

Tracy Mattox
712 N. 4th St.
Parma, ID 83660
trayc@chapelhill.events
208-899-6110

April 18, 2025

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

Re: Addendum B 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, and Addendum A on April 18, 2025, there have been a few updates and changes to the project that I would like to share with you in Addendum B.

1. **Parking Requirement Variance Request:** In Addendum A, we noted that the venue's guest capacity was adjusted from 75-80 guests down to 60 guests, which we hope will reduce the City's original requirement of 32-parking spaces. Based on this updated guest count, we are requesting a variance to reduce the on-site parking requirement, based on the following details:
 - a. To add more spaces in upper lot, we will need to extend parking into the side yard. This will give us a total of 12 spaces. While this gives us more parking spaces, it means the proposed covered patio will no longer be an option for us. The remaining 10 ft x 60 ft of yard will either remain as grass or be converted to a sidewalk.
 - b. McConnell St. can reasonably provide 6 parallel parking spaces along the northside of the venue.
 - c. No Parking signs will be posted on 4th Street frontage of the building at this time due to the smaller parking area.
 - d. This brings us to 18 parking spaces on-site, not including the two private parking spaces behind the shed allocated for staff parking. We would still be short of 8 spaces of the required 32 parking spaces.
 - e. To address this, we have secured an agreement with Parma Church of God (109 E McConnell Avenue) to use their overflow parking area directly across from the church. Attached is a copy of the signed agreement with a map stipulating the specified overflow parking area which can accommodate an additional 8-10 parking spaces. (*Attachment 1*)
 - f. Our staff will direct guests to this overflow parking area and will provide a shuttle service using a street-legal 6-person golf cart.
 - g. In addition, our contract with clients will include the request our guests to carpool due to limited on-site parking - *"Parking is limited, please asks your guests/attendees to carpool to the event"*.

Variance Request: We respectfully ask the City of Parma to grant us a variance to allow us to meet parking requirements with the following:

- 18 parking spaces on the property
- Up to 10 overflow parking available at the Parma Church of Christ overflow parking lot

This will give us a total of 28 off-street parking spaces for the venue. *Standard parking calculations commonly used consider 3 – 4 people/vehicle divided by the venue capacity which would bring the required off-street parking to 15 – 20 parking spaces for a 60-person venue.*

2. **Sidewalk and Street Parking Phase Deferral Request:** In Addendum A, we had hoped to move the proposed landscaping and sidewalk/parallel parking along 4th and McConnell streets into Phase 1, unfortunately, due to rising construction costs, that is no longer feasible.
- After receiving multiple bids, the excavation along 4th Street alone is \$70,000 for the excavation with an additional \$13,000 for the retaining wall, plus \$28,000 for the requested city sidewalks.
 - At the same time, we're facing significant expenses to bring the building up to the commercial code, plus startups costs and operations. We will need to secure a \$179,000 loan, and adding another \$111,000 for the sitework and sidewalks could jeopardize the entire project.

Variance Request: We are asking the City of Parma to delay the sidewalks and parallel parking requirements, allowing us time to open the venue and build up revenue before taking on that additional burden. Our financial projections show we can be profitable within 24 months, at which point we can revisit these enhancements.

Updated Future Plans and Enhancements:

We have included a revised copy of our site plan showing the entire plan (*attachment 2*) reflecting changes to the phasing of our project. Here is a breakdown:

Phase 1 will now include

- Bring building up to fire safety codes, (smoke detectors, fire extinguishers, firewall ceiling).
- Build a 10 x 15 ft deck with stairs and install a wheelchair ramp or a lift for ADA access.
- Remove dead tree near McConnell St. and the alley.
- Move the storage shed to the McConnell side yard and create two staff only parking spots.
- Reclaim southside parking area for 12 on-site parking spots.
- Improve parallel parking on McConnell St. yielding 6 parking spots.
- Install signage at driveway entrance and McConnell St corner flower bed.

Phase 2 (delayed items):

- Terrace the slope for improved access on 4th Street & McConnell. (***moved to Phase 2***)
- Landscape terraced gardens with hardy plants. (***moved to Phase 2***)
- Addition of sidewalk/tiered stairs on McConnell side of property for ease of access to the venue from parallel parking spots. (***may be moved to phase 1 if funding is available***).



Phase 3 (*long-term improvements*):

- Adding the parallel parking and city sidewalks to 4th Street and improving parallel parking on McConnell St to include sidewalks and paving, per the City of Parma's acceptance of our variance request in this addendum.
- Remodel the basement into a reception hall further expanding the venue's capabilities.

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

Thank you for your consideration of these variance requests. We are excited about bringing this venue to Parma and creating a beautiful space for families to celebrate milestones. Your support will help us move forward in a sustainable and responsible way.

Sincerely,

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



Attachment 1 Church of Christ Overflow Parking Agreement

PARKING USE AGREEMENT

This Agreement is made and entered into effective as of the date of the last signature below, by and between:

Chapel Hill Event Center, located at 712 N 4th Street, Parma, ID 83660 (hereinafter referred to as “**Chapel Hill**”), and

Parma Church of Christ, located at 109 E McConnell Avenue, Parma, ID 83660, represented by Pastor Don Smith (hereinafter referred to as “**Church of Christ**”).

1. Purpose

To allow Chapel Hill to utilize the Church of Christ’s overflow parking area (10 spaces) located **directly across from the Church at 109 E McConnell Ave**, for use during events hosted at Chapel Hill.

2. Terms of Use

- Chapel Hill shall use the designated overflow parking area solely during scheduled events.
- A **shuttle service** will be provided by Chapel Hill to transport guests between the parking area and the event center.
- Parking is **non-exclusive** and must not interfere with Church of Christ activities.
- Chapel Hill will ensure proper signage and guest instructions to avoid parking in undesignated or restricted areas.

3. Liability

- Chapel Hill assumes full responsibility for guest conduct, transportation, and any incidents that occur while guests are on Church of Christ property.
- Chapel Hill agrees to indemnify and hold harmless Church of Christ, its officers, and members from any claims or damages resulting from this arrangement.



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4. Duration & Review

This agreement shall be effective immediately and will remain in effect for **one (1) year**. It shall be subject to review and negotiation on a yearly basis.

5. Termination

Either party may terminate this agreement with **30 days written notice**.

6. Miscellaneous

This agreement does not constitute a lease, only a revocable license. All amendments must be in writing and signed by both parties.

7. Map of Parking Area



This map shows the location of:

- Chapel Hill Event Center (712 N 4th St)
- Parma Church of Christ (109 E McConnell Ave)
- Designated Overflow Parking Area (across from the church)

IN WITNESS WHEREOF, the parties have executed this agreement as of the dates below:

Chapel Hill Event Center

By: Tracy Sean Mattox

Name: Tracy Mattox

Title: Owner

Date: 4/30/2025

Parma Church of Christ

By: Don Smith

Name: Pastor Don Smith

Title: Pastor

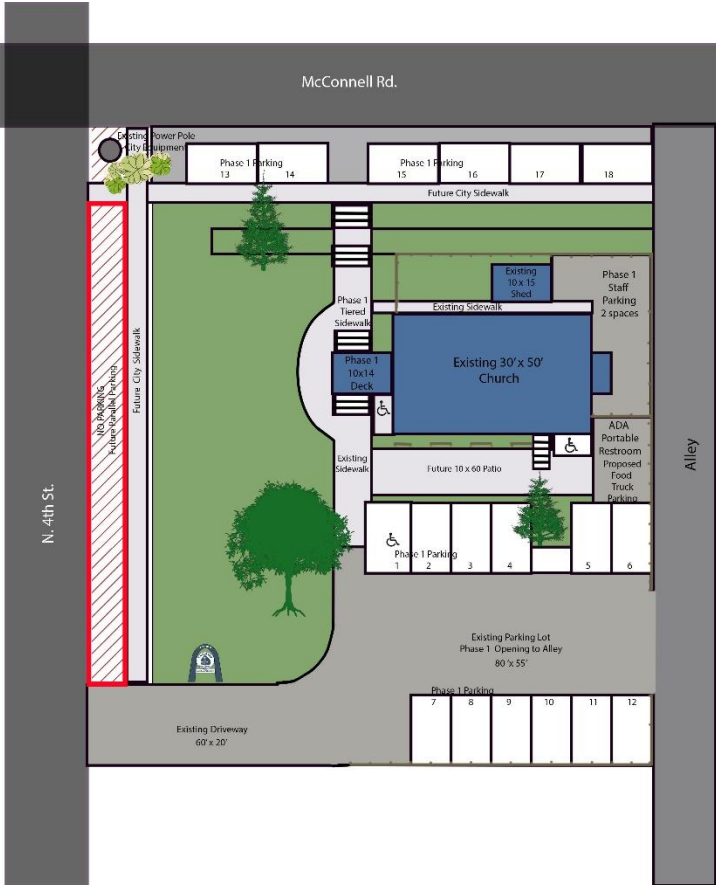
Date: 5/1/2025



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Revised Proposed Site Plan
Attachment 2
4/18/2025



Chapel Hill Event Center
Site Plan
Amendment B - Attachment 2

Plat via Google Maps 121 ft Ex 124 ft N
Church offsets:
McConnell 54 ft on NE corner and 50 ft on NW Corner
4th St 76 ft on SE Corner and 76 ft on SW Corner
Parking Lot is 55 ft W x 80 ft L - 12 spaces
4th Street No Parking allowed at this time. Signs will be posted.
McConnell Parking - 6 parallel spaces
Seating capacity of 60 people
Staff Parking behind shed - 2 spaces
Clients will be required to limit vehicles by carpooling to fit spaces provided in contracts
Sloped Existing Lawn Area - Future Retaining Wall with Tiered Gardens on McConnell and 4th St
Sign Placement at Driveway Entrance & Stairs on McConnell
Amendment B requests City delay sidewalks to 2027