



City of Bellevue
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June 24, 2026

Jose Martinez

Delivered via email to [REDACTED]

RE: ADR-26-01 for an Accessory Dwelling Unit at 116 S 5th Street

Mr. Martinez,

This letter serves as the Staff Report and Decision for Administrative Design Review of an application to construct an accessory dwelling unit proposed to be located at 116 S. 5th St.

Description

The applicant proposes to construct a 600 square foot Accessory Dwelling Unit (ADU) as the second story of a new 589 square foot garage structure, proposed to be located immediately adjacent to a new 1,260 square foot single-family manufactured home. The ADU is proposed to contain two (2) bedrooms.

The subject property is located within the GR – General Residential Zone. All required parking spaces will be accommodated on-site.

Legal Description

Bellevue Townsite Lot 11, Block 52, located within Section 36, Township 2 North, Range 18 East, B.M., Bellevue, Blaine County, Idaho.

Associated Documents

Document Name	Receipt of Last Revision
Application	April 21, 2026
Site & Building Plans	May 26, 2026
Full Color Elevations	-
Landscape Plan	June 4, 2026

Approval Standards

NOTE: Standards of most relevance have been highlighted in **BLUE**. Comments from Staff then follow in **RED**.

Bellevue City Code Section 10-6-3

Accessory dwelling unit (ADU), subject to the following criteria:

1. The gross square footage of the ADU shall not exceed the amount identified below:

Lot Size	Accessory Dwelling Unit Size (Gross Square Feet)
6,000 sq. ft. – 8,000 sq. ft.	600
8,000 sq. ft. – 10,000 sq. ft.	700
10,000 sq. ft. – 20,000 sq. ft.	850
20,000 sq. ft. - 1 acre	1,000
Over 1 acre	1,200

2. Only one ADU shall be allowed per parcel.
3. ADUs are not to be constructed as an addition to a duplex or multi-family dwelling structure.
4. Accessory dwelling units are subject to administrative design review approval.
5. Accessory dwelling units are subject to a separate water and sewer capitalization fee from the primary structure in accordance with Title 8 of this Code.

ADU is secondary to the proposed primary residence, consists of complete and independent living facilities, and that the unit size complies with Table A.

Bellevue City Code Section 10-17-4: Application Procedure:

- A. The following materials and information, together with the application form and fees, shall constitute a complete application for design review and shall be filed by the applicant prior to consideration of the application by the commission:

The application is found to be complete and all necessary documents for review have been received, or will be received upon fulfillment of the identified conditions of approval.

1. Site map of the property upon which the proposed construction is to occur shall be submitted in sufficient detail to show the following:
 - a. Exterior boundary lines of the property, together with dimensions.
 - b. Location of proposed and existing structures, with dimensions thereof, showing the setback of each structure from the nearest property line.
 - c. Location of on site parking spaces, ADA accessible spaces, loading zones and access thereto, including the dimensions of the spaces and the width and length of access.

- d. Location and dimensions of snow storage areas.
 - e. Location of dumpster and/or garbage can storage areas including the dimensions and proposed fencing or other screening.
 - f. Designation of the zoning district in which the project is located.
 - g. Location of vehicular and pedestrian circulation patterns, easements and proposed improvements with regard thereto.
 - h. Contour lines of five foot (5') intervals to show proposed slope and topography of the property.
 - i. Location of existing and proposed adjacent street rights-of-way, fire hydrants, sewer lines, water lines and other utilities, and plans for the separate connection to and extension of each utility to each unit or building.
 - j. Indication of direction of snow slide from the roof and drip line of all buildings.
 - k. Location of existing structures on adjacent properties.
 - l. Location of on site trash and personal property storage.
 - m. One large vicinity map and one reduced vicinity map depicting adjacent streets, floodplains, and applicable zoning and comprehensive land use designations.
2. Preliminary schematic drawings of the proposed construction shall be submitted to show the following:
- a. Floor plan at not less than one-eighth inch ($\frac{1}{8}$ ") scale.
 - b. Seven (7) reduced exterior elevations with facades and other exterior elements shown in color.
 - c. Type and color of exterior materials and roofing, with samples thereof.
 - d. Location and type of exterior lighting.
 - e. A colored model for all new buildings not including additions or buildings less than three thousand (3,000) square feet.
3. Landscape plan and legend shall be submitted in sufficient detail to show the following:
- a. One large and seven (7) proposed landscape plans of the project including calculations depicting percentage of land area being landscaped, types and size of trees, ground cover and other vegetation.
 - b. Proposed excavation or land fill including resulting slope grades.
 - c. Location and height of walls or fences.
 - d. Drip or other low consumption irrigation system for landscaping.
 - e. Drainage plan including off site improvements.
 - f. Street trees shall be a minimum of three inch (3") caliper and planted at spacing not less than one tree for every thirty five feet (35') of public street right-of-way, excluding alleys. All trees shall comply with the Bellevue Street Tree Guidelines, and an approved encroachment permit shall be obtained from ITD or the City.
- B. The applicant shall file the application form and fees, together with the materials required by subsection A of this section, with the City Planning and Zoning Administrator not less than fifteen (15) days prior to a regularly scheduled meeting of Planning and Zoning Commission. Prior to the meeting or thereafter, the applicant shall provide such other information as may be reasonably

requested by the commission or by the Administrator. Construction plans or working drawings are not required prior to design review, but will be at the time of a building permit.

- C. At a noticed Planning and Zoning Commission meeting, the application shall be presented, together with required materials and information. A design review application is not a public hearing. The commission shall be briefed of the application by staff, receive comment from the applicant, and may take public comment from interested persons. The commission shall approve, deny or conditionally approve the application based on design review standards and criteria, and notify the applicant of the commission's decision by the close of the commission's next noticed scheduled meeting, not to exceed thirty (30) days from the design review meeting, except the commission may table an application until it receives requested information, or for additional review due to the complexity of the application, or problems with regard thereto.

Bellevue City Code Section 10-17-5: Design Review Standards and Criteria:

The following list of design review criteria shall be met by each applicant seeking design review approval. The Planning and Zoning Commission shall use said criteria to determine whether a project is to be approved or denied. A building which is allowed by right in this title may be reduced in bulk, height or other physical dimension by requirement of the commission only if found necessary to protect the public health, safety and/or welfare. If a development project is to be built in phases, each phase shall be subject to the design standards and criteria described in this section, and each phase independently shall meet said criteria and standards.

A. Site Planning:

1. Buildings shall be situated in a manner that preserves existing land forms, trees and other significant vegetation and shall not interrupt waterways or change other natural drainage patterns in a manner which adversely affects adjacent property. Removal of existing trees of greater than six inch (6") caliper is subject to review.
There are no significant natural features, including trees, on site.
2. Buildings shall be sited so that their form does not break prominent natural ridge lines.
3. Buildings and parking areas shall be clustered to provide for more usable open space. All accesses from alleys shall require improvements installed by the applicant/owner when applicable including, but not limited to, an asphalt surface or compacted gravel surface as determined by the City Public Works Department. The applicant/owner shall be responsible for relocation of applicable City services/utilities, repair of any damaged City services, snow plowing and snow removal.
4. The alignment of roads and driveways shall follow the contours of the site, and cuts and fills shall be minimized.
5. Retaining walls shall be discouraged, and such walls over three feet (3') high shall be stepped to form a number of benches to be landscaped.
6. Exterior lighting systems shall not create glare nor cast light on neighboring properties. Night lighting shall be only what is needed to promote safe use, preferably with energy conserving lighting of low intensity.
Exterior lighting will be downcast and shielded.

7. A snow storage plan, as a component of the site plan, is required. The plan shall comply with the following requirements:
 - a. Use of sidewalks and required parking areas for snow storage is prohibited.
 - b. Snow storage within one hundred feet (100') of stream banks is prohibited.
 - c. Use of landscaped areas for snow storage may be allowed under the approved snow storage plan.
 - d. Snow storage areas shall be incorporated in site design as well as designs that anticipate snow shedding areas.
 - e. Snow storage areas shall not adversely affect neighboring properties.
 - f. Building design shall prevent water from dripping or snow from sliding on pedestrian areas, entrances of buildings, garages and adjacent properties.
 - g. Snow storage areas for parking lots containing twenty (20) spaces or more shall be located on site in an amount which is equal to at least one-third ($\frac{1}{3}$) of the hard surfaces proposed with the project. The one-third ($\frac{1}{3}$) amount may be reduced by the use of a snowmelt system, or for good cause demonstrated.
 - h. Where snow storage areas cannot be provided on site because of existing buildings or approved building design, an adequate snow hauling plan shall be submitted for and subject to approval by the Planning and Zoning Commission.
 - a. The Planning and Zoning Commission may impose such restrictions on snow removal operations as are necessary to reduce the effects of noise or traffic on surrounding areas.
 8. Visual impact of on site parking, service, trash and loading areas shall be minimized whenever possible by locating these areas to the rear of the building and providing screening with landscaping or fences from adjacent properties and public ways.
 9. Adequate enclosed on site storage for trash shall be provided for each unit of accessory dwelling units, multi-family and townhouses.
 10. All utilities shall be installed underground in accordance with the City standards and in a manner and location approved by the City Engineer.
 11. Building and parking areas shall be designed to provide proper ingress and egress; safe, adequate and efficient pedestrian and vehicular traffic circulation; and the efficient and safe arrangement of on site parking, building location, and circulation.
 12. Multi-family and townhouses shall provide a minimum of two (2) on site parking spaces for each unit. [Accessory dwelling unit parking requirements shall be one off street parking space for a one bedroom ADU and two \(2\) parking spaces for ADUs with two \(2\) to three \(3\) bedrooms.](#)
[Two \(2\) off-street parking spaces will be provided for the ADU while allowing room for the two \(2\) further spaces required for the attached single-family residence.](#)
 13. Adequate unobstructed access for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project shall be provided.
- B. Architecture:
1. Generally:
 - a. Building and shopfront design and construction shall reflect historical architecture styles and shall incorporate building materials, architectural design and features representative of

that historical period in Bellevue between 1880 and 1910. That architectural style includes frame and brick construction, frame and shiplap siding construction, horizontal log construction, and similar westward expansion motifs. Also, building design and construction shall preserve and incorporate any such existing structures and features, signage, exterior fixtures and other items from that period.

- b. A building exceeding eight thousand five hundred (8,500) square feet of building coverage shall incorporate a change in facade design, materials, color and/or height, or a combination thereof, that such building appears to be more than one building. These changes shall occur at a minimum of every fifty feet (50') of wall facade visible by the general public and at the ceiling line of the first floor on two-story buildings. In addition, the facade shall change in depth a minimum of two feet (2') at each such change in facade.
 - c. All buildings in the B Business District shall have a minimum setback from wall/foundation to property line adjacent to Main Street/Highway 75 of three feet (3'), providing an area for covered seating, planters, special event advertising units and displays of merchandise, in addition to the specified requirements of subsection B1b of this section.
 - d. All exterior mechanical equipment shall be screened on all sides with materials and colors matching the approved structure.
 - e. Mechanical equipment and solar panels shall be hidden or de-emphasized.
 - f. Metal siding shall not be permitted on buildings on parcels of real property abutting Main Street (State Highway 75) unless deemed appropriate by the Planning and Zoning Commission. All such buildings shall be constructed of or faced with materials that are similar in texture, finish, and appearance to natural materials. The use of natural materials such as wood, brick and stone shall be encouraged, and exterior wall colors shall be of natural earth tones.
 - g. Exterior lighting systems shall not create glare nor cast light on neighboring properties. Night lighting shall be only what is needed to promote safe use, preferably with energy conserving lighting of low intensity.
 - h. Accessory dwelling unit sizes shall comply with section 10-2-1 of this title.
2. Multi-Family And Townhouses: Multi-family and townhouses shall maintain traditional rural, small town development patterns and architectural styles in keeping with the existing character of the area and location of the site. Multi-family and townhouse design, style, scale, and aesthetics shall blend with its neighborhood. There shall be no repetitive side by side development of buildings. The City is looking for individual buildings by varying types and styles to make for a pleasant streetscape experience.
 3. Accessory Dwelling Units (ADUs): ADUs shall maintain traditional rural, small town development patterns and architectural styles in keeping with the existing character of the area and emulate the primary structure of the site. Design, style, scale, and esthetics shall blend with its neighborhood. Building materials and exterior architectural design shall be reflective of existing structures on the subject site and take into consideration the architectural style and materials of the general vicinity.

The ADU will be consistent with rural, small town development patterns and fit well with the varied, eclectic, and generally inconspicuous architectural typologies in the surrounding area.

- C. Landscaping; Parking; Lighting:
1. Exterior light fixtures and signs shall be nonglaring in design and installation so as not to adversely affect adjacent properties and public ways.
 2. The design of fences, walls and retaining walls shall harmonize with the site and buildings in scale as well as in materials.
 3. Preservation of significant natural features such as water, view, topography, and vegetation shall be incorporated in the landscape plan.
 4. Site conditions, drought tolerance and local hardiness shall be considered to select appropriate plant species, including grasses for lawn areas.
As species have not been specified, compliance with this provision cannot be determined.
 5. Landscaping shall provide a substantial buffer between incompatible land uses and shall be used to screen from view and to mitigate visual impact of parking areas, loading areas, and garbage containers from adjacent properties and public ways.
 6. Installation of adequate drip or other low consumption irrigation systems shall be required. Landscaping shall be properly irrigated and maintained, and landscaping, or any portion thereof, shall be replaced when it dies or is otherwise destroyed.
Care will need to be taken to ensure undue water consumption for the landscaping chosen, and to maintain and replace such landscaping.
 7. Adequate drainage shall be provided on site.
 8. A minimum of ten percent (10%) of the parking area of parking lots with twenty (20) spaces or more shall be landscaped with islands, dividers, or a combination of the two. Parking lots with twenty (20) spaces or more will have a minimum of fifty percent (50%) of the required landscaped area installed adjacent to Main Street/Highway 75 unless otherwise approved by the commission due to extensive curb cuts and vision safety concerns.
 9. All public rights-of-way adjacent to subject property including alleys shall be improved with, but not limited to, asphalt/concrete/compacted gravel, and applicable curbing, gutter, drainage, ADA standards, lighting, sidewalks and striping as recommended by the Public Works Director.
- D. Curbs, Gutters, Sidewalks And Street Tree Requirements: Within the B Business, LB/R Limited Business/Residential, LI/B Light Industrial/Mixed Business and LI Light Industrial Zoning Districts, curbs, gutters, sidewalks and street trees are required and shall be installed along the street frontage of each lot or parcel of real property upon which a new building or a "major addition" (defined as requiring a building permit and having a cost of construction exceeding \$50,000.00) is constructed. Such improvements shall be constructed in accordance with the applicable construction standards and ordinances of the City.

Comprehensive Plan (2017) : 12.3 Future Conditions

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A mix of housing types throughout the city should be encouraged to create a cohesive and well-integrated community.

The proposal would add two housing units of differing types to the site, thus fulfilling this aim.

Such an undertaking must be balanced with the existing character of neighborhoods. Properly implemented, this could ensure fairness, equity, and provide for the housing, services, health, safety and livelihood needs of all citizens and groups.

Existing homes in Bellevue are in proximity to the downtown amenities. Locating new residential development close to shopping, restaurants, entertainment, and public services such as Mountain Rides, city hall, library, post office and other community amenities, including parks and schools is encouraged.

...

Comprehensive Plan (2017) : 12.5 Goals, Objectives and Action Items

Goal 1 : Objective 1 :

Action 1. Take advantage of compact building design.

The design of this proposal can be considered compact.

...

Action 6. Provide a mix of housing types.

The proposal would add two housing units of differing types to the site, thus fulfilling this aim.

Quantifiable Requirements Compliance

Requirement	Required Quantity	Project Quantity	Compliant?
<i>Parking</i>	2 spaces (1 per bedroom)	2 spaces	YES
<i>Front Setback</i>	At least 20 ft. (10 ft. w/ review)	25 ft.	YES
<i>Front Garage Setback</i>	At least 25 ft.	25 ft.	YES
<i>Side Setback</i>	6 ft. (4 ft. w/ review)	6 ft.	YES
<i>Rear Setback</i>	6 ft. (4 ft. w/ review)	7-8 ft.	YES
<i>ADU Size</i>	Max 600 sq. ft. (As per 10-2-1, Table A)	600 sq. ft.	YES
<i>Height</i>	35 ft.	21 ft.	YES

Other Requirements Compliance

Requirement	Requirement Details	Compliant?
<i>Architecture</i>	Maintain rural development styles, blend with the neighborhood, variation of buildings	YES
<i>Vision Triangle</i>	No fences, shrubs, etc. should extend above 3.5 ft. within the 15 ft. vision triangle	YES
<i>Trash Storage</i>	Adequate enclosed on-site trash storage	YES
<i>Snow Storage</i>	Snow storage should be incorporated in design, and should not adversely affect neighboring properties	NO; See Condition 2
<i>Ingress & Egress</i>	Ingress & Egress should be safe and adequate for pedestrians and vehicles	YES
<i>Irrigation</i>	Irrigation for landscaping should be drip or otherwise low-consumption	NO; See Condition 2
<i>Exterior Lighting</i>	Exterior lighting systems shall not cast light on neighboring properties. Night lighting shall minimal and low intensity.	YES

Discussion

- The accessory dwelling unit will be accessed by an exterior staircase on the side of the home.
- The accessory dwelling unit will meet all parking, setback, and other requirements.
- The accessory dwelling unit will be part of the primary structure and be largely indistinguishable from it. As such, it will maintain traditional rural development patterns and maintain the character of the area.
- Pending fulfillment of the conditions of approval, all required materials will have been submitted.
- The proposal aligns with the applicable Design Review Criteria and will further the goals of the Bellevue Comprehensive Plan, especially by providing a mix of housing types.

Decision

Pursuant to Bellevue City Code Section 10-6-3, the Administrator hereby approves this application, subject to the conditions of approval identified.

Conditions of Approval

1. A building permit is required.
2. Prior to issuance of the building permit, the applicant shall provide Staff a snow storage plan.

3. Prior to issuance of the building permit, the applicant shall provide Staff with an updated landscape plan including documentation of low-consumption irrigation and selection of species which are drought-tolerant and hardy.
4. Prior to issuance of the building permit, the applicant shall provide Staff with a plan for enclosed garbage storage.

Notice of Expiration

Pursuant to Bellevue City Code Section 10-17-7, this approval shall expire if a building permit is not applied for within one (1) year of the date of Design Review Approval.

Right to Appeal

Pursuant to Bellevue City Code Section 10-3-3(A), aggrieved persons may appeal a decision of the Administrator. Procedures for appealing are as follows:

1. Notice Of Appeal: Any person aggrieved by a decision of the Administrator made in interpreting or enforcing this title may appeal such a decision to the commission by filing a notice of appeal with the commission within fifteen (15) days of such decision, stating the date and nature of the decision from which appealed and the grounds for the appeal. If no notice of appeal is so filed, the decision of the Administrator shall be final and not subject to further appeal or review.
2. Copies Of Record On Appeal: Within twenty (20) days of the filing of the notice of appeal, the Administrator shall provide the appellant and file with the commission copies of the record on appeal, including all applications and other documents and exhibits pertinent to the appeal, together with the Administrator's certificate stating that the documents listed comprise the complete record of the decision under appeal.
3. Hearing By Commission: The commission shall hold a public hearing on all appeals from the decisions of the Administrator within thirty (30) days of the Administrator's certification of the record on appeal. The appeal shall be based and heard solely upon the record before the Administrator. The commission shall, within thirty (30) days after the hearing, enter a written order affirming, reversing or modifying the Administrator's decision. The order shall also contain the reasons for the commission's decision.
4. Decision By Commission: The commission shall, within ten (10) days after the hearing, enter a written order affirming, reversing, or modifying the Administrator's decision. The order shall also contain the reasons for the commission's decision.

Thank you,

A handwritten signature in black ink, appearing to read 'C. Bullock', with a stylized, flowing script.

Carter Bullock
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