

COMMUNITY DEVELOPMENT DEPARTMENT Planning & Zoning Division

Caldwell City Hall: 205 S 6th Avenue | Mail: PO Box 1179 Caldwell, ID 83606 | Phone: 208-455-3024
<https://www.cityofcaldwell.org/Departments/Community-Development/Building-Safety-Division>

Robin Collins, PCED, CBO | Community Development Director & Building Official

Master Land Use Application

This Master Land Use Application and specific land use checklists must be completed, with all required supplemental documents provided, prescreening passed, and fees paid for an application to be considered complete and accepted.

Hearing dates and codes utilized for review are based on the date is “complete and accepted”.

Failure to submit all requested items (in legible form) may delay the processing of your application.

APPLICATION LEGEND:

* = Public hearing(s) required

** = May require public hearing

*** = City Council consent agenda

All others are considered Administrative Staff Level Reviews

I. Application Requests (check all that apply)

- | | | |
|---|--|--|
| ☐ Admin Director Determination | ☐ Lot Split (Administrative) | ☐ Subdivision (Prelim) Plat* |
| ☐ Administrative Development Review ² | ☐ Lot Split (Simple) | ☐ Subdivision (Final) Plat*** |
| ☐ Alternative Method of Compliance | ☐ Manufactured Home Community* | ☐ Subdivision (Short) Plat* |
| ☐ Annexation w/Zoning* | ☐ Mobile Food Unit (Individual) | ☐ Subdivision Plat Modification** |
| ☐ Business License (Permit) | ☐ Mobile Food Unit Park / Court | ☐ Subdivision Plat (Time Extension) |
| ☐ Certificate of Appropriateness* | ☐ Modification to Conditions of Approval** | ☐ Subdivision Plat (Renewal) |
| ☐ Comprehensive Plan (Map) Amendment* | ☐ Outdoor Dining Permit | ☐ Temporary Use Permit |
| ☐ Comprehensive Plan (Text) Amendment* | ☐ Parcel Consolidation | ☐ Traffic Impact Study Review |
| ☐ Deannexation* | ☐ Performance Bonding | ☐ Vacation (Easement)* |
| ☐ Design Review** | ☐ Planned Unit Development (New)* | ☐ Vacation (Plat Note) * |
| ☐ Development Agreement (New)* | ☐ Planned Unit Development (Modification)** | ☐ Vacation (ROW) * |
| ☐ Development Agreement (Modification)** | ☐ Public Art / Mural | ☐ Variance* |
| ☐ Development Agreement (Termination)* | ☐ Rezone* (Zoning Map Amendment) | ☐ Zoning Ordinance Text Amendment* |
| ☐ Home Occupation Permit (New) | ☐ Signs ¹ | |
| ☐ Home Occupation Permit (Renewal) | ☒ Special Use Permit (New)* | |
| ☐ Lot Line / Boundary Line Adjustment | ☐ Special Use Permit (Modification)** | |

Footnotes:

¹Freestanding, post/pole, or monument signs less than 6' in height. All other signs must be submitted through the building department.

²Used when not associated with other land use applications, when revisions to an approved (non-subdivision development) is being proposed, or when the land use schedules indicate the requirement for Administrative Development Review.

II. General Project / Site Information

Project or Development

Name: (for business licensing, use business name)

Caldwell Transport -

Site Address(s):

Upload separate attached sheet if more than six (6) site addresses

518 Blaine St.

Suite #s:**Parcel #s:**

R 04685

Total Acres:

0.14 acres

Prior Use of Property:

Home / ~~eg~~ Mixed Use

Proposed Use of Property:

Active office space including ground floor

Current Zoning of Subject Parcel(s):
(check all that apply)☐ RS-1☐ C-1☐ M-1☒ D-CC☐ A-D☐ Property in County☐ RS-2☐ C-2☐ M-2☐ C-CB☐ C-D☐ -1☐ C-3☐ I-P☐ T-N☐ H-D

List County Designation:

☐ R-2☐ C-4☐ P-D☐ R-3☐ H-C

Proposed Zoning of Subject Parcel(s):
(check all that apply)

- | | | | | |
|------------------------------------|------------------------------|------------------------------|--|------------------------------|
| ☐ No Change | ☐ C-1 | ☐ M-1 | ☒ D-CC | ☐ A-D |
| ☐ RS-1 | ☐ C-2 | ☐ M-2 | ☐ C-CB | ☐ C-D |
| ☐ RS-2 | ☐ C-3 | ☐ I-P | ☐ T-N | ☐ H-D |
| ☐ R-1 | ☐ C-4 | | | ☐ P-D |
| ☐ R-2 | ☐ H-C | | | |
| ☐ R-3 | | | | |

Select the Overlay District for the Subject Parcel(s):
(check all that apply)

- | | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| ☐ Not in Overlay Zone | ☐ ED-1 | ☐ FP-1 | ☐ HD-1 | ☐ SO-1 | ☐ UD-1 |
| ☐ APO-1 | | | ☐ HD-2 | ☐ SO-2 | ☐ UD-2 |
| ☐ APO-2 | | | ☐ HD-3 | ☐ SO-3 | ☐ UD-3 |

City of Caldwell Comprehensive Plan Designation of Subject Parcel(s):
(check all that apply)

- | | |
|---|--|
| ☐ Neighborhood 1 | ☒ Downtown |
| ☐ Neighborhood 2 | ☐ Mixed Use Center |
| ☐ Neighborhood 3 | ☐ Community Center |
| ☐ Urban Neighborhood | ☐ Special Purpose |

Is/Are Subject Parcel(s) located within an "Area Hub" as indicated within the City of Caldwell Comprehensive Plan?

☐ Yes ☒ No

III. Applicant Information

Note: If applicant is an LLC, proof of authorized signer will be required from the Secretary of State.

Name:

Shawn C. Maubon

Company Name:
(if applicable)

The Law Offices of Maubon, PLLC

Mailing Address:

P.O. Box 1084
Caldwells ID 83605

Phone:

(208) 454-2974

Email:

Shawn@maubonlaw.com

Email Address:

Applicants Relationship to Property Owner:

- ☐ Property Owner ☒ Authorized Agent/Representative
☐ Purchaser ☐ Petitioner (vacation requests only)

IV. Property Owners' Information (if different from applicant)

Name:

Sondra A. Battles

Mailing Address:

518 Blaine St.
Caldwelly ID 83605

Phone:

(208) 455-3367

Email:

sandy@caldwelltransport
services.com

V. Contractor / Developer Information (fill out, if applicable)

Name:

N/A

Company Name:
(if applicable)

Mailing Address:

Phone:

Email:

VI. Architect Information (fill out, if applicable)

Name:

N/A

Company Name:
(if applicable)

Mailing Address:

Phone:

Email:

VII. Civil Engineer / Surveyor Information (fill out, if applicable)

Name:

Company Name:
(if applicable)

Mailing Address:

Phone: Email:

VIII. Landscape Architect Information (fill out, if applicable)

Name:

Company Name:
(if applicable)

Mailing Address:

Phone: Email:

IX. Applicant Acknowledgement

- ☒ By signing this application, I authorize employees/agents of the City to enter onto the property that is the subject of this application during regular business hours. The sole purpose of entry is to make an examination of the property that is necessary to process this application; and
- ☒ I certify that I am the owner of this property, the owner's authorized agent/representative, or the petitioner (if for a vacation). If acting as an authorized agent or representative, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such an application. I will comply with all provisions of the law and ordinance governing this type of application; and
- ☒ I certify that failure to submit all required documents in compliance with the checklist could result in delayed acceptance, processing, and hearing date timelines; and
- ☒ I certify that the information furnished by me as part of this application is true and correct to the best of my knowledge.

I certify that I am the:

☐ Property Owner ☒ Authorized Agent / Representative ☐ Petitioner (Vacations Only)

Shawn C. Maybon July 16, 2026
Applicant / Applicant's Representative Printed Name Date

[Signature]
Applicant / Applicant's Representative Signature



SPECIAL USE PERMIT CHECKLIST

The following items shall be included in the application submittal. Additional information may be required upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

SECTION 1: Filing Requirements

- ☐ All applications, checklists, plans and supporting documents must be submitted through our [Online Permit Center](#).
- ☒ All applications, checklists, plans and supporting documents shall follow the naming schematic as provided here.
- ☒ Filing fees (**see Section 2 below**)
- ☒ PDF Documents formatted in accordance with **Section 5** below.
- ☒ All documents shall follow the [naming conventions as shown here](#).

SECTION 2: Filing Fees

Refer to the Planning Department fee list for most current fees.

- ☒ Permit fees. Fees will be required to be paid once the application has been submitted and received by the department.

SECTION 3: Submittal Documents

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- ☒ **Master Land Use Application.** Copy of a completed and signed master land use application.
- ☒ **Application Checklist.** Copy of a completed and signed application checklist
- ☒ **Copy of Deeds or Proof of Ownership.** If the owner is a corporation or LLC, proof of the representative for the LLC or corporation will be required.
- ☒ **Property Owner Acknowledgement.** Signed [Property Owner Acknowledgement form](#) (if applicable)
- ☒ **Neighborhood Meeting Information**, including;
 - ☒ A copy of the letter sent to all owners, residents and associations within 500' of property
 - ☒ A copy of the 500' mailing list
 - ☒ A copy of the sign-in sheet, with your signature for certification



City of Caldwell
Planning and Zoning Department
Phone: (208) 455-3021 | Web: www.cityofcaldwell.org

- ☒ **Legal Descriptions.** Attach a legal description of the property including metes and bounds to the centerline of all adjacent rights of ways. All legal descriptions shall be certified by a land surveyor registered to the State of Idaho.
- ☒ **Detailed Site Plan, drawn to scale**, showing:
- ☐ Location of all property lines and dimensions
 - ☐ All streets and driveways
 - ☐ All off-street parking, loading spaces, drive aisles, ramps, and sidewalks
 - ☐ All trash enclosure locations
 - ☐ All existing and proposed landscaping
 - ☐ All existing and proposed buildings and structures with setbacks
 - ☐ All utility locations. Specify location of any overhead utility lines on the property
 - ☐ Location of all proposed sign with dimensions to property line
- ☒ **Concept Building Elevations (if new construction or remodel):** Colored building elevations of all four (4) sides of buildings, indicating building heights, colors, materials, windows, doors, architectural features, and landscaping around buildings.
- ☒ **Landscape Plan:** Landscape plan, drawn to scale (no smaller than 1" = 50') and prepared by a landscape architect, a landscape designer or a qualified nursery person. Landscape plans shall be stamped by a licensed landscape architect and including the following information:
- ☒ **Streets, Setbacks and Easements:** Show all streets, setbacks, and easements. Streets shall be identified by name. Dimension and label all right-of-way, setbacks, and easements
 - ☒ **Sight Visibility Triangles:** Show and label all sign visibility triangles.
 - ☒ **Storm Water Facilities and Berms:** Show all storm water facilities and berms. Indicate berm heights, slopes and proposed landscaping
 - ☒ **Off-Street Parking & Bicycle Parking:** A note listing the required number of parking spaces and bicycle parking spaces, the provided number of parking spaces and bicycle parking spaces, and the circulation area required to serve the parking spaces with typical dimensions.
 - ☒ **Existing Trees and/or Shrubs:** Location of all existing trees and shrubs, and the approximate size and type of any existing trees and shrubs. Indicate by note which trees and/or shrubs will remain, if any.
 - ☒ **Existing and Proposed Structures:** Location of all existing and proposed structures and a note of whether the existing structures will remain
 - ☒ **Pathways:** Location, width, and type of pathways, along with identification of all required pathway materials and landscaping callouts for micro pathways, major pathways, public pathways, regional pathways, and Indian Creek Corridor pathways (if applicable).



City of Caldwell
Planning and Zoning Department
Phone: (208) 455-3021 | Web: www.cityofcaldwell.org

- ☒ **Open Space Exhibit:** Separate open space exhibit clearly delineated using colored shading, so it is readily identifiable. The open space exhibit shall contain a table identifying:
 - ☒ The percentage and acreage of each individual areas of open space and if the open space is being calculated as qualified open space
 - ☒ The total percentage and acreage of code required open space and qualifying open space in relationship to the gross area of the project
 - ☒ The total percentage and acreage of proposed open space and qualifying open space in relationship to the gross area of the project
- ☒ **Public Amenities:** Location, size, and types of new structures for recreational use (i.e., gazebos, water features, picnic areas, shuffleboard, etc.)
- ☒ **School Bus Stops:** Location of school bus stop areas within a common lot or common easement
- ☒ **Public Transit Stops:** Location of any public transit
- ☒ **Street Landscape Buffers:** Location and width of all street landscape buffers. Include the location of all sod, trees, shrubs, plantings, and other materials proposed.
- ☒ **Landscape Buffers Between Land Uses:** Location and width of all landscape buffers between different land uses. Include the location of all sod, trees, shrubs, plantings, and other materials proposed.
- ☒ **Parking Lot Landscaping:** Location and size of all landscape islands within parking lots, Include the location of all landscaping materials proposed
- ☒ **Trash Enclosures:** Location of all trash enclosures, to include details about screening and landscaping
- ☒ **Fencing:** Location, height, color, and materials for all existing or proposed fencing
- ☒ **Other Landscape Amenities:** Provide location, size, type and description of all other landscape improvements such as berms, decorative rock, boulders, etc.
- ☒ **Landscape Schedule:** Provide a table listing all of the locations, descriptions, types and numbers of landscaping products to be installed.
- ☒ **Traffic Impact Study:** A traffic impact study will be required if the proposed development generates one hundred (100) or more peak hour vehicle trips; more than thirty thousand (30,000) square feet of commercial use; or more than fifty thousand (50,000) square feet of industrial use.

Note: The city may require an impact study, even if the aforementioned criteria are not exceeded to resolve unique circumstances. The city may also waive the requirement if, in the city's opinion, there are no traffic issues to resolve.



SECTION 4: Project Specific Details

Fill in all the information below that is applicable to the project being proposed.

LAND USE AND ZONING INFORMATION			
	Zoning Designation	Comp Plan Designation	Land Use
(Subject Property)	D-CC	Downtown	Residential → office
North of Site	D-CC	Downtown	Vacant
South of Site	D-CC	Downtown	Bank
East of Site	D-CC	Downtown	Books store
West of Site	D-CC	Downtown	Residential

PARKING, LOADING AND PEDESTRIAN AMENITIES		
Description	Min. Required	Proposed
Electric vehicle parking spaces	0	0
Off-street parking spaces	0	0
Commercial loading spaces	0	0
Industrial loading spaces	0	0
Bicycle parking spaces:	0	0
Describe any public transportation facilities that will be provided.	N/A	
Describe any public amenities that are being proposed:	None.	



LANDSCAPING AND PATHWAYS	
Landscaping: Please check all locations where landscaping will be provided	☐ Parking lot ☐ Common areas ☒ Street landscape buffers ☒ Between different land uses ☒ Adjacent to Pathways ☒ Around building exterior Other <u>Current yard areas space and garden will stay the same</u>
Public or Regional Pathways Describe location, width, landscaping, and any proposed fencing:	<u>Sidewalk will not be disrupted.</u>

STREET LANDSCAPE BUFFERS							
Location (Enter Street Name)	Min. Width Required	Proposed Width	% of Sod Proposed	# of Trees Proposed	Min. Tree Spacing (in feet)	# of Shrubs Proposed	Min. Shrub Spacing (in feet)
<u>Blaine</u>		<u>will stay the same</u>					

BUFFERS BETWEEN LAND USES							
Location (If not required, put N/A)	Min. Width Required	Proposed Width	% of Sod Proposed	# of Trees Proposed	Min. Tree Spacing (in feet)	# of Shrubs Proposed	Min. Shrub Spacing (in feet)
North Property Line		<u>90ft - road between properties</u>					
South Property Line		<u>50ft. Alleyway between properties</u>					
East Property Line		<u>25ft. yard between properties</u>					
West Property Line		<u>5ft. yard between properties</u>					



City of Caldwell
Planning and Zoning Department
 Phone: (208) 455-3021 | Web: www.cityofcaldwell.org

PUBLIC SIDEWALKS				
Location (Street Name)	Min. Width Required	Proposed Width	Type of Sidewalk	Existing or Proposed
Blaine St.	No change		☐ Meandering ☐ Attached ☒ Detached	☐ Existing ☐ Proposed
			☐ Meandering ☐ Attached ☐ Detached	☐ Existing ☐ Proposed
			☐ Meandering ☐ Attached ☐ Detached	☐ Existing ☐ Proposed
			☐ Meandering ☐ Attached ☐ Detached	☐ Existing ☐ Proposed

UTILITIES, INFRASTRUCTURE, AND PUBLIC SERVICES INFORMATION	
Type of Site Access:	☒ Street Frontage
	☐ Easement Easement Width: _____ Instrument # _____
Street(s) Providing Access:	Alley load
Will Secondary Access for Fire be Provided:	☒ Yes ☐ No if necessary
Internal Roads:	☐ Public
	☐ Private
	☐ Internal Circulation
	☒ Road User's Maintenance Agreement Inst#
School Districts Serving this Location:	☒ Caldwell School District
	☐ Vallivue School District



City of Caldwell
Planning and Zoning Department
 Phone: (208) 455-3021 | Web: www.cityofcaldwell.org

UTILITIES, INFRASTRUCTURE, AND PUBLIC SERVICES INFORMATION	
Domestic Water:	☐ ☒ ☒ ☐ Individual Domestic Well – How Many? Centralized Public Water System City Municipal Water System N/A Nearest Water Line Connection:
Sewer (Wastewater):	☒ ☒ ☐ Individual Septic City Municipal Sewer N/A Nearest Sewer Line Connection:
Irrigation:	☐ ☒ ☒ ☐ ☐ Surface Irrigation Well Pressurized Gravity N/A Nearest Irrigation Connection: Irrigation District:
Stormwater:	☐ ☐ ☐ ☒ Swales Ponds Borrow Ditches Other, Explain: <i>Curbs, gutter, no changes</i>
Stormwater Management:	Does the site disturb one or more acres of land? ☐ Yes ☒ No
Fire Suppression Water Supply Source:	City
Sources of Surface Water on or Nearby Properties (i.e., creeks, ditches, canals, lake, etc.):	



SECTION 5: PDF Formatting Requirements

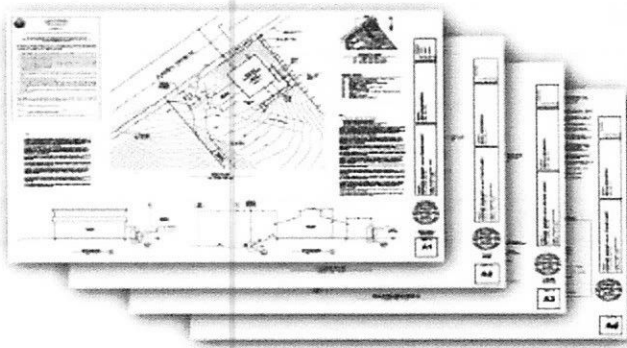
Portable Document Format (PDF) is the industry standard for electronic plans. The City of Caldwell only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the instructions carefully. Improperly formatted plans can delay the plan review process for your project.

Layers: No multiple layers. Layers must be merged or flattened.

Format: Vector-based files are preferred given the ability to scale these files.

Resolution: Min. of 300 pixels per inch (PPI)

Grouping: Multiple sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓ **Correct**

Labeling: Each sheet of the plans must be labeled with the project name, contractor, and address of the subject site.



SECTION 6: Applicant Acknowledgement

- ☒ I acknowledge that all items on the checklist are included in the submittal package and that all documents have been named accordingly and submitted as single-sided, high-resolution pdf documents; and
- ☒ I acknowledge that I, the applicant, or my representative is responsible to attend all public hearings; and
- ☒ I acknowledge that applications are not deemed complete until the application has been submitted, all fees have been paid, and the application has been deemed accepted after completion of the prescreening process. This could impact neighborhood meeting deadlines and scheduling of public hearing dates.
- ☒ I acknowledge that I have read, understand, and am in compliance with all standards, terms, and requirements listed in Caldwell City Code; and
- ☒ I certify I am the:
 - ☐ Property Owner as the Applicant
 - ☒ Property Owner's Agent / Representative

Shawn C. Marboen
Applicant / Applicant's Representative Printed Name

7/28/2026
Date

[Signature]
Applicant / Applicant's Representative Signature



INVOICE

Permit #: SUP26-000005

Address: 518 Blaine St.

Fee	Account Code	Amount
P&Z Fees - SUP - Less than 1/2 acre (Base Fee)	10200	721.00
P&Z Fees - SUP - (Additional Fees = \$20.00 per unit/lot)	10200	20.00
Fire Fees - SUP - Up to 1 acre	22025	102.79
Eng Fees - SUP - Less than 2 acres	12530	92.35
TOTAL		936.14

The Law Offices of Maybon, PLLC

P.O. Box 1084
904 Dearborn Street, Ste. 204
Caldwell, Idaho 83606
Phone: (208) 454-2974
Fax: (208) 965-8478

July 28, 2026

SENT VIA: PORTAL UPLOAD

City of Caldwell
ATTN: Community Development
205 S. 6th Ave.
Caldwell, Idaho 83605

sdavis@cityofcaldwell.org

Re: *Active First Floor Office Space – Special Use Permit – 518 Blaine St., Caldwell, Idaho 83605; Canyon County Tax Parcel # R04685.*

Dear City of Caldwell Community Development:

I represent Sondra A. Battles, the property owner and applicant for the above referenced application (“Ms. Battles”). Collectively, we present an Active First Floor Office Space for consideration by City of Caldwell. The proposed Active First Floor Office Space is an exciting and efficient use in an area of the city that lacks vibrancy and activity, while complying with the current City of Caldwell Comprehensive Plan.

The proposed use will be a year-round, Monday-Friday 6:00 am to 6:00 pm, physical office space, that hosts employees, that does not host clients and customers on a regular basis, and has ample on-site parking (“Active First Floor Office Space”). The intent is to turn a current residential space into a vibrant hub of activity for the local Area of Concern; increasing tax base and positively impacting surrounding properties.

Location:

The property is located at 518 Blaine Street (“Property”), on an isolated block with boundaries of Blaine St. to the south, Cleveland Blvd. to the north, 5th ave. to the west, and 6th ave. to the east (“Area of Concern”). The Area of Concern is unique, cut-off from pedestrians to the north and south by multi-lane roads;¹ with a lack of self-propelled activity.

The surrounding uses within the Area of Concern are multi-use; bank, occasional cross-fit activities, a bookstore, one-home,² and a laundry mat. The proposed Active First Floor Office

¹ There are crosswalks and walkable sidewalks; however, it is perceived to be a hassle to cross from the downtown area to the Area of Concern.

² If you count the apartment above Rubaiyat Bookstore and the current use of the subject parcel, three residences exist in the Area of Concern.

Space intends to add consistent vibrancy to the Area of Concern by creating consistent visitors to the Area of Concern to support current and future retail in the area. While the greater downtown Caldwell area transitions into a less fractured block and pathway system, the proposed Active First Floor Office Space will radiate activity from within the Area of Concern.

Property Owner and Proposed Business Use

Ms. Battles runs Caldwell Transport Services, one of the only all-female owned freight brokerages in the State of Idaho; proudly formed in Caldwell, Idaho, in a one room trailer, in 2016. Now, after ten years in business, Ms. Battles seeks an opportunity to keep her Caldwell born business in Caldwell.

Ms. Battles has invested in Caldwell through her time on various committees, sponsorships for events, providing good paying jobs for local employees, and working directly with agricultural producers to get products to market.

Ms. Battles could move her Active First Floor Office Space to another area of the community, or another community altogether, but she wants to activate a small portion of the community that she appreciates and firmly plant her flag in the Caldwell's downtown core.

Comprehensive Plan Compatibility

A comprehensive plan is a long-range plan for a city which captures the vision of where the community wants to be at some point in the future. *Caldwell's Comprehensive Plan, February 18, 2025, ("Comprehensive Plan") p.2*. This Property is located within the Downtown designation within the Comprehensive Plan:

Caldwell's downtown is the heart of the City. Walkable streets, parks, and plazas intermingle with boutiques, restaurants, and activities, which provide a unique experience for visitors and residents alike. The Downtown, with its mix of old and new buildings, provides a home to residents and businesses alike.

Comprehensive Plan p. 44.

As the Downtown area grows, the Comprehensive Plan encourages infill development and adaptive reuse of existing buildings when feasible. *Comprehensive Plan p. 45*. Single use residential projects should not be located on a primarily commercial street but can be located on minor streets and in areas of transition from the Downtown to the other residential place types. *Id.* Office space is a primary land use in the Downtown. *Id. at p. 17.*

The applicant seeks a primary land use in Downtown, transitions away from a single use residential project on a primarily commercial street, and makes adaptive use of an existing building, thereby meeting the goals of the Comprehensive Plan.

The proposed use and location honors Caldwell's heritage and embraces its future by keeping the design of a long-standing home but transitions the use of the home into a

commercially viable space. As described above, the proposed use is active, radiating out commerce and energy.

Within the Downtown designation within the Comprehensive Plan, though outside of the main Indian Creek Corridor, the current location contributes to a walkable downtown with detached sidewalks, located near the core. The property has historically been a residential rental unit or single-family dwelling and is proposed to be an Active First Floor Office Space. Unlike many properties on Blaine St., the Property has no driveway to impact pedestrians as they cross the Property on a detached sidewalk.

Special Use Permit Standards – Caldwell City Code §10-03-04(7).

Here the applicant will address the applicable standards and how the proposed Active First Floor Office Space complies with the standards set out by Caldwell City Code.

1. The site is large enough to accommodate the proposed use and meet all dimensional development regulations in the district in which the use is located. The applicant has at least 5-foot setbacks on each side, and room for at least 4 onsite parking spaces.
2. The proposed use will be harmonious with the Caldwell Comprehensive Plan and in accord with the requirements of the Special User Permit chapter of Caldwell City Code. As noted above, the Active First Floor Office Space will contribute to the Area of Concern and greater downtown Caldwell by radiating out energy and commerce, and follow the guidance of the Comprehensive Plan.
3. The design, construction, operation, and maintenance will be compatible with the other uses in the general neighborhood and with the existing or intended character of the general vicinity and such use will not adversely change the essential character of the same area:
 - a. The design will be compatible with the other uses in the general area, as the design will remain the same and appear to be a single-family dwelling from the outside, with the appropriate signage identifying the business as required by city code. The setbacks will be generally the same as all other properties in the general vicinity.
 - b. The construction will be compatible with the other uses in the general area, as there will be little to no changes in the character and make-up of the Property,
 - c. The operation and maintenance of the building will remain the same; which has been compatible with the neighborhood for decades.
 - d. The frontage has no driveway impacting pedestrians as they walk past the Property. Additionally, repurposing the existing structure allows the sidewalk to remain in its current structure.

4. The proposed use, if it complies with all conditions of approval imposed, will not adversely affect other property in the vicinity, as it will have ample on-site parking, with activity confined to the Property, except when the employees leave to shop at nearby stores and restaurants.
5. The proposed use will not create excessive additional costs for public facilities and services such as highways, streets, schools, parks, police, and fire protection, drainage structures, refuse disposal, water, and sewer:
 - a. The proposed use will be an Active First Floor Office Space, with alley-loaded parking on-site. The Property faces a two-lane highway in an already heavily used commercial corridor, and has no driveway onto the highway (Blaine St.); little if any impact will be had on the highways or streets.
 - b. The transition in use from a single-family residence to an Active First Floor Office Space will reduce the anticipated school enrollment to zero at this Property. In addition, the change in tax base from residential to commercial will increase funding to local schools through higher property tax payments. The change in use will be a double bonus for local schools – no additional students, yet additional funding.
 - c. It is not anticipated that local parks will see additional activity, other than the occasional lunch break in a local park. The adjusted tax base will provide additional funding for parks.
 - d. The Active First Floor Office Space intends to close each night at reasonable hours, making policing of activity at the Property less intense than if the Property was occupied by residential tenants throughout the entirety of the day and night. In addition, the tax base change from residential to commercial will provide more funding to the police department through increased property tax payments. The change is a double bonus for the police department – less demand on police and additional funding.
 - e. The proposed use should put less stress on the fire department, as commercial fire standards would apply to the Property, the property would be occupied less, and the tax base would increase.
 - f. Drainage structures, refuse disposal, water, and sewer have been at this sight for many years; no additional infrastructure will be needed; but infrastructure throughout the city will benefit from the additional tax base.
6. The proposed use will not create excessive additional costs for public facilities and services will not be detrimental to the economic welfare of the community; as the public facilities needed for the proposed use already exist and the property is near the downtown core. The efficient use of current infrastructure and the increased tax base created by the change in use from residential to commercial is the opposite of detrimental – it is

efficient.

7. The proposed use will not involve activities or processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of noise, smoke, fumes, glare or odors; as the proposed use is an Active First Floor Office Space, which creates less, if any, noise, smoke, fumes, glare, and odors than residential use.
8. The proposed use will not result in the destruction, loss or damage of a natural scenic or historic feature considered to be of major importance on the site in which the special use will take place; as the Property is in the downtown core, and the aesthetics of the Property are not changing.

Proposed Conditions for Approval

This proposed use is an Active First Floor Office Space in a unique area of the city. The proposal already hits the sweet spot for a first-floor office space in the Area of Concern:

1. Consistent use: Monday through Friday 6:00 am to 6:00 pm., as opposed to a real estate office that might only see activity at closings.
2. Not seasonal: For example, a tax office that is open a few months a year, and is inactive a majority of the year.
3. Right sized parking demand: For example, this is not a doctor's office requiring lots of parking and traffic from clients and staff.

The applicant is open to conditions that further fine tune and right-size activity in the proposed office space, so long as the conditions do not prevent the efficient use of the Property or its beneficial impact to the Area of Concern and greater downtown Caldwell area.

SUMMARY

In summary, Ms. Battles is excited to keep her Caldwell founded company in the heart of Caldwell; increasing the tax base for public infrastructure, while efficiently using existing infrastructure, and bringing activity to an area that needs on-block activity.

Thank you for your efforts, and we look forward to bettering Caldwell together.

Respectfully,

The Law Offices of Maybon, PLLC

/s/ Shawn C. Maybon /s/
Shawn C. Maybon, Esq.

CANYON COUNTY LISTING -R04685-000 500 FEET**June 11, 2026**

This information should be used for informational use only and does not constitute a legal document for the description of these properties. Every effort has been made to insure the accuracy of these data & is subject to change without notice; however, the Assessor's Office assumes no liability nor do we imply any particular level of accuracy. The Canyon County Assessor's Office disclaims any responsibility or liability for any direct or indirect damages resulting from the use of these property listings.



04681000 0	401 MAIN LLC		2324 MEADOW AVE	CALDWELL, ID, 83605
04557000 0	7TH AND MAIN INVESTMENT LLC		PO BOX 733	BOISE, ID, 83701
04679000 0	ALBERTSONS STORES SUB LLC	PARADIGM TAX GROUP=	PO BOX 800729	DALLAS, TX, 75380-0729
04685000 0	BATTLES SONDR A		616 MAIN ST APT 543	CALDWELL, ID, 83605
04564000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04651010 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04554000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04671000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04668000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04651000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04553010 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04669000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04553000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04653000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04542000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04563000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04562000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04652000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04688000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04745000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04650000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04649010 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04649000 0	CALDWELL CITY OF		PO BOX 1179	CALDWELL, ID, 83606
04656000 0	CALVARY TEMPLE INC		200 S 6TH AVE	CALDWELL, ID, 83605
04657000 0	CALVARY TEMPLE INC		200 S 6TH AVE	CALDWELL, ID, 83605
04658000 0	CARMEAN TWYLA M		5888 S BRIAN WAY	BOISE, ID, 83716
04687010 0	CHECKER AUTO PARTS INC	FARBER INVESTMENT CO =	11934 GOLDENROD DR	BOISE, ID, 83713
06515000 0	DT CALDWELL LLC		24201 E KNOX AVE	LIBERTY LAKE, WA, 99019-6028
04660000 0	EMPIRE LLC		542 SW 1ST ST	ONTARIO, OR, 97914
04687000 0	FIRST FED SAVINGS LOAN	WASH FED ATTN TAYLOR K =	425 PIKE ST	SEATTLE, WA, 98101

04752000 0	FPG IDAHO LLC	PRESTON LAMBERT=	369 N NEW YORK AVE STE 300	WINTER PARK, FL, 32789
04751000 0	FPG IDAHO LLC	PRESTON LAMBERT=	369 N NEW YORK AVE STE 300	WINTER PARK, FL, 32789
04748000 0	FPG IDAHO LLC	PRESTON LAMBERT=	369 N NEW YORK AVE STE 300	WINTER PARK, FL, 32789
04753000 0	FPG IDAHO LLC	PRESTON LAMBERT=	369 N NEW YORK AVE STE 300	WINTER PARK, FL, 32789
04754000 0	FPG IDAHO LLC	PRESTON LAMBERT=	369 N NEW YORK AVE STE 300	WINTER PARK, FL, 32789
04684000 0	GONZALES JAVIER		514 BLAINE ST	CALDWELL, ID, 83605
04689000 0	IDAHO FIRST NATIONAL BANK	RYAN PTS DEPT 908	PO BOX 460169	HOUSTON, TX, 77056
04661000 0	KOCH INC		23306 FREEZEOUT RD	CALDWELL, ID, 83605
04665000 0	NATIONAL RETAIL PROPERTIES LP		450 S ORANGE AVE STE 900	ORLANDO, FL, 32801
04663000 0	NATIONAL RETAIL PROPERTIES LP		450 S ORANGE AVE STE 900	ORLANDO, FL, 32801
04664000 0	NATIONAL RETAIL PROPERTIES LP		450 S ORANGE AVE STE 900	ORLANDO, FL, 32801
04662000 0	NATIONAL RETAIL PROPERTIES LP		450 S ORANGE AVE STE 900	ORLANDO, FL, 32801
04749000 0	PEDERSEN JACOB R		2588 N 23RD ST	BOISE, ID, 83702
04686000 0	PERRY AMY		2205 E LINDEN #92	CALDWELL, ID, 83605
04685010 0	PERRY AMY		2205 E LINDEN #92	CALDWELL, ID, 83605
04755010 0	PLB ACQUISITIONS LLC		2982 E RIVERNEST CT	BOISE, ID, 83706-6929
04755000 0	PLB ACQUISITIONS LLC		2982 E RIVERNEST CT	BOISE, ID, 83706-6929
04659000 0	RANDLE LLC		PO BOX 397	CALDWELL, ID, 83606
04666000 0	SESSLER RANCHES LLC		4101 NE MS RANCH RD	PRINEVILLE, OR, 97754
04683000 0	SMITH GARY C		PO BOX 6006	CALDWELL, ID, 83606
06515010 0	ST GEORGE TIMOTHY C		41 W HWY 14 UNIT #3989	SPEARFISH, SD, 57783
04655000 0	TS DEVELOPMENT LLC		4202 N MARCLIFFE	BOISE, ID, 83704
04654000 0	TS DEVELOPMENT LLC		4202 N MARCLIFFE	BOISE, ID, 83704

NOTICE OF NEIGHBORHOOD MEETING

June 17, 2026

SENT VIA: UNITED STATES FIRST CLASS MAIL POSTAGE PREPAID

***Re: Special Use Permit for First Floor, Active Office Space at 518 Blaine St.,
Caldwell, Idaho 83605.***

Dear Property Owner:

You are invited to a neighborhood meeting to discuss a project proposed near your property. The purpose of the meeting is to discuss the project, answer any questions, and listen to your feedback and suggestions.

Meeting Date: July 8, 2026

Meeting Time: 4:00 p.m.

Meeting Location: 518 Blaine St., Caldwell, Idaho 83605 – front yard.

Project Summary: This project consists of a request for a special use permit to allow first floor, active office space at the subject property. If you have any questions, please call (208) 454-2974.

We look forward to hearing from you.

Respectfully,

/s/ Sondra A. Battles /s/
Sondra A. Battles

NEIGHBORHOOD MEETING SIGN-IN FORM
City of Caldwell Planning and Zoning Department
621 E. Cleveland Blvd., Caldwell, ID 83605
Phone: (208) 455-3021

Start Time of Neighborhood Meeting: 4:00 pm - 7/8/26

End Time of Neighborhood Meeting: 4:30 pm - 7/8/26

Those in attendance please print your name and address.

If no one attended, Applicant please write across this form "No one attended".

<u>PRINTED NAME</u>	<u>ADDRESS. CITY. STATE. ZIP</u>
1. <u>Brittan Arbischer</u>	<u>315 Hilldrop St. Caldwell, ID 83605</u>
2. <u>Shawn Maybon</u>	<u>904 Dearborn St. Steady Caldwell ID</u>
3. <u>George Decker</u>	<u>106 S. Lincol Ave, Caldwell, ID</u>
4. <u>Sandra J. Bette</u>	<u>518 Blaine St Caldwell</u>
5. <u>Susie Bevan, TS Development LLC</u>	<u>510 Arthur St. Caldwell</u>
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____

17. _____
18. _____
19. _____
20. _____

NEIGHBORHOOD MEETING CERTIFICATION:

Applicants shall conduct a neighborhood meeting for the following: special use permit applications; variance applications; annexation applications; planned unit development applications; preliminary plat applications that will be submitted in conjunction with an annexation, rezone or planned unit development application; and, rezone applications as per City of Caldwell Zoning Ordinance Section 10-03-12.

Description of the proposed project:

Active first floor office space.
Special use permit.

Date of Round Table meeting: _____

Notice sent to neighbors on: June 17, 2026

Date & time of the neighborhood meeting: July 8, 2026 - 4:00 - 4:30pm

Location of the neighborhood meeting:

Front yard on-site; 518 Blaine St., Caldwell, Idaho.

Developer/Applicant:

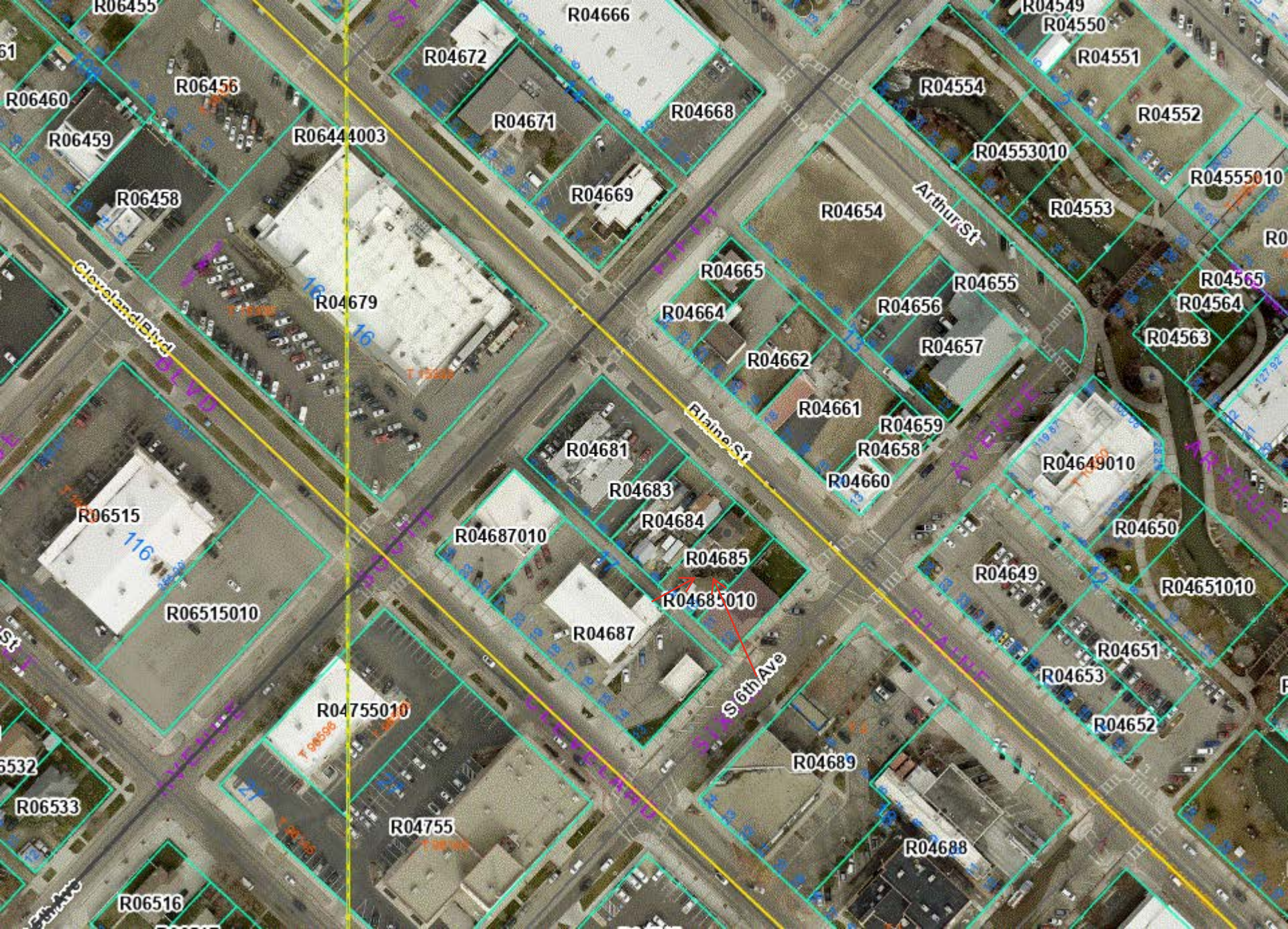
Name: Shawn Co. Mayhew on behalf of Sandra Battles.

Address, City, State, Zip: PO Box 1084, Caldwell, ID 83605.

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with City of Caldwell Zoning Ordinance Section 10-03-12.

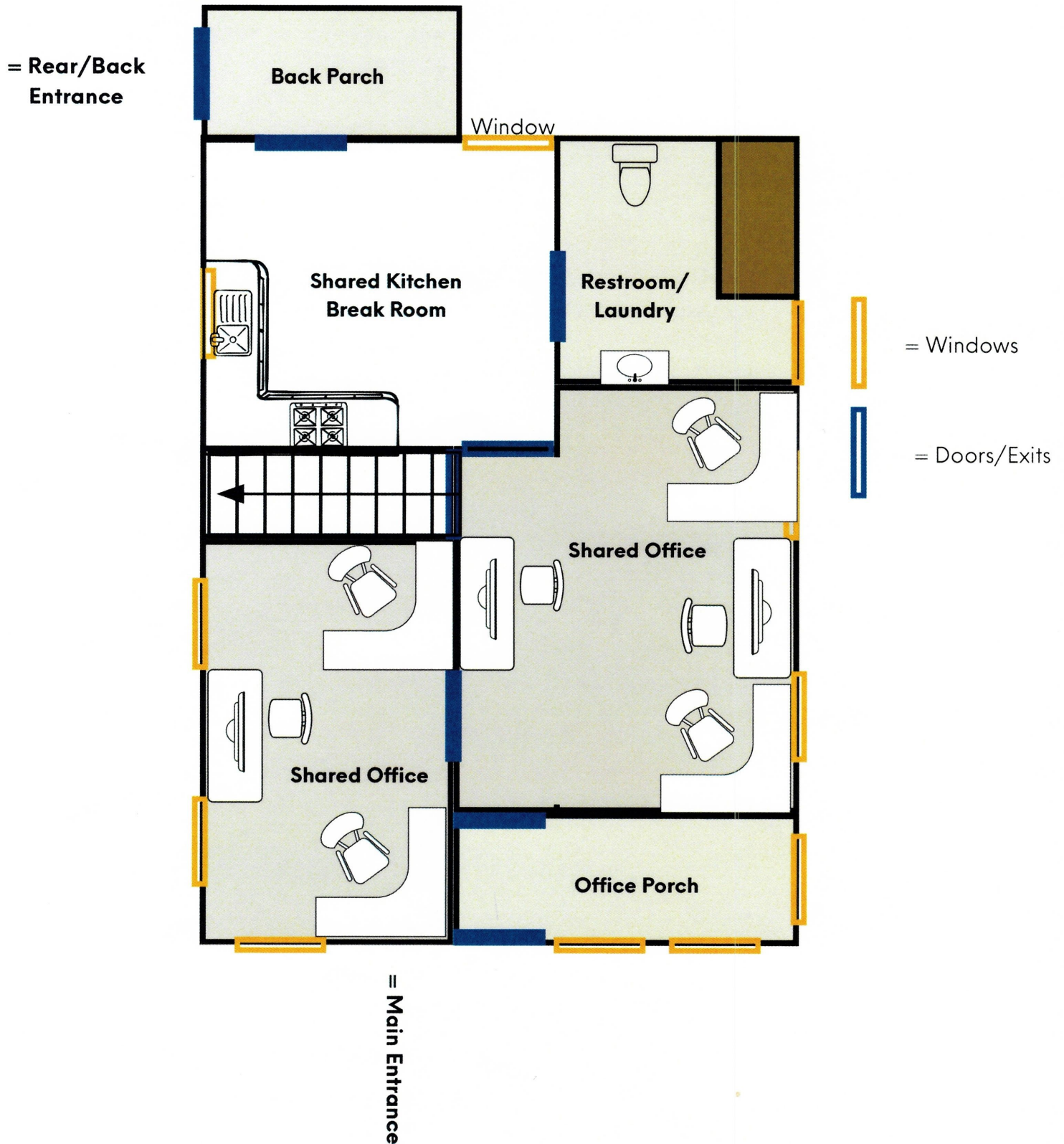
DEVELOPER/APPLICANT SIGNATURE

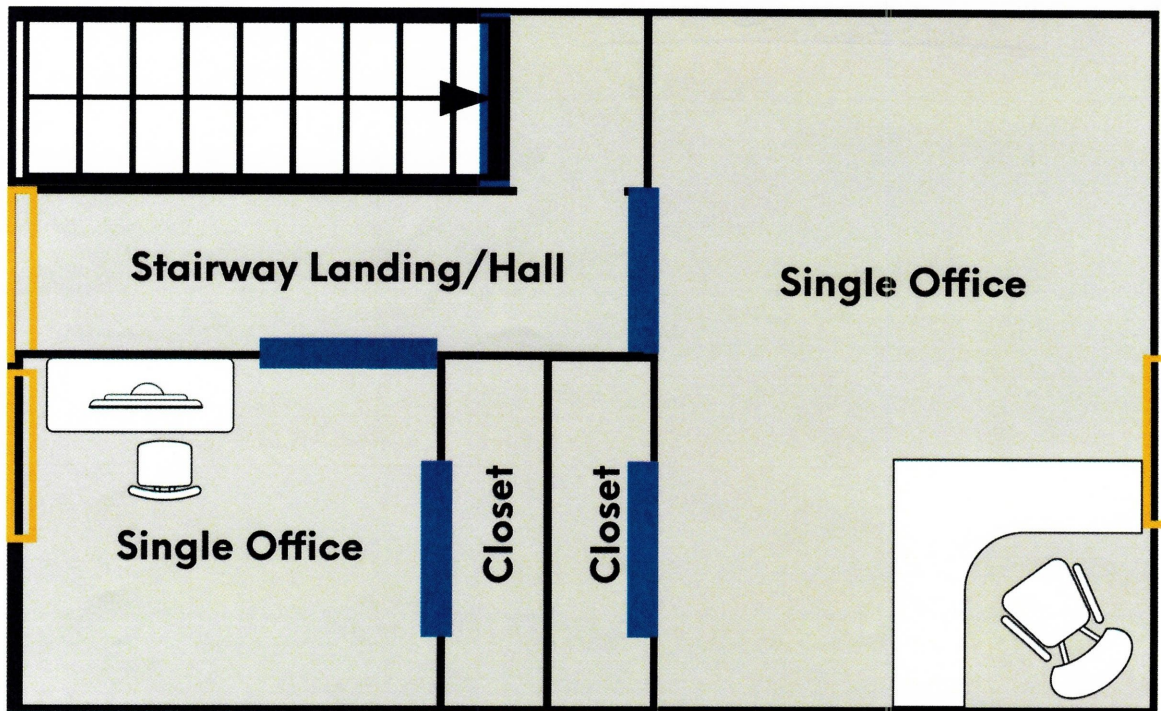
DATE 7/13/2026





1st Floor /Ground Floor





= Windows

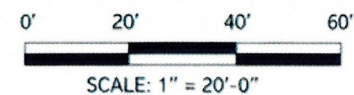


= Doors/Exits



Site Map – 518 Blaine St, Caldwell, Idaho

For Business License Update – City of Caldwell
Existing Conditions



DATE:
05/14/2025

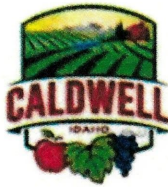




LEGAL DESCRIPTION: Real property in the County of Canyon, State of Idaho, described as follows:

SOUTHEASTERLY 6 FEET OF LOT 8, ALL OF LOT 9, AND 10 EXCEPT THE SOUTHERLY 10 FEET OF THE SOUTHWESTERLY 50 FEET, BLOCK 17 OF CALDWELL ORIGINAL TOWNSITE, ACCORDING TO THE PLAT FILED IN BOOK 1 OF PLATS AT PAGE 20, RECORDS OF CANYON COUNTY, IDAHO.

APN: **04685000 0**



PROPERTY OWNER ACKNOWLEDGEMENT

COMMUNITY DEVELOPMENT – PLANNING & ZONING – 205 S 6TH AVE, CALDWELL ID

I, Sandra A. Battles, the recorded owner for real property addressed as 518 Blaine St., Suite # _____, City Caldwell State ID Zip 83605, am aware of, in agreement with, and give my permission to Shawn C. Maybon Law Offices of Maybon PLLC, to submit the accompanying application(s) pertaining to this property.

1. I agree to indemnify, defend and hold the City of Caldwell and its employees harmless from any claim or liability resulting from any dispute as to the statement(s) contained herein or as to the ownership of the property which is the subject of the application.
2. I hereby grant permission to City of Caldwell staff to enter the subject property for the purpose of site inspection(s) related to processing said application(s).

Dated this 17th day of July, 20 26

Sandra A. Battles
(Signature)

CERTIFICATE OF VERIFICATION

STATE OF IDAHO)
) ss.

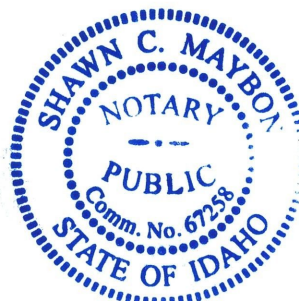
(County of Camanche)

I, Shawn C. Maybon, a Notary Public, do hereby certify that on this 17th day of July, in the year, 2026, personally appeared before me Sandra A. Battles, known or identified to me to be the person whose name is subscribed to the foregoing instrument, who, being by me first duly sworn, declared that he/she/they signed the foregoing document, and that the statements therein contained are true.

[Signature]
NOTARY PUBLIC FOR IDAHO

Residing at Caldwell, ID

My Commission Expires 3/7/2028





AFTER RECORDING MAIL TO:

Sondra A. Battles
518 Blaine Street
Caldwell, ID 83605

ELECTRONICALLY RECORDED- DO NOT
REMOVE THE COUNTY STAMPED FIRST
PAGE AS IT IS NOW INCORPORATED AS
PART OF THE ORIGINAL DOCUMENT.

2021-088260

RECORDED

12/30/2021 09:03 AM

CHRIS YAMAMOTO

CANYON COUNTY RECORDER

Pgs=2 TYOUREN

\$15.00

TYPE: DEED

FIRST AMERICAN TITLE INSURANCE

ELECTRONICALLY RECORDED

WARRANTY DEED

File No.: 4106-3865179 (WS)

Date: **December 13, 2021**

For Value Received, **Jesse R. Garcia Jr. and Maria Olga Garcia, husband and wife, and Juanita Irene Garcia, an unmarried woman**, hereinafter referred to as Grantor, does hereby grant, bargain, sell and convey unto **Sondra A. Battles, a single woman**, hereinafter referred to as Grantee, whose current address is **518 Blaine Street, Caldwell, ID 83605**, the following described premises, situated in **Canyon County, Idaho**, to wit:

LEGAL DESCRIPTION: Real property in the County of Canyon, State of Idaho, described as follows:

SOUTHEASTERLY 6 FEET OF LOT 8, ALL OF LOT 9, AND 10 EXCEPT THE SOUTHERLY 10 FEET OF THE SOUTHWESTERLY 50 FEET, BLOCK 17 OF CALDWELL ORIGINAL TOWNSITE, ACCORDING TO THE PLAT FILED IN BOOK 1 OF PLATS AT PAGE 20, RECORDS OF CANYON COUNTY, IDAHO.

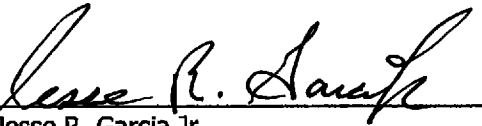
APN: **04685000 0**

TO HAVE AND TO HOLD the said premises, with their appurtenances, unto said Grantee, and to the Grantee's heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that the Grantor is the owner in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record and easements visible upon the premises, and that Grantor will warrant and defend the same from all claims whatsoever.

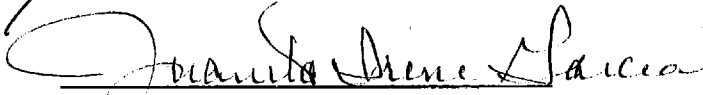
APN: 04685000 0

Warranty Deed
- continued

File No.: 4106-3865179 (WS)
Date: 12/13/2021

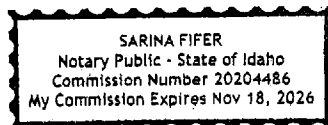

Jesse R. Garcia Jr

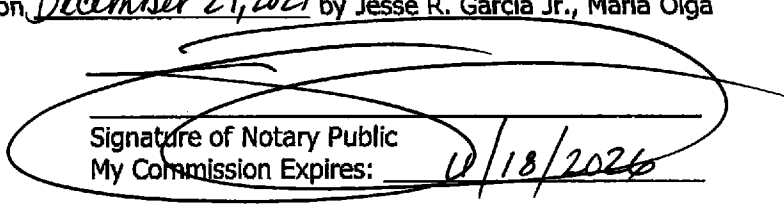

Maria Olga Garcia


Juanita Irene Garcia

STATE OF Idaho)
COUNTY OF ^{SF} ~~Ada~~ Canyon)
SS.

This record was acknowledged before me on December 29, 2021 by Jesse R. Garcia Jr., Maria Olga Garcia and Juanita Irene Garcia.




Signature of Notary Public
My Commission Expires: 11/18/2026