

Jeffrey A. Ramey  
*Commissioner/Chair*

J. Todd Bunderson  
*Commissioner*

Jeffrey A. Souza  
*Commissioner*

Shelley Vaughan  
*District  
Administrator*



November 21, 2025

Garden City Development Services

Re: CUPFY2026-0001 (4983 and 5111) N Glenwood St

Dear Ms. Mohr,

This is request for a Conditional Use Permit application for a remodel of a suite to be used as a sanctuary for a church.

You are requesting a waiver from the following Conditional Use application requirements:

1. Information Required on Site Plan, building envelope dimensions with the center of the envelope location established in relation to the property lines. The standard is to provide dimensions from centerline of wall to property line, however, the building is existing exact thicknesses of walls adjacent to property lines is unknown. Dimensions from face of existing wall based on the survey is provided to document building adjacency to property lines.
2. Information Required on Site Plan, adjacent street right-of-way lines. The standard is to provide dimensions of the street right-of-way at all public roadways. There are no new structures proposed, therefore, the right-of-way is not anticipated to be impacted as part of the proposed scope of work in this application.
3. Information Required for Irrigation/Ditch Authorization Letter. The standard is to provide an authorization letter from the Irrigation/Ditch district if a canal/irrigation ditch runs through the property or along the property lines. The Wilson Drain is piped through the approximate center of the property, however, there are no changes proposed to this feature; therefore, no letter is needed.
4. Structural Documentation, Detailed Current Floorplans. The standard is to provide a detailed code analysis including exiting, meter/panel locations, etc. Since original construction, the buildings on this site have undergone a variety of modifications, ultimately resulting in structures that are no longer compliant with their original building type. Because of this, previous improvements have been required to pursue code compliance alternates. The design team has been working with Authorities Having Jurisdiction to determine the best path forward for IBC/IEBC code compliance and an

analysis will be included in any future building permit. In lieu of finalized analysis, a preliminary occupant load and egress plan for the space to receive tenant improvement has been provided with this application. Because the remaining spaces are anticipated to be existing to remain currently, no occupant load or egress plan will be provided. Any future tenant improvement to other spaces would include the associated analysis, occupant load, and egress plans at the time of building permit application.

5. Ability to Serve Letter. The standard is to provide an ability to serve letter from Public Works indicating that proposed number of fixtures is serviceable based on the City's Utilities, however, because the intent is to apply the use generally across multiple parcels to allow flexibility for future use, an ability to serve letter will be obtained with any future building permits. A letter has been requested for the indicated TI space to be used for permit.

The site being remodeled (4983 and 5111 N Glenwood St., Garden City) was used as an Assembly Group Occupancy (The Revolution Concert House) and is adjacent to an existing suite being used for Assembly Occupancy types. The proposed use will not negatively affect the adjacent properties. The properties are already being served by the North Ada County Fire & Rescue District.

The Glenwood Center, located at 5111 and 4983 N Glenwood Street in Garden City, is a strip commercial center, fire sprinklered, with anchor building containing nearly two dozen tenant spaces. The new use is intended to be applied generally over all four parcels and project scope includes a tenant improvement for a new < 10,000 square foot second level for classrooms and multi-function room located entirely within the existing building envelope but also aims to allow flexibility for the owner to utilize vacant suites across the whole center in the future. No increase to building footprint or parking lot area is included in the current scope of work.

There were no current Certificate of Occupancies for 4983 and 5111 N. Glenwood St., Garden City included in the applicant's submittals. The occupancy must remain classified as an A-3 occupancy type as defined in the 2018 International Fire Code. The occupancy must be compliant with the 2018 IBC/IFC and have a current Certificate of Occupancy for an A-3 prior to business operations commencing. Additionally, no new construction is allowed under this Conditional Use Permit without submittal of a Site Plan and Structural Documentation. No changes or removal of life safety systems will be allowed.

North Ada County Fire & Rescue District has reviewed and can approve the application subject to compliance with all the applicable code requirements and conditions of approval per the International Building Code, International Fire Code, and NACFR rules. These provisions are best addressed by a licensed Architect at time of building permit application when making tenant improvements.

Regards,

*Roy Boehm*

Roy Boehm

Sr. Captain – Deputy Fire Marshal

Boise Fire Department

