



## DEVELOPMENT SERVICES DEPARTMENT

6015 Glenwood Street ■ Garden City, Idaho 83714  
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www.gardencityidaho.org

February 5, 2021

Joe Turner  
200 W. Broad St.  
Boise ID 83702

Sent via e-mail to joe.turner@cshqa.com and via USPS

Re: Determination of Completeness/Application Acceptance – **Tentatively Accepted**

Dear Mr. Turner,

This letter is to inform you that your Conditional Use Permit application CUPFY2021-0005 has been scheduled to be heard by the Planning and Zoning Commission on **Wednesday, March 17, 2021 at 6:30 p.m.** Your Design Review application DSRFY2021-0007 has been scheduled to be heard by the Design Review Committee on **Monday, March 1, 2021 at 3:00 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](http://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).**

The materials that were submitted in conjunction with the **CUPFY2021-0005 and DSRFY2021-0007** application have been accepted. **The review to determine completeness was cursory. Per GCC Table 8-6A-2 it appears that there is adequate information to conduct the review, however, the following additional information is needed:**

- Corrected Affidavit showing the legal property owner's name of that which is shown on the Ada County Assessors Website. Please submit the corrected affidavit for both applications, we will need one copy for the design review and one copy for the conditional use permit.

**If we do not receive this information by February 19th, 2021, we will cease further action on this application.**

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 at [planning@gardencityidaho.org](mailto:planning@gardencityidaho.org) or at the Public Hearing. **To avoid delays, we encourage you to provide all materials at least 8 days prior to the hearing so that they can be included in the record to be reviewed ahead of time.**

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. All dates and times may be on the same sign.
- 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 must be removed from the site **NO LATER 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](mailto:planning@gardencityidaho.org) or 208-472-2922 with any questions concerning your application.

Sincerely,  
Development Services Department