

MINUTES
IDAHO CITY PLANNING AND ZONING COMMISSION IDAHO CITY HALL
511 MAIN STREET, IDAHO CITY, ID 83631 June 09, 2026
6:00 P.M.
REGULAR MEETING

CALL TO ORDER 6:05

I. ROLL CALL TO ESTABLISH QUORUM

Marc Carignan Present
Jon Adams Present
Greg Neubert Present
Gary Secor Present
Quorum established

II. REVIEW AGENDA - No changes

III. PUBLIC HEARING ACTION ITEM

The City of Idaho City Planning and Zoning Commission will hold a public hearing on June 9, 2026, beginning at 6:00 p.m. at City Hall, 511 Main Street, Idaho City, ID 83631. The purpose of this Public Hearing is to hear testimony on a proposed change to the Subdivision Ordinance to simplify the process for applicants for one-time lot splits and lot line adjustments. The proposed changes would also create exceptions from the definition of a subdivision for land divisions pursuant to court proceedings, easements, and divisions of land solely for financing.

The full draft of the proposed ordinance is available at City Hall or on the City's website.

- *Public hearing was held in conformity with RESOLUTION #2021-01, A CITY OF IDAHO CITY RESOLUTION ADOPTING LAND USE-RELATED HEARING PROCEDURES. A transcribable recording was made using Microsoft Teams.*
- *Public hearing guidelines were read to the attendees.*
- *Marc Carignan made a motion to open the public hearing at 6:09. Jon Adams Seconded the motion and all members were in favor.*
- *Marc Carignan called upon city staff (Ms. Keaton) to give her comments and any additional information.*
- *No one had signed to testify regarding the ordinance. However, all attendees were verbally asked to feel free to speak or ask questions. Mayor Ryan Heffington and City Councilmember Bobby Matthews were present as attendees, both requested time to read the ordinance, some clarifying questions were asked, but no formal testimony for, neutral or against the ordinance was made by any attendees.*
- *Having completed information gathering, the public hearing was closed.*
- *The P&Z Commission discussed the findings, conclusions and recommendation to the City Council.*

Greg Neubert made a motion to recommend approval of the ordinance to City Council.

Jon Adams seconded the motion.

Marc Carignan asked for any further discussion. There was none.

All voted in favor.

Marc Carignan drafted the following Findings of Fact, Conclusions of Law and Recommendation to the Idaho City Council:

**AN ORDINANCE OF THE CITY OF IDAHO CITY, BOISE COUNTY, IDAHO,
AMENDING TITLE 12 OF THE CITY CODE, CREATING EXCEPTIONS TO ALLOW
FOR A SIMPLIFIED PROCESS FOR LOT SPLITS, LOT COMBINATIONS, AND
PROPERTY LINE ADJUSTMENTS.**

Findings of Fact, Conclusions of Law and Recommendation to the Idaho City Council

06/09/2026

Findings of Fact

1. The Planning and Zoning Commission conducted a public hearing on Tuesday, June 9, 2026 at 6:00 pm regarding a proposed amendment to Title 12 of the City Code creating exceptions to allow simplified lot splits, lot combinations and property line adjustments. Planning and Zoning finds it is necessary to simplify this process to reduce burdens on citizens.
2. Legal notice of the public hearing was published in the Idaho World.
3. No public testimony was presented, but members of the public were invited to ask clarifying questions.
4. The public hearing was closed.
5. The Planning and Zoning Commission deliberated towards a decision.

Decision and Recommendation to the City of Idaho City Mayor and City Council

Based upon the Findings of Fact contained herein the Planning and Zoning Commission recommends the City Council approve amending Title 12 of the City Code as presented.

APPROVED this 9th day of June, 2026.

PLANNING AND ZONING COMMISSION
CITY OF IDAHO CITY, IDAHO


Marc Carignan, Chair

IV. PUBLIC COMMENTS

Council member Bobby Matthews requested that at least one member of the Planning and Zoning commission attend city council meetings regularly to improve and simplify communication between the City Council and the Planning and Zoning Commission. Commission members agreed it would be a good idea and committed to developing a schedule to take turns attending city council meetings.

Several city residents addressed the lack of enforcement of ordinances and questioned why the Planning and Zoning Commission was allowing this to happen, specifically regarding highly visible Recreational Vehicle and "Tiny Home" properties. Commissioners explained the limited role of the P&Z (as appointed members, P&Z was established to support the City Council and Mayor). Commissioners implored attendees to bring their concerns to City Council.

Several attendees commented on Zoning Matrix Setbacks (see item VIII, #2), stating that the setbacks differ from setback requirements in other counties and asking if they were correct as presented in City ordinances. See minutes in section VIII, #2).

An attendee commented that City Council meetings allow public comment at the end of the meeting which defeats the purpose because the City Council will have already taken all of their action item votes before receiving public comment.

V. **PLANNING & ZONING ADMINISTRATOR UPDATE**

Addressed during other portions of this meeting.

VI. **APPROVAL OF MINUTES - ACTION ITEM**

1. **April 20, 2026 Special Meeting**

Motion made by Greg Neubert to approve the minutes as written, motion seconded by Jon Adams, all voted in favor

VII. **OLD BUSINESS - None**

VIII. **NEW BUSINESS**

1. **Trudy's Kitchen Lot Combination RPI00000266010 & RPI00000266020 ACTION ITEM**

Commissioners reviewed the application and the associated drawings. Several members raised concern about the lack of a useable easement for Parcel B, as presented in the applicant's drawings. Primary concern was ensuring fire and ambulance access (safety) and the secondary concern was future possible City liability in the event of future landowners being effectively "land locked", with the City facing responsibility for approving property changes without addressing ingress/egress requirements. For additional context, the City had approved (several months ago) a lot split creating Parcels A and B, with each parcel having an easement identified. Unfortunately, the easement identified for Parcel B is no longer a viable easement due to a new fence closing off the easement, and a cabin partially encroaching on the original easement. Commissioners believe a new easement needs to be identified and recorded. Finally, the drawing presented does not show the previously approved lot split line. Although it can be inferred (based on the prior drawing and the identification of parcels A and B on the current drawing), commissioners recommend that the city require the drawing to be complete and reflect the lot split. After considerable deliberation, the P&Z chair requested a motion be made.

Commissioner Greg Neubert made a motion to recommend the city deny the lot combination until the easement issue is resolved.

Jon Adams seconded the motion.

All voted in favor

Based on the information provided, the following Findings of Fact, Conclusions of Law and Recommendation to the Idaho City Council was written and sent.

LOT LINE ADJUSTMENT – LOT COMBINATION

Trudy's Kitchen – RPI00000266010 & RPI00000266020

Findings of Fact, Conclusions of Law and Recommendation to the Idaho City Council

06/09/2026

Findings of Fact

1. The application and fees were paid and deemed complete by the P&Z Administrator.
2. Applicant desires to combine two lots into one.
3. This parcel is within the current city limits of Idaho City.
4. This application does not require a public hearing.
5. The Planning and Zoning Commission deliberated a decision.

Conclusions of Law

1. All City Ordinance requirements were met by the applicants.
2. The lot line adjustment is permissible under IC Code.
3. Idaho requires an "Easement by Necessity" for landlocked parcels, which has been solidified by case law (e.g. Johnson v. Smith, 2015, Davis v. Green, 2018).

- a. The drawing submitted by the applicant shows an easement crossing the RV park providing easement to Parcel B, but there is a fence preventing access, and a cabin partially located in the easement area; this means that this is not an active, available easement.
- b. As the property is physically configured and fenced, access to Lot B is provided by a driveway to the left of the restaurant, Parcel D. Therefore, the P&Z commission recommends that the easement be provided and properly added to the official drawing. We have sketched the requirement on the attached copy of the drawing. The P&Z commission recommends the drawing be corrected before the lot combination is approved by City Council.
- c. The drawing submitted by the applicant does not have a line drawn delineating the split between parcel A and Parcel B, we believe we sketched it in the right place, but the P&Z commission recommends the drawing be corrected before the lot combination is approved by City Council.

Decision and Recommendation to the City of Idaho City Mayor and City Council

Based upon the Findings of Fact and Conclusions of Law contained herein the Planning and Zoning Commission recommends the City Council deny the lot combination until the drawing is corrected and an Easement of Necessity is provided for Parcel B.

June 09, 2026

**PLANNING AND ZONING COMMISSION
CITY OF IDAHO CITY, IDAHO**

Marc Carignan, Chair

2. Zoning Matrix SetBacks

City staff, Ms. Keaton, noted that setback questions are common. Commissioners responded to public comments regarding the setbacks by stating they are correct and were approved as shown with public input and careful consideration of impacts. Commissioners recommended that the impacted attendees seek a waiver for the "back" setback on their property, recognizing that in this instance, a waiver would make sense and be considered reasonable.

ADJOURN – 7:35 PM

Approved Date:

7/14/2015

Signed:

M. Carignan

Attest:

[Signature]

This institution is an equal opportunity provider. Any persons needing special accommodations to participate in the above noticed meeting should contact Idaho City Hall at 208-392-4584 prior to the meeting at 511 Main Street.