



City of Ketchum
Planning & Building

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
SPECIAL MEETING OF MAY 23, 2023

PROJECT: Crossbuck McKnee Townhomes

FILE NUMBER: P23-015

APPLICATION TYPE: Phased Development Agreement

REPRESENTATIVE: Jeff McKnee

PROPERTY OWNER: MMGM11, LLC

REQUEST: Request for a phased development agreement to permit the final plat for the two townhouse sublots to be reviewed and approved after a certificate of occupancy is granted for the first townhouse unit.

LOCATION: Southwest Corner of 7th Street and W 2nd Ave – Ketchum Townsite Amended Lot 1A, Blk 67

ZONING: General Residential – Low Density (GR-L)

REVIEWER: Morgan R. Landers, AICP – Director of Planning and Building

NOTICE: A public hearing notice for the project was mailed to all owners of property within 300 feet of the project site and all political subdivisions on May 3, 2023. The public hearing notice was published in the Idaho Mountain Express the on May 3, 2023. A notice was posted on the project site on May 16, 2023 and the city’s website on May 8, 2023.

I. EXECUTIVE SUMMARY:

The Applicant is requesting a phased development agreement for the Crossbuck McKnee Townhomes located at the southwest corner of W 7th Street and N 2nd Ave (the “subject property”) as shown in Figure 1. The Crossbuck McKnee Townhomes project includes two sublots (1A and 1B) each with a single detached townhouse. The phased development agreement would permit a final plat to be filed with the city for approval following issuance of a certificate of occupancy for the first townhouse unit, rather than requiring a certificate of occupancy for both units prior to approval of a final plat.

The applicant represents that all right-of-way improvements will be completed at the time of certificate of occupancy for the first unit. The draft phased development agreement (Attachment A) outlines



Figure 1: Subject Property Location and Zoning

the terms of the agreement including specific provisions for if the improvements are not complete prior to certificate of occupancy.

The Ketchum Municipal code permits phased development agreements per the terms of Section 16.04.110. Staff believes the project to be eligible for a phased development agreement and is supportive of the request.

II. BACKGROUND:

The City of Ketchum approved a Design Review application (P21-025) and Townhouse Preliminary Plat (P21-026), for two detached townhomes on the Property, on September 21, 2021. A phased development agreement was not requested or approved at the time of approval of the townhouse preliminary plat. The city issued a building permit for sublots 1A and 1B (B21-133), and both sublots are currently under construction.

The City of Ketchum received an application for a phased development agreement on March 9, 2023. Following receipt of the application, staff routed the application materials to all city departments for review. As of the date of this report, all department comments have been resolved or addressed through terms of the draft agreement.

III. CONFORMANCE WITH SUBDIVISION STANDARDS

Pursuant to KMC 16.04.110.B - *Development plan*. "In addition to the preliminary plat, subdivision application and data, the subdivider shall submit to the Administrator a development plan with a schedule for the entire project, containing all of the information required in subsection 16.04.030 of this chapter." A townhouse preliminary plat was approved for the development on September 21, 2021 which included all the requirements of 16.04.030. The approved preliminary plat, which includes sublots 1A and 1B, is included as Attachment B.

According to the applicant, development of subplot 1B will be completed first, followed by subplot 1A a few weeks later. The draft Phased Development Agreement includes maintenance responsibilities, a construction and completion schedule, and process requirements for filing of the townhouse final plat.

IV. STAFF RECOMMENDATION

Staff recommends **approval** of the Phased Development Agreement for the Crossbuck McKnee Townhomes.

V. RECOMMENDED MOTIONS

"I move to recommend approval of the Crossbuck McKnee Townhomes Phased Development Agreement to the City Council."

ATTACHMENTS:

- A. Draft Phased Development Agreement and Exhibits
- B. Crossbuck McKnee Townhomes Approved Preliminary Plat