



CITY OF WALLACE  
PLANNING AND ZONING HISTORIC PRESERVATION  
COMMISSION

Regular Meeting Minutes  
City Hall Council Chambers  
703 Cedar Street, Wallace ID 83873  
December 3, 2025  
6:00 pm

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**CALL TO ORDER:**

Chairman Marlow called the meeting to order at 6:00 p.m. at Wallace City Hall in the Council Chambers.

**COMMISSIONERS PRESENT:**

Emma Marlow, Chair  
Sarah Murphy, Vice Chair  
Mike Lavigne  
Heather Barnhart  
Adam Guthrie

**STAFF MEMBERS PRESENT:**

Ben Allen, Legal  
Amanda Trogden, Deputy City Clerk

**COMMISSIONERS ABSENT:**

**FLAG SALUTE:**

Led by Commissioner Barnhart

**AMENDMENT OF AGENDA: (ACTION ITEM)**

**COMMISSIONER COMMENTS:**

None

**APPROVAL OF MINUTES: (ACTION ITEM)**

**Motion by Commissioner Murphy, second by Commissioner Barnhart, to approve the November 2025, meeting minutes as presented.**

**ROLL CALL:**

Commissioner Lavigne	Voted Yes
Commissioner Murphy	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes
Commissioner Guthrie	Voted Yes

**Motion carried.**

**PUBLIC HEARING: \*\*\*\* (ITEMS BELOW CONSIDERED TO BE ACTION ITEMS)**

**1. Proposed Update to the City of Wallace Comprehensive Master Plan**

Chairman Marlow opened the public hearing. Staff provided printed copies of the most recent draft of the Comprehensive Plan.

**Commission Discussion Prior to Testimony**

Commissioners discussed the significant number of corrections, public-input-driven revisions, and added content produced by J-U-B Engineers since the previous hearing. Commissioners expressed appreciation for community engagement and noted that the newly updated draft appeared substantially improved.

Commissioners also recognized the importance of maintaining clarity regarding the mining industry’s regional role and expressed satisfaction that relevant language had been expanded.

**Public Testimony**

No verbal testimony was offered after the Chair formally re-opened the hearing, as attendees indicated they had no further comments.

**CLOSURE OF PUBLIC HEARING**

**Motion by Commissioner Lavigne, second by Commissioner Barnhart, to close the public hearing.**

**ROLL CALL:**

Commissioner Lavigne	Voted Yes
Commissioner Murphy	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes
Commissioner Guthrie	Voted Yes

Motion carried. Public hearing closed.

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**MOTION ON COMPREHENSIVE PLAN**

**Motion by Commissioner Lavigne, second by Commissioner Murphy to approve the Comprehensive Plan with the non-substantive edits discussed, and forward the finalized document to the City Council for consideration.**

**ROLL CALL:**

Commissioner Lavigne	Voted Yes
Commissioner Murphy	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes

Motion carried.

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**ADMINISTRATIVE/BUSINESS: \*\*\*ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- 1. Workshop on Title XV: Land Usage, to consider and recommend to City Council fees associated with Planning and Zoning, including variances and associated costs incurred by the City to the applicant, required notice from the applicant to adjacent homeowner/homeowners potentially affected by proposed work, and form and policy associated with notice.**

Ben Allen, Legal Counsel and the Commission reviewed two proposed draft forms designed to support the newly recommended two-path noticing process:

- **Draft 1** — City-managed public notice (City mails notices for a set fee)
- **Draft 2** — Applicant-managed notice (Applicant obtains signatures and returns signed form at hearing)

Mr. Allen clarified that:

- The fee schedule is set by City Council, not by P&Z.
- Council is actively reviewing an update to all City fees, including mail notice cost recovery.
- The purpose of the workshop was to refine forms and processes for consistency, legal compliance, and clarity.

**Edits & Additions Discussed**

- Add “Public Hearing date, time, and location” to Draft 1.
- Add a city email contact to the header of both Draft 1 and Draft 2.
- Clarify which fields are completed by the city versus the applicant.
- Ensure both versions remain aligned with administrative workflows and Idaho Code notice requirements.

Commissioners reviewed and expressed general approval of the changes.

- 2. Executive Session Per Idaho code § 74-206(1)(f): to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.**

**Motion by Commissioner Barnhart, seconded by Commissioner Murphy, at 6:26 pm to enter Executive Session pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel regarding pending or imminently likely litigation.**

**ROLL CALL:**

Commissioner Lavigne	Voted Yes
Commissioner Murphy	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes
Commissioner Guthrie	Voted Yes

**Motion carried. Commission entered Executive Session.**  
Public attendees were excused.

**Motion by Commissioner Murphy, seconded by Commissioner Guthrie, at 6:50 pm to exit the Executive Session and resume the regular meeting.**

**ROLL CALL:**

Commissioner Lavigne	Voted Yes
Commissioner Murphy	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes
Commissioner Guthrie	Voted Yes


Motion carried.

**There being no further business to come before the Commission, Commissioner Barnhart motioned, seconded by Commissioner Murphy, to adjourn.**

**ROLL CALL:**

Commissioner Lavigne	Voted Yes
Commissioner Murphy	Voted Yes
Chairman Marlow	Voted Yes
Commissioner Barnhart	Voted Yes
Commissioner Guthrie	Voted Yes

Motion carried. The meeting adjourned at 6:50 pm.



Emma Marlow, Chairman of the Commission

Attest:



Amanda Trogden, Deputy City Clerk