

**CITY COUNCIL CALENDAR OF THE CITY OF KETCHUM, IDAHO**  
**Monday, December 16, 2013, beginning at 11:45 a.m.**  
**480 East Avenue, North, Ketchum, Idaho**



1. CALL TO ORDER.
2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
  - a) Communications from Mayor and Councilors.
  - b) Presentation of Certificates of Recognition - Mayor Hall.
3. COMMUNICATIONS FROM THE PUBLIC.
  - a) Communications from the public.
4. COMMUNICATIONS FROM THE PRESS.
5. AGREEMENTS AND CONTRACTS.
  - a) Discussion on Lease of the Ketchum Sun Valley Historical Museum at Forest Service Park - Lisa Horowitz, Community and Economic Development Director.
6. CONSENT CALENDAR.
  - a) Approval of minutes from the December 2, 2013 Council meeting.
  - b) Recommendation to approve current bills and payroll summary.
  - c) Request to approve Findings of Fact and Conclusions of Law and Decision, Mortgage Row Subdivision Lots 14A and 14B; Preliminary Plat Approval of a Two (2) Lot Subdivision, 91 Meadow Circle.
7. EXECUTIVE SESSION to discuss personnel, litigation and land acquisition pursuant to Idaho Code §§67-2345 1(a) (b), (c) and (f).
8. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the City of Ketchum three days prior to the meeting at (208) 726-3841.

This agenda is subject to revisions and additions. NOTE: Revised portions of the agenda are underlined in **bold**. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.

Check out our website: [www.ketchumidaho.org](http://www.ketchumidaho.org).

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



December 11, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## December 16, 2013 City Council Agenda Report

The special Council meeting will begin at 11:45 a.m.

### 2. COMMUNICATION FROM MAYOR AND COUNCIL.

#### b) Presentation of Certificates of Recognition - Mayor Hall.

Mayor Hall will recognize individuals and businesses for their service to the Ketchum community.

RECOMMENDATION: None.

**RECOMMENDED MOTION: None.**

This is an executive function.

### 5. AGREEMENTS AND CONTRACTS.

#### a) Discussion on Lease of the Ketchum Sun Valley Historical Museum at Forest Service Park - Lisa Horowitz, Community and Economic Development Director.

The Ketchum Sun Valley Historical Society Board (KSVHSB) has been in discussions with the Community Library regarding turning over the curation and operation of the ski and historical museums to the library. The City currently leases these facilities to the KSVHSB. Representatives from both the KSVHSB and the Community Library will be present at the Council meeting to discuss a potential transfer of the existing lease to the Community Library. A staff report from Lisa Horowitz has been provided in the packet for Council review.

RECOMMENDATION: No action is required at this time.

**RECOMMENDED MOTION: None.**

This is a legislative matter.

6. CONSENT AGENDA.

- a) Approval of minutes from the December 2, 2013 Council meeting.

Copies of the minutes from the December 2, 2013 Council meeting have been provided in the packet for Council review.

- b) Recommendation to approve current bills and payroll summary.

A list of bills for approval and the payroll summary have been included in the packet for Council review.

- c) Request to approve Findings of Fact and Conclusions of Law and Decision, Mortgage Row Subdivision Lots 14A and 14B; Preliminary Plat Approval of a Two (2) Lot Subdivision, 91 Meadow Circle.

Staff recommends approval of the Findings of Fact and Conclusions of Law and Decision for this preliminary plat. Materials have been provided in the packet for Council review.

Sincerely,

Gary B. Marks  
City Administrator

## City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



December 11, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

### **Lease for the Ketchum Sun Valley Historical Museums at the Forest Service Park**

- Attachment 1: 2009 Lease agreement with the Ketchum Sun Valley Historical Society  
Attachment 2: Forest Service Park Master Plan

#### Introduction/History

The City has a lease agreement with the Ketchum Sun Valley Historical Society which allows the Historical Society to operate two museums in the Forest Service Park. These museums exhibit our long tradition as a destination ski town, our pioneer history, and history of local skiing. The museum features exhibits on Hemingway, the history of Sun Valley Resort, and a Ski Hall of Fame.

The 2009 lease describes the following buildings: Center Garage, East Warehouse, West Warehouse, Center Warehouse and Gas House. The lease stipulates that the Gas House be used for public restroom, and that the Center Garage be used for storage, and shared with the Ketchum Parks Department. The tenants are responsible for the interior spaces in the museum buildings (East and West Warehouses). Ketchum Parks Department is responsible for all exterior and grounds improvements, and for upkeep of the public restrooms. The Historical Society owns all of the exhibit materials in the museums. The five-year lease expires in September 2014.

#### Current Report

The Ketchum Sun Valley Historical Society Board has been in discussions with the Community Library regarding turning over the curation and operation of the two museums to the Community Library. The Community Library runs the Jean Lane Moritz Regional History Department, established in 1982 as a research and resource center. In addition, the new Executive Director, Cynthia Dillon, has a background in museum management and curation at the San Diego Museum of Man. The Historical Society Board voted on December 9<sup>th</sup> to accept the proposal by the Community Library to take over the curation and operations of the

museum. The Library would staff the museums, and manage and expand the exhibits and educational offerings with a goal of expanding visibility of the museum, and visitor and local use.

The Library Board is considering this topic at their meeting on December 11, 2013. Key to this change in museum management would be agreement by the City of Ketchum to modify the lease to allow the Community Library to step in as the lease holder. Both the Board and the Historical society wish to have an informal discussion with the Council as to their thoughts on this matter. A revised lease would then be brought back to the Council at their first meeting in January. Representatives from the Library and the Historical Society will be present at the Council meeting.

Recommendation

No action is required at this time. The Historical Society and the Community Library are seeking feedback from the City Council on the proposal described in this report.

Sincerely,



Lisa Horowitz  
Community and Economic Development Director

## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made this 20<sup>th</sup> day of July, 2009, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation, hereinafter called "Landlord", and KETCHUM-SUN VALLEY HISTORICAL SOCIETY, a non-profit corporation hereinafter called "Tenant".

1. Leased Premises. Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, that certain real property situated in the City of Ketchum, Blaine County, Idaho, and more particularly described as the Center Garage, East Warehouse, West Warehouse, Center Warehouse and Gas House located on Block 40 of the Original Townsite of Ketchum, Blaine County, Idaho, which real property is hereinafter referred to as the "Premises".

2. Term. The term of this Lease shall be for a period of five (5) years commencing Sept 1 2009, and continuing to Sept 1 2014. Based upon Tenant's performance under the terms of the lease to the satisfaction of Landlord, and upon the mutual agreement between Landlord and Tenant, Tenant shall have the right to extend this Lease for four (4) additional five (5) year terms by giving the Landlord written notice of its intention to do so at least six (6) months prior to the end of the then current term, and by receiving Landlord's written consent to such extension within thirty (30) days of such notice which consent shall not be withheld unreasonably.

3. Rent. For and during the term of this Lease, Tenant shall pay to Landlord as rent for the Premises the total annual rental of TEN DOLLARS (\$10.00). However, at the beginning of each extension term of this Lease, if applicable, Landlord shall have the option to increase the rent for the Premises by giving Tenant written notice of said rent increase at least thirty (30) days prior to the beginning of the applicable extension term.

4. Use. The Premises are leased to Tenant for use as a museum and uses normally incident thereto and for no other purpose, provided that the Center Garage will be made available to the Ketchum Parks Department for the purpose of storing items and equipment necessary for maintenance of the park and for support of special events conducted at the park. The Gas House shall be used for public restrooms.

5. Repairs and Maintenance. Tenant agrees, at its sole expense, to keep and maintain the Premises in a clean and sanitary condition at all times and to keep every part thereof in good order, condition and repair. The Landlord shall improve, repair and maintain the Gas House for use as public restrooms. At the end of the term of this Lease, the Tenant agrees to return the Premises to the Landlord in as good condition as it was at the beginning of the Lease, reasonable wear and tear excepted. Tenant shall not have the right to make any repairs of any kind without prior written consent of Landlord, whose consent shall not be withheld unreasonably. Any repairs made by Tenant to the Premises shall be at Tenant's sole expense and be completed free of liens or other encumbrances. Landlord agrees, at its sole expense, to maintain the exterior walls, structural components and roofs of the Premises in good repair. Further, the Landlord

agrees that, where in existence, the electrical, plumbing and heating systems of the Premises shall be in good condition at the commencement of the Lease.

6. Alterations and Improvements. Tenant shall not have the right to make any alterations, installments or re-decorations of any kind without prior written consent of Landlord, whose consent shall not be withheld unreasonably. Any improvements made by Tenant to the Premises shall be made at Tenant's sole expense and be completed free of liens or other encumbrances. Any such improvements shall remain as improvements to the Premises unless Landlord determines that such improvements shall be removed at the termination of this Lease. All costs of removal shall be at Tenant's sole expense.

When Tenant obtains a grant to improve the West Warehouse, Tenant shall submit a building improvement schedule to the Landlord for consideration and approval.

7. Supervision. Tenant agrees to act, and to provide continual supervision over persons at the Premises, so not to create or permit the creation of a nuisance or a threat to persons or property.

8. Assignment and Sublease. Tenant shall not transfer, assign, or sublease this Lease or Tenant's interest in the Premises, or any part thereof, without prior written consent of the Landlord.

9. Premises Occupant. Tenant stipulates that the only occupant of the above Premises will be the Ketchum-Sun Valley Historical Society, provided the Ketchum Parks Department will have access to the Center Garage.

10. Notice. Tenant agrees to give thirty (30) days written notice to Landlord prior to vacating said Premises. Landlord agrees to give thirty (30) days written notice to Tenant if the Premises are needed at the termination of a rental period.

Any notice under this Lease must be in writing and must be sent by registered or certified mail to the last known address of the party to whom the notice is to be given, as designated by such party in writing. All notices shall be deemed delivered forty eight (48) hours after depositing the notice in the United States Mail, certified or registered, postage prepaid, addressed to the Landlord or Tenant respectively at the addresses designated herein. The tenant hereby designates its address as P.O. Box 2746, Ketchum, Idaho 83340, and the Landlord hereby designates its address as P.O. Box 2315, Ketchum, Idaho 83340.

11. Hold Harmless. Tenant shall indemnify and hold harmless Landlord against and from any and all claims arising from Tenant's use of the Premises for the conduct of its business or from any activity, work or other thing done, permitted or suffered by the Tenant in or about the Premises, and shall further indemnify and hold harmless Landlord against and from any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease, or arising from any act or negligence of the Tenant, or any officer, agent, employee, guest, or invitee of Tenant, and from all and against all cost, attorneys' fees, expenses and liabilities incurred in or about any such claim or action or

proceeding brought thereon, and if any case, action or proceeding be brought against Landlord by reason of any such claim, Tenant upon notice from Landlord shall defend the same at Tenant's expense by counsel reasonably satisfactory to Landlord. Tenant as a material part of the consideration to Landlord hereby assumes all risk or damage to property or injury to persons in, upon or about the Premises, from any cause other than Landlord's negligence and Tenant hereby waives all claims in respect thereof against Landlord.

Landlord or its agents shall not be liable for any damage to Ketchum-Sun Valley Historical Society property entrusted to employees of the Tenant nor for loss or damage to any Ketchum-Sun Valley Historical Society property by theft or otherwise nor for any injury to or damage to persons or Ketchum-Sun Valley Historical Society property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, snow or rain which may leak from any part of the Premises or from the pipes, appliances or plumbing works therein or from the roof, street or subsurface or from any other place resulting from dampness or any other cause whatsoever, unless cause by or due to the negligence of Landlord, its agents, servants or employees. Landlord or its agents shall not be liable for interference with the light or other incorporeal hereditaments, loss of business by Tenant, nor shall Landlord be liable for any latent defects in the Premises. Tenant shall give prompt notice to Landlord in case of fire or accidents in the Premises or of defects therein or in the fixture or equipment.

12. Subrogation. As long as their respective insurers so permit, Landlord and Tenant hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage and other property insurance policies existing for the benefit of the respective parties. Each party shall obtain any special endorsements, if required by their insurer to evidence compliance with the aforementioned waiver.

13. Liability Insurance. Tenant shall, at Tenant's own expense, obtain and keep in force during the term of this Lease, a policy of comprehensive liability insurance reflecting the amount of \$1,000,000.00, insuring Landlord and Tenant against any liability arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Tenant may carry said insurance under a blanket policy, providing, however, said insurance by tenant shall have a landlord's protective liability endorsement attached thereto. If Tenant shall fail to procure and maintain said insurance, Landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant. Insurance required hereunder, shall be in companies rated A+ AAA or better in "Best's Insurance Guide." Tenant shall deliver to Landlord prior to occupancy of the Premises, copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Landlord. No policy shall be cancelable or subject to reduction of coverage except after ten (10) days' prior written notice to Landlord.

14. Services and Utilities. Tenant shall pay, prior to delinquency, all water, gas, heat, light, power, telephone, sewage, air conditioning and ventilating, garbage and all other material and utilities supplied to the Premises. If any such services are not separately metered to Tenant, Tenant shall pay a reasonable proportion of all charges which are jointly metered, the determination to be made by Landlord, and payment to be made by Tenant within ten (10) days of receipt of statement for such charges. Landlord shall not be liable in damages or otherwise for

any failure of interruption of any utility service furnished to the Premises and no such failure or interruption shall entitle Tenant to terminate this Lease.

15. Rules and Regulations. Tenant shall faithfully observe and comply with the rules and regulations that Landlord shall from time to time reasonably promulgate for the purpose of public health, welfare and safety. Landlord reserves the right from time to time to make all reasonable modification to said rules for the purpose of public health, welfare and safety. The additions and modifications to those rules shall be binding upon Tenant upon delivery of a copy of them to Tenant.

16. Holding Over. If Tenant remains in possession of the Premises or any part thereof after the expiration of the extension terms hereof, with the express written consent of Landlord such occupancy shall be a tenancy from month to month at a rental in the amount of the last monthly rental, and upon all the terms hereof applicable to a month to month tenancy.

17. Reconstruction. In the event the Premises or any part of the Premises are damaged by fire or other perils covered by extended coverage insurance, Landlord agrees to forthwith repair the same; and this Lease shall remain in full force and effect, except that Tenant shall be entitled to a proportionate reduction of the rent while such repairs are being made, such proportionate reduction to be based upon the extent to which the making of such repairs shall materially interfere with the business carried on by the Tenant in the Premises. If the damage is due to the fault or neglect of Tenant or its employees, there shall be no abatement of rent.

In the event the Premises or any part of the Premises are damaged as a result of any cause other than the perils covered by fire and extended coverage insurance, then Landlord shall forthwith repair the same, provided the extent of the destruction be less than ten percent (10%) of the full replacement cost of the Premises or any part of the Premises is damaged to an extent greater than ten percent (10%) of the full replacement cost, then Landlord shall have the option: (1) to repair or restore such damage, this Lease continuing in full force and effect, but the rent to be proportionately reduced as hereinabove in this paragraph provided; or (2) give notice to Tenant at any time within sixty (60) days after such damage terminating this Lease as of the date specified in such notice which date shall be no less than thirty (30) and no more than sixty (60) days after the giving of such notice. In the event of giving such notice, this Lease shall expire and all interest of the Tenant in the Premises shall terminate on the date so specified in such notice and the Rent, reduced by a proportionate amount, based upon the extent, if any, to which such damage materially interfered with the business carried on by the Tenant in the Premises, shall be paid up to date of termination.

Notwithstanding anything to the contrary contained in this paragraph, Landlord shall not have any obligation whatsoever to repair, reconstruct or restore the Premises when the damage resulting from any casualty covered under this paragraph occurs during the last twelve (12) months of the term of this Lease or any extension thereof.

Landlord shall not be required to repair any injury or damage by fire or other cause, or to make any repairs or replacements of any panels, decoration, office fixtures, railings, floor covering, partitions, or any other property installed in the Premises by Tenant that have not

previously been acknowledged and agreed upon in writing by the Landlord as a permanent alteration of the Premises.

The Tenant shall not be entitled to any compensation or damages from Landlord for loss of the use of the whole or any part of the Premises, Tenant's personal property or any inconvenience or annoyance occasioned by such damage, repair, reconstruction or restoration.

18. Pets. Tenant agrees that no animal or pet is permitted on the Premises, except those allowed by law.

19. Conditions. Tenant agrees that each covenant and condition of this Lease shall be considered a condition and that the breach of any covenant or condition shall be good cause for Landlord to terminate this Lease and to pursue any remedies provided by law.

20. Default or Tenant. The occurrence of any of the following shall constitute a material default and breach of this Lease by Tenant:

a. Any failure by Tenant to pay monetary sums required to be paid hereunder, where such failure continues for seven (7) days after written notice thereof from Landlord to Tenant.

b. Any three (3) defaults, whether or not cured, by Tenant to pay rent or other monetary sums to be paid hereunder in any twelve (12) consecutive month period.

c. The abandonment of vacation of the Premises by Tenant.

d. A failure by Tenant to observe and perform any other provision of this Lease to be observed or performed by Tenant, where such failure continues for fourteen (14) days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of such default is such that it cannot be reasonably cured within such fourteen (14) day period, Tenant shall not be deemed to be in default if Tenant shall within such period commence such cure and thereafter diligently prosecute the same to completion.

e. The making by Tenant of any general assignment or general arrangement for the benefit of creditors filing by or against Tenant of a petition to have Tenant adjudged bankrupt or of a petition for reorganization or arrangement under any law relating to bankruptcy (unless in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days); the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within forty-five (45) days; or the attachment, execute or other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease where such seizure is not discharged within thirty (30) days.

21. Landlord Remedies. In the event of any such material default or breach by Tenant, Landlord may at any time thereafter without limiting Landlord in the exercise of any right or remedy at law or in equity which Landlord may have by reason of such default or breach:

a. Maintain this Lease in full force and effect and recover monetary charges as they become due, without terminating Tenant's right to possession, irrespective of whether Tenant shall have abandoned the Premises. In the event Landlord elects to not terminate the Lease, Landlord shall have the right to attempt to relet the Premises at such rent and upon such conditions and for such a term and to do all acts necessary to maintain or preserve the Premises as Landlord deems reasonable and necessary without being deemed to have elected to terminate the Lease, including removal of all persons and property from the Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Tenant. In the event any such re-letting occurs, this Lease shall terminate automatically upon the new tenant taking possession of the Premises. Notwithstanding that Landlord fails to elect to terminate the Lease initially, Landlord at any time during the term of this Lease may elect to terminate this Lease by virtue of such previous default of Tenant.

b. Terminate Tenant's right to possession by any lawful means, in which case this Lease shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of Tenant's default. Upon any such re-entry Landlord shall have the right to make any reasonable repairs, alterations or modifications to the Premises, which Landlord in its sole discretion deems reasonable and necessary.

22. Late Charges. Tenant hereby acknowledges that late payment by Tenant to Landlord sums due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges which may be imposed upon Landlord by terms of any mortgage or deed of trust covering the Premises. Accordingly, if any installment of a sum due from Tenant shall not be received by Landlord or Landlord's designed within ten (10) days after written notice that said amount is past due, then Tenant shall pay to Landlord a late charge equal to ten (10%) percent of such overdue amount. The parties hereby agree that such late charges represent a fair and reasonable estimate of the cost that Landlord will incur by reason of the late payment by Tenant. Acceptance of such late charges by the Landlord shall in no event constitute a waiver of Tenant's default with respect to such overdue amount, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

23. Attorney's Fees. In the event either party hereto retains an attorney to enforce any of the rights, duties, and obligation arising out of this Lease, the prevailing party shall be entitled to recover from the nonprevailing party all legal expenses, including but not limited to attorneys fees at the trial and appellate levels, whether or not litigation is actually instituted.

24. No Waiver. Failure of the Landlord to enforce any of the covenants in this Lease shall not be construed to be a waiver of any succeeding breach of the same covenant, nor shall any acceptance of a partial payment be deemed a waiver of Landlord's right to full amount thereof.

25. Separability. Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provision shall remain in full force and effect.

26. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

27. Signs. Tenant shall not place any sign upon the Premises without the prior written consent of Landlord, whose consent shall not be withheld unreasonably.

28. Time of Essence. Time is hereby expressly declared to be of the essence of each and every covenant, term, condition and provision of this Lease.

29. Governing Law. This Lease shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho.

30. Entire Agreement. This Lease sets forth the entire understanding of the parties hereto, and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Premises other than as set forth in writing in this Lease.

THIS LEASE AGREEMENT is entered into the day, month and year first above written.

LANDLORD:

CITY OF KETCHUM



By \_\_\_\_\_  
Randy Hall, Mayor

TENANT:

KETCHUM-SUN VALLEY HISTORICAL SOCIETY



By \_\_\_\_\_  
President

# KETCHUM FOREST SERVICE PARK MASTER PLAN

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PREPARED FOR CITY OF KETCHUM  
PREPARED BY PLANMAKERS PLANNING & URBAN DESIGN  
OCTOBER 2008

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# ACKNOWLEDGMENTS

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## City of Ketchum

### Mayor

Randall Hall

### Council Members

Charles Conn

Baird Gourlay

Larry Helzel

Curtis Kemp

### Staff

Kirk Mason, Director, Ketchum City Parks & Recreation Department

Sid Rivers, Senior Planner, Planning & Zoning Department

Jen Smith, Ketchum City Parks & Recreation Department

Stefanie Webster, City Planner, Planning & Zoning Department

## Contributors

Mary Jane Burns, Ketchum Historic Preservation Commission

Will Caldwell, Sun Valley Ketchum Chamber of Commerce

The Community Library

Peggy Dean, Ketchum Sun Valley Historical Society

Beth Duke, Regional History Department, The Community Library

Jeanne Flowers, Ketchum Sun Valley Historical Society

Vicki Graves, Citizen

Dave Hanning, Director, Ketchum Sun Valley Historical Society

Idaho State Historical Society

Jim Jaquet, Interim City Administrator, City of Ketchum

Anabel Lusty, Ketchum Sun Valley Historical Society

Stelany Mahoney, Sun Valley Ketchum Chamber of Commerce & Visitors Bureau

Charlie McWilliams, Citizen

Richard Meyer, Ketchum Sun Valley Historical Society

Betty Murphy, Ketchum Sun Valley Historical Society

Kurt J. Nelson, District Ranger, Ketchum Ranger District, U.S. Forest Service

Anne Swanson, Idaho State Historical Society

Carol Waller, Sun Valley Ketchum Chamber of Commerce & Visitors Bureau

Richa Wilson, Regional Architectural Historian, U.S. Forest Service, Region Four

## Consultants

John Bertram, Planmakers Planning & Urban Design

Sheri Freemuth, AICP

Doug Brooks, Brooks Design Group

Ellen Fenwick, Report Preparation

Margaret and Carl Marti, Editors



This program receives federal funds from the National Park Service through the Idaho State Historical Society. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age, religion, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

The subject of this publication has been funded in part with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policy of the Department of the Interior.

All photos unless otherwise noted © 2008 by John Bertram.

# INTRODUCTION

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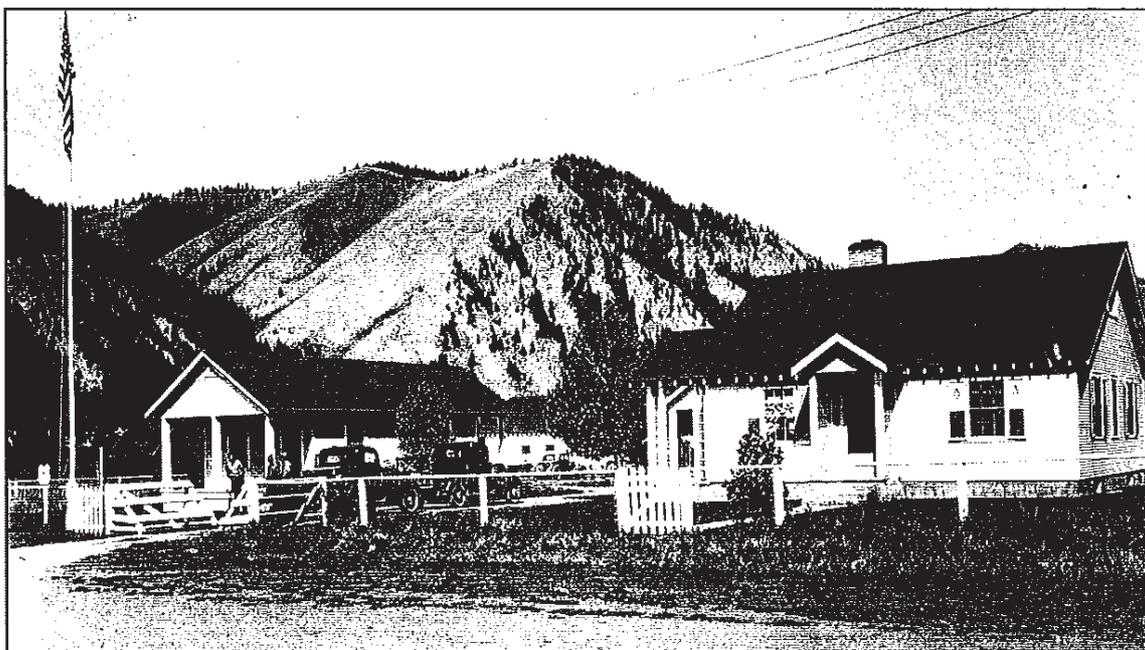
The Ketchum Forest Service Park (KFSP) is an oasis in the bustling resort town of Ketchum, Idaho. As the City of Ketchum has grown and matured, many historic structures have been lost. Yet this cluster of seven white buildings remains with its patch of green and the shade of mature spruce trees. While vast open spaces exist around town, small green spaces and stands of tall trees are rare within the city core. In 1992, dedicated citizens fought to preserve the site and developed the basic framework for its on-going preservation. With the passage of time, the City of Ketchum determined that a fresh look at the site and its future is in order. This master plan considers the current conditions and future management objectives for the on-going preservation and operation of the site.

## Location

The KFSP is located on one full city block in the City of Ketchum, Blaine County, Idaho, one block southwest of Idaho Highway 93 near the south entrance of town. The approximately 1.5-acre park is bounded by Washington Avenue, River Street, First Avenue, and First Street. See the site plan in Figure 1 on the following page.

## Background

The historic name for the property is the Ketchum Ranger District Administrative Site. Constructed in the early 1930s by the Civilian Conservation Corps (CCC), the site consists of seven single-story wood structures and 19 mature Engelmann spruce trees surrounded by a pole fence. The site was placed on the National Register for Historic Places in 2007 (see Appendix A).

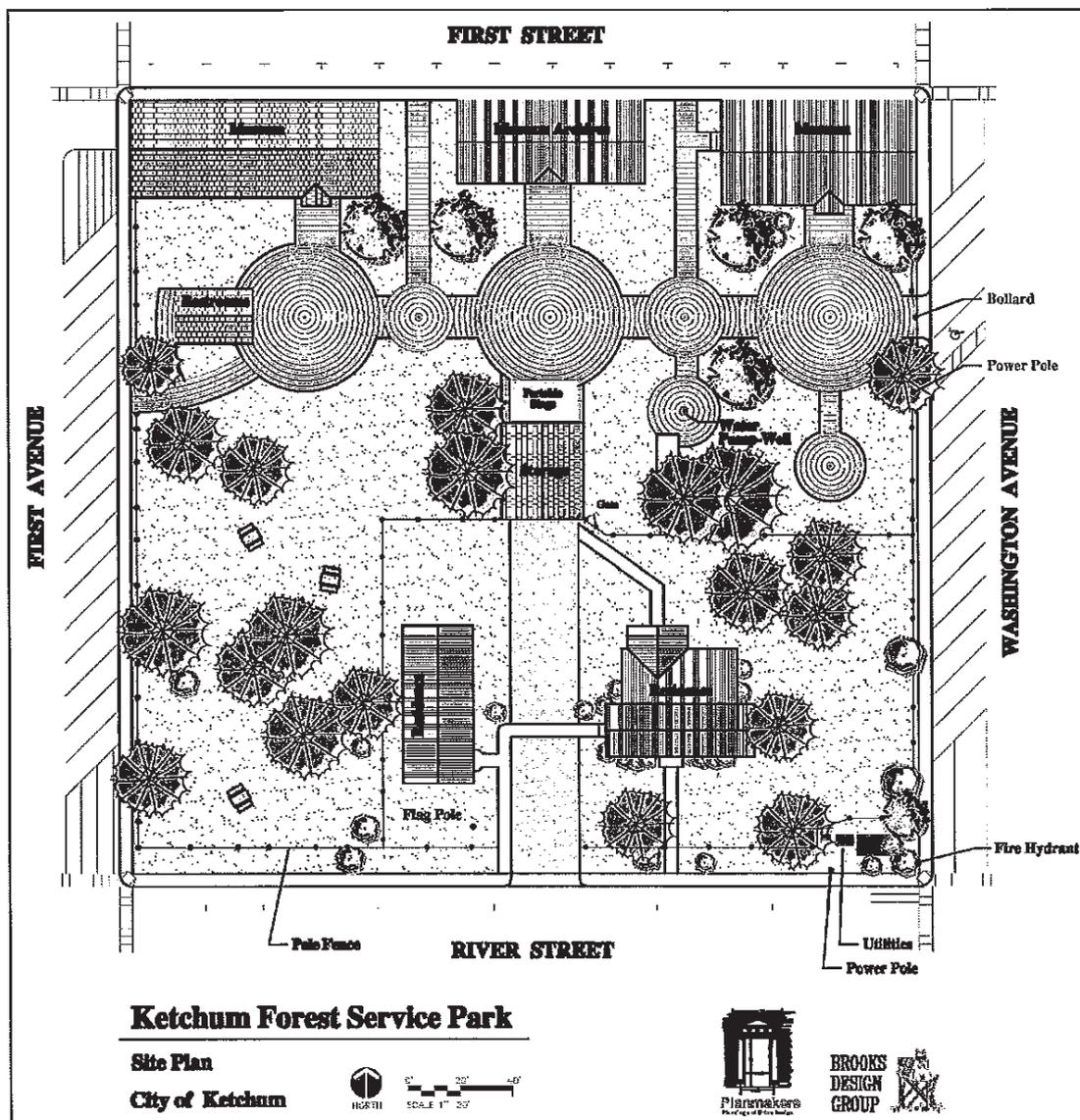


*Ketchum Ranger District residence and office in 1933  
(Source: U.S. Forest Service, Region Four)*

The site was exchanged from federal ownership to the City of Ketchum in 1992. The next year the Ketchum City Council approved a master plan stating that the site would be “a passive park for the use of the citizens of Ketchum and to preserve the historic character of the U.S. Forest Service buildings and grounds.” Within a few years, the Heritage and Ski Museum opened on the site (occupying three structures and using a fourth for storage). Two city employees rented the residences and improvements were made to the smallest structure for restroom use. Improvements were made to the grounds to improve public use, including paver pathways and plazas.

In 2005, the site was evaluated in an Historic Reconnaissance Survey of Ketchum, directed by the City of Ketchum Historic Preservation Commission. The following year, the National Register of Historic Places Registration Form was prepared and the site was placed on the National Register. To ensure the long term preservation of the site and to address on-going issues of maintenance, use, and administration, the Ketchum Historic Preservation Commission applied for and received a Certified Local Government grant from the State of Idaho to prepare this master plan.

Figure 1. Ketchum Forest Service Park Site Plan



## Master Plan Process

In early 2008, a request for proposals was sent to potential consultants by the City of Ketchum. Those proposals were reviewed and considered. In May 2008, Planmakers of Boise, Idaho, began work on the KFSP master plan. The first phase of the project included data collection and review.

On July 2, 2008, Planmakers visited the site and conducted a meeting with key individuals involved in park management and use. From that meeting, a new mission statement and a list of issues and concerns were developed (see Appendix B). It was also agreed that the public should be further engaged in the planning process.

On August 5, Planmakers set up a booth at the park to share the planning process and encourage public input into developing the mission and setting goals. Public notice was given through the local newspapers and the radio. The booth was open from 11:30 a.m. to 2:30 p.m. and again from 5 to 8 p.m. during the popular Ketch'em Alive event. Approximately 50 individuals visited the booth and noted new issues and issues of particular interest to them. The public revisions are presented in Appendix B. Based on the public comments and other information collected, Planmakers prepared a draft master plan for the City of Ketchum. Following the city's review, Planmakers revised the plan and resubmitted it for consideration by the City of Ketchum.



*Meeting of interested citizens in July 2008*



*Park planning booth requesting community comments at Ketch'em Alive event in August 2008*

# HISTORY AND SIGNIFICANCE OF THE PARK

## History

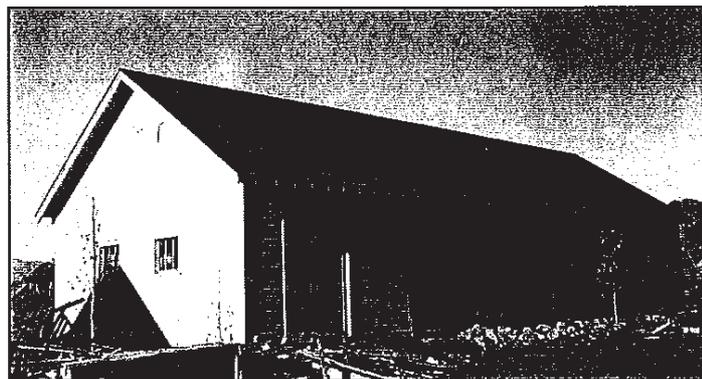
In the 1880s, Ketchum (named for a local trapper and guide) was a mining town. As stated in the National Register nomination, Block 40 of the original townsite of Ketchum was owned by a Bob Koeniger. He used the site to grow hops and barley for a brewery that was located across the block on River Street.

In 1926, Lots 6, 7, and 8 of Block 40 in Ketchum were acquired for use by the Flowers-Ketchum Ranger District. In 1929, the block was fenced, the central warehouse constructed, and another structure moved to the site. In 1933, the remaining lots (1 through 5) of Block 40 were acquired by the U.S. Forest Service and an improvement plan was drafted. The CCC constructed a dwelling, office, two-car garage, two warehouses, and a pump house (see the original site plan in Figure 2 on the following page). The structure that was moved to the site in 1929 was sold at auction and removed. Ranger Berry and his staff occupied the Ketchum Administrative Site by fall 1933.

For the next six decades, the property was used by the U.S. Forest Service. Table 1 identifies each building and its use.



*Ketchum Main Street, circa 1940  
(Source: The Community Library)*

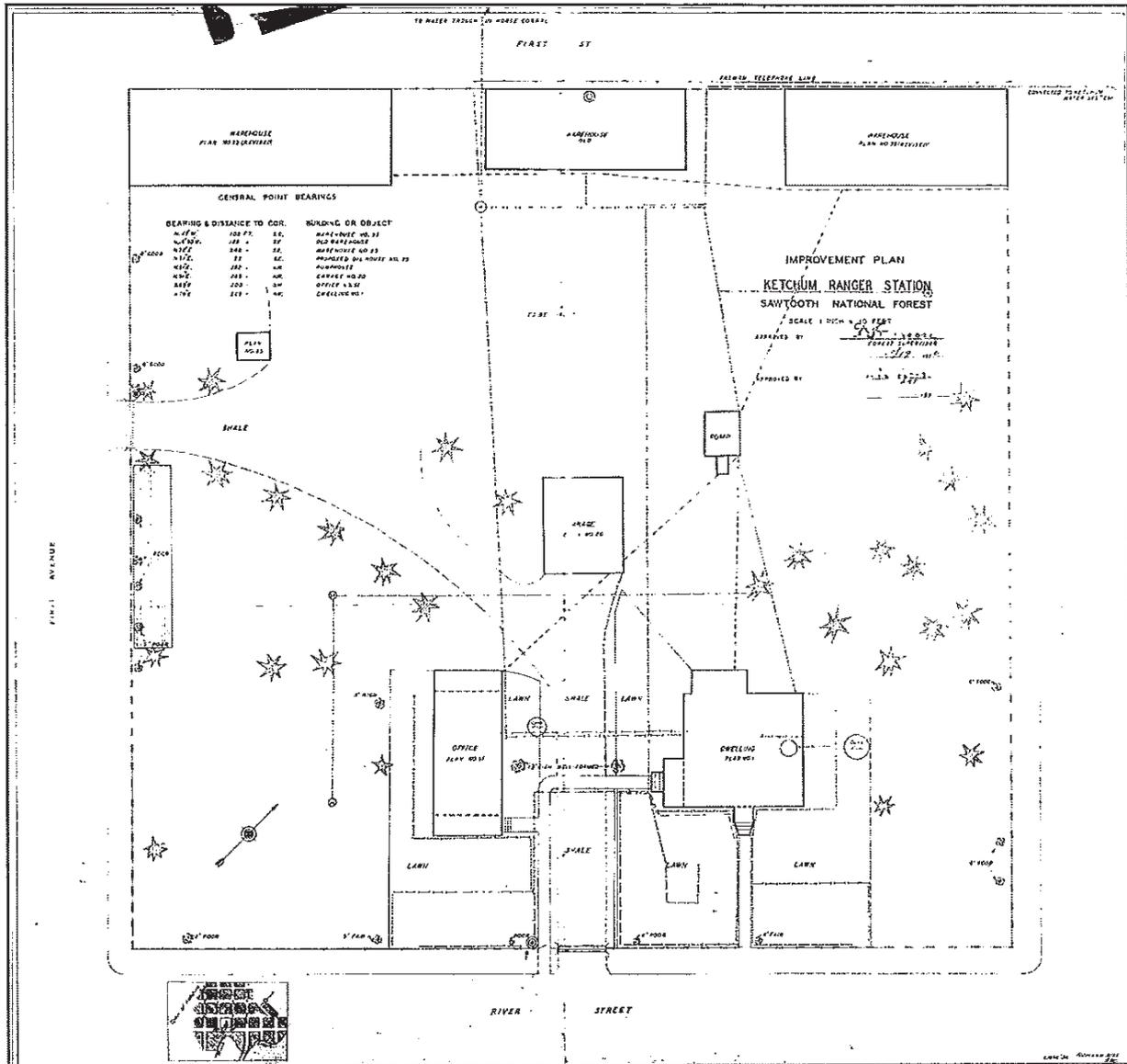


*1933 photograph of the former East Warehouse (#1335), now the Ketchum Sun Valley Museum  
(Source: U.S. Forest Service, Region Four)*

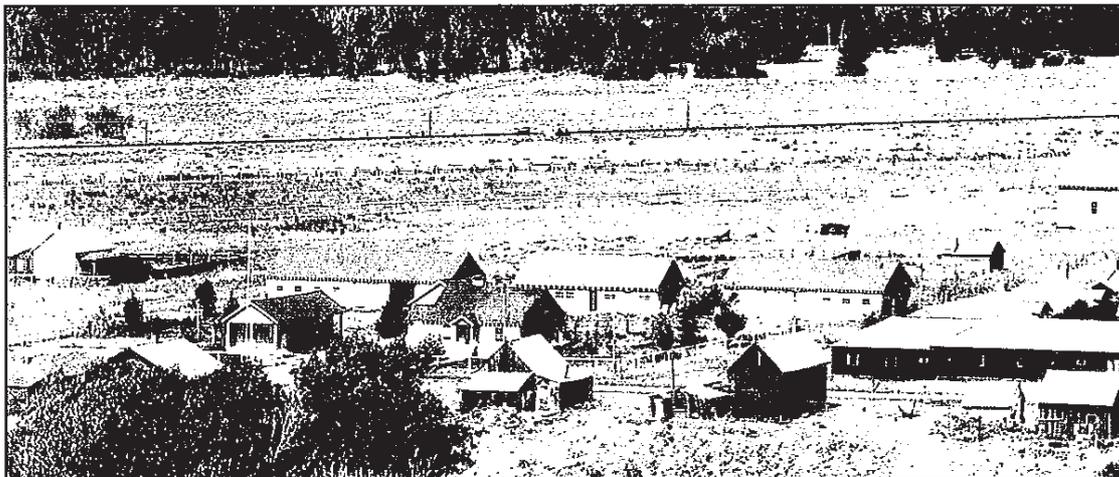
**Table 1. Historic Buildings on the Property**

Building No.	Historic Building Function or Name	Year Constructed	Current Use
1119	Ranger's dwelling	1933	Residence
1137	Office	1933	Residence
1331	Garage	1933	Storage
1332	Gas and oil house	1933	Public restrooms
1357	West warehouse	1933	Museum
1335	East warehouse	1933	Museum
1334	Central warehouse	1929	Museum

Figure 2. Ketchum Ranger District 1936 Site Plan  
 (Source: U.S. Forest Service, Region Four)



In 1965, the Ketchum District office moved to new quarters at 206 Sun Valley Road. The old site continued to be used as a work station and residence for U.S. Forest Service personnel. In 1989, plans for site development engaged the local community in preservation efforts. In 1989, the City of Ketchum passed a \$2.2 million bond to provide the necessary funds to acquire the site and make other city park improvements. An Historic American Buildings Survey was undertaken on the site.



*Ketchum Ranger Station circa 1940. Notice the pole fence, flag pole, and young spruce trees  
(Source: The Community Library)*

## Significance

The nomination form for the National Register of Historic Places (see Appendix A) states that the site “is significant in its contribution to local history and . . . it embodies characteristics of standardized agency architecture.” The role of the U. S. Forest Service in the development of the West and Idaho in particular cannot be understated. The forest industry has been a major factor in the state’s economy. Many Idaho communities have structures that can be attributed to this public agency, but only a few have one that has remained so intact from its early years.

The very construction of the site is notable due to its association with the CCC. Designed to employ out-of-work young men on large public works projects, the CCC was signed into law by President Franklin Delano Roosevelt on April 5, 1933.

The following information was provided by Richa Wilson (Regional Architectural Historian for the U.S. Forest Service, Region Four):

Beginning May 17, 1933, Company 971 was the first to occupy Camp F-81 Ketchum, originally designated as Camp Warm Springs. (The following May, the company was at F-100 in Twin Falls.) The camp was established on Warm Springs Creek about five to seven miles northwest of Ketchum. Most men were Idahoans, although some came from other states including New York. R. E. Carney was the superintendent. The principle work projects during this first year were the construction of the Ketchum Ranger Station, the reconstruction of the Warm Springs Creek Road, and campground work. [Source: SNF 1941 history, 59.]

Furthermore, the site is an excellent example of the use of standardized plans within the U.S. Forest Service. A practice developed by Gifford Pinchot as early as 1906, standardized plans were used by the U.S. Forest Service to ensure quality and consistency in construction. The first architect in Region Four was George L. Nichols. He was responsible for numerous buildings throughout the region, including the Ketchum Ranger Station. At the Ketchum site, only the central warehouse was constructed without standardized plans. By the 1920s, the U.S. Forest Service employed architects to support the design of the booming building construction undertaken by the agency. For more detail about the history of the site, see the National Register nomination in Appendix A.

## CURRENT CONDITIONS

### Local Designations and Surrounding Uses

The City of Ketchum owns the KFSP. The property is located within the Downtown Master Plan and is zoned Community Core. Surrounding land uses include commercial, residential, and vacant land. The property across River Street is designated Tourist Residential. The vacant block across Washington Avenue awaits further development, as does a corner lot across South First Avenue. A South First Avenue Promenade Design Committee is working on future plans to enhance the avenue.

### Buildings

The buildings and site are listed on the National Register of Historic Places. Standardized Region Four U.S. Forest Service plans exist for all but one of the buildings. The buildings were recorded by the Historic American Building Survey (HABS) in 1989. The HABS includes floor plans and elevations and records each building and its modifications. Following are brief descriptions of each building, its number, and its modifications and needs.

**Ranger's dwelling (#1119).** The dwelling follows the Region Four standard Plan R-4-1. It was formerly used for the ranger's residence and is currently used as affordable housing for city employees. Modifications include replacement of the west kitchen window, a new stair window, removal of the widow shutters, porch lights, and lattice. A metal roof was installed in 1981. The dwelling is in need of repainting.

**Office (#1137).** Standard Plan R-4-7, formerly used as a U.S. Forest Service office and then as a residence for U.S. Forest Service personnel. It was later occupied by city firefighters and is currently used as affordable housing for city employees. The building was originally painted white with Nile-green trim. Modifications include new exterior doors, front window, and enclosed rear porch. A metal roof was installed in 1981. The dwelling is in need of repainting.

**Garage/storage (#1331).** A two-car garage, Plan R-4-20, now used for storage. The garage is in good condition, with the cedar roof retaining its green paint. The garage windows and door are original. Appropriate period lighting is needed to replace flood lights.

**Gas and oil house/restrooms (#1332).** Standard Plan R-4-95. The building was converted to restrooms in 1999. The building's cedar roofing is in poor condition and requires reroofing.



*Former U.S. Forest Service office and ranger's dwelling, now affordable housing for city employees*



*Former gas and oil house, now the public restroom facility (which requires reroofing)*

**West warehouse (#1357).** Standard plan R-4-33, this former warehouse now houses museum exhibits. The original door on the south wall has been removed and replaced. An appropriate new door is needed.

**East warehouse (#1335).** Standard plan R-4-33, this former warehouse now houses the Ketchum Sun Valley Historical Museum entrance, exhibits, and office. The south garage doors were removed in 1977 and new doors and entry porch were added. Six pane windows and the bathroom plumbing need repair. The modern door and assorted small signs (stating hours of operation and so forth) detract from the overall historic character.

**Central warehouse (#1334).** This earliest warehouse building with metal exterior siding is now used for the museum archives. The building needs appropriate doors, window repair, insulation, an improved heating system, and a security system.

## Landscaping

The landscaping associated with the site is remarkably intact. In the mid-1930s, lawns were established around the ranger's dwelling and U.S. Forest Service office and 16 Carolina poplars and 28 Engelmann spruce trees were planted on the block. Today, 19 mature Engelmann spruce remain. A few decorative trees and plantings have also been added. The mature Engelmann spruce trees provide a canopy of shade and an opportunity to enjoy the block setting with its original one-story U.S. Forest Service buildings. The park offers numerous areas for passive recreation.

Other key site features include a two-rail pole fence around the perimeter of the block park that has replaced a similar, earlier fence. In 1998, a paver system of pathways and circles was installed connecting the warehouses, garage, and restrooms. Formerly, the area around the warehouses was covered with shale and gravel.

Water was originally supplied from a well drilled in 1932 to a depth of 84 feet. Later, the water system was connected to the city system. A hand-operated pump has been placed over the well, but the pump is currently hard to operate. A low concrete wall nearby conceals stairs with a hatch opening to a well room and water turn-off valves. This intrusion could be screened with seating and perhaps an interpretive sign for the site that could also address pumping water. Park picnic tables and benches have been constructed using U.S. Forest Service plans and compatible materials.

## Management Structure and Partners

The City of Ketchum operates the KFSP. Management and maintenance of the park are the responsibility of the Ketchum City Parks & Recreation Department. However, the City Administrator does address issues relative to the park's tenants, including the residents of the two houses and the Ketchum Sun Valley Historical Society (KSVHS). The former reside on the property with a month-to-month rental agreement and the latter utilizes four structures under a lease agreement. If tenants have issues or concerns, they address them with either the City Administrator or the Ketchum City Parks & Recreation Department. Generally, the latter addresses issues related to park maintenance.

## Park Operations

The following paragraphs summarize various aspects of daily KFSP operation.

**Infrastructure.** The park is connected to city water, sewer, and waste services. The latter includes on-site garbage cans that are emptied regularly by Clear Creek Disposal or the Ketchum Parks & Recreation Department, as needed. Under the KSVHS agreement, the museum has a separate waste service arrangement and pays for gas, electric, and water service. A public restroom is available on site (building #1332) year-round and cleaned twice per week (or as needed). The restroom doors are unlocked at approximately 6 a.m. and closed at approximately 11 p.m., depending on the season. Dogs are permitted in the park under municipal code; "poop scoop" bags are provided at the east and west entrances to the park.

**Access.** Sufficient parking exists at this time for the KFSP, with 40 off-site parking spaces around the perimeter of the block. The two residences use the gravel drive to ensure on-site parking. One bike rack is located on the property. The pole fence also serves to secure bicycles. Public sidewalks and an interior pathway system ensure that the property is fully accessible. These walkways are plowed during snow events by the Ketchum Parks & Recreation Department and the Ketchum Street Department.

**Maintenance and improvements.** The Ketchum City Parks & Recreation Department has overseen several improvements over the past five years, including:

- Replaced the post-and-pole fence in fall 2007.
- Painted museum buildings #1334, #1355, and #1337 in summer 2006.
- Replaced roofs on buildings #1334 and #1335 with metal roofs.

The department has identified the following improvements for future consideration:

- Replace roofs on the restrooms (building #1332) and the west warehouse (building #1357).
- Test two irrigation spigots. If found to be working, place them underground; otherwise remove them.
- Install a drinking fountain.
- Install drywell in center pavers at the west end to avoid “ice rink” effect during freeze/thaw events in the spring.

**Safety/security.** The park is protected by the city police department. The KSVHS has a system of security alarms to protect its museum collections.

**Budget.** Operation and maintenance of the KFSP (one of seven in the city’s park system) are integrated in the city’s overall budget. Any planned improvements are incorporated into the annual capital improvement program. The KSVHS has a separate budget for museum operation. According to the terms of the lease with the city, any improvements to the interior of the structures must be undertaken by the KSVHS.

**Recreational use.** The KFSP is a popular lunch and picnic spot. Under its original mission statement, it is managed as a passive park. Several picnic tables and benches are fixed in the park, but it has no barbecues or fire-pits. A temporary stage is available, stored in the garage and placed in front of the garage on the plaza as needed.

Space does not permit most sports or games. Reservations and special-event permits may be applied for through the city. The KFSP has been reserved for reunions, weddings, and other group events. The KSVHS has utilized park space for events associated with the museum. The largest special events include:

- **Ketch’em Alive:** A free public music event that draws 500 to 900 visitors once a week from 7 to 9 p.m. during the months of July and August. Performers use the temporary stage; the lawn area is used by guests with blankets and lawn chairs.
- **Art and Antique Show:** A public fair and sale that occurs on the July 4 and Labor Day weekends. Booths and tables are arranged around the pathway system.

The Ketchum City Parks & Recreation Department calculates that approximately 16 percent of the overall park reservations (for seven parks) are attributed to the KFSP. In the past five years, the KFSP has seen an 81-percent increase in park reservations.

The KSVHS museum is open to the public 1 to 5 p.m. Monday through Friday and 1 to 4 p.m. on Saturdays. Winter hours may vary slightly, and the museum is closed in May and November each year. In 2007, the museum recorded 2,103 visitors.

**Interpretive facilities and programs.** No special interpretive programs or facilities are within the park itself. However, within buildings #1335 and #1357, the KSVHS does offer displays about the history of the area with a particular emphasis on Ketchum/Sun Valley ski heritage. The KSVHS provides interpretive materials about the U.S. Forest Service in the museum and offers a walking-tour brochure in which the park is featured.

**Marketing.** The site can be accessed by contacting the Ketchum Parks & Recreation Department. No special efforts are made by the city to encourage use, although the Chamber of Commerce encourages special events in general. The KSVHS museum at present does not have a marketing plan. It is focusing on improving its communications tools, to include the development of a website.

**Retail.** The KSVHS museum has a small gift shop located in the main building (#1335) that includes such things as books and cards. During special events, sale of food, beverages, and other items might occur at temporary booths or tables.

**Residential.** Buildings #1119 and #1137 are currently used to provide affordable housing for city employees. Tenants are to abide by provisions established by the city (see Appendix D).

**Community relations.** At present, the park is surrounded by residential and office uses. Many park users are residents from within a short radius of the park. Future plans for surrounding areas may include hotels and more residential and mixed uses. Some conflicts exist within the park between the residences (buildings #1119 and #1137) and the park use. Efforts are made to mitigate the proximity of private homes within a public space.

**Planning and assessment.** The Ketchum City Parks & Recreation Department hopes to undertake a master plan for each park within its inventory. The KSVHS does not have a strategic plan, but does issue an annual budget and brief report.



*Former U.S. Forest Service warehouses (buildings #1357, #1334, and #1335) facing East First Street, now occupied by the Ketchum Sun Valley Historical Museum*

# MANAGEMENT OBJECTIVES AND STRATEGIES

The management objectives and strategies presented below were derived from the issues and concerns collected during the planning process (see Appendix B) and further developed by the planning team. When the master plan is adopted by the City Council, this section is intended to provide direction for the on-going management and operation of the park for the next 5 to 10 years.

Each strategy should be implemented by the appropriate city entity (for example, rezoning would be led by the Planning & Zoning Department and maintenance would be led by the Ketchum City Parks & Recreation Department). As appropriate, the city may choose to engage nongovernmental entities in supporting implementation of specific strategies (such as the KSVHS for update of the walking-tour brochure). An annual review of progress on this list of strategies is recommended to ensure ultimate implementation of the plan.

1. **Preserve and maintain the historic character of the park.**
  - A. Adopt city policies for the long-term protection of the park and its historic buildings and grounds.
    1. Pass a resolution adopting the Ketchum Forest Service Park master plan.
    2. Pass an ordinance amendment that rezones the area from Community Core to Recreation Use regardless of any nonconforming use.
    3. In the event that the City of Ketchum does not retain ownership of the site, consider conservation easements and other covenants to ensure further protection.
  - B. Require that all improvements to the park facility be consistent with the Secretary of Interior Standards for Rehabilitation, including but not limited to the buildings, site, and landscaping.
  - C. Require that all users of the park respect the historic fabric of the park, including its buildings and grounds.
    1. Criteria for special-event park use should be developed and enforced. Elements could include such things as hours of operation, seasonal restrictions, maximum number of events by month, and maximum number of expected participants.
    2. Recreational park uses should be passive and not include activities that require equipment and appurtenances (swings, slides, tot lots, horseshoes, lawn bowling, and so forth).
    3. Dog use should continue to be permitted (per municipal code); continue the supply of dog waste bags.
    4. Any changes in use to storage building #1331 should be consistent with all provisions of this master plan.
  - D. Address issues relative to the residential uses on the site (buildings #1119 and #1137).
    1. Residential tenants should comply with city requirements (see Appendix D), particularly because they reside on city property adjacent to a public use.
    2. As the structures become available, consider other uses that would be more complementary or beneficial to the park, such as:
      - a. Historic house museum or other annex to KSVHS museum buildings (buildings #1335, #1339, and #1357).
      - b. Nonprofit office(s), weekday use only.
      - c. Ketchum City Parks & Recreation Department office and public meeting area with incidental kitchen facility.
      - d. Incidental dwelling use for park caretaker (ensure compliance with existing residential requirements as noted in Appendix D).
    3. Any change to new use should include appropriate renovation measures (such as repair of existing or installation of new wood windows).

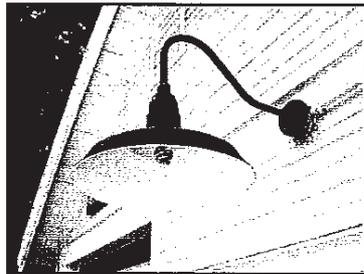
4. Any change to new use should address use of the gravel drive. The city should designate and sign adjacent on-street parking spaces for uses of buildings #1119 and #1137. The gravel drive should be used only for access or incidental/temporary parking. Surfacing of the drive should be consistent with early treatment of the site's paths and driveway (such as by using gravel, shale, or crushed rock).
- E. Implement practices to ensure tree health, including:
  1. Annual evaluation for trimming and overall health.
  2. Soil testing and amendment, if necessary.
  3. Appropriate watering practices.
  4. Temporary fence or other means of protecting tree bases, if warranted.
2. Implement necessary improvements and appropriate enhancements throughout the park.
  - A. Perform maintenance on park buildings that respects their historic integrity
    1. Replace the roof on KSVHS buildings #1357 and #1332. It is recommended that the wood-shingle roofs be replaced with in-kind wood shingles or artificial shingles that replicate the appearance of wood shingles.
    2. Replace the doors on KSHVS buildings #1334, #1335, and #1357 with doors of appropriate style and materials, with consideration for their security features.
    3. Address water and snow damage on KSHVS building #1334
    4. Address toilet function in KSVHS building #1335.
    5. Address heating/insulation function in KSVHS building #1334.
    6. Paint the exterior of both residences (buildings #1119 and #1137).
  - B. Ensure that the park is safe and free of hazards.
    1. Test, replace, or remove above-ground faucets.
    2. Install a dry well on the central pathway to resolve ice issues.
    3. Continue to remove snow on paths and sidewalks. Consider removal of snow on the back sidewalk of East First Street as needed.
    4. Repair the hasp on the well box and evaluate pump safety.
  - C. Restore the historic character of structures where necessary.
    1. Replace and repair windows with appropriate wood treatment. Consider use of wood storm windows and screens. Immediate attention should be given to windows on the central warehouse (building #1134).
    2. As funding permits, restore the exterior character of the residences to match historic photographs. Inconsistent windows should be replaced on both residences. Shutters with pine-tree silhouettes, lattice porch detail, and porch lights with round globes would grace the ranger's dwelling (building #1119).



*Notice the tree-design shutters, porch lattice, and round globe porch light fixture in a circa 1930 photograph of the ranger's dwelling  
(Source: U.S. Forest Service, Region Four)*

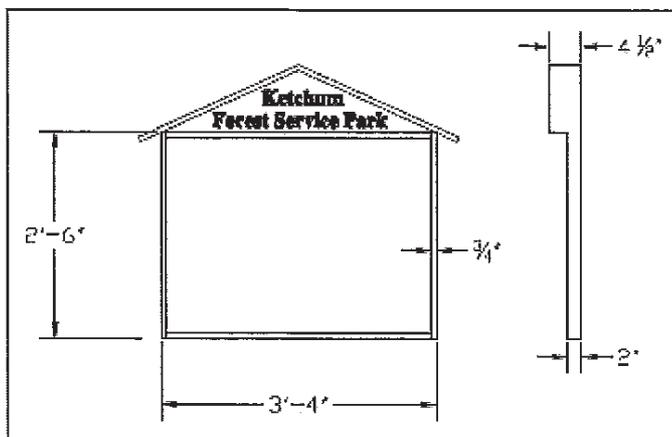
3. Relocate the electrical panel from the front of building #1335 to a secondary façade.

- D. Provide park users with amenities consistent with the park's historic character.
1. Install a public drinking fountain. The least intrusive location for this would be a small, wall-mounted, metal or porcelain unit on the restroom structure (building #1332).
  2. Consider appropriate site lighting. The park has good visibility most of the year (long evenings in the summer months and some illumination in the winter months from the white buildings and snow). Building lights that resemble a Sheppard's hook are recommended on buildings #1332 and #1331 (restrooms and garage), as shown in the following photograph). Simple fixtures with round globes are recommended for all building porches. No other lights are recommended in the short term.



*Example of a Sheppard's hook light fixture recommended for restroom and garage buildings*

3. Consider additional seating around the pump-box stairs to help screen the modern appearance.
  4. If additional bike racks are desired in the future, a space at the corner of River Street and Washington Avenue near the utility boxes and outside the fence would be an ideal location.
- E. Enhance park appreciation through appropriate signage and information.
1. Design and install an interpretive sign (wall-mount or free-standing) that briefly describes the site's history and significance with text and photographs.
  2. A wall-mounted sign could be placed on top of the restroom facades. A free-standing sign could be located near the pump box (see 2.D.3) or near the park entrance close to the museum (building #1335).
  3. Design and make available a free handout for public distribution about park history and significance. Ideally, this would be available through the museum and also available in a small box outside the museum.
  4. Update the local walking-tour brochure to include discussion of the site and to update descriptions of the properties.
  5. An informational sign for the museum (and any future use) should be a U.S. Forest Service model as illustrated below. This would be a more aesthetically pleasing method to post hours of operation and other announcements.



*Example of a U.S. Forest Service wall-mounted, wood information sign proposed for the park  
(Source: Planmakers)*

6. If uses change within the park, any new identification signs should be consistent with existing signs. Signs should be modest, wall-mounted, painted wood, with routed lettering following early U.S. Forest Service sign examples.
3. **Create and administer an effective operational system for the park.**
    - A. Establish processes to consistently address issues and concerns from the park tenants and users to the City of Ketchum.
      1. Identify an initial point of contact for all inquiries related to the KFSP.
      2. Establish the desired mode of communication (letter, e-mail message, or telephone call).
      3. Consider quarterly meetings to ensure better communication among all parties and to assess progress on the master plan.
      4. Prepare annual reports for the City Council describing progress on meeting plan objectives and overall park status.
    - B. Pursue funding sources for park improvements, including foundations, corporations, individuals, and state and federal agencies. Funding may be sought from the Idaho Parks and Recreation Department for park improvements, the Idaho Heritage Trust for building rehabilitation, and the Idaho Humanities Council for interpretive signage and educational programs.
    - C. Address sustainability issues with park tenants.
      1. Encourage KSVHS and any new tenants to prepare and implement a strategic plan.
      2. Consider methods of support through lease agreements and other arrangements.



*Garage (building #1331) completed by the CCC in 1933. The museum building (building #1335) is in the background. (Source: U.S. Forest Service, Region Four)*

- D. Maintain historic continuity through education and outreach.
  1. Encourage walking tours and brown-bag luncheons that highlight the attributes of the park. Speakers could include U.S. Forest Service personnel and the City Forester, among others. (This could be an initiative for the Historic Preservation Commission.)
  2. Refer to management objective 2-E for information about the installation of interpretive signs and publication of handouts and brochures.
  3. Consider working with local fourth-grade Idaho history teachers and students. Visits to the site and museum would enhance their learning experience.

## CONCLUSION

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The KFSP is a unique resource for the city of Ketchum. Residents and visitors alike enjoy this quiet spot with its rare spruce trees and complex of historic buildings. It is hoped that this master plan will continue a long tradition of preservation for the site. Careful consideration of the contents of this master plan and implementation of its recommended strategies should ensure the on-going preservation and effective operation of this treasured park.



*Relaxing under the park's magnificent Engelmann spruce trees*

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- Where the Pioneer Spirit Lives On: An Historic Walking Tour Through Downtown Ketchum*. Ketchum, Idaho: Heritage and Ski Museum, 1998.

## APPENDICES

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The following pages contain the appendices listed below:

- A. National Register of Historic Places Nomination
- B. Forest Service Park Issues and Concerns
- C. 1993 Master Plan
- D. Residential Use Requirements

**A. NATIONAL REGISTER OF HISTORIC  
PLACES NOMINATION**

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United States Department of the Interior  
National Park Service

National Register of Historic Places  
Registration Form

1. Name of Property

historic name: Ketchum Ranger District Administrative Site

other name/site number: Ketchum Ranger Station (10 BN 120); IHSI #13-16132; Heritage and Ski Museum

2. Location

street & number 131 / 171 River Street [n/a] not for publication

city or town Ketchum [n/a] vicinity

state Idaho code ID county Blaine code 013 zip code 83340

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this  nomination  request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property  meets  does not meet the National Register Criteria. I recommend that this property be considered significant  nationally  statewide  locally. ([ ] See continuation sheet for additional comments.)

Signature of certifying official/Title \_\_\_\_\_ Date \_\_\_\_\_  
Susan Pengilly Neitzel / Deputy State Historic Preservation Officer0

State or Federal agency and bureau \_\_\_\_\_

In my opinion, the property  meets  does not meet the National ([ ] See continuation sheet for additional comments).

Signature of certifying official/Title \_\_\_\_\_ Date \_\_\_\_\_

State or Federal agency and bureau \_\_\_\_\_

4. National Park Service Certification

I, hereby certify that the property is:	Signature of Keeper	Date of Action
<input type="checkbox"/> entered in the National Register. [ ] See continuation sheet.	_____	_____
<input type="checkbox"/> determined eligible for the National Register [ ] See continuation sheet.	_____	_____
<input type="checkbox"/> determined not eligible for the National Register	_____	_____
<input type="checkbox"/> removed from the National Register	_____	_____
<input type="checkbox"/> other (explain): _____	_____	_____

Ketchum Ranger District Administrative Site  
Name of Property

Blaine County, ID  
County and State

**5. Classification**

Ownership of Property (Check as many boxes as apply) resources in the count)	Category of Property	Number of Resources within Property (Check only one box) (Do not include previously listed resources in the count)	
		Contributing	Noncontributing
<input type="checkbox"/> private	<input type="checkbox"/> building		
<input checked="" type="checkbox"/> public - local	<input checked="" type="checkbox"/> district		
<input type="checkbox"/> public - State	<input type="checkbox"/> site	<u>7</u>	
<input type="checkbox"/> public - Federal	<input type="checkbox"/> structure		
	<input type="checkbox"/> object		
			buildings
			sites
			structures
			objects
		<u>7</u>	<u>0</u> Total

Name of related multiple property listing (Enter "N/A" if property is not part of a multiple property listing) N/A  
Number of contributing resources previously listed in the National Register N/A

**6. Function or Use**

Historic Functions (Enter categories from instructions)	Current Functions (Enter categories from instructions)
<u>GOVERNMENT /</u>	<u>LANDSCAPE / Park</u>
<u>DOMESTIC / Single Dwelling</u>	<u>DOMESTIC / Single dwelling</u>
	<u>RECREATION/CULTURE/Museum</u>

**7. Description**

Architectural Classification (Enter categories from instructions)	Materials (Enter categories from instructions)
<u>OTHER/ Forest Service Standard Plan</u>	foundation <u>CONCRETE</u>
	walls <u>WOOD/Weatherboard</u>
	roof <u>METAL; ASPHALT; WOOD/Shingle</u>
	other _____

**Narrative Description**  
(Describe the historic and current condition of the property on one or more continuation sheets)

X See continuation sheet (s) for Section No. 7

Ketchum Ranger District Administrative Site  
Name of Property

Blaine County, ID  
County and State

**8. Statement of Significance**

**Applicable National Register Criteria**

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing)

- A** Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B** Property is associated with the lives of persons significant in our past.
- C** Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D** Property has yielded, or is likely to yield, information important in prehistory or history.

**Criteria Considerations**

(Mark "x" in all the boxes that apply)

Property is:

- A** owned by a religious institution or used for religious purposes.
- B** removed from its original location.
- C** a birthplace or a grave.
- D** a cemetery.
- E** a reconstructed building, object, or structure.
- F** a reconstructed building, object, or structure.
- G** less than 50 years of age or achieved significance within the past 50 years.

**Narrative Statement of Significance**

(Explain the significance of the property on one or more continuation sheets.)  See continuation sheet (s) for Section No. 8

**Areas of Significance**

(Enter categories from instructions)

ARCHITECTURE

POLITICS / GOVERNMENT

**Period of Significance**

1929-1956

**Significant Dates**

1929, 1933

**Significant Person**

(Complete if Criterion B is marked above)

N/A

**Cultural Affiliation**

**Architect/builder**

Nichols, George L. / CCC

**9. Major Bibliographical References**

**Bibliography**

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

**Previous documentation on file (NPS):**

- preliminary determination of individual listing (36 CFR 67) has been requested.
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # ID-109A-G
- recorded by Historic American Engineering

**Primary location of additional data:**

- State Historical Preservation Office
- Other State agency
- Federal agency
- Local government
- University
- Other

Name of repository: \_\_\_\_\_

Record # \_\_\_\_\_

**10. Geographical Data**Acreage of Property 1.5 acres**UTM References**

1	<u>11</u>	<u>7712600</u>	<u>4839330</u>	3	<u>11</u>	<u>                    </u>	<u>                    </u>
	Zone	Easting	Northing		Zone	Easting	Northing
2	<u>11</u>	<u>                    </u>	<u>                    </u>	4	<u>11</u>	<u>                    </u>	<u>                    </u>
	NAD27						

**Verbal Boundary Description**

Block 40 of the original townsite of Ketchum, Blaine County, Idaho.

**Boundary Justification**

The nominated property includes the entire city block historically associated with the Ketchum Ranger District Administrative Site.

**11. Form Prepared By**name/title Dale M. Grayorganization Frontier Historical Consultants, Inc date May 31, 2006street & number 24265 River Road telephone (208) 834-3061city or town Grand View state ID zip code 83624**Additional Documentation**

Submit the following items with the completed form:

**Continuation Sheets****Maps**A **USGS map** (7.5 or 15 minute series) indicating the property's location.A **Sketch map** for historic districts and properties having large acreage or numerous resources.**Photographs**Representative **black and white photographs** of the property.**Additional items**

(Check with the SHPO or FPO for any additional items.)

1933 Building Plans

1935 Photo overview of Ketchum showing site

HABS/HAER photographs and drawings

**Property Owner**name/title City of Ketchumstreet & number 480 East Ave. North telephone (208) 726-7801city or town Ketchum state ID zip code 83340

**Paperwork Reduction Act Statement:** This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 470 *et seq.*).

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 18.1 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, P. O. Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reductions Projects (1024-0018), Washington, DC 20503.

United States Department of the Interior  
National Park Service

# National Register of Historic Places Continuation Sheet

Section Number 7 Page 1 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

## 7. Description Narrative:

The Ketchum Ranger District Administrative Site consists of seven historic USDA Forest Service Structures built on Block 40 of the City of Ketchum in the 1930s. The buildings include two residences (#1119 and #1137), a garage (#1331), three warehouses (#1357, #1334, and #1335) and a gas and oil house (#1332). All structures date from the 1920s and 1930s.

### Site Integrity:

The Ketchum Ranger District Administrative Site has retained unusually high values of integrity, despite the passage of over 70 years, the urbanization of the neighborhood, and its conversion to a municipal park and historical museum. The Ketchum Ranger District would be instantly recognizable to anyone familiar with the property in the 1930s. The District has retained high values of location, feeling, workmanship and association. While some details on individual features of this district have been altered in the modern era to accommodate change in use, most of these changes are minor or non-intrusive. Indeed, extraordinary care has been taken to use compatible materials and designs in changes necessitated by its new use (see individual building descriptions below).

### Structures at the Ketchum Administrative Site

Bldg. No.	FS Site No.	Building Function or Name	Year built	Plan
1119	SW-300-1	ranger's dwelling	1933	R4-1
1137	SW-300-2	office	1933	R4-51
1331	SW-300-3	garage	1933	R4-20
1332	SW-300-4	gas and oil house	1938	R4-95
1357	SW-300-5	west warehouse	1933	R4-33
1335	SW-300-6	east warehouse	1933	R4-33
1334	SW-300-7	central warehouse	1929	---

### Ranger's Dwelling (#1119)

The larger of the two residences (#1119) is the Ranger's Dwelling (FS Site No. SW-300-1). The one-and-a-half story, frame building (31 x 28 feet) has an irregular plan on a concrete basement foundation; lap siding with cornerboards; exposed rafter tails; and a metal-covered, gabled roof with a brick chimney on the upper north slope. There is an enclosed vestibule on the north side of the house, which provides access from the kitchen to the basement. The north door is a 3-panel, 4-light wood door. The main entrance on the south side is a screened 4-panel wood door with a 4-pane side-light window. The door is protected by an open gabled hood supported by four square posts. The west-side door is a double French door with eight lights in each door. It is protected by an open-sided, gabled roof supported by eight square posts.

Flanking the main entry on the south façade are a pair of 6-over-6, double-hung sash windows (bedroom and living room) and a small fixed-sash window (stair landing). The east side has three 6-over-6, double-hung sash windows (one in each bedroom and the porch), a 4-over-4, double-hung sash window (bathroom) and one 6 x 6 sliding-sash window in the gable end. The north side has one 6-over-6, double-hung sash window (bedroom) and one 6 x 6, sliding-sash window (dining alcove). The west wall has one 1 x 1 sliding sash window (kitchen) and one 6 x 6 double-hung sash window (living room). All windows appear to be original with the exception of the fixed-sash window in the south wall that was added in 1958 when the internal stairway was constructed and the 1 x 1, sliding-sash window in the kitchen, which replaced a 6 x 6, sliding sash window.

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## National Register of Historic Places Continuation Sheet

Section Number 7 Page 2 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

### 7. Description Narrative (continued).

The interior of the structure has retained its original internal 5-panel wood doors, moldings, hinges, latches, slide bolts, and closet knobs. Original tile in the bathroom and kitchen is intact, but has been painted over. The original pipeless furnace was replaced with automatic heating in 1951, and a gas furnace added in 1968.

The structure was built in 1933, using the Forest Service R4-1 Plan (George L. Nichols, Architect). The building was constructed for a cost of \$3,664.79, including \$390 in CCC labor. Construction money ran out before the interior was completed so the original occupant, Ranger Berry, completed the interior painting, hand-sanded the wood floors, and finished the floors. Originally, a folding stair provided access to the loft rooms. In 1958, an internal stairway was added and the southeast corner bedroom extended to the east. At that time, the bedroom was resurfaced with ½-inch gypsum. A window on the original northeast wall was carefully removed and reused on the extended northeast wall. The new exterior walls were surfaced with compatible lap siding. The original window shutters for the building were removed some time prior to 1965. A metal roof was installed in 1981. The building served as the District Ranger's dwelling until another dwelling was built in 1962. It then housed Forest Service personnel until the property was transferred to the City of Ketchum in 1992. Since then, it has housed Ketchum City employees.

Integrity: The structure retains good values of integrity with only a few minor changes during the modern era. The structure was remodeled in 1958 to provide access to the loft bedrooms. The siding and windows used are compatible with original construction. Care was taken to reuse the original window in the bedroom. The change from wood to metal roofing in the modern era is typical of historic Forest Service usage continued to the modern era. The kitchen's 6 x 6, sliding-sash window was replaced at some point with a 1 x 1 sliding-sash window.

#### Office (#1137)

The smaller of the two residences is the original administrative office (FS Site No. SW-300-2). The rectangular, one story, frame building (16'2" x 40'4") has a concrete foundation; lap siding with cornerboards; exposed rafter tails; and a metal-covered, gabled roof with a brick chimney on the west-facing slope. A modern stovepipe is in the east-facing slope. There is an inset, full-width, open-sided porch on the south end of the structure. The gable end is supported by three square posts and has a triangular louvered vent at the apex of the gable end. A similar vent is on the north end of the building. The main entrance on the south wall of the building under the porch is a modern 3-light door. To the side of the door, the original 6-over-6, double-hung window has been replaced by a horizontal, fixed-frame picture window (Living Room/former District Office). The east side of the building has two 6-over-6, double-hung windows (one bedroom, one living room). A third window has been converted for use as a side entrance with a modern door and exposed concrete step. The north end of the building has no original windows, only an aluminum, sliding-sash window in the enclosed porch area (bathroom). The west side of the building originally had two 6-over-6, sliding-sash windows. One of these (kitchen) has been replaced with a smaller, double-hung window.

The structure was built in 1933 using a reversed Forest Service R4-51B Plan (George L. Nichols, Architect). The building was constructed for a cost of \$1,636.43, including \$201.25 in CCC labor. The original Forest Service design was altered by reversing the plan and placing the front porch steps to the side instead of straight forward. The original 6'2" x 8'1" rear porch was enclosed sometime after 1965 for use as a bedroom closet and bathroom. A doorway with a concrete stoop was added to the east wall sometime after 1965. Metal roofing was placed over the original wood shingles in 1982. The building served as the District Ranger's office until a new district office was built in 1965. Since that time, it served as housing for Forest Service personnel until the property was transferred to the City of Ketchum in 1992. Thereafter, until the present, it served as housing for Ketchum City employees.

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## National Register of Historic Places Continuation Sheet

Section Number 7 Page 3 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

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### **7. Description Narrative (continued).**

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The interior of the structure has been extensively remodeled with the rear storeroom expanded into the rear loading dock / porch, a bathroom installed in the enclosed loading dock/porch and a kitchen added to the west half of the original storeroom. The building was remodeled to its present configuration after 1965.

**Integrity:** The structure retains fair values of integrity with only a few minor changes during the modern era. The rear loading dock of the structure was either built as a porch or was converted to a porch sometime in the historic era. More recently, the inset rear porch in the west corner has been enclosed and a modern, aluminum, sliding-sash window installed. This remodeling enclosed the rear door and, as a result, a side door was added to the northeast wall. The front door has been replaced with a 1960s-era door, but appears to have retained the historic screen door. The siding and windows, with the exception of the rear bathroom window, are compatible with original construction. Care was taken during the remodeling to use compatible siding. The change from wood to metal roofing in the modern era is typical of historic Forest Service usage continued to the modern era.

#### **Garage (#1331)**

Located between the two residences, the garage (FS Site No. SW-300-3) was built as part of the original administrative site compound. The rectangular, one story, frame building (20' x 24') has a concrete slab foundation; lap siding with cornerboards; exposed rafter tails; and a wood, shingle-covered, gabled roof. The main entrance is a double, folding garage door on the south end of the building. The east and west walls each have 4-light, fixed-sash windows. The north wall has two 4-light, fixed-sash windows. The garage doors are boldly accented with wide trim boards in a triangular pattern of 8 divisions.

The structure was built in 1933, using Forest Service R4-20 Plan (George L. Nichols, Architect). The building was constructed for a cost of \$780.64, including \$83.75 in CCC labor. The original Forest Service design was altered by changing a 5-panel door on the east side to a 4-light, fixed-sash window and by simplifying the diagonal bracing on the garage doors. The building served as a two-car garage for the District Ranger's office until a new district office was built in 1965. Since that time, it served as a garage for Forest Service personnel until the property was transferred to the City of Ketchum in 1992. Thereafter, until the present, it served as a garage / storage for Ketchum City employees.

**Integrity:** The structure retains excellent values of integrity with no discernable changes from the original design and appearance of the structure.

#### **Gas and Oil House (#1332)**

Located behind the District Office, the Gas and Oil House (FS Site No. SW-300-4) was built as an addition to the original administrative site compound. The rectangular, one story, frame building (16'5" x 14'5") has a concrete slab foundation; clapboard siding with cornerboards; exposed rafter tails; and a wood shingle-covered gabled roof. Modern rectangular metal grate vents have been placed in the gable ends. The garage door on the south end of the east façade of the building has been replaced with a framed-in wall similar to the garage door and a vent installed. The original 5-panel door appears to be intact. The north wall has retained its original 6-light, fixed-sash window. In the south wall, the original window has been replaced with a 4-light, fixed-sash window. The west wall facing the street did not originally contain openings; during the conversion to a restroom, two 5-panel wood doors were installed to give access to the modern facilities. Forest Service-style signage has been added to direct park users to the facilities.

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## National Register of Historic Places Continuation Sheet

Section Number 7 Page 4 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

### 7. Description Narrative (continued).

While included in the original plans for the Ranger Station, the building was not part of the original construction of 1933, presumably due to a funding shortfall. The structure was finally built in 1938, using Forest Service R4-95 Plan (George L. Nichols, Architect). Because it was built later, there is less documentation on the structure. The building construction cost was not recorded, but it is assumed to be under \$1,000 and may have involved CCC labor. The original Forest Service design was altered by changing one of the garage doors on the east side to a 5-panel door. The building served as a gas and oil building for the District Ranger's office until a new district office was built in 1965. Since that time, it served as storage for Forest Service personnel until the property was transferred to the City of Ketchum in 1992. Thereafter, until the present, it was remodeled into a restroom for the Forest Service Park.

Integrity: The structure retains fair values of integrity. The structure is intact with original surfaces, but with some changes to openings. The addition of two compatible doors on the west side and the change of the garage door on the east side and the south window, somewhat lower the values of design and materials.

#### West Warehouse (#1357)

Located behind the Oil and Gas House on the northeast corner of 1<sup>st</sup> Avenue and 1<sup>st</sup> Street East, the west Warehouse (FS Site No. SW-300-5) was built as part of the original administrative site compound. The rectangular, one-story, frame building (24' x 65') has a concrete slab foundation; lap siding with cornerboards; exposed rafter tails; and a wood shingle-covered gable roof. The main entrance is a modern double door on the south side of the building. The doorway is protected by a gabled roof with a triangular louvered vent in the gable end. The hood is supported by two square posts. A second modern door on the south side - a solid metal door - has replaced one of the 6-light, fixed-sash windows. The south side also has retained four, 6-light, fixed-sash windows and a triple 6 x 6 x 6-light, sliding-sash window. The west side has two, large, side-hinged garage doors boldly accented with wide trim boards, that appear to be original. The north side appears to have retained its original appearance with seven, 6-light, fixed-sash windows and a double 6 x 6-light, sliding-sash window. The east wall has retained its original three, 6-light, fixed-sash windows.

The structure was built in 1933, using Forest Service R4-33 Plan (George L. Nichols, Architect). The building was constructed for a cost of \$1,676.07, including \$188.75 in CCC labor. The original R4-33 Forest Service design does not appear to have been closely followed in the construction. The building is longer, has more windows and a warehouse door was installed in place of two 5-panel doors on the south side. The building served as a warehouse for the District Ranger's office until a new district office was built in 1965. Since that time, the building provided storage for the Forest Service until the property was transferred to the City of Ketchum in 1992. Thereafter, until the present, it has served as a section of a museum. Changes to the south-side entries have occurred since the conversion of the building to its new use.

Integrity: The structure retains good values of integrity. The conversion of the building to a museum facility appears to have required the changing of the warehouse side door to an all-weather entry protected by a gabled hood. This was constructed with compatible materials and utilized design elements such as the square-post supports and triangular vent echoing such elements observed in the two residential structures.

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# National Register of Historic Places

## Continuation Sheet

Section Number 7 Page 5 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

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### 7. Description Narrative (continued).

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#### **East Warehouse (#1335)**

Located behind the Ranger dwelling on the northwest corner of Washington Avenue and 1<sup>st</sup> Street, the East Warehouse (FS Site No. SW-300-6) was built as part of the original administrative site compound. The rectangular, one-story, frame building (24' x 55') has a concrete foundation with cellar (12' x 24'); lap siding with cornerboards; triangular, louvered attic vents in the gable ends; exposed rafter tails; and a metal roof over wood shingles on the gabled roof. The main entrance is a modern double door on the south side of the building. The doorway is protected by a gable hood with a triangular, louvered vent in the gable end. The hood is supported by two square posts. The south side also has retained three 6-light, fixed-sash windows. The east side has two, large, side-hinged garage doors boldly accented with wide trim boards, that appear to be original. The north side appears to have retained its original appearance with six, 6-light, fixed-sash windows and a double 6 x 6-light, sliding-sash window. The west wall has retained only one of its original two 6-light, fixed-sash windows. The second of the 6-light, fixed-sash windows has been replaced by a modern metal door.

The structure was built in 1934 using Forest Service R4-33 Plan (George L. Nichols, Architect). The building was constructed for a cost of \$1,708.56, including \$152.50 in CCC labor. The original R4-33A Forest Service design, which features three garage doors on the side, but no end garage doors, was used in the construction. The building was originally divided into two rooms, a tent/fire tool room and a garage room. The tent/fire tool room had a wood floor, while the garage had a dirt floor. In 1939, a 5" thick concrete floor was poured in the garage room. Either at construction or early in the historic period, the original design was modified with two end garage doors to provide access to Washington Avenue. Probably at the same time, the western-most garage door on the south side was framed-in and a double 5-panel door installed. The building served as a repair shop/garage for the District Ranger's office until a new district office was built in 1965. In 1977, one of the two remaining warehouse doors on the south side was closed and covered with compatible siding. Another of the warehouse doors was framed-in with compatible siding and a 5-panel door installed. At the same time, the southern-most of the two large garage doors on the east end was rendered immovable to support internal remodeling. Since that time, the building has provided storage for the Forest Service until the property was transferred to the City of Ketchum in 1992. Thereafter, until the present, it has served as a section of a museum. Changes to the south side and west end entries have occurred since the conversion of the building to its new use.

**Integrity:** The structure retains fair values of integrity. The conversion of the building to a museum facility appears to have required the changing of the already modified side door to an all-weather entry protected by a gabled roof. This was constructed with compatible materials and utilized design elements such as the square post supports and triangular vent echoing such elements observed in the two residential structures. Because of the care in the choice of design and materials, these changes are non-intrusive and only slightly lower the value of design for the structure. The metal roof is more intrusive since it was added in the modern-era; however, it is consistent with historic Forest Service policies of upgrading roofing.

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## National Register of Historic Places Continuation Sheet

Section Number 7 Page 6 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

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### 7. Description Narrative (continued).

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#### **Central Warehouse (#1334)**

Located between the East and West Warehouses on 1<sup>st</sup> Street, the Central Warehouse (FS Site No. SW-300-7) is the oldest structure of the administrative site compound. The rectangular, one-and-a-half story, frame building (24' x 65') has a concrete slab foundation; vertical corrugated metal siding; exposed rafter tails; and a metal-covered gabled roof. The main entrance is a 5-panel wood door on the south side of the building. The doorway is protected by a gabled roof on the south slope of the roof. The south side has another 5-panel door; a double 6-light, 3-panel, side-hinged warehouse door; and three 6 x 6, sliding-sash windows. These features appear to be historic. The east end appears to have retained its original appearance with two 6-light, fixed-frame windows and a double 6 x 6-light, casement window in the gable end. The north side is symmetrical with a single 6-light, fixed sash window at the center. To the east side of this window is a pair of side-hinged warehouse doors. Each door has 6-lights and 3 vertical panels below; each panel is defined by wide trim boards. At the left and right of the warehouse doors are a pair of 6x6, sliding-sash windows. The west gable end of the building has one 6-light, fixed-sash window; a modern metal door; plumbing air vents; and a triangular, louvered attic vent.

The structure was built in 1929. It is the only structure in the district that was not built using standardized Forest Service plans. The building was constructed for a cost of \$1,125.36. It was remodeled in 1933, at a cost of \$195.23, including \$12.50 in CCC labor. The remodeling may have been to relocate warehouse door openings since the construction of adjacent warehouses blocked access to the ends of the building. The south side also had a 5-panel door between the warehouse door and the western-most double window. Sometime before 1965, the door was removed and covered with corrugated metal siding. The building served as a warehouse for the District Ranger's office until a new district office was built in 1965. Since that time, the building provided storage for the Forest Service until the property was transferred to the City of Ketchum in 1992. Thereafter, until the present, it has served as a section of a museum.

**Integrity:** The structure retains good values of integrity. The conversion of the building to a museum facility resulted in the changing of the warehouse door to an all-weather entry protected by a gabled roof. While modern, the hood was constructed with materials and design compatible with that used in other historic features. Because of the care in the choice of design and materials, the changes are non-intrusive and only slightly lower the value of design for the structure. The original corrugated-metal roofing has been replaced with modern steel roofing. A steel stove pipe has been moved from the north roof slope to the south slope and modernized. These changes are seen as non-intrusive. The most serious changes to the structure are on the west end of the structure where a historic window has been replaced by a modern steel door. In the gabled end, a historic double 6-light window has been framed over and covered with compatible siding and a triangular, louvered vent installed. Several modern plumbing air vents have also been added. The new metal door and air vents lower values of integrity for the building slightly since they are of a design and materials not available in the historic era. The covering of the window and the installation of the triangular vent are non-intrusive since they are of compatible design and materials.

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## National Register of Historic Places Continuation Sheet

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Blaine County, Idaho

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### 7. Description Narrative (continued).

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#### Landscaping:

The landscaping associated with the site is remarkably intact. Historic photographs from the 1930s, HABS photographs from 1992 and recent observations show a remarkable stability in the landscaping of the district. Original trees associated with the residence and office have been retained. A low, two-rail fence using stanchion posts has also been retained and is in good repair.

Changes in the modern era are seen as minor. A fire-pit originally associated with the Ranger Station is no longer in evidence, having been removed in the historic era. Brick walkways have replaced gravel driveways and several small ornamental trees have been added to enhance the Administrative Site's use as a community park. Other smaller items such as picnic tables and signage are modern, but have been constructed using Forest Service plans and compatible materials.

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## National Register of Historic Places Continuation Sheet

Section number 8 Page 1 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

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### 8. Significance

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#### **Narrative Statement of Significance:**

The Ketchum Ranger District Administrative Site is significant in its contribution to local history (Criterion A) and because it embodies characteristics of standardized agency architecture (Criterion C). The site served as a focal point for Forest Service planning, logistics and support for the administration of vast tracts of Forest Service land in south-central Idaho. Most of the buildings were built in 1933, using Civilian Conservation Corps (CCC) labor. As such, the Ketchum Ranger District Administrative site was one of the first CCC projects completed in Idaho. The buildings were constructed using standardized Forest Service plans that were modified to meet local needs and conditions.

#### Site History:

The Forest Service Park, which is the former Ketchum Ranger District Administrative Site of the Sawtooth National Forest (SNF), is now owned by the City of Ketchum. Plat records indicate that Block 40 of the Original Townsite of Ketchum was owned by Bob Koeniger, a German immigrant, who used the land to grow hops and barley for his brewery located across the block on River Street as early as the 1880s.

In 1905, the Sawtooth National Forest was established. In 1908, the area was divided into three Ranger Districts: #1, which included the area within the Wood River drainage; #2, which included the area within the Boise River drainage; and #3, which included the area within the Salmon River drainage. A guard station was erected on each of these districts, with #1 at Greenhorn, #2 at Soldier, and #3 at Pole Creek. The first ranger station was built at Adam's Gulch in 1909. In 1915, Districts #1 and #2 were split to make a total of five districts. The lower half of #1 remained the Greenhorn District, while the upper half became known as the Flowers District. A guard station was erected at Adams Gulch and was called the Flowers Guard Station. In 1931, the Flowers Ranger District was renamed the Ketchum Ranger District (Anonymous 1941:28-29).

From 1926 to 1933 the Flowers/Ketchum Ranger District was operated out of the private residence of District Ranger Arthur H. Berry. Lots 6, 7, and 8 of Block 40 in Ketchum had been acquired on April 10, 1926, and in 1929 the entire block was fenced with four-foot woven wire attached to creosoted posts set two feet in the ground and ten feet apart. This fence has since been replaced. Also in 1929, the first structure of a new administrative site was built. This was the Central Warehouse (Building #1334), which was constructed by Ranger Berry and two helpers. Soon after this a two-room office-and-dwelling was moved to the Ketchum site from the old Flowers Station in Adams Gulch, about two miles from Ketchum. This building was "16 x 28 feet in size, having two rooms, with two doors, 5 windows, a kitchen sink, and a brick (cement) chimney" (Berry 1932; see also photograph in Anonymous n.d.a). In 1931, a cesspool was dug five feet from the south wall of the present Central Warehouse to serve the flush toilet in that building; and in 1932, a well was drilled to a depth of 84 feet to supply water.

On January 3, 1933, the remaining lots (1 through 5) of Block 40 were acquired by the Forest Service, and by June 27, 1933, it was reported that an improvement plan had been drafted for the site:

The building corners are staked out on the ground and roads are indicated by center or side stakes. The proposed Plan calls for the erection of a dwelling of the Plan R-4-1 Plan, a two-car garage, plan R-4-20, and office using Plan R-4-7, two cattle guards of the 15 ton capacity, on of a 3 ton capacity, a warehouse 32 ft. by 72 ft., and the remodeling and improving of the present two room guard station [the office-and-dwelling from the Flowers Ranger Station] (Nichols 1933).

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Blaine County, Idaho

### 8. Significance (Continued)

#### Civilian Conservation Corps:

Soon after being elected to office, President Franklin D. Roosevelt put into motion a plan to put out-of-work young men to work in large-scale public works projects. A bill establishing the Civilian Conservation Corps (CCC) was signed into law on April 5, 1933. Forest Service Region 4 (which covers all of Utah and Nevada and parts of Idaho and Wyoming) received more money than any other area in the country with Idaho receiving \$127 per person. The nation's first CCC camp was established on April 17, 1933, with 50 more established within a few days. By July 1, 1933, 1,265,000 young men were enrolled in the program. The men were provided room, board and clothing along with a salary of \$30 per month. Initially, the men were sent to large camps, but these were quickly supplemented by smaller sub-camps (Wilson 2004).

In the late spring of 1933, Company 971 established the Ketchum CCC Camp (F-81) on Warm Springs Creek about five miles above Ketchum; during the summer enrollees from this camp constructed a dwelling (Building #1119), office (Building #1137), a two-car garage (Building #1331), two warehouses (Buildings #1335 and #1357), and a pumphouse (Building #1609) at the Ketchum Administrative Site. Apparently the structure from the old Flowers Guard Station was not remodeled as proposed. Instead, at 2:00 p.m. on September 23, 1933, it was sold at auction for \$57.00 to Forrest McCoy of Ketchum. The building was then removed from the site (Benedict 1933).

The Ketchum Administrative Site was occupied by Ranger Berry and his staff in the fall of 1933. But the complex was not yet finished. On January 12, 1934, the Sawtooth National Forest Supervisor Miller S. Benedict wrote,

(The) ranger station was partially completed last summer and fall largely by the help of the CCC boys. To complete the buildings an expenditure of \$3500 will probably be necessary, inasmuch as the prorated CCC labor cost is rather high. Authority is desired to expend Impnira [National Industrial Recovery Act] funds to complete the building [the total cost of which from all funds is not to exceed \$3500] (Benedict 1934).

#### Standardized Plans:

The use of standardized plans within the Forest Service has its origins with Gifford Pinchot as early as 1906, when he specified that Forest Service Camps had privies at least 50 feet from the house and that an American Flag should fly over the head man's tent. That same year, he established the Washington Office Engineering Section with ten civil engineers along with draftsmen and telephone experts to aid in the planning of Forest infrastructure. The 1906 *Use Book* addressed the building of Forest Service cabins by specifying that whenever possible the cabins should be made of logs with shingle or shake roofs. Additional improvements such as windows and hardware were to be purchased on authorization of the Forester. However, Congress set a limit of only \$500 for such structures. As a result, Forest Service personnel tended to rent commercial structures or even houses whenever possible. The building allowance was gradually increased to \$650 in 1914, \$1,000 in the early 1920s and set at \$1,500 in 1925.

Early rangers tended to build one- or two-room log cabins similar to those found throughout the pioneer frontier. The Forest Service established a set of standard plans in 1908, that was sent out to Forest Supervisors. Early plans were developed by W. Ellis Groben who was hired as a consultant by the Forest Service. These plans contained 19 varieties of houses, two kinds of bunk houses, two kinds of storehouses, and four kinds of barns. The plans tended to be used as guidelines, though a great deal of detail was available and even color schemes specified.

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Blaine County, Idaho

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### 8. Significance (Continued)

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With severe cost limitations, early buildings were often poorly constructed, but they were an improvement over the tents they replaced.

By 1928, the increased allowance for building brought increased sophistication in the standard plans. The Forest Service not only provided architectural plans, but also specified in some detail what came with each building. For example, dwellings were to be equipped with: screens, window shades, cooking and heating stoves, stove boards, kitchen tables, cupboards, linoleum, and garbage cans. Local administrators were, however, given plenty of latitude in adapting structures to their needs.

Building construction continued to grow throughout the 1920s. This growth required additional architectural plans to meet the demand and to provide for the evolving roles of the Forest Service. To meet this increased need for architectural plans, in Region 4, a young draftsman named George L. Nichols was promoted to serve as the Region's first architect. George L. Nichols was born on July 5, 1896, in Salt Lake City to George Edward Nichols (b. 6/27/1865) and Irene Lee (b. 7/16/1870), both of whom were born in Salt Lake City. George L. served in the Army during World War I. In 1922, he married Ardella Wheeler, with whom he had two sons, George W. (b. about 1925) and Paul E. (b. about 1929) and a daughter, Annette. According to his appointment record, Nichols was hired in the Forest Service's R4 headquarters (Ogden) as a draftsman "reinst. From Vet. Bureau." Unfortunately, no date is given for his appointment. He was promoted to chief draftsman on July 1, 1924 and later to architectural engineer. Nichols served as Region 4's first architect, making a significant contribution to the development of many ranger stations, guard stations, and other administrative sites. A licensed engineer and land surveyor, he developed an architectural identity for the region by designing many, if not all, of its standard plans in the 1930s and 1940s. He created a number of architectural plans to serve the Region, including the needs of the Ketchum Ranger Station.<sup>1</sup>

Although one building, the Central Warehouse, was built without use of standard plans, the development of the Ketchum Ranger Station complex relied heavily on plans provided by the Region, but modified as necessary. Plans included construction of a gas and oil house, as well as improvements such as painting and pouring of concrete floors on existing buildings.

The landscape design for this complex was described in the mid-1930s as follows:

A lawn with a total frontage of 95 feet and extending back to the back of the dwelling and office on both sides, is well established. This area was leveled and rolled before the lawn was sowed. This was done in April, 1935. The lawn is watered by a system of underground pipes with sprinkler heads extending slightly above the surface which are concealed by the grass. Sixteen Carolina Poplars and twenty-eight Engelmann Spruce trees have been planted on Block 40. A small area along the west fence is in raspberry and strawberry plants. It is planned to plant a little shrubbery near the dwelling and office which should be sufficient in the way of landscaping. The area around the warehouses is to be covered with shale and all plant growth is to be discouraged. A driveway enters the block on the south side which goes directly between the office and dwelling to a two-car garage and also to the warehouses in the rear. Another enters the block on the west side which serves principally for access to the warehouses. Cattle guards are installed at both entrances (Anonymous n.d.a and n.d.b).

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<sup>1</sup> The biography of George Nichols is a direct quote from an unpublished biography written by US Forest Service Region 4 Architectural Historian Richa Wilson.

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## National Register of Historic Places Continuation Sheet

Section number 8 Page 4 Ketchum Ranger District Administrative Site  
Blaine County, Idaho

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### 8. Significance (Continued)

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The cattle guards have been removed, and the entrance to the block from the west has been blocked by a fence. All eight of the structures in this complex are still standing, however, and each is documented in Section 7. In November 1965, the Ketchum District office moved to new quarters at 206 Sun Valley Road. Thereafter, the 1930s compound served as a work station and residence for various Forest Service personnel until exchanged out of federal ownership in November 1992.

#### Post Forest Service History:

Prior to its end of service with the Forest Service, the property was proposed for development. A complex land deal involving a land swap was planned in 1989. When local citizens learned of the plans for development, a petition was circulated to preserve the land as a park. The petition was signed by over 400 citizens (Graves 2006). In 1989, Ketchum passed a \$2.2 million bond issue to provide the necessary funds to acquire and make necessary improvements for the Forest Service Park and to buy land for a swimming pool and a Park and Ride lot. The Forest Service Park was not purchased directly but rather by means of a land transfer. A lot measuring 1.9 acres located in the Light Industrial Park was purchased and then traded to the Forest Service for the former Administrative Site. The deal was completed and the land transferred to the City of Ketchum in November 1992. In 1993, the City Council approved a Master Plan to guide the development of the property. The plan outlined the conversion of the property into a park containing buildings to be used as short term housing and for use by a historical society as a museum. The Heritage and Ski Museum was opened in June 1995.

The concept of preservation of the Ketchum Ranger Station began in 1984, when the property was recorded by Sharon Metzler, Sawtooth National Forest Archaeologist. The property was found to have excellent integrity and evaluated as significant, but the buildings were not deemed individually eligible for the NRHP. In June 1989, the property was the subject of Historic American Buildings Survey (HABS) recordation (HABS No. ID-109). In the HABS report, the individual structures were noted as not eligible for the National Register of Historic Places. The site was reevaluated in 2005, by Walsworth and Associates during a historic reconnaissance survey of Ketchum. It was determined that the property had survived its transition to a public park with intact architectural and historical integrity. It was determined to be eligible to the NRHP under Criterion A for its association with New Deal Era of the Roosevelt Administration and the Civilian Conservation Corps. It was also eligible under Criterion C for its distinctive architecture and historic qualities and its unique setting (Walsworth and Associates, 2005).

#### Summary:

The Ketchum Ranger District is eligible for the National Register of Historic Places for its historic association with the U.S. Forest Service and the Civilian Conservation Corps. The complex reflects the boom years of Forest Service construction when entire complexes were erected in a short period of time. All but one of the buildings on the site was built by the CCC during the nascent years of the New Deal program, and it was one of the first projects constructed by the organization in the State of Idaho. The structures are not, however, examples of the Rustic Style of architecture so often associated with the CCC. Rather, Forest Service standard plans were used for the construction of the complex, perhaps because the site was located within the boundaries of an established community, rather than in a more remote forested area. The buildings, though modified slightly to conform to site-specific issues, exemplify the era of standard-plan architecture in the Forest Service through their modest and straight forward design, and therefore are significant under Criterion C.

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## National Register of Historic Places Continuation Sheet

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Berry, Arthur

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Malouf, Richard T.

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Meyer, Richard B.

2001 "Site Plan Map #1" of Ketchum Ranger Station Park. Prepared by Richard B. Meyer, Landscape Architect for proposed remodeling of Oil and Gas House into a public restroom.

Nichols, George L.

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1933 "Improvement Plan, Ketchum Ranger Station, Sawtooth National Forest. Mapped June 27, 1933.

Wilson, Richa

2006 Personal e-mail from Richa Wilson, Regional Architectural Historian, US Forest Service, Region 4 to Dale M. Gray. February 23, 2006.

2004 *Within a Days Ride: Forest Service Administrative Sites in Region 4, 1891-1960: A Contextual and Architectural History*, Intermountain Regional Facilities Group, US Forest Service. Ogden, Utah.

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Blaine County, Idaho

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Ketchum Ranger District Administrative Site

Ketchum, Blaine County, Idaho

All photos taken by Dale Gray

April 2006

Photos taken with a Nikon 8800 QuickPix 8 megapixel camera.

Photos were printed on HP Premium Paper Plus, using an HP Photo 8450 Photosmart printer with archival HP Vivera inks (95, 99 and 100 cartridges).

Electronic Image File CD submitted to NPS and Idaho SHPO

1. Ranger Dwelling #1119 - looking north
2. Office #1137 - looking west
3. Overview - looking north
4. East Warehouse #1335 – looking south
5. Warehouse #1334 - looking southeast
6. Gas and Oil House – looking south
7. Garage #1331 – looking north
8. West Warehouse #1357 – looking northeast

## B. FOREST SERVICE PARK ISSUES AND CONCERNS

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### Stakeholders Meeting Comments - July 2, 2008

Note: (#) indicates support given at August 5, 2008, public meeting.

#### Revised mission

From: ...a passive park for the use of the citizens of Ketchum and to preserve the historic character of the USFS buildings and grounds (report to City Council 17 February 1993)

To read: A Park for the use of community and its visitors that preserves the historic character of the USFS buildings and grounds.

#### Issues

1. Need a new (metal) roof (on KSVHS building 3) to match other 2 buildings. (5)
2. Need new security doors on all 3 KSVHS buildings. (1)
3. Need public drinking fountain. (4)
4. Need to address water/snow damage on roof of KSVHS building 1 (1)
5. Need to address toilet function in KSVHS building 1 (2)
6. Need to address heating function in KSVHS building 2 (3)
7. Need to address window replacement (some immediate as well as long term) (3)
8. Residential uses on site (2 residences on south side) are not desirable for ongoing park use; unsightly and conflicts can arise between users. Administrative issues as well (city employees as tenants, etc.) (7)
9. Consider other uses for residences that would be more complementary or beneficial to park (non-profits, event use etc.) (10)
10. Tree health and maintenance (low branches can be dangerous for the public, public wear and tear on tree roots etc.) (5)
11. Ensure public events are compatible with park and respectful of historic buildings and grounds (develop use criteria for events?) (3)
12. Any building tenants at KFSP should respect, protect and preserve historic fabric (implement Sec. of Interior standards?)
13. Sidewalk on North side is impassable due to snow drainage (2)
14. Need to address exposed faucet heads on grounds
15. Need to lock hatch to water shut-off (1)
16. Need site lighting (4)
17. Need to address viability of KSVHS : they have not met their fund-raising potential, museum is currently little known (4)
18. If KSVHS were to leave what uses are appropriate? (1)
19. Need to preserve the character of the park (5)
20. Maintain historic continuity through education and outreach
21. Consider unobtrusive interpretive signage on site (not only inside KSVHS museum) and/or small handouts? (1)
22. Update historic walking tour brochure.
23. Consider quarterly meetings to ensure better communication between all parties (city administrator, city parks, KSVHS, other users and/or tenants?)

## Open House Public Comments - August 5, 2008

Comment on mission statement: A park for the use its community and its visitors that preserves the historic character of the U.S. Forest Service buildings and grounds.

1. What is wrong with the existing mission statement?

**Note:** On issues listed above the public placed “stickers”; they are so noted by the numbers in parentheses.

### General Public Comments

1. We love the Forest Service Park the way it is! It is enjoyed by many! (Amy and David Backus, Hailey)
2. I love the park as it is - we don't need a fancier park - the trees are magnificent. The timing of Ketchum Alive does not need lighting. The bathroom issue is resolved with porta potties. The low income housing is a benefit to our city.
3. I approved of erecting a free-standing sign depicting the history of the park - I prefer the 24” by 36” size around the design of the NPS cantilevered low profile base. No other changes except improvement on roofs and windows of buildings.
4. All buildings (the residences) should be included in KSVHS lease for display and preservation.
5. In regards to area zoning - surrounding blocks should respect height of historic buildings.
6. Dog education.
7. Swings and slides for kids.
8. Wider stage.
9. More seating areas.

## C. 1993 MASTER PLAN

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### REPORT TO KETCHUM CITY COUNCIL

17 FEB 1993

BY THE MASTER PLAN COMMITTEE OF THE FOREST SERVICE BLOCK

The committee voted to present for your approval the following items:

1. Name: "FOREST SERVICE PARK"
2. Mission statement: **The purpose of the master plan committee will be to plan and administer a passive park for the use of the citizens of Ketchum and to preserve the historic character of the Forest Service buildings and grounds.**

**The committee will find uses for the current structures that enhance the use and preservation of the park.**

3. Proposed use of existing buildings:

**CENTER GARAGE:**

Administrative office, temporary exhibit space, information center

**WEST WAREHOUSE:**

Multi-purpose space to house community programs, lectures, workshops, with media storage area for audio, visual equipment and facility for public restrooms.

**MIDDLE WAREHOUSE:**

Exhibit storage space, workshop, archives, and research center to house rotating materials and artifact collections.

**EAST WAREHOUSE:**

Presentation space for natural and cultural history displays and ski museum.

**THE TWO HOUSES** will continue to be rented to city employees on a short term basis with the understanding that it is not a permanent situation.

The committee will begin to negotiate with **The Historical Society** and other **appropriate citizens groups** regarding the upgrading and use of the existing structures.

4. The committee's next task will be to plan the stages for the upgrading of the existing buildings and grounds.

## D. RESIDENTIAL USE REQUIREMENTS

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### **Parks & Recreation Department**

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**City of Ketchum**

**P.O. Box 2315 / 900 Third Avenue  
phone 208-726-7820 / fax 208-726-5501  
[parks@ketchumidaho.org](mailto:parks@ketchumidaho.org)**

**Welcome to city owned employee housing at Forest Service Park!** We hope you enjoy your time here; please remember, however, you are living within a public park. Summer concerts, weddings, and family picnics are among the large group uses of this park. Passive use occurs frequently as well such as dog walking, bird watching, and just hanging out. The Historical Society operates the Ski & Heritage Museum throughout the year. Snow removal in public areas takes place early in the morning during heavy snow events by city parks personnel.

Please keep the following guidelines in mind. We like to refer to them as the Forest Service Park CC&R's:

- Ketchum Parks & Recreation Department staff performs maintenance on a regular basis at the park including the rental property lawn areas. The Parks Division is your contact for any maintenance concerns. Jen Smith can be reached at 726-7820 during business hours or 720-5208 after hours or on weekends. Doran or Chris Key may be reached at 726-5258 as a last resort.
- No personal items may be left outside. Wood piles must be kept neat and children's toys picked up. The appearance and character of the Forest Service Park is to remain that of a USFS compound from 1933. Modern items and unkempt areas detract from this character.
- No additional structures are allowed in your lawn or driveway areas (i.e. storage sheds, dog kennels, etc.) Please contact Parks Division with questions regarding exemptions.
- Please pick up after your own pets. Parks Division personnel will not pick up after your pet.
- Parks Division is responsible for all informational and directional signs posted at the park. Please do not post your own signs anywhere on the rental property.
- Report any illegal activity to Ketchum dispatch at 726-7833. All public parks close at 10:00 p.m. Loud and rowdy behavior, underage alcohol use, and illegal drug use are all examples of illegal activities.

Members of the public (locals and tourists alike) unfortunately *will* walk through your rental area. They do not necessarily observe written direction (signs) at all times at *any* public park. Please remember, you are a representative of the city; treat the public with respect while not suffering any abuse yourself. It is up to you to decide to what extent you wish to have contact with the public. Please do not hesitate to contact the Parks & Recreation Department for suggestions regarding how to effectively deal with members of the public. **Thank you.**

*(updated 8/15/05)*



**REGULAR KETCHUM CITY COUNCIL MEETING**  
**Monday, December 2, 2013 at 5:30 p.m.**  
**Ketchum City Hall, Ketchum, Idaho**

**Present:** Council President Baird Gourlay  
Councilor Nina Jonas  
Councilor Michael David  
Councilor Jim Slanetz

**Absent:** Mayor Randy Hall

**Also Present:** Ketchum City Administrator Gary Marks  
Ketchum City Attorney Stephanie Bonney  
Ketchum Community and Economic Development Director Lisa Horowitz  
Ketchum Senior Planner Rebecca Bundy  
Recording Secretary Sunny Grant

**1. The meeting was called to order by Council President Baird Gourlay at 5:30pm.**

**2. Amend Agenda**

Council President Baird Gourlay moved to add the Air Service Board Joint Powers Agreement under Agreements and Contracts, since there is the potential to appoint someone to the Air Service Board. Motion seconded by Councilor Nina Jonas, and passed unanimously.

**3. Communications from Councilors**

Councilor Gourlay noted the Idaho Transportation Department removed the asphalt chunks from the road construction area south of Ketchum, but said the highway is still potentially dangerous for winter driving.

**4. Communications from the Public**

- Phyllis Shafraan liked the "Ketchum in the Winter" feature in Ketchum's November newsletter.
- Gary Hoffman said he didn't think Ketchum has a recognizable brand.

**5. Ketchum Arts Commission Update**

*Presenter: Ketchum Arts Commission Chair Claudia McCain*

The Ketchum Arts Commission, a division of Ketchum Parks and Recreation Department, is affiliated with Wood River Arts Alliance and the Idaho Commission on the Arts. McCain updated Council on KAC's current and completed projects, including an all-inclusive arts brochure and poster. The KAC requested additional staff support.

**6. Ketchum Events Commission Update**

Eight new events were added in 2013. Councilor Jonas suggested local vendors be encouraged to provide food and drinks for Ketchum events.

**7. FY2012-13 Independent Audit Report**

Independent auditor Dennis Brown, CPA, gave Ketchum's FY2012-13 audit an unmodified report (a clean opinion).

**Council President Baird Gourlay moved to accept audited FY-2013-14 Financial Statements. Motion seconded by Councilor Nina Jonas, and passed unanimously.**

**PUBLIC HEARING**

**8. Request for Subdivision Preliminary Plat at Lot 14, Mortgage Row Subdivision (91 Meadow Circle) to subdivide the existing Lot 14 into two lots, Lots 14A and 14B, located in the Limited Residential (LR) zoning district.**

*Also Present: Garth McClure representing the applicant*

At Council's request, staff explored the possibility of creating a western access easement so Mortgage Row area residents wouldn't have to access onto the highway. Staff's recommendation is that a western access road is infeasible.

PUBLIC COMMENT: NONE

**Councilor Nina Jonas moved to approve the application by RGSV LLC for the subdivision preliminary plat of Lot 14, Mortgage Row Subdivision (91 Meadow Circle) into two single family lots, Lots 14A and 14B, finding the application meets the standards for approval under Ketchum Municipal Code Chapter 16.04 Subdivisions. Motion seconded by Councilor Michael David, and passed unanimously.**

## AGREEMENTS AND CONTRACTS

### 9. Landscape Architect Contract for Services for the Ketchum Transportation Hub Project

Staff suggests that Ketchum partner with Mountain Rides on tasks 6 through 10 of the proposal by Eggers Associates, at a cost of about \$19,000. The money would be taken from the Contingency Fund.

**Council President Baird Gourlay moved to approve the contract for services with Mountain Rides Transportation Authority and Eggers Associates, P.A. for landscape services in an amount not to exceed \$19,620 for the Ketchum Transportation Hub Project. Motion seconded by Councilor Michael David, and passed unanimously.**

Ketchum and Mountain Rides will later discuss ongoing maintenance.

### 10. FY2013-14 Sustain Blaine Contract for Services

Ongoing projects are a culinary institute; Olympic and Paralympic Training Site; and a human performance laboratory in partnership with the YMCA, Sun Valley Ski Education Foundation, and Boise State University's Sports Medicine Program.

**Councilor Michael David moved to approve the FY2013-14 contract for services with Sustain Blaine in an amount not to exceed \$10,000. Motion seconded by Council President Baird Gourlay, and passed unanimously.**

### 11. Communications from the Press

- *Mountain Express* reporter Eric Avissar asked if the transportation hub was a good use of the money. CED Director Lisa Horowitz said she would share a PowerPoint presentation that explains the benefits of the transportation hub.

### 12. FY2013-14 Sun Valley Marketing Board Contract for Services Amendment for in-kind rent

Council discussed the Sun Valley Marketing Alliance lease in the Visitors Center building. The total cost of the lease, including common area maintenance cost, is probably higher than it should be.

**Council President Baird Gourlay moved to approve the FY2013-14 contract amendment for the Sun Valley Marketing Board in an amount not to exceed \$6,000 for in-kind rent. Motion seconded by Councilor Michael David, and passed unanimously.**

### 13. Air Service Board

**Council President Baird Gourlay nominated Nina Jonas as Ketchum's representative to the Air Service Board, seconded by Councilor Jim Slanetz. Motion carried unanimously.**

## RESOLUTIONS

### 14. Resolution 13-018 Setting 2014 City Council meeting dates, and

### 15. Resolution 13-019 Setting 2014 Planning and Zoning Commission meeting dates

**Council President Baird Gourlay moved to approve Resolution 13-018 setting 2014 City Council meeting dates and Resolution 13-019 setting 2014 Planning and Zoning Commission meeting dates. Motion seconded by Councilor Nina Jonas, and passed unanimously.**

### 16. CONSENT CALENDAR

a. Approval of minutes from the November 18, 2013 Council meeting

b. Recommendation to approve current bills and payroll summary

**Council President Baird Gourlay moved to approve the Consent Calendar dated December 2, 2013. Motion seconded by Councilor Michael David, and passed unanimously.**

### 17. ADJOURNMENT

**Council President Baird Gourlay moved to adjourn at 7:39 pm. Councilor Nina Jonas seconded the motion, and it passed unanimously.**

ATTEST:

\_\_\_\_\_  
Sandra E. Cady, CMC  
City Clerk

\_\_\_\_\_  
Baird Gourlay  
Council President

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "011000000"- "9449008022", "991000000"- "9911810000"

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>GENERAL FUND</b>			
<b>01-2171-2000 P/R TAXES PBL--STATE W/H</b>			
STATE TAX COMMISSION	PR1213131	State Withholding Tax Pay Period: 12/13/2013	5,706.00
<b>01-2171-4000 P/R TAXES PBL -- WORKERS COMP</b>			
STATE INSURANCE FUND	8416395	Workmen's Comp	7,468.00
<b>01-2171-9000 P/R DEDUC PBL--HEALTH INSURANC</b>			
III-A	PR1213131	Health Ins - Family Pay Period: 12/13/2013	315.66
III-A	PR1213131	Health Ins - Employee + Spouse Pay Period: 12/13/2013	286.92
III-A	PR1213131	Health Ins - Family Pay Period: 12/13/2013	526.10
III-A	PR1213131	Health Ins - Employee + 1 Chld Pay Period: 12/13/2013	40.05
III-A	PR1213131	Health Ins - Employee + 2 Chld Pay Period: 12/13/2013	145.18
III-A	PR1213131	Health Ins - Family Pay Period: 12/13/2013	157.83
<b>01-2172-1000 P/R DEDUC PBL--AFLAC INSURANCE</b>			
AFLAC	PR1213131	AFLAC After-Tax Pay Period: 12/13/2013	155.73
AFLAC	PR1213131	AFLAC Pre-Tax Pay Period: 12/13/2013	717.79
<b>01-2172-2000 P/R DEDUC PBL--LIFE &amp; L.T.DISB</b>			
NCPERS IDAHO	C3761213	Group Life Insurance Unit C376	64.00
<b>01-2172-3000 P/R DEDUC PBL--DELTA DENTAL</b>			
DELTA DENTAL PLAN OF IDAH	PR1213131	Dental Insurance - 1 Child Pay Period: 12/13/2013	69.28
DELTA DENTAL PLAN OF IDAH	PR1213131	Dental Insurance - Spouse Pay Period: 12/13/2013	185.70
DELTA DENTAL PLAN OF IDAH	PR1213131	Dental Insurance - Family Pay Period: 12/13/2013	831.96
DELTA DENTAL PLAN OF IDAH	PR1213131	Dental Insurance - 2+ Child Pay Period: 12/13/2013	152.85
<b>01-2173-3000 P/R DEDUC PBL--PEBS CO</b>			
NATIONWIDE RETIREMENT SOL	PR1213131	Nationwide Fire - 0035424-001 Pay Period: 12/13/2013	2,699.72
NATIONWIDE RETIREMENT SOL	PR1213131	Nationwide - 0026904-001 Pay Period: 12/13/2013	716.63
<b>01-2174-0000 P/R DEDUC PBL--GARNISHMENTS</b>			
CHILD SUPPORT SERVICES	PR1213131	Child Support Pay Period: 12/13/2013	269.68
<b>01-2175-0000 P/R DEDUC PBL--PIONEER FED.CR.</b>			
PIONEER FEDERAL CREDIT UNI	PR1213131	Pioneer Federal Credit Union Pay Period: 12/13/2013	2,350.00
<b>01-2175-1000 P/R DEDUC PBL--UNION DUES</b>			
KETCHUM FIREFIGHTERS LOCA	PR1213131	Union Dues Union Dues Pay Period: 12/13/2013	715.00
<b>01-2175-8000 P/R DEDUC PBL--EMPLOYEE CAF-MD</b>			
NBS-NATIONAL BENEFIT SERVI	PR1213131	125 Medical Savings Pay Period: 12/13/2013	1,618.88
<b>01-2175-9000 P/R DEDUC PBL--EMPLOYEE CAF-DC</b>			
NBS-NATIONAL BENEFIT SERVI	PR1213131	125 Dependant Care Pay Period: 12/13/2013	434.61
Total :			25,627.57
<b>LEGISLATIVE &amp; EXECUTIVE</b>			
<b>01-4110-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	15.75
<b>01-4110-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	359.28
<b>01-4110-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
MASON'S TROPHIES & GIFTS	68474	Plaques	94.45
<b>01-4110-4200 PROFESSIONAL SERVICES</b>			
BROWN, CPA, DENNIS R.	112513	Audited Financial Statements 2012-13	7,600.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	10.97
<b>01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG</b>			
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	50.00
<b>01-4110-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
COX COMMUNICATIONS	1240103601290	ACCT. 001 2401 036012901	82.85
Total LEGISLATIVE & EXECUTIVE:			8,213.30
<b>ADMINISTRATIVE SERVICES</b>			
<b>01-4150-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	27.45
<b>01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	1,026.76
<b>01-4150-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	323.79
<b>01-4150-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
BUSINESS AS USUAL	116345	Office Supplies	11.95
CINTAS DOCUMENT MANAGEM	8400580046	Shredding Fees	59.19
GREAT AMERICA LEASING COR	14477878	Copier Agreement	61.74
INTEGRATED TECHNOLOGIES	C1T956	Copier Maintenance	12.22
INTEGRATED TECHNOLOGIES	C1T959	Copier Maintenance	80.40
INTEGRATED TECHNOLOGIES	C1W124	Copier Maintenance	50.00
UNIFIED OFFICE SERVICES	173643	Office Supplies	2.96
UNIFIED OFFICE SERVICES	173806	Office Supplies	10.00
<b>01-4150-3310 STATE SALES TAX-GEN.GOV. &amp; PAR</b>			
STATE TAX COMMISSION	113013	Sales Tax - 11/01/13-11/30/13	.57
<b>01-4150-4200 PROFESSIONAL SERVICES</b>			
GRANT, SUZANNE	120213	CC Minutes 12/02/13	187.50
KETCHUM COMPUTERS, INC.	9809	Computer Maintenance	50.00
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	21.25
WHITNEY L. MCNEES	44	Person on Street Interviews	350.00
RED SKY PUBLIC RELATIONS	9999	Communications	3,075.00
TAL ROBERTS PHOTOGRAPHY	207	Web Photo	200.00
<b>01-4150-4902 TRAINNG/TRVL/MTG-CITY ADM/ASST</b>			
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	25.00
<b>01-4150-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
COX COMMUNICATIONS	1240102722230	ACCT. 001 2401 027222301	200.00
<b>01-4150-5110 COMPUTER NETWORK</b>			
KETCHUM COMPUTERS, INC.	9796	Computer Maintenance	1,710.00
<b>01-4150-5200 UTILITIES</b>			
CLEAR CREEK DISPOSAL	772127	ACCT. 951449	60.00
CLEAR CREEK DISPOSAL	772645	ACCT. 960	4.65
IDAHO POWER	2200749261-11	ACCT. 2200749261	1,376.45
IDAHO POWER	2203855230-11	ACCT. 2203855230	157.98
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	544.18

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>01-4150-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>			
FIRE SERVICES OF IDAHO	86531	Services to Fire Extinguishers	48.00
FIRE SERVICES OF IDAHO	91622	Services to Fire Extinguishers	85.00
Total ADMINISTRATIVE SERVICES:			9,762.04
<b>LEGAL</b>			
<b>01-4160-4200 PROFESSIONAL SERVICES</b>			
MOORE SMITH BUXTON & TUR	45334	1536-03 - General	9,909.36
<b>01-4160-4270 CITY PROSECUTOR</b>			
ALLINGTON, ESQ., FREDERICK	120186	Monthly Prosecutor Payment	3,660.17
Total LEGAL:			13,569.53
<b>COMMUNITY PLANNING/DEVELOPMENT</b>			
<b>01-4170-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	36.00
<b>01-4170-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
CHATEAU DRUG CENTER	1110849	Supplies	3.95
GREAT AMERICA LEASING COR	14477878	Copier Agreement	123.32
INTEGRATED TECHNOLOGIES	C1T956	Copier Maintenance	24.44
INTEGRATED TECHNOLOGIES	C1T959	Copier Maintenance	160.76
UNIFIED OFFICE SERVICES	173643	Office Supplies	5.76
<b>01-4170-4200 PROFESSIONAL SERVICES</b>			
GRANT, SUZANNE	112513	P&Z Minutes 11/25/13	112.50
KETCHUM COMPUTERS, INC.	9810	Computer Maintenance	50.00
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	26.85
<b>01-4170-4267 PROFESSIONAL SVC-COMP PLAN</b>			
CLARION	5593	Comp Plan	255.00
<b>01-4170-6910 OTHER PURCHASED SERVICES</b>			
SILVER CREEK FORD	115631	Repairs	359.60
Total COMMUNITY PLANNING/DEVELOPMENT:			1,158.18
<b>CONTINGENCY</b>			
<b>01-4193-9930 GENERAL FUND OP. CONTINGENCY</b>			
ALPINE TREE SERVICE	17538	Tree Removal	1,800.00
SUN VALLEY EVENTS	473	November NBS Summit Hours	500.00
SUN VALLEY MARKETING ALLI	4588	Gift Certificates for Employees Christmas Bonus	3,850.00
ECCOLA PRESS	1689	Gift for Mayor	535.00
Total CONTINGENCY:			6,685.00
<b>CONTRACT FOR SERVICES</b>			
<b>01-4196-4200 PROF.SRVCS-BLM/RIVER PARK</b>			
S2O DESIGN AND ENGINEERING	110176	River Park Design Phase	4,607.75

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total CONTRACT FOR SERVICES:			4,607.75
<b>POLICE</b>			
<b>01-4210-4250 PROF.SERVICES-BCSO CONTRACT</b>			
BLAINE COUNTY CLERK/RECOR	200952	BCSO Law Enforcement Services	111,495.42
Total POLICE:			111,495.42
<b>BUILDING</b>			
<b>01-4240-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	5.40
<b>01-4240-3200 OPERATING SUPPLIES</b>			
GREAT AMERICA LEASING COR	14477878	Copier Agreement	46.24
INTEGRATED TECHNOLOGIES	C1T956	Copier Maintenance	9.17
INTEGRATED TECHNOLOGIES	C1T959	Copier Maintenance	60.28
UNIFIED OFFICE SERVICES	173643	Office Supplies	2.16
<b>01-4240-4200 PROFESSIONAL SERVICES</b>			
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	4.47
<b>01-4240-4210 PROFESSIONAL SERVICES-IDBS</b>			
DIVISION OF BUILDING SAFETY	120913	December Building Permit Fees	1,133.00
DIVISION OF BUILDING SAFETY	120913	December Plan Check Fees	477.00
Total BUILDING:			1,737.72
Total GENERAL FUND:			182,856.51
<b>WAGON DAYS FUND</b>			
<b>WAGON DAYS EXPENDITURES</b>			
<b>02-4530-3310 STATE SALES TAX</b>			
STATE TAX COMMISSION	113013	Sales Tax - 11/01/13-11/30/13	101.75
<b>02-4530-4200 PROFESSIONAL SERVICES</b>			
SUN VALLEY EVENTS	472	November Hours - Wagon Days	500.00
SUN VALLEY EVENTS	472	Constant Contact	90.00
Total WAGON DAYS EXPENDITURES:			691.75
Total WAGON DAYS FUND:			691.75
<b>STREET MAINTENANCE FUND</b>			
<b>STREET</b>			
<b>04-4310-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	67.05
<b>04-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	306.67
<b>04-4310-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	377.18

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>04-4310-3200 OPERATING SUPPLIES</b>			
A.C. HOUSTON LUMBER CO.	14-358230	Supplies	29.45
TREASURE VALLEY COFFEE IN	2160:03429748	Supplies	54.15
<b>04-4310-3400 MINOR EQUIPMENT</b>			
RIVER RUN AUTO PARTS	6538-66801	Supplies	32.95
<b>04-4310-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
LUTZ RENTALS	32158	Oil	14.10
RIVER RUN AUTO PARTS	6538-66980	Supplies	18.95
UNITED OIL	746388	ACCT. 37269	951.93
UNITED OIL	750305	ACCT. 37269	591.00
<b>04-4310-4200 PROFESSIONAL SERVICES</b>			
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	38.98
<b>04-4310-5200 UTILITIES</b>			
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	667.43
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	323.88
INTERMOUNTAIN GAS	119369000011-	ACCT. 11936900-001-1	78.16
<b>04-4310-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
RIVER RUN AUTO PARTS	6538-66968	Supplies	21.90
RIVER RUN AUTO PARTS	6538-67190	Supplies	7.95
RIVER RUN AUTO PARTS	6538-67281	Supplies	103.60
<b>04-4310-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
A.C. HOUSTON LUMBER CO.	14-358602	Supplies	38.45
A.C. HOUSTON LUMBER CO.	14-359124	Supplies	5.68
COLOR HAUS, INC.	145574	Paint	17.92
COLOR HAUS, INC.	145585	Paint	6.56
EASY PACK INC	169691	Shipping	22.91
FASTENAL COMPANY	IDJER44740	Parts	192.68
FASTENAL COMPANY	IDJER45312	Welding Rod	27.14
FASTENAL COMPANY	IDJER45417	Parts	140.13
IDAHO TRANSPORTATION DEPT	322842	Plate Renewals	69.00
LES SCHWAB	11700120479	Loader Tires	149.50
NAPA AUTO PARTS	502375	Supplies	188.62
NAPA AUTO PARTS	760850	Supplies	221.26
NAPA AUTO PARTS	761718	Supplies	18.51
RIVER RUN AUTO PARTS	6538-66811	Supplies	24.77
RIVER RUN AUTO PARTS	6538-66915	Supplies	102.32
RIVER RUN AUTO PARTS	6538-66967	Supplies	191.73
RIVER RUN AUTO PARTS	6538-67118	Supplies	22.80
RIVER RUN AUTO PARTS	6538-67120	Supplies	7.50
RIVER RUN AUTO PARTS	6538-67187	Supplies	5.98
SNAKE RIVER HYDRAULICS	231793	Supplies	103.05
UTILITY TRAILER SALES OF BOI	A142587	Parts & Supplies	1,980.12
UTILITY TRAILER SALES OF BOI	AI45191	Parts & Supplies	959.91
WESTERN STATES EQUIPMENT	PC040206891	Parts	1,335.10
<b>04-4310-6910 OTHER PURCHASED SERVICES</b>			
COX COMMUNICATIONS	1240120518270	ACCT. 001 2401 205182701	63.20
FIRE SERVICES OF IDAHO	90953	Services to Fire Extinguishers	684.00
KETCHUM COMPUTERS, INC.	9798	Computer Maintenance	245.00
NORCO	12482482	ACCT. 53271	267.04
NORCO	12485659	ACCT. 53271	93.53

Vendor Name	Invoice Number	Description	Net Invoice Amount
NORCO	12486101	ACCT. 53271	79.32
NORCO	12514942	ACCT. 53271	144.85
NORCO	12538911	ACCT. 53271	210.18
<b>04-4310-6920 SIGNS &amp; SIGNALIZATION</b>			
ECONO SIGNS LLC	10-911930	Signage	4,793.23
ECONO SIGNS LLC	10-912193	Signage	87.72
<b>04-4310-6930 STREET LIGHTING</b>			
IDAHO POWER	2201013857-11	ACCT. 2201013857	42.58
IDAHO POWER	2204535385-11	ACCT. 2204535385	99.28
IDAHO POWER	2206773224-11	ACCT. 2206773224	41.36
LUTZ RENTALS	32387	Light Install	121.59
SUN VALLEY LIGHTING	128800	Street Lights	806.80
<b>04-4310-6950 MAINTENANCE &amp; IMPROVEMENTS</b>			
ANDERSON ASPHALT PAVING	4591	Fence	29,160.25-
PIPECO, INC.	129386	Supplies	21.00
RIVER RUN AUTO PARTS	6538-67067	Supplies	37.50
WALKER SAND AND GRAVEL	13482	Street Materials	488.32
Total STREET:			11,316.78-
Total STREET MAINTENANCE FUND:			11,316.78-
<b>STREET CAPITAL IMPROVEMENT FND STREET CIP EXPENDITURES</b>			
<b>05-4310-7190 STREET IMPROVEMENTS</b>			
BARRY EQUIPMENT RENTAL	114976-1	ToolCat	24,981.00
Total STREET CIP EXPENDITURES:			24,981.00
Total STREET CAPITAL IMPROVEMENT FND:			24,981.00
<b>FIRE &amp; RESCUE FUND FIRE &amp; RESCUE</b>			
<b>10-4230-2310 DEF.COMP-Pd On Call/PT Emp</b>			
NATIONWIDE RETIREMENT SOL	120413	Nationwide Volunteer Contribution	6,000.00
<b>10-4230-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	45.36
<b>10-4230-3200 OPERATING SUPPLIES</b>			
ALSCO - AMERICAN LINEN DIVI	LBOI1096671	Cleaning Services	13.33
ALSCO - AMERICAN LINEN DIVI	LBOI1101185	Cleaning Services	13.40
ATKINSONS' MARKET	1841-11/13	ACCT. 1841	39.51
BLUMENTHAL UNIFORMS AND	32408	Supplies	139.98
BUSINESS AS USUAL	116555	Office Supplies	8.87
CHATEAU DRUG CENTER	1089201	Supplies	1.25
CHATEAU DRUG CENTER	1114022	Supplies	6.64
DAVIS EMBROIDERY	21922	Embroider Services	7.00
EASY PACK INC	169595	Shipping	11.45
GREAT AMERICA LEASING COR	14477878	Copier Agreement	23.12
INTEGRATED TECHNOLOGIES	C1T956	Copier Maintenance	4.58
INTEGRATED TECHNOLOGIES	C1T959	Copier Maintenance	30.15
L.N. CURTIS & SONS	3140976-00	Rescue Cut-off Saw	734.53

Vendor Name	Invoice Number	Description	Net Invoice Amount
UNIFIED OFFICE SERVICES	173642	Office Supplies	4.26
UNIFIED OFFICE SERVICES	173643	Office Supplies	1.08
<b>10-4230-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	750303	ACCT. 37267	131.21
<b>10-4230-4200 PROFESSIONAL SERVICES</b>			
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	34.63
<b>10-4230-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
ANCONA, TOM	120913	Travel Expenses	235.85
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	12.50
INTERNATIONAL CODE COUNCI	366655	Fire Codes	465.00
NATIONAL FIRE PROTECTION A	112613	Renewals	165.00
<b>10-4230-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
GLOBALSTAR USA	5212357	ACCT. 1.10022032	21.16
VERIZON WIRELESS, BELLEVUE	9714933119	ACCT. 765494480-00001	94.06
VERIZON WIRELESS, BELLEVUE	9714933121	ACCT. 765494480-00003	10.32-
WHITE CLOUD COMMUNICATIO	75306	Antenna	58.41
<b>10-4230-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>			
CONSOLIDATED ELECTRICAL D	3755-547608	Supplies	89.43
CONSOLIDATED ELECTRICAL D	3755-547637	Supplies	306.31
CONSOLIDATED ELECTRICAL D	3755-548146	Supplies	37.61
SHEETMETAL FABRICATION	15222	Roof Box	500.00
<b>10-4230-6000 REPAIR &amp; MAINT--AUTOMOTOVE EQU</b>			
RIVER RUN AUTO PARTS	6538-67037	Supplies	55.48
<b>10-4230-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
CHATEAU DRUG CENTER	1113203	Supplies	2.10
L.N. CURTIS & SONS	3140470-02	Parts & Supplies	126.05
<b>10-4230-6910 OTHER PURCHASED SERVICES</b>			
KETCHUM COMPUTERS, INC.	9811	Computer Maintenance	400.00
MTE COMMUNICATIONS	56983-12/13	DSL	2.65
Total FIRE & RESCUE:			9,811.64
Total FIRE & RESCUE FUND:			9,811.64
<b>AMBULANCE SERVICE FUND</b>			
<b>AMBULANCE SERVICE</b>			
<b>14-4260-2310 DEF.COMP-Pd On Call/PT Emp</b>			
NATIONWIDE RETIREMENT SOL	120413	Nationwide Volunteer Contribution	6,000.00
<b>14-4260-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	75.24
<b>14-4260-3200 OPERATING SUPPLIES</b>			
ALSCO - AMERICAN LINEN DIVI	LBOI1096671	Cleaning Services	13.32
ALSCO - AMERICAN LINEN DIVI	LBOI1101185	Cleaning Services	13.40
ATKINSONS' MARKET	1841-11/13	ACCT. 1841	39.51
BLUMENTHAL UNIFORMS AND	32408	Supplies	139.97
BUSINESS AS USUAL	116555	Office Supplies	8.88
CHATEAU DRUG CENTER	1089201	Supplies	1.25

Vendor Name	Invoice Number	Description	Net Invoice Amount
CHATEAU DRUG CENTER	1114022	Supplies	6.63
DAVIS EMBROIDERY	21922	Embroider Services	7.00
EASY PACK INC	169595	Shipping	11.45
GREAT AMERICA LEASING COR	14477878	Copier Agreement	23.13
INTEGRATED TECHNOLOGIES	C1T956	Copier Maintenance	4.59
INTEGRATED TECHNOLOGIES	C1T959	Copier Maintenance	30.14
L.N. CURTIS & SONS	3140976-00	Rescue Cut-off Saw	734.53
NORCO	12457013	ACCT. 54794	118.44
NORCO	12538822	ACCT. 52355	29.76
NORCO	12539748	ACCT. 54794	232.50
UNIFIED OFFICE SERVICES	173642	Office Supplies	4.26
UNIFIED OFFICE SERVICES	173643	Office Supplies	1.08
<b>14-4260-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	750303	ACCT. 37267	270.70
<b>14-4260-4200 PROFESSIONAL SERVICES</b>			
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	56.35
<b>14-4260-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	12.50
McLEAN, THOMAS	120313	Recertification for Feldman	15.00
McLEAN, THOMAS	120313	Recertification for Withar	15.00
McLEAN, THOMAS	120313	NREMT fee for Fabrizio	15.00
McLEAN, THOMAS	120313	NREMT Recert for Karly & Lara	40.00
<b>14-4260-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
GLOBALSTAR USA	5212357	ACCT. 1.10022032	21.16
VERIZON WIRELESS, BELLEVUE	9714933119	ACCT. 765494480-00001	116.55
VERIZON WIRELESS, BELLEVUE	9714933121	ACCT. 765494480-00003	10.32-
WHITE CLOUD COMMUNICATIO	75306	Antenna	58.41
<b>14-4260-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>			
CONSOLIDATED ELECTRICAL D	3755-547608	Supplies	89.43
CONSOLIDATED ELECTRICAL D	3755-547637	Supplies	306.31
CONSOLIDATED ELECTRICAL D	3755-548146	Supplies	37.61
SHEETMETAL FABRICATION	15222	Roof Box	500.00
<b>14-4260-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
RIVER RUN AUTO PARTS	6538-66862	Supplies	245.99
RIVER RUN AUTO PARTS	6538-67037	Supplies	55.48
<b>14-4260-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
CHATEAU DRUG CENTER	1113203	Supplies	2.10
<b>14-4260-6910 OTHER PURCHASED SERVICES</b>			
KETCHUM COMPUTERS, INC.	9811	Computer Maintenance	400.00
MTE COMMUNICATIONS	56983-12/13	DSL	2.65
Total AMBULANCE SERVICE:			9,745.00
Total AMBULANCE SERVICE FUND:			9,745.00
<b>PARKS AND RECREATION FUND</b>			
<b>PARKS AND RECREATION</b>			
<b>18-4510-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	51.75

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>18-4510-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	67.72
<b>18-4510-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
UPS STORE #2444	11/6/13	Shipping	91.17
<b>18-4510-3200 OPERATING SUPPLIES</b>			
CHATEAU DRUG CENTER	1110648	Supplies	58.81
CHATEAU DRUG CENTER	1111159	Supplies	34.18
<b>18-4510-3250 RECREATION SUPPLIES</b>			
KEARNEY, JOHN	120413	Festival of Trees Tree Decorations	72.23
<b>18-4510-3310 STATE SALES TAX-PARK</b>			
STATE TAX COMMISSION	113013	Sales Tax - 11/01/13-11/30/13	106.23
<b>18-4510-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	750304	ACCT. 37268	65.75
<b>18-4510-4200 PROFESSIONAL SERVICES</b>			
C & R ELECTRIC, INC.	65703	4th Street Lights	120.00
CLEAR CREEK DISPOSAL	772916	ACCT. 56339	26.40
CLEAR CREEK LAND CO. LLC	9485	Mobile Storage Rent	70.00
FIRE SERVICES OF IDAHO	90951	Services to Fire Extinguishers	223.00
HAWLEY GRAPHICS	8126	Stickers	80.25
INTEGRATED TECHNOLOGIES	C1U970	Copier Maintenance	50.00
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	27.28
<b>18-4510-4210 PROFESSIONAL SERVICE-CITY TREES</b>			
ALPINE TREE SERVICE	17538	Tree Removal	1,700.00
ALPINE TREE SERVICE	17692	Christmas Tree Transport	300.00
<b>18-4510-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	75.00
<b>18-4510-5200 UTILITIES</b>			
IDAHO POWER	2201272487-11	ACCT. 2201272487	98.03
IDAHO POWER	2203313446-11	ACCT. 2203313446	5.40
IDAHO POWER	2203538992-11	ACCT. 2203538992	32.47
IDAHO POWER	2206452274-11	ACCT. 2206452274	302.01
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	59.93
INTERMOUNTAIN GAS	115345000018-	ACCT. 11534500-001-8	154.25
INTERMOUNTAIN GAS	807350253157-	Acct. 80735025-315-7	2.06
<b>18-4510-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
RIVER RUN AUTO PARTS	6538-66435	Supplies	28.74
RIVER RUN AUTO PARTS	6538-66446	Supplies	11.81-
RIVER RUN AUTO PARTS	6538-66826	Supplies	9.24
RIVER RUN AUTO PARTS	6538-66832	Supplies	10.36
<b>18-4510-6510 COMMUNITY SPECIAL EVENTS</b>			
CHATEAU DRUG CENTER	1114091	Supplies	6.64
CLEAR CREEK DISPOSAL	772646	ACCT. 960	235.00
OFFICE VALUE	441089-001	Supplies	56.59
K. WATERS	13-132	Holiday Tree Lighting Posters	180.00
MITZ MECHAN	120413	Holiday Music in Town Square	150.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>18-4510-6950 MAINTENANCE &amp; IMPROVEMENTS</b>			
A.C. HOUSTON LUMBER CO.	14-356678	Supplies	85.48
PIPECO, INC.	129376	Supplies	28.50
RAINMAKER, THE	5453	SPRINKLER Blowouts	2,655.00
Total PARKS AND RECREATION:			7,307.66
Total PARKS AND RECREATION FUND:			7,307.66
<b>PARKS CAPITAL IMPROVEMENT FND PARKS CIP EXPENDITURES</b>			
<b>19-4510-7000 HVAC</b>			
AMERICAN MECHANICAL COPR	275-2	Atkinson's Park Building HVAC	14,555.00
Total PARKS CIP EXPENDITURES:			14,555.00
Total PARKS CAPITAL IMPROVEMENT FND:			14,555.00
<b>LOCAL OPTION SALES TAX FUND LOCAL OPTION SALES TAX</b>			
<b>22-4910-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	10.35
<b>22-4910-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	213.25
<b>22-4910-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	32.38
<b>22-4910-4200 PROFESSIONAL SERVICES</b>			
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	7.83
<b>22-4910-6050 FLY SUN VALLEY</b>			
FLY SUN VALLEY ALLIANCE	11/19/13	Modified Contract Amount	16,666.66
<b>22-4910-6080 MOUNTAIN RIDES</b>			
MOUNTAIN RIDES	756	Monthly Payment	45,833.33
<b>22-4910-6500 CDC FUNDING</b>			
KETCHUM COMMUNITY DEVEL	38	Monthly Contract Payment	9,700.00
Total LOCAL OPTION SALES TAX :			72,463.80
Total LOCAL OPTION SALES TAX FUND:			72,463.80
<b>WATER FUND WATER EXPENDITURES</b>			
<b>63-4340-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	51.30
<b>63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	557.05

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	97.14
<b>63-4340-3200 OPERATING SUPPLIES</b>			
AMERIPRIDE LINEN	2400278991	ACCT. 241076900	76.42
AMERIPRIDE LINEN	2400278992	ACCT. 241076901	19.16
BUSINESS AS USUAL	116583	Office Supplies	52.50
INTEGRATED TECHNOLOGIES	C1V498	Copier Maintenance	14.44
PIPECO, INC.	129171	Supplies	172.50
PIPECO, INC.	129353	Supplies	20.52
RIVER RUN AUTO PARTS	6538-66989	Supplies	15.02
USA BLUEBOOK	203877	Supplies	160.11
<b>63-4340-3250 LABORATORY/ANALYSIS</b>			
MAGIC VALLEY LABS, INC.	45645	Testing	66.00
<b>63-4340-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	743693	ACCT. 37271	607.27
UNITED OIL	746390	ACCT. 37271	542.02
UNITED OIL	750307	ACCT. 37271	475.61
<b>63-4340-3800 CHEMICALS</b>			
GEM STATE WELDERS SUPPLY,I	E236799	Chemicals	519.00
<b>63-4340-4200 PROFESSIONAL SERVICES</b>			
KETCHUM COMPUTERS, INC.	9799	Computer Maintenance	140.25
MOORE SMITH BUXTON & TUR	45334	1536-03 - General	395.97
MOORE SMITH BUXTON & TUR	45334	1536-03 - General	120.52
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	37.89
<b>63-4340-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	12.50
<b>63-4340-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
VERIZON WIRELESS, BELLEVUE	9714899376	ACCT. 365516521-00001	103.68
WHITE CLOUD COMMUNICATIO	75407	Radio	61.20
<b>63-4340-5200 UTILITIES</b>			
GO-FER-IT	34151	Shipping Services	13.00
IDAHO POWER	2202458903-11	ACt. 2202458903	126.06
IDAHO POWER	2203658592-11	ACCT. 2203658592	5,346.10
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	36.58
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	200.64
<b>63-4340-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>			
RIVER RUN AUTO PARTS	6538-67429	Supplies	29.90
<b>63-4340-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>			
LUTZ RENTALS	32290	Rental Equipement	43.74
Total WATER EXPENDITURES:			10,114.09
Total WATER FUND:			10,114.09
<b>WATER CAPITAL IMPROVEMENT FUND</b>			
<b>WATER CIP EXPENDITURES</b>			

Vendor Name	Invoice Number	Description	Net Invoice Amount
64-4340-7800 CONSTRUCTION			
A.C. HOUSTON LUMBER CO.	14-357447	Blue Board & Insulation	56.75
Total WATER CIP EXPENDITURES:			56.75
Total WATER CAPITAL IMPROVEMENT FUND:			56.75
<b>WASTEWATER FUND</b>			
<b>WASTEWATER EXPENDITURES</b>			
<b>65-4350-2500 HEALTH INSURANCE-CITY</b>			
STARLEY-LEAVITT INS. AGENC	16531-11/13	Administration & Consulting Fees	96.30
<b>65-4350-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	667.30
<b>65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP-0113930	November HRA Claims	753.38
<b>65-4350-3200 OPERATING SUPPLIES</b>			
AMERIPRIDE LINEN	2400278990	ACCT. 241021000	148.99
AMERIPRIDE LINEN	2400278992	ACCT. 241076901	19.16
D AND B SUPPLY	11041-11/16/13	ACCT. 11041	80.97
D AND B SUPPLY	11041-11/20/13	ACCT 11041	97.57
D AND B SUPPLY	11041-11/20/13	ACCT. 11041	93.57
HACH	8580735	Supplies	389.37
HACH	8587161	Supplies	148.05
INTEGRATED TECHNOLOGIES	C1V498	Copier Maintenance	14.43
NORTH CENTRAL LABORATORI	330318	Supplies	292.63
PIPECO, INC.	129404	Supplies	31.16
PIPECO, INC.	129432	Gloves	20.95
UPS STORE #2444	11/6/13	Shipping	54.62
UPS STORE #2444	12/02/13	Shipping	30.27
<b>65-4350-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	746389	ACCT. 37270	95.53
UNITED OIL	750306	ACCT. 37270	101.88
<b>65-4350-4200 PROFESSIONAL SERVICES</b>			
KETCHUM COMPUTERS, INC.	9799	Computer Maintenance	140.25
NBS-NATIONAL BENEFIT SERVI	436702	HRA Admin Fees	66.29
<b>65-4350-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
ASSOCIATION OF IDAHO CITIES	5272480	AIC Academy	12.50
IDAHO BUREAU OF OCCUPATIO	120113	License Renewals for Dave Taylor	35.00
IDAHO RURAL WATER ASSOCIA	2753	Training	75.00
OXFORD SUITES BOISE	65525	Lodging for Dave Taylor	83.00
<b>65-4350-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
WHITE CLOUD COMMUNICATIO	75407	Radio	61.20
<b>65-4350-5200 UTILITIES</b>			
IDAHO POWER	2202458903-11	ACt. 2202458903	126.06
IDAHO POWER	2202703357-11	ACCT. 2202703357	100.57
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	331.59
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	157.43
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	581.93
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	196.71

Vendor Name	Invoice Number	Description	Net Invoice Amount
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	36.57
<b>65-4350-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>			
NAPA AUTO PARTS	761200	Supplies	27.18
<b>65-4350-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>			
McMASTER-CARR SUPPLY CO.	65982742	Supplies	54.92
McMASTER-CARR SUPPLY CO.	66271630	credit	126.48-
NAPA AUTO PARTS	760854	Supplies	14.62
PLATT	B199256	Supplies	37.57
PLATT	B202389	Supplies	70.87
PLATT	B228368	Supplies	9.17
RIVER RUN AUTO PARTS	6538-67268	Supplies	5.65
<b>65-4350-6900 COLLECTION SYSTEM SERVICES/CHA</b>			
AMERIPRIDE LINEN	2400278990	ACCT. 241021000	26.28
IDAHO POWER	2202458903-11	ACt. 2202458903	44.49
INTEGRATED TECHNOLOGIES	C1V498	Copier Maintenance	5.26
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	34.71
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	12.91
KETCHUM COMPUTERS, INC.	9799	Computer Maintenance	49.50
RIVER RUN AUTO PARTS	6538-66937	Supplies	6.75
UNITED OIL	750306	ACCT. 37270	106.04
WHITE CLOUD COMMUNICATIO	75407	Radio	21.60
Total WASTEWATER EXPENDITURES:			5,541.27
Total WASTEWATER FUND:			5,541.27
<b>WASTEWATER CAPITAL IMPROVE FND</b>			
<b>WASTEWATER CIP EXPENDITURES</b>			
<b>67-4350-7801 REUSE PUMP STATION</b>			
WEBB LANDSCAPING	234946	Install Shrubs	1,690.00
<b>67-4350-7804 AERATION BLOWER UPGRADE/REPLAC</b>			
HOUSTON SERVICE INDUSTRIES	37400	Aeration Turbo Blower Equipment	113,552.64
Total WASTEWATER CIP EXPENDITURES:			115,242.64
Total WASTEWATER CAPITAL IMPROVE FND:			115,242.64
<b>PARKS/REC DEV TRUST FUND</b>			
<b>PARKS/REC TRUST EXPENDITURES</b>			
<b>93-4900-6500 ICE RINK-PRIVATE</b>			
BECKER ARENA PRODUCTS, IN	96155	Supplies	114.48
Total PARKS/REC TRUST EXPENDITURES:			114.48
Total PARKS/REC DEV TRUST FUND:			114.48
Grand Totals:			442,164.81

Vendor Name	Invoice Number	Description	Net Invoice Amount
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Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "011000000"- "9449008022", "991000000"- "9911810000"

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IN RE: )  
Mortgage Row Subdivision, )  
Lots 14A and 14B ) KETCHUM CITY COUNCIL- FINDINGS  
 ) OF FACT, CONCLUSIONS OF LAW  
File Number: 13-086 ) AND DECISION  
 )

### BACKGROUND FACTS

**OWNER:** RGSV, LLC

**REPRESENTATIVE:** Garth McClure, Benchmark Associates

**REQUEST:** Preliminary plat approval of a two (2) lot subdivision

**NOTICE:** Mailing: Notice mailed to all properties within 300 feet of proposed subdivision and to all applicable state agencies and jurisdictions on October 10, 2013  
Publish: Notice published in the Idaho Mountain Express on October 7, 2013

**LOCATION:** Lot 14, Mortgage Row Subdivision (91 Meadow Circle)

**ZONING:** Limited Residential (LR)

**REVIEWER:** Rebecca F. Bundy, Senior Planner

**NOTE:** Staff comments are in lighter type.

**Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis.**

### GENERAL FINDINGS OF FACT

1. The applicant is proposing to subdivide Lot 14, Mortgage Row Subdivision (91 Meadow Circle) into two (2) single family lots, Lots 14A and 14B, in the Limited Residential (LR) zoning district.
2. The Planning Commission conducted a public hearing on this subdivision preliminary plat application on October 28, 2013 and recommended approval to the City Council, with findings of fact signed on November 12, 2013.
3. The City Council conducted a public hearing on this application on November 18, 2013 and continued the hearing on the record to December 2, 2013. At the November 18, 2013 hearing, The Council asked staff to evaluate whether requiring an access easement across proposed Lot 14A to benefit Lot 15 would facilitate the eventual completion of an access road on the west side of Mortgage Row Subdivision, Lots 15 – 20.

4. Staff presented the following findings at the December 2, 2013 meeting:
- The Covenants, Conditions and Restrictions (CC&R'S) for Lane Ranch Subdivision Number 1, Lot 12, which is located in the City of Sun Valley at the southern end of Mortgage Row Subdivision, adjacent to River Ranch Road, do not allow access to River Ranch Road from lots not located within Lane Ranch Subdivision Number 1. Unless that subdivision's CC&R's were to be amended, an access road is not permissible to connect from Meadow Circle to River Ranch Road across Lot 12. Connection through the sewer plant would require crossing the bike path and does not appear to be a feasible alternative, considering the existing facilities on that site.
  - The deed dedicating Farnlun Park to the City of Ketchum specifies that the park shall be used, in perpetuity, only for recreational purposes. This precludes vehicular access from Meadow Circle across Farnlun Park to Mortgage Row Lots 15 - 20.
  - Without the ability to traverse Lane Ranch Subdivision Number 1, Lot 12 to allow access to River Ranch Road, the subject access road would be a dead end street with a requirement for a fire apparatus turn-around. The required turn-around at the end of the road would take up a substantial portion of Lots 19 and 20, should the City even be able to attain the land for access purposes.
  - Per Section 12.04.030.E, Design Criteria, Cul-de-Sacs, "*A cul de sac, court, or similar type street shall be permitted only when necessary to the development of the subdivision and provided that no such street shall have a maximum length greater than four hundred (400) feet from entrance to center of turn-around, and all cul de sacs shall have a minimum turn-around radius of sixty (60) feet at the property line and not less than forty-five (45) feet at the curb line.*" A road serving the west side of Mortgage Row Lots 15 – 20 would be about five hundred (500) feet long and, again, the required turn-around at the end of the road would take up a substantial portion of Lots 19 and 20.
  - If an eventual access road along the west side of Mortgage Row Subdivision, Lots 14 – 20 were to be constructed, it would serve more than four lots and would therefore need to be constructed as a city street, requiring a width of twenty-six (26) feet. Therefore, any required easement would need to be a minimum of twenty-six (26) feet in width.
  - Most of the subject lots are about 25,000 square feet in size, so dedicating 2,600 square feet for an access easement would not render them too small to subdivide under Limited Residential (LR) zoning. Lots 15 – 20 are still zoned Limited Residential – One Acre (LR-1) and could not be subdivided, unless they were rezoned to LR.
  - Each of Mortgage Row Subdivision, Lots 15 – 20 would also need to make application for subdivision in order for the City to require that the west access road easements be made a condition of approval. Considering the existing development on these lots, the likelihood of all six lots being subdivided in the future is small.

The Council agreed that requiring access easements along the west sides of Mortgage Row Subdivision, Lots 14 – 20 would not likely result in a functioning alternative road. The amount of land that would have to be set aside for the road and turn-around would substantially impact the lots, especially the lots at the southern end of Mortgage Row.

5. After consultation with the City Attorney, staff recommended retraction of proposed condition #13, that would have required that the River Glen Subdivision, Block 4, Lot 1, Plat Note 5 shall be amended to read as follows: *“A vehicular and pedestrian access easement is hereby granted to the public over and across that portion of Lot 1, Block 4 identified as “60’ Private Access Easement”, in which easement Meadow Circle Road is situated.”* A letter from the applicant’s legal counsel, presented to the Council at the December 2, 2013 meeting, agreed with the City Attorney’s analysis of that proposed condition, and the Council removed condition #13 from the Conditions of Approval.

6. The applicant received approval for a zoning change from Limited Residential – One Acre (LR-1) to Limited Residential (LR) for Lot 14, Mortgage Row Subdivision and Lot 1, Block 4, River Glen Subdivision, with findings of fact signed on April 8, 2013.

7. The existing Lot 14 is twenty-five thousand, four hundred and seventy-three (25,473) square feet in total size (including a small portion of access/utility easement on the northwest corner of the property). The lot is about two hundred and fifty-four (254) feet deep and one hundred (100) feet in width (along Highway 75). The property is bordered by Highway 75 to the east and the Wood River Trail to the west. An existing single family home is located toward the west end of the lot. Directly to the north is Lot 1, Block 4 of the River Glen Subdivision, which provides access (via Meadow Circle Road) and will provide utilities to the subject property. Meadow Circle Road also provides access to the fishermen’s public parking area, River Glen Subdivision, Glade Subdivision and contains several utility easements.

8. With a new frontage to be designated on Meadow Circle Road, the proposed Lot 14A would have an average width of one hundred and fifty-seven point seven (157.7) feet, and Lot 14B would have an average width of ninety-seven (97.0) feet. The proposed lots meet the minimum LR lot width of eighty (80) feet.

9. All lots must meet the definition of Area of Lot as defined in Title 17 Ketchum Zoning Code:

*AREA OF LOT: The area within the boundaries of a lot, exclusive of any area contained within a public or private street, alley, fire lane or private driveway easement; also, exclusive of any narrow strip of land connecting a lot setback from any public street for the purpose of providing driveway access with that street and exclusive of any portion of the property that lies between the mean high water marks of the Big Wood River, Trail Creek and Warm Springs Creek. All exclusions shall not be used for the purpose of calculating density and building coverage. Lot area shall include the area of any dedicated public bike path, equestrian path or other public pathway within the boundaries of a lot.*

The proposed plat shows that Lot 14A contains an access/utility easement to benefit the Glade Subdivision (Instrument #457972). The Commission discussed the easement and concluded that

there should be a ten (10) foot building setback to that easement to create a buffer between the road and a potential structure on the lot. This has been made a condition of approval.

The area of each lot is calculated below per the definition above:

LOT 14A = +/- 15,770 minus 484 (area of easement) = +/- 15,286 sf  
LOT 14B = +/- 9,703 sf

Both lots meet the minimum size requirement of nine thousand (9,000) square feet.

10. The proposed lots will have their vehicular and utility accesses off of Meadow Circle Road. The applicant has included the following plat notes to this effect:

16. *An access and utility easement was granted within all of Lot 1, Block 4, River Glen subdivision to benefit Lots 14A and 14B, Mortgage Row Subdivision per Instrument # \_\_\_\_\_, records of Blaine County.*
19. *Lots 14A and 14B shall access from Meadow Circle. Direct access to said lots off State Highway 75 is not permitted.*

The City Attorney has determined that recordation of an instrument granting utility and access easements within Lot 1, Block 4, River Glen Subdivision to benefit Lots 14A and 14B, Mortgage Row Subdivision is an appropriate and legal method for documenting those easements. Recordation of this easement shall occur prior to or simultaneous with recordation of the final plat at the Office of the Blaine County Recorder. This has been made a condition of approval.

11. Since the proposed lots will be accessed from Meadow Circle Road, staff has determined that the Meadow Circle Road street frontage along the north sides of each property should be the front property line. The following plat note addresses this:

18. *The north lot line of Lots 14A and 14B shall be the front lot line.*

12. In order to ensure adequate sight distances and safe vehicular movement at the intersection of Meadow Circle Road and Highway 75, the applicant has included the following plat notes:

17. *No structures including fences, walls, hedges or trees shall be located within 75 feet of the intersection of the centerlines of Meadow Circle and State Highway 75.*
20. *The access drive to Lot 14B shall be located a minimum of 50 feet from its northeast property corner.*

13. An existing single family dwelling unit is located on proposed Lot 14A. The existing home would remain and would conform to lot coverage requirements. Relocation of the front lot line from

Highway 75 to Meadow Circle Road results in the existing home now being located within the new rear yard setback. Both the Commission and the Council found that this could be considered a pre-existing condition and that it does not change the fabric of the existing neighborhood nor cause any negative impacts on neighbors or other health or safety concerns.

14. The house on Lot proposed 14A is currently served by utilities that run across proposed Lot 14B. Per plat note 16, a utility easement is granted to Lot 14A from Lot 1, Block 4, River Glen Subdivision. Staff feels that this is a good time, through the subdivision process, to clean up these traversing utilities. Staff has included a condition of approval that the existing utility lines serving proposed Lot 14A shall be relocated to the easement on Lot 1, Block 4, River Glen Subdivision, so that they no longer traverse proposed Lot 14B, prior to the City Clerk's signature of the final plat.

15. Any walls, fences or hedges erected on the proposed lots will be subject to the Ketchum Municipal Code in effect at the time of permitting. This includes walls erected to minimize impacts of highway noise. The Commission discussed fence height and decided that it shall be measured from the grade of 5742.5 feet (as referenced to the survey benchmarks on the preliminary plat, dated October 21, 2013) or finished grade, whichever is lowest. This has been made a condition of approval.

16. Substantial vegetation currently exists on both proposed lots. This includes a mix of mature evergreen and cottonwood trees. The row of trees within the required setback along Highway 75 acts as a visual and sound buffer between the subject properties and the highway. The trees should be retained, or replaced as necessary to, maintain that buffer. This has been made a condition of approval.

17. Staff included a Meadow Circle Road access analysis in the Commission and Council staff reports, which illustrates all of the properties that utilized Meadow Circle Road as an access. The proposed subdivision will result in only one additional residence being served by the Meadow Circle Road.

18. **ATTACHMENTS TO THE DECEMBER 2, 2013 CITY COUNCIL STAFF REPORT:**

- Attachment A: Survey, Instrument #503054, with notes
- Attachment B: Aerial Map
- Attachment C: Zoning Map
- Attachment D: Fourth Amendment of Covenants, Conditions and Restrictions Lane Ranch No. 1, Instrument #313163
- Attachment E: Personal Representative's Deed (Farnlun Park), Instrument #569530
- Attachment F: November 18, 2013 City Council staff report

## EVALUATION OF STANDARDS

### **16.04 Subdivision Criteria**

#### **16.04.040**

##### **F. Lot and Block Requirements.**

- 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,**

Finding: The applicant received approval for a zoning change from Limited Residential – One Acre (LR-1) to Limited Residential (LR) for Lot 14, Mortgage Row Subdivision and Lot 1, Block 4, River Glen Subdivision, with findings of fact signed on April 8, 2013.

The application meets the minimum lot size requirement in the LR zone of nine thousand (9,000) square feet. Both proposed lots are greater than nine thousand (9,000) square feet in size when calculated using the definition of “Area of Lot” provided in the Ketchum Zoning Code. Lots directly adjacent to the north and south are oriented from east to west, and lots in nearby subdivisions have varying orientations. The proposed lots will be oriented in a north to south manner with front lot lines along the northern property edge at Meadow Circle Road. Current zoning code setback requirements are depicted on the Utility Plan and show that the proposed lots have adequate buildable area. However, any future development on the lots will be subject to the zoning code requirements in effect at the time of permitting. No issues with solar access are anticipated as the closest adjacent buildings will be located to the south of the subdivision.

Conclusion: The proposed subdivision is compatible with the surrounding neighborhood. This standard has been met.

- 2. Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contain land with a slope in excess of twenty-five (25) percent based upon natural contours, or create corner lots at the intersection of two or more streets, building envelopes shall be shown for the lot(s) so affected on the preliminary and final plats. The building envelopes shall be located in a manner designed to promote harmonious development of structures, minimize congestion of structures, provide open space and solar access for each lot and structure. Also, building envelopes shall be located to promote access to the lots and maintenance of public utilities, to minimize cut and fill for roads and building foundations, and minimize adverse impact upon environment, water courses and topographical features,**

Finding: The proposed lots are located outside the 100 year floodplain and any designated floodplain hazard area. No wetlands or intermittent waterways are located on the properties.

Lot 14B is located at the intersection of Meadow Circle Road and Highway 75. The Utility Plan shows the current building setbacks for this lot. Staff has proposed a condition of approval that the this building envelope shall be shown on the final plat with a plat note that zoning code setback requirements in effect at time of permitting shall be met and that setbacks may be more stringent than the building envelope as depicted on the plat.

Conclusion: This standard has been met with the condition that at final plat submittal, the plat shall show a building envelope on Lot 14B that conforms to current zoning code setback requirements. A plat note shall be added stating that zoning code setbacks requirements in effect at time of permitting shall be met and setbacks may be more stringent than the building envelope as depicted on the plat.

**3. Corner lots shall have a property line curve or corner of a minimum radius of twenty-five (25) feet unless a longer radius is required to serve an existing or future use,**

Finding: The existing sixty (60) foot access easement and Meadow Circle Road on neighboring Lot 1, Block 4, River Glen Subdivision will not be altered. To promote safety and protect sight distances at the intersection of Meadow Circle Road and Highway 75, a seventy-five (75) foot Clear Zone on Lot 14B has been designated on the proposed plat.

Conclusion: Staff does not feel that the lot configuration needs to be altered to accommodate a radius, and the Council agreed. No dedication for right-of-way is necessary.

**4. Side lot lines shall be within twenty (20) degrees to a right angle or radial line to the street line,**

Finding: Each side lot line is located at about ninety (90) degrees to the street lot lines on Meadow Circle Road.

Conclusion: This standard has been met.

**5. Double frontage lots shall not be created. A planting strip shall be provided along the boundary line of lots adjacent to arterial streets or incompatible zoning districts. Should a double frontage lot(s) be created out of necessity, then such lot(s) shall be reversed frontage lot(s),**

Finding: No double frontage or reverse frontage lots are being created. The required thirty-two (32) foot setback on Highway 75 creates a landscaped area along that street frontage.

Conclusion: This standard is met with a condition that existing trees along Highway 75 shall be preserved, or replaced as necessary, so as to provide a planting strip along Highway 75.

**6. Minimum lot sizes in all cases shall be reversed frontage lot(s),**

Finding: No reversed frontage lots are proposed.

Conclusion: This standard is not applicable.

**7. Every lot in a subdivision shall have a minimum of twenty feet (20') of frontage on a dedicated public street or legal access via an easement of twenty feet (20') or greater in width. Easement shall be recorded in the Office of the Blaine County Recorder prior to or in conjunction with recordation of the final plat.**

Finding: Proposed Lot 14A has one hundred and fifty-eight point nine (158.9) feet of frontage on Meadow Circle Road, and Lot 14B has ninety-seven point seven (97.7) feet of frontage. Instrument # \_\_\_\_\_ grants access easements to Lots 14A and 14B along their frontages along Lot 1, Block 4, River Glen Subdivision. As a condition of approval, said easement shall be recorded in the Office of the Blaine County Recorder prior to or in conjunction with recordation of the final plat. Said easement language shall be submitted with the final plat application for review by the City Attorney.

Conclusion: This standard has been met with the condition that the access easements to Lots 14A and 14B from Lot 1, Block 4, River Glen Subdivision shall be recorded in the Office of the Blaine County Recorder prior to or in conjunction with recordation of the final plat. Said easement language shall be submitted with the final plat application for review by the City Attorney.

**G. Block Requirements. The length, width, and shape of blocks within proposed subdivisions shall conform to the following requirements:**

- 1. No block shall be longer than one thousand two hundred (1,200) feet, nor less than four hundred (400) feet between the street intersections, and shall have sufficient depth to provide for two tiers of lots,**

Finding: No new blocks are being created.

Conclusion: This standard is not applicable.

- 2. Blocks shall be laid out in such a manner as to comply with the lot requirements,**

Finding: No new blocks are being created.

Conclusion: This standard is not applicable.

- 3. The layout of blocks shall take into consideration the natural topography of the land to promote access within the subdivision and minimize cuts and fills for roads and minimize adverse impact on environment, water courses and topographical features,**

Finding: No new blocks are being created.

Conclusion: This standard is not applicable.

- 4. Corner lots shall contain a building envelope outside of a seventy-five (75) foot radius from the intersection of the streets.**

Finding: No new blocks are being created.

Conclusion: This standard is not applicable.

**H. Street Improvement Requirements :**

- 1. The arrangement, character, extent, width, grade, and location of all streets put in the proposed subdivision shall conform to the comprehensive plan and shall be considered in their relation to existing and planned streets, topography, public convenience and safety, and the proposed uses of the land,**

Finding: No new streets are proposed.

Conclusion: This standard is not applicable.

2. **All streets shall be constructed to meet or exceed the criteria and standards set forth in Ketchum Ordinance 276, codified in Chapter 12.04, and all other applicable ordinances, resolutions, or regulations of the city of Ketchum or any other governmental entity having jurisdiction thereover, now existing or hereafter adopted, amended or codified,**

**12.04.030. A. Right-of-Way.** All private streets shall have a minimum right-of-way equal to the width of the street improvements, including but not limited to, sidewalk, curb and gutter, utilities and snow storage, or as otherwise approved by the City Council.

**12.04.030. B. Street Widths.** The unobstructed, all-weather surface of a private street shall not be less than twenty (20) feet nor wider than thirty (30) feet unless otherwise approved by the City Council.

**12.04.030. C. Street Locations.**

1. Streets are to be arranged in proper relation to topography so as to result in usable lots, safe streets, and acceptable gradient. Grades shall not exceed seven percent.

2. The arrangement of streets shall provide for the continuation of existing streets from adjoining areas into new subdivisions unless otherwise approved by the city.

3. Where adjoining areas are not subdivided, the arrangement of streets in new subdivisions shall be such that said streets extend to the boundary lines of the tract to facilitate the future extension of said streets into adjacent areas. A reserve strip may be required and held in public ownership.

4. Minimum sight distance shall be two hundred (200) feet for residential streets and three hundred (300) feet for collector and arterial streets.

5. Streets shall be located horizontally and vertically so as to assure positive and effective drainage of storm and other surface waters. Subsurface waters shall be accommodated by approved drains and other facilities as determined necessary by the city.

6. Horizontal alignment shall be designed in accordance with AASHO, geometric highway standards for the design speed of the proposed roadway. All curves shall be simple curves and superelevation shall not exceed six-tenths foot per foot. Unless otherwise specified by the city, the design speed shall be thirty-five (35) miles per hour.

Finding: No new streets are proposed.

Conclusion: This standard is not applicable.

**12.04.030. D. Intersections.**

2. **No more than two streets shall cross at any one intersection.**

3. Intersections shall be located on a relatively flat grade with appropriate drainage slope. The flat section shall extend a minimum of seventy-five (75) feet each way from the center of the intersection. Maximum of two percent intersection grade will be allowed.

4. Minimum clear sight distance at all intersections shall permit vehicles to be mutually visible when each is a minimum of one hundred (100) feet from the center of the intersection.

5. Intersections shall be clearly visible a minimum of two hundred (200) feet from the center of the intersection from all roadways.

**12.04.030. E. Cul-de-Sacs.** A cul-de-sac, court or similar type street shall have a maximum length of four hundred (400) feet from entrance to center of the turn-around, and all cul-de-sacs shall have a minimum turn-around radius of sixty (60) feet at the property line, and not less than forty-five (45) feet at the curb line.

Finding: No new streets are proposed.

Conclusion: This standard is not applicable.

3. **Where a subdivision abuts or contains an existing or proposed arterial street, railroad, or limited access highway right-of-way, the council may require a frontage street, planting strip, or similar design features;**

Finding: Lot 14B of the proposed subdivision abuts Highway 75. A thirty-two (32) foot setback is required along this frontage. If the existing trees in this setback are preserved, they will serve as a substantial planting strip along Highway 75. Staff has included a condition of approval requiring that existing trees in the setback along Highway 75 will be preserved, or replaced as necessary.

Conclusion: This standard is met with a condition that existing trees along Highway 75 will be preserved, or replaced as necessary.

4. **Streets may be required to provide access to adjoining lands and provide proper traffic circulation through existing or future neighborhoods,**

Finding: The proposed access on Meadow Circle Road is existing. Only private driveways connecting to Meadow Circle will be required.

Conclusion: This standard does not apply.

5. **Street grades shall not be less than three-tenths percent and not more than seven percent so as to provide a safe movement of traffic and emergency vehicles in all weather and to provide for adequate drainage and snow plowing,**

Finding: No new streets are proposed. Meadow Circle Road access exists and no changes are proposed.

Conclusion: This standard does not apply.

6. **In general, partial dedications shall not be permitted, however, the council may accept a partial street dedication when such a street forms a boundary of the proposed subdivision and is deemed necessary for the orderly development of the**

**neighborhood, and provided the council finds it practical to require the dedication of the remainder of the right-of-way when the adjoining property is subdivided. When a partial street exists adjoining the proposed subdivision, the remainder of the right-of-way shall be dedicated,**

Finding: Each lot has an easement granted by Lot 1, Block 4, River Glen Subdivision for private access from the existing Meadow Circle private road easement.

Conclusion: This standard has been met.

- 7. Dead-end streets may be permitted only when such street terminates at the boundary of a subdivision and is necessary for the development of the subdivision or the future development of the adjacent property. When such a dead-end street serves more than two lots, a temporary turn-around easement shall be provided which easement shall revert to the adjacent lots when the street is extended,**  
Finding and Conclusion: Not applicable.
- 8. A cul de sac, court, or similar type street shall be permitted only when necessary to the development of the subdivision and provided that no such street shall have a maximum length greater than four hundred (400) feet from entrance to center of turn-around, and all cul de sacs shall have a minimum turn-around radius of sixty (60) feet at the property line and not less than forty-five (45) feet at the curb line,**  
Finding and Conclusion: Not applicable.
- 9. Streets shall be planned to intersect as nearly as possible at right angles, but in no event at less than seventy (70) degrees,**  
Finding and Conclusion: Not applicable.
- 10. Where any street deflects an angle of ten (10) degrees or more, a connecting curve shall be required having a minimum center line radius of three hundred (300) feet for arterial and collector streets, and one hundred twenty-five (125) feet for minor streets,**  
Finding and Conclusion: Not applicable.
- 11. Streets with center line off-sets of less than one hundred twenty-five (125) feet shall be prohibited,**  
Finding and Conclusion: Not applicable.
- 12. A tangent of at least one hundred (100) feet long shall be introduced between reverse curves on arterial and collector streets,**  
Finding and Conclusion: Not applicable.
- 13. Proposed streets which are a continuation of an existing street shall be given the same names as the existing street. All new street names shall not duplicate or be confusing with the names of existing streets within Blaine County, Idaho. The**

**subdivider shall obtain approval of all street names within the proposed subdivision from the commission before submitting same to council for preliminary plat approval,**

Finding and Conclusion: Not applicable.

- 14. Street alignment design shall follow natural terrain contours to result in safe streets, useable lots, and minimum cuts and fills,**

Finding and Conclusion: Not applicable.

- 15. Street patterns of residential areas shall be designed to create areas free of through traffic, but readily accessible to adjacent collector and arterial streets,**

Finding and Conclusion: Not applicable.

- 16. Reserve planting strips controlling access to public streets shall be permitted under conditions specified and shown on the final plat and all landscaping and irrigation systems shall be installed as required improvements by the subdivider,**

Finding and Conclusion: Not applicable.

- 17. In general, the center line of street shall coincide with the center line of the street right-of-way and all crosswalk markings shall be installed by the subdivider as a required improvement,**

Finding and Conclusion: Not applicable.

- 18. Street lighting may be required by the commission or council where appropriate, and shall be installed by the subdivider as a required improvement,**

Finding and Conclusion: Staff does not recommend that additional street lighting is warranted by the small scope of the proposed subdivision application, and the Council agreed.

- 19. Private streets may be allowed upon recommendation by the commission and approval by the council. Private streets shall be constructed to meet the design standards specified in subsection H.2 of this section,**

Finding and Conclusion: Not applicable. Meadow Circle is an existing private street with public access and will be maintained in current condition by its owner. However, the applicant is put on notice that any Meadows Circle Road maintenance agreement shall continue to be in effect and shall benefit Mortgage Row Subdivision, Lots 14A and 14B.

- 20. Street signs shall be installed by the subdivider as a required improvement of a type and design approved by the administrator and shall be consistent with the type and design of existing street signs elsewhere in the city,**

Finding and Conclusion: Not applicable.

21. **Bridges.** Whenever a proposed subdivision requires construction of a new bridge, or will create substantial additional traffic which will require construction of a new bridge or improvement of an existing bridge, said construction or improvement shall be a required improvement by the subdivider. Said construction or improvement shall be in accordance with adopted standard specifications therefore,

Finding and Conclusion: Not applicable.

22. **Sidewalks, curbs, and gutters may be a required improvement installed by the subdivider.**

Finding and Conclusion: No sidewalk, curb and gutter are required in residential neighborhoods and in the LR zoning district. The road access is existing.

I. **Alley Improvement Requirements.** Alleys shall be provided in business, commercial and light industrial zoning districts. The width of an alley shall be not less than twenty (20) feet. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be provided to permit safe vehicular movement. Dead-end alleys shall be prohibited. Improvement of alleys shall be done by the subdivider as required improvement and in conformance with design standards specified in subsection H.2 of this section.

Finding and Conclusion: Not applicable.

J. **Required Easements.** Easements, as set forth hereinafter, shall be required for location of the utilities and other public services, to provide adequate pedestrian circulation and access to public waterways and lands.

1. **A public utility easement at least ten (10) feet in width shall be required within the street right-of-way boundaries of all private streets. A public utility easement at least five feet in width shall be required within property boundaries adjacent to Warm Springs Road and within any other property boundary as determined by the city engineer to be necessary for the provision of adequate public utilities.**

Finding: There is an existing twenty (20) foot wide public utility easement on Lot 1, Block 4, River Glen Subdivision that will be maintained as indicated in plat note 8.

Conclusion: This standard has been met.

2. **Where a subdivision contains or borders on a water course, drainage way, channel or stream, an easement shall be required of sufficient width to contain said water course and provide access for private maintenance and/or reconstruction of said water course.**

Finding and Conclusion: Not applicable.

3. **All subdivisions which border the Big Wood River, Trail Creek, and Warm Springs Creek shall dedicate a ten (10) foot fisherman and nature study easement along the river bank. Furthermore, the council shall require in appropriate areas an easement**

providing access through the subdivision to the bank as a sportsman's access. These easement requirements are minimum standards and in appropriate cases where a subdivision abuts a portion of the river adjacent to an existing pedestrian easement, the council may require an extension of that easement along the portion of the river bank which runs through the proposed subdivision.

Finding and Conclusion: Not applicable.

4. All subdivisions which border on the Big Wood River, Trail Creek, and Warm Springs Creek shall dedicate a twenty-five (25) foot scenic easement upon which no permanent structure shall be built in order to protect the natural vegetation and wildlife along the river bank and to protect structures from damage or loss due to river bank erosion.

Finding and Conclusion: Not applicable.

5. No ditch, pipe, or structure for irrigation water or irrigation waste water shall be constructed, re-routed, or changed in the course of planning for or constructing required improvements within a proposed subdivision unless same has first been approved in writing by the ditch company or property owner holding the water rights thereto. A written copy of such approval shall be filed as part of required improvement construction plans.

Finding and Conclusion: Not applicable.

6. Nonvehicular transportation system easements including pedestrian walkways, bikepaths, equestrian paths, and similar easements shall be dedicated by the subdivider to provide an adequate nonvehicular transportation system throughout the city.

Finding: Public access is provided across the existing adjacent Lot 1, Block 4, River Glen Subdivision. The proposed two lot subdivision is not proposing to duplicate that access.

Conclusion: This standard has been met.

- K. **Sanitary Sewage Disposal Improvements.** Central sanitary sewer systems shall be installed in all subdivisions and connected to the Ketchum sewage treatment system as a required improvement by the subdivider. Construction plans and specifications for central sanitary sewer extension shall be prepared by the subdivider and approved by the city engineer, council, and Idaho Health Department prior to final plat approval. In the event that the sanitary sewage system of a subdivision cannot connect to the existing public sewage system, alternative provisions for sewage disposal in accordance with the requirements of the Idaho Department of Health and the council may be constructed on a temporary basis until such time as connection to the public sewage system is possible. In considering such alternative provisions, the council may require an increase in the minimum lot size and may impose any other reasonable requirements which it deems necessary to protect public health, safety, and welfare.

Finding and Conclusion: Lots 14A and 14B shall be connected to the City of Ketchum sewer system and shall meet all requirements of the Ketchum Utilities Department. These have been made conditions of approval.

- L. Water System Improvements.** A central domestic water distribution system shall be installed in all subdivisions by the subdivider as a required improvement. The subdivider shall also be required to locate and install an adequate number of fire hydrants within the proposed subdivision according to specifications and requirements of the city under the supervision of the Ketchum fire department and other regulatory agencies having jurisdiction thereover. Furthermore, the central water system shall have sufficient flow for domestic use and adequate fire flow. All such water systems installed shall be looped extensions and no dead-end systems shall be permitted. All water systems shall be connected to the municipal water system and shall meet the standards of the following agencies: Idaho Department of Public Health, Idaho Survey and Rating Bureau, District Sanitarian, Idaho State Public Utilities Commission, Idaho Department of Reclamation, and all requirements of the city of Ketchum.

Finding and Conclusion: Lots 14A and 14B shall be connected to the City of Ketchum water system and shall meet all requirements of the Ketchum Utilities Department. These have been made conditions of approval.

- M. Planting Strip Improvements.** Planting strips shall be required improvements. When a predominantly residential subdivision is proposed for land adjoining incompatible uses or features such as highways, railroads, commercial or light industrial districts or off-street parking areas, the subdivider shall provide planting strips to screen the view of such incompatible features. The subdivider shall submit a landscaping plan for said planting strip with the preliminary plat application and the landscaping shall be a required improvement.

Finding and Conclusion: Staff does recommend that it is necessary to provide planting strip improvements in this location, except as required along Highway 75. The existing planting strip along the northern side of the properties will be maintained within the existing utility easement along Meadow Circle Road.

- N. Cuts, Fills, and Grading Improvements.** Proposed subdivisions shall be carefully planned to be compatible with natural topography, soil conditions, geology and hydrology of the site, as well as to minimize cuts, fills, alterations of topography, streams, drainage channels, and disruption of soils and vegetation. The design criteria shall include the following:
1. A preliminary soil report prepared by a qualified engineer may be required by the commission and/or council as part of the preliminary plat application.
  2. Preliminary grading plan prepared by a civil engineer shall be submitted as part of all preliminary plat applications. Said plan shall contain the following information:
    - a. Proposed contours at a maximum of five (5) foot contour intervals;
    - b. Cut and fill banks in pad elevations;
    - c. Drainage patterns;
    - d. Areas where trees and/or natural vegetation will be preserved;

- e. Location of all street and utility improvements including driveways to building envelopes. Any other information which may reasonably be required by the administrator, commission, or council to adequately review the affect of the proposed improvements.
3. Grading shall be designed to blend with natural land forms and to minimize the necessity of padding or terracing of building sites, excavation for foundations, and minimize the necessity of cuts and fills for streets and driveways.
4. Areas within a subdivision which are not well suited for development because of existing soil conditions, steepness of slope, geology or hydrology shall be allocated for open space for the benefit of future property owners within the subdivision.
5. Where existing soils and vegetation are disrupted by subdivision development, provision shall be made by the subdivider for revegetation of disturbed areas with perennial vegetation sufficient to stabilize the soil upon completion of the construction. Until such times as said revegetation has been installed and established, the subdivider shall maintain and protect all disturbed surfaces from erosion.
6. Where cuts, fills, or other excavation are necessary, the following development standards shall apply:
  - a. Fill areas shall be prepared by removing all organic material detrimental to proper compaction for soil stability.
  - b. Fills shall be compacted to at least ninety-five (95) percent of maximum density as determined by AASHO T99 (Am. Assoc. State Highway Officials) and ASTM D698 (Am. Stnd. Testing Methods).
  - c. Cut slopes shall be no steeper than two horizontal to one vertical. Subsurface drainage shall be provided as necessary for stability.
  - d. Fill slopes shall be no steeper than three horizontal to one vertical. Neither cut nor fill slopes shall be located on natural slopes of three to one or steeper, or where fill slope toes out within twelve (12) feet horizontally of the top and existing or planned cut slope.
  - e. Toes of cut and fill slopes shall be set back from property boundaries a distance of three feet plus one-fifth of the height of the cut or the fill, but may not exceed a horizontal distance of ten (10) feet; tops and toes of cut and fill slopes shall be set back from structures at a distance of at least six feet plus one-fifth of the height of the cut or the fill. Additional setback distances shall be provided as necessary to accommodate drainage features and drainage structures.

Finding: No cuts/fills are proposed at this time. No physical improvements are proposed with the proposed subdivision. The thirty-two (32) foot required setback from Highway 75 is shown on the Utility Plan and shall be shown on the final plat. The row of trees within that setback along Highway 75 acts as a visual and sound buffer between the subject properties and the highway. The trees shall be retained, or replaced as necessary, to maintain that buffer. This has been made a condition of approval.

Conclusion: These standards have been met with the condition that the existing trees in the thirty-two (32) foot building setback along Highway 75 on Lot 14B shall be preserved so as to provide a planting strip along Highway 75 or, if necessary to remove due to hazard or disease, replacement trees shall be planted;

- O. Drainage Improvements.** The subdivider shall submit with the preliminary plat application, such maps, profiles, and other data prepared by an engineer to indicate the proper drainage of the surface water to natural drainage courses or storm drains, existing or proposed. The location and width of the natural drainage courses shall be shown as an easement common to all owners within the subdivision and the city on the preliminary and final plat. All natural drainage courses shall be left undisturbed or be improved in a manner that will increase the operating efficiency of the channel without overloading its capacity. An adequate storm and surface drainage system shall be a required improvement in all subdivisions and shall be installed by the subdivider. Culverts shall be required where all water or drainage courses intersect with streets, driveways, or improved public easements and shall extend across and under the entire improved width thereof including shoulders.

Finding: Drainage patterns have not been indicated on the plat. However, a topographic survey has been included. The building sites are relatively flat and no portions of the properties are within the 100-year floodplain. All drainage from the property shall be contained on site.

Conclusion: This standard has been met with the condition that all drainage from each proposed lot shall be contained on-site and reviewed at building permit application.

- P. Utilities.** In addition to the terms mentioned hereinabove, all utilities including but not limited to, electricity, natural gas, telephone, and cable serves shall be installed underground as a required improvement by the subdivider. Adequate provision for expansion of such services within the subdivision or to adjacent lands including installation of conduit pipe across and underneath streets shall be installed by the subdivider prior to construction of street improvements.

Finding: Installation of utilities prior to City Clerk's signature of the final plat shall be a condition of approval. In addition, the house on Lot proposed 14A is currently served by utilities that run across proposed Lot 14B. Per plat note 16, a utility easement is granted to Lot 14A from Lot 1, Block 4, River Glen Subdivision. Staff has included a condition of approval that the existing utility lines serving proposed Lot 14A shall be relocated to the easement on Lot 1, Block 4, River Glen Subdivision, so that they no longer traverse proposed Lot 14B, prior to the City Clerk's signature of the final plat.

Conclusion: This standard has been met with the condition that all utilities shall be installed underground prior to City Clerk's signature of the final plat. The existing utilities serving the house on proposed Lot 14A shall be abandoned and relocated to the easement (Instrument # \_\_\_\_\_) from Lot 1, Block 4, River Glen Subdivision prior to City Clerk's signature of the final plat.

- Q. Off-Site Improvements - Where the off-site impact of a proposed subdivision is found by the commission or council to create substantial additional traffic, improvements to alleviate that impact may be required of the subdivider prior to final plat approval, including, but not limited to, bridges, intersections, roads, traffic control devices, water mains and facilities, and sewer mains and facilities.**

Finding: The addition of one lot and one new single family residence (residence on Lot 14A is existing) to the density of the immediate area should not create any off-site impacts.

Conclusion: This standard has been met.

### **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. Under Chapter 65, Title 67 of the Idaho Code, the City is required to pass certain ordinances regarding land use, including zoning and subdivision ordinances.
2. The Council and Commission have the authority to hear the Applicant's Subdivision application pursuant to Idaho Code, Section 67-6516 of the Local Land Use Planning Act and Chapter 16.04 of Ketchum Subdivision Code Title 16.
3. The Commission's October 28, 2013 public hearing and consideration of the applicant's Preliminary Plat Subdivision application was properly noticed pursuant to the Local Land Use Planning Act, Idaho Code Section 67-6512.
4. The application does comply with Ketchum Subdivision Code Title 16, Chapter 16.04.
5. This approval is given for the preliminary plat of Meadow Circle Subdivision, dated October 21, 2013;

### **DECISION**

**THEREFORE**, the Ketchum City Council **approves** this application for Subdivision Preliminary Plat on the 2nd day of December, 2013, subject to the following conditions:

1. The failure to obtain final plat approval by the Council of an approved preliminary plat within one (1) year after approval by the Council shall cause all approvals of said preliminary plat to be null and void;
2. This approval is given for the preliminary plat of Meadow Circle Subdivision, dated October 21, 2013;
3. All requirements of the City Engineer, Fire, Street and Utility Departments shall be met prior to the City Clerk's signature of the final plat;

4. The existing trees in the thirty-two (32) foot building setback along Highway 75 on Lot 14B shall be preserved so as to provide a planting strip along Highway 75 or, if necessary to remove due to hazard or disease, replacement trees shall be planted;
5. Any walls, fences or hedges erected on the proposed lots will be subject to the Ketchum Municipal Code in effect at the time of permitting. This includes walls erected to minimize impacts of highway noise. Fence height shall be measured from the grade of 5742.5 feet (as referenced to the survey benchmarks on the preliminary plat, dated October 21, 2013) or finished grade, whichever is lowest. The final plat shall reflect this condition;
6. The final plat shall contain an additional plat note, dedicating and depicting an easement at the northwest corner of Lot 14A to benefit River Glen Subdivision, River Glen Townhome Subdivision and the public, for the purposes of access and utility uses;
7. The final plat shall show a building envelope on Lot 14B that conforms to current zoning code setback requirements indicating the minimum setbacks for future development on the property. A plat note shall be added stating that zoning code setback requirements in effect at time of permitting shall be met and that those setbacks may be more stringent than the building envelope as depicted on the plat;
8. The access and utility easements benefitting Lots 14A and 14B from Lot 1, Block 4, River Glen Subdivision, described in Plat Note 16, shall be recorded in the Office of the Blaine County Recorder prior to or in conjunction with recordation of the final plat. Instrument numbers shall be referenced on the final plat. Said easement language shall be submitted for review and approval by the City prior to recordation;
9. The existing utilities serving the house on proposed Lot 14A shall be abandoned and relocated in the easement from Lot 1, Block 4, River Glen Subdivision prior to City Clerk's signature of the final plat. All new utilities to serve Lot 14B shall be installed underground prior to the City Clerk's signature of the final plat;
10. All drainage from each proposed lot shall be contained on-site. Any future building permit applications shall show how roof, foundation, driveway and site drainage is contained on-site;
11. The applicant is put on notice that any Meadow Circle Road maintenance agreement shall continue to be in effect and shall benefit Mortgage Row Subdivision, Lots 14A and 14B;
12. The final plat shall depict a ten (10) foot building setback from the triangular access/utility easement at the northwest corner of Lot 14A;
13. 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;

14. 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
  
15. 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;

Findings of Fact **adopted** this 16<sup>th</sup> day of December, 2013.

\_\_\_\_\_  
 Randy Hall  
 Mayor

STATE OF IDAHO            )  
   ) ss.  
 County of Blaine         )

On this 16<sup>th</sup> day of December, 2013, before me, the undersigned, a Notary Public in and for said State, personally appeared Randy Hall, known or identified to me to be the person whose name is subscribed to the within instrument.

WITNESS my hand and seal the day and year in this certificate first above written.

\_\_\_\_\_  
 Notary Public for Idaho  
 Residing at:  
 Commission Expires: