

January 25, 2023

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The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 “D” Street. Chair Busch called the meeting to order at 5:30 p.m.

Planning & Zoning meetings are recorded live. To view the full video, go to <https://livestream.com/accounts/11220190> and select Planning & Zoning.

**I. CALL TO ORDER**

*COMMISSIONERS PRESENT:* Michael Busch, Chair; Gabriel Iacoboni, Vice Chair; Kevin Kelly; Kathy Branson; Cynthia Ball arriving at 5:35 PM

*COMMISSIONERS EXCUSED:* None

*STAFF MEMBERS PRESENT:* Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Kayla Herman, City Attorney; Brianne Drury, Assistant City Attorney; Jennifer Tengono, Assistant City Attorney

**II. CITIZEN COMMENTS**

None

**III. APPROVAL OF JANUARY 11, 2023 MEETING MINUTES (ACTION ITEM)**

Commissioners Kelly and Branson moved and seconded, respectively, approval of the January 11, 2023 meeting minutes. The motion carried 4-0.

**IV. PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND DIRECTION TO STAFF REGARDING THE REASONED STATEMENT FOR CONDITIONAL USE PERMIT APPLICATION CUP23-000001; AN APPLICATION BY FRANK NUDING TO INSTALL A BILLBOARD SIGN AT 2231 2ND AVE NORTH (ACTION ITEM):**

Chair Busch explained the public hearing process, opened the public hearing and asked for a staff presentation.

Assistant Planner Katie Hollingshead provided a verbal summary of the staff report with maps and photos so the commission can get geographically familiar with the area.

Commissioner Ball asked for the scale of the existing El Rancho Motel pole sign shown in one of the photos provided by Staff.

Staff Hollingshead stated she did not know the existing size of that sign. Staff Hollingshead stated that the sign is under 200 square feet and under 40 feet tall per

code. Staff Hollingshead also summarized City code regarding the difference between a free-standing sign and billboards.

Assistant City Attorney Jennifer Tengono read billboard and free-standing definitions from the City Sign Code for the Commission.

Chair Busch asked the applicant for testimony.

The applicant, Frank Nuding from 6346 Old Ranch Rd, Pocatello Idaho provided the dimensions of the actual size of a normal billboard sign. He stated they have removed an old billboard on the property because they would like a sign on the street frontage. It will be electronic and can have messages from the community, along with advertising.

Commissioner Ball asked when the old sign came down.

Applicant Frank Nuding stated August of 2022.

Paxton Likeness from 239 Preston Dr, Lewiston, Id stated they will be demolishing several single-family dwellings for a flat parking lot to be used as a dealership at this location as well.

Glen Anderson from 2040 Valley View Dr, Clarkston Wa is the owner of Sign Crafters and they will be the company working on the installation of the billboard sign. They do have a sign permit application submitted to the City as well. Glen also adds that the state of Idaho and the Department of Transportation will also have to sign off on this Billboard installation.

There being no public comment Chair Busch closed the public hearing.

After deliberation and discussion of relevant criteria, commissioners Branson and Kelly moved and seconded, respectively, to direct staff to draft a Reasoned Statement recommending approval of CUP23-000001. Motion passed 5-0.

**V. PUBLIC HEARING FOR ZONING CODE AMENDMENT, ZA-04-22, TO REWRITE THE PLANNED UNIT DEVELOPMENT ZONE (ACTION ITEM):**

Chair Busch explained the public hearing process, opened the public hearing and asked for a staff presentation.

Assistant Planner Katie Hollingshead provided a verbal summary of the changes made to the zoning code. Staff choose to do a full rewrite of this section of code due to staff and

developers discovering steps and terminology that are not utilized anymore. The rewrite will follow along with the staff's current workflow.

There being no public comment, Chair Busch closed the public hearing.

After deliberation and discussion, commissioners Kelly and Iacoboni moved and seconded, respectively, to recommend approval of ZA-04-22, as set forth in Ordinance No. 4872, to City Council. Motion passed 5-0.

**VI. STAFF-COMMISSION COMMUNICATIONS:**

**A. Query of Commissioners for February 8, 2023 meeting.**

Commissioner Iacoboni, Commissioner Ball and Chair Busch will be in attendance to the February 8, 2023 meeting. Commissioner Kelly and Commissioner Branson will not.

Staff Hollingshead stated there is a public hearing scheduled for the February 8, 2023 and February 22, 2023 meetings. Staff will also be completing an interview on January 27, 2023 for the open seat on the commission. Staff Hollingshead also asked if Commission would be willing to move towards electronic packets emailed to the Commission. Staff Hollingshead also mentioned that Commissioners will need to be aware of their email and drive space, they are limited on the amount of space on the drive.

**VII. ADJOURN**

There being no further business, Commissioners Branson and Iacoboni moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Planning and Zoning Commission adjourned at approximately 6:25 p.m.

RESPECTFULLY SUBMITTED,

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Dawn Ortiz,  
Recording Secretary

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Chairperson or Acting Chairperson  
Planning and Zoning Commission

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.