



April 24, 2026 ~~April 23, 2026~~

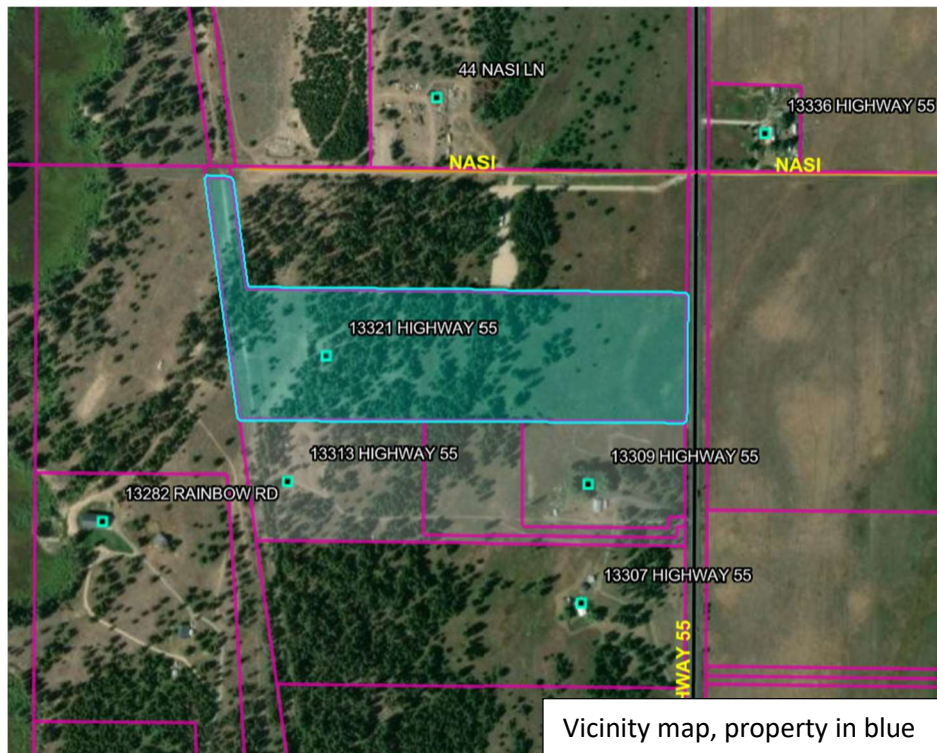
Cynda Herrick, AICP, CFM
Planning and Zoning Director
Valley County
PO Box 1350
700 South Main Street
Cascade, ID 83611-1350

RE: Southwest Regional Office – Valley County Idaho Fish and Game (REVISED FOR PHASING)
Conditional Use Permit Application

Dear Ms. Herrick,

We are pleased to submit the attached Conditional Use Permit Application to allow a governmental administrative use plus other accessory uses on the property.

The 22.51-acre property consists of parcel number RP16N03E032536 located at 13321 Highway 55. The property is approximately 2 miles north of Donnelly, Idaho on the west side of Highway 55. The property is not in a City Impact Area.



Vicinity map, property in blue

Idaho Fish and Game (IDFG) currently owns the office building located on Deinhard Lane in McCall but leases the underlying property from the Idaho Department of Lands. They have outgrown the facility in both office space and equipment storage capacity. Expanding on leased land is not a practical long-term

solution, therefore, IDFG is seeking to relocate the existing administrative office to a property better suited to fit the need of their staff, operations and the public they serve.

The proposed Idaho Department of Fish and Game (IDFG) Valley County Regional Office will be developed in two phases to support current operations and future staffing needs. The facility will provide office space, equipment storage, and operational support for IDFG personnel serving Valley County and the surrounding region.

The Hwy 55 location provides:

- Proximity to wildlife management areas
- Central, convenient access for Valley County residents
- Compatibility with surrounding rural and public-land uses
- Adequate space for employee housing and seasonal facilities
- Suitable topography, public road, and utility access
- The regional office supports public recreation and conservation.

Phase One

Phase One will include construction of the main office building, a storage and workshop building, and a covered equipment storage structure. The site will provide 145-92 total parking spaces, approximately half of which will be used for departmental vehicles, trailers, boats, and equipment. The primary paved parking lot at the building entrance will provide 53-31 guest and guest and -staff parking spaces, with an additional area for 19 overflow guest and staff parking spaces. while the remaining 10 spaces will be located within an employee -secure parking, equipment storage yard.

The main office building will be designed in a mountain modern architectural style appropriate to the McCall and Valley County area. The highway-facing façade will incorporate stucco, stone veneer, and metal siding with timber accents. A vertical entry tower element will mark the main entrance and display Idaho Department of Fish and Game signage for visibility from the highway.

Other elevations will utilize durable metal siding with stucco and stone accents for consistency and long-term durability. The roof will consist of metal roofing, and the windows will be an aluminum storefront glazing system.

This building will feature a public-facing front-of-house area designed to serve local community members. Key elements include an administrative check-in and point-of-sale area, a large community conference room for meetings and events, public restrooms, and supporting storage, mechanical, and janitorial spaces.

The storage and workshop building will be constructed as a pre-engineered metal building designed for equipment maintenance and storage. Exterior metal siding and colors will complement the main office building. Large overhead doors will primarily face the interior equipment yard, while the highway-facing elevation will incorporate windows and dormer elements to improve the building's appearance from the roadway.

The covered storage building located along the south property line will consist of concrete masonry block and steel siding and will help screen departmental vehicles and equipment from the adjacent southern property.

Additional covered parking structures will be constructed using pre-engineered steel canopy systems designed to shed snow and water away from the interior equipment yard while protecting vehicles and equipment from weather exposure.

The back-of-house area will support IDFG's year-round operations for both full-time and seasonal staff. This space will include private offices, open work areas, two conference rooms (not open to the public), employee breakroom, restrooms, and a wet lab. The wet lab will have direct access to the public parking lot to accommodate animal testing and drop-offs.

Phase Two (Future Development)

Phase Two will provide housing for seasonal employees and will include 12 dry RV parking spaces with electrical hookups. A future dormitory building will accommodate up to six occupants and provide shared kitchen, living, restroom, and bathing facilities to support both dorm residents and seasonal staff using the RV spaces.

Phase Three (Future Development)

To support long-term operational needs, the office and storage/workshop buildings may be expanded in the future. The Site Layout Plan identifies designated areas that will accommodate these potential expansions.

Together, these improvements will create a functional regional operations facility while maintaining architectural character consistent with the surrounding mountain community.

Summary

The proposed project includes:

- regional office building (11,900-312 SF, Phase 1 – 8,300 SF, Phase 3 – 3,012 SF) and associated parking
- equipment storage
- workshop (3,088 SF + Phase 3 expansion)
- covered storage (4,350 SF)
- 32-92 Open/Covered Parking Spaces
- Employee dormitory, (2,300 SF) Phase 2
- Seasonal staff camping facilities (12 RV sites – No public camping provided) Phase 2

At 22.5 acres, the parcel is of sufficient size to support the governmental administration use and equipment storage provided in phase 1 and private camping facilities, and accessory dwelling units provided in phase 2.

The site and buildings have been strategically designed to minimize visual impacts. The administration building will be visible from adjacent roads but designed to blend with the natural environment using earth-tone materials and low building height. The building is situated, almost two times the required setback, 180 feet from the public right of way, and turned 90 degrees with the narrow part of the building facing the public road. Additionally, vehicular parking is located at the side of the building not between the building and the roadway. Increased setbacks and landscaping will soften views of parking and structures.

The equipment storage area is within a fenced and gated area. It will include a gravel parking area that will be shielded from view from the east and south by the storage and workshop buildings.

The site will be fenced: 6' open-style metal fencing along Highway 55 and customer side (east and north); 6' chain link along west and south sides.

The site will be accessed via an ITD permitted access to Hwy 55. Access has been strategically located to avoid the wetlands at the southern portion of the site. The project will generate modest daily traffic typical of a small government office. Primary trips include staff commuting, public visitors seeking licenses or information, and periodic agency vehicles.

The administrative offices will be open Monday through Friday 8am – 5pm and closed on the weekends.

The IDFG administrative office in McCall employs 18 year-round employees, along with up to 20 seasonal employees throughout the year. The proposed plan includes limited housing for temporary seasonal staff in phase 2. These employees typically work in the area for only a few months, making it difficult to find adequate housing in Valley County. The cost and availability of housing have become significant recruitment challenges, directly affecting the ability to fill these positions. Providing temporary housing will help attract qualified seasonal personnel in addition to reducing the pressure on local housing. Providing onsite options will help avoid competition for Valley County's limited rental stock, especially in the summer months.

Water demand will be typical of a small office with a small increase for seasonal dormitory and camping: restrooms, break areas, and limited landscaping. Potable water will be supplied by an approved domestic well; wastewater will be treated via a septic system.

The site will be designed to maintain existing drainage patterns, avoid wetlands, and prevent runoff impacts. Stormwater will be managed through swales or infiltration basins. No impacts to groundwater or surface water quality are anticipated.

Site development and building placement have been strategic to require limited vegetation removal for the building pad, parking, and access. Much of the site will remain in its natural state. Soil stability is good, and erosion control measures will prevent sedimentation during construction. Disturbed areas will be reseeded with native grasses and shrubs. Permanent landscaping will emphasize drought-tolerant, regionally appropriate species.

The use does not involve hazardous materials beyond standard office supplies and small quantities of maintenance products. Fire risk will be mitigated through fire-rated construction, defensible space, fully addressable fire suppression system (NFPA 13), and compliance with fire code.

The project will incorporate dark-sky compliant lighting and low-glare fixtures. Building materials will be selected to minimize reflective surfaces. Landscape areas will include shade trees to reduce heat and glare. No unusual heat sources are proposed.

There is a relatively small area of wetlands as shown on the US National Wetlands Inventory in the southeast corner of the property that the site plan avoids. Per the US Fish and Wildlife Service, these wetlands “were photo interpreted using 1:58,000 scale, color infrared imagery from 1981.”

There are no identified floodplain or flood elevations on the property.

Construction will temporarily generate daytime noise from equipment and vehicle activity. After completion, noise levels will be typical of a standard office use—primarily vehicle arrivals, HVAC equipment, and occasional outdoor maintenance. No nighttime operations are planned. Noise, dust, emissions and vibrations will be negligible.

Construction is anticipated in two phases, with the first phase lasting up to 12 months. Construction is planned to commence late Spring 2027 and be opened to the public by Spring 2028. Seasonal camping improvements may be installed concurrently or as a secondary phase depending on weather and staffing needs. Minor seasonal adjustments may occur due to Valley County weather conditions.

The use is consistent with surrounding land uses and compatible with the Valley County Comprehensive Plan.

Thank you in advance for your time and consideration. Please feel free to contact me if there is any additional information, we can provide to assist you in processing our application.


Sincerely,

Tamara Thompson
Director of Client Services




MARK	DATE	DESCRIPTION

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 Architecture • Planning
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 P: 208.345.0566, 208.345.1718 | E: office@glancey.com



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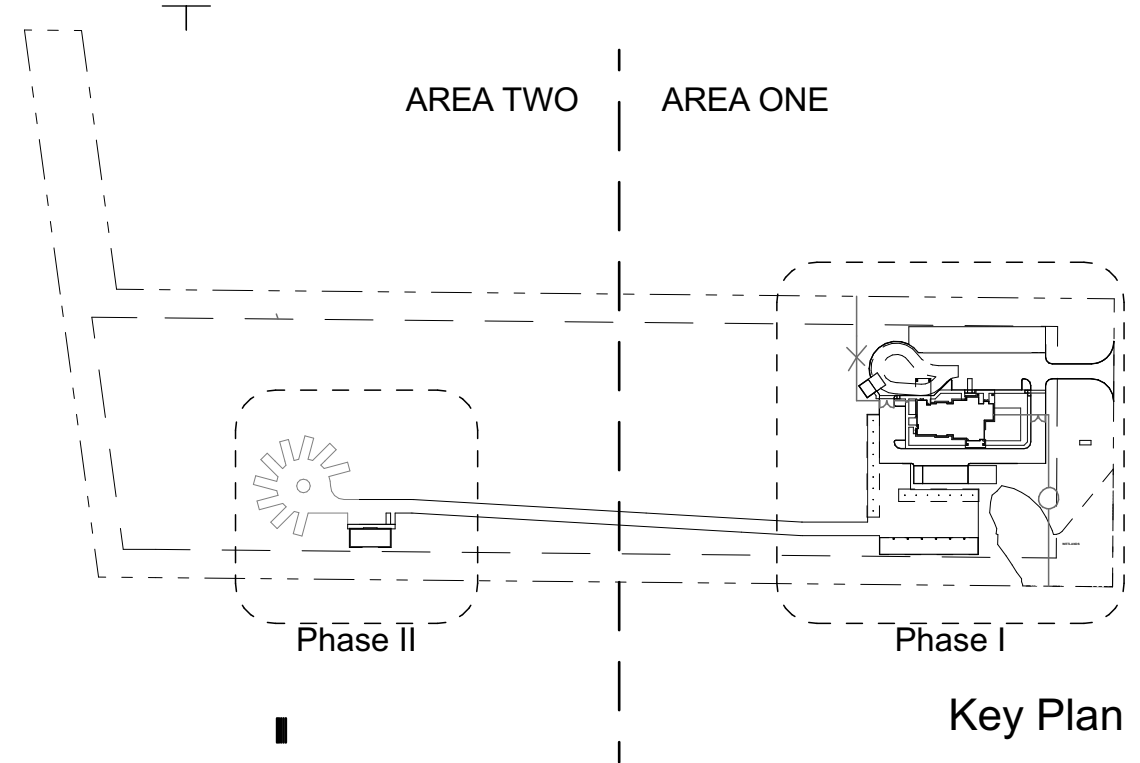


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 DATE: 03/27/2026
 PROJECT #: 26-008
 SHEET TITLE

Site Layout Plan (Phase II)

A-0.02

Conditional Use Permit | March 27, 2026



Project Narrative
 Idaho Department of Fish and Game
 Valley County Sub-Regional Office

The proposed Idaho Department of Fish and Game (IDFG) Valley County Sub-Regional Office will be developed in two phases to support current operations and future staffing needs. The facility will provide office space, equipment storage, and operational support for IDFG personnel serving Valley County and the surrounding region.

Phase One

Phase One will include construction of the main office building, a storage and workshop building, and a covered equipment storage structure. The site will provide 92 total parking spaces, 32 of which will be covered parking in a secured area used for departmental vehicles, trailers, boats, and equipment. The primary paved parking lot at the building entrance will provide 31 guest and staff parking spaces, with an additional area for 19 overflow guest and staff parking spaces. While the remaining 10 uncovered spaces will be located within a secured equipment storage yard or in the overflow gravel parking on the north side of the site.

The main office building will be designed in a mountain modern architectural style appropriate to the McCall and Valley County area. The highway-facing façade will incorporate stucco, stone veneer, and metal siding with timber accents. A vertical entry tower element will mark the main entrance and display Idaho Department of Fish and Game signage for visibility from the highway.

Other elevations will utilize durable metal siding with stucco and stone accents for consistency and long-term durability. The roof will consist of metal roofing, and the windows will be an aluminum storefront glazing system.

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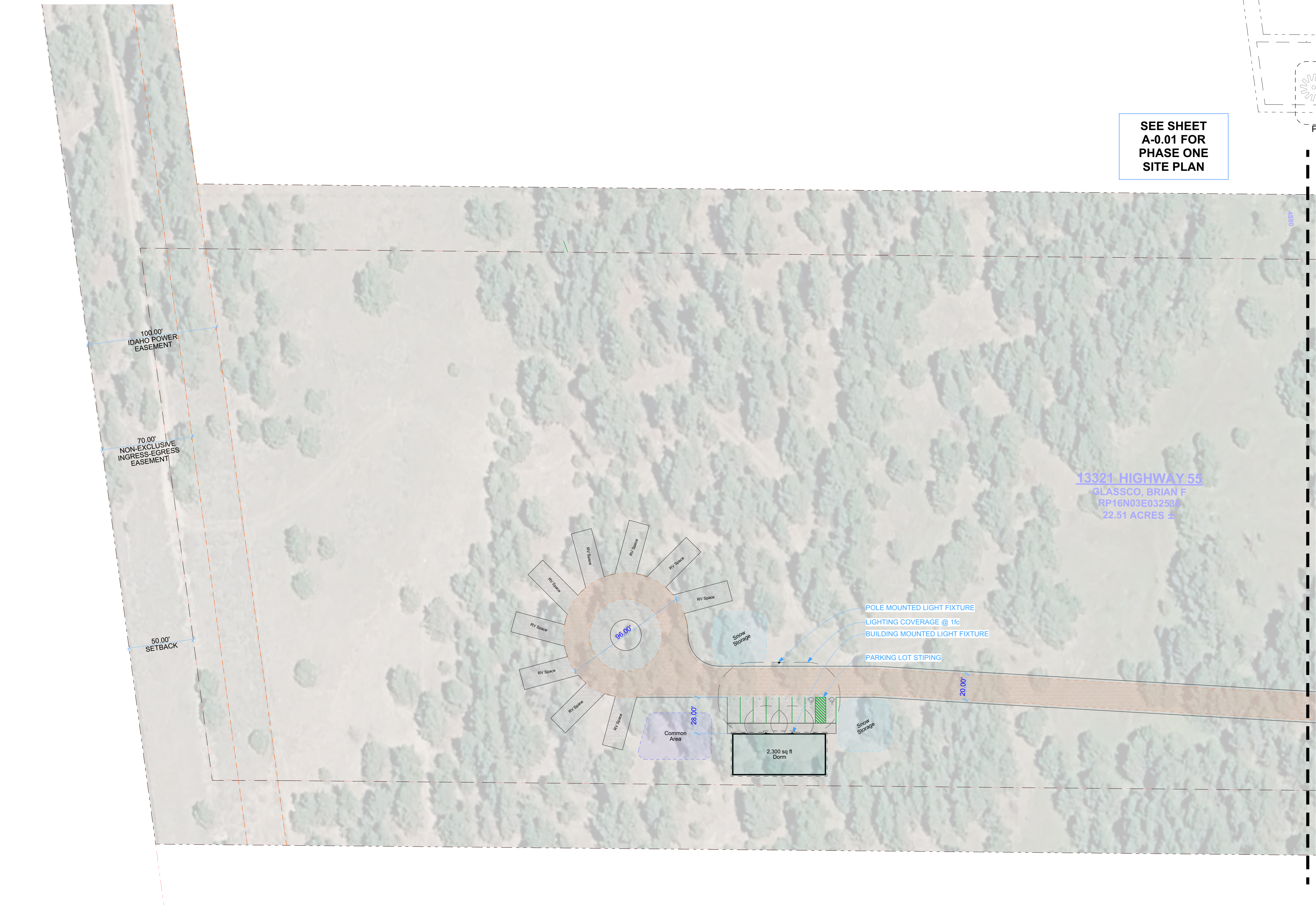
Phase Two (Future Development)

Phase Two will provide housing for seasonal employees and will include 12 dry RV parking spaces with electrical hookups. A future dormitory building will accommodate up to six occupants and provide shared kitchen, living, restroom, and bathing facilities to support both dorm residents and seasonal staff using the RV spaces.

Together, these improvements will create a functional regional operations facility while maintaining architectural character consistent with the surrounding mountain community.

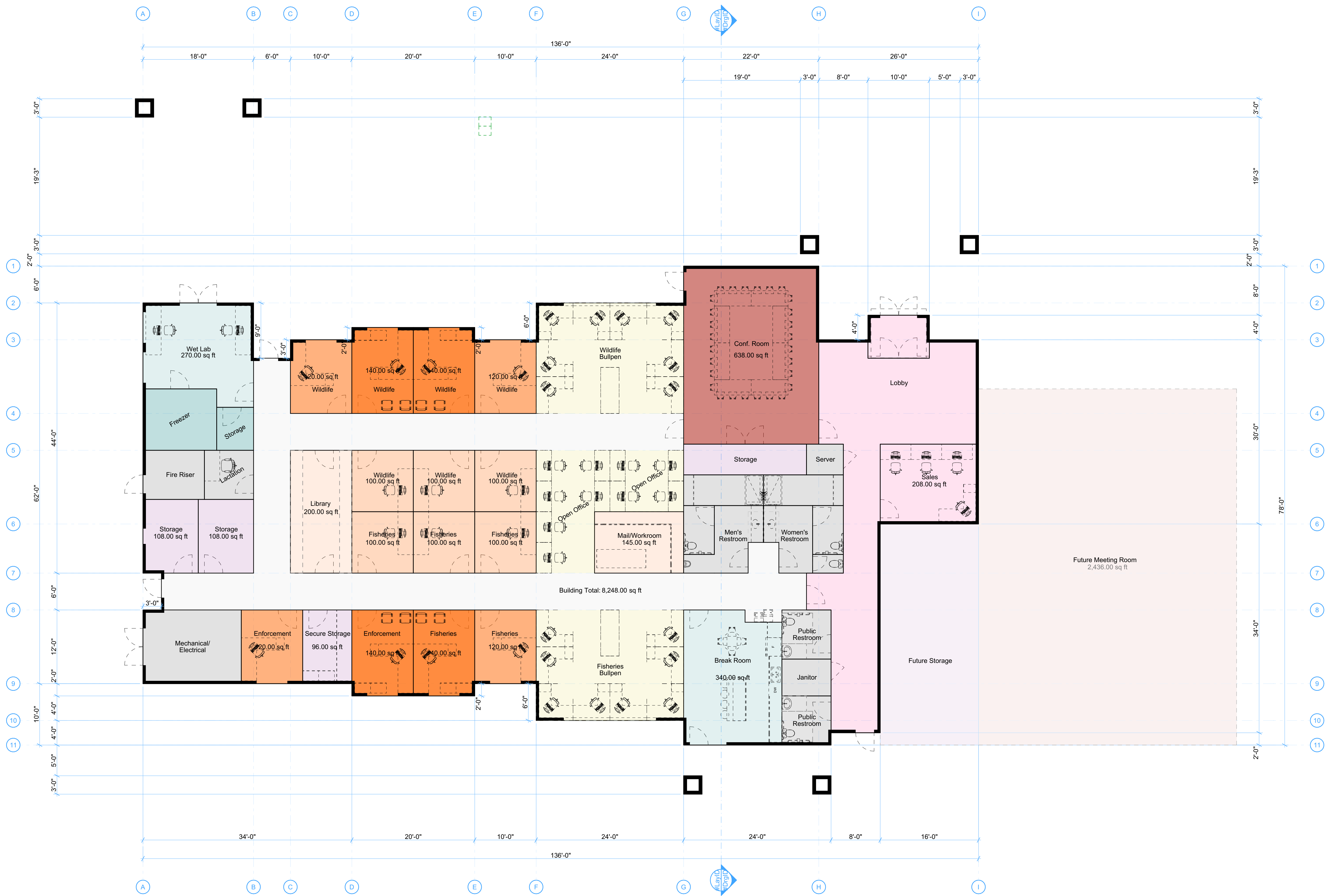
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SEE SHEET A-0.01 FOR PHASE ONE SITE PLAN

Site Plan - Area Two
 1" = 40'



Foundation Plan
1/8" = 1'-0"

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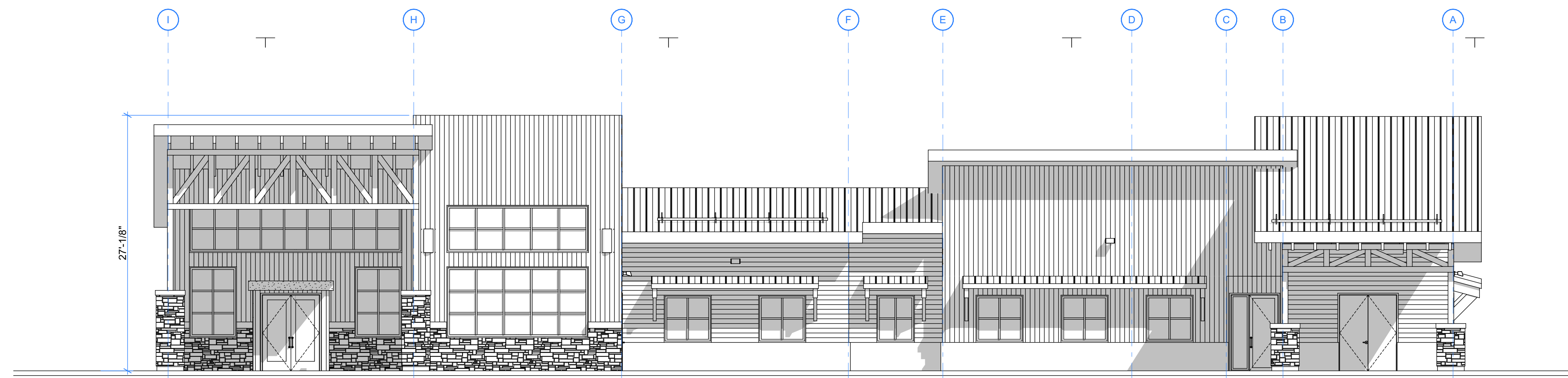


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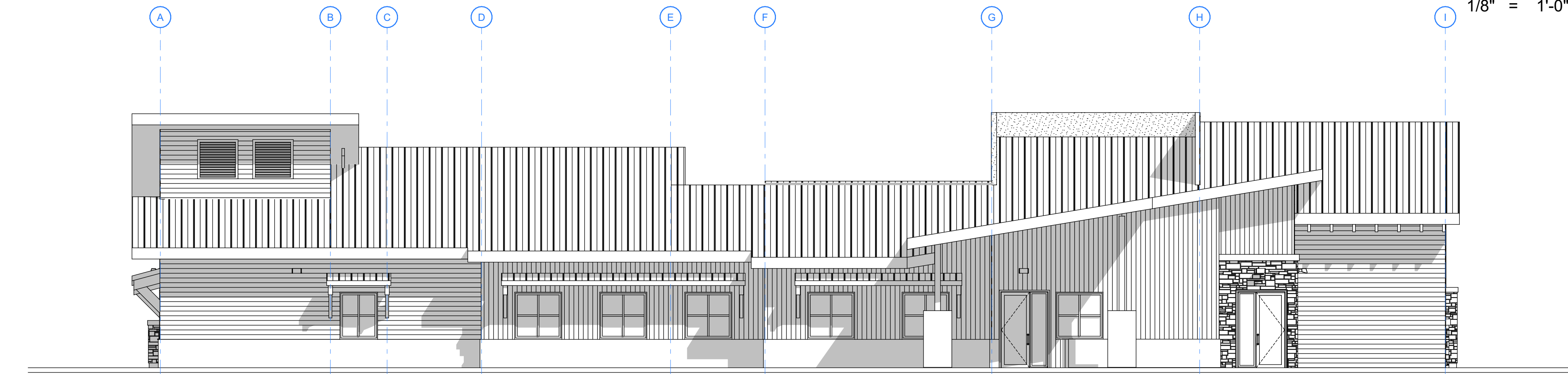


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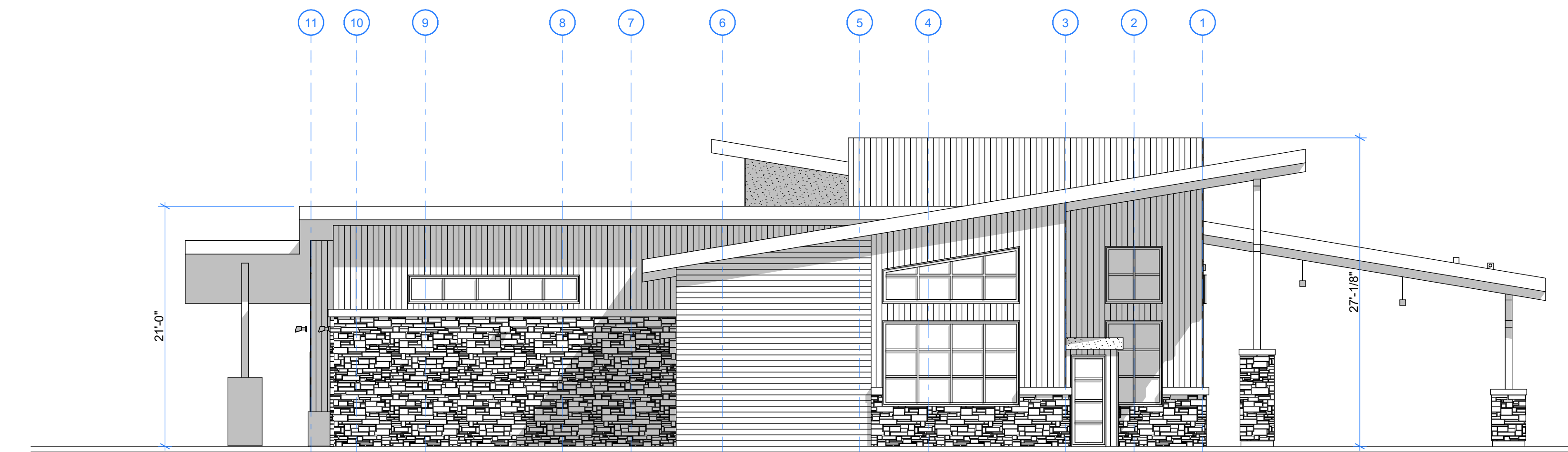
Conceptual Floor Plan
A-1.01



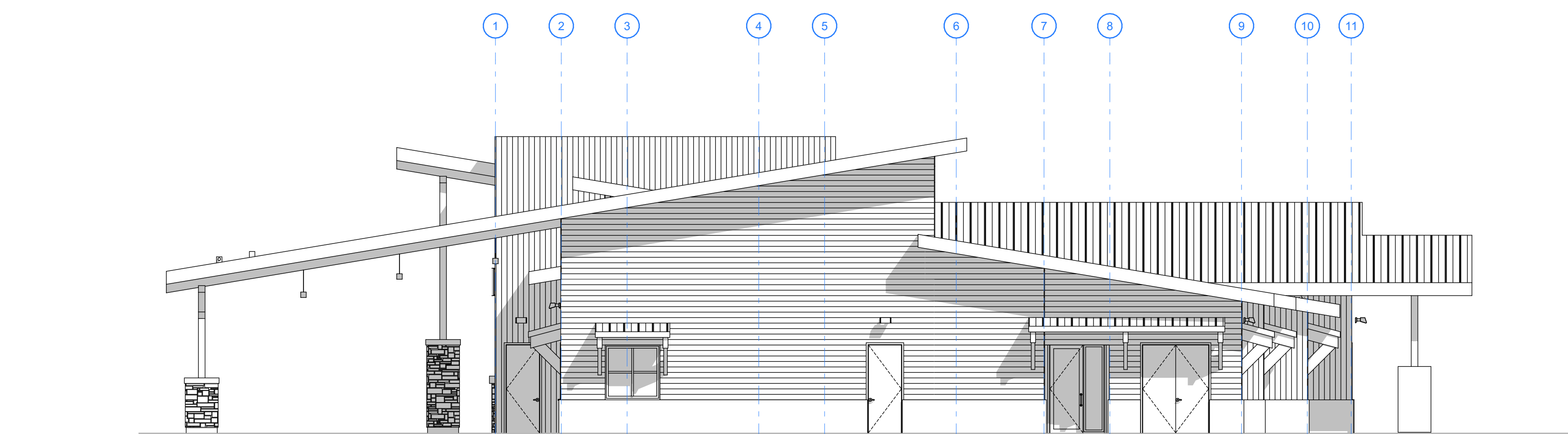
North Elevation
1/8" = 1'-0"



South Elevation
1/8" = 1'-0"



East Elevation
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West Elevation
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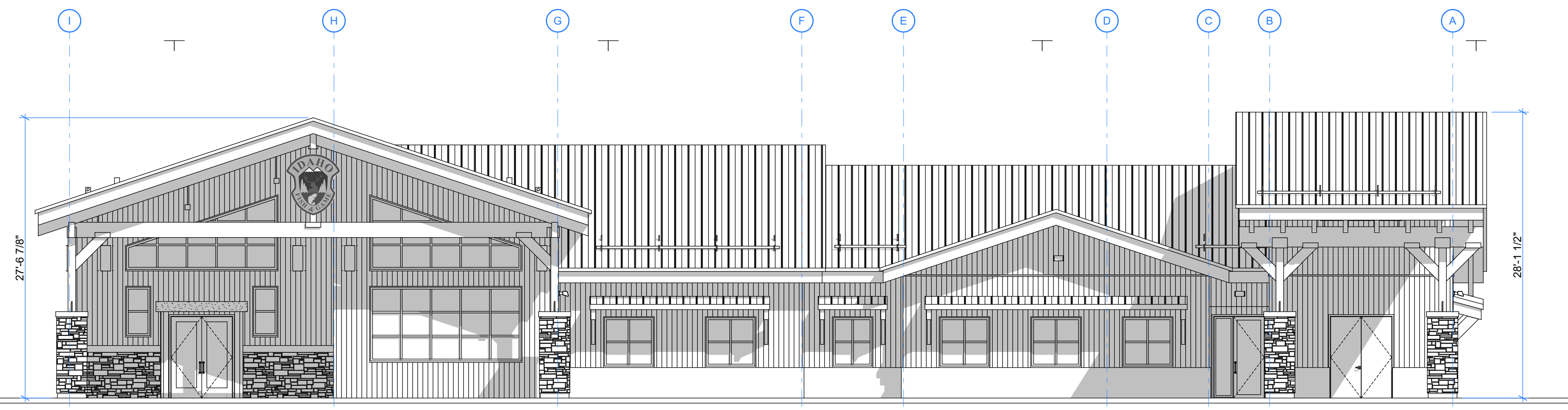


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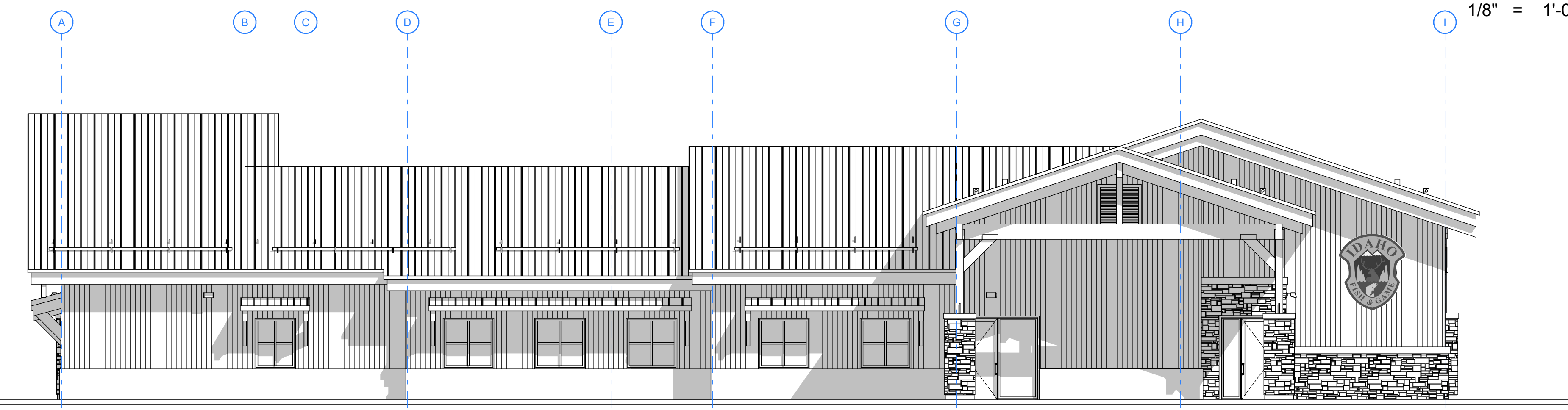


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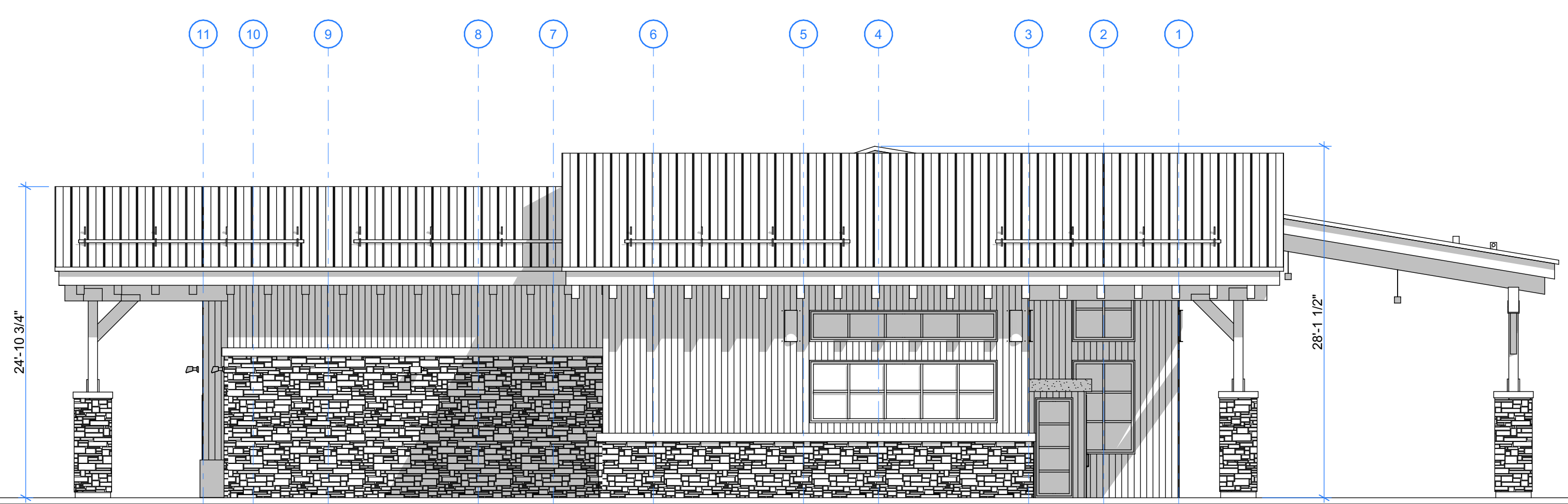
Conceptual Elevations
A-2.01



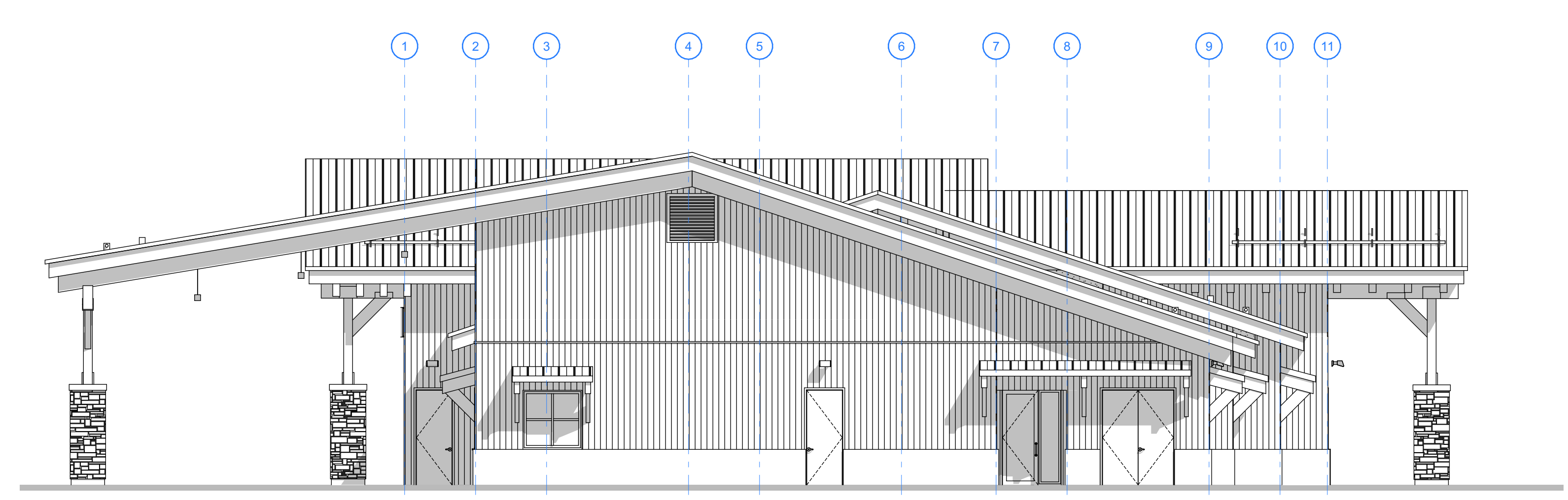
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SHEET TITLE	Conceptual Elevations

A-2.02