



CITY OF KETCHUM, IDAHO REGULAR CITY COUNCIL MEETING

Monday December 3, 2018, 5:30 p.m.

480 East Avenue, North, Ketchum, Idaho

AGENDA

1. CALL TO ORDER: By Mayor Neil Bradshaw
2. ROLL CALL
3. COMMUNICATIONS FROM MAYOR AND COUNCILORS
4. COMMUNICATIONS FROM THE PUBLIC on matters not on the agenda (Comments will be kept to 3 minutes)
5. CONSENT AGENDA: Note: **(ALL ACTION ITEMS)** The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.
 - a. [Approval of Minutes: Regular Meeting November 26, 2018](#)
 - b. Authorization and approval of the payroll register
 - c. [Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \\$314,332.74 as presented by the Treasurer](#)
 - d. [Ketchum Spring Water Phase II Engineering – Water Superintendent Pat Cooley](#)
6. PUBLIC HEARINGS AND DISCUSSIONS (Public comment and input taken on the following items)
 - a. **ACTION:** [Recommendation to hold a public hearing and approve the 3rd Reading of proposed administrative design review text amendments Ordinance #1190 – Director of Planning & Building John Gaeddert](#)
 - b. **ACTION:** [Recommendation to amend the Fee Resolution 18-031 – Grant Gager Director of Finance & Internal Services](#)
 - c. **ACTION:** [Recommendation to approve the Stevens Subdivision Final Plat – Director of Planning & Building Gaeddert](#)
 - d. **ACTION:** [Recommendation to approve the Sundali/Mace Construction Phase Agreement #20233 – Director of Planning & Building John Gaeddert](#)
 - e. **ACTION:** [Recommendation to adopt Resolution 18-030 declaring the City's intent to sell Lots 7 and 8 of Block 6 \(corner of Leadville and 6th Street\) to Valkyrie LLC in exchange for purchasing the property at 290-298 Northwood Way from Barsotti Investment Company LLC and setting a public hearing for January 7, 2019 - Mayor Neil Bradshaw](#)
7. STAFF AND COUNCIL COMMUNICATIONS (council deliberation, public comment not taken)
 - a. [Trail Creek Fund LLC's Amended Employee Housing Plan project schedule and security agreement review, as required in Section 1.C. of the First Amendment to the Amended and Restated Development Agreement \(Inst # 652281\)](#)
8. ADJOURNMENT

If you need special accommodations, please contact the City of Ketchum in advance of the meeting.

This agenda is subject to revisions and additions. 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 by calling 726-3841.

Your participation and input is greatly appreciated. We would like to make this as easy as possible and familiarize you with the process. If you plan to speak, please follow the protocol below.

- Please come to the podium to speak.
- Stand approximately 4-6 inches from the microphone for best results in recording your comments.
- Begin by stating your name.
- Please avoid answering questions from audience members. All questions should come from City officials.
- Public comments will be limited by a time determined by the Mayor.
- You may not give your time to another speaker.
- If you plan to show a slide presentation or video, please provide a copy to the City Clerk by 5:00 p.m. on the meeting date.

Please note that all people may speak at public hearings.

Public comment on other agenda items is at the discretion of the Mayor and City Council.

Public comments may also be sent via email to participate@ketchumidaho.org

Visit www.ketchumidaho.org and sign up for notifications on agendas, meeting packets, dates and more.

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Thank you for your participation.

We look forward to hearing from you!



City Council

Regular Meeting

~ Minutes ~

480 East Avenue North
Ketchum, ID 83340
<http://ketchumidaho.org/>

Robin Crotty
208-726-3841

Monday, November 26, 2018

5:30 PM

Ketchum City Hall

Present: Mayor Neil Bradshaw
Council President Michael David
Councilor Jim Slanetz
Councilor Courtney Hamilton
Councilor Amanda Breen

Also Present: Ketchum City Administrator Suzanne Frick
Ketchum City Attorney Matt Johnson
Director of Finance and Internal Services Grant Gager
Director of Planning & Building John Gaeddert
Management Analyst – Jake Losinski

1. CALL TO ORDER: By Mayor Neil Bradshaw

Mayor Neil Bradshaw called the meeting to order at 5:30 p.m.

2. ROLL CALL

3. COMMUNICATIONS FROM MAYOR AND COUNCILORS

Councilor Courtney Hamilton asked about the follow up for the Looking Glass Academy. City Administrator Suzanne Frick advised that it was forthcoming.

Mayor Neil Bradshaw congratulated the performers as well as Argyros on a job well done.

4. COMMUNICATIONS FROM THE PUBLIC on matters not on the agenda (Comments will be kept to 3 minutes)

No public comment

5. CONSENT AGENDA: Note: (ALL ACTION ITEMS) The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.

Mayor Neil Bradshaw advised that he will be moving item 7e to follow 7a.

Council President Michael David pulled item g.

Councilor Jim Slanetz pulled item f

- a. **Approval of Minutes: Regular Meeting November 5, 2018.**
- b. **Authorization and approval of the payroll register**
- c. **Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$878,421.93 as presented by the Treasurer.**
- d. **Monthly & Quarterly Financial Report for the City for September & October 2018—Director of Finance and Internal Services Grant Gager**

- e. **Recommendation to approve an Alcohol Beverage License for the Cookbook Restaurant - Director of Finance & Internal Services Grant Gager**
- f. **Recommendation to approve Agreement #20296 with Molly Snee for design services – Assistant City Administrator Lisa Enourato**

Councilor Jim Slanetz asked for clarification as to the dollar amount.

Assistant City Administrator Lisa Enourato explained that the rate has not changed and advised that Molly Snee is very accessible to the City. Mayor Bradshaw explained how valuable she is to the City and Lisa Enourato talked about the brand she has created for the City in posters alone. Councilor Courtney Hamilton asked if these fees have replaced other fees we've used in the past. Mayor Bradshaw confirmed that she is the only outside entity we use. Councilor Amanda Breen believes the fees are worth it and is appreciative of the consistent branding.

Motion to approve 5 f

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Slanetz, Councilor
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

- g. **Recommendation to approve Agreement #20295 with AmeriGas for Propane – Director of Finance and Internal Services Grant Gager**

Council President Michael David questioned the 3-year term of this contract. Director of Finance & Internal Services Grant Gager advised that the 3-year term references the per gallon service charge. The City is not obligated for more than 1 year to purchase Propane from AmeriGas.

Motion to approve item g.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael David, Council President
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

- h. **Recommendation approve Resolution #18-029 for approval of Planning & Zoning Commission meetings.**
- i. **Recommendation to approve Contract #20291 with Sun Valley Institute---Mayor Neil Bradshaw**
- j. **Recommendation to approve Contract #20293 with Mountain Humane – Police Chief, Dave Kassner**
- k. **Recommendation to approve Agreement #20298 with Whitehead Landscaping for Flower Installation and Maintenance Services – Facilities Maintenance Supervisor Juerg Stauffacher**
- l. **Recommendation to approve Contract 20297 with Galena Engineering for survey and design of 2019 sidewalk infill segments---City Administrator Suzanne Frick**

Motion to approve the consent

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

6. PUBLIC HEARINGS AND DISCUSSIONS (Public comment and input taken on the following items)

- a. **ACTION: Recommendation to hold a public hearing and approve the 2nd Reading of proposed administrative design review text amendments Ordinance #1190 – Director of Planning & Building John Gaeddert**

Mayor Neil Bradshaw opened the meeting for public comment. There was none. Mayor Neil Bradshaw asked Council for questions. There was none.

Motion to approve the 2nd reading of Ordinance #1190 and to read by title only.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

Councilor Courtney Hamilton read the title aloud.

7. STAFF AND COUNCIL COMMUNICATIONS (council deliberation, public comment not taken)

- a. **ACTION: Recommendation to approve Contract #20290 with City of Sun Valley for temporary Fire Chief---Mayor Neil Bradshaw**

Mayor Neil Bradshaw introduced Sun Valley Mayor Peter Hendrick, Walt Femling and Taan Robrahn. He explained that Interim Fire Chief Marcus Kragness is leaving the city's employment but will be available as a consultant. He advised that Taan Robrahn will be available to manage the staff. He asked Council for questions and comments. Councilor Courtney Hamilton questioned the split of the role and who would be in charge? Mayor Neil Bradshaw explained that the contract is between the City of Ketchum and City of Sun Valley and Taan Robrahn would be running the department and will report to Walt Femling who will report directly to the Mayors. She questioned why we are paying for Fire Chief and Director of Public Safety when Ketchum didn't have those roles before. Walt Femling Director of Public Safety in Sun Valley explained Taan Robrahn will oversee operations and he will oversee the administration side.

Councilor Jim Slanetz asked if there is restructuring of Ketchum's Fire Department. Mayor Neil Bradshaw advised that there are no changes at this time.

Council President Michael David asked if we have feedback from Ketchum Fire employees. Mayor Neil Bradshaw advised that the communication has been thru the Captains meetings and the staff is aware.

Councilor Amanda Breen thinks this is great for a trial run however, wanted to be sure that everybody understands that this does not make consolidation inevitable.

Motion to authorize the Mayor to approve Contract 20290 with the City of Sun Valley.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Jim Slanetz, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

b. ACTION: Recommendation to approve Contract #20242 with MuniCode for updating the Ketchum website---Management Analyst Jake Losinski

Mayor Neil Bradshaw asked Management Analyst Jake Losinski to advise why we would need a new website. Jake Losinski advised Council that our current provider contract is expiring, and we will no longer have support. Ten companies responded to the RFP and there was a committee review process. MuniCode is user friendly and is good for the public as well as the staff.

Councilor Courtney Hamilton advised that she reviewed MuniCode Demo with Management Analyst Jake Losinski and is in full support. Jake Losinski explained that old meetings will be incorporated into the new website and explained the searchability of MuniCode. Councilor Amanda Breen was pleased with the price.

Motion to enter into Contract 2042 with Municipal Code Corporation and authorize the mayor to sign the Agreement.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amanda Breen, Councilor
SECONDER:	Jim Slanetz, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

c. ACTION: Discussion and direction to staff on use of Visitor Center screens – Assistant City Administrator Lisa Enourato

Council President Michael David recused himself because he is a contract worker for the Eye on Sun Valley. City Attorney Matt Johnson clarified that if we decide not to go with Eye on Sun Valley, Michael David can rejoin the conversations.

Assistant City Administrator Lisa Enourato said there are 13 screens. Visit Sun Valley owns 3. The City of Ketchum Owns 4. 6 screens were put up by the KURA. Eye on Sun Valley manages those 6 screens for 1 dollar a month for each screen. Lisa Enourato talked about the options before them.

Motion to confirm non-renewal of the advertising agreement with Eye on Sun Valley.

RESULT:	ADOPTED [3 TO 0]
MOVER:	Amanda Breen, Councilor
SECONDER:	Courtney Hamilton, Councilor
AYES:	Jim Slanetz, Amanda Breen, Courtney Hamilton
ABSTAIN:	Michael David

Council President Michael David voiced his dislike of the current screens. Councilor Courtney Hamilton likes the idea of free advertising for the local events but does not know how much it's been used. She talked about the difficulty of managing the screens and does not see the need to have them. Visit Sun Valley is not interested in managing the screens. It was confirmed that we can take the screens down and sell them.

Ray Gadd with Visit Sun Valley talked about the current status of the screens and how they are managed. He does not see an immediate need for the additional screens.

**d. Discussion on establishing a Local Option Tax to support employee housing and transportation—
Mayor Neil Bradshaw**

Mayor Neil Bradshaw talked about creating an additional LOT tax for employee housing and transportation. He asked City Attorney Matt Johnson if the LOT fits in state law for employee housing. Matt Johnson explained that the City has broad authority to develop an LOT and explained that a packet would be put together with a clear ordinance. Council would approve by Resolution to be put on the ballot and would need to pass by a 60% vote. Council President Michael David talked about transportation and housing being regional issues. He would like to see the City of Sun Valley and Hailey involved in this. Councilor Jim Slanetz would like to work with the state to get taxes from online purchases so that those funds could tap into housing and transportation. Director of Finance & Internal Services Grant Gager said that online sales tax collection is an that the city is actively pursuing. There are some large retailers that do submit. Online tax collection was discussed in detail. Councilor Amanda Breen questioned LOT Tax fatigue for voters. Councilor Courtney Hamilton questioned if it's LOT Tax fatigue or if people are just tired of us not doing anything about housing and advised that the City needs land.

Mayor Neil Bradshaw asked if Council would like staff to continue exploring this. Councilor Jim Slanetz would like to propose employers paying more in wages and issuing locals a card that would entitle them to discounts in restaurants and retail. He talked about tourists paying more, not the locals. Mayor Neil Bradshaw is open to all suggestions. Councilor Courtney Hamilton voiced her support of employers paying higher wages.

Mayor Neil Bradshaw asked if this should be tabled for 6 months to a year or give direction to staff to continue to move forward. Councilors are in support of exploring further.

e. ACTION: Recommendation to approve Contract 20299 with Cole Architects for Fire Station Design Services

Mayor Neil Bradshaw would like to get information regarding costing and part of it will be the sizing. No site has been chosen at this point. He would like to get the architects started and is asking for approval of Contract 20299 with Cole Architects. Sizing and costing need to be reviewed asap.

Mayor Neil Bradshaw asked Council for comments and thoughts. Councilor Amanda Breen asked if there were other respondents to the RFP. Director of Finance & Internal Services Grant Gager advised there were 8. Walt Femling and Marcus Kragness were involved in the review process of the 8 proposals.

Mayor Neil Bradshaw advised that at this time we have tabled the site for the YMCA Lot and we are now trying to determine the size. Councilor Courtney Hamilton asked if this design is for combining city services or will that be considered at a later date since Ketchum is paying for this now. Mayor Bradshaw advised that this is a budgeted item and he does not want to get into IOU's. Councilor Amanda Breen says it seems a little conceptual and fuzzy when we don't know where we're going. Mayor Neil Bradshaw advised that \$126,000 is what is being approved. There was a discussion regarding if we don't consolidate and this not being wasted work. Councilor Courtney Hamilton questioned the timing of this contract. Mayor Neil Bradshaw explained that this could help with site selection. This topic may also go to Bond in May. We will need to have clear direction prior to going to the voters. Councilor Jim Slanetz questioned how we would move forward if we don't approve this? Mayor Neil Bradshaw explained we will have a more meaningful conversation with Sun Valley with the data we will get from the architects. Courtney Hamilton questioned the architects experience. Director of Finance & Internal Services Grant

Gager explained that they have designed over 300 stations under their belt. The City of Sun Valley has used them in the past. Grant Gager advised that all 8 proposals were very qualified, however Cole is the best of the best. Courtney Hamilton voiced her concerns over building a sustainable fire station. Mayor Neil Bradshaw agreed that we need to lead by example. Amanda Breen encouraged that the work be focused on Ketchum in case consolidation does not work. Courtney Hamilton asked for a correction on page 14 4.2.3. It should say 48 site visits, not 4.

Motion to approve Contract 20299 with Cole Architects for fire station architectural services, subject to approval by the City Attorney.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

8. EXECUTIVE SESSION

- a. Discussion pursuant to 74-206 1 (f)
- b. Discussion pursuant to 74-206 1 (c)
- c. Discussion pursuant to 74-206 (a)

Motion to go into Executive session at 6:55 p.m. pursuant to 74-206 (f) (c) (a)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael David, Council President
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

Motion to come out of Executive Session at 7:22 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

9. ADJOURNMENT

Motion to adjourn at 7:23 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

Neil Bradshaw, Mayor

Robin Crotty, City Clerk

Report Criteria:

Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 [Report].GL Account Number = "0110000000"- "9648008200", "9910000000"- "9911810000"
 Invoice Detail.Voided = No

Vendor Name	Invoice Number	Description	Net Invoice Amount
GENERAL FUND			
01-2300-0000 DEPOSITS-PARKS & EVENTS			
SWERDLOFF, VICKY	112618	Security Deposit	150.00
EISENBARGER, KELLY	112918	Refund Security Deposit	250.00
Total :			400.00
ADMINISTRATIVE SERVICES			
01-4150-4200 PROFESSIONAL SERVICES			
COMMUNITY RISING	#5 2018	Consulting Service	1,750.00
STERLING CODIFIERS	21042	Supplement #27	2,026.00
01-4150-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	2087264135 11	2087264135 111318	1,130.42
CENTURY LINK	2087265574 11	2087265574 111318	48.33
VERIZON WIRELESS	9818353029	2087212765	42.68
01-4150-5150 COMMUNICATIONS			
IDAHO SUNSHINE MEDIA LLC	6945	Display Ad	270.00
SNEE, MOLLY	1836	November Retainer Fee	4,500.00
OUTTABOUNDS DESIGN CO.	1	Press Release	32.00
01-4150-5200 UTILITIES			
IDAHO POWER	2200749261 11	2200749261 112318	1,543.71
01-4150-5900 REPAIR & MAINTENANCE-BUILDINGS			
CHATEAU DRUG CENTER	1986144	Supplies	12.33
01-4150-5910 REPAIR & MAINT-491 SV ROAD			
BLAINE COUNTY TAX COLLECT	268126	Property Tax	3,024.44
LUTZ RENTALS	89587-1	Boom Lift	207.36
SILVER CREEK SUPPLY	S1934537.001	Supplies	321.38
Total ADMINISTRATIVE SERVICES:			14,908.65
LEGAL			
01-4160-4270 CITY PROSECUTOR			
ALLINGTON, ESQ., FREDERICK	120245	Monthly Prosecutor Payment	3,769.92
Total LEGAL:			3,769.92
PLANNING & BUILDING			
01-4170-4200 PROFESSIONAL SERVICES			
KVH STRATEGIES	20	Professional Services	1,031.25
Total PLANNING & BUILDING:			1,031.25

Vendor Name	Invoice Number	Description	Net Invoice Amount
FACILITY MAINTENANCE			
01-4194-3200 OPERATING SUPPLIES			
A.C. HOUSTON LUMBER CO.	014-116511	Gloves	16.39
01-4194-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	897975	38950 111518	204.25
01-4194-4220 PROF SERV-CITY BEAUTIFICATION			
CHATEAU DRUG CENTER	1983450	Supplies	43.13
CHATEAU DRUG CENTER	1983492	Supplies	7.58
CHATEAU DRUG CENTER	1983538	Supplies	9.48
SILVER CREEK SUPPLY	S1929870.001	Lights	642.77
WEBB LANDSCAPING	K-IN-128365	Trees	319.94
01-4194-5200 UTILITIES			
IDAHO POWER	2201271487 11	2201271487 112018	119.00
IDAHO POWER	2203538992 11	2203538992 112018	23.21
01-4194-6100 REPAIR & MAINT--MACHINERY & EQ			
A.C. HOUSTON LUMBER CO.	014-117447	Parts	7.25
01-4194-6950 MAINTENANCE			
A.C. HOUSTON LUMBER CO.	014-111969	Parking Signs	29.02
A.C. HOUSTON LUMBER CO.	014-113920	Lock	23.79
A.C. HOUSTON LUMBER CO.	014-117981	KTS Bathroom	8.85
A.C. HOUSTON LUMBER CO.	014-118537	supplies	48.87
A.C. HOUSTON LUMBER CO.	014-119196	KTS Maze	28.57
CHATEAU DRUG CENTER	1979296	Supplies	11.39
CHATEAU DRUG CENTER	1983914	Supplies	74.06
PIPECO, INC.	S3228552.001	Parts	21.39
PLATT ELECTRIC SUPPLY	T860417	Tree Covers	320.42
SHERWIN-WILLIAMS CO.	3079-0	Remover	3.65
SHERWIN-WILLIAMS CO.	8995-5	Remover	55.50
Total FACILITY MAINTENANCE:			2,018.51
POLICE			
01-4210-3100 OFFICE SUPPLIES & POSTAGE			
CHATEAU DRUG CENTER	1984085	Supplies	7.59
01-4210-3200 OPERATING SUPPLIES			
RIVER RUN AUTO PARTS	6538-135307	Parts	3.96
01-4210-4250 PROF.SERVICES-BCSO CONTRACT			
BLAINE COUNTY CLERK/RECOR	201011	BCSO Law Enforcement Services	158,955.25
Total POLICE:			158,966.80
FIRE & RESCUE			
01-4230-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBOI1656543	5109 112618	29.75
ATKINSONS' MARKET	02641812	Supplies	8.63
ATKINSONS' MARKET	04679608	Supplies	55.08
ATKINSONS' MARKET	04680058	Supplies	33.21
GALL'S, LLC	011201955	Supplies	22.10

Vendor Name	Invoice Number	Description	Net Invoice Amount
GALL'S, LLC	011265183	Supplies	139.99
BOUNDTREE MEDICAL	83040412	Supplies	164.50
CHATEAU DRUG CENTER	1986217	Supplies	23.21
COPY & PRINT, L.L.C.	93084	Supplies	28.80
COPY & PRINT, L.L.C.	93628	Supplies	9.99
PRAXAIR DISTRIBUTION INC.	86232192	Cylinder Rental	49.60
HENRY SCHEIN	59347813	Supplies	29.40
HENRY SCHEIN	59369281	Medical Supplies	73.88
HENRY SCHEIN	59465164	Mdical supplies	184.70
HENRY SCHEIN	59465234	Medical Supplies	184.70
01-4230-4920 TRAINING-FACILITY			
CLEAR CREEK DISPOSAL	1184015	Fire Training Center	103.43
01-4230-5100 TELEPHONE & COMMUNICATIONS			
VERIZON WIRELESS	9818386417	9818386417	176.76
COX WIRELESS	027222301 112	027222301 112018	110.49
01-4230-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
RIVER RUN AUTO PARTS	6538135320	Parts	134.44
01-4230-6100 REPAIR & MAINT--MACHINERY & EQ			
CHATEAU DRUG CENTER	1983779	Supplies	24.68
Total FIRE & RESCUE:			1,587.34
STREET			
01-4310-3200 OPERATING SUPPLIES			
D & B SUPPLY INC.	52348	Vest	69.99
D & B SUPPLY INC.	97704	Uniforms	44.99
01-4310-3400 MINOR EQUIPMENT			
SAWTOOTH WOOD PRODUCTS, I	0000110578	saw	899.95
01-4310-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	897839	37269 111518	3,396.40
01-4310-4200 PROFESSIONAL SERVICES			
LUNCEFORD EXCAVATION, INC.	9216	K-Rails	440.00
LUNCEFORD EXCAVATION, INC.	9239	Snow Hauling	637.50
01-4310-5100 TELEPHONE & COMMUNICATIONS			
VERIZON WIRELESS	9818353029	2087200756	45.68
VERIZON WIRELESS	9818353029	2087218751	42.68
01-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
NAPA AUTO PARTS	954395	parts	8.79
NAPA AUTO PARTS	954640	parts	47.00
RIVER RUN AUTO PARTS	6538-135485	Lamp	22.26
01-4310-6100 REPAIR & MAINT--MACHINERY & EQ			
FASTENAL COMPANY	IDJER79813	Parts	249.07
NAPA AUTO PARTS	953878	parts	48.58
NAPA AUTO PARTS	953963	parts	130.29
NAPA AUTO PARTS	954088	parts	17.56
NAPA AUTO PARTS	954224	parts	52.14
NAPA AUTO PARTS	954238	parts	26.98

Vendor Name	Invoice Number	Description	Net Invoice Amount
NAPA AUTO PARTS	954296	parts	16.58
NAPA AUTO PARTS	954806	parts	112.45
RIVER RUN AUTO PARTS	6538-135358	Parts	124.72
WESTERN STATES CAT	IN000813216	Parts	90.71
WESTERN STATES CAT	IN000821973	Parts	102.64
WESTERN STATES CAT	IN000824513	Parts	10.47
JACKSON GROUP PETERBILT	193115	Parts	32.38
01-4310-6910 OTHER PURCHASED SERVICES			
ALSCO - AMERICAN LINEN DIVI	LBOI1654236	5831 111618	40.22
ALSCO - AMERICAN LINEN DIVI	LBOI1656116	5831 112318	40.22
TREASURE VALLEY COFFEE IN	216005870175	COFFEE	97.65
01-4310-6920 SIGNS & SIGNALIZATION			
ECONO SIGNS LLC	10-949143	Signage	370.20
01-4310-6930 STREET LIGHTING			
IDAHO POWER	2201013857 11	2201013857 112018	15.17
IDAHO POWER	2203855230 11	2203855230 112018	44.48
IDAHO POWER	2204535385 11	2204535385 112018	60.01
IDAHO POWER	2206773224 11	2206773224 112018	5.34
01-4310-6950 MAINTENANCE & IMPROVEMENTS			
LUNCEFORD EXCAVATION, INC.	9238	Vac Services	1,317.50
LUTZ RENTALS	90147-1	Breaker	63.54
WALKER SAND AND GRAVEL	556048	Chips	154.05
WALKER SAND AND GRAVEL	556048	Chips	144.72
WALKER SAND AND GRAVEL	557252	DUMP Organic	329.03
OLDCASTLE INFRASTRUCTURE	230199934	Electrial Boxes	2,498.00
Total STREET:			11,849.94
RECREATION			
01-4510-3100 OFFICE SUPPLIES & POSTAGE			
GEM STATE PAPER & SUPPLY	10001004134	Supplies	161.85
01-4510-3250 RECREATION SUPPLIES			
A.C. HOUSTON LUMBER CO.	014-118761	Memorial	7.66
CASH	111318	No School Adventure	109.03
NOYES, BOBBY	112118	Reimbursement	25.00
01-4510-5200 UTILITIES			
IDAHO POWER	2206452274 11	2206452274 112018	199.98
Total RECREATION:			503.52
Total GENERAL FUND:			195,035.93
GENERAL CAPITAL IMPROVEMENT FD			
GENERAL CIP EXPENDITURES			
03-4193-7193 WARM SPRINGS ROAD			
LUNCEFORD EXCAVATION, INC.	20159 8	20159 8	26,466.95
LUNCEFORD EXCAVATION, INC.	20159 9 RETAI	20159 9 Retainage	37,163.66
03-4193-7400 COMPUTER/COPIER LEASING			
GREAT AMERICA FINANCIAL SE	23603173	Copier Monthly fee	1,606.16

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total GENERAL CIP EXPENDITURES:			65,236.77
Total GENERAL CAPITAL IMPROVEMENT FD:			65,236.77
ORIGINAL LOT FUND			
ORIGINAL LOT TAX			
22-4910-6040 SUN VALLEY MARKETING ALLIANCE			
VISIT SUN VALLEY	40	Monthly Payment per contract	36,666.66
22-4910-6060 EVENTS/PROMOTIONS			
ROAD WORK AHEAD CONST. SU	TS - 8972	Traffic Contral Labor Flagging	407.81
ROAD WORK AHEAD CONST. SU	TS-8941	Traffic Contral Labor Flagging	578.44
WOOD RIVER HIGH SCHOOL	112818	Donation to Choir for Tree Lighting Ceremony	250.00
WILLIAMS, JACK	112818	Santa Claus	200.00
Total ORIGINAL LOT TAX:			38,102.91
Total ORIGINAL LOT FUND:			38,102.91
WATER FUND			
WATER EXPENDITURES			
63-4340-3120 DATA PROCESSING			
BILLING DOCUMENT SPECIALIS	50038	Postage	418.70
63-4340-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO11655566	5192 112618	490.96
63-4340-3400 MINOR EQUIPMENT			
LUTZ RENTALS	86367-1	Compactor Small Plate	42.12
63-4340-5100 TELEPHONE & COMMUNICATIONS			
COX COMMUNICATIONS	205188001 111	205188001 111618	94.97
VERIZON WIRELESS	9818353135	9818353135	130.60
63-4340-5200 UTILITIES			
IDAHO POWER	2202458903 11	2202458903 111918	145.67
IDAHO POWER	2206786259 11	2206786259 111918	34.80
63-4340-6100 REPAIR & MAINT-MACH & EQUIP			
PLATT ELECTRIC SUPPLY	T848573	Parts	26.19
PLATT ELECTRIC SUPPLY	T900049	Credit for return	130.28-
Total WATER EXPENDITURES:			1,253.73
Total WATER FUND:			1,253.73
WATER CAPITAL IMPROVEMENT FUND			
WATER CIP EXPENDITURES			
64-4340-7802 KETCHUM SPRING WA CONVERSION			
LUNCEFORD EXCAVATION, INC.	9189.1	Credit due to wrong vendor	4,460.00-
FELTMAN, MIKE	110118	1/2 Contract 20174	4,460.00
Total WATER CIP EXPENDITURES:			.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total WATER CAPITAL IMPROVEMENT FUND:			.00
WASTEWATER FUND			
WASTEWATER EXPENDITURES			
65-4350-3120 DATA PROCESSING			
BILLING DOCUMENT SPECIALIS	50038	Postage	628.06
65-4350-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBOI1655566	5192 112618	454.92
65-4350-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	2087268953 11	2087268953 111318	50.09
COX COMMUNICATIONS	205188001 111	205188001 111618	94.98
65-4350-5200 UTILITIES			
IDAHO POWER	2202703357 11	2202703357 111918	80.09
IDAHO POWER	2206786259 11	2206786259 111918	34.79
65-4350-6100 REPAIR & MAINT-MACH & EQUIP			
A.C. HOUSTON LUMBER CO.	014-120746	Supplies	11.99
ATKINSONS' MARKET	0001020264234	Salt	12.23
BANYAN TECHNOLOGY INC.	20529	PLC Parts	357.65
CHATEAU DRUG CENTER	1986230	Supplies	5.69
CHATEAU DRUG CENTER	1986283	Supplies	22.78
PIPECO, INC.	S32316151.001	Parts	2.23
PLATT ELECTRIC SUPPLY	Z374657	Supplies	106.92
Total WASTEWATER EXPENDITURES:			1,862.42
Total WASTEWATER FUND:			1,862.42
ESSENTIAL SERVICES FAC. TRUST			
ESF TRUST EXPENDITURES			
95-4193-5200 UTILITIES			
BLAINE COUNTY TAX COLLECT	284563	Property Tax	12,840.98
Total ESF TRUST EXPENDITURES:			12,840.98
Total ESSENTIAL SERVICES FAC. TRUST:			12,840.98
Grand Totals:			314,332.74

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9648008200", "9910000000"- "9911810000"

Invoice Detail.Voided = No



City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To

Recommendation and Summary

Staff is recommending the council approve the following motion. *"I move to approve a contract for services with Galena Engineering for a not to exceed cost of \$9,975.00. This contract will produce construction and bid documents for sections 2,3,4, and 5 of the Ketchum Springs Water Line Conversion Project".*

The reasons for the recommendation are as follows:

- Proven conservation of power costs
- Dramatic amounts of water not produced
- Moving to a fully metered system

Introduction and History

As you know in this summer of 2018, we converted 27 accounts and abandoned approximately 3000 lineal ft. of Ketchum Springs water lines from 8th. St. to Lewis St. and Bell Drive. This saved an estimated \$ 6,000.00 in power costs. We will also save production of approximately 50 million gallons of potable water.

Analysis

This contract is the next step in the total abandonment of the failing Ketchum Springs water system. When the KSW system is fully abandoned it is anticipated to save over 300,000,000 (300 million) gallons of water per year. Power costs to not produce that volume of water will be approximately \$36,000.00 at today's rates. This will affect approximately 9,630 lineal feet of pipe or 1.8 miles and 81 properties.

Financial Impact

Funding for this contract will come from the Water Fund and budgeted for the 2018-2019 fiscal year.

Attachments:

The scope of work and fee estimate is enclosed with this staff report.

Respectfully submitted,

Pat Cooley
Water Supervisor

Scope and Fee Estimate for preparation of Construction Documents for Sections 2, 3, 4, and 5 of Ketchum Spring Water Line Conversion Project

S Flynn, Date: 11/06/18 File: P:\proposals\lopc Ketchum Springs Water System Project.xls

Item Number	Item Description	Project Engineer or Surveyor	Engineering Tech.	Survey Crew		Task Subtotals
				1st Person + Equipment	2nd Person	
	Hourly Rate	\$125	\$100	\$130	\$65	

1.00 Preparation of Bid Documents

1.01	Review existing documents, get back up to speed on drawings and bid docs	2				\$250
1.02	Detail construction work for Sections 2, 3, 4, and 5	5	10			\$1,625
1.03	Print out and review plans with City of Ketchum Water Department (2-3 meetings)	8	2			\$1,200
1.04	Finalize Construction drawings per comments from Water Department	3	8			\$1,175
1.05	Update cost estimate	3	3			\$675
1.06	Collect quantities for bid schedule	2	6			\$850
1.07	Prepare specification package	8	8			\$1,800
Man Hours Subtotal		31	37	0	0	
Opinion of Probable Cost Per Position		\$3,875	\$3,700	\$0	\$0	
Opinion of Probable Cost This Task						\$7,575

2.00 Bidding and Construction Support

2.01	Attend Bidding (if requested)	2				\$250
2.02	Confirm quantities & calculations for pay requests and/or change orders	2	4			\$650
2.03	Site visits to discuss Civil related construction and/or address questions	6				\$750
2.04	Construction inspection/QC to confirm design intent	6				\$750
Man Hours Subtotal		16	4	0	0	
Opinion of Probable Cost Per Position		\$2,000	\$400	\$0	\$0	
Opinion of Probable Cost This Task						\$2,400

	Opinion of Probable Cost	\$9,975
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City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to hold a public hearing, deliberate, and approve the 3rd Reading of proposed administrative design review text amendments (Ordinance #1190)

Recommendation and Summary

Staff is recommending the Council approve the proposed administrative design review text amendment and adopt the following motion:

“I move to recommend approval of the 3rd and final reading of Ordinance #1190”

The reasons for the recommendation are to:

- Streamline and clarify approval processes for minor modifications
- Clarify design review standards applicable to proposals in the MOD, as well as for floodplain development and waterway projects
- Enumerate applicable development standards for one-family dwellings

Analysis

The amendments set forth in Attachment A sets forth five edit areas to five different areas of the Ketchum Municipal Code, including: DEFINITIONS, FLOODPLAIN, DESIGN REVIEW, MOD, and DEVELOPMENT STANDARDS.

EDIT AREA #1 provides a new definition for “minor modification.”

EDIT AREA #2 clarifies that the development standards in the floodplain ordinance are the main standards to be used for reviewing projects in areas prone to flooding and not, in the majority of cases, the additional design review standards set forth in §17.96.

EDIT AREA #3 continues to require design review throughout the city for projects. However, the proposed edits more clearly define which projects are subject to Commission review and which projects are subject to written Administrative review. The proposed procedures do not change the administrative discretion allowance to forward any project requiring Design Review to the Planning & Zoning Commission.

EDIT AREA #4 clarifies design review standards applicable to proposals in the MOD.

EDIT AREA #5 sets forth minimum development standards for one-family dwellings, including requirements for drainage, utilities, snow storage, and landscaping.

Exhibit

A- Ordinance #1190

EXHIBIT A

ORDINANCE NO. 1190

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING TITLE 17, THE ZONING ORDINANCE, OF THE KETCHUM MUNICIPAL CODE BY AMENDING SECTION 17.08.020: TERMS DEFINED; CHAPTER 17.88 FLOODPLAIN MANAGEMENT OVERLAY ZONING DISTRICT; CHAPTER 17.96: DESIGN REVIEW; CHAPTER 17.104: MOUNTAIN OVERLAY ZONING DISTRICT; CHAPTER 17.124 DEVELOPMENT STANDARDS; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION BY SUMMARY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ketchum is authorized to amend the city zoning ordinance pursuant to Idaho Code § 67-6511; and

WHEREAS, improving clarity in applicable design standards and allowable administrative design review processes forwards Goal H-1, as set forth in the City's 2014 Comprehensive Plan, by improving customer service and addressing and resolving issues and problems; and

WHEREAS, the proposed revisions to the city's administrative land development standards is consistent with the Plan Implementation and Monitoring recommendations of the City's 2014 Comprehensive Plan; and

WHEREAS, the Ketchum City Council, having reviewed the proposed text amendments, held public hearings on November 5th, November 26th, and December 3rd, 2018 found that the proposed amendments comply with the 2014 Comprehensive Plan; and

WHEREAS, the Ketchum City Council having considered the recommendation of the Planning and Zoning Commission and submitted comments and testimony from the public, having determined that it is in the best interests of the public and adopt the proposed text amendments to Title 17, Zoning Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KETCHUM

Section 1: AMENDMENTS TO SECTION AMENDMENTS TO SECTION 17.08.020: TERMS DEFINED. That Title 17 of the Ketchum Municipal Code be amended. All new text proposed to be added to the Zoning Definitions section is underlined. Text that is proposed to be repealed is ~~stricken~~.

Chapter 17.08: DEFINITIONS

17.08.020: TERMS DEFINED:

MINOR MODIFICATIONS: Changes and alterations to an existing building, development project, approved unbuilt design review project, or undeveloped parcel that do not increase density, intensity, nonconformity, or the size of a feature of a site or building appendage regulated by the dimensional standards established in chapter 17.12 and 17.136.050 of this title.

Section 2. AMENDMENTS TO CHAPTER 17.88 FLOODPLAIN MANAGEMENT OVERLAY ZONING DISTRICT (FP). That Title 17 of the Ketchum Municipal Code be amended. All new text proposed to be added to the Floodplain Management Overlay Zoning District section is underlined. Text that is proposed to be repealed is stricken.

Chapter 17.88 FLOODPLAIN MANAGEMENT OVERLAY ZONING DISTRICT (FP)

17.88.040.B.5.d

d. Applications for floodplain development permits and waterways design review shall be made ~~and processed according to the regulations contained in chapter 17.96 of this title and~~ according to section 17.88.050 et.seq. of this chapter.

17.88.040.D.2

2. All subdivision plats shall contain note(s) that refer to the required twenty five foot (25') setback from all waterways called the riparian zone in which no development is permitted, and require that riparian vegetation shall be maintained in its natural state for the protection and stabilization of the riverbank, and that removal of trees or other vegetation will be considered as part of the function of design review as set forth in section 17.88.050 of this chapter ~~and chapter 17.96 of this title.~~

17.88.050.A

A. Establishment Of Floodplain Development Permit: ~~According to chapter 17.96 of this title, a~~ A floodplain development permit shall be obtained through an application provided by the City prior to issuance of a building or excavation/grading permit for any and all "development" as defined in section 17.08.020 of this title, and construction, including "stream alteration", as defined herein, within the Floodplain Management Overlay District established in subsection 17.88.040A of this chapter.

17.88.050.B

B. Establishment Of Waterways Design Review: ~~According to chapter 17.96 of this title, a~~ Approval of waterways design review shall be obtained prior to issuance of a building or excavation/grading permit and prior to commencement of construction for any and all "development" defined in section 17.08.020 of this title within the Waterways Design Review Subdistrict as defined in subsection 17.88.040B of this chapter.

17.88.050.D.1

1. ~~According to chapter 17.96 of this title, t~~ The Administrator shall have the authority to consider and approve, approve with conditions, or deny applications for floodplain development permits and for waterways design review, as required herein.

Section 3. AMENDMENTS TO SECTION AMENDMENTS TO CHAPTER 17.96: DESIGN REVIEW. That Title 17 of the Ketchum Municipal Code be amended. All new text proposed to be added to the Design Review section is underlined. Text that is proposed to be repealed is stricken.

Chapter 17.96: DESIGN REVIEW

17.96.010: APPLICABILITY:

A. Design Review: Design review is required for building, developing, or substantially altering the exterior of the following buildings or projects in all zoning districts:

1. Nonresidential use.
2. Public or semipublic use.
3. Multi-family dwellings, including attached and detached townhomes.
4. Mixed use.
5. Any structure with an original construction date of 1940 or earlier.
6. Any encroachment of a below grade structure in a required setback.

B. Exemptions:

1. One-family dwellings, accessory structures, and accessory dwelling units.
2. Projects not requiring a building permit.
- ~~3. Landscaping and perimeter fences not associated with a project requiring design review.~~
3. ~~4.~~ Temporary structures.
4. ~~5.~~ Public art.
5. Non-substantial or minor modifications that comply with all applicable design review standards, zoning district standards, and other code requirements without requiring a variance or other exception. Minor modifications include, but are not limited to,
 - a. demolition associated with an approved demolition permit;
 - b. driveway, walkway, and/or landscaping alterations that do not significantly change existing topography or drainage, including the removal of dead or diseased vegetation as certified by an arborist, provided such work is not located in the Special Flood Hazard Area or riparian zone;
 - c. the installation of fences, hedges, or walls compliant with section 17.124.130 of this title;
 - d. changes to exterior finishes including, but not limited to, (i) siding, paint, and materials; (ii) maintenance and repair of exterior facades; (iii) the addition of windows or doors; (iv) reroofs; or (v) the addition or expansion of decks and patios that are less than 30" above grade or if greater than 30" above grade comply with applicable lot coverage requirements for the zoning district;
 - e. the installation of exterior lighting compliant with chapter 17.132 of this title; and
 - f. the ground level installation and screening of utilities not greater than five feet (5') in height.
6. Minor modification exemptions, pursuant to Section 17.96.010.5, must be issued in writing by the Administrator prior to issuance of a building permit.

17.96.020: PURPOSE:

The purpose of this chapter is to maintain and enhance appearance, character, beauty and function of the City, to ensure that new development is complementary to the design of existing City neighborhoods and to protect and enhance the economic base of the City of Ketchum. (Ord. 1148, 2016)

...

17.96.030: AUTHORITY OF THE ADMINISTRATOR AND THE COMMISSION:

A. Authority of the Administrator:

1. The Administrator is authorized to approve the following exterior modifications and projects, provided they do not conflict with the provisions and requirements of this chapter:

- a. Minor modifications to projects that have received design review approval by the commission for the duration of a valid design review approval.
- ~~b. Multi-family residential projects, not located in the Community Core District, with four (4) or less units.~~
- ~~c. Changes to exterior finishes including, but not limited to, siding and materials.~~
- ~~d. Changes to existing windows or doors.~~
- ~~e. Additions of windows or doors.~~
- ~~b. f.~~ Additions under one thousand two hundred (1,200) square feet.
- ~~g. Accessory structures, including accessory dwelling units.~~
- ~~c. h.~~ Master signage plans.
- d. Any project located on property that includes mapped floodplain areas or includes areas within the riparian setback.
- e. Minor modifications located in an overlay district as indicated upon the City of Ketchum zoning district map and this title. The Administrator may exempt a minor modification from design review if the proposal complies with all overlay district standards.

2. The Administrator is authorized to review all floodplain development permits and waterways design review permits consistent with section 17.88 et.seq. Except for multi-family dwellings and commercial structures, floodplain development permits and waterways design review permits are not subject to the design review provisions of 17.96.

3. The Administrator shall review all design review requests and determine whether a project can be approved by the Administrator or by the Commission.

~~43.~~ The Administrator shall determine what application materials and fees, as adopted by resolution, are required to approve exterior modifications as described in section 17.96.040 of this chapter.

B. Authority of the Commission:

1. Except for applications that are approved by the Administrator in subsection A of this section, the Commission shall review all other application proposals as described in section 17.96.010 off this chapter. (Ord. 1170, 2017; Ord. 1148, 2016)

C. The City Council shall approve all permanent encroachments within the City-owned right-of-way associated with a development project.

17.96.040: APPLICATION

C. Except for projects described in subsection 17.96.030A of this chapter, the following is required to be submitted for an application for design review:

1. Design review application form including project name, location, applicant, owner, project representatives, and contact information.
2. One (1) PDF electronic set of the complete application containing all requirements as listed below, plans appropriately scaled, shall be submitted. Electronic record of the materials and color sample board may be satisfied with photos. One (1) hard copy set of scalable plans showing at a minimum the following:
 - ~~j. Construction management plan showing where staging will occur, where materials are stored, and a parking plan for contractors. If any staging or parking shall occur off site, a staging/parking plan must be submitted including materials storage, excavation (backfill) stockpile areas, job trailers, blue rooms, dumpsters and contractor parking.~~
 - jk. Building corners for all proposed buildings and additions shall be staked on the site and all trees proposed to be removed shall be flagged at least one week prior to the commission meeting. The applicant shall install story poles, or other approved method, at the maximum roof peaks of the proposed buildings as required by the administrator.
 - kl. For projects requiring preapplication design review, a model or computer simulation renderings, as described in subsection 17.96.010.C of this chapter shall be required.

Section 4. AMENDMENTS TO SECTION AMENDMENTS TO CHAPTER 17.104: MOUNTAIN OVERLAY ZONING DISTRICT (MO). That Title 17 of the Ketchum Municipal Code be amended. All new text proposed to be added to the Mountain Overlay Zoning District section is underlined. Text that is proposed to be repealed is ~~stricken~~.

Chapter 17.104: MOUNTAIN OVERLAY ZONING DISTRICT (MO)

17.104.050: USE RESTRICTIONS:

The following restrictions are imposed upon construction, development and use of all real property within the mountain overlay zoning district. With the exception of non-substantial or minor modification exemptions approved administratively in writing, pursuant to Section 17.96.030 and the criteria set forth in section 17.104.070.A herein, each Each of the following activities shall be subject to design review and shall require approval under the regulations contained in chapter 17.96 of this title prior to issuance of a building permit, excavation/grading permit or commencement of any work associated with any such activity:

- A. Construction or placement of buildings or structures, including additions to any such structures or buildings existing at the effective date hereof, upon real property within the mountain overlay zoning district;
- B. Other excavation of materials, grading and filling for any purpose not associated with construction of buildings and structures described in subsection A of this section; and/or

C. Any activity regulated by Ketchum street standards title 12, chapter 12.04 of this code. Included therein are standards for private driveways. (Ord. 1135, 2015)

Section 5. AMENDMENTS TO SECTION AMENDMENTS TO CHAPTER 17.124 DEVELOPMENT STANDARDS. That Title 17 of the Ketchum Municipal Code be amended. All new text proposed to be added for the Minimum Standards for one-family dwellings section is underlined.

Chapter 17.124 Development Standards

17.124.160: MINIMUM STANDARDS FOR ONE-FAMILY DWELLINGS.

The following minimum standards apply to one-family dwellings in all zoning districts:

A. Drainage:

1. All storm water shall be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The city engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
4. Drainage facilities shall be constructed per city standards.

B. Utilities:

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
2. Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.

C. Snow Storage:

1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas.
2. Snow storage areas shall be provided on site.
3. A designated snow storage area shall not have any dimension less than five feet (5') and shall be a minimum of twenty five (25) square feet.
4. In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.

D. Landscaping:

1. Landscaping is required for all projects.
2. Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.
3. All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.

Section 6. REPEALER CLAUSE. All City of Ketchum Ordinances or parts thereof which are in conflict herewith are hereby repealed.

Section 7. SAVINGS AND SEVERABILITY CLAUSE. It is hereby declared to be the legislative intent that the provisions and parts of this Ordinance shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid for any reason by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 8: PUBLICATION. This Ordinance, or a summary thereof in compliance with Section 50-901A, Idaho Code, substantially in the form annexed hereto as Exhibit B shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

Section 9. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication according to law.

PASSED by the CITY COUNCIL and APPROVED by the MAYOR of Ketchum, Idaho on _____, 2018.

ATTEST:

_____ Robin Crotty, City Clerk



City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Adopt Resolution 18-031 Adopting Fees and Fee Schedules for All City Departments

Recommendation and Summary

Staff is recommending the Council adopt Resolution 18-031 adopting a revised fee schedule for the City of Ketchum with the following motion:

"I move to adopt Resolution 18-031 adopting fees and fee schedules for all City departments."

The reasons for the recommendation are as follows:

- The City has determined that the expense of reviewing and processing certain permits is not fully covered by the current fee structure.
- The City has previously established requirements snow storage permits as well as accessibility to restrooms for certain off-site vendors but did not establish a fee that ensures appropriate cost recovery.

Introduction and History

Fees charged by the City are established via a resolution of the City Council. Resolution 15-018 established the first citywide fee resolution for the City of Ketchum. The fee resolution has been periodically updated to add new fees or modify existing ones.

Analysis

The Planning & Building Department has recently reviewed it's fees for processing certain permits and determined that the fee included in the current fee resolution is insufficient to cover the cost incurred by the City. This is especially true for certain streambank alteration permits that have required external resources to review.

Additionally, Ordinance 1181 which was approved by the Council on May 21, 2018, established various snow storage facilities as a permitted use in certain zoning districts within Ketchum. The Planning & Building Department has determined that the review work associated with such permits is sufficient to necessitate a fee to ensure cost recovery for the City.

Finally, Ordinance 1183 which was approved by the Council on July 16, 2018, established certain requirements for accessibility to public restrooms by off-site vendors. A fee is imposed for vendors who are not required to have public restrooms on site because some are located within 500 feet of their business. They may rely on the use of those restrooms by their customers. The fee will offset the costs of the city to maintain the additional use of its public restrooms.

Financial Impact

The City anticipates minimal additional revenue from the proposed changes. To the extent that additional revenue is received, it will offset additional costs incurred by the City.

Attachments

- Attachment A: Resolution 18-031
- Attachment B: Redline of Fee Resolution

RESOLUTION NUMBER 18-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO AMENDING THE FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Ketchum Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Ketchum; and

WHEREAS, each department within the City of Ketchum organization has quantified the costs of processing and administering each application specific to that department;

WHEREAS, the City of Ketchum adopted Resolution 15-018 establishing the first citywide fee resolution on August 24th, 2015; and

WHEREAS, the City Council approved changes to Resolution 15-018 at the May 2, 2016 Regular Meeting and directed staff to bring back a revised resolution for adoption at a Special Meeting of the City Council on May 5, 2016; and

WHEREAS, the City Council approved Resolution 16-006 at a Special Meeting of the City Council on May 5, 2016; and

WHEREAS, the City Council approved additional amendments to the fee resolution on June 6, 2016 and adopted Resolution 16-008; and

WHEREAS, the City Council approved additional amendments to the fee resolution on September 18, 2017, and adopted Resolution 17-011, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on April 16, 2018, and adopted Resolution 18-012, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on August 20, 2018, and adopted Resolution 18-020, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council considers additional amendments to the fee resolution at a Regular meeting on December 3, 2018 through Resolution 18-031.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Ketchum, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

Section 1: Planning and Building Department Fees

TABLE 1-A BUILDING PERMIT AND PLAN CHECK FEES

TOTAL VALUATION ¹	FEE
\$1.00 to \$500.00	\$24.50
\$501.00 to \$2,000.00	\$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof
PLAN CHECK FEES	
Plan Check Fee:65% of Permit Fee	
P&Z Plan Check Fee: 70% of Plan Check Fee	
Fire Department Plan Check Fee: Same as P&Z Plan Check Fee	
OTHER INSPECTIONS AND FEES:	
1. Inspections outside of normal business hours \$60 per hour ² (minimum charge—two hours)	
2. Re-inspection fees assessed under provisions of Section 109.7 \$60 per hour ²	
3. Inspections for which no fee is specifically indicated \$60 per hour ² (minimum charge—one-half hour)	
4. Additional and partial inspections above the minimum required by the building codes may be charged \$60 per hour ² (minimum charge—one hour)	
5. Additional plan review required by changes, additions or revisions to plans \$60 per hour ² (minimum charge—one-half hour)	
6. Additional costs incurred by the City for security agreements and other similar processes (minimum charge) \$100 ²	
7. For use of outside consultants for plan checking and inspections, or both Actual costs ³	
8. Penalty for commencement of work without a building permit \$1,000 (in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030)	
9. Deferred submittals, per each submittal 25% of Plan review fee	
10. Temporary Certificate of Occupancy (non-refundable) \$1,000	
11. Alternative Energy System Installation \$100 ⁴	
11. Demolition Fee \$150 ⁵	
12. Administrative Review Fee \$190 per day	
NOTES TO TABLE 1-A	
¹ Building permit valuation shall include the total value of the work for which a permit is being issued, including materials and labor. The building official may require documentation of the building permit valuation as necessary to ensure correct valuation of the project.	
² Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
³ Actual costs include administrative and overhead costs.	
⁴ Fee covers one inspection. Additional inspections shall be charged at the rate identified in Other Inspections and Fees #4.	
⁵ A security agreement equaling 150% of the estimated demolition cost is required for all demolition permits.	

BUILDING PERMIT AND REVIEW FEE POLICIES

Administrative Review Fee. An administrative fee of \$190 per day shall be charged to the applicant of a building permit when all fees associated with a building permit are not paid within five (5) working days after the date of the issuance of a building permit. This fee shall commence on the sixth day after the Issuance of a Building Permit and shall be charged on all working days thereafter until all fees associated with the building permit are paid.

Expiration of an Inactive Building Permit. Except as otherwise described in 15.04 of the Ketchum Municipal Code, building permits that are not obtained by the applicant within 30 working days from the official date of the Issuance of a Building Permit shall be deemed null and void.

Fees for re-roofs. A full building permit fee and a ten (10) percent plan check fee shall be required for all re-roofing. No Fire Department plan check fee and no Planning Department plan check fee shall be required for re-roofing. However when a re-roof of other than a one- or two-family dwelling includes new structural elements that change the roof, including but not limited to the addition of cold roof sleepers, a full permit shall be required and all plan check fees shall be assessed.

Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official is authorized to establish a refund policy but shall not authorize the refunding of more than eighty (80) percent of the permit fees or the various plan review fees. The applicant for a building permit must request a refund in writing on or before the one year anniversary of the date the application for a permit was completed.

Fees for repairs. Repairs of all elements for which a building permit is not specifically excluded shall require a permit. Fees for repair work shall be the full building permit fee based on the cost of the repair work and a ten (10) percent plan check fee. No Fire Department plan check fee and no Planning Department plan check fee shall be required for repairs.

Fire Department Review. Fire Department approval shall be obtained prior to obtaining a building permit. A plan check fee for the Fire Department review shall be in accordance with the Fire Department fee schedule as enacted by separate resolutions and ordinances but shall be assessed and collected by the Building Department at the time of application for a permit.

Incomplete construction documents. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in the International Building Code, Section 107 and the International Residential Code, Section 106, an additional plan review fee shall be charged at the rate shown in Table 1-A.

Issuance of a Building Permit. A building permit is issued when the Building Official, or their designee, signs and dates the Building Permit. All timelines and scheduling requirements begin on this date.

Payment of Fees. On application for a permit applicant shall pay one hundred (100) percent of all permit, plan check, fire plan check, and planning and zoning plan check fees. All other fees, including impact fees and any fees paid in-lieu of actual improvements or requirements shall be paid when the building permit is issued and no later than five (5) working days after the date of the Issuance of a Building Permit.

Penalty for Commencement of Work without a Building Permit. This penalty shall be assessed in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030.

Commencement of Work is defined as, "Any excavation including the removal of top soil or any removal of trees or brush preparatory to excavation shall be defined as the commencement of work authorized by a permit."

Planning Department Review, Inspection and Fees. Planning Department approval shall be obtained prior to obtaining a building permit. Planning Department fee for plan check for building construction shall be seventy (70) percent of the Building Department plan review fee and shall be assessed and collected by the Building Department at the time of application for a permit.

Plan Review Fees. When submittal documents are required by the International Building Code, Section 105 and the International Residential Code, Section 105, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in Table 1-A.

The plan review fees specified are separate fees from the permit fees specified in the International Building Code, Section 109.2 and the International Residential Code, Section 108.2 and are in addition to the permit fees.

Security Agreements. A security agreement, in the amount of one hundred fifty (150) percent of the value of the work in question, may be required prior to final building inspection in the event that said work cannot be completed due to temporary circumstances, such as cold temperatures and/or frozen ground. Granting of a security agreement is at the discretion of the City Council. A letter of credit may satisfy the requirement for a security agreement

Temporary Certificate of Occupancy. A Temporary Certificate of Occupancy shall be issued in rare circumstances and only for projects that meet all life safety and structural requirements as dictated by the family of international building codes, as applicable to the project. A Temporary Certificate of Occupancy shall be valid for no more than fourteen (14) days from the date of issuance, at which time the project must obtain a permanent Certificate of Occupancy or pay the fee for an additional Temporary Certificate of Occupancy.

Waiver of Fees as an Economic Development Incentive. Up to 25% of all Plan Review Fees, Planning Department Review Fees, and Fire Department Review Fees may be waived for any project that meets all criteria established by the Idaho Department of Commerce for the Tax Reimbursement Incentive program. Official documentation of approval of the project by the Idaho Department of Commerce must accompany any request to waive review fees. The Administrator shall approval all projects for a fee waiver that meet these criteria.

TABLE 1-B PLANNING & ZONING FEE SCHEDULE	
APPLICATION TYPE	FEE (\$)
DESIGN REVIEW	
Pre-application	\$1,100
Single Family Residential Design Review	\$1,400
Multi-Family Residential Design Review	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Design Review	\$1,525 plus \$100 per 1,000 gross sq. ft.
Accessory Dwelling Unit Design Review	\$450
Minor Modification Design Review - Administrative	\$250
Hotel PreApplication	\$0.10/sq. ft.
Hotel Design Review (not phased)	\$0.32/sq. ft.
Hotel Phasing Design Review	2 Phase= 1: \$0.16/sq. ft. 2: \$0.16/sq. ft.
	3 Phase= 1: \$0.11/sq ft 2: \$0.11/ft 3: \$0.10/ft
SUBDIVISION	
Land Subdivision: Preliminary Plat	\$1,300/lot
Condo/Townhouse Subdivision: Preliminary Plat	\$525/unit
Subdivision: Final Plat	\$375/lot or unit
PUD	\$4,300 first 4 units/lots, \$1500 each additional
Lot Line Shift	\$475 per altered lot
Vacation	\$1,615
FLOODPLAIN DEVELOPMENT PERMITS	
Streambank Alteration and Emergency Streambank Alteration Permit	\$250 plus applicable consultant review expenses
Single Family Residential Floodplain Permit	\$1,400
Multi-Family Residential Floodplain Permit	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Floodplain Permit	\$1,525 plus \$100 per 1,000 gross sq. ft.
Minor Project Floodplain Permit - interior remodel, new structures/additions entirely outside of floodplain, landscape/riparian only	\$250
OTHER PERMITS	
Sign	\$125
Fence	\$100
Day Care facility	\$300
Conditional Uses (except Day Care Facilities)	\$1,100
Variance	\$1,100
Appeals	\$2,175 (+ cost of transcript if required)
Off-Site Vendor	\$525 (seasonal), \$750 (annual). An additional \$150 per month facility fee for vendors with no on-site public restroom.
Grading	\$125
Hotel PUD	\$0.48/sq. ft.
Snow Storage Permit – Neighborhood	\$75
Snow Storage Permit – Commercial	\$125
Snow Storage Permit – Conditional Use Permit	\$250
CHANGES/AMENDMENTS/WCF'S	
Comprehensive Plan Change	\$1,925
Zoning Code Revision	\$1,925
Zone Change Request	\$1,925

WCF Master Plan/WCF Permit/Staff approval	\$525/\$525/\$225
Development Agreement Rezone	\$2,900, subject to development agreement
Development Agreement (non-rezone)	\$1,900, subject to development agreement
Residential Annexation	\$5,688 per unit, subject to annexation agreement
Commercial Annexation	\$12,655 per 1000 square feet, subject to annexation agreement
Amendment to Development Agreement	\$750
Miscellaneous Fees and Changes	
Consultant Review Fee	100% of actual costs incurred by City
Community Housing In-lieu Fee	\$238 per square foot
Parking In-lieu Fee	\$38,500 per parking space

C. IMPACT FEES

TABLE 1-C.1 DEVELOPMENT IMPACT FEES				
	Fire	Parks	Police	Streets
Single Family	\$2,092	\$,1047	\$104	\$4,492
Multi Family/unit	\$1,616	\$809	\$80	\$3,471
Commercial	\$.454/sf	\$0	\$.022/sf	\$.968/sf

TABLE 1-C.2 WATER IMPACT FEES	
	Impact Fee
1" Standard Meter	\$3,015
1.5" Standard Meter	\$6,783
1.5" Turbo Meter	\$6,783
2" Standard Meter	\$12,059
2" Turbo Meter	\$12,059
2" Compound Meter	\$12,059
3" Standard Meter	\$27,133
4" Standard Meter	\$48,236

TABLE 1-C.3 SEWER IMPACT FEES

	<u>Equivalent Connection Unit</u>
Single Family	\$3,205
Studio, Condo, Duplex	\$1,602
1 Bed Studio, Condo, Duplex	\$2,403
2 Bed Studio, Condo, Duplex	\$3,205
3 Bed Studio, Condo, Duplex	\$4,006
Hotel Room	\$1,602
Bar or Restaurant	\$8.01/sf
Office, Retail, Lt. Ind.	\$1.60/sf
Warehouse	\$.27/sf

Section 2: Fire Department Fees

TABLE 2-A CITY OF KETCHUM FIRE DEPARTMENT FEE SCHEDULE	
<u>Permits Required Under the 2012 International Fire Code Section 105</u>	
a.1.	<p>Automatic fire alarm system. Plan checks, inspections and acceptance testing of required fire alarm systems.</p> <p>Permit Plan Check Fee: \$55.00 per hour Inspections and Testing Fee: \$55.00 per hour</p>
a.2.	<p>Automatic fire sprinkler system. Plan checks, inspections and acceptance testing of required fire sprinkler systems.</p> <p>Permit Plan Check Fee: \$75.00 per riser plus \$.50 per head Inspections and Testing Fee: \$55.00 per hour</p>
c.1	<p>Carnivals and Fairs. An operational permit is required to conduct a carnival or fair.</p> <p>Permit Fee: \$75.00</p>
c.2.	<p>Compressed gases. An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.8.</p> <p><u>Exception:</u> Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.</p> <p>Permit Fee: \$75.00</p>
c.3.	<p>Consultants Fees. Fees for use of outside consultants for plan checking and inspections, or both.</p> <p>Fee: Actual Costs Charged by Consultants per Project Review</p>
c.4.	<p>Cryogenic fluids. An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10.</p> <p><u>Exception:</u> Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.</p> <p>Permit Fee: \$50.00</p>
c.5.	<p>Daycare Inspection.</p> <p>Inspection Fee: \$25.00</p>
e.1.	<p>Emergency responder radio coverage system. A construction permit is required to install or modify an emergency responder radio coverage system and related equipment.</p> <p>Permit Plan Review Fee: \$500.00 Inspection and Testing Fee: \$55/hour</p>
e.2.	<p>Explosives or blasting agents. An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives or explosive materials.</p> <p>Permit Fee: \$100.00</p>
f. 1.	<p>Fire clearance permits. Fire clearance permits issued by the fire department for uses such as Nursery Schools, Day Care Centers and Foster Homes.</p> <p>Permit Fee: \$25.00</p>
f.2.	<p>Flammable or combustible liquids. An operational permit is required per Section 105.6.16.</p> <p>Permit Fee: \$100.00</p>

<p>h.1. Hazardous Materials. An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20.</p> <p>Permit Fee: \$100.00</p>
<p>h.2. Hood and duct. An operational permit is required for inspection and acceptance testing of hood and duct systems.</p> <p>Permit Fee: \$50.0</p>
<p>L.1. Liquefied petroleum gases. An operational permit is required for: Storage and use of LP-gas. <u>Exception:</u> A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3.</p> <p>Permit Fee: \$75.00</p>
<p>o.1. Oil or fuel tank removal. A construction permit is required:</p> <ol style="list-style-type: none"> 1. To repair or modify a pipeline for the transportation of flammable or combustible liquids. 2. To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. 3. To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank. <p>Permit Fee: \$100.00</p>
<p>o.2. Open burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to. Exception: Recreational fires.</p> <p>Permit Fee: \$50.00</p>
<p>p.1. Plan check fees: Fee for initial plan check for building construction.</p> <p>Permit Fee: 70% of Department of Building Safety plan check fee. Fee for any additional checks of revised plans for building construction.</p> <p>Permit Fee: 70% of Department of Building Safety plan a cheek fee.</p>
<p>p.2. Pyrotechnical special effects material. An operational permit is required for use and handling of pyrotechnic special effects material.</p> <p>Permit Fee \$100.00</p>
<p>s.1. Solar photovoltaic power system. A construction permit is required to install or modify solar photovoltaic power systems.</p> <p>Permit Fee: \$50</p>
<p>s.2. Spraying or dipping. An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 24.</p> <p>Permit Fee: \$100.00</p>
<p>t.1. Tents, canopies and temporary membrane structures. An operational permit is required to operate an air-supported temporary membrane structure, canopy or tent having an area in excess of 400 square feet (37m). Exception: Tents used exclusively for recreational camping purposes and fabric canopies open on all sides, which comply with the items listed in Section 105.6.43 of the 2012 International Fire Code.</p> <p>Permit Fee: \$40.00</p>
<p>u.1. Use of apparatus. Use of fire department apparatus or personnel, one (1) hour minimum. Time is from station door to station door.</p> <p>Personnel: \$55.00 per hour Ambulance Staffed with 2 EMTs: \$145.00 per hour Fire Engine Staffed with 3 Firefighters: \$175.00 per hour Staff Vehicle Staffed with 1 Firefighter or EMT: \$100.00 per hour</p>

Section 3: Parks, Events, and Recreation Department Fees

Table 3A – Youth After School Program Fees (payment plans and scholarships available)

Full season (school year)	\$630.00
Per month	\$88.00
Per day	\$12.00
Out-of-school and extra activities	range is \$35.00-\$55.00; cost is activity dependent
Additional after school activities	\$36.00 rec member/\$68.00 non-member

Table 3B – Summer Youth Recreation Program (payment plans and scholarships available)

Full summer (ten weeks M-Th)	\$920.00
One session (five weeks M-Th)	\$460.00
Per day (drop-in)	\$36.00
Friday Adventures (requires individual registration)	Cost is activity dependent

Table 3C – Park Reservations

½ day rate (up to 4 hours)	Full day rate (up to 8 hours)
100 people or fewer: \$80.00	100 people or fewer: \$140.00
101 people or more: \$140.00	101 people or more: \$275.00
Refundable Security Deposit: \$250.00	

Table 3D – Atkinson Park athletic fields, Recreation Center

Athletic fields and facilities	\$65 per two hours; additional fees may apply
Recreation Center	\$50 per hour plus \$150 security deposit

Table 3E – Organized Sports Leagues/Commercial Use Permit*

All public park areas	Fees are determined by staff according to current Park Reservations, athletic field, and Recreation Center fee schedules
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*Commercial uses when organizer charges an admission or participation fee

Table 3F – Special Events*

Street Party Application Fee	\$100.00
Category A – application fee	\$100.00
Category B – application fee	\$200.00
Category C – application fee	\$600.00
Facility Fee	\$150.00 per day
Music License Fee	\$10 per day
Amplified Sound Permit	Free with approved permit associated with a Special Event
Street Closure for Designated Event Location	\$100.00
Street Closure for Non-Designated Event Location	\$500.00
Refundable Security Deposit	\$250.00

*Additional departmental fees may apply and are assessed following the event

Table 3G – Film Permit*

Application Fee (waived for student projects)	\$200.00 per project
Motion: City Property including rights-of-way	\$400.00 per day
Still: City Property including rights-of-way	\$200.00 per day

* Additional departmental fees may apply and are assessed following the event

Table 3H – Memorials and donations

Benches, trees, tables, property, etc.	All memorials are cost-specific and determined by Department Director or designee
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Table 3I – Tree Services

Tree Removal Permit (allows contractor to remove a public tree upon outside request with permission)	\$50 per occurrence
Tree Permit (allows contractor to perform work on public trees with permission)	\$50 per fiscal year

PARKS & RECREATION DEPARTMENT FEE POLICIES

Liability Waiver and Insurance Requirements. Where applicable, all participants are required to sign a liability indemnification statement and provide proof of insurance.

Youth Program Photo Release. Parent or legal guardian of youth program participants are required to sign a photo release stating: Unless I decline in writing I also authorize the City of Ketchum, and/or parties designated by the City of Ketchum, to use my child’s photo for the reproduction in any manner the City of Ketchum desires, for advertising, display, audiovisual exhibition or editorial use.

Refunds. No cash refunds are given. Refunds and over payments will be credited to participants with a gift certificate for future program use. Gift certificates are valid for one (1) year from the date of issuance toward any Ketchum Parks & Recreation Department program or service. Gift certificates are non-transferable. This policy applies to all programs and services offered by the Parks & Recreation Department.

All other policies are determined by current Ordinance or Resolution language. Registration and/or approved permits are required for all activities listed above.

Section 4: Public Works Department Fees

TABLE 4-A STREET DIVISION FEES	
Banner Install/Remove	\$175
Right of Way Improvement/Encroachment Permit *	\$50
Right of Way Use Permit	\$20
Barricade Rental	\$20

* To the extent that outside agencies charge fees to record documents, such fees will be passed onto the applicant.

TABLE 4-B WATER DIVISION FEES	
Water Connection Fee – 1” Water Meter	\$ 500
Water Connection Fee – 1.5” R2 Water Meter	\$840
Water Connection Fee – 1.5” C2 Water Meter	\$1,156
Water Connection Fee – 2” R2 Water Meter	\$1060
Water Connection Fee – 2” C2 Water Meter	\$1,635
Water Connection Fee – 3” Water Meter + up	Meter cost + \$40; check with Water Division for current meter costs
City water tap and corporation stop installation	In addition to connection fees above
1” tap	\$203
1 ½” tap	\$220
2” tap	\$247
Non-Standard Connection Fee	Time and material cost to city
Water Meter Vaults	\$1,035
Fire Line Permit Fee	\$241
Turn-On Fee	\$14.47
Turn-Off Fee	\$14.47
Water User Charges – Metered Users	
Base charge	\$12.60 per month (residential or commercial)
<u>Gallons Supplied</u>	Additional Charge per 1,000 gallons
1,000 – 8,000	\$1.00
8,001 – 65,000	\$2.00
65,001 – 120,000	\$4.02
>120,000	\$6.04
Water User Charges – Non-Metered Users	
<u>Residential Flat Rate</u>	
First five (5) cold water taps or less	\$21.71 per month/unit
Each additional cold water tap	\$2.01 per month/unit
Irrigation and sprinkling per each 1,000 square feet of lot area	\$0.74 per month/ unit
<u>Commercial Flat Rate</u>	
First five (5) cold water taps or less	\$33.32 per month/unit
Each additional cold water tap	\$2.77 per month/unit
Irrigation and sprinkling per each 1,000 square feet of lot area	\$0.74 per month/unit
Fire User Charge	
<u>Connection Size</u>	
2”	\$7.46 per month
4”	\$15.18 per month
6”	\$30.50 per month
8”	\$45.08 per month

10"	\$61.03 per month
12"	\$75.53 per month
Tank Truck Fill Fee	Fee determined by amount
Use of Fire Hydrant Charge	\$14.47 per day

TABLE 4-C WASTEWATER DIVISION FEES		
Service Inspection Free		\$40
Sewer User Charges		
<u>Service No.</u>	<u>Classification</u>	<u>Rate Per Month</u>
11	Single family home	\$ 33.89
12	Multiple living unit	\$ 33.89
13	Motel / hotel (first unit)	\$ 33.89
15	Office building / 1,500 square feet	\$ 33.89
16	Retail sales / 3,000 square feet	\$ 33.89
17	Restaurant / cafe per seat with or without a trap	\$ 3.35
20	Retail food / 1,500 square feet	\$ 33.89
21	Barber shop / per chair	\$ 16.93
22	Beauty salon / per operator	\$ 33.89
26	Dry cleaners	\$ 67.75
27	Garage / mechanical per 1,500 square feet	\$ 67.75
28	Laundries	\$ 135.52
29	Bank	\$ 67.75
30	School / per 50 students	\$ 33.89
31	Swimming pool / private / 500 square feet	\$ 8.43
32	Beer, wine, liquor	\$ 67.75
33	Theater / per screen	\$ 67.75
35	Nursery school	\$ 67.75
36	Church	\$ 67.75
37	Lodge / private / 3,000 square feet	\$ 67.75
39	Dentist / doctor / per medical doctor	\$ 36.47
40	Car wash with recycle	\$ 36.47
41	Hospital / per bed	\$ 6.76
42	Bowling alley / per lane	\$ 13.54
43	Car wash without recycle / per bay	\$ 67.75
44	Commercial / 3,000 square feet	\$ 33.89
45	Photo development lab	\$ 67.75
46	Gas station with public restrooms	\$ 67.75
47	Warehouse / 6,000 square feet	\$ 33.89
48	Swimming pool / public / 500 square feet	\$ 25.38
54	Motel / hotel unit without cooking	\$ 8.43
55	Motel hotel, with cooking	\$ 16.93
56	Senior family living home	\$ 16.93
Returned Check Charge		\$10

Section 5: Administrative/City Clerk Fees

TABLE 5-A BUSINESS LICENSE AND TAX FEES		
Business License	Fee \$50.00	<p>Late Fee Charge \$10.00 for business license application received after the deadline.</p> <p>Waiver of Business License Fee The fee for a business license may be waived for three years for any business that meets the criteria for the Tax Reimbursement Incentive program as defined and administered by the Idaho Department of Commerce. Official documentation from the Idaho Department of Commerce approving the business for the TRI program shall accompany the request to waive the business license fee. The City Clerk shall waive the fee for all project that meet these criteria.</p>
City Local Option Tax	No Fee - Tax Collected per Municipal Code Title 3, Chapter 12. Credit card processing fees will be charged at the rate assessed by the vendor.	After Due Date: Penalty - The greater of 5% of Tax Due or \$10.00 Plus 1% Interest Per Month on Tax Due
Catering Permit	\$20.00 per day or as determined by Idaho Code 23-934A	

TABLE 5-B ADMINISTRATIVE SERVICES FEES

Copying Fee Schedule

Cost per copy (in-house)	
<u>Black & White</u>	<u>Color</u>
\$.06/page: 8.5"x11" Single-sided	\$.65/page: 8.5"x11"
\$.06/page: 8.5"x14" Single-sided	\$.65/page: 8.5"x14"
\$.11/page: 8.5"x11" Double-sided	
\$.11/page: 8.5"x14" Double-sided	
\$.15/page: 11"x17" Single-sided	\$.85/page: 11"x17"
\$.29/page: 11"x17" Double-sided	

Cost for third party (out-of-house) copies for oversized materials which cannot be copied by the City of Ketchum:	
24" X 36"	\$ 3.30/page
22" X 34"	\$ 3.00/page

Pursuant to Idaho Code §74-102(10) the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- The request includes records from which nonpublic information must be deleted; or
- The actual labor associated with locating and copying documents for a request that exceeds two (2) person hours

	<u>LABOR RATES</u>
City Administrator	Current Salary divided by 2,080 hours per year
Department Head	Current Salary divided by 2,080 hours per year
Assistant or Associate	Current Salary divided by 2,080 hours per year
City Clerk	Current Salary divided by 2,080 hours per year
Network Consultant	Current Hourly Rate

- OTHER CHARGES
- For providing a duplicate of a computer tape, computer disk, microfilm or similar or analogous record system containing public record information, the City of Ketchum shall charge a fee uniform to all persons that does not exceed the sum of the following:
- The City of Ketchum's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and cost of materials;
 - The standard cost, if any, for selling the same information in the form of a publication;
 - The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Clerk's estimated cost for meeting the public records request.

This Resolution will be in full force and effect upon its adoption this third (3rd) day of December, 2018.

CITY OF KETCHUM

Neil Bradshaw, Mayor

ATTEST:

Robin Crotty
City Clerk

RESOLUTION NUMBER 18-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO AMENDING THE FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Ketchum Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Ketchum; and

WHEREAS, each department within the City of Ketchum organization has quantified the costs of processing and administering each application specific to that department;

WHEREAS, the City of Ketchum adopted Resolution 15-018 establishing the first citywide fee resolution on August 24th, 2015; and

WHEREAS, the City Council approved changes to Resolution 15-018 at the May 2, 2016 Regular Meeting and directed staff to bring back a revised resolution for adoption at a Special Meeting of the City Council on May 5, 2016; and

WHEREAS, the City Council approved Resolution 16-006 at a Special Meeting of the City Council on May 5, 2016; and

WHEREAS, the City Council approved additional amendments to the fee resolution on June 6, 2016 and adopted Resolution 16-008; and

WHEREAS, the City Council approved additional amendments to the fee resolution on September 18, 2017, and adopted Resolution 17-011, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on April 16, 2018, and adopted Resolution 18-012, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on August 20, 2018, and adopted Resolution 18-020, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council considers additional amendments to the fee resolution at a Regular meeting on December 3, 2018 through Resolution 18-031.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Ketchum, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

Section 1: Planning and Building Department Fees

TABLE 1-A BUILDING PERMIT AND PLAN CHECK FEES

TOTAL VALUATION ¹	FEE
\$1.00 to \$500.00	\$24.50
\$501.00 to \$2,000.00	\$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof
PLAN CHECK FEES	
Plan Check Fee:65% of Permit Fee	
P&Z Plan Check Fee: 70% of Plan Check Fee	
Fire Department Plan Check Fee: Same as P&Z Plan Check Fee	
OTHER INSPECTIONS AND FEES:	
1. Inspections outside of normal business hours \$60 per hour ² (minimum charge—two hours)	
2. Re-inspection fees assessed under provisions of Section 109.7 \$60 per hour ²	
3. Inspections for which no fee is specifically indicated \$60 per hour ² (minimum charge—one-half hour)	
4. Additional and partial inspections above the minimum required by the building codes may be charged \$60 per hour ² (minimum charge—one hour)	
5. Additional plan review required by changes, additions or revisions to plans \$60 per hour ² (minimum charge—one-half hour)	
6. Additional costs incurred by the City for security agreements and other similar processes (minimum charge) \$100 ²	
7. For use of outside consultants for plan checking and inspections, or both Actual costs ³	
8. Penalty for commencement of work without a building permit \$1,000 (in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030)	
9. Deferred submittals, per each submittal 25% of Plan review fee	
10. Temporary Certificate of Occupancy (non-refundable) \$1,000	
11. Alternative Energy System Installation \$100 ⁴	
11. Demolition Fee \$150 ⁵	
12. Administrative Review Fee \$190 per day	
NOTES TO TABLE 1-A	
¹ Building permit valuation shall include the total value of the work for which a permit is being issued, including materials and labor. The building official may require documentation of the building permit valuation as necessary to ensure correct valuation of the project.	
² Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
³ Actual costs include administrative and overhead costs.	
⁴ Fee covers one inspection. Additional inspections shall be charged at the rate identified in Other Inspections and Fees #4.	
⁵ A security agreement equaling 150% of the estimated demolition cost is required for all demolition permits.	

BUILDING PERMIT AND REVIEW FEE POLICIES

Administrative Review Fee. An administrative fee of \$190 per day shall be charged to the applicant of a building permit when all fees associated with a building permit are not paid within five (5) working days after the date of the issuance of a building permit. This fee shall commence on the sixth day after the Issuance of a Building Permit and shall be charged on all working days thereafter until all fees associated with the building permit are paid.

Expiration of an Inactive Building Permit. Except as otherwise described in 15.04 of the Ketchum Municipal Code, building permits that are not obtained by the applicant within 30 working days from the official date of the Issuance of a Building Permit shall be deemed null and void.

Fees for re-roofs. A full building permit fee and a ten (10) percent plan check fee shall be required for all re-roofing. No Fire Department plan check fee and no Planning Department plan check fee shall be required for re-roofing. However when a re-roof of other than a one- or two-family dwelling includes new structural elements that change the roof, including but not limited to the addition of cold roof sleepers, a full permit shall be required and all plan check fees shall be assessed.

Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official is authorized to establish a refund policy but shall not authorize the refunding of more than eighty (80) percent of the permit fees or the various plan review fees. The applicant for a building permit must request a refund in writing on or before the one year anniversary of the date the application for a permit was completed.

Fees for repairs. Repairs of all elements for which a building permit is not specifically excluded shall require a permit. Fees for repair work shall be the full building permit fee based on the cost of the repair work and a ten (10) percent plan check fee. No Fire Department plan check fee and no Planning Department plan check fee shall be required for repairs.

Fire Department Review. Fire Department approval shall be obtained prior to obtaining a building permit. A plan check fee for the Fire Department review shall be in accordance with the Fire Department fee schedule as enacted by separate resolutions and ordinances but shall be assessed and collected by the Building Department at the time of application for a permit.

Incomplete construction documents. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in the International Building Code, Section 107 and the International Residential Code, Section 106, an additional plan review fee shall be charged at the rate shown in Table 1-A.

Issuance of a Building Permit. A building permit is issued when the Building Official, or their designee, signs and dates the Building Permit. All timelines and scheduling requirements begin on this date.

Payment of Fees. On application for a permit applicant shall pay one hundred (100) percent of all permit, plan check, fire plan check, and planning and zoning plan check fees. All other fees, including impact fees and any fees paid in-lieu of actual improvements or requirements shall be paid when the building permit is issued and no later than five (5) working days after the date of the Issuance of a Building Permit.

Penalty for Commencement of Work without a Building Permit. This penalty shall be assessed in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030.

Commencement of Work is defined as, "Any excavation including the removal of top soil or any removal of trees or brush preparatory to excavation shall be defined as the commencement of work authorized by a permit."

Planning Department Review, Inspection and Fees. Planning Department approval shall be obtained prior to obtaining a building permit. Planning Department fee for plan check for building construction shall be seventy (70) percent of the Building Department plan review fee and shall be assessed and collected by the Building Department at the time of application for a permit.

Plan Review Fees. When submittal documents are required by the International Building Code, Section 105 and the International Residential Code, Section 105, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in Table 1-A.

The plan review fees specified are separate fees from the permit fees specified in the International Building Code, Section 109.2 and the International Residential Code, Section 108.2 and are in addition to the permit fees.

Security Agreements. A security agreement, in the amount of one hundred fifty (150) percent of the value of the work in question, may be required prior to final building inspection in the event that said work cannot be completed due to temporary circumstances, such as cold temperatures and/or frozen ground. Granting of a security agreement is at the discretion of the City Council. A letter of credit may satisfy the requirement for a security agreement

Temporary Certificate of Occupancy. A Temporary Certificate of Occupancy shall be issued in rare circumstances and only for projects that meet all life safety and structural requirements as dictated by the family of international building codes, as applicable to the project. A Temporary Certificate of Occupancy shall be valid for no more than fourteen (14) days from the date of issuance, at which time the project must obtain a permanent Certificate of Occupancy or pay the fee for an additional Temporary Certificate of Occupancy.

Waiver of Fees as an Economic Development Incentive. Up to 25% of all Plan Review Fees, Planning Department Review Fees, and Fire Department Review Fees may be waived for any project that meets all criteria established by the Idaho Department of Commerce for the Tax Reimbursement Incentive program. Official documentation of approval of the project by the Idaho Department of Commerce must accompany any request to waive review fees. The Administrator shall approval all projects for a fee waiver that meet these criteria.

TABLE 1-B PLANNING & ZONING FEE SCHEDULE	
APPLICATION TYPE	FEE (\$)
DESIGN REVIEW	
Pre-application	\$1,100
Single Family Residential Design Review	\$1,400
Multi-Family Residential Design Review	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Design Review	\$1,525 plus \$100 per 1,000 gross sq. ft.
Accessory Dwelling Unit Design Review	\$450
Minor Modification Design Review - Administrative	\$250
Hotel PreApplication	\$0.10/sq. ft.
Hotel Design Review (not phased)	\$0.32/sq. ft.
Hotel Phasing Design Review	2 Phase= 1: \$0.16/sq. ft. 2: \$0.16/sq. ft.
	3 Phase= 1: \$0.11/sq ft 2: \$0.11/ft 3: \$0.10/ft
SUBDIVISION	
Land Subdivision: Preliminary Plat	\$1,300/lot
Condo/Townhouse Subdivision: Preliminary Plat	\$525/unit
Subdivision: Final Plat	\$375/lot or unit
PUD	\$4,300 first 4 units/lots, \$1500 each additional
Lot Line Shift	\$475 per altered lot
Vacation	\$1,615
FLOODPLAIN DEVELOPMENT PERMITS	
Streambank Alteration and Emergency Streambank Alteration Permit	\$250 <u>plus applicable consultant review expenses</u>
Single Family Residential Floodplain Permit	\$1,400
Multi-Family Residential Floodplain Permit	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Floodplain Permit	\$1,525 plus \$100 per 1,000 gross sq. ft.
Minor Project Floodplain Permit - interior remodel, new structures/additions entirely outside of floodplain, landscape/riparian only	\$250
OTHER PERMITS	
Sign	\$125
Fence	\$50 100
Day Care facility	\$300
Conditional Uses (except Day Care Facilities)	\$1,100
Variance	\$675 1,100
Appeals	\$2,175 (+ cost of transcript if required)
Off-Site Vendor	\$525 (seasonal), \$750 (annual). <u>An additional \$150 per month facility fee for vendors with no on-site public restroom.</u>
Grading	\$125
Hotel PUD	\$0.48/sq. ft.
<u>Snow Storage Permit – Neighborhood</u>	<u>\$75</u>
<u>Snow Storage Permit – Commercial</u>	<u>\$125</u>
<u>Snow Storage Permit – Conditional Use Permit</u>	<u>\$250</u>
CHANGES/AMENDMENTS/WCF'S	
Comprehensive Plan Change	\$1,925
Zoning Code Revision	\$1,925
Zone Change Request	\$1,925

WCF Master Plan/WCF Permit/Staff approval	\$525/\$525/\$225
Development Agreement Rezone	\$2,900, subject to development agreement
Development Agreement (non-rezone)	\$1,900, subject to development agreement
Residential Annexation	\$5,688 per unit, subject to annexation agreement
Commercial Annexation	\$12,655 per 1000 square feet, subject to annexation agreement
Amendment to Development Agreement	\$750
Miscellaneous Fees and Changes	
Consultant Review Fee	100% of actual costs incurred by City
Community Housing In-lieu Fee	\$238 per square foot
Parking In-lieu Fee	\$38,500 per parking space

C. IMPACT FEES

TABLE 1-C.1 DEVELOPMENT IMPACT FEES				
	Fire	Parks	Police	Streets
Single Family	\$2,092	\$,1047	\$104	\$4,492
Multi Family/unit	\$1,616	\$809	\$80	\$3,471
Commercial	\$.454/sf	\$0	\$.022/sf	\$.968/sf

TABLE 1-C.2 WATER IMPACT FEES	
	Impact Fee
1" Standard Meter	\$3,015
1.5" Standard Meter	\$6,783
1.5" Turbo Meter	\$6,783
2" Standard Meter	\$12,059
2" Turbo Meter	\$12,059
2" Compound Meter	\$12,059
3" Standard Meter	\$27,133
4" Standard Meter	\$48,236

TABLE 1-C.3 SEWER IMPACT FEES

	<u>Equivalent Connection Unit</u>
Single Family	\$3,205
Studio, Condo, Duplex	\$1,602
1 Bed Studio, Condo, Duplex	\$2,403
2 Bed Studio, Condo, Duplex	\$3,205
3 Bed Studio, Condo, Duplex	\$4,006
Hotel Room	\$1,602
Bar or Restaurant	\$8.01/sf
Office, Retail, Lt. Ind.	\$1.60/sf
Warehouse	\$.27/sf

Section 2: Fire Department Fees

TABLE 2-A CITY OF KETCHUM FIRE DEPARTMENT FEE SCHEDULE	
<u>Permits Required Under the 2012 International Fire Code Section 105</u>	
a.1.	<p>Automatic fire alarm system. Plan checks, inspections and acceptance testing of required fire alarm systems.</p> <p>Permit Plan Check Fee: \$55.00 per hour Inspections and Testing Fee: \$55.00 per hour</p>
a.2.	<p>Automatic fire sprinkler system. Plan checks, inspections and acceptance testing of required fire sprinkler systems.</p> <p>Permit Plan Check Fee: \$75.00 per riser plus \$.50 per head Inspections and Testing Fee: \$55.00 per hour</p>
c.1	<p>Carnivals and Fairs. An operational permit is required to conduct a carnival or fair.</p> <p>Permit Fee: \$75.00</p>
c.2.	<p>Compressed gases. An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.8.</p> <p><u>Exception:</u> Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.</p> <p>Permit Fee: \$75.00</p>
c.3.	<p>Consultants Fees. Fees for use of outside consultants for plan checking and inspections, or both.</p> <p>Fee: Actual Costs Charged by Consultants per Project Review</p>
c.4.	<p>Cryogenic fluids. An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10.</p> <p><u>Exception:</u> Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.</p> <p>Permit Fee: \$50.00</p>
c.5.	<p>Daycare Inspection.</p> <p>Inspection Fee: \$25.00</p>
e.1.	<p>Emergency responder radio coverage system. A construction permit is required to install or modify an emergency responder radio coverage system and related equipment.</p> <p>Permit Plan Review Fee: \$500.00 Inspection and Testing Fee: \$55/hour</p>
e.2.	<p>Explosives or blasting agents. An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives or explosive materials.</p> <p>Permit Fee: \$100.00</p>
f. 1.	<p>Fire clearance permits. Fire clearance permits issued by the fire department for uses such as Nursery Schools, Day Care Centers and Foster Homes.</p> <p>Permit Fee: \$25.00</p>
f.2.	<p>Flammable or combustible liquids.</p> <p>An operational permit is required per Section 105.6.16.</p> <p>Permit Fee: \$100.00</p>

h.1.	Hazardous Materials. An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20. Permit Fee: \$100.00
h.2.	Hood and duct. An operational permit is required for inspection and acceptance testing of hood and duct systems. Permit Fee: \$50.0
L.1.	Liquefied petroleum gases. An operational permit is required for: Storage and use of LP-gas. <u>Exception:</u> A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. Permit Fee: \$75.00
o.1.	Oil or fuel tank removal. A construction permit is required: 1. To repair or modify a pipeline for the transportation of flammable or combustible liquids. 2. To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. 3. To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank. Permit Fee: \$100.00
o.2.	Open burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to. Exception: Recreational fires. Permit Fee: \$50.00
p.1.	Plan check fees: Fee for initial plan check for building construction. Permit Fee: 70% of Department of Building Safety plan check fee. Fee for any additional checks of revised plans for building construction. Permit Fee: 70% of Department of Building Safety plan a cheek fee.
p.2.	Pyrotechnical special effects material. An operational permit is required for use and handling of pyrotechnic special effects material. Permit Fee \$100.00
s.1.	Solar photovoltaic power system. A construction permit is required to install or modify solar photovoltaic power systems. Permit Fee: \$50
s.2.	Spraying or dipping. An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 24. Permit Fee: \$100.00
t.1.	Tents, canopies and temporary membrane structures. An operational permit is required to operate an air-supported temporary membrane structure, canopy or tent having an area in excess of 400 square feet (37m). Exception: Tents used exclusively for recreational camping purposes and fabric canopies open on all sides, which comply with the items listed in Section 105.6.43 of the 2012 International Fire Code. Permit Fee: \$40.00
u.1.	Use of apparatus. Use of fire department apparatus or personnel, one (1) hour minimum. Time is from station door to station door. Personnel: \$55.00 per hour Ambulance Staffed with 2 EMTs: \$145.00 per hour Fire Engine Staffed with 3 Firefighters: \$175.00 per hour Staff Vehicle Staffed with 1 Firefighter or EMT: \$100.00 per hour

Section 3: Parks, Events, and Recreation Department Fees

Table 3A – Youth After School Program Fees (payment plans and scholarships available)

Full season (school year)	\$630.00
Per month	\$88.00
Per day	\$12.00
Out-of-school and extra activities	range is \$35.00-\$55.00; cost is activity dependent
Additional after school activities	\$36.00 rec member/\$68.00 non-member

Table 3B – Summer Youth Recreation Program (payment plans and scholarships available)

Full summer (ten weeks M-Th)	\$920.00
One session (five weeks M-Th)	\$460.00
Per day (drop-in)	\$36.00
Friday Adventures (requires individual registration)	Cost is activity dependent

Table 3C – Park Reservations

½ day rate (up to 4 hours)	Full day rate (up to 8 hours)
100 people or fewer: \$80.00	100 people or fewer: \$140.00
101 people or more: \$140.00	101 people or more: \$275.00
Refundable Security Deposit: \$250.00	

Table 3D – Atkinson Park athletic fields, Recreation Center

Athletic fields and facilities	\$65 per two hours; additional fees may apply
Recreation Center	\$50 per hour plus \$150 security deposit

Table 3E – Organized Sports Leagues/Commercial Use Permit*

All public park areas	Fees are determined by staff according to current Park Reservations, athletic field, and Recreation Center fee schedules
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*Commercial uses when organizer charges an admission or participation fee

Table 3F – Special Events*

Street Party Application Fee	\$100.00
Category A – application fee	\$100.00
Category B – application fee	\$200.00
Category C – application fee	\$600.00
Facility Fee	\$150.00 per day
Music License Fee	\$10 per day
Amplified Sound Permit	Free with approved permit associated with a Special Event
Street Closure for Designated Event Location	\$100.00
Street Closure for Non-Designated Event Location	\$500.00
Refundable Security Deposit	\$250.00

*Additional departmental fees may apply and are assessed following the event

Table 3G – Film Permit*

Application Fee (waived for student projects)	\$200.00 per project
Motion: City Property including rights-of-way	\$400.00 per day
Still: City Property including rights-of-way	\$200.00 per day

* Additional departmental fees may apply and are assessed following the event

Table 3H – Memorials and donations

Benches, trees, tables, property, etc.	All memorials are cost-specific and determined by Department Director or designee
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Table 3I – Tree Services

Tree Removal Permit (allows contractor to remove a public tree upon outside request with permission)	\$50 per occurrence
Tree Permit (allows contractor to perform work on public trees with permission)	\$50 per fiscal year

PARKS & RECREATION DEPARTMENT FEE POLICIES

Liability Waiver and Insurance Requirements. Where applicable, all participants are required to sign a liability indemnification statement and provide proof of insurance.

Youth Program Photo Release. Parent or legal guardian of youth program participants are required to sign a photo release stating: Unless I decline in writing I also authorize the City of Ketchum, and/or parties designated by the City of Ketchum, to use my child’s photo for the reproduction in any manner the City of Ketchum desires, for advertising, display, audiovisual exhibition or editorial use.

Refunds. No cash refunds are given. Refunds and over payments will be credited to participants with a gift certificate for future program use. Gift certificates are valid for one (1) year from the date of issuance toward any Ketchum Parks & Recreation Department program or service. Gift certificates are non-transferable. This policy applies to all programs and services offered by the Parks & Recreation Department.

All other policies are determined by current Ordinance or Resolution language. Registration and/or approved permits are required for all activities listed above.

Section 4: Public Works Department Fees

TABLE 4-A STREET DIVISION FEES	
Banner Install/Remove	\$175
Right of Way Improvement/Encroachment Permit *	\$50
Right of Way Use Permit	\$20
Barricade Rental	\$20

* To the extent that outside agencies charge fees to record documents, such fees will be passed onto the applicant.

TABLE 4-B WATER DIVISION FEES	
Water Connection Fee – 1” Water Meter	\$ 500
Water Connection Fee – 1.5” R2 Water Meter	\$840
Water Connection Fee – 1.5” C2 Water Meter	\$1,156
Water Connection Fee – 2” R2 Water Meter	\$1060
Water Connection Fee – 2” C2 Water Meter	\$1,635
Water Connection Fee – 3” Water Meter + up	Meter cost + \$40; check with Water Division for current meter costs
City water tap and corporation stop installation	In addition to connection fees above
1” tap	\$203
1 ½” tap	\$220
2” tap	\$247
Non-Standard Connection Fee	Time and material cost to city
Water Meter Vaults	\$1,035
Fire Line Permit Fee	\$241
Turn-On Fee	\$14.47
Turn-Off Fee	\$14.47
Water User Charges – Metered Users	
Base charge	\$12.60 per month (residential or commercial)
<u>Gallons Supplied</u>	Additional Charge per 1,000 gallons
1,000 – 8,000	\$1.00
8,001 – 65,000	\$2.00
65,001 – 120,000	\$4.02
>120,000	\$6.04
Water User Charges – Non-Metered Users	
<u>Residential Flat Rate</u>	
First five (5) cold water taps or less	\$21.71 per month/unit
Each additional cold water tap	\$2.01 per month/unit
Irrigation and sprinkling per each 1,000 square feet of lot area	\$0.74 per month/ unit
<u>Commercial Flat Rate</u>	
First five (5) cold water taps or less	\$33.32 per month/unit
Each additional cold water tap	\$2.77 per month/unit
Irrigation and sprinkling per each 1,000 square feet of lot area	\$0.74 per month/unit
Fire User Charge	
<u>Connection Size</u>	
2”	\$7.46 per month
4”	\$15.18 per month
6”	\$30.50 per month
8”	\$45.08 per month

10"	\$61.03 per month
12"	\$75.53 per month
Tank Truck Fill Fee	Fee determined by amount
Use of Fire Hydrant Charge	\$14.47 per day

TABLE 4-C WASTEWATER DIVISION FEES		
Service Inspection Free		\$40
Sewer User Charges		
<u>Service No.</u>	<u>Classification</u>	<u>Rate Per Month</u>
11	Single family home	\$ 33.89
12	Multiple living unit	\$ 33.89
13	Motel / hotel (first unit)	\$ 33.89
15	Office building / 1,500 square feet	\$ 33.89
16	Retail sales / 3,000 square feet	\$ 33.89
17	Restaurant / cafe per seat with or without a trap	\$ 3.35
20	Retail food / 1,500 square feet	\$ 33.89
21	Barber shop / per chair	\$ 16.93
22	Beauty salon / per operator	\$ 33.89
26	Dry cleaners	\$ 67.75
27	Garage / mechanical per 1,500 square feet	\$ 67.75
28	Laundries	\$ 135.52
29	Bank	\$ 67.75
30	School / per 50 students	\$ 33.89
31	Swimming pool / private / 500 square feet	\$ 8.43
32	Beer, wine, liquor	\$ 67.75
33	Theater / per screen	\$ 67.75
35	Nursery school	\$ 67.75
36	Church	\$ 67.75
37	Lodge / private / 3,000 square feet	\$ 67.75
39	Dentist / doctor / per medical doctor	\$ 36.47
40	Car wash with recycle	\$ 36.47
41	Hospital / per bed	\$ 6.76
42	Bowling alley / per lane	\$ 13.54
43	Car wash without recycle / per bay	\$ 67.75
44	Commercial / 3,000 square feet	\$ 33.89
45	Photo development lab	\$ 67.75
46	Gas station with public restrooms	\$ 67.75
47	Warehouse / 6,000 square feet	\$ 33.89
48	Swimming pool / public / 500 square feet	\$ 25.38
54	Motel / hotel unit without cooking	\$ 8.43
55	Motel hotel, with cooking	\$ 16.93
56	Senior family living home	\$ 16.93
Returned Check Charge		\$10

Section 5: Administrative/City Clerk Fees

TABLE 5-A BUSINESS LICENSE AND TAX FEES		
Business License	Fee \$50.00	<p>Late Fee Charge \$10.00 for business license application received after the deadline.</p> <p>Waiver of Business License Fee The fee for a business license may be waived for three years for any business that meets the criteria for the Tax Reimbursement Incentive program as defined and administered by the Idaho Department of Commerce. Official documentation from the Idaho Department of Commerce approving the business for the TRI program shall accompany the request to waive the business license fee. The City Clerk shall waive the fee for all project that meet these criteria.</p>
City Local Option Tax	No Fee - Tax Collected per Municipal Code Title 3, Chapter 12. Credit card processing fees will be charged at the rate assessed by the vendor.	After Due Date: Penalty - The greater of 5% of Tax Due or \$10.00 Plus 1% Interest Per Month on Tax Due
Catering Permit	\$20.00 per day or as determined by Idaho Code 23-934A	

TABLE 5-B ADMINISTRATIVE SERVICES FEES

Copying Fee Schedule

Cost per copy (in-house)	
<u>Black & White</u>	<u>Color</u>
\$.06/page: 8.5"x11" Single-sided	\$.65/page: 8.5"x11"
\$.06/page: 8.5"x14" Single-sided	\$.65/page: 8.5"x14"
\$.11/page: 8.5"x11" Double-sided	
\$.11/page: 8.5"x14" Double-sided	
\$.15/page: 11"x17" Single-sided	\$.85/page: 11"x17"
\$.29/page: 11"x17" Double-sided	

Cost for third party (out-of-house) copies for oversized materials which cannot be copied by the City of Ketchum:	
24" X 36"	\$ 3.30/page
22" X 34"	\$ 3.00/page

Pursuant to Idaho Code §74-102(10) the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- The request includes records from which nonpublic information must be deleted; or
- The actual labor associated with locating and copying documents for a request that exceeds two (2) person hours

	<u>LABOR RATES</u>
City Administrator	Current Salary divided by 2,080 hours per year
Department Head	Current Salary divided by 2,080 hours per year
Assistant or Associate	Current Salary divided by 2,080 hours per year
City Clerk	Current Salary divided by 2,080 hours per year
Network Consultant	Current Hourly Rate

- OTHER CHARGES
- For providing a duplicate of a computer tape, computer disk, microfilm or similar or analogous record system containing public record information, the City of Ketchum shall charge a fee uniform to all persons that does not exceed the sum of the following:
- The City of Ketchum's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and cost of materials;
 - The standard cost, if any, for selling the same information in the form of a publication;
 - The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Clerk's estimated cost for meeting the public records request.

This Resolution will be in full force and effect upon its adoption this third (3rd) day of December, 2018.

CITY OF KETCHUM

Neil Bradshaw, Mayor

ATTEST:

Robin Crotty
City Clerk



City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to approve the Final Plat for the Stevens Subdivision, a proposal to subdivide an existing lot into two lots

Recommendation and Summary

Staff recommends approval of the Stevens Subdivision Final Plat. Council approved the Preliminary Plat for the Stevens Subdivision on June 18, 2018. The proposal was to divide an existing 22,634 square foot lot containing a residence into two lots, Lot 19A and Lot 19B. The minimum lot size in the zone is 9,000 square feet. Lot 19A will be 13,494 square feet and Lot 19B will be 9,116 square feet. The required improvements have been completed and the owners have now submitted the Final Plat for approval.

The reasons for the recommendation are as follows:

- The request to subdivide meets all standards for Final Plats found in the city's Subdivision (Title 16) and Zoning (Title 17) codes.
- The Final Plat substantially conforms to the Preliminary Plat.
- The subdivision code required that prior to approval of Final Plat water and sewer service lines to the proposed new lot be installed and that an approved fire apparatus access be constructed. The required improvements have been completed and reviewed and approved by the City Engineer.

Financial Impact

No financial impact.

Attachments:

- Findings of Fact and Conclusions of Law
- Final Plat
- Preliminary Plat
- As-Built drawing
- Application

A. Findings of Fact and Conclusions of Law



City of Ketchum
Planning & Building

IN RE:)
)
Stevens Subdivision) KETCHUM CITY COUNCIL
Final Plat) FINDINGS OF FACT, CONCLUSIONS OF LAW, AND
Date: December 3, 2018) DECISION
)
File Number: 18-126)

PROJECT: Stevens Subdivision
FILE NUMBER: #18-126
OWNERS: Travis and Haley Stevens
REPRESENTATIVE: Bruce Smith, PLS, Alpine Enterprises Inc.
REQUEST: Final Plat approval to subdivide 314 River Run Drive, a 22,704 sq. ft. lot, into two lots
LOCATION: 314 River Run Drive (Lot 19, Sun Valley Subdivision, 1st Addition)
NOTICE: None required for Final Plat
ZONING: Limited Residential (LR)

BACKGROUND

1. Property owners Travis and Haley Stevens, represented by Bruce Smith, PLS, Alpine Enterprises Inc., have submitted a Final Plat application for a subdivision to subdivide an existing 22,704 square foot lot into two lots.
2. The subject property is located in an existing platted subdivision, Sun Valley Subdivision, 1st Addition. The legal description of the property is Lot 19 of Sun Valley Subdivision 1st Addition and the address is 314 River Run Drive. The subject property contains an existing single-family house. The proposal is to subdivide Lot 19 into two lots, to be named 19A and 19B. The lot containing the existing home will be Lot 19A and is proposed to be 13,514 square feet. Proposed Lot 19B will be a 9,116 square feet, located behind Lot 19A, and accessed by an access and utility easement that terminates in a fire truck (fire apparatus) turnaround that has been reviewed and approved by the Fire Department.

FINDINGS OF FACT

Table 1: City Department Comments

City Department Comments			
Compliant			
Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>City Department Comments</p> <p>Utilities:</p> <ul style="list-style-type: none"> No comment. <p>Fire Department:</p> <ul style="list-style-type: none"> No comment. <p>Streets:</p> <ul style="list-style-type: none"> No comment. <p>Planning and Zoning:</p> <ul style="list-style-type: none"> Comments denoted throughout.

Table 2: Zoning Standards

Compliance with Zoning Standards				
Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030.C	Minimum Lot Area
			<i>Staff Comments</i>	Required: 9,000 square feet minimum Existing: Existing Lot 19 is 22,634 square feet. Proposed Lot 19A is 13,514 square feet and proposed Lot 19B is 9,116 square feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030.C	Lot Width
				Required: 80' Proposed: Proposed Lot 19A will have a width of 90.19' at the rear and 94.48' at the front. Proposed Lot 19B will have a width of 90.19' at the front and 90.33' at the rear.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030.C	Maximum Building Coverage
				Required: 35% Proposed: Proposed Lot 19A is proposed to be 13,514 square feet and the building coverage of the existing residence is 1,140 square feet, representing a building coverage of 8.4% Lot 19B is proposed to be 9,116 square feet, which equates to a maximum building coverage of 3,190 square feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030.C	Minimum Building Setbacks
			<i>Staff Comments</i>	Required: <u>Front</u> – 15' <u>Side</u> – 1' for every 2' in building height, or 10', whichever is greater <u>Rear</u> – 20' Proposed: Lot 19A contains an existing residence. The front and side setbacks will not change. The proposed new rear setback is 38'. Proposed Lot 19B will be 90' in width and 101' in length, which would allow for a building envelope 70' in width and 66' in length. There is a fire apparatus turnaround easement proposed which overlaps with the building envelope. This fire apparatus turnaround easement reduces the footprint of the building

				<i>envelope but does not conflict with required setbacks or cause the lot to be unbuildable.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.F.7	Required Access Required: 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. Proposed: Lot 19A is accessed from River Run Drive and has 94.5' of street frontage. Lot 19B will be served by an access easement that has 20' of frontage on River Run Drive. This access easement is indicated the Final Plat. Additionally, Lot 19B is required to be served by an access easement and fire-apparatus turn around approved by the Fire Department. The access easement is 20' wide for the length of the easement except for the portion of the access that is directly adjacent to the existing house on Lot 19A. The portion of the easement that constricts to 18' at the northern edge of the house and 17.34' at the southern end of the house. This has been reviewed and approved by the Tom Ancona, Assistant Chief / Fire Marshal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.125.030.H	Curb Cut
			<i>Staff Comments</i>	Required: A total of 35% of the linear footage of any street frontage can be devoted to access to off street parking. Proposed: The lot has 94.5' of frontage on River Run Drive. The existing driveway is 12' and the proposed driveway is 20', for a total of 32' or 33.8%

Table 3: Final Plat Requirements

Final Plat Requirements				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J	Contents Of Final Plat: The final plat shall be drawn at such a scale and contain such lettering as to enable same to be placed upon sheets of eighteen inch by twenty four inch (18" x 24") Mylar paper with no part of the drawing nearer to the edge than one-half inch (1/2"), and shall be in conformance with the provisions of title 50, chapter 13, Idaho Code. The reverse side of such sheet shall not be used for any portion of the drawing, but may contain written matter as to dedications, certificates, signatures, and other information. The contents of the final plat shall include all items required under title 50, chapter 13, Idaho Code, and also shall include the following: <i>Staff Comments</i> <i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.1	Point of beginning of subdivision description tied to at least two (2) governmental survey corners, or in lieu of government survey corners, to monuments recognized by the city engineer.

			Staff Comments	<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.2	Location and description of monuments.
				<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.3	Tract boundary lines, property lines, lot lines, street right of way lines and centerlines, other rights of way and easement lines, building envelopes as required on the preliminary plat, lot area of each lot, boundaries of floodplain and floodway and avalanche district, all with bearings, accurate dimensions in feet and decimals, in degrees and minutes and radii, arcs, central angles, tangents and chord lengths of all curves to the above accuracy.
			Staff Comments	<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.4	Names and locations of all adjoining subdivisions.
			Staff Comments	<i>The is a re-subdivision of a lot in an existing subdivision. The adjoining lots are all located in the same subdivision. Each adjoining lot number has been labeled.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.5	Name and right of way width of each street and other public rights of way.
				<i>This standard has been met; the street the lot fronts, River Run Drive, and its right-of-way width are identified on the plat.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.6	Location, dimension and purpose of all easements, public or private.
				<i>This standard has been met. The existing easements from the original plat are indicated and the new utility and access easement and its dimensions have been indicated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.J.7	The blocks numbered consecutively throughout each block.
				<i>This standard does not apply; no new blocks are proposed. The proposal consists of subdividing one existing lot into two lots.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.J.8	The outline of any property, other than a street, alley or easement, which is offered for dedication to public use, fully dimensioned by distances and bearings with the area marked "Dedicated to the City of Ketchum for Public Use", together with any other descriptive language with regard to the precise nature of the use of the land so dedicated.
				<i>N/A, there are no dedications.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.9	The title, which shall include the name of the subdivision, the name of the city, if appropriate, county and state, and the location and description of the subdivision referenced to section, township, range.
				<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.10	Scale, north arrow and date.
				<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.11	Location, width, and names of all existing or dedicated streets and other public ways within or adjacent to the proposed subdivision
				<i>This standard has been met.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.J.1 2	A provision in the owner's certificate referencing the county recorder's instrument number where the condominium declaration(s) and/or articles of incorporation of homeowners' association governing the subdivision are recorded.
				<i>This standard is not applicable because this is a subdivision of an existing lot within an existing subdivision.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.1 3	Certificate by registered engineer or surveyor preparing the map certifying to the accuracy of surveying plat.
				<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.1 4	A current title report of all property contained within the plat.
				<i>This standard has been met. A title report and warranty deed were submitted.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J.1 5	Certification of owner(s) of record and all holders of security interest(s) of record with regard to such property.
				<i>This signature block has been provided; signing will occur after the Findings of Fact and Conclusions of Law are signed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.IJ. 16	Certification and signature of engineer (surveyor) verifying that the subdivision and design standards meet all city requirements.
				<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.J .17	Certification and signature of the city engineer verifying that the subdivision and design standards meet all city requirements.
				<i>This signature block has been provided; signing will occur after the Findings of Fact and Conclusions of Law are signed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.IJ. 18	Certification and signature of the city clerk of the city of Ketchum verifying that the subdivision has been approved by the council.
				<i>This signature block has been provided; signing will occur after the Findings of Fact and Conclusions of Law are signed.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.J .19	Notation of any additional restrictions imposed by the council on the development of such subdivision to provide for the public health, safety and welfare.
				<i>N/A, no restrictions were imposed by Council.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K	Final Plat Copies: Three (3) copies of the final plat shall be filed with the administrator prior to being placed upon the commission's agenda. Three (3) copies of the final plat as approved by the council and signed by the city clerk shall be filed with the administrator and retained by the city.
				<i>Three printed copies of the final plat, along with a digital copy, were submitted. Signing will occur after the Findings of Fact and Conclusions of Law are signed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.A	Required Improvements: The improvements set forth in this section shall be shown on the preliminary plat and installed prior to approval of the final plat. Construction design plans shall be submitted and approved by the city engineer. All such improvements shall be in accordance with the comprehensive plan and constructed in compliance with construction standard specifications adopted by the city. Existing natural features which enhance the attractiveness of the subdivision and community, such as mature trees, watercourses, rock outcroppings, established shrub masses and historic areas, shall be preserved through design of the subdivision.
				<i>Required improvements were indicated on the Preliminary Plat. Construction design plans were received and approved by the City Engineer in August of 2018; construction of the required improvements is now complete. An As Built drawing dated November 7, 2018 and prepared by Butler Associates, Inc. was reviewed and approved by the City Engineer on November 8, 2018.</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.B	<p>Improvement Plans: Prior to approval of final plat by the commission, the subdivider shall file two (2) copies with the city engineer, and the city engineer shall approve construction plans for all improvements required in the proposed subdivision. Such plans shall be prepared by a civil engineer licensed in the state.</p>
				<i>Construction design plans were received and approved by the City Engineer in August 2018; required improvements have been completed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.C	<p>Prior to final plat approval, the subdivider shall have previously constructed all required improvements and secured a certificate of completion from the city engineer. However, in cases where the required improvements cannot be constructed due to weather conditions or other factors beyond the control of the subdivider, the city council may accept, in lieu of any or all of the required improvements, a performance bond filed with the city clerk to ensure actual construction of the required improvements as submitted and approved. Such performance bond shall be issued in an amount not less than one hundred fifty percent (150%) of the estimated costs of improvements as determined by the city engineer. In the event the improvements are not constructed within the time allowed by the city council (which shall be one year or less, depending upon the individual circumstances), the council may order the improvements installed at the expense of the subdivider and the surety. In the event the cost of installing the required improvements exceeds the amount of the bond, the subdivider shall be liable to the city for additional costs. The amount that the cost of installing the required improvements exceeds the amount of the performance bond shall automatically become a lien upon any and all property within the subdivision owned by the owner and/or subdivider.</p>
				<i>Construction of the required improvements is complete.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.D	<p>As Built Drawing: Prior to acceptance by the city council of any improvements installed by the subdivider, two (2) sets of as built plans and specifications, certified by the subdivider's engineer, shall be filed with the city engineer. Within ten (10) days after completion of improvements and submission of as built drawings, the city engineer shall certify the completion of the improvements and the acceptance of the improvements, and shall submit a copy of such certification to the administrator and the subdivider. If a performance bond has been filed, the administrator shall forward a copy of the certification to the city clerk. Thereafter, the city clerk shall release the performance bond upon application by the subdivider.</p>
				<i>The As Built drawing was reviewed and approved by the City Engineer.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.E	<p>Monumentation: Following completion of construction of the required improvements and prior to certification of completion by the city engineer, certain land survey monuments shall be reset or verified by the subdivider's engineer or surveyor to still be in place. These monuments shall have the size, shape, and type of material as shown on the subdivision plat. The monuments shall be located as follows:</p> <ol style="list-style-type: none"> 1. All angle points in the exterior boundary of the plat. 2. All street intersections, points within and adjacent to the final plat. 3. All street corner lines ending at boundary line of final plat. 4. All angle points and points of curves on all streets. 5. The point of beginning of the subdivision plat description.
				<i>The City Engineer has reviewed the Final Plat and confirmed monumentation requirements have been met.</i>

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16.04.040.F	<p>Lot Requirements:</p> <ol style="list-style-type: none"> 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. 2. Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contains land with a slope in excess of twenty five percent (25%), based upon natural contours, or creates corner lots at the intersection of two (2) or more streets, building envelopes shall be shown for 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, and 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, watercourses and topographical features. Structures may only be built on buildable lots. Lots shall only be created that meet the definition of "lot, buildable" in section 16.04.020 of this chapter. Building envelopes shall be established outside of hillsides of twenty five percent (25%) and greater and outside of the floodway. A waiver to this standard may only be considered for the following: <ol style="list-style-type: none"> a. For lot line shifts of parcels that are entirely within slopes of twenty five percent (25%) or greater to create a reasonable building envelope, and mountain overlay design review standards and all other city requirements are met. b. For small, isolated pockets of twenty five percent (25%) or greater that are found to be in compliance with the purposes and standards of the mountain overlay district and this section. 3. Corner lots shall have a property line curve or corner of a minimum radius of twenty five feet (25') unless a longer radius is required to serve an existing or future use. 4. Side lot lines shall be within twenty degrees (20°) to a right angle or radial line to the street line. 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). 6. Minimum lot sizes in all cases shall be reversed frontage lot(s). 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. <p><i>Standard #1 has been met. Standards #2-6 are not applicable. Standard #7 has been met with the proposed 20' access easement indicated on the Final Plat.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.G	<p>G. Block Requirements: The length, width and shape of blocks within a proposed subdivision shall conform to the following requirements:</p> <ol style="list-style-type: none"> 1. No block shall be longer than one thousand two hundred feet (1,200'), nor less than four hundred feet (400') between the street

				<p>intersections, and shall have sufficient depth to provide for two (2) tiers of lots.</p> <p>2. Blocks shall be laid out in such a manner as to comply with the lot requirements.</p> <p>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, watercourses and topographical features.</p> <p>4. Corner lots shall contain a building envelope outside of a seventy five foot (75') radius from the intersection of the streets.</p>
				<i>This application does not create a new block. This requirement is not applicable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.H	<p>Street Improvement Requirements:</p> <p>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;</p> <p>2. All streets shall be constructed to meet or exceed the criteria and standards set forth in chapter 12.04 of this code, and all other applicable ordinances, resolutions or regulations of the city or any other governmental entity having jurisdiction, now existing or adopted, amended or codified;</p> <p>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;</p> <p>4. Streets may be required to provide access to adjoining lands and provide proper traffic circulation through existing or future neighborhoods;</p> <p>5. Street grades shall not be less than three-tenths percent (0.3%) and not more than seven percent (7%) so as to provide safe movement of traffic and emergency vehicles in all weather and to provide for adequate drainage and snow plowing;</p> <p>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;</p> <p>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 (2) lots, a temporary turnaround easement shall be provided, which easement shall revert to the adjacent lots when the street is extended;</p> <p>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 feet (400') from entrance to center of turnaround, and all cul-de-sacs shall have a minimum turnaround radius of sixty feet (60') at the property line and not less than forty five feet (45') at the curb line;</p>

			<p>9. Streets shall be planned to intersect as nearly as possible at right angles, but in no event at less than seventy degrees (70°);</p> <p>10. Where any street deflects an angle of ten degrees (10°) or more, a connecting curve shall be required having a minimum centerline radius of three hundred feet (300') for arterial and collector streets, and one hundred twenty five feet (125') for minor streets;</p> <p>11. Streets with centerline offsets of less than one hundred twenty five feet (125') shall be prohibited;</p> <p>12. A tangent of at least one hundred feet (100') long shall be introduced between reverse curves on arterial and collector streets;</p> <p>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 confused 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;</p> <p>14. Street alignment design shall follow natural terrain contours to result in safe streets, usable lots, and minimum cuts and fills;</p> <p>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;</p> <p>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;</p> <p>17. In general, the centerline of a street shall coincide with the centerline of the street right of way, and all crosswalk markings shall be installed by the subdivider as a required improvement;</p> <p>18. Street lighting may be required by the commission or council where appropriate and shall be installed by the subdivider as a requirement improvement;</p> <p>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 H2 of this section;</p> <p>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;</p> <p>21. 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, such construction or improvement shall be a required improvement by the subdivider. Such construction or improvement shall be in accordance with adopted standard specifications;</p> <p>22. Sidewalks, curbs and gutters may be a required improvement installed by the subdivider; and</p> <p>23. Gates are prohibited on private roads and parking access/entranceways, private driveways accessing more than one single-family dwelling unit and one accessory dwelling unit, and public rights of way unless approved by the city council.</p>
			<p><i>This proposal does not create new street. These standards are not applicable.</i></p>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.I	<p>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 feet (20'). 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 H2 of this section.</p>
				<i>This proposal does not create a new alley. This standard is not applicable.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.J	<p>Required Easements: Easements, as set forth in this subsection, shall be required for location of utilities and other public services, to provide adequate pedestrian circulation and access to public waterways and lands.</p> <p>1. A public utility easement at least ten feet (10') in width shall be required within the street right of way boundaries of all private streets. A public utility easement at least five feet (5') 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.</p> <p>2. Where a subdivision contains or borders on a watercourse, drainageway, channel or stream, an easement shall be required of sufficient width to contain such watercourse and provide access for private maintenance and/or reconstruction of such watercourse.</p> <p>3. All subdivisions which border the Big Wood River, Trail Creek and Warm Springs Creek shall dedicate a ten foot (10') fish and nature study easement along the riverbank. 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 riverbank which runs through the proposed subdivision.</p> <p>4. All subdivisions which border on the Big Wood River, Trail Creek and Warm Springs Creek shall dedicate a twenty five foot (25') scenic easement upon which no permanent structure shall be built in order to protect the natural vegetation and wildlife along the riverbank and to protect structures from damage or loss due to riverbank erosion.</p> <p>5. No ditch, pipe or structure for irrigation water or irrigation wastewater shall be constructed, rerouted 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. A written copy of such approval shall be filed as part of required improvement construction plans.</p> <p>6. Nonvehicular transportation system easements including pedestrian walkways, bike paths, equestrian paths, and similar easements shall be dedicated by the subdivider to provide an adequate nonvehicular transportation system throughout the city.</p>
				<i>The Final Plat contains a utility easement, which coincides with the access easement. Standards #2-6 are not applicable.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.K	<p>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.</p>

			<p>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.</p>
			<p><i>A service connection to the sewer district sewer main that is located in the River Run Drive right-of-way have been installed. The new service connection is for the benefit of Lot 19B.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.04.040.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. 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.</p>
			<p><i>A service connection to the municipal water main that is located within the River Run Drive right-of-way has been installed. The new service connection is for the benefit of Lot 19B.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>16.04.040.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 such planting strip with the preliminary plat application, and the landscaping shall be a required improvement.</p>
			<p><i>This standard is not applicable.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>16.04.040.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:</p> <ol style="list-style-type: none"> 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. Such plan shall contain the following information:

				<p>a. Proposed contours at a maximum of five foot (5') contour intervals.</p> <p>b. Cut and fill banks in pad elevations.</p> <p>c. Drainage patterns.</p> <p>d. Areas where trees and/or natural vegetation will be preserved.</p> <p>e. Location of all street and utility improvements including driveways to building envelopes.</p> <p>f. Any other information which may reasonably be required by the administrator, commission or council to adequately review the affect of the proposed improvements.</p> <p>3. Grading shall be designed to blend with natural landforms 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.</p> <p>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.</p> <p>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 such revegetation has been installed and established, the subdivider shall maintain and protect all disturbed surfaces from erosion.</p> <p>6. Where cuts, fills, or other excavations are necessary, the following development standards shall apply:</p> <p>a. Fill areas shall be prepared by removing all organic material detrimental to proper compaction for soil stability.</p> <p>b. Fills shall be compacted to at least ninety five percent (95%) of maximum density as determined by AASHO T99 (American Association of State Highway Officials) and ASTM D698 (American standard testing methods).</p> <p>c. Cut slopes shall be no steeper than two horizontal to one vertical (2:1). Subsurface drainage shall be provided as necessary for stability.</p> <p>d. Fill slopes shall be no steeper than three horizontal to one vertical (3:1). Neither cut nor fill slopes shall be located on natural slopes of three to one (3:1) or steeper, or where fill slope toes out within twelve feet (12') horizontally of the top and existing or planned cut slope.</p> <p>e. Toes of cut and fill slopes shall be set back from property boundaries a distance of three feet (3'), plus one-fifth (1/5) of the height of the cut or the fill, but may not exceed a horizontal distance of ten feet (10'); tops and toes of cut and fill slopes shall be set back from structures at a distance of at least six feet (6'), plus one-fifth (1/5) of the height of the cut or the fill. Additional setback distances shall be provided as necessary to accommodate drainage features and drainage structures.</p>
				<p><i>This is a small-scale subdivision to divide an existing lot within an existing subdivision into two lots. These standards are not applicable. There were no cuts or fill.</i></p>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.O	<p>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 including shoulders.</p> <p><i>This application is for subdivision of an existing lot within an existing subdivision that has frontage on an existing street. No new streets are proposed and no alteration to topography, other than the construction of an access driveway, are proposed with this application. At the time of building permit drainage plans for a new structure on proposed Lot 19B will be required.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.040.P	<p>Utilities: In addition to the terms mentioned in this section, all utilities including, but not limited to, electricity, natural gas, telephone and cable services 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.</p> <p><i>Natural gas, telephone, and cable are located underground and serve Lot 19 and may be tied into by future development to occur on proposed Lot 19B. Electricity serves the subject property through an overhead powerline. Idaho Power has indicated serving a future residence from the existing powerline is their preference for this property.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.040.Q	<p>Off Site Improvements: Where the offsite 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.</p> <p><i>No off-site improvements are required.</i></p>

CONCLUSIONS OF LAW

1. The City of Ketchum is a municipal corporation organized under Article XII of the Idaho Constitution and the laws of the State of Idaho, Title 50, Idaho Code;
2. Under Chapter 65, Title 67, of the Idaho Code the City has passed a subdivision ordinance, Title 16;
3. The City of Ketchum Planning Department provided adequate notice of the time, place, and summary of the applicant’s proposal to be considered by the Council for review of this application during a public meeting;

4. The Council has authority to consider the applicant's Final Plat Application pursuant to Chapter 16.04 of Ketchum Code Title 16;
5. The project **does** meet the standards of approval under Chapter 16.04 of Subdivision Code Title 16.

DECISION

THEREFORE, the Ketchum City Council **approves** this Final Plat application this Monday, December 3rd, 2018 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. 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;
3. 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,
4. 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.
5. The applicant shall provide a copy of the recorded final plat to the Department of Planning and Building for the official file on the application.
6. All requirements of the Fire, Utility, Building, Planning and Public Works departments of the City of Ketchum shall be met. All public improvements shall meet the requirements of the Public Works Department.

Findings of Fact **adopted** this 3rd day of December, 2018

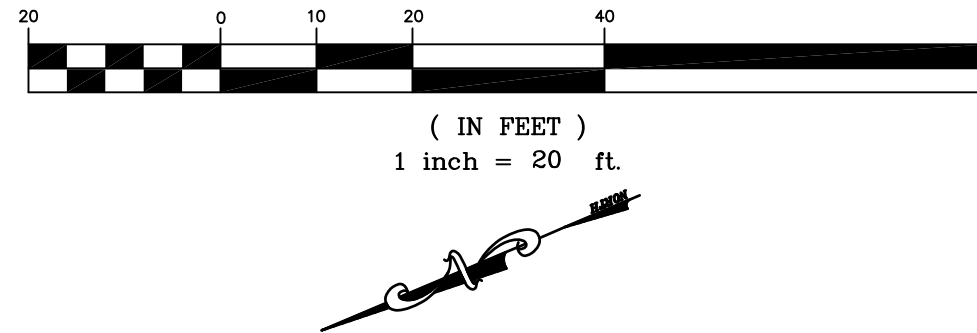
Suzanne Frick,
City Administrator

B. Final Plat

A PLAT SHOWING
SUN VALLEY SUBDIVISION, 1ST ADDITION LOTS 19A & 19B
 WHEREIN LOT 19 IS SUBDIVIDED INTO LOT 19A & 19B
 LOCATED WITHIN SECTION 12, T.4N., R.17E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO

OCTOBER 2018

GRAPHIC SCALE

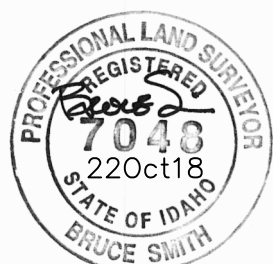
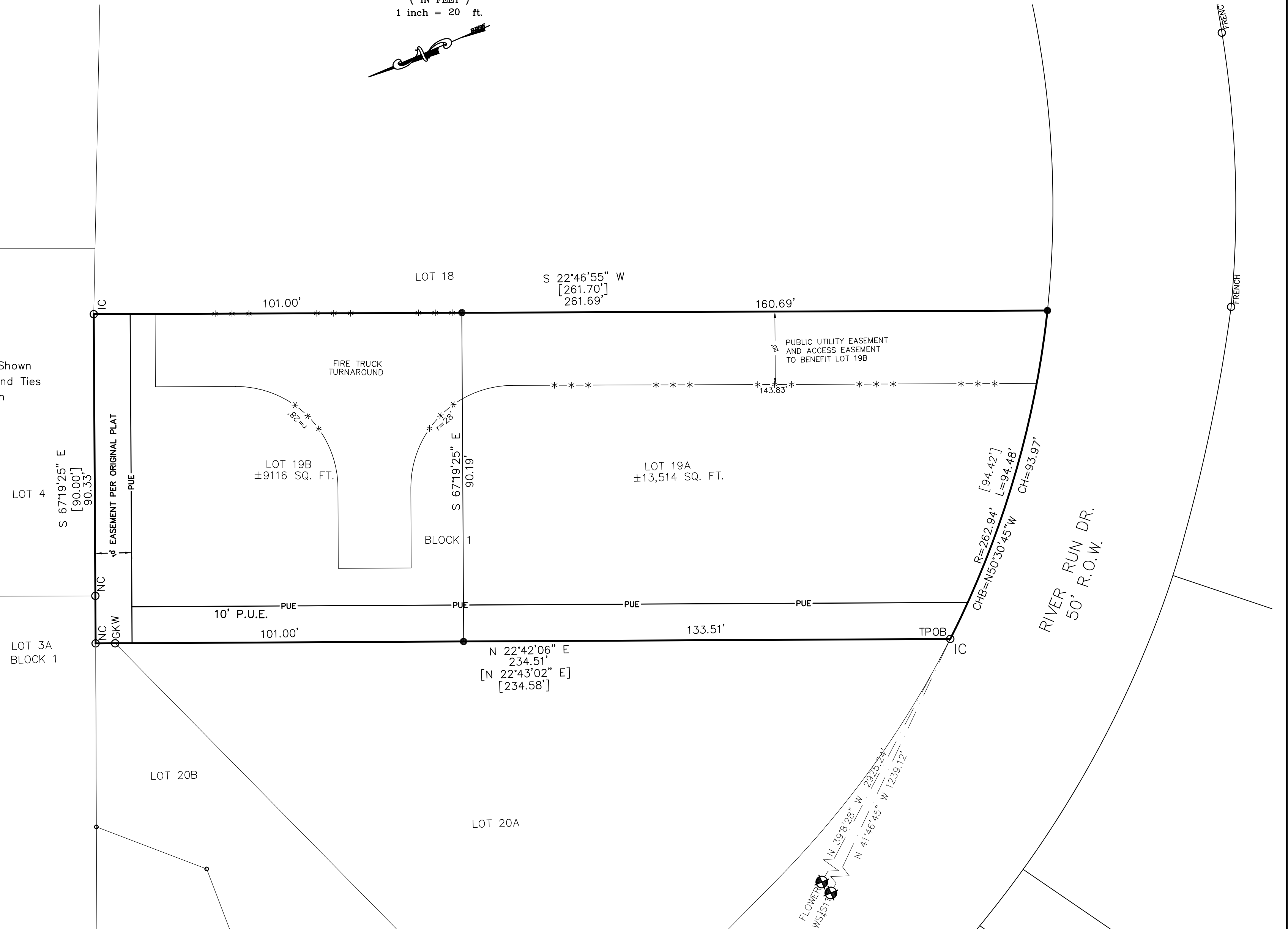


NOTES

- 1) Basis of Bearings is Idaho State Plane Coordinate System, NAD83(1992), Central Zone, at Grid, in US Survey Feet. Boundary information from the Plat of Sun Valley Subdivision, 1st Addition, Inst. No. 93769, Blaine County Records. Please Refer to the Plat Notes, Conditions, Covenants, and Restrictions on Original Plat.
- 2) The Fire Truck Turnaround on Lot 19B may be reconfigured as long as it meets Fire Dept. Standards. Snow Removal on the 20' Access/Utility Easement shall be the responsibility of Lot 19B.
- 3) Documents that may affect these Properties are Recorded in Blaine County as Instrument Number 650771 (Deed).

LEGEND

- Subject Boundary
- Firetruck Turnaround
- Public Utility Easement as Shown
- Blaine County GIS Control and Ties
- Found 1/2" Rebar As Shown
- Set 1/2" Rebar PLS 7048
- IC Illegible Cap
- NC No Cap
- Record Dimensions



PRELIMINARY
 For Plat Checks 22Oct18

HEALTH CERTIFICATE: Sanitary restrictions as required by Idaho Code Title 50, Ch. 13, have been satisfied. Sanitary restrictions may be reimposed in accordance with Idaho Code Title 50, Ch. 13, Sec. 50-1326, by issuance of a Certificate of Disapproval.

Date _____ South Central Public Health District, EHS

CERTIFICATE OF OWNERSHIP

This is to certify that We, the undersigned, are the owners in fee simple of the following described parcel of land:

A parcel of land located within Section 12, Township 4 North, Range 17 East, Boise Meridian, City of Ketchum, Blaine County, Idaho; more particularly described as follows:

Lot 19, Sun Valley Subdivision, 1st Addition recorded as Instrument No. 93769, records of Blaine County, Idaho; to be replatted as Sun Valley Subdivision, 1st Addition, Lots 19A & 19B.

The easements indicated hereon are not dedicated to the public, but the right to use said easements is hereby reserved for the public utilities and for any other uses indicated hereon and no permanent structures are to be erected within the lines of said easements. We do hereby certify that all lots in this plat will be eligible to receive water service from an existing water distribution system and that the existing water distribution system has agreed in writing to serve all of the lots shown within this plat.

Travis Stevens

Haley E. Stevens

ACKNOWLEDGMENT

STATE OF _____ }
COUNTY OF _____ } ss

On this ____ day of _____, 2018, before me, a Notary Public in and for said State, personally appeared Travis Stevens and Haley E. Stevens, husband and wife, known or identified to me, to be the person whose names are subscribed to the Owner's Certificate and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

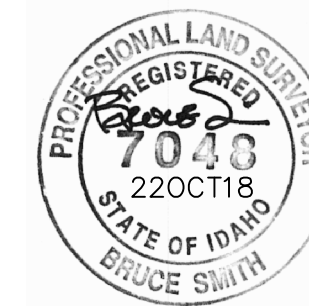
Notary Public

Residing at

My Commission Expires

SURVEYOR'S CERTIFICATE

I, Bruce Smith, a duly licensed Professional Land Surveyor in the State of Idaho, do hereby certify that this plat of Sun Valley Subdivision, 1st Addition, Lots 19A & 19B is a true and accurate map of the land surveyed under my direct supervision and that it is in accordance with the Idaho State Code relating to Plats and Surveys.



COUNTY SURVEYOR'S APPROVAL

I, Sam Young, County Surveyor for Blaine County, Idaho, have checked the foregoing plat and computations for making the same and have determined that they comply with the laws of the State of Idaho relating thereto.

Sam Young, PLS 11577
County Surveyor

APPROVAL OF CITY COUNCIL

The foregoing plat was approved by the City Council of Ketchum on this ____ day of _____, 2018.

City Clerk

CITY ENGINEER'S APPROVAL

The foregoing plat was approved by _____, City Engineer for the City of Ketchum on this ____ day of _____, 2018.

City Engineer

COUNTY TREASURER'S APPROVAL

I, the Undersigned, County Treasurer in and for Blaine County, State of Idaho, per the Requirements of Idaho Code 50-1308, do hereby Certify that any and all Current and/or Delinquent County Property Taxes for the Property included in this Plat of Sun Valley Subdivision, 1st Addition, Lots 19A & 19B have been paid in full on this ____ day of _____, 2018. This Certification is valid for the next thirty (30) days only.

Blaine County Treasurer

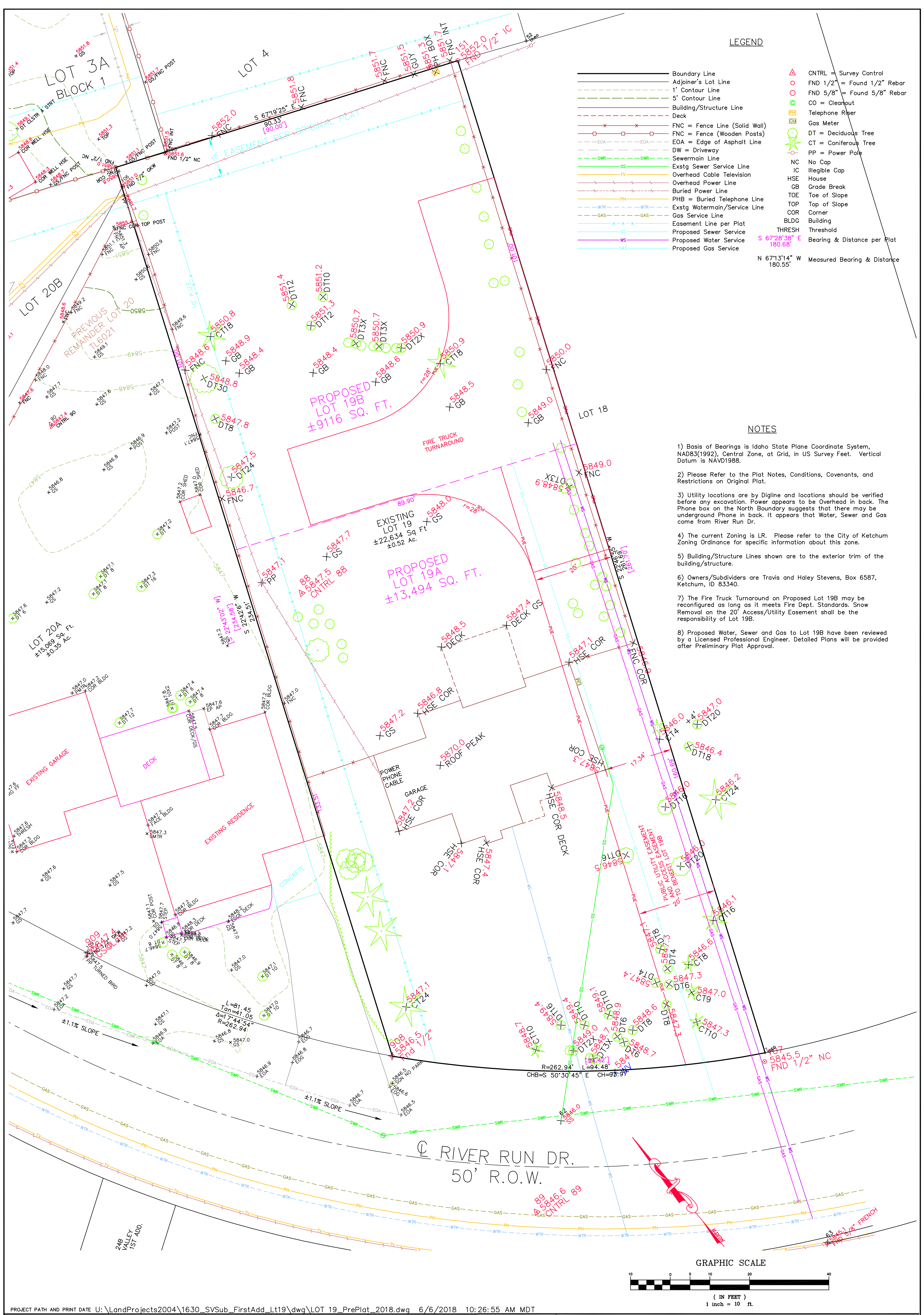
COUNTY RECORDER'S CERTIFICATE

STATE OF IDAHO }
COUNTY OF BLAINE } ss

This is to certify that the foregoing Plat was Filed in the Office of the Recorder of Blaine County, Idaho, and Duly Recorded at the Time, Date, and Instrument Number shown below.

Ex-officio Recorder

C. Preliminary Plat



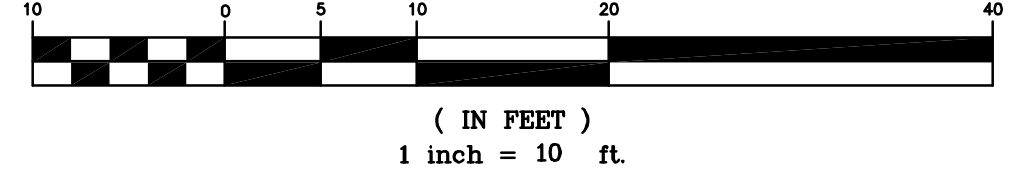
LEGEND

- Boundary Line
- Adjoiner's Lot Line
- 1' Contour Line
- 5' Contour Line
- Building/Structure Line
- Deck
- FNC = Fence Line (Solid Wall)
- FNC = Fence (Wooden Posts)
- EOA = Edge of Asphalt Line
- DW = Driveway
- Sewermain Line
- Exstg Sewer Service Line
- Overhead Cable Television
- Overhead Power Line
- Buried Power Line
- PHB = Buried Telephone Line
- Exstg Watermain/Service Line
- Gas Service Line
- Easement Line per Plat
- Proposed Sewer Service
- Proposed Water Service
- Proposed Gas Service
- CNTRL = Survey Control
- FND 1/2" = Found 1/2" Rebar
- FND 5/8" = Found 5/8" Rebar
- CO = Clearcut
- Telephone Riser
- Gas Meter
- DT = Deciduous Tree
- CT = Coniferous Tree
- PP = Power Pole
- NC = No Cap
- IC = Illegible Cap
- HSE = House
- GB = Grade Break
- TOE = Toe of Slope
- TOP = Top of Slope
- COR = Corner
- BLDG = Building
- THRESH = Threshold
- S 67°28'38" E 180.68' Bearing & Distance per Plat
- N 67°13'14" W 180.55' Measured Bearing & Distance

NOTES

- 1) Basis of Bearings is Idaho State Plane Coordinate System, NAD83(1992), Central Zone, at Grid, in US Survey Feet. Vertical Datum is NAVD1988.
- 2) Please Refer to the Plat Notes, Conditions, Covenants, and Restrictions on Original Plat.
- 3) Utility locations are by Digline and locations should be verified before any excavation. Power appears to be Overhead in back. The Phone box on the North Boundary suggests that there may be underground Phone in back. It appears that Water, Sewer and Gas come from River Run Dr.
- 4) The current Zoning is LR. Please refer to the City of Ketchum Zoning Ordinance for specific information about this zone.
- 5) Building/Structure Lines shown are to the exterior trim of the building/structure.
- 6) Owners/Subdividers are Travis and Haley Stevens, Box 6587, Ketchum, ID 83340.
- 7) The Fire Truck Turnaround on Proposed Lot 19B may be reconfigured as long as it meets Fire Dept. Standards. Snow Removal on the 20' Access/Utility Easement shall be the responsibility of Lot 19B.
- 8) Proposed Water, Sewer and Gas to Lot 19B have been reviewed by a Licensed Professional Engineer. Detailed Plans will be provided after Preliminary Plat Approval.

GRAPHIC SCALE



PROJECT PATH AND PRINT DATE U:\LandProjects2004\1630_SVSub_FirstAdd_Lt19.dwg\LOT 19_PrePlat_2018.dwg 6/6/2018 10:26:55 AM MDT

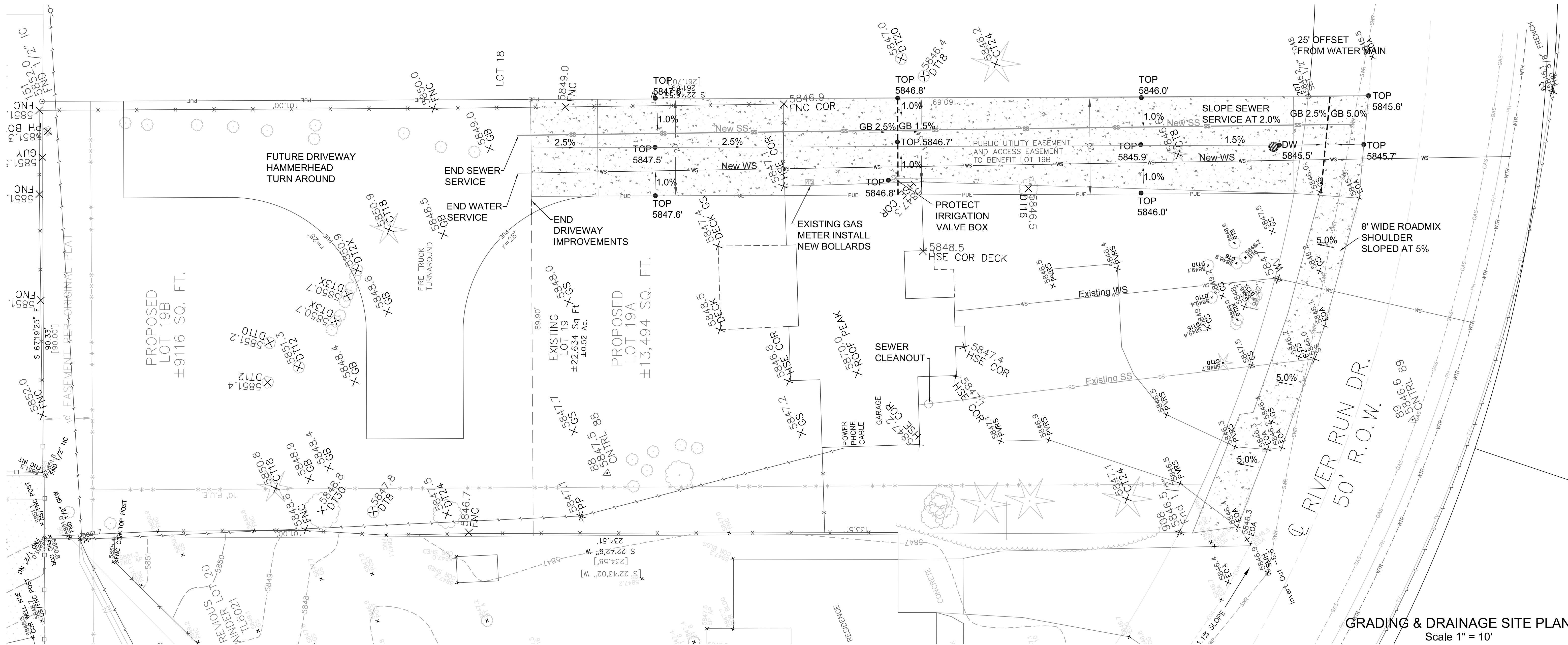
REVISIONS	NO	DATE	BY
Revise Bdy. Add Fire Turnaround	1	25MAY18	BS
ADD EXSTG & PROPOSED SEWER & WATER SERVICES	2	05JUN18	BS



Alpine Enterprises Inc.
 Surveying, Mapping and Natural Hazards Consulting
 221 Northwood Way, Unit A-100
 P.O. Box 2037, Ketchum, ID 83340 USA
 (208) 727-1988 727-1987 fax
 email bsmith@alpineenterprisesinc.com

A PRELIMINARY PLAT SHOWING
 LOTS 19A & 19B, SUN VALLEY SUBDIVISION, 1ST ADDITION
 WITHIN S12, T.4N., R.17E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO
 PREPARED FOR TRAVIS & HALY STEVENS

D. As-Built drawing

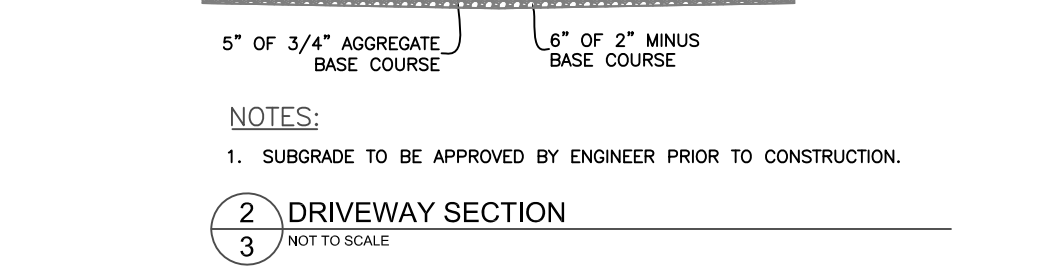
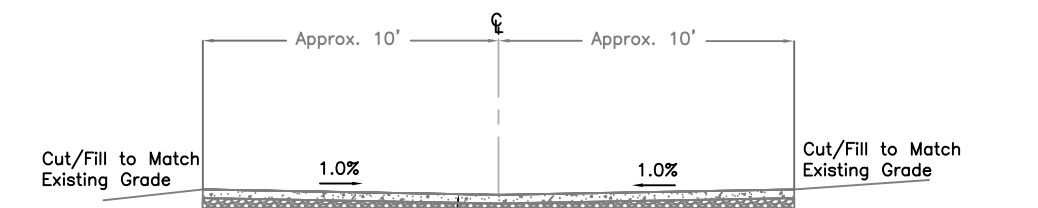


GRADING & DRAINAGE SITE PLAN
Scale 1" = 10'

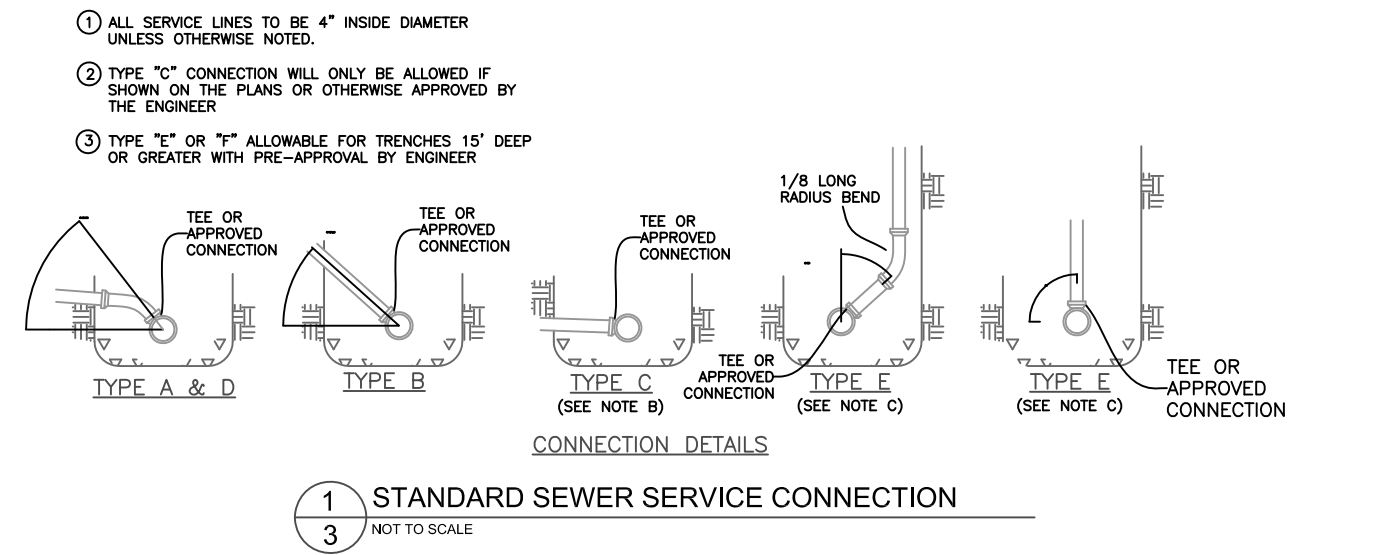
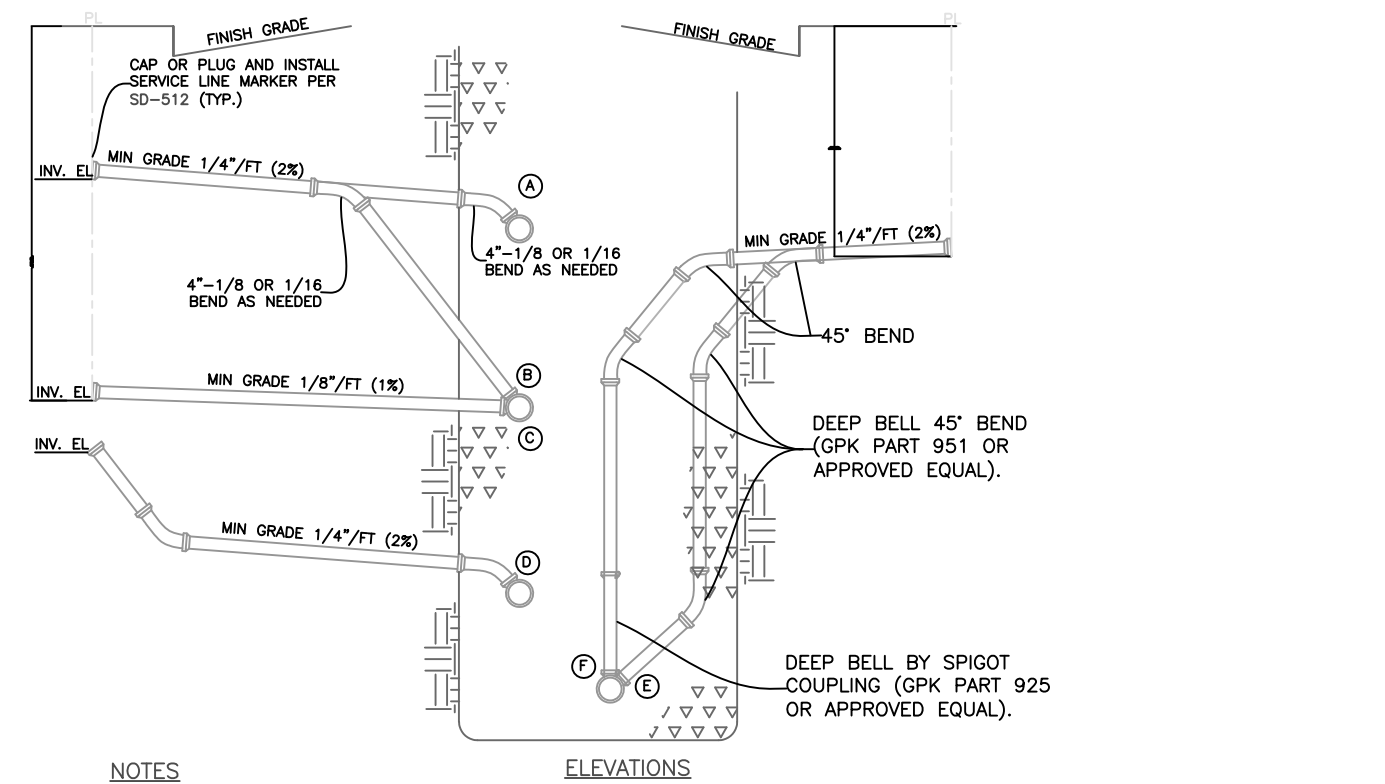
GENERAL CONSTRUCTION NOTES:

- CONTRACTOR SHALL CONTACT DIGLINE (800-342-1585) TO MARK ALL UTILITIES IN ORDER TO PROTECT ALL UTILITIES DURING CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE SAMPLE OF ALL STRUCTURAL FILL AND DRAIN ROCK FOR THE DRIVEWAY AND DRYWELL CONSTRUCTION TO ENGINEER.
- THE CONTRACTOR SHALL COORDINATE WITH THE KETCHUM STREET DEPARTMENT & UTILITY DEPARTMENT PRIOR TO EXCAVATING IN THE RIVER RUN DRIVE.
- CONTRACTOR SHALL COMPLETE AN ENCROACHMENT PERMIT AND SHALL BACKFILL TRENCH IN RIVER RUN DRIVE ACCORDING TO KETCHUM TRENCH BACKFILL DETAIL.
- ANY CHANGES TO GRADING & DRAINAGE PLAN SHALL BE APPROVED BY ENGINEER PRIOR TO ORDERING PARTS OR CHANGING QUANTITIES.
- CONTRACTOR SHALL CONTACT ENGINEER TO OBSERVE AND APPROVE DRIVEWAY SUBGRADE PRIOR TO PLACING ANY STRUCTURAL FILL.
- SLOPE SEWER SERVICE AT MINIMUM 2% TO SEWER MAIN. INSTALL CAP AT END OF SERVICE & MARK WITH METAL FENCE POST BURIED 0.5' BELOW FINISH GRADE.
- INSTALL WATER SERVICES A MINIMUM OF 6" BELOW FINISH GRADE FOR FROST PROTECTION.
- GAS, POWER AND PHONE SERVICES WILL NOT BE INSTALLED TO LOT 19B AT THIS TIME.
- CONTRACTOR SHALL NOT UNDERMINE EXISTING FOUNDATION DURING WATER SERVICE INSTALLATION.
- DRYWELL SHALL BE INSTALLED AT LEAST 25' FROM WATER MAIN.

---	Boundary Line	△	CNTRL = Survey Control
---	Adj. Owner's Lot Line	○	FND 1/2" = Found 1/2" Rebar
---	1' Contour Line	○	FND 5/8" = Found 5/8" Rebar
---	5' Contour Line	○	CO = Cleanout
---	Building/Structure Line	○	TR = Telephone Riser
---	Deck	○	GM = Gas Meter
---	FNC = Fence Line (Solid Wall)	○	DT = Deciduous Tree
---	FNC = Fence (Wooden Posts)	○	CT = Coniferous Tree
---	EOA = Edge of Asphalt Line	○	PP = Power Pole
---	DW = Drywell	○	NC = No Cap
---	Sewermain Line	○	IC = Illigible Cap
---	Exstg Sewer Service Line	○	HSE = House
---	Overhead Cable Television	○	GB = Grade Break
---	Overhead Power Line	○	TOE = Toe of Slope
---	Buried Power Line	○	TOP = Top of Slope
---	PHB = Buried Telephone Line	○	GB = Grade Break
---	Exstg Watermain/Service Line	○	COR = Corner
---	Gas Service Line	○	BLDG = Building
---	Easement Line per Plat	○	THRESH = Threshold
---	Proposed Sewer Service	○	Bearing & Distance per Plat
---	Proposed Water Service	○	Measured Bearing & Distance
---	Proposed Gas Service	○	



- NOTES:**
- ALL PRODUCTS AS NOTED OR APPROVED SUBSTITUTION.
 - GRAVEL DEPTH MUST REACH FREE-DRAINING MATERIAL PER ENGINEER APPROVAL.



- LEGEND:**
- 3" (MIN) REQUIRED BOTH SIDES & SHALL BE SAW CUT.
 - EXISTING SURFACE (REPAIR ASPHALT TO MATCH EXISTING 3" MIN COMPACTED).
 - EXISTING BASE.
 - TRENCH BACKSLOPE.
 - VERTICAL TRENCH WALLS SHORING PER S&S/L&A.
 - PIPE BEDDING STANDARDS.
 - UNDISTURBED SOIL.
 - LEAN CONCRETE.
 - LOWER COMPACTION ZONE.
- NOTES:**
- REFERENCES ARE TO THE ID STANDARDS FOR PUBLIC WORKS CONSTRUCTION MANUAL, TRENCH EXCAVATION PER SECTION 301, BACKFILL AND COMPACTION PER SECTION 305.

TRENCH BACKFILL
SCALE: NTS

DESCRIPTION AND CONSTRUCTION REQUIREMENTS:
IN AREAS WHERE IT IS NECESSARY TO CUT THE ASPHALT PAVEMENT AND DIG A TRENCH FOR BURIAL OF CONDUIT, CABLE OR OTHER CITY UTILITY, THE TRENCH SHALL BE BACK FILLED WITH A LEAN CONCRETE MIX WITH THE FOLLOWING PROPORTIONS OF MATERIALS:

COARSE AGGREGATE (3/8" MINUS)	2,800 LBS
SAND	800 LBS
PORTLAND CEMENT	94 LBS
WATER	II GAL (MAX.)

WATER CONTENT IS MAXIMUM AND MAY BE REDUCED DOWNWARD. CARE SHALL BE TAKEN TO ASSURE THAT EXCESS WATER IS NOT PRESENT IN THE MIXING DRUM PRIOR TO CHANGING THE MIXER WITH MATERIALS. THOROUGH MIXING WILL BE REQUIRED PRIOR TO DISCHARGE.

NO COMPACTION, VIBRATION OR FINISHING IS REQUIRED. THE LEAN CONCRETE MIX SHALL BE STRUCK OFF AT OR BELOW THE ELEVATION OF THE PLANTING SURFACING WITH A SQUARE-EDGED SHOVEL OR SIMILAR HAND TOOL. THE BACKFILL MIX SHALL BE ALLOWED TO SET FOR A MINIMUM OF 2 HOURS BEFORE THE PERMANENT PLANTING SURFACING IS PLACED TO COMPLETE THE TRENCH REPAIR. TEMPORARY PLACEMENT OF ASPHALT COLD MIX SURFACING MAY BE NECESSARY TO ACCOMMODATE TRAFFIC WITHIN THE FIRST 2 HOURS OF BACKFILL PLACEMENT PRIOR TO COMPLETING THE PERMANENT REPAIR.

FORSYTH ASSOCIATES, INC.

CITY OF KETCHUM
TRENCH BACKFILL

SHEET NO. **1**

E. Application



City of Ketchum
Planning & Building

OFFICIAL USE ONLY	
Application Number:	D18-126
Date Received:	10-9-18
By:	MP
Fee Paid:	750 ⁰⁰
Approved Date:	
By:	

Subdivision Application

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

APPLICANT INFORMATION			
Name of Proposed Subdivision:			
Owner of Record: Travis and Haley Stevens			
Address of Owner: 314 River Run Dr. / P.O. Box 6587 Ketchum ID 83340			
Representative of Owner: _____			
Legal Description:			
Street Address: 314 River Run Dr. Ketchum ID 83340			
SUBDIVISION INFORMATION			
Number of Lots/Parcels: 1 2 parcels			
Total Land Area: 9116 sq.ft.			
Current Zoning District: LR			
Proposed Zoning District: Same			
Overlay District: _____			
TYPE OF SUBDIVISION			
Condominium <input type="checkbox"/>	Land <input checked="" type="checkbox"/>	PUD <input type="checkbox"/>	Townhouse <input type="checkbox"/>
Adjacent land in same ownership in acres or square feet: 13,494 sq.ft.			
Easements to be dedicated on the final plat: access easement			
Briefly describe the improvements to be installed prior to final plat approval: all improvements have been installed			
ADDITIONAL INFORMATION			
All lighting must be in compliance with the City of Ketchum's Dark Sky Ordinance			
One (1) copy of Articles of Incorporation and By-Laws of Homeowners Associations and/or Condominium Declarations			
One (1) copy of current title report and owner's recorded deed to the subject property			
One (1) copy of the preliminary plat			
All files should be submitted in an electronic format.			

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

Applicant Signature

10/8/2018

Date



City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Hold a Public Hearing, Deliberate, and Approve Revised Sundali/Mace Construction Phasing Agreement

Recommendation and Summary

Staff is recommending the council adopt the following motion:

Move to Authorize the Mayor to Sign the Revised Sundali/Mace Construction Phasing Agreement #20233 Upon Review and Approval of the City Attorney.

The reasons for the recommendation are as follows:

- Will serve and main utilities required by W&S Department are now installed;
- Applicant has gotten an architect involved, who has come up with a much more efficient site design for subsequent multi-family units on Lots 3A and 4A
- Agreement results in ROW improvements to 6th Street and the Block 64 Ketchum Townsite Alleyway consistent with City Standards, including a combined driveway access to Lots 3A/4A from 2nd Avenue across bike path
- Construction phasing with a surety bond assures construction occurs consistent with city regulations and in a manner that appropriately sequences construction

Analysis

This agreement is entered into with the owners of property along 2nd Avenue within Block 64 of the old Ketchum Townsite. Subject property is bound by a platted alleyway and 3 public streets: 2nd Avenue and 6th and 7th Streets. Sewer and water extensions to each of the 4 replatted lots has occurred and been accepted by the city. Extension of certain city ROW improvements as noted in the Attached Agreement are required to be completed by the Applicant. Construction phasing is proposed to allow the plat amendment to occur, followed by a possible future townhome development by the applicant. See agreement

Financial Impact

A surety bond will help to secure the improvements required with the proposed plat amendment of the project.

Attachment

- Construction Phasing Agreement Contract # 20233 with Two Exhibits

RECORDING REQUESTED BY AND WHEN RECORDED RETURN TO:	
--	--

(Space Above Line For Recorder's Use)

CONSTRUCTION PHASING AGREEMENT

THIS CONSTRUCTION PHASING AGREEMENT ("Agreement") is made and entered into as of the 20th day of August 2018, by and between the City of Ketchum, an Idaho municipal corporation ("City") and William C. Sundali, Shane B. Mace, and Sharon L. Mace, trustees of the Mace Living Trust ("Owner").

RECITALS

WHEREAS, Owner owns that certain real property legally described as Lot 1, 2, 3, and 4 of Block 64 within the original townsite of the City of Ketchum, according to the official plat thereof, on file in the office of the County Recorder of Blaine County, Idaho (the "Property"); and

WHEREAS, Owner has applied for a plat amendment, creating Lots 1A, 2A, 3A, and 4A of Block 64 within the original townsite of the City of Ketchum ("Plat Amendment Property") and requested an extension to complete certain improvements and City is agreeable to certain extensions to address Owner's request.

WHEREAS, Ketchum Municipal Code 16.04.100 allows for phased development for land development projects.

WHEREAS, Owner has applied to construct infrastructure improvements to City standards and assume private maintenance of the improved alleyway and water main within Plat Amendment Property and City is agreeable to private maintenance of the improvements to address Owner's request.

WHEREAS, Owner agree to abide by this Agreement and its terms and for such Agreement to be binding on successors in interest.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the mutual covenants and agreements herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Owner Representations. Owner agrees to make the improvements shown in Exhibit A in accordance with the Construction and Completion Schedule set forth in Exhibit A and as further detailed in the Schedule of Costs set forth in Exhibit B, which Owner agrees to secure with a Surety Bond prior to plat recordation.

2. Maintenance Responsibilities, Reimbursements and Contributions.

A. Owner.

(1) *Water Main Serving Lots 1A-4A.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private water main serving the Plat Amendment Property.

(2) *Block 64 Alley Maintenance.*

- a. Unless otherwise determined by City, at its sole discretion, Owner and all successors in interest are responsible for the installation, maintenance, repair, snow plowing, and general upkeep associated with the development of the Block 64 alleyway.
- b. Block 64 is a public alleyway and right of way, subject to classification, use, and regulation pursuant to the City of Ketchum's right of way policies.

B. City.

(1) *Neighbor Access of Improved Alleyway.* City agrees to work with Owner and successors in interest regarding future Block 64 alleyway maintenance to extent adjoining properties in the future access alleyway or alleyway is able to be improved to City standards as a through alleyway between Sixth and Seventh Streets. Furthermore, if other adjoining properties do use the alleyway, the City agrees for a period of five (5) years from the date of execution of this Agreement to seek any possible reimbursements and contributions for costs incurred by the Owners for improving the alleyway.

C. Mutual Cooperation.

(1) *Transformer Relocation.*

- a. An Idaho Power transformer exists in the alleyway of the Block 64, City of Ketchum townsite. The current location of subject transformer makes safe ingress/egress of the alleyway with road improvements in compliance with City standards infeasible.
- b. Because the City is asking the developer to relocate the transformer, the City will make a request to Idaho Power to relocate the transformer under the Franchise Agreement between Idaho Power and the City of Ketchum (Ordinance 1092).
- c. After the City has requested relocation of the transformer, and the parties have information as to the cost of relocating the transformer, the Owner shall be given a reasonable opportunity to explore options to adjust its current plans to determine ways to keep the transformer in its current location without any party incurring the costs of relocation.
- d. Owner understands that in the event a relocation of the transformer is required, the cost of relocation shall be at no cost to the City.

3. Construction and Completion Schedule.

- A. Prior to recordation of the Plat Amendment Property, each lot shall be adequately served by both water and sewer services as generally depicted on Exhibit A, as affirmed in writing by the City.
- B. By December 31, 2019, the following services as generally depicted on Exhibit A shall be completed and/or extended to Lots 1A, 2A, 3A, and 4A:
 - (1) Dry utility services (power, IMG, cable, etc);
 - (2) Unless another option to relocating the transformer is agreed to in writing by the City, it shall be the Owner's responsibility, regardless of the determination of Idaho Power on payment, to assure the relocation of the transformer in the alleyway as generally shown in Exhibit A; and
 - (3) Residential and driveway road ballast for the alleyway and internal project driveway consistent with Ketchum Municipal Code, Title 12.04.030.H.1.

C. By December 31, 2020, the following services as generally depicted on Exhibit A shall be completed:

- (1) Alleyway drainage and paving improvements; and
- (2) All of the Sixth Street right of way improvements, including asphalt, curb/gutter, five foot (5') concrete sidewalk and accepted City standard street light at the intersection of Sixth Street and Second Avenue (collectively, "Sixth Street ROW Improvements") shall be installed as generally depicted on Exhibit A.

D. The City, at its sole discretion, may grant a one-time twelve (12) month extension, until June 30, 2021, to Owner for the required Sixth Street ROW Improvements if a building permit is issued for Lot 4A of the Plat Amendment Property.

E. The private driveway drainage and paving improvements shall be completed prior to a second certificate of occupancy being granted to the Plat Amendment Property.

4. General Provisions.

A. Recitals and Construction. The City and Owner incorporate the above recitals into this Agreement and affirm such recitals are true and correct.

B. Surety Bond. The Schedule of Costs set forth in Exhibit B, which Owner agrees to secure with a Surety Bond prior to plat recordation, assures improvements within City right of way only and not the private driveway drainage and paving improvements, nor the relocation of the transformer by Idaho Power.

C. Effective Date. This Agreement is effective as of the date on which the last of the City and Owner execute this Agreement. Neither party shall have any rights with respect to this Agreement until both have executed this Agreement.

D. Owner Representations. Owner represents and warrants to City that (a) Owner holds fee simple title to the Property, and (b) no joinder or approval of another person or entity is required with respect to Owner's authority to make and execute this Amendment.

E. Neutral Interpretation. City and Owner acknowledge they and, if they so choose, their respective counsel have reviewed this Agreement and the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of the Agreement, or any exhibits, attachments and addenda to the Agreement.

F. Counterparts. This Agreement may be executed in multiple counterparts, each of which taken together shall constitute one and the same agreement binding upon

the parties. Signatures transmitted by facsimile or via e-mail in a "PDF" format shall have the same force and effect as original signatures on this Amendment. The Original of this Amendment shall be recorded with the Blaine County Recorder.

IN WITNESS WHEREOF, the parties, having been duly authorized, have hereunder caused this Agreement to be executed, the same being done after public notice and statutory requirements having been fulfilled.

"CITY":

"OWNER":

CITY OF KETCHUM,
an Idaho municipal corporation

By: _____
Neil Bradshaw, Mayor

By: _____
William C. Sundali,

Shane B. Mace, trustee of the Mace
Living Trust

**Sharon L. Mace, trustee of the Mace
Living Trust**

ATTEST:

Robin Crotty, City Clerk

ACKNOWLEDGEMENT FOR CITY

STATE OF IDAHO)
) ss.
COUNTY OF BLAINE)

On this ____ day of _____, 2018, before me, the undersigned Notary Public in and for said State, personally appeared **Neil Bradshaw**, known or identified by me to be the Mayor of the City of Ketchum, Idaho, and the person who executed the foregoing instrument and acknowledged to me that he executed the same on behalf of such city.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.

Notary Public for the State of _____
Residing at _____
My Commission Expires _____

ACKNOWLEDGEMENT FOR OWNERS

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2018, before me, a Notary Public in and for said State, personally appeared _____, known to me to be **William C. Sundali**, and known to me to be the person whose name is subscribed to the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for the State of _____
Residing at _____
My Commission Expires _____

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2018, before me, a Notary Public in and for said State, personally appeared _____, known to me to be **Shane B. Mace, trustee of the Mace Living Trust**, and known to me to be the person whose name is subscribed to the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for the State of _____
Residing at _____
My Commission Expires _____

STATE OF _____)
) ss.
COUNTY OF _____)

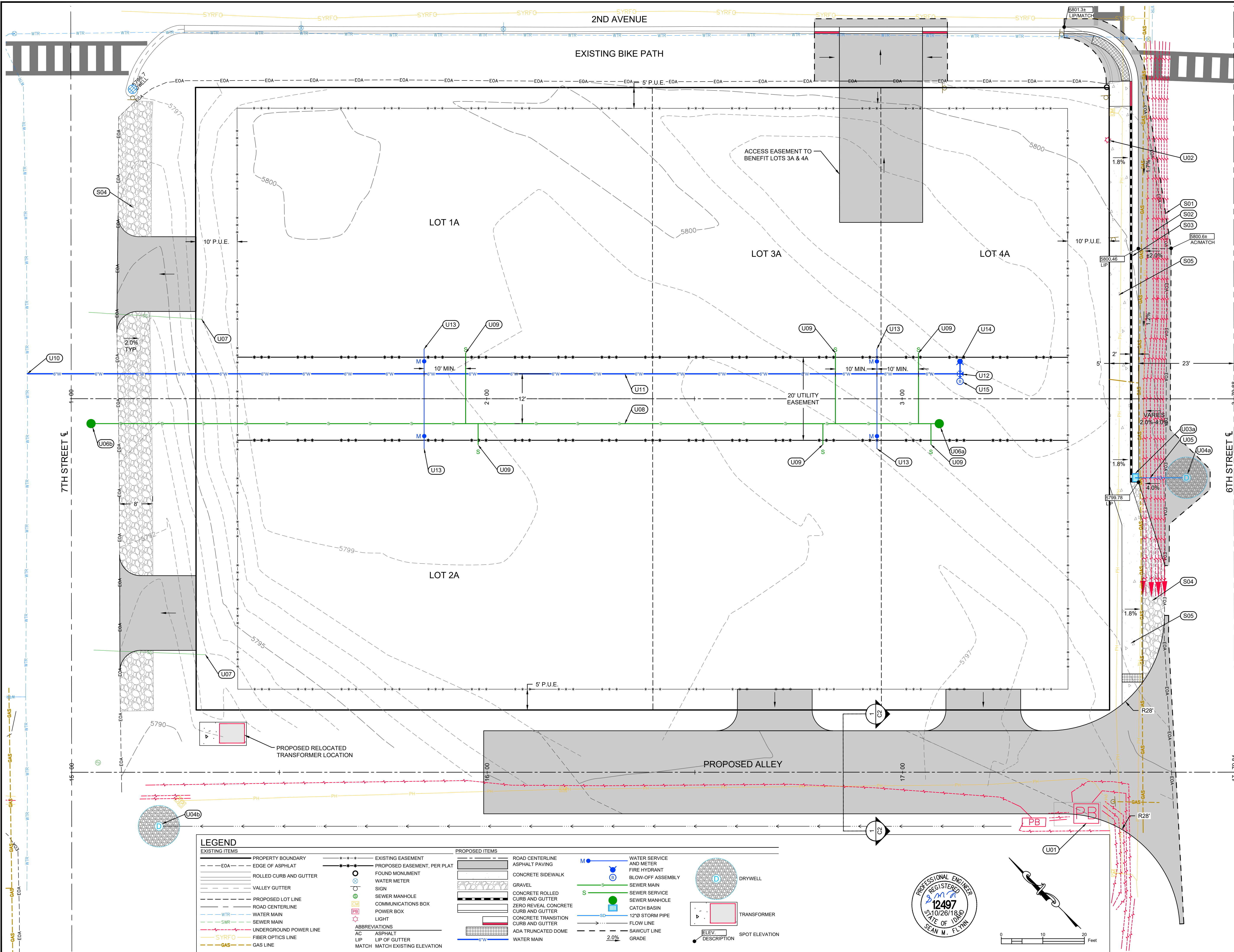
On this ____ day of _____, 2018, before me, a Notary Public in and for said State, personally appeared _____, known to me to be **Shane B. Mace, trustee of the Mace Living Trust**, and known to me to be the person whose name is subscribed to the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for the State of _____
Residing at _____
My Commission Expires _____

EXHIBIT A

SITE PLAN – CIVIL DRAWING(S)



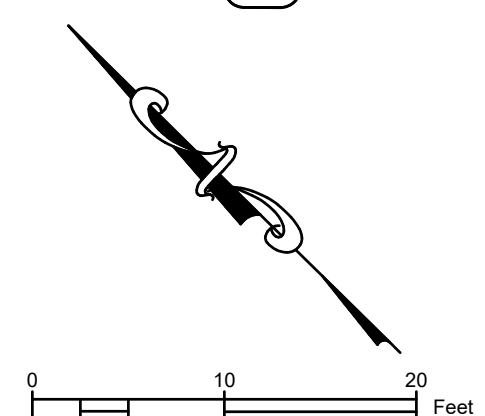
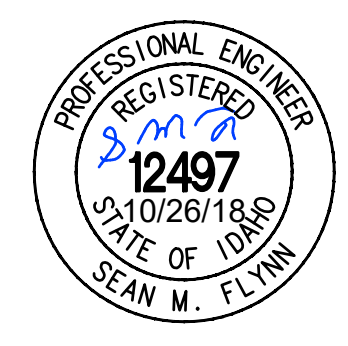
NOTE:
1. SEE SHEET C0 FOR GENERAL NOTES.

CONSTRUCTION KEYNOTES
SITE IMPROVEMENTS

- S01** SAWCUT EXISTING ASPHALT TO A MINIMUM OF 24 INCHES TO PROVIDE FOR A CLEAN VERTICAL EDGE.
- S02** CONSTRUCT/REPAIR ASPHALT. SEE DETAIL 1, SHEET C3.
- S03** CONSTRUCT 3" ROLLED CONCRETE CURB AND GUTTER PER DETAIL 2, SHEET C3.
- S04** INSTALL 8" WIDE GRAVEL SHOULDER PER CITY OF KETCHUM STANDARD
- S05** INSTALL CONCRETE SIDEWALK PER DETAIL 10, SHEET C3.
- UTILITY IMPROVEMENTS**
- U01** RELOCATE EXISTING POWER TRANSFORMER. COORDINATE WITH IDAHO POWER.
- U02** REMOVE EXISTING STREET LIGHT AND REPLACE WITH NEW STREET LIGHT PER CITY OF KETCHUM STANDARD
- U03** INSTALL CATCH BASIN PER DETAIL 3, SHEET C3.
a. RIM ELEV= 5799.55
IE (OUT)= 5795.55
- U04** INSTALL DRYWELL PER DETAIL 4, SHEET C4.
a. RIM ELEV= ±5800.1
IE (IN)= 5795.31
b. RIM ELEV= MATCH EX.
- U05** INSTALL 12" Ø D3034 PVC PIPE @ S=2.0% MIN.
- U06** INSTALL SANITARY SEWER MANHOLE
a. RIM ELEV= 5798.70
IE OUT= 5791.83
b. RIM ELEV= 5793.4±
IE IN (PROP)= 5785.70
IE IN (EX)= 5785.6±
IE OUT (EX)= 5785.5±
- U07** RETAIN AND PROTECT EXISTING SEWER SERVICE. CONTRACTOR SHALL VERIFY EXISTING LOCATION AND CONDITION OF SERVICE WITH FLOW TEST AND NOTIFY ENGINEER IF SERVICES DO NOT FUNCTION PROPERLY.
- U08** INSTALL 8" SANITARY SEWER MAIN. SEE PLAN AND PROFILE ON SHEET C2
- U09** INSTALL 4" SANITARY SEWER SERVICE
- U10** CONNECT TO EXISTING WATER MAIN. INSTALL 8"X8"X6" STAINLESS STEEL TAPPING SADDLE 6" GATE VALVE W/ THRUST BLOCKS
- U11** INSTALL 6" PVC C-900 WATER MAIN. SEE DETAIL 9, SHEET C3 FOR TRENCHING DETAIL
- U12** INSTALL 6" D.I. TEE W/ THRUST BLOCK
- U13** INSTALL 2" WATER SERVICE PER DETAIL 6, SHEET C3
- U14** INSTALL FIRE HYDRANT ASSEMBLY W/ MOUNTAIN EXTENSION SEE DETAIL 7, SHEET C3
- U15** INSTALL 4" BLOW-OFF ASSEMBLY PER IS/PWC SD-405.

LEGEND

EXISTING ITEMS	PROPOSED ITEMS
--- EOA ---	--- EXISTING EASEMENT ---
--- ROLLED CURB AND GUTTER ---	--- PROPOSED EASEMENT, PER PLAT ---
--- VALLEY GUTTER ---	--- FOUND MONUMENT ---
--- PROPOSED LOT LINE ---	--- WATER METER ---
--- ROAD CENTERLINE ---	--- SIGN ---
--- WTR ---	--- SEWER MANHOLE ---
--- SWR ---	--- COMMUNICATIONS BOX ---
--- UNDERGROUND POWER LINE ---	--- POWER BOX ---
--- SYRFO ---	--- LIGHT ---
--- GAS ---	--- ABBREVIATIONS ---
	AC ASPHALT
	LIP LIP OF GUTTER
	MATCH MATCH EXISTING ELEVATION
	--- ROAD CENTERLINE ---
	--- ASPHALT PAVING ---
	--- CONCRETE SIDEWALK ---
	--- GRAVEL ---
	--- CONCRETE ROLLED CURB AND GUTTER ---
	--- ZERO REVEAL CONCRETE CURB AND GUTTER ---
	--- CONCRETE TRANSITION CURB AND GUTTER ---
	--- ADA TRUNCATED DOME ---
	--- WATER MAIN ---
	--- WATER SERVICE AND METER ---
	--- FIRE HYDRANT ---
	--- BLOW-OFF ASSEMBLY ---
	--- SEWER MAIN ---
	--- SEWER SERVICE ---
	--- SEWER MANHOLE ---
	--- CATCH BASIN ---
	--- 12" Ø STORM PIPE ---
	--- FLOW LINE ---
	--- SAWCUT LINE ---
	--- 2.0% GRADE ---
	--- DRYWELL ---
	--- TRANSFORMER ---
	--- SPOT ELEVATION ---



KETCHUM BLOCK 67, LOTS 1-4
LOCATED WITHIN SECTION 13, T.4 N., R.187 E., CITY OF KETCHUM, BLAINE COUNTY, IDAHO

PREPARED FOR BILL SUNDALI

PROJECT INFORMATION: P:\sundali\187\187-001\187-001.dwg, 10/26/18 1:08:38 PM

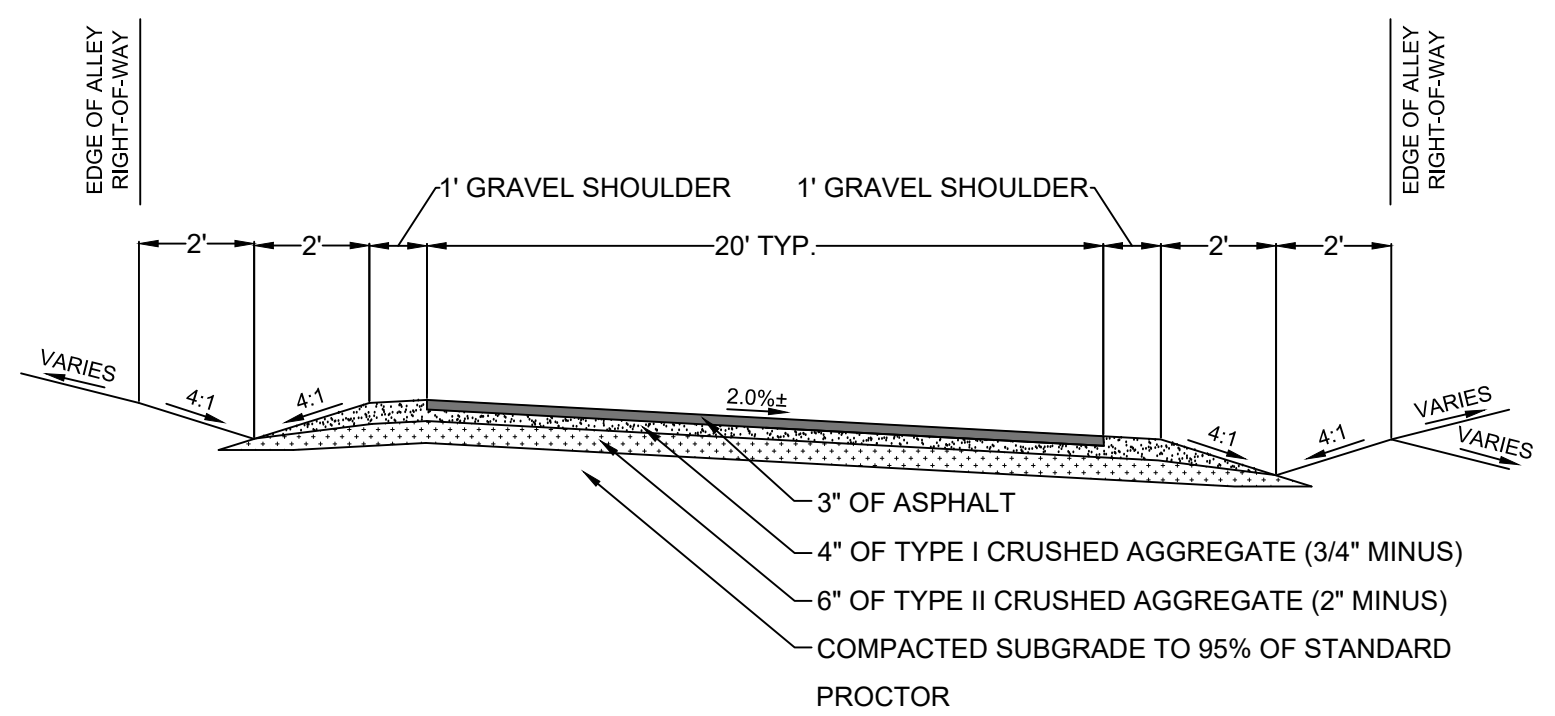
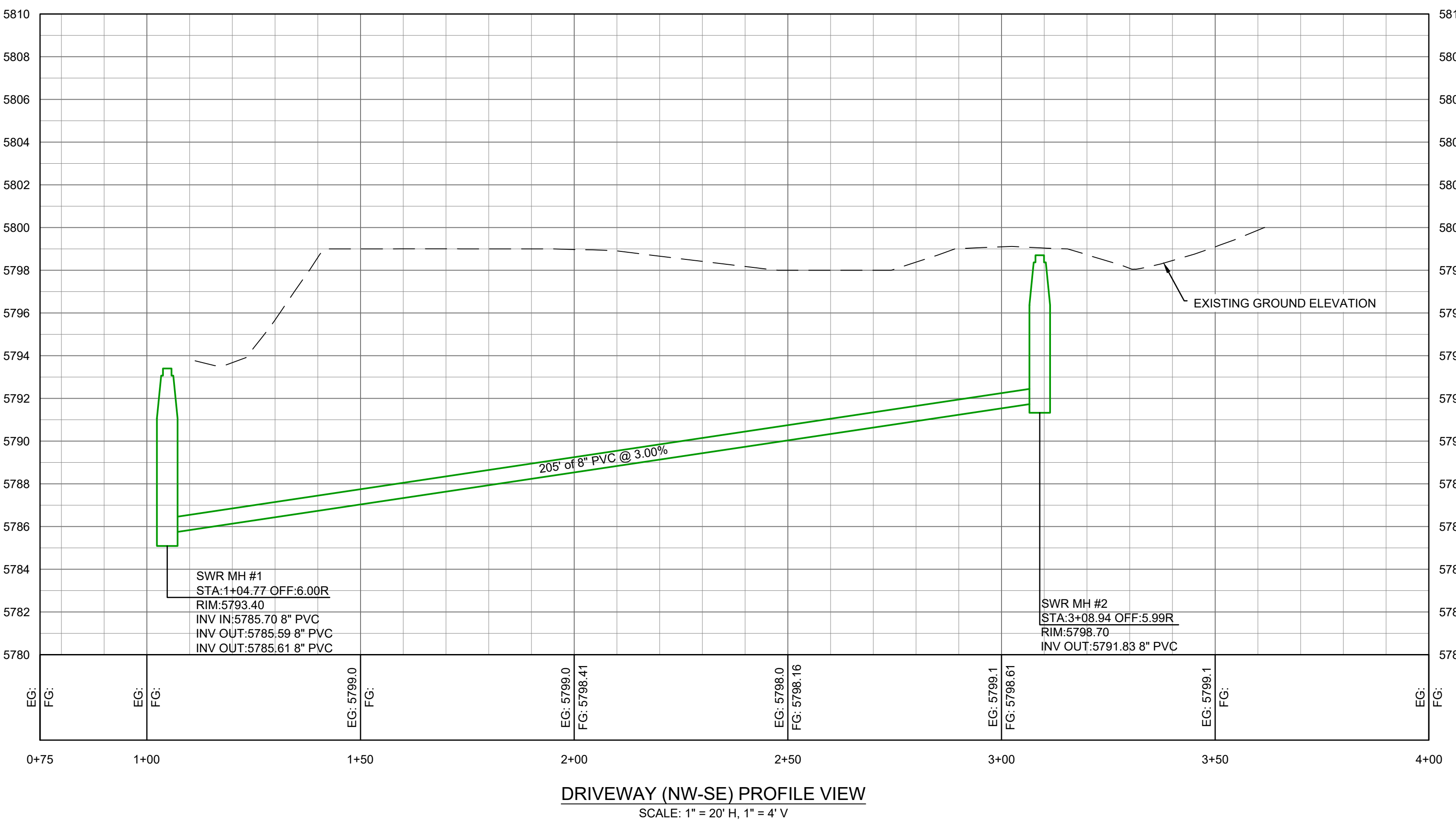
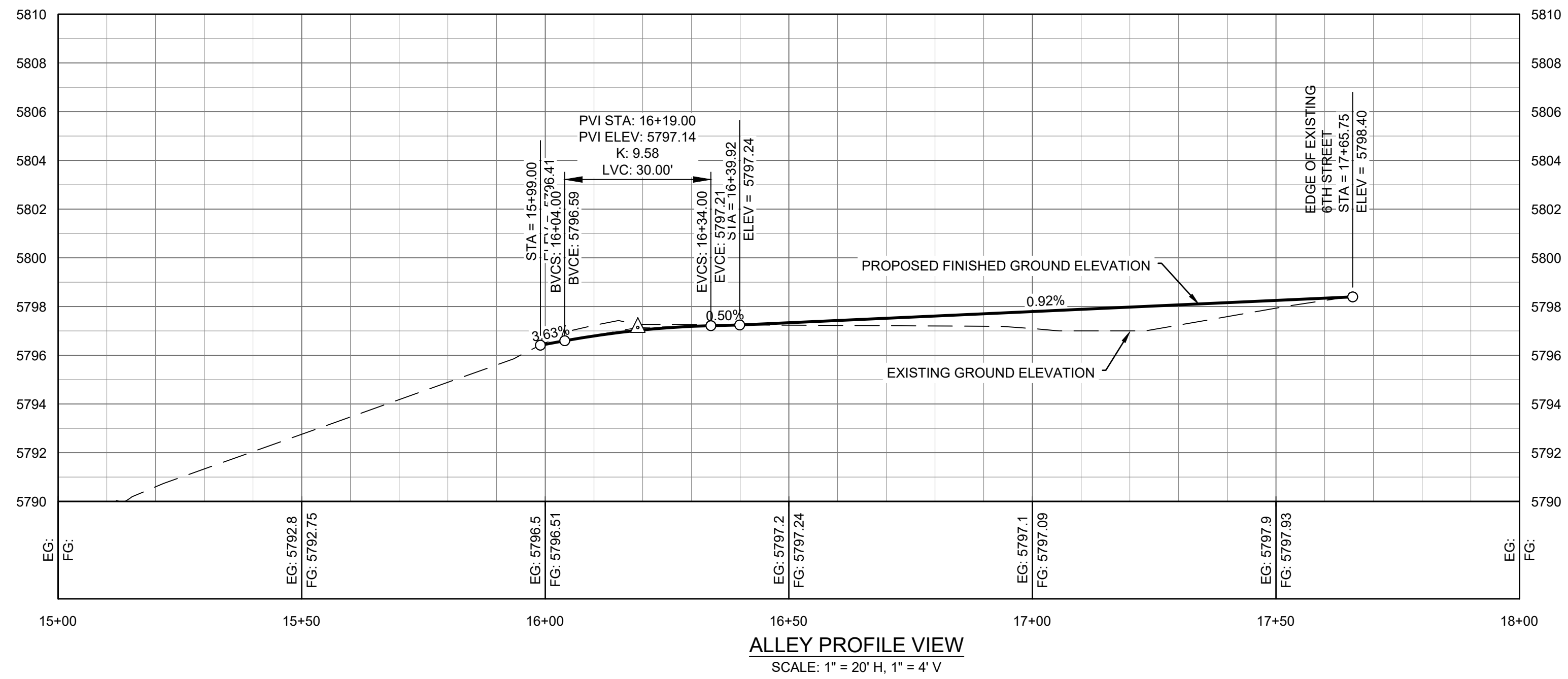
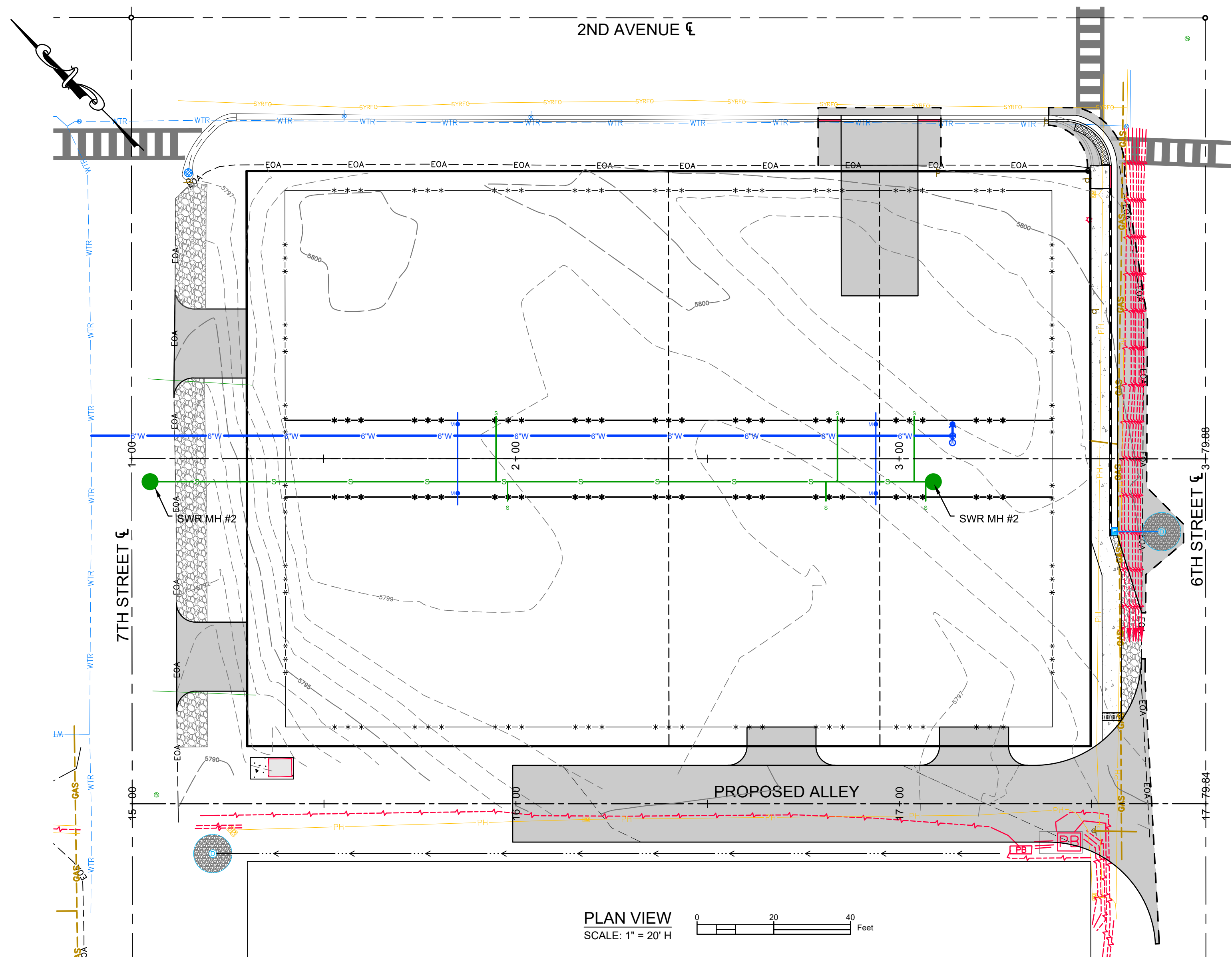
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1	08/22/18	SKS	REMOVE FROST FREE, ADD BLOW-OFF ASSM. & ADD FIRE HYD.
2	08/23/18	SKS	ISSUE FOR DEQ REVIEW
3	09/10/18	SKS	ADD SEWER SERVICES FOR FUTURE SUBDIVISION
4	10/26/18	SMF	NEW LAYOUT OF DRIVEWAYS AND EASE, SHORTEN ALLEY PAVING

DESIGNED BY: SKS
CHECKED BY: SKS
DRAWN BY: SKS
SEAL: SKS

REUSE OF DRAWINGS: The information contained herein shall not be used on any project or extension of this project except by agreement in writing with Galena Engineering, Inc.

GALENA ENGINEERING, INC.
Civil Engineers & Land Surveyors
317 N. River Street
Halley, Idaho 83333
(208) 788-1705
(208) 788-4612 fax
email: galena@galena-engineering.com

C1



- NOTES:**
- SEE SHEET C0 FOR EXISTING CONDITIONS LEGEND.
 - SEE SHEET C0 FOR GENERAL NOTES.

- LEGEND**
- PROPOSED ITEMS
- ROAD CENTERLINE
 - ASPHALT PAVING
 - CONCRETE SIDEWALK
 - GRAVEL
 - CONCRETE ROLLED VERTICAL CURB
 - WATER MAIN
 - WATER SERVICE
 - SEWER MAIN
 - SEWER SERVICE
 - SEWER MANHOLE
 - CATCH BASIN
 - DRYWELL
 - 12" STORM PIPE
 - FLOW LINE
 - TRANSFORMER
 - SAWCUT LINE
 - BUILDING ENVELOPE



PRELIMINARY PLAN AND PROFILES FOR
KETCHUM BLOCK 67, LOTS 1-4
LOCATED WITHIN SECTION 13, T.4 N., R.18 E., CITY OF KETCHUM, BLAINE COUNTY, IDAHO
PREPARED FOR BILL SUNDALI

PROJECT INFORMATION
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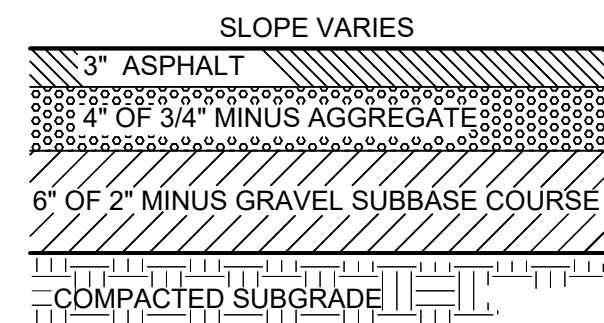
DESIGNED BY	SKS
DRAWN BY	SKS
CHECKED BY	SKS

REUSE OF DRAWINGS
These drawings are hereby released for use on any project or extension of this project except by agreement in writing with Galeana Engineering, Inc.

GALENA ENGINEERING, INC.
Civil Engineers & Land Surveyors
317 N. River Street
Hailey, Idaho 83333
(208) 788-1705
(208) 788-4612 fax
email: galena@galeana-engineering.com

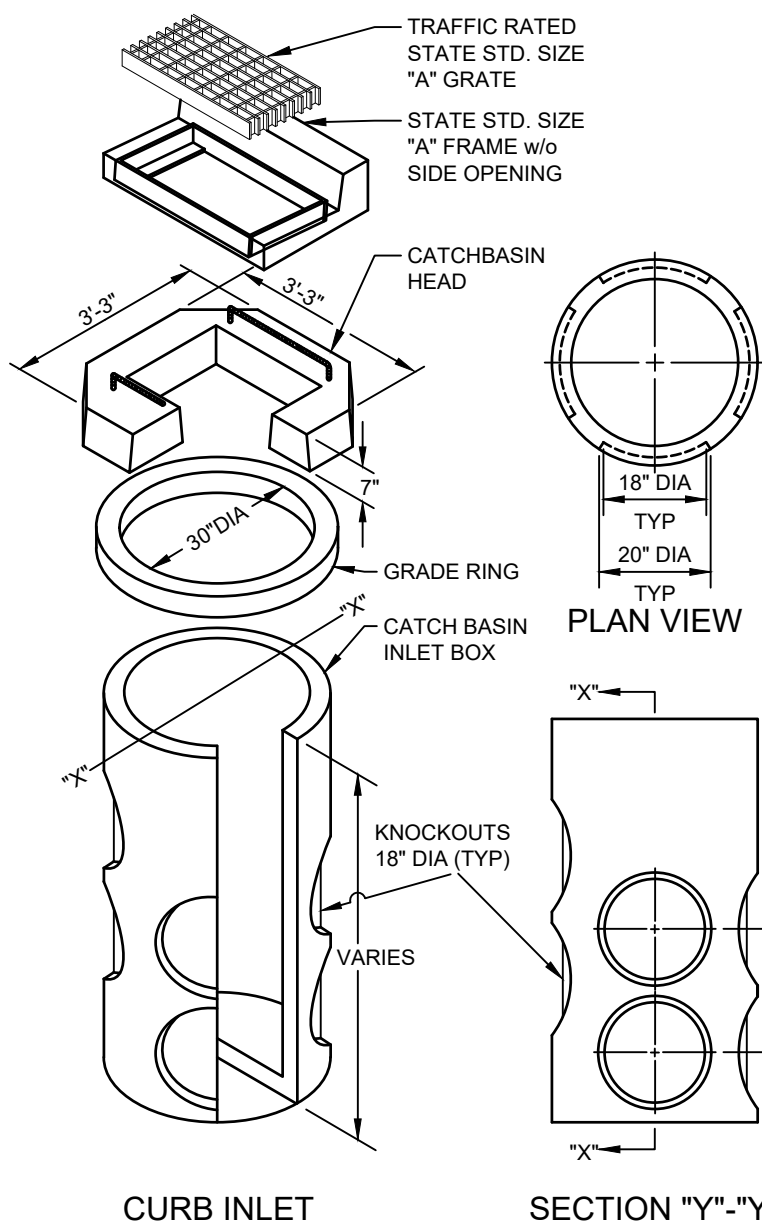
NO.	DATE	BY	REVISIONS
1	08/15/18	SKS	6TH STREET SIDEWALK ADDITION/NOT FOR CONSTRUCTION
2	08/22/18	SKS	REMOVE FROST FREE, ADD BLOW-OFF ASSM. & ADD FIRE HYD.
3	08/23/18	SKS	ISSUE FOR DEQ REVIEW
4	10/26/18	SMF	NEW LAYOUT OF DRIVEWAYS AND EASE, SHORTEN ALLEY PAVING

C2

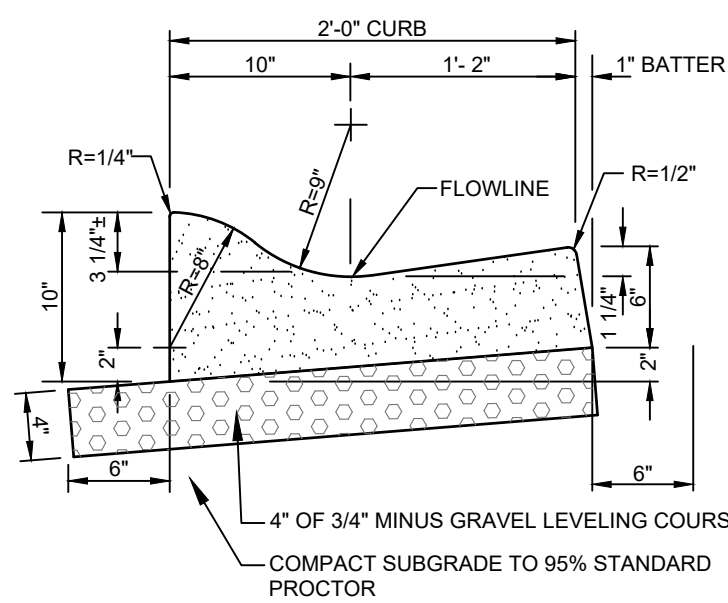


NOTE: ASPHALT THICKNESS PER THIS DETAIL OR MATCH EXISTING, WHICHEVER IS GREATER.

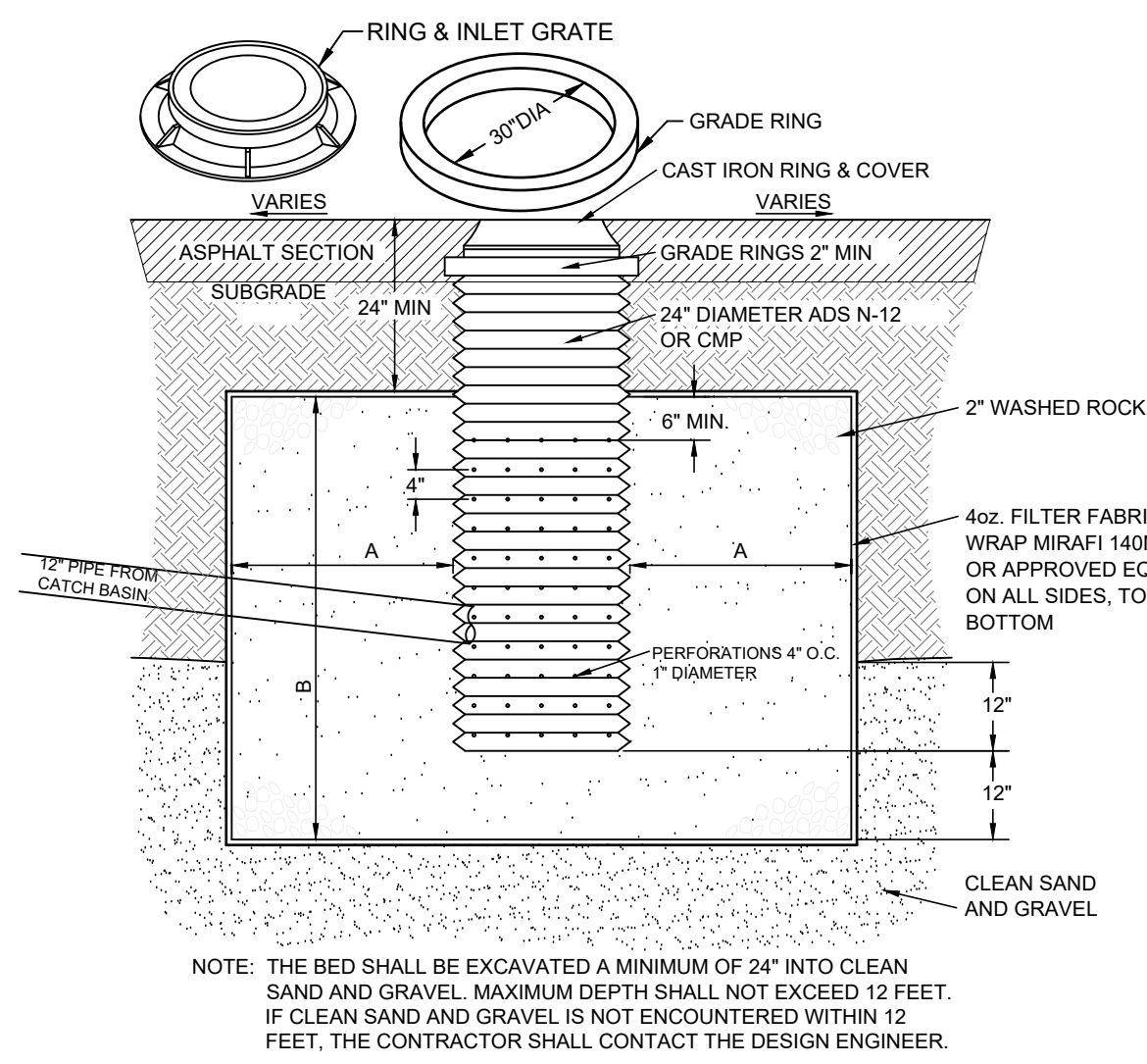
1 TYPICAL ASPHALT SECTION
N.T.S.



3 30" DIAMETER CATCH BASIN
AMCOR CB100 OR EQUIVALENT
N.T.S.

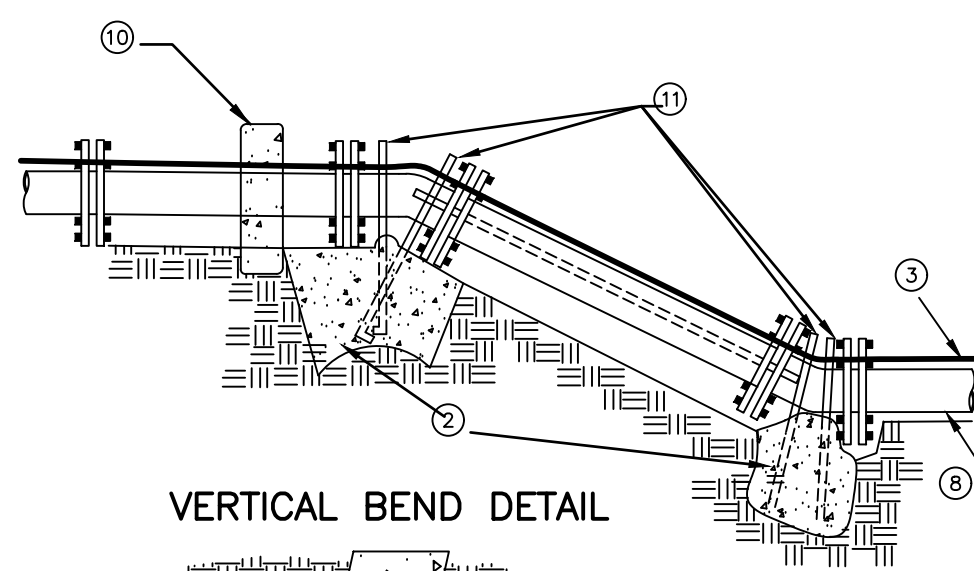


2 3" ROLLED CURB AND GUTTER
N.T.S.

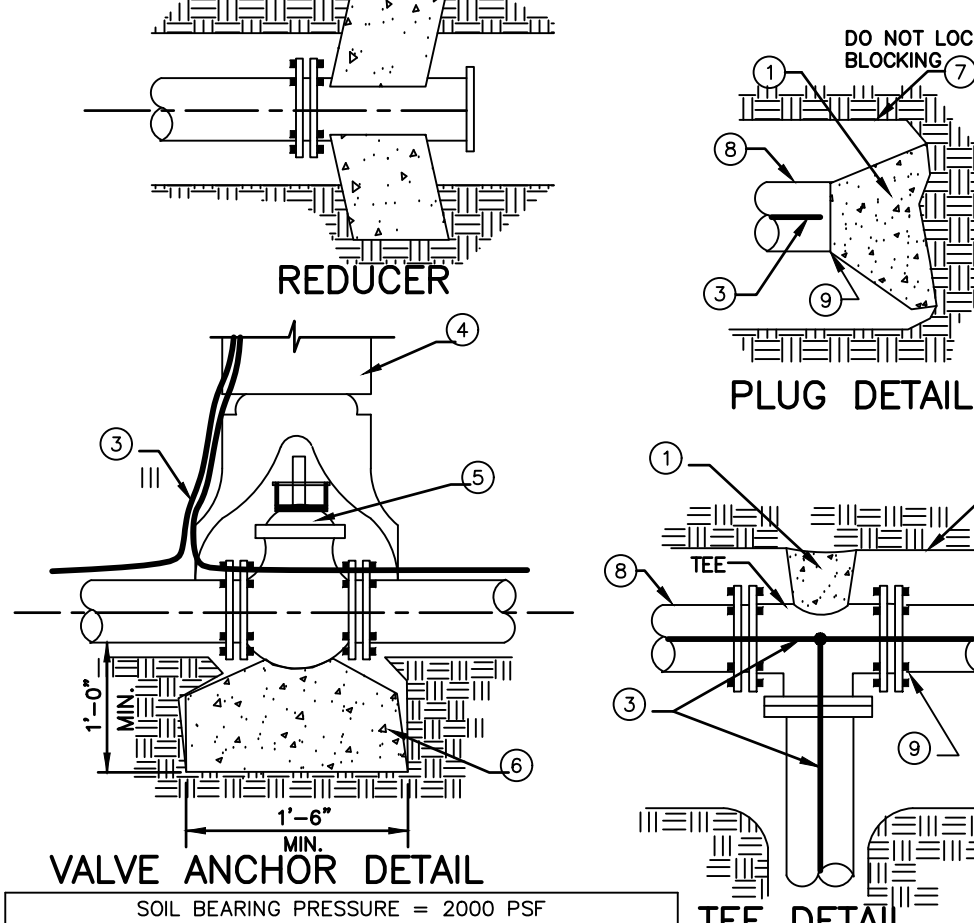


4 DRYWELL DETAIL
N.T.S.

- NOTES:**
- GRADE AND ALIGNMENT TO BE ESTABLISHED OR APPROVED BY THE ENGINEER AND THE PUBLIC AGENCY HAVING JURISDICTION.
 - BASE: 4-INCH COMPACTED DEPTH OF 3/4-INCH CRUSHED AGGREGATE BASE MATERIAL, PLACED AS SPECIFIED AND PAID UNDER SECTION-402 ISPWC, COMPACTED TO EXCEED 95% OF STANDARD PROCTOR.
 - 1/2-INCH PREFORMED EXPANSION JOINT MATERIAL (AASHTO M 213) AT TERMINAL POINTS OF FOOT.
 - CONTINUOUS PLACEMENT PREFERRED. SCORE INTERVALS 10-FEET MAXIMUM SPACING (8-FEET WISERWALK).
 - MATERIALS AND CONSTRUCTION IN COMPLIANCE WITH ISPWC SPECIFICATIONS.
 - BACKFILL AS PER ISPWC SECTION-706.
 - SECURE RIGHT-OF-WAY PERMIT BEFORE BEGINNING CONSTRUCTION IN PUBLIC RIGHT-OF-WAY.
 - USE ROLLED CURB IN RESIDENTIAL AREAS. WHEN LOCAL JURISDICTION REQUIRES VERTICAL CURB AT INTERSECTIONS, VERTICAL CURB LENGTH TO BE FULL RADIUS PLUS 5 FEET AT EACH END. TRANSITION LENGTH FROM ROLLED CURB TO VERTICAL CURB 2 FEET.



VERTICAL BEND DETAIL



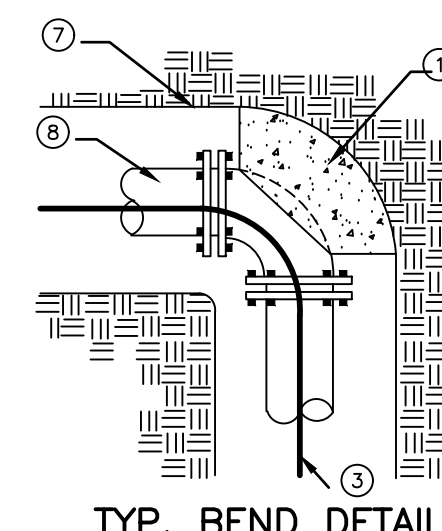
VALVE ANCHOR DETAIL

SOIL BEARING PRESSURE = 2000 PSF
WORKING PRESSURE RATING = 150 PSI
SAFETY FACTOR = 1.5

MINIMUM SQUARE FEET OF THRUST AREA ONTO UNDISTURBED EARTH**

* MUST BE INCREASED BASED ON DIFFERENCE CONDITIONS (HIGHER WORKING PRESSURE OR LOWER SOIL BEARING STRENGTH).
** OR ACTING AS A 90° BEND.
*** THRUST BLOCK DEPTH TO BE A MINIMUM OF 12" FOR PIPE SIZES 3"-8" AND 18" FOR PIPE SIZES 10"-18" OR THE SQUARE ROOT OF THE REQUIRED BEARING AREA, WHICHEVER IS GREATER.

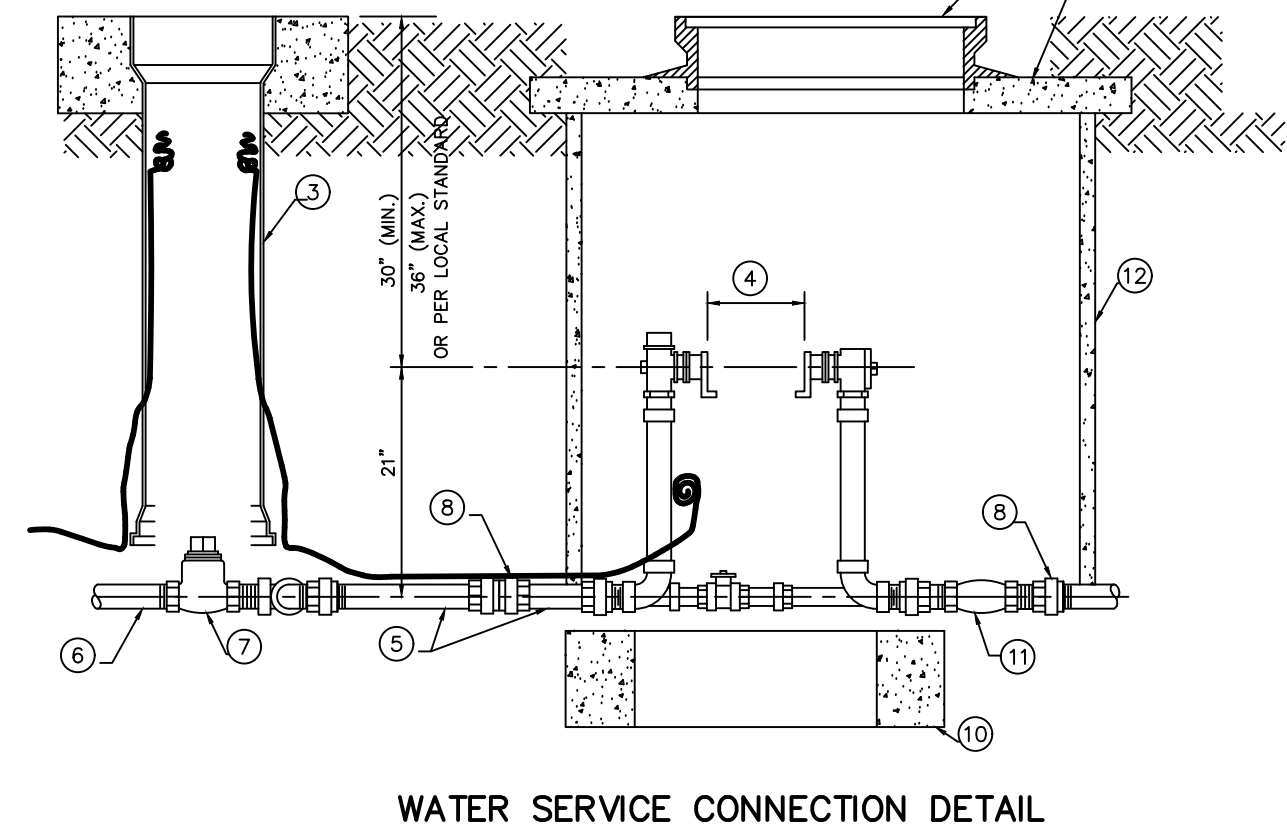
5 THRUST BLOCK AND ANCHOR DETAILS
(ISPWC SD-403)
N.T.S.



TYP. BEND DETAIL

- LEGEND**
- FOR HORIZONTAL PIPE BENDS, BEARING THRUST BLOCK MUST PROVIDE 2500 P.S.I. CONCRETE POURED AGAINST UNDISTURBED EARTH PER TABLE 1.
 - FOR VERTICAL PIPE BENDS, GRAVITY THRUST BLOCKS MUST PROVIDE A VOLUME OF CONCRETE POURED AGAINST UNDISTURBED EARTH WITH IS SIZED FOR EXPECTED FORCES WITH A MINIMUM 1.5 FACTOR OF SAFETY.
 - NO. 12 COPPER FINDER WIRE. SEE SD-514 FOR SPLICING.
 - C.I. VALVE BOX WITH COVER.
 - GATE VALVE (M.J.).
 - PRECAST BLOCK FOR CUT IN TEE AND VALVE OR CAST IN PLACE WITH 2 #4 MIN. REBAR.
 - TRENCH SIDE.
 - PIPE.
 - PLUG.
 - HAMMERHEAD THRUST BLOCKING.
 - ANCHOR BARS (1/2" MIN).

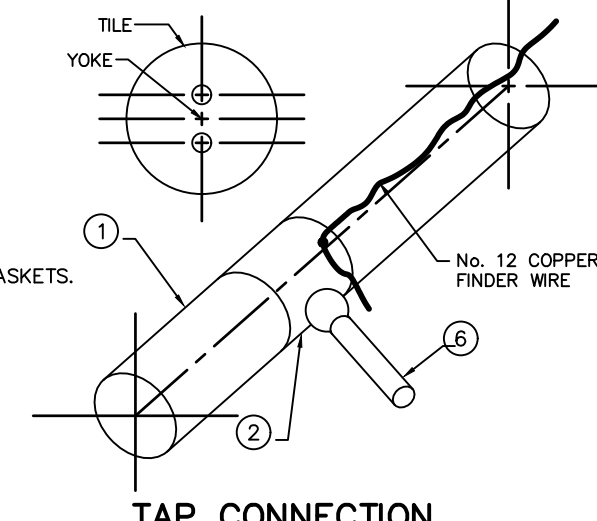
- NOTES:**
- ANCHOR ALL VALVES CONNECTED TO P.V.C. PIPE AS SHOWN.
 - COVER BOLTS AND FLANGES WITH PLASTIC TO PROTECT FROM CONCRETE ADHERENCE DURING CONSTRUCTION OF THRUST BLOCKS.
 - SEE CHART FOR MIN THRUST BLOCKS BEARING AREAS.
 - ALL CONCRETE TO BE 2500 P.S.I. STRENGTH POURED AGAINST UNDISTURBED EARTH.
 - PROVIDE 6 MIL. POLYPROPYLENE BETWEEN FITTINGS AND CONCRETE.
 - NOTIFY ENGINEER FOR ANY CONDITION OR PIPE SIZE NOT INDICATED.
 - ALL BLOCKS TO BE CENTERED AROUND PIPE SPRING LINE.



WATER SERVICE CONNECTION DETAIL
N.T.S.

- LEGEND**
- WATER MAIN PER ISPWC SECTION 401.
 - MIP X PAC CORP STOPS, 200 PSI POLY PIPE W/ INSERTS FOR SERVICE LINES FROM MAIN TO CORP STOPS AND INTO THE METER VAULT.
 - STANDARD KETCHUM STYLE VALVE BOX WITH ERE STYLE LID AND ATTACHED ROD WITH BIGFOOT ADAPTOR FOR 1-1/2" AND 2" CURB STOPS.
 - 1 1/2" METER= 13 1/4" WITH GASKETS, 2" METER = 17 1/4" WITH GASKETS.
 - 6" LONG RED BRASS NIPPLE.
 - SERVICE LINE: 1 1/2" OR 2" 200 PSI POLYETHYLENE PIPE WITH PACK JOINT BRASS FITTINGS AND STAINLESS STEEL INSERTS.
 - FORD BALL VALVE CURB STOP W/ VALVE RISER AND LOCKING LID. (IF REQUIRED) 1 1/2" = 811-606 2" = 811-777
 - RED BRASS UNION.
 - COVER BOLTS AND FLANGES WITH PLASTIC TO PROTECT FROM CONCRETE ADHERENCE DURING CONSTRUCTION OF THRUST BLOCKS.
 - 2" DIA HOLE IN LID FOR RADIO READ UNIT.
 - 2" X 35" O.D. CONCRETE GRADE RING (UNDER YOKE).
 - BALL VALVE TO BE INSTALLED IN THE METER VAULT. NO OTHER EQUIPMENT SHALL BE PERMITTED WITHIN THE METER VAULT.
 - 36" DIA PRECAST CONCRETE MANHOLE.
 - 4" X 35" O.D. CONCRETE GRADE RING.

NOTE: THE BED SHALL BE EXCAVATED A MINIMUM OF 24" INTO CLEAN SAND AND GRAVEL. MAXIMUM DEPTH SHALL NOT EXCEED 12 FEET. IF CLEAN SAND AND GRAVEL IS NOT ENCOUNTERED WITHIN 12 FEET, THE CONTRACTOR SHALL CONTACT THE DESIGN ENGINEER.



TAP CONNECTION
N.T.S.

- NOTES:**
- ALL PRODUCTS AS NOTED OR APPROVED SUBSTITUTION.
 - THE DIAMETER (1-1/2" OR 2") OF EACH APPURTENANCE SHOWN HEREON IS THE SAME AS THE METER SIZE.
 - NO BY-PASS ALLOWED ON METER SETTERS FOR LANDSCAPE OR PRESSURIZED IRRIGATION SYSTEM.
 - NO GALVANIZED PIPE OR YELLOW BRASS FITTINGS.
 - NO TAPS WITHIN ONE FOOT OF THE PIPE ENDS.

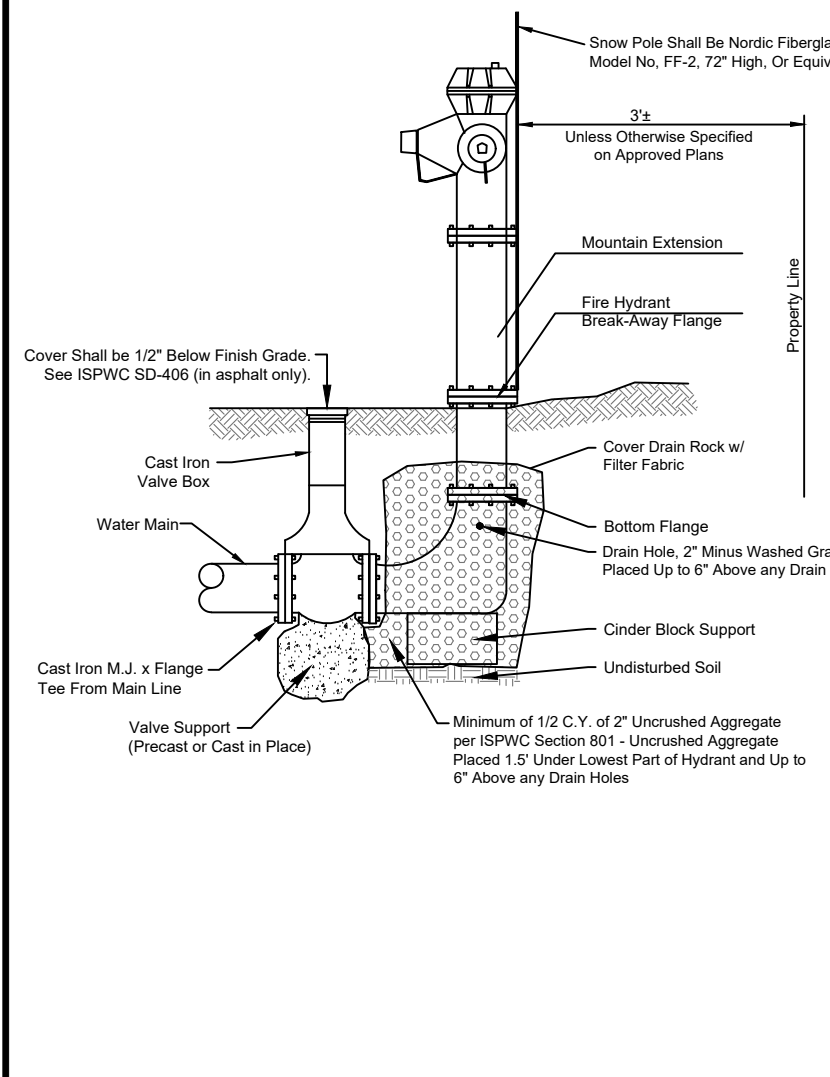
6 WATER SERVICE CONNECTION
(1-1/2" - 2")
N.T.S.

HYDRANT VEHICULAR PROTECTION
Fire hydrants which may be exposed to vehicular damage or obstruction shall have an approved array of bollards or guard post installed to protect them from damage and maintain the minimum distance required for proper operation.

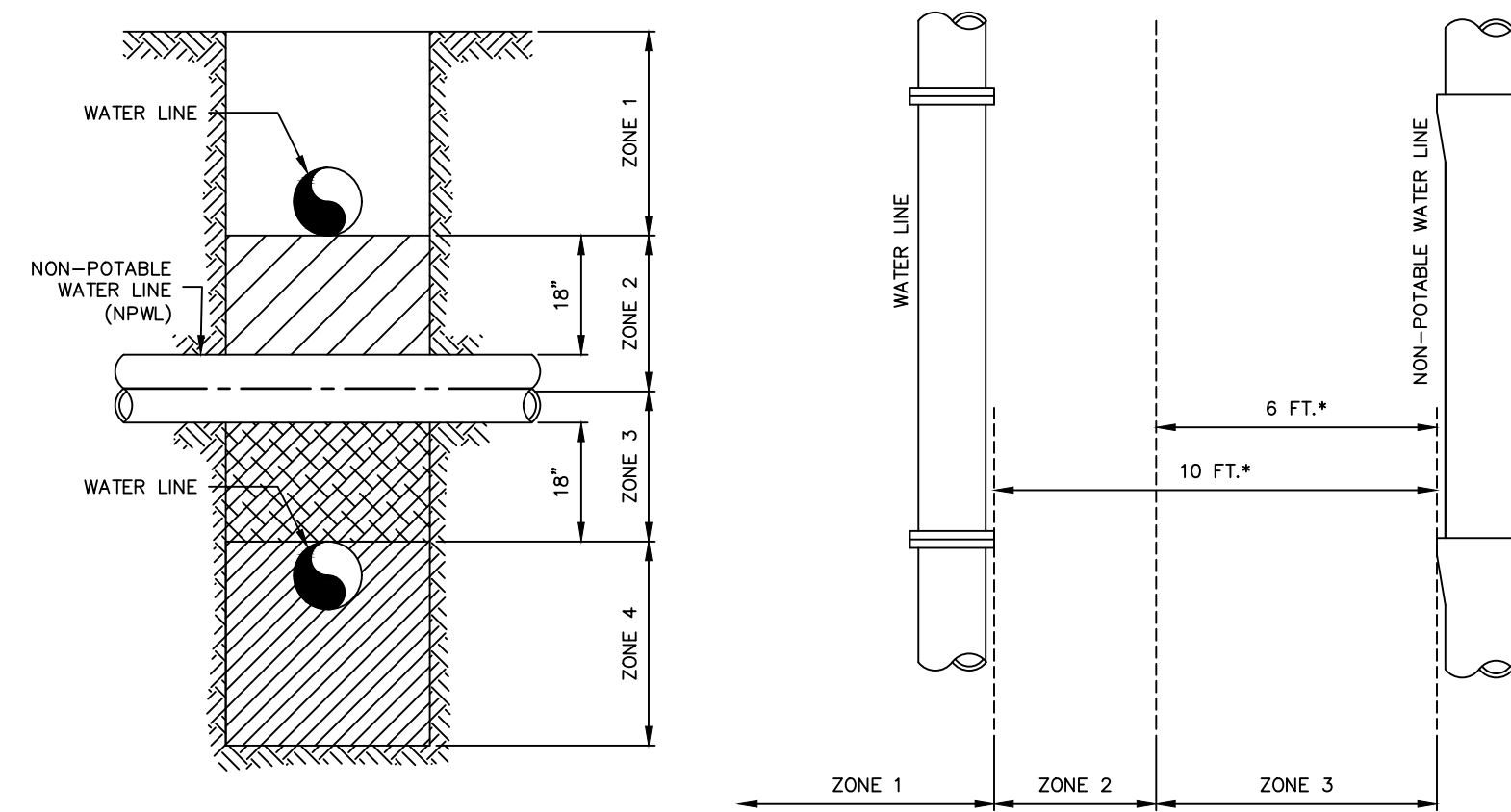
- When they are installed, they shall be:
- Constructed of steel not less than (4) inches in diameter and concrete filled.
 - Spaced not more than four (4) feet between posts on center.
 - Set not less than three (3) feet deep in a concrete footing not less than (15) inches in diameter.
 - Set with the top of the posts not less than (3) feet above the ground.
 - The post shall be painted bright red, reflective markings are recommended.
 - Located at least three feet from any portion of the hydrant and located so as not to create an obstruction to its use.

Idaho Code 49-660: Stopping, Standing or Parking is prohibited, except momentarily to pick up or discharge a passenger or passengers, within fifteen (15) feet of a fire hydrant.

- NOTES**
- Hydrants shall have a 6' foot bury.
 - Auxiliary Gate Valve shall meet AWWA C509 (Total rubber encapsulated, resilient seat, waterous series or approved equal).
 - Mechanical Restraints shall be used. Restraints shall be Romac Industries RomaGrip or approved equivalent. No lug or set screw type restraints are to be used on PVC pipe.
 - City shall approve location and elevation of all Fire Hydrants.
 - Auxiliary Gate Valve shall meet AWWA C509 (Total rubber encapsulated, resilient seat, waterous series or approved equal).
 - Valve Box shall be Tyler 664A or approved equal.
 - Hydrant break away flange elevation equal to street centerline or 4" to 8" above finished grade as approved.
 - Fire hydrant assemblies located on the opposite side of the roadway from the watermain shall have 2" Dow Board installed over the pipeline leading to the hydrant. The Dow Board shall extend from auxiliary gate valve to the hydrant.



7 FIRE HYDRANT ASSEMBLY
N.T.S.



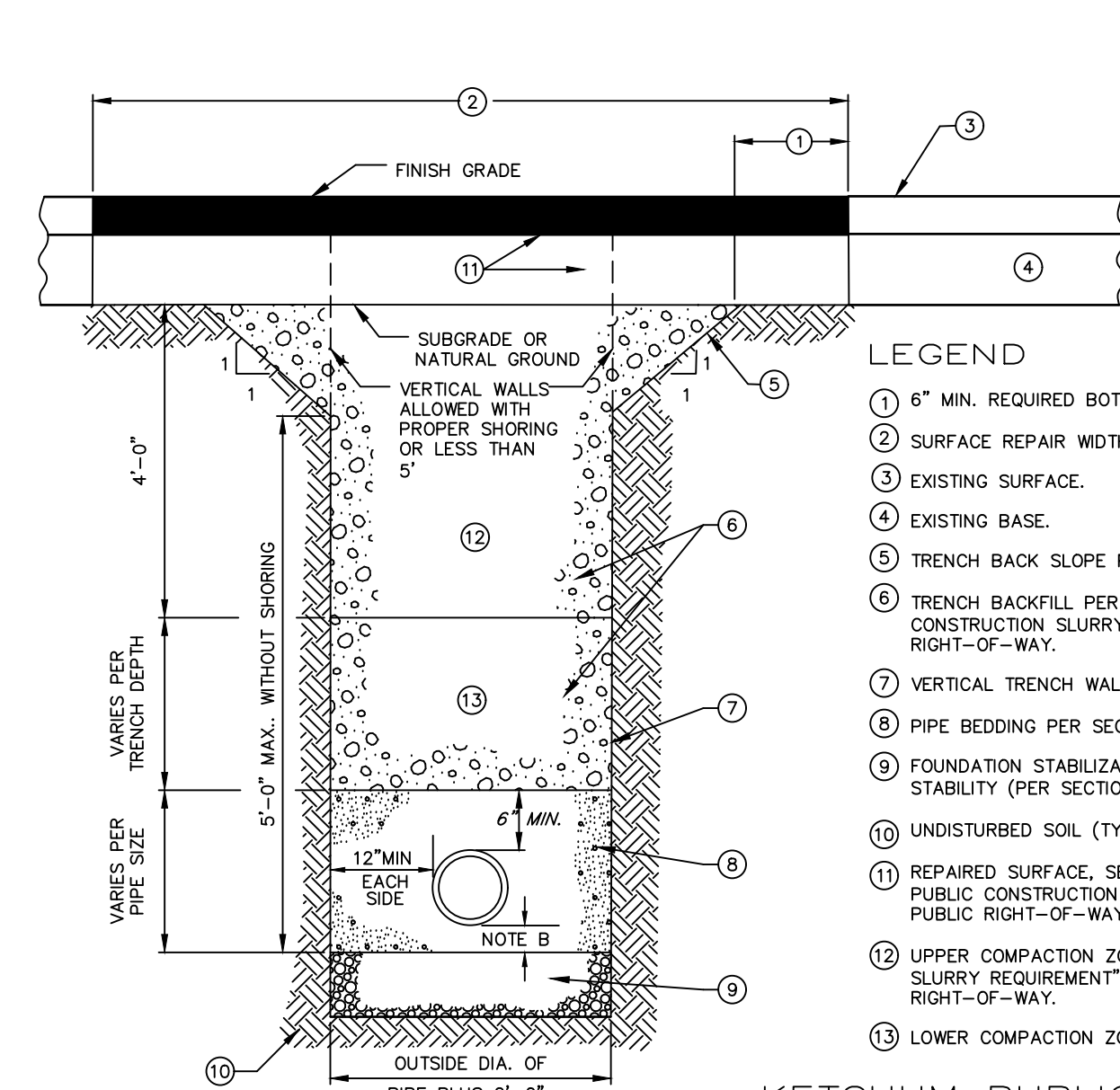
VERTICAL SEPARATION REQUIREMENTS

- ZONE 1:** A) WATER AND NPWL MUST BE SEPARATED BY AT LEAST 18 INCHES.
AND B) ONE FULL UNCUT LENGTH OF BOTH PWL AND NPWL PIPE MUST BE CENTERED ON THE CROSSING SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE CROSSING.
- ZONE 2:** A) ONE FULL UNCUT LENGTH OF BOTH PWL AND NPWL PIPE MUST BE CENTERED ON THE CROSSING SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE CROSSING.
AND EITHER B) NPWL MUST BE CONSTRUCTED TO WATER MAIN STANDARDS AND PRESSURE TESTED FOR WATER TIGHTNESS FOR A HORIZONTAL DISTANCE OF 10 FEET ON BOTH SIDES OF CROSSING.
OR C) EITHER THE NPWL OR WATER LINE OR BOTH MUST BE ENCASED WITH A SLEEVING MATERIAL ACCEPTABLE TO DEQ FOR A HORIZONTAL DISTANCE OF 10 FEET ON BOTH SIDES OF THE CROSSING.
- ZONE 3:** SAME REQUIREMENTS AS ZONE 2 EXCEPT THE NPWL MUST ALSO BE SUPPORTED ABOVE THE CROSSING TO PREVENT SETTLING.
- ZONE 4:** SAME REQUIREMENTS AS ZONE 1 EXCEPT THE NPWL MUST ALSO BE SUPPORTED ABOVE THE CROSSING TO PREVENT SETTLING.

HORIZONTAL SEPARATION REQUIREMENTS

- ZONE 1:** A) NO SPECIAL REQUIREMENTS
- ZONE 2:** A) NO SPECIAL REQUIREMENTS FOR POTABLE OR NON-POTABLE SERVICES.
B) WATER AND NPWL SEPARATED BY AT LEAST 6 FEET OUTSIDE WALLS.
C) WATER AND NPWL SEPARATED BY AT LEAST 18 INCHES HIGHER IN ELEVATION THAN THE NPWL.
D) NPWL CONSTRUCTED TO WATER MAIN STANDARDS AND PRESSURE TESTED FOR WATER TIGHTNESS.
E) SITE SPECIFIC REQUIREMENTS APPROVED BY DEQ.
- ZONE 3:** NOT ALLOWED.
- NOTE: SANITARY SEWER FORCE MAINS MUST HAVE MIN. 10' HORIZONTAL SEPARATION AND 18" VERTICAL SEPARATION. ZONE 2 AND ZONE 3 PLACEMENTS ARE NOT ALLOWED WITHOUT A WAIVER GRANTED BY DEQ.

8 NON-POTABLE WATER LINE SEPARATION
(ISPWC SD-407)
N.T.S.

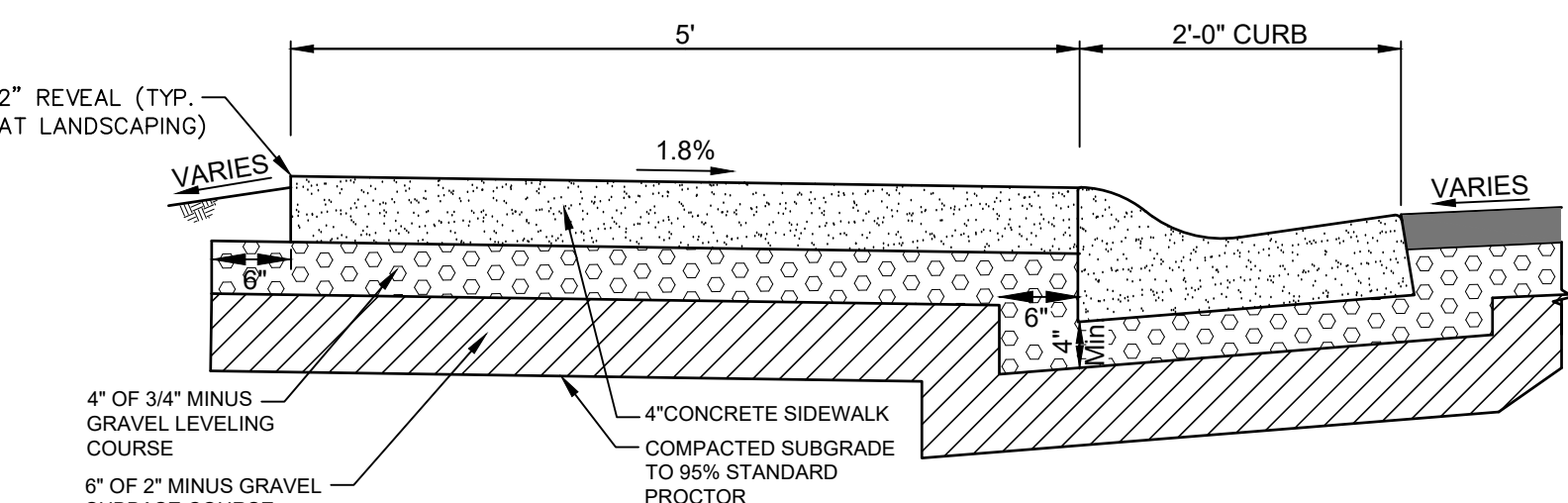


- LEGEND**
- 6" MIN. REQUIRED BOTH SIDES, SAWCUT REQUIRED.
 - SURFACE REPAIR WIDTH, 4" MINIMUM.
 - EXISTING SURFACE.
 - EXISTING BASE.
 - TRENCH BACK SLOPE PER O.S.H.A. OR SUITABLE SHORING.
 - TRENCH BACKFILL PER SECTION-306, OR SEE "KETCHUM PUBLIC CONSTRUCTION SLURRY REQUIREMENT" IF LOCATED WITHIN PUBLIC RIGHT-OF-WAY.
 - VERTICAL TRENCH WALLS SHORING PER O.S.H.A..
 - PIPE BEDDING PER SECTION-305 (SEE SD-302).
 - FOUNDATION STABILIZATION MAY VARY PER SOIL TYPE AND STABILITY (PER SECTION-304).
 - UNDISTURBED SOIL (TYP).
 - REPAIRED SURFACE, SEE DETAILS 1 AND 2, SEE "KETCHUM PUBLIC CONSTRUCTION SLURRY REQUIREMENT" IF LOCATED WITHIN PUBLIC RIGHT-OF-WAY.
 - UPPER COMPACTION ZONE; SEE "KETCHUM PUBLIC CONSTRUCTION SLURRY REQUIREMENT" IF LOCATED WITHIN PUBLIC RIGHT-OF-WAY.
 - LOWER COMPACTION ZONE

KETCHUM PUBLIC CONSTRUCTION SLURRY REQUIREMENT

- NOTES**
- TRENCH EXCAVATION PER SECTION-301.
 - PIPE BEDDING PER SECTION-305.
 - BACKFILL AND COMPACTION PER SECTION-306.
 - SURFACE REPAIR AND BASE PER DETAIL 3/C20
- COARSE AGGREGATE (3/4" MINUS)
SAND
PORTLAND CEMENT
WATER
- WATER CONTENT IS MAXIMUM AND MAY BE REDUCING DOWNWARD. CARES SHALL BE TAKEN TO ASSURE THAT EXCESS WATER IS NOT PRESENT IN THE MIXING DRUM PRIOR TO CHARGING THE MIXER WITH MATERIALS. THOROUGH MIXING WILL BE REQUIRED PRIOR TO DISCHARGE.
- NO COMPACTION, VIBRATION OR FINISHING IS REQUIRED. THE LEAN CONCRETE MIX SHALL BE STRUCK OFF AT OR BELOW THE ELEVATION OF THE PLANT MIX SURFACING WITH A SQUARE-NOSE SHOVEL OR SIMILAR HAND TOOL. THE BACKFILL MIX SHALL BE ALLOWED TO SET FOR A MINIMUM OF 2 HOURS BEFORE THE PERMANENT PLANT MIX SURFACING IS PLACED TO COMPLETE THE TRENCH REPAIR. TEMPORARY PLACEMENT OF ASPHALT COLD MIX SURFACING MAY BE NECESSARY TO ACCOMMODATE TRAFFIC WITHIN THE FIRST 2 HOURS OF BACKFILL PLACEMENT PRIOR TO COMPLETING THE PERMANENT REPAIR.

9 TYPICAL TRENCH
N.T.S.



10 TYPICAL CONCRETE SIDEWALK W/ CURB AND GUTTER
N.T.S.

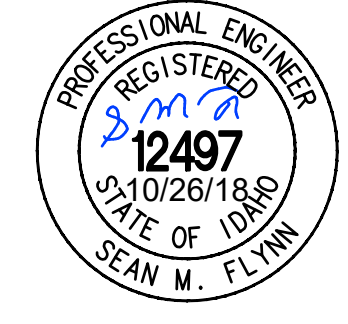
- NOTES:**
- INSTALL SCORE JOINTS AT INTERVALS TO MATCH WIDTH OF WALK NOT TO EXCEED 5 FEET SPACING IN BOTH THE LONGITUDINAL AND TRANSVERSE DIRECTION FOR SIDEWALK GREATER THAN 5 FEET IN WIDTH.
 - 1/2" TRANSVERSE PREFORMED BITUMINOUS JOINTS AT THE TERMINUS POINTS FOR CURVE AND WHERE SIDEWALK IS PLACED BETWEEN TWO PERMANENT FOUNDATIONS OR ADJACENT TO THE STRUCTURE. PLACE 1/2" EXPANSION JOINT MATERIAL ALONG THE BACK OF WALK THE FULL LENGTH.
 - SIDEWALK CONSTRUCTION JOINTS SHALL BE CONSTRUCTED APPROXIMATELY 1/2" WIDE, 1/2" IN DEPTH AND FINISHED AND EDGED SMOOTH. A PREFORMED EXPANSION JOINT FILLER SHALL BE PLACED EVERY 40' FOR NEW SIDEWALK CONSTRUCTION.

PRELIMINARY DETAILS FOR
KETCHUM BLOCK 67, LOTS 1-4
LOCATED WITHIN SECTION 13, T.4 N., R.18 E., CITY OF KETCHUM, BLAINE COUNTY, IDAHO
PREPARED FOR BILL SUNDALI

DESIGNED BY
CHECKED BY
SEAL M. FLYNN

GALENA ENGINEERING, INC.
Civil Engineers & Land Surveyors
317 N. River Street
Halley, Idaho 83333
(208) 788-1705
(208) 788-4612 fax
email: galena@galena-engineering.com

NO	DATE	BY	REVISIONS
1	08/15/18	SKS	6TH STREET SIDEWALK ADDITION/NOT FOR CONSTRUCTION
2	08/22/18	SKS	REMOVE FROST FREE, ADD BLOW-OFF ASSM. & ADD FIRE HYD.
3	08/23/18	SKS	ISSUE FOR DEQ REVIEW
4	10/26/18	SMF	NEW LAYOUT OF DRIVEWAYS AND EASE, SHORTEN ALLEY PAVING



C3

EXHIBIT B
SCHEDULE OF COSTS

GALENA ENGINEERING, INC.

CIVIL ENGINEERING & LAND SURVEYING

DATE: October 26, 2018

TO: John Gaeddert
City of Ketchum Planning and Building Director
480 East Ave. N.
Ketchum, ID 83340

SUBJECT: Ketchum Block 67, Lots 1-4 Construction Opinion of Probable Cost

Dear John,

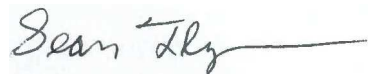
Attached please find Galena Engineering's Construction Opinion of Probable Cost for the following improvements proposed at Ketchum Block 67, Lots 1-4.

1. Joint Trench- approximate cost based upon conversations with Idaho Power to install dry utility services to the proposed lots including but not limited to power, gas, and communications.
2. Alleyway Drainage and Paving Improvements- approximate cost for alley improvements shown on the civil improvement plans dated October 26, 2018.
3. Sixth Street ROW Improvements- approximate cost for right-of-way improvements along 6th Street between the alley and 2nd Avenue including curb, gutter, sidewalk, asphalt repair, and drainage improvements shown on plans dated October 26, 2018.

Items not included in this cost estimate include the proposed 7th Street right-of-way improvements, water and sewer infrastructure, and private driveway improvements.

Please contact me with any questions.

Sincerely,



Sean Flynn, P.E.
GALENA ENGINEERING, INC.



Ketchum Block 67 Lots 1A-4A Alley Improvements

#	Item & Category Description	Unit	Qty	Unit Cost	Item Cost	Category Cost
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Development Agreement Item 3B: Joint Trench (Complete by 12/31/19)

Category A: Improvements

1	Joint Trench	L.S. Estimate	1	\$15,000.00	\$ 15,000.00	\$15,000
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Category B: Construction Surveying, Engineering, and Inspections

2	Construction & Administration	% of Cat. A	1	3.0%	\$450	\$2,450
3	Construction Surveying	L.S.	1	\$2,000	\$2,000	

4	Opinion of Probable Construction Cost					\$17,450
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Development Agreement Item 3C.1: Alleyway Drainage and Paving Improvements

Category A: Improvements

5	Stripping & Grubbing – 6" Depth w/i R/W	S.Y.	595	\$6.00	\$ 3,570.00	\$17,317
6	Excavation / Embankment - Roads only (Cut, No Cut Factor)	C.Y.	18	\$30.00	\$ 540.00	
7	Sawcut Asphalt (Including Asphalt Removal)	L.F.	77	\$5.00	\$ 385.00	
8	2-inch Minus Sub-Base, 6" depth	C.Y.	77	\$48.00	\$ 3,696.00	
9	3/4" Leveling Course Gravel, 4" Depth	C.Y.	52	\$48.00	\$ 2,496.00	
10	Asphalt Paving	S.Y.	413	\$10.00	\$ 4,130.00	
11	Dry well with Ring & Cover	Each	1	\$2,500.00	\$ 2,500.00	

Category B: Construction Surveying, Engineering, and Inspections

12	Construction & Administration	% of Cat. A&B	1	6.0%	\$1,039	\$4,039
13	Construction Surveying	L.S.	1	\$3,000	\$3,000	

14	Opinion of Probable Construction Cost					\$21,356
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Ketchum Block 67 Lots 1A-4A Alley Improvements

#	Item & Category Description	Unit	Qty	Unit Cost	Item Cost	Category Cost
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Development Agreement Item 3C.2:Sixth Street ROW Improvements

Category A: Improvements

15	Stripping & Grubbing – 6" Depth w/i R/W	S.Y.	240	\$6.00	\$ 1,440.00	\$38,596
16	Sawcut Asphalt	L.F.	172	\$5.00	\$ 860.00	
17	2-inch Minus Sub-Base, 6" depth	C.Y.	40	\$48.00	\$ 1,920.00	
18	3/4" Leveling Course Gravel, 4" Depth	C.Y.	27	\$48.00	\$ 1,296.00	
19	Asphalt Paving	S.Y.	100	\$10.00	\$ 1,000.00	
20	Concrete Curb and Gutter	L.F.	120	\$55.00	\$ 6,600.00	
21	Concrete Sidewalk	S.Y.	83	\$105.00	\$ 8,715.00	
22	Cast Iron Truncated Dome Detectable Warning Insert	S.F.	37	\$110.00	\$ 4,070.00	
23	Dry well with Ring & Cover	Each	1	\$2,500.00	\$ 2,500.00	
24	Catch Basin	Each	1	\$1,500.00	\$ 1,500.00	
25	12" ADS N-12 Storm Drain Pipe	L.F.	13	\$15.00	\$ 195.00	
26	Replace Existing Street Light	Each	1	\$7,000.00	\$ 7,000.00	
27	Traffic Control	L.S.	1	\$1,500.00	\$ 1,500.00	

Category B: Construction Surveying, Engineering, and Inspections

28	Construction & Administration	% of Cat. A&B	1	3.0%	\$1,158	\$3,658
29	Construction Surveying	L.S.	1	\$2,500	\$2,500	

30	Opinion of Probable Construction Cost					\$42,254
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31	Total Opinion of Probable Construction Cost					\$81,060
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City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To Adopt Resolution 18-030 Making Findings Declaring Intent to Sell and Exchange Certain Real Property at Lots 7 and 8, Block 6, Ketchum Township (6th and Leadville) and Exchange for 290-298 Northwood Way

Recommendation and Summary

Staff is recommending the council adopt the attached resolution declaring the City's intention to sell and exchange the property at 6th and Leadville for the property located at 290-298 Northwood Way and adopt the following motion:

I move to adopt Resolution 18-030.

The reasons for the recommendation are as follows:

- In order for the city to sell and exchange property, there is a two-step process, the city must first adopt a resolution declaring intent to sell and exchange the property and then conduct a public hearing at a subsequent meeting.
- For the city to move forward with selling and exchanging the 6th and Leadville property for the vacant lot at 290-298 Northwood Way, the city must first adopt the attached resolution.
- The properties at 290-298 Northwood Way would yield more workforce housing than could be developed on the 6th and Leadville property.

Introduction and History

Under Section 50-1402 of the Idaho Code, whenever the city council proposes to convey, exchange or offer for sale any real property, it shall first declare the value or minimum price, if any, it intends to receive as a result of such conveyance or exchange. This is done by adopting a resolution declaring intent to sell the property.

Following approval of the declaration of intent to sell or exchange real property, the city clerk must publish a summary of the action taken by the city council in the newspaper and provide notice of a public hearing before the city council. Notice of the public hearing concerning the proposed exchange or conveyance shall be published in the newspaper at least fourteen (14) days prior to the date of the hearing. The hearing for this matter will be scheduled for January 7, 2019.

Earlier this year, the City issued a Request for Proposal (RFP) for the 6th and Leadville property. The RFP asked for housing proposals or offers to exchange the site for other property. Valkyrie LLC submitted a proposal to exchange the 6th and Leadville site for another property, that property is the vacant lot at 290-298 Northwood Way. The Northwood Way site is larger and provides the opportunity for more units than the 6th and Leadville site could accommodate.

Analysis

In August 2018 the appraised value of the 6th and Leadville site was found to be \$1,485,000. In September 2018 the City appraisal for 290-298 Northwood Way was \$2,374,000. The October 2018 Owner appraisal for the 290-298 Northwood Way was \$3,100,000. Given the difference in valuations, the City and Owner have determined a fair and reasonable price for the property is \$3,036,200. To proceed with the property exchange, the City would contribute \$1,551,200 to purchase the Northwood Way properties.

Financial Impact

If the sale and exchange occur, the City will contribute \$1,551,200 towards the purchase/exchange of the Northwood Way properties. It is anticipated the funds will come from the Housing In-Lieu Fund because the Northwood Way site would be dedicated to workforce housing.

Attachments:

Proposed Resolution

CITY OF KETCHUM

RESOLUTION 18-030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM MAKING FINDINGS; DECLARING INTENT TO SELL AND EXCHANGE CERTAIN REAL PROPERTY; DECLARING IT IS IN THE BEST INTEREST OF THE CITY TO SELL CERTAIN REAL PROPERTY TO VALKYRIE LLC AND/OR ASSIGNS IN EXCHANGE FOR PURCHASING PROPERTY OWNED BY BARSOTTI INVESTMENT COMPANY LLC AND/OR ASSIGNS; DECLARING FAIR AND REASONABLE CONSIDERATION; AND DIRECTING THE CLERK TO PUBLISH NOTICE OF THIS ACTION AND TO SET A PUBLIC HEARING ON THE INTENT TO EXCHANGE, SELL, AND PURCHASE CERTAIN REAL PROPERTY.

SECTION 1: FINDINGS

- 1.1** The City of Ketchum was duly formed and exists under and by virtue of Article XII of the Constitution of the State of Idaho and Title 50 of Idaho Code.
- 1.2** The City owns the real property as described on Exhibit A attached and incorporated herein and hereinafter referred to as "Real Property."
- 1.3** The Real Property is underutilized for City purposes and will be sold and exchanged for the "Exchange Property" described on Exhibit B and incorporated herein.
- 1.4** The City Council has the power and authority pursuant to Idaho Code Section 50-1401 to sell, exchange or convey, any real property owned by the City which is underutilized or which is not used for public purposes.
- 1.5** Chapter 14 of Title 50 Idaho Code prescribes a procedure to be followed regarding the disposition of city real property.
- 1.6** The City Council, Valkyrie LLC and/or assigns and Barsotti Investment Company LLC and/or assigns have discussed sale and purchase prices and determined fair and reasonable purchase prices for the Real Property and Exchange Property.
- 1.7** It is the intention of the City Council to consider sale and exchange of the Real Property and Exchange Property and to set a public hearing on such; and the City Council directs the City Clerk to provide notice of such intention and of the public hearing.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ketchum that:

- 2.1. The City Council finds and declares that the Real Property is underutilized by the City; and declare the intent to sell said Real Property to Valkyrie LLC and /or assigns in exchange for purchase of property owned by Barsotti Investments Company LLC and /or assigns.
- 2.2. The City Council finds and declares that the negotiated price on the Real Property of \$1,485,000 is a fair and reasonable valuation and consideration for the proposed conveyance of the Real Property.
- 2.3. The City Council finds and declares that the negotiated price on the Exchange Property of \$3,036,200 a fair and reasonable valuation and consideration for the proposed exchange of the Real Property.
- 2.4. The City Council hereby sets a public hearing where any person may appear and show cause that a sale and exchange of the Real Property and Exchange Property should or should not be made at a meeting of the City Council to be held on January 7, 2019 at 4:00 p.m. in the Council Chambers, Ketchum City Hall.
- 2.5. The City Clerk is directed to cause a summary of this action and notice of the public hearing to be published in the official newspaper not less than fourteen (14) days prior to the hearing.

PASSED BY THE CITY COUNCIL of the City of Ketchum, effective this 3rd day of December 2018.

APPROVED:

Signed: _____
Neil Bradshaw, Mayor

ATTEST:

By _____
Robin Crotty, Interim City Clerk

EXHIBIT A

Lots 7 and 8 Block 6 Ketchum Townsite, Ketchum Idaho
(6th and Leadville)

EXHIBIT B

**Lots 23 and 24 Resubdivision of Northwood PUD Lot 4
(290-298 Northwood Way)**



City of Ketchum

December 3, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to accept the Trail Creek Fund, LLC's (Trail Creek) Amended Employee Housing Plan @ 391 First Avenue as meeting the project submittal deadlines and security required of Trail Creek in the June 5, 2018 Amended Development Agreement

Recommendation and Summary

Staff is recommending the council move to adopt the following motion:

Move to accept Trail Creek's November 20, 2018 Project Entitlement and Construction Schedule and Security Agreement for Its Amended Employee Housing Plan at 391 First Avenue North as complying with the specified December 2018 deadlines specified in Instrument #652281 between Trail Creek/Ketchum.*

The reasons for the recommendation are as follows:

- *1st Part of Motion - Schedule:* Staff has reviewed preliminary architectural drawings for a project at 391 First Ave N that upon completion would meet Trail Creek's hotel employee housing requirements.
- The attached November 20, 2018 letter from Trail Creek sets forth a reasonable employee housing plan project entitlement and construction schedule. See Attachment A.
- *2nd Part of Motion – Security Agreement:* The proposed security instrument by Trail Creek is a City lien against Trail Creek's 391 First Avenue North. See Attachment B. This is generally acceptable, including the provisions of Article 2 that provides that the security interest is voidable on two conditions: performance and proof of financing for the hotel is not completed and the hotel agreement is voided.
- City recognizes that its proposed security interest would be behind two deeds of trust referenced on the Applicant's Title Policy (items 13 & 15), which means in a foreclosure amounts owing on those two would be paid off before the City's security interest is paid. That stated, the City's ultimate security is that the parties have agreed that the hotel cannot be occupied prior to a certificate of occupancy being granted for the amended employee housing plan at 391 First Avenue.

Attachments

- A – Trail Creek Employee Housing Entitlement & Project Schedule
- B – Trail Creek Amended Employee Housing Security Agreement

* Once the security agreement is finalized and executed by the parties, Trail Creek will need to record the entirety of the Amended Employee Housing Plan no later than December 31, 2018, as required in Section 1.C. of the First Amendment to the Amended and Restated Development Agreement (Inst # 652281).

Attachment 1

November 20, 2018

**Jack Bariteau, Jr.
Managing Member
Trail Creek Fund, LLC
P. O. Box 84
Sun Valley, Idaho 83353**

**Mr. John Gaeddert
Director
City of Ketchum Planning and Zoning
P. O. Box 2315
Ketchum, Idaho 83340**

RE: Trail Creek Fund, LLC – Employee Housing Plan Project Schedule

Dear John:

Per the terms of the First Amendment to the Amended and Restated Development Agreement as approved on June 4, 2018 by the City Council, our ownership is required to provide the City Council with a proposed development project schedule and deadlines for the design, City review and approval submittal process, construction design and development drawing preparation and submittal for building permits, timeline to construct and projected date for completion and occupancy of the overall building in which the employee housing apartments will be located. I sent you an e-mail this morning requesting a preliminary review meeting for the proposed building with staff on December 5, 2018 to commence this process. The project architect, Pivot North Architecture based in Boise, will provide a set of concept floor plans and exterior elevations for initial review which we will presented to staff for comment and analysis.

As per our last discussion on the project, our ownership will be applying for a vacation of a portion of the public alley that separates our property's western boundary from the property owned by Charley Holt that faces onto Fourth Street. I have met with Mr. Holt and he is in favor of the street vacation as well. We will also be requesting that we process the project under a Development Agreement

approval and that the street vacation request be included within the body of this Development Agreement.

Please let me know if this date will work for you and your staff as this initial preliminary meeting date sets the calendar in motion as outlined below. With this date in mind, here is the calendar schedule which our ownership can predict as of the date of this letter.

- | | |
|---|--|
| 1. Preliminary Meeting with City Staff: | December 5, 2018 |
| 2. Second Review Meeting with City Staff: | December 19, 2018 |
| 3. Formal Submittal for Design Review by City: | January 14 to 18, 2018 |
| 4. City Review Period of Project Design, Scheduling of Initial Planning and Zoning Public Hearing: | Mid January – February, 2019 |
| 5. Planning and Zoning Public Hearing: | Mid March, 2019 |
| 6. Second Planning and Zoning Hearing: | Mid April, 2019 |
| 7. City Council Public Hearing: | Mid May, 2019 |
| 8. Architectural Construction Drawing Work and Submittal for Building Permit: | Estimated by the project architect to be 180 days from the date of City Council approval of the Development Agreement |
| 9. Building Permit Review and Issuance: | Within sixty (60) days of Building Permit submittal |
| 10. Commencement of Construction: | On issuance of the Building Permit |
| 11. Construction Period: | Eighteen (18) to twenty two (22) months subject to weather conditions |
| 12. Completion and Certificate of Occupancy: | Fall, 2021 but no later than December 31, 2021 |

Please let me know if you have any questions on the projected calendar timeline and deadlines for the development that have been outlined above. A separate document being drafted by Trail Creek Fund, LLC's legal counsel, Edward Lawson, will be submitted to the City under separate cover that in draft language proposes that the security to be provided to the City will "provide, adequate security" in the form of a recordable deed restriction as a lien "as approved as to form by and to the satisfaction of the City, to ensure completion and performance of the Amended Plan." Such lien shall specify that the 18 beds required under the Amended and Restated Development Agreement dated October 15, 2015; the Corrected Amendment To Amended And Restated Development Agreement dated June 21, 2016; and First Amendment To Amended And Restated Development Agreement dated June 4, 2018, shall be located within the building development to be constructed by The Jack E. Bariteau, Jr. Separate Property Trust or Limited Liability Company formed by the Trust at 391 First Avenue North, Ketchum, Idaho provided such development project is approved and fully permitted by the City of Ketchum.

Sincerely,

Trail Creek Fund, LLC

A handwritten signature in blue ink, appearing to read "Jack Bariteau, Jr.", is written over the typed name.

Jack Bariteau, Jr.
Managing Member

CC: Mayor Neil Bradshaw
Edward Lawson
Suzanne Frick

Attachment 2

RECORDING REQUESTED BY AND WHEN RECORDED RETURN TO:	
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(Space Above Line For Recorder's Use)

SECURITY AGREEMENT

THIS SECURITY AGREEMENT (“**Agreement**”) is made and entered by and between the City of Ketchum Idaho, a municipal corporation (“**City**”), and Trail Creek Fund, LLC, an Idaho limited liability company (“**Developer**”) and The Jack E. Bariteau, Jr. Separate Property Trust (“**Owner**”).

ARTICLE 1 RECITALS

This Agreement is made in contemplation of the following facts and purposes:

Developer owns that certain real property located at 300 River Street East, Ketchum, Idaho legally described as Lot 2 of Block 83, of the City of Ketchum, according to the official plat thereof, on file in the office of the County Recorder of Blaine County, Idaho; and

Developer and City entered into an Amended and Restated Development Agreement, dated October 5, 2015 and recorded in the records of Blaine County, Idaho as Instrument No. 630816 and a Corrected Amendment To Amended and Restated Development Agreement, dated June 21, 2016 and recorded in the records of Blaine County, Idaho on June 22, 2016, as Instrument No. 635897 and a First Amendment to Amended and Restated Development Agreement, dated June 4, 2018 and recorded in the records of Blaine County, Idaho as Instrument No. 652281 (“**Development Agreement**”); and

Pursuant to the Agreement the City issued Developer a Planned Unit Development Conditional Use Permit (“**CUP**”) to develop and operate a Hotel (“**Project**”) on the Property and a building permit to construct the Project related improvements (“**Building Permit**”) and together with the CUP, the “**Entitlements**”); and

Pursuant to Section 12 of the Agreement Developer submitted an Amended Housing Plan (“**Housing Plan**”), dated October 5, 2018 for eighteen employee beds located in employee designated apartment units that will be part of the proposed mixed use project which was approved by the City Council on October 15, 2018 on the condition that Owner grant to City a lien on real property located at 391 First Avenue North,

Ketchum, Idaho to ensure completion and performance of the Housing Plan in accordance with the schedule contained in Developer's November 20, 2018 letter to John Gaeddert, City Planning Director ("**Obligation**"). Owner is a member of Developer and will benefit from the Housing Plan and Owner is therefore willing to grant a lien to the City on the property located at 391 First Avenue North, Ketchum, Idaho.

ARTICLE 2 GRANT OF SECURITY INTEREST

For good and valuable consideration, including the Obligation herein recited, Owner hereby grants, bargains, sells, transfers, conveys and grants a security interest to City, under and subject to the terms and conditions hereinafter set forth, in the real property, located in the County of Blaine, State of Idaho, described as Lots 1 and 2 of Re-Division of Lots 1 and 2, Block 57, Original Ketchum Townsite, according to the official plat thereof, recorded as Instrument No. 191607, records of Blaine County, Idaho (the "**Property**"). This grant is made upon the express condition that, if (i) Owner performs the Obligation in the time and manner set forth in the Housing Plan and complies with each and every covenant and condition set forth herein, or (ii) Owner is unsuccessful in satisfying the City prior to September 30, 2019 that Owner has full financing for the Project, the estate and lien hereby granted by Owner shall cease, terminate and be void.

ARTICLE 3 DEFAULT AND REMEDIES

The failure of Developer or Owner to perform any of its duties as specified either in this Agreement or any other agreement(s) with respect to the Obligation shall constitute an event of default. Then or at any time after the happening of such event of default, if the default has not been cured within thirty (30) days after written notice of default has been given by City to Owner and Developer, at Owner's address set forth below, the Obligation then existing shall, at the option of City, immediately become due and payable. Upon the occurrence of any such event of default the City shall have all of the rights and remedies provided to a secured party for the foreclosure of a mortgage lien, including the right to institute proceedings, judicial or otherwise, for the complete foreclosure of the lien granted by this Agreement under any applicable provision of law, in which case the Property or any interest therein may be sold for cash or upon credit in one or more parcels or in several interests or portions and in any order or manner. Upon the foreclosure of the lien granted hereby, City shall be entitled to recover in such proceeding all costs and expenses incident thereto (including costs on appeal), including a reasonable attorney's fee (including an attorney's fee on appeal) in such amount as shall be fixed by the court.

ARTICLE 4 CONTINUATION OF SECURITY INTEREST

All of City's rights with respect to the security interest hereunder shall continue unimpaired, and Owner and Developer shall remain obligated in accordance with the terms hereof, notwithstanding the release or substitution of the Property or part thereof at

any time(s), or of any right or interests therein, or any delay, extension of time, renewal, compromise or other indulgence granted by the City in reference to the Obligation. Owner and Developer hereby waive all notice of any such delay, extension, release, substitution, renewal, compromise or other indulgence, and hereby consents to be bound thereby as fully and effectively as if Owner had expressly agreed thereto in advance. No delay by City in exercising any power of sale, option or other right hereunder, and no notice or demand which may be given to or made upon Owner or Developer by City shall constitute a waiver thereof, or limit or impair City's right to take any action or to exercise any other power of sale, option or other right hereunder, without notice or demand, or prejudice to City's rights against Owner or Developer in any respect.

**ARTICLE 5
CONTINUING AGREEMENT; ETC.**

This is a continuing agreement and shall remain in full force and effect until full payment of the Obligation secured hereby, and the rights granted herein shall be supplementary to those granted in any other agreements with respect to the Obligation, and shall be binding upon Owner, the heirs, executors, administrators, successors and assigns of Owner and Developer and shall inure to the benefit of and be enforceable by City, its successors, transferees and assigns. Notwithstanding any contrary provision of this Agreement, City agrees to accept other reasonable collateral for the Obligation and to release the lien hereby granted on the Property upon request of Developer or Owner.

**ARTICLE 6
CHOICE OF LAW; ETC.**

This Agreement shall be governed by Idaho law in all respects, including matters of construction, validity and performance; and it is understood and agreed that none of its terms or provisions may be waived, altered, modified, limited or amended except with the express written consent of the City.

**ARTICLE 7
NOTICE**

Any notice, demand or communication that either party desires or is required to give to the other party shall be in writing and served as provided in the Development Agreement.

[end of text – signatures appear on following page]

IN WITNESS WHEREOF, the parties, having been duly authorized, have hereunder caused this agreement to be executed on the day and year first-above written, the same being done after public hearing, notice and statutory requirements having been fulfilled.

“CITY”:

CITY OF KETCHUM,
an Idaho municipal corporation

By: _____
Neil Bradshaw, Mayor

“OWNER”:

TRAIL CREEK FUND, LLC,
a California limited liability company

By: _____
Jack E. Bariteau, Jr., Managing
Member

ATTEST:

Jack E. Bariteau, Jr. as Trustee of the Jack
E. Bariteau, Jr. Separate Property Trust

Robin Crotty, City Clerk

State of IDAHO

County of Blaine

This record was acknowledged before me on _____, 2018, by Jack E. Bariteau, Jr. as Managing Member of Trail Creek Fund, LLC, an Idaho limited liability company, on behalf of said limited liability company.

Notary Public -- State of Idaho
My commission expires: _____
(complete line above if notarial stamp does
not include expiration date of commission)

State of IDAHO

County of Blaine

This record was acknowledged before me on _____, 2018, by Jack E. Bariteau, Jr. as Trustee of The Jack E. Bariteau, Jr. Separate Property Trust, on behalf of said Trust.

Notary Public -- State of Idaho
My commission expires: _____
(complete line above if notarial stamp does not include expiration date of commission)

State of IDAHO

County of Blaine

This record was acknowledged before me on _____, 2018, by Neil Bradshaw as Mayor of the City of Ketchum, Idaho a municipal corporation, on behalf of said municipal corporation.

Notary Public -- State of Idaho
My commission expires: _____
(complete line above if notarial stamp does not include expiration date of commission)