The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 13th day of August, 2026.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

At the recommendation of the Development Services Department, the Board hereby resolves to issue a refund of $425.00 to Jill Helpenstell; Case No. AD2026-0138. Supporting documentation from the Development Services Department is attached.

X Motion Carried Unanimously
____ Motion Carried/Split Vote Below
____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
Commissioner Leslie Van Beek	✓		
Commissioner Brad Holton	X		
Commissioner Zach Brooks	X		

Attest: JESS URRESTI, CLERK

Deputy Clerk

Date: 8/13/26

Resolution No. 26-152

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT
111 North 11th Avenue Ste. 310 • Caldwell, Idaho • 83605 • (208) 402-4162

INTERDEPARTMENT MEMORANDUM

FOR YOUR: ☐Review ☒Action ☐Information

DATE: August 6, 2026

TO: Board of County Commissioners

FROM: Jennifer Almeida, Office Manager

SUBJECT: Refund request – Jill Helpenstell – Ardurra – AD2026-0138

DIRECTOR SIGNATURE: Joshua Johnson

Background:
The applicant applied for a property boundary adjustment on 7/23/26 and paid fees in the amount of $425.00 for that application.

Work Completed:
The initial intake for the application was completed, and the case was assigned to a planner for review. After evaluating the request, the planner determined that a Property Boundary Adjustment could not be processed due to the parcel history. The applicant chose to proceed with the Administrative Land Division, which was submitted concurrently, and withdrew the Property Boundary Adjustment application.

The application was accepted under the current fee schedule, and the refund request was submitted within seven days of the application's acceptance. Staff recommends refunding the fees paid for the Property Boundary Adjustment. All work completed to date would have been required for the Administrative Land Division, so no portion of those costs was deducted from the recommended refund.

Recommendation:
A refund of $425.00 is recommended.

Dan Lister

From: Dan Lister
Sent: Monday, August 3, 2026 1:14 PM
To: Michael Reymann
Subject: RE: [External] RE: Case #AD2026-0137 & 0138 - Land Division/Property Boundary Adjustment
Attachments: DD_Private Road_Packet.pdf

Michael,

Thank you for the update. I'll get AD2026-0138 withdrawn and refunded. Please revise AD2026-0137 to include the division of Lot 5 and the division of Lot 6 (total of four parcels) and show the 60' wide easement that will provide shared access. You should also submit the private road name application w/application fee (attached).

Sincerely,

Dan Lister, Principal Planner
DSD Office: (208) 454-7458 - Direct Line: (208) 455-5959
Daniel.Lister@canyoncounty.id.gov

Development Services Department (DSD)
Public office hours
Monday, Tuesday, Thursday, and Friday
8 am – 5 pm
Wednesday
1 pm – 5 pm
****We will not be closed during lunch hour ****

PUBLIC RECORD NOTICE: All communications transmitted within the Canyon County email system may be a public record and may be subject to disclosure under the Idaho Public Records Act and, as such, may be copied and reproduced by members of the public.

From: Michael Reymann <MReymann@ardurra.com>
Sent: Thursday, July 30, 2026 10:00 AM
To: Dan Lister <Dan.Lister@canyoncounty.id.gov>
Subject: RE: [External] RE: Case #AD2026-0137 & 0138 - Land Division/Property Boundary Adjustment

Hi Dan,

The property owners are wanting to proceed with the Lot Split (rather than pursue the third parcel option).

We would like to retract the PBA Application and revise the Lot Split Application to be for the 4 lots.

Thank you,

• Request made within 7 biz days

ARDURRA

Mike Reymann, PLS (ID, WA)
Project Surveyor
O: 208.323.2288 | M: 925.381.8864
mreymann@ardurra.com | www.ardurra.com

From: Dan Lister <Dan.Lister@canyoncounty.id.gov>
Sent: Wednesday, July 29, 2026 11:18 AM
To: Michael Reymann <MReymann@ardurra.com>
Subject: RE: [External] RE: Case #AD2026-0137 & 0138 - Land Division/Property Boundary Adjustment

Micheal,

Based on our discussion and your email, we agree that the CUP from 1987 has expired.

Case AD2026-0137, the division of Lot 5 (Parcel R24130), is still valid (subject to easement/private road compliance). However, the property boundary adjustment (AD2026-0138) cannot be processed and would require you to withdraw the application. Instead, you would need to submit for a land division of Lot 6 (Parcels R24132, R24131, & R24131010). One division can be completed easily via 07-18-07 and combined into AD2026-0137 by amending the application. However, to get two divisions (resulting in three parcels), another land division application is required and must include one of the following options:

1. Non-viable administrative land division (07-18-09): The request must meet land division requirements, plus provide evidence for the following: The parcel, in whole or in part, shall consist of land with site constraints and/or resource issues, such as lack of water, suitable soils, topography, land compatibility, lot size or configuration, that makes productive agricultural use extremely difficult, and the division shall not create a negative impact to surrounding agricultural uses. The director may include conditions of approval to mitigate potential negative impacts. *See attached application and code reference. Fee: $875*
2. Building Permit Relocation (07-18-11) allows an available building permit to be transferred to a contiguous property if it promotes better agricultural preservation or better clusters residential development. Parcel R29314 has a permit available. Parcel R24130 has a permit available, but it would stop the proposed division: AD2026-0137. *See attached application and code reference. Fee: $875*

Sincerely,

Dan Lister, Principal Planner
DSD Office: (208) 454-7458 - Direct Line: (208) 455-5959
Daniel.Lister@canyoncounty.id.gov

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From: Michael Reymann <MReymann@ardurra.com>
Sent: Wednesday, July 29, 2026 10:35 AM
To: Dan Lister <Dan.Lister@canyoncounty.id.gov>
Subject: [External] RE: Case #AD2026-0137 & 0138 - Land Division/Property Boundary Adjustment

Hi Dan,

The property owners may still be interested in keeping the third parcel. During our call yesterday, you mentioned having one of the parcels become a non-viable parcel and the purchase of a building permit from an adjoining property.

Would you be able to send me an email explaining the process(es) for this scenario? The owners are trying to get a better idea of what that that would look like.

Thank you,

ARDURRA

Mike Reymann, PLS (ID, WA)
Project Surveyor
O: 208.323.2288 | M: 925.381.8864
mreymann@ardurra.com | www.ardurra.com

From: Dan Lister <Dan.Lister@canyoncounty.id.gov>
Sent: Monday, July 27, 2026 4:52 PM
To: Michael Reymann <MReymann@ardurra.com>
Subject: Case #AD2026-0137 & 0138 - Land Division/Property Boundary Adjustment

Michael,

I've been assigned as project planner for case #AD2026-0137 & 0138, a property boundary adjustment and land division affecting parcels R24130, R24131, R24131010 and R24132. After my initial review, I have the following questions:

1. Back in 1987, a conditional use permit was approved dividing two lots (lots 5 & 6 of Lynacrest Estates) into a total of five parcels (CU2002-491, attached). This was approved subject to extension of the public road (Nez Perce Road), a condition that any swimming pools have fencing to reduce safety hazards and public nuisances, and that a small portion of the 56' wide public right of way (east-west segment) be vacated. This has not been completed. If the conditional use permit from 1987 has not been met, then it has expired (CCCO 07-07-21 &23). If expired, then there are only two original parcels (Lots 5 & 6 of Lynacrest Estates), one division each (4 parcels total) unless you qualify for a non-viable division to get the extra parcel. If expire, the land division application is good for R24130, but a land division application would be required for Lot 6 (Parcels R24131, R24131010 and R24132). A property boundary adjustment would not be required since Parcels R24131, R24131010 and R24132 since they were not created per code.

2. If the conditional use permit is expired and you plan to serve the parcels via shared access easement, then the easement must be 60' wide or no less than 28' wide subject to an easement reduction approval (CCCO 07-10-03(3)C). *See attached application.* It also needs a private road application (See attached).
3. The proposal shows an accessory structure on a separate parcel away from the main structure on parcel R24132. County Code does not allow accessory structures without a primary use. Therefore, the structure either needs to meet agricultural building requirements (CCCO 06-01-07), or it needs to be removed.

I cannot proceed until the items above are addressed and applications are updated accordingly. Contact me if you have any questions.

Sincerely,

Dan Lister, Principal Planner
DSD Office: (208) 454-7458 - Direct Line: (208) 455-5959
Daniel.Lister@canyoncounty.id.gov

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Canyon County Development Services
- 015

Date: 8/6/2026

CHECK SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	$500.00
Plan Review Fees	001-322208	$80.00
	Total Check Sales:	**$580.00**

CREDIT CARD SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	$75.00
Administrative Decisions - other than splits	001-322203	$1,725.00
Parcel Inquiry	001-322205	$50.00
Plan Review Fees	001-322208	$180.00
Zoning Compliance	001-341608	$100.00
	Total Credit Card Sales:	**$2,130.00**

line item to deduct from

Grand Total: **$2,710.00**

If there are any adjustments shown in the list below they have already been subtracted from the totals above.

Canyon County Development Services
111 N. 11th Ave. Room 310, Caldwell, ID 83605
(208) 454-7458

Building Divsn Email: buildinginfo@canyoncounty.id.gov **Planning Divsn Email:** zoninginfo@canyoncounty.id.gov

Receipt Number: 88976 Date: 8/6/2026

Date Created: 7/23/2026 **Receipt Type:** Normal Receipt **Status:** Active

Customer's Name: Jill Helpenstell

Comments: Prop. Boundary Adjustment (AD2026-0138) and Admin. Land Division (AD2026-0137)

Site Address: 0 S NEZ PERCE ST, Nampa ID / Parcel Number: 24130000 0

COPY

CHARGES

Item Being Paid For:	Application Number:	Amount Paid:	Prevs Pymnts:	Unpaid Amnt:
Planning - Type B - Administrative Level Applications	AD2026-0137	$775.00	$0.00	$0.00
Planning - Notification - Administrative Level Cases	AD2026-0137	$100.00	$0.00	$0.00
Planning - Type A - Administrative Level Applications	AD2026-0138 PBA	$425.00	$0.00	$0.00

Sub Total:	$1,300.00
Sales Tax:	$0.00
Total Charges:	$1,300.00

PAYMENTS

Type of Payment:	Check/Ref Number:	Amount:
Credit Card	201690414	$1,300.00

Total Payments:	$1,300.00

ADJUSTMENTS

Receipt Balance:	$0.00

Issued By: pdilbeck

Canyon County Development Services

- 015

Dep. Date: 8/6/2026
Receipts Of: 7/23/2026

Building Permits - 001-322201

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
88975	Mark Smith	$0.00	$500.00	$500.00	$0.00	$0.00	$500.00
88972	Lane McKinney	$0.00	$0.00	$0.00	$75.00	$0.00	$75.00
	Building Permits Totals:	**$0.00**	**$500.00**	**$500.00**	**$75.00**	**$0.00**	**$575.00**

Administrative Decisions - other than splits - 001-322203

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
88976	Jill Helpenstell	$0.00	$0.00	$0.00	$1,300.00	$0.00	$1,300.00
88974	Lexi Duhrkoop for Lorelle Newland	$0.00	$0.00	$0.00	$425.00	$0.00	$425.00
	Administrative Decisions - other than splits Totals:	**$0.00**	**$0.00**	**$0.00**	**$1,725.00**	**$0.00**	**$1,725.00**

Parcel Inquiry - 001-322205

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
88971	Michael Fuller	$0.00	$0.00	$0.00	$50.00	$0.00	$50.00
	Parcel Inquiry Totals:	**$0.00**	**$0.00**	**$0.00**	**$50.00**	**$0.00**	**$50.00**

Plan Review Fees - 001-322208

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
88975	Mark Smith	$0.00	$80.00	$80.00	$0.00	$0.00	$80.00
88973	David Minert	$0.00	$0.00	$0.00	$180.00	$0.00	$180.00
	Plan Review Fees Totals:	**$0.00**	**$80.00**	**$80.00**	**$180.00**	**$0.00**	**$260.00**

Zoning Compliance - 001-341608

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
88973	David Minert	$0.00	$0.00	$0.00	$100.00	$0.00	$100.00
	Zoning Compliance Totals:	**$0.00**	**$0.00**	**$0.00**	**$100.00**	**$0.00**	**$100.00**

Grand Totals:	**$0.00**	**$580.00**	**$580.00**	**$2,130.00**	**$0.00**	**$2,710.00**

If there are any adjustments shown in the list below they have already been subtracted from the totals above.