

Lewiston Urban Forestry and Cemetery Commission Agenda

May 24, 2023 – 4:00PM

NORMAL HILL CEMETERY 1122 7th Street, Lewiston

1. **CALL TO ORDER**

Roll Call

2. **CITIZEN COMMENTS**

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

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

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

3. **CONSENT AGENDA**

A. Approval of Minutes from March 22, 2023 (Action Item)

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

A. March and April Parks and Recreation Department Monthly Reports

B. Arbor Day and Tree City USA Event Recap

C. Arborist Ted Wicks is on Staff

5. **ACTION ITEMS**

A. **NEW BUSINESS**

i. 2024 Budget Review and Perpetual Care Fund Update

1. Proposed Fee Changes

2. Undeveloped Cemetery Property

B. OLD BUSINESS

- i. Current and Upcoming Development Review Process and Plan
- ii. Cemetery Columbarium Project

6. COMMISSION MEMBER COMMENTS

7. CITY COUNCIL LIAISON COMMENTS

8. NEXT MEETING

- A. Wednesday, July 26, 2023 at the Lewiston Community Center

9. FUTURE AGENDA TOPIC

- A. Tree Selection Guide (July)
- B. Urban Forestry Management Plan Review (Fall)

10. ADJOURNMENT

Lewiston Urban Forestry and Cemetery Commission

MINUTES

March 22, 2023 – 4:00PM

**Lewiston Community Center
1424 Main Street, Lewiston**

1. **CALL TO ORDER**

Roll Call

Commission Members: Shirley Phillips, Maxine Miller and Elizabeth Goetzinger

Commission Member Absent: Brian Hensley

City Council Liaison Absent: John Spickelmire

City Staff: Tim Barker

Citizens Present: None in attendance

Chair Phillips called the meeting to order at 4:05 PM

2. **CITIZEN COMMENTS**

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

There were no citizens present to provide comments.

3. **CONSENT AGENDA**

A. Approval of Minutes from February 22, 2023 (Action Item)

Commissioner Miller moved to accept the minutes, Commissioner Goetzinger seconded.
Approved by all.

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

A. February Parks and Recreation Department Monthly Reports

Director Barker submitted the department monthly report to the commission for their review and they are within the meeting packet.

5. **ACTION ITEMS**

A. **NEW BUSINESS**

i. Legacy Tree Program Update

Director Barker provided the commission the updated form with the approved pricing increases that had been adopted by City Council in August 2022 as a part of the budgeting process.

ii. Arbor Day and Tree City USA Event

Director Barker discussed a recent Lewis-Clark State College Tree Committee meeting that he attended where there was a discussion related to the continued partnership between the city and the college for a joint Arbor Day Celebration event. The committee was supportive of the partnership to continue for 2023 and for the city to host this year's event.

B. **OLD BUSINESS**

i. Current and Upcoming Development Review Process

Agendas and information from the past month's Development Review Committee meetings were included within the commission packet. Commissioner Miller had asked prior to the meeting about the new Lewis Clark Credit Union Parking lot and what was planned for landscaping at the site and Director Barker provided the submittal that was approved by the city related to the required landscaping for the lot.

ii. Arborist Position

As discussed at the last meeting, Ted Wicks will be coming onboard with the city as its Arborist. Ted will begin working within the park system starting Monday, April 3rd. He will focus on tree pruning and tree care within the park system as well as at city properties.

iii. Cemetery Columbarium Project

Director Barker verified this month that there is \$80,000 budgeted this year in the cemetery budget for the columbarium project and that since the project total cost will be below \$100,000 there is no requirement to go out for a Request for Proposals process and staff can complete the specifications and request a bid to be submitted from a minimum of three companies. This will drastically speed up the advertisement and approval process. The department will complete the bid documents and send them out as soon as possible.

iv. **Tree Selection Guide**

Director Barker has reached out to the Idaho Department of Lands (IDL) to request their assistance in rewriting the Tree Selection Guide and streamline the information. Barker is hoping to hear about a timeline soon from IDL as to when they will be able to have their comments submitted back to the city following their review.

6. **COMMISSION MEMBER COMMENTS**

Commissioner Miller suggested that we consider creating an Urban Forestry related Article for the Living Lewiston magazine. Miller also asked about whether the Idaho Department of Lands newsletter is being produced and if so, how can the commission get back on the mailing list. Director Barker will look into it and report back at the next meeting. Commissioner Miller recommended that we look to fill the vacant commissioner position with a cemetery focus.

7. **CITY COUNCIL LIAISON COMMENTS**

Councilor Spickelmire was not in attendance at the meeting to comment

8. **NEXT MEETING**

A. **Wednesday, April 26, 2023 at the Lewiston Community Center**

Director Barker asked the commission for comments related to changing the frequency of the meetings to bi-monthly. Typically, there are good amounts of updates and discussions that can take place every other month and we may be more productive utilizing that format. Barker stated that he could meet monthly with the chair to discuss upcoming items and whether an additional meeting is needed but otherwise can provide the commission the monthly reports each month and the development review items as well through email. If approved by the commission, Barker stated that the next meeting would be in May, which is the annual Normal Hill Cemetery walkthrough and is scheduled for May 24th. The commission agreed that it would work to change to a six meeting a year schedule and meet the months of March, May July, September, October and early December. Besides the December meeting, the commission will continue to meet on the fourth Wednesday of the month.

9. **FUTURE AGENDA TOPIC**

- A. Urban Forestry Management Plan Review (April)
- B. Budget Review and Perpetual Care Fund Update (May)
- C. Tree Selection Guide (July)

10. **ADJOURNMENT**

Commissioner Miller made a motion to adjourn the meeting, Commissioner Goetzinger seconded the motion. The meeting was adjourned at 519PM.

PARKS & RECREATION

MARCH 2023

MONTHLY REPORT

ADMINISTRATION

- Staff presented to City Council a listing of deferred maintenance projects within the facilities managed by the Facility Maintenance Division within Parks and Recreation. In all, there are 23 buildings that the division maintains through custodial and/or through small carpentry projects, electrical or HVAC. The presentation explained to the City Council that there is approximately \$10,000,000 worth of work needed to be completed. Over the next few months staff will further investigate the facilities and their uses to make some longer term recommendations to the council.
- Director Barker, members of the Pickleball Club and staff met this month to discuss the pickleball court project and how to move forward and complete the project during the 2023 fiscal year, since there were no bids received. Staff have been reaching out to local contractors to see if they can negotiate to have their involvement in the project and to see what work could be completed internally to ensure that the project stays as close to the funding available as possible.
- Staff were able to complete a contract with CourseCo (Lewiston Golf, LLC) to manage Bryden Canyon Golf Course for up to 10 years. CourseCo will provide frequent updates to the City Council as well as staff presentations related to the operations of the course.
- Director Barker has been working with the Modie Park Conservancy Board of Directors regarding planning for the Wetland Restoration Project as well as the demolition of the Annabel Osborne home. The group is continuing to work on completion of the Butterfly Garden area within the park.

CEMETERY

- Sold 2 Standard adult graves
- Performed 3 cremation burials
- Assisted in planning 2 cremation niche burials
- Assisted in planning 3 full casket burials
- Assisted in planning 1 double depth companion casket burial
- Performed 5 monument stakings



PARKS

- The Parks Staff had the pleasure of having Mayor Johnson spend a couple of hours meeting with the crew. There were numerous questions and ideas discussed both ways. We extended an open invitation to come again at his pleasure.
- Longtime Parks and Recreation employee Mike Harwick retired. He will be missed by all after his 35 years of service.
- Airport Park; Staff completed installing PVC boards at the front and back base of the backstops.
- Airport Park's dugouts; Staff installed bag holders in the front. The intended purpose is to keep feet off of the nets and to have a place where Little League kids can reach to hang up their bags.
- Staff used the Tiny Mobile Robot painter and painted all of our ballfields. All of our field designs are now in the cloud and is saving us time versus having staff run a string line and paint. We can now completely paint a softball field in about 10 minutes. Prior to this, it would take 10 minutes just to pull and set a string.
- Staff has been trying different uses with the robot painter and working on football and soccer fields. We have the ability to make different shapes and designs with it. Whenever we have it out in a park, it typically gets quite a following from the public.
- Roses for the Rose Garden and Cemetery Spring planting have been ordered.
- Right of Way applications have started. We have sprayed the roundabouts, Hatwai Road, North Lewiston, Snake River Ave, Gun Club Road and Community Park. More to come once the weather starts to clear up.
- Inmates will start work at the Cemetery on April 3. The planned work schedule is to clean up straggling leaves, start the big mowing, filling holes and begin edging.
- The annual pruning of the Rose Garden has started.
- Staff has been working with the Modie Park Conservancy on preparations to divert water in the creek and working with a possible contractor to do the work related to the Wetland Restoration Project. We have also been involved with the planning of moving of the garage by assisting them with the contractor as well.

RECREATION



Programming:

- Continued Adult Winter Volleyball season. Games take place on Monday nights at Fenton Gym. The season will wrap up in April.
- Completed City League Basketball season and crowned three league champions. The Blue Team, Spire and No Hops were our City League Basketball Champions for their respective leagues
- Started Mushball Softball League. We had eight teams sign up. Teams play a guaranteed 5-game during the season. Games take place on Sunday afternoons at Airport Park and will run through early April.
- Canceled Adult Spring Football League due to a lack of team registration. This is the first year we offered our spring league as our Adult Flag Football league typically takes place in the fall.

- Held our third and final Youth Sports Skills Camp for the winter season. Our Sports Skills Camps are 3-week programs that take place on Saturday afternoons at Fenton Gym that focus on skills and drills for a specific sport. This month's sport was baseball/softball. We had 13 participants that ranged from ages 3-6.
- Completed session 4 of our Karate program with World of Martial Arts. This 4- week program takes place on Monday evenings at the Community Center. We had 18 kids sign up between our K-1st grade and 2nd-6th grade groups.
- Staff continued creating sponsorship packages and meeting with local businesses for sponsorship of many summer programs and events that are offered such as Rec Mobile and Movies Under the Stars. The sponsorships we are able to get allow us to cover the expenses of the resources and staff needed to hold the programs and continue to offer these programs free to our community members.
- Continued registration for our Annual Seaport River Run that will take place on Saturday, April 29. Race information and registration can be found online at <https://www.raceentry.com/annual-seaport-river-run/race-information> or at the Community Center. The race committee chose L.I.F.E. as this year's nonprofit partner.

Meetings/Trainings:

- Held managers meeting for Mushball League to cover rules, hand out season schedules and discuss any questions or concerns.
- Met with the Little League President, the Babe Ruth President, and the Lewiston High School (LHS) Softball Head Coach to discuss their upcoming seasons and schedules for ball fields.
- Staff continued to meet with Savannah Gillaspie of CivicRec. These meetings are part of an ongoing project implementation for a new registration software that will allow our department to take online registration for our programs and reservations. Savannah is our project manager and will be assisting our department in this implementation of CivicRec.
- Some staff took a CPR/AED Training Course to become CPR/AED certified. Others to follow.

Ball Field:

- Forty different ball field rentals during the month of March.
 - 10 of which were part of 2 different weekend tournaments
 - 1 weekend tournament was a youth tournament using 3 of our fields both days
 - 1 weekend tournament was an adult tournament using 2 of our fields both days
 - The U of I Baseball Club and many surrounding High Schools rented our fields for some of their games for the month of March
- Additionally, there were 26 dates booked for LHS Softball/Baseball and 15 dates were Little League used ball fields.

Fenton Gym:

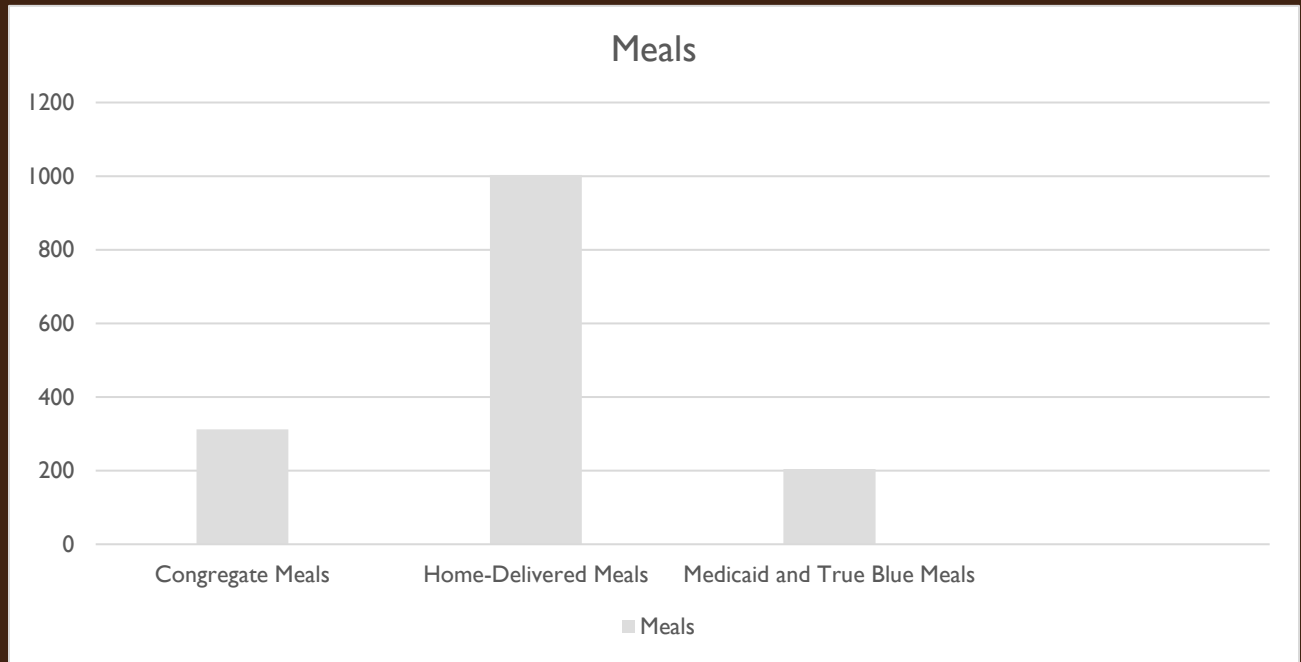
- There were 59 different Fenton Gym rentals through the month of March.

New Hires:

- Hired Brock Bowman and Dale Takalo as seasonal staff for ball field maintenance and scorekeeping for adult sports leagues.

SENIOR NUTRITION

- Congregate Meals served this month = 312
- Home-Delivered Meals served this month = 1003
- Medicaid and True Blue Meals served this month = 204
- Volunteer hours = 156



RESERVATIONS

Community Center Reservations:

- There were 175 meetings and or events in the Community Center in March with approximately 2000 attendees and another approximately 200 drop-ins.

Park Reservations:

- There were 5 reservation in the parks in March with approximately 250 attendees.

BUILDING MAINTENANCE



Projects:

- Finished electrical work at Bryden Canyon Golf
- Finished touch up and repairs at Bryden Canyon Golf
- Monthly custodial training
- Monthly HVAC maintenance
- Cleaned off roofing
- Presented Facility needs to City Council
- Completed Monthly maintenance items
- Completed Monthly work orders
- Met with department directors to assess future needs
- Upgraded electrical at Fire Station 1
- Repaired Generator LPD



PARKS & RECREATION

APRIL 2023

MONTHLY REPORT

ADMINISTRATION

- Public Engagement for the Community Park Bond project began this month with a meeting of the steering committee that has been in place for a few years as well as new members that wanted to be involved in the project.
- Director met with the newly formed Foundation for the Lewiston Parks and Recreation this month to introduce the foundation board to consultants working on the Community Park project. The foundation will take the lead on all fundraising efforts moving forward related to potential donors for the project.
- Director and Park Maintenance Supervisor continued to work with LC Valley Pickleball Club board members this month in seeking out local contractors to collaborate with on the redevelopment of the pickleball courts at Community Park. The group is hoping that contracts can be secured and construction of the project can begin this coming summer.
- Director met with Modie Park Conservancy members to discuss a potential land donation to the Conservancy and what that may mean for future development of the park.
- Director continues to participate in the monthly LC Valley Chamber Governmental Affairs Committee meetings.
- Staff have continued to promote the department and programming through the Tribune and KLEW highlights during the month of April.

CEMETERY

- Sold 1 Cremation grave
- Performed 1 cremation burial
- Assisted in planning 7 cremation burials
- Assisted in planning 1 full casket burial
- Assisted in planning 1 double depth companion casket burial
- Performed 5 monument stakings



PARKS

- Our new Arborist has completed pruning of Community Park, part of Airport Park and is now working at D Street Parking Lot. Airport Park work was interrupted when the bucket truck had to be repaired due to a blown hydraulic line. We are waiting on this to be completed.
- Irrigation systems are now being activated in areas that are allowed.
- Staff developed a list of Parks that will be affected by the water restrictions and another list of areas that are watered by wells and LOID.
- Staff used the robot painter and painted a whiffle ball field for Sacajawea Middle School. We had to design it in the tablet and then used the design to paint it. Whiffle ball has become a very big recreational sport and we are exploring it and using the robot will save us labor.
- Staff has planted 15 new trees in a variety of Parks.
- Staff has been working on installing a new drinking fountain, bottle filler and dog fountain for the Rotary Club at Peace Park.
- Staff is now involved with the re-construction of new pickle ball courts at Sunset Park.
- Staff is helping facilitate the demo of the Annabel Osbourne's house and the removal of blackberry's in the upper end of the Park and ponds.
- Cemetery headstones, we have completed 2 ½ divisions of edging. Very slow going but it looks very good. The inmates have also been spending a considerable time filling in sinkholes that develop over time. We are having them cut the sod, peel it back, fill it with soil and then lay the sod back down. This makes for a much cleaner and mower ready piece of turf than waiting for seed to germinate.
- Right of Way spraying has begun. We have been able to get the roundabouts, Snake River Ave and around Community Park.
- Broadleaf application had started in our Parks. Highway Interchange, Cemetery, Jack in the Box, Locomotive Park have been completed.

RECREATION



Programming:

- Completed Winter Coed Volleyball season and postseason tournament that took place Monday evening at Fenton Gym. The league champions are listed below
 - League 1 Champs: Clearwater River Casino
 - League 2 Champs: Wannabes
 - League 3 Champs: Mission Unblockable
- Completed Mush League Softball that took place on Sunday afternoons at Airport Park. Teams were coed and played 5-games each.
 - Team "Wrecking Crew" had the best record
- Completed registration for Men's and Women's League Slow Pitch Softball. Games take place Monday-Thursday evenings at Sunset Park and P1FCU Field at Hereth Park. Teams play 2-preseason games, 10 regular season games followed by a double elimination end of the season tournament.
 - We have 8 teams signed up for the Women's League and 18 teams signed up for the Men's League
 - Preseason Games will begin the 2nd week of May with the regular season to follow

- Completed Session 5 of our Monday evening Karate Program that takes place at the Community Center. We had 15 participants sign up among our K-1st grade and 2nd-6th grade groups. This was the last Karate Program session for the school year. Session will begin again in the fall.
- Held the 45th Annual Seaport River Run on Saturday, April 29th. We had 427 runners this year. This year's non-profit partner was Lewiston Independent Foundation for Education, a non-profit organization dedicated to enriching and enhancing the learning experience.
 - The Seaport River Run is held annually on the last Saturday of April. There is a 5k and 10k course available. Participants start from Swallows Nest Park in Clarkston, WA and end at Hell Gate State Park in Lewiston, ID.
- Staff continued creating sponsorship packages and meeting with local businesses for sponsorship of many summer programs and events that are offered such as Rec Mobile and Movies Under the Stars. The sponsorships we are able to get allow us to cover the expenses of the resources and staff needed to hold and offer these programs for free to our community members.

Meetings/Trainings:

- Staff continued to meet with CivicRec. These meetings are part of an ongoing project implementation for a new registration software that will allow our department to take online registration for our programs and reservations.
- Staff met with Joanna Alford and Shannon Kenyon of Lewiston Independent Foundation for Education as this year's non-profit partner for the Seaport River Run. As the non-profit partner L.I.F.E. supports the race by providing volunteers during the race and the week leading up to the race.
- Staff met with Jordan Petrie and Travis Brusseau of the Boys and Girls Club of the Lewis Clark Valley to discuss the possibility of the Club using Fenton Gym for their Summer Challengers Program.

Ball Field Rentals:

- 41 different ball field rentals during the month of April not including Lewiston High School or Little League.
 - 10 of which were apart 2 different weekend tournament held at our ball fields during the month of April
 - 1 weekend tournament was a youth tournament using 3 of our fields (Clearwater, Sunset, Hereth) for 2 days (Saturday, April 15 & Sunday, April 16).
 - 1 weekend tournament was an adult tournament using 4 of our fields (Airport) Sunday, April 16.
 - Many surrounding High Schools rented our fields for some of their games for the month of April including teams from Nezperce HS, Lapwai HS, Grangeville HS, Troy HS, and Potlatch HS.

New Hires:

- Hired Dale Takalo as a Ballfield Maintenance seasonal staff. Dale will be responsible for assisting with ball field preparation and scorekeeping.

Ball Fields:

- Continued daily maintenance of all Airport fields (1-4) for LHS Softball (JV/V), Freshman Baseball team, and Little League.

Fenton Gym:

- There were 30 different Fenton Gym rentals through the month of April.

Community Center:

- There were 49 meetings and or events in the Community Center in April with approximately 1500 attendees and another approximately 200 drop ins.

Parks

- There were 21 reservations in the parks in April with approximately 1000 people attending those events.

FACILITY MAINTENANCE



Projects:

- Completed fire suppression for Kitchen Hood
- Monthly custodial training
- Prepped HVAC for summer
- Completed Wet fire inspections
- Cleaned off roofing
- Upgraded lighting at Sunset Park
- Working to find a doable facility plan
- Completed Monthly maintenance items
- Completed Monthly work orders.
- Updated signage at some locations
- Prepped Orchards Pool for Summer

SENIOR NUTRITION

- Congregate Meals served this month = 291
- Home-Delivered Meals served this month = 960
- Medicaid and True Blue Meals served this month = 164
- Volunteer hours = 143 , Volunteers = 8





AGENDA **DEVELOPMENT REVIEW COMMITTEE** **BELL BUILDING APRIL 26, 2023** **8:30 A.M. – WEDNESDAY**

8:45 AM: DEAN DUNHAM – E MAIN & 26TH STREET – LOT DEVELOPMENT

9:30 AM: KETCH JOHNSON – NO LOCATION – SODA SHACK

PERMITS ISSUED (04/16/2023 TO 04/22/2023)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
MIKE'S POLE BARNs LLC	2310 FRONTAGE RD	BP23-000054	04/19/2023	\$ 47,000.00	Minor Commercial
QUALITY DESIGN HOMES	3215 Pathfinder WAY	BP23-000097	04/17/2023	\$ 362,395.68	Residential - SFD
CLEVELAND CONSTRUCTION	3812 11TH ST	BP23-000108	04/18/2023	\$ 29,616.84	Residential Accessory Buildings (Small)
ACME BUILDING COMPANY	3937 COUNTRY CLUB DR	BP23-000120	04/18/2023	\$ 22,379.28	Carport / Deck
LOWER GRANITE CONTRACTORS	534 18TH AVE	BP23-000125	04/18/2023	\$ 3,500.00	Residential Remodel
B&B POOLS LLC	2039 1ST ST	BP23-000136	04/20/2023	\$ 20,000.00	Residential Swimming Pool
M&M CUSTOM CONTRACTING, LLC	728 15TH ST	BP23-000146	04/17/2023	\$ 38,000.00	Residential Accessory Buildings (Large)
QUALITY DESIGN HOMES	1427 HORIZON CT	BP23-000151	04/19/2023	\$ -	Residential Foundation Only
MY ARCHITECT LLC	1209 MAIN ST	BP23-000157	04/21/2023	\$ 175,000.00	Commercial - Misc.
DOUGLAS REMODELERS	802 PROSPECT AVE	BP23-000123	04/21/2023	\$ 14,000.00	Residential Additions
HOLT RICHARD A	1020 POWERS AVE	BP23-000126	04/18/2023	\$ 10,579.30	Residential Additions
THORNTON, TAD	1011 HEMLOCK DR	BP23-000096	04/20/2023	\$ 167,492.00	Residential Accessory Buildings (Small)
BURCHAM BUILT CONSTRUCTION, LLC	1534 ALDER AVE	BP23-000106	04/17/2023	\$ 7,202.06	Residential Additions

SUBMITTED FOR REVIEW (04/16/2023 TO 04/22/2023)

Type	App. Date	Property Address	Description	Applicant Name	Permit#
Residential Foundation Only	04/17/2023	1427 HORIZON CT	FOUNDATION ONLY	QUALITY DESIGN HOMES	BP23-000151
Residential Remodel	04/18/2023	1715 CEDAR DR	FINISH BASEMENT. REMOVE WALL IN UPSTAIRS KITCHEN, TEARDOWN AND REFRAME DECK	BIRCH & STONE	BP23-000152
Residential Accessory Buildings (Small)	04/18/2023	1212 9TH ST	24X24 576SF STICK FRAME SHOP	WADSWORTH CONCRETE AND CONSTRUCTION	BP23-000153
Residential Accessory Buildings (Small)	04/18/2023	1236 ALDER AVE	ATTACH 12x30 360 SF LEAN-TO ROOF TO EXSITING SHOP	JIM WHITE	BP23-000155
Residential - SFD	04/19/2023	1557 FRONTIER DR	Construction of new single family residence with 1851 SqFt Main floor; 656 SqFt Garage; 27 SqFt Mechanical Alcove.	QUALITY DESIGN HOMES	BP23-000156
Commercial - Misc.	04/19/2023	1209 MAIN ST	REPLACE EXISTING WINDOW S ON N & S WALLS FOR 2NS AND 3RD FLOORS.	MY ARCHITECT LLC	BP23-000157
Major Commercial	04/20/2023	1212 9TH AVE	BATHROOM REMODEL IN ALL CLASSROOMS.	MY ARCHITECT LLC	BP23-000158

DISTRIBUTION LIST:

Mayor: Dan Johnson

Community Development: Shannon Grow, John Smith, Joel Plaskon, Jeff Wolfe, Russ Harper, Kevin Moffett, Shelby Anderson, Katie Hollingshead, Brandon Cunningham, Dawn Ortiz, Chelsey Rake, Sara Agee

Public Works: Dustin Johnson, Jill Tolman, Iris Heidorn, Pat Severance, Ed George, Mark Weigand, Luke Antonich, Bryan Lacy, Jon Ruark, Greg Creviston, Kevin Evans, Morgan Schwartz, Bill Arnold

Fire Department: Chief Travis Myklebust, Julian Sorrell, Casey Strong, Jamie Mowery

Public Health: Sherise Bruce, Bonnie Waldemarson, Jacob Wimpenny, Jennifer Mock



AGENDA
DEVELOPMENT REVIEW COMMITTEE
BELL BUILDING MAY 03, 2023
8:30 A.M. – WEDNESDAY

8:45 AM: TIM LYNCH – 638 & 644 THAIN RD – STORAGE & COFFEE STAND

9:30 AM: NO ATTENDEE

PERMITS ISSUED (04/23/2023 TO 04/29/2023)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
MY ARCHITECT LLC	912 VINEYARD DR	BP23-000134	04/24/2023	\$ 184,000.00	Residential Additions
JEREMEY EWING	3312 8TH ST	BP23-000110	04/24/2023	\$ 49,361.40	Residential Accessory Buildings (Large)
JEREMEY EWING	3312 8TH ST	BP23-000117	04/24/2023	\$ 330,905.33	Residential - SFD
CUSHING TERRELL	1408 MAIN ST	BP22-000168	04/26/2023	\$ 1,800,000.00	Minor Commercial
DAN ANDERSON CONSTRUCTION	109 NEW 6TH ST	BP23-000133	04/26/2023	\$ 750.00	Minor Commercial
HANDYMAN HOME SERVICES	1432 11TH ST UNIT D	BP23-000140	04/26/2023	\$ 1,627.58	Residential Additions
HAUER HOMES INC	1612 BRYDEN AVE	BP23-000142	04/26/2023	\$ 3,425.00	Residential Remodel
WADSWORTH CONCRETE AND CONSTRUCTION	1212 9TH ST	BP23-000153	04/27/2023	\$ 50,000.00	Residential Accessory Buildings (Small)
SEYMOUR JAMES D	1226 AIRWAY AVE	BP23-000135	04/27/2023	\$ 23,091.04	Residential Accessory Buildings (Small)
WILLIAM GRUBIN	3410 5TH ST E	BP23-000150	04/28/2023	\$ 9,024.14	Residential Additions

SUBMITTED FOR REVIEW (04/23/2023 TO 04/29/2023)

Type	App Date	Property Address	Description	Applicant Name	Permit#
Residential Additions	04/25/2023	2606 8TH AVE	FRAME IN AND ENCLOSE CARPORT.	TYLER REYNOLDS	BP23-000159
Residential Additions	04/25/2023	3228 6TH ST	DEMO EXISTING CARPORT AND CONCRETE, RE-POUR AND REBUILD NEW CARPORT.	FROSTY'S GENERAL CONTRACTING	BP23-000160
Residential Remodel	04/26/2023	1806 BIRCH DR	REMOVING NON-BEARING WALL BETWEEN KITCHEN AND LIVINGROOM, AND MOVE RANGE VENTING	HANDYMAN HOME SERVICES	BP23-000161
Carport / Deck	04/27/2023	3515 16TH ST	10X16 DECK TO MOBILE HOME (NOT ATTACHED).	DEUTSCH NOEMY L & VICTOR T	BP23-000162
Residential Accessory Buildings (Small)	04/27/2023	222 PROSPECT	DEMO OF ACCESSORY GARAGE AND REPLACEMENT WITH LARGER ACCESSORY 676SF.	EDIFICARE CONSTRUCTION	BP23-000163

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Fire Department: Chief Travis Myklebust, Julian Sorrell, Casey Strong, Jamie Mowery

Public Health: Sherise Bruce, Bonnie Waldemarson, Jacob Wimpenny, Jennifer Mock



AGENDA
DEVELOPMENT REVIEW COMMITTEE
BELL BUILDING MAY 10, 2023
8:30 A.M. – WEDNESDAY

8:45 AM: DOUG STOUT – 3758 DUTHIE BLVD – STORMWATER EASEMENT

9:30 AM: DANIEL BABA – 2001 17TH STREET – TESLA CHARGE STATION

PERMITS ISSUED (04/30/2023 TO 05/06/2023)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
J M ROOFING & FLAT ROOF SYSTEMS	3610 12TH ST	BP23-000166	05/02/2023	\$393,278.00	Commercial - Misc.
DEUTSCH NOEMY & VICTOR	3515 16TH ST	BP23-000162	05/02/2023	\$ 3,000.00	Carport / Deck
BIRCH & STONE	1715 CEDAR DR	BP23-000152	05/02/2023	\$ 20,000.00	Residential
CUSHING TERRELL	1408 MAIN ST	BP23-000148	05/03/2023	\$ 27,000.00	Major Commercial
BI STATE SIDING & WINDOW INC	532 BRYDEN	BP23-000168	05/04/2023	\$ 56,000.00	Commercial - Misc.
ZINONA HOUGH	3005 6TH AVE	BP23-000141	05/04/2023	\$ 3,702.75	Residential Additions
BAD GOPHER LLC	3516 8TH ST	BP23-000139	05/05/2023	\$ 48,397.44	Residential Additions

SUBMITTED FOR REVIEW (04/30/2023 TO 05/06/2023)

Type	App Date	Property Address	Description	Applicant Name	Permit#
Residential - SFD	05/01/2023	0000-3 SKYVIEW DR	NEW SFD 1896 SF LIVABLE 832 SF GARAGE 477 SF PORCH/PATIO.	MATT WAGNER	BP23-000164
Commercial Addition	05/01/2023	350 THAIN RD	ADDING STORAGE IN BACK OF BUILDING.	TIM BIEKER	BP23-000165
Commercial - Misc.	05/02/2023	3610 12TH ST	REROOF - INSTALL DURO LAST ROOFING SYSTEM.	J M ROOFING & FLAT ROOF SYSTEMS	BP23-000166
Carport / Deck	05/04/2023	1825 13TH ST	REMOVE OLD DECK INSTALL NEW DECK	DAN WILMOTH	BP23-000167
Commercial - Misc.	05/04/2023	532 BRYDEN	REMOVE & REPLACE SHINGLES	BI STATE SIDING & WINDOW INC	BP23-000168
Residential Foundation Only	05/04/2023	1434 HORIZON CT	FOUNDATION ONLY- SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE.	QUALITY DESIGN HOMES	BP23-000169
Residential Accessory Buildings (Small)	05/04/2023	1553 FRONTIER DR	24x30 STICK FRAME DETACHED GARAGE 720SF.	CLEVELAND CONSTRUCTION	BP23-000170
Residential - Misc.	05/04/2023	1924 POWERS AVE	INSTALL APPROXIMATELY 78 FT OF 8 FT VINYL FENCING.	VALLEY FENCE	BP23-000171
Residential Remodel	05/05/2023	933 AIRWAY AVE	REPLACING GARAGE DOOR WITH ENTRY DOOR AND WINDOW FOR IN HOME SALON.	KEVIN DARRAR	BP23-000172

DISTRIBUTION LIST:

Mayor: Dan Johnson

Community Development: Shannon Grow, John Smith, Joel Plaskon, Jeff Wolfe, Russ Harper, Kevin Moffett, Shelby Anderson, Katie Hollingshead, Brandon Cunningham, Dawn Ortiz, Chelsey Rake, Sara Agee

Public Works: Dustin Johnson, Jill Tolman, Iris Heidorn, Pat Severance, Ed George, Mark Weigand, Luke Antonich, Bryan Lacy, Jon Ruark, Greg Creviston, Kevin Evans, Morgan Schwartz, Bill Arnold

Fire Department: Chief Travis Myklebust, Julian Sorrell, Casey Strong, Jamie Mowery

Public Health: Sherise Bruce, Bonnie Waldemarson, Jacob Wimpenny, Jennifer Mock



AGENDA

DEVELOPMENT REVIEW COMMITTEE

BELL BUILDING MAY 17, 2023

8:30 A.M. – WEDNESDAY

8:45 AM: BYRON HOWELL – DISCUSS MALL PROPERTY
813-205-6314 – BBHOWELL@BBHOWELLPA.COM (ZOOM)
9:30 AM: NO ATTENDEE

PERMITS ISSUED (05/07/2023 TO 05/13/2023)

Applicant Name	Project Address	Permit#	Issue Date	Valuation	Type
PACWEST SOLAR, LLC	1220 ALDER AVE	BP23-000034	05/08/2023	\$ 18,000.00	Solar Panels
WARREN CONSTRUCTION LLC	1236 ALDER AVE	BP23-000155	05/09/2023	\$ 6,100.00	Residential Accessory Buildings (Small)
QUALITY DESIGN HOMES	1557 FRONTIER DR	BP23-000156	05/09/2023	\$ 351,024.96	Residential - SFD
QUALITY DESIGN HOMES	1434 HORIZON CT	BP23-000169	05/09/2023	\$ -	Residential Foundation Only
HANDYMAN HOME SERVICES	1806 BIRCH DR	BP23-000161	05/10/2023	\$ 6,400.00	Residential Remodel
COMBS CONSTRUCTION, LLC	3428 8TH ST	BP23-000122	05/10/2023	\$ 35,000.00	Residential Accessory Buildings (Large)
VALLEY FENCE	1924 POWERS AVE	BP23-000171	05/11/2023	\$ 8,817.33	Residential - Misc.
FROSTY'S GENERAL CONTRACTING	3228 6TH ST	BP23-000160	05/12/2023	\$ 11,718.60	Residential Additions
NORTH ACCESS CONSTRUCTION, LLC	809 PARK DR	BP23-000175	05/12/2023	\$ 6,184.82	Carport / Deck
B & R ROOFING SERVICES, LLC	422 5TH ST	BP23-000176	05/12/2023	\$ 2,675.00	Residential - Misc.
LANCE RINARD	3333 COUNTRY CLUB DR	BP23-000130	05/12/2023	\$ 32,000.00	Residential Accessory Buildings (Small)

SUBMITTED FOR REVIEW (05/07/2023 TO 05/13/2023)

Type	App Date	Property Address	Description	Applicant Name	Permit#
Residential - SFD	05/08/2023	0000-4 SKYVIEW	NEW SFD WITH ATTACHED GARAGE.	GRECO CONSTRUCTION INC	BP23-000173
Minor Commercial	05/08/2023	2128 8TH AVE	MODIFY EXISTING ENTRANCE OPENING TO FID NEW ENTRANCE OPENING EXPANSION.	GILLS LLC, Comfort Inn	BP23-000174
Carport / Deck	05/08/2023	809 PARK DR	5.5' X 28' SF PATIO AND 5'X10' PATIO COVER.	NORTH ACCESS CONSTRUCTION, LLC	BP23-000175
Residential - Misc.	05/09/2023	422 5TH ST	RE ROOF REPLACING 84 SHEETS.	B & R ROOFING SERVICES, LLC	BP23-000176
Minor Commercial	05/09/2023	3632 STEARMAN ST	INSTALLATION OF THE RETAINING WALL AND SAFETY AREA RESTORATION.	LEWISTON- NEZ PERCE COUNTY REGIONAL AIRPORT	BP23-000177
Residential Additions	05/10/2023	337 STEWART AVE	ADDITION TO AN ATTACHED GARAGE.	RON RODHE	BP23-000178
Minor Commercial	05/10/2023	2117 8TH AVE	INTERIOR & EXTERIOR REMODEL OF EXISTING ARBY'S.	K & G CONSTRUCTION LLC	BP23-000179
Residential Accessory Buildings (Small)	05/11/2023	1414 14TH AVE	768SF DETACHED GARAGE.	ANGELA HACKLER	BP23-000180
Residential Accessory Buildings (Small)	05/11/2023	1728 ALDER AVE	24x 20 DETACHED GARAGE 48SF.	JOSH MARTIN	BP23-000182
Residential Remodel	05/12/2023	1318 20TH ST	REMOVE INTERIOR WALL TO ENLARGE BATHROOM AND ALLOW FOR A WALK IN CLOSET.	STATELINE CONSTRUCTION LLC	BP23-000183
Residential Accessory Buildings (Small)	05/12/2023	1008 10TH AVE	Pouring footings and 2 foot walls with crawl then erecting 9 ft walled 15x30structure with engineered trusses provided by barlow truss on top.	GREEN ANTLER PROPERTIES, LLC	BP23-000184

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