



CONDITIONAL USE PERMIT APPLICATION CITY OF DONNELLY

169 Halferty Street
P.O. Box 725
Donnelly, ID 83615
Telephone (208) 325-8859

This application shall be provided with the Master Land Use Application form. In order to avoid handwritten answers this form is provided in word format so the answers to each item can be typed directly hereon. A hard copy of this application shall be provided to the city along with an electronic copy in word format.

File number (To be assigned by city staff):

1. Briefly explain the nature of the request:

The applicant is requesting conditional use permit approval for a planned unit development (PUD) inclusive of single-family attached dwellings, multi-family dwellings, and a recreational cabin park.

2. Describe the property:

The subject site consists of two (2) parcels which total approximately 22.83-acres in size. The northern parcel is located within the City of Donnelly's corporate limits.

The northern parcel consists of approximately 10.71-acres. The parcel is bordered on the north and west by Eld Lane. The parcel contains an existing dwelling and accessory structures located adjacent to Eld Lane. The remaining portion of the parcel contains portions of Boulder Creek, a few existing trees with the remainder relatively bare.

The southern parcel consists of approximately 12.12-acre. A majority of the parcel contains a Special Flood Hazard Area and wetlands associated with Boulder Creek. A portion of the parcel is bordered on the west by Eld Lane. There are mature trees located throughout the site.

3. Is the project intended to be phased?

A phasing plan will be proposed with the submittal of a preliminary development plan/preliminary plat application in the near future.

4. If the project is to be phased, provide a phasing plan and describe the phases proposed:

As previously identified, a phasing plan will be provided with the submittal of a preliminary development plan/preliminary plat application.

5. Number of structures and gross square footage of each:

The applicant is proposing 68 single-family attached dwellings, 20 multifamily dwellings located within a single building, and 14 recreational cabins. The gross square footage of the proposed structures will be identified as part of the design review applications associated with proposed structures.

6. Height of structures:

Not to exceed 35-feet.

7. Number of stories per structure:

The multifamily building and single-family attached dwellings will be designed to not exceed two (2) stories.

8. Total building lot coverage by percentage:

The building lot coverage will be determined at the time of design review. It should be noted that maximum building lot coverage is not regulated pursuant to Donnelly City Code.

9. Detail the planned use of each structure and specify the total gross square footage of each use:

The structures located within the development will consist of 68 single-family attached dwellings, 20 multifamily dwellings located within a single building, and 14 recreational cabins. The total square footage of the structures is subject to design review approval.

10. Proposed method of on-site drainage retention:

Since the site will be subdivided in the future there will be drainage facilities designed to retain all drainage onsite.

11. Percentage of on-site landscaping:

The site will contain over 70% of open space inclusive of a mix of natural vegetation and landscaped areas.

12. Describe any prominent trees currently on the property and if they are to be retained or removed:

A tree inventory and map will be provided with the submittal of a design review application.

13. Loading facilities, location, number, size and screening proposed: *N/A*

14. Describe all pedestrian amenities:

Although the site plan shows generalized locations of pedestrian amenities, those amenities will be further refined during the preliminary development plan/preliminary plat process.

15. Total number of parking spaces proposed on site:

Single-family attached dwellings: 178 spaces (including 2-car garages)

Multi-family dwellings: 42 spaces

Recreational Cabin Park: 28 spaces

16. Total number of parking spaces within the right of way at the site: ***To be determined.***

17. Is any portion of the property located in a Floodway or 100-year Floodplain?

Yes – As identified FIRM Panel #16085C1302C. (See “Boulder Creek Development Special Flood Hazard Area” maps.) The Special Flood Hazard Area will be confined to the PU/OS (Public Use/Open Space) area and will not be developed.

18. Other information you would the city to know about your proposed project:

19. Address how the conditional use: ***See Narrative***

- A. Will, in fact, constitute a conditional use as established within Donnelly City Code for the zoning district involved:
- B. Will be harmonious with and in accordance with the general objectives or with any specific objective of the Comprehensive Plan and/or Donnelly City Code:
- C. Will be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:
- D. Will not be hazardous or disturbing to existing or planned future neighborhood uses:
- E. Will be served adequately by essential public facilities such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:
- F. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community:
- G. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:
- H. Will have vehicular approaches to the property which are designed as not to create an interference with traffic on surrounding public thoroughfares:
- I. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance:

DO ANY OF THESE ON-SITE FEATURES EXIST: (Yes or No - If yes, explain):

Evidence of Erosion: *No*

Fish Habitat: *Yes – Boulder Creek*

Floodplain: *Yes – Located adjacent to Boulder Creek – FIRM Panel #16085C1302C (See “Boulder Creek Development Special Flood Hazard Area” maps)*

Mature Trees: *Yes – Located in proximity to the existing dwelling*

Riparian Vegetation: *Yes – Located adjacent to Boulder Creek*

Steep Slopes: *No*

Stream/Creek: *Yes – Boulder Creek*

Unique Animal Life: *No*

Unique Plant Life: *Yes – Riparian vegetation located adjacent to Boulder Creek*

Unstable Soils: *No*

Wildlife Habitat: *Yes – Within the trees located within the site and along Boulder Creek*

Along with this application the applicant must provide the following:

1. Copy of Deed; and, if the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application and that the owner assumes all financial responsibilities for fees if not paid by the applicant).
2. Names and addresses of all adjoining property all property owners and purchasers of record owning property located within 300 feet of the exterior boundary of the application property. The addresses shall be submitted to the City on one set of address labels, and a map showing the addresses in relation to the land being considered shall be submitted.
3. Provide a detailed letter of explanation and justification for the application.
4. Payment of fees.
5. Any additional information to aid in understanding the project.
6. One (1) vicinity map (8 ½” x 11”) at 1” = 300’ scale (or similar), labeling the location of the property and adjacent streets.
7. One (1) 8 ½” x 11” colored aerial showing the site, street names, and surrounding area within two-hundred feet (200’).
8. Photos of all four sides of any existing building to remain.
9. Detailed site, landscape, elevation, and floor plan(s) to scale, no smaller than 1”=30’, unless otherwise approved, shall be required to be submitted as follows: **N/A**
The applicant will provide detailed elevations, building materials, and colors associated with the single-family attached dwellings, multifamily dwellings, and recreational cabins at the time of submittal of the design review applications.

THREE (3) 24” X 36” TO SCALE COPIES (Arranged in complete plan sets & folded)

SIX (6) 11” X 17” REDUCTIONS (Arranged in complete plan sets & folded)

SIX (6) 11" X 17" REDUCTION - Colored copies showing all sides of each building and structure specifying all proposed building materials and colors.

ONE (1) 8 ½" x 11" REDUCTIONS

All plans shall be prepared by or under the responsible control of a licensed architect, unless exempted under Idaho Code, section 54-309(2), with said plans to be duly stamped to clearly identify the preparer. Landscape and streetscape plans shall be prepared by or under the responsible control of a licensed landscape architect with said plans to be duly stamped to clearly identify the preparer.

Site Plan shall include the following information:

- a. North arrow, scale of drawing, property lines, name of plan preparer, and date.
- b. All structures and all setbacks from property lines.
- c. Existing trees. Identify those which are proposed to be relocated or removed.
- d. On-site and adjoining streets, alleys, private drives and rights-of-way and dimensions for said.
- e. Site grading and drainage with proposed on-site retention, including pre and post elevations.
- f. Existing/proposed utility service and any above-ground utility structures.
- g. Locations and widths of all easements, canals and ditches.
- h. Locations and dimensions of off-street parking and loading facilities.
- i. Locations and sizes of any loading areas, docks, ramps, and vehicle storage or service areas.
- j. Trash storage areas and exterior mechanical equipment, with proposed screening method.
- k. Sign locations.
- l. On-site circulation plan for motor vehicles, pedestrians, and bicycles.
- m. Locations and uses of open spaces.
- n. Pedestrian amenities.
- o. Locations, types and sizes of sound and sight buffers.
- p. Parking layout including spaces, driveways, curb cuts, circulation patterns and pedestrian walks and a breakdown of number of parking spaces proposed for each use.
- q. Locations of subdivision, lot, or parcel lines.
- r. Illustration that adequate sight distance is provided for motor vehicles, pedestrians and bicycles.

Landscape and Streetscape Plan may be conceptual in nature with specific details to be shown with a Design Review application.

Building elevation drawings with specific details to be shown with a Design Review application.

Floor plans shall at a minimum include size and types of interior spaces.

The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this application does hereby release and indemnify and hold harmless the City of Donnelly from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to sanitary sewer service, power, and fire protection.

APPLICANT'S CERTIFICATION:

If the applicant is not the owner, a City of Donnelly Affidavit of Legal Interest shall be provided with any land use applications.

Land use applications are subject to professional review for the purpose of addressing compliance, conformance, situational, and public health, safety and general welfare issues. Professional review may include, but is not limited to, review by engineering, legal, planning, and other qualified professionals. The City of Donnelly reserves the right to contract these services to private firms. The costs of these reviews are passed on to the applicant. These professional fees are separate, and in addition to the City's application and permit fees.

The Applicant hereby agrees to pay the aforementioned Professional Review Fees and attorney fees, including attorney fees on appeal and expenses incurred on behalf of the City of Donnelly, in the event of a dispute concerning the interpretation or enforcement of the Land Use Application in which the City of Donnelly is the prevailing party and does certify that, to the best of his or her knowledge, all application data and materials provided herewith are true and correct.

I also give permission for City staff to view and enter the subject property in order to fully review this application. I understand that failure to provide complete and accurate information on this application may lead to delay and/or denial of this application.

John D. Roters, PLA, ASLA, Principal

Applicant/Representative Printed Name



Applicant/Representative Signature

05/01/2026

Date