



DEVELOPMENT SERVICES DEPARTMENT

6015 Glenwood Street ■ Garden City, Idaho 83714
Phone 208/472-2921 ■ Fax 208/472-2996 ■
www.gardencityidaho.org

February 8, 2021

Jeff Likes
ALC Architecture
1119 E. State Street
Eagle ID, 83616

Sent via e-mail to jeff@alcarchitecture.com and via USPS

Re: Determination of Completeness/Application Acceptance – Accepted

Dear Mr. Likes,

This letter is to inform you that Conditional Use Permit CUPFY2021-0006, a request for the use of an Animal Care Facility and located at 3231 & 3203 W. Chinden Blvd. has been accepted and scheduled to be heard by the Planning and Zoning Commission on **March 17, 2021, at 6:30 p.m.**

The hearing will be held in the City Council Chambers of Garden City Hall, 6015 N. Glenwood, Garden City, Idaho 83714 and/or zoom: <https://zoom.us/j/8188588340> or Phone In # **301-715-8592** please refer to the Covid-19 tab on the gardencityidaho.org for up to date information related to location changes depending on circumstances related to Covid-19.

Garden City is following the Governor's orders related to Covid-19. It is strongly encouraged that you attend the meeting remotely if possible. If you attend in person, you will be able to be present during the hearing related to your application (but your team size may be limited).

Per [GCC Table 8-6A-2](#) the required application information appears to have been submitted. **The review to determine completeness was cursory. It appears that there is adequate information to conduct the review, however, upon more in depth review of the materials we may require further information.**

Between now and the scheduled hearing we will be sending notice to stakeholders requesting review of your project, providing legal notifications and reviewing your project for compliance with applicable regulations. Due to open meeting laws it is requested that the applicant does not contact the decision makers off the record. All documentation and comments should be submitted through staff or at the Public Hearing.

It is our goal to provide you with a draft report so that you may review it ahead of time. We appreciate feedback as to accuracy of information and willingness to adhere to any proposed conditions of approval.

Remaining requirements:

You are responsible for completing the following items prior to the scheduled hearing:

- The site shall be posted with a Public Hearing Notice sign by **NO LESS THAN 10 DAYS PRIOR TO THE HEARING DATE** in accordance with Garden City Code 8-6A-7.
- An affidavit of property posting and photos of the sign shall be submitted in accordance with Garden City Code 8-6A-7 by **NO LESS THAN 7 DAYS PRIOR TO HEARING DATE.**
- Any outstanding fees must be paid.
- The property posting sign must be taken down **NO LESS THAN 30 DAYS AFTER THE HEARING DATE.**

Failure to complete any of these requirements will result in the application being automatically continued to the next hearing. Repeated failures to complete these requirements may result in the application's denial. Applications that are denied cannot resubmit in substantially the same form for one year.

What to expect at a hearing:

- You or your representative must be present at the hearing to represent the application. You may provide a presentation such as a Power Point. **Failure to be present at the hearing will result in the application being continued to the next hearing or denied in the case of repeated absences.**
- Your application may be moved to the consent agenda if:
 - You agree with the staff report and the draft decision; AND
 - If no members of the public wish to testify in opposition to your application; AND
 - A decision maker does not wish to hear the application.

If any of the above criteria are not met, the public hearing will be held.

- If the public hearing is held, the hearing procedure will consist of:
 - The hearing item will be announced;
 - The applicant presents their proposal;
 - Staff presents the staff report;
 - Public testimony is taken on the application;
 - The applicant has an opportunity to provide rebuttal testimony;
 - Public testimony is closed, and the decision-making body deliberates and decides on the application.

*Please provide a full account of your project during your presentation or proposal. The Chair of the meeting cannot accept questions and comments out of turn.

Please contact us at planning@gardencityidaho.org or 208-472-2922 with any questions concerning your application.

Sincerely,
Development Services Department