

Commissioner Minutes

December 11, 10:33 a.m. – 11:33 a.m.

**DSD GENERAL BUSINESS MEETING AND TO CONSIDER ACTION ITEMS**

Commissioners Leslie Van Beek, Zach Brooks and Brad Holton

COO Greg Rast

Director of DSD Jay Gibbons

Assistant DSD Director Joshua Johnson

Deputy PA Zach Wesley

Office Manager Jennifer Almeda

Planning Supervisor Dan Lister

Deputy Clerk Diana Hoffman \_\_\_\_\_

DSD GENERAL BUSINESS MEETING AND TO CONSIDER ACTION ITEMS

The Board met today at 10:33 a.m. for DSD general business and to consider an action item. Present were: Commissioners Leslie Van Beek, Zach Brooks, Brad Holton, COO Greg Rast, Director of DSD Jay Gibbons, Assistant DSD Director Joshua Johnson, Deputy PA Zach Wesley, Office Manager Jennifer Almeda, Planning Supervisor Dan Lister, and Deputy Clerk Diana Hoffman.

***Consider a Resolution Granting a Refund to Robert Reeder/Lytle Signs; Case No. BP2025-0988:*** Mr. Johnson explained that the refund request was due to the application being withdrawn shortly after submission. According to Mr. Johnson, the request meets the requirements of the refund policy. Commissioner Van Beek noted that while full refunds are not typically issued, this was an online application submitted in error. There was consensus on granting the refund. Upon a motion by Commissioner Van Beek, and a second by Commissioner Brooks, the Board voted unanimously to approve the refund as requested. (Resolution No. 25-227)

***General Business:*** Mr. Gibbons requested discussion with the Board regarding agricultural (ag) structures. Currently, Canyon County code does not allow ag structure for RR & R1 zones, except at the discretion of the director. Mr. Gibbons confirmed that the Board supports allowing ag structures on RR and R1 properties under five (5) acres until the code can be updated. He clarified that all existing requirements would remain in place. There was discussion about what constitutes an agricultural structure. Mr. Lister explained that historically, these structures were tied to ag exemptions and agriculturally zoned parcels.

*Mr. Wesley requested an Executive Session on a personnel issue.*

EXECUTIVE SESSION PURSUANT TO IDAHO CODE § 74-206 (1)(B) REGARDING PERSONNEL MATTERS

Upon a motion by Commissioner Van Beek, and a second by Commissioner Brooks, the Board voted unanimously to enter Executive Session pursuant to Idaho Code § 74-206(1)(b) regarding personnel matters to discuss disciplinary actions needed for a Canyon County staff member. The Executive Session began at 10:42 a.m. and concluded at 11:05 a.m. No business was brought out of the Executive Session.

**General Business:** Mr. Gibbons noted that staff are working on putting the FCOs together from AOI to present on December 30th. Commissioner Holton mentioned he has been contacted by Nampa Highway District and will be meeting with them regarding the area of impact.

Case Overview – Presented by Mr. Lister

- Total Cases in 2025: 110
  - 67 in review
  - 18 on hold
  - 25 scheduled for hearing
- Cases Completed in 2025: 92 (an increase from 2024)
- Remaining Cases by year:
  - 2021: 4
  - 2022: 17
  - 2023: 9
  - 2024: 22
  - 2025: 58
- 2025 Cases by Category:
  - Hearing Cases: 99
  - Administrative Cases: 200
  - Inquiry/Research: 197
  - Pre-Apps: 139
- Goals for 2026:
  - Complete all 2024 cases
  - Finalize SOP for subdivisions
  - Develop a process for incomplete applications
  - Focus on long-range planning

There was discussion about the timeframes surrounding old applications. Commissioner Holton requested DSD be factually clear when an incomplete application is received. It was requested that staff reports to the Board include information on any additional requests and note if follow-up does not occur.

The cost of processing incomplete applications was discussed. There was also conversation about calendaring processes between the Board and DSD. Options for improving the accessibility of online hearing calendars were considered. New and perspective DSD staff were also discussed.

Commissioner Holton requested the FCOs be made available to the public more than 48 hours in advance.

Upon a motion by Commissioner Van Beek and a second by Commissioner Brooks, the Board voted unanimously to adjourn the meeting at 11:33 a.m. An audio recording is available in the Commissioners' Office.