

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 1st day of October, 2026.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

At the recommendation of the Development Services Department, the Board hereby resolves to issue a refund of \$ 350.00 to Scott Carter, Case No. RD2026-0017. Supporting documentation from the Development Services Department is attached.

☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 Commissioner Leslie Van Beek	☒	☐	☐
 Commissioner Brad Holton	☒	☐	☐
 Commissioner Zach Brooks	☒	☐	☐

Attest: JESS URRESTI, CLERK


Deputy Clerk

Date: 10/1/26

Resolution No. 26- 179



CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue Ste. 310 • Caldwell, Idaho • 83605 • (208) 402-4162

INTERDEPARTMENT MEMORANDUM

FOR YOUR: ☐ Review ☒ Action ☐ Information

DATE: September 22, 2026

TO: Board of County Commissioners

FROM: Jennifer Almeida, Office Manager

SUBJECT: Refund request – Scott Carter – Case No. RD2026-0017

DIRECTOR SIGNATURE: *Joshua Johnson*

Background:

On July 31, 2026, the applicant paid \$775.00 in fees for a Private Road application. Because the request was for a road name change rather than a new private road, the correct fee should have been \$425.00, resulting in an overcharge of \$350.00.

Recommendation:

A refund of \$ 350.00 is recommended.

Jennifer Almeida

From: Karla Nelson
Sent: Monday, September 14, 2026 8:38 AM
To: DSD Admin
Cc: Madelyn Vander Veen
Subject: RD2026-0017

Hello,

We took in a public road name application in July, and we accidentally charged too much, it is a request that we don't often get. The public right of way is not currently named and this request is to name the right of way. The applicant was charged \$775, but my understanding is that we should have charged \$425.

Are we able to refund the amount that was overcharged?

Thank you,



Karla Nelson, AICP

Principal Planner

Canyon County Development Services Department

111 N. 11th Ave., #310, Caldwell, ID 83605

Direct Line: 208-455-6036

Email: Karla.Nelson@canyoncounty.id.gov

Website: www.canyoncounty.id.gov

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Canyon County Development Services

- 015

Date: 9/22/2026

CHECK SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	\$1,559.00
Plan Review Fees	001-322208	\$249.44
Addressing	001-322213	\$75.00
Zoning Compliance	001-341608	\$450.00
Fire District Impact Fee	620-354100	\$825.00
Total Check Sales:		\$3,158.44

CREDIT CARD SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	\$3,652.00
Administrative Decisions - other than splits	001-322203	\$1,550.00
Plan Review Fees	001-322208	\$439.20
Addressing	001-322213	\$75.00
Zoning Compliance	001-341608	\$200.00
Fire District Impact Fee	620-354100	\$1,984.00
Total Credit Card Sales:		\$7,900.20

\$350.00 from this line item

Grand Total: \$11,058.64

If there are any adjustments shown in the list below they have already been subtracted from the totals above.

Canyon County Development Services
111 N. 11th Ave. Room 310, Caldwell, ID 83605
(208) 454-7458

Building Divsn Email: buildinginfo@canyoncounty.id.gov **Planning Divsn Email:** zoninginfo@canyoncounty.id.gov

Receipt Number: 89018

Date: 9/22/2026

Date Created: 7/31/2026

Receipt Type: Normal Receipt

Status: Active

Customer's Name: Michelle Carter

Comments: AD2026-0145 & RD2026-0017

Site Address: 28752 ROCKY RD, Parma ID 83660-0000 / Parcel Number: 25068000 0

CHARGES

<u>Item Being Paid For:</u>	<u>Application Number:</u>	<u>Amount Paid:</u>	<u>Prevs Pymnts:</u>	<u>Unpaid Amnt:</u>
Planning - Type B - Administrative Level Applications	AD2026-0145	\$775.00	\$0.00	\$0.00
Planning - Type B - Administrative Level Applications	RD2026-0017	\$775.00	\$0.00	\$0.00

Sub Total: \$1,550.00

Sales Tax: \$0.00

Total Charges: \$1,550.00

PAYMENTS

<u>Type of Payment:</u>	<u>Check/Ref Number:</u>	<u>Amount:</u>
Credit Card	202152999	\$1,550.00

Total Payments: \$1,550.00

ADJUSTMENTS

Receipt Balance: \$0.00

Issued By: nolachea

Canyon County Development Services

- 015

Dep. Date: 9/22/2026
Receipts Of: 7/31/2026

Building Permits - 001-322201

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89021	Bruce Field Construction LLC	\$0.00	\$733.50	\$733.50	\$0.00	\$0.00	\$733.50
89025	Kenneth Fritts	\$0.00	\$0.00	\$0.00	\$2,745.00	\$0.00	\$2,745.00
89024	Teylir Baker	\$0.00	\$0.00	\$0.00	\$832.00	\$0.00	\$832.00
89022	David Pesina	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
89023	Components Plus LLC	\$0.00	\$825.50	\$825.50	\$0.00	\$0.00	\$825.50
Building Permits Totals:		\$0.00	\$1,559.00	\$1,559.00	\$3,652.00	\$0.00	\$5,211.00

Administrative Decisions - other than splits - 001-322203

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89018	Michelle Carter	\$0.00	\$0.00	\$0.00	\$1,550.00	\$0.00	\$1,550.00
Administrative Decisions - other than splits Totals:		\$0.00	\$0.00	\$0.00	\$1,550.00	\$0.00	\$1,550.00

Plan Review Fees - 001-322208

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89023	Components Plus LLC	\$0.00	\$132.08	\$132.08	\$0.00	\$0.00	\$132.08
89026	Rian Caton	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00
89021	Bruce Field Construction LLC	\$0.00	\$117.36	\$117.36	\$0.00	\$0.00	\$117.36
89025	Kenneth Fritts	\$0.00	\$0.00	\$0.00	\$259.20	\$0.00	\$259.20
Plan Review Fees Totals:		\$0.00	\$249.44	\$249.44	\$439.20	\$0.00	\$688.64

Addressing - 001-322213

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89023	Components Plus LLC	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00	\$75.00
89025	Kenneth Fritts	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
Addressing Totals:		\$0.00	\$75.00	\$75.00	\$75.00	\$0.00	\$150.00

Zoning Compliance - 001-341608

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89026	Rian Caton	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00

89020	Anjalika Pupko	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
89019	JPM Investments LLC	\$0.00	\$450.00	\$450.00	\$0.00	\$0.00	\$450.00
Zoning Compliance Totals:		\$0.00	\$450.00	\$450.00	\$200.00	\$0.00	\$650.00

Fire District Impact Fee - 620-354100

<u>Receipt #</u>	<u>Name</u>	<u>Cash</u>	<u>Check</u>	<u>Sub-Total</u>	<u>Credit Card</u>	<u>On Line</u>	<u>Total</u>
89025	Kenneth Fritts	\$0.00	\$0.00	\$0.00	\$1,984.00	\$0.00	\$1,984.00
89023	Components Plus LLC	\$0.00	\$825.00	\$825.00	\$0.00	\$0.00	\$825.00
Fire District Impact Fee Totals:		\$0.00	\$825.00	\$825.00	\$1,984.00	\$0.00	\$2,809.00
<u>Grand Totals:</u>		\$0.00	\$3,158.44	\$3,158.44	\$7,900.20	\$0.00	\$11,058.64

If there are any adjustments shown in the list below they have already been subtracted from the totals above.