

Cemetery and Urban Forestry Commission

AGENDA

February 26th, 2025

LEWISTON COMMUNITY CENTER
1424 Main Street, Lewiston

I. **CALL TO ORDER**

II. **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 Recording Secretary dglenn@cityoflewiston.org or (3) by calling (208) 746-2313 ext. 1 and leaving a message. Comments submitted by email or phone will be forwarded to the Cemetery and Urban Forestry Commission. If you would like your comment to be read aloud during the meeting, please so indicate in your message. Member of the public who wish to provide in person comment, but 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.

III. **CONSENT AGENDA**

- a. Approval of Minutes from January 22nd, 2025

IV. **REPORTS, PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE**

- a. January Parks and Recreation Department Monthly Report

V. **NEW BUSINESS**

- a. City Code Amendments in Chapters 21, 26 and 37.
- b. Boards and Commissions Periodic Review

VI. **OLD BUSINESS**

- a. Normal Hill Cemetery Master Plan Update
- b. Current and Upcoming Development Review
- c. Living Lewiston Quarterly Magazine

VII. **COMMISSION MEMBER COMMENTS**

VIII. **CITY COUNCIL LIASISON COMMENTS**

IX. **UPCOMING MEETINGS**

- a. Cemetery & Urban Forestry Commission – March 26th, 2025

X. **FUTURE AGENDA TOPIC**

Cemetery and Urban Forestry Commission

- a. Tree Guide Update
 - i. Invitation to Brian McKarcher and Shawn Wentworth as local landscaping experts

XI. **ADJOURNMENT**

Chapter 26
PARKS AND RECREATION¹
ARTICLE IV. STREET TREES³

Sec. 26-39. Statement of purpose.

~~The city of Lewiston hereby declares that it shall be the policy of the city to protect trees planted and growing within the public right of way. It shall also be the policy of the city to prohibit the planting and growing of types or kinds of trees that may be hazardous, susceptible to injurious pest and/or disease or damaging to streets, sidewalks and curbs. Further, the city finds and declares that providing an aesthetically attractive plan to planting and growth of trees for the beautification of the streets of the city is in the best interests of the city.~~

The City of Lewiston is committed to maintaining, preserving, and improving the city's Urban Tree Canopy. A healthy Urban Tree Canopy reduces heating and cooling costs, lowers air temperatures, reduces stormwater runoff, enhances wildlife, improves public health, and increases property values, among other benefits.

This ordinance is intended to encourage the preservation, expansion, protection, and proper maintenance of the community forest of the City. Enhancing the beauty of the City, stimulating the planting and growing of desirable trees, and educating the public about the community forest are the primary goals of this ordinance.

(Ord. No. 3776, § 1, 7-1-85)

Sec. 26-39.A. Applicability.

Sec. 26-40. Definitions.

For the purposes of this article, the following words shall have the following meanings:

~~*Diseased tree:* Any tree which has become blighted, defaced, infected or has acquired a disease not capable of care through treatment or the use of any acceptable form of spray material.~~

~~*Forester:* The person responsible for administering the city's street tree program as provided for in this article.~~

~~*Injurious pest or disease:* An organism capable of seriously damaging the form or structural integrity of a tree.~~

~~*Owner:* Every person including an owner, agent, tenant, occupant or lessee who exercises care, custody and control of real property within the city of Lewiston.~~

Commented [JP1]: What is this? There is no definition of it. Does it include trees on private property?

Commented [JP2]: Add a section here defining or explaining what trees are meant to be regulated, protected, preserved, maintained pursuant to this Article, i.e. trees in the right of way, trees on city-owned property, other vs private property.

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Person: Any person, firm, partnership, corporation, association, company, municipal corporation, or other governmental entity or organization of any kind.

ANSI A300: The American National Standard for Tree Care Operations – Tree, Shrub, and other woody plant maintenance – standard practices. This is a document offering basic performance standards for tree pruning, published in 1995 by the American National Standards Institute (ANSI) or the same as amended from time to time.

Arborist: A professional in the practice of arboriculture, which is the cultivation, management, and study of individual trees, shrubs, and vines other perennial woody plants. Arborists generally focus on the health and safety of individual plants and trees, rather than managing forests or harvesting wood.

Crown Reduction: Used to reduce the height and/or spread of a tree. Thinning cuts are most effective in maintaining the structural integrity and natural form of a tree and in delaying the time when it will need to be pruned again.

Crown Restoration: Improves the structure and appearance of trees that have been topped or severely pruned using heading cuts.

Lions Tailing: The undesirable result of removing too many inside lateral branches and too much inside foliage.

Park Tree: All public trees in public parks and in all areas owned by the City or to which the public has free access, but excluding those trees in the public right-of-way.

Private Tree: Tree or shrub that is not a public tree or shrub.

Pruning: Means the removal of plant parts, dead or alive, in a careful and systematic manner so as to not damage other parts of a plant or the tree as a whole.

Public right-of-way: Improved or unimproved public property owned by, dedicated to, or deeded to the city public or for the public's use for the purpose of providing vehicular, pedestrian and public use. Such public property provides circulation and travel to abutting properties and includes, but is not limited to streets, alleys, sidewalks, tree lawn, provisions for public utilities, cut and fill slopes and open spaces.

Street tree list: The list of acceptable trees and acceptable planting practices for trees located within the public right-of-way.

~~Tree pruning practices: Rules and regulations adopted for purposes of describing appropriate tree pruning practices and procedures for trees located in, upon and over the public right-of-way.~~

~~Trees: Any woody plant materials which is fifteen (15) feet or more in height at maturity, with a single or multiple trunk, often unbranched for several feet above the ground and having a definite crown, would exceed a height of more than thirty (30) inches.~~

~~Topping: "Rounding", "heading back", or any other term that can be described as severe cutting back of limbs within a tree crown to buds, stubs, or laterals not large enough to assume a terminal role or as defined in ANSI A300.~~

~~Urban Forest: The population of trees and shrubs growing within the City of Lewiston over which the City has jurisdiction.~~

~~Urban Forestry Commission: The urban forestry advisory commissioners, appointed by the City Council, are charged with making recommendations to the city council on issues regarding the management of trees in its community forest and the development, conservation, and care of the urban forest resources in the City.~~

~~Urban Tree Canopy: The layer of tree leaves, branches, and stems that provide tree coverage of the ground when viewed from above.~~

(Ord. No. 3776, § 1, 7-1-85)

Sec. 26-41. Authority of forester. Establishment and duties of the city forester.

~~The forester, subject to the provisions of this article, is hereby authorized to:~~

~~(1) Plant, prune, spray, preserve and remove trees in the public right-of-way or preserve the symmetry and beauty of trees located within the public right-of-way.~~

~~(2) Order the pruning, spraying, preservation or removal of trees upon private property when he shall find such action necessary to prevent the spread of injurious pest or disease to trees located within the public right-of-way.~~

~~(3) Supervise all work done under a permit issued in accordance with the terms of this article.~~

~~(4) Prepare a street tree list consisting of acceptable trees, size and variety, proper planting instructions, and tree-spacing of trees located within the right-of-way which shall be approved by the urban forestry advisory commission.~~

~~(5) Prepare rules and regulations containing guidelines for the pruning of trees located within the right-of-way, to be known as the tree pruning practices.~~

~~(6) Provide a form for applying for the planting, pruning, or removal of trees located within the public right-of-way.~~

The director of the Parks and Recreation Department shall designate an individual as the City Forester and authorize such person to perform the duties imposed and exercise the powers granted by this chapter. For the purposes identified in Sec. 26-39, the City Forester, subject to the provisions of this Chapter and available resources, is hereby authorized to carry out the following duties:

- (a) Develop, administer, and maintain a Community Forestry Management Plan
- (b) Administer a program of public outreach and education relating to Community Forestry and the planting and care of trees
- (c) Establish and maintain an inventory of all public trees
- (d) Maintain a licensing program as set forth in Article X.
- (e) To facilitate the proper selection, planting, and maintenance of trees in residential, commercial, and industrial developments within City limits and the Lewiston City area of City impact, the City Forester shall review and provide comment on development applications when such applications are submitted to the City Planning and Development Services Department.
- (f) The Forester is authorized to declare trees in the City public nuisances, as defined in this chapter
- (g) The Forester is authorized to approve, deny, suspend, or revoke tree work licenses, certifications, or permits issued by the City, in accordance with this chapter
- (h) The Forester is authorized to inspect and approve any public tree/shrub work done in the City

(Ord. No. 3776, § 1, 7-1-85; Ord. No. 4008, § 4, 7-22-91)

Sec. 26-42. Urban forestry advisory commission.

(This section is handled under "Definitions")

Pursuant to section 2-180 of this code there is established and created a commission to be known as the urban forestry advisory commission. The urban forestry advisory commission shall have the duties as provided for in sections 2-180 through 2-186 of this code. (Ord. No. 3776, § 1, 7-1-85; Ord. No. 3966, § 5, 7-23-90)

Sec. 26-43. Permit required.

No person or owner shall plant any tree within the public right-of-way until a permit shall have been issued by the forester. Applications for tree planting shall be filed with the forester. Such tree must be the type and variety permitted by the street tree list. The forester shall approve each tree for appropriateness and ensure freedom from injurious pest or disease. Any application denied by the forester shall be returned to the applicant with the reasons for the refusal noted thereon. The applicant may file a new application or an amended application at any time thereafter.

Public right-of-way trees are sometimes referred to as Street Trees or Shade Trees. They benefit the adjacent property the most, improving value by adding appeal, as well as providing shade, oxygen, coolness and many more positives.

(a) On property that is public right-of-way, the person responsible for the abutting private or commercial property shall obtain a permit from the City Forester before planting or removing trees or shrubs, on the public property (street trees). The permit application shall indicate what action is to be taken.

If a request is denied, the Forester will return the application with an explanation as to why it was denied. Then the applicant may at any time submit an amended application.

The application shall include:

(1) Location of the planting or removal

(2) Name, address, and contact information of the responsible person or company

(3) Name, address, and contact information of the person or company to perform the work

(4) If the work is to be performed by a person or company for hire, proof of the completion of an International Society of Arboriculture class and approval from the City of Lewiston by the City

Forester, by at least one member of the work crew on site, must be provided to work on public property

(5) Proof of liability insurance of the person or company for hire

(6) Describe the work that is to be done

(7) Describe the repair of the property required to complete the project

(8) For removal of a tree, the City Forester will verify the justification for removal. Before removing a tree or shrub, a new tree or shrub, approved by the City Forester, shall be planned. If a tree is removed it must be replaced; emphasizing shade and aesthetics and resistance to disease and pests

(9) Following a tree removal, the new tree or shrub shall be planted and cared for, and the property returned to a reasonable condition, unless an exemption is granted by the City Forester

(10) The city shall provide a list of approved tree species, including species that are not allowed, and appropriate spacing and tree well size

(11) Trees or shrubs planted in paved areas shall be provided approved tree wells and irrigation

(Ord. No. 3776, § 1, 7-1-85)

Sec. 26-44. ~~Contents of permit; variances from tree list~~ Variance.

~~(a) Each permit issued for tree planting shall designate the type and variety of tree permitted. The forester shall designate the appropriate location of the tree on the permit.~~

~~(b) Approved species, species not permitted, authorized spacing information and minimal tree well sizes for trees planted in paved areas shall be obtained from the street tree list.~~

~~(c) Permission for variance from the street tree list may be granted by the forester when said variance will be in the best interests of the city.~~

A variance in the requirement to replant after removal, or in the tree variety to be selected, may be granted by the City Forester if it is in the best interest of the urban forest.

-(Ord. No. 3776, § 1, 7-1-85)

Commented [JP3]: Please consider changing this term to "exception" throughout. "Variance" is a term defined in Idaho Code (Chapter 67, Title 65, Local Land Use Planning) and in Lewiston City Code (Chapter 37, Zoning) specific to planning & zoning. Therefore, using the same term in this chapter could be confusing.

Sec. 26-45. ~~Street tree removal.~~ Maintaining trees and shrubs – Pruning, Treating for pests or disease

~~(a) It shall be unlawful for an owner to remove any tree from the public right-of-way until a permit shall have first been issued by the forester. Applications for such tree removal shall be filed with the forester and if in the judgment of the forester such removal is desirable a permit shall be issued. All work of removal shall be under the supervision of the forester but shall be at the sole expense of the applicant.~~

~~(b) Any removal of trees for emergency or public safety reasons shall be supervised by the forester.~~

~~(a) The owner or person responsible for the abutting property to a public right-of-way shall maintain the public trees and shrubs at their expense. The responsible person may call the City Forester or Parks and Recreation Department for advice and information.~~

~~(b) Trees and shrubs that obstruct pedestrian or vehicular traffic shall be a public nuisance.~~

~~(c) Trees and shrubs that are overgrown, damaged, diseased, or infested by an injurious pest shall be a public nuisance.~~

~~(d) For pruning of trees or shrubs on public right-of-way, the person responsible may do the work or hire a licensed arborist who is certified by International Society of Arboriculture (ISA) and the City Forester.~~

~~(1) Pruning of right-of-way trees shall comply with Chapter 35.5 Article 2 and proper pruning practices.~~

(Ord. No. 3776, § 1, 7-1-85)

Sec. 26-46. Forester to revoke permit.

The forester is authorized and directed to stop work being performed contrary to the tree pruning practices or under a permit issued by the forester. An aggrieved person may appeal the action of the forester as provided for in section [26-52](#). (Ord. No. 3776, § 1, 7-1-85)

Sec. 26-47. Street tree pruning.

All trees located within the public right-of-way shall be pruned by the owner of the abutting property as provided for in Chapter [35.5](#) of this code and the tree pruning practices. (Ord. No. 3776, § 1, 7-1-85)

Sec. 26-48. Injurious pests or diseases are a public nuisance.

(a) ~~All injurious pests and diseases infecting any tree within the city are hereby declared to be public nuisances. Public right-of-way trees or shrubs that are infected by disease or infested by injurious pests shall be a public nuisance.~~

(b) It shall be the duty of the owner of any abutting private property ~~within the city~~ to take all proper measures approved by the City Forester for the eradication of the pest or disease, at their expense, any injurious disease or pest infecting or infesting any tree and to cause the same to be sprayed with an effective formula approved by the forester.

(c) The owner of property abutting ~~the public~~ right-of-way who is experiencing any infestation or disease shall be responsible for prohibiting the infestation, or to prevent the spread of any disease or pest to the public property, on their expense, or continued existence of injurious pests or disease, and their eggs or larvae, to any tree located within the public right-of-way. (Ord. No. 3776, § 1, 7-1-85)

Sec. 26-49. Collection of costs.

In the event the owner of property abutting the right-of-way fails to eradicate injurious pests or diseases, or their eggs or larvae, the same shall be done by the city under the supervision of the forester and the costs and charges incurred thereby are declared to be a lien upon the real property owned by such person and collected as provided for in Idaho Code, Section 50-1008. (Ord. No. 3776, § 1, 7-1-85)

Sec. 26-50. Authority of the city.City authority.

~~Nothing in this article shall prohibit the city, without charge to the owners of the abutting property, from eradicating injurious pests and diseases or pruning trees located within the public right-of-way.~~

(a) Nothing shall prevent the City from deciding to treat for injurious pests or diseases or to remove or prune trees in the public right-of-way with or without charge to the owner. If the City needs to remove trees or shrubs, they will consult with the abutting property owner. Ultimately, the decision of the City Forester will direct the course of action.

(b) If expenses are incurred for the removal, planting, pruning or treatment for diseases or pests, the City may be granted a lien against the property and collect expenses as provided in Idaho Code 50-1008.

(c) The City Forester is authorized to stop any public right-of-way removal, planting, pruning, or other tree or shrub work that is being done contrary to the standards of the City, which has adopted the International

[Society of Arboriculture \(ISA\) standards. If the work is being done by people for hire, who are not certified by the ISA or the City of Lewiston, the City Forester or other City official may refer them to the Code Enforcement Officer for violation of these ordinances.](#)

(Ord. No. 3776, § 1, 7-1-85)

Sec. 26-51. Penalties.

Any violation of the provisions of this article is declared a misdemeanor punishable by a fine not to exceed ~~three hundred dollars (\$300.00)~~ [one thousand dollars \(\\$1,000\)](#) and imprisonment not to exceed six (6) months.

(Ord. No. 3776, § 1, 7-1-85)

Commented [JP4]: Consult City Attorney on this to confirm its appropriateness. It also may already be covered under LCC Sec. 1-7.

Sec. 26-52. Appeal of forester action.

Any person aggrieved by the action of the forester may appeal to the urban forestry advisory commission by delivering written notice to the director of parks and recreation. The urban forestry advisory commission shall hold a hearing upon a notice being given to the appellant. Notice of the hearing shall be given indicating the time and place of the hearing at least five (5) days prior to the hearing. The decision of the urban forestry advisory commission may be appealed to the city council upon delivery of written notice to the city clerk. Written notice of appeal shall be delivered to the city clerk within fourteen (14) days of the decision of the urban forestry advisory commission. The city clerk shall file the notice of appeal with the council. The council may decide to hear or not hear the appeal. If the council decides to hear the appeal, notice of the hearing shall be given indicating the time and place of the hearing at least five (5) days prior to the hearing. If the council decides not to hear the appeal, the decision of the urban forestry advisory commission will be final. (Ord. No. 3776, § 1, 7-1-85; Ord. No. 4008, § 5, 7-22-91)

Commented [JP5]: Consult City Attorney on this section to ensure appropriateness & consistency with appeal procedures in other parts of LCC.

Chapter 21 LICENSES¹

ARTICLE X. TREE PRUNERS⁴

Sec. 21-199. Tree pruner's license.

It shall be unlawful for any person to engage in the commercial business, trade or for hire of cutting, trimming, pruning or removing trees located within the public right-of-way without first procuring a tree pruner's license and complying with the provisions of Chapter [21](#), Article II of this code. (Ord. No. 3776, § 2, 7-1-85)

Commented [JP6]: Article X of LCC Ch 21 may be proposed to be moved to LCC Ch 26 to be under the purview of the Parks Dept, instead of the CD Dept.

Sec. 21-200. Tree pruner's License requirements.

Each applicant for a license or renewal of a license shall make application to the city upon a form provided by the city. Such application shall show:

- (1) The name, business address, home address of the applicant, if the applicant is an individual or a sole proprietor;
- (2) The business address and home address of each person employed in tree pruning, if the applicant be a firm, association or corporation;
- (3) A statement of the qualifications of each person to be employed as a tree pruner to include length of time employed as a tree trimmer, training and experience as a tree pruner; and
- (4) A certificate of issuance.

A certificate showing completion of the International Society of Arboriculture's certified arborist exam shall also be included with the application.

Each business license shall be issued for a period of three (3) years. All licensees shall satisfactorily pass the certified arborist exam every three (3) years or maintain their certification through continuing education credits.

Each business that performs tree pruning services shall have at least one (1) employee who is licensed in accordance with this section. A person licensed in accordance with this section must be physically present at the work site and either be performing the pruning work himself/herself, or direct and supervise the pruning work at all times.

(Ord. No. 3776, § 2, 7-1-85; Ord. No. 3889, § 40, 12-7-87)

Sec. 21-201. Tree pruner's examination.

(Delete this section)

(a) The commercial tree pruner's application shall be approved and the license issued upon successful completion of the International Society of Arboriculture's certified arborist exam by the licensee. The licensee shall provide proof to the forester of successful completion of the certified arborist exam and certification by the International Society of Arboriculture before performing any work within the public right-of-way.

~~(b) In regards to a business that performs tree pruning services, at least one (1) employee of such business is required to be licensed in accordance with this section in order for the business to be authorized to prune trees within the public right-of-way. In all cases, a person licensed in accordance with this section must be physically present at the work site and either perform the pruning work himself/herself, or direct and supervise the pruning work at all times.~~

~~(c) Each license shall be issued for a period of three (3) years.~~

~~(d) All licensees shall satisfactorily pass the certified arborist exam every three (3) years or maintain their certification through continuing education credits, as required by the International Society of Arboriculture.~~ (Ord. No. 3776, § 2, 7-1-85; Ord. No. 4339, § 3, 9-22-03; Ord. No. 4634, § 1, 7-13-15)

Sec. 21-202. Certificate of liability and property damage insurance.

There shall be on file with the city a certificate of liability and property damage insurance executed by a surety authorized to transact business within the state of Idaho. Minimum limits shall be three hundred thousand dollars (\$300,000.00) per occurrence for bodily injury and one hundred thousand dollars (\$100,000.00) per occurrence for property damage or three hundred thousand dollars (\$300,000.00) combined single occurrence limits for both bodily injury and property damage. [\(ensure these amounts are correct\)](#) (Ord. No. 3776, § 2, 7-1-85)

Sec. 21-203. Appeals.

Any person aggrieved by the action of the forester or city in the denial of a license shall have the right to appeal to the city council. Such appeal shall be taken by filing with the city, within fourteen (14) days after notice of the action complained of has been mailed to such persons' last known address, a written statement setting forth fully the grounds of appeal. The council shall set a time and place for a hearing on such appeal and notice of such hearing shall be given to the appellant. The decision and order of the council on such appeal shall be final and conclusive. (Ord. No. 3776, § 2, 7-1-85; Ord. No. 3889, § 31, 12-7-87)

Sec. 21-204. Revocation of license.

(a) A tree pruner's license may be revoked by the council upon recommendation of the forester for any of the following causes:

(1) [Failure to obey direction of forester;](#)

[\(2\) Improper pruning practices;](#)

~~(2) Failure to obey direction of forester;~~

(3) Failure to perform conditions of a permit issued under Chapter [26](#);

(4) Any violation of this article or Chapter [26](#).

(b) Notice of the hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Notice of the hearing shall be mailed postage prepaid to the licensee at his last known address at least ten (10) days prior to the date set for the hearing.

(Ord. No. 3776, § 2, 7-1-85)

Sec. 21-205. Violation made a misdemeanor.

Any violation of the provisions of this article is declared to be a misdemeanor punishable by a fine not to exceed ~~three hundred dollars (\$300.00)~~ [one thousand dollars \(\\$1,000\)](#), imprisonment not to exceed six (6) months, or both. (Ord. No. 3776, § 2, 7-1-85)

Chapter 37 ZONING¹

Sec. 37-153. Landscaping.

(a) *Purpose:* Landscaping requirements are to be an integral part of all development. The intent is to [create shade](#), mitigate pollution, buffer incompatible uses, reduce the barren appearance of parking lots, create aesthetic environments, ~~create shade~~ and reduce heat buildup while maintaining design flexibility.

(b) Landscaping shall be required for all off-street parking areas for more than five (5) vehicles, except for those uses enumerated in subsection (j) of this section and to provide landscaped buffers between public rights-of-way and parking lot areas, subject to the following provisions:

(1) A five (5) foot minimum buffer strip is required between the parking lot and public rights-of-way with a minimum of one (1) one-and-one-half-inch caliper shade tree and five (5) shrubs every thirty-five (35) linear feet.

(2) All parking lots under ten thousand (10,000) square feet of vehicular surface area shall have a minimum of two (2) foot wide perimeter planting area around that portion of the parking area not adjacent to the public rights-of-way. All lots over ten thousand (10,000) square feet are to have a minimum of five (5) foot perimeter planting strip around that portion of the parking area not adjacent to

Commented [JP7]: Any changes to LCC Ch 37 must be initiated by the P&ZC or City Council, after which each of those two bodies is required by Idaho Code to conduct a public hearing.

the public right-of-way. All perimeter planting strips are to have a minimum of one (1) shade street of one-and-one-half-inch caliper and five (5) shrubs every thirty-five (35) linear feet.

(3) Interior landscaping is to be a percentage of the total vehicular surface area and is in addition to the perimeter and right-of-way landscaping requirements.

<i>Vehicular surface area</i>	<i>Percent of interior landscaping</i>
2,500 – 6,999 square feet	3%
7,000 – 49,999 square feet	5%

<i>Vehicular surface area</i>	<i>Percent of interior landscaping</i>
50,000 – 149,000 square feet	8%
150,000 or larger	10%

Interior plantings are to include trees with a minimum size of one-and-one-half-inch caliper. To ensure proper growth of vegetation, all interior planting beds shall have a minimum dimension of six (6) feet at the narrowest point with a soil depth appropriate for the trees selected. See city of Lewiston tree planting standards and techniques for proper tree planting procedures. No shrub landscaping is required for interior planting.

Required shade trees will be of such species and canopy shape to provide a predicted fifty (50) percent canopy cover of the parking lot area after a ten (10) year growth period.

All tree species shall be classified by the City Tree Selection Guide as drought, insect and disease resistant. Exceptions may be approved by the community development director upon the recommendation of the city forester. Preservation of healthy trees existing on the site before construction may be used to satisfy species and landscaping requirements.

(4) An [appropriate, functioning, maintained](#) irrigation system shall be provided for all required landscaping, [based on the type of landscaping](#).

(c) In the Commercial (C), Manufacturing (M) zones, Airport (A) and Port (P) zone, all required front yard setbacks shall be landscaped. Landscaping shall consist of a minimum of one (1) [approved](#) tree of one-and-one-half-inch caliper and five (5) shrubs per thirty-five (35) linear feet.

(d) In the Commercial (C), Manufacturing (M), Airport (A), and Port (P) zones, when abutting a residential zone, the required side and rear yards, which share a common property line with the residential zone, shall be landscaped or fenced except as provided for in this section. Landscaping shall consist of a minimum of sixty (60) percent coniferous plants, a minimum of six (6) feet in height at the time of planting, spaced in a manner to create a complete visual screen between the abutting land uses within three (3) years from time of planting. Fencing shall consist of six (6) foot tall wood, slatted chained link or masonry panels. Prior to installation of the landscaping or fencing, the adjacent residential property owner shall be contacted and asked for input whether the buffer will be landscaping or fencing. The adjacent residential owner may also waive the buffer. The adjacent residential property owner shall be given fifteen (15) days to indicate their preference. If no response is provided within fifteen (15) days, the nonresidential property owner may install fencing or landscaping as described above.

(e) Trees and shrubs may be arranged to achieve the desired effect provided the required number is provided.

(f) A performance bond may be required to ensure compliance with this section and to cover maintenance for a period not to exceed one (1) year after time of planting.

(g) An occupancy permit shall not be issued by the community development department until the required landscaping is completed. Occupancy of a building is not allowed unless the following condition applies:

(1) If, due to seasonal weather considerations, it is not feasible to install required landscaping, a temporary certificate of occupancy may be issued after a performance bond or other security instrument acceptable to the city attorney has been posted with the city in the amount of one hundred twenty-five (125) percent of the value of the required improvements.

(h) It is not the intent of this chapter to inhibit creative solutions to land use problems. An alternative design or modification of these requirements may be allowed with the approval of the community development director. This is not a variance of or waiver of existing standards and the proposed alternative must meet or exceed existing requirements. Requirements may be modified when:

(1) Soil or slope limitations make strict adherence impractical;

(2) Safety considerations are involved, especially in the clear vision triangles;

(3) Due to a change of use of an existing site, the required buffer yard is larger than can be provided.

(i) In all manufacturing and commercial zones, all undeveloped land areas that were disturbed during the construction phase, excluding the building footprints and parking areas, shall be leveled to grade, removing all surface irregularities, weed growth and construction debris in preparation for installation of approved erosion control measures. All areas that were previously disturbed during the construction phase and subsequently prepared for seeding, must be properly planted with specified grass during the first seasonally appropriate planting period. All areas which will not be seeded with grasses shall be stabilized with approved erosion control measures prior to issuance of a certificate of occupancy for the primary structure.

(j) Exemptions:

(1) Single-family residential off-street parking areas;

(2) Properly licensed auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area. (Ord. No. 4108, § 2, 8-15-94; Ord. No. 4400, § 1, 7-11-05)

Sec. 37-154. Incentives for landscaping.

(a) The community development director may reduce the parking requirements by up to five (5) percent of the required number of spaces if the proposed landscape plan incorporates the retention of significant trees, particularly in the interior of the site, or if the proposed landscaping area exceeds the requirements of this chapter by fifteen (15) percent or more. (Ord. No. 4108, § 2, 8-15-94)

Sec. 37-155. Parking and landscape plan requirements.

(a) A plan, drawn to scale, indicating how the off-street parking and loading requirements and landscaping requirements will be met shall be submitted to the community development director for review and approval at the time of application for a building permit. The plan shall show all elements necessary to indicate that the requirements are being met, including the following:

(1) Develop a plan for shade trees;

(42) Individual parking and loading spaces showing parking space striping and capacity calculations;

(23) Circulation area necessary to serve spaces;

Commented [JP8]: What does this mean? A plan showing all plant species (including identification of species names), spacing, sizes at time of planting, & type & depth of mulch is already required in this section.

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- (34) Access to off-street and property to be served;
- (45) Curb cuts;
- (56) Dimensions, continuity, and substance of screening, if any;
- (67) Grading, surfacing, drainage, and subgrading details;
- (78) Obstacles, if any, to parking and traffic circulation in finished parking area;
- (89) Specifications for signs and bumper guards;
- (910) Footprint and dimensions of all existing and proposed structures;
- (110) All sidewalks and pedestrian ways;
- (121) Location, height and materials for all fences and walls;
- (132) Boundaries and dimensions of the site;
- (143) Location and spacing of all plant material;
- (154) Common and scientific names of all plant materials;
- (165) Size of plants at time of planting;
- (176) Type and depth of mulch;
- (187) Required irrigation systems;
- (198) Other pertinent details.

(b) All tree planting shall conform to procedures contained in the most recent edition of "Tree and Shrub Transplanting Manual", distributed by International Society of Arboriculturalists, a copy of which is maintained in the office of the city forester. (Ord. No. 4108, § 2, 8-15-94)

Chapter 35.5 VEGETATION

Art. I. In General, §§ 35.5-1 – 35.5-15

Art. II. Trees and Shrubbery, §§ 35.5-16 – 35.5-27

ARTICLE I. IN GENERAL

Sec. 35.5-1. Compliance with tree pruning practices.

All action ordered to be taken by the director of public works under this chapter shall conform with the tree pruning practices approved by the city. (Ord. No. 3776, § 3, 7-1-85)

Cross references – Tree pruner's license, § [21-199](#) et seq.; street trees, § [26-39](#) et seq.

Secs. 35.5-2 – 35.5-15. Reserved.

ARTICLE II. TREES AND SHRUBBERY¹

Sec. 35.5-16. Purview of the city; responsibility for maintenance.

The city council of the city of Lewiston, Idaho, hereby finds and declares that the maintenance of trees and shrubs within the city and the removal of dangerous trees affects the public safety and welfare and is therefore a proper subject of regulation by the city. The city council further finds and declares that trees and shrubs which are located within street parking, alleys and other public rights-of-way primarily benefit the abutting properties and the responsibility for maintenance of such trees and shrubs should properly be upon the owners of such abutting properties. (Ord. No. 3280, § 1, 9-15-75)

Sec. 35.5-17. Definitions.

For the purposes of this chapter, the term "owner" shall include every person, including lessees, agents and representatives, in possession, charge, custody or control of any real property within the city of Lewiston.

"Director" means the public works director of the city of Lewiston or his designated employees. (Ord. No. 3280, § 2, 9-15-75)

Sec. 35.5-18. Trimming at property owner's expense; specifications.

All brush, landscaping and trees, including dead trees and branches or limbs thereof, which are in, adjacent to or overhang the public right-of-way of any street, roadway, alley, sidewalk, or other public right-of-way, shall be kept trimmed by the owner of the adjacent property, at the owner's expense, in a neat and orderly manner, all pursuant to the authority provided in section [31-33](#) of this code.

[List appropriate clearance level, height, and distance from walkway.](#)

(Ord. No. 3280, § 3, 9-15-75; Ord. No. 3588, § 2, 8-17-81; Ord. No. 4019, § 1, 10-7-91)

Sec. 35.5-19. Reserved.

Editor's note – Ord. No. 3776, § 4, adopted July 1, 1985, repealed § 35.5-19 pertaining to removal of trees and shrubs on public rights-of-way by the abutting property owners, and derived from Ord. No. 3280, § 4, enacted Sep. 15, 1975.

Sec. 35.5-20. Notice to property owner to correct condition; abatement by city at cost of owner; lien for nonpayment.

Whenever the director shall determine that conditions in violation of section [35.5-18](#) of this article exist, or that any tree located within or overhanging any public right-of-way is top-heavy, split, shattered, broken, dead or diseased so as to require removal for the protection of the public safety, he shall cause written notice to be served upon the owner of the abutting property to correct such condition or to remove said tree within fifteen (15) days. Service of notice in person or by mail to the person in whose name the property stands according to the records of the assessor of Nez Perce County shall be sufficient service. If the required work is not substantially completed within said fifteen (15) days or within such extension of time as the director, in the reasonable exercise of his discretion, may allow, then the director may cause the work to be performed and the cost thereof to be assessed against the owner of the abutting property. Said cost shall be a lien against the abutting property, fileable within the time and enforceable in the manner provided for liens of laborers and materialmen under the laws of the state of Idaho. (Ord. No. 3280, § 5, 9-15-75)

Sec. 35.5-21. Emergency removal due to immediate danger; cost to be incurred by property owner.

Nothing contained in the foregoing sections of this article shall prevent the city from removing any tree, brush or landscaping or portions of trees, brush or landscaping in or overhanging any public right-of-way without notice to the owner of the abutting property where, in the sound discretion of the director, there exists an immediate danger to life or property due to the condition of said trees, brush or landscaping or for the necessary operation of a fire hydrant. Such action shall not relieve the owner of the abutting property from responsibility for the costs of removal which costs shall be a lien on the abutting property enforceable in the manner set forth in section [35.5-20](#) of this article. (Ord. No. 3280, § 6, 9-15-75; Ord. No. 4019, § 2, 10-7-91)

Secs. 35.5-22 – 35.5-25. Reserved.

Editor's note – Ord. No. 3776, § 4, adopted July 1, 1985, repealed §§ 35.5-22 – 35.5-25 in their entirety. Said former sections, detailing the responsibilities of property owners to disinfect trees harboring pests and diseases, were derived from Ord. No. 3280, §§ 7 – 10, enacted Sep. 15, 1975.

Sec. 35.5-26. Administration of provisions.

The administration of the provisions of this chapter shall be the responsibility of the director of public works or his designated employees. (Ord. No. 3280, § 11, 9-15-75)

Sec. 35.5-27. Appeal.

Any order of the director may be appealed by the owner to whom the order is directed. The appeal shall be in writing and addressed to the city council, and shall be filed with the city clerk within ten (10) days of receipt of the written notice or order. The council shall afford such appellant a reasonable opportunity to be heard, but the decision of the city council shall be final. (Ord. No. 3280, § 12, 9-15-75)

Cemetery and Urban Forestry Commission Periodic Review Report

Overview:

The Cemetery and Urban Forestry Commission remains committed to the stewardship, maintenance, and enhancement of the city's cemeteries and urban green spaces. Through strategic initiatives and thoughtful planning, the commission has overseen several key projects aimed at preserving historical sites, improving cemetery operations, and ensuring the sustainability of urban forestry efforts.

Completed Projects

Mausoleum Restoration Project

- One of the commission's significant accomplishments has been the restoration of the mausoleum. The project included resurfacing the structure, repainting both the interior and exterior, and replacing the windows to enhance the building's longevity and aesthetic appeal. These improvements ensure the mausoleum remains a dignified and well-maintained final resting place.

Cemetery Buyback Program

- The commission initiated a buyback program within the cemetery, allowing for the repurchase of unused burial plots. This program helps manage available space more efficiently while providing an opportunity for families who no longer need their plots to return them for community use.

Goose Deterrent Program

- To address issues related to geese populations within cemetery grounds, the commission implemented a deterrent program aimed at reducing their presence. The program focuses on humane and environmentally friendly solutions to mitigate damage caused by geese and maintain the cemetery's cleanliness and accessibility.

Proposal for Inmate Labor Utilization

- The commission supported the use of inmate labor on the cemetery grounds, as a cost-effective solution for upkeep.

Southside Development Survey

- The Cemetery and Urban Forestry commission, alongside the City Public Information Officer, oversaw a survey for the undeveloped land on the south side of the Normal Hill Cemetery. The Commission delivered a formal advisory to the City

Cemetery and Urban Forestry Commission Periodic Review Report

Council based on their expertise, and the community feedback, to not sell the undeveloped land.

Ongoing Projects

Columbarium Project

- In response to the community's evolving interment needs, the commission is overseeing the development of a columbarium. This project, approved by the City Council, is currently in the design phase and will offer a dedicated space for the respectful placement of cremated remains.

Future Plans

Arborist Position / Urban Forestry Maintenance

- The Cemetery and Urban Forestry Commission has long campaigned for the inclusion of a Urban Forester / City Arborist within the department. This role would oversee forestry maintenance, particularly tree pruning and emergency hazard management.

Damaged Headstone Project

- The Cemetery and Urban Forestry Commission is exploring funding options to restore damaged headstones that cannot be restored by family members.

Conclusion

The Cemetery and Urban Forestry Commission remains dedicated to the continuous improvement and preservation of the city's cemeteries and urban green spaces. Through these documented accomplishments and ongoing projects, the commission demonstrates its commitment to serving the community's needs and upholding the city's heritage.



AGENDA

DEVELOPMENT REVIEW COMMITTEE

BELL BUILDING FEBRUARY 05, 2025

8:45 A.M. – WEDNESDAY

8:45 AM: Michell Radamaker, 509-552-3463, mradamaker@cleverfoxarchitecture.com. 805 Stewart Ave, New I, 956 SF addition to existing building on the south side. Use of building will be offices

9:30 AM: Matt Gibb, 208-820-1195, mgibb@dc-engineers.com. AgWest is proposing to construct a 6,500-sf banking center at the southwest corner of Nez Perce Drive and Juniper Drive (Parcel No. RPL1014000001B). The project will conform to all applicable City of Lewiston code requirements, including building setbacks, greenspace areas, landscape buffers, and storm water management. Adjacent public utilities (water, sewer, power, gas) will be utilized for building services. Adequate surface parking and hardscape will be provided to meet City of Lewiston code requirements and ADA standards.

PERMITS ISSUED (01/23/2025 TO 01/29/2025)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	1134 WARNER AVE	BP25-000033	01/24/2025	\$ 7,097.00	Residential - Misc.
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	1418 HEMLOCK AVE	BP25-000032	01/24/2025	\$ 27,214.00	Residential - Misc.
BOUTEN CONSTRUCTION CO.	415 6TH ST	BP24-000345	01/24/2025	\$ 65,000.00	Minor Commercial
BROKEN SUMMIT LLC	3223 MEADOWLARK DR	BP25-000028	01/28/2025	\$ 17,000.00	Residential - Misc.
QUALITY DESIGN HOMES	1810 CLARK FORK LN	BP25-000025	01/28/2025	\$ 266,784.96	Residential - SFD
MY ARCHITECT LLC	128 Main ST Ste 1	BP25-000018	01/23/2025	\$ 12,000.00	Commercial - Misc.
QUALITY DESIGN HOMES	1812 CLARK FORK LN	BP25-000024	01/28/2025	\$ 266,784.96	Residential - SFD
3 C'S CONSTRUCTION	3422 6TH ST	BP25-000004	01/28/2025	\$ 30,000.00	Residential Remodel
ALLEN KILE	3210 BLACKHAWK CT	BP25-000021	01/29/2025	\$ 240,000.00	Residential - SFD
AM BUILDERS LLC	3212 BLACKHAWK CT	BP25-000020	01/27/2025	\$ 250,000.00	Residential - SFD
FEDERAL CARTRIDGE CO	1023 SNAKE RIVER AVE	BP24-000483	01/27/2025	\$ 28,000.00	Minor Commercial
JACKMAN, JASON	245 THAIN RD	BP25-000034	01/24/2025	\$ -	Change of Use
MEYER JESSE ANDREW & MEYER KAYLEE	1108 VINEYARD DR	BP25-000003	01/27/2025	\$ 3,500.00	Residential - Misc.

SUBMITTED FOR REVIEW (01/23/2025 TO 01/29/2025)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Residential - Misc.	01/23/2025	1418 HEMLOCK AVE	Like for like replacement of (4) windows. License	SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	BP25-000032

			#RCE-40565		
Residential - Misc.	01/23/2025	1134 WARNER AVE	Like for like replacement of (2) windows. License #RCE-40565	SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	BP25-000033
Change of Use	01/24/2025	245 THAIN RD	Change of Use (A-2 to S-1/B) No construction, Fire and Building inspected during Business License	JACKMAN, JASON	BP25-000034
Residential Accessory Buildings (Large)	01/27/2025	1822 Burrell AVE	Construct 36 x 42 detached shop with a 12 x 36 lean-to	FROSTY'S GENERAL CONTRACTING	BP25-000035
Residential Additions	01/28/2025	530 17th AVE UNIT A	264 Sq. Ft. Addition. **All Fees and Reviews on Unit A**	RALPH DENIO	BP25-000036
Residential Additions	01/28/2025	530 17TH AVE UNIT B	264 Sq. Ft. Addition. **All Fees and Reviews on Unit A**	DENIO RALPH E & DENIO PEGGY J	BP25-000037
Residential Accessory Buildings (Large)	01/29/2025	3417 9TH ST	32x44 Pole Barn Building	GOBBI DAVID A JR	BP25-000038



AGENDA

DEVELOPMENT REVIEW COMMITTEE

BELL BUILDING FEBRUARY 12, 2025

8:30 A.M. – WEDNESDAY

8:45 AM: Zachary Leavitt, 208-413-8027, zleavitt06@gmail.com. 0000 E Main St, RPL365VW0326800. Construct small business office and 24x32 pole barn.

9:30 AM: RGU, 509-758-9894, luhrich@rguarchitecture.net. 3125 Cecil Andrus Way, DeAtley Center building. Construct proposed 10,000 square foot addition to the North side. Three class rooms (E occupancy and a Fabrication lab (F-I Occupancy).

PERMITS ISSUED (01/30/2025 TO 02/05/2025)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	3535 9TH ST	BP25-000041	02/03/2025	\$ 37,678.00	Residential - Misc.
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	3816 21ST ST	BP25-000042	02/03/2025	\$ 28,762.00	Residential - Misc.
SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	1435 POWERS AVE	BP25-000043	02/03/2025	\$ 11,644.00	Residential - Misc.
CLARKSTON GLASS	641 23RD AVE	BP25-000045	02/04/2025	\$ 2,800.00	Residential - Misc.
HONEST ABE'S CONSTRUCTION, LLC	716 6TH AVE	BP25-000044	02/04/2025	\$ 2,250.00	Residential - Misc.

SUBMITTED FOR REVIEW (01/30/2025 TO 02/05/2025)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Residential Accessory Buildings (Large)	01/30/2025	828 Airway AVE	Construct 30 x 40 x 16 Storage/Garage Pole Building	POLE BARN WILLY, LLC	BP25-000039
Accessory Dwelling Unit	01/31/2025	2022 CEDAR AVE	Convert a 12 x 24 of garage addition to ADU with kitchenette and bathroom.	LIVING STONE VENTURES	BP25-000040
Residential - Misc.	02/03/2025	3535 9TH ST	Like for like replacement of 11 windows. License #RCE-40565	SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	BP25-000041
Residential - Misc.	02/03/2025	3816 21ST ST	Like for like replacement of 7 windows and 1 door. License #RCE-40565	SOUND WINDOW & DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	BP25-000042
Residential -	02/03/2025	1435 POWERS AVE	Like for like	SOUND WINDOW &	BP25-000043

Misc.			replacement of 2 windows. License #RCE-40565	DOOR, INC dba RENEWAL BY ANDERSEN OF WASHINGTON	
Residential - Misc.	02/04/2025	716 6TH AVE	Install 70 new sheets for roofing project. License #RCE-63358	HONEST ABE'S CONSTRUCTION, LLC	BP25-000044
Residential - Misc.	02/04/2025	641 23RD AVE	Replace (2) windows with same. License #RCE-7647	CLARKSTON GLASS	BP25-000045
Residential Swimming Pool	02/05/2025	3213 PATHFINDER WAY	Installing a 18'x40' in-ground vinyl pool with an automatic safety cover. License #RCE-27805	B&B POOLS LLC	BP25-000046



AGENDA **DEVELOPMENT REVIEW COMMITTEE** **BELL BUILDING FEBRUARY 26, 2025** **8:30 A.M. – WEDNESDAY**

8:30 AM: PRT (City Staff Only) – Permits Update, Gmail retention.

9:30 AM: Jeff Appleford, 208-791-7919. 718 Main St, Largent's Inc. Create an ADA-compliant bathroom accessible from the showroom. There are (2) options on the floor plan, which one would be the best option.

PERMITS ISSUED (02/13/2025 TO 02/19/2025)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
TRU WAY HOME IMPROVEMENTS, LLC	812 7TH AVE	BP25-000049	02/14/2025	\$ 9,000.00	Carport / Deck
QUALITY DESIGN HOMES	1736 YELLOWSTONE CIR	BP25-000055	02/18/2025	\$ -	Residential Foundation Only
BAZIL AND SONS PROPERTY MAINTENANCE	1433 RIPON AVE	BP25-000048	02/19/2025	\$ 28,000.00	Residential Additions
K & G CONSTRUCTION LLC	415 6TH ST	BP25-000047	02/14/2025	\$ 12,000.00	Minor Commercial
CLARKSTON GLASS	3419 16TH ST	BP25-000059	02/18/2025	\$ 9,800.00	Residential - Misc.
LEWISTON CLARKSTON PARTNERS IN HABITAT FOR HUMANITY	2200 8TH AVE	BP24-000492	02/19/2025	\$ 80,000.00	Minor Commercial
MIKE AND PEGGY CORE	709 VISTA AVE B	BP25-000050	02/14/2025	\$ 800.00	Residential - Misc.
PRESTON & KRISTIN COMSTOCK	434 PRESTON AVE	BP24-000368	02/14/2025	\$ 616,665.03	Residential - SFD
VINCENT, LUKE	202 14TH AVE	BP25-000053	02/14/2025	\$ 500.00	Residential - Misc.

SUBMITTED FOR REVIEW (02/13/2025 TO 02/19/2025)

Type	ApplicationDate	Property Address	Description	Applicant Name	Permit#
Residential - Misc.	02/13/2025	337 West SWALLOW'S VIEW DR	Move window, replace cabinets, pace pocket door, new flooring & countertops.	STEVE & MICHELLE LUSTIG	BP25-000054
Residential Foundation Only	02/13/2025	1736 YELLOWSTONE CIR	Foundation Only for new single family residence.	QUALITY DESIGN HOMES	BP25-000055
Residential Accessory Buildings (Large)	02/13/2025	431 13TH ST	Construct 2 car garage.	LETO STEVEN J	BP25-000056
Residential	02/14/2025	2508 6TH AVE	Repair/replace all drywall,	EVERHART	BP25-000057

- Misc.			windows & insulation after a sustained fire damage	RAYEN KEITH	
Residential - Misc.	02/18/2025	422 15th ST	Resize and replace windows; add support posts in foundation	CPR LIVING TRUST PAPPA ALEXANDER ANDREAS TRUSTE	BP25-000058
Residential - Misc.	02/18/2025	3419 16TH ST	Replace 11 windows with same. License #RCE-7647	CLARKSTON GLASS	BP25-000059
Residential Remodel	02/18/2025	419 LINDEN AVE	Create (4) new bedrooms from basement - install legal egress in foundation wall for bedrooms as per drawing	Alan Nickell	BP25-000060
Residential - Duplex & Townhouse	02/18/2025	132 THAIN RD Unit A	Create two apartments in unfinished are of existing office building	BROTNOV ARCHITECTURE & PLANNING	BP25-000061
Residential - Duplex & Townhouse	02/19/2025	132 THAIN RD Unit B	Create two apartments in unfinished area of existing office building - Each unit two bedrooms/1 bathroom **All fees and reviews under Permit No. BP25-000061** BB# 419-397-224	BROTNOV ARCHITECTURE & PLANNING	BP25-000062
Residential Accessory Buildings (Large)	02/19/2025	3510 9TH ST	Build 30'x40' shop with (3) 10'x8' door openings, (3) 48"x48" windows and 1 man door.	HEWETT GERALD E & HEWETT MAUREEN	BP25-000063