



City of Ketchum  
Planning & Building

**STAFF REPORT  
KETCHUM PLANNING AND ZONING COMMISSION  
REGULAR MEETING OF MARCH 9<sup>TH</sup>, 2020**

**PROJECT:** West Ketchum Residences Preliminary Plat

**FILE NUMBER:** P19-141

**REPRESENTATIVE:** Robert Parker, VP Companies

**OWNER:** West Ketchum Residences, LLC c/o Robert Parker, VP Companies

**REQUEST:** Preliminary Plat approval to subdivide a 47,338 square foot lot into ten (10) townhouse sublots

**ASSOCIATED PERMITS:** P19-140 – Design Review for the 10-unit development  
P19-142 – Lot Line Shift to combine four exiting lots into one lot so parcel can be re-subdivided into townhouse sublots

**LOCATION:** 150 Bird Drive (Lot 5AA, Block 1, Bavarian Village Subdivision)

**ZONING:** General Residential High Density (GR-H)

**OVERLAY:** None

**NOTICE:** Notice was mailed to properties within a 300 ft radius of the subject property and all political subdivisions on February 19<sup>th</sup>, 2020. Notice was published in the February 19<sup>th</sup>, 2020 edition of the Idaho Mountain Express.

**REVIEWER:** Brittany Skelton, Senior Planner

**ATTACHMENTS:**

- A. Application
- B. Preliminary Plat
- C. Design Review plans
  - a. Preliminary Civil
  - b. Grading
  - c. Landscaping
  - d. Architectural Site Plans
- D. Draft Findings of Fact, Conclusions of Law, and Decision

**BACKGROUND**

On February 10<sup>th</sup>, 2020 the Planning and Zoning Commission approved a Design Review application for a 10-unit residential development to be located on the subject property. The approved proposal is comprised of five (5) duplexes arranged around a common driveway. The residential density is permitted in the zoning district, General Residential – High Density (GR-H) where the subject property is located, and the project meets all zoning dimensional, design, and development standards.

The intent of the property owner is to plat and subdivide each residential unit into a townhouse unit. As such, the property owner has submitted a Preliminary Plat for Townhosue Subdivision for review for compliance with the subdivision and townhouse subdivisions standards.

This subject property is unique in that it used to consist of four (4) separate lots. In order to prepare the property for re-platting into townhouse sublots, the property owner first submitted an application (P19-142) to use the Lot Line Shift procedure to combine the four (4) lots into one large lot and to vacate a prior cul-de-sac. The Lot Line Shift application has been approved by City Council and the property owner has now started the process to re-subdivide the property into ten (10) townhouse sublots.

The first step in the townhouse platting process is for the Commission to review the proposal and provide a recommendation to City Council. City Council would then review and approve the Preliminary Plat.



**Figure 1. West Ketchum Townhomes Concept Rendering**

After each townhouse unit receives a Certificate of Occupancy it is eligible for the Final Plat procedure. If the Final Plat substantially conforms to the Preliminary Plat the City Council will approve the Final Plat. Upon recording the Final Plat the townhouse units may be sold.

All city departments reviewed the Preliminary Plat concurrent with the Design Review submittal package and re-reviewed the Preliminary Plat in preparation for this staff report. Additional plat notes requested by the Utilities Department have been included as conditions of approval.

Additionally, the Commission reviewed many site development details, such as grading, drainage, landscaping, and so forth with the Design Review application. The proposed Preliminary Plat is consistent with the site plan and townhouse unit footprints depicted in the Design Review submittal package.

This application was properly noticed for the required public hearing. No written comments have been received to date.

**Table 1: City Department Comments**

City Department Comments			
Compliant			
Yes	No	N/A	City Code      City Standards and City Department Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.C      Complete Application</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Department:</b> No new comment. Design Review comments remain applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Engineering/Streets Department:</b>                      The same comments included with the Design Review approval apply:</p> <ol style="list-style-type: none"> <li>All drainage shall be retained on site (KMC §17.96.060.C.1). Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street (KMC §17.96.060C).</li> <li>All construction for the project must comply with the standards set forth in Ketchum Municipal Code, Chapter 15.06 Construction Activity Standards. The applicant shall submit a Construction Activity Plan addressing all applicable activities (KMC §15.06.030), including how materials will be off-loaded at the site, plan for coordinating with neighbors on temporary closures, temporary traffic control, and construction fencing with appropriate screening, to be reviewed and approved prior to issuance of a Building Permit for the project. Pursuant to KMC §15.06.030.A.2, the applicant shall provide notice of the project, construction schedule, and general contractor’s contact information to all neighbors with properties adjacent to the project site.</li> <li>The Building Permit plans and construction drawings shall meet all applicable sections of Chapter 12 of Ketchum Municipal Code.</li> <li>The plans for the ROW improvements must be prepared by a professional engineer licensed in Idaho (KMC §12.04.020. The adjacent ROW along Bird Drive must be improved to City standards for residential streets. Material shall be pervious/permeable to allow drainage. Surface must allow for vehicle parking and be consistent along the entire property frontage. Material within the first eight (8) feet from edge of asphalt shall be distinct from driveway and rest of property in order to visually appear to be available for parking. Grading and drainage improvements must meet the following standards: minimum 5% slope, no obstructions, such as boulders or berms, no buried irrigation systems within the first eight (8) feet from the edge of asphalt, and no subsurface irrigation lines are permitted beyond the first eight (8) feet, however popup heads are not permitted anywhere in the ROW. No live plant material within the first eight (8) feet from edge of asphalt. Low ground cover plant material, such as turf grass, is permitted beyond the first eight (8) feet. Drought-tolerant species is preferred.</li> <li>Utility locations (electrical, gas) are not permitted in public ROW. If utility upgrades are necessary the applicant will need to coordinate upgrades with Idaho Power and Intermountain Gas. All utilities need to be shown on the plans including the location and size of water and sewer mains and services, gas, electric, TV and phone.</li> <li>The applicant shall submit a Street and Alley Digging, Excavation, and Trenching (“DIG”) Permit application with an associated traffic control plan for all construction work within the City right-of-way to be reviewed and approved by the Streets Department. The use of City right-of-way for construction including the closure of adjacent streets or sidewalks requires a Temporary Use of Right-of-Way Permit (“TURP”).</li> <li>Final civil drawings for all associated ROW improvements shall be submitted with the Building Permit application to be verified, reviewed, and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.</li> </ol>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Utilities:</b>                      1. All existing water services on the property will be cut and capped at the main.</p>

			<p>2. Any abandoned sewer service lines will be cut and capped at the property line.</p> <p>3. All water mains and services are private. Maintenance and repairs are the responsibility of the property owner or association.</p> <p>4. All townhomes will have separate service lines, individual meters, vaults, and own irrigation systems to be confined to the specific sub lot.</p> <p>5. A separate meter and tap will be needed for the common area for irrigation and billed through the association.</p> <p>6. Each subplot and common area will be assessed connection fees for both water and sewer. The exception is the common area will only pay a water connection fee.</p> <p>7. The sewer main will be public, placed in a utility easement no less than 10ft wide.</p> <p>8. Should repairs be required on any part of the public sewer main the City of Ketchum will not be responsible for repair or replacement of pavers, landscaping, or heating system.</p> <p>9. Plat notes depicting a public sewer main shall be shown on the final plat with the description listed in note 8.</p> <p>10. A description of the private water main shall be shown on the final plat as described in note 3.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building:</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Planning and Zoning:</b> <i>Comments are denoted throughout the Staff Report.</i>

**Table 2: Preliminary Plat Requirements**

Preliminary Plat Requirements				
Compliant			Standards and City Council Findings	
Yes	No	N/A	City Code	City Standards and <i>City Council Findings</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.C.1</b>	<b>The subdivider shall file with the administrator copies of the completed subdivision application form and preliminary plat data as required by this chapter.</b>
			<b>Findings</b>	The application has been reviewed and determined to be complete.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J</b>	<b>Application and Preliminary Plat Contents: The preliminary plat, together with all application forms, title insurance report, deeds, maps, and other documents reasonably required, shall constitute a complete subdivision application. The preliminary plat shall be drawn to a scale of not less than one inch equals one hundred feet (1" = 100') and shall show the following:</b>
			<b>Findings</b>	All required materials for the Preliminary Plat application have been submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.I .1</b>	<b>The scale, north point and date.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .2</b>	<b>The name of the proposed subdivision.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.3</b>	<b>The name and address of the owner of record, the subdivider, and the engineer, surveyor, or other person preparing the plat.</b>

			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.4</b>	<b>Legal description of the area platted.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .5</b>	<b>The names and the intersecting boundary lines of adjoining subdivisions and parcels of property.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.6</b>	<b>A contour map of the subdivision with contour lines and a maximum interval of two feet (2') to show the configuration of the land based upon the United States geodetic survey data, or other data approved by the city engineer.</b>
			<b>Findings</b>	Contours were indicated in the civil plans reviewed with the Design Review application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.7</b>	<b>The scaled location of existing buildings, water bodies and courses and location of the adjoining or immediately adjacent dedicated streets, roadways and easements, public and private.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J .8</b>	<b>Boundary description and the area of the tract.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J.9</b>	<b>Existing zoning of the tract.</b>
			<b>Findings</b>	This standard has been met. Existing zoning is GR-H and is noted in plat note #9.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J.10</b>	<b>The proposed location of street rights of way, lots, and lot lines, easements, including all approximate dimensions, and including all proposed lot and block numbering and proposed street names.</b>
			<b>Findings</b>	<p>As conditioned by the utilities department, the following plat notes shall be added to the Final Plat:</p> <ul style="list-style-type: none"> <li>• All water mains and services are private. Maintenance and repairs are the responsibility of the property owner or association.</li> <li>• Should repairs be required on any part of the public sewer main the City of Ketchum will not be responsible for repair or replacement of pavers, landscaping, or heating system.</li> </ul> <p>All other standards have been met.</p>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J .11</b>	<b>The location, approximate size and proposed use of all land intended to be dedicated for public use or for common use of all future property owners within the proposed subdivision.</b>
			<b>Findings</b>	Common areas are indicated on the plat – Parcel B, common lawn area, and Parcel A – road and public utility parcel.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J .12</b>	<b>The location, size and type of sanitary and storm sewers, water mains, culverts and other surface or subsurface structures existing within or immediately adjacent to the proposed sanitary or storm sewers, water mains, and storage facilities, street improvements, street lighting, curbs, and gutters and all proposed utilities.</b>
			<b>Findings</b>	A complementary civil drawing package has been submitted with the Design Review application that was previously reviewed and approved by the Commission. This drawing set is attached for reference.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030.J .13</b>	<b>The direction of drainage, flow and approximate grade of all streets.</b>
			<b>Findings</b>	Not applicable, the project abuts the existing street Bird Drive.  The internal private drive and its drainage and grade was reviewed with the Design Review application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .14</b>	<b>The location of all drainage canals and structures, the proposed method of disposing of runoff water, and the location and size of all drainage easements, whether they are located within or outside of the proposed plat.</b>
			<b>Findings</b>	A complementary civil drawing package has been submitted with the Design Review application that was previously reviewed and approved by the Commission. This drawing set is attached for reference.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.15</b>	<b>Vicinity map drawn to approximate scale showing the location of the proposed subdivision in reference to existing and/or proposed arterials</b>
			<b>Findings</b>	This application replats an existing lot within Bavarian Village Subdivision. The platted and recorded Bavarian Village Subdivision serves as the vicinity map.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.16</b>	<b>The boundaries of the floodplain, floodway and avalanche overlay district shall also be clearly delineated and marked on the preliminary plat or a note provided if the entire project is in the floodplain, floodway or</b>
			<b>Findings</b>	N/A the property is not currently mapped to be in the floodplain/floodway. The property is not within the avalanche overlay.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030. J.17</b>	<b>Building envelopes shall be shown on each lot, all or part of which is within a floodway, floodplain, or avalanche zone; or any lot that is adjacent to the Big Wood River, Trail Creek, or Warm Springs Creek; or any lot, a portion of which has a slope of twenty five percent (25%) or greater; or upon any lot which will be created adjacent to the intersection of two (2) or more streets.</b>
			<b>Findings</b>	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .18</b>	<b>Lot area of each lot.</b>
			<b>Findings</b>	Sublot sizes are indicated.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .19</b>	<b>Existing mature trees and established shrub masses.</b>

			<b>Findings</b>	Existing trees and a landscaping plan indicating improvements to the site were included with the Design Review application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .20</b>	<b>To be provided to Administrator:</b>  <b>20. Subdivision names shall not be the same or confused with the name of any other subdivision in Blaine County, Idaho and shall be approved by the Blaine County Assessor.</b>
			<b>Findings</b>	This standard has been met. The proposed West Ketchum Residences subdivision name has not been used by another project.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030. J .21</b>	<b>All percolation tests and/or exploratory pit excavations required by state health authorities.</b>
			<b>Findings</b>	N/A this project will connect to municipal services.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .22</b>	<b>A copy of the provisions of the articles of incorporation and bylaws of homeowners' association and/or condominium declarations to be filed with the final plat of the subdivision.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .23</b>	<b>A current title report shall be provided at the time that the preliminary plat is filed with the administrator, together with a copy of the owner's recorded deed to such property.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .24</b>	<b>A digital copy of the preliminary plat shall be filed with the administrator.</b>
			<b>Findings</b>	This standard has been met.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.A</b>	<b>Required Improvements: The improvements set forth in this section shall be shown on the preliminary plat and installed prior to approval of the final plat. Construction design plans shall be submitted and approved by the city engineer. All such improvements shall be in accordance with the comprehensive plan and constructed in compliance with construction standard specifications adopted by the city. Existing natural features which enhance the attractiveness of the subdivision and community, such as mature trees, watercourses, rock outcroppings, established shrub masses and historic areas, shall be preserved through design of the subdivision.</b>
			<b>Findings</b>	This standard has been met. Some existing trees are being removed but a landscaping plan for the development, which includes installation of new trees, was approved with the Design Review application.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.B</b>	<b>Improvement Plans: Prior to approval of final plat by the commission, the subdivider shall file two (2) copies with the city engineer, and the city engineer shall approve construction plans for all improvements required in the proposed subdivision. Such plans shall be prepared by a civil engineer licensed in the state.</b>
			<b>Findings</b>	N/A at this time.

			<b>16.04.040.C</b>	<p>Prior to final plat approval, the subdivider shall have previously constructed all required improvements and secured a certificate of completion from the city engineer. However, in cases where the required improvements cannot be constructed due to weather conditions or other factors beyond the control of the subdivider, the city council may accept, in lieu of any or all of the required improvements, a performance bond filed with the city clerk to ensure actual construction of the required improvements as submitted and approved. Such performance bond shall be issued in an amount not less than one hundred fifty percent (150%) of the estimated costs of improvements as determined by the city engineer. In the event the improvements are not constructed within the time allowed by the city council (which shall be one year or less, depending upon the individual circumstances), the council may order the improvements installed at the expense of the subdivider and the surety. In the event the cost of installing the required improvements exceeds the amount of the bond, the subdivider shall be liable to the city for additional costs. The amount that the cost of installing the required improvements exceeds the amount of the performance bond shall automatically become a lien upon any and all property within the subdivision owned by the owner and/or subdivider.</p>
			<b>Findings</b>	N/A at this time.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.D</b>	<p><b>As Built Drawing:</b> Prior to acceptance by the city council of any improvements installed by the subdivider, two (2) sets of as built plans and specifications, certified by the subdivider's engineer, shall be filed with the city engineer. Within ten (10) days after completion of improvements and submission of as built drawings, the city engineer shall certify the completion of the improvements and the acceptance of the improvements, and shall submit a copy of such certification to the administrator and the subdivider. If a performance bond has been filed, the administrator shall forward a copy of the certification to the city clerk. Thereafter, the city clerk shall release the performance bond upon application by the subdivider.</p>
			<b>Findings</b>	N/A at this time.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.E</b>	<p><b>Monumentation:</b> Following completion of construction of the required improvements and prior to certification of completion by the city engineer, certain land survey monuments shall be reset or verified by the subdivider's engineer or surveyor to still be in place. These monuments shall have the size, shape, and type of material as shown on the subdivision plat. The monuments shall be located as follows:</p> <ol style="list-style-type: none"> <li>1. All angle points in the exterior boundary of the plat.</li> <li>2. All street intersections, points within and adjacent to the final plat.</li> <li>3. All street corner lines ending at boundary line of final plat.</li> <li>4. All angle points and points of curves on all streets.</li> <li>5. The point of beginning of the subdivision plat description.</li> </ol>
			<b>Findings</b>	N/A at this time.



<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.F</b>	<p><b>Lot Requirements:</b></p> <p>1. Lot size, width, depth, shape and orientation and minimum building setback lines shall be in compliance with the zoning district in which the property is located and compatible with the location of the subdivision and the type of development, and preserve solar access to adjacent properties and buildings.</p> <p>2. Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contains land with a slope in excess of twenty five percent (25%), based upon natural contours, or creates corner lots at the intersection of two (2) or more streets, building envelopes shall be shown for</p>
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**Table 3: Townhouse Preliminary Plat Requirements**

<b>Townhouse Preliminary Plat Requirements</b>				
<b>Compliant</b>			<b>Standards and City Council Findings</b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>City Code</b>	<b>City Standards and <i>City Council Findings</i></b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.B</b>	<p><b>Townhouse Owners' Documents:</b> The subdivider of the townhouse project shall submit with the preliminary plat application a copy of the proposed party wall agreement and any proposed document(s) creating an association of owners of the proposed townhouse sublots, which shall adequately provide for the control and maintenance of all commonly held facilities, garages, parking and/or open spaces. Prior to final plat approval, the subdivider shall submit to the city a final copy of such documents and shall file such documents prior to recordation of the plat, which shall reflect the recording instrument numbers.</p>
			<b>Findings</b>	The applicant has submitted the HOA articles of incorporation and proposed association bylaws.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.1</b>	<p><b>Townhouse developments shall be administered consistent with the procedures and design and development regulations established in §16.04.030 and §16.04.040 and the standards of this subsection.</b></p> <p><b>1. All townhouse developments shall be platted under the procedures contained in the subdivision ordinance in effect and shall be required to obtain design review approval prior to building permit issuance.</b></p>
			<b>Findings</b>	This project is being reviewed for compliance with all applicable standards and is following the procedure for townhome platting.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.2</b>	<p><b>The subdivider may apply for preliminary plat approval from the commission pursuant to subsection 16.04.030D of this chapter at the time application is made for design review approval pursuant to title 17, chapter 17.96 of this code. The commission may approve, deny or conditionally approve such preliminary plat upon consideration of the action taken on the application for design review of the project.</b></p>

			<b>Findings</b>	This Preliminary Plat application follows Design Review approval of the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.3</b>	<b>The preliminary plat, other data, and the commission's findings may be transmitted to the council prior to commencement of construction of the project under a valid building permit issued by the City. The council shall act on the preliminary plat pursuant to subsection 16.04.030E and F of this chapter.</b>
			<b>Findings</b>	The Preliminary Plat is intended to be forwarded to Council prior to construction commencing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.4</b>	<b>In the event a phased townhouse development project is proposed, after preliminary plat is granted for the entirety of a project, the final plat procedure for each phase of a phased development project shall follow §16.04.030.G and comply with the additional provisions of §16.04.110 of this code.</b>
			<b>Findings</b>	N/A at this time.

**STAFF RECOMMENDATION**

Staff recommends that the Planning and Zoning Commission hold a public hearing, consider public comment, and recommend approval of the West Ketchum Residences Townhouse Subdivision Preliminary Plat to City Council.

**RECOMMENDED MOTION**

“I MOVE TO RECOMMEND APPROVAL OF THE WEST KETCHUM RESIDENCES TOWNHOUSE SUBDIVISION PRELIMINARY PLAT TO CITY COUNCIL, SUBJECT TO CONDITIONS 1-7.”

**RECOMMENDED CONDITIONS**

1. The following notes shall be added to the Final Plat:
  - a. All water mains and services are private. Maintenance and repairs are the responsibility of the property owner or association.
  - b. Should repairs be required on any part of the public sewer main the City of Ketchum will not be responsible for repair or replacement of pavers, landscaping, or heating system.
2. The Covenants, Conditions, and Restrictions (CC&R’s) shall be simultaneously recorded with the final plat, and the City will not now, nor in the future, determine the validity of the CC&R’s.
3. The failure to obtain Final Plat approval by the Council, of an approved preliminary plat, within two (2) years after approval by the Council shall cause all approvals of said preliminary plat to be null and void.

4. The recorded plat shall show a minimum of two Blaine County Survey Control Monuments with ties to the property and an inverse between the two monuments. The Survey Control Monuments shall be clearly identified on the face of the map.
5. An electronic CAD file shall be submitted to the City of Ketchum prior to final plat signature by the City Clerk. The electronic CAD file shall be submitted to the Blaine County Recorder's office concurrent with the recording of the Plat containing the following minimum data:
  - a. Line work delineating all parcels and roadways on a CAD layer/level designated as "parcel";
  - b. Line work delineating all roadway centerlines on a CAD layer/level designated as "road"; and,
  - c. Line work that reflects the ties and inverses for the Survey Control Monuments shown on the face of the Plat shall be shown on a CAD layer/level designated as "control"; and,
  - d. All information within the electronic file shall be oriented and scaled to Grid per the Idaho State Plane Coordinate System, Central Zone, NAD1983 (1992), U.S. Survey Feet, using the Blaine County Survey Control Network. Electronic CAD files shall be submitted in a ".dwg", ".dgn" or ".shp" format and shall be submitted digitally to the City on a compact disc. When the endpoints of the lines submitted are indicated as coincidental with another line, the CAD line endpoints shall be separated by no greater than 0.0001 drawing units.
6. The applicant shall provide a copy of the recorded final plat to the Planning and Building Department for the official file on the application.
7. All requirements of the Fire, Utility, Building, Planning, and Public Works departments of the City of Ketchum shall be met. The applicant shall comply with all City Department conditions as described in Tables 1 & 2.

**Attachments:**

- A. **Application**
- B. **Preliminary Plat**
- C. **Design Review plans**
  - a. **Preliminary Civil**
  - b. **Grading**
  - c. **Landscaping**
  - d. **Architectural Site Plans**
- D. **Draft Findings of Fact, Conclusions of Law, and Decision**

## A. Application



City of Ketchum  
Planning & Building

Preliminary Plat  
Subdivision Application

OFFICIAL USE ONLY	
Application Number:	P19-141
Date Received:	12-31-19
By:	MP
Fee Paid:	5250 <sup>00</sup>
Approved Date:	
By:	

Submit completed application and payment to the Planning and Building Department, PO Box 2315, Ketchum, ID 83340 or hand deliver to Ketchum City Hall, 480 East Ave. N., Ketchum. If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: [www.ketchumidaho.org](http://www.ketchumidaho.org) and click on Municipal Code.

APPLICANT INFORMATION			
Name of Proposed Subdivision: West Ketchum Residences			
Owner of Record: West Ketchum Residences, LLC c/o Robert Parker, VP Companies			
Address of Owner: PO Box 284, Sun Valley, ID 83353			
Representative of Owner: Galena Engineering			
Legal Description: Bavarian Village Subdivision Lots 5A, 6A, 7A, & 8A (Proposed Lot 5AA)			
Street Address: 150, 152, 154, 156 Bird Drive			
SUBDIVISION INFORMATION			
Number of Lots/Parcels: Existing: 1; Proposed 10 townhouse sublots			
Total Land Area: 47,338 sf			
Current Zoning District: GR-H			
Proposed Zoning District: GR-H			
Overlay District: N/A			
TYPE OF SUBDIVISION			
Condominium <input type="checkbox"/>	Land <input type="checkbox"/>	PUD <input type="checkbox"/>	Townhouse <input checked="" type="checkbox"/>
Adjacent land in same ownership in acres or square feet: N/A			
Easements to be dedicated on the final plat:			
Briefly describe the improvements to be installed prior to final plat approval: Water, sewer, and driveway improvements; each unit will be constructed and obtain c/o prior to final plat approval.			
ADDITIONAL INFORMATION			
All lighting must be in compliance with the City of Ketchum's Dark Sky Ordinance One (1) copy of Articles of Incorporation and By-Laws of Homeowners Associations and/or Condominium Declarations One (1) copy of current title report and owner's recorded deed to the subject property One (1) copy of the preliminary plat All files should be submitted in an electronic format.			

Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Subdivision Application in which the City of Ketchum is the prevailing party to pay reasonable attorney's fees and costs, including fees and costs of appeal for the City of Ketchum. Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, city officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property, and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests and business invitees and not caused by or arising out of the tortious conduct of city or its officials, agents or employees. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

Applicant Signature

Date

## B. Preliminary Plat



- C. Design Review plans
  - a. Preliminary Civil
  - b. Grading
  - c. Landscaping
  - d. Architectural Site Plans





# DRIVEWAY GRADING, DRAINAGE, AND UTILITY PLAN

## WEST KETCHUM RESIDENCES AND UTILITY PLAN

PROJECT INFORMATION  
 PROJECT: DRIVEWAY GRADING, DRAINAGE AND UTILITY PLAN  
 LOCATION: WITHIN SECTION 13, T4 N, R17 E, B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO  
 PREPARED FOR: MALLEY CONSTRUCTION

**GALENA ENGINEERING, INC.**  
 Civil Engineers & Land Surveyors  
 317 N. Power Street  
 Healy, Idaho 83833  
 (208) 788-1705  
 email: galena@galena-engineering.com

NO. DATE BY REVISIONS

- GENERAL NOTE**  
 SEE SHEET C01 FOR CONSTRUCTION NOTES AND LEGEND.
- CONSTRUCTION KEYNOTES**
- DEMOLITION**
- (D1) DEMOLISH AND REMOVE EXISTING ASPHALT
  - (D2) BRIDGE OR ABANDON EXISTING UTILITY IN PLACE. COORDINATE WITH BANO POWER OR INTERMOUNTAIN GAS
  - (D3) REMOVE EXISTING DRYWELL
  - (D4) REMOVE EXISTING CATCH BASIN
- SITE AND DRAINAGE IMPROVEMENTS**
- (S1) CONSTRUCT HEATED PAVED DRIVEWAY PER ARCHITECT
  - (S2) INSTALL TUBE CELL PRODUCT WITH PAVING EDGE DELINEATION PER LANDSCAPE ARCHITECT IN THE TRUCK TURN AROUND
  - (S3) INSTALL DRAINAGE SHOULDER PER DETAIL 5, SHEET C20
  - (S4) INSTALL DRYWELL PER DETAIL 7, SHEET C20
  - (S5) INSTALL CATCH BASIN PER DETAIL 2, SHEET C20
  - (S6) RM ELEV = 5771.0
  - (S7) RM ELEV = 5771.5
  - (S8) RM ELEV = 5772.46
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  - (S100) RM ELEV = 5772.46
- SEWER KEY NOTES**
- (S1) RETAIN AND PROTECT EXISTING SEWER MAIN
  - (S2) INSTALL SEWER MAIN. SEE PROFILE SHEET C11
  - (S3) INSTALL 1" SEWER SERVICE
  - (S4) INSTALL CLEAN-OUT PER ISPIC 30-00A
  - (S5) SERVICE TO PROPOSED BUILDING'S SEWER SERVICE
  - (S6) LOCATE CUT CAP AND ABANDON EXISTING SEWER SERVICE
- WATER KEY NOTES**
- (W1) POTABLE NON-POTABLE CROSSING. SEE SHEET C01 FOR DETAILS
  - (W2) POINT OF WATER CONNECTION. COORDINATE WITH MALLEY CONSTRUCTION
  - (W3) TAP AND INSTALLATION OF TAPPING VALVE
  - (W4) INSTALL 1" WATER SERVICE PER CITY OF KETCHUM STANDARDS
  - (W5) STANDARD DRAWING 30-005
  - (W6) INSTALL 1" GATE VALVE
  - (W7) WATER SERVICE AT THE MAIN IN BIRD DRIVE









The drawings and information shown on this plan are the sole property of NS Consulting. The drawings may not be used except in connection with the specific project authorized by contract of NS Consulting, P.L.L.C.

**PLAN LEGEND**

- Property Boundary (Per Survey)
- Adjacent Lot Line
- Compacted Gravel (8' Wide x 6" Thick)
- Heated Paver Approach & Walkway (Colored Tones To Match Architecture)
- Heated Paver Driveway (Colored Tones To Match Architecture)
- Paver Edging
- Reinforced Gravel
- Fire Truck Turn Around (Turf Coat)

**GRADING LEGEND**

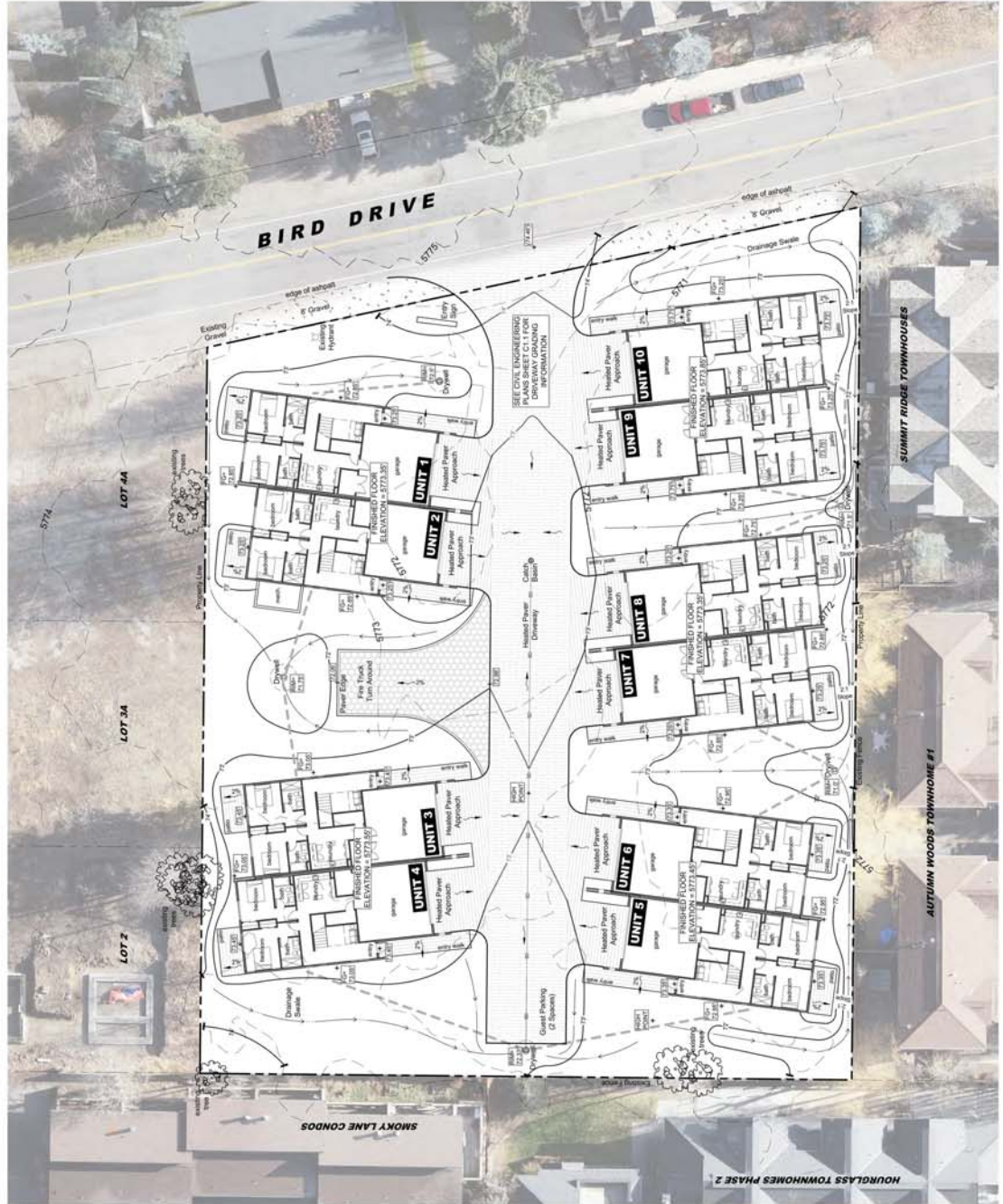
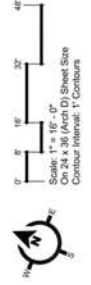
- Existing 1' Contour (Per LIDAR 2015 Survey)
- Proposed 1' Contour
- Proposed Driveway Contour (See Civil Plans For More Information)
- Proposed Drainage Swale
- Proposed Engineered Drywell (See Civil Plans For More Information)
- Proposed Building Drainage (Connection To Drainage System)
- Proposed Drainage (Slope Percentage And Direction)
- Existing Spot Elevation
- Proposed Spot Elevation

**GRADING ABBREVIATIONS**

- FFE FINISHED FLOOR ELEVATION
- GBS GRADE BREAK
- FG FINISHED GRADE

**GRADING NOTES**

1. Driveway grading & drainage by Galena Engineering, Inc.
2. Landscape architect shall review grading on site prior to completion.
3. Topsoil shall be imported for all grass and planting areas.
4. Best Management Practices (BMP) shall be followed. An NOI and SWPPP plan will be submitted to the EPA and implemented on site during construction.





**LANDSCAPE LEGEND**

**Property Boundary** (Per Survey)

**Adjacent Lot Line**

**Existing 1" Contour**

**Proposed 1" Contour** (See Grading Plan For More Information)

**Proposed Drywells** (See Grading Plan For More Information)

**Steel Edging**

**Compacted Gravel** (8" Wide x 0" Thick)

**Heated Paver Approach & Walkway** (Cobble Tones To Match Architecture)

**Heated Paver Driveway** (Cobble Tones To Match Architecture)

**Paver Edging**

**Reinforced Grass** (Turf Cell)

**Reinforced Turf Around** (Turf Cell)

**Snow Storage Areas** (50% Provided)

**Existing Tree To Remain**

**Existing Tree To Be Removed**

**Existing Shrubs To Be Removed**



**NOTE: NO SITE LIGHTING IS PROPOSED**

**PLANT LEGEND**

symbol	quan	description	size
	16	Evergreen Trees Blue Spruce - Picea canadensis Black Hills Spruce - Picea glauca White Pine - Pinus strobus Colorado Spruce - Picea colorata	10'-14"
	18	Deciduous Shade Trees American Elm - Ulmus americana Red Maple - Acer rubrum White Birch - Betula papyrifera Black Birch - Betula nigra American Linden - Tilia americana American Crabapple - Malus americana Viburnum chinensis	10'-14"
	3	Deciduous Shade Trees American Elm - Ulmus americana Red Maple - Acer rubrum	3" Cal.
	18	Deciduous Shade Trees Black Hills Spruce - Picea glauca White Pine - Pinus strobus Colorado Spruce - Picea colorata	2'-3" Cal.
	150	Ornamental Grasses Blue Fescue - Festuca ovina Hard Grass - Deschampsia cespitosa Blue Oat Grass - Helictotrichon sempiternum	5 Gal.
	234	Native Perennials & Grasses Black Eyed Susan - Rudbeckia hirta Lamb's Ear - Lamium album Sedum spectabile	1 Gal.
	4,500	Low Maintenance Grass	5 Gal.
	5,300	Hydroseed	1 Gal.
	14 ft	Screened Lumber Board	5 Gal.



**LANDSCAPE NOTES**

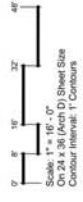
- All disturbed areas shall be revegetated and irrigated with an automatic underground irrigation system.
- Plantings adjacent to buildings to have 3" of decorative rock.
- All other planting areas and tree rings to have 3" cover of bark or mulch.
- Aerial image from drone flight dated 11/16/2019.

**FIREWISE NOTES**

- Plants to be carefully spaced, low-growing and free of resins, oils, and waxes that burn easily.
- Plants to be spaced to allow for irrigation, mowed, and maintained regularly to eliminate ladder fuel configurations.
- Irrigation shall be used regularly to prevent landscape from drying and dying out.
- Use of grasses and coniferous trees to be used.
- Create "fuel breaks", like driveways, gravel walkways and lawns.

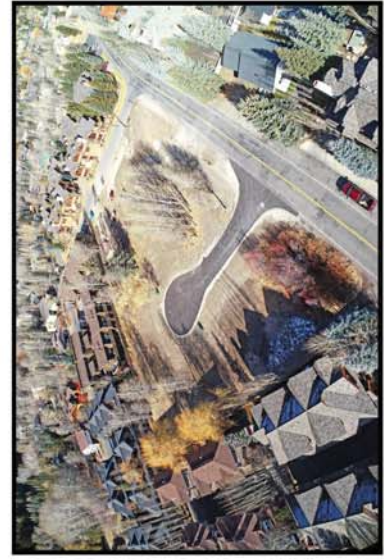
**IRRIGATION NOTES**

- Irrigation system shall be an automatically controlled underground system with low water use heads, a smart controller, and a weather-based water-sensing system.
- Drip irrigation shall be installed adjacent to buildings and around tree plantings in natural areas.
- Irrigation systems shall not be placed against pavement, or placed such that they spray water onto the pavement.
- Backflow prevention shall be installed on the irrigation system. The point of connection will include an approved backflow prevention device and water meter.

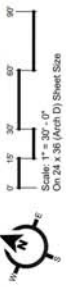




**PROJECT VISUALIZATION 1**



**EXISTING CONDITION 1**



**PLAN VIEW**

Scale: 1" = 30' - 0"  
 On 24" x 36" (Arch D) Sheet Size



FOR  
REFERENCE  
ONLY

WEST KETCHUM RESIDENCES  
150 BIRD DRIVE | KETCHUM | IDAHO  
BLISSARCHITECTURE  
O | 126 SOUTH MAIN STREET | SUITE B1 | HAILEY IDAHO 83333  
P | 208-721-7424 W | BLISSARCHITECTURE.COM

PROJECT NO. | 201914

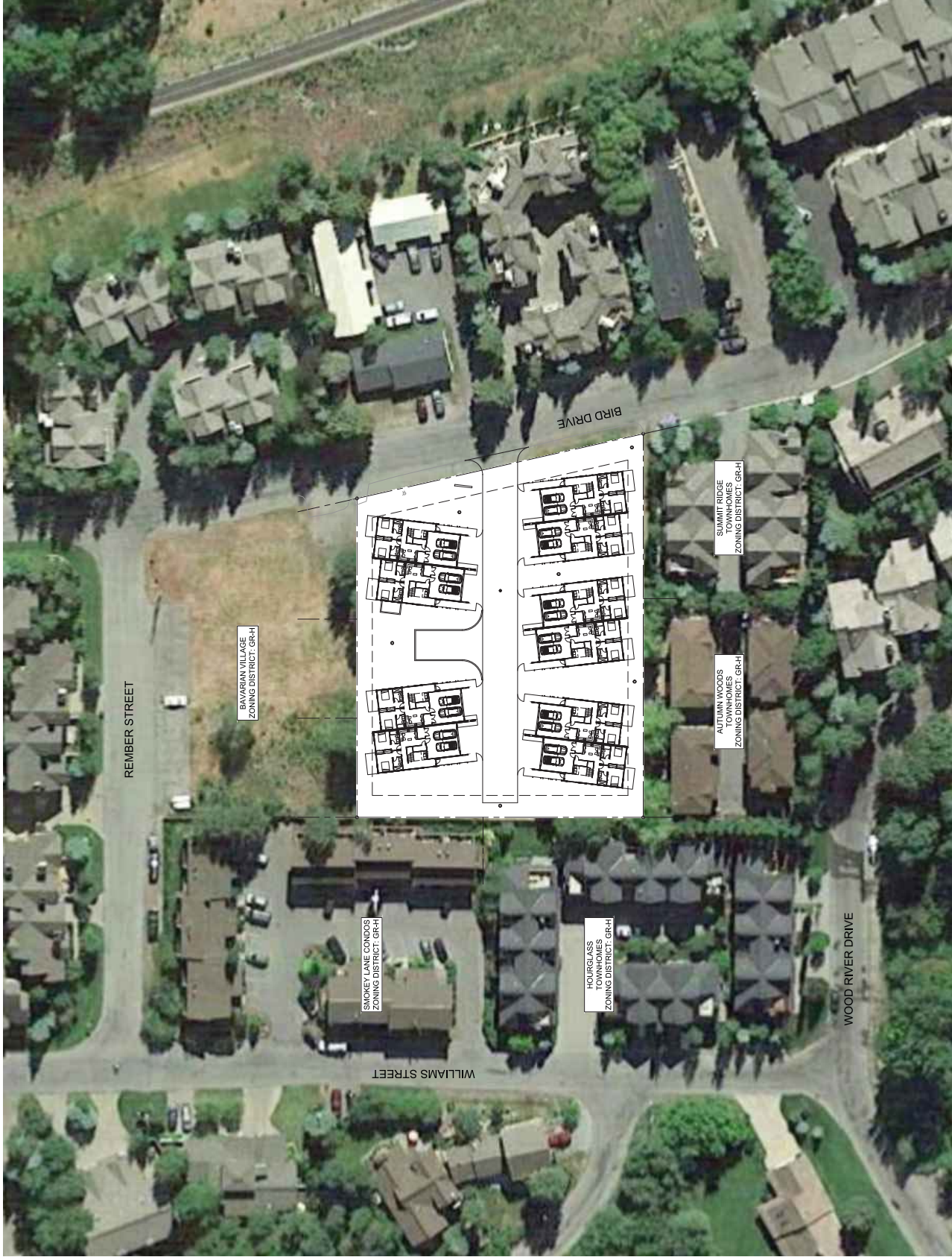
DRAWN BY | JEM  
CHECKED BY | JEM

CITY OF KETCHUM  
DESIGN REVIEW

DATE | 12.31.2019

CONTEXT SITE  
PLAN

AS101



PN  CONTEXT SITE PLAN  
SCALE: 1" = 300'

1

BLISS ARCHITECTURE 126 SOUTH MAIN STREET SUITE B1 HAILEY IDAHO 83333 P 208-721-7424 W BLISSARCHITECTURE.COM





D. Draft Findings of Fact, Conclusions of Law, and Decision



City of Ketchum  
Planning & Building

IN RE:	)	
	)	
West Ketchum Residences	)	KETCHUM PLANNING AND ZONING COMMISSION
Townhouse Subdivision Preliminary Plat	)	FINDINGS OF FACT, CONCLUSIONS OF LAW, AND
Date: March 9, 2020	)	DECISION
	)	
File Number: 19-141	)	

**PROJECT:** West Ketchum Residences Preliminary Plat

**FILE NUMBER:** P19-141

**REPRESENTATIVE:** Robert Parker, VP Companies

**OWNER:** West Ketchum Residences, LLC c/o Robert Parker, VP Companies

**REQUEST:** Preliminary Plat approval to subdivide a 47,338 square foot lot into ten (10) townhouse sublots

**ASSOCIATED PERMITS:** P19-140 – Design Review for the 10-unit development  
P19-142 – Lot Line Shift to combine four exiting lots into one lot so parcel can be re-subdivided into townhouse sublots

**LOCATION:** 150 Bird Drive (Lot 5AA, Block 1, Bavarian Village Subdivision)

**ZONING:** General Residential High Density (GR-H)

**OVERLAY:** None

**NOTICE:** Notice was mailed to properties within a 300 ft radius of the subject property and all political subdivisions on February 19th, 2020. Notice was published in the February 19th, 2020 edition of the Idaho Mountain Express.

**FINDINGS OF FACT**

1. On March 9<sup>th</sup>, 2020, the Planning and Zoning Commission considered a Townhouse Subdivision Preliminary Plat application for a 10-unit townhouse development to be located on the subject parcel.
2. The subject property is located in the General Residential – High Density (GR-H) zoning district.
3. Townhouse subdivisions are a permitted use in the zoning district.
4. The townhouse subdivision preliminary plat application is consistent with the Design Review application approved by the Planning and Zoning Commission on February 10<sup>th</sup>, 2020.

**Table 1: City Department Comments**

City Department Comments				
Compliant				
Yes	No	N/A	City Code	City Standards and City Department Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.C	<b>Complete Application</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Department:</b> No new comment. Design Review comments remain applicable.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Engineering/Streets Department:</b>                      The same comments included with the Design Review approval apply:</p> <ol style="list-style-type: none"> <li>All drainage shall be retained on site (KMC §17.96.060.C.1). Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street (KMC §17.96.060C).</li> <li>All construction for the project must comply with the standards set forth in Ketchum Municipal Code, Chapter 15.06 Construction Activity Standards. The applicant shall submit a Construction Activity Plan addressing all applicable activities (KMC §15.06.030), including how materials will be off-loaded at the site, plan for coordinating with neighbors on temporary closures, temporary traffic control, and construction fencing with appropriate screening, to be reviewed and approved prior to issuance of a Building Permit for the project. Pursuant to KMC §15.06.030.A.2, the applicant shall provide notice of the project, construction schedule, and general contractor’s contact information to all neighbors with properties adjacent to the project site.</li> <li>The Building Permit plans and construction drawings shall meet all applicable sections of Chapter 12 of Ketchum Municipal Code.</li> <li>The plans for the ROW improvements must be prepared by a professional engineer licensed in Idaho (KMC §12.04.020. The adjacent ROW along Bird Drive must be improved to City standards for residential streets. Material shall be pervious/permeable to allow drainage. Surface must allow for vehicle parking and be consistent along the entire property frontage. Material within the first eight (8) feet from edge of asphalt shall be distinct from driveway and rest of property in order to visually appear to be available for parking. Grading and drainage improvements must meet the following standards: minimum 5% slope, no obstructions, such as boulders or berms, no buried irrigation systems within the first eight (8) feet from the edge of asphalt, and no subsurface irrigation lines are permitted beyond the first eight (8) feet, however popup heads are not permitted anywhere in the ROW. No live plant material within the first eight (8) feet from edge of asphalt. Low ground cover plant material, such as turf grass, is permitted beyond the first eight (8) feet. Drought-tolerant species is preferred.</li> <li>Utility locations (electrical, gas) are not permitted in public ROW. If utility upgrades are necessary the applicant will need to coordinate upgrades with Idaho Power and Intermountain Gas. All utilities need to be shown on the plans including the location and size of water and sewer mains and services, gas, electric, TV and phone.</li> <li>The applicant shall submit a Street and Alley Digging, Excavation, and Trenching (“DIG”) Permit application with an associated traffic control plan for all construction work within the City right-of-way to be reviewed and approved by the Streets Department. The use of City right-of-way for construction including the closure of adjacent streets or sidewalks requires a Temporary Use of Right-of-Way Permit (“TURP”).</li> <li>Final civil drawings for all associated ROW improvements shall be submitted with the Building Permit application to be verified, reviewed, and approved by the City Engineer and Streets Department prior to issuance of a Building Permit for the project.</li> </ol>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Utilities:</b></p> <ol style="list-style-type: none"> <li>All existing water services on the property will be cut and capped at the main.</li> <li>Any abandoned sewer service lines will be cut and capped at the property line.</li> </ol>	

			<p>3. All water mains and services are private. Maintenance and repairs are the responsibility of the property owner or association.</p> <p>4. All townhomes will have separate service lines, individual meters, vaults, and own irrigation systems to be confined to the specific sub lot.</p> <p>5. A separate meter and tap will be needed for the common area for irrigation and billed through the association.</p> <p>6. Each subplot and common area will be assessed connection fees for both water and sewer. The exception is the common area will only pay a water connection fee.</p> <p>7. The sewer main will be public, placed in a utility easement no less than 10ft wide.</p> <p>8. Should repairs be required on any part of the public sewer main the City of Ketchum will not be responsible for repair or replacement of pavers, landscaping, or heating system.</p> <p>9. Plat notes depicting a public sewer main shall be shown on the final plat with the description listed in note 8.</p> <p>10. A description of the private water main shall be shown on the final plat as described in note 3.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building:</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Planning and Zoning:</b> <i>Comments are denoted throughout the Staff Report.</i>

**Table 2: Preliminary Plat Requirements**

Preliminary Plat Requirements				
Compliant			Standards and City Council Findings	
Yes	No	N/A	City Code	City Standards and <i>City Council Findings</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.C.1</b>	<b>The subdivider shall file with the administrator copies of the completed subdivision application form and preliminary plat data as required by this chapter.</b>
			<b>Findings</b>	The application has been reviewed and determined to be complete.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J</b>	<b>Application and Preliminary Plat Contents: The preliminary plat, together with all application forms, title insurance report, deeds, maps, and other documents reasonably required, shall constitute a complete subdivision application. The preliminary plat shall be drawn to a scale of not less than one inch equals one hundred feet (1" = 100') and shall show the following:</b>
			<b>Findings</b>	All required materials for the Preliminary Plat application have been submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.I .1</b>	<b>The scale, north point and date.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .2</b>	<b>The name of the proposed subdivision.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.3</b>	<b>The name and address of the owner of record, the subdivider, and the engineer, surveyor, or other person preparing the plat.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.4</b>	<b>Legal description of the area platted.</b>

			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .5</b>	<b>The names and the intersecting boundary lines of adjoining subdivisions and parcels of property.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.6</b>	<b>A contour map of the subdivision with contour lines and a maximum interval of two feet (2') to show the configuration of the land based upon the United States geodetic survey data, or other data approved by the city engineer.</b>
			<b>Findings</b>	Contours were indicated in the civil plans reviewed with the Design Review application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.7</b>	<b>The scaled location of existing buildings, water bodies and courses and location of the adjoining or immediately adjacent dedicated streets, roadways and easements, public and private.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J .8</b>	<b>Boundary description and the area of the tract.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J.9</b>	<b>Existing zoning of the tract.</b>
			<b>Findings</b>	This standard has been met. Existing zoning is GR-H and is noted in plat note #9.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J.10</b>	<b>The proposed location of street rights of way, lots, and lot lines, easements, including all approximate dimensions, and including all proposed lot and block numbering and proposed street names.</b>
			<b>Findings</b>	As conditioned by the utilities department, the following plat notes shall be added to the Final Plat: <ul style="list-style-type: none"> <li>• All water mains and services are private. Maintenance and repairs are the responsibility of the property owner or association.</li> <li>• Should repairs be required on any part of the public sewer main the City of Ketchum will not be responsible for repair or replacement of pavers, landscaping, or heating system.</li> </ul> All other standards have been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J .11</b>	<b>The location, approximate size and proposed use of all land intended to be dedicated for public use or for common use of all future property owners within the proposed subdivision.</b>
			<b>Findings</b>	Common areas are indicated on the plat – Parcel B, common lawn area, and Parcel A – road and public utility parcel.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.J .12</b>	<b>The location, size and type of sanitary and storm sewers, water mains, culverts and other surface or subsurface structures existing within or immediately adjacent to the proposed sanitary or storm sewers, water mains, and storage facilities, street improvements, street lighting, curbs, and gutters and all proposed utilities.</b>
			<b>Findings</b>	A complementary civil drawing package has been submitted with the Design Review application that was previously reviewed and approved by the Commission. This drawing set is attached for reference.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030.J .13</b>	<b>The direction of drainage, flow and approximate grade of all streets.</b>
			<b>Findings</b>	Not applicable, the project abuts the existing street Bird Drive.  The internal private drive and its drainage and grade was reviewed with the Design Review application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .14</b>	<b>The location of all drainage canals and structures, the proposed method of disposing of runoff water, and the location and size of all drainage easements, whether they are located within or outside of the proposed plat.</b>
			<b>Findings</b>	A complementary civil drawing package has been submitted with the Design Review application that was previously reviewed and approved by the Commission. This drawing set is attached for reference.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.15</b>	<b>Vicinity map drawn to approximate scale showing the location of the proposed subdivision in reference to existing and/or proposed arterials</b>
			<b>Findings</b>	This application replats an existing lot within Bavarian Village Subdivision. The platted and recorded Bavarian Village Subdivision serves as the vicinity map.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J.16</b>	<b>The boundaries of the floodplain, floodway and avalanche overlay district shall also be clearly delineated and marked on the preliminary plat or a note provided if the entire project is in the floodplain, floodway or</b>
			<b>Findings</b>	N/A the property is not currently mapped to be in the floodplain/floodway. The property is not within the avalanche overlay.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030. J.17</b>	<b>Building envelopes shall be shown on each lot, all or part of which is within a floodway, floodplain, or avalanche zone; or any lot that is adjacent to the Big Wood River, Trail Creek, or Warm Springs Creek; or any lot, a portion of which has a slope of twenty five percent (25%) or greater; or upon any lot which will be created adjacent to the intersection of two (2) or more streets.</b>
			<b>Findings</b>	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .18</b>	<b>Lot area of each lot.</b>
			<b>Findings</b>	Sublot sizes are indicated.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .19</b>	<b>Existing mature trees and established shrub masses.</b>
			<b>Findings</b>	Existing trees and a landscaping plan indicating improvements to the site were included with the Design Review application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .20</b>	<b>To be provided to Administrator:</b>  <b>20. Subdivision names shall not be the same or confused with the name of any other subdivision in Blaine County, Idaho and shall be approved by the Blaine County Assessor.</b>

			<b>Findings</b>	This standard has been met. The proposed West Ketchum Residences subdivision name has not been used by another project.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030. J .21</b>	<b>All percolation tests and/or exploratory pit excavations required by state health authorities.</b>
			<b>Findings</b>	N/A this project will connect to municipal services.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .22</b>	<b>A copy of the provisions of the articles of incorporation and bylaws of homeowners' association and/or condominium declarations to be filed with the final plat of the subdivision.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .23</b>	<b>A current title report shall be provided at the time that the preliminary plat is filed with the administrator, together with a copy of the owner's recorded deed to such property.</b>
			<b>Findings</b>	This standard has been met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030. J .24</b>	<b>A digital copy of the preliminary plat shall be filed with the administrator.</b>
			<b>Findings</b>	This standard has been met.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.A</b>	<b>Required Improvements: The improvements set forth in this section shall be shown on the preliminary plat and installed prior to approval of the final plat. Construction design plans shall be submitted and approved by the city engineer. All such improvements shall be in accordance with the comprehensive plan and constructed in compliance with construction standard specifications adopted by the city. Existing natural features which enhance the attractiveness of the subdivision and community, such as mature trees, watercourses, rock outcroppings, established shrub masses and historic areas, shall be preserved through design of the subdivision.</b>
			<b>Findings</b>	This standard has been met. Some existing trees are being removed but a landscaping plan for the development, which includes installation of new trees, was approved with the Design Review application.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.B</b>	<b>Improvement Plans: Prior to approval of final plat by the commission, the subdivider shall file two (2) copies with the city engineer, and the city engineer shall approve construction plans for all improvements required in the proposed subdivision. Such plans shall be prepared by a civil engineer licensed in the state.</b>
			<b>Findings</b>	N/A at this time.



			<b>16.04.040.C</b>	<p>Prior to final plat approval, the subdivider shall have previously constructed all required improvements and secured a certificate of completion from the city engineer. However, in cases where the required improvements cannot be constructed due to weather conditions or other factors beyond the control of the subdivider, the city council may accept, in lieu of any or all of the required improvements, a performance bond filed with the city clerk to ensure actual construction of the required improvements as submitted and approved. Such performance bond shall be issued in an amount not less than one hundred fifty percent (150%) of the estimated costs of improvements as determined by the city engineer. In the event the improvements are not constructed within the time allowed by the city council (which shall be one year or less, depending upon the individual circumstances), the council may order the improvements installed at the expense of the subdivider and the surety. In the event the cost of installing the required improvements exceeds the amount of the bond, the subdivider shall be liable to the city for additional costs. The amount that the cost of installing the required improvements exceeds the amount of the performance bond shall automatically become a lien upon any and all property within the subdivision owned by the owner and/or subdivider.</p>
			<b>Findings</b>	N/A at this time.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.D</b>	<p><b>As Built Drawing:</b> Prior to acceptance by the city council of any improvements installed by the subdivider, two (2) sets of as built plans and specifications, certified by the subdivider's engineer, shall be filed with the city engineer. Within ten (10) days after completion of improvements and submission of as built drawings, the city engineer shall certify the completion of the improvements and the acceptance of the improvements, and shall submit a copy of such certification to the administrator and the subdivider. If a performance bond has been filed, the administrator shall forward a copy of the certification to the city clerk. Thereafter, the city clerk shall release the performance bond upon application by the subdivider.</p>
			<b>Findings</b>	N/A at this time.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.E</b>	<p><b>Monumentation:</b> Following completion of construction of the required improvements and prior to certification of completion by the city engineer, certain land survey monuments shall be reset or verified by the subdivider's engineer or surveyor to still be in place. These monuments shall have the size, shape, and type of material as shown on the subdivision plat. The monuments shall be located as follows:</p> <ol style="list-style-type: none"> <li>1. All angle points in the exterior boundary of the plat.</li> <li>2. All street intersections, points within and adjacent to the final plat.</li> <li>3. All street corner lines ending at boundary line of final plat.</li> <li>4. All angle points and points of curves on all streets.</li> <li>5. The point of beginning of the subdivision plat description.</li> </ol>
			<b>Findings</b>	N/A at this time.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.F</b>	<p><b>Lot Requirements:</b></p> <p><b>1. Lot size, width, depth, shape and orientation and minimum building setback lines shall be in compliance with the zoning district in which the property is located and compatible with the location of the subdivision and the type of development, and preserve solar access to adjacent properties and buildings.</b></p> <p><b>2. Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contains land with a slope in excess of twenty five percent (25%), based upon natural contours, or creates corner lots at the intersection of two (2) or more streets, building envelopes shall be shown for</b></p>
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**Table 3: Townhouse Preliminary Plat Requirements**

<b>Townhouse Preliminary Plat Requirements</b>				
<b>Compliant</b>			<b>Standards and City Council Findings</b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>City Code</b>	<b>City Standards and <i>City Council Findings</i></b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.B</b>	<p><b>Townhouse Owners' Documents:</b> The subdivider of the townhouse project shall submit with the preliminary plat application a copy of the proposed party wall agreement and any proposed document(s) creating an association of owners of the proposed townhouse sublots, which shall adequately provide for the control and maintenance of all commonly held facilities, garages, parking and/or open spaces. Prior to final plat approval, the subdivider shall submit to the city a final copy of such documents and shall file such documents prior to recordation of the plat, which shall reflect the recording instrument numbers.</p>
			<b>Findings</b>	The applicant has submitted the HOA articles of incorporation and proposed association bylaws.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.1</b>	<p><b>Townhouse developments shall be administered consistent with the procedures and design and development regulations established in §16.04.030 and §16.04.040 and the standards of this subsection.</b></p> <p><b>1. All townhouse developments shall be platted under the procedures contained in the subdivision ordinance in effect and shall be required to obtain design review approval prior to building permit issuance.</b></p>
			<b>Findings</b>	This project is being reviewed for compliance with all applicable standards and is following the procedure for townhome platting.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.2</b>	<p><b>The subdivider may apply for preliminary plat approval from the commission pursuant to subsection 16.04.030D of this chapter at the time application is made for design review approval pursuant to title 17, chapter 17.96 of this code. The commission may approve, deny or conditionally approve such preliminary plat upon consideration of the action taken on the application for design review of the project.</b></p>
			<b>Findings</b>	This Preliminary Plat application follows Design Review approval of the project.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.3</b>	<b>The preliminary plat, other data, and the commission's findings may be transmitted to the council prior to commencement of construction of the project under a valid building permit issued by the City. The council shall act on the preliminary plat pursuant to subsection 16.04.030E and F of this chapter.</b>
			<b>Findings</b>	The Preliminary Plat is intended to be forwarded to Council prior to construction commencing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.C.4</b>	<b>In the event a phased townhouse development project is proposed, after preliminary plat is granted for the entirety of a project, the final plat procedure for each phase of a phased development project shall follow §16.04.030.G and comply with the additional provisions of §16.04.110 of this code.</b>
			<b>Findings</b>	N/A at this time.

### **CONCLUSIONS OF LAW**

1. The City of Ketchum is a municipal corporation organized under Article XII of the Idaho Constitution and the laws of the State of Idaho, Title 50, Idaho Code.
2. Under Chapter 65, Title 67, of the Idaho Code the City has passed a subdivision ordinance, Title 16.
3. The City of Ketchum Planning Department provided adequate notice of the time, place, and summary of the applicant's proposal to be heard by the Commission for review of this application during a public hearing.
4. The Commission has authority to hear the applicant's Preliminary Plat Application pursuant to Chapter 16.04 of Ketchum Code Title 16.
5. The project **does** meet the standards of approval under Chapter 16.04 of Subdivision Code Title 16.

### **DECISION**

**THEREFORE**, the Ketchum Planning and Zoning Commission **recommends approval to City Council** of this Preliminary Plat application this Monday, March 9<sup>th</sup>, 2020 subject to the following conditions:

1. The following notes shall be added to the Final Plat:
  - a. All water mains and services are private. Maintenance and repairs are the responsibility of the property owner or association.
  - b. Should repairs be required on any part of the public sewer main the City of Ketchum will not be responsible for repair or replacement of pavers, landscaping, or heating system.
2. The Covenants, Conditions, and Restrictions (CC&R's) shall be simultaneously recorded with the final plat, and the City will not now, nor in the future, determine the validity of the CC&R's.
3. The failure to obtain Final Plat approval by the Council, of an approved preliminary plat, within two (2) years after approval by the Council shall cause all approvals of said preliminary plat to be null and void.

4. The recorded plat shall show a minimum of two Blaine County Survey Control Monuments with ties to the property and an inverse between the two monuments. The Survey Control Monuments shall be clearly identified on the face of the map.
5. An electronic CAD file shall be submitted to the City of Ketchum prior to final plat signature by the City Clerk. The electronic CAD file shall be submitted to the Blaine County Recorder's office concurrent with the recording of the Plat containing the following minimum data:
  - a. Line work delineating all parcels and roadways on a CAD layer/level designated as "parcel";
  - b. Line work delineating all roadway centerlines on a CAD layer/level designated as "road"; and,
  - c. Line work that reflects the ties and inverses for the Survey Control Monuments shown on the face of the Plat shall be shown on a CAD layer/level designated as "control"; and,
  - d. All information within the electronic file shall be oriented and scaled to Grid per the Idaho State Plane Coordinate System, Central Zone, NAD1983 (1992), U.S. Survey Feet, using the Blaine County Survey Control Network. Electronic CAD files shall be submitted in a ".dwg", ".dgn" or ".shp" format and shall be submitted digitally to the City on a compact disc. When the endpoints of the lines submitted are indicated as coincidental with another line, the CAD line endpoints shall be separated by no greater than 0.0001 drawing units.
6. The applicant shall provide a copy of the recorded final plat to the Planning and Building Department for the official file on the application.
7. All requirements of the Fire, Utility, Building, Planning, and Public Works departments of the City of Ketchum shall be met. The applicant shall comply with all City Department conditions as described in Tables 1 & 2.

Findings of Fact **adopted** this 9<sup>th</sup> day of March, 2020.

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Neil Morrow  
Chair  
Planning and Zoning Commission