

NEW PLYMOUTH CITY COUNCIL
Regular Meeting Agenda
September 15, 2025 – 6:00 PM
New Plymouth City Council Chambers
215 N Plymouth Avenue

1. Call Meeting to Order – Roll Call
2. Pledge of Allegiance
3. Approval of Minutes – September 2, 2025 (**Action Item**)
4. Approval of Payables (**Action Item**)
5. Citizen Comments- 3 Minutes Max Per Person- See guidelines below **
6. Mayor & Council Comments- 3 Minutes Max Per Person
7. New Business –
 - a. Battlespace IT- Mark and Robin – Discussion Only
 - b. Alison Parott-Upload Student- New Lease- Discussion - (**Action Item**)
 - c. Discussion on Ordinances-Council & Mayor, City Attorney Jill Holinka, City Engineer Andy Gehrke- Discussion Only
 - d. Date for deadline of recommendation to City Council from P&Z regarding County Impact Area- (**Action Item**)
 - e. Office Closure to attend Sentencing of D. Painter 10/8/2025 at 10:00 am – (**Action Item**)
8. Department Reports
 - a. Library Report
 - b. August Monthly Financial Report
9. Adjournment – (**Action Item**)

****CITIZEN COMMENTS**

This time is reserved for the public to address their elected officials regarding concerns or comments they would like to provide to the City Council regarding subjects not on the agenda. At times, the City Council may seek comments/opinions regarding specific City matters during this allotted time. This is not a time slot to give formal testimony on a public hearing matter, or comment on a pending application or proposal.

Any person needing special accommodation to participate in the above-mentioned meeting should contact New Plymouth City Clerk's Office at 215 N. Plymouth or phone 278-5338

Posted September 12, 2025, by: Marianne Gatchell

City of New Plymouth Council Meeting

September 2, 2025

Regular Meeting

The New Plymouth City Council held a meeting at 215 N Plymouth Ave, New Plymouth, Idaho. Mayor Martinez called the meeting to order at 6:00 p.m.

Mayor Martinez led the Pledge of Allegiance

Council Present: Councilor Josh Davis, Councilor Suzanne Evans, Councilor Michael Hughes,

Council Present by Zoom: None

Council Absent: None

City Attorney: Jill Holinka

Staff Present: Marianne Gatchell, Stephanie Johnson, Beau Ziemer, Andy Gehrke

Staff Present by Zoom: None

Staff Absent: Melanie Cope

Public Present: Wayde James – New Plymouth, Ginny Barton – New Plymouth, Joe Levange – New Plymouth, Cora Kurth – New Plymouth, Dana Logan – Fruitland, Suzanna Culpepper – New Plymouth, Shelly Wilson – New Plymouth, Penny Kovick – New Plymouth, Greg Evans – New Plymouth, Chief Wyatt – New Plymouth

Presenters present via Zoom: Nick Huff, William F. Gigray III

Amendments to the Agenda: None

Declaration of Conflict of Interest: None

Declaration of Council Members' Discussion Outside an Open Meeting: None

Approval of City Council Minutes

Councilor Evans **MOVED TO APPROVE THE MINUTES FOR AUGUST 18, 2025, CITY COUNCIL MEETING.** Seconded by Councilor Davis. **Motion carried by voice vote.**

Claim Approvals

Councilor Evans **MOVED TO APPROVE THE CLAIMS FOR SEPTEMBER 02, 2025, IN THE AMOUNT OF \$48,537.85.** Seconded by Councilor Hughes. Roll call vote. Councilor Davis – AYE, Councilor Evans – AYE, COUNCILOR Hughes – AYE. **Motion carried 3-AYES, 0-NOES.**

Citizens' Comments:

Greg Evans – spoke to the council requesting in his humble opinion that everyone has a right to be heard and wished last meeting's comments went a little differently even if he doesn't always agree with everything that is being said and thanked the Council for its time.

Shelly Wilson – presented information regarding the Kovick Scarecrow Contest and that the funds raised will go to the VFW.

ELECTED OFFICIALS:

Mayor: Mayor Martinez discussed a few of the goals he has during his term as Mayor; including:

1. Getting the waterwheel set up,
2. Going through codes and ordinances and getting them updated as needed
3. Discuss the possibility of implementing Impact Fees

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Regular Meeting

City Council:

Councilor Davis apologized to the Mayor and Council and particularly Mrs. Barton for “losing his cool” at the previous meeting.

Councilor Hughes requested information from Superintendent of Public Works Beau Ziemer regarding arsenic levels in the water as well as what the purpose of the letters being sent out to homes regarding lead in the system. Per Mr. Ziemer arsenic is pretty much always in water but it is well below the limits of what would be considered unsafe for drinking water. In regard to the letter that goes out to homeowners it discusses the possibility that they may have lead piping in their house that could be contaminating their water and if indeed they do have lead pipes it is the homeowner’s responsibility to replace the pipes. But the pipes that the city uses are not lead based.

Announcements and Good of the Order: None

New Business:

Appointment of new City Councilor - Mayor Martinez recommended the appointment of Wayne James as the replacement for the position vacated by him when he became Mayor. Councilor Evans **MOVED TO APPROVE WAYDE JAMES AS A CITY COUNCILOR**. Seconded by Councilor Davis. **Motion carried by voice vote**. City Clerk Gatchell proceeded to swear in Councilor James and he took his seat on the Council.

Public Hearing

Councilor Davis **MOVED TO APPROVE OPENING THE PUBLIC HEARING FOR THE NEW PLYMOUTH FIRE DISTRICT IMPACT FEES**. Seconded by Councilor Hughes. **Motion carried by voice vote**.

Mayor Martinez called the Public Hearing regarding New Plymouth Fire Impact Fee to order at 6:23. William F. Gigray the attorney for New Plymouth Fire District gave a brief introduction of himself, Dana Logan the Secretary of the New Plymouth Fire District, Nick Huff of TischlerBise/Galena Associates and Fire Chief Wyatt and outlined the process of tonight’s hearings and the purpose of implementing the Fire District’s Impact Fees. Questions were asked by the Council and answered by Mr. Gigray and his associates.

City Attorney Holinka then interjected and stated that there had been scrivener’s error on the agenda and Mayor Martinez needed to have the agenda amended to open all four (4) Public Hearings congruently. Councilor Evans **MOVED TO AMEND THE AGENDA TO REFLECT THE NEED TO OPEN THE PUBLIC HEARINGS 2-4 CONGRUENTLY WITH PUBLIC HEARING #1**. Seconded by Councilor Hughes. Roll call vote. Councilor Davis – AYE, Councilor Evans – AYE, Councilor Hughes – AYE, Councilor James – AYE. **Motion carried 4 – AYES, 0 – NOES**.

Councilor Davis **MOVED TO OPEN ALL FOUR (4) PUBLIC HEARINGS CONGRUENTLY**. Seconded by Councilor Hughes. **Motion carried by voice vote**.

Mayor Martinez opened four (4) Public Hearings regarding Hearing 1: To consider the amendment to the City of New Plymouth Comprehensive Plan. Hearing 2: Consideration of adoption by City Council Resolution 2025-06 Approving the New Plymouth Fire Protection District Impact Fee Study and Capital Improvement Plan Final Report March 4, 2025. Hearing 3: Consideration of adoption by City Council of Findings of Fact Conclusion of Law and Decision-

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Regular Meeting

to amend the City's Comprehensive Plan. Hearing 4: Consideration of Adoption by City Council Ordinance #431 – New Title XIII (13) Municipal Code of the City of New Plymouth: The City of New Plymouth Development Impact Fee Ordinance at 7:05p.m.

William F. Gigray requested consent of Mayor Martinez that his introduction and opening statement made for Public Hearing 1 be included in the Public Hearings 2-4. Mr. Gigray then deferred to his fellow associates for further questioning. Nick Huff then shared a slideshow re: the New Plymouth Fire Protection District Impact Fee Results.

After all information was presented Mayor Martinez requested input from the Public. Councilor Hughes then **MOVED TO ADJOURN THE FOUR (4) PUBLIC HEARINGS**. Seconded by Councilor Davis. **Motion carried by voice vote.**

The Four (4) Public Hearings were adjourned at 7:27pm.

Consideration of adoption by City Council Resolution 2025-06. Councilor Evans **MOVED TO APPROVE RESOLUTION 2025-06 THE NEW PLYMOUTH FIRE PROTECTION DISTRICT IMPACT FEE STUDY AND CAPITAL IMPROVEMENT PLAN FINAL REPORT MARCH 4, 2025.** Seconded by Councilor Hughes. Roll call vote. Councilor Davis – AYE, Councilor Evans – AYE, Councilor Hughes – AYE, Councilor James – AYE. **Motion carried 4 – AYES, 0 – NOES.**

Consideration of adoption by City Council of Findings of Fact Conclusion of Law and Decision to amend the City's Comprehensive Plan. Councilor Hughes **MOVED TO APPROVE THE ADOPTION OF THE FINDINGS OF FACT CONCLUSION OF LAW AND DECISION TO AMEND THE CITY'S COMPREHENSIVE PLAN.** Seconded by Councilor Davis. Councilor Davis – AYE, Councilor Evans – AYE, Councilor Hughes – AYE, Councilor James – AYE. **Motion carried 4 – AYES, 0 – NOES.**

Consideration of adoption by City Council Resolution 2025-07. Councilor Evans **MOVED TO ADOPT RESOLUTION 2025-07 AMENDING THE CITY OF NEW PLYMOUTH IDAHO COMPREHENSIVE PLAN.** Seconded by Councilor Davis. Councilor Davis – AYE, Councilor Evans – AYE, Councilor Hughes – AYE, Councilor James – AYE. **Motion carried 4 – AYES, 0 – NOES.**

Consideration of Adoption by City Council Ordinance #431. Councilor Davis **MOVED TO DISPENSE WITH THE RULE REQUIRING ORDINANCES TO BE READ ON THREE SEPARATE DAYS AND ONE IN FULL AND THAT THE ORDINANCE BY READ BY TITLE ONLY.** Seconded by Councilor Evans. Councilor Davis – AYE, Councilor Evans – AYE, Councilor Hughes – AYE, Councilor James – AYE. **Motion carried 4 – AYES, 0 – NOES.**

City Attorney Jill Holinka read Ordinance #431.

Councilor Evans **MOVED TO APPROVE ORDINANCE #431 – NEW TITLE XIII (13) MUNICIPAL CODE OF THE CITY OF NEW PLYMOUTH: THE CITY OF NEW PLYMOUTH DEVELOPMENT IMPACT FEE ORDINANCE.** Seconded by Councilor Davis. Roll Call Vote. Councilor Davis – AYE, Councilor Evans – AYE, Councilor Hughes – AYE, Councilor James – AYE. **Motion carried 4 – AYES, 0 – NOES.**

Discussion

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City Clerk Gatchell gave an update on the Comprehensive Plan. The Final Draft of the plan will be available this week and can be reviewed by the Public on the City's website and here at City Hall. The Public is encouraged to provide input via email to the City Clerk. The Public Hearing for the approval of the Comprehensive Plan will be on October 27, 2025, for Planning and Zoning. Public Hearing for City Council will be on November 17, 2025.

DEPARTMENT ACTIVITY REPORTS:

City Clerk – No report

Library – No report

Payette County Sheriff Department – Report in packet

Public Works – No report

Treasurer – No report

Engineer – No report

ADJOURN

Councilor Hughes **MOVED TO ADJOURN**. Seconded by Councilor Davis. **Motion carried by voice vote.**

Meeting adjourned at 7:57 p.m.

Mayor Ron Martinez

Marianne Gatchell, City Clerk

CITY OF NEW PLYMOUTH
Claim Approval List
For the Accounting Period: 9 / 25

Claim	Vendor Name	Claim \$
14685	ADVANCED CONTROL SYSTEMS	\$ 1,417.50
14686	Benchmark Electric LLC	\$ 17,000.00
14687	CINTAS CORPORATION LOC.610	\$ 466.56
14688	CITY OF FRUITLAND	\$ 8,873.48
14689	FARMERS MUTUAL TELEPHONE CO	\$ 453.16
14690	FERGUSON WATERWORKS #1701	\$ 7,219.62
14691	GOSSE CONSTRUCTION	\$ 6,300.88
14692	HECO Engineers	\$ 7,520.05
14693	HECTOR CONSTRUCTION & PAVING LLC	\$ 1,600.00
14694	Holinka Law P.C.	\$ 5,380.00
14695	PAYETTE COUNTY PROSECUTOR	\$ 1,000.00
14697	IDAHO POWER COMPANY	\$ 4,102.32
14698	IDAHO PRESS-TRIBUNE	\$ 603.06
14699	LINDSAY ECO WATER	\$ 12.50
14700	PAYETTE VALLEY SUPPLY INC	\$ 2,035.96
14701	U.S. Bank Equipment Finance	\$ 307.26
14702	VALLI INFORMATION SYSTEMS BDS	\$ 601.64
14703	VERIZON	\$ 270.76
14704	ZIONS BANK	\$ 871.72
14705	INTERMOUNTAIN GAS COMPANY	\$ 66.95
14706	DIGLINE	\$ 21.45
14707	HARDIN SANITATION	\$ 191.88
14708	HECO Engineers	\$ 511.25
14709	HMH ENGINEERING	\$ 3,686.40
14710	NAPA AUTO PARTS	\$ 803.12
14713	INGRAM LIBRARY SERVICES	\$ 165.68
14714	IDAHO PRESS-TRIBUNE	\$ 174.60
14715	ANALYTICAL LABORATORIES INC	\$ 60.00
9/5/2025	PAYROLL	\$ 27,016.35
	TOTAL EXPENDITURES	\$ 98,734.15

Fund	Fund Description	Amount
1	GENERAL	\$41662.85
2	STREET	\$14619.90
3	LIBRARY	\$651.85
6	PARK AND RECREATION	\$524.82
24	IRRIGATION WATER	\$273.72
26	SEWER	\$1958.39
27	WATER	\$12026.27
	TOTAL FOR JUST PAYABLES	\$71717.80

Alison Parrott

Upload Student
213 N. Plymouth Ave.
New Plymouth, ID 83655
September 15, 2025



Mayor Ron Martinez

Members of the New Plymouth City Council

City of New Plymouth
215 N. Plymouth Ave.
New Plymouth, ID 83655

Dear Mayor Martinez and Council Members,

I am writing to respectfully request modifications to the lease agreement for Upload Student in order to renew for another 12 months.

During this past year, the lease totaled **\$13,800**, structured as \$1,500 per month for nine months and \$100 per month for the three summer months, plus 20% of the total utilities bill from both buildings. I greatly appreciate your approval of a reduced rate for the summer months when our building was unoccupied. Due to changes in enrollment, I would like to propose a revised lease amount of **\$10,050 annually**, structured as \$1,000 per month during the school year and \$350 per month during the summer months. I would continue paying 20% of the total utilities.

This adjustment reflects the reality that I currently have six full-time students, which is half the enrollment from last year. As Upload Student enters its second year in New Plymouth, I am still establishing awareness in the community, and I remain committed to growing this program in ways that will both support local families and enrich our city. I thoroughly enjoy being a new member of the New Plymouth Kiwanis Club because our missions are the same: helping kids.

In addition to serving my current students, I am actively researching the broader needs of New Plymouth. Two areas of need that have already become apparent are:

- **Pre-K support** for early learners
- **Transition assistance** for 8th grade students moving into high school, to help them succeed academically and socially

In response, I am considering the launch of a **Pre-K co-op on Mondays** and an **after-school tutoring support program for 8th graders**. I am also eager to hear your input or suggestions on how Upload Student can further benefit the community.

I value the opportunity to be part of New Plymouth and to contribute to its future. Thank you for your time and for considering this proposal. I look forward to continuing our partnership in serving families and strengthening our community.

Sincerely,

Alison Parrott
Upload Student



HOLINKA LAW, P.C.

P.O. Box 190164, Boise, ID 83719 ♦ (208) 572-3355 ♦ jsh@holinkalaw.com

MEMORANDUM

TO: New Plymouth P&Z Commission and City Council
FROM: Jill S. Holinka
CC: Andy Gehrke, P.E., City Engineer
Beau Ziemer, Public Works Superintendent
DATE: September 15, 2025
RE: Title XI – Zoning and Title XII – Subdivisions: Review and Recommendations for Updates

As previously requested, and in conjunction with the review submitted by Andy Gehrke, P.E., City Engineer, on December 12, 2024, the following is a list of items within the City's zoning (Title XI) and subdivision (Title XII) codes recommended for review. I have reviewed the City Engineer's recommendations and agree with his recommendations for possible updates to Titles XI and XII of the City Code. The list below consists of additional areas of the zoning and subdivision codes that may be appropriate for review and amendment, particularly considering the City's ongoing process to update its comprehensive plan. Both the updates below and those recommended by the City Engineer should be considered in conjunction with the City's review of its comprehensive plan, although amendments to the City Code need not wait until that process is completed. The recommendations below consider amendments to state law since the City Code was last amended, as well as areas where updated procedures or standards may be appropriate.

All updates to the zoning and subdivision codes will require notice and hearing pursuant to the procedures outlined in Idaho law and City Code. The City may consider these recommendations comprehensively in one ordinance or may consider them in a series of ordinances. For example, the City could consider all proposed zoning ordinance updates in one ordinance and all subdivision ordinance updates in a separate ordinance.

Title XI – Zoning

1. 11-1-3: PURPOSE: Add new subsections addressing school district participation and airports to correspond to additions to Idaho Code §67-6502.

2. 11-1-4: JURISDICTION: Update language to remove jurisdiction over area of impact, pursuant to the 2024 amendments to Idaho Code §67-6526.

3. 11-1-10: FAILURE TO ACT; 11-1-11: APPLICATION REQUIRED; 11-1-12: IDAHO CODE REQUIREMENTS: Consider moving these sections to chapter 3, with additional updates to more clearly delineate city requirements with respect to applications, hearing procedures, etc., and to ensure consistency between City Code and Idaho law. An example of a more complete administration section is Fruitland City Code 10-2-1 *et seq.*

4. 11-2-2: DEFINITIONS: In addition to the City Engineer's recommendations:

a. Amend the definition of "Commission" to reflect the "Planning and Zoning Commission," rather than the "Zoning Commission." Additionally, throughout both Title XI and XII, consistency in use of the term "Commission" should be used.

b. DWELLING UNIT: Remove the word "hotel" after the word "apartment" to eliminate confusion because there is no definition of "apartment hotel."

c. TOURIST COURT and TOURIST HOME: Consider deleting. If the intent is to address boarding houses, lodging houses or bed and breakfasts, consider modifying the definitions to so reflect.

d. Ensure that terms used in other areas of the code have defined meanings or are easily understood. For example, "nursery schools, day nurseries, and child care centers" are identified in various zones as conditional uses, but there are no definitions for these uses.

e. Depending on other changes approved by the City, consider adding definitions. For example, if the City adopts a planned unit development section of the zoning/subdivision codes, a definition of "planned unit development" should be added.

5. 11-3-1: ADMINISTRATOR: Consider adding/clarifying the duties of the administrator. An example is from the City of Fruitland (see section 10-2-2 of their city code).

6. 11-4-13: ANNEXATIONS: Consider removing the automatic zoning to Residence A upon annexation. Annexations are typically driven by developers who have a plan for a development that is submitted with the application for annexation (usually a request for zoning is also made at the time of application for annexation). It may be appropriate to consider revising this section to address these types of developer-driven annexations.

7. 11-4-16: CERTIFICATE OF COMPLIANCE: Consider adjusting who issues the certificate of compliance. Currently, the code calls for the commission to do this, but that may be

too cumbersome, particularly if many requests are received at once. It may be better to have the administrator perform this task.

8. 11-4-17(B): Delete this paragraph, as it is not consistent with Idaho law.
9. 11-4-18: CONDITIONAL USES: Delete this section because it is already addressed in chapter 16, title 11.
10. In each of the chapters addressing the individual zoning districts, consider updating the types of permitted and conditional uses allowed in each zone. For example, a “telephone exchange” is listed as a conditional use in the Residence A zone (11-5-1), but that is likely out of date. Similarly, in thinking about possible future uses, the City may want to consider uses like data centers, solar farms, or other tech-heavy uses that may not have been contemplated when these sections were last updated in the 1980s. Additionally, it may be appropriate to consider adding a table of uses, possibly in chapter 4, that clearly shows permitted and conditional uses in each zone. Some cities also have uses permitted by administrative certificate, which would be a third category to include in a table of uses.
11. 11-5-1: USE REGULATIONS: Golf courses are listed under both permitted and conditional uses, in slightly different ways. Consider clarifying whether golf courses are permitted or conditionally permitted.
12. In thinking about zones, the City may want to consider whether additional or updated zone designations are appropriate. For example, does the downtown core need its own overlay district that would impose certain design standards in that area? Are there other areas in the City where a mixed use zone (allowing for both commercial and residential uses) would be appropriate? Are there additional types of industrial zones that might be appropriate?
13. 11-13: SIGNS: Consider whether additional regulations should be placed on signs, either in specific zones or throughout the City (as an example, see Fruitland City Code 10-7D-1 *et seq.*).
14. 11-16-4: PUBLIC SITES AND OPEN SPACES: Consider moving this section to the subdivision title as either required or proposed uses.
15. In chapter 18, add the reconsideration procedure as set forth in Idaho Code §67-6535(2)(b).
16. Consider updating the variance procedures (see Payette City Code 17.78).

Title XII – Subdivisions

1. Consider adding a chapter/section on planned unit developments. This type of development allows for creativity in land uses, modifications of densities, etc. An example is Fruitland City Code 10-14.

2. Add a lot line adjustment/record of survey procedure, either within 12-1-2(B)(1) or elsewhere. An example of a procedure is in Fruitland City Code 10-9-11.

3. 12-2-1/2: DEFINITIONS: Renumber 12-2-1 and 12-2-2, as they both say definitions.

a. If a minor or short plat procedure is added, add definitions for “minor/short subdivision” and “minor/short plat.”

b. Consider whether a definition for “dead end street” is necessary.

c. Consider adding a definition for “traffic impact study,” if this is something the city believes is necessary for subdivisions over a certain size or in certain areas. An example is in Fruitland City Code 10-15A-4 (definitions) and 10-15C-2-6 (traffic impact study thresholds).

4. 12-3-2: PRE-APPLICATION SUBMISSION OF PLANS: Consider updating this procedure (see Payette City Code 16.20.005).

5. Throughout the title, ensure that “Commission” is consistently used.

6. 12-3-3: PRELIMINARY PLAT: Consider revising the approval procedures. For example, 12-3-3(G) requires approval of the “full council.” This can pose a problem if members of the council are absent at the time the application is considered. State law does not impose this requirement.

7. 12-3-6(A): FILING FEES AND COSTS: Consider adding legal fees and expenses into the costs that developers may have to pay for. This can be particularly helpful in large scale developments that involve multiple applications and/or development agreements.

8. 12-5-1(C): FILING OF PLANS AND SURETY: Consider whether financial guarantees are appropriate for certain types of developments or those meeting a certain threshold to ensure that required water/sewer/street improvements are covered.

9. 12-6-1: VARIANCES AND APPEALS: Consider revising these procedures to be consistent with those in the zoning code. For example, Payette provides for variances in the zoning code and refers back to them in the subdivision code (see Payette City Code 17.78 and 16.32).

these updates should include a reference to the reconsideration procedure provided for by Idaho Code §67-6535(2)(b).

10. Consider adding a “violation and penalty” chapter or update 12-1-3 (see Payette City Code 16.40).

To: New Plymouth P&Z and City Council
From: Andy Gehrke, PE, City Engineer
Cc: Beau Ziemer, Public Works Superintendent

Date: December 12, 2024

Subject: Title XI – Zoning and Title XII – Subdivisions
Code Items for Review

Dear City Council and P&Z Commission:

As requested, following is a list of New Plymouth City Code items for City review in Title XI – Zoning and Title XII – Subdivisions. These items are recommended for review as the City considers updates to City Code.

Title XI – Zoning

1. 11-2-2: MEANING OF TERMS OR WORDS:
 - a. DWELLING (all definitions including the word DWELLING) – Review these definitions. Does the City want to add DWELLING, SINGLE-FAMILY ATTACHED: A dwelling consisting of two (2) or more dwelling units attached to one another by common walls with each dwelling unit being on a separate lot, commonly referred to as townhouses and/or townhomes? Common walls are not currently allowed in Zones B or C due to the side yard requirements. If these are desired, how will they be regulated?
 - b. LOT – Review this definition. The “one main building or use” language has been interpreted in various ways.
 - c. OPEN SPACE – Consider adding definition(s) for Open Space. Consider “usable” space and the City’s goals for this since not all open space is “usable.”
2. 11-4-7: ONE BUILDING PER LOT – Is this what the City wants?
3. 11-5-3(C): The “average depth” language for rear yard setback is not consistent with the other zones. Is there a reason to use “average depth” for Zone A? Calculating the average depth may be subjective.
4. 11-6-3(D): Correct “three thousand seven hundred fifty feet (3,750’)” to “three thousand seven hundred fifty (3,750) square feet”.
5. 11-6-3(E): For Accessory Buildings in Zone B, should corner lots have different encroachment limits, similar to Zone A (11-5-3(E))? What about Zone C?
6. Chapter 10 – Mobile Home Zone “T”: 11-10-2 repeats definitions that are in 11-2-2.
7. Chapter 16 – Are updates needed for requirements regarding parks or open spaces?
8. Chapter 22 – Development Agreements: In 11-22-1, the purpose of development agreements appears to be linked to rezones. Are updates needed to allow development agreements when a rezone is not involved? Does the City want development agreements when a rezone is not necessary?
9. Common Lot strips (narrow common lots owned by the HOA) adjacent to side yards on corner lots. These are often proposed in subdivisions to avoid the 25-foot exterior side yard setback. Should a minimum common lot strip width of 17-feet be set to ensure a minimum of 25-feet

setback (8' interior side yard minimum + 17' common lot minimum = 25') from the street right-of-way at corner lots? In this case, define the corner lot exterior side yard setback distance from the street right-of-way line.

Title XII – Subdivisions

1. 12-1-3: Jurisdiction – Review and update, as necessary.
2. 12-2-1: Definitions – Review and update definitions, as necessary.
 - a. Add Administrator (or City Administrator) definition.
 - b. Add Open Space definition.
 - c. Add Reserve Strip definition (see 12-4-1(F))
 - d. Does the City want to consider adding a Minor Subdivision definition?
3. 12-3-3(E) – Review and update the Review Agencies list for Preliminary Plat. The current language requires the “owner” to send the preliminary plat to the review agencies. This is commonly done by the zoning Administrator in some cities. The City may want to consider listing these in more general terms, giving the zoning Administrator some flexibility in selecting the agencies deemed necessary or appropriate. For example, another city uses the following language:
 - a. The zoning administrator shall refer the preliminary plat and application to as many governmental agencies as deemed necessary and shall provide that any transmittal will be returned within fifteen (15) days. Such agencies may include the following:
 - i. Other governing bodies having joint jurisdiction;
 - ii. The appropriate utility companies, irrigation companies or districts and drainage districts;
 - iii. The superintendent of the school district; and
 - iv. Other agencies having an interest in the proposed subdivision.
4. 12-3-4(A)2 – Does the City want to update the Final Plat filing procedure to have the Final Plat be submitted to the City through the Administrator and then sent to the Council after City review? Currently, the Final Plat is required to go through the P&Z Commission before it goes to Council. This adds time and cost, and the majority of final plats have no significant changes from the approved preliminary plat. Review 12-3-4(E) and (F). In (F), it appears the Commission can recommend changes from the preliminary plat as part of the Commission action in (E). Does the City want to update the Final Plat procedure?
5. 12-3-4(D) – Review the language regarding Review by Agencies for Final Plat. Does the final plat need to go to agencies since they already have input on the preliminary plat? The current language states the City Engineer “may transmit” the final plat to the review agencies and references the Preliminary Plat agency list. This is commonly done by the zoning Administrator in some cities. The City may want to consider listing these in more general terms, giving the zoning Administrator some flexibility in selecting the agencies deemed necessary or appropriate.
6. Review and update duties of Administrator and City Engineer list in various locations:
 - a. 12-3-1(A)4 – Application forms – obtained from Administrator
 - b. 12-3-3(A) – Preliminary Plat Application – file with the Administrator
 - c. 12-3-3(B) – Proof of ownership – other evidence as acceptable by the Administrator (or City)
 - d. 12-3-4(A) – Final Plat – file with the Administrator
 - e. 12-3-4(C) – Certification by the Administrator
 - f. 12-3-4(D) – Administrator may transmit the Final Plat for review by Agencies

- g. 12-6-1(A) – Variance requests to Administrator, with Administrator coordinating with Commission
- 7. 12-3-5(C)2: Contents of Final Plats:
 - a. In (a), delete “approved by City Engineer” since primary control points are not reviewed by the City Engineer, but are more in the review jurisdiction of the County Surveyor.
 - b. In (p), delete “State law, title 50 and with” since title 50 is in the review jurisdiction of the County Surveyor. The City Engineer reviews and certifies the final plat is in accordance with the City of New Plymouth Subdivision ordinance relating to subdivision plats.
- 8. 12-3-6: Filing Fees and Costs: Review and update this section as needed. It is recommended to address specifics in the City’s official fee schedule. In (C), the construction cost information is not generally available to the City, so this could be a challenge. Also, there can be a wide range of complexity across various subdivisions, so having a not to exceed limit may be a problem for the City.
- 9. Chapter 4, Design Standards – The “Street Standards” chapter of the City’s Master Transportation Plan addresses many of the design standards listed in Chapter 4, plus others. However, there are conflicts between the two. The “Street Standards” are considered part of the City’s Standard Specifications adopted by the Council. One conflict example is maximum cul-de-sac length, with 12-4-4(A)7 listing 400 feet and Street Standards 4.3 listing 600 feet. These should be updated to remove conflicts.
- 10. 12-4-1(F) – Does this language need to be updated? Is the intention to have the City control common lot strips along streets that also control access? These are usually landscaped and owned/maintained by the HOA.
- 11. 12-4-3: Lot Requirements – Items (F) and (G) should be deleted since these are addressed in Title XI – Zoning with specific requirements for each zone.
- 12. 12-4-5: Easements: Does this need to be expanded to any other easement requirements? Utility, irrigation, and drainage easements?
- 13. 12-5-1(B) – In the final sentence, delete “under the supervision of” and consider replacing this with “reviewed by”. Neither the City Engineer nor New Plymouth Public Works supervises construction. There is typically periodic construction observation by the City, but this is not supervision, which opens the City to potential liability concerns if the City is responsible for supervising construction. In the final plat approval recommendation, we typically include the statement: “At the completion of construction, the project engineer shall submit a certification to the City that the improvements have been constructed in accordance with the approved plans and specifications.” This refers to the Subdivider’s engineer.
- 14. 12-5-1(C) – Filing of plans and surety should be with the Administrator to be consistent and to route submittals through one person (office). Do the references to Public Works Department and City Clerk need to be updated? A surety (bond or other guaranty acceptable to the Council to provide security to the City) is rarely used. Most subdividers build the required improvements prior to City acceptance and signing/recording of the final plat. Review the language of this section and update as needed. If there is a security, it is recommended that this not be a bond, or that a bond is only allowed at the City’s discretion.
- 15. 12-5-2(F): Parks, Schools: This is listed under 12-5-2: Required Public Improvements, but the language suggests these are proposed by the subdivider. Are any updates needed here?

Armoral Tuttle Library Report

August 2025

The Library Board voted to be transparent with the Revenue and Expense percentages. These percentages reflect the revenue generated and the expenses paid out from the prior month's financials.

FY2025 July Financials- Revenues are at 132% and Expenses are at 68 %

Please feel free to attend our Library Board Meetings, held on the first Thursday of each month (excluding July and December). These meetings are conducted in accordance with Idaho's Open Meeting Laws. The Library's governing board is responsible for making all decisions regarding library operations. Agendas and meeting minutes are available on our website at www.newplymouth.lili.org.

August is typically a quieter month due to the Fair, summer vacations, and back-to-school activities. However, we are proud to report that more patrons visited the library during a three-week span this August, than in previous years. It is clear our community is recognizing the value of our small rural library. We are happy to report that the Friend of the Library had a very successful fun evening passing out over 500 books during the parade.

Melanie recently traveled to Council, Idaho to attend the Valley Mountain Library Consortium (VMLC) meeting. At the event, we received valuable training from the Idaho Commission for Libraries (ICFL) on collection development and material weeding. We have access to a portal that helps us identify which materials should be added to our collection and which items have low circulation and may need to be removed. Attendees also shared ideas for Summer 2026 reading programs and celebrated recent successes. Be on the lookout for exciting new Tween/Teen programming—we're working hard to keep younger readers engaged, even if it's with *Diary of a Wimpy Kid* or *Mario Brothers*-themed activities!

Melanie submitted applications for the Idaho Community Foundation Grant and the Whittenberger Grant on August 14. We expect to hear the results later this fall.

We also partnered with Alison Parrott-UPLOAD Student for a read-aloud session and fun activities on Friday, August 15. Fifteen children participated. Alison earned credit for her book-sharing program, and we welcomed sharing what our library offered.

Leisa is currently organizing Story Time dates and activities for the 2025–2026 school year.

We're excited to announce that the Idaho Commission for Libraries has reinstated the Let's Talk About It (LTAI) book club series. Our library was approved for the Tough Paradise theme, and we will share the schedule, book list, and details as soon as they become available.

Upcoming Event:

- Story Time begins September 15, 2025, at 10:00am
- Friends of the Library meeting- September 25th at 5:30pm

Armoral Tuttle Public Library Report

	July	August
Items added (physical)	49	0
Items Withdrawn	1	0
Accounts		
New Cards - Res	5	0
New Cards - Non Res	7	4
Patrons	542	278
Curbside patrons	0	0
Libby/Overdrive patrons	42	42
Computer	24	22
Reference	52	46
Story Time	0	0
Summer Reading Attendance	143	0
Children and Teen Events	2	1
Children (0-11) Attendance	123	15
YA (12-18) Attendance	20	0
Family Event	0	0
Family Attendance	0	0
Adult Event	0	0
Adult Attendance	0	0
Volunteer Hours	3	0
Board Member Hours	0	10
Material Donations	6	22
Materials Checked Out		
Adult Fiction	117	77
Adult Non-fiction	25	20
Board Books	30	27
DVD	23	29
DVD Juvenile	24	20
Games	0	0
Juvenile Fiction	218	89
Juvenile Non-fiction	23	20
Kits	3	1
Picture Book	157	92
Reader	104	53
Reader Non-Fiction	3	7
Teen	71	43
Graphic Novels	0	42
Libby by Overdrive Ebooks/Audiobooks	343	278
Libby by Overdrive Magazines	57	38
TOTAL	1198	836

City of New Plymouth

Monthly Financial Report

AUGUST 2025

OUR CASH...		
Account Balances		
1-GENERAL FUND		
Cash	\$	411,595.51
Investments	\$	301,397.08
2-STREET FUND		
Cash	\$	92,835.18
Investments	\$	232,923.50
3-LIBRARY FUND		
Cash	\$	110,789.92
Investments	\$	50,774.83
6-PARK & RECREATION FUND		
Cash	\$	70,660.05
Investments	\$	116,981.23
24-IRRIGATION WATER		
Cash	\$	7,896.56
Investments	\$	5,993.32
26- SEWER		
Cash	\$	187,006.04
Investments	\$	69,735.40
27-WATER FUND		
Cash	\$	31,645.70
Investments	\$	777,938.92
30- SANITATION		
Cash	\$	182,012.71
Investments	\$	9,611.62

BUDGET VS. ACTUAL YEAR TO DATE				
GENERAL FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	577,082.00		
Revenues to date	\$	561,223.54	97%	
Expenitures to date	\$	317,954.66	55%	
STREET FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	1,368,858.00		
Revenues to date	\$	423,984.61	31%	
Expenitures to date	\$	387,338.28	28%	
LIBRARY FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	72,498.00		
Revenues to date	\$	95,339.66	132%	
Expenitures to date	\$	49,388.36	68%	
PARK & RECREATION FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	95,608.00		
Revenues to date	\$	105,245.97	110%	
Expenitures to date	\$	84,995.05	89%	
IRRIGATION FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	20,500.00		
Revenues to date	\$	18,001.92	88%	
Expenitures to date	\$	15,440.42	75%	
SEWER FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	973,759.00		
Revenues to date	\$	368,404.63	38%	
Expenitures to date	\$	344,309.84	35%	
WATER FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	1,517,500.00		
Revenues to date	\$	535,704.31	35%	
Expenitures to date	\$	719,497.61	47%	
SANITATION FUND REVENUES AND EXPENDITURES				
Fiscal Year 2024-25 Budget	\$	122,000.00		
Revenues to date	\$	113,056.83	93%	
Expenitures to date	\$	88,583.90	73%	