



Land Use and Building Department

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Planning and Zoning Commission Public Workshop Staff Report

Meeting Date: July 23, 2026,

Compiled Report: July 17, 2026

Agenda Item: Final Plat for 2-lot Camp Reeves

Applicant: Virginia Reeves

Case Number: FP-2026-04

Associated Case Numbers: CUP-2025-26 and PP-2025-09

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 20 acres in the unincorporated area of Elmore County in the area of Mountain Home, Idaho. It is located on Assessors' Parcel, RP04S06E147900, owned by Virginia Reeves.

BACKGROUND:

Virginia Reeves ("Applicant") is requesting a final plat for a 2-lot subdivision, where a home exists on proposed lot 1 and desert land on proposed lot 2. The Application is to split the 20-acre parcel into two lots, one (with the existing residential dwelling) covering approximately 5-acre, lot 1, and the other covering 15-acre, lot 2 (Exhibit A). The Application is deemed consistent with the Elmore County Zoning and Development Ordinance (the "Ordinance") Title 10 and Conditions of Approval of CUP-2025-26 and PP-2025-03 (the "Conditions") in the following manner.

- On April 3, 2026, the Applicant submitted the Application to the Land Use and Building Department ("Department") and paid the required fees in compliance with Section 10-1-3 (C) ("Application").

- On April 7, 2026, the staff sent the Application to Travis Foster, the County Surveyor, for review.
- On May 18, 2026, Travis Foster sent his review of the Application to the Applicant's surveyor to make noted changes on the final plat.
- On May 19, 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.
- On May 19, 2026, Travis Foster approved of the final plat and signed it.
- On June 29, 2026, staff contacted the Treasurer's office to confirm that taxes on the parcel were current.
- On June 29, 2026, Central District Health confirmed that the second proposed lot had an approved septic system on the parcel.

Preliminary Findings on Final Plat Review (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-2025-09 (Exhibit B). The determination included the number of lots, lot size, lot orientation and geometry as verified 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 included 2 lots. The proposed final plat includes 2 lots, one with an existing single-family residential lot, and the other lot, that is going to be used for a single-family dwelling in the future. 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.
- **Lot Geometry – substantially conforms**

Lot 1 is set up as a square and Lot 2 is set up as predominantly a rectangular configuration in compliance with the 2-lot subdivision layout of 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.

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

Staff Response:

The Preliminary Plat approval for PP-2025-09 includes 12 Conditions of Approval, a response for each Condition of Approval is included below:

1. *The Applicant will receive a valid CUP with conditions prior to the approval of the Preliminary Plat.*

Staff Response:

The Applicant received approval of CUP-2025-26 on February 29, 2026. The following section shows the Application's compliance with conditions of CUP-2025-26.

2. *Preliminary Plat approval shall be limited to one (1) year, in which the applicant shall apply for a Final Plat. If the final plat is not recorded at that time, then the Applicant will be required to reapply for the Conditional Use Permit and Preliminary-Plat application.*

Staff Response:

The final plat was turned in on April 3, 2026.

3. *Applicant shall receive approval from the Mountain Home Rural Fire District for acceptable fire access to the proposed lots and other improvements necessary for fire protection and suppression.*

Staff Response:

Mountain Home Rural Fire District signed off on the subdivision application on June 16, 2025.

4. *The Applicant shall develop a Private Road/Driveway for ingress and egress from the Site and the Private Road/Driveway shall comply with Title 10 Chapter 5 ("Public and Private Roads").*
 - a. *Applications for Private Roads and Driveways must be submitted to the Land Use Building Department.*
 - b. *All private roads and driveways shall be in a 30' roadway easement.*

Staff Response:

Private Road/Driveway has met the 30' easement and is shown on the final plat as Instrument Number 487462 for turn-around and Instrument Number 519954 at entrance of private drive.

- a. The Applicant applied for a Private Road and Drive Application on July 14, 2026.
- b. There is a 30' Easement for the Private Road/Drive.

5. *The Applicant shall provide an engineering report and test holes data to Central District Health and determine well and septic location, limited to one (1) year.*

Staff Response:

Applicant's surveyor turned in engineering report and test hole data to Central District Health, which approved the data that determined well and septic locations.

6. The Applicant shall provide an engineering report and test holes data to Central District Health and determine well and septic location, limited to one (1) year.

Staff Response:

Applicant's surveyor turned in engineering report and test hole data to CDH, which approved the data that determined the well and septic locations.

7. *Each lot will construct a turnaround for emergency service vehicles prior to the issuance of any building permits.*
 - a. *The Applicant will indicate to the Department the general location of the proposed dwelling in relation to an existing fire turnout, as indicated in the Preliminary Plat, and will work with the Department on adjusting said turnout if necessary.*

Staff Response:

Final Plat shows an emergency turnaround at the end of the drive.

- a. Plat shows proposed dwelling in relation to emergency fire turnout. MHRFD and CDH have approved the location of well and septic in relation to emergency turnaround.
8. *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:

Applicant and their surveyor will have final plat recorded after sign off with Board, which will generate new parcel numbers for the proposed lots.

9. *The 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 will obtain any and all permits for any structures and/or permittable projects on the property to include any required state permits and a signed building permit in compliance with the Ordinance.

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

Staff Response:

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

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

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.

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

Staff Response:

All applicable conditions above, including by reference conditions for CUP-2025-26 are being applied and will continue to be applicable to the proposed final plat.

Conditions of the approved Conditional Use Permit have been satisfied;

1. *A Conditional Use Permit (CUP-2025-26) shall be granted to the Applicant, Virginia Reeves, to subdivide an existing 20-acre parcel, RP04S06E147900, into a 15-acre and 5-acre parcel.*

Staff Response:

CUP was approved on January 22, 2026, to subdivide a 20 acre lot into a 5-acre and 15-acre parcels

2. *The CUP approval shall be limited to one (1) year, in which the Applicant shall apply for a Preliminary Plat and receive approval thereof. If a Preliminary Plat is not approved within that year, then the Applicant will be required to reapply for the Conditional Use Permit.*

Staff Response:

Preliminary Plat was received on June 30, 2025.

3. CUP-2025-26 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-2025-26 has complied with 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

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

Staff Response:

Applicant agrees to obtain all certificates, permits, and other approvals required by Federal, State, or Local.

5. 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 agrees to obtain applicable permits for structures and/or other improvements from the Land Use and Building Department and County Engineer.

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

Staff Response:

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

7. The Applicant shall ensure that all property taxes are kept current.

Staff Response:

Applicant's property tax is current.

8. Failure to comply with any of the above conditions of approval may result in the revocation of CUP-2025-26.

Staff Response:

Applicant agrees that if the conditions of approval are not complied to, the CUP will be revoked.