

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 \$ 600.00 to Kalee Wilkinson, LLC; Case No. AD2024-0089. 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	<u>X</u>	_____	_____
 _____ Commissioner Brad Holton	<u>X</u>	_____	_____
 _____ Commissioner Zach Brooks	<u>X</u>	_____	_____

Attest: JESS URRESTI, CLERK



Deputy Clerk

Date: 8/13/26

Resolution No. 26- 153



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 – Kalee Wilkinson – Case No. AD2024-0089

DIRECTOR SIGNATURE: 

Background:

The applicant applied for a home business on 9/3/2024 and paid \$600.00 in fees.

Work Completed:

Initial intake for the application was completed, and the case was assigned to a planner. Notifications were sent to the relevant agencies and property owners on October 29, 2024. In July 2026, the case was reassigned to a new planner. During that review, it was determined that the requested use could be processed as a home occupation, which does not require a Director's Decision. The planner provided the applicant with the applicable home occupation criteria, and the applicant subsequently withdrew application AD2024-0089.

The application was not accepted under the current fee schedule. Because the proposed use ultimately qualified as a home occupation, staff recommends issuing a full refund.

Recommendation:

A refund of \$600.00 is recommended.

Jennifer Almeida

From: Emily Bunn
Sent: Wednesday, July 29, 2026 4:03 PM
To: Jennifer Almeida
Subject: RE: [External] Re: Home Occupation Letter

Hello,

Kalee Wilkinson has withdrawn her case for a home business (AD2024-0089) and requested a refund. She is wondering how much she will get back, so could you please touch base with her?

I only recently got assigned the case, so I am not sure how much time Michelle worked on it. Once I got assigned the case, I was able to determine a home occupation could be done instead of a home business, so I just worked with her on getting the information on the business and then sent a letter outlining that she met home occupation criteria so a home business decision would not be needed.

Sincerely,



Emily Bunn,
Principal Planner
Canyon County Development Services Department
111 N. 11th Ave., #310, Caldwell, ID 83605
Direct Line: (208) 454-6632
Email: emily.bunn@canyoncounty.id.gov
Website: www.canyoncounty.id.gov

Development Services Department (DSD)
Monday, Tuesday, Thursday and Friday
8am – 5pm
Wednesday
1pm – 5pm

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: Kalee Wilkinson <kwilkinson1354@gmail.com>
Sent: Wednesday, July 29, 2026 2:41 PM
To: Emily Bunn <Emily.Bunn@canyoncounty.id.gov>
Subject: Re: [External] Re: Home Occupation Letter

Hi,

Well then yes I'd like to withdraw my application for home business and request a refund. How much was decided I'd get back? With all the trouble I've had, I'd like to know what the amount is.
Kalee

On Wed, Jul 29, 2026 at 1:32 PM Emily Bunn <Emily.Bunn@canyoncounty.id.gov> wrote:

Hello,

Yes, you can wait, but the home occupation has already been approved via the letter I sent you last week due to compiling requirements, so the home business application is no longer needed.

Obviously, the commercial building permit still needs to be done to legalize the structure as the letter outlined, but the wild game processing home occupation use has been approved on the planning and zoning side.

Sincerely,



Emily Bunn,

Principal Planner

Canyon County Development Services Department

111 N. 11th Ave., #310, Caldwell, ID 83605

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From: Kalee Wilkinson <kwilkinson1354@gmail.com>

Sent: Wednesday, July 29, 2026 1:27 PM

To: Emily Bunn <Emily.Bunn@canyoncounty.id.gov>
Subject: [External] Re: Home Occupation Letter

Hello, can I hold off until we figure out what's going on? We are running into issues with the commercial stuff.

Thank You
Kalee W.

On Wed, Jul 29, 2026, 1:17 PM Emily Bunn <Emily.Bunn@canyoncounty.id.gov> wrote:

Hello,

I am just following up to see if you wanted to withdraw your home business case so we can your refund request processed?

Sincerely,



Emily Bunn,

Principal Planner

Canyon County Development Services Department

111 N. 11th Ave., #310, Caldwell, ID 83605

Direct Line: (208) 454-6632

Email: emily.bunn@canyoncounty.id.gov

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From: Emily Bunn

Sent: Thursday, July 23, 2026 4:49 PM

To: kwilkinson1354@gmail.com

Cc: Lucy Ostyn <lucy.ostyn@canyoncounty.id.gov>; Tom Crosby <Tom.Crosby@canyoncounty.id.gov>

Subject: Home Occupation Letter

Hello,

Attached is the letter outlining your use meets the home occupation criteria and it does not require any additional planning and zoning permits at this time. As we discussed today, a commercial building permit will be required for the structure, which is outlined in the letter.

I talked to my supervisor about the refund and he thinks our office can give a partial refund but we will likely have to keep some of the fees for the intake time, etc. If you could please respond back to this email letting me know you are withdrawing AD2024-0089 (home business case) and request a refund, then I will forward that over to our office manager so she can your request processed (her email is Jennifer.Almeida@canyoncounty.id.gov in case you wanted to contact her directly at any point). For your information, refund recommendations come from our office, but the Board of Canyon County Commissioners make the final decision on refunds.

Sincerely,



Emily Bunn,

Principal Planner

Canyon County Development Services Department

111 N. 11th Ave., #310, Caldwell, ID 83605

Direct Line: (208) 454-6632

Email: emily.bunn@canyoncounty.id.gov

Website: www.canyoncounty.id.gov

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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: 83479

Date: 7/30/2026

Date Created: 9/3/2024

Receipt Type: Normal Receipt

Status: Active

Customer's Name: Kalee Wilkinson for Joyous Young

Comments: AD2024-0089 Home Business

Site Address: 7676 S HAPPY VALLEY RD, Kuna ID 83634 / Parcel Number: 29047000 0

CHARGES

<u>Item Being Paid For:</u>	<u>Application Number:</u>	<u>Amount Paid:</u>	<u>Prevs Pymnts:</u>	<u>Unpaid Amnt:</u>
Planning - Director's Decision with Notification to Property Owners - All Others	AD2024-0089	\$600.00	\$0.00	\$0.00

Sub Total: \$600.00

Sales Tax: \$0.00

Total Charges: \$600.00

PAYMENTS

<u>Type of Payment:</u>	<u>Check/Ref Number:</u>	<u>Amount:</u>
Credit Card	162084242	\$600.00

Total Payments: \$600.00

ADJUSTMENTS

Receipt Balance: \$0.00

Canyon County Development Services
- 015

Date: 7/30/2026

CHECK SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	\$1,730.50
Plan Review Fees	001-322208	\$276.88
Fire District Impact Fee	620-354100	\$560.00
Total Check Sales:		\$2,567.38

CREDIT CARD SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001 322201	\$688.00
Administrative Decisions - other than splits	001-322203	\$600.00
Plan Review Fees	001-322208	\$274.08
Zoning Compliance	001-341608	\$160.00
Zoning Ord Amendment - Rezone	001 341613	\$1,400.00
Total Credit Card Sales:		\$3,122.08

ON LINE SALES

ACCOUNT NAME	G/L #	TOTALS
Zoning Compliance	001-341608	\$80.00
Total On Line Sales:		\$80.00

Grand Total: \$5,769.46

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

Canyon County Development Services

- 015

Dep. Date: 7/30/2026
Receipts Of: 9/3/2024

Building Permits - 001-322201

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
83483	Bachman Custom Homes	\$0.00	\$1,170.50	\$1,170.50	\$0.00	\$0.00	\$1,170.50
83486	CoverTech	\$0.00	\$0.00	\$0.00	\$306.00	\$0.00	\$306.00
83480	Megan Hill	\$0.00	\$0.00	\$0.00	\$282.00	\$0.00	\$282.00
83485	Blast Properties Inc	\$0.00	\$560.00	\$560.00	\$0.00	\$0.00	\$560.00
83482	Northwest Built LLC	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
83477	Fernando Castellanos	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Building Permits Totals:		\$0.00	\$1,730.50	\$1,730.50	\$688.00	\$0.00	\$2,418.50

Administrative Decisions - other than splits - 001-322203

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
83479	Kalee Wilkinson for Joyous Young	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
Administrative Decisions - other than splits Totals:		\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00

Plan Review Fees - 001-322208

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
83480	Megan Hill	\$0.00	\$0.00	\$0.00	\$45.12	\$0.00	\$45.12
83483	Bachman Custom Homes	\$0.00	\$187.28	\$187.28	\$0.00	\$0.00	\$187.28
83484	Bernardo Ruiz	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00
83485	Blast Properties Inc	\$0.00	\$89.60	\$89.60	\$0.00	\$0.00	\$89.60
83486	CoverTech	\$0.00	\$0.00	\$0.00	\$48.96	\$0.00	\$48.96
Plan Review Fees Totals:		\$0.00	\$276.88	\$276.88	\$274.08	\$0.00	\$550.96

Zoning Compliance - 001-341608

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
83487	Dan Roberts	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
83481	PRESTON REYNOLDS rbc	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
83484	Bernardo Ruiz	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
Zoning Compliance Totals:		\$0.00	\$0.00	\$0.00	\$160.00	\$80.00	\$240.00

Zoning Ord Amendment - Rezone - 001-341613

<u>Receipt #</u>	<u>Name</u>	<u>Cash</u>	<u>Check</u>	<u>Sub-Total</u>	<u>Credit Card</u>	<u>On Line</u>	<u>Total</u>
83478	Joseph Young	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00
Zoning Ord Amendment - Rezone Totals:		\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00

Fire District Impact Fee - 620-354100

<u>Receipt #</u>	<u>Name</u>	<u>Cash</u>	<u>Check</u>	<u>Sub-Total</u>	<u>Credit Card</u>	<u>On Line</u>	<u>Total</u>
83483	Bachman Custom Homes	\$0.00	\$560.00	\$560.00	\$0.00	\$0.00	\$560.00
Fire District Impact Fee Totals:		\$0.00	\$560.00	\$560.00	\$0.00	\$0.00	\$560.00
Grand Totals:		\$0.00	\$2,567.38	\$2,567.38	\$3,122.08	\$80.00	\$5,769.46

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