

OFFICIALS

Dana Hennis, Chairman
Bryan Clark, Vice Chairman
Ginny Greger, Commissioner
Jim Main, Commissioner
Bobby Rossadillo, Commissioner

CITY OF KUNA
City Hall Council Chambers
751 W 4th Street, Kuna, ID 83634
Planning & Zoning Commission
REGULAR MEETING AGENDA
Tuesday, August 26, 2025, at 6:00 PM



For questions, please call Planning and Zoning at (208) 922-5546.
ALL AGENDA ITEMS ARE ACTION ITEMS UNLESS OTHERWISE NOTED.

1. CALL TO ORDER & ROLL CALL:

2. CONSENT AGENDA:

All items listed are routine and acted on with one (1) Motion by the Commission; there will be no separate discussion unless the Chairman, Commissioner, or Staff requests it be removed. Removed items will be placed under Business unless otherwise instructed.

A. Regular Commission Meeting Minutes Dated August 12, 2025

B. Decision and Reasoned Statement(s)

1. Case No. 25-17-DR; for Mark Adams Storage

Potential Motion:

- *Motion to Approve Consent agenda.*
- *Motion to Approve Consent agenda with amendments (i.e., correction to previous meeting minutes, etc.)*

3. PUBLIC HEARINGS:

A. Case No. 25-01-PUD, 25-04-S, & 25-06-DR, Napa Vineyards - Troy Behunin – Senior Planner

Applicant requests PUD, Preliminary Plat & Design Review approval for approx. 242 acres in Kuna City using the following zones P, R-6, R-20, C-1 & C-3. The Preliminary Plat proposes to subdivide the lands into 1,495 total residential, multiple common lots & common driveways, a School Site, Fire Station & a City Park in compliance with the approved Development Agreement. The site is in Sec. 12, Township 2 North, Range 1 West (APN numbers; S1312212400, R7135690180, S1312417410.

Staff requests this Case to be tabled to a Date Certain of Oct. 14, 2025, to receive critical agency comments.

Potential Motions:

- *Motion to table Case No. 25-01-PUD, 25-04-S, & 25-06-DR to a date certain.*

B. Case No. 25-01-OA (Ordinance Amendment) Development Regulations Code Application Requirements - Doug Hanson – Planning & Zoning Director

The City of Kuna Planning & Zoning Department requests a zoning text amendment application. The text changes include modifications to the Development Regulations Code for application submittal requirements and establishing a procedure to update application forms.

Potential Motions:

- *Motion to recommend approval/recommend denial of 25-01-OA with Conditions as outlined in the staff report (and additional Conditions imposed by Commission, if applicable).*

4. BUSINESS ITEMS:

5. UPDATES & REPORTS:

6. ADJOURNMENT:

OFFICIALS

Dana Hennis, Chairman
Bryan Clark, Vice Chairman
Ginny Greger, Commissioner
Jim Main, Commissioner
Bobby Rossadillo, Commissioner

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Planning & Zoning Commission
REGULAR MEETING AGENDA
Tuesday, August 12, 2025, at 6:00 PM

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ALL AGENDA ITEMS ARE ACTION ITEMS UNLESS OTHERWISE NOTED.

I. CALL TO ORDER & ROLL CALL:

(Timestamp 00:00:10)

Chairman Dana Hennis Okay. So, we'll go ahead and call to order the regular scheduled meeting for the Planning & Zoning Commission on Tuesday. *Excuse me.* August 12th went way back Tuesday, August 12th, 2025. We'll go ahead and start with roll call.

Planning & Zoning Director Doug Hanson Chairman Dana Hennis.

Chairman Dana Hennis Present.

Planning & Zoning Director Doug Hanson Commissioner Bryan Clark...Commissioner Ginny Greger.

Commissioner Ginny Greger Present.

Planning & Zoning Director Doug Hanson Commissioner Jim Main.

Commissioner Jim Main Present.

Planning & Zoning Director Doug Hanson Commissioner Bobby Rossadillo.

Commissioner Bobby Rossadillo Present.

COMMISSIONERS PRESENT

Chairman Dana Hennis - Present
Vice Chairman Bryan Clark - Absent
Commissioner Ginny Greger - Present
Commissioner Jim Main - Present
Commissioner Bobby Rossadillo - Present

CITY STAFF PRESENT

Doug Hanson, Planning & Zoning Director
Troy Behunin, Senior Planner
Michelle Covert, Economic Development Administrator
Matt Johnson, City Attorney

2. CONSENT AGENDA:

All items listed are routine and acted on with one (1) Motion by the Commission; there will be no separate discussion unless the Chairman, Commissioner, or Staff requests it be removed. Removed items will be placed under Business unless otherwise instructed.

(Timestamp 00:00:37)

A. Regular Commission Meeting Minutes Dated July 22, 2025

B. Decision and Reasoned Statement(s)

1. Case No. 25-01-ZC Wanner Buckner/City of Kuna Rezone
2. Case No. 25-24-DR Kuna Data Center Site Plan Amendment
3. Case Nos. 22-15-S, 22-07-ZC & 22-34-DR; Gallica Heights Subdivision

Potential Motion:

- *Motion to Approve Consent agenda.*
- *Motion to Approve Consent agenda with amendments (i.e., correction to previous meeting minutes, etc.)*

(Timestamp 00:00:37)

Chairman Dana Hennis Okay, first up on the agenda is our consent agenda.

Commissioner Bobby Rosadillo I'll make a motion to approve the consent agenda.

Commissioner Ginny Greger I'll second that.

Chairman Dana Hennis Okay. All in favor?

All Commissioners Aye.

Chairman Dana Hennis Any opposed? No? Thank you.

(Timestamp 00:00:41)

Motion To: Approve The Consent Agenda

Motion By: Commissioner Bobby Rosadillo

Motion Seconded By: Commissioner Ginny Greger

Further Discussion: None

Voting Aye: Commissioners Rosadillo, Main, Greger, Hennis

Voting Nay: None

Absent: Commissioner Clark

4-0-1

3. PUBLIC HEARINGS:

4. BUSINESS ITEMS:

(Timestamp 00:00:52)

A. Case No. 25-17-DR (Design Review) for Mark Adams Storage – Troy Behunin – Senior Planner

Applicant requests Design Review approval for a 36' X 70' Pole Style building with an accompanying 16 X 70' attached lean-to on 1.5 acres, near the Southeast Corner of E Stagecoach Wy. and S Swan Falls Road (APN: S1325233606); Section 25, Township 1 North, Range 1 West.

Potential Motions:

- *Motion to approve/deny Case No. 25-17-DR with Conditions as outlined in the staff report (and additional Conditions imposed by Commission, if applicable).*

(Timestamp 00:00:52)

Chairman Dana Hennis So along on the agenda, we have our next up item is the business item of case #25-17-DR, Design review, for Mark Adams storage. Troy.

Senior Planner Troy Behunin Good evening, commissioners. For the record, Troy Behunin, senior planner, Kuna Development Services Department. So, the application before you this evening is a very simple one. It's a design review approval for a 36 by 70 pole style building with an accompanying 16 foot by 70-foot attached lean-to on a 1.5-acre piece of ground here in Kuna, and it's near the southeast corner of East Stagecoach Way and South Swan Falls. And the property is currently zoned LO, which is a retired zone. There are, I think, 3 properties that are zoned LO. It just means 'limited office.' We don't have it anymore, but...

Chairman Dana Hennis I was going to say I don't think I've heard of that one.

Senior Planner Troy Behunin Yeah. Staff has reviewed the proposed application for compliance with the Kuna City Code, the Kuna Comprehensive Plan, and should the Commission approve the design review, staff recommends that the applicant be subject to the proposed recommended conditions that are listed in the staff report. I will be here for any questions you might have, and the applicant's representative is also here to answer any questions.

Chairman Dana Hennis Thank you. So, not having much knowledge of the LO is there any considerations on this that don't allow storage? Obviously, it must be Okay.

Senior Planner Troy Behunin So for the record Troy Behunin, so this isn't going to be...and in my staff report, I did mention it several times. This is not for Public Storage. This is only for the business storage. So, it's basically an outbuilding for a business that is going to be there. The design review is also the conversion of the used-to-be home to an exclusive commercial use...

Chairman Dana Hennis Okay. That's good clarification.

Senior Planner Troy Behunin But yes, it's not for Public Storage, it's just for the business.

Chairman Dana Hennis And out a work-out building so... okay.

Senior Planner Troy Behunin Correct. Yeah.

Chairman Dana Hennis An outbuilding for work. Okay, thank you. Any other questions from the Commission?

Commissioner Jim Main No.

Commissioner Bobby Rosadillo No.

Chairman Dana Hennis Does the applicant's representative have anything to add or?

[Laughter]

Chairman Dana Hennis And you go ahead and state your name and address for the record. Please. Maybe just.

David Daniel, Cleary Building Corp. David Daniel, 326 E Franklin Rd. Meridian 83642 I'm with Cleary Building Corp. It's going to be an outbuilding. They do their work on generators and they got various sizes and mostly the large commercial sizes working on a lot of mobile ones that they'll have trucks and trailers come by and drop them, and they just need a place to pull it in and be able to work on them and pull out. There's not going to be any fuels or anything like that inside of the building. Those are all separated. Mostly it's going to be storage for larger. Sorry about that. For larger generators, packages, and stuff like that, and parts as they come in, especially as they're like they're doing a huge generator reset out at the state prison right now and. They've had semi loads of generator stuff come in that they have no place to store. Put them in, keep them out of the weather. So that's generally what this is going to be utilized.

Chairman Dana Hennis Okay.

David Daniel, Cleary Building Corp. I guess the biggest questions I have is clarifications on everything that's going to be expected for the dangerous for the conversion over to the full commercial from mellow. What all is in the additional that he's going to be have to be taken care of?

Chairman Dana Hennis Most of those should be addressed in the staff report on, and probably directly... You know, staff will help you on a lot of that. We're here just tonight to do a design review of that particular barn. So, I don't know if I've got any other questions. Troy would be your main contact on that. Maybe just a couple of could you describe your basic building, I mean the materials or is it just going to be an uninsulated type barn metal siding?

David Daniel, Cleary Building Corp. There will be insulation in there. There will be. There will be insulation. This is the building here. It is post frame. They used to call it pole barn. We call it a post frame. Now it's a lot more engineering involved in inside of these. It's tall enough because of the of the some of the stuff that he that he works on and has to stand up. So, we made it a little taller on the inside clearance. The lean on the outside is tall enough that he can pull a vehicle underneath it as well. And that...It's a very simple, basic building. There's nothing extravagant to it at all. It's mostly just open shop space that they need desperately.

Chairman Dana Hennis Okay, thank you. Any questions from the Commission? Thank you. With that, I think that leaves us up to our deliberation. I don't...

Commissioner Bobby Rosadillo I don't...

Chairman Dana Hennis I don't really see anything too wrong with. It's nice-looking buildings, not just a typical shed, so it's got some...

Commissioner Jim Main Yeah, I agree. It's a nice-looking building. I think it's well done. I don't see any real issues with it.

Commissioner Bobby Rosadillo Yeah.

Commissioner Ginny Greger I agree.

Chairman Dana Hennis Okay, well barring any other questions or concerns, I would stand for a motion.

Commissioner Bobby Rosadillo All right, I'll make a motion to approve case #25-17-DR, with conditions as outlined in the staff report.

Commissioner Jim Main I'll second that.

Chairman Dana Hennis Thank you all in favor?

All Commissioners Aye.

Chairman Dana Hennis Any opposed? Motion passes. Thank you.

(Timestamp 00:07:02)

Motion To: Approve Case #25-17-DR

Motion By: Commissioner Bobby Rosadillo

Motion Seconded By: Commissioner Ginny Greger

Further Discussion: None

Voting Aye: Commissioners Rosadillo, Main, Greger, Hennis

Voting Nay: None

Absent: Commissioner Clark

4-0-1

5. UPDATES & REPORTS:

(Timestamp 00:07:26)

Chairman Dana Hennis With that, I don't see any other items on the agenda. Is there any reports, or updates, from staff?

Planning & Zoning Director Doug Hanson That is it for this evening.

Chairman Dana Hennis Thank you.

6. ADJOURNMENT:

(Timestamp 00:07:35)

Commissioner Bobby Rosadillo I'll make a motion to adjourn the meeting.

Commissioner Ginny Greger I'll second that.

Chairman Dana Hennis All in favor?

All Commissioners Aye.

Chairman Dana Hennis thank you very much.

(Timestamp 00:07:35)

Motion To: Adjourn

Motion By: Commissioner Bobby Rosadillo

Motion Seconded By: Commissioner Ginny Greger

Further Discussion: None

Voting Aye: Commissioners Rosadillo, Main, Greger, Hennis

Voting Nay: None

Absent: Commissioner Clark

4-0-1

Dana Hennis, Chairman

ATTEST:

Doug Hanson, Director

Minutes prepared by Garrett Michaelson, Deputy City Clerk.

- AGENCY COMMENTS
TRANSMITTAL
- ITD COMMENTS
- KRFD

II. Public Meeting Testimony

Witness Testimony: Those who testified at the Commission meeting on August 12, 2025, are as follows, to-wit:

a. City Staff:

Troy Behunin, Senior Planner

b. Appearing for the Applicant:

David Daniel, Cleary Building Corp., 326 E Franklin Rd., Meridian, ID 83642

III. Relevant Design Review Standards Considered.

- a. Kuna City Code Title 5, Chapter 8, Part 9, Design Review.

SECTION 4 CONDITIONS OF APPROVAL

1. Developer/Owner/Applicant shall work with Ada County Highway District and the City of Kuna to complete all required traffic improvements to provide public access to the site as this project will have internal private streets, as detailed in the Ada County Highway District staff report.
2. Developer/Owner/Applicant shall measure all front building setbacks from back of sidewalk on all internal local roads.
3. Applicant shall ensure the proper easement widths on all lots in accordance with KCC 5-9-308.
4. It is the responsibility of the Developer to ensure any anticipated buildings fit any given buildable lot.
5. Fencing within and around the site shall comply with KCC 5-8-1005 (unless specifically approved otherwise and permitted).
6. All required landscaping shall be permanently maintained in a healthy condition. The property Owner shall remove and replace unhealthy or dead plant material within 3 days or as the planting season permits as required to meet the standards of these requirements. Maintenance and planting in public Rights-of-Way shall be with approval from ACHD.
7. Landscaping shall not be placed within ten (10) feet of any meter pits, pressurized irrigation valves and/or ACHD underground facilities and must honor all vision triangles.

8. All signage within/for the project shall comply with Kuna City Code and shall be approved through the applicable sign approval process listed in KCC 5-8-1704 through 1706.
9. Develop/Owner/Applicant is hereby notified this project is subject to Design Review inspections and fees. Required inspections (post construction), are to verify building and landscaping compliance prior to requesting signature on the final plat.
10. Installation of service facilities shall comply with the requirements of the public utility or irrigation district providing the services. All utilities shall be installed underground, see KCC 5-9-402-B-22.
11. Connection to City Services (Sewer and Water) is required. The Applicant shall conform to all corresponding City of Kuna Master Plans.
12. Developer/Owner/Applicant shall work with staff in order to provide final locations of streetlights as required by Kuna City Code. Streetlights for the site shall be LED lighting and must comply with Kuna City Code and established Dark Sky practices.
13. The Developer/Owner/Applicant, and any future assigns having an interest in the subject property, shall fully comply with all conditions of development as approved by the City Council, or seek amending them through Public Hearing processes.
14. Developer/Owner/Applicant/Contractors are hereby notified of Kuna's working hours. Construction of any kind shall only be conducted within hours specified in KCC 10-6-3. Noises and other public nuisances/distractions outside of this time frame are subject to lawful penalties
15. Developer/Owner/Applicant is hereby notified of Kuna's weed control policies and requirements KCC 8-1-3. Weeds, grasses, vines or other growth which endanger property or are over 12 inches in height shall be continuously cut down, weeded out, sprayed, burned, removed or destroyed throughout all seasons.
16. Developer/Owner/Applicant shall submit an updated site plan showing the painted stalls, upon receipt, staff will release the written decision.
17. This application is only for business use only and is not to be used as a public storage facility.
18. Applicant is conditioned to place weed barrier and decorative rock over the dirt inside the circular driveway.
19. This property is converted to commercial use and all residential uses shall cease.
20. Developer/Owner/Applicant will comply with all federal, state, and local laws.

SECTION 5
NOTICES TO APPLICANT AND AFFECTED PARTIES

Pursuant to KCC 5-8-912, an applicant or affected party may appeal this decision to the Kuna City Council. The applicant or affected party must file a written notice of appeal with the City Clerk stating specifically the decision(s) to be reviewed by the Council and the grounds for the appeal with the Director before 5:00 p.m. of the tenth calendar day, or the next business day following the tenth calendar day should the tenth day fall on a weekend or holiday, after decision is issued and provided in writing to the applicant.

BY ACTION OF THE CITY COMMISSION of the City of Kuna at its regular meeting held on the 26th day of August 2025.

Dana Hennis, P&Z Chairman

CASE NO. 25-01-OA (ORDINANCE AMENDMENT)

**DEVELOPMENT REGULATIONS CODE APPLICATION
REQUIREMENTS**

Planner: Doug Hanson

dhanson@kunaid.gov

208-287-1771

**ALL APPLICATION MATERIALS: [25-01-OA](#)
[DEVELOPMENT REGULATIONS CODE APPLICATION](#)
[REQUIREMENTS](#)**

If you require assistance accessing the application materials through the link provided above or would like to review the application materials in person at City Hall please contact the assigned planner.

July 16, 2025

Mayor Stear and Council
City of Kuna
751 W 4th Street
Kuna, ID 83634

SUBJECT: Kuna City Code Text Amendment – Narrative

Mayor and City Council Members,

The City of Kuna Planning and Zoning Department respectfully submits a zoning text amendment application.

The text changes include modifications to the Development Regulations Code for application submittal requirements and establishing a procedure to update application forms.

Application submittal requirements are currently stated in multiple code sections, some with conflicting language, staff believes that by limiting the application submittal requirements to one code section confusion surrounding application submittals will be alleviated for both applicants and staff. Establishing a procedure for updating forms will create a formal process where none currently exists.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Hanson". The signature is fluid and cursive, with a large initial "D" and "H".

Doug Hanson
Planning & Zoning Director

Proposed Development Regulations Code Text Amendments		
KCC Section	Topic	Reason for Change
5-4-3	Application Requirements, Review and Fees	Updating application submittal requirements and establishing a procedure for updating application forms.
5-8-201	Zoning Permits	Uniformity with proposed KCC 5-4-3 Change
5-8-304	Contents of Application	Uniformity with proposed KCC 5-4-3 Change
5-8-403	Form	Uniformity with proposed KCC 5-4-3 Change
5-8-910	Design Review Application Required	Uniformity with proposed KCC 5-4-3 Change
5-9-203	Preliminary Plat	Uniformity with proposed KCC 5-4-3 Change
5-9-204	Final Plat	Uniformity with proposed KCC 5-4-3 Change
5-9-602	Lot Split	Uniformity with proposed KCC 5-4-3 Change

5-4-3: APPLICATION REQUIREMENTS, REVIEW AND FEES:

- A. *Application requirements:* All persons making an application for annexation, zoning, subdivision approval or any permit or other matter governed by this title are required to submit an application to the Director ~~an application on forms provided by the Planning and Zoning Department~~ on forms approved by the City Council and provided by the Planning and Zoning Department.
- B. *Pre-application meeting:* As determined by Kuna City Code § 5-4-4 (the "Decision Making Authority and Process Table") a pre-application meeting with the Planning and Zoning Department and other affected agencies is required, no more than three (3) months prior to submitting an application. The pre-application meeting requirement may be waived by the Director on a case-by-case basis.
- C. *Fees:* The Council shall, by resolution, establish fees for all applications or petitions authorized by this title.
- D. *Application completeness and compliance review:* Applications are not accepted until the Director Or The Director's designee finds that the application is complete and complies with this title. Application completeness and compliance review fees are required to paid prior to application being reviewed by the Director. The Director shall have sixty (60) days to review to determine and notify in writing the applicant whether or not the application is complete and in compliance.
- E. *Incomplete applications:* If the Director or their designee determine that an application is incomplete, they shall provide notice to the applicant of such deficiencies. In the event an applicant fails to provide the missing information within a period of fourteen (14) calendar days, the application shall be deemed to have expired, and will not be further processed by the City unless and until an entirely new application is submitted.
- F. *Acceptance of applications:* Applications, which are found by the Director to be complete and in compliance, are then officially accepted for processing. The Director will issue and deliver to the applicant a letter of Application acceptance. The date of acceptance determination shall be the date the Director issues an acceptance letter.

5-8-201: ZONING PERMITS:

- A. *Required:* No building or other structure shall be erected, moved, added to, structurally altered, nor shall any building, structure or land be established or changed in use without a permit therefor issued by the Director. Zoning permits shall be issued only in conformity with the provisions of this title.
- B. *Contents of application:* The applicant must file an application with the Director upon a form prescribed by the Council. The application for zoning permit shall be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the permit shall expire and may be revoked if work has not begun or is not substantially completed within one (1) year. At a minimum, the application shall contain the following information:
 - ~~1.—Name, address and phone number of the applicant.~~
 - ~~2.—Legal description of the property.~~

- ~~3.—Existing use.~~
- ~~4.—Proposed use.~~
- ~~5.—Zoning district.~~
- ~~6.—Plan, drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; and the location and dimensions of the proposed building(s) or alteration.~~
- ~~7.—Building heights.~~
- ~~8.—Number of off-street parking spaces or loading berths.~~
- ~~9.—Number of dwelling units.~~
- ~~10.—Proposed sewer and water facilities.~~
- ~~11.—Such other matters as may be necessary to determine conformance with, and provide for, the enforcement of this title.~~

- C. *Approval of zoning permit:* Within thirty (30) days after the receipt of an application, the Director shall either approve or disapprove the application in conformance with the provisions of this title. All zoning permits shall, however, be conditional upon the commencement of work within one (1) year. One (1) copy of the plans shall be returned to the applicant by the Director after the Director shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. One (1) copy of plans, similarly marked, shall be retained by the Director. The Director shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the use or alteration is in conformance with the provisions of this title.
- D. *Expiration of zoning permit:* If the work described in any zoning permit has not commenced construction within one (1) year from the date of issuance thereof, said permit shall expire; said permit shall be revoked by the Director; and written notice thereof shall be given to the persons affected.

5-8-304: CONTENTS OF APPLICATION:

- A. Applications for amendments to the official zoning diagram adopted as part of this title must be filed on an application with the Director upon a form prescribed by the Council, shall contain at least the following information:
- ~~1.—Name, address and phone number of applicant.~~
 - ~~2.—Proposed amending ordinance, approved as to form by the Council.~~
 - ~~3.—Present land use.~~
 - ~~4.—Present zoning district.~~
 - ~~5.—Proposed use.~~
 - ~~6.—Proposed zoning district.~~
 - ~~7.—A vicinity map at a scale approved by the director showing property lines, thoroughfares, existing and proposed zoning and such other items as the director may require.~~

- ~~8. A list of all property owners and their mailing addresses who are within three hundred feet (300') of the external boundaries of the land being considered.~~
- ~~9. A statement on how the proposed amendment relates to the comprehensive plan, availability of public facilities and compatibility with the surrounding area.~~
- ~~10. A fee as established by the Council.~~

5-8-403: FORM:

A development agreement shall be in the form ~~required~~provided by the Director. ~~No agreement shall be accepted by the Director which does not include the following:~~

~~A. An affidavit by the owner (if the owner is someone other than the applicant) of the parcel agreeing to submit the parcel to a development agreement.~~

~~B. The specific use or uses of the parcel for which the development agreement is sought.~~

~~C. A concept plan of the project to be developed on the parcel. The concept plan shall include:~~

~~1. A description of the density allowed or sought.~~

~~2. Maximum height, size, and location of any structures on the property.~~

~~D. The time required to begin the use on the property.~~

~~E. A statement by the owner of the parcel that failure to comply with the commitments in the development agreement shall be deemed consent to rezone the parcel(s) to zoning designation that existed before the adopted of the development agreement, or, in the case of an initial zone at annexation, a zone deemed appropriate by the Council.~~

~~F. Any other matter mutually agreeable to the parties.~~

5-8-910: DESIGN REVIEW APPLICATION REQUIRED:

Prior to application for a permit to erect, construct, alter, move, remodel, or reface or otherwise change the use of the building or structure in the DR district, the applicant must file an application with the Director upon a form prescribed by the Council. ~~Applications shall be accompanied by appropriate architectural and site development plans as may be required by the Director. Such plans shall be legible, to scale and shall include, at a minimum:~~

~~A. Site plans showing:~~

~~1. Roofline and foundation plan of building, located on the site;~~

~~2. Location of existing trees and structures, if any;~~

~~3. Location and dimensions of streets and highway designations;~~

~~4. Location and dimensions of off-street parking and loading facilities;~~

~~5. Location and dimensions of points of entry and exit for vehicles and internal circulation patterns;~~

~~6. Location of walls and fences and indication of their height and material of construction;~~

~~7. Exterior lighting standards and devices including detailed cut sheets and photometric plan (pedestrian, vehicle, security, decoration);~~

~~8. Landscape plan;~~

~~9. Scale and north arrow;~~

~~10. Location and designation of all rights-of-way and property lines; and~~

~~11. Location and designation of all sidewalks.~~

~~B. Architectural plans showing:~~

~~1. Building materials;~~

~~2. Four (4) elevations to include all sides of development. Perspectives, models or other suitable graphic materials may be submitted at the option of the applicant and if determined by the zoning director;~~

~~3. Proposed color schemes of entire building, including roof;~~

~~4. Site photographs (snapshots) of the site itself and adjacent properties to intersections;~~

~~5. Color and texture chips of actual samples of materials may be submitted at the option of the applicant and as may be required by the zoning director;~~

~~6. Scale drawings of all signs showing size, material, text or other graphic symbols, colors and illumination; and~~

~~7. Scale drawings showing the placement and size of all roof-mounted mechanicals and the screening of such equipment by a parapet wall or within the roof system.~~

~~C. Engineered grading and drainage plans: A generalized drainage plan showing direction of drainage with proposed on-site retention. Upon submission of building/construction plans for an approved design review application, a detailed site grading and drainage plan, prepared by a registered professional engineer (PE), shall be submitted to the city for review and approval by the city engineer.~~

~~D. Existing structures and sites: Applications involving conversion, remodeling, restoration, renovation, enlargement, or expansion of existing structures or sites shall contain information sufficient in content and detail so that the design review committee and/or zoning director may be assured the applicant complies with the provisions of this chapter.~~

5-9-203: PRELIMINARY PLAT:

A. *Application:* The subdivider shall file with the planning staff a completed subdivision preliminary plat application form provided by the Director and prescribed by the City Council. ~~to include all pertinent data required in this chapter or as may be required due to a complementary land use application.~~

B. *Combining preliminary and final plats:* The applicant may request that the subdivision application be processed as both a preliminary and final plat if all the following criteria are met:

1. The proposed subdivision does not exceed five (5) lots;

2. No major special development considerations are involved, such as development in a floodplain, hillside development or the like; and
3. All required information for both preliminary and final plat is complete and in an acceptable form.

C. *Content of preliminary plat:* The contents of the preliminary plat and related information shall be in such a form as required by the Director; however, the subdivider shall provide any additional maps or data deemed necessary by the Commission.

~~The subdivider shall provide the planning department the following information:~~

~~1. A copy of the completed application.~~

~~2. A copy of the preliminary plat of the proposed subdivision, drawn in accordance with this title's requirements; each copy of the preliminary plat shall be on specified paper, with dimensions not less than twenty-four (24) inches by thirty-six (36) inches, and drawn to a scale not less than one (1) inch to one hundred (100) feet, to include the date drafted, the person drafting the document and north arrow. Any other scale requires prior authorization from city staff. North shall be oriented to the top or to the left on a landscape orientated plan.~~

~~3. A copy of the preliminary plat of the proposed subdivision on eleven-inch by seventeen-inch (11"x17") paper.~~

~~4. Specific information as requested pertaining to any special development areas, such as hillside, planned unit development, floodplain, cemetery, large scale development, hazardous and unique areas of development.~~

~~D. Requirement of preliminary plats:~~ The following shall be shown on the preliminary plat or shall be submitted separately:

~~1. The name of the proposed subdivision;~~

~~2. The names, addresses and telephone numbers of the subdivider, subdivider's representative, engineer of record or surveyor who prepared the plat;~~

~~3. The legal description of the subdivision prepared by a licensed engineer or land surveyor;~~

~~4. All preliminary plats must be sealed by a licensed engineer or land surveyor;~~

~~5. A general narrative about the proposed subdivision;~~

~~6. A map of the entire area scheduled for development to include any adjoining lands in the same ownership;~~

~~7. A vicinity map showing the relationship of the proposed plat to the surrounding area (one-half mile minimum radius, scale optional);~~

~~8. A three-hundred-foot sealed vicinity map showing the preliminary plat, proposed lots, boundaries, rights-of-way and adjoining parcels within three-hundred (300) feet on eight and one-half inch by eleven-inch (8½"X11") paper;~~

- ~~9. The ownership, land use and existing zoning of the proposed subdivision and the adjacent lands within three hundred (300) feet of the outside preliminary plat property dimensions;~~
- ~~10. Streets, street names, rights of way and roadway widths, including adjoining streets and roadways within three hundred (300) feet of the outside preliminary plat property dimensions;~~
- ~~11. Lot lines and blocks showing the dimensions to the nearest foot and numbers of each;~~
- ~~12. Contour lines, shown at five-foot intervals where land slope is greater than ten (10) percent and at two-foot intervals where land slope is ten (10) percent or less, referenced to an established bench mark, including location and elevation;~~
- ~~13. All proposed or existing utilities, including, but not limited to, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culverts, water mains, fire hydrants, pressure irrigation and street lights. Specifically, the utility information shall include:
 - ~~a. Proposed pipe sizes and for gravity pipelines, flow direction, invert depths at manholes, manhole locations, and any other information required to clarify the proposed system.~~
 - ~~b. A description of the proposed method of handling stormwater generated by the development, including the size and location of facilities. The subdivider shall provide preliminary report runoff calculations for the development along with conceptual plans of the proposed facilities.~~
 - ~~c. Vicinity map showing the relationship of the proposed plat to the surrounding surface water features (one-half mile minimum radius) including, but not limited to, all irrigation ditches, drainages, etc.~~
 - ~~d. All off-site improvements required to service the development.~~~~
- ~~14. Any dedications to the public and/or easements, together with a statement of location, dimensions and purpose of each;~~
- ~~15. A draft agreement between the developer and city specifying the duties and obligations of the developer and the city in maintaining stormwater retention areas;~~
- ~~16. Provide a common lot/open space table to include: Location, size in acres, uses and ownership of each common lot;~~
- ~~17. Provide hydro and soils reports that are no more than twelve (12) months old;~~
- ~~18. Provide a site data table on the cover sheet to include the following information:
 - ~~a. Total site acreage.~~
 - ~~b. Current zoning.~~
 - ~~c. Proposed zoning.~~
 - ~~d. Utility providers.~~
 - ~~e. Protection services.~~~~

~~f. School district.~~

~~g. Irrigation district.~~

~~h. Total lots.~~

~~i. Average lot size.~~

~~j. Total common lots.~~

~~k. Density (for PUDs provide each density and overall).~~

~~19. Any additional required information for special developments as specified in Chapter 5 of this title.~~

DE. *Application procedures:* For application procedures, see Chapter 4 of this of this title.

EF. *Commission's findings:* In determining the acceptance of a proposed subdivision, the commission shall consider the objectives of this chapter to include the following:

1. The conformance of the subdivision with the comprehensive plan;
2. The availability of public services to accommodate the proposed development;
3. The continuity of the proposed development with the capital improvement program;
4. The public's capability to provide supporting services to the proposed development; and
5. Other health, safety and environmental considerations.

FG. *Action on preliminary plat:* The Commission may recommend approval, conditional approval, disapproval or table the preliminary plat for additional information. These noted alternatives shall be initiated within forty-five (45) days of the date of the regular meeting at which the plat is first considered by the Commission. The action and the reasons for such recommended action shall be stated in writing by the Commission, and forwarded to the applicant by the Director.

GH. *Administrative processing:* The Director shall also forward a statement of the action taken and the reasons for such action, together with a copy of the preliminary plat to the Council for their approval at the next regularly scheduled meeting. Upon the Council's granting or denying a preliminary plat, the Council shall specify:

1. The ordinance and standards used in evaluating the application;
2. The reasons for approval or denial; and
3. The actions, if any, that the applicant could take to obtain a permit.

HI. *Action on combined preliminary and final plat:* If the Commission's conclusion is favorable to the subdivider's request for the subdivision to be considered both as a preliminary and final plat, then a recommendation shall be forwarded to the Council in the same manner specified for a final plat. The Commission may recommend that the combined application be approved, approved conditionally, or disapproved.

IJ. *Approval period:*

1. A preliminary plat approval shall be valid for two (2) years from the date of approval of the final written decision by the Council, unless extended as provided for in KCC 5-9-205.

~~J~~K. *Fee schedule*: Fees associated with preliminary plats may be reviewed and updated by the Council from time to time.

5-9-204: FINAL PLAT:

The following procedures shall apply to the filing for final plat approval of any City of Kuna subdivision:

A. *Application*: After the approval or conditional approval of the preliminary plat by the Council, the subdivider may cause the subdivision, or any part thereof, to be surveyed and a final plat prepared in accordance with the approved preliminary plat. The subdivider shall submit ~~to the planning staff the following~~ a completed final plat application form provided by the Director and prescribed by the City Council.:

- ~~1. Final plat application along with a title report that is less than six (6) months old, warranty deed or other acceptable evidence, including but not limited to an affidavit that demonstrates the subdivider's ownership or legal interest in the land included in the final plat.~~
- ~~2. Payment of fees equivalent to the amount of material and labors expended by city staff for plat review. Fees shall be paid for all costs associated with the review of the preliminary plat, final plat and construction drawings. The subdivider will be notified of the amount owed and the basis for the fees charged. All plat related fees shall be paid prior to city approval.~~
- ~~3. Three (3) paper copies (twenty four (24) inches by thirty six (36) inches) and a digital copy in a PDF format of the final plat and signature page.~~
- ~~4. Three (3) paper copies and a digital copy in a PDF format of the final engineering construction drawings for streets, water, sewer, sidewalk, pressure irrigation and other public improvements as provided for in KCC § 5-9-402.~~
- ~~5. Other items as specified, and required by the City during the application process.~~

~~B. Content of final plat~~: The final plat shall be in compliance with all items required in Idaho Code Title 50, Chapter 13; the final plat shall include the following:

- ~~1. Final plat check-off list with all items completed;~~
- ~~2. Proof of current ownership of the real property by subdivider or written consent of the final plat owners of record;~~
- ~~3. All easements shall be shown on all lot lines for lots in the subdivision;~~
- ~~4. All subdivisions that contain a homeowners' association shall have the following language: "The Homeowners' Association (HOA), its ownership and maintenance commitments cannot be dissolved without the express written consent of the City of Kuna, Idaho. All improved individual lots are subject to a fractional share of the irrigation assessment for each HOA common lot(s) that receive(s) municipal~~

~~irrigation. If the assessment is not paid by the HOA, the individual improved lots are subject to a lien for non-payment";~~

- ~~5.—Other information the Director, city engineer or city attorney deem necessary to establish ownership and signing authority;~~
- ~~6.—A statement and other supporting evidence demonstrating the final plat conform to the approved preliminary plat;~~
- ~~7.—A statement of compliance with provisions of this chapter;~~
- ~~8.—A statement confirming that the final plat meets established engineering practices and local standards.~~

BC. *Planning staff review:*

1. The Director shall certify, and date stamp the application for purpose of establishing its completeness relative to all noted final plat requirements.
2. The Director shall review the final plat for compliance with the approved or conditionally approved preliminary plat. If the Director or assigned person determines there are substantial differences between the preliminary and final plat, the subdivider may be required to amend for final plat and submit it to the Council as it was portrayed at the time of the preliminary plat process.
3. After the Director's determination that the final plat is in compliance with the preliminary plat and all conditional requirements have been met, the Director or assigned person shall place the final plat on the council agenda within forty-five (45) days from its receipt and acceptance. Acknowledgement of final plat acceptance shall be conveyed by way of written confirmation.

CD. *Agency review:* The Director or assigned person shall transmit final plat documents to other reviewing city staff and agencies for evaluation and comment. The reviewer shall evaluate the final plat improvements for consistency with construction standards, health protocols, cost estimates and legal requirements.

1. *City engineer review:* The city engineer shall review final plats and will not sign the final plat Mylar if any City Code violations exist on the subject property at the time of requested signature. The final plat may not be recorded until signed by the City engineer.

DE. *Council action:* At the public meeting scheduled for the final plat review the Council shall consider comments from agencies. The Council shall approve, approve conditionally, disapprove the final plat or table it for purposes of acquiring and reviewing additional information and then approve, approve conditionally or disapprove the final plat after review of this supplementary information within thirty (30) days of the date of the regular meeting at which the plat is first considered. A copy of the approved plat shall be filed with the Planning and Zoning Department. Upon granting or denying the final plat, the Council shall specify:

1. The ordinance and standards relied upon to evaluate the application;
2. The reasons for approval or denial; and

3. The action(s), if any, the applicant could take to obtain a permit.

EF. *Approval period:*

1. The final subdivision plat shall be filed with the county recorder within two (2) years after the Council's signing of the final written decision, the plat approval shall become null and void unless prior to the two (2) year expiration date the subdivider applies for a time extension as provided in KCC 5-9-205.

FG. *Prior to requesting the city engineer's signature on the final plat Mylar, the developer shall either:*

1. Provide the necessary documentation to show that all required improvements, infrastructure, public utilities, public improvements, have been installed and conditions of approval have been met and inspected and approved by the City; including all record drawing requirements, submittal of engineer or record inspection logs, submittal of the engineer of record certification and receipt of the dedication request, and memorandum from the city engineer has been issued stating as much; or
2. Provide the necessary documentation to show that the required improvements and conditions that have not been completed have approved financial guarantees, as provided for in this section and KCC § 5-9-402.
3. The city engineer shall not sign, nor release the final plat for recording until the City has received the financial guarantee, as provided for in KCC § 5-9-402 in compliance with the provisions of this chapter and the Council has approved the final plat.

GH. The following items are not eligible for financial guarantees as provided for in KCC § 5-9-402 and shall be completed by the subdivider and inspected and approved by the city engineer and/or their legal designee and other approving agencies, prior to the subdivider submitting for final plat approval:

1. Construction of the domestic water system, including successful pressure testing. Bacteria tests and final City of Kuna inspections and approvals may be delayed until roadways are completed;
2. Installation of fire hydrants according to the current International Fire Code standards and supporting fire flows according to standards established by the Fire District;
3. Construction of the sanitary sewer system with evidence of acceptable pipe sloping and, completion of all work within the base of the manholes. However, the pressure test and television camera inspection, followed by any additional City of Kuna inspections and approvals must be completed prior to the paving of the all-weather roadway;
4. Construction of pressurized irrigation to city standards, including successful pressure testing regardless of incorporation into the city's pressurized irrigation system;

5. Construction of permanent roads shall be complete to the extent that all road base is installed such that it provides a temporary all-weather road service to all buildings to be constructed pursuant to subsection G(1) above. These improvements shall be to ACHD and City of Kuna standards and receive the Fire District's approval. If the permanent roads are not improved to this level of completion, then construction of temporary roads with an all-weather road surface shall be installed to service all buildings, subject to approval from the Fire District;
6. For items 1. through 4. above, the city engineer's approval shall be in the form of a memorandum confirming the completion of the items;
7. The subdivider shall dedicate all sanitary sewer and domestic water facilities and provide all applicable documentation as required by the city engineer.

H. The following items may provide the necessary financial guarantees as provided for in KCC § 5-9-402, and as approved by the city engineer, city attorney and Director, and adopted by the Council. The subdivider shall pay any additional fees associated with the request for financial guarantees, as approved and adopted by the Council.

1. Completion of the construction of an all-around weather road system built to ACHD specifications, and subject to the Kuna Fire District and Ada County Highway District (ACHD) inspections and approvals. The City shall review the financial guarantees provided for by and between the developer and ACHD, and the city attorney shall determine if the City's interests are adequately protected.
2. Installation of street signs followed by city engineer, Kuna Fire District and ACHD inspections and approvals.
3. Installation of required landscaping, amenities and improvements.
4. Construction of that portion of the pressure irrigation system that will be dedicated to the city by the subdivider. Said system shall be tested by the subdivider, and inspected and approved by the city's engineering staff.
5. Provide permanent approved perimeter fencing along the subdivisions outer perimeter, which shall require a building permit.
6. The city engineer shall monitor the construction of any improvements or conditions that are being constructed pursuant to the financial guarantees of KCC § 5-9-402.
7. If the city attorney determines that it is necessary, any improvement or condition that is being constructed pursuant to the financial guarantees of KCC § 5-9-402 shall be recorded against the property in a development agreement, as approved and adopted by the city council.
8. The developer may construct up to three (3) model homes if the project size is up to fifty (50) acres, or up to five (5) model homes if the project size is greater than fifty (50) acres. The developer shall be solely responsible for locating the model home within any required City setbacks and easements. As provided for in subsection 9, below, no certificate of occupancy shall be issued on any of the

model homes until all improvements and conditions that are subject to financial guarantees are completed, inspected and approved by the appropriate agencies.

9. Other than the model homes constructed in subsection 8, no other homes may be constructed, and no certificate of occupancy shall be issued until all improvements and conditions that are subject to a financial guarantee are completed, inspected and approved by the appropriate agencies.

IJ. Prior to the roads being paved and the sidewalks being constructed, the City must receive documentation requesting that the system be annexed into the Kuna Municipal Irrigation System if annexation is applicable. All applicable fees must be submitted with the annexation request. The annexation of water rights to the City in sufficient quantities to offset the subdivisions potential water demands as determined by the city engineer.

JK. *Method of recording:* After the Council grants final plat approval and subject to the prepayment of recording fees, posting an acceptable irrevocable guarantee and the inclusion of the following signatures on the final plat, the applicant shall submit the final plat to the county recorder for recording:

1. Certification and signature of the Council verifying that the subdivision has been approved;
2. Certification and signature of the city clerk, if required, and the city engineer verifying that the subdivision meets the city requirements and has been approved by the Council; and
3. Certification of the sanitation restrictions on the face of the plat pursuant to I.C. § 50-1326.

5-9-602: LOT SPLIT:

A. *Purpose:* A lot split is the dividing of an original lot, tract or parcel of land. A lot split shall not create more than three (3) new parcels from the original lot, tract or parcel of land, including any splits granted by the county prior to annexation into the city. The burden shall be on the property owner to provide evidence that they are eligible for a lot split with the city, by way of a deed and legal description of the tract demonstrating its existence as an original lot, tract or parcel of land and its configuration as of the date of application for lot split.

1. **Compliance:** The owner shall comply with the following conditions:
2. The minimum lot size of all parcels created through the lot split process shall be one (1) acre, except lots created through the public utility lot split process.
3. All parcels created via lot split shall meet lot frontage requirements established in KCC § 5-8-504.
4. **Sewer and water:** Applicant shall extend public sewer and water to each parcel created when public sewer and water are available within three hundred (300) feet of the parcel(s), or as determined by the city engineer.

5. If City sewer and water are not available within three hundred (300) feet of the parcel(s) the Applicant shall comply with the Septic Tanks/Systems standards as established in KCC § 5-9-603.
6. Parcels located in the Kuna Nitrate Priority Area shall not be split without connecting to city sewer and water. A waiver of this subsection may be allowed when the applicant, at time of application submittal provides documentation from Central District Health, that the district's potable water supply and septic system requirements can be met.
7. Land possessing unique features or topographical constraints: Land possessing unique features or topographical constraints may be subject to an environmental review at the director's discretion, which, in turn, may require that certain issues be mitigated.
8. Utilities placed underground: Utilities shall be placed underground, unless it is determined by the owner of the utility and/or the city council that such action is not feasible or reasonable. Parcels created that are more than one (1) acre in size shall be subject to this condition on a case-by-case review basis.
9. Stormwater drainage: Any increased stormwater drainage resulting from lot split activity shall be retained on-site. Parcels less than one (1) acre shall provide stormwater plans and supporting calculations to the city engineer for review and approval. Parcels one (1) acre and larger shall be subject to providing stormwater plans and supporting calculations to the city engineer for review and approval on a case-by-case basis.
10. Fire hydrants and water mains: Each parcel shall be provided fire protection by the lot owner in accordance with fire district standards as determined by the fire chief as a condition of development.
11. Grading or depositing of soil: No grading or depositing of soil shall occur on the parcels within the floodplain or floodway unless the appropriate permits are obtained and approved by the city engineer.
12. Maximum number of parcels created: The maximum number of parcels that can be created from contiguous original tracts, submitted under a single application, is six (6). If more splits than this amount are intended from original and contiguous tracts, that action shall occur through the city's subdivision process.
13. Water rights: Water rights appurtenant to a tract of land, subject to lot split, shall remain with the land or be dedicated to the city. Water rights for the split parcel may not be sold, abandoned, or transferred off the land (except to the city).
14. Dedication of public right-of-way (ROW): The owner shall dedicate public ROW in accordance with the area's identified transportation needs as they may be identified in Ada County Highway District (ACHD) or COMPASS documents, as well as the city's "Comprehensive Plan Street Circulation Map" and in its supporting text. The portion of a parcel included within the right-of-way does not constitute a part of the lot split.
15. Lot split conformity: Parcels shall be divided, or otherwise configured, to accommodate the city and ACHD's transportation grid, utility layout and connectivity patterns.

16. Sidewalks: Sidewalks and landscaping shall be installed in accordance with KCC § 5-10-13 for parcels abutting classified roadways. Where sidewalks are required, the owner shall submit engineering drawings, contractor's estimates, and submit for construction plan review.
17. Driveway entrances: Each parcel created through a lot split shall have a driveway entrance(s) connecting to a public street(s) with adequate driveway distance separations as determined by the city and/or ACHD. Where feasible, the driveway entrances shall be designed and constructed as shared driveways. Owner(s) shall develop driveway agreements for shared driveways and these agreements shall be recorded and follow the land. Shared driveway entrances shall have a minimum driveway width of twenty-four (24) feet, unless ACHD requires a different width. The driveway's asphalt apron and entryway shall extend inward a minimum of fifteen (15) feet from the parcel's property line to minimize the tracking of debris onto the roadways. Driveways shall be a maximum one hundred fifty (150) feet in length. The driveway plans shall be reviewed and approved by the city engineer.
18. ACHD requirements: Prior to construction or installation of any roadway improvements (curb, gutter, sidewalk, pavement widening, driveways, culverts, etc.) a permit or license agreement must be obtained from ACHD.
19. Original lot, tract or parcel of land: A lot, parcel, or tract of land as recorded on any plat or record on file in the office of the county recorder or any unplatted contiguous parcel of land held in one (1) ownership and of record on or before December 7, 1977.
20. Lot of record: A lot which is part of a subdivision recorded in the office of the county recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded.
21. Owner: The individual, firm, association, syndicate, partnership, or corporation having any interest in the land to be subdivided.

B. *Public Utility Lot Split:*

1. *Purpose:* A public utility lot split is the dividing of a lot, tract or parcel of land for the purpose of creating a public utility lot as defined in KCC § 5-2-3. The burden shall be on the property owner to provide evidence to the director that the public utility lot will exclusively contain public and/or a private infrastructure which is a physical component of an interrelated public or private system which provides water, sewer, irrigation, natural gas, electrical grid and/or telecommunication service to the public.
 - a. The owner of the lot, tract or parcel of land and the utility provider, who will be the owner of the public utility lot, shall file a joint application for a public utility lot division with the Director. At a minimum, the application shall contain the following information:
 - b. Names, mailing and email addresses and phone numbers of applicants; and
 - c. Legal description of the original lot, tract or parcel of land and the proposed Public Utility Lot; and
 - d. Affidavits of legal interests; and

- e. The construction drawings and specifications of the infrastructure to be constructed on the public utility lot ("Subject Infrastructure") for the director's and city engineer's review; with sufficient information about the locations, nature and volume of the interrelated public or private system, which the Subject Infrastructure will be providing water, sewer, irrigation, natural gas, electrical grid and or telecommunication service to the public; and
 - f. Proof that the utility provider applicant owns physical infrastructure systems which provides water, sewer, irrigation, natural gas, electrical grid and/or telecommunication service to the public.
2. *Standards:*
- a. There shall be no minimum lot size that applies to public utility lots.
 - b. Public utility lots will not be subject to setbacks.

~~C. Contents of application for lot split:~~

- ~~1. An application for lot split shall be filed with the director by the owner for which such lot split is proposed. At a minimum, the application shall contain the following information:~~
 - ~~a. Provide a narrative of the land use action;~~
 - ~~b. Name, address and phone number of applicant;~~
 - ~~c. Legal description of property;~~
 - ~~d. Description of existing land use(s);~~
 - ~~e. Zoning district;~~
 - ~~f. Description of proposed lot split; and~~
 - ~~g. A site plan drawn to a one (1) inch equals one hundred (100) feet scale on eleven-inch x seventeen-inch (11"X17") or greater sheet of paper showing the location of all buildings, parking and loading area, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and such other information as the city council or director may require to determine if the proposed lot split meets the intent and requirements of this title.~~

CD. *Process:*

1. An application shall be submitted, in accordance with KCC § 5-4.
2. Upon tentative approval of the application by the Director and subject to conditions of approval and applicable city ordinances, the owner shall have one (1) year to complete the following tasks:
 - a. Cause the property to be surveyed and a record of survey recorded;
 - b. Execute and record the necessary deeds to accomplish the property split as approved;
 - c. Obtain new tax parcel numbers from the Ada County Assessor's Office; and

- d. Provide copies of the recorded record of survey, recorded deeds, and the new tax parcel numbers to the director.

| DE. *Fee*: At the time of submission of the lot split application to the Director for approval, a fee as established by resolution by the city council shall be paid.

Doug Hanson

From: Doug Hanson
Sent: Wednesday, July 16, 2025 11:13 AM
To: Ada County Engineer; Ada County Highway District; Adam Ingram; Angel Robins (Idaho Power); Bobby Withrow; Boise Kuna Irrigation District; Boise Project Board of Control ; Boise Project Board of Control 2; Brent Moore (Ada County); Brian Graves Kuna School District; Camille Burt (USPS); Chief Fratusco; COMPASS; David Reinhardt; DEQ; Eric Adolfsen; Erika Olvera (NMID); Idaho Power (Taylor Dunn); Idaho Power Easements; Idaho Power Easements 2; Intermountain Gas; ITD; ITD Kendra Conder; J&M Sanitation; Jonathon Gillen; Justin Walker; Krystal Hinkle; Leon Letson (Ada County); Lumen - Ebin Barnett; Marc Boyer (Kuna Postmaster); Megan Leatherman; Meridian Fire (Brandon Medica); Meridian Fire (Steve Taublee); Nampa Meridian Irrigation District ; New York Irrigation; Niki Benyakhlef ITD; Paris Dickerson; Public Works; Robbie Reno; Sam Feist; Scott Arellano (KRFD); Sparklight/Cable One (John Walburn); Stacey Yarrington (Ada County); Tim Jensen (Kuna School District); TJ Lawrence (Interim KRFD Chief)
Subject: City of Kuna Request for Comment Case No 25-01-OA (Ordinance Amendment)

Agency Transmittal – July 16, 2025

Notice is hereby given by the City of Kuna the following actions are under consideration:

CASE NUMBER:	 25-01-OA DEVELOPMENT REGULATIONS CODE APPLICATION REQUIREMENTS
PROJECT DESCRIPTION	<p>The City of Kuna Planning and Zoning Department requests a zoning text amendment application.</p> <p>The text changes include modifications to the Development Regulations Code for application submittal requirements and establishing a procedure to update application forms.</p>
APPLICANT	City of Kuna 751 W 4 th Street, Kuna, ID 83634
SCHEDULED HEARING DATE	Tuesday August 26, 2025 , at 6:00 P.M.
REVIEWING BODY	Planning & Zoning Commission
STAFF CONTACT	Doug Hanson 208.287.1771 dhanson@kunaaid.gov

- We have enclosed information to assist you with your consideration and response; we would appreciate any information as to how this action would affect the service(s) your agency provides. *If your agency requires additional information, or if contact information for your agency needs updated, please notify our office.*
- *No response within **15 business days** will indicate you have no objection or comments regarding this project.*
- The hearing is scheduled to begin at 6:00 p.m. or as soon as it may be heard. Kuna City Hall is located at 751 W. 4th Street, Kuna, ID 83634. Please contact staff with questions.



751 W. 4th Street
P.O. Box 13
Kuna, ID 83634

Doug Hanson
Planning & Zoning Director
City of Kuna | Development Services

Phone: 208-287-1771
Email: dhanson@kunaid.gov
www.kunacity.id.gov

All e-mail messages sent to or received by City of Kuna e-mail accounts are subject to Idaho law, in regard to both release and retention, and may be released upon request, unless exempt from disclosure by law.

**AFFIDAVIT OF PUBLICATION
STATE OF IDAHO**

County of Canyon and Ada

21880 662574
KUNA, CITY OF

P.O. BOX 13
KUNA, ID 83634

SHARON JESSEN

**of the State of Idaho, being of first duly sworn, deposes
and says:**

1. That I am a citizen of the United States, and at all times hereinafter mentioned was over the age of eighteen years, and not a party to the above entitled action.
2. That I am the Principle Clerk of the Idaho Press-Tribune, a daily newspaper published in the Counties of Canyon and Ada, State of Idaho; that the said newspaper is in general circulation in the said counties of Canyon and Ada, and in the vicinity of Nampa, Caldwell, and Boise, and has been uninterruptedly published in said Counties during a period of seventy -eight consecutive weeks prior to the first publication of this notice, a copy of which is hereto attached.
3. That the notice, of which the annexed is a printed copy, was published in said newspaper and on IdahoPublicNotices.com 1 times(s) in the regular and entire issue of said paper, and was printed in the newspaper proper, and not in a supplement

LEGAL NOTICE

**Case Nos. 25-01-OA
Development Regulations
Code Application
Requirements**

NOTICE IS HEREBY GIVEN the P&Z Commission is scheduled to hold a public hearing on **Tuesday, August 26, 2024, at 6:00 PM**, (or as soon as can be heard); in City Hall Council Chambers, 751 W 4th Street, Kuna, ID, 83634, in connection with a zoning text amendment application. The text changes include modifications to the Development Regulations Code for application submittal requirements and establishing a procedure to update application forms.

Please do not contact the Commission, City Council, or Mayor as this may jeopardize the public hearing process. The public is invited to provide written or oral testimony. If you require special accommodation or would like additional information, please contact P&Z Department prior to the meeting at (208) 922-5274.

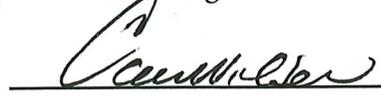
Kuna P&Z Department
August 8, 2025 662574

That said notice was published the following: 08/08/2025



SHARON JESSEN
STATE OF IDAHO

On this 14th day of August, in the year of 2025 before me a Notary Public, personally appeared. SHARON JESSEN, known or identified to me to be the person whose name is subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledge to me that he/she executed the same.



Notary Public of Idaho
My commission expires





MEMO INVOICE

c/o ISj Payment Processing Center
 PO Box 1570,
 Pocatello, ID 83204
 Ph. (208) 465-8129 Fax: (907) 452-5054

RECEIVED
 AUG 20 2025
 CITY OF KUNA

BILLING DATE:	ACCOUNT NO:
08/14/25	21880

LEGAL NOTICE

Case Nos. 25-01-OA
 Development Regulations
 Code Application
 Requirements

KUNA, CITY OF
 P.O. BOX 13
 KUNA, ID 83634

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Kuna P&Z Department

August 8, 2025 662574

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
662574	25-01-0A DEVELOPMENT	08/08/25	08/08/25	2	\$38.12

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
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Discount: **\$0.00**
 Surcharge: **\$0.00**
 Credits: **\$0.00**

Gross: **\$38.12**
 Paid Amount: **\$0.00**

Amount Due: \$38.12

We Appreciate Your Business!