



**Lewiston Code Board of Appeals
REGULAR MEETING AGENDA
February 5, 2026 - 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.

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- I. CALL TO ORDER**
 - II. CITIZEN COMMENTS**
 - III. ACTIVE AGENDA**
 - A. NOMINATION FOR AND ELECTION OF BOARD CHAIRPERSON FOR THE CALENDAR YEAR 2026**
 - B. NOMINATION FOR AND ELECTION OF BOARD VICE-CHAIRPERSON FOR THE CALENDAR YEAR 2026**
 - C. APPROVAL OF JANUARY 02, 2025 MINUTES**
 - IV. STAFF/BOARD COMMUNICATIONS**
 - A. POTENTIAL ADOPTION OF 2024 ICC CODES**
 - V. ADJOURNMENT**

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.

ORDINANCE NO. 4762

AN ORDINANCE OF THE CITY OF LEWISTON AMENDING AND ENACTING VARIOUS SECTIONS IN CHAPTER 2, ARTICLE XIII OF THE LEWISTON CITY CODE REGARDING ADVISORY BOARDS AND COMMISSIONS; AMENDING SECTION 37-93.E.(f)(6) REGARDING A PUBLIC ART COMMITTEE; AMENDING SECTION 7-6(b) REGARDING THE EMERGENCY MEDICAL SERVICES ADVISORY BOARD; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Lewiston City Code § 2-180 is hereby amended as follows:

Sec. 2-180. Advisory boards, ~~and commissions, and committees~~ created.

(a) There are hereby established and created the following permanent advisory boards, ~~and commissions, and committees~~ of the city of Lewiston (hereafter referred to as “advisory boards and commissions”):

- ~~(1) Lewis Clark Valley air quality advisory commission.~~
- ~~(2) Cemetery/urban forestry advisory commission.~~
- ~~(3) Code board of appeals.~~
- ~~(4) Emergency medical services advisory board.~~
- ~~(5) Historical preservation advisory commission.~~
- ~~(6) Library board of trustees.~~
- ~~(7) Parks and recreation advisory commission.~~
- ~~(8) Public educational and governmental programming advisory commission.~~
- ~~(9) Planning and zoning commission.~~
- ~~(10) Youth advisory commission.~~
- ~~(11) Disabilities Disability advisory commission.~~
- (10) Public works advisory commission.
- (11) Audit committee.

(b) The city council may form ad hoc committees at its discretion for the purpose of making recommendations to the city council on specific issues. Members of such ad

hoc committees shall be appointed by the city council. Once an ad hoc committee's specific task(s) is completed, such ad hoc committee shall be dissolved. Unless otherwise provided by city resolution, members of ad hoc committees shall be subject to the same rules and standards as members of advisory boards and commissions, as herein described.

(c) ~~Members of~~ In addition to fulfilling the duties set forth in section 2-188 of this article, all other advisory boards and commissions are charged with making recommendations to the city council on issues as may be provided by city resolution, elsewhere in this chapter or code, and by or Idaho Code. For the purposes of this section, the term "recommendation" shall mean to render an opinion to the city council concerning a decision or course of action. The city council shall not be required to accept or act on the recommendation of an advisory board or commission. The city council may assign additional duties to advisory boards or commissions as it deems necessary.

SECTION 2: Lewiston City Code §§ 2-181 is hereby amended as follows:

Sec. 2-181. Terms, ~~and~~ appointment, membership, and vacancies.

(a) The terms of the members of the advisory boards and commissions enumerated in section 2-180(a) of this code shall be for three (3) years, except as provided below:

(1) The terms of the members of the planning and zoning commission and the emergency medical services advisory board shall be for four (4) years.

(2) The terms of the members of the library board of trustees shall be for five (5) years.

(3) The terms of the members of the youth advisory commission shall be for two (2) years.

(4) The terms of the members of the ~~disabilities~~ disability advisory commission appointed during calendar year 2017 shall be as follows:

a. The terms of three (3) members shall be for three (3) years;

b. The terms of two (2) members shall be for two (2) years; and

c. The terms of two (2) members shall be for one (1) year.

The terms of the members of the ~~disabilities~~ disability advisory commission appointed on or after January 1, 2018, shall be for three (3) years.

(b) ~~Unless otherwise provided by city resolution, a~~ All members of the advisory boards and commissions shall be appointed by the mayor with the consent of the city council and may in like manner be removed. All members of advisory boards and commissions serve at the discretion of the city council. Unless otherwise provided by law or elsewhere in this section or code, each advisory board and commission shall

choose whether to have five (5), seven (7), or to nine (9) members shall be appointed to each on such advisory board or commission. The public works advisory commission and audit committee shall each have five (5) members, two of which shall be city councilors. The public works advisory commission may have one (1) additional member who is a high school or college student with a related field of study or interest in public works, which student member shall be appointed by a majority of the public works advisory commission for a term decided by a majority of the public works advisory commission. Such student member may participate in public works advisory commission meetings, but shall not be a voting member or counted for purposes of determining a quorum.

(c) All vacancies of advisory boards or commissions will be advertised prior to the expiration of the term or upon receipt of a midterm resignation. Applications will be accepted by the city clerk until the established closing date. Late applications will not be considered. The city clerk will maintain all applications on file for consideration for future vacancies. A subcommittee, appointed by the mayor, shall review applications submitted for vacancies and may interview applicants if desired. After review of the applications and interviews, if desired, the subcommittee shall make a recommendation to the mayor for appointments to fill existing vacancies.

SECTION 3: Lewiston City Code § 2-182 is hereby amended as follows:

Sec. 2-182. Residency.

Unless otherwise provided by law, elsewhere in this code, or city resolution, residency in the city of Lewiston is not a requirement for eligibility for membership on an advisory board or commission of the city.

SECTION 4: Lewiston City Code § 2-183 is hereby amended as follows:

Sec. 2-183. Chairperson, ~~and rules of conduct~~ bylaws, and compliance.

Each advisory board and commission shall elect a chairperson to preside at all meetings. Each advisory board and commission shall may, subject to the review of the city council, adopt ~~rules of conduct~~ bylaws using the bylaws template approved by the city council within six (6) months of the city council's approval of such bylaws template; provided, however, that the library board of trustees shall not be required to use the bylaws template approved by the city council, but shall be required to adopt bylaws. Meeting times and locations ~~are~~ shall be at the discretion of each advisory board or commission. Special meetings may be called as necessary. All advisory boards and commissions shall comply with the ~~provisions of the~~ Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2; the Idaho Public Records Act, as set forth in Idaho Code Title 74, Chapter 1; other applicable federal and state laws; and the city's records retention schedule. ~~Title 74 of the Idaho Code.~~

SECTION 5: Lewiston City Code § 2-184 is hereby amended as follows:

Sec. 2-184. Absenteeism.

Except for members of the library board of trustees, ~~Each~~ member of an advisory ~~commission~~ board or board commission shall not be absent from any three (3)

~~consecutive commission advisory board or board commission meetings without an excuse acceptable to such advisory board or commission, and shall attend at least seven (7) of the commission advisory board or board's commission's preceding twelve (12) regular meetings. In the event a member fails to attend advisory board or commission meetings as required, the advisory board or commission may vote to recommend removal of such member from the advisory board or commission to the city council. Any member who fails to attend regular meetings as may, by vote of the board or commission, lose membership on the advisory board or commission and the vacancy shall be filled by the mayor and council.~~

SECTION 6: Lewiston City Code § 2-185 is hereby amended as follows:

Sec. 2-185. Compensation.

All members of advisory ~~commissions and boards~~ and commissions shall serve without compensation but may be reimbursed actual expense upon the prior approval of the city manager.

SECTION 7: Lewiston City Code § 2-186 is hereby amended as follows:

Sec. 2-186. Council and staff support.

~~The city manager may appoint a Δ city employee shall be designated to serve as a staff liaison for each advisory board and commission ~~and board~~. The staff liaison shall be responsible for preparing agendas and minutes, complying with ~~open meeting~~ the Idaho Open Meetings Law notice requirements, and transmitting written recommendations from the advisory board or commission to the city council. Staff liaisons may participate in advisory board or commission meetings, but shall not vote. The mayor may appoint, with the ~~confirmation consent~~ of the city council, a member of the city council to serve as a council liaison to each advisory board or commission. The council liaison may participate in advisory board or commission meetings, but shall not vote unless otherwise provided by city resolution or Idaho Code.~~

SECTION 8: Lewiston City Code § 2-187 is hereby amended as follows:

Sec. 2-187. Periodic review of advisory boards and commissions and boards.

~~At least once ~~Every two~~ four (4) years, each all advisory board and commissions ~~and boards~~ shall conduct an internal review of the ~~commission or board~~ its operations, as related to its powers and duties; provided, however, that the historic preservation commission, planning and zoning commission, code board of appeals, library board of trustees, and audit committee shall only be required to conduct such internal review upon request from the city council. ~~The~~ Such review shall be forwarded to the city council for its consideration. ~~The~~ Such review shall include, at a minimum:~~

- (1) Accomplishments and activities completed;
- (2) Activities and action plan for future;
- (3) Analysis ~~or~~ of shared responsibilities with other advisory boards and commissions or boards;

- (4) Analysis of activities that may be added to or omitted from such the advisory board or commission's powers and duties ~~or board's "charge"; and~~
- (5) Recommendations ~~of regarding~~ continued existence of the advisory board or commission ~~or board~~.

SECTION 9: Lewiston City Code § 2-188 is hereby enacted as follows:

Sec. 2-188. Powers and duties.

(a) The cemetery/urban forestry advisory commission shall have the following powers and duties:

- (1) Support and build awareness regarding the city of Lewiston's urban forestry goals.
- (2) Advise and make recommendations to the parks and recreation department and the city council on issues related to urban forestry and the Normal Hill Cemetery and Arboretum.
- (3) Serve as a sounding board for major projects or initiatives related to urban forestry or the Normal Hill Cemetery and Arboretum and make recommendations to the parks and recreation department and the city council on such projects or initiatives.
- (4) Advise and make recommendations to the parks and recreation department and the city council on the preservation and management of the city of Lewiston's urban tree canopy.
- (5) Promote public interest and development of the Normal Hill Cemetery and Arboretum and the city of Lewiston's urban tree canopy.
- (6) Advocate for and assist the city of Lewiston's urban forestry and Normal Hill Cemetery and Arboretum staff in achieving their work-related goals.
- (7) Assist the city of Lewiston's urban forestry staff in their efforts to involve and inform the citizens of the city of Lewiston on urban forestry issues through public education.

(b) The code board of appeals shall have the powers and duties set forth in section 10-2(10) of this code.

(c) The emergency medical service advisory board shall have the powers and duties set forth in section 7-6 of this code.

(d) The historic preservation commission shall have the powers and duties set forth in Idaho Code Title 67, Chapter 46, as may be amended from time-to-time, and in sections 19.5-14 and 19.5-15 of this code.

(e) The library board of trustees shall have the powers and duties set forth in Idaho Code Title 33, Chapter 26, as may be amended from time-to-time, and in section 20-2 of this code.

(f) The parks and recreation advisory commission shall have the following powers and duties:

(1) Assist the parks and recreation department in its goal of providing recreation services and park facilities for the citizens of the city of Lewiston and surrounding areas.

(2) Assist the parks and recreation department in its efforts to achieve the stated goals of the Parks and Open Space Master Plan.

(3) Advise and make recommendations to the parks and recreation department and the city council on issues or projects related to the city of Lewiston's parks.

(4) Advise and make recommendations to the parks and recreation department and the city council on what the parks and recreation advisory commission believes to be the best use of parks and recreation department funds that are generated through the exclusive use of shelter rentals throughout the city of Lewiston's park system.

(5) Make recommendations to the city council regarding requests to: (i) name or rename a city of Lewiston park, amenity, or facility; and (ii) place memorials on city of Lewiston park property, all in accordance with the Lewiston Parks and Recreation Facility Naming and Memorial Placement Policy.

(6) Assist the parks and recreation department and the city council in their efforts to involve and inform the citizens of the city of Lewiston about parks and recreation matters through public education, public meetings, and social media.

(7) Inform and advise the parks and recreation department and the city council when citizens bring forward areas of concern or ideas that affect the parks and recreation department or the city of Lewiston.

(g) The planning and zoning commission shall have the powers and duties set forth in Idaho Code Title 67, Chapter 65, as may be amended from time-to-time, and in sections 37-181 and 37-183 of this code.

(h) The youth advisory commission shall have the following powers and duties:

(1) Gather information and become informed on issues that affect youth in the city of Lewiston.

(2) Communicate with the citizens of the city of Lewiston, city of Lewiston staff, and the city council on issues related to youth in the city of Lewiston, and advocate on behalf of youth in the city of Lewiston.

(3) Educate, advise, and make recommendations to the parks and recreation department and the city council on projects and issues related to youth in the city of Lewiston.

(i) The disability advisory commission shall have the following powers and duties:

(1) Advise and make recommendations to the city council and city staff on matters related to Title II of the Americans with Disabilities Act (ADA). Title II of the ADA specifically relates to city of Lewiston programs, activities, and services.

(2) Become familiar with Title II of the ADA and the status of existing city of Lewiston programs, services, and facilities related to the ADA.

(3) Consider concerns and/or issues brought before the disability advisory commission by citizens related to accessibility in the city or the ADA, as related to the city of Lewiston.

(4) Seek opportunities to discuss accessibility issues with citizens and become familiar with citizens' opinions on accessibility issues.

(5) Direct ADA complaints to the appropriate city of Lewiston staff.

(6) Develop relationships with organizations that serve individuals with disabilities, as defined by the ADA.

(7) Assist and actively engage in educational efforts and outreach activities related to Title II of the ADA that are led by the city of Lewiston or its partners.

(8) Develop a work plan that consists of goals and objectives for the disability advisory commission on an annual basis.

(j) The public works advisory commission shall have the following powers and duties:

(1) Advise and make recommendations to the public works department and the city council on matters related to public works activities or infrastructure, which could include recommendations regarding potable water services, wastewater treatment and collection, industrial pretreatment, street maintenance and traffic control, sanitation, development, and engineering.

(2) Assist the public works department in reviewing and determining the feasibility of topics related to the public works department, which could

include master plans, rate recommendations, and setting improvement priorities.

(3) Serve as a sounding board for the public works department and provide feedback and advice on certain public works agenda items that go before the city council for consideration. It is expected that the public works advisory commission will aid in the filtering and vetting of such items by providing knowledge and depth on the subject matter.

(k) The audit committee shall have the following powers and duties:

(1) Make recommendations to city of Lewiston staff and the city council regarding the selection of the city of Lewiston's external auditor.

(2) Meet with the city of Lewiston's external auditor prior to commencement of the audit.

(3) Review and discuss with the city of Lewiston's external auditor any risk assessment of the city of Lewiston's fiscal operations.

(4) Receive and review the draft annual audit report, including the city of Lewiston's external auditor's assessment of the city of Lewiston's system of internal controls. Review accompanying draft management letter, if one exists.

(5) Make a recommendation to the city council on whether to accept the annual audit report.

SECTION 10: Lewiston City Code § 2-189 is hereby enacted as follows:

Sec. 2-189. Conducting business; consideration of city budget and resources.

(a) Each advisory board and commission established herein shall conduct business consistent with the powers, duties, responsibilities, mission, and/or purpose established in Idaho Code specific to such advisory board or commission, if applicable; as set forth in section 2-188 of this article specific to such advisory board or commission; and/or bylaws adopted by such advisory board or commission, in accordance with section 2-183 of this chapter.

(b) In conducting its business, each advisory board and commission shall be considerate of city and departmental budget and staff resources and of priorities, goals, and objectives that have been established by the city council, city manager, and/or department directors. Where competition exists for city or departmental budget and/or staff resources between projects or initiatives of an advisory board or commission and priorities, goals, and objectives that have been established by the city council, city manager, and/or department directors, the decision to assign resources shall rest with the city manager and/or department directors.

SECTION 11: Lewiston City Code § 2-190 is hereby enacted as follows:

Sec. 2-190. Use of city logo.

Members of advisory boards and commissions shall not use the city of Lewiston's logo without prior permission from the city manager.

SECTION 12: Lewiston City Code § 2-191 is hereby enacted as follows:

Sec. 2-191. Training requirement.

Members of advisory boards and commissions shall attend at least one (1) training related to the Idaho Open Meetings Law within six (6) months of such member's initial appointment. Such training requirement may be satisfied by attending a training either in-person or online or reviewing materials provided by the city attorney's office.

SECTION 13: Lewiston City Code § 37-93.E.(f)(6) is hereby amended as follows:

Sec. 37-93.E. Allowable land use and development qualifiers.

...

(f) *Point system qualifiers.*

...

(6) Public art (outdoors): three (3) points. *Public art*, as used herein, shall mean works "commissioned" at a cost of not less than three thousand dollars (\$3,000.00) or two (2) percent of the building permit valuation, whichever is greater, for locations of open public access. Such works may be inanimate, interactive, representational, abstract, aesthetic, didactic, functional, and/or symbolic art pieces or artistic projects or displays. Public art proposals shall be reviewed by a committee appointed by the Lewiston city council for such purpose. ~~Said committee shall make recommendations on proposal acceptance or denial to the community development department approved by the community development director (or designee) consisting of not less than three (3), and no more than five (5), persons from the Lewis-Clark State College Center for Arts and History, Beautiful Downtown Lewiston, the Idaho Commission on the Arts, and/or one (1) Lewiston citizen at large who shall be chosen by a majority of the other committee members. Such committee shall make recommendations to the community development director (or designee) for decision to accept or deny a proposal. Committee recommendations and community development director (or designee) decisions shall not be based upon the likes or dislikes of the particular art being proposed, but rather on agreement or disagreement that the art qualifies as commissioned, that it meets the valuation criteria, that it will be sufficiently located outdoors with open public access, and that it is indeed art representative of one or more of the categories listed herein.~~

...

...

SECTION 14: Lewiston City Code § 7-6(b) is hereby amended as follows:

Sec. 7-6. Advisory board.

...

(b) The EMSAB shall be comprised of seven (7) members, ~~all residents of the city of Lewiston.~~ EMSAB members shall be appointed to four (4) year terms as provided in section 2-181 of this code; however initial appointments shall be made with four (4) members receiving four (4) year terms and three (3) members receiving two (2) year terms. Members shall serve at the pleasure of the city council. One member shall represent the Lewiston fire department. One member shall represent each medical transport service provider operating in the city. One member shall represent St. Joseph Regional Medical Center. One member shall represent the private health care sector. One member shall represent the extended care facility industry. The remaining members shall be from the general public and unaffiliated with the medical care industry. The EMSAB shall meet at least once a year and as necessary throughout the year. Staff support to the EMSAB shall be provided by the ~~emergency medical service division chief from~~ administration of the Lewiston fire department. ~~Business of the EMSAB shall be governed by sections 2-183 through 2-186 of this code.~~

SECTION 15: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this _____ day of _____ 20____.

CITY OF LEWISTON

By: _____
_____, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

January 02, 2025

The LEWISTON CODE BOARD OF APPEALS met in the Community Development Department Second Floor Conference Room at 215 "D" Street. Chairperson Radamaker called the meeting to order at 5:30 p.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Chairperson Michell Radamaker; Vice Chairperson Tim Lynch; Kevin Messick; Shawn Turpin; Pat Showers; Eric Peterson via Zoom; Jessica Klein, City Council

COMMISSIONERS EXCUSED:

STAFF MEMBERS PRESENT: Dawn Ortiz, Community Development Office Supervisor; Julian Sorrell, City of Lewiston Fire Marshall

II. CITIZEN COMMENTS

None

III. NOMINATION FOR AND ELECTION OF BARD CHAIRPERSON FOR THE CALENDAR YEAR 2025

Board member Turpin nominated Board Member Tim Lynch for Chairperson.

Upon roll call, the vote was as follows:

Chairperson Michell Radamaker voted for Tim Lynch
Vice-Chairperson Tim Lynch voted for Tim Lynch
Board member Patrick Showers voted for Tim Lynch
Board member Shawn Turpin voted for Tim Lynch
Board member Kevin Messick voted for Tim Lynch
Board member Eric Peterson voted for Tim Lynch

IV. NOMINATION FOR AND ELECTION OF BARD CHAIRPERSON FOR THE CALENDAR YEAR 2025

Board member Turpin nominated Board Member Kevin Messick for Vice-Chairperson.

Upon roll call, the vote was as follows:

Chairperson Michell Radamaker voted for Kevin Messick
Vice-Chairperson Tim Lynch voted for Kevin Messick
Board member Patrick Showers voted for Kevin Messick
Board member Shawn Turpin voted for Kevin Messick
Board member Kevin Messick voted for Kevin Messick

Board member Eric Peterson voted for Kevin Messick

V. APPROVAL OF AUGUST 3, 2023 MEETING MINUTES (ACTION ITEM)

Board Members Showers and Radamaker moved and seconded, respectively, approval of the August 03, 2023. The motion carried 5-0-1 with board member Peterson abstaining.

VI. APPROVAL OF JANUARY 4, 2024 MINUTES (ACTION ITEM)

Board Members Showers and Turpin moved and seconded, respectively, approval of the January 04, 2024. The motion carried 5-0-1 with board member Peterson abstaining.

VII. ADOPTION OF THE 2023 NATIONAL ELECTRICAL CODE

Staff Ortiz stated that as of 7/2024 the City of Lewiston provided educational enforcement of the 2023 NEC and as of 1/1/2025 the City Lewiston and State of Idaho had official adopted the 2023 NEC.

VIII. ADOPTION OF MASS TIMBER PROVISIONS ONLY OF THE 2021 IBC

Staff Ortiz stated that as of 7/2024 the City of Lewiston provided educational enforcement of the mass timber provisions only of the 2021 IBC and as of 1/1/2025 the City Lewiston and State of Idaho had official adopted the mass timber provisions only of the 2021 IBC.

IX. POTENTIAL ADOPTION OF 2024 ICC CODES

Staff Ortiz stated that the State of Idaho possibly might adopt the 20224 ICC Codes. If the state of Idaho does decided this, the City will start educational enforcement in July of 2025.

X. ADJOURN

There being no further business, Board Member Showers and Turpin moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Code Board of Appeals adjourned at approximately 5:36 p.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz,
Recording Secretary

Chairperson or Acting Chairperson
Code Board Appeals

Approved this _____ day of _____, 2025.