



Twin Falls Planning & Zoning Commission Minutes

Tuesday, December 2, 2025, 6:00 PM

203 Main Ave East
Twin Falls, ID 83303

Members -

City Limits: Cortney Campbell, Chairperson; Tiffany Zimmerman, Vice-Chairperson; Todd Rambur; Robyn Weatherford; Kelly Herrgesell; Rui Gomes

Area of Impact: Jeff Bulkley

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Campbell called the meeting to order at 05:59 PM

Members Attending: Campbell, Zimmerman, Rambur, Gomes, Bulkley

Staff Attending: Spendlove, Klaver, Ebersole, Green, Vitek

2) Conflict of Interest Declaration

3) Consent Calendar

- a) Request to approve the minutes from the following meeting: November 18, 2025.
Commissioner Bulkley made a motion to approve the consent calendar, as presented.
Commissioner Gomes seconded the motion.

4) Items of Consideration

- a) Preliminary presentation for a request for a recommendation to City Council on the appropriate zoning district for a proposed Annexation and Zoning Development Agreement of 40 acres located at the southwest corner of Blue Lakes Boulevard South and Orchard Drive.

Staff Presentation:

Senior Planner Klaver presented the Preliminary presentation for a request for a recommendation to City Council on the appropriate zoning district for a proposed Annexation and Zoning Development Agreement of 40 acres located at the southwest corner of Blue Lakes Boulevard South and Orchard Drive.

Zoning Development Agreements shall follow the following process:

- **Per City Code 10-6-1.7 (B)** The applicant is required to present a preliminary review prior to a public hearing to the Planning and Zoning Commission in which the Commission may give suggestions and ask questions of the applicant about the proposed ZDA.
- **Per City Code 10-6-1.7(E)** Approval of a ZDA shall be based on the following standards: the proposed uses are not detrimental to surrounding properties; deviations from Title 10 shall be warranted by the design of the conceptual plan; conformance to the Comprehensive Plan, and existing and/or proposed infrastructure must be adequate for the project.
- **Per City Code 10-14-1 thru 8** Any application for a zoning district change shall follow the procedures outlined in these sections.

Annexation Requests must follow the following process:

- **Per City Code 10-15-1:** Prior to annexation of an unincorporated area, the Council shall request and receive a recommendation from the Commission on the proposed plan and

Zoning Ordinance changes for the unincorporated area. The Council shall not hold a public hearing, give notice of a proposed hearing, nor take action upon the plan, amendment or repeal until recommendations have been received from the Commission.

- **Per City Code 10-15-2 (A):** The commission shall conduct at least one public hearing in which interested persons shall have an opportunity to be heard. The hearing shall not consider comments on annexation and shall be limited to the proposed plan and zoning changes. (Ord. 2012, 7-6-1981)

A full analysis of this application will be provided during the public hearing.

Staff makes no recommendations at this time. Staff will present a full analysis of the request at the public hearing scheduled for Tuesday, December 16, 2025.

Applicant Presentation:

Justin Scheel presented some more details of the project.

PZ/Questions & Comments:

- Commissioner Bulkley asked for clarification about the roof and setbacks and if that was what was being asked to change.
- Senior Planner Klaver replied that the land use to allow gas station, storage units, reduce setbacks, modify the landscaping boundary and allow the shed style roof.
- Commissioner Bulkley asked why the Commission would want to change the rules for roofs, setbacks and landscaping.

- b) Request for the consideration of the Preliminary Plat for Willow May Subdivision, consisting of 2 lots on 1 (+/-) acres located at 795 Bolton St. c/o Mitch Barreras on behalf of Shawn Allen (PZ25-0128).

Staff Presentation:

Senior Planner Klaver presented the request for the consideration of the Preliminary Plat for Willow May Subdivision, consisting of 2 lots on 1 (+/-) acres located at 795 Bolton St. c/o Mitch Barreras on behalf of Shawn Allen (PZ25-0128).

Per City Code 10-12-2-3: The Commission shall review the preliminary plat. The Commission's decision is final unless appealed to the City Council. The final plat is reviewed by the City Council.

Commission's Findings: In determining the acceptance of a proposed subdivision the Commission shall consider the objectives of this Title and at least the following:

1. The conformance of the subdivision with a Comprehensive Plan.
2. The availability of public services to accommodate the proposed development.
3. The continuity of the proposed development with the capital improvement program.
4. The public financial capability of supporting services for the proposed development; and
5. The other health, safety or environmental problems that may be brought to the Commission's attention.

Action On Preliminary Plat: The Commission may approve, conditionally approve, disapprove, or table for additional information when acting on the preliminary plat.

On November 1, 2019, the City entered in to Zoning Development Agreement (ZDA) with the

subject property. This ZDA is called the "Kemp ZDA" and went into effect December 2, 2019. Since then, two (2) residential buildings have been built with six (6) units each, making a total of twelve (12) units on the property at this time.

The ZDA planned for the two (2) six-plex buildings along with a duplex closer to Caswell Avenue West that would function independently from the six-plex buildings. This is made evident by the duplex having separate accesses. This preliminary plat reflects the intent to make the six-plex buildings on a separate lot than the future duplex. This preliminary plat will create two (2) lots: Lot 1 having just over 0.5 acre of land and Lot 2 having about 0.25 acres of land.

There will be no major extensions to the road network and utilities.

Staff has reviewed the preliminary plat based on the proposed development plan, zoning regulations and the Comprehensive Plan. Staff finds the preliminary plat is within compliance should the applicant conform to Staff recommended conditions.

Upon conclusion, this preliminary plat complies with the standards as outlined in the City's General Subdivision Provision of Title 10, Chapter 12, Section 3, all regulations regarding R-6, Kemp ZDA zoning development standards, and the 2016 comprehensive plan. All general criteria for approval have been met, per State Statute 50 - Chapter 13.

Should the Commission approve this request as presented, Staff recommends approval be subject to the following conditions:

1. Subject to site plan amendments as required by Building, Engineering, Fire and Zoning Officials to comply with applicable City Codes and standards;
2. Subject to submittal of a preliminary plat, submitted prior to final plat submittal, showing compliance with:
 - All conditions and comments in the Engineering Memorandum dated October 6, 2025;
 - An easement for fire turn around across both proposed lot boundaries. This condition may be satisfied if Lot 1, Block 1 encompasses the entirety of the fire turn around; and
 - Compliance with a Pressure Irrigation System, or alternative plan, as outlined in Twin Falls Municipal Code 10-12-4-2 (P).

Applicant Presentation:

Shawn Allen explained why they are requesting the change.

PZ/Questions & Comments:

- Commissioner Bulkley asked if there was an exit on Caswell.
- Shawn Allen said there is already a driveway.

Public Hearing: Opened and closed with no public input

Discussions Followed:

The Commission feels this will work and makes sense for the property.

MOTION: Commissioner Bulkley moved to approve the request for the consideration of the Preliminary Plat for Willow May Subdivision, consisting of 2 lots on 1 (+/-) acres located at 795 Bolton St. c/o Mitch Barreras on behalf of Shawn Allen (PZ25-0128). Commissioner Gomes seconded the motion. Roll call vote showed all members present voted.

Approved 5 to 0.

- c) Request for approval of a Preliminary Plat for "Mason Subdivision", consisting of two (2) lots of approximately 1.5 acres on property located at 191 Pole Line Road, c/o Mike Washburn, FOCUS Engineering & Surveying, on behalf of Kurt Mason. (PZ25-0129).

Staff Presentation:

Planner Ebersole presented the request for approval of a Preliminary Plat for "Mason Subdivision", consisting of two (2) lots of approximately 1.5 acres on property located at 191 Pole Line Road, c/o Mike Washburn, FOCUS Engineering & Surveying, on behalf of Kurt Mason. (PZ25-0129)

Per City Code 10-12-2-3

The Commission shall review the preliminary plat. The Commission's decision is final unless appealed to the City Council. The final plat is reviewed by the City Council.

Commission's Findings: In determining the acceptance of a proposed subdivision, the Commission shall consider the objectives of this Title and at least the following:

- a. The conformance of the subdivision with a Comprehensive Plan.
- b. The availability of public services to accommodate the proposed development.
- c. The continuity of the proposed development with the capital improvement program.
- d. The public financial capability of supporting services for the proposed development; and
- e. The other health, safety or environmental problems that may be brought to the Commission's attention.

Action On Preliminary Plat: The Commission may approve, conditionally approve, disapprove, or table for additional information when acting on the preliminary plat.

This property was brought before the Planning and Zoning Commission in 2021 for a Special Use Permit for a drive-through restaurant and automobile and/or truck repair and/or service. The original plan for the property was to develop two buildings on one lot. The building to the east was developed as Oil Changers and the west side has remained undeveloped.

This request is to subdivide the property into two (2) lots, for future commercial development of the west side of the property. According to the applicant's narrative, there currently is no building plan for the undeveloped proposed Lot 1, of Block 1.

The property is zoned C-1 PUD, as part of the Northbridge PUD. The PUD states that the C-1, Commercial Highway, zoned properties follow city code for allowed land uses. Access to the lot will be located on Avenida Del Rio, similar to the neighboring properties along Poleline Road and Avenida Del Rio.

Staff has reviewed the preliminary plat based on the proposed development plan, zoning regulations and the Comprehensive Plan. Staff finds the preliminary plat is within compliance should the applicant conform to staff recommended conditions.

Upon conclusion, this preliminary plat complies with the standard as outlined in the City's General Subdivision Provision of Title 10, Chapter 12, Section 3, all regulations regarding C-1 zoning

development standards, and the 2016 comprehensive plan. All general criteria for approval have been met, per State Statute 50 – Chapter 13.

Should the Commission approve this request as presented, staff recommends approval be subject to the following conditions:

- a. Subject to final technical review and amendments as required by building, engineering, fire, and zoning officials to ensure compliance with all applicable city code requirements and standards.
- b. Subject to submittal of a preliminary plat submitted, prior to final plat submittal, showing compliance with all conditions and comments in the Engineering Memorandum dated October 6, 2025.

Applicant Presentation:

Trent Smith explained why they are asking for the split.

Public Hearing: Opened and closed with no public input

Discussions Followed:

The Commission feels this is a good fit.

MOTION: Vice-Chairperson Zimmerman moved to approve the request for approval of a Preliminary Plat for "Mason Subdivision", consisting of two (2) lots of approximately 1.5 acres on property located at 191 Pole Line Road, c/o Mike Washburn, FOCUS Engineering & Surveying, on behalf of Kurt Mason. (PZ25-0129). Commissioner Rambur seconded the motion. Roll call vote showed all members present voted.

Approved 5 to 0.

- d) Request for the consideration of the Preliminary Plat for the City Pool, consisting of 2 lots on 20 acres on property located at 756 Locust St N/ 1771 Stadium Blvd. c/o City of Twin Falls (PZ25-0130).

Staff Presentation:

Senior Planner Klaver presented the request for the consideration of the Preliminary Plat for the City Pool, consisting of 2 lots on 20 acres on property located at 756 Locust St N/ 1771 Stadium Blvd. c/o City of Twin Falls (PZ25-0130).

Per City Code 10-12-2-3: The Commission shall review the preliminary plat. The Commission's decision is final unless appealed to the City Council. The final plat is reviewed by the City Council.

Commission's Findings: In determining the acceptance of a proposed subdivision the Commission shall consider the objectives of this Title and at least the following:

1. The conformance of the subdivision with a Comprehensive Plan.
2. The availability of public services to accommodate the proposed development.
3. The continuity of the proposed development with the capital improvement program.
4. The public financial capability of supporting services for the proposed development; and

5. The other health, safety or environmental problems that may be brought to the Commission's attention.

Action On Preliminary Plat: The Commission may approve, conditionally approve, disapprove, or table for additional information when acting on the preliminary plat.

The City pool is located on the same property as Sawtooth Elementary School. This property is owned by the School District. Because the City Pool is owned and operated by the City of Twin Falls, the City is subdividing the land for to own the land as well. The only way to do this in the City of Twin Falls is through the subdivision process. All utilities and street network is in place and would not need to be increased. This application would allow the City to have property ownership of the pool and the Twin Falls School District would have ownership of the Sawtooth Elementary School property.

This subdivision proposed to create two (2) lots. Lot 1 is the property the City Pool is located on. This would be just under 4.5 acres. Lot 2 is the property Sawtooth Elementary would be on and consist just under 14 acres.

Staff does not see detrimental impacts to the proposed preliminary plat.

Staff has reviewed the preliminary plat based on the proposed development plan, zoning regulations and the Comprehensive Plan. Staff finds the preliminary plat is within compliance should the applicant conform to Staff recommended conditions.

Upon conclusion, this preliminary plat complies with the standards as outlined in the City's General Subdivision Provision of Title 10, Chapter 12, Section 3, all regulations regarding R-2, and the 2016 comprehensive plan. All general criteria for approval have been met, per State Statute 50 - Chapter 13.

Should the Commission approve this request as presented, Staff recommends approval be subject to the following conditions:

1. Subject to site plan amendments as required by Building, Engineering, Fire and Zoning Officials to comply with applicable City Codes and standards; and
2. Subject to submittal of a preliminary plat, submitted prior to final plat submittal, showing compliance with all conditions and comments in the Engineering Memorandum dated October 7, 2025.

PZ/Questions & Comments:

- Commissioner Bulkley asked about ownership currently and how the exchange will take place.
- Director Spendlove replied that the city has a lease agreement currently and holds the liability. The city wants to own the property before they put too much money into the facility.
- Dave Thibault explained that both entities are tax exempt.
- Commissioner Gomes asked about the parking agreement and if there is one.
- Dave Thibault replied that to his knowledge there isn't.

Public Hearing: Opened

Peter Clark asked about the tennis courts and who is responsible for those. He asked about the current development and if there will be future development.

Public Hearing: Closed

Director Spendlove clarified the tennis courts will stay with the school district.

Discussions Followed:

The Commission feels this is a good fit.

MOTION: Commissioner Rambur moved to approve the request for the consideration of the Preliminary Plat for the City Pool, consisting of 2 lots on 20 acres on property located at 756 Locust St N/ 1771 Stadium Blvd. c/o City of Twin Falls (PZ25-0130). Vice-Chairperson Zimmerman seconded the motion. Roll call vote showed all members present voted.

Approved 5 to 0.

5) Public Hearings

6) Upcoming Meeting(s)

- a) December 3, 2025, Work Session — Cancelled
December 16, 2025.

7) Adjournment

The meeting adjourned at 06:53 PM

Jody Green

Jody Green, Planning Technician