



Tracy Mattox
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April 18, 2025

City of Parma
Attn: Planning & Zoning Department
Jacob Mac Qualls, idCMC, Treasurer
401 N. 8th St.
Parma, ID 83660

Re: Addendum A to Letter of Intent for Conditional Use Permit - Event Center at 712 N 4th St, Parma, ID

Dear Planning & Zoning Commission,

Since I submitted my Letter of Intent to you dated April 7, 2025, there have been some new developments which require some adjustment to the project.

1. We have determined the venue would be able to accommodate 65 guests instead of the original estimate of 75 to 80 guests which should reduce the number of parking spaces required. In addition, our contract will include the request for guests to carpool due to limited on-site parking. The biggest adjustment regards the public parking spaces required by the City of Parma, originally set at 32 parking spaces. We had hoped that the Parma School District would allow us to use the old gym parking lot as overflow parking, however, the School Board denied the request. This now requires us to move our Phase 2 landscaping and parallel parking along 4th and McConnell streets to Phase 1 but will only yield a total of 22 parking spaces not including the two parking spaces behind the shed allocated for staff parking. This would leave us 8 spaces short of the required 32 parking spaces.
 - a. We would like to request that the City of Parma grant us a variance to allow 22 parking spaces on the property. To help alleviate the parking requirements, we will add into our event contracts "Parking is limited, please asks your guests/attendees to carpool to the event". This should greatly reduce the parking required to easily fit within our 22 parking spaces.
 - b. In addition to the reduction in parking, we are estimating the venue could hold up to 65 guests instead of the 75 to 80 guests we had previously proposed. This reduction of guests by 10 to 20 people. By requesting the carpool requirement in our contract, this should make the event center parking needs fit within our 22-parking capacity.
 - c. Should overflow parking be required, guests will be instructed to park on 3rd street near the park parallel parking area.
2. With the increase to our initial budget to accommodate the City of Parma's request to add sidewalks to our property, we have decided to move the covered patio addition to Phase 2 or 3 of the project. We do not have a projected timeline for those phases as it will be determined by the additional funding the event's income will be able to support.



Future Plans and Enhancements:

We have included a revised copy of our site plan showing the entire plan is attached to *attachment A*.

Phase 1 will now include

- bringing the building up to fire safety codes, including adding smoke detectors, fire extinguishers, and a firewall ceiling between the basement and main floor.
- Building a 10 x 15 ft deck with stairs off the front entrance to accommodate a 31ft wheelchair ramp or a wheelchair lift is slated to provide ADA access to the building upstairs.
- removal of a dead tree on McConnell St. and the alley.
- move fencing to accommodate alley access for the parking lot.
- move the storage shed to the McConnell side of the yard and provide two staff parking spots for the owner's private parking. The owner will reside in the existing basement 3 bd/1ba apartment until Phase 3 is implemented.
- Signage will be erected on the Hill at the entrance of the driveway to the parking lot and another on the McConnell St corner flower bed. See sign design (*attachment B*).
- Adding an additional 20 perpendicular parking spaces along 4th St. and McConnell St.
- Per City of Parma's request – add sidewalks for public use on 4th St and McConnell St within the venue's property.
- terracing the slope for improved access with a new stairway and sidewalk for easier access on 4th Street and McConnell Rd. (maybe moved to Phase 2)
- landscaping the terraced gardens with hardy plants. (maybe moved to Phase 2)
- creating a 20 x 45 ft patio area on the south lawn for outdoor receptions.

Phase 2 will include:

- Addition of Patio Cover or Sunroom on patio to allow protection from the elements
- Addition of sidewalk/tiered stairs on McConnell side of property for ease of access to the venue from parallel parking spots

Phase 3 will eventually include:

- remodel the basement into a reception hall with a commercial kitchen, further expanding the venue's capabilities.

All other aspects of the Letter of Intent will remain as proposed.

Thank you for your time and consideration. We are excited about the opportunity to serve our community and look forward to your favorable response.

Sincerely,

Tracy Mattox
Owner, Event Center
208-899-6110
tracy@chapelhill.events
712 N 4th St, Parma, ID 83660

Revised Proposed Site Plan
Attachment A
4/18/2025



Phase 1 of the site plan reclaims the existing onsite parking lot estimated at 10 parking spots and now incorporates proposed retaining wall of sloped lawns with tiered gardens for 4th St and McConnell Rd allowing an additional 12 parking spaces and the City of Parma requested sidewalk improvements to the property.