

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 VanBeek 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 \$ 900.00 to Holly Mote, Case No. AD2026-0168 and AD2026-0169. Supporting documentation from the Development Services Department is attached.

Y 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	<u>X</u>	_____	_____
 _____ Commissioner Zach Brooks	<u>X</u>	_____	_____

Attest: JESS URRESTI, CLERK



Deputy Clerk

Date: 10/1/26

Resolution No. 26- 178



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 – Holly Mote- AD2026-0168 & 169

DIRECTOR SIGNATURE: _____

Joshua Johnson

Background:

The applicant applied for an administrative land division on 8/31/26 and paid fees totaling \$1200.00.

Work Completed:

Initial intake was completed, a file made and scanned, and the case was assigned to a planner. During review, the assigned planner determined that some of the structures on the parcel did not meet setbacks. The applicant withdrew the application and has requested a refund of unused fees and will pursue a property boundary adjustment or variance application instead.

While the request was made after the 7-day post-acceptance threshold, staff recommends a 75% refund. The remaining 25% will be retained to account for initial intake and review time.

Recommendation:

A refund of \$ 900.00 is recommended.

Jennifer Almeida

R38625 - PI2025-190

From: Amber Lewter
Sent: Friday, September 11, 2026 11:33 AM
To: DSD Admin
Subject: FW: [External] Re: AD2026-0168/AD2026-0169

AD2026-0168
Admin Review

AD2026-0169
Easement Reduction

To whom it may concern,

Please see the request below for a withdrawal and refund.

Sincerely,



Amber Lewter
Associate Planner
Canyon County Development Services Department
111 N. 11th Ave. Suite 310, Caldwell, ID 83605

Office: (208) 402-4164 - Direct: (208) 454-6631 - Website: canyoncounty.id.gov

PUBLIC RECORD NOTICE: All communications transmitted within the Canyon County email system may be a public record and may be subject to disclosure under the Idaho Public Records Act and as such may be copied and reproduced by members of the public.

From: Holly Mote <hollester15@hotmail.com>
Sent: Friday, September 11, 2026 10:10 AM
To: Amber Lewter <Amber.Lewter@canyoncounty.id.gov>
Subject: Re: [External] Re: AD2026-0168/AD2026-0169

Withdrawal 9/11/26 8 days

Hi Amber, we would like to go ahead and withdraw the application for the land division and request a refund. I was wondering if I can get our application packet back for when we resubmit? And I did stop in and get the property line boundary adjustment application today. I see we need a completed parcel inquiry for this. Does our previous inquiry for our split qualify for that? And do we have to have another survey for this or does our other one suffice? Thank you ,

Holly Mote

Sent from my iPhone

On Sep 10, 2026, at 2:58 PM, Amber Lewter <Amber.Lewter@canyoncounty.id.gov> wrote:

Hello Holly,

You may request to withdraw the current applications AD2026-0168 and AD2026-0169 and request a refund.

The variance is a hearing-level case that would be decided by the Hearing Examiner or Planning and Zoning Commission.

You may also complete a property boundary adjustment with parcel R38625010 to meet the setbacks for parcel R38625. Keep in mind if you were to go this route the residence on parcel R38625010 would also need to meet setbacks and a variance would have to be obtained through the highway district as well as the parcel would not be able to go less than 1 acre in size.

Sincerely,

<image001.png>

Amber Lewter
Associate Planner
Canyon County Development Services Department
111 N. 11th Ave. Suite 310, Caldwell, ID 83605

Office: (208) 402-4164 - Direct: (208) 454-6631 - Website: canyoncounty.id.gov

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From: Holly Mote <hollester15@hotmail.com>
Sent: Thursday, September 10, 2026 2:05 PM
To: Amber Lewter <Amber.Lewter@canyoncounty.id.gov>
Subject: Re: [External] Re: AD2026-0168/AD2026-0169

Ok now I see. Thank you. So if changes are wanting to be made to the property then existing structures have to meet the current setback rules? Is that correct? So how do we go about the variance for those? And then to reapply for the division do we have to pay the \$1,200 again?

Holly

Sent from my iPhone

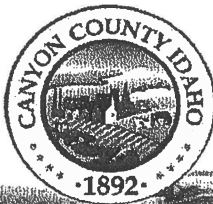
On Sep 10, 2026, at 2:00 PM, Amber Lewter
<Amber.Lewter@canyoncounty.id.gov> wrote:

Hello Holly,

Please see the photo below showing the residence and accessory structure not meeting setback requirements.

<image001.png>

Sincerely,



Development Services Department



Canyon County, 111 North 11th Avenue, Caldwell, ID 83605

(208) 402-4164 ▪ ZoningInfo@canyoncounty.id.gov ▪ www.canyoncounty.id.gov/dsd

December 31, 2025

RE: Parcel Inquiry for R38625 and R38625010– PI2025-0190

Question: The inquirer would like to know if parcels R38565 and R38625010 have splits available. If parcels R38625 and R38625010 can have a secondary residence. If parcels R38625 and R38625010 can be merged. If the parcels can be merged if then they can be resplit elsewhere. Also, if the parcels are meeting setbacks, and if there is a variance available.

Answers: Parcels R38565 and R38625010 are both original parcels. There is an administrative land division available for Parcels R38565 and R38625010. See below for all answers.

Relevant Property History:

Parcel R38625 and R38625010 are considered original parcels* according to Canyon County Plat Maps and deeds.

Division Option:

Per Canyon County Zoning Ordinance (CCZO) §07-18-07, R38625 and R38625010 have one (1) administrative land division available (2 residential parcels) each, with the stipulation that the proposed parcels created and their remnant shall at least be one (1) acre in size. An additional parcel designated as agricultural-only with at least five (5) acre in size may also be created with this process.

If the property owners want to subdivide the parcel into three to four (3-4) residential parcels, applying for a rezone/conditional rezone and comprehensive plan amendment to a residential zoning district would be required. If the rezone/conditional rezone and comprehensive plan amendment are approved, the parcel could be divided into up to four (4) parcels via the administrative land division process. If the property owners want to subdivide the parcel into more than four (4) parcels, then in addition to the rezone/conditional rezone and comprehensive plan amendment process, the parcel would then be required to plat through the subdivision platting process. The size of the divided parcels depends on which residential zone the parcels are zoned.

Secondary Residence:

If it is found that Parcel R38625 and R38625010 complies with Canyon County Zoning Code at the time of application, it may be eligible for a secondary residence (CCZO §07-10-27 and §07-14-25). A secondary residence is allowed, subject to the owner living on-site. At the time of building permit, the owner must demonstrate they live on the property.

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Merging the Parcels:

Parcels R38625 and R38625010 would be eligible for a property boundary adjustment to move the property lines or in order to create one parcel.

Per Canyon County Zoning Ordinance (CCZO) §07-18-11, parcels R38625 and R38625010 may be eligible for a building permit relocation. This would allow "moving" parcel R38625010 to a different location within parcel R38625.

Setbacks and Variances:

Walker Road is a section line. The setback for a section line is seventy feet (70'), unless the highway district waives the seventy-foot (70') setback requirement. Per Canyon County Zoning Ordinance (CCZO) §07-10-19.

The front setback in an Agricultural zone is thirty feet (30'). The side setback is ten feet (10'). The rear setback is twenty feet (20'). A variance of up to thirty-three percent (33%) may be granted as an administrative decision. More than thirty-three percent (33%) would require a hearing process. To be approved for a variance, the request would have to meet the criteria in Canyon County Zoning Ordinance (CCZO) §07-08-03.

Parcel R38625010 does NOT meet the section line setback requirements.

Parcel R38625 does NOT meet the side setback requirements for the residence or the accessory structure.

Pre-Application Meeting Request

If you have any further questions about your project, please feel free to fill out a pre-application meeting request form, and a planner can go over any questions you may have on this process.

Please let me know if you have questions,
Amber Lewter
Associate Planner
amber.lewter@canyoncounty.id.gov
208-454-6631

***ORIGINAL PARCEL:** A parcel of platted or unplatted land as it existed on September 6, 1979 (the effective date of the Zoning Ordinance 79-008), including any property boundary adjustments as defined in this chapter and any reduction in area due to creating a parcel for the exclusive use by Canyon County, a municipality within Canyon County, a local highway district, Idaho Transportation Department, utility company or corporation under the jurisdiction of the Idaho Public Utilities Commission, or other local, State, or Federal agency. (CCZO §07-02-03)

Note: The property research information presented today by the Development Service Department (DSD) is based on the current ordinance and policies, in effect on the date of the summary, and based on your representations and information you have provided about the subject property. This information is valid only at the time of the inquiry and may change when the subject property, ordinances, or policies change. Then information becomes certain, and not subject to change, when DSD accepts an application and fees are paid. Changes to the subject property may invalidate this information.

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07-18-11: ADMINISTRATIVE DIVISION AND RELOCATION OF BUILDING PERMITS BETWEEN CONTIGUOUS PARCELS IN AN AGRICULTURAL ZONE:

(1) Purpose: The director shall have the authority to relocate available residential permits between said contiguous parcels for the purpose of clustering said residential building permits on a destination parcel.

(2) Minimum Parcel Or Lot Area: The minimum parcel or lot area of this section shall be one acre.

(3) Notifications: Upon acceptance of an application, DSD shall, by mail, provide notification of the proposed relocation to the owners of parcels which are contiguous to the destination parcel and to the owners of parcels which are within six hundred feet (600') of the external boundaries of the destination parcel and shall provide such individuals a period of fifteen (15) calendar days from the date of the mailing to submit comments concerning the proposed relocation.

(4) Evaluation And Determination Of Application: The director shall consider all comments that are received within the fifteen (15) day comment period prior to making a final decision concerning the relocation request. In considering comments, the director shall evaluate whether such comments articulate and demonstrate that the parcel is eligible for the relocation of building permits. The director shall evaluate each application on an individual basis and shall exercise discretion in determining whether or not to approve such an application with consideration given to each of the following requirements:

A. The originating and destination parcels must be contiguous. "Contiguous" means touching at a point or along a boundary, including parcels divided by railroad, public right of way, canal, ditch, river, or stream; and

B. The originating parcels must be eligible for an administrative land division under this article or have a building permit available; and

C. The relocation uses the originating parcel's administrative land division/building permit and no other administrative land division is available for the parcel; and

D. The relocation must demonstrate at least one of the following:

1. Promotion of effective or efficient farming. If the applicant demonstrates that the relocation would create a more cost effective or efficient method of farming the originating parcels or make them more viable for the production of crops; or

2. Clustering of structures;

E. Deliberate action to withhold productive farm ground from production strictly in order to qualify for administrative relocation of building permits pursuant to this subsection shall disqualify such farm ground from treatment under this subsection.

(5) Approval, Division Of Destination Parcel:

A. The size, shape, and location of the destination parcel, as well as the parcels to which it will be divided into, shall be subject to the approval of the director.

B. If the application meets the requirements of this subsection, the director may approve the division of the destination parcel into no more than four (4) parcels. The director may attach limiting conditions to the approval.

C. If the request is approved, the director shall issue a letter of approval setting forth the details and requirements of the division including the size, shape, and location of the destination parcel.

D. The director shall give notice of the decision granting or denying the application, to those previously notified of the pending application.

(6) Appeal By Affected Person: Any affected person who is aggrieved by the decision may file a written notice of appeal in accordance with section 07-05-07 of this chapter.

(7) Onetime Only Division: Once an administrative land division has been approved, there shall be no other administrative land division from that land regardless of ownership of any of the land involved.

(8) Required Language On Approvals: Language from the Idaho right to farm act¹ shall appear on administrative land division approvals.

(9) Exceptions: If the land division does not qualify as an exception under the subdivision standards of subsection 07-17-03(3) of this chapter, then all regulations of article 17 of this chapter shall apply.

(Ord. 22-071, 9-14-2022)

Canyon County Development Services

- 015

Date: 9/22/2026

CHECK SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	\$1,760.00
Administrative Decisions - other than splits	001-322203	\$1,200.00
Plan Review Fees	001-322208	\$281.60
Total Check Sales:		\$3,241.60

CREDIT CARD SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	\$751.00
Plan Review Fees	001-322208	\$108.16
Addressing	001-322213	\$75.00
Fire District Impact Fee	620-354100	\$1,984.00
Total Credit Card Sales:		\$2,918.16

ON LINE SALES

ACCOUNT NAME	G/L #	TOTALS
Plan Review Fees	001-322208	\$540.00
Zoning Compliance	001-341608	\$500.00
Total On Line Sales:		\$1,040.00

Grand Total: \$7,199.76

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

Canyon County Development Services

- 015

Dep. Date: 9/22/2026
Receipts Of: 8/31/2026

Building Permits - 001-322201

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89249	Jeremy Crowhorn	\$0.00	\$0.00	\$0.00	\$246.00	\$0.00	\$246.00
89247	Jeffrey Romero	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
89245	Enhanced Pools LLC	\$0.00	\$1,760.00	\$1,760.00	\$0.00	\$0.00	\$1,760.00
89242	Bryan Allen	\$0.00	\$0.00	\$0.00	\$430.00	\$0.00	\$430.00
Building Permits Totals:		\$0.00	\$1,760.00	\$1,760.00	\$751.00	\$0.00	\$2,511.00

Administrative Decisions - other than splits - 001-322203

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89243	Cory & Holly Mote	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Administrative Decisions - other than splits Totals:		\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00

Plan Review Fees - 001-322208

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89240	Marcelo deJesus Brookstone Custom Homes	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00
89241	Jonathan Jorgensen JD Custom Homes LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00
89246	Daniel Johnson Riverwood Homes	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00
89245	Enhanced Pools LLC	\$0.00	\$281.60	\$281.60	\$0.00	\$0.00	\$281.60
89249	Jeremy Crowhorn	\$0.00	\$0.00	\$0.00	\$39.36	\$0.00	\$39.36
89242	Bryan Allen	\$0.00	\$0.00	\$0.00	\$68.80	\$0.00	\$68.80
Plan Review Fees Totals:		\$0.00	\$281.60	\$281.60	\$108.16	\$540.00	\$929.76

Addressing - 001-322213

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89244	Damon Dickson	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
Addressing Totals:		\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00

Zoning Compliance - 001-341608

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89239	Leland Rice	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00

89241	Jonathan Jorgensen JD Custom Homes LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
89246	Daniel Johnson Riverwood Homes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
89240	Marcelo deJesus Brookstone Custom Homes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
89248	brent king King Builders General Contractor LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Zoning Compliance Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00

Fire District Impact Fee - 620-354100

<u>Reelot #</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>
89244	Damon Dickson	\$0.00	\$0.00	\$0.00	\$1,984.00	\$0.00	\$1,984.00
Fire District Impact Fee Totals:		\$0.00	\$0.00	\$0.00	\$1,984.00	\$0.00	\$1,984.00
<u>Grand Totals:</u>		\$0.00	\$3,241.60	\$3,241.60	\$2,918.16	\$1,040.00	\$7,199.76

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: 89243

Date: 9/22/2026

Date Created: 8/31/2026

Receipt Type: Normal Receipt

Status: Active

Customer's Name: Cory & Holly Mote

Comments: AD2026-0168 & AD2026-0169

Site Address: 24406 WALKER RD, Parma ID 83660-0000 / Parcel Number: 38625000 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	AD2026-0168	\$775.00	\$0.00	\$0.00
Planning - Type A - Administrative Level Applications	AD2026-0169	\$425.00	\$0.00	\$0.00

Sub Total: \$1,200.00

Sales Tax: \$0.00

Total Charges: \$1,200.00

PAYMENTS

<u>Type of Payment:</u>	<u>Check/Ref Number:</u>	<u>Amount:</u>
Check	2124	\$1,200.00

Total Payments: \$1,200.00

ADJUSTMENTS

Receipt Balance: \$0.00

Issued By: maqomez

Page 1 of 1