

DEVELOPMENT SERVICES DEPARTMENT

6015 Glenwood Street □ Garden City, Idaho 83714
Phone (208)472-2921 □ Fax (208)472-2926

DESIGN REVIEW REPORT AND DECISION

File Number: DSRFY2026 - 0004

Review Status: INITIAL REVIEW- NOT APPROVED

Plan Review Number: 1

Reviewer: Mariia Antonova

Design Consultant: Brett Labrie

Design Consultant: Derek Hurd

Date: February 2, 2026

Applicant: Erik Hagen



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SITE INFORMATION

- 1) Owner: IDAHO TAX & BOOKKEEPING SERVICES LLC
- 2) Street Address: 6655 N Glenwood St.
- 3) Ada County Tax Parcel Number(s): R3691210042
- 4) Property Description: LOT 6 & W'LY POR LOT 5 BLK 1 HOKE SUB #2 PAR F R/S 8531 #0040-C #0030-B
- 5) Legal Lot of Record: Yes
- 6) Property Size: 0.634 acres or 27,617
- 7) Zoning District:C-2 General commercial
- 8) Zoning Overlay: None
- 9) Comprehensive Plan Land Use Map Designation:
 - a) Green Boulevard Corridor
 - b) Residential Low Density
- 10)The project is in the:
 - a) 500 Year of the Special Flood Hazard Area according to the 2020 adopted FIRM (the FIRM has adopted seclusion and utilizes the 2003 Flood Insurance Study).
 - b) 100 Year of the Special Flood Hazard Area according to FEMA's most recent model as adopted by resolution 1083-20.
- 11)Adjacent Uses:
 - a) Drive-throug establishment
 - b) Healthcare and social
- 12)Existing Use: Vacant lot
- 13)Easements on site:
 - a) SEWER AND WATER EASEMENT; HOKE SUB 02 PLAT 2006
 - b) IRRIGATION EASEMENT; HOKE SUB 02 IRRIGATION JUDGE-DECREE 5-23/-011
- 14)Site Access:
 - a) Front: Glenwood Street (The lot is not directly adjacent to the right-of-way; it is internal to the business plaza.)
- 15)Sidewalks:Sidewalks are installed and are in good repair
- 16)Wetlands on site: None identified

PROJECT INFORMATION

- 1) Proposed development: New construction
- 2) Noticing was completed on: December 26, 2025
- 3) The neighborhood meeting was held on: January 14, 2026
- 4) Site Coverage:
 - a) Building: 5,400 SF or 20% of the site
 - b) Landscaping: 3,500 SF or 13% of the site
 - c) Paved Areas: 18,700 SF or 68% of the site
- 5) Square footage dedicated to uses: Office Building
- 6) Number of Structures: 1
- 7) Total number of vehicular parking spaces:
 - a) Surface: 12
- 8) Total number of bicycle parking: 6
- 9) Trash Enclosure: The refuse will be individual services and collected internally within the site.
- 10) Sidewalk:
 - a) None proposed;
- 11) Landscaping:
 - a) Parameter Landscaping: trees, shrubs
- 12) Connections:
 - a) Closest VRT Stop:
 - i) ~449 ft; N Glenwood St & N Strawberry Glenn Rd SWM
 - b) Greenbelt: ~0.2 mi.

AGENCY COMMENTS

The following agency comments were provided:

Agency	Comment Date	Summary
Ada County Highway District Link to Comment	1/7/2026	<ul style="list-style-type: none"> The Ada County Highway District (ACHD) has reviewed the application and has determined that there are no improvements required to the adjacent street(s).
Garden City Engineer Link to Comment	12/20/2025	<ul style="list-style-type: none"> Property Owner Permission Form The form submitted with the application is personally signed by Ilir Nina. The land is owned by Idaho Tax and Bookkeeping Services,= LLC. Said LLC has Ilir Nina as its manager. The manager must sign the form as the manager for the LLC. Please provide a new form. Approval of the project by the North Ada County Fire and Rescue District will be required. Should fire flow requirements exceed those available, the land use, improvement of offsite city water lines or other efforts may be necessary to obtain approval of plans. The review by the District will need to include review of access and locations of fire hydrants. Should any modifications to any gravity or pressure irrigation facilities occur, the change requires an approval of the project from the irrigation entity. Should changes occur, the applicant must review the changes and determine if an Army Corps of Engineers 404 permit will be necessary to obtain.

		<ul style="list-style-type: none"> • Modifications to existing water or sewer services must be reviewed and approved by the city's Public Works Department. The applicant is responsible to verify that adequate water system supply is available to provide any fire suppression water needs. The applicant is responsible to confirm/verify that adequate sewer capacity is available and that the existing service depth is adequate to serve the project. • Prior to performing any new grading on the site, if any, the applicant must prepare and have approved by the city an erosion and sediment control plan. • The applicant must provide evidence that the project will adhere to the master storm water system design, volumes and drainage basins that was performed for Hoke Subdivision No. 2. Should planned improvements deviate from the master plan by creating more storm water run-off than originally designed for or directs storm water to another location than originally planned for, project site specific geotechnical report, storm water design report and a drainage system operation and maintenance manual for handling of storm water prepared by an Idaho licensed design professional that is sealed, dated and signed will be required. Compliance with the storm water ordinance and policies of the city will be required. The grading plan must assure that proposed elevations match the perimeter ground. • If a new site grading and drainage plan is required, the landowner must enter into an agreement with the city that will be recorded addressing mandatory maintenance of the site's storm water system. The agreement must be fully executed, have approved plans attached and be recorded by the city with final plan approval. • The applicant should review the original FEMA work maps (not the current adopted maps) as the city has been placed in seclusion. The current maps (June 2020) do not display the possible future risk of the flooding potential of the Boise River. If the lowest floor building elevation is below the draft map BFE, a Flood Risk Acknowledgement form may be required from the landowner/developer. Work maps are available for review on the Garden City website. • The subject parcel of land is the result of a lot boundary adjustment involving the land within Lots 5 and 6 of Hoke Subdivision #2. The plat of Hoke Subdivision #2 created easements that do not necessarily coincide with the parcel boundary lines, and they reside within the parcel. The applicant must fully identify planned improvements and not encroach within the boundary of the easement.
Idaho Transportation Department Link to Comment	1/6/2026	ITD has reviewed the application and does not have any comments.
North Ada County Fire and Rescue Link to Comment	1/22/2026	No comment
Republic Services Link to Comment	12/29/2025	More information is needed.
DEQ Link to Comment	1/5/2026	DEQ does not review every project on a project-specific basis, we attempt to provide the best review of the information provided. DEQ encourages agencies to review and utilize the Idaho Environmental Guide to assist in addressing project-specific conditions that may apply. This guide can be found at:

		https://www2.deq.idaho.gov/admin/LEIA/api/document/download/15083.
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PUBLIC COMMENT

The following public comments were provided: None provided

MEETING SUMMARY

There have been no previous consultations on this project.

CODE AND POLICY REVIEW

Discussion

The applicant, Erik Hagen, is requesting approval for the new construction of a 5,400 sq. ft. professional office building located at 6655 N Glenwood Street. The project proposes one new structure with associated parking, landscaping, and site improvements within the existing commercial business plaza.

Site location

The project site is an interior parcel within the Hoke Subdivision No. 2 business plaza and does not directly front a public right-of-way. Access is provided from Glenwood Street via shared drive aisles serving adjacent commercial uses.

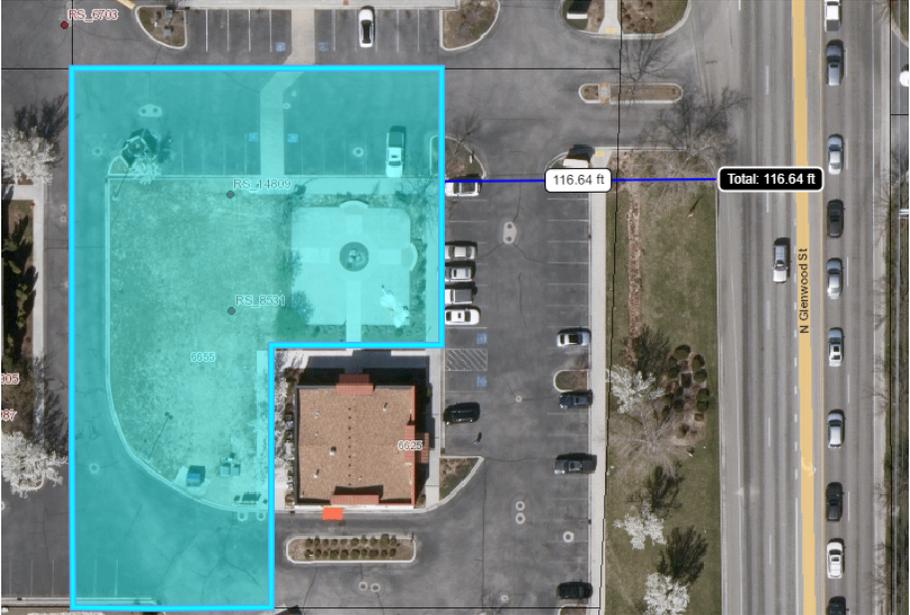
Although sidewalks exist along Glenwood Street, the parcel is not directly adjacent to the public sidewalk system. A parking lot located outside the site boundaries lies between the site and the sidewalk. Instead, the site relies on an internal pathway network that connects the business plaza to Glenwood Street. While the site benefits from a shared pedestrian pathway running through neighboring properties, there is no direct pedestrian connection from the proposed building to the public sidewalk. Additionally, the existing pedestrian pathway system does not provide a direct connection to the commercial buildings to the south, limiting overall internal circulation and walkability.

These conditions trigger consideration under GCC 8-4E-3 and 8-4E-7 related to public street connections and pedestrian accessibility. Given the Comprehensive Plan's emphasis on multimodal connectivity within the Green Boulevard Corridor, improving the clarity and continuity of pedestrian routes would further align the development with community goals.

The below serves as an analysis of applicable provisions Garden City Code, Title 8, Development Code and identified applicable policies, plans, and previous approvals.

Garden City Title 8 Applicable Code Sections		
Code Section	Compliance	Analysis/ Discussion
Title 8, Chapter 1: General Regulations		
8-1A-4 Applicability		The regulations of Garden City Code, Title 8 Development Code of the City, shall apply and govern development and use of all properties within the corporate limits of the city.
8-1B-1 Nonconforming Properties	No compliance issues noted	Appears to be a legal lot of record.

8-1B-3 Nonconforming Uses	Compliant as Conditioned	Professional Service is a permitted use. If the use changes at the occupancy stage, all required permits shall be obtained.
8-1C-3 Property Maintenance Standards	No compliance issues noted	Per 8-1C-2, this article applies to all existing residential and non-residential buildings, structures, and lands.
Title 8, Chapter 2: Base Zoning District Regulations		
8-2B-1 Purpose		This zoning district is intended to implement the Comprehensive Plan's vision for mixed-use commercial and Activity Nodes. The designation may be appropriate to implement the Comprehensive Plan's designations of Mixed-Use Commercial and Main Street Corridor.
8-2B-2 Allowed Uses	Compliant as Conditioned	Professional Service is a permitted use. If the use changes at the occupancy stage, all required permits shall be obtained.
8-2B-3 Form Standards	Compliant as Conditioned	The required setbacks are: Front: 5' Interior Side: 5' Rear: 5' Street side: 5' The applicant must fully identify planned improvements and not encroach within the boundary of the easement.
8-2C-32 Personal and Professional Services	Compliant as Conditioned	A use that is a private security, escort service or massage service shall comply with the licensing requirements as set forth in title 3, "Business And License Regulations," of this code.
Title 8, Chapter 4: Design and Development Regulations		
8-4A-3 Fences and Walls Ord. 1057-25	Compliant as Conditioned	This proposal does not identify any fence or wall. Any future fence or wall will be required to be in compliance with code at the time of development.
8-4A-4 Outdoor Lighting Ord. 1057-25	Compliant as Conditioned	This proposal does not identify any new outdoor lighting. There is existing lighting installed on the site Any future outdoor lighting will be required to be in compliance with code at the time of development.
8-4A-5 Outdoor Service and Equipment Areas	Not Compliant	All on site service areas for waste, recycling, or trash; and equipment areas for transformer and utility vaults shall be located in an area not visible from a public street or adjoining property, or shall be screened from view from a public street and adjoining property with a privacy fence. HVAC equipment, trash dumpsters, recycling, trash compaction, and other service functions shall be incorporated into the overall design of buildings and landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets There is one existing trash enclosure on the site, as well as an existing dumpster with a pad. This existing dumpster pad is planned to be enclosed

		<p>with new 6-foot CMU walls with wood plank gates. A condition has been drafted requiring that this new trash enclosure complies with Republic Services' requirements.</p> <p>There are also existing transformers on the site. Screening is not proposed. Not compliant</p> <p>Any future outdoor service equipment area will be required to be in compliance with code at the time of development.</p>
8-4A-7 Stormwater Systems	Compliant as Conditioned	A draft condition of approval has been provided requiring that the stormwater systems be built in compliance with provisions of 8-4A-7.
8-4A-8 Utilities	Compliant as Conditioned	<p>Another draft condition of approval is provided requiring that all utilities be underground.</p> <p>For the purposes of this section, the term "utilities" shall include, but not be limited to, electric, natural gas, water, wastewater collection, storm drainage, telephone, and cable services.</p>
8-4A-9 Waterways	No compliance issues noted	There does not appear to be Boise River irrigation facilities to the site.
<p>8-4C-3 Design Provisions for Nonresidential Structures</p> <p>Ord. 1057-25</p>	<p>Not Determined</p> <p>Discussion required</p>	<p><i>Objective 1: The design of all structures shall have a scale, massing and urban form that has a relationship to the street, the pedestrian, and adjacent properties.</i></p> <p>Street Setback: The maximum front setback is fifteen feet (15') from curb edge for a minimum of sixty percent (60%) of the length of the street frontage. The site is located within a business plaza with existing infrastructure and cannot be moved closer. The existing distance from the edge of the road is approximately 117 feet.</p> 

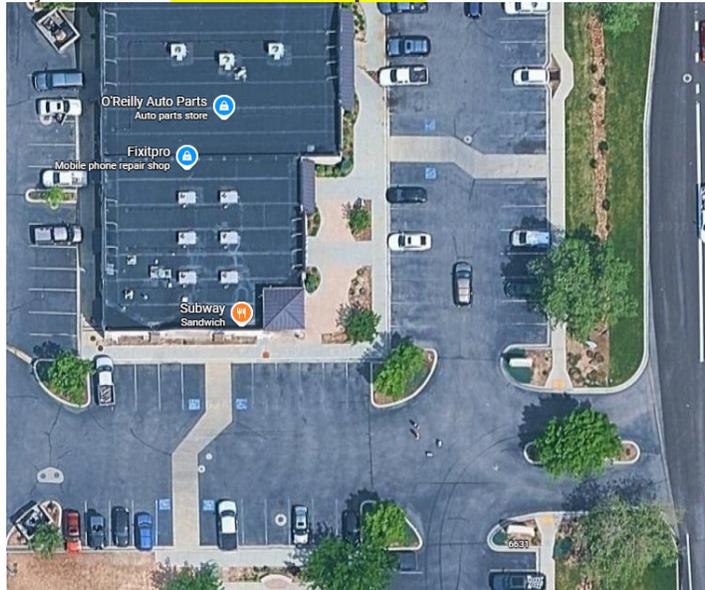
First Floor Facades: The facade should include surfaces in windows, showcases, displays, plaza, or pedestrian access elements as follows: for front façade at least 50%, for other facades visible from the public right-of-way at least 30%. **It appears to be compliant. However, percentage needs to be shown on the elevation plans.**

Objective 2: The design layout of all sites shall maximize opportunities for safe and comfortable pedestrian accessibility and minimize the obtrusive effects of parking and vehicular circulation.

Parking Lot Locations: **The parking lot shown on the site plan is an existing parking lot, and no changes are proposed. The existing parking lot appears to be compliant with code standards.**

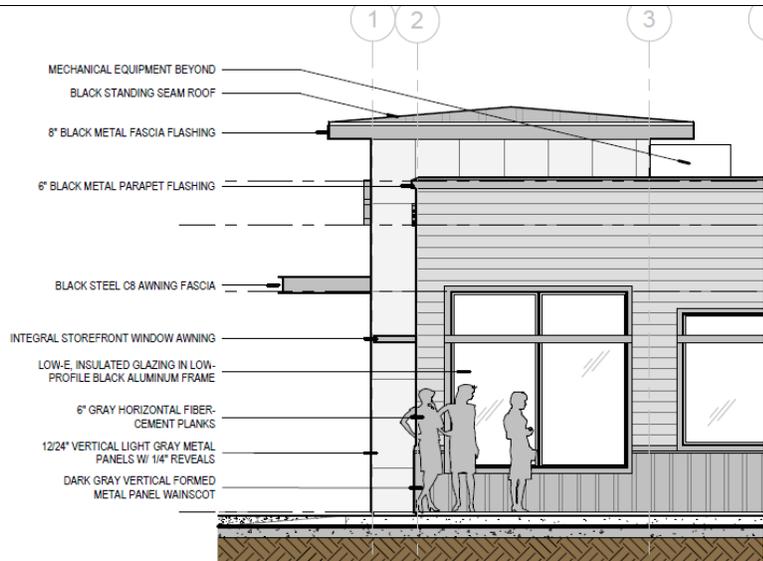


Pedestrian Pathways: There is no direct connection to the public sidewalk. Access is provided through the pathway system, which connects through the adjacent site. **Discussion required**



Objective 3: Buildings shall be designed and constructed of quality materials.

Provided Materials:



Objective 4: The site design shall respect existing notable site features including existing buildings, landscaping, trees and water.

All existing trees, significant vegetation and surface water features should be maintained.

Objective 5: The design of all buildings shall provide visual interest, not be in conflict with the comprehensive plan, and positively contribute to the overall urban fabric of the community. Buildings should interrelate with the public realm and should augment the pedestrian experience adjacent to public streets, multi-use paths, gathering places, parks, Greenbelt and Nature Path.

1. Building Orientation: Buildings should be oriented to a prominent feature, such as a corner location, a plaza, a street, or the river. Buildings and site design should provide inviting entry orientation. Buildings should not turn their backs to the street. **Compliant**
2. Articulation: Buildings should be articulated to reduce the apparent scale. Architectural details that are used to articulate the structure may include reveals, battens, and other three-dimensional details that create shadow lines and break up the flat surfaces of the facade. The following are ways to achieve building articulation:
 - a. Window Treatments: Provide ample articulated window treatments in facades visible from streets and public spaces for architectural interest and human scale. Windows should be articulated with mullions, recesses, etc., as well as applying complementary articulation around doorways and balconies.
 - b. Architectural Elements: The mass of long or large-scale buildings can be made more visually interesting by incorporating architectural elements, such as arcades, balconies, bay windows, dormers, and/or columns.
 - c. Rooflines: A distinctive roofline can reduce perceived building height and mass, increase compatibility with smaller scale and/or residential development, and add interest to the overall design of the building.
 - i. Change the roofline by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval.
 - ii. Roofs that incorporate a variety of vertical dimensions such as multiplaned and intersecting rooflines are encouraged.

iii. Flat roofed designs should include architectural details such as cornices, and decorative facings to provide interest to the roofline.

d. The scale, arrangement, and texture of the buildings and open space shall vary throughout the development to reflect function, visual interest, and architectural significance.

While the building design includes windows of varying sizes and distinctive entrance areas, the overall building massing lacks articulation.

3. Building Details: The design of buildings should be enhanced with appropriate details. The following elements are examples of techniques used on buildings to provide detail:

a. Ornate Rooflines: Examples include ornamental molding, entablature, frieze, or other roofline devices.

b. Detailed Treatment Of Windows And Doors: Examples include decorative lintels, sills, glazing, door design, molding or framing details around all windows and doors located on facades facing or adjacent to public streets or parks. Window sizing and treatment should be as follows:

i. Windows should not have individual glass panes with dimensions greater than five feet by seven feet (5' x 7').

ii. Windows should be surrounded by trim, molding, and/or sill at least four inches (4") wide. Commercial buildings with no trim or molding should have window frames at least two inches (2") wide.

iii. Individual window units should be separated from adjacent window units by at least six inches (6") of the building's exterior finish material.

c. Ornamentation: Examples include ornamental railings, grillwork, landscape guard, and trellises.

d. Distinctive Light Fixtures: Examples include lights with a decorative shade or mounting.

e. Artwork Or Decorative Paving: The artwork may be freestanding or attached to the building, and may be in the form of mosaic, mural, basrelief sculpture, light sculpture, water sculpture, fountain, freestanding sculpture, art in pavement, or other similar artwork.

The design does not incorporate decorative or accent elements.

4. Colors: Colors used on building exteriors should integrate a building's various design elements or features.

a. Accent colors should use color combinations that complement each other.

b. Use accent colors in a way to enhance or highlight building design, and not in a manner that creates clutter or otherwise detracts from building design.

c. The use of bright colors should be avoided. Softer, muted or earth

d. Colors should be compatible with the architectural character of the surrounding buildings and neighborhood.

The proposed color palette is consistent with surrounding buildings.

5. Use Of Certain Building Features Or Design Elements Discouraged: The use of building features or design elements that overemphasize corporate themes, logos, or colors which stand above the neighborhood and community context without adding functional or aesthetic value to the building context should be discouraged. See section 8-4C-5, "Prohibitions", of this article.

Objective 6: The site development should support and be consistent with the adopted streetscape.

No comments

		Objective 7: The design of all structures shall consider visual privacy for adjacent residential properties. Examples of ways to achieve visual privacy include, but are not limited to, adding a smaller scale structure between the existing dwelling and tall portions of the proposed development, placing trees to prevent views into neighboring rear yards, stepping back the structure, increased setback, or strategic window placement. No comments	
8-4C-4 Special Provisions for Specific Non residential Development	Not Determined Not enough information	Plaza Requirements: 1. To qualify as a pedestrian plaza, an area should have: a. Pedestrian access (including handicapped access) into the plaza from the public right of way. Provided b. Paved walking surfaces such as concrete, brick pavers, or other type of pavers on level, stepped, or gently sloping (less than 3 percent grade). Provided c. One linear foot of seating per perimeter linear foot of the plaza. Not enough information d. Security lighting on site or building mounted. Not enough information e. A minimum size of five hundred (500) square feet with the shorter dimension of a plaza less than three (3) times the height of surrounding buildings. Not enough information f. Buildings on plazas should promote and accommodate outdoor activity with balconies, arcades, terraces, decks, and courtyards for residents' and workers' use and interaction. g. Distributed trash containers around the plaza. Not enough information h. Direct access to occupied indoor space. Provided i. Located so that the build provides buffering from street noise when the location is on a major arterial. Provided 2. A pedestrian plaza is encouraged to have: a. Site furniture: i. Seating may be on planters, rails, benches, retaining walls and other raised surfaces. Provided ii. Cluster and movable seating for informal gathering and outside eating areas. Not enough information iii. Locate seating for sun exposure, where views can be taken advantage of, and near to activity centers of a site such as at building entrances and at the intersection of walkways. Provided b. Artwork, or amenities such as fountains, kiosks: i. Interactive art, sculpture, and fountains which people can touch and move. ii. Fountains for visual attraction, to screen traffic noise, and for cooling effects. Provided	
8-4C-5 Prohibitions	No compliance issues noted	There are no visible false fronts, prefabricated structures or prohibited materials proposed with this application.	
8-4D Parking and Off Street Loading Provisions.			
8-4D-3 Parking Design and Improvement Standards	Not Compliant	Vehicle parking: <table border="1" data-bbox="600 1837 1274 1900"> <tr> <td>Table 8-4D-1: MINIMAL DIMENSIONAL STANDARDS FOR MOTOR VEHICLE STALLS</td> </tr> </table>	Table 8-4D-1: MINIMAL DIMENSIONAL STANDARDS FOR MOTOR VEHICLE STALLS
Table 8-4D-1: MINIMAL DIMENSIONAL STANDARDS FOR MOTOR VEHICLE STALLS			

<u>Parking Angle</u>	<u>Stall Width</u>	<u>Stall Depth</u>	<u>Length Per Car</u>	<u>Driveway Width*</u> <u>Must also meet fire requirements</u>
<u>Standard</u>				
<u>90°</u>	<u>9'0"</u>	<u>20'0"</u>	<u>9'0"</u>	<u>22'0"</u>

Parking Provided:

10 regular parking spaces

Stall Width: 9'

Length per car: 19' **Not compliant**

2 ADA parking spaces

Stall Width: 9'

Length per car: 19' **Not compliant**

Access aisle: 5'

Total: 12 vehicle parking spaces

A pedestrian route that is compliant with current Americans With Disabilities Act (ADA) standards must be provided from the parking area to each primary entrance;

Parking lots shall be designed in compliance with the requirements as set forth in chapter [8-4](#), article C of this title, Design Provisions For Nonresidential Structures;

Parking lots shall be designed in accordance with chapter [8-4](#), article [I](#) of this title, Landscaping And Tree Protection Provisions;

All parking and loading zones shall provide proper drainage of surface water to prevent the flow of water onto adjacent properties, walkways, or streets.

The design of the parking area shall minimize the trespass of lights from motor vehicles on adjacent properties and rights-of-way.

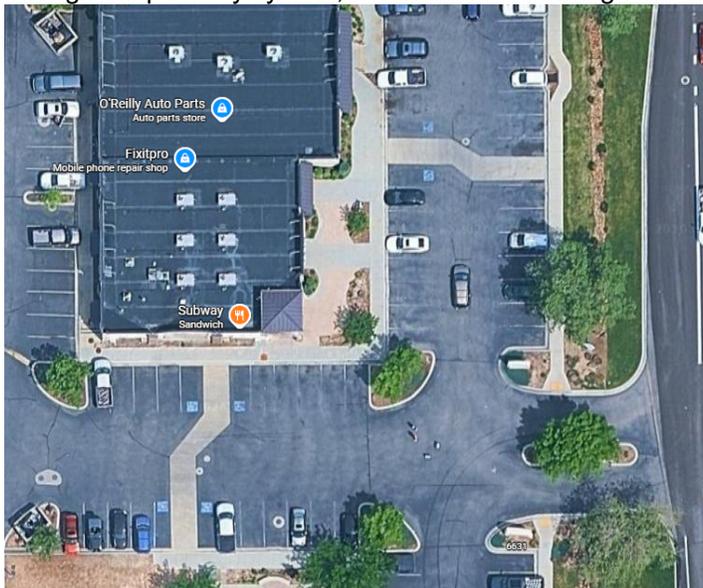
Bicycle parking spaces shall:

1. Be a minimum space six feet (6') long by two feet (2') wide;
2. On-site spaces shall be located within fifty feet (50') of the building entrance(s);
3. Public bicycle spaces may be provided within three hundred feet (300') of the property in lieu of on-site spaces. If public bicycle spaces are provided, legally binding documentation including property owner approval, maintenance responsibility, and public use allowance shall be provided to the city;
4. Be separated by a physical barrier to protect the bicycles from damage by motor vehicles if located within a motor vehicle parking area. The physical barrier can be curbs, poles, wheel stops, or other similar features;
5. Be visible, unless specified for the use of tenants, in which case the bicycle parking spaces must be covered;
6. Be easily accessible from the street;
7. Not impede pedestrian movement or loading zones;
8. Not impede pedestrian or vehicular circulation or loading zones. The facilities shall be incorporated, whenever possible, into the structure's design or street furniture; and

		9. Be properly illuminated to increase security and avoid accidents and adhere to section 8-4A-4 of this chapter, Outdoor Lighting.
8-4D-4 Parking Use Standards	No compliance issues noted	A. Number Of Spaces: No use shall provide less than the minimum spaces required by this article. B. Use Of Property; Phased Projects: The use of any property is conditional upon the unqualified continuance and availability of the parking as required by this code.
8-4D-5 Required Number of Off-Street Parking Spaces	May not be compliant	<u>Professional service</u> is considered a medium use, which requires 1 motor vehicle parking space per 1,000 SF of building. Vehicle parking space required: 5,400 SF/1,000=5 The minimum number of bicycle parking spaces is 1 per 1,000 SF. Bicycle parking space required: 5,400 SF/1,000=5 Total vehicle parking spaces provided: 12 Total bicycle parking spaces provided: 6 (the site plan shows 4 bike racks)
8-4D-6 Standards for Equivalent Parking Adjustments	No compliance issues noted	Equivalent parking was not requested.
8-4D-7 Off Street Loading Standards	No compliance issues noted	Off Street Loading was not proposed.

8-4E Transportation and Connectivity Provisions

8-4E-3 Public Street Connections	May not be compliant Discussion required	This article provides design standards that shall apply to <u>any new construction, addition, expansion, grading, alteration, or any new or more intense use of property.</u> There is no direct connection to the public sidewalk. Access is provided through the pathway system, which connects through the adjacent site.
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8-4E-4 Internal Circulation Standards	Compliant as Conditioned	Driveways, aisles and turnaround areas, when required for fire and refuse access, shall meet the following standards: 1. Have a minimum vertical clearance of thirteen feet six inches (13'6") for their entire length and width. 2. Have a minimum width of twenty feet (20'). 3. The design of internal circulation should be integrated with the overall site design and adjacent properties, including the location of structures, pedestrian walkways and landscaping. The driveway width is unclear.
8-4E-6 Sidewalk Standards	No compliance issues noted	The site is not directly adjacent to the sidewalk. There is an existing detached sidewalk adjacent to the business plaza.
8-4E-7 Pedestrian and Bicycle Accessibility Standards	Not Determined Discussion required	All new nonresidential development shall provide for pedestrian accessibility.
8-4E-8 Transit Facilities	No compliance issues noted	No comment
8-4F Sign Provisions		
8-4F-13 Master Sign Program	Not Determined Clarification required	All new development in the commercial, industrial and mixed use zoning districts, with more than one building or occupant shall include a master sign program as part of the application for design review.
8-4G Sustainable Development Provision		
8-4G Sustainable Development Provisions	No compliance issues noted	The development is exempt per 8-4G-2 (D).
8-4H Flood Hazard		
8-4H Flood Hazard	Compliant as Conditioned	The planning official is the decision maker on items regarding 8-4H. The City highly encourages that the applicant build to the best available data identified in the FIS study due to the potential cost of flood insurance and safety concerns for the property. Should the applicant choose not to build above the base flood elevations identified in the FIS, the City will request that the applicant record a Flood Acknowledgement on the property. The applicant should review the original FEMA work maps (not the current adopted maps) as the city has been placed in seclusion. The current maps (June 2020) do not display the possible future risk of the flooding potential of the Boise River. If the lowest floor building elevation is below the draft map BFE, a Flood Risk Acknowledgement form will be required from the landowner/developer. The work maps available on the city's website. They are attached to a city council resolution 1083-20 dated 22 June 2020.
8-4I Landscaping and Tree Protection Provisions		

8-4I-3 General Landscaping Standards and Irrigation Provisions	Compliant as Conditioned	<p>When five (5) or more trees are to be planted to meet the requirements of any portion of this article (including street trees, perimeter landscaping, parking lot landscaping and other landscape guidelines) a mix of species shall be provided. The number of species to be planted shall vary according to the overall number of trees required as set forth in table 8-4I-1 of this subsection.</p> <table border="1" data-bbox="561 323 1395 449"> <thead> <tr> <th data-bbox="561 323 1065 401">Required Number Of Class II Or Class III Trees</th> <th data-bbox="1065 323 1395 401">Minimum Number Of Species</th> </tr> </thead> <tbody> <tr> <td data-bbox="561 401 1065 449">11 to 30</td> <td data-bbox="1065 401 1395 449">3</td> </tr> </tbody> </table> <p>Required landscape areas shall be at least seventy percent (70%) covered with vegetation at maturity, with mulch used under and around the plants. Use of mulch, organic or rock, as the only ground cover in required planting areas is prohibited.</p>	Required Number Of Class II Or Class III Trees	Minimum Number Of Species	11 to 30	3
Required Number Of Class II Or Class III Trees	Minimum Number Of Species					
11 to 30	3					
8-4I-4 Landscaping Provisions for Specific Uses	Compliant as Conditioned	<p>A minimum of five percent (5%) of the gross site area shall be landscaped areas, excluding areas for setback or perimeter landscaping. Required: 1,381 SF Provided: 2,620 SF.</p> <p>A minimum of one class III or class II tree shall be planted in the frontage and every adjacent streetside. An additional class I tree shall be planted in the corresponding setback for every increment of fifty feet (50') of linear feet of frontage.</p> <p>The site is located within a business plaza, and several rows of trees have been planted between the site and the road (see Picture 1).</p> <p>A minimum of one tree per one thousand (1,000) square feet of landscaped area and one shrub per one hundred fifty (150) square feet of landscaped area shall be planted. Required: 1 tree and 28 shrubs Provided: 20 trees and 144 shrubs</p>				
8-4I-5 Perimeter Landscaping Provisions	No compliance issues noted	No comment				
8-4I-6 Parking Lot Landscaping Provisions	Compliant	No comment				
8-4I-7 Tree Preservation Provisions	Compliant as Conditioned	If the existing trees are planned to be removed from the site, an arborist's report must be provided.				
Title 8, Chapter 6, Article A: Administration						
8-6A-3 General Application Process	No compliance issues noted	The application was reviewed and considered complete within 30 days of submittal, a notice of application acceptance was issued to the applicant, and staff started processing the application.				
8-6A-4 Required Application Information	N/A	Application waivers requested pursuant to 8-6A-4A <ul style="list-style-type: none"> • Lightening plan • Trash Disposal Plan • Sustainability Check List 				

8-6A-5 Administrative Process with Notice	No compliance issues noted	<p>A notice of intent was sent to adjoining property owners within 300' and agencies with jurisdiction.</p> <p>If no objections are filed within 15 days, the Design Review Consultant's recommendation and the Planning Official's decision shall be considered final.</p> <p>Objections will be heard by City Council following the public hearing provision set forth in section GCC 8-6A-7.</p> <p>Conditions of approval that are deemed necessary to protect the public health, safety, and welfare, and prevent undue adverse impacts on surrounding properties may be required.</p>
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Other Items Reviewed	
Plan/Policy	Discussion/ Analysis
Garden City Comprehensive Plan	<p>The land use map shows generalized designations for future land uses. The map also identifies unique possibilities for land use and areas for future studies. The following is an explanation for the designations shown in the legend on the land use map.</p> <p>This application is in future land use designations of the Comprehensive Plan:</p> <ol style="list-style-type: none"> <li data-bbox="587 1045 1482 1203"> 1. RESIDENTIAL LOW DENSITY: The areas designated for low density residential is north of the river, and south of the river west of Glenwood. These areas are predominately single-family detached housing, although some areas of attached housing may be appropriate near major arterials and public facilities. <li data-bbox="587 1262 1482 1780"> 2. GREEN BOULEVARD CORRIDOR: The state highways and arterials are identified as green boulevard corridors. This is a bold statement that these corridors should be dramatically changed from the current single purpose function for moving vehicles. The intent of this designation is to create more multi-modal characteristics on these corridors, including sidewalks with parkways, bus stops, landscape medians with pedestrian refuges and channelized left-turn lanes. Mobility for vehicles should be maintained, but improvements to the safety and convenience for transit and pedestrians is needed that will influence changes in the adjacent land uses. Existing uses, including commercial uses, are allowed in the corridors. New uses, including commercial uses, should be designed to encourage multi-modal over single occupancy vehicles. Uses which generate high volumes of single occupancy vehicular traffic should be restricted. Development regulations in the corridor should include access management including number and spacing of driveways, location of parking behind the buildings and maximum setback requirements from the street. <p><u>The application may be supported by:</u> list goals or objectives e.g.</p> <p><i>Goal 1. Nurture the City</i></p>

	<ul style="list-style-type: none"> • 1.4 Objective: Create a premier destination place to live, work, and recreate. <p>Goal 2. Improve the City Image</p> <ul style="list-style-type: none"> • 2.2 Objective: Uphold standards for private property maintenance with a focus on nonresidential properties. <p>Goal 4. Emphasize the “Garden” in Garden City</p> <ul style="list-style-type: none"> • 4.3 Objective: Beautify streets, sidewalks and gateways with landscaping, trees, and public art. • 5.6 Objective: Protect wildlife habitat associated with the river. • 5.7 Objective: Maintain and protect the Greenbelt Pathway • 5.8 Objective: Plan for the Future of the Greenbelt Pathway and the Boise River <p>Goal 12. Evolve as a Destination</p> <ul style="list-style-type: none"> • 12.1 Objective: Support a positive business environment • 12.2 Objective: Continue to support commercial and industrial land uses. • 12.3 Objective: Create a premier destination for work, recreation, entertainment, culture and commerce. <p><u>The application may not be supported by: list goals or objectives E.g.</u></p> <p>Goal 2. Improve the City Image</p> <ul style="list-style-type: none"> • 2.3 Objective: Promote quality design and architecturally interesting buildings. <p>Goal 9. Develop a Sustainable City</p> <ul style="list-style-type: none"> • 9.3 Objective: Promote and recognize green building construction.
Garden City Sidewalk Policy	The existing detached sidewalk
Garden City Street Light Policy	A streetlight is installed in accordance with the policy.

DECISION PROCESS

General Provisions

A formal application will be processed per [GCC 8-6A-5 Administrative with Notice](#).

Required Decisions: The following decision processes are required for the project as governed by [GCC Table 8-6A-1](#). The Planning Official and City Council have decision authority once a Design Review Consultation has occurred.

Decision

Pursuant to GCC 8-6A-5, staff shall take one of several actions:

- a. Intent to approve as submitted;
- b. Intent to approve with changes;
- c. Request changes and resubmittal;
- d. Recommend denial; or
- e. Recommend public hearing.

Once the decision is rendered it will be sent to the applicant and interested parties. If the determination is a recommendation for a public hearing or if a person with standing objects, a hearing with City Council or Planning and Zoning Commission will be scheduled.

Appeals of Decision:

Per Garden City Code [8-6A-5 Administrative Process with Notice](#), there is a 15-day period to file a written objection to the application. The objection shall be made on the appeal submittal form and must be accompanied by the appeal fee. This period starts from the signed decision date. If a written objection is received within the 15-day period, a City Council hearing will be scheduled to decide the application. Verbal objections will not be accepted. Written objections received after the 15-day objection period will not be accepted.

When a design review consultation is required as part of an application that requires a public hearing, public testimony regarding design will be heard by the planning and zoning commission at the planning and zoning commission’s scheduled hearing.

REQUIRED FINDINGS, CONCLUSIONS OF LAW AND DECISION

Required Findings

In order to approve a design review application after a recommendation by the design review consultant(s), the decision maker shall make a determination with written reasoned statements on the following findings:

GCC 8-6B-3_Required Findings	Determination	Reasoned Statements
<p>1. The proposed design shall comply with all design standards in Garden City Code, Title 8.</p> <p>2. The proposed design shall provide effective bicycle and pedestrian access and movement to, from, within, and across the site.</p> <p>3. The proposed design shall be compatible with or improve the public’s use of existing and planned public spaces, including but not limited to the greenbelt and pathways, sidewalks, parks, roadways, open space, public facilities, Boise river and waterways, canals, and other surface irrigation.</p> <p>4. The proposed design shall be compatible with the neighborhood in scale and intensity.</p> <p>5. The proposed design shall not create an adverse impact on the surrounding neighborhood.</p>	<p>Not Determined: This will be completed in conjunction with the formal decision</p>	<p>TBD: This will be completed in conjunction with the formal decision</p>

<p>6. The proposed architecture and site improvements shall have facades, features, materials and building form, and other physical improvements that are compatible with or enhance the neighborhood.</p> <p>7. The proposed design and landscape shall improve the design and function of the site and be consistent with the southwest Idaho climatic conditions; and</p> <p>8. The proposed design shall be compatible with applicable natural, scenic, and historic features, including but not limited to wetlands, the Boise River, waterways, and historic structures.</p>		
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The Planning Official reviewed the application with regard to Garden City Code, Title 8, Chapter 4, and based on the conditions required herein, concludes the application *Choose an item.* the standards of approval under **GCC 8-6B-3 Design Review**.

WHEREFORE, based upon the foregoing Findings of Fact and Conclusions of Law contained herein, the *Choose an item.* hereby *Choose an item.* the application, subject to the following conditions:

POTENTIAL CONDITIONS

(This section will be revised during the finalization of the report, following the consultation.)

Site Specific Requirements:

Scope of this permit:

1. The scope of this permit is to allow new construction for an office building at 6655 N Glenwood Street.
2. The building permits must be in conformance with the approved plans. Staff may approve minor changes to the approvals so if they are compliant with Garden City Code including:
 - a. Substitutions of plant species, if there is no reduction in landscaping and the species are comparable in height and width. Substitutions of trees must be of the same or larger tree classification and be comparable or larger in tree canopy and height.
 - b. Less than 5% of rearrangement of elevations or building façade materials if there is no reduction in building modulation, fenestration, or glazing.
 - c. Less than 5% of rearrangement of site.

During Construction:

1. Construction noise that is disruptive to the neighborhood shall be limited to Monday through Saturday from 7:00 am to 8:00 pm unless residents within 300' and the city have been notified in advance of the specific days which it will be necessary to exceed this limitation.

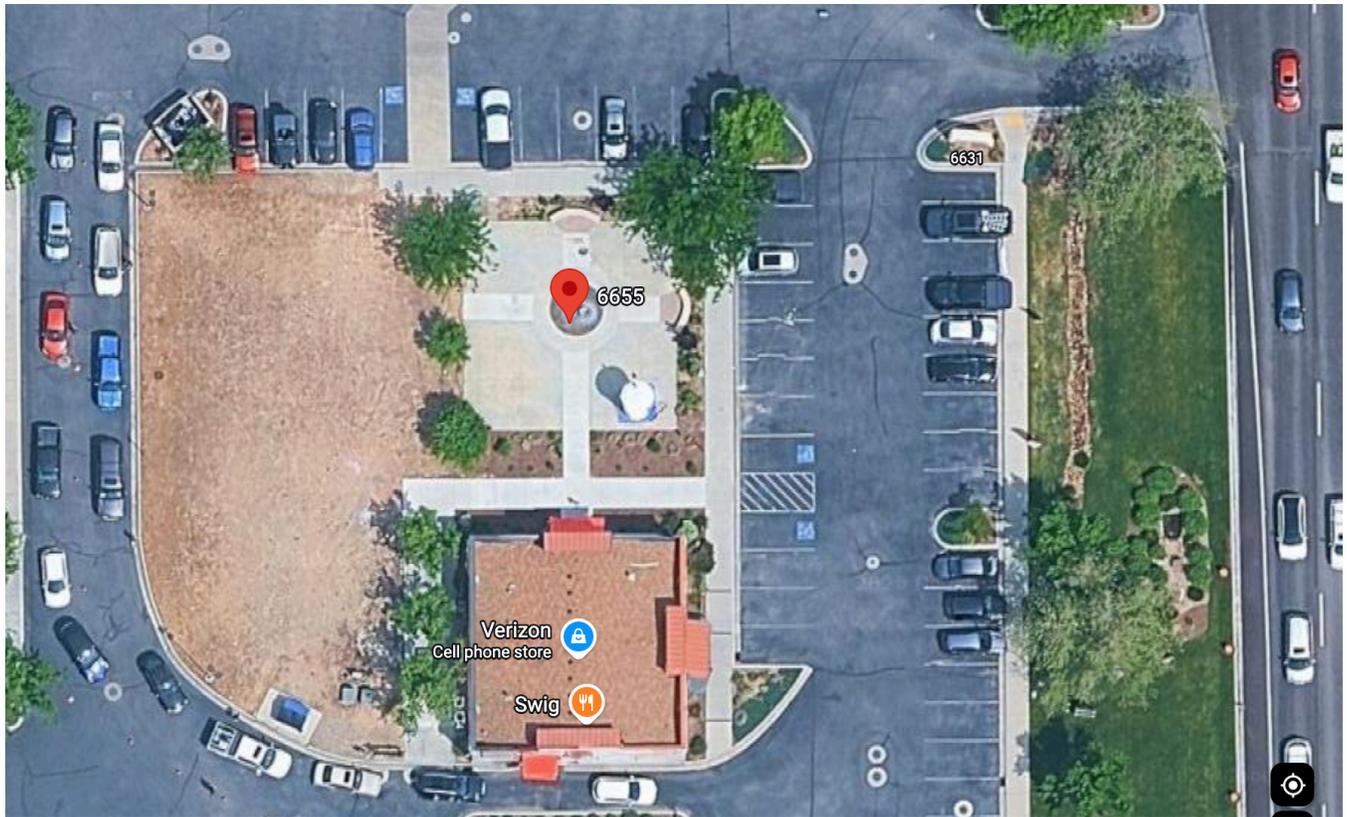
General Requirements:

1. This review and approval is specific to the design of the project. Final approval is subject to the approval of other reviewing agencies. Any more restrictive standards adopted and made applicable by any Transportation Authority, Fire Authority or other Federal, State or Local regulatory agencies shall prevail. This approval shall not annul any portion of Garden City Code or other applicable regulation unless specifically noted.
2. Any changes to the plans and specifications upon which this approval is based, other than those required by the above conditions, will require submittal of an application for modification and approval of that application prior to commencing any change.
3. All improvements and operations shall comply with applicable local, state and federal requirements and procedures whether specifically addressed in the analysis of this application or not. This shall include but not be limited to 8-4A General Provisions of Design and Development Regulations; 8-4I-3 and Landscape Maintenance Provisions 8-4I-9; and Standards for Transportation and Connectivity Provisions identified in 8-4E.
4. All utilities on the site, including telephone, cable television, and electrical systems shall be underground and in compliance with Garden City Code 8-4A-8.
5. Driveway openings in curbs shall comply with the requirements of the Transportation Authority. The driveway shall be straight or provide a 28-foot inside and 48-foot outside turning radius.
6. Plant materials which exhibit evidence of insect pests, disease, and/or damage shall be appropriately treated to correct the problem. Dead plant materials shall be replaced.
7. Where landscaping might impact motorist or pedestrian sight distance, shrubs shall be maintained below three feet (3') in height and trees shall be pruned so that the lowest branches will be at least seven feet (7') above the ground level.
8. A three-foot (3') clearance zone shall be maintained around the circumference of fire hydrants.
9. Retain and protect existing trees, vegetation, and native soils and integrate these features into the overall landscape plan as required by or exempted from Garden City Code 8-4I and as shown in the approved landscape plans.
10. Required landscape areas shall be at least seventy percent (70%) covered with vegetation at maturity, with mulch used under and around the plants. Use of mulch, organic or rock as the only ground cover in required planting areas is prohibited.
11. If trees are staked, the stakes shall be removed within twelve (12) months to prevent damage to the tree.
12. All planting areas that border driveways, parking lots, and other vehicle use areas shall be protected by curbing, wheel stops, or other approved protective devices.
13. Trees shall be planted at least three feet (3') from curbs, sidewalks, driveways and other hard surfaces to buffer from stress caused by vehicle overhang and compacted soils or planted with sufficient space to provide for the full maturity of the particular tree species.
14. All other plant material, except sod or ground cover, shall be set back a minimum of one foot (1') from any curb edge to protect from vehicle overhang and mechanical damage.
15. The landscape installation shall stabilize all soil and slopes.

16. All required landscaping shall be provided with an automatically controlled irrigation system in conformance with the best management practices for automatic irrigation systems.
17. Demonstrate compliance with or an exemption from Garden City Code 8-4G prior to certificate of occupancies.
18. This approval is for this application only. Additional permits, licenses and approvals may be necessary. All other applicable permits must be obtained prior to a Certificate of Occupancy.
19. Property Maintenance Standards shall be maintained as required by Garden City Code.
20. The property owner is responsible for the maintenance of all landscaping and screening devices required.
21. All outdoor service and equipment areas shall comply with Garden City Code 8-4A-5 Outdoor Service and Equipment Areas.
22. All stormwater systems must comply with Garden City Code 8-4A-7.
23. System Installation Required: Each and every lot within the subdivision shall have underground pressurized irrigation water. The pressurized irrigation system shall be constructed and installed at the same time as the domestic water lines but shall not necessarily be in the same trenches.
24. Materials submitted after the decision shall not be considered part of the record for this decision. If additional materials or information is submitted after the decision the application may be remanded to the decision-making body during which time the decision shall be stayed provided that there is no immediate threat to life or safety.
25. Any changes in the design, construction, operation or use shall be brought to the immediate attention of the Planning Official for determination if the changes are in substantial conformance with the City's action. Any modification to approved plans shall require submittal and approval of these modifications prior to construction. Final approval is based on substantial conformance with the plans reviewed and approved.
26. Any substantial changes to the design shall be reviewed by the Design Review Committee for compliance with Garden City Code 8-4. Any other changes that are not in substantial conformance with the approval shall be remanded to the decision-making body.
27. Occupying the site prior to Certificate of Occupancy is a criminal offense.
28. The date of action is the date the decision body formalizes their decision. The decision body may formalize their decision by approving a draft decision or a draft decision with noted changes at the hearing. The date of action may be a different date than the applicant is provided with a signed copy of the decision.
29. Pursuant to 8-6A-9 Appeals, those with standing may appeal a decision within fifteen days from the date of action.
30. This approval shall expire two (2) years from its approval, unless otherwise extended as allowed by Garden City Code .
31. If any term or provision of this decision, to any extent, is held invalid or unenforceable, the remaining terms and provisions hereof shall not be affected thereby, but each such remaining term and provision shall be valid and enforced to the fullest extent permitted by law.

TBD

IMAGES



Picture 1. Existing Landscaping