLSA will assess life skills in nine different areas:

1. Daily Living Skills (meal planning, cleaning and food storage, home maintenance and computer and internet basics)
2. Self-Care Skills (healthy physical and emotional development such as personal hygiene, taking care of your health and pregnancy prevention)
3. Relationship and Communication (developing and sustaining healthy relationships, cultural competency, and permanent connections with caring adults)
4. Housing, Money Management, and Transportation (banking and credit, finding and keeping affordable housing, budgeting, and living within one's means)
5. Work and Study Life (basics of employment, legal issues, study skills and time management)
6. Career and Education Planning (planning for career postsecondary education pertinent to older youth)
7. Civic Engagement
8. Navigating the Child Welfare System
9. Looking Forward (your level of confidence and feelings important to success)

Follow-up screenings and assessments will be completed on an ongoing basis to assess the health and wellness of the youth (and their child(ren) as appropriate).

Case management

Case managers will conduct motivational interviews during the intake process to help youth articulate self-identified goals and develop strategies based upon screening/assessment results.

Case managers will then work with each youth to create and maintain a fully developed individualized service plan which may include uniquely applicable resources from the following:

- Social services
- Law enforcement

- Legal services
- Physical health services
- Educational services
- Vocational/employment training
- Mental/behavioral health services
- Foster youth to independence (resources for existing foster care)
- Affordable childcare and/or early childhood education (Head Start)

Each service plan will meet the youth's unique needs. The plan will also include a transition strategy to support safe and stable living when the youth complete The Village program.

Lewiston City Code does not allow the LCVYRC to serve as a mental, behavioral, or physical health service provider. Therefore, case managers will connect youth with individualized service providers and provide a warm hand-off introduction for youth participants.

Case managers will ensure participants are connected with educational advancement opportunities, life skills training, job attainment and retention skills, and work activities. Case managers will work with youth to comply with probation requirements when necessary.

Life skills training and referrals

The Village will work to align youth with sustainable employment based on their self-identified goals and the individualized service plan. This may involve simply obtaining and maintaining employment with support in job searching, employment applications, and providing working-appropriate attire. Or it may involve completing a high school diploma, GED, or vocational certification. It may even involve pursuing post-secondary education with assistance regarding enrollment and applying for financial aid. The Village will ensure youth have transportation to work/school as appropriate to support education and employment goals.

Youth will be required to complete life skills training from the two curricula listed below:

1. Life Skills Reimagined (<https://www.lifeskillsreimagined.com>) curriculum. Topics include:
 1. Financial literacy: Budgeting, banking, income taxes, cash flow, credit wise, comparison shopping

2. Obtaining and maintaining employment: Basic work rules, being a great employee, looking great at work, career planning
 3. Resiliency: Understanding emotional trauma, healthy boundaries, building smart romantic relationships, building a support team
 4. Independent living: Finding a rental, apartment living
 5. Communication skills: Effective communication, managing negative emotions, working through conflict
2. Project Life (<https://www.vaprojectlife.org/life-skills-curriculum/>) curriculum. Topics include:
- Education: Learning style, Dream it/Plan it/Do it, setting SMART goals
 - Risk Prevention: Drug education, facts about alcohol poisoning, sexual education
 - House and home management: Keeping my house clean, minor home repairs, landlord tenant activity
 - Career preparation: Where do you want to work, getting a job and keep it
 - Health and nutrition: Whole health and exercise, nutrition, understanding food labels

Transition planning and aftercare

Each participating youth will have a written plan which will meet their unique needs and support safe and stable living when they complete The Village program.

Case managers will assist youth in securing important documents and paperwork, such as a birth certificate, social security card, state issued identification, medical records, and credit reports.

Case managers will remain in contact with participants for at least three months after they complete The Village program. The Aftercare plan will include meeting monthly at the Activity Center to stay connected and provide follow-up services.

Each participant's aftercare strategy will outline how the case manager will maintain contact and support participant's ongoing safety. This aftercare plan and documentation will include:

- Services, referrals, and counseling offered related to health care and insurance coverage
- Youth's housing status, educational services, and rate of participation in and completion of services

- Evidence of regular contact (including all attempts to contact) for a period of three months, and how, if applicable, services beyond three months will be documented
- Assistance details in obtaining appropriate educational, vocational, training, or employment services (including coordination with McKinney-Vento school district liaisons)
- Information regarding supportive services to assist in job advancement or post-secondary education and training
- Information regarding support in improving social and emotional well-being and permanent connections
- A referral process on how partnering agencies can provide support to the referred youth
- Proactive and reactive strategies to encourage retention in education, employment, housing, and personal issues
- Information regarding supportive services to help the youth advance to better jobs

For pregnant or parenting youth, the strategy will also include a plan to help the youth and their dependent children stay connected with their schools or obtain appropriate educational services, including coordination with McKinney-Vento school district liaisons and proactive/reactive strategies to encourage dependent children's retention in school, childcare, and regular well-child checkups.

Partnerships and service coordination

The LCVYRC has active partnerships and coordinates services with many local providers. These partnerships will expand as the service demographic expands to serving 18-through-20-year-olds. Current partnerships include:

- **Lewiston and Clarkston School Districts:** Bidirectional communication with Clarkston High School, EOC, Lincoln Middle School, Lewiston School District Hub, Lewiston High School, Tammany High, Sacajawea Middle School, and Jenifer Middle School. The LCVYRC Case Manager visits each secondary campus weekly. School staff identify youth in need of LCVYRC services and refer them to a LCVYRC Case Manager (CM). The CM meets with the youth on the school campus, builds a relationship with the child, and invites them to visit the LCVYRC. The LCVYRC works with the child, their family, and the schools to formulate and execute plans for each student's success.
- **Lewiston Police Department:** The LCVYRC actively works with Lewiston Police Department to prevent runaways and assist families in crisis.
- **Idaho Region II Child Welfare:** The LCVYRC actively works with Child Welfare to provide safety plan solutions for youth.

- Idaho Region II Children's Mental Health: The LCVYRC works with Children's Mental Health to support youth in achieving individual, strength-based, mental health goals.
- YWCA: The LCVYRC consistently works closely with the YWCA to connect youth with services, support groups, and information.
- Idaho Foodbank: Idaho Foodbank provides food which is prepared and served to youth at the LCVYRC. The LCVYRC Case Manager also provides warm hand-offs to connect youth and families with food distribution centers within the Idaho Foodbank network.
- Asotin County Taskforce to End Homelessness: The LCVYRC actively participates in this task force.
- CHAS Clinics: The LCVYRC assists youth with scheduling and signing into medical, dental, and behavioral health appointments.
- Quality Behavioral Health (QBH): QBH provides mental health and substance use disorder services, crisis services, services for those who have been sexually assaulted, and the Recovery Navigator Program which provides harm reduction services to those in need. The LCVYRC provides a warm hand off in connecting Washington youth with QBH resources.
- Opportunities Unlimited: OUI provides referrals to the LCVYRC and follow-up case management for teens with disabilities who flee domestic violence.
- Idaho Region II Homeless Task Force: The LCVYRC President serves as Treasurer and Region II representative on the Idaho Balance of State Point-In-Time Count committee.
- Idaho Region II Citizens Review Panel: The LCVYRC President is an active member of the panel which evaluates and provides recommendations for the improvement of the child protection system in Idaho Region II.
- Idaho Region II Behavioral Health Board Housing Committee: The LCVYRC President serves as a member of this committee.

Organizational capacity

The LCVYRC has successfully been serving displaced local teens for nearly four years. In 2023, the LCVYRC provided resources for 292 individual youth, served 4,081 meals, and provided 697 nights of shelter to 41 unique local teens in need.

The LCVYRC Team has relevant experience and expertise needed to carry out The Village program. This team has experience in developing, administering, managing, and evaluating the current Basic Center Program.

The LCVYRC Board resumes for oversight and financial management are attached. This team has the capacity to fulfill roles and functions effectively. The LCVYRC Board President also has experience working collaboratively with youth and young adults with lived experience to inform program design, implementation, and improvements.

Board of Directors:

- Co-founder, Michelle King, serves as board president and volunteer CEO. Mrs. King also serves on the CHAS board of directors and many local committees addressing homelessness and child abuse. Michelle has lived experiences of youth homelessness and teen parenting, graduated from LCSC with a bachelor's degree in communications, and has the equivalent to a master's degree in leadership from the National Association of Broadcaster's Leadership Foundation. She works full time for North America's premium broadcast technology provider, WideOrbit.
- Vice-President, Lee McVey, is co-owner of McVey Entertainment which includes five local radio stations and an events promotional company. Lee also serves as Past-Chair of the Idaho State Broadcasters Association.
- Secretary-Treasurer, Cori Whittman-Stitt is co-Owner/general manager of Whittman Farms where she manages the human resource, finance, marketing, and administrative functions of the operation. She is a graduate of the University of Idaho (BS Business, BA Spanish, minor in Ag Economics) and holds an MS-Agribusiness from Kansas State University. Cori worked in the agricultural policy arena of Washington D.C. for six years, including positions with the U.S. Grains Council, American Farm Bureau Federation, National Association of Wheat Growers, and she served as Legislative Assistant for former Senator Larry Craig. She spent five years in Thailand as founding director of Breakthrough Thailand, a community development organization working toward prevention of sex trafficking before returning to a primary role on the farm in 2015.
- Board Member, Doug LaMunyan, currently serves as Principal of Clarkston High School. Doug also serves on the Twin County United Way Board of Directors. LaMunyan previously served as superintendent of the Pomeroy School District and principal of Pomeroy Junior-Senior High.
- Rick Tousley, an educator for 39 years and former member of the Lewiston City Council, has seen the effects of homelessness in its various stages. He believes a program like The Village can bring about generational change. "Children must be able to see a future where they are a part of a productive society. Creating a safe, learning environment for them is a key component for their future."
- Joanna McFarland was born and raised in Jerome, Idaho, to a cattle rancher and piano teacher. Mrs. McFarland has a bachelor and juris doctorate from the University of

Idaho. She has been a public defense attorney since 2005, serving northern Idaho in indigent representation.

- Carol Blankinship worked as a legal secretary/assistant for over 15 years, worked for the Clarkston School District for 12 years in an elementary school, and has been a foster parent. She is excited for the opportunity to bring these experiences together with the LC Valley Youth Resource Center to achieve the agency's goals for young adults.

Finances are managed by Secretary/Treasurer, Cori Wittman-Stitt and Presnell Gage, PLLC. Mrs. Wittman-Stitt also serves as General Manager of Whitman Farms. Presnell Gage, PLLC reconciles bookkeeping monthly and performs an annual audit for the LC Valley Youth Resource Center.

Advisors: Current and former participants serve as advisors and participate in activity planning, rulemaking, hiring, decorating, and more. A team of adult advisors influence policy making in relevant capacities. Adult advisors include John Michael (Community member who previously experienced homelessness), Ali McCall (Counselor, Jenifer Middle School), Cynthia A. Núñez (School Community Social Worker, Lewiston School District), Cindy Harris-Lindauer, LMSW (Regional Program Specialist, Idaho Region II Division of Behavioral Health/Children's Mental Health), Donna Franklin (District Nurse, Clarkston School District), Kimberly Neely (Child Welfare Chief, Region II of Idaho Department of Health and Welfare Children and Family Services), and many more community members.

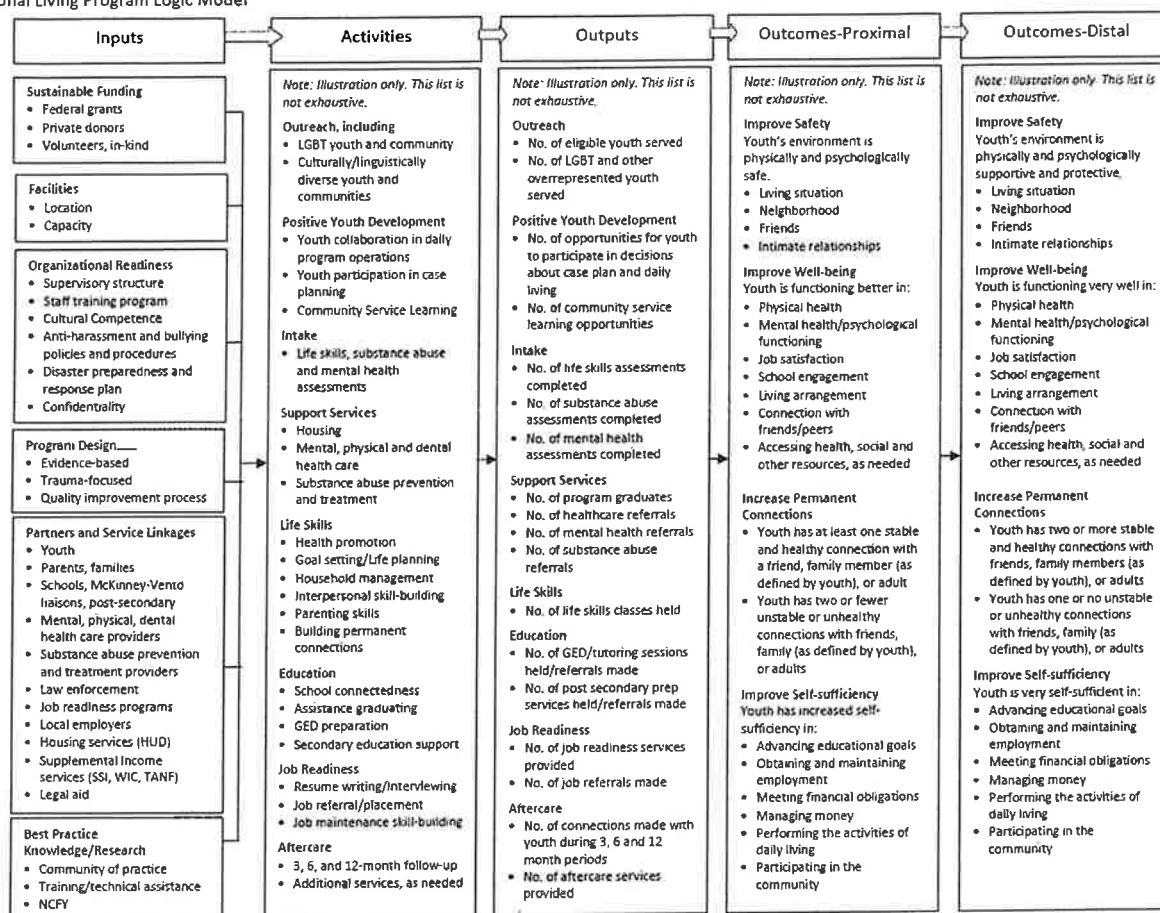
Project performance evaluation plan

Goals: The Village program service estimates for 2025 include providing an opportunity for generational change to 12 individual youth every 18 months. Success in meeting this goal will be measured used the four core outcomes:

1. Social and emotional wellbeing: connect to trauma information providers to assist with physical health, substance abuse, mental health, personal safety, and sexual risk behaviors.
2. Permanent connections: Positive, ongoing attachments to families, role models, community, school, and other social networks.
3. Education or employment: Connect with school, vocational training, improve job search skills, or obtain employment.
4. Safe and stable housing: after leaving, youth transition to safe and stable housing that appropriately matches their level of need.

Logic model

Transitional Living Program Logic Model



Job Descriptions

The LCVYRC Village Team includes one team leader, two case managers, a home economics specialist, and a maintenance specialist.

The Team Leader/Case Manager's duties will include coordinating staff schedules; scheduling life-skill trainers; administering a meal schedule; supervising maintenance; providing case management for four youth; hiring; training; and serving as onsite overnight host one night a week.

Two Case Managers will provide intake interviews, screenings, outreach, and case management for four youth each. These team members will also serve as onsite overnight host three nights a week.

The Home Economics Specialist will prepare the meal plan; conduct grocery shopping; prepare dinner as part of a cooking class five evenings a week; and teach meal planning, smart grocery shopping, nutrition, and budgeting.

The Maintenance Specialist will maintain the grounds and the buildings under the supervision of the team leader.

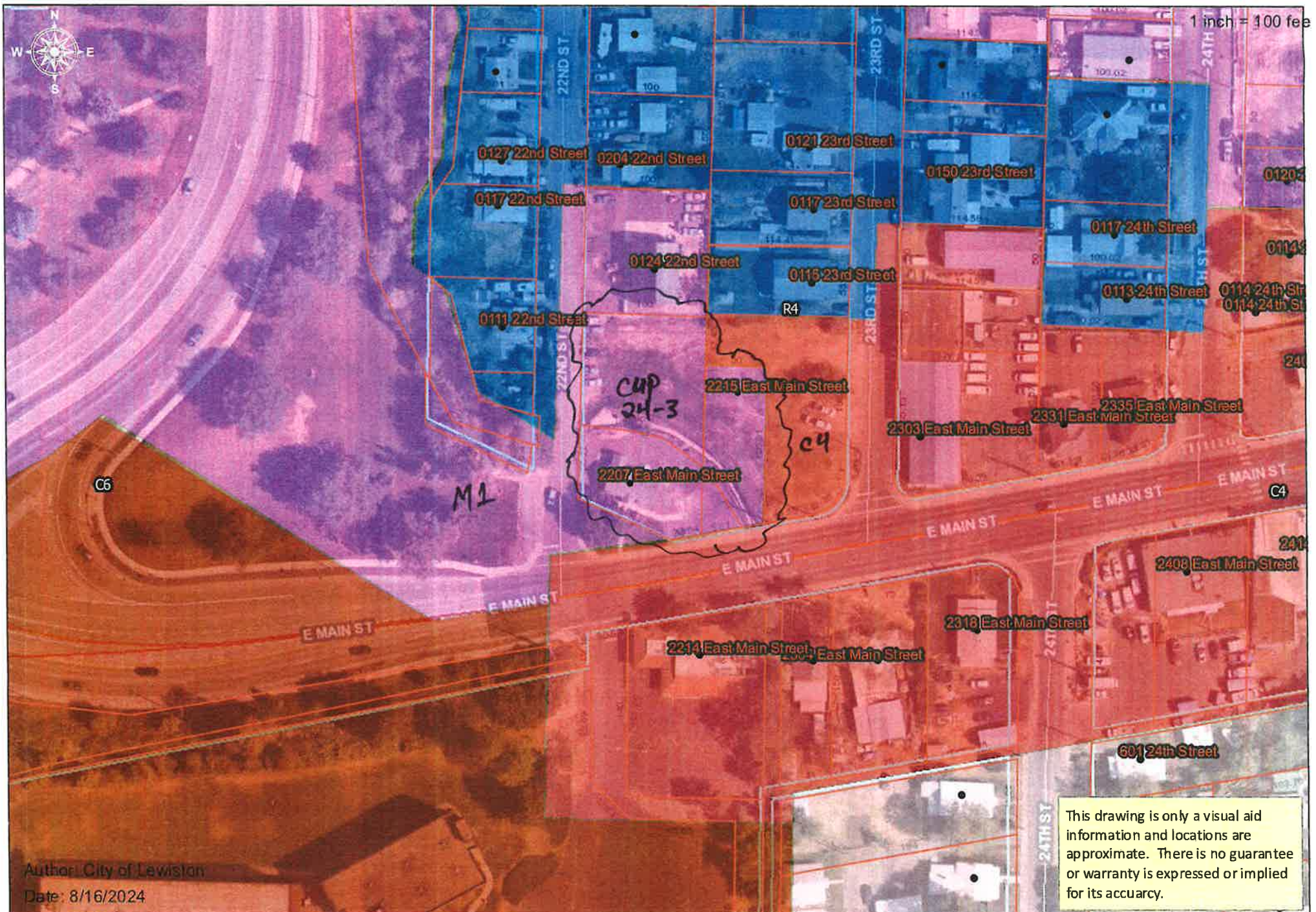
Conclusion

Helping local unaccompanied teens navigate their way into adulthood “takes a village.”

The LCVYRC Team has celebrated many “messy miracles” while standing in the gap with homeless, abandoned, and abused local teens. It has been heartbreaking to be powerless to prevent these resilient children from becoming homeless the day they turn 18.

We are ecstatic to build the **Village** local youth need to successfully complete the transition into thriving adults.

City of Lewiston



City of Lewiston



City of Lewiston





PLANNER'S STAFF REPORT

COMMUNITY DEVELOPMENT DEPARTMENT

Date: August 16, 2024

Case File Number: CUP24-3

Applicant: Michelle King

Property Owner(s): Twin County United Way
City of Lewiston

Site Location: 2207 E. Main St. and the two adjacent tax parcels to the east and to the north.

Request/Proposal:

The applicant requests conditional use permit approval to establish a transitional housing village on the subject properties in the Light Industrial, M1, Zoning District. The facility would provide housing for young adults ages 18, 19, and 20 years of age who need housing.

Subject Property and Surrounding Land Uses:

The Twin County United Way (TCUW)-owned property (2207 E. Main St.) contains their office building. The two, city-owned tax parcels are vacant, undeveloped lands that are designated as a park (Eastside Park) but have had no park-like improvements installed. Immediately to the north is a motor-vehicle repair garage/shop, followed by a neighborhood of single family homes. To the south across E. Main St. is the El Sombrero restaurant, some single family homes, and the Hells Canyon Grand Hotel. Immediately to the east is a vacant, undeveloped parcel of land (privately owned but also designated for/as part of the previously mentioned unimproved Eastside Park) followed by a mix of businesses. To the west across 22nd St. is a single family home and that part of the Idaho Transportation Department right of way that is the easterly portion of Locomotive Park.

Related Or Other Pending Discretionary Actions:

None.

SR CUP24-3 2207 E. Main St.

1

Flood Plain, Wetlands, EPA Regulated Site:

Not applicable.

Code References:

See attachment hereto.

Comprehensive Plan:

The subject properties are designated on the Future Land Use Map (FLUM) of the Comprehensive Plan (the Plan) as Community Commercial, which is primarily intended for mid-to-high level commercial uses. However, mixed use and multi-unit residential use are listed as supporting uses on lands with this designation. A copy of the Community Commercial Land Use Designation is provided as an attachment hereto.

Goals, Objectives, and Actions from the Plan that appear to be relevant in consideration of CUP24-3 include the following:

**GOAL LU.1 ACCOMMODATE FUTURE DEVELOPMENT
AND REDEVELOPMENT.**

LU.1.3 Balance land uses. Establish land use patterns that accommodates various land uses in proportion to the needs of the community.

LU.1.3.2 Evaluate the zoning code to enable compatible uses in more locations to minimize the distance between residents and needed services.

**GOAL LU.2 PROVIDE HOUSING CHOICES.
THROUGHOUT LEWISTON.**

LU.2.1 Diversify possible housing options. Ensure that a variety of types, scale and density-appropriate housing can be constructed throughout Lewiston, promoting neighborhoods that cater to residents of all incomes, ages, family structures and cultures.

LU2.1.1 Conduct a review of the Land Use Code and implement modifications to facilitate diverse, scale-appropriate housing options across Lewiston.

LU.2.2 Allow for density by ensuring compatibility. Build additional housing types in a scale appropriate way that fits into existing neighborhoods.

**GOAL H.1 INCREASE HOUSING QUALITY AND
PRODUCTION.**

H.1.1 Improve quality of and access to affordable housing. Implement related existing plans and identify solutions for housing access.

H.1.1.2 Explore opportunities for increasing production of affordable housing by increasing the supply of rental units serving residents currently receiving rental subsidies, or by getting involved in the development of public housing. This may include pursuing public-private partnerships to fund development, establishing a housing authority, and other actions such as amending the zoning code to facilitate and/or encourage more multi-family residential housing supply and supporting rezone, conditional use permit and planned unit development applications for such housing.

H.1.3 Evaluate regulations for barriers to housing. Assess and amend subdivision and zoning regulations to change factors that limit the ability to

build new housing where appropriate.

H.1.3.2 Encourage more housing through support of support conditional use permit and planned unit development applications for needed housing types, evaluating and updating zoning code to allow for more needed housing types, and incentives like density bonuses to facilitate more housing units.

H.1.3.3 Study and act to overcome barriers to housing development for housing types that are not currently being built (e.g., multifamily and missing-middle housing). Barriers may include parking requirements, state restrictions on uses of funding, environmental review, developer infrastructure investments, permitting timelines, land availability, lack of land zoned for these housing types, lack of zoning code use by right allowance for these housing types, and others.

GOAL H.2 DIVERSIFY HOUSING OPTIONS.

H.2.1 Raise community awareness and interest in missing middle housing types. Educate developers and residents about the benefits of a diverse range of housing.

H.2.2 Reduce barriers to missing middle housing typologies. Study and reduce or eliminate barriers to allow for additional housing typologies that are not currently being built.

H.2.4 Incentivize a variety of housing types. Enable additional tools and incentives for development of ADUs and other housing types that tend to be lower in cost and result in increased density.

Additionally, the Housing Chapter of the Plan says the following:

HOUSING HEALTH AND WELLBEING CONSIDERATIONS.

Access to quality and affordable housing is critical for health and wellbeing, as shelter is a basic human need. When housing is in poor condition, things like mold, exposure to lead and asbestos, and poor insulation can have detrimental effects to physical health. The financial burdens of high housing costs can lead to mental stress and lessen the ability to properly maintain housing conditions. Access to a variety of housing options to suit the various stages of life allows people to stay in the community and maintain social connections. Housing location can also greatly affect health outcomes. Residences near hazards and poor environmental conditions experience shorter life expectancy than areas without the same risks. Having a safe, stable, and affordable place to live is critical to the Lewiston community's health and wellbeing.

Input From Other Departments/Agencies:

From the Public Works Department:

"If over 2,000 square feet of newly created impervious area an on-site stormwater management system is required. A Traffic generation statement is needed. Future discussion needed on the condition of the open stormwater channel and installation of a bridge of this open channel. An engineering study/design is needed to determine if a culvert can be used. Frontage improvements (use City Standard Drawing #3-4) along 22nd Street - modified to 11.5 feet from centerline to back of rolled curb and 5 foot wide sidewalks. Variance for wider driveway needed on parcel north of canal. Staff recommends

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a variance approval because of the existing backing into row nearest the corner will be eliminated and it is a low volume dead end road.”

“Public Works does not oppose a 54 foot driveway along 22nd St on the northern parcel. As a concession, the applicant is removing four existing non compliant stalls nearest the intersection of 22nd St and East Main. Engineer does not oppose the CUP.”

From the Fire Department:

“Fire Code compliance shall be determined through the building/development process. No issues with the Conditional Use Permit approval.”

Analysis:

The subject property consists of approximately one-half acre on the northeast corner of E. Main St. and 22nd St in a mixed-use neighborhood in the Light Industrial, M1, Zoning District. The applicant requests conditional use permit approval to allow a transitional housing village, providing housing and life skills for 12 young adults ages 18-20 years of age. The facility would have an on-site live-in “host” and be in operation 24 hours a day, seven days a week, 365 days a year.

A transitional housing village is defined in Lewiston City Code (LCC) as “...a lot, parcel, or tract of land developed, used, or intended to be used for the purpose of providing transitional housing for homeless persons or persons without permanent housing; having a commons building that provides kitchen, bathroom, and laundry facilities, but not sleeping accommodations, for residents and that may or may not include sleeping quarters or an apartment for on-site staff; where sleeping units, as defined herein, are provided outside of the commons building for residents.”

The purpose of a transitional housing village is “...to provide standards for the development of transitional housing villages in the City of Lewiston, which are designed to provide low-cost or no-cost temporary housing options for persons experiencing homelessness or lack of permanent housing to facilitate the opportunity for such persons to transition to permanent housing.”

The facility is proposed to have five staff members, usually not all working on site at the same time. It would contain individual “sleeping units” for “guests”, i.e. residents. These sleeping units would be prefabricated structures that would be required to obtain building permits. They would each contain a full bathroom, but no kitchen. They are proposed to be 10’ wide and 20’ long, except an ADA-compliant unit that would be 10’ wide and 28’ long.

There would be a 6’ tall sight-obscuring fence around the perimeter of the property, except along the street frontages of the property where it is required to be 4’ tall. There would be covered bike racks for residents, an outdoor recreation area, and perimeter and interior shade trees planted. There would also be a

security fence with a double gate at the main entry to the sleeping unit area. One gate would have a key code for resident access and the other would have Knox lock for emergency personnel access.

There would be security night lighting and parking provided for staff and residents. The existing United Way office building would be repurposed to be a "commons building" that would have a kitchen, dining area, laundry facilities and two half-bathrooms for residents and staff. The resident guests would cook, eat, do laundry, lounge, and be provided life skills training and other services in this building.

Existing vehicular access to the site is a driveway on E. Main St, an arterial street. Such access is to 3 off-street parking spaces, including one ADA compliant parking space. Additional vehicular access is proposed at the northwest corner of the property to 6 proposed off-street, paved and striped parking spaces there. There exists curb, gutter and sidewalk on the E Main St frontage of the subject property, but not the 22nd St frontage, where street improvements will be required to bring that up to standard.

There is an open, concrete stormwater channel across the property between the existing building (that will be the "commons building") and the area behind it where the sleeping units would be located. Pedestrian access between the commons building and the sleeping units for the residents and staff would be by bridge over the stormwater channel and/or from the west side of the subject property on 22n St north of the stormwater channel. Such access would be via a key coded, locked gate, as the sleeping unit area will be surrounded by a sight-obscuring, 6' tall fence.

The application, as reviewed by city staff, appears to meet all required standards of the applicable Zoning Code (LCC Chapter 37) provisions, as well as those of the Shelters and Transitional Housing Villages Code (LCC Chapter 42) with the following exception:

- The applicant requests that the Commission waive the Zoning Code standard that parking be allowed to back onto a street.

The parking requested to be allowed to back onto the street is located in the northwest corner of the subject property and would back out onto 22nd St, which is a low-speed, low-traffic, dead-end, local, street.

The applicant has provided the facility management plan required by city code for a transitional housing village. The related safety and security plan has tentatively been approved by the Police Department. The requirements for the facility management plan are as follows:

Sec. 42-34. Facility management plan.

(a) Facility management plan. A facility management plan shall be submitted with each application for a transitional housing village. Such plan shall address the following:

- (1) The training program (who, what, how, when, where) to be provided for facility staff, including any volunteer staff. Such training shall include:
 - a. Review of the facility management plan;
 - b. Training specific to conflict resolution; mediation; what to do if encountering a person displaying violent, suicidal, or criminal behavior, or suffering from a mental health crisis; abuse prevention; and substance abuse prevention; and
 - c. Any other type of training deemed appropriate by the transitional housing village owner and/or operator.
 - (2) Protocols to address client acceptance, length of stay, and ancillary service offerings, including relationships with and referrals to and from other related service providers;
 - (3) A safety and security plan developed in conjunction with local law enforcement that addresses emergency response and security for homeless shelter staff, including volunteer staff, and clients;
 - (4) Protocols to address outdoor noise, litter, indecent exposure, disturbing the peace, loitering, and other public nuisances;
 - (5) Protocols to address neighborhood outreach and response to complaints;
 - (6) Protocols to address the safekeeping of clients' personal property;
 - (7) Minimum staffing levels; and
 - (8) Protocols as to when a client will be discharged for not following the transitional housing village's rules.
- (b) Operation of a transitional housing village shall be in compliance with the facility management plan.

The criteria against which the Planning and Zoning Commission (the Commission) is to judge a conditional use permit are listed herein below. The Commission may impose any conditions it "...considers necessary to protect the best interests of the surrounding property or the city as a whole. Those conditions may include, but are not limited to:

- (1) More restrictive standards than generally required, such as increased lot or yard size, with limitations or increased parking space requirements;
- (2) Minimizing adverse impacts, such as limiting the number, size and location of signs and requiring screening, diking, fencing or landscaping;
- (3) Controlling the timing, sequence, and duration of development;
- (4) Designating the exact location and nature of development and assuring that it is maintained properly;
- (5) Requiring the provision of on-site or off-site public facilities.

Relevant Criteria and Standards:

The commission shall consider the following relevant criteria and standards when considering whether to grant a conditional use permit and/or an exception or waiver of standard that is incidental to a conditional use permit:

- (1) The proposed use (will/will not) result in conditions that will tend to generate nuisances (including but not limited to noise, dust, glare, vibrations, odors and the like) or, if so, that any anticipated nuisances will be appropriately mitigated.

- (2) The proposed use (is/is not) a public necessity (and/but) (is/is not) justified by the applicant and deemed to be of benefit to the public.
- (3) The character of the proposed use, if developed according to the plan as submitted, (will/will not) be in harmony with the area in which it is to be located.
- (4) The proposed use (will/will not) endanger the environment or the public health or safety.
- (5) The proposed use (will/will not) be in substantial conformance with the comprehensive plan.

Prepared By:

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DIVISION 18. LIGHT INDUSTRIAL ZONE M-1

Sec. 37-84. Light industrial zone M-1.

Purpose: To provide for light manufacturing, processing, storage, warehousing, distribution and commercial uses subject to stated standards. To provide for necessary community uses that are not appropriate in residential districts. Regulations are intended to prevent friction between uses in the zone and also to protect nearby residential districts.

(Ord. No. 4108, § 2, 8-15-94; Ord. No. 4249, § 43, 10-25-99; Ord. No. 4689, § 6, 4-24-17)

Sec. 37-85. Uses permitted outright.

In an M-1 zone, the following uses and their accessory uses are permitted outright subject to the provisions of article IV:

- (1) Auto, manufactured home, recreational vehicle, heavy equipment sales and service;
- (2) Boat sales and marina;
- (3) Commercial entertainment facility - indoor;
- (4) Commercial or industrial laundry;
- (5) Eating or drinking establishment;
- (6) General contracting and storage yard;
- (7) Greenhouses and nurseries;
- (8) Manufacturing, fabricating, processing, repairing, packing or storage, except a use specifically listed as a use permitted outright or as a conditional use in an M-2 zone;
- (9) Mini-storage;
- (10) Port facility;
- (11) Public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;
- (13) Retail sales and service;
- (14) Semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency;
- (15) Service station;
- (16) Tire recapping;
- (17) Truck terminal;
- (18) Veterinary clinic or kennel;
- (19) Wholesale distribution.

(Ord. No. 4108, § 2, 8-15-94; Ord. No. § 44, 10-25-99; Ord. No. 4322, § 4, 12-9-02; Ord. No. 4346, § 2, 11-17-03; Ord. No. 4387, § 1, 2-14-05; Ord. No. 4742, § 25, 8-19-19; Ord. No. 4753, § 11, 12-14-19; Ord. No. 4799, § 17, 3-8-21)

Sec. 37-86. Conditional uses permitted.

In an M-1 zone, the following uses and their accessory uses are permitted when authorized in accordance with the provisions of articles IV and IX:

- (1) Bulk petroleum storage and distribution facilities;
- (2) Commercial entertainment facility - outdoor;
- (3) Grain storage;
- (4) Homeless shelter, subject to the standards of section 37-125 of this Code;
- (5) Other light manufacturing uses which are not permitted outright but which are consistent with the purpose of the M-1 zone and are not detrimental to any of the outright permitted uses or other existing conditional uses or to nearby residential uses;
- (6) Other public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;
- (7) Other semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency;
- (8) Quarrying;
- (9) Bridge housing shelter, subject to the standards of section 37-125 of this Code;
- (10) Transitional housing village, subject to the provisions of chapter 42 of this Code.

(Ord. No. 4108, § 2, 8-15-94; Ord. No. 4249, § 45, 10-25-99; Ord. No. 4346, § 2, 11-17-03; Ord. No. 4387, § 2, 2-14-05; Ord. No. 4689, § 7, 4-24-17; Ord. No. 4753, § 12, 12-14-19; Ord. No. 4799, § 18, 3-8-21; Ord. No. 4838, § 4, 12-13-2; Ord. No. 4841, § 15, 11-14-22)

Sec. 37-87. Limitations on use.

In an M-1 zone the following limitations on use shall apply:

- (1) Any use which creates a nuisance because of noise, smoke, odor, dust or gas is prohibited.
- (2) Materials shall be stored, and grounds shall be maintained in a manner which will not attract or aid the propagation of insects or rodents or otherwise create a health hazard.
- (3) All service, processing and storage on property abutting or facing a residential zone or a through highway shall be wholly within an enclosed building or screened from view from the residential zone or a through highway by a permanently maintained, sight obscuring fence at least eight (8) feet high, approved landscaping material or a combination thereof.
- (4) Access from a public street to properties in an M-1 Zone shall be so located as to minimize traffic congestion and avoid directing industrial traffic onto residential streets.
- (5) Building entrances or other openings adjacent to a residential or commercial zone shall be prohibited if they cause glare, excessive noise or otherwise adversely affect the use or value of the adjacent property.

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- (6) Effluent from permitted uses cannot be returned to the rivers without prior treatment or processing to ensure compliance with state and federal water pollution control standards and city ordinances.

(Ord. No. 4108, § 2, 8-15-94)

Sec. 37-88. Yards.

In an M-1 zone a side yard or rear yard abutting a residential zone shall be a minimum of twenty-five (25) feet. Said required yard shall be screened by means of a sight obscuring fence, approved landscaping materials or a combination thereof. Such required screening shall be installed prior to the issuance of an occupancy permit.

(Ord. No. 4108, § 2, 8-15-94)

ARTICLE III. TRANSITIONAL HOUSING VILLAGES¹

Sec. 42-31. Purpose; applicability.

- (a) *Purpose.* The purpose of this article is to provide standards for the development of transitional housing villages in the City of Lewiston, which are designed to provide low-cost or no-cost temporary housing options for persons experiencing homelessness or lack of permanent housing to facilitate the opportunity for such persons to transition to permanent housing.
- (b) *Applicability.* This article applies only to transitional housing villages, as defined herein, in the City of Lewiston, and shall not apply to transitional housing other than in transitional housing villages.

(Ord. No. 4841, § 24, 11-14-22)

Sec. 42-32. Definitions.

- (a) *Recreation area* means an area within a transitional housing village reserved for and having recreational equipment and/or otherwise improved open space to be used for leisure activities of transitional housing village residents.
- (b) *Transitional housing village* means a lot, parcel, or tract of land developed, used, or intended to be used for the purpose of providing transitional housing for homeless persons or persons without permanent housing; having a commons building that provides kitchen, bathroom, and laundry facilities, but not sleeping accommodations, for residents and that may or may not include sleeping quarters or an apartment for on-site staff; where sleeping units, as defined herein, are provided outside of the commons building for residents.
- (c) *Sleeping unit* means a building that:
 - (1) Is two hundred eighty-eight (288) square feet or less in floor area, including lofts;
 - (2) Is designed, built, and has permanent provisions for human occupancy as a place for sleeping;
 - (3) May include provisions for living, eating, and either sanitation or kitchen facilities, but not both sanitation and kitchen facilities; and
 - (4) Is built in accordance with the requirements of the codes adopted in chapter 10 of this Code.

(Ord. No. 4841, § 24, 11-14-22)

Sec. 42-33. Zoning districts; minimum spacing.

- (a) *Zoning districts.* Transitional housing villages shall be permitted in the zoning districts specified in chapter 37 of this Code.

¹Editor's note(s)—Sec. 23 of Ord. No. 4841, adopted November 14, 2022, directed for the renumbering of art. III, administration and enforcement, as art. IV. Sec. 24 of said ordinance, added new provisions to be designated as art. III, to read as herein set out.

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- (b) *Minimum spacing.* A transitional housing village shall not be located closer than three quarters ($\frac{3}{4}$) of a mile (three thousand nine hundred sixty (3,960) feet) to another transitional housing village, as measured along the shortest route on the city street system.

(Ord. No. 4841, § 24, 11-14-22)

Sec. 42-34. Facility management plan.

- (a) Facility management plan. A facility management plan shall be submitted with each application for a transitional housing village. Such plan shall address the following:
- (1) The training program (who, what, how, when, where) to be provided for facility staff, including any volunteer staff. Such training shall include:
 - a. Review of the facility management plan;
 - b. Training specific to conflict resolution; mediation; what to do if encountering a person displaying violent, suicidal, or criminal behavior, or suffering from a mental health crisis; abuse prevention; and substance abuse prevention; and
 - c. Any other type of training deemed appropriate by the transitional housing village owner and/or operator.
 - (2) Protocols to address client acceptance, length of stay, and ancillary service offerings, including relationships with and referrals to and from other related service providers;
 - (3) A safety and security plan developed in conjunction with local law enforcement that addresses emergency response and security for homeless shelter staff, including volunteer staff, and clients;
 - (4) Protocols to address outdoor noise, litter, indecent exposure, disturbing the peace, loitering, and other public nuisances;
 - (5) Protocols to address neighborhood outreach and response to complaints;
 - (6) Protocols to address the safekeeping of clients' personal property;
 - (7) Minimum staffing levels; and
 - (8) Protocols as to when a client will be discharged for not following the transitional housing village's rules.
- (b) Operation of a transitional housing village shall be in compliance with the facility management plan.

(Ord. No. 4841, § 24, 11-14-22)

Sec. 42-35. Development standards.

- (a) *Commons building.* A transitional housing village shall provide a commons building that provides kitchen, bathroom, and laundry facilities for its residents, and which may or may not include sleeping quarters or an apartment for on-site staff.
- (b) *Minimum lot size.* None. Minimum lot dimensions and area shall be as necessary to comply with the development standards in this article.
- (c) *Yards/setbacks for commons building and sleeping units.*
- (1) No commons building or sleeping unit shall be closer than:
 - a. Fifteen (15) feet to a front property line;

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(Supp. No. 5)

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- b. Fifteen (15) feet to a street side property line on a corner lot;
 - c. Ten (10) feet to any other property line;
 - d. Ten (10) feet to another sleeping unit; provided, however, there shall be at least six (6) feet between any associated deck, porch, patio cover, or other structure attached to the sleeping unit, or freestanding, but less than three (3) feet from the sleeping unit(s); or
 - e. Five (5) feet to the transitional housing village interior roadway.
- (d) *Building height.* The maximum building height, as defined in chapter 37 of this Code, shall be sixteen (16) feet, except for a two-story commons building, which shall not exceed twenty-eight (28) feet in height.
- (e) *Accessory structures.* Accessory structures shall be permitted in accordance with the following provisions:
- (1) Accessory structures shall meet the minimum yard/setback requirements for the commons building and sleeping units, as set forth in subsections (c)(1)a. through c. of this section.
 - (2) Accessory structures attached to a sleeping unit or freestanding, but less than three (3) feet from the structure to which they are accessory, shall maintain a minimum of six (6) feet from any other structure.
 - (3) Accessory structures shall be set back from the transitional housing village interior roadway by a minimum of five (5) feet.
 - (4) No accessory structure shall exceed two hundred sixty-four (264) square feet, unless:
 - a. It is a carport or garage for all or multiple tenants, in which case it shall not exceed two hundred sixty-four (264) square feet multiplied by the number of sleeping units it is intended to serve;
 - b. It is for storage for overall property maintenance by the owner/manager, in which case it shall not exceed one thousand two hundred (1,200) square feet; or
 - c. It is a common recreation/social gathering building for use by tenants, in which case it shall not be size-limited.
 - (5) Accessory structures shall not exceed sixteen (16) feet in height.
- (f) *Off-street parking.* Off-street parking within transitional housing villages shall conform to the following minimum standards.
- (1) A minimum of 0.33 parking space per sleeping unit, plus one (1) parking space per staff member on the largest shift, shall be provided on the transitional housing village property, and no such required parking shall encroach into any public street right-of-way.
 - (2) Required parking spaces may be separate from each other or grouped in any number; however, no required parking spaces shall be arranged in tandem.
 - (3) Required parking spaces and the related service driveway(s) shall be surfaced with asphalt or concrete, permeable pavement/pavers, or compacted gravel; provided, however, that for any compacted gravel driveway, the part of it closest to and joining the street shall be asphalt or concrete for a minimum distance of forty (40) feet to mitigate tracking of gravel onto the street. Individual parking stalls shall be striped or indicated with wheel stops.
 - (4) If multiple parking spaces are provided side-by-side, then they shall be striped or indicated with wheel stops.
 - (5) All parking spaces and drive aisles shall be designed and improved to the dimensional standards of City Standard Drawing 1-15, as may be amended or replaced from time-to-time.

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- (6) The parking lot landscaping standards of chapter 37 of this Code shall not be required, unless as a condition of approval imposed through a conditional use permit.
- (7) A minimum of one (1) covered bicycle parking space with a bike rack for bicycle locking, or one (1) bicycle locker or covered bicycle locker space, per sleeping unit shall be provided. Such bicycle parking spaces may be grouped together or provided individually at each sleeping unit, the latter of which shall not include areas beneath sleeping unit eaves or front door stoop overhangs.
- (g) *Screening.* Screening shall be required along the perimeter of the lot. Such screening shall be a minimum of six (6) feet tall, or four (4) feet tall along a street frontage, and may consist of sight-obscuring fencing or landscaping that is dense enough to be sight-obscuring. Such screening may include existing fencing or landscaping along the perimeter of the lot. Screening shall not interfere with a required sight-distance triangle.
- (h) *Recreation area.* An outdoor recreation area shall be required in each transitional housing village. The recreation area shall be a minimum of five (5) percent of the lot area and shall have a minimum of one and one-half (1½) inch caliper shade tree per three hundred fifty (350) square feet of outdoor recreation area. A fraction of one-half (0.5) or higher shall be rounded up to the nearest whole number in doing this calculation. The recreation area shall be accessible to all transitional housing village residents and shall be of slope and configuration as to be practicable for the intended purpose. The recreation area shall contain active and/or passive recreation improvements, which may include, but is not limited to, grass, trees, shrubs, picnic tables, playground equipment, shade structures, barbecues, and horseshoe pits. The recreation area shall not be displaced or reduced below the minimum required size.
- (i) *Shade trees.* A minimum of one and one-half (1½) inch caliper shade tree shall be placed every thirty-five (35) feet on the perimeter of the transitional housing village. All required shade trees shall be maintained, and replaced as necessary, by the transitional housing village owner. An automatic drip irrigation system shall be provided by the transitional housing village owner for all required shade trees.
- (j) *Street access and interior driveway circulation.* Street access and interior driveway circulation shall meet the standards required by the public works and fire departments.
- (k) *Stormwater detention facilities.* Stormwater detention facilities shall be provided, subject to the requirements of the public works department.
- (Ord. No. 4841, § 24, 11-14-22)

Sec. 42-36. Reserved.

ARTICLE IX. CONDITIONAL USES

Sec. 37-160. Authorization to grant or deny conditional uses.

- (a) Uses designated in this chapter as conditional uses may be permitted upon authorization by the commission in accordance with the standards and procedures established in this article. The commission may impose, in addition to those standards and requirements expressly specified by this chapter, any additional conditions which it considers necessary to protect the best interests of the surrounding property or the city as a whole. Those conditions may include, but are not limited to:
 - (1) More restrictive standards than generally required, such as increased lot or yard size, with limitations or increased parking space requirements;
 - (2) Minimizing adverse impacts, such as limiting the number, size and location of signs and requiring screening, diking, fencing or landscaping;
 - (3) Controlling the timing, sequence, and duration of development;
 - (4) Designating the exact location and nature of development and assuring that it is maintained properly;
 - (5) Requiring the provision of on-site or off-site public facilities.
- (b) Pursuant to Idaho Code § 67-6512(f), exceptions or waivers of standards, other than use, in this chapter may be permitted by the commission through issuance of a conditional use permit only when the exceptions or waivers of standards are incidental to the conditional use permit being considered by the commission.
- (c) The commission shall consider the following relevant criteria and standards when considering whether to grant a conditional use permit and/or an exception or waiver of standard that is incidental to a conditional use permit:
 - (1) The proposed use (will/will not) result in conditions that will tend to generate nuisances (including but not limited to noise, dust, glare, vibrations, odors and the like) or, if so, that any anticipated nuisances will be appropriately mitigated.
 - (2) The proposed use (is/is not) a public necessity (and/but) (is/is not) justified by the applicant and deemed to be of benefit to the public.
 - (3) The character of the proposed use, if developed according to the plan as submitted, (will/will not) be in harmony with the area in which it is to be located.
 - (4) The proposed use (will/will not) endanger the environment or the public health or safety.
 - (5) The proposed use (will/will not) be in substantial conformance with the comprehensive plan.
- (d) Any use which is granted and permitted as a conditional use in a particular zone under the terms of this chapter shall be deemed to be a conforming use in said zone. A use existing prior to August 15, 1994, and which is classified in this chapter as a conditional use, shall be considered a conforming use. Any future change or alteration in existing structures shall be permitted outright, provided required permits are obtained and standards complied with. Any change in use shall be subject to the regulations of the zone in which it is located.
- (e) Any increase in lot area for a use allowed by conditional use shall require the approval of the planning and zoning commission in the same manner as the original application.

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- (f) Upon approval by the planning and zoning commission of the findings of fact, conclusions of law and decision, those decisions that create uses that may be transferred with the land shall be filed on record in the office of the Nez Perce County recorder.
 - (g) Authorization of a conditional use shall be void after twelve (12) months unless:
 - (1) A building permit pursuant thereto has been applied for;
 - (2) Where no building permit is required, the intent of the conditional use has been fulfilled; or
 - (3) Substantial progress towards completion of the project has been accomplished, as determined by the community development director.
 - (h) The community development director may extend the expiration date of a conditional use permit to six (6) months upon written request of the applicant. The decision to grant or deny the extension shall be based on the following criteria:
 - (1) Application for extension is received prior to the expiration date;
 - (2) The conditional use remains consistent with the comprehensive plan and conditional uses allowed with the zone;
 - (3) The applicant can show progress towards establishing the conditional use;
 - (4) The applicant can show that circumstances specific to the conditional use and beyond the applicant's control warrant an extension of time.

(Ord. No. 4108, § 2, 8-15-94; Ord. No. 4530, § 1, 4-27-09; Ord. No. 4631, § 1, 7-13-15; Ord. No. 4651, § 1, 2-22-16)

Sec. 37-161. Application for a conditional use.

- (a) A property owner or his agent may initiate a request for a conditional use or for the modification of an existing conditional use by filing an application with the community development department on forms prescribed in article XIII. The application shall be submitted at least twenty (20) working days prior to the meeting at which it will be considered. The application for a conditional use shall be accompanied by a site plan drawn neatly and accurately and to an appropriate scale showing at least the following items:
 - (1) Property lines;
 - (2) Street address or legal description;
 - (3) Zoning of the property;
 - (4) Setbacks measured from the property lines;
 - (5) All building locations, size of buildings and overhangs;
 - (6) Driveways and parking spaces;
 - (7) Landscaping;
 - (8) The size, location and nature of the requested use;
 - (9) The location and size of all existing and proposed signs;
 - (10) Location of solid waste disposal and collection facilities;
 - (11) Other information, as directed by the community development department, necessary to fully explain and describe the nature of the request.

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- (b) The general site plan, as approved or modified by the commission, shall be made a part of the applicant's file and all construction and development shall comply with the conditions of approval set by the commission as well as all applicable city codes. Nothing in this general site plan approval shall be interpreted as allowing the owner or applicant variation from current ordinances that were not specifically addressed at the time of permit approval.

(Ord. No. 4108, § 2, 8-15-94)

Sec. 37-162. Public hearing on a conditional use.

Before the commission shall act upon a request for a conditional use, it shall hold a public hearing pursuant to section 37-184 of this chapter.

(Ord. No. 4108, § 2, 8-15-94)

COMMUNITY COMMERCIAL

Description

Community Commercial areas provide mid- to high-intensity commercial uses that attract people from across the community. The most intense uses should be located adjacent to major roadways, particularly near intersections of two major roadways. Uses should decrease in intensity when located farther from major roadways and near less intense residential areas. Inactive uses such as storage and warehousing should be located behind more active commercial uses along streets.

Examples

Distribution centers, office and storage facilities, technology and software firms, grocery stores and supermarkets.

Suggested Residential Density Range

12+ DU/acre can be considered with the following essential considerations:

- **Location:** Commercial uses remain along street frontage. Residential uses should be located above or behind commercial uses.
- **Intensity:** Provides transition in intensity from adjacent uses/zones, provides and appropriate transition in building scale from surrounding uses.
- **Access:** Located on a collector or arterial roadway with adequate access for the proposed use.
- **Infrastructure:** The existing or planned infrastructure is adequate to meet the needs of the proposed use.
- **Compatibility:** The presence of residential would not possibly hinder future commercial uses on adjacent commercial areas. The proposed location is not within the proximity of industrial uses in areas identified for additional industrial uses on the future land use map.

Policy Basis

- | | | |
|-----------------|-----------------|-----------------|
| • <u>CC.3</u> | • <u>LU.2.2</u> | • <u>ED.4</u> |
| • <u>CC.3.1</u> | • <u>LU.2.3</u> | • <u>ED.4.2</u> |
| • <u>LU.1</u> | • <u>TC.2.5</u> | • <u>ED.4.3</u> |
| • <u>LU.1.1</u> | • <u>TC.3.2</u> | • <u>H.3</u> |
| • <u>LU.1.2</u> | • <u>ED.1</u> | • <u>H.3.1</u> |
| • <u>LU.1.3</u> | • <u>ED.3</u> | • <u>H.3.2</u> |
| • <u>LU.2</u> | • <u>ED.3.1</u> | • <u>NH.1</u> |
| • <u>LU.2.1</u> | • <u>ED.3.2</u> | • <u>NH.1.1</u> |



Open Space and Recreation
Agriculture
Residential Detached
Residential Attached
Residential Multi-unit
Mixed-use
Retail & Restaurant
Personal Services
Office
Commercial/Cultural Entertainment
Flex Office/Warehouse
Industrial
Storage Units
Transportation & Utilities
Institutions

**CITY OF LEWISTON PLANNING AND ZONING COMMISSION
REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS
FOR GRANTING OR DENIAL OF CONDITIONAL USE PERMIT
FOR COMMISSIONERS' NOTES**

This document shall serve as memorialization of the rationale for the granting or denial of a Conditional Use Permit, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. *See* I.C. § 67-6535.

- I. **APPLICATION NUMBER:**
CUP24-3
- II. **APPLICANT'S NAME AND ADDRESS:**
Michelle King
- III. **IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:**
2207 E. Main St.
- IV. **DATE OF PUBLIC HEARING:**
8/28/24
- V. **NAME OF HEARING BODY:**
Lewiston Planning and Zoning Commission
- VI. **NATURE OF SUBJECT CONDITIONAL USE PERMIT APPLICATION:**
Transitional Housing Village
- VII. **DECISION:**
The Lewiston Planning and Zoning Commission [APPROVES/DENIES] XXX.
- VIII. **CONDITIONS OF APPROVAL:**
Pursuant to Lewiston City Code § 37-160, the Planning and Zoning Commission may impose conditions upon approval of a conditional use permit. This conditional use permit is subject to the following conditions:

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IX. TERMINATION OF CONDITIONAL USE PERMIT:

Pursuant to Lewiston City Code § 37-160, authorization of a conditional use permit shall be void after twelve (12) months unless:

- (1) A building permit pursuant thereto has been applied for;
- (2) Where no building permit is required, the intent of the conditional use has been fulfilled; or
- (3) Substantial progress towards completion of the project has been accomplished, as determined by the community development director.

X. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are:

XI. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this conditional use permit:

1. The proposed use (**will/will not**) result in conditions that will tend to generate nuisances (such as noise, dust, glare, vibrations, and odors) or, if so, any anticipated nuisances will be appropriately mitigated. Applicable commentary:

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

FOR CUPxx-xxxxxxx

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2. The proposed use **(is/is not)** a public necessity **(and/but)** **(is/is not)** justified by the applicant and deemed to be of benefit to the public. Applicable commentary:

3. The character of the proposed use, if developed according to the plan as submitted, **(will/will not)** be in harmony with the area in which it is to be located. Applicable commentary:

4. The proposed use **(will/will not)** endanger the environment or the public health or safety. Applicable commentary:

5. The proposed use **(will/will not)** be in substantial conformance with the Comprehensive Plan. Applicable commentary:

6. Pursuant to Idaho Code § 67-6512, the conditional use permit may be granted subject to the ability of political subdivisions, including school districts, to provide services for the proposed use. Applicable commentary:

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant could not take actions to obtain approval, the explanation is:

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant could take actions to obtain approval, such actions might include:

NOTICE TO APPLICANT: Every final decision rendered shall provide or be accompanied by notice to the applicant regarding the applicant's right to request a regulatory taking analysis pursuant to Idaho Code § 67-8003. The mailing of a signed and dated copy of this document by the City to the applicant shall constitute compliance with such notice requirement. An applicant denied an application or an affected person aggrieved by a final decision concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

An action or ruling by the Planning and Zoning Commission pursuant to the City of Lewiston Zoning Code may be appealed to the Lewiston City Council by the person who initiated the action before the Planning and Zoning Commission or by any person entitled to notice by mail of the action under section 37-184(b)(2) of the City of Lewiston Zoning Code. Such appeal must be filed within fifteen (15) calendar days after the Planning and Zoning Commission has adopted its written Reasoned Statement of Relevant Criteria and Standards. Written notice of the appeal must be filed with the City Clerk within such fifteen (15) day period. If an appeal is not filed and the fee required by section 37-188 of the City of Lewiston Zoning Code is not deposited with the City Clerk within such fifteen (15) day period, the decision of the Planning and Zoning Commission shall be final.

By: _____
Signature of Planning and Zoning Commission Chair or Vice Chair or Acting Chair

Printed: _____

Date of Signature: _____

ATTEST: _____
Tanya Brocke, Community Development Specialist

City of Lewiston

Planning and Zoning Commission Bylaws

Article I. Name

The name of this advisory board or commission is the Planning and Zoning Commission, hereafter referred to as the "Commission".

Article II. Membership

The Commission shall consist of seven (7) voting members.

Article III. Officers

A. The officers of the Commission shall be a chairperson and vice-chairperson elected from among the Commission members at the first regularly scheduled meeting in January, or at such other time as the Commission deems feasible.

B. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.

C. The chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

E. In the event of the absence of the chairperson and vice-chairperson, those Commission members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Commission.

Article IV. Meetings and Minutes

A. All Commission meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Commission records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

B. Regular meetings shall be held on second and fourth Wednesday of each month at five thirty (5:30) p.m. in the large, second floor meeting room of the Community Development Department office building at 215 D Street, or at such other location or time as shall be designed in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled.

C. Special meetings may be called by a consensus of the Commission, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all

Commission members present, then a notice of the time and place of the special meeting shall be sent to all Commission members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Commission.

E. Meeting minutes of the Commission shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

Article V. Rules of Debate

A. *Recognition by chairperson and interruptions prohibited.* A Commission member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Commission member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Commission member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Commission members present. If the motion is so approved, the Commission shall immediately vote on the underlying question without further debate.

Article VI. Committees

A. As authorized by the Commission, the chairperson may appoint committees of one (1) or more Commission members and/or members of the community at large, each for such specific purposes as the business of the Commission may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Commission.

B. All committees shall make a progress report to the Commission at each Commission meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Commission, it is granted specific power to act.

D. All committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

Article VII. General

A. *Voting.* An affirmative vote of the majority of all Commission members present at the time shall be necessary to approve any action before the Commission. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before the Commission. Unless otherwise provided by law, every Commission member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Commission member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Commission member's vote shall be counted as an "aye." If a Commission member is excused from voting, that member may be counted for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Commission members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.

D. *Amendments.* The Commission may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Commission; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Commission without prior approval from the City Council.

These Bylaws were adopted by the Commission on March 11, 2020. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Commission.


Signature of Commission Chair

March 11, 2020
Date


Attest