

Valley County Planning and Zoning Department

700 S. Main ST
PO Box 1350
Cascade, ID 83611
www.co.valley.id.us
cherrick@valleycountyid.gov
208-382-7115



Conditional Use Permit Application

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT		<input type="checkbox"/> Check # _____ or <input type="checkbox"/> Cash or <input checked="" type="checkbox"/> Card
FILE # <u>CUP 26-008</u>		FEE \$ <u>250-</u>
ACCEPTED BY _____		DEPOSIT _____
CROSS REFERENCE FILE(S): _____		DATE _____
PROPOSED USE: <u>Multiple Residence</u>		

When an application has been submitted, it will be reviewed in order to determine compliance with application requirements. A hearing date will be scheduled only after an application has been accepted as complete or if applicant requests the hearing in writing.

Applicant's Signature: [Signature] Date: 7-13-26

The following must be completed and submitted with the conditional use permit application:

- A **detailed project description** disclosing the purpose, strategy, and time frame of construction. Include a phasing plan if appropriate. Address fire mitigation, utilities, fencing, access, emissions, dust, noise, and outside storage.
- A **plot plan**, drawn to scale, showing the boundaries, dimensions, area of lot, existing and proposed utilities, streets, easements, parking, setbacks, and buildings.
- A **landscaping plan**, drawn to scale, showing elements such as trees, shrubs, ground covers, and vines. Include a plant list indicating the size, quantity, location and name (both botanical and common) of all plant material to be used.
- A **site grading plan** clearly showing the existing site topography and detailing the best management practices for surface water management, siltation, sedimentation, and blowing of dirt and debris caused by grading, excavation, open cuts, side slopes, and other site preparation and development.
- A **lighting plan**.
- Names and addresses of property owners within 300 feet of the property lines**. Information can be obtained through the GIS Portal at www.co.valley.id.us. Only one copy of this list is required.
- Three (3) copies** of the application, project description, plot plan, landscaping plan, grading plan, and impact report are required.
- A Development Agreement may be required**. Possible road mitigation should be discussed with the Valley County Road and Bridge Director, 208-382-7195.

We recommend you review the Valley County Code online at www.co.valley.id.us or at the Planning & Zoning Office at 219 North Main Street, Cascade, Idaho

Subject to Idaho Statute Title 55 Chapter 22 Underground Facilities Damage Prevention.

Date of Pre-Application Meeting with Staff: _____

Staff Name(s): _____

CONTACT INFORMATION

APPLICANT Jeff and Kathy Troutner PHONE (752) 225-2216
Owner Purchaser Lessee Renter

MAILING ADDRESS PO Box 5181 Incline Village NV ZIP 89451

EMAIL [REDACTED]

PROPERTY OWNER Jeff and Kathy Troutner

MAILING ADDRESS Same ZIP _____

EMAIL [REDACTED]

AGENT / REPRESENTATIVE _____ PHONE (752) 225-2216

MAILING ADDRESS _____ ZIP _____

EMAIL _____

CONTACT PERSON (if different from above) _____

MAILING ADDRESS _____ ZIP _____

EMAIL _____ PHONE _____

PROPERTY INFORMATION

ADDRESS OF SUBJECT PROPERTY 84 Elk Haven Way

PROPERTY DESCRIPTION (either lot, block & subdivision name or attach a recorded deed with a metes and bounds description.) _____

TAX PARCEL NUMBER(S) RP004590000090

Quarter _____ Section _____ Township _____ Range _____

1. PROPOSED USE: Residential Civic or Community Commercial Industrial

2. SIZE OF PROPERTY 18.67 Acres or Square Feet

3. EXISTING LAND USES AND STRUCTURES ON THE PROPERTY ARE AS FOLLOWS:
There is an existing 3,750SF 3bedroom, 4bath primary residence on the property. The home was built 2006. There is an existing septic system and well.

4. ARE THERE ANY KNOWN HAZARDS ON OR NEAR THE PROPERTY (such as canals, hazardous material spills, and/or soil or water contamination)? If so, describe and give location: _____
No.

5. ADJACENT PROPERTIES HAVE THE FOLLOWING BUILDING TYPES AND/OR USES:
North There is a current ADU and primary hone to the north.
South The lot to the south is vacant land (owned by applicant).
East The property to the east is vacant land.
West The property to the west is vacant land.

APPLICATION DETAILS

6. MAXIMUM PROPOSED STRUCTURE HEIGHT: 27' 6"

7. NON-RESIDENTIAL STRUCTURES OR ADDITIONS (If applicable):

Number of <u>Proposed</u> Structures: <u>0</u>	Number of <u>Existing</u> Structures: <u>0</u>
<u>Proposed Gross Square Feet</u>	<u>Existing Gross Square Feet</u>
1 st Floor _____	1 st Floor _____
2 nd Floor _____	2 nd Floor _____
Total _____	Total _____

8a. TYPE OF RESIDENTIAL USE (If applicable): Single family residence Multiple residences on one parcel

8b. TYPE OF STRUCTURE: Stick-built Manufacture Home Mobile Home Tiny Home Other _____

8c. SQUARE FOOTAGE OF PROPOSED RESIDENTIAL STRUCTURES (If applicable): _____

SQUARE FOOTAGE OF EXISTING RESIDENTIAL STRUCTURES: 3750sf existing primary residence

8d. DENSITY OF DWELLING UNITS PER ACRE: .01

9. SITE DESIGN:

Percentage of site devoted to building coverage: _____

Percentage of site devoted to landscaping: _____

Percentage of site devoted to roads or driveways: _____

Percentage of site devoted to other uses: _____, describe: _____

Total: 100%

10. PARKING (If applicable):

Office Use Only

a. Handicapped spaces proposed: _____	Handicapped spaces required: _____
b. Parking spaces proposed: _____	Parking spaces required: _____
c. Number of compact spaces proposed: _____	Number of compact spaces allowed: _____
d. Restricted parking spaces proposed: _____	
e. Are you proposing off-site parking: _____	

11. SETBACKS:

	<u>BUILDING</u>	<u>Office Use Only</u>	<u>PARKING</u>	<u>Office Use Only</u>
	Proposed	Required	Proposed	Required
Front	_____	_____	_____	_____
Rear	_____	_____	_____	_____
Side	_____	_____	_____	_____
Side Street	_____	_____	_____	_____

12. NUMBER OF EXISTING ROADS: 1 Width: 12'

Existing roads will be: Publicly maintained? Privately Maintained? or Combination of both?
 Existing road construction: Gravel Paved or Combination of both?

13. NUMBER OF PROPOSED ROADS: 1 Proposed width: 12'

Proposed roads: Publicly maintained? Privately Maintained? or Combination of both?
 Proposed road construction: Gravel Paved or Combination of both?

Anticipated Trip Generation [Refer to ITE – Trip Generation Manual within Roads Policy Manual] _____

Primarily heavy truck traffic? Yes No Combination

14. ARE SHARED DRIVEWAYS PROPOSED? If so, please explain why. Yes No
Current driveway will access both structures.
15. EXISTING UTILITIES ON THE PROPERTY ARE AS FOLLOWS:
1 septic, 1 well, and power to primary home.
16. PROPOSED UTILITIES: 1 septic. Will tie into well and power for primary home.
Proposed utility easement widths _____ Locations _____
17. SEWAGE WASTE DISPOSAL METHOD: Septic Central Sewage Treatment Facility
Name: _____
18. POTABLE WATER SOURCE: Public Water Association Individual Well:
If individual, has a test well been drilled? 1 existing Depth _____ Flow _____ Purity Verified? _____
Nearest adjacent well 88 Elk Haven Way Depth _____ Flow _____
19. DRAINAGE (Proposed method of on-site retention): _____
Any special drains? _____ (Please attach map)
Soil type(s): Roseberry course sandy loam, Melton loam, Donnel sand loam, 0-2% slopes
(Information can be obtained from the Natural Resource Conservation Service: websoilsurvey.nrcs.usda.gov)
Stormwater Prevention Management Plan will need approval from Valley County Engineer.
20. IS ANY PORTION OF THE PROPERTY LOCATED IN A FLOODWAY OR 100-YR FLOODPLAIN?
(Information can be obtained from the Planning & Zoning Office) Yes No
21. DOES ANY PORTION OF THIS PARCEL HAVE SLOPES IN EXCESS OF 15%? Yes No
22. ARE THERE WETLANDS LOCATED ON ANY PORTION OF THE PROPERTY? Yes No
23. IS ANY PORTION LOCATED WITHIN 150-FT OF ANY LAKE, POND, RIVER, OR YEAR-ROUND FLOWING CREEK OR STREAM? THIS IS A RIPARIAN AREA AS DEFINED BY VCC 9-6-6.
Yes No
24. IS THERE ANY SITE GRADING OR PREPARATION PROPOSED? Yes No
If yes, explain:
The west portion of this property where the new structure is proposed is fairly flat and up and away from Lake Fork Creek.
- 25a. ARE THERE ANY EXISTING IRRIGATION SYSTEMS? Yes No
Are you proposing any alterations, improvements, extensions or new construction? Yes No
If yes, explain: _____
- 25b. COMPLETE ATTACHED PLAN FOR IRRIGATION if you have water rights and are in an irrigation district. Submit letter from Irrigation District, if applicable.
26. COMPLETE ATTACHED WEED CONTROL AGREEMENT
27. COMPLETE ATTACHED IMPACT REPORT

10. How do you plan to retain storm and excess water on each lot? _____

11. How do you plan to process this storm water and/or excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates)

Irrigation Plan Map Requirements

The irrigation plan **must be on a scalable map** and show all of the irrigation system including all supply and drainage structures and easements. Please include the following information on your map:

- All canals, ditches, and laterals with their respective names.
- Head gate location and/or point of delivery of water to the property by the irrigation entity.
- Pipe location and sizes, if any
- Rise locations and types, if any.
- Easements of all private ditches that supply adjacent properties (i.e. supply ditches and drainage ways).
- Slope of the property in various locations.
- Direction of water flow (use short arrows on your map to indicate water flow direction →).
- Direction of wastewater flow (use long arrows on your map to indicate wastewater direction →).
- Location of drainage ponds or swales, if any where wastewater will be retained on property
- Other information: _____

Also, provide the following documentation:

- Legal description of the property.
- Proof of ownership.
- A written response from the irrigation entity and/or proof of agency notification.
- Copy of any water users' association agreement which shows water schedules and maintenance responsibilities.
- Copy of all new easements ready for recording (irrigation supply and drainage).
- If you are in a city area of impact, please include a copy of the approvals by the city planning and zoning commission and city council of your irrigation plan.

=====Applicant Acknowledgement=====

I, the undersigned, agree that prior to the Planning and Zoning Department accepting this application, I am responsible to have all the required information and site plans.

I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior to the recording of the plat or building permit.

Signed: _____
Applicant

Date: ____/____/____



VALLEY COUNTY WEED CONTROL AGREEMENT

It shall be the duty and responsibility of all landowners to control noxious weeds on their land and property, in accordance with Idaho Statute 22-2407.

The purpose of this agreement is to establish a cooperative relationship between Valley County and the undersigned Cooperator to protect the natural and economic values in the Upper Payette River watershed from damages related to the invasion and expansion of infestations of noxious weeds and invasive plants. This is a cooperative effort to prevent, eradicate, contain and control noxious weeds and invasive plants on public and private lands in this area. Factors related to the spread of weeds are not related to ownership nor controllable at agency boundaries. This agreement formalizes the cooperative strategy for management of these weeds addressed in Valley County's Integrated Weed Management Plan.

In this continuing effort to control Noxious Weeds, Valley County Weed Control will consult with the undersigned Cooperator and outline weed identification techniques, present optional control methods and recommend proper land management practices.

The undersigned Cooperator acknowledges that he/she is aware of any potential or real noxious weed problems on his/her private property and agrees to control said weeds in a timely manner using proper land management principles.

Valley County Weed Department can be contacted at 208-382-7199.

By: _____
Applicant

By: Valley County Weed Supervisor

Date: _____

IMPACT REPORT (from Valley County Code 9-5-3-D)

You may add information to the blanks below or attach additional sheets.

❖ An impact report shall be required for all proposed Conditional Uses.

❖ Thoroughly answer all questions. Mark N/A if the question is not applicable to your application.

❖ The impact report shall address potential environmental, economic, and social impacts and how these impacts are to be minimized as follows:

1. Traffic volume, character, and patterns including adequacy of existing or proposed street width, surfacing, alignment, gradient, and traffic control features or devices, and maintenance. Contrast existing with the changes the proposal will bring during construction and after completion, build-out, or full occupancy of the proposed development. Include pedestrian, bicycle, auto, and truck traffic.

There is currently an existing home, well-hidden, about 1011' back on the lower portion of the property down by Lake Fork Creek. The proposed new structure is about 450' from Elk Haven Way and will be visible Aside from access off the main road, construction noise for the new structure will be minimal.

2. Provision for the mitigation of impacts on housing affordability.

This new shop+living is for personal family use. It is not intended for long or short term rental.

3. Noise and vibration levels that exist and compare to those that will be added during construction, normal activities, and special activities. Include indoor and outdoor, day and night variations.

Currently there is no noise or vibration on site. During construction, tylipcal activities assoicated with home building will occur.

4. Heat and glare that exist and that might be introduced from all possible sources such as autos in parking areas, outdoor lights, water or glass surfaces, buildings or outdoor activities.

The new structure will be visible from most surrounding properties. The structure has windows (mostly small) on all sides. Landscaping will be taken into consideration to mimize glare and screen the home from surrounding neighbors. Adequate parking abd storage (shop) will help mitigate glare from vehicles.

5. Particulate emissions to the air including smoke, dust, chemicals, gasses, or fumes, etc., both existing and what may be added by the proposed uses.

6. Water demand, discharge, supply source, and disposal method for potable uses, domestic uses, and fire protection. Identify existing surface water drainage, wetlands, flood prone areas and potential changes. Identify existing ground water and surface water quality and potential changes due to this proposal.

The upper portion of this lot where the new structure will be located is fairly flat with a slight slope as you make you way towards the primary residence. The lower portion of this property is located within a floodplain.

7. Fire, explosion, and other hazards existing and proposed. Identify how activities on neighboring property may affect the proposed use.

This property is 18.67 acres. The surrounding properties are all similar in size or larger. Any activities on the neighboring property should have low impact on the proposed use of this property.

8. Removal of existing vegetation or effects thereon including disturbance of wetlands, general stability of soils, slopes, and embankments and the potential for sedimentation of disturbed soils.

All disturbed soils due to construction will be re-seeded with natural grasses and wildflowers native to our area. Designated staging areas for materials will minimize disturbance beyond the building site.

9. Include practices that will be used to stabilize soils and restore or replace vegetation.

All disturbed soils due to construction will be re-seeded with natural grasses and wildflowers native to our area. Designated staging areas for materials will minimize disturbance beyond the building site.

10. Soil characteristics and potential problems in regard to slope stability, embankments, building foundation, utility and road construction. Include suitability for supporting proposed landscaping.

The new structure will not affect any slope stability due to its location on the site. We will consult with a civil engineer, as needed, for any driveway construction, utility, or drainage mitigation that may be needed for this project.

11. Site grading or improvements including cuts and fills, drainage courses and impoundments, sound and sight buffers, landscaping, fencing, utilities, and open areas.

A civil engineer will manage any site grading as needed. The structure is set back on the property, in combination with landscaping. Sight and sound buffers will be created. Utilities will be underground. Fencing is/will be added in compliance with HOA rules.

12. Visibility from public roads, adjoining property, and buildings. Include what will be done to reduce visibility of all parts of the proposal but especially cuts and fills and buildings. Include the impacts of shadows from new features on neighboring property.

The overall property is 18.67 acres. The structures are set back from Elk Haven Way. Added landscaping and existing site features will minimize visibility from public roads and adjoining properties. No visible cuts/fills are anticipated and no shadows will be created on adjacent properties.

13. Reasons for selecting the particular location including topographic, geographic and similar features, historic, adjoining land ownership or use, access to public lands, recreation, utilities, streets, etc., in order to illustrate compatibility with and opportunities presented by existing land uses or character.

The existing home is not visible from neighboring properties. It is located on the lower portion of the lot by Lake Fork Creek and located near the floodplain for this site. This limits any additional building within the lower area of the property. The new structure is proposed for the flat upper west portion of the property. This structure will have 360 degree views of the valley.

14. Approximation of increased revenue from change in property tax assessment, new jobs available to local residents, and increased local expenditures.

No business will be run on this site. Short-term work will be created for construction crews.

15. Approximation of costs for additional public services, facilities, and other economic impacts.

None

16. State how the proposed development will impact existing developments providing the same or similar products or services.

N/A

17. State what natural resources or materials are available at or near the site that will be used in a process to produce a product and the impacts resulting from the depletion of the resource. Describe the process in detail and describe the impacts of each part.

N/A

18. What will be the impacts of a project abandoned at partial completion?

An unoccupied building.

19. Number of residential dwelling units, other buildings and building sites, and square footage or gross non-residential floor space to be available.

2 buildings—an existing 3,750 sf home and the new 3456 sf shop + 1296 sf living.

20. Stages of development in geographic terms and proposed construction time schedule.

The existing home was built in 2006 and the new structure is scheduled to begin construction in 2026.

21. Anticipated range of sale, lease or rental prices for dwelling units, building or other site, or non-residential floor space in order to insure compatibility with adjacent land use and development.

N/A

Property Tax Exemption

New and expanding business ***may*** qualify for a property tax exemption for up to 5 years by meeting the qualifications in accordance with Idaho Code§ 63-602NN

Application must be filed with the Valley County Assessor's office before construction begins.

Protocols for qualifying property exemption in Valley County, Idaho:

- Application must be received prior to the start of construction (ex. Building Permits, excavation)
- Term of exemption, not to exceed 5 years, will be up to the discretion of the Valley County Board of Commissioners
- Retail sales business do not qualify
- Multi use may qualify excluding retail sale area
- Housing
 - Multi-family housing must have 5 units or more per structure.
 - Multi-Family housing units may qualify if more than one structure is built totaling 5 or more units
 - For local housing only (workforce)
 - Short term rentals not allowed
 - Units cannot be individually sold (e.g., no condominiums)
- Remodel and/or additions to existing businesses
 - Only the area of remodel/addition may qualify for exemption
 - Retail sales additions/remodel will not qualify

For further information regarding the 63-602NN application process and instructions, please contact the Valley County Assessor's office at 208-382-7126.

Jeff & Kathy Troutner 84 Elk Haven Way

Project Description:

- **Purpose, strategy, timeframe:**

84 Elk Haven Way is an 18.67 acre lot with an existing single family residence which was build in 2006. The intent of this project is to provide a new dwelling for the property owners to store their winter/ summer toys, and to house family and guests at a separate, but close, location to their primary residence. The timeline for this project would be to begin construction in spring/ summer ~~2024~~ 2026

- **Utilities:**

Septic – test holes were dug for this site in 1998. There is currently an existing septic system for the main house. An application for a second septic system has been *approved &* submitted for the new ADU.

Well - There is an existing well installed near the primary home. If this well can not serve both the primary home and new dwelling, a second well will be installed for the new ADU.

Electrical(Idaho Power) – The ADU will require a new transformer, electrical service, and meter.

- **Access & fencing:**

There is currently one main access from Elk Haven Way. The new ADU will be accessed from the existing driveway about 530' from Elk Haven Way. There are ~~no~~ plans at this time to ~~remove or update any~~ existing fencing.

- **Emissions, dust & noise:**

There is currently no emissions, noise or dust. During construction, typical activities associated with home building will affect emissions, dust & noise. This will subside upon completion of construction.

- **Outside Storage:**

The primary purpose of the shop is to create an enclosed storage space to store vehicles & toys as well as house family and friends when visiting.

- **Fire Mitigation:**

The new ADU is primarily surrounded by native grasses and shrubs. It is located a significant distance from the existing tree line. Any dead vegetation & debris will be cleared around the new structure per firewise design.

From: Jeff Troutner [REDACTED]
Sent: Saturday, April 18, 2026 9:27 AM
To: Lori Hunter <lhunter@valleycountyid.gov>
Subject: Re: Troutner site plan

Hi Lori,

The size is:
Shop 48x72 - 3456 sqft
Living 36x36 - 1296 sqft

The eaves are at least 145 feet from the nearest property line (Beau Value's house to the north).

The distance to the pond is at least 110 feet.

A debris fence has been installed:



Jeff

Jeff Troutner
[REDACTED]

"During periods of universal deceit, telling the truth becomes a revolutionary act."

On Apr 16, 2026, at 3:43 PM, Lori Hunter <lhunter@valleycountyid.gov> wrote:

More detail will be needed.

1. Size of building
2. Measurements from eaves of new building to the property lines
3. Distance from eaves to pond highwater line.

- Lori

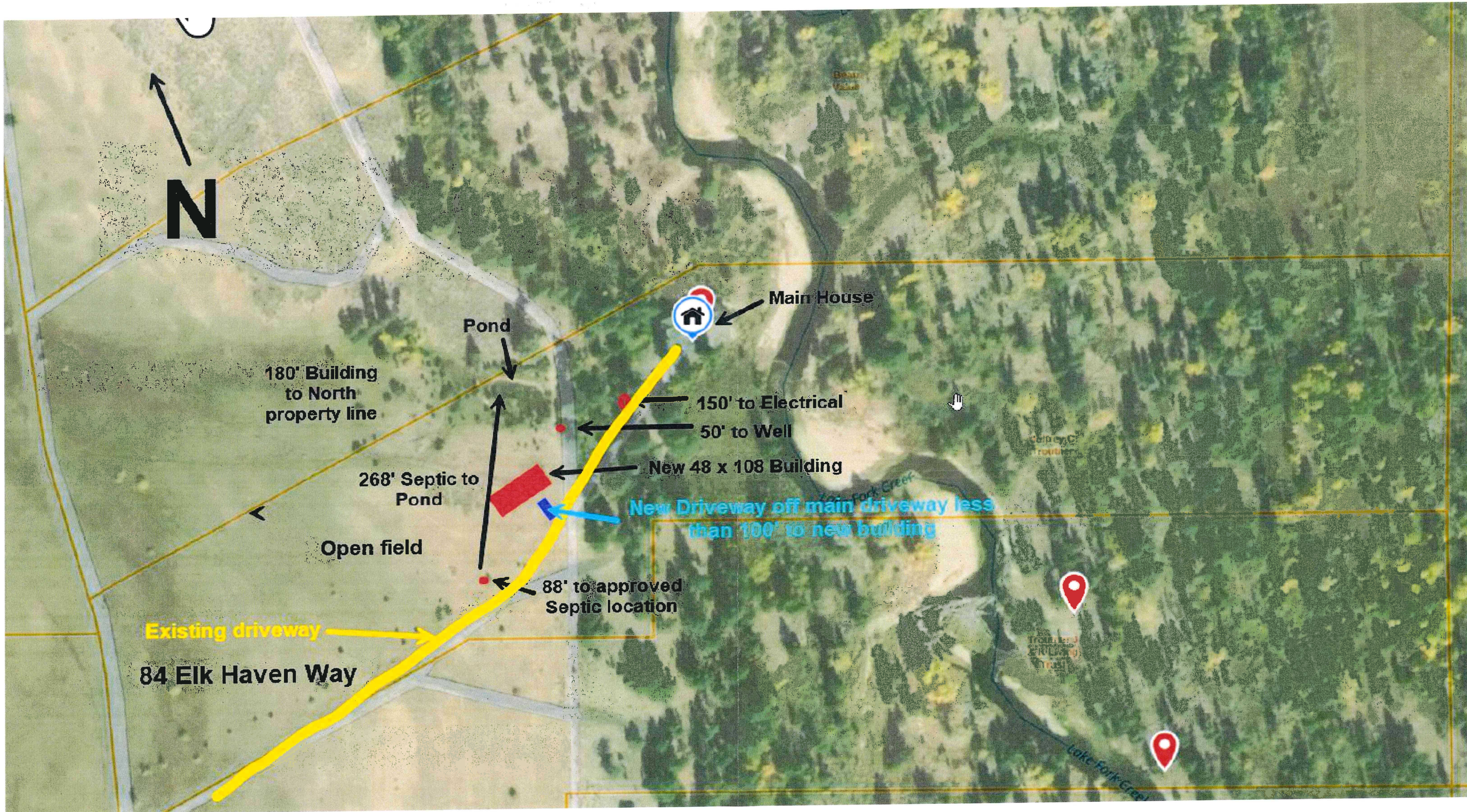
From: Jeff Troutner <[REDACTED]>
Sent: Tuesday, April 14, 2026 4:09 PM
To: Lori Hunter <lhunter@valleycountyid.gov>
Subject: Troutner site plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Lori,

Let me know if this works. Thanks!

Jeff



N

Main House



Pond

180' Building to North property line

150' to Electrical

50' to Well

New 48 x 108 Building

268' Septic to Pond

New Driveway off main driveway less than 100' to new building

Open field

88' to approved Septic location

Existing driveway

84 Elk Haven Way



Lake Fork Creek