



Land Use and Building Department

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Planning and Zoning Commission Public Workshop Staff Report

Workshop Date: July 23, 2026,

Date Report Compiled: July 17, 2026

Agenda Item: Final Plat for 2-lot Millennium Subdivision

Applicant: John Hafen

Case Number: FP-2026-02

Associated Case Numbers: CUP-2025-12 and PP-2025-03

County Review Team:

David Abrahamson, County Planner
Angie Michaels PE, Contract County Engineer
Travis Foster PLS, Contract County Surveyor

Zoning Designation: Agriculture (AG)

Parcel Numbers and Property Information: The final plat involves approximately 40 acres in the unincorporated area of Elmore County in the area of Glenns Ferry, Idaho. It is located on assessors' parcel, RP05S09E257800, owned by John Hafen.

BACKGROUND:

John Hafen ("Applicant") is requesting a Final Plat ("Application") for a 2-lot subdivision where a home exists on one of the proposed lots and the other lot is having general farming. Elmore County Zoning and Development Ordinance ("Zoning Ordinance") at Title 10 Chapter 1 provides guidance on requirements and regulations for subdividing a property. Since RP05S09E257800 is not a parcel of record, the Applicant has Subdivision Process as outlined in Section 10-1-3 of the Zoning Ordinance. The Applicant has applied for and received approval of CUP-2025-12 and PP-2025-03 from the Planning and Zoning Commission ("Commission") respectively on September 25, 2025, and September 25, 2025.

The Application is to split the 40-acre parcel into two lots, one (with existing residential dwelling (EXHIBIT C)) covering approximately 9.19-acres and the other, 30.61-acres. The following steps are taken to determine that the final plat is consistent with the Zoning Ordinance Title 10, Chapter 1, and the Conditions of Approval of CUP-2025-12 and PP-2025-03 ("the Conditions").

- On March 19, 2026, the Applicant submitted the Final Plat to the Department and paid the required fees in compliance with Section 10-1-3 (C).
- On March 30, 2026, Staff sent Final Plat to Travis Foster, the County Surveyor, for review.
- On May 13, 2026, Travis Foster sent his review of the Final Plat to the Applicant's surveyor to make noted changes.
- On May 26, 2026, the Applicant's surveyor completed the changes that Travis Foster was asking for and sent it back to staff. Staff forwarded the updated Final Plat to Travis Foster for final review of the plat.
- On May 26, 2026, Travis Foster approved the Final Plat and signed it.
- On June 6, 2026, staff contacted the Treasurer's office to ensure that taxes on the parcel were current.
- On June 18, 2026, Central District Health confirmed that the second lot (currently being farmed) had a septic system.

The purpose of today's workshop is to review the Application with the Planning and Zoning Commission and gather feedback prior to the Board of County Commissioners holding a public hearing on the Final Plat request.

Preliminary Findings on Final Plat Review Criteria (Section 10-1-20 (B))

These findings are preliminary and provided for awareness and coordination. They are subject to revision. No preliminary finding should be interpreted as an indication of future approval of the Application by the Board.

1. The final plat is in substantial conformance with the preliminary plat;

Staff Response:

Key elements were assessed to determine where the proposed Final Plat is in substantial compliance with the Preliminary Plat approved through PP-2025-03. The determination included the number of lots, lot size, lot orientation and geometry as reviewed by the County Surveyor. These elements represent the primary factors that define the subdivision's layout, and functionality in compliance with Section 10-1-3 Process. Below each of these elements, a response is provided indicating if the element is in substantial compliance with the preliminary plat:

- **Number of Lots – substantially conforms**

The Preliminary Plat includes 2 lots, one for a single-family dwelling and the other for farming. The proposed Final Plat includes 2 lots. Elmore County Zoning Ordinance at Title 10 does not provide any guidance on when a final plat becomes non-conforming with Preliminary Plat.

- **Lot Size – substantially conforms**

All lots meet and exceed the minimum requirement of 3,500 square feet.

- **Lot Geometry – substantially conforms**

Proposed lots 1 and 2 is set up as predominantly a rectangular configuration in compliance with the Preliminary Plat.

- **Lot Orientation – substantially conforms**

Lot orientations have remained consistent with the Preliminary Plat.

- **Streets and Access –substantially conforms**

The private drive access layout remains consistent with the Preliminary Plat.

- **Parks and Open Space**

There are no parks or open spaces in this subdivision, unless you want to consider the 31 acres of farmland as open space.

2. All conditions of the approved Preliminary Plat have been satisfied;

Staff Response:

In compliance with the Zoning Ordinance, Title 10, Chapter 1, a Conditional Use Permit and Preliminary Plat have been approved by the Commission for this subdivision.

Compliance with CUP-2025-12:

The Final Plat complies with all conditions of the approved Conditional Use Permit, CUP-2025-12, which included 12 Conditions of Approval. A response for each condition is included below:

1. A Conditional Use Permit (CUP-2025-12) shall be granted to the Applicant, John Hafen, to subdivide a 40-acre Agriculture (Ag) property on assessor's parcel RP05S09E257800 into two parcels of 9 and 31 acres.

Staff Response:

Final Plat complies with this condition as approval to subdivide a 40-acre parcel into two parcels of 9 acre and 31 acres was approved on September 25, 2025.

2. CUP-2025-12 shall comply with all requirements of Title 7 Chapter 2 ("Zoning") Chapter 9 ("Conditional Use Permit"), and Title 10 Chapter 1 ("Subdivision") of the Elmore County Zoning and Development Ordinance 2018-03.

Staff Response:

CUP-2025-12 has complied with Chapter 9 ("Conditional Use Permit") and Title 10 ("Subdivision") of the Elmore County Zoning and Development Ordinance 2018-03 by following the Preliminary Plat and Final Plat process.

3. *The approval shall be contingent upon the Applicant obtaining all certificates, permits, and other approvals required by Federal, State, or Local authorities.*

Staff Response:

Applicant has and will continue to obtain all certificates, permits, and other approvals required by Federal, State, or Local authorities.

4. *Applicant shall develop a Private Road for ingress and egress from the Site and the Private Road shall comply with Title 10 Chapter 5 ("Public and Private Roads").*
- a. *Applications for private roads must be submitted to the Land Use Building Department.*
- b. *All private roads shall be in a 60' roadway easement.*

Staff Response:

Applicant agreed to develop a Private Road for ingress and egress from the Site and Private Road as per Title 10 Chapter 5 ("public and private roads") when applying for building permit for a dwelling or accessory dwelling unit. However, it does not demonstrate compliance with Title 10, Chapter 5 prior to approval of the Final Plat or to ensure that 60' roadway easement is available for all private roads in compliance with this condition. Thus, this condition is not fully met. Staff recommends that the Commission directs Staff to work with the Applicant and the County Engineer to process a Private Road/Driveway application to demonstrate compliance with this condition prior to the chair signing the Final Plat.

- a. Applicant will submit for a private road to the Land Use Building Department.
- b. Applicant has a 60' roadway easement to dwelling on Lot 2.
5. *Prior to applying for a Preliminary Plat, the Applicant shall have a written agreement with the Glenns Ferry Highway District for maintenance of all public roads. If an agreement with the Glenns Ferry Highway District is not possible, a legally binding Road Maintenance Agreement between the two property owners will be required.*

Staff Response:

The Applicant has received approval from the Glenns Ferry Highway District (Exhibit A). However, a Road Maintenance Agreement is not in place, and thus, this condition is not met. Staff recommends that the Commission directs Staff to work with the Applicant to receive a road maintenance agreement between two proposed lots prior to the chair signing the Final Plat.

6. *Should an accessory dwelling be pursued in the future on proposed Lot 2, the applicant may be subject to a private driveway application for the County Engineer's review.*

Staff Response:

Applicant agreed to apply for a private driveway application for County's Engineer review should they put an accessory dwelling on Lot 2.

7. *Prior to applying for a Preliminary Plat, the Applicant shall receive approval from the King Hill Rural Fire District for acceptable fire access to the proposed lots and other improvements necessary for fire protection and suppression.*

Staff Response:

Applicant have received approval from the King Hill Rural Fire District (Exhibit B) prior to applying for Preliminary Plat for acceptable fire access and other improvements necessary for fire protection and suppression to the proposed lot.

8. *Prior to any site improvement, the Applicant shall obtain applicable permits for structures and/or other improvements from the Land Use and Building Department and County Engineer.*

Staff Response:

Applicant has agreed to obtain applicable permits for structures and/or other improvements to the site.

9. Applicant shall construct, maintain, and operate the project site in compliance with all federal, state, and local regulations at all times.

Staff Response:

Applicant agreed to be in compliance with all federal, state, and local regulations at all times.

10. *Applicant shall ensure that all property taxes are kept current.*

Staff Response:

Property taxes are current.

11. *Applicant shall comply with all local, state, and federal laws and regulations*

Staff Response:

Applicant agreed to comply with all local, state, and federal laws and regulations.

12. *Failure to comply with any of the above conditions of approval may result in the revocation of the approval.*

Staff Response:

Applicant has acknowledged that failure to comply with any of the above conditions of approval may result in the revocation of the approval of CUP-2025-12. Additional coordination is necessary between Staff and the Applicant prior to FP-2026-02 approval as discussed herein.

Compliance with PP-2025-03:

The Final Plat complies with all conditions of the approved Preliminary Plat, PP-2025-03, which includes 16 Conditions of Approval. A response for each condition is included below:

1. *The application approval shall be limited to one (1) year, within which the Applicant shall apply for a final plat or apply for an extension thereof. After that, the Preliminary Plat shall be deemed null and void.*

Staff Response:

The Applicant submitted the Application on March 19, 2026, less than one year from September 25, 2025, Preliminary Plat approval.

2. *Applicant shall receive approval of street names from the Elmore County Street Naming Committee prior to signature of the final plat, limited to two (2) years.*

Staff Response:

The conditions of approval from PP-2025-03 show the private road already had a name of Millennium Lane.

3. *The Applicant shall provide appropriate recorded access easements pertaining shared driveway prior to signature of the final plat per §10-1-12, limited to two (2) years.*

Staff Response:

This condition has been met by having an Access and Utility Easement Instrument No. 320064.

4. *Applicant shall hire a licensed engineer to prepare a Drainage/Grading Plan. This plan shall at least include a discussion on details of existing and proposed site drainage and irrigation features, types of soils, existing and proposed grading, location of wells and septic, driveway improvements, etc., limited to two (2) years.*

Staff Response:

Applicant has hired an Idaho licensed engineer. The private drive is built and existed on the parcel prior to this Application. However, the Department has not reviewed a Drainage/Grading Plan from a licensed engineer that include a discussion on details of existing and proposed site drainage and irrigation features, types of soils, existing and proposed grading, location of wells and septic, driveway improvements, etc. Therefore, this condition is not met. Staff recommends that the Commission directs Staff to work with the Applicant and the County Engineer to process a Private Road/Driveway application that is supported by a Drainage/Grading Plan to demonstrate compliance with this condition prior to the chair signing the Final Plat.

5. *The Applicant shall provide an engineering report and test holes data to Central District Health and determine well and septic location, limited to two (2) years.*

Staff Response:

Applicant has gotten approval from Central District Health and installed septic and well on the proposed lot 2. The Applicant has an operational well and septic for the existing dwelling unit on lot 1.

6. *Applicant shall receive approval from the King Hill Rural Fire District for acceptable fire access to the proposed lots and other improvements necessary for fire protection and suppression, limited to two (2) years.*

Staff Response:

King Hill Rural Fire District provided final approval for driveway improvements on January 15, 2025, and determined that the proposed development site is suitable for access by Fire Department equipment.

7. *Applicant shall submit a private road/ driveway application prior to construction of the private road and driveway.*

Staff Response:

There is an existing road on the Site as per Elmore County Engineer. As discussed in CUP conditions, the County Engineer will review a Private Road/Driveway application prior to the chair signing the Final Plat. The Department will work with the Applicant to place a Final Plat Note to ensure that those private road improvements are made as approved by the County Engineer through this Private Road/Driveway Application in compliance with Title 10, Chapter 5.

8. *Each lot will construct a turnaround for emergency service vehicles prior to the issuance of any building permits.*

Staff Response:

The Site has a turnaround for emergency service vehicles, per EMS director and Elmore County Engineer. As discussed in CUP conditions, the County Engineer will review a Private Road/Driveway application prior to the chair signing the Final Plat. The Department will work with the Applicant to place a Final Plat Note to ensure that any road improvements are made as approved by the County Engineer through this Private Road/Driveway Application in compliance with Title 10, Chapter 5.

9. *Within any final plat encompassing floodplains, the Applicant shall demonstrate compliance with the Elmore County Flood Damage Prevention, Title 8 Chapter 2 of the Elmore County Code.*

Staff Response:

The parcel is not in a floodplain.

10. *The construction or grading within the FEMA floodplain is allowed until a floodplain application is submitted and approved by the Land Use and Building Department.*

Staff Response:

The parcel is not in a floodplain.

- 11. No building permits for residential lots shall be issued until a final plat is recorded and parcel numbers have been issued by the County Assessor's Office.*

Staff Response:

There are no building permit plans at this time. When Applicant looks to build on the proposed lot, the Department will ensure that there are updated parcel numbers for each lot.

- 12. Applicant shall obtain any applicable permits for any structures and/or other permittable projects on the property to include any required state permits and a sign building permit.*

Staff Response:

Applicant has received the necessary approvals from Fire District and Health District. For any other future structures or permittable projects within the Ag zone on the proposed lots, the Department will ensure compliance at the zoning permit level to ensure that the Applicant will obtain the required state permits and a signed building permit.

- 13. If an additional dwelling is proposed on Lot 2, the Applicant will comply with Private Driveway Title 10 Chapter 8 of Elmore County Zoning Ordinance. Any development activity on the current and future parcels will need to comply with Title 8 Chapter 2 of the Elmore County Code for Flood Damage and Prevention.*

Staff Response:

Applicant will apply for a private road/driveway application if Applicant decides to put on a second dwelling.

- 14. Applicant shall ensure all property taxes are kept current.*

Staff Response:

Property taxes are current and will be required to continue to be so.

- 15. Applicant shall comply with all local, state and federal laws and regulations.*

Staff Response:

This requirement continues to apply. All applicable County Ordinances are being applied to the Application, and no issues with state or federal regulations have been identified through agency meetings or notifications. In particular, the proposed final plat is not in a floodplain or impact wetlands.

- 16. Failure to comply with any of the above conditions of approval may result in the revocation of the PP-2025-03.*

Staff Response:

All applicable conditions above, including by reference conditions for CUP-2025-12, are being applied and will continue to be applicable to the proposed

final plat. Additional coordination is necessary between Staff and the Applicant prior to FP-2026-02 approval as discussed herein.