



**Lewiston Planning & Zoning Commission
REGULAR MEETING AGENDA
December 10, 2025 - 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 (3) minutes each.

III. ACTIVE AGENDA

A. APPROVAL OF NOVEMBER 12, 2025 MEETING MINUTES (ACTION ITEM)

B. PUBLIC HEARING AND RECOMMENDATION TO CITY COUNCIL ON ZONING CODE AMENDMENT ZA-05-25, PARKING LOTS (ACTION ITEM): : The Commission will consider amendments to Lewiston City Code Chapter 37, Zoning Code, Sections 3, 146, 147, 151 and 153. These amendments can be described as improving clarity, resolving inconsistencies, redundancies, and conflicts, and eliminating provisions that are unnecessary and overly burdensome. - Action Item ()

IV. STAFF-COMMISSION COMMUNICATIONS

A. CANCELLATION OF NEXT REGULARLY SCHEDULED MEETING OF DECEMBER 24, 2025 (CHRISTMAS EVE, CITY OFFICES ARE CLOSED FOR THE HOLIDAY).

B. RECOGNITION AND APPRECIATION OF KEVIN KELLY FOR HIS SERVICE ON THE PLANNING AND ZONING COMMISSION.

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.

November 12, 2025

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

I. CALL TO ORDER

COMMISSIONERS PRESENT: Gabriel Iacoboni, Chair; Emily Wolf, Vice Chair; Shaunita Cable; Cynthia Ball, arriving at 5:41 pm; Maureen Anderson; Zack Battles

COMMISSIONERS EXCUSED: Kevin Kelly;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Office Supervisor; Mark Weigand, City Surveyor

II. CITIZENS COMMENTS

None

III. ACTIVE AGENDA

A. APPROVAL OF SEPTEMBER 24, 2025 MEETING MINUTES (ACTION ITEM)

Commissioners Anderson and Cable moved and seconded, respectively, approval of the September 24, 2025 meeting minutes as written. The motion carried 5-0.

B. MACANNA ADDITION PRELIMINARY PLAT: REVIEW OF PROPOSAL TO SUBDIVIDE 1.6 ACRES OF LAND INTO 4 RESIDENTIAL LOTS AND CONSIDERATION OF THE ASSOCIATED REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS (ACTION ITEM):

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

Commissioner Wolf and Chair Iacoboni moved and seconded, respectively, to recommend approval of the MacAnna Addition Subdivision preliminary plat and to approve the related Reasoned Statement. The motion carried 5-0.

C. INITIATION OF ZONING CODE AMENDMENT ZA-05-25, PARKING LOTS (ACTION ITEM):

Staff Hollingshead provided a verbal summary of code amendments to ZA-05-25, parking lots. The Commission viewed the amendments presented as resolving inconsistencies, redundancies and conflicting provisions of the parking lot provisions of the Zoning Code, that they made them more understandable to the public, and that they are consistent with the Comprehensive Plan and recent discussions of the Comprehensive Plan Work Plan Committee.

Commissioners Anderson and Cable moved and seconded, respectively, to initiate zoning code amendments to amend Lewiston Zoning Code Chapter 37 Section 3, 146, 151, 153 as recommended. The motion carried 6-0.

IV. STAFF-COMMISSION COMMUNICATIONS:

A. Query of Commissioners for the November 26, 2025 meeting.

Staff Hollingshead stated that there is nothing scheduled for the November 26 2025 meeting. All commissioners present were in agreement to cancel the next November 26, 2025 meeting. The City has received an application for the open seat once Commissioner Kelly leaves. All commissioners present should be in attendance at the December 10, 2026, meeting.

V. ADJOURN

There being no further business, Commissioner Anderson and Chair Iacoboni moved and seconded, respectively, to adjourn. The motion carried 6-0, and the Planning and Zoning Commission adjourned at approximately 5:50 p.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz,
Recording Secretary

Chairperson or Acting Chairperson
Planning and Zoning Commission

Approved this _____ day of _____, 2025.

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 comments/testimony on

Wednesday December 10, 2025 at 5:30 pm.

**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.

This public hearing will be to consider the following proposal:

ZA-05-25, PARKING LOTS: The Commission will consider amendments to Lewiston City Code Chapter 37, Zoning Code, Sections 3, 146, 147, 151 and 153. These amendments can be described as improving clarity, resolving inconsistencies, redundancies, and conflicts, and eliminating provisions that are unnecessary and overly burdensome.

FOR FURTHER INFORMATION ABOUT THIS PROPOSAL contact Joel Plaskon at the Community Development Department at jplaskon@cityoflewiston.org or (208) 746-1318, ext. 7202.

Submission of Written Comments/Testimony: To ensure that written comments can be forwarded to the Planning and Zoning Commission and relevant city staff prior to the hearing, please submit comments/testimony no later than **5:00 p.m. on Tuesday December 9, 2025** by emailing dortiz@cityoflewiston.org or mailing to Dawn Ortiz, Community Development Department, PO Box 617, Lewiston, ID 83501.

Comments/Testimony for public hearings may also be given in-person at the meeting, during the public hearing.

Public Hearing notice publication date: Sunday November 30, 2025.

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Memo



To: Lewiston Planning & Zoning Commission
From: Joel D. Plaskon, City Planner, AICP
Cc: Shannon Grow, Community Development Director; Katie Hollingshead, Assistant Planner
Date: 10/31/25
Re: ZA-05-25

Staff, developers, & commercial property owners have been encountering challenges related to administering the parking lot provisions of the zoning code, most specifically regarding parking lot reconstruction. To resolve the matter, staff has drafted zoning code amendments for consideration by the Planning & Zoning Commission (the Commission). While drafting the amendments, staff identified provisions not necessarily related to the original problem, but deserving consideration for improvement. These matters can generally be described as inconsistencies, redundancies, conflicts, unnecessary provisions, overly burdensome provisions, and provisions lacking clarity. Therefore, staff also drafted amendments to further improve the parking lot provisions of the zoning code and will present a package of amendments for consideration by the Commission at the 11/12/25 Commission meeting. Staff asks the Commission to initiate the draft amendments (or a modified version thereof) for public hearing if the Commission deems it appropriate.

Sec. 37-3. - Definitions.

As used in this chapter:

Parking lot means a two thousand four hundred (2,400) square feet or more parcel area of land devoted to parking spaces for more than five (5) motor vehicles.

Sec. 37-146. General provisions, off-street parking and loading.

The general provisions for off-street parking and loading shall be as follows:

- (1) The provision and maintenance of off-street parking and loading spaces is a continuing obligation of the property owner. No building ~~or other~~ permit, parking lot construction permit, or parking lot reconstruction permit shall be issued until plans are presented which show property that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the building ~~or other~~ permit, parking lot construction permit, or parking lot reconstruction permit is issued shall be conditional upon the ~~unqualified~~ continuance ~~and of~~ availability of the amount of parking and loading space required by this chapter. Should the owner or occupant of any lot or building change the use to ~~which the lot or building is put, thereby a use which requires more parking than the immediately previous use, according to Sec. 37-149 of this article, increasing off-street parking or loading requirements,~~ it shall be a violation of this chapter to begin or maintain such altered use until such time as the increased off-street parking or loading requirements are complied with.

The construction, reconstruction or expansion of any parking lot within the City of Lewiston or the installation of impervious surfaces in excess of ~~five~~two thousand ~~four hundred~~ (52,400) square feet shall require approval of a parking ~~or storage~~ lot construction permit issued by the community development department. All said construction, reconstruction or expansion of parking lots shall comply with the provisions of this article and city standards and construction of all other impervious surfaces shall comply with city standards. In addition thereto, a dust palliative is required on all preexisting unpaved parking lots. The owner shall apply a dust palliative approved by the city engineer prior to June 1 of each year.

Application for said parking or storage lot construction permit shall be accompanied by a parking lot permit review fee as provided by resolution of the city council, except when said construction is a part of the construction or reconstruction of a structure permitted under a valid building permit issued by the department.

- (2) The zoning official may utilize surveys of similar uses or nationally recognized sources to determine the requirements for types of buildings and uses, whether or not specifically listed herein or at the request of the landowner.
- (3) Outdoor seating areas shall be included in calculating floor area for determining off-street parking requirements.
- (4) When several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately, unless it can be determined that the hours of operation for the uses do not overlap.
- (5) Owners of two (2) or more uses, structures, or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases, or contracts to establish the joint use.
- (6) Off-street parking spaces for dwellings shall be located on the same lot with the dwelling.

- (7) Outside of the central business district, required parking spaces shall be located on the same lot as the building or use they are required to serve, or, if located on a different lot, then they shall not be farther than three hundred (300) feet from the building or use they are required to serve, as measured in a straight line from the building. Within the central business district, required parking spaces shall not be located farther than one thousand three hundred twenty (1,320) feet from the building or use they are required to serve, as measured in a straight line from the building.
- (8) Required parking spaces shall be available for the parking of passenger automobiles for residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.
- ~~(9) Unless otherwise provided, required parking and loading spaces shall not be located in a yard required by this chapter.~~

~~Sec. 37-147. Preexisting parking and vehicle storage lots.~~

~~The standards enumerated in sections 37-146, 37-151(b)(2) and 37-153 of this Code shall not apply to parking and vehicle storage lots developed prior to April 22, 1991, but shall apply to said lots when new construction or major remodeling, as defined by section 31-2 of this Code, occurs on the property which the parking or vehicle storage lot serves. In addition thereto a dust palliative is required on all preexisting unpaved parking and vehicle storage lots. The owner shall apply a dust palliative approved by the city engineer prior to June 1 of each year.~~

Sec. 37-151. Design requirements for parking lots.

- (a) ~~Except for parking of five (5) or fewer contiguous parking spaces,~~ Parking required by section 37-149 of this Code and associated driveways and vehicle maneuvering areas shall be surfaced with asphalt, concrete, brick, other impermeable surface or other permeable pavers or other surface system of materials manufactured and designed specifically for vehicular parking and constructed so as to uphold the weight of firefighting apparatus. A gravel surface, compacted or not, shall not qualify as a permeable surface system of materials manufactured and designed specifically for vehicular parking. Parking spaces required under this Code shall be striped. Wheel stops shall be provided for any required parking that abuts a public or private sidewalk or path improved and intended for people to walk, except where such sidewalk or walking path is six (6) feet or more in width. Required parking shall meet the dimensional ~~and other currently adopted~~ design standards established by the public works department of the city, including storm water runoff ~~and ingress/egress.~~

Sec. 37-153. Landscaping.

- (b) Landscaping shall be required for all off-street parking areas for more than five (5) vehicles, ~~which is two thousand four hundred (2,400) square feet or more of parking,~~ except for those uses enumerated in subsection (j) of this section and to provide landscaped buffers between public rights-of-way and parking lots ~~areas,~~ subject to the following provisions:
 - (1) A five-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-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-foot perimeter planting strip around that portion of the parking area not adjacent to 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.

ZA-05-25, Parking Lots (for 12-10-25 P&ZC Hearing)

- (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.

Vehicular surface area	Percent of interior landscaping
2,5400—6,999 square feet	3%
7,000—49,999 square feet	5%
50,000—149,000 square feet	8%
150,000 or larger	10%

- ~~(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) tree of one and one-half inch caliper and five (5) shrubs per thirty five (35) linear feet.~~
- ~~(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.~~ upon showing by the property owner of a written commitment to install the required landscaping by a date certain not greater than six (6) months from the issuance of the occupancy permit and contacting the Community Development Department for inspection thereof.
- ~~(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.
- (3) Parking areas for five (5) or fewer contiguous parking spaces.