

Lewiston Urban Forestry and Cemetery Commission

AGENDA

September 25, 2024 – 4:00PM

LEWISTON COMMUNITY CENTER
1424 Main Street, Lewiston

1. **CALL TO ORDER**
Roll Call

2. **CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff.

Comments may be made: (1) in-person, (2) by emailing the Parks and Recreation Director at tbarker@cityoflewiston.org or (3) by calling (208) 746-2313 x6102 and leaving a message.

Comments submitted by email or phone will be forwarded to the Parks and Recreation Commission. If you would like your comment to be read aloud during the meeting, please so indicate in your message. Members of the public who wish to provide in person comment, but who are unable to secure a seat in the designated meeting space and/or overflow room(s) due to occupancy or gathering limits, will be rotated in and out of the designated meeting space in order to provide comment.

3. **CONSENT AGENDA**

A. Approval of Minutes from September 4, 2024 (Action Item)

4. **REPORTS** **Presentations, Communications and Correspondence**

A. August Parks and Recreation Department Monthly Report

5. **NEW BUSINESS**

A. Cemetery Southside Undeveloped Property Update

a. Discussion on upcoming public input from survey and follow up commission meeting to allow additional feedback.

B. Interim Plan for Department Leadership

a. Director will discuss the city's plan to fill his position on a temporary basis following his last day with the City on October 4, 2024.

C. Urban Forestry Budget

- a. Discussion regarding the Fiscal Year 2025 Urban Forestry budget and cuts that were made during the final approval process.

6. **OLD BUSINESS**

- A. Normal Hill Cemetery Master Plan Update
 - a. Director and Chair to provide an update on the review process and seek input from members on upcoming public feedback needs.
- B. Current and Upcoming Development Review
 - a. Development Review Committee items from the past month related to city code and forestry

7. **COMMISSION MEMBER COMMENTS**

8. **CITY COUNCIL LIAISON COMMENTS**

9. **UPCOMING MEETINGS**

- A. UFCC October 23rd, 2024 @4PM at the Lewiston Community Center
- B. City Council Work Session November 4th, 2024
 - i. Normal Hill Cemetery Master Plan Update

10. **FUTURE AGENDA TOPIC**

- A. Urban Forester/Arborist Role
- B. Damaged Headstone Project
- C. Tree Selection Guide
- D. Urban Forestry Management Plan Review
- E. UFCC Presence at Community Events to Promote Urban Forestry

11. **ADJOURNMENT**

Lewiston Urban Forestry and Cemetery Commission

MINUTES

September 4, 2024 – 4:00PM

**LEWISTON COMMUNITY CENTER
1424 Main Street, Lewiston**

1. **CALL TO ORDER**

Roll Call

Commission Members Present: Maxine Miller, Elizabeth Goetzinger, Brian Hensley & Shirley Philips

Council Liaison Present: Jessica Klein (through Google Meets)

Staff in Attendance: Tim Barker, Parks and Recreation Director & Carol Maurer, Public Information Officer

The meeting was called to order at 4:00PM

2. **CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff.

Comments may be made: (1) in-person, (2) by emailing the Parks and Recreation Director at tbarker@cityoflewiston.org or (3) by calling (208) 746-2313 x6102 and leaving a message.

Comments submitted by email or phone will be forwarded to the Parks and Recreation Commission. If you would like your comment to be read aloud during the meeting, please so indicate in your message. Members of the public who wish to provide in person comment, but who are unable to secure a seat in the designated meeting space and/or overflow room(s) due to occupancy or gathering limits, will be rotated in and out of the designated meeting space in order to provide comment.

There were no citizen comments at the meeting.

3. **CONSENT AGENDA**

A. Approval of Minutes from July 24, 2024 (Action Item)

A motion to approve the minutes was made by Commissioner Miller which was seconded by Commissioner Hensley. All were in favor of approving the minutes as presented.

4. **REPORTS** **Presentations, Communications and Correspondence**

A. July Parks and Recreation Department Monthly Report

There were no comments on the monthly reports from the commission members.

5. **NEW BUSINESS**

A. Living Lewiston Magazine

- a. Discussion with the City's PIO regarding inclusion of Urban Forestry related topics in the magazine

PIO Carol Maurer spoke to the commission about the magazine and how educational materials that the commission wants to see made available to the public can be incorporated into the magazine. The Commission would like to see each quarter, a tip or advice for the public to read related to tree care. Maurer discussed the opportunity for the commission to have input on the size and design of the space and the cost to include it would come from the P&R Department Budget. There are between 5,000-7,000 copies that are distributed to the community every quarter in August, November, February, and May. Maurer will plan to follow up with the group and provide a more detailed listing of the due dates and cost to add information into the magazine.

B. Cemetery Southside Undeveloped Property Discussion

- a. Discussion on City Council Direction provided at their August 5th Work Session

The Commission discussed the direction that was agreed upon by the City Council at their meeting to incorporate public input into their Master Plan update and specifically, input related to what should be done with the undeveloped 6+ acres on the south side of the cemetery. The Commission talked about creating a survey that would go out to the public to gather feedback as well as promote an upcoming meeting, an opportunity for citizens to attend a meeting and provide additional input. Director Barker and PIO Maurer will create a draft of the survey based on feedback from the commission that will show 3 separate options for people to select. The goal would be for the survey to be included in the September utility billing and the survey information will need to be finalized by September 9th to be in the September 25th bill and an online presence will begin on the same date. The deadline for the survey will be October 17th and the public meeting scheduled for the October 23rd Commission meeting.

6. **OLD BUSINESS**

A. Fiscal Year 2025 Budget

- a. Director will recap decisions that were made during the 2025 budget hearings related to the cemetery and urban forestry.

The Commission discussed the direction that was agreed upon by the City Council at their meeting to incorporate public input into their Master Plan update and specifically, input related to what should be done with the undeveloped 6+ acres on the south side of the cemetery. The Commission talked about creating a survey that would go out to the public to gather feedback as well as promote an upcoming meeting, an opportunity for citizens to attend a meeting and provide additional input. Director Barker and PIO Maurer will create a draft of the survey

based on feedback from the commission that will show 3 separate options for people to select. The goal would be for the survey to be included in the September utility billing and the survey information will need to be finalized by September 9th to be in the September 25th bill and an online presence will begin on the same date. The deadline for the survey will be October 17th and the public meeting scheduled for the October 23rd Commission meeting.

B. Normal Hill Cemetery Master Plan Update

- a. Director and Chair to provide an update on the review process and seek input from members on upcoming public feedback needs.
This item was discussed in an earlier agenda items so no further discussion occurred.

C. Current and Upcoming Development Review

- a. Development Review Committee items from the past month related to city code and forestry
There were no comments from the commission related to this item. The commission was asked to contact the Director if they had any further questions.

7. **COMMISSION MEMBER COMMENTS**

The commission discussed in general conversation, the farmer's market that took place this year. No other comments related to the meeting or focus areas were brought up.

8. **CITY COUNCIL LIAISON COMMENTS**

The City Council liaison did not have any additional comments to provide.

9. **UPCOMING MEETINGS**

- A. UFCC September 25th, 2024 @4PM at the Lewiston Community Center
B. City Council Work Session November 4th, 2024
i. Normal Hill Cemetery Master Plan Update

10. **FUTURE AGENDA TOPIC**

- A. Urban Forester/Arborist Role
B. Damaged Headstone Project
C. Tree Selection Guide
D. Urban Forestry Management Plan Review
E. UFCC Presence at Community Events to Promote Urban Forestry

The commission wanted to add to a future agenda discussions on an outline for articles to be in the Living Lewiston Magazine as well as a discussion related to the Urban Forestry Budget.

11. **ADJOURNMENT**

A motion to adjourn was made by Commissioner Hensley and seconded by Commissioner Miller. The meeting was adjourned at 5:14PM.

PARKS & RECREATION

AUGUST 2024

MONTHLY REPORT

ADMINISTRATION

- Department had a bid opening for ADA parking stalls at Pioneer Park and both bids came in well above the anticipated budget, so the bids were rejected. Staff are reviewing options to complete the work in house and only contract out a minimal portion of the work. This project is being funded through a grant from the Idaho Department of Commerce and also includes the installation of a new accessible drinking fountain and replacement of the playground.
- The Parks and Recreation Commission held a public open house to discuss possible options for replacement of Bert Lipps Pool. There were over 2,300 responses to the survey and a number of citizens in attendance at the meeting.
- Director continues to work with the Urban Forestry and Cemetery Commission on revisions to the Normal Hill Master Plan as well as possible uses of the undeveloped portion of the property.
- Department staff as well as Community Development staff met to discuss the transition of Residential Parking Permits to the Community Development Department and the Community Event Boards to the Parks and Recreation Department. The transition will officially take place on October 1, 2024.
- Department staff met with school district staff to discuss the development of the Tri-Partnership triangle as the Nichols Memorial Project. This site will be developed by the partners and will include an interpretative kiosk to recognize the Nichols family and the farm that once stood on the 310-acre shared governmental campus.

CEMETERY

- Assisted in planning 2 cremation burials
- Assisted in planning 1 full casket burials
- Performed 4 cremation burials
- Performed 1 disinterment of ashes
- Performed 8 monument stakings
- Sold 1 standard adult grave



PARKS

- Addressing irrigation issues has been our primary focus, especially with excessive heat.
- Staff completed fertilizing.
- Staff applied a herbicide to the Rose Garden
- Staff worked on irrigation on the Interchange.
- All of Clearwater Park, North Lewiston Boat Ramp and Pepsi Park were aerated.
- Work started on landscape at Police Training Center.
- Under Southway Bridge was mowed, string trimmed and sprayed.
- Staff cleaned Main Street in preparation for Hot August Nights.
- Main Street survived Hot August Nights.
- Preparations being made for end of budget year.

RECREATION



Programming:

- Completed our Rec Mobile Program on Friday, August 9th. This free program goes around to our local parks throughout the week and plays games with kids that want to participate. We have a morning session and an afternoon session Monday-Friday.
 - We averaged 13 participants per session this summer with over 1000 participants throughout the entire program.
- Completed our Movies Under the Stars Program at Pioneer Park this month. A movie was played on August 2nd and 9th.
- Completed our Pool Season on Saturday, August 10th.
 - We averaged 160 people a day during the season during open swim times, over 8,300 throughout the summer.
 - We had over 600 participants sign up for swim lessons this summer.
- Held our Annual Dive and Drive on Saturday, August 10th. This free event hosts a movie on the Orchards Pool Lawn drive-in movie style. Cars tune into one of our sponsors, Nelly Broadcasting, radio stations to listen to the movie.
- Finished Regular season games for the 2024 Coed Slow-Pitch Softball season.
 - Began Postseason play
- Completed season games for Summer Outdoor Volleyball. This was the first year of our program and was held on Sunday and Monday evening at Airport Park in the outfield of Field 2. Two different leagues were offered, a 4v4 league and a 6v6 league.

- The 4v4 League winner was team, Blind Spot
 - The 6v6 League winner was team, I Dink I Lover You
- Staff set up a booth at LCSC Welcome Fair to advertise upcoming programs and part-time/seasonal opportunities for students.

Meetings:

- Staff met with a potential vendor, city staff, and other community members about involvement in a potential Cornhole tournament series that would be offered during the winter months.
 - Met with members of the City's P.R.I.D.E. committee about a potential with a Cornhole soft open/dry run in November.
- Staff met with members from the LC Hockey Board about details of a new fall youth sport program, Youth Hockey Clinic, that will take place end of October and into November.
- Seaport River Run Board, which includes the City of Lewiston Parks and Recreation, Lewiston Tribune, McVey Entertainment, and Art Beat, presented 2024 Seaport River Run Non-Profit Partner Ethan and Friends, Inc. with their proceeds check for their work at this year's Seaport River Run. Their organization provided over 100 hours of volunteer work leading up to, during, and after the event.
- Staff participated in a focus group with CivicRec, the system we use for our online registration.

Ball Field Rentals

- There were 10 ball rentals this month.
 - One included a tournament that was originally scheduled for July 28 but was rescheduled to August 18th due to poor air quality
 - The tournament used all of the Airport Fields (1-4, & the Babe Ruth Baseball field).
- Overall, our Ball Fields were rented/utilized 20 of 31 days of the month of August with heavy use at Sunnyside and Hereth/P1FCU field.

Fenton Rentals

- There were 48 Fenton Gym rentals this month.

RESERVATIONS

● **Community Center Reservation:**

There were sixty six meetings and or events in the Community Center in August with approximately nineteen hundred attendees and another approximately one hundred drop-ins.

● **Park Reservations:**

There were forty-two reservations in the parks in August with approximately two thousand five hundred people attending the various events.

SENIOR NUTRITION

- Congregate Meals served this month = 386
- Home-Delivered Meals served this month = 990
- Medicaid and True Blue Meals served this month = 132
- Volunteer hours = 170 , Volunteers = 7



BUILDING MAINTENANCE



Projects:

- New HVAC at Public Works and Bell Building
- Continued on restoration to remove rot and sun damage from Carnegie library soffits as well as a coat of paint. Much needed and will look great.
- Completed many service calls for general maintenance.
- Many HVAC repairs due to the heat
- Began outdoor window cleaning for the year
- Cleaned up flood water caused by courthouse construction.
- Annual Garage door maintenance and repairs

Normal Hill Cemetery Survey

The Urban Forestry and Cemetery Advisory Commission is seeking your input on the future of undeveloped property at the Normal Hill Cemetery. Your feedback is crucial in helping us decide the best course of action.

Please review all supporting information before answering the survey question on the reverse side of this document. Once you have completed the survey, you may return it by mailing it with your utility bill or delivering it in person to the Utility Billing Office at Lewiston City Hall, 1134 F Street, Lewiston, Idaho 83501.

Definitions:

- *General Fund refers to revenue received by the City in the form of property taxes.*
- *Perpetual Care Fund refers to an investment account that is funded by a portion of plot and niche sales (this account balance may fluctuate based on the market).*

Background Information

The historic Normal Hill Cemetery and Arboretum, Lewiston's only city-owned cemetery, has been a vital part of the community since the late 19th century. Covering over 40 acres in the Normal Hill neighborhood, it is the final resting place for nearly 20,000 individuals and features a picturesque State Tree Grove. This park-like setting is a beloved destination for visitors throughout the year.

The City's objective is to strengthen the Perpetual Care Fund so that its annual interest can cover the costs of maintaining the cemetery's operational expenses. To achieve this, we need to expand our offerings and increase our inventory.

Financial Considerations

Over the past year, the cemetery generated \$135,670 from plot, cremation, and burial fees. However, with annual operating costs totaling \$335,670, these revenues alone are insufficient. The City's general fund and perpetual care fund currently cover the remaining \$200,000 in annual expenses.

Plot Space and Availability

- **Limited Plot Availability:** Fewer than 200 plots remain in the developed area, which will accommodate the community for the next 3-5 years.
- **Undeveloped Land:** A nearly 7-acre section of the cemetery is reserved for future development, which will provide burial space for the next 75 years.

City Council Options

The Lewiston City Council is considering the following options to address the space and financial challenges:

Option 1: Sell a Portion of the Undeveloped Land

- Sell 2.2 acres of the undeveloped land.
- Use the proceeds to partially fund the development of the remaining land, adding plots and niches to serve the community for an additional 40-50 years.
- Additional general fund dollars would be needed to complete full development.
- Sale proceeds could also help with operational costs, but general fund and perpetual care fund dollars will still be required.

Option 2: Develop the Entire Undeveloped Land Without Selling Any Property

- Do not sell any land.
- Use 100% of general fund dollars and potential grants to fully develop the entire area, extending its use for an additional 75 years.
- Continue to rely on general funds to cover operational costs until sufficient sales build up the perpetual care fund.
- Potential revenue from development ranges from \$6,413,450 to \$18,643,940, with potential revenue loss from selling part of the land ranging from \$1,256,000 to \$3,651,200.

Option 3: Take No Action

- Leave the land undeveloped and take no immediate action.
- Once available plots and niches are sold, switch to a maintenance-only model.
- This will increase reliance on the general fund and perpetual care fund annually.

After reviewing the information provided, please select one option below. Responses with more than one selection will not be considered complete.

Survey Question

What action should the City Council take regarding the Normal Hill Cemetery?

- ☐ **Sell a portion of the undeveloped land** to help cover a portion of development costs and use general fund dollars for the rest.
- ☐ **Do not sell the land** and use 100% general fund and grant dollars for development and operational costs.
- ☐ **Do nothing** and leave the property undeveloped.

In addition to responding to this survey, we strongly encourage you to attend the next Urban Forestry and Cemetery Advisory Commission meeting scheduled for Wednesday, September 25th at 4:00 p.m. at the Lewiston Community Center, 1424 Main Street, Lewiston, Idaho 83501.

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 20251 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2025 ADOPTED
055 URBAN FORESTRY				
82045 MAINTENANCE SUPPLIES-GROUNDS				
01000110 01-050-055-82045-				
PROJECT EXPENSES		1.00	5,000.00	5,000.00 *
				5,000.00
82071 OPERATING SUPPLIES				
01000110 01-050-055-82071-				
ARBORIST TOOLS, PUBLIC EDUCATION, TREE STOCK		1.00	19,100.00	19,100.00 *
				19,100.00
83080 DUES & SUBSCRIPTIONS				
01000110 01-050-055-83080-				
DUES AND SUBSCRIPTIONS		1.00	270.00	270.00 *
				270.00
83230 CONTRACTED SERVICES				
01000110 01-050-055-83230-				
PRUNING, STUMP GRINDING AND REMOVAL		1.00	19,470.00	25,030.00 *
8.26.24 AMENDMENT TO BUDGET		1.00	5,560.00	19,470.00
				5,560.00
83240 PRINTING				
01000110 01-050-055-83240-				
BROCHURES, EDUCATIONAL MATERIAL		1.00	100.00	100.00 *
				100.00
83400 TRAVEL/TRAINING				
01000110 01-050-055-83400-				
ARBORIST		1.00	500.00	500.00 *
ONLINE CERTIFICATIONS AND TRAININGS AS NEEDED				500.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 20251 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2025 ADOPTED
TOTAL URBAN FORESTRY				50,000.00



AGENDA DEVELOPMENT REVIEW COMMITTEE BELL BUILDING AUGUST 28, 2024 8:30 A.M. – WEDNESDAY

8:45 AM: Chris Kilcup, K&G Construction, ckilcup@kandgconstructionllc.com.

Improve ADA access to the Radioatn Oncology Center located at 504 6th St.

9:30 AM: PRT – Shell Building, Closing Permits, Review Open Permits, Questions for Utility Permit Review and issue Process

PERMITS ISSUED (8/15/2024 TO 8/21/2024)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
J M ROOFING & FLAT ROOF SYSTEMS	900 7TH AVE N	BP24-000354	08/21/2024	\$ 42,595.00	Commercial - Misc.
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSON OF WASHINGTON	1004 alder AVE	BP24-000358	08/19/2024	\$ 33,373.00	Residential - Misc.
CLARKSTON GLASS	1026 3RD ST	BP24-000357	08/16/2024	\$ 5,034.23	Residential - Misc.
ARNZEN BUILDING CONSTRUCTION INC	1617 21st ST BLDG B	BP24-000049	08/16/2024	\$ 79,764.00	Minor Commercial
WANTZ CONSTRUCTION	720 WARNER AVE UNIT A	BP24-000347	08/19/2024	\$ 14,883.16	Residential Accessory Buildings (Small)
QUALITY DESIGN HOMES	1800 Clark Fork LN	BP24-000330	08/15/2024	\$ 294,624.44	Residential - SFD
GRANDEUR REALTY LLC	3331 16TH ST UNIT A	BP24-000332	08/19/2024	\$ 607,192.03	Residential - Duplex & Townhouse
GRANDEUR REALTY LLC	3333 16TH ST Unit A	BP24-000333	08/19/2024	\$ 578,569.22	Residential - Duplex & Townhouse
GRANDEUR REALTY LLC	3335 16TH ST UNIT B	BP24-000337	08/19/2024	\$ -	Residential - Duplex & Townhouse
GRANDEUR REALTY LLC	3333 16TH ST UNIT B	BP24-000336	08/19/2024	\$ -	Residential - Duplex & Townhouse
GRANDEUR REALTY LLC	3331 16TH ST UNIT B	BP24-000335	08/19/2024	\$ -	Residential - Duplex & Townhouse
GRANDEUR REALTY LLC	3335 16TH ST Unit A	BP24-000334	08/19/2024	\$ 578,361.31	Residential - Duplex & Townhouse
JEREMIAH JOHNSON'S NEW BEGINNINGS	3211 Blackhawk CT	BP24-000221	08/20/2024	\$ 287,109.05	Residential - SFD
MIKE AND PEGGY CORE	709 VISTA AVE B	BP24-000352	08/19/2024	\$ 9,010.79	Residential - Misc.
PETRIE JOHN C & RAYNETTE	1326 GRELLE AVE	BP24-000351	08/20/2024	\$ 123,072.10	Residential Additions
SELTING RICK	312 PRESTON AVE	BP24-000346	08/19/2024	\$ 15,000.00	Residential Additions
POLE BARN WILLY, LLC	2887 Knoll Crest DR	BP24-000319	08/21/2024	\$ 35,946.40	Residential Accessory Buildings (Small)

SUBMITTED FOR REVIEW (8/15/2024 TO 8/21/2024)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Commercial - Misc.	08/15/2024	900 7TH AVE N	Full tear off, install Duro Last membrane roofing system.	J M ROOFING & FLAT ROOF SYSTEMS	BP24-000354
Commercial - Misc.	08/15/2024	2004 19th AVE	Install pre-fabricated aluminum frame awning with vinyl cover over exterior door	CLEVER FOX ARCHITECTURE, PLLC	BP24-000355
Carport / Deck	08/16/2024	2033 CEDAR AVE	Adding 4'x22' to existing deck, adding stairs.	DALE ALLEN	BP24-000356
Residential - Misc.	08/16/2024	1026 3RD ST	Replace 6 windows with same. License #RCE-7647	CLARKSTON GLASS	BP24-000357
Residential - Misc.	08/16/2024	1004 alder AVE	Like for like replacement of 5 windows and 2 doors. License #RCE-40565	SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSON OF WASHINGTON	BP24-000358
Carport / Deck	08/20/2024	1812 1/2 BURRELL AVE	Installation of portable carport for 40lb snow load and 130 mph wind rating.	TRACY BRANSTETTER	BP24-000359
Commercial Foundation Only	08/21/2024	535 28th ST N	Commercial Foundation Only. #BL21-000027	QUALITY FENCING AND CONSTRUCTION, INC	BP24-000360



Re: St Joe's Project

1 message

Chris Kilcup <ckilcup@kandgconstructionllc.com>

Wed, Aug 21, 2024 at 3:51 PM

To: Dawn Ortiz <dortiz@cityoflewiston.org>

Dawn,

The purpose of this project is to improve ADA access to the Radiation Oncology Center at the address of 504 6th St, Lewiston. Current access provides two ADA parking stalls for patients with limited mobility. The existing parking lot capacity West of the building holds approximately 128 vehicles. The new proposed concept will provide a total of five ADA parking spaces. There will be four new ADA parking spaces, one ADA van parking space, and an unloading zone near the door. The first two parking lot entries off 6th street are potholed and have been requested to be repaved as well.

See attached aerial view concept:

Red - replace concrete

Green - ADA ramp

Yellow - repave entry

Occupancy type: Business

Building Sq Ft: 9,437

Improvement area: 3,200 SF

What City requirements will need met based on the ADA access improvements?

Thanks,

Chris

From: Dawn Ortiz <dortiz@cityoflewiston.org>

Sent: Tuesday, August 20, 2024 4:20 PM

To: Chris Kilcup <ckilcup@kandgconstructionllc.com>

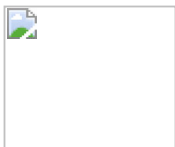
Subject: Re: St Joe's Project

Hello Chris. I have next week open, but you would need to get me the required information by the end of the day this Wednesday. I've attached our DRC pamphlet with the required information.

Dawn Ortiz

Community Development Specialist

City of Lewiston



T 208.746.1318 Ext 7265

[215 D Street](#)

P.O. Box 617

Lewiston, ID 83501

www.cityoflewiston.org

On Tue, Aug 20, 2024 at 12:32 PM Chris Kilcup <ckilcup@kandgconstructionllc.com> wrote:

Dawn,

I'm working with St. Joe's regarding ADA access to one of their buildings. When you have time I'd like to find out when the next available Wednesday meeting we can get on the books for and learn what what City requirements may be.

Chris Kilcup

Project Manager

625 D Street

Lewiston, ID 83501

Mobile: (208) 553-4404

Office: (208) 553-4440



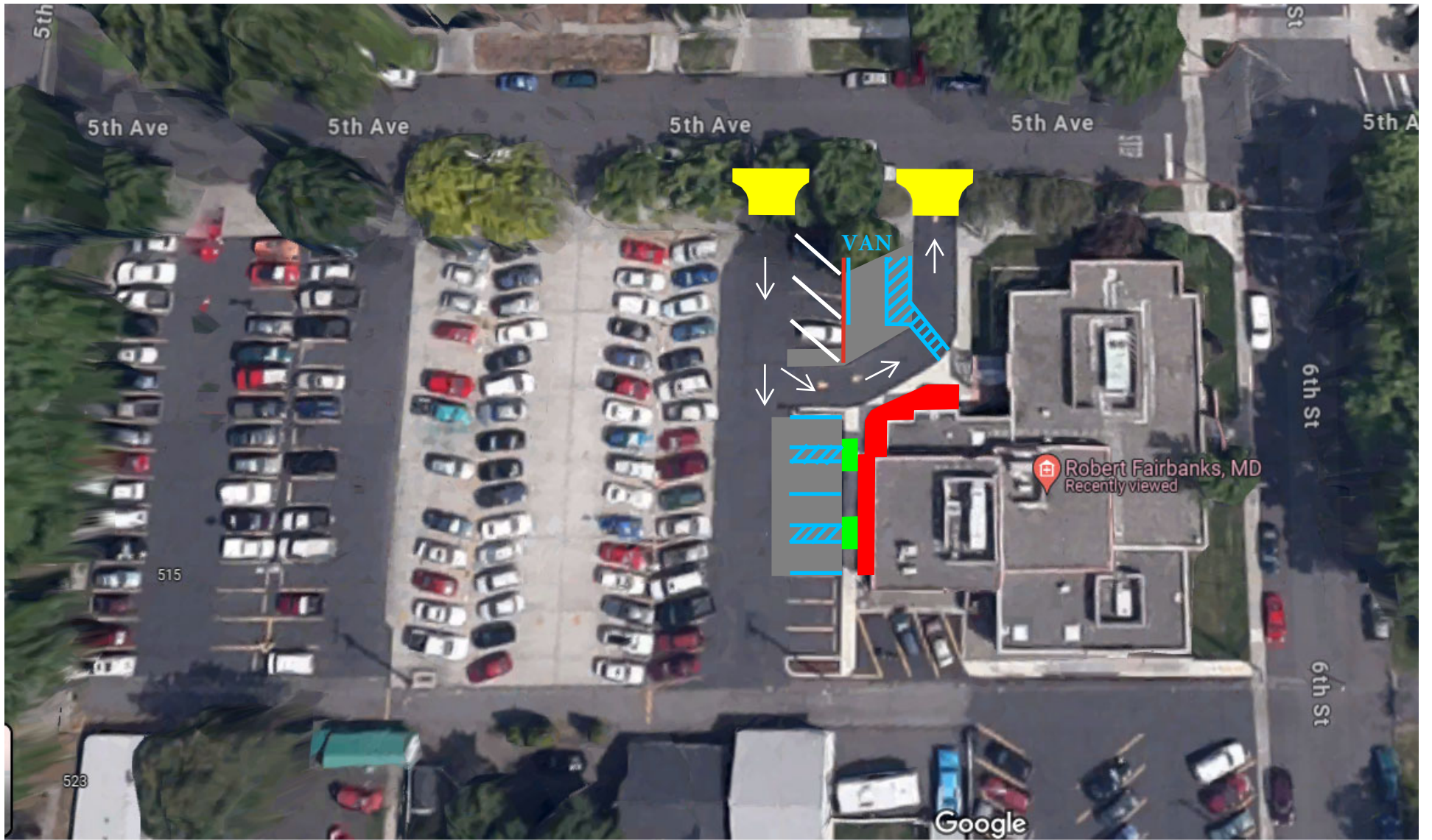
[City of Lewiston]

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Project Scope Ph 01 Rev01.pdf

201K





AGENDA

DEVELOPMENT REVIEW COMMITTEE

BELL BUILDING SEPTEMBER 4, 2024

8:30 A.M. – WEDNESDAY

8:30 AM: PRT – Shell Building, Review Open Permits,

9:30 AM: NO MEETING

PERMITS ISSUED (8/22/2024 TO 8/28/2024)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
CLARKSTON GLASS	1702 16TH ST	BP24-000362	08/23/2024	\$ 4,492.00	Residential - Misc.
CLARKSTON GLASS	1629 GRELLE AVE	BP24-000366	08/28/2024	\$ 640.00	Residential - Misc.
KENASTON CORPORATION	2630 7th AVE N	BP24-000052	08/28/2024	\$ 1,850,000.00	Major Commercial
MY ARCHITECT LLC	111 MAIN ST	BP24-000342	08/22/2024	\$ 40,000.00	Minor Commercial
QUALITY FENCING AND CONSTRUCTION, INC	535 28th ST N	BP24-000360	08/26/2024	\$ -	Commercial Foundation Only
CLEVER FOX ARCHITECTURE, PLLC	2004 19th AVE	BP24-000355	08/22/2024	\$ 250.00	Commercial - Misc.

SUBMITTED FOR REVIEW (8/22/2024 TO 8/28/2024)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Minor Commercial	08/22/2024	808 MAIN ST	Tenant Improvement - Remove existing stairs and reconstruct in new location; add ADA bathrooms, create new offices on basement level (Plans for MEP must be submitted and approved prior to the start of work)	MY ARCHITECT LLC	BP24-000361
Residential - Misc.	08/23/2024	1702 16TH ST	Replace 4 windows with same. License #RCE-7647	CLARKSTON GLASS	BP24-000362
Solar Panels	08/23/2024	1123 HEMLOCK AVE	PV solar roof mount installation, 1 circuit, 5.33kW. License#RCE-61867	SOLGEN POWER, LLC	BP24-000363
Residential - Misc.	08/27/2024	1623 BURRELL AVE	Like for like replacement of 6 windows. License #RCE-40565	SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSON OF WASHINGTON	BP24-000364
Residential Accessory Buildings (Small)	08/27/2024	3731 21ST ST E	Construct a 30 x 33 x 14 (990 Sq. Ft.) pole building with a concrete slab	MIKE'S POLE BARNs LLC	BP24-000365
Residential - Misc.	08/28/2024	1629 GRELLE AVE	Replace 1 window with same. License #RCE-7647	CLARKSTON GLASS	BP24-000366
Accessory	08/28/2024	327 PRESTON AVE	Tiny House	LEE & MANDY	BP24-000367

Dwelling Unit				HENRY	
Residential - SFD	08/28/2024	434 PRESTON AVE	New Single Family Dwelling	PRESTON & KRISTIN COMSTOCK	BP24-000368



AGENDA

DEVELOPMENT REVIEW COMMITTEE

BELL BUILDING SEPTEMBER 11, 2024

8:30 A.M. – WEDNESDAY

8:30 AM: NO MEETING

9:30 AM: NO MEETING

PERMITS ISSUED (8/29/2024 TO 9/04/2024)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
TRU WAY HOME IMPROVEMENTS, LLC	2505 14th ST APT. A	BP24-000311	09/04/2024	\$ 7,600.00	Residential - Misc.
TRU WAY HOME IMPROVEMENTS, LLC	2505 14TH ST	BP24-000312	09/04/2024	\$ 40,000.00	Minor Commercial
CLARKSTON GLASS	827 LINDEN AVE	BP24-000371	08/30/2024	\$ 1,155.00	Residential - Misc.
CLARKSTON GLASS	3133 8TH ST	BP24-000370	08/30/2024	\$ 319.00	Residential - Misc.
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSON OF WASHINGTON	1623 BURRELL AVE	BP24-000364	08/29/2024	\$ 28,974.00	Residential - Misc.
A2 CONSTRUCTION, LLC	1510 DISCOVERY DR	BP24-000372	09/04/2024	\$ 26,500.00	Carport / Deck
RUSSELL CONSTRUCTION	1220 9TH ST	BP24-000375	09/03/2024	\$ 2,192.08	Residential - Misc.
TRACY BRANSTETTER	1812 1/2 BURRELL AVE	BP24-000359	08/29/2024	\$ 5,989.50	Carport / Deck
WELLMAN MARTHA	3322 15TH ST	BP24-000369	09/04/2024	\$ 20,000.00	Carport / Deck

SUBMITTED FOR REVIEW (8/29/2024 TO 9/04/2024)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Carport / Deck	08/29/2024	3322 15TH ST	Enclose Existing Front Porch.	WELLMAN MARTHA	BP24-000369
Residential - Misc.	08/30/2024	3133 8TH ST	Replace 1 window with same. License #RCE-7647	CLARKSTON GLASS	BP24-000370
Residential - Misc.	08/30/2024	827 LINDEN AVE	Replace 2 windows with same. License #RCE-7647	CLARKSTON GLASS	BP24-000371
Carport / Deck	08/30/2024	1510 DISCOVERY DR	Open frame patio cover to extend existing patio.	A2 CONSTRUCTION, LLC	BP24-000372
Residential - SFD	08/30/2024	1726 Canyon Crest	New Single Family Dwelling - 1988 Sq. Ft. - Living, 672 Sq. Ft. - Garage, 400 Sq. Ft. Covered Decks & Porches	JACK JORGENSEN	BP24-000373

Residential - Misc.	09/03/2024	1220 9TH ST	Replacement of 94 sheets of plywood during roof replacement project. License #RCE - 26699	RUSSELL CONSTRUCTION	BP24-000375
Accessory Dwelling Unit	09/03/2024	1010 15TH AVE	Convert portion of existing shop into habitable space. Space includes existing mini-split, and insulated ceiling and walls. Adding bathroom and kitchen sink/counter for air fryer and microwave - Sq. Ft. of ADU 265	CHASE CHARLES E & CHRISTI	BP24-000374
Commercial - Misc.	09/04/2024	1533 GRELLE AVE - STATION 2	Tear off shingles, replace with Pabco 30-year architectural shingles. Does not include unattached structures.	J M ROOFING & FLAT ROOF SYSTEMS	BP24-000376
Commercial - Misc.	09/04/2024	101 5TH ST	Install Duro Last single ply membrane roofing system	J M ROOFING & FLAT ROOF SYSTEMS	BP24-000377



AGENDA

DEVELOPMENT REVIEW COMMITTEE

BELL BUILDING SEPTEMBER 18, 2024

8:30 A.M. – WEDNESDAY

8:30 AM: PRT Meeting – City Staff

9:30 AM: NO MEETING

PERMITS ISSUED (9/05/2024 TO 9/11/2024)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
TRU WAY HOME IMPROVEMENTS, LLC	2505 14TH ST APT A	BP24-000314	09/05/2024	\$ 16,000.00	Minor Commercial
SOLGEN POWER, LLC	1123 HEMLOCK AVE	BP24-000363	09/05/2024	\$ 36,211.00	Solar Panels
BRETT BLEWETT CONSTRUCTION	1624 CEDAR AVE	BP24-000338	09/09/2024	\$ 280,000.00	Residential - SFD
MIKE'S POLE BARN LLC	3731 21ST ST E	BP24-000365	09/09/2024	\$ 31,456.31	Residential Accessory Buildings (Small)
J M ROOFING & FLAT ROOF SYSTEMS	1533 GRELLA AVE - STATION 2	BP24-000376	09/09/2024	\$ 33,685.00	Commercial - Misc.
CLARKSTON GLASS	1305 11TH AVE	BP24-000385	09/11/2024	\$ 2,575.00	Residential - Misc.
SMART BUILD	711 Crestline CIR	BP24-000350	09/09/2024	\$ 467,663.28	Residential - SFD
JACK JORGENSEN	1726 Canyon Crest	BP24-000373	09/10/2024	\$ 380,605.47	Residential - SFD
JEFFREY FREELAND	1139 12TH AVE	BP24-000378	09/06/2024	\$ 1,850.00	Residential - Misc.
THORNTON TAD N &	2708 7TH AVE N	BP24-000281	09/09/2024	\$ 20,000.00	Commercial - Misc.

SUBMITTED FOR REVIEW (9/05/2024 TO 9/11/2024)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Residential - Misc.	09/05/2024	1139 12TH AVE	Changing 5 windows like for like.	JEFFREY FREELAND	BP24-000378
Minor Commercial	09/06/2024	1424 MAIN ST COMMUNITY CENTER	New HVAC System for Community Center including modification of structural work	CITY OF LEWISTON	BP24-000379
Residential Foundation Only	09/06/2024	1807 AIRWAY AVE	Foundation Only	QUALITY DESIGN HOMES	BP24-000380
Residential Foundation Only	09/06/2024	1809 Airway AVE	Foundation Only	QUALITY DESIGN HOMES	BP24-000381
Residential Additions	09/06/2024	2110 RIPON AVE	196 S.F. of additional living space to be constructed at existing south patio with conditioned crawl space - 287 S.F. of interior kitchen/bath remodel - 408 S.F. of new deck	MY ARCHITECT LLC	BP24-000382

			on south side of residence.		
Residential - SFD	09/09/2024	3712 SKYVIEW DR	New single family dwelling -	THOMPSON JOHNNY & MEDEIROS JESSICA	BP24-000383
Residential Remodel	09/11/2024	3711 21ST ST	Remodel residence - Re-insulate and sheetrock entire residence; replace subfloor in bathroom(Trades under separate permit)	GINA SCHAEFER	BP24-000384
Residential - Misc.	09/11/2024	1305 11TH AVE	Replace (4) windows like for like	CLARKSTON GLASS	BP24-000385