

1 **CHAPTER 17.96 DESIGN REVIEW**

2 **17.96.010: APPLICABILITY**

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- 4 A. Design review is required for building, developing, or substantially altering the exterior of the
- 5 following buildings or projects in all zoning districts:
- 6 1. Non-residential use
- 7 2. Public or semi-public use
- 8 3. Multi-family dwellings, including attached and detached townhomes.
- 9 4. Mixed use
- 10 5. Any structure with an original construction date of 1940 or earlier.
- 11 B. Exemptions
- 12 1. One-family dwellings
- 13 2. Projects not requiring a building permit.
- 14 3. Landscaping and perimeter fences not associated with a project requiring design review.
- 15 4. Temporary structures
- 16 5. Public art
- 17 6. Maintenance and repair of exterior facades.
- 18 7. Modifications to exterior finishes that do not change the materials, including but not limited
- 19 to paint, stain, and other exterior finishes.
- 20 8. Roofing materials
- 21 C. Preapplication Design Review
- 22 1. Preapplication review is required for all new non-residential construction and all multi-
- 23 family developments of five (5) or more units.
- 24 2. The purpose of preapplication review is to allow the Commission to exchange ideas and give
- 25 direction to the applicant on the "design concept", keeping in mind the purpose of this
- 26 chapter and the application of the evaluation standards.
- 27 3. Preapplication review materials shall be submitted according to the application
- 28 requirements of 17.96.040.
- 29 4. The Commission may require a model of the project or computer simulation renderings
- 30 showing the proposal from one or more key vantage points for presentation at regular
- 31 design review meetings in order to assist in the understanding of the project. Models and
- 32 computer renderings must include surrounding properties in sufficient detail for the
- 33 proposal to be viewed in context.
- 34 5. The Administrator may waive the requirement for preapplication review if the project is
- 35 found to have no significant impact.

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37 **17.96.020: PURPOSE**

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39 The purpose of this design review chapter is to maintain and enhance appearance, character, beauty

40 and function of the city, to ensure that new development is complementary to the design of existing city

41 neighborhoods and to protect and enhance the economic base of the city of Ketchum.

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43 **17.96.030: AUTHORITY OF THE ADMINISTRATOR AND THE COMMISSION**

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- 45 A. Authority of the Administrator.
- 46 1. The Administrator is authorized to approve the following exterior modifications and
- 47 projects, provided they do not conflict with the provisions and requirements of this chapter:

- 1 a. Minor modifications to projects that have received design review approval by the
- 2 Commission for the duration of a valid design review approval.
- 3 b. Multifamily residential projects, not located in the Community Core District, with
- 4 four (4) or less units.
- 5 c. Changes to exterior finishes including, but not limited to siding and materials.
- 6 d. Changes to existing windows or doors.
- 7 e. Additions of windows or doors.
- 8 f. Additions and accessory structures under two hundred fifty (250) square feet.
- 9 g. Master signage plans
- 10 2. The Administrator shall review all design review requests and determine whether a project
- 11 can be approved by the Administrator or by the Commission.
- 12 3. The Administrator shall determine what application materials and fees are required to
- 13 approve exterior modifications as described in section 17.96.040 of this chapter.
- 14 B. Authority Of The Commission:
- 15 1. Except for applications that are approved by the Administrator in 17.96.030(A), the
- 16 Commission shall review all other application proposals as described in section [17.96.010](#) of
- 17 this chapter.

#### 18 **17.96.040: APPLICATION**

- 20
- 21 A. A completed design review application with all fees paid and all application materials submitted
- 22 shall constitute a complete application for design review and is required prior to review of any
- 23 design review proposal.
- 24 B. All design review plans and drawings for non-residential projects, multi-family dwelling units of four
- 25 (4) units or more, and public and semi-public projects shall be prepared by an Idaho licensed
- 26 architect or an Idaho licensed engineer.
- 27 C. Except for projects described in 17.96.030(A), the following is required to be submitted for an
- 28 application for design review:
- 29 1. Design review application form including project name, location, applicant, owner, project
- 30 representatives, and contact information.
- 31 2. One (1) PDF electronic set of the complete application containing all requirements as listed
- 32 below, plans appropriately scaled, shall be submitted. Electronic record of the materials and
- 33 color sample board may be satisfied with photos. One (1) hardcopy set of scalable plans
- 34 showing at a minimum the following:
- 35 a. Vicinity map, to scale, showing the project location in relationship to neighboring
- 36 buildings and the surrounding area. Note: a vicinity map must show location of
- 37 adjacent buildings and structures.
- 38 b. Drainage plan (grading, catch basins, piping, and dry-wells).
- 39 c. Utilities plan (location and size of water and sewer mains and services, gas, electric,
- 40 TV and phone).
- 41 d. Site plan, to scale, showing proposed parking (including parking stall dimensions),
- 42 loading, general circulation, and snow storage. List square footage of subject
- 43 property including lot dimensions.
- 44 e. Landscape plan (existing landscaping on the site shown and adjacent right-of-way as
- 45 retained, relocated or removed; proposed landscaping including species type, size
- 46 and quantity).
- 47 f. Floor plan. List gross and net square footage for each floor. List occupancy
- 48 classification and type of construction.

- g. Detailed elevations of all sides of the proposed building and other exterior elements (colors, materials).
  - h. Exterior lighting plan, pursuant to chapter 17.132, showing location, height, type, and lumen output; spec sheets for fixtures; illuminance levels/photometrics for area lighting.
  - i. One (1) 11" x 17" materials and colors sample board showing all exterior materials used on the façade of the structure.
  - j. Construction management plan showing where staging will occur, where materials are stored, parking plan for contractors. If any staging or parking shall occur off-site, a staging/parking plan must be submitted including materials storage, excavation (backfill) stockpile areas, job trailers, blue rooms, dumpsters and contractor parking.
  - k. Building corners for all proposed buildings and additions shall be staked on the site and all trees proposed to be removed shall be flagged at least one week prior to the Commission meeting. The applicant shall install story poles, or other approved method, at the maximum roof peaks of the proposed buildings as required by the Administrator.
  - l. For projects requiring preapplication design review, a model or computer simulation renderings, as described in subsection [17.96.010\(C\)](#) of this chapter shall be required.
3. For new multi-tenants buildings, a master signage plan shall be submitted.
  4. The Administrator may waive some submittal requirements if it is determined the information is not relevant to the design review.
  5. Other information as required by the Administrator or the Commission.
  6. Design review fee shall be submitted as described in section [17.96.100](#) of this chapter.

**17.96.050: CRITERIA, CONDITIONS AND SECURITY**

- A. The Commission shall determine the following before approval is given for design review:
  1. The project does not jeopardize the health, safety or welfare of the public.
  2. The project conforms to all applicable standards and criteria as set forth in this chapter, Title 17, and any other standards as adopted or amended by the City of Ketchum from time to time.
- B. Conditions. The Commission may impose any condition deemed necessary to ensure the health, safety, or welfare of the public is not jeopardized. The Commission may also condition approval of a project with subsequent review and/or approval by the Administrator or planning staff. All conditions of approval must cite the appropriate standard for imposing such condition. Conditions which may be attached include, but are not limited to those which will:
  1. Ensure compliance with applicable standards.
  2. Require conformity to approved plans and specifications.
  3. Require security for compliance with the terms of the approval.
  4. Minimize adverse impact on other development.
  5. Control the sequence, timing and duration of development and ongoing maintenance.
  6. Require more restrictive standards than those generally found in the Ketchum Municipal Code.
- C. Security. At the discretion of the Administrator, the applicant may, in lieu of actual construction of any required or approved improvement, provide to the City such security as may be reasonably

1 acceptable to the City, in a form and in an amount equal to the cost of the engineering or design,  
2 materials and installation of the improvements not previously installed by the applicant, plus fifty  
3 percent (50%), which security shall fully secure and guarantee completion of the required  
4 improvements within a period of one (1) year from the date the security is provided.

- 5 1. If any extension of the one (1) year period is granted by the City, each additional year, or  
6 portion of each additional year, shall require an additional twenty percent (20%) to be  
7 added to the amount of the original security initially provided.
- 8 2. In the event the improvements are not completely installed within one (1) year, or upon the  
9 expiration of any approved extension, the City may, but is not obligated, to apply the  
10 security to the completion of the improvements and complete construction of the  
11 improvements. Following completion of required improvements the City shall return excess  
12 funds to the applicant.

13 **17.96.060: IMPROVEMENTS AND STANDARDS FOR ALL PROJECTS LISTED IN SUBSECTION 17.96.010.A**

14 A. Streets:

- 15 1. The applicant shall be responsible for all costs associated with providing a connection from  
16 an existing city street to their development.
- 17 2. All street designs shall be approved by the City Engineer.

18 B. Sidewalks:

- 19 1. All projects under 17.96.010(A) that qualify as a “Substantial Improvement” shall install  
20 sidewalks as required by the Public Works Department.
- 21 2. Sidewalk width shall conform to the City’s right of way standards, however the City Engineer  
22 may reduce or increase the sidewalk width and design standard requirements at their  
23 discretion.
- 24 3. Sidewalks may be waived if one of the following criteria is met:
  - 25 a. The project comprises an addition of less than 250 square feet of conditioned space.
  - 26 b. The City Engineer finds that sidewalks are not necessary because of existing  
27 geographic limitations, pedestrian traffic on the street does not warrant a sidewalk,  
28 or if a sidewalk would not be beneficial to the general welfare and safety of the  
29 public.
- 30 4. The length of sidewalk improvements constructed shall be equal to the length of the subject  
31 property line(s) adjacent to any public street or private street.
- 32 5. New sidewalks shall be planned to provide pedestrian connections to any existing or future  
33 sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe  
34 pedestrian access to and around a building.
- 35 6. The City may approve and accept voluntary cash contributions in-lieu of the above described  
36 improvements, which contributions must be segregated by the City and not used for any  
37 purpose other than the provision of these improvements. The contribution amount shall be  
38 one hundred ten percent (110%) of the estimated costs of concrete sidewalk and drainage  
39 improvements provided by a qualified contractor, plus associated engineering costs, as

1 approved by the City Engineer. Any approved in-lieu contribution shall be paid before the  
2 City issues a certificate of occupancy.

3 C. Drainage:

- 4 1. All storm water shall be retained on site.
- 5 2. Drainage improvements constructed shall be equal to the length of the subject property  
6 lines adjacent to any public street or private street.
- 7 3. The City Engineer may require additional drainage improvements as necessary, depending  
8 on the unique characteristics of a site.
- 9 4. Drainage facilities shall be constructed per City standards.

10 D. Utilities:

- 11 1. All utilities necessary for the development shall be improved and installed at the sole  
12 expense of the applicant.
- 13 2. Utilities shall be located underground and utility, power, and communication lines within  
14 the development site shall be concealed from public view.
- 15 3. When extension of utilities is necessary all developers will be required to pay for and install  
16 two (2") inch SDR11 fiber optical conduit. The placement and construction of the fiber  
17 optical conduit shall be done in accordance with city of Ketchum standards and at the  
18 discretion of the City Engineer.

19 E. Compatibility of Design:

- 20 1. The project's materials, colors and signing shall be complementary with the townscape,  
21 surrounding neighborhoods and adjoining structures.
- 22 2. Preservation of significant landmarks shall be encouraged and protected, where applicable.  
23 A significant landmark is one which gives historical and/or cultural importance to the  
24 neighborhood and/or community.
- 25 3. Additions to existing buildings, built prior to 1940, shall be complementary in design and use  
26 similar material and finishes of the building being added to.

27 F. Architectural:

- 28 1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the  
29 entryway shall be clearly defined.
- 30 2. The building character shall be clearly defined by use of architectural features.
- 31 3. There shall be continuity of materials, colors and signing within the project.
- 32 4. Accessory structures, fences, walls and landscape features within the project shall match or  
33 complement the principal building.
- 34 5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and  
35 flatness.
- 36 6. Building(s) shall orient towards their primary street frontage.
- 37 7. Garbage storage areas and satellite receivers shall be screened from public view and located  
38 off alleys.
- 39 8. Building design shall include weather protection which prevents water to drip or snow to  
40 slide on areas where pedestrians gather and circulate or onto adjacent properties.

41 G. Circulation Design:

- 1 1. Pedestrian, equestrian and bicycle access shall be located to connect with existing and  
2 anticipated easements and pathways.
- 3 2. Awnings extending over public sidewalks shall extend five (5') feet or more across the public  
4 sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right  
5 of way.
- 6 3. Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle,  
7 bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight  
8 distances and proper signage.
- 9 4. Curb cuts and driveway entrances shall be no closer than twenty (20') feet to the nearest  
10 intersection of two or more streets, as measured along the property line adjacent to the  
11 right of way. Due to site conditions or current/projected traffic levels or speed, the City  
12 Engineer may increase the minimum distance requirements.
- 13 5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks  
14 and similar service vehicles to all necessary locations within the proposed project.

15 H. Snow Storage:

- 16 1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and  
17 pedestrian circulation areas.
- 18 2. Snow storage areas shall be provided on-site.
- 19 3. A designated snow storage area shall not have any dimension less than five (5') feet and  
20 shall be a minimum of twenty five (25) square feet.
- 21 4. In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed.

22 I. Landscaping:

- 23 1. Landscaping is required for all projects.
- 24 2. Landscape materials and vegetation types specified shall be readily adaptable to a site's  
25 microclimate, soil conditions, orientation and aspect, and shall serve to enhance and  
26 complement the neighborhood and townscape.
- 27 3. All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are  
28 recommended but not required.
- 29 4. Landscaping shall provide a substantial buffer between land uses, including, but not limited  
30 to, structures, streets and parking lots. The development of landscaped public courtyards,  
31 including trees and shrubs where appropriate, shall be encouraged.

32 J. Public Amenities:

- 33 1. Where sidewalks are required, pedestrian amenities shall be installed. Amenities may  
34 include, but are not limited to, benches and other seating, kiosks, bus shelters, trash  
35 receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from  
36 the Public Works Department prior to design review approval from the Commission.

37 **17.96.070: COMMUNITY CORE (CC) PROJECTS**

38 In addition to the requirements of section 17.96.060 of this chapter, unless otherwise specified, the  
39 standards of this section apply to projects in the Community Core district. The purpose of this section is

1 to ensure the addition of high quality architecture for new development, while maintaining the unique  
2 character of existing building stock found in the Community Core.

3 A. Streets:

- 4 1. Street trees, street lights, street furnishings, and all other street improvements shall be  
5 installed or constructed as determined by the Public Works Department.
- 6 2. Street trees with a minimum caliper size of three (3") inches, shall be placed in tree grates.
- 7 3. Due to site constraints, the requirements if this subsection 17.96.070.A may be modified by  
8 the Public Works Department.

9 B. Architectural:

- 10 1. Facades facing a street or alley or located more than five (5') feet from an interior side  
11 property line shall be designed with both solid surfaces and window openings to avoid the  
12 creation of blank walls and employ similar architectural elements, materials, and colors as  
13 the front façade.
- 14 2. For nonresidential portions of buildings, front building facades and facades fronting a  
15 pedestrian walkway shall be designed with ground floor storefront windows and doors with  
16 clear transparent glass. Landscaping planters shall be incorporated into facades fronting  
17 pedestrian walkways.
- 18 3. For nonresidential portions of buildings, front facades shall be designed to not obscure  
19 views into windows.
- 20 4. Roofing forms and materials shall be compatible with the overall style and character of the  
21 structure. Reflective materials are prohibited.
- 22 5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and  
23 downspouts.
- 24 6. Roof overhangs shall not extend more than three (3') feet over a public sidewalk. Roof  
25 overhangs that extend over the public sidewalk shall be approved by the Public Works  
26 Department.
- 27 7. Front porches and stoops shall not be enclosed on the ground floor by permanent or  
28 temporary walls, windows, window screens, or plastic or fabric materials.

29 C. Service Areas and Mechanical/Electrical Equipment:

- 30 1. Trash disposal areas and shipping and receiving areas shall be located within parking  
31 garages or to the rear of buildings. Trash disposal areas shall not be located within the  
32 public right of way and shall be screened from public views.
- 33 2. Roof and ground mounted mechanical and electrical equipment shall be fully screened from  
34 public view. Screening shall be compatible with the overall building design.

35 D. Landscaping:

- 36 1. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree.  
37 Replacement trees may occur on or off site.
- 38 2. Trees that are placed within a courtyard, plaza, or pedestrian walkway shall be placed within  
39 tree wells that are covered by tree grates.
- 40 3. The city arborist shall approve all parking lot and replacement trees.

41 E. Surface Parking Lots:

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.
2. Surface parking lots shall incorporate at least one (1) tree and one (1) additional tree per ten (10) onsite parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.
3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.

F. Bicycle Parking:

1. One (1) bicycle rack, able to accommodate at least two (2) bicycles, shall be provided for every four (4) parking spaces as required by the proposed use. At a minimum, one (1) bicycle rack shall be required per development.
2. When the calculation of the required number of bicycle racks called for in this section results in a fractional number, a fraction equal to or greater than one-half (1/2) shall be adjusted to the next highest whole number.
3. Bicycle racks shall be clearly visible from the building entrance they serve and not mounted less than fifty (50') feet from said entrance or as close as the nearest non-ADA parking space, whichever is closest. Bicycle racks shall be located to achieve unobstructed access from the public right-of-way and not in areas requiring access via stairways or other major obstacles.

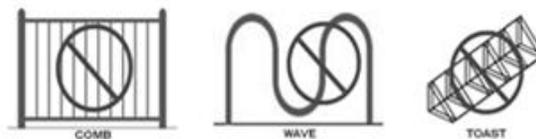
Supports frame in two places:



Appropriate designs:



Inappropriate designs:



**17.96.080: NOTICE:**

All property owners adjacent to properties under application for design review shall be notified by mail ten (10) days prior to the meeting of the date at which said design review is to be considered by the Commission.

**17.96.090: TERMS OF APPROVAL:**

A. Design Review Approval

1. The term of design review approval shall be twelve (12) months from the date that findings of fact, conclusions of law and decision are adopted by the Commission or upon appeal, the date the approval is granted by the Council subject to changes in zoning regulations.

- 1           2. Application must be made for a building permit with the Ketchum planning and building  
2           department during the twelve (12) month term. Once a building permit has been issued, the  
3           design review approval shall be valid for the duration of the building permit.
- 4           3. Unless an extension is granted as set forth below, failure to file a complete building permit  
5           application for a project in accordance with these provisions shall cause said approval to be  
6           null and void.

7    B. Extensions of Design Review Approval.

- 8           1. For design review approvals pertaining to "civic" buildings, the Administrator may, upon  
9           written request by the holder, grant a maximum of two (2) twelve (12) month extensions to  
10          an unexpired design review approval.
- 11          2. For design review approvals pertaining to all other buildings, the City may, upon written  
12          request by the holder, grant a maximum of two (2) twelve (12) month extensions to an  
13          unexpired design review approval. The first twelve (12) month extension shall be reviewed  
14          by the Administrator. The second twelve (12) month extension shall be reviewed by the  
15          Commission. Whether or not an extension is warranted shall be based on the following  
16          considerations:
  - 17               a. Whether there have been significant amendments to ordinances which will apply to  
18               the subject design review approval;
  - 19               b. Whether significant land use changes have occurred in the project vicinity which  
20               would adversely impact the project or be adversely impacted by the project;
  - 21               c. Whether hazardous situations have developed or have been discovered in the  
22               project area; or
  - 23               d. Whether community facilities and services required for the project are now  
24               inadequate.
- 25          3. If any of the foregoing considerations are found to exist with regard to the project for which  
26          an extension is sought, an extension will not be granted and the City shall issue this decision  
27          in writing; otherwise the city shall approve such an extension. No extensions shall be  
28          granted for an expired design review approval.

29  
30    **17.96.100: FEES AND COSTS:**

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32    Each applicant for design review approval shall pay to the City certain fees and costs to reimburse the  
33    City the reasonable costs of administering and regulating this chapter, including reimbursement for City  
34    Engineer fees. Said fees and refunds, if any, shall be set by resolution of the Council and shall be paid  
35    prior to scheduling of an application before the Commission for design review consideration. Said fees  
36    shall be nonrefundable.