



**PLANNING AND ZONING COMMISSION AGENDA-SPECIAL MEETING**

Tuesday, May 29, 2018

Ketchum City Hall

480 East Avenue North, Ketchum, ID 83340

1. **5:00 PM– SITE VISIT: Warfield Brewery, 280 N. Main Street (AM lot 3AA Blk 3)**
2. **5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**
3. **PUBLIC COMMENT** - Communications from the public for items not on the agenda.
4. **PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF**
  - a. **Election of Vice-Chairperson**
  - b. **Warfield Brewery:** 280 N. Main Street (AM Lot 3AA, Blk 3, Ketchum) The Commission will hear public comment, consider and provide feedback on a Pre-Design Review Application for a Mixed-Use Building.
  - c. **Zoning Code Amendment** – Community Core retail square footage. *Continued from March 12, March 27th, April 9th, and May 14, 2018.* The Commission will consider City-initiated amendments to Title 17, Section 17.12.040, Dimensional Standards – CC District Matrix, Section 17.12.010, Zoning Map Districts, and Section 17.12.020, District Use Matrix.
  - d. **Zoning Code Amendment** – Residential Use in the Light Industrial Districts. *Continued from March 12, March 27th, April 9th, 2018, May 14, 2018.* The Commission will consider City-initiated amendments to Title 17, Section 17.124.090, Residential, Light Industrial Districts, and Section 17.12.020, District Use Matrix.
5. **CONSENT CALENDAR**
  - a. **Minutes:** April 9, 2018; May 14, 2018
  - b. **Findings of Fact and Conclusions of Law for 231 E. Sun Valley Road Condos Subdivision**
  - c. **Findings of Fact and Conclusions of Law for Briscoe and Associates Conditional Use Permit**
6. **FUTURE PROJECTS AND NOTICING REQUIREMENTS**
7. **STAFF REPORTS & CITY COUNCIL MEETING UPDATE**
8. **COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**
  - Appeal Status
  - Street Standards and Signs Update Workshop
9. **ADJOURNMENT**

*Any person needing special accommodations to participate in the meeting should contact the City Clerk's Office as soon as reasonably possible at 726-3841. All times indicated are estimated times, and items may be heard earlier or later than indicated on the agenda.*



City of Ketchum  
Planning & Building

**STAFF REPORT**  
**KETCHUM PLANNING AND ZONING COMMISSION**  
**SPECIAL MEETING OF MAY 29, 2018**

**PROJECT:** Warfield Distillery & Ale House Expansion Project

**FILE NUMBER:** #18-062

**OWNERS:** San Antonio Center, LLC

**REPRESENTATIVE:** Gretchen Wagner, Scape Design Studio

**REQUEST:** Pre-Application Design Review of a 6,375 sq ft addition to the existing Warfield Distillery & Ale House. The addition will include an expansion of the distillery operations, a new tasting room, sales space, and two residential units on the upper level.

**LOCATION:** 280 N. Main St, Ketchum, ID (Ketchum Townsite: Block 3: Lot 3AA)

**NOTICE:** Noticing is not required for Pre-Application Design Review. A courtesy notice was mailed to adjacent property owners on May 23<sup>rd</sup>, 2018.

**ZONING:** Community Core Retail Core Sub-district (CC-A)

**REVIEWER:** Abby Rivin, Associate Planner

**BACKGROUND:**

The subject Pre-Application Design Review request is for an expansion to the existing Warfield Distillery & Ale House to accommodate a new tasting room, production facility, and sales space. The addition project also includes two housing units on the upper level. The applicant intends to designate these units as affordable housing for employees. The project site is located within the Retail Core Sub-district of the Community Core (CC-1) at 280 N. Main Street (Ketchum Townsite: Block 3: Lot 3AA). The existing Warfield building was remodeled in 2014 (Design Review Application #14-123 & Building Permit #14-091). A demolition permit for the existing building currently occupied by KB's Restaurant and the Warfield Tasting Room was issued in 2017. The total proposed gross floor area is 11,640 sq ft with a Floor Area Ratio of 1.3.

The project is subject to Pre-Application Design Review per City Code §17.96.010(C)(1). The purpose of Pre-Application Design Review is to allow the Commission to exchange ideas and give direction to the applicant on the "design concept," while keeping in mind the purpose of Chapter 17.96 Design Review and the application of the evaluation standards. Per City Code §17.96.040(C)(4), the Administrator has waived certain submittal requirements as it was determined that some of the information was not necessary for the Commission to exchange ideas and give direction to the applicant on the design concept. See Staff analysis below for a discussion regarding the outstanding items that will need to be addressed at Design Review.

**ANALYSIS:**

Staff recommends advancement of the Pre-Application Design Review for the Warfield Distillery & Ale House Expansion to Design Review. The applicant is aware of outstanding action items described below. A full analysis and explanation of this recommendation is detailed with the Staff Report. The following items will need to be addressed by the applicant prior to Design Review approval.

**Outstanding Action Items:**

- §17.124.040(B) Inclusionary Housing Incentive: Prior to issuance of a Building Permit, an Exceedance Agreement addressing square footage above the permitted 1.0 Floor Area Ratio is required.
- §17.96.040(C)(2h) Exterior Lighting Plan: The applicant has indicated the exterior lighting sconces on Sheet A210 of the submittal. The exterior lighting plan must also indicate specifications for fixtures.
- §17.96.040(C)(2i) The applicant must submit one 11" x 17" materials and colors sample board showing all exterior materials used on the façade of the structure.

**COMPREHENSIVE PLAN ANALYSIS:**

The proposed construction of the Warfield Distillery & Ale House Building is consistent with the uses, goals, and policies listed below as specified within the 2014 Comprehensive Plan.

**Table 1. Comprehensive Plan Analysis**

SUPPORTING SECTION	SUMMARY OF COMPLIANCE WITH THE 2014 COMPREHENSIVE PLAN
<b>Future Land Use</b>	
<b>Retail Core</b>	The community's primary shopping district is the Retail Core. The Retail Core provides a variety of mixed-use buildings that have ground-floor storefronts. Specialty shops, restaurants, and outdoor seating areas line the sidewalks, creating an active pedestrian-friendly environment. Convenient shopping and dining is served by sidewalks, parking, and bike access. Upper floors include a mix of residential uses and offices.
<b>Community Design and Neighborhoods</b>	
<b>Policy CD-1.1 Unique Design Elements for Identifiable Neighborhoods</b>	Each neighborhood or district should include a mix of design elements that will reinforce its unique design quality.
<b>Policy CD-1.3 Compatible Infill and Redevelopment Projects</b>	Infill and redevelopment projects should be contextually appropriate to the neighborhood and development in which they will occur. Context refers to the natural and manmade features adjoining a development site; it does not imply a certain style.
<b>Housing</b>	
<b>Policy H-1.4 Integrated Housing in Business and Mixed-Use Areas</b>	Housing should be integrated into the downtown core and light industrial areas, and close to the ski base. The resulting mix of land use will help promote a greater diversity of housing opportunities as well as social interactions.
<b>Mobility</b>	
<b>Policy M-1.3 Compact Development and Housing Downtown and in Activity Centers</b>	Encourage compact development, mixed uses, and additional housing density in the downtown and in high-activity areas. This will increase opportunities for walking, bicycling and transit ridership and reduce vehicle traps.

**Table 2. Requirements for All Applications**

Compliant			City Department Comments	
Yes	No	N/A	City Code	City Standards and Staff Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>17.96.040</b>	<b>Complete Application</b> <i>See list of Outstanding Action Items.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Police Department:</b> <i>No comment at this time.</i>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Fire Department:</b> <i>The above project shall meet all 2012 International Fire Code requirements in addition to specific City Building and Fire Ordinances.</i></p> <p><i>Approved address numbers shall be placed in such a position to be plainly visible and legible from the road fronting the property. Numbers and letters shall be a minimum of four (4) inches tall, contrast with their background and be positioned a minimum of forty-eight (48) inches above final grade.</i></p> <p><i>Vehicle parking and material storage during construction shall not restrict or obstruct public streets, access to the fire department sprinkler connection or access to any building. A minimum twenty-foot travel lane for emergency vehicle access shall be maintained clear and unobstructed at all times. All required Fire Lanes, including within 15 feet of fire hydrants, shall be maintained clear and unobstructed at all times.</i></p> <p><i>An approved automatic fire sprinkler system shall be installed throughout the building per City of Ketchum Ordinance #1125 (<a href="http://www.ketchumfire.org">www.ketchumfire.org</a>) and the National Fire Protection Association Standard 13 system for a H-3 Occupancy. An approved fire sprinkler flow bell, Knox box and Fire Department Connection shall be installed in an approved location visible to approaching firefighters. Water service lines to structures shall be hydraulically calculated for size to meet fire sprinkler flow requirements. Fire sprinkler systems shall be annually tested and maintained per NFPA 25. An approved fire department connection and flow bell shall be installed in a location approved by the fire department and the system shall be supervised by an approved alarm system.</i></p> <p><i>NOTE: One electronic set of fire sprinkler system plans must be submitted to the Ketchum Fire Department as well as the State Fire Marshal's office and a Ketchum Fire Department Permit must be obtained prior to installation of fire sprinkler systems. Inspections of fire sprinkler systems by the Fire Chief or an appointee are required. Inspections must be scheduled at least 48 hours in advance.</i></p> <p><i>An approved monitored fire sprinkler alarm system shall be installed per City of Ketchum Ordinance #1125 (<a href="http://www.ketchumfire.org">www.ketchumfire.org</a>) and the requirements of NFPA 72. Two (2) sets of alarm system plans shall be submitted to the Ketchum Fire Department for approval and a permit is required prior to installation of alarm systems. Inspections of fire detection systems by the Fire Chief or an appointee are required and shall be scheduled at least 48 hours in advance.</i></p> <p><i>Fire extinguishers shall be installed and maintained per 2012 IFC Section 906 both during construction and upon occupancy of the building.</i></p> <p><i>Equipment or machinery located inside buildings that generates or emits combustible dust shall be provided with an approved dust collection and exhaust system installed in accordance with Chapter 22 and the International Mechanical Code. Equipment or systems that are used to collect, process or convey combustible dusts shall be provided with an approved explosion control system. These dust control units shall be provided in all mixing areas.</i></p> <p><i>Ventilation system shall be provided controlled by a LEL (Lower Explosive Limit) sensor. The system shall be able to maintain a flow of 1 cft/min per sft of storage area. See mechanical code requirements. LEL sensors must be interconnected with alarm system.</i></p>	



			<p><i>Signage: Distillery shall be equipped with “No Smoking” and NFPA (National Fire Protection Association) 704 Placards for hazardous materials.</i></p> <p><i>Spark arresters are required on all solid fuel burning appliance chimneys to reduce potential fires from burning embers.</i></p> <p><i>An approved key box shall be installed, with the appropriate keys, for emergency fire department access in a location approved by the fire department. The key box shall be a Knox box brand and sized to accommodate keys to every door of the project. Note: Current Knox Key Box may not be large enough to accommodate all keys for the new structure and may be required to be update.</i></p> <p><i>Inspections of fire department permit required installations shall be scheduled at least 48 hours in advance.</i></p> <p><i>An 8 ½ by 11 color coded site map of this project shall be provided on paper and electronically to the fire department. This site map shall show the locations of gas shut-offs, power shut-offs, fire sprinkler riser rooms, fire department connections, alarm panels, Knox boxes, access doors, egress windows, stairways and any additional fire department requirements. Exact details for color coded “On-Sites” can be found at <a href="http://www.ketchumfire.org">www.ketchumfire.org</a>.</i></p> <p><i>Final inspections of all fire department permit required installations by the Fire Chief or an appointee are required and shall be scheduled at least 48 hours in advance. A Final Inspection Checklist can be found at <a href="http://www.ketchumfire.org">www.ketchumfire.org</a>.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Streets Department:</b></p> <ul style="list-style-type: none"> <li>• Existing sidewalks border the subject lot along E. Sun Valley Rd and N. Main St. Any portion of the sidewalk damaged during construction shall be replaced according to City standards.</li> <li>• The applicant should address potential plans to underground the powerlines located in the adjacent to the alley.</li> <li>• The final location of the public benches shall be reviewed by the Streets Department and approved prior to issuance of a building permit for the project.</li> <li>• The final siting and design of the temporary egress stair shall be reviewed and approved by the Streets Department prior to issuance of a Building Permit for the project.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Utilities:</b></p> <ul style="list-style-type: none"> <li>• The old Ketchum Springs water line now servicing the property from the alley will need to be cut, capped, and abandoned at the main as soon as digging is allowed in the public ROW.</li> <li>• A residential meter shall be installed separate from the commercial meter.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Parks/Arborist:</b></p> <ul style="list-style-type: none"> <li>• The applicant shall submit a Tree Preservation Plan to be reviewed and approved by the City Arborist prior to issuance of a Building Permit for the project.</li> <li>• If trees are damaged during construction, the replacement trees shall be reviewed and approved by the City Arborist prior to issuance of a Building Permit for the project.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADA Consultant:</b></p> <ul style="list-style-type: none"> <li>• Dimensions and elevation of restroom area, access to common (public) areas, and paths of travel shall be reviewed and approved by the ADA Consultant prior to issuance of a building permit for the project.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Building:</b></p> <p>The building must meet 2012 International Building Code.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Planning and Zoning:</b></p> <p>Comments are denoted throughout the Staff Report.</p>

**Table 3: Zoning Standard Analysis**

Compliance with Zoning Standards				
Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.040	<b>Minimum Lot Area</b>
			<i>Staff Comments</i>	<b>Required:</b> 5,500 square feet minimum <b>Existing:</b> 9,186 square feet existing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.040	<b>Floor Area Ratios and Community Housing</b>
			<i>Staff Comments</i>	<b>Permitted in Community Core Sub-district A (CC-A)</b> <b>Permitted Gross FAR: 1.0</b> <b>Permitted Gross FAR with Inclusionary Housing Incentive: 2.25</b> <i>Existing Warfield Building Gross Floor Area: 4,327 sq ft</i> <i>Proposed Expansion Gross Floor Area: 7,313 sq ft</i> <i>Lot 3AA Area: 9,186 sq ft</i> <i>FAR Proposed: 1.3 (11,640 sq ft/9,186 sq ft lot area)</i> <i>Increase Above Permitted FAR: 2,454 sq ft</i> <i>20% of Increase: 491 sq ft</i> <b>Net Livable (15% Reduction): 417 sq ft</b> <b>Community Housing In-Lieu Fee: \$99,246</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	<b>Minimum Building Setbacks</b>
			<i>Staff Comments</i>	<b>Required:</b> <i>Front (N. Main Street): 0'</i> <i>Adjacent to alleyway (Rear): 3'</i> <i>Side (E. Sun Valley Road): 0' avg.</i> <i>Interior Side: 0'</i> <i>Cantilevered decks and overhangs: 0'</i>  <b>Proposed:</b> <i>Front (N. Main St): 0'</i> <i>Adjacent to alleyway (Rear): 7'-11¾"</i> <i>Side (E. Sun Valley Road): 0'</i> <i>Interior Side: 0'</i> <i>Cantilevered decks and overhangs: 0"</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	<b>Building Height</b>
			<i>Staff Comments</i>	<b>Maximum Permitted: 42'</b> <b>Proposed: 42'</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.125.030.H	<b>Curb Cut</b>
			<i>Staff Comments</i>	<b>Required:</b> <i>A total of 35% of the linear footage of any street frontage can be devoted to access to off street parking.</i> <b>Proposed:</b> No curb cut is proposed. Vehicular access to the Warfield will be provided from the alleyway.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.125.40	<b>Parking Spaces</b>
			<i>Staff Comments</i>	<i>Off-street parking standards of this chapter apply to any new development and to any new established uses.</i>  <b>17.125.040 Off Street Parking and Loading Calculations:</b> <b>A1. Multiple Uses:</b> Lots containing more than one use shall provide parking and loading in an amount equal to the total of the requirements for all uses, unless a use is exempted by this chapter or a reduction is approved through a shared parking plan or Parking Demand Analysis in compliance with this chapter.  <b>Non-residential, in zoning districts other than LI-1, LI-2, and LI-3:</b> <b>1 parking space per 1,000 gross square feet.</b>

			<p><b>Residential multiple-family dwelling within the Community Core (CC) District and the Tourist (T) District, Tourist 3000 (T-3000), and Tourist 4000 (T-4000):</b> Units 750 square feet or less: 0 parking spaces</p> <p><b>17.125.040(C) Exemptions: In the Community Core (CC) and Tourist (T) zoning districts the following uses meeting the definitions found in 17.08.020 are exempt from providing off street parking:</b> b. Food Service c. The first five thousand five hundred (5,500) gross square feet of retail trade. The first five thousand five hundred (5,500) gross square feet of a space occupied by a tenant is exempt, additional square footage is subject to the ratio of one parking space per one thousand (1,000) gross square feet.</p> <p><b>Required:</b> Residential: As each is less than 750 sq ft, Residential Units #1 and #2 require 0 parking spaces. Gross Floor Area Applicable to Off Street Vehicle Parking Requirements: 4,268 sq ft Total Parking Space Required: 4</p> <p><b>Proposed: 2 parking spaces.</b> The applicant has requested the 25% reduction through Shared Parking Reduction (KCC §17.125.080) and an additional 25% reduction through Transportation Demand Management (KCC §17.125.090). See Attachment C for Parking Analysis.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>17.18.130 &amp; 17.18.20</b></p> <p><b>Zoning Matrix</b></p>
			<p><b>Staff Comments</b></p> <p><b>17.18.130: Community Core District</b> <b>A. Purpose:</b> The purpose of the CC community core district is to promote a compact and cohesive center of commerce and culture, to promote an attractive and safe pedestrian environment which includes sidewalks, gathering spaces, streetscape amenities and landscaping, to retain the unique small town scale and character and to encourage buildings which respect Ketchum's historical and geographic context while providing diversity. Compatible mixed uses including retail, office, residential and cultural uses are encouraged. Commercial uses are concentrated in the CC district which is consistent with the city's comprehensive plan and the downtown master plan.</p> <p><b>17.08.020 – Definitions</b></p> <p><b>FOOD SERVICE:</b> An establishment where food and drink are prepared, served and consumed on site with associated outdoor dining, or distributed to customers through take out, delivery or catering. Typical uses include, but are not limited to restaurants, cafes, delis, catering services and brewpubs that do not distribute beer produced for off site consumption.</p> <p><b>HYBRID PRODUCTION FACILITY:</b> A commercial operation or use, on one or more premises within the same zoning district, where finished consumer goods are manufactured or produced and those same goods are offered for sale to the general public. Hybrid production facilities must be similar in size, scale and scope of operation with adjacent or nearby uses.</p> <p><b>MIXED USE:</b> Properties on which various uses, such as office, commercial, institutional, and residential, are combined in a single building or on a single site in an integrated development project with significant functional interrelationships and a coherent physical design.</p>

**Table 4: Design Review Standards for all projects**

Design Review Requirements				
IMPROVEMENTS AND STANDARDS: 17.96.060				
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(A)(1) Streets	The applicant shall be responsible for all costs associated with providing a connection from an existing city street to their development.

			<i>Staff Comments</i>	<i>The property is located at the SE corner of E. Sun Valley Rd and N. Main St and the proposed development will be accessed from the alley. This standard has been met.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(A)(2) Streets	<b>All street designs shall be approved by the City Engineer.</b>
			<i>Staff Comments</i>	<i>The street design does not change with this proposal.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(B)(1)	<b>All projects under 17.96.010(A) that qualify as a “Substantial Improvement” shall install sidewalks as required by the Public Works Department.</b>
			<i>Staff Comments</i>	<i>Existing sidewalks border the subject lot along E. Sun Valley Rd and N. Main St. Any portion of the sidewalk damaged during construction shall be replaced.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060 (B)(2)c	<b>Sidewalk width shall conform to the City’s right-of-way standards, however the City Engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.</b>
			<i>Staff Comments</i>	<i>Existing sidewalks border the project site.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060 (B)(3)	<b>Sidewalks may be waived if one of the following criteria is met:</b> a. <b>The project comprises an addition of less than 250 square feet of conditioned space.</b> b. <b>The City Engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.</b>
			<i>Staff Comments</i>	<i>N/A.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060 (B)(4)	<b>The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.</b>
			<i>Staff Comments</i>	<i>Existing sidewalks border the subject lot along E. Sun Valley Rd and N. Main St. Any portion of the sidewalk damaged during construction shall be replaced.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060 (B)(5)	<b>New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.</b>
			<i>Staff Comments</i>	<i>N/A.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060 (B)(6)	<b>The City may approve and accept voluntary cash contributions in-lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be one hundred ten percent (110%) of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in-lieu contribution shall be paid before the City issues a certificate of occupancy.</b>
			<i>Staff Comments</i>	<i>N/A, Staff does not recommend a voluntary cash contribution in-lieu of improvements for this project.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(C)(1)	<b>All storm water shall be retained on site.</b>
			<i>Staff Comments</i>	<i>As indicated on the Civil Survey, all storm water from the existing building and new addition will be collected into a retention system below the slab. A new 24” drywell will be installed on the property to collect surface runoff from the alley.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(C)(2)	<b>Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.</b>
			<i>Staff Comments</i>	<i>See above Staff comment for Ketchum City Code §17.96.060(C)(1). All drainage improvements shall require approval from the Public Works Department prior to issuance of a building permit for the project.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(C)(3)	<b>The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.</b>
			<i>Staff Comments</i>	<i>Additional drainage improvements have not been recommended at this stage of the project design.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(C)(4)	<b>Drainage facilities shall be constructed per City standards.</b>
			<i>Staff Comments</i>	<i>The proposed drainage facilities satisfy this requirement. See above Staff comment for Ketchum City Code §17.96.060(C)(1). All drainage improvements shall require approval from the Public Works Department prior to issuance of a building permit for the project.</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(D)(1)	<b>All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.</b>
			<i>Staff Comments</i>	<i>The applicant is aware of this requirement and the plans show utility connections and locations.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(D)(2)	<b>Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.</b>
			<i>Staff Comments</i>	<i>The adjacent existing power lines are above ground. All utilities within the development site shall be underground and concealed from public view. See above Staff comment for Ketchum City Code §17.96.060(D)(1).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(D)(3)	<b>When extension of utilities is necessary all developers will be required to pay for and install two (2") inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with city of Ketchum standards and at the discretion of the City Engineer.</b>
			<i>Staff Comments</i>	<i>The applicant is aware of this requirement and will comply with these standards and receive approval from the City Engineer prior to issuance of a Building Permit.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(E)(1)	<b>The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.</b>
			<i>Staff Comments</i>	<i>As indicated on Sheets A210 and A220 of the submittal, all facades include brick, wood, metal, and glazing to match the design and aesthetic of the existing Warfield building. One 11" x 17" materials and colors sample board showing all exterior materials used on the façade of the structure must be submitted at Design Review.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(E)(2)	<b>Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.</b>
			<i>Staff Comments</i>	<i>N/A. There are no identified landmarks on the property.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(E)(3)	<b>Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.</b>
			<i>Staff Comments</i>	<i>Staff was unable to identify the construction year of the original building, which was formerly occupied by B Restaurant and Bar, the Roosevelt Grille, and Slavey's. The proposed Warfield expansion complements the design of the existing building. Materials include stucco, brick, wood, metal, and glazing to match the existing restaurant.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(1)	<b>Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.</b>
			<i>Staff Comments</i>	<i>Pedestrian access will remain unchanged to the existing restaurant. The proposed entryway to the new tasting room is clearly defined through architectural features and signage. Both the existing building and proposed expansion provide unobstructed pedestrian access to the sidewalk adjacent to Main Street.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(2)	<b>The building character shall be clearly defined by use of architectural features.</b>
			<i>Staff Comments</i>	<i>The building utilizes stepped building forms and varying roof heights in conjunction with vertical and horizontal elements to break up the mass of the Warfield Distillery &amp; Ale House. The front façade, which faces Main Street, incorporates metal panel siding, clad windows with painted trim, and stucco siding to provide undulation and relief and to reduce the appearance of bulk and flatness. The upper-level terrace incorporates a steel pergola and cable railing, which provides variation.</i>  <i>The front façade design incorporates windows and glass doors that showcase a spiral staircase within a silo structure as well as the production facility.</i>  <i>The east, north, and south elevations all incorporate brick siding and clad windows with painted trim.</i>  <i>The proposed design complements the aesthetic of the existing Warfield restaurant.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(3)	<b>There shall be continuity of materials, colors and signing within the project.</b>
			<i>Staff Comments</i>	<i>Building elevations are included on Sheets A210 and A220 of the submittal. The materials, colors, and signing match the aesthetic of the existing Warfield restaurant.</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(4)	<b>Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.</b>
			<i>Staff Comments</i>	<i>The proposed landscape features, including the planter boxes and the existing street trees, serve to complement the proposed addition and the existing building. No accessory structures have been proposed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(5)	<b>Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.</b>
			<i>Staff Comments</i>	<i>The proposed elevation views provided by the applicant show that all building walls provide undulation and relief, serving to reduce the appearance of bulk and flatness at all façades. The applicant is proposing a variation in architectural features along all façades, which serves to provide depth and reduce the appearance of bulk and flatness.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(6)	<b>Building(s) shall orient towards their primary street frontage.</b>
			<i>Staff Comments</i>	<i>The building is located on the corner of E. Sun Valley Rd and N. Main St. The front entrance of the building orients towards Main Street.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(7)	<b>Garbage storage areas and satellite receivers shall be screened from public view and located off alleys.</b>
			<i>Staff Comments</i>	<i>Sheet G110 and A220 of the submittal indicates that the dumpster will be screened and is proposed to be located off the alleyway.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(F)(8)	<b>Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.</b>
			<i>Staff Comments</i>	<i>Weather protection is provided through the use of overhangs as well as internal gutters.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(G)(1)	<b>Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.</b>
			<i>Staff Comments</i>	<i>The existing pedestrian access connects with adjacent, existing sidewalks along Sun Valley Road and Main Street.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(G)(2)	<b>Awnings extending over public sidewalks shall extend five (5') feet or more across the public sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right of way.</b>
			<i>Staff Comments</i>	<i>Per KCC §17.08, an awning as defined as a covered architectural projection that extends from the exterior wall of a building for the purpose of providing shade, shelter, or aesthetic value to the building façade. In lieu of an awning, the applicant has proposed a low roof. As indicated on Sheet A210 of the submittal, the low roof extends 3' beyond the front façade at the entrance to the tasting room.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(G)(3)	<b>Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.</b>
			<i>Staff Comments</i>	<i>The proposed parking area is accessed from the adjacent alleyway. Pedestrian access will be provided by the existing sidewalk along Main Street. Staff does not recommend additional signage at this time.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(G)(4)	<b>Curb cuts and driveway entrances shall be no closer than twenty (20') feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right of way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.</b>
			<i>Staff Comments</i>	<i>No curb cut is proposed. The proposed parking area is located off of the alleyway. An increase to the minimum distance requirements is not recommended at this time.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(G)(5)	<b>Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.</b>
			<i>Staff Comments</i>	<i>Emergency and service vehicles can access the site from Main Street, Sun Valley Road., and the alleyway, providing unobstructed access for emergency vehicles, snowplows, and garbage trucks.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17.96.060(H)(1)	<b>Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas.</b>

			<i>Staff Comments</i>	<i>The applicant has proposed hauling snow in lieu of providing snow storage areas on-site.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17.96.060(H)(2)	<b>Snow storage areas shall be provided on-site.</b>
			<i>Staff Comments</i>	<i>See above Staff comment for Ketchum City Code §17.96.060(H)(1).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(H)(3)	<b>A designated snow storage area shall not have any dimension less than five (5') feet and shall be a minimum of twenty five (25) square feet.</b>
			<i>Staff Comments</i>	<i>See above Staff comment for Ketchum City Code §17.96.060(H)(1).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(H)(4)	<b>In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed.</b>
			<i>Staff Comments</i>	<i>The applicant has proposed hauling snow in lieu of providing snow storage areas on-site.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(I)(1)	<b>Landscaping is required for all projects.</b>
			<i>Staff Comments</i>	<i>As indicated on Sheets G110 and A210 of the submittal, the applicant has proposed planter boxes at the terraces as well as street trees along Main Street. The applicant will attempt to preserve the street trees during construction. The trees will be replaced if harmed during construction. The applicant shall submit a Tree Preservation Plan prior to issuance of a Building Permit for the project.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(I)(2)	<b>Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.</b>
			<i>Staff Comments</i>	<i>See above Staff comment for Ketchum City Code §17.96.060(I)(1).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(I)(3)	<b>All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.</b>
			<i>Staff Comments</i>	<i>The applicant will attempt to preserve the street trees during construction. If harmed during construction, the trees will be replaced. The applicant shall submit a Tree Preservation Plan prior to issuance of a building permit for the project. Replacement trees shall be reviewed and approved by the City Arborist prior to installation.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060(I)(4)	<b>Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.</b>
			<i>Staff Comments</i>	<i>Landscaping is existing along Main Street, which provides a buffer between the structure and the street.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060(J)(1)	<b>Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from the Public Works Department prior to design review approval from the Commission.</b>
			<i>Staff Comments</i>	<i>The sidewalks are existing.</i>

**Table 5: Design Review Standards for Community Core Projects**

<b>IMPROVEMENTS AND STANDARDS: 17.96.070 - Community Core (CC) Projects</b>				
In addition to the requirements of section 17.96.060 of this chapter, unless otherwise specified, the standards of this section apply to projects in the Community Core district. The purpose of this section is to ensure the addition of high quality architecture for new development, while maintaining the unique character of existing building stock found in the Community Core.				
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 A(1)	<b>Street trees, street lights, street furnishings, and all other street improvements shall be installed or constructed as determined by the Public Works Department.</b>
			<i>Staff Comments</i>	<i>The sidewalks and street trees are existing. Street trees or any portion of the sidewalk damaged during construction will be replaced according to City standards. The applicant shall submit a Tree Preservation Plan to be reviewed and approved by the City Arborist prior to the issuance of a Building Permit. The final siting and design of the proposed benches shall be reviewed and approved by the Public Works Department prior to issuance of a Building Permit for the project.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(A)(2) Streets	<b>Street trees with a minimum caliper size of three (3") inches, shall be placed in tree grates.</b>
			<i>Staff Comments</i>	<i>Specifications for any replacement street trees including species and caliper size must be submitted to the City Arborist for review and approval prior to installation.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(A)(3)	<b>Due to site constraints, the requirements if this subsection 17.96.070. (A) may be modified by the Public Works Department.</b>
			<i>Staff Comments</i>	<i>N/A. No modifications to the requirements of this subsection 17. 96.070. (A) have been recommended by the Public Works Department at this time.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 (B)(1)	<b>Facades facing a street or alley or located more than five (5') feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials, and colors as the front façade.</b>
			<i>Staff Comments</i>	<i>All building facades have been designed to include both solid surfaces and window/door openings intended to avoid the creation of blank walls. Similar architectural elements used to create uniformity include a continuity of materials, windows with mullions and muntins, as well as flat roofs at varying heights.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 (B)(2)	<b>For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways.</b>
			<i>Staff Comments</i>	<i>Storefront windows and doors into the main entrance of the building are proposed. Landscaping planters are incorporated into the front façade (Main Street), which faces the sidewalk.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 (B)(3)	<b>For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows.</b>
			<i>Staff Comments</i>	<i>The design of the front facing façade (Main Street) does not obscure views into windows. Storefront windows provide a view of the production facility.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 (B)(4)	<b>Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited.</b>
			<i>Staff Comments</i>	<i>The proposed expansion of the Warfield Distillery &amp; Ale House incorporates flat roofs at varying heights. The majority of the existing building and proposed addition includes parapets with a ballast roof or terrace. The proposed metal siding and pergolas will be non-reflective and consistent with the design of the existing Warfield building.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070 (B)(5)	<b>All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters, and downspouts.</b>
			<i>Staff Comments</i>	<i>The project design does not incorporate any pitched roofs. Roofs will drain to internal downspouts.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 (B)(6)	<b>Roof overhangs shall not extend more than three (3') feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Department.</b>
			<i>Staff Comments</i>	<i>The low roof overhang at the entry to the tasting room will extend 3' from the recessed façade along Main Street.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070 (B)(7)	<b>Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials.</b>
			<i>Staff Comments</i>	<i>Front porches or stoops are not incorporated in the project design. Opening the glass doors of the tasting room provides unenclosed, outdoor seating along Main Street adjacent to the sidewalk.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070(C)(1)	<b>Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right of way and shall be screened from public views.</b>
			<i>Staff Comments</i>	<i>The proposed trash disposal area is located at the rear of the building. The plans indicate that the dumpster will be screened. Access to the trash disposal area will be provided off of the alleyway.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070(C)(2)	<b>Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.</b>



			<i>Staff Comments</i>	<i>All roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Roof mounted mechanical equipment will not exceed ten-feet (10') over the maximum building height and must be set back a minimum of ten-feet (10)' from property lines. The final screening, location, and height of all ground and roof mounted mechanical equipment shall be approved upon final inspection and prior to the issuance of a building permit.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(D)(1)	<b>When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.</b>
			<i>Staff Comments</i>	<i>The applicant shall submit a Tree Preservation Plan prior for review and approval by the City Arborist prior to issuance of a Building Permit for the project. Existing trees will be replaced if damaged during construction. Replacement trees shall be reviewed and approved by the City Arborist prior to installation.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(D)(2)	<b>Trees that are placed within a courtyard, plaza, or pedestrian walkway shall be placed within tree wells that are covered by tree grates.</b>
			<i>Staff Comments</i>	<i>See above Staff comment for Ketchum City Code §17.96.060(D)(1).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(D)(3)	<b>The city arborist shall approve all parking lot and replacement trees.</b>
			<i>Staff Comments</i>	<i>See above Staff comment for Ketchum City Code §17.96.060(D)(1).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(E)(1)	<b>Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.</b>
			<i>Staff Comments</i>	<i>N/A. No parking lots are proposed with the subject submittal.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.070(E)(2)	<b>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.</b>
			<i>Staff Comments</i>	<i>N/A. See above Staff comment for Ketchum City Code §17.96.060(E)(1).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070(E)(3)	<b>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.</b>
			<i>Staff Comments</i>	<i>As indicated on Sheets G110 and A210 of the submittal, the applicant has proposed planter boxes at the terraces along Main Street.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070(F)(1)	<b>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.</b>
			<i>Staff Comments</i>	<i>The applicant is proposing the installation of one (1) new bike rack to accommodate two (2) bikes adjacent to the alley. Employee bicycle racks are provided in the basement of the building adjacent to the employee lockers.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070(F)(2)	<b>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.</b>
			<i>Staff Comments</i>	<i>See Staff comment above. The fraction of the calculation is not equal to or greater than one-half.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.070(F)(3)	<b>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.</b>
			<i>Staff Comments</i>	<i>The proposed bicycle rack is located at the rear entrance to the building.</i>

**STAFF RECOMMENDATION:**

Staff recommends advancement of the Pre-Application Design Review for the Warfield Distillery & Ale House to Design Review provided that all action items are addressed prior to the submission of a Design Review application.

**COMMISSION OPTIONS:**

- Advance the Pre-Application to Design Review.
- Continue the Pre-Application Design Review to a date certain.

**ATTACHMENTS:**

- A. Application
- B. Plans
- C. Parking Analysis
- D. Design Review Comments
- E. Construction Activity Plan

# ATTACHMENT A. APPLICATION



City of Ketchum  
Planning & Building

*Pre* Design Review Application

OFFICIAL USE ONLY	
File Number:	P18-062
Date Received:	5-22-18
By:	M
Pre-Application Fee:	1100.00
Design Review Fee Paid:	
Approved Date:	
Denied Date:	
By:	
ADRE: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**APPLICANT INFORMATION**

Project Name: Warfield Distillery & Ale House	Phone: 208-727-7165
Owner: San Antonio Center, LLC	Mailing Address:
Email: alex@warfielddistillery.com	PO Box 2759, Ketchum, ID 83340
Architect/Representative: Gretchen V Wagner	Phone: 208-622-7227
Email: gretchen@scapedesignstudio.com	Mailing Address:
Architect License Number: AR-984555	371 N Main St. Suite 202, Ketchum, ID, 83340
Engineer of Record: KPFF (Judson Williams)	Phone: 208-954-5990
Email: judsen.williams@kpff.com	Mailing Address:
Engineer License Number:	412 E Parkcenter Boulevard, Suite 200, Boise, ID, 83706

All design review plans and drawings for public commercial projects, residential buildings containing more than four (4) dwelling units and development projects containing more than four (4) dwelling units shall be prepared by an Idaho licensed architect or an Idaho licensed engineer.

**PROJECT INFORMATION**

Legal Land Description: Ketchum Townsite: Block 3: Lot 3AA
Street Address: 280 N Main St. Ketchum, ID, 83340
Lot Area (Square Feet): 9,186 s.f.
Zoning District: Community Core District - Sub Zoning A (Retail Core) <span style="float: right;">RPK000000303AA</span>
Overlay District: <input type="checkbox"/> Floodplain <input type="checkbox"/> Avalanche <input type="checkbox"/> Mountain
Type of Construction: <input type="checkbox"/> New <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Other
Anticipated Use: Distillery, Brewhouse, Tasting Room, Residential   Number of Residential Units: 2

**TOTAL FLOOR AREA**

	Proposed	Existing
Basements	4,878 Sq. Ft.	1,331 Sq. Ft.
1 <sup>st</sup> Floor	4,686 Sq. Ft.	3,664 Sq. Ft.
2 <sup>nd</sup> Floor	1,742 Sq. Ft.	663 Sq. Ft.
3 <sup>rd</sup> Floor	Sq. Ft.	Sq. Ft.
Mezzanine	727 Sq. Ft.	Sq. Ft.
Total	12,033 Sq. Ft.	5,658 Sq. Ft.

**FLOOR AREA RATIO**

Community Core: 1 (2.25 w/ Housing)	Tourist:	General Residential-High:
-------------------------------------	----------	---------------------------

**BUILDING COVERAGE/OPEN SPACE**

Percent of Building Coverage: 91%

**DIMENSIONAL STANDARDS/PROPOSED SETBACKS**

Front: 0'-0"	Side: 0'-0"	Side: 0'-0"	Rear: 3'-0"
Building Height: 42'-0"			

**OFF STREET PARKING**

Parking Spaces Provided: 2
Curb Cut: 0 Sq. Ft. %

**WATER SYSTEM**

<input checked="" type="checkbox"/> Municipal Service	<input type="checkbox"/> Ketchum Spring Water
---	---

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Design Review Application in which the city of Ketchum is the prevailing party, to pay the reasonable attorney fees, including attorney fees on appeal and expenses of the city of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

  
\_\_\_\_\_  
Signature of Owner/Representative

05/08/2018

\_\_\_\_\_  
Date

## **DESIGN REVIEW EVALUATION STANDARDS** (May not apply to Administrative Design Review):

### **17.96.060: IMPROVEMENTS AND STANDARDS FOR ALL PROJECTS**

#### **A. Streets:**

1. The applicant shall be responsible for all costs associated with providing a connection from an existing city streets to their development.
2. All streets designs shall be in conformance with the right-of-way standards and approved by the Public Works Director.

#### **B. Sidewalks:**

1. All projects under 17.96.010(A) that qualify as a "Substantial Improvement" shall install sidewalks in conformance with the right-of-way standards. Sidewalk improvements may be waived for projects that qualify as a "Substantial Improvement" which comprise additions of less than 250 square feet of conditioned space.
2. The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.
3. New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.
4. The city may approve and accept voluntary cash contributions in-lieu of the above described improvements, which contributions must be segregated by the city and not used for any purpose other than the provision of these improvements. The contribution amount shall be one hundred ten percent (110%) of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the Public Works Director. Any approved in-lieu contribution shall be paid before the city issues a certificate of occupancy.

#### **C. Drainage:**

1. All storm water shall be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The Public Works Director may require additional drainage improvements as necessary, depending on the unique characteristics of a site.

# ATTACHMENT B. PLANS



























PRELIMINARY :  
NOT FOR CONSTRUCTION



EXISTING WARFIELD

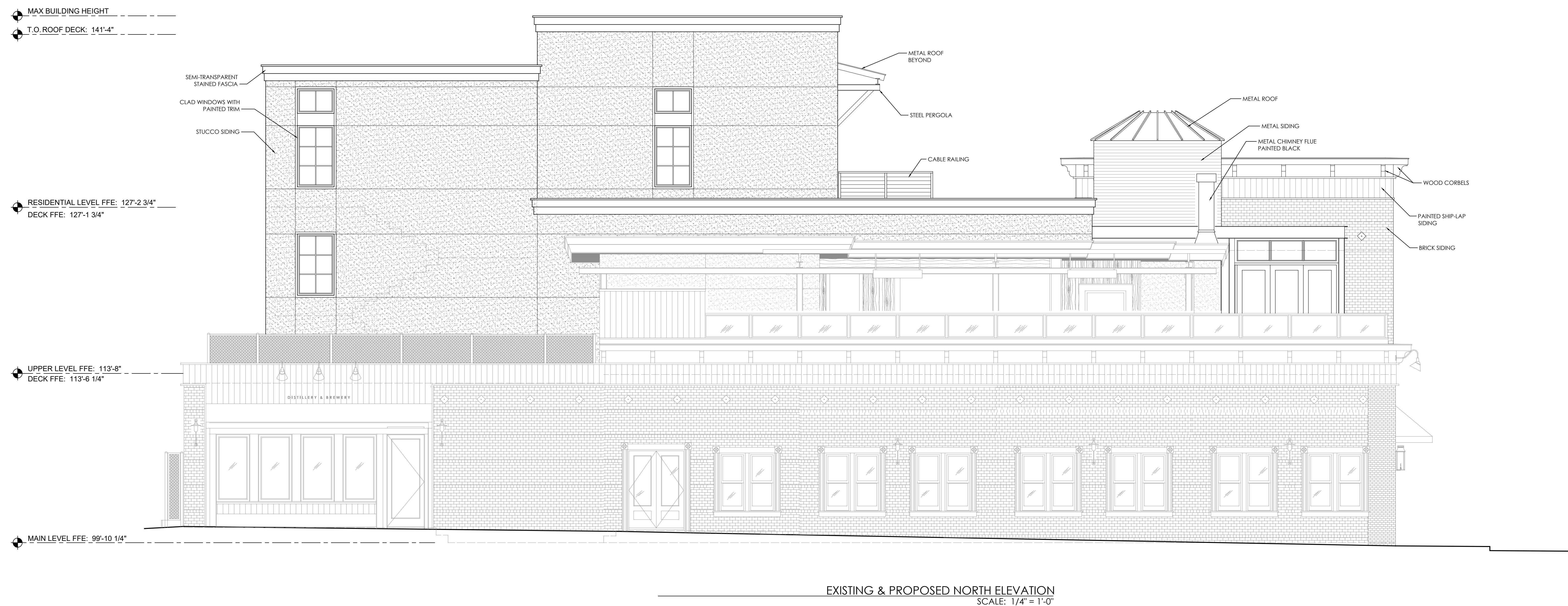
INDOOR/OUTDOOR TERRACE/  
SALES ROOM

INDOOR/OUTDOOR TERRACE/  
TASTING ROOM

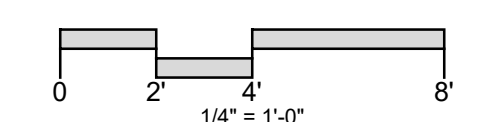
STILL ROOM

EXISTING WEST ELEVATION  
SCALE: 1/4" = 1'-0"

PROPOSED WEST ELEVATION  
SCALE: 1/4" = 1'-0"



EXISTING & PROPOSED NORTH ELEVATION  
SCALE: 1/4" = 1'-0"



WARFIELD  
Addition

Main Street  
Ketchum, ID 83340

scape  
design studio

gretchen v. wagner

p.o. box 2640

ketchum, id 83340

371 north main, suite 202

ketchum, id 83340

208.720.9714 f

208.622.7227 f

gretchen@

scapedesignstudio.com

A210

Elevations  
1/4" = 1'-0"



















THE  
**WARFIELD**  
EXPANSION

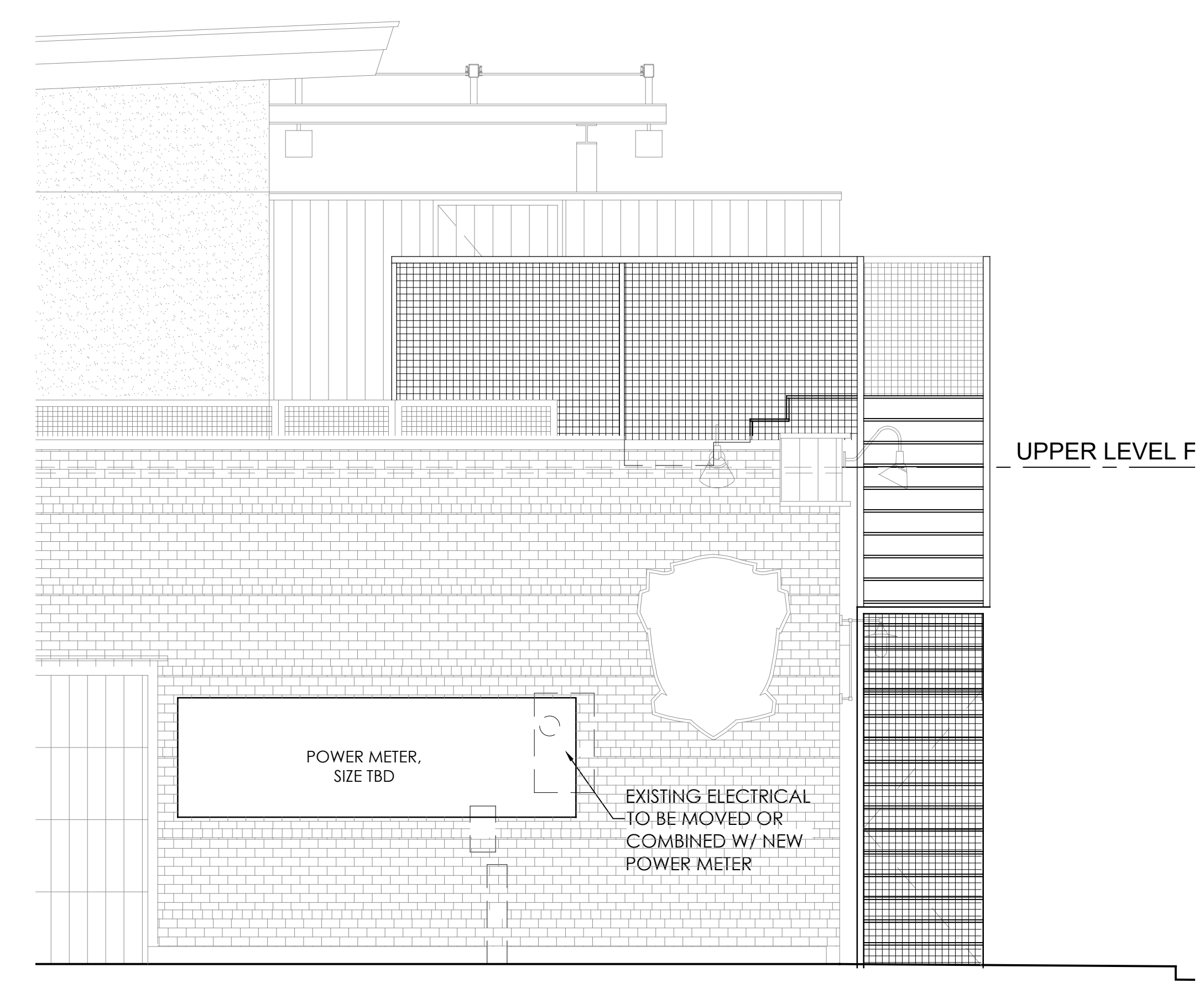
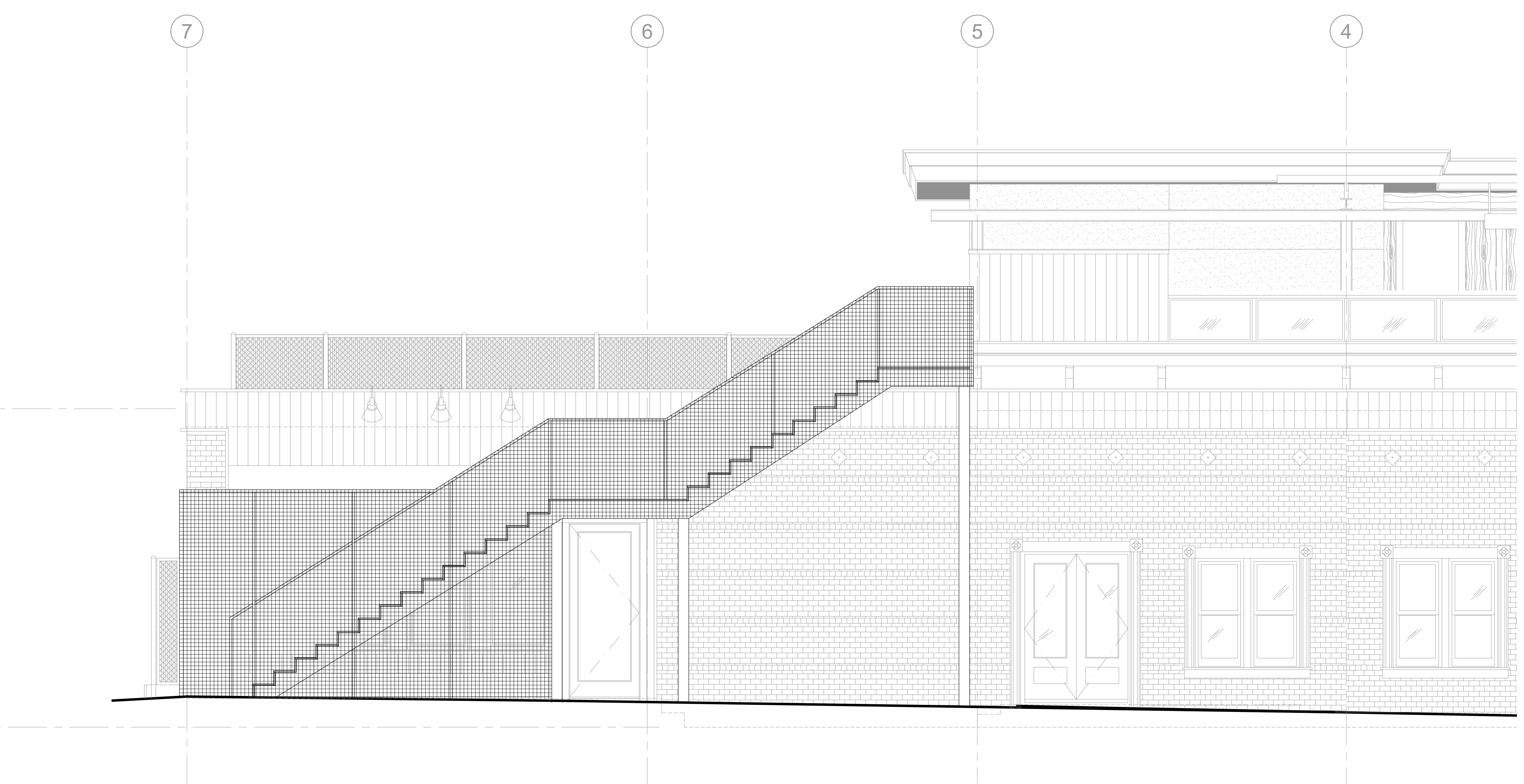
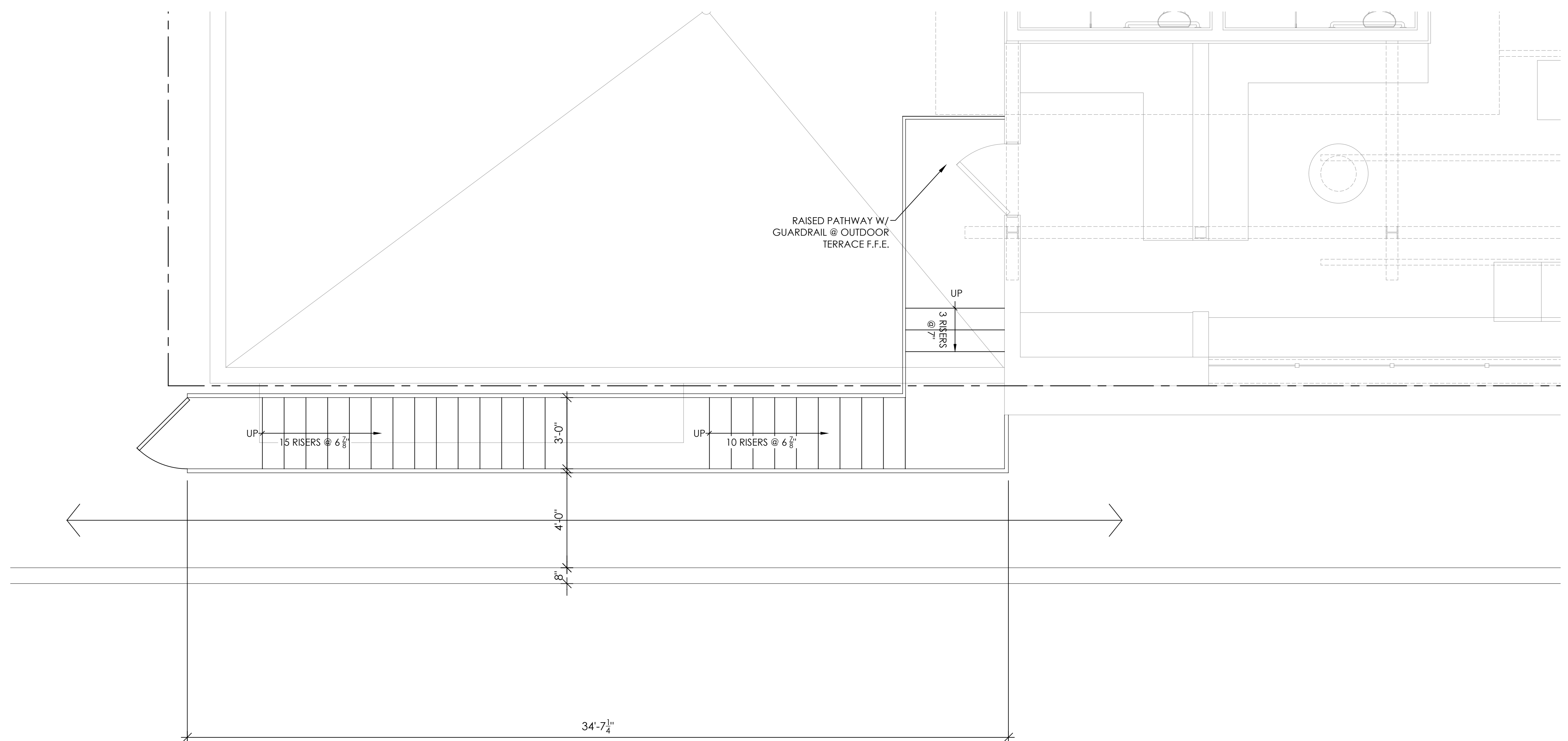




### EGRESS STUDY

THE WARFIELD DECK'S PRIMARY USE IS JULY AND AUGUST THROUGH WAGON DAYS AND STAIR WILL BE REMOVED AFTER THE SUMMER SEASON.

NO.	DESCRIPTION
A	RE-USE EXISTING WARFIELD SOUTH STAIR ON NORTH SIDE OF WARFIELD IN SIDEWALK. STAIR IS 3' WIDE, SO WE WOULD NEED TO TEMPORARILY NARROW SIDEWALK TO 4' OR BUILD A TUNNEL 18" INTO STREET. CURB IS 17'6" FROM CENTER OF SV ROAD AT THIS LOCATION. DOORS OUT OF STILL ROOM REMAIN IN USE BELOW STAIR. WARFIELD DECK OPERATES AS USUAL.



**PRELIMINARY :  
NOT FOR CONSTRUCTION**

WARFIELD  
Addition

Main Street  
Ketchum, ID 83340



gretchen v. wagner  
 p.o. box 2640  
 ketchum, id 83340  
 371 north main, suite 202  
 ketchum, id 83340  
 208.720.9714 f  
 208.622.7227 t  
 gretchen@  
 scape.designstudio.com

# G130

Temp. Egress Plan  
3/8" = 1'-0"

# ATTACHMENT C. PARKING ANALYSIS

## **PARKING ANALYSIS**

The Warfield Expansion  
280 N Main Street, Ketchum, ID. 83340

Prepared by:  
Scape Design Studio  
371 N Main St. Suite 202.  
Ketchum, ID. 83340



## PROJECT DESCRIPTION:

### WARFIELD DISTILLERY AND ALE HOUSE:

Expansion to existing Warfield Restaurant with a new Tasting Room, Sales Space, and Production Facility meant to be Toured by the Public. Located at the corner of Main Street and Sun Valley Road, The new facility would take over the buildings where KB's and the current tasting room are located.

**ADDRESS:** 280 N Main St Ketchum, ID. 83340

**PARCEL NUMBER:** RPK0000003003A

**LEGAL DESCRIPTION:** Ketchum Townsite: Block 3: Lot 3AA, Section 18, Township 4 North, Range 18 East, B.M., City of Ketchum, Blaine County, ID.

**ZONING DISTRICT:** CC District - Sub Zoning A

**OVERLAY:** Community Core District

**PROJECT USE:** Mixed Use

**OCCUPANCY:** A-2 (Assembly), F-1 (Moderate-Hazard Factory Industrial), H-3 (High Hazard), S-1 (Moderate Hazard Storage)

**CONSTRUCTION TYPE:** IIIB

**LOT 3AA:** 9,186 +/- SF

### EXISTING WARFIELD RESTAURANT:

BASEMENT:	1,331 SF
MAIN:	3,664 SF
UPPER:	663 SF

**TOTAL GROSS:** 4,327 SF

### PROPOSED WARFIELD TASTING AND PRODUCTION:

BASEMENT W/ STAIR:	4,879 SF
-----------------------	----------

MAIN LEVEL W/O STAIR:	4,288 SF
--------------------------	----------

MEZZANINE:	1,112 SF
------------	----------

UPPER LEVEL:	1,497 SF
--------------	----------

**TOTAL GROSS:** 11,776 SF





## PARKING REQUIREMENTS:



**17.125.030.H** STREET FRONTAGE: A maximum of 35% of linear footage of any street frontage can be devoted to access off street parking. Corner lots that front 2 or more streets may select either or both streets as access but shall still not devote more that 35% of the total linear footage of street frontage to access off street parking.

**17.125.040.G** OFF STREET PARKING MATRIX:

Residential, CC District:	1 space/1,500 sf 0 spaces for units under 750 sf
Community Housing:	No parking is required
Other uses:	1 space/1000 sf

**17.125.050.H** EXEMPTIONS:

- A. Community housing.
- B. Food service.
- C. The first five thousand five hundred (5,500) gross square feet of retail trade. The first five thousand five hundred (5,500) gross square feet of a space occupied by a tenant is exempt, additional square footage is subject to the ratio of one parking space per one thousand (1,000) gross square feet.
- D. The first five thousand five hundred (5,500) gross square feet for new assembly uses. The first five thousand five hundred (5,500) gross square feet of an assembly use established or constructed after the date this chapter is passed is exempt, additional square footage is subject to the ratio of one parking space per one thousand (1,000) gross square feet.

## PARKING CALCULATIONS:

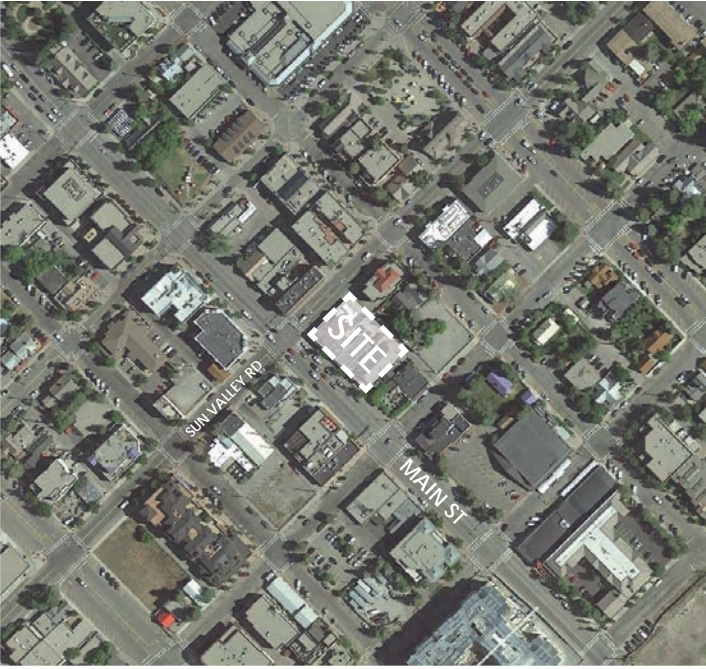
GROSS SF APPLICABLE TO PARKING LOAD CALCULATIONS:  
4,268 SF/1000 SF

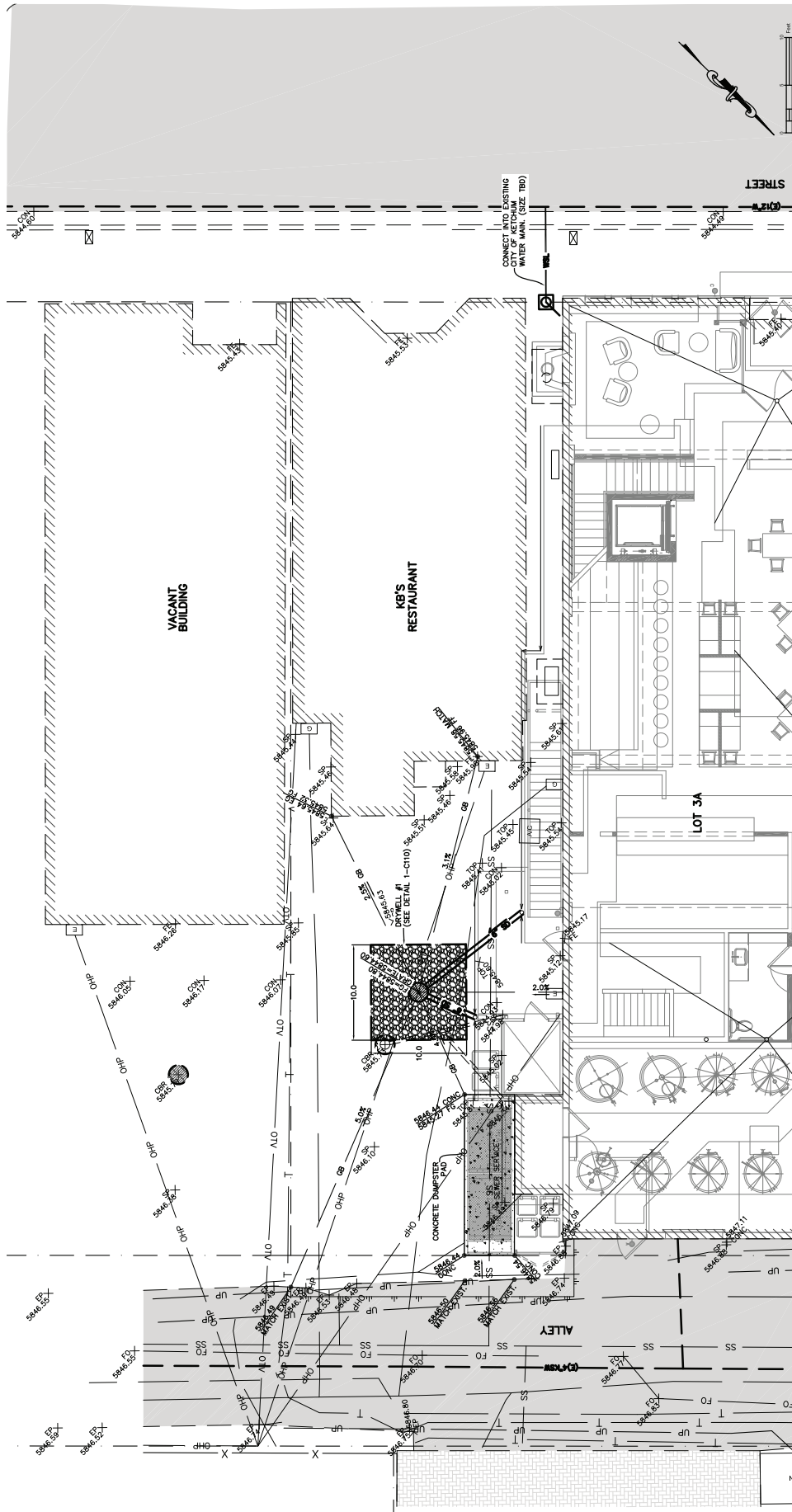
= 4.268 PARKING SPACES REQUIRED

25% REDUCTION THROUGH  
SHARED PARKING PLAN (SEE PGS 10-11):  
=3.201 PARKING SPACES REQUIRED

25% REDUCTION THROUGH  
TRANSPORTATION DEMAND MGMT (SEE PGS 10-11):  
=2.401 PARKING SPACES REQUIRED

**2 PARKING SPACES REQUIRED AFTER REDUCTIONS**





G:\BWA\Ketchum\shp\check\lots\_2&3A\_1209417002\Revised\1700\overhead.dwg 9/25/2017 11:01:09 AM Adobe PDF.pdf

EXISTING SITE PLAN



# PRELIMINARY : NOT FOR CONSTRUCTION

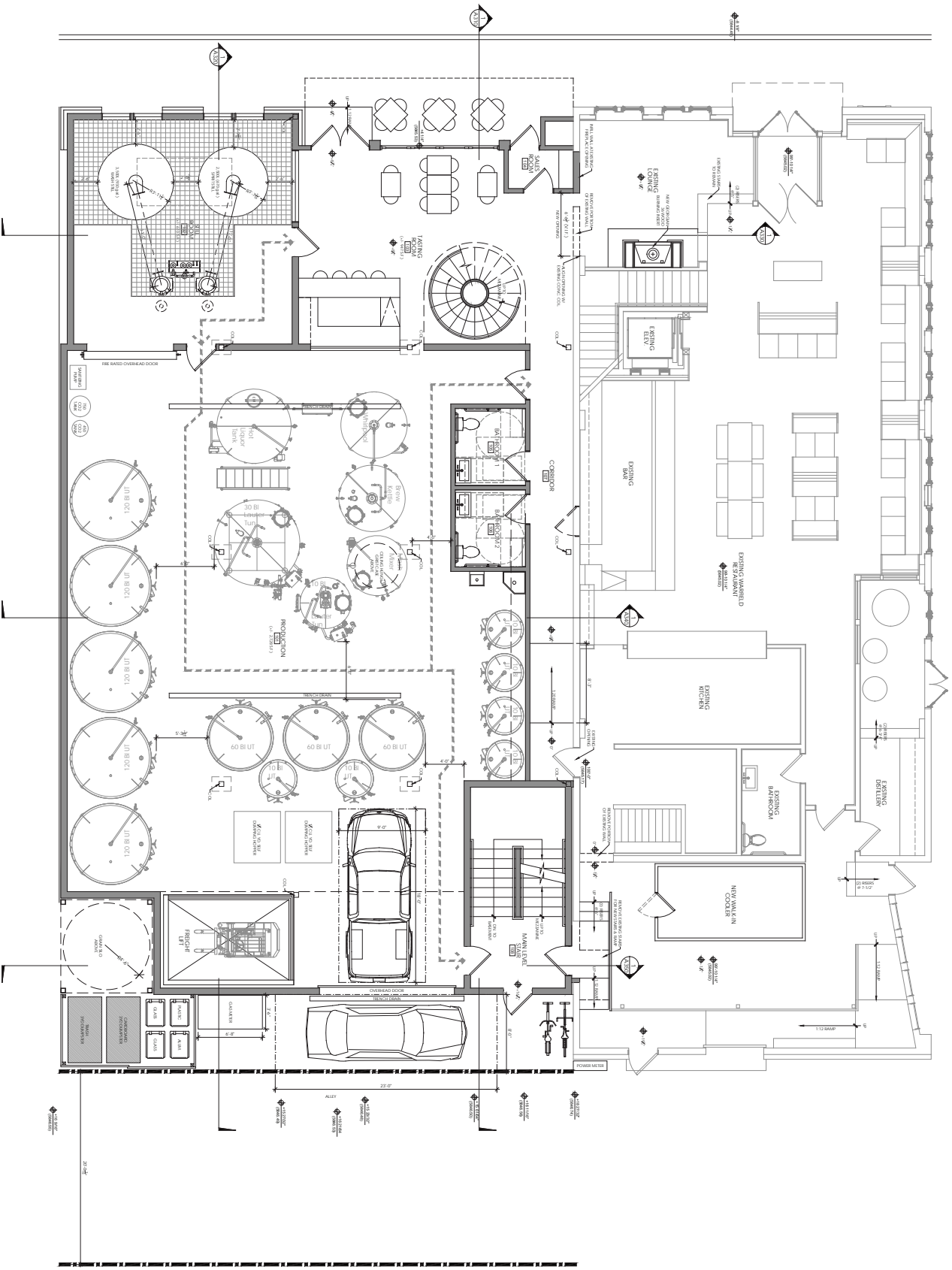
**WARFIELD**  
 Addition

Main Street  
 Ketchikan, ID 83340



GRANTSON & WISGARD  
 P.O. BOX 3040  
 371 NORTH MAIN, SUITE 202  
 KETCHIKAN, ID 83340  
 208.225.7111  
 208.225.7111  
 ks@gsandw.com

**A110**  
 Main Level  
 1/4" = 1'-0"









## PARKING REDUCTIONS ALLOWED BY CODE:

### EXEMPTIONS:

1. In the Community Core (CC) and Tourist (T) Zoning Districts the following uses meeting the definitions found in section 17.08.020 of this title are exempt from providing off street parking:

- Community housing.
- Food service.
- The first five thousand five hundred (5,500) gross square feet of retail trade. The first five thousand five hundred (5,500) gross square feet of a space occupied by a tenant is exempt, additional square footage is subject to the ratio of one parking space per one thousand (1,000) gross square feet.
- Assembly existing on or before April 17, 2017.
- **The first five thousand five hundred (5,500) gross square feet for new assembly uses. The first five thousand five hundred (5,500) gross square feet of an assembly use established or constructed after the date this chapter is passed is exempt, additional square footage is subject to the ratio of one parking space per one thousand (1,000) gross square feet.**

WELL UNDER SQUARE FOOTAGE FOR NEW ASSEMBLY USES.

2. Other uses may be exempted by the Administrator upon completion of a Parking Demand Analysis demonstrating the actual demands of the project are less than the minimum requirements of this Code. A Parking Demand Analysis shall be prepared by a registered professional engineer licensed in the State of Idaho.

### 17.125.080: SHARED PARKING REDUCTION

A. Purpose: Dedicated parking areas for individual uses, especially when provided in new developments, can result in less efficient land usage, lower floor area ratios, and more significant impacts and implications for multi-modal transportation and the quality of the pedestrian environment. Shared parking is a strategy that can reduce the amount of land devoted to parking while providing a sufficient number of spaces and encouraging development that is compact, walkable, bikeable, and conducive to transit. A reduction of up to twenty five percent (25%) of on-site vehicle parking requirements may be approved by the Administrator. A Parking Demand Analysis must be submitted as part of a shared parking plan

B. Shared Parking Reduction: A shared parking reduction may be allowed by conditional use permit in all zoning districts as follows:

1. A shared parking plan shall be submitted for review and is subject to approval by the Administrator.
2. The plan shall, at minimum, identify or contain:
  - A Parking Demand Analysis in accordance with section 17.125.070 of this chapter;
  - **The hours of peak parking demand for each use;**
  - **All locations of parking spaces on private property utilized through shared parking and identified on a location context map;**
  - **All public parking that can be accessed within a one thousand foot (1,000') walk as measured along sidewalk connecting to the site of the subject uses.**
  - **The plan shall include an agreement between property owners for sharing common parking on private property. However, in no case will the City manage shared parking agreements.**
3. Shared parking spaces may be provided in areas designed to serve jointly two (2) or more buildings or users.
4. All shared parking shall be located no less than three hundred feet (300') from the uses utilizing the shared

TASTING ROOM HOURS: 2-6pm  
PRODUCTION HOURS: 6am-4pm  
RESTAURANT HOURS: 4pm-close

TASTING ROOM EMPLOYEES: 1-2  
PRODUCTION EMPLOYEES: 3  
RESTAURANT EMPLOYEES: 8

SEE FLOORPLAN ON PAGE 7 FOR PARKING LOCATIONS

SEE PAGE 12 AND 13 FOR DIAGRAM OF PUBLIC PARKING WITHIN 1000' OF SITE AS MEASURED ALONG SIDEWALK.

MULTIPLE USES OCCUPIED BY SAME OWNERS. SHARED PARKING TO BE SPLIT AMONGST OWNERS.



parking, as determined by measuring along existing sidewalk or sidewalk that shall be constructed as a condition of approving the shared parking reduction from the primary entrance of the use(s) to the location of shared parking spaces.

5. The total number of off-street parking spaces shall not be less than that required by this chapter for the total combined number of buildings or uses, unless a reduction is approved through a shared parking plan, or otherwise specified.
6. A reduction to parking requirements for individual uses may be made after considering the following standards and criteria:

- **The hour(s) of peak parking demand for each use, with peak demand being different or staggered;**
- **The operating hours of each use, with operating hours being staggered; and**
- **There is existing on-street parking available for public use within a one thousand foot (1,000') walk as measured along the sidewalk connecting to the site of the subject use. (Ord. 1158, 2017)**

TASTING ROOM HOURS: 2-6pm  
 PRODUCTION HOURS: 6am-4pm  
 RESTAURANT HOURS: 4pm-close

TASTING ROOM EMPLOYEES: 1-2  
 PRODUCTION EMPLOYEES: 3  
 RESTAURANT EMPLOYEES: 8

SEE PAGE 12 AND 13 FOR DIAGRAM OF PUBLIC PARKING WITHIN 1000' OF SITE AS MEASURED ALONG SITEWALK.

**17.125.090: PARKING REDUCTION THROUGH TRANSPORTATION DEMAND MANAGEMENT:**

1. A shared parking plan subject to the standards found in section 17.125.080 of this chapter.
2. **Covered bicycle parking;**
  - Covered bicycle parking can be provided inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures. When not located within a building or a locker the cover must be permanent, designed to protect the bicycle from rainfall, and at least seven feet (7') above the floor or ground.
  - **Secure bicycle parking. Secure bicycle parking can be in a locked room or area enclosed by a locked gate or fence, in an area that is monitored by a security camera, or in an area that is visible from employee work areas.**
3. **On-site locker room and shower facilities.**
4. **Provision of a public transit stop or demonstration of proximate access to an existing transit stop.**
5. Demonstration of proximate access, within one thousand feet (1,000'), to the Wood River Trail.
6. Construction of a "spur" connecting the subject property to the Wood River Trail.
7. Reserved preferential parking spaces for high occupancy vehicles.
8. Reserved preferential parking spaces for hybrid, electric, or alternative fuel vehicles.
9. Installation of on-site electric vehicle charging stations.
10. **Publicly accessible permanent display area for information on TDM strategies and options for alternative transportation modes.**
11. **Shuttle service.**
12. Contribution to Public Transit or Alternative Modes of Transportation Fund(s).
13. Employer programs such as:
  - Car/Van Pool Coordination and Incentive Programs;
  - Shuttle Program;
  - **Guaranteed Emergency Ride Home Program; and**
  - **Public transit passes.**
14. Alternative strategies approved by the Administrator. (Ord. 1158, 2017)

SEE BASEMENT PLAN ON PAGE 6 FOR SIZE AND LOCATION OF EMPLOYEE STORAGE AND LOCKER AREA WHICH IS TO INCLUDE BIKE STORAGE.

SEE BASEMENT PLAN ON PAGE 3 FOR SIZE AND LOCATION OF LOCKER ROOM AND SHOWER FACILITIES FOR EMPLOYEES.

SEE PAGE 12 FOR NEARBY BUS STOP LOCATIONS.

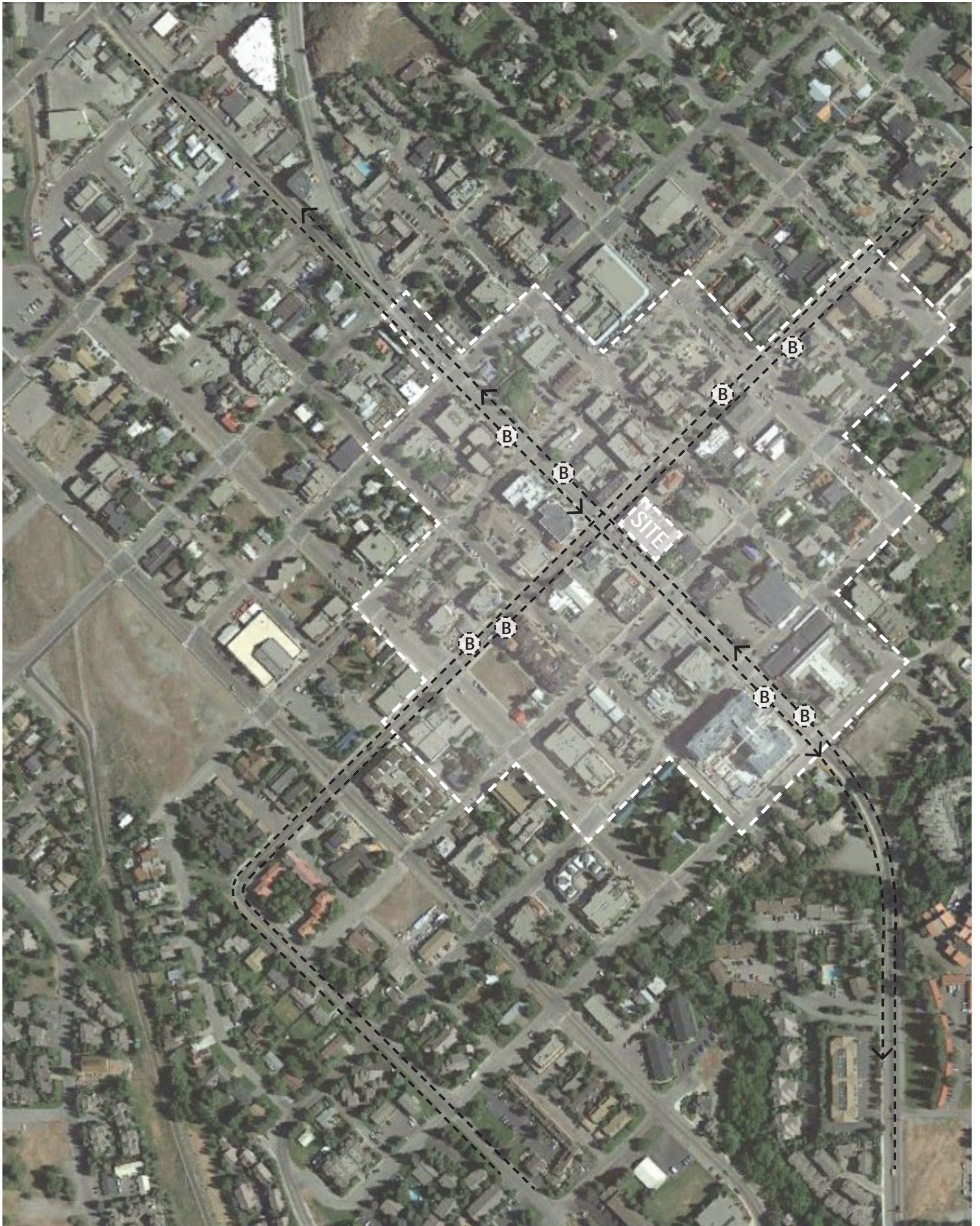
MAP AND TIMETABLE FOR PUBLIC TRANSPORTATION TO BE DISPLAYED IN CLEARLY VISIBLE LOCATION TBD.

SHUTTLE SERVICE TO PROMOTE RESPONSIBLE DRINKING.

EMERGENCY RIDE HOME PROGRAM WILL BE PROVIDED.

EMPLOYER WILL PROVIDE INCENTIVE FOR ALTERNATIVE MEANS OF COMMUTING BY PURCHASING TRANSIT PASSES FOR EMPLOYEES THAT WISH TO PARTICIPATE.





**1000' PARKING STUDY**



Walking Distance  
(220 Feet/Minute)



Walk 1 Block Per Minute  
Cross Downtown in 10 Minutes



(PROVIDED BY CITY)

Figure 3.10 – Existing Intersection Control

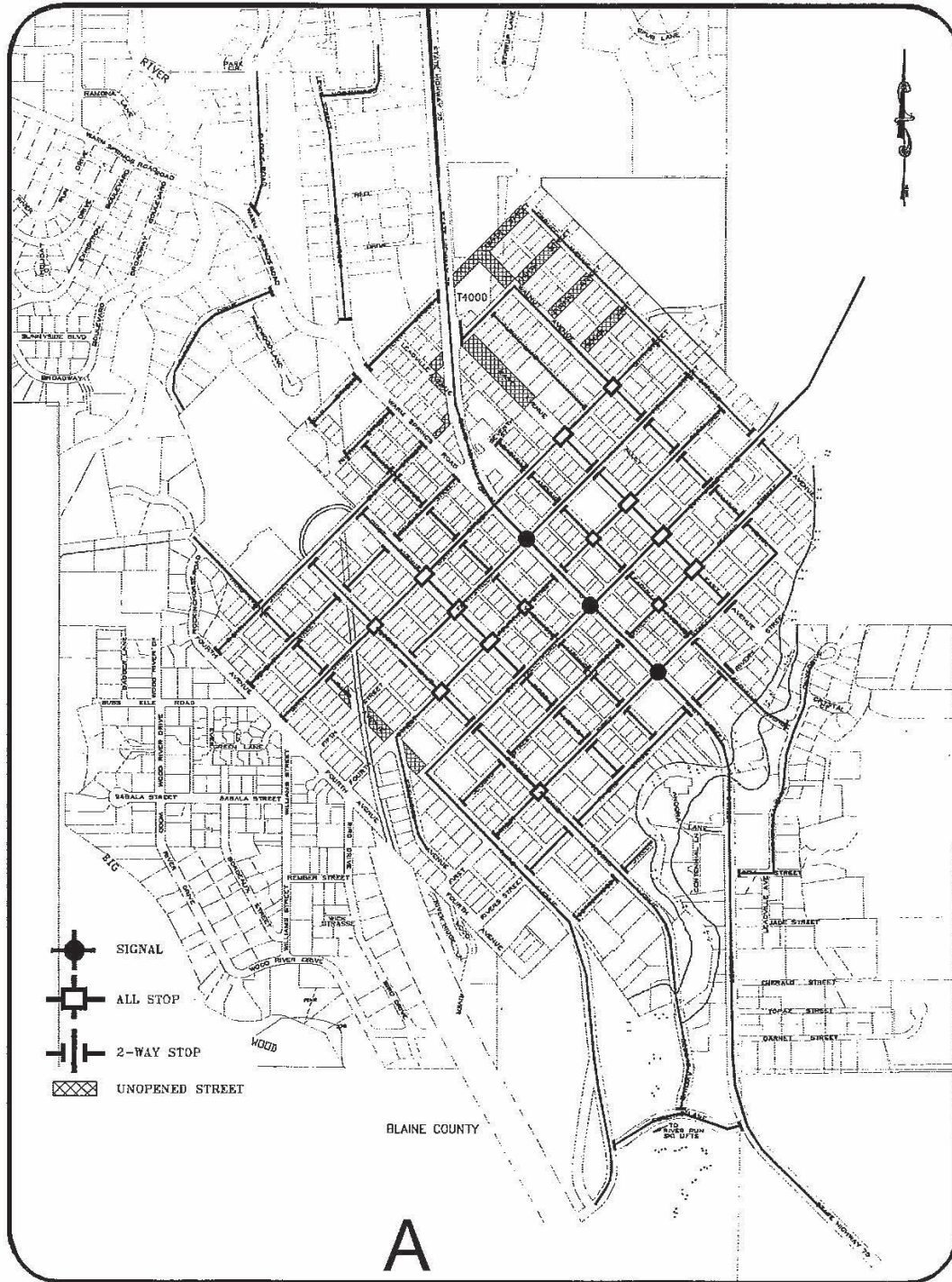
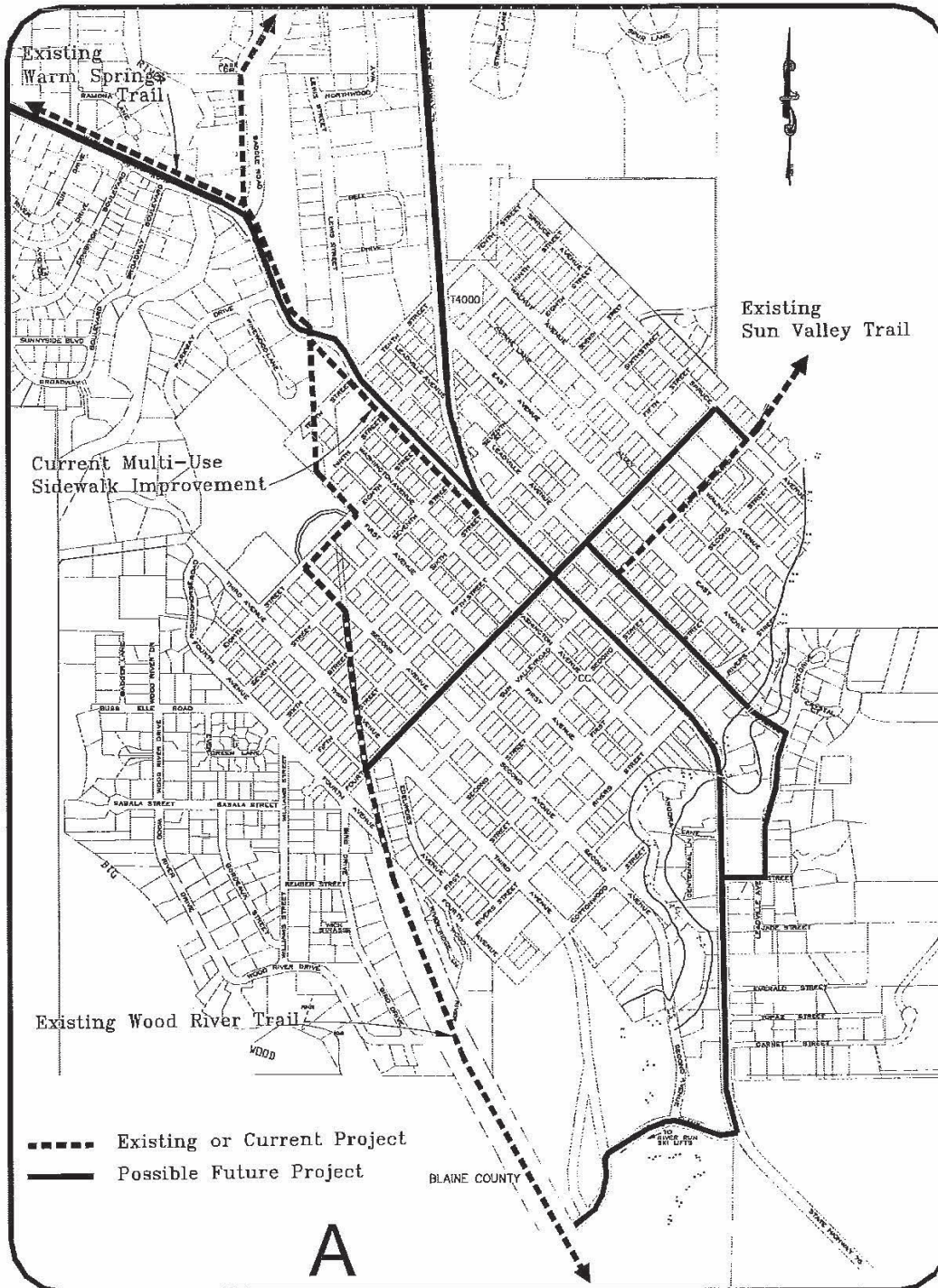




Figure 5.4 – Potential Bicycle Routes















# ATTACHMENT D. DESIGN REVIEW COMMENTS



## Design Review Comments

### 17.96.060 IMPROVEMENTS & STANDARDS

#### A. Streets:

1. The Applicant shall be responsible for all costs associated with providing a connection from an existing city streets to their development.

n/a

2. All streets designs shall be in conformance with the right of way standards and approved by the Public Works Director

n/a

#### B. Sidewalks:

1. All projects under 17.96.010(A) that qualify as a "Substantial Improvement" shall install sidewalks in conformance with the right-of-way standards. Sidewalk improvements may be waived for projects that qualify as a "Substantial Improvement" which comprise additions of less than 250 square feet of conditioned space.

n/a

2. The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.

n/a

3. New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.

**Any portion sidewalk damaged during course of construction will be replaced according to city standards.**

4. The city may approve and accept voluntary cash contributions in-lieu of the above described improvements, which contributions must be segregated by the city and not used for any purpose other than the provision of these improvements. The contribution amount shall be one hundred ten percent (110%) of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor,

n/a

17.96.060  
continued

plus associated engineering costs, as approved by the Public Works Director. Any approved in-lieu contribution shall be paid before the city issues a certificate of occupancy

C. Drainage:

1. All storm water shall be retained on site.

2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.

3. The Public Works Director may require additional drainage improvements as necessary, depending on the unique characteristics of a site.

4. Drainage facilities shall be constructed per city standards and designed by a licensed civil engineer.

D. Utilities:

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.

2. Utilities shall be located underground and utility, power and communication lines within the development site shall be concealed from public view.

3. When extension of utilities is necessary all developers will be required to pay for and install two (2") inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with city of Ketchum standards and approved by the Public Works Director.

E. Compatibility of Design:

1. The project's materials, colors and signing shall be complementary to the townscape, surrounding neighborhoods and adjoining structures.

2. Preservation of significant landmarks shall be encouraged and

**All storm water from existing and new buildings will be collected in a retention system below the new slab. A 24" drywell will be included on the Alley side of the new construction for surface runoff from the alley**

**Applicant Acknowledges and agrees to comply.**

**Applicant Acknowledges and agrees to comply.**

**Applicant acknowledges and agrees to comply. See Site plan for specifics**

**Applicant acknowledges and agrees to comply. See Site plan for specifics**

**A utilities coordination plan is underway with the help of utilities providers and Department representatives.**

**All Facades will feature stucco, brick, wood, metal and glazing to match existing Warfield aesthetic.**

n/a

17.96.060  
continued

protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.

3. Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.

F. Architectural:

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.

2. The building character shall be clearly defined by use of architectural features.

3. There shall be continuity of materials, colors and signing within the project.

4. Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.

5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.

6. Building(s) shall orient towards their primary street frontage.

7. Sufficient garbage and recycling areas shall be provided onsite.

8. Garbage and recycling storage areas, satellite receivers and mechanical equipment shall be screened from public view and located off alleys.

9. Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.

G. Circulation Design:

1. Pedestrian, equestrian and bicycle

**All Facades will feature stucco, brick, wood, metal and glazing to match existing Warfield aesthetic.**

**Pedestrian access to remain the same as existing conditions. Entryway to new Tasting Room is recessed from sidewalk.**

**Architectural detailing and materials will be consistent from existing Warfield to new construction.**

**Signage and lighting will be consistent with existing signage of Warfield. See Elevations for Signage and Lighting.**

**Structures, fences, walls and landscape features, will be consistent with existing Warfield.**

**Storefront glass is recessed to provide horizontal relief in the Building's massing. Steps in the facade and varying roof heights provide vertical undulation. Building is oriented towards Main St.**

**Garbage and recycling areas shall be provided onsite, accessed via the alley.**

**Garbage and recycling areas shall be provided onsite, accessed via the alley and screened from view. Rooftop Mechanical systems will be screened from view by parapet and silo.**

**Building provides weather protection through the use of overhangs and internal gutters.**

**Existing pedestrian access to remain.**

17.96.060  
continued

access shall be located to connect with existing and anticipated easements and pathways.

2. Awnings extending over public sidewalks shall extend five (5') feet or more across the public sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right of way.

3. Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.

4. Curb cuts and driveway entrances shall be no closer than twenty (20') feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right of way. Due to site conditions or current/projected traffic levels or speed, the Public Works Director may increase the minimum distance requirements.

5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.

H. Snow Storage:

1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas.

2. Snow storage areas shall be provided on-site.

3. A designated snow storage area shall not have any dimension less than five (5') feet and shall be a minimum of twenty-five (25) square feet.

4. In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed.

**A low roof will extend 3' beyond the face of the adjacent brick at the recessed part of the tasting room. This is consistent with the Warfield awnings. See sections.**

**Existing access to remain. Pedestrian via Main St. Bikes and vehicles via alley.**

**Existing Alleyway to remain as primary vehicular service access to site.**

**No new curb cuts or driveway entrances are proposed.**

**Existing access to remain.**

n/a

n/a

n/a

**Applicant will haul snow away from site.**



17.96.060  
continued

I. Landscaping:

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

J. Public Amenities:

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

A. Streets:

1. A minimum of one (1) street tree shall be required for every forty (40') feet of street frontage, including both street frontages on corner lots, the location of which shall be determined by the Public Works Director.
2. Street trees, street lights, street furnishings and all other street improvements are required to be in conformance with the right-of-way standards and approved by the Public Works Director.

B. Architectural:

1. Facades facing a street or alley or

**Existing trees at street to remain or pending sidewalk repair, be replaced or added to. Planters will occur at entry and terraces.**

**Benches provide per site plan pending discussion with Public Works Director. Outdoor seating will be provided on the applicant's property.**

**Existing two trees to remain or be replaced if damaged during construction.**

**Applicant will work with Public Works Director to comply.**

**17.96.070  
Community  
Core Projects**

17.96.070  
Community  
Core Projects  
continued

located more than five (5') feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials and colors as the front façade.

2. For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways.

3. For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows.

4. Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited.

5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters and downspouts.

6. Roof overhangs shall not extend more than three (3') feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Director.

7. Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials.

C. Service Areas and Mechanical/Electrical Equipment:

1. Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right of way and shall be screened from public views.

2. Roof and ground mounted me-

**All elevations are designed to complement and correspond with the existing Warfield. Use of brick, wood, stucco, and glazing will occur on all elevations.**

**Storefront windows feature prominently on the street front, with walls of glass that open completely on street and mezzanine levels. Large windows to the copper stills provide a view of the production area from the street.**

**Planters at entry will be similar to those at the Warfield.**

**See above**

**The majority of building includes parapets with ballast roof or terrace. Metal detailing and pergolas will be non-reflective and consistent with the existing Warfield.**

**No pitched roofs are proposed. Roofs will drain to internal downspouts.**

**Roof overhang at entry to tasting room will extend 3' over the sidewalk at the recessed part of the facade.**

**Outdoor seating on Main Street is open to the sidewalk.**

**Alley is tightly packed with mechanical equipment, utilities access, trash, recycling, and storage. Screening is provided wherever feasible.**

**Mechanical equipment will be located**

17.96.070  
Community  
Core Projects  
continued

chanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.

**in the basement and on the roof and will be screened by parapets. The silo on the front will serve as the primary boiler flue and will have a decorative shroud.**

D. Landscaping:

1. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.

**Existing trees will be protected and replaced if damaged.**

2. Trees that are placed within a courtyard, plaza or pedestrian walkway shall be placed within tree wells that are covered by tree grates.

**New trees may be added along the pedestrian walkway. See site plan.**

3. The city arborist shall approve all parking lot and replacement trees.

**The applicant will work with City Arborist to comply.**

E. Surface Parking Lots:

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.

n/a

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.

n/a

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.

n/a

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.

**A bicycle rack for two bicycles is provided at the rear entry to the building. Employee bicycle racks are provided within the building near employee lockers.**

2. When the calculation of the required number of bicycle racks called for in this section results in a

17.96.070  
Community  
Core Projects  
continued

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.

n/a

**Bicycle rack is immediately adjacent to rear entry to building.**

# ATTACHMENT E. CONSTRUCTION ACTIVITY PLAN



Conrad Brothers  
General Contractors and Builders  
P.O. Box 3432 - Hailey, Idaho 83333  
208-726-3830 Fax 208-726-5788  
www.conradbrothersconstruction.com

# Construction Activity Plan

---

## WARFIELD-Distillery & Ale House

280 North Main Street, Ketchum Idaho

5/8/2018





## Contents

<b>1. General Information and Schedule</b> .....	3
<b>2. Transportation</b> .....	3
a. Truck Routes .....	3
b. Parking .....	3
c. Road Closures.....	3
<b>3. Site Management</b> .....	3
a. Fence Screening .....	3
b. Laydown/Storage/Staging.....	3
c. SWPPP (EPA) .....	4
d. Field Office / Location .....	4
e. MSDS .....	4
f. OSHA .....	4
<b>4. Stormwater Runoff Mitigation</b> .....	4
a. Sediment Basin Control.....	4
<b>5. Fugitive Dust (EPA)</b> .....	4
<b>6. Mobile Crane</b> .....	5
<b>7. Preparedness / Safety</b> .....	5
<b>8. Emergency Plan</b> .....	11
<b>9. Appendix 1- Traffic and Parking</b> .....	16
<b>10. Appendix 2- Site Staging</b> .....	17

## **1. General Information and Schedule**

- a. The Warfield is a Distillery & Ale House located on Main Street Ketchum Idaho.
- b. The proposed 11,480 S.F. Warfield expansion includes: Basement with cold storage, storage, mechanical room and staff restroom/locker room. Main level with still room, brewery production, tasting room, sales room and public restroom facilities. A mezzanine level with outdoor terrace space, grain equipment platform and tasting mezzanine. A partial 3 floor will consist of 2 small residential units. A stair tower will serve as access from the basement to the third floor level. A second circular stair will provide access from the roof terrace to the tasting room. A freight lift will provide service access from the main level to the basement. Duration of the project is estimated at 10 months starting in July 2018.

## **2. Transportation**

See Appendix 1

- a. Truck Routes
  - i. Trucks delivering materials to the site will be required to be timed for efficient offload on an as needed basis. Anytime a truck needs to sit idle, it will either enter at River Street and stage out of the way, or sit at River Run until it is ready to offload. Trucks leaving the site will exit through the controlled intersection on 1<sup>st</sup> St. Refer the Appendix 1
- b. Parking
  - i. Employee and trade parking will be predominantly offsite at the Auberge Resort Site on the corner of River St. E and Leadville. This will allow for walking access along Leadville Ave to the work site.
- c. Road Closures
  - i. In the event of a required closure, the police and street departments will both be notified 24 hours in advance. All work in the right of way will follow MUTCD rules, and have a hired flagging service if required. This would likely be "Roadwork Ahead".

## **3. Site Management**

- a. Fence Screening
  - i. 3% opacity screening will be mounted on all outer perimeter fencing
- b. Laydown/Storage/Staging
  - i. **SEE APPENDIX 2**
  - ii. Material will be delivered on an as needed basis and stored inside the footprint of the building, and inside the perimeter fence. Large loads will be staged outside of town and called in needed. The storage of all material will occur within the footprint of the building or behind the perimeter fence at the Site.

- c. SWPPP (EPA)
    - i. A low erosivity waiver will be filed and in effect at the time of construction. It will be managed by a certified employee of Conrad Brothers.
  - d. Field Office / Location
    - i. The field office will be located off site and is noted on the site plan.
  - e. MSDS
    - i. All MSDS sheets will be kept and managed in the field office trailer of the prime contractor.
  - f. OSHA
    - i. Conrad Brothers are partners in OSHA, utilizing third party safety auditing programs on all projects. These reports are kept and managed in the field office trailer of the prime contractor.
- 4. Stormwater Runoff Mitigation**
- a. Sediment Basin Control
    - i. All site drainage will be managed by gravel less chambers inside the building envelope.

**5. Fugitive Dust (EPA)**

Air Quality in Idaho: Supplemental Fugitive Dust Control Information  
Developing a Dust Prevention and Control Plan

- a. Identify all potential fugitive dust emission sources.
  - i. Start with a facility site plan map.
    - 1. Record all paved haul roads, unpaved haul roads, stockpiles, material transfer points, material conveyances, parking lots, staging areas, and other open areas subject to wind erosion.
  - ii. Indicate prevailing wind direction on your map.
- b. Study daily traffic volumes.
  - i. Determine whether roads and open areas are used frequently or occasionally. Consider daily routine modifications that will reduce traffic in some areas or eliminate it altogether.
- c. Assign dust control methods.

- i. Determine the appropriate dust control method for each source identified from your facility. If desired, color-code your map to indicate which dust control method to apply where.
  - d. Determine frequency of application.
    - i. For each source and each control method identified, determine how frequently dust control treatments should be applied. Develop a Self-Inspection Checklist to record the scheduled applications. (See below.)
  - e. Record all dust control activities.
    - i. It is a good practice to record your dust control activities on your checklist, along with the daily weather information, such as average wind speed and direction, temperature, rainfall, etc.
    - ii. Recording this information will enable you to monitor and evaluate the success of your efforts.
  - f. Monitor your dust control efforts.
    - i. You will need to monitor your dust control activities on a regular basis to ensure that the measures taken are adequately controlling fugitive dust.

#### Self-Inspection Checklist

A self-inspection checklist will be used to help incorporate the routine tasks of fugitive dust control. The checklist serves as a job reminder on a daily basis and as a record of efforts to keep dust problems to a minimum.

### **6. Mobile Crane**

- a. A Mobile Crane will be utilized on site. Strict adherence to industry standards of practice will be met, with appropriate inspection reports available in the field office of the prime contractor. The crane will be staged inside the site footprint.

### **7. Preparedness / Safety**

- a. Emergency Action Planning
  - i. As the General Contractor, our superintendent will document the Emergency Plan for the specific construction site. FORM: "Emergency Evacuation Plan".
  - ii. Sub-contractor Superintendent/Foreman will provide training on the Job Site Emergency Action Plan Procedures for all their workers.
  - iii. Employees will participate in discussions on emergency plans requiring personal protective equipment; medical care, emergency egress, etc. during orientation for the Job Site.
    - 1. The emergency plan will be updated when the plan fails to work or more information is determined for this job site.
- b. General Emergency Response Procedures:
  - i. Alert Fellow employees on job site
  - ii. Alert Site Office Personnel.

- iii. Call 911 to summon local emergency units.
  - iv. Evacuate the area in an orderly manner.
  - v. Assemble in groups in the designated assembly area in individual work groups.
  - vi. Remain in the assembly area until a headcount is taken.
  - vii. Report any missing employees to emergency personnel immediately.
  - viii. Employees are strictly forbidden to re-enter an evacuated building site until emergency response personnel and an authorized supervisor give the all clear.
  - ix. Evacuation routes will be kept free of all obstructions.
  - x. Each employee, upon initial assignment to a worksite, will be notified of the elements of the written Emergency Evacuation Plan for that specific work site.
- c. In Case of an Earthquake
- i. If you are inside a building - Drop under a desk, doorway or table, cover your head and hold on!
  - ii. Stay away from windows, heavy cabinets, bookcases or glass dividers.
  - iii. When the shaking stops, supervisors are to assess damage and available evacuation routes then begin an evacuation of the area to the designated gathering point, Supervisors must account for each employee in their work group as quickly as possible. First aid should be administered to injured personnel.
  - iv. Provide assistance in evacuation of injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
  - v. If a gas odor is in the building, notify a supervisor to turn off the gas at the main. Open windows. Supervisors and first aid employees must not re-enter the building once evacuation is complete.
  - vi. Do not touch any downed power lines, or objects touched by power lines. Do not use the phone except for emergency use.
  - vii. If you are outside: Stand away from building, trees, telephone and electric lines.
- d. First Aid and Medical Services
- i. Policy Statement - It is Conrad Brothers' Policy to assure that a job is as safe as possible. Employees are required to report all injuries immediately, no matter how minor to their employer.
  - ii. Facilities – Conrad Brothers does not provide medical facilities beyond first aid supplies. Sub-Contractor Superintendents and Supervisors will be aware of the closest facility and the address will be posted in the jobsite trailer.
  - iii. Injury/Illness Response:
    - 1. Once notified of an injury, illness or accident on the job site the Superintendent will verify that the Sub-Contractor has;
      - a. Verify that medical attention has been summoned, if necessary; send a worker to the street to direct emergency responders, as appropriate

- b. Go to the incident site or location of the injured person or make sure basic first aid is being provided
  - c. Verify that the scene is safe; make sure there are no biological hazards issues at scene that Paramedics have not removed, or removed by worker
  - d. Have corrected any hazards, minimize any property damage
  - e. Stabilize the situation, control other worker,
  - f. You may need to provide a briefing to others about the incident to get their minds and attitudes back on production
- iv. Transportation - Suitable means of transporting non-emergency injuries and/or illnesses, if the person is mobile, shall be by company or personal vehicle. If the person is not mobile, call an ambulance. Injured persons shall not drive themselves to medical centers or hospitals.
- v. Injury Management
  - 1. An employee who has sustained an on-the-job injury or illness (beyond first aid) may return to work only with a physician or physician's assistant written permission. The restrictions and limitations must be listed.
  - 2. The Superintendent must collect the return to work slip an attached to the accident report and forward to the main office.
  - 3. The Employees with work restrictions due to casts, braces, etc., or who require crutches cannot return to work unless
- vi. Medical Recordkeeping - Accident Reports
  - 1. The following safety-related reports concerning occupational injury and/or illnesses shall be properly and timely executed and maintained. Copies shall be immediately forwarded to the main office.
  - 2. Employee Incident/Illness Accident Report – Employees shall report accidents, incidents and injury/illness experiences, immediately, to their supervisor or the superintendent. The employee or supervisor will document the incident. FORM: Accident Report
  - 3. Supervisor Incident/Illness Accident Report – When an employee is not available to file an accident injury report the Supervisor or Superintendent shall complete the Supervisor Report of Accident Injury/Illness Form. Copies will be kept on file at the job site. FORM: Supervisor Report of Accident
  - 4. Incident Investigation Report – Superintendent shall have investigated any report accidents, incidents, property damage or injury/illness event that caused for Emergency Services to respond onto property or when a worker is treated off site for a work related event that is causing the worker(s) to miss work do to the injury or illness. Copies will be kept on file at the job site. FORM: Incident Investigation Accident Report



5. Employer's First Report of Injury (Employee's Compensation Form)
  - a. Main office must use this form (provided by WC Company) to advise the insurance company of their Employee's injury or illness (those requiring intervention beyond First Aid).
6. OSHA 300 Log: A 300 log will be maintained on the jobsite when our company has more than 11 employees assigned to this jobsite or the jobsite will exceed a full calendar year of construction activity.
  - a. This log is to be updated, as soon as possible, (within 7 days) after each injury is reported, and subsequent medical restriction information updates are received.
  - b. The OSHA 300A Summary is to be posted on employee bulletin board or job site binder from February 1 through May 1 of each year.
- e. FIRE PROTECTION & PREVENTION POLICY (OSHA Sub Part F. will be used as guidance)
  - i. Conrad Brothers Employees are not required to fight fires.
  - ii. In case of eminent danger from a fire, EVACUATE, and follow the company "Emergency Evacuation Plan" for field operations.
- f. Fire Protection provided by each Sub-Contractor.
  - i. Only use fire extinguishers listed or approved by a nationally recognized testing laboratory.
  - ii. All firefighting equipment shall be conspicuously located.
  - iii. Maintain access to all available firefighting equipment at all times.
  - iv. Firefighting equipment shall be inspected and verified serviceable before placing on a job site.
    1. Firefighting equipment shall be reviewed for serviceability weekly. Immediately replace defective equipment.
    2. All portable fire extinguishers shall be inspected monthly, initial the inspection tag on the extinguisher. Immediately replace defective equipment.
    3. All portable fire extinguishers are subject to a maintenance check by an authorized Fire Extinguisher Service Vendor at least once a year, with the results maintained in the company record.
  - v. A discharged fire extinguisher will be tagged, removed from service, and replaced.
  - vi. Placement: Recommend 10 # ABC portable Fire Extinguisher
    1. Firefighting equipment shall be on a job site before active construction work begins.
    2. A portable fire extinguisher, rated not less than 2A, will be available:
      - a. For each 3000 sq. feet of protected area
      - b. On each floor of multiple-story buildings, with at least one fire extinguisher located adjacent to any stairway.

- c. Within 100 feet of a worker.
      3. A fire extinguisher, rated not less than 10B, shall be located within:
        - a. 10 feet of wherever more than 5 gallons of flammable or combustible liquids are stored,
        - b. Within 50 feet of wherever flammable or combustible liquids are being used on the jobsite.
        - c. Immediately adjacent to any open flame work.
- g. Fire Prevention
  - i. Smoking is prohibited in high hazard areas. Appropriate signs will be posted to identify these areas.
  - ii. A continuous and effective housekeeping program will be strictly adhered to at jobsites.
  - iii. Parts of the program will include:
    1. A sufficient number of trash cans, including a labeled, self-closing, non-combustible can specifically for disposal of rags used with oil, grease, paint, etc., and
    2. A daily cleanup of materials, such as plastic sheeting, lumber, etc.
    3. Do not allow trash, especially flammable or combustible items to accumulate.
  - iv. Hot work (open flame) area protection:
    1. Inspect cutting and/or welding areas before and after work commences.
    2. Remove flammable or combustibles from the area.
    3. Cover, remove or shield any electrical trays, motors, pumps, etc., and/or other equipment.
    4. Barricade areas below all cutting and/or welding activities and post warning signs before starting.
    5. Control all sparks produced from cutting, welding or grinding at or as close to their point of origin as possible
    6. Provide an approved, operable fire extinguisher in the immediate area while hot work is taking place
  - v. Shut off the main tank valves on all oxygen and acetylene torch set-ups, bleed and roll up the hoses, disconnect gauges, and cap bottles before leaving the jobsite.
  - vi. Using Temporary Heat
    1. Temporary Heating unit shall be authorized by the Job Site Superintendent.
    2. A portable fire extinguisher shall be made available within 10 feet of the system.
    3. Heaters shall be placed so they will not interfere with traffic patterns on the job.

4. Attendants shall be aware of the possibility of carbon monoxide poisoning.
  5. Adequate provision for monitoring the air quality shall be made.
  6. Use carbon monoxide detectors to place in area where the heaters are used. If activated additional sources of fresh air will be provided into the heated space.
  7. Report any buildup of harmful vapors to Superintendent and evacuate the area.
  8. Oil-fed heaters shall be shut down and allowed to cool before being moved or refueled to reduce the hazard of flashing vapors in the stack.
  9. Qualified person in LP Gas service/pipe fitting shall establish the temporary system.
  10. Qualified person will conduct the frequent inspections of the system while it is operating. Inspection of the system after hours if operating is required.
- h. Temporary Structures:
- i. Temporary buildings located within buildings under construction at the project site shall comply with OSHA regulation 1926.151, (b), and (2) which states as follows:
  - ii. "Temporary buildings, when located within another building or structure shall be of either noncombustible construction or of combustible construction have a fire resistance rating of not less than 1 hour"
  - iii. All employers erecting offices, storage rooms, change rooms or other similar structures inside buildings shall comply with this regulation.
  - iv. When combustible materials are used for construction, such material shall be clearly stamped as to its approved rating. This stamping shall appear on every panel, not obliterated, covered over or painted over.
  - v. Temporary Buildings should be located so not to affect means of exit.
  - vi. Temporary buildings should be located at least 10 feet from other buildings.
  - vii. Groups of building of 2,000 sq. ft. should be considered as one unit.
- i. Open Yard Storage
- i. Combustible material should be stable and no higher than 20 feet.
  - ii. Driveways around storage piles should be at least 15 feet wide
  - iii. Storage should be kept free of unnecessary combustibles. Weeds and grass should be kept down.
  - iv. Do not store on land where there is a danger of an underground fire
  - v. Do not store within 10 feet of a building
  - vi. A 2A fire extinguisher should be located within 100 feet of storage areas.
  - vii. Method of piling shall be solid and in orderly and regular piles
- j. Indoor storage
- i. Do not block exits.

- ii. Materials should be stored with regard to their fire characteristic.
- iii. Non-compatible material should be segregated by a barrier having a fire rating of at least one hour.
- iv. Materials should be piled to minimize fire spread
- v. A distance of at least 36 inches should be maintained between stored material and sprinkler heads.
- vi. Maintain a safe distance around lights and heaters.
- vii. Materials should not be stored within 6 inches of a fire door.
- k. Liquid propane tanks (greater 50 gallon size) shall be protected from vehicle damage by physical barrier.

## **8. Emergency Plan**

This emergency plan is meant to be in compliance with OSHA 29 CFR 1910.120(q).

“An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives and OSHA personnel.”

This plan shall be reviewed and updated anytime there are any changes in the plan. If there are no changes, the plan will be reviewed on an annual basis.

### **a. PRE-EMERGENCY PLANNING & COORDINATION WITH OUTSIDE PARTIES**

The Ketchum Fire Department will maintain a file of all reports concerning the presence of hazardous materials at various locations within the Fire District. The County Hazardous Materials Response Plan contains listings of hazardous materials regulated under Sara Title III, and the designated facility coordinators for those locations. This plan also contains emergency assistance telephone numbers for outside agencies. The County Hazardous Materials Response Plan will be in each department vehicle and chief's car.

### **b. PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING AND COMMUNICATIONS**

When a Hazardous Materials Incident has been identified by Highway Department personnel, these personnel will secure the scene, but will stay away from the immediate accident site and will not become involved in rescue or mitigation. The appropriate Fire Service agency will be immediately notified.

In the event that Conrad Brother Construction personnel must temporarily take charge of an incident, Incident Command will be transferred to a Fire Service Officer, Environmental Officer, or other appropriate agency as soon as is practical.

Conrad Brother Construction personnel will confine their activities to those described herein, and will not engage in activities outside of the scope of their training.



---

**The policy for Conrad Brother Construction personnel when confronted with a hazardous materials incident is to:**

- i. Attempt to safely assess hazards that are present in the situation whenever possible, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present.
- ii. Immediately report the situation to the dispatcher and request that the local Fire Department and Police agency be notified.
- iii. Implement traffic and crowd control procedures when necessary.
- iv. Carry out an evacuation of the immediate area if the situation is too critical to await emergency services personnel.

The Chief of the Ketchum Fire Department, or in their absence, the ranking Fire Officer, shall serve as incident commander for hazardous materials emergencies provided they have Incident Command Training or, unless relieved of command by the Local Chief Executive under a declared state of emergency. Control of the incident scene will be passed to other agencies as appropriate when the immediate threat to life and property has ceased, and the Ketchum Fire Department has returned to service.

Fire fighters responding to a hazardous materials emergency will perform their routine emergency response duties, and perform only those specialized hazardous materials response functions for which they have received training as prescribed by OSHA regulations.

The incident commander shall not permit any member of the Fire Department to perform any job function that he has not been adequately trained to perform. All members of the Fire Department shall be trained in the First Responder Operations Level. Those attaining a higher level of competence: Hazardous Material Technician, Hazardous Materials Specialist, or On Scene Incident Commander, shall be permitted to perform functions up to and including all those to which they have been trained. Training shall be conducted by the Fire Department Training Personnel and supplemental training through courses offered by (*your state fire academy or equivalent*), other governmental and private concerns. Training shall be based on the duties and functions to be performed by each responder in the following response levels as set forth in OSHA 1910.120.

- c. Scene Management
  - i. A command post shall be established.
  - ii. The command post shall be located upwind at a safe distance from the incident. This distance shall be determined by the nature of the incident, including type of hazardous material, quantity involved, and weather conditions.
  - iii. All appropriate personnel shall be advised of the command location, and radio communications shall be maintained between Incident Command and field units.
  - iv. A Safety Officer shall be appointed.
  - v. A public information officer (PIO) shall be appointed.

d. EMERGENCY RECOGNITION AND PREVENTION Incident Classification

i. Criteria for Level I: (Controlled Emergency Condition)

1. Incident that can be controlled by the primary first response agencies of the local jurisdiction Ketchum Fire Department.
2. Single jurisdiction and limited agency involvement.
3. Does not require evacuation, except for the structure or affected facility.
4. Confined geographic area.
5. No immediate threat to life, health, or property.
6. Involves material of known properties.

ii. Criteria for Level II: (Limited Emergency Condition)

1. Potential threat to life, health, or property.
2. Expanded geographic scope.
3. Limited evacuation of nearby residents or facilities.
4. Involvement of two or three jurisdictions.
5. Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area.
6. Specialists or technical team called to the scene (i.e. DEC HazMat Spill Team.)
7. Combined emergency operations such as firefighting and evacuation, or containment and emergency medical care.

Level II trained firefighters may assist in the handling of such incidents. Determination of appropriate assistance shall be made in concert with the incident commander and available fire personnel.

iii. Criteria for Level III: (Full Emergency Condition)

1. Serious hazard or severe threat to life, health, and property.
2. Large geographic impact.
3. Major community evacuation.
4. Multi-jurisdictional involvement.
5. State and Federal involvement.
6. Specialists and technical teams deployed.
7. Extensive resource management and allocation.
8. Multiple emergency operations.

Level II trained firefighters may assist in the handling of such incidents. Determination of appropriate assistance shall be made in concert with the incident commander and available fire personnel.

e. SAFE DISTANCES AND PLACES OF REFUGE

Safe distances will be determined by the On-Scene Incident Commander if the hazardous materials incident is a transportation incident or at a fixed site facility other than those listed.

In the event that large numbers of individuals must be evacuated notification will be made to the American Red Cross.

f. SITE SECURITY AND CONTROL

The On-Scene Commander will assign a site security and control officer, which could include but not be limited to the State Police, Ketchum County Sheriff's Department, and / or Ketchum County Fire Police or other responsible person or persons to perform site security and control.

g. EVACUATION ROUTES AND PROCEDURES

In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order will be issued by the Incident Commander unless a State of Emergency has been declared, in which case the order shall be issued by the Local Chief Executive.

Notification to the public will be made using radio and television broadcasts, mobile public address systems, and door to door canvassing as appropriate.

Evacuation routes shall be selected to avoid exposure to the hazardous material.

In the event that large numbers of individuals must be evacuated, notification will be made to the American Red Cross and the additional guidelines set forth under Item F of the Ketchum County Hazardous Materials Response Plan.

h. DECONTAMINATION

Decontamination procedures at a hazardous materials incident shall be the responsibility of the incident commander (officer in charge) or an individual so appointed. Decontamination shall be conducted for all personnel, their personal protective equipment, apparatus and any equipment other than disposable items.

The disposable items will be handled through a third party certified in their respective field and general accepted public health practices.

The decontamination stations and process should be confined to the Contamination Reduction Zone. Steps for dry decontamination (not using water) are outlined in **Plan 1**. Steps for wet decontamination are outlined in **Plan 2**.

i. EMERGENCY MEDICAL TREATMENT AND FIRST-AID

A minimum of one ambulance shall be on standby at the scene of a hazardous materials emergency. Available medical personnel shall include at least one EMT.

*The WARFIELD*

---

In the event that emergency response personnel require first aid to exposure to hazardous materials, such treatment will follow standard medical protocols and information from Material Safety Data Sheets. In the event that emergency personnel receive treatment at a hospital, information on the nature of the hazardous material involved will be provided to hospital personnel.

**j. EMERGENCY ALERTING AND RESPONSE PROCEDURES**

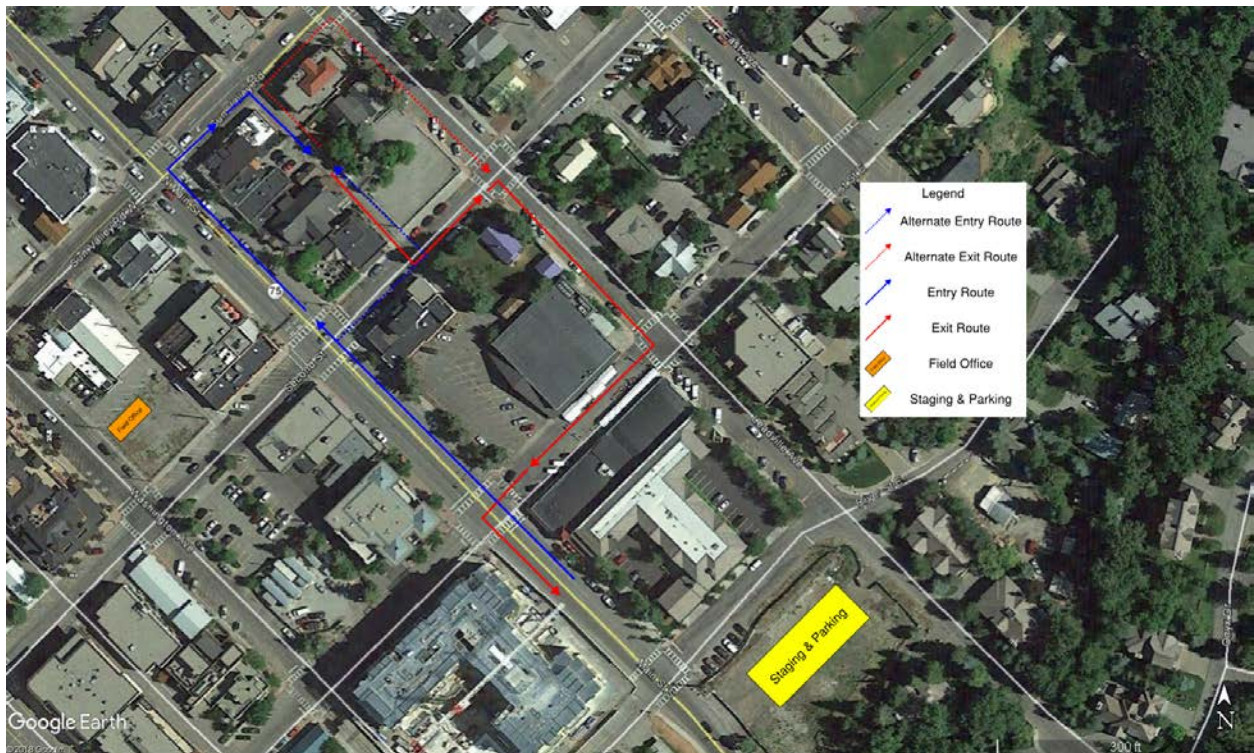
- i. Placards, panels, labels
- ii. Type vehicle involved
- iii. Wind direction
- iv. Presence of fire, spilled liquids, or vapor leaks.
- v. Verbal information
- vi. Shipping documents
- vii. Reference materials or agencies

**k. CRITIQUE OF RESPONSE AND FOLLOW-UP**

A post incident critique will be held as soon as is practical to evaluate the response to the incident. This post incident critique will be held as soon as is practical to evaluate the response to the incident and make recommendations with regard to additional planning, training and/or equipment. No media representation will be allowed at the critique.



**9. Appendix 1- Traffic and Parking**



**10. Appendix 2- Site Staging**





## City of Ketchum

May 29, 2018

### Ketchum Planning and Zoning Commission

**STAFF REPORT  
KETCHUM PLANNING AND ZONING COMMISSION  
SPECIAL MEETING MAY 29, 2018**

- PROJECT:** City-initiated Text Amendments to Title 17, Zoning, to amend regulations for retail square footage and subdistricts in the Community Core
- REPRESENTATIVE:** City of Ketchum Planning and Building Department
- DESCRIPTION:** Amendments to Section 17.12.020, District Use Matrix, Section 17.12.040, Dimensional Standards – CC District, and 17.12.020, Zoning Map Districts
- NOTICE:** Notice appeared in the Idaho Mountain Express, was mailed to outside agencies, and was posted in three (3) public locations on February 14, 2018. The hearing was continued to March 27, 2018, April 9, 2018, May 14, 2018 and May 29, 2018.
- PUBLIC HEARINGS:** Planning and Zoning Commission
- March 12, 2018
  - March 27, 2018
  - April 9, 2018
  - May 14, 2018
  - May 29, 2018
- PLANNER:** Brittany Skelton, Senior Planner
- ATTACHMENTS:**
- A. March 27, 2018 staff report
  - B. Retail size research sources



## **INTRODUCTION**

The Commission considered amendments to the Community Core zoning district regarding consolidation of subdistricts and setting a maximum square footage for retail establishments on March 27, 2018. The hearing was continued to April 9, 2018 and during that hearing the Commission recommended approval to City Council to consolidate the subdistricts of the Community Core from four to two. The Commission continued the hearing regarding maximum square footages of single-tenant and grouped-tenant retail establishments to May 14<sup>th</sup>, 2018 to allow additional time for staff to:

- Research the sizes of small-footprint and urban big-box stores
- Conduct personal outreach to existing owners and tenants of large single-tenant and grouped-tenant retail establishments

Due to the number of applicant-initiated items on the May 14<sup>th</sup>, 2018 the hearing for these city-initiated amendments were continued to the May 29<sup>th</sup>, 2018 special meeting.

Initially, staff recommended basic text amendments that would set maximum square footages for single-tenant retail establishments and grouped tenant retail developments. The focus of the analysis was on the size of large footprint retail establishments being out of scale with downtown Ketchum. The basis for a single-tenant retail square footage maximum was informed by the nearby community of Hailey, ID and the basis for a grouped tenant retail development square footage maximum was informed by the size of a Ketchum townsite block and a GIS analysis of existing multi-tenant retail developments. The March 27, 2018 staff report is attached for reference and details the initial recommendations.

In researching the sizes of small-footprint and urban big-box stores staff found that big-box stores are continuing to evolve and adopt small-footprints for urban contexts and in some cases, mountain/resort town contexts. This research has caused staff's proposed text amendments regarding maximum square footages of single-tenant and grouped-tenant retail establishments to evolve. Staff now asks the Commission to consider not just size and scale implications of retail establishments but the implication of chain retail establishments, even with small footprints, on the character of Ketchum. These considerations focus on individual tenant retail trade and are coupled with options regarding maximum square footages for the Commission to consider.

Based on discussion with existing grocery markets, the recommended maximum size for multi-tenant retail developments has increased slightly.

Additionally, staff now recommends using the terms 'grouped retail trade' and 'individual retail trade' and amending the definition of 'retail trade' found in the zoning code to reflect this distinction.

## **PUBLIC INPUT**

To date no written public comment has been received.

## **OUTREACH TO EXISTING SINGLE-TENANT AND AGGREGATE TENANT RETAIL ESTABLISHMENTS IN THE COMMUNITY CORE**

Staff spoke directly with management of the largest of the existing grocery markets regarding the proposed maximum square footage for grouped retail trade of 50,000 gross square feet and the proposed maximum square footage for individual retail trade of 36,000 gross square feet. Feedback received was supportive. Staff notes that Atkinsons', for instance, is 17,700 net square feet and Giacobbi Square has a total of 52,017 net leasable square feet, which is higher than staff's earlier estimate of 50,000 gross square feet for the development.

## **SMALL-FOOTPRINT AND URBAN BIG-BOX STORES**

Staff researched the following "big-box" and "small-box" chain retail establishments:

- Family Dollar
- Wal-Mart
- Target
- TJ Maxx

On the smaller end of spectrum, Family Dollar, which locates in urban, suburban and rural areas, averages 7,000 gross square feet in all areas<sup>1</sup>. On the other end of the spectrum, as of 2016 Wal-Mart is focused solely on their traditional, large footprint stores which average 179,000 square feet<sup>2</sup>. Although Walmart began introducing Neighborhood stores (average 40,000 square feet) and Express stores (average 15,000 square feet) in 2011<sup>3</sup>, by 2016 Walmart announced it was closing all 102 Walmart Express locations it had opened. Target however is committed to expanding their nationwide offering of small-format stores in proximity to college campuses and small-footprint urban stores.

A sampling of small-format Target stores opened between 2014 to 2017:

Gross Square Feet	Location
133,700	Average in US
43,000	Herald Square, Manhattan, NY
22,000	UNC - Chapel Hill campus area
22,000	University of Texas at Austin campus area
21,000	Forest Hill, Queens, NY
20,000	University of Minnesota - Minneapolis, MN campus area
17,500	University of Cincinnati campus area

An October 2017 press release from Target states, “Target is accelerating the pace of opening new small-format stores to serve new guests in dense urban and suburban areas and on college campuses. By the end of 2019, Target plans to operate more than 130 small-format locations nationwide...” At the time of the press release Target Corporation had already opened 55 small-format stores<sup>4</sup>.

Although Ketchum may not be an opportune location for Family Dollar, which already has a Wood River Valley location in Bellevue, ID, or Target, since Target has not delved into a “mountain town” or “rural” model, another big box retailer, TJ Maxx (average store 30,000 square feet<sup>5</sup>) opened a 19,000 square foot location in peer mountain/resort community Jackson, WY in 2017<sup>6</sup>.

With this in mind, a 36,000 maximum square footage for individual tenant retail would permit smaller versions of big-box stores to locate in the Community Core. As such, staff recommends setting a lower maximum square footage for individual retail trade establishments. Several options are offered later in the staff report.

**RETAIL TRADE DEFINITION**

Ketchum’s zoning code does not currently anticipate or distinguish clearly between grouped, multi-tenant retail developments, such as Giacobbi Square or a strip mall, and individual establishments, such as Atkinsons. Section 17.08.020 of the zoning code contains the following definition:

**RETAIL TRADE:** An establishment which provides the final step in the retailing process for the distribution of goods and commodities to customers. Retailers are organized to sell or rent merchandise in small quantities to the general public and operate a fixed point of sale location designed to attract a high volume of walk-in customers. Typical uses include, but are not limited to, establishments selling office supplies and equipment, building materials, plumbing supply, antiques or consignment items, home improvement and garden supplies, books and educational material,

clothing, sporting goods, pharmaceuticals, medical devices, health and fitness supplies, art and associated material and household pet supplies. Motor vehicle sales are not included in this definition.

Since staff recommends maximum retail square footages for individual retail establishments and grouped retail developments staff recommends defining individual and grouped retail in the zoning code. Staff recommends making this distinction within the definition of “retail trade”. The proposed new definition would need to be noticed for and considered during a public hearing.

Staff recommends adding the following sentence to the definition of “retail trade”:

Retail trade is classified as grouped retail trade (a combination of two (2) or more individual retail trades) or individual retail trade (a business or businesses that involve, in whole or part, retail sales that share check stands or storage areas, or share management, or are owned, leased, possessed, or otherwise controlled by, directly or indirectly, the same individual (s) or entity(ies) or by different individual(s) or entity(ies) where a) such individual(s) or entity(ies) have a controlling ownership or contractual right with the other individual or entity(ies) or b) the same individual(s) or entity(ies) act in a manner as an employee, owner, partner, agent, stockholder, director, member, officer, or trustee of the entity(ies) and are located within one or more separate buildings or structures within 800’ of one another, regardless whether they are attached or detached.

The distinction between individual and grouped retail trade is based on definitions found in the City of Hailey zoning code. The definitions of individual and grouped retail in part are designed to prevent a parent entity from creating a large footprint “big-box” building that houses several seemingly individual businesses that are in fact controlled by the same parent entity.

Because several sections of Ketchum’s zoning code currently refer to the definition of retail trade, rather than causing multiple sections of code to be amended by introducing new definitions for individual retail trade and grouped retail trade, staff recommends making the distinction between individual and group within the definition.

## **COMMISSION OPTIONS**

Staff does not recommend approval for proposed text amendments at this time. Rather, staff recommends the Commission consider the options below, deliberate, continue the hearing to a date certain, and direct additional staff research if necessary.

### **Grouped retail trade**

Staff recommends a maximum square footage for grouped retail trade of 55,000 net leasable square feet. This represents a slight increase over the 50,000 initially recommended, and it also clarifies net leasable square feet will be used rather than gross square feet of a building.

### **Individual retail trade**

Staff recommends adopting a text amendment that would mitigate the impact of small-footprint chain retail development on the character of the Community Core. There are several options to consider:

1. Set the by-right net leasable square footage at 5,500 square feet, which is lower than the known average size of the smallest chain researched. Staff recommends 5,500 square feet because it is correlated to the size of a standard Ketchum townsite lot (55’ x 100’).
  - a. Require a Conditional Use Permit for all individual retail above 5,501 net leasable square feet.



- b. Consider setting an absolute maximum upper threshold, such as the 36,000 square feet considered previously.
    - c. Existing individual retail trade establishments would be “grandfathered”.
      - i. Consider allowing existing “grandfathered” establishments to expand up to a specified percent (example: 10%, 20%, etc.) without a Conditional Use Permit.
  2. Set the by-right lower than 36,000 gross square feet but higher than 5,500 net leasable square feet, correlating the maximum size to another number, such as 11,000, which is the size of two Ketchum townsite lots.
    - a. Require a Conditional Use Permit for all individual retail above 5,501 net leasable square feet.
    - b. Consider setting an absolute maximum upper threshold, such as the 36,000 square feet considered previously.
    - c. Existing individual retail trade establishments would be “grandfathered”.
      - i. Consider allowing existing “grandfathered” establishments to expand up to a specified percent (example: 10%, 20%, etc.) without a Conditional Use Permit.
  3. Set the maximum square footage at 36,000 net leasable square feet.

### **Definitions**

Staff recommends directing staff to notice a public hearing to amend the definition of Retail Trade.

### **RECOMMENDED MOTION**

Staff recommends continuing the hearing to a date certain.

### **ATTACHMENTS:**

- A. March 27, 2018 staff report
- B. Retail size research sources

## Attachment A



## City of Ketchum

March 27, 2018

### **Ketchum Planning and Zoning Commission**

Jeff Lamoureux, Chair  
Erin Smith, Vice-Chair  
Betsy Mizel  
Mattie Mead  
Neil Morrow

### **STAFF REPORT KETCHUM PLANNING AND ZONING COMMISSION**

- PROJECT:** City-initiated Text Amendments to Title 17, Zoning, to amend regulations for retail square footage and subdistricts in the Community Core
- REPRESENTATIVE:** City of Ketchum Planning and Building Department
- DESCRIPTION:** Amendments to Section 17.12.020, District Use Matrix, Section 17.12.040, Dimensional Standards – CC District, and 17.12.020, Zoning Map Districts
- NOTICE:** Notice appeared in the Idaho Mountain Express, was mailed to outside agencies, and was posted in three (3) public locations on February 14, 2018. Continuation of the hearing to March 27, 2018 was announced at the March 12, 2018 meeting.
- PUBLIC HEARINGS:** Planning and Zoning Commission
- March 12, 2018
  - March 27, 2018
- PLANNER:** Brittany Skelton, Senior Planner
- ATTACHMENTS:** A. District Use Matrix  
B. Sun Valley Gallery Association map

## **INTRODUCTION**

The purpose of this staff report is to put forward two proposed amendments to the zoning code, one of which would also necessitate a revision to the zoning map, for initial consideration by the discussion. Both amendments were brought to City Council on February 5, 2018 for policy direction and Council directed staff to proceed with the amendments.

Staff recommends initial consideration of the proposed amendments during this meeting and continuing the public hearing to April 9, 2018.

### **Retail establishment square footage limitation**

All zoning districts in Ketchum that permit retail use, other than the Community Core, impose limitations on the size a retail establishment may be. In the Light Industrial and Tourist districts the size of retail establishments are limited in order to meet the intentions for retail in those zones – retail is intended to be accessory to primary uses. For example, in the Light Industrial District - 1 retail trade for uses other than building, construction and landscaping materials and equipment rental is not permitted to exceed 30 percent (30%) of gross floor area, or 800 square feet, whichever is less. In the Tourist zone retail trade is not permitted to exceed 2,500 square feet.

Ketchum is a small mountain-resort town recognized for its character and sense of place (recent recognition includes American Planning Association's Great Places award for Ketchum's Main Street in 2016) with a compact, walkable downtown. Ketchum's downtown, zoned Community Core, is the area within the city designated and zoned for retail use. Although the city is small and compact there are no regulations within the zoning code intended to ensure retail establishments are of complementary and appropriate scale.

As such staff recommends a zoning code text amendment limiting the aggregate gross floor area for individual retail/wholesale trade of a single-tenant retail establishment to 36,000 square feet and aggregate gross floor area for grouped retail/wholesale to 50,000 square feet.

### **Consolidation of Community Core Sub-districts**

The four subdistricts of the Community Core are a holdover from the Form Based Code that was adopted in 2006 and repealed in 2015. Staff's initial analysis finds that sub-districts B, Arts District and D, Traditional Neighborhood, have not performed as intended by the Form Based Code and have also underperformed in terms of new development in the past 10 years. Further, there are conflicts between the Future Land Use Map destinations in the 2014 Comprehensive Plan and the subdistrict boundaries and existing uses in Subdistrict D and uses permitted by the zoning code.

Staff's recommendation is to eliminate subdistricts B (Arts) and D (Traditional Neighborhood) and to incorporate those districts into subdistrict C, Urban Residential. The boundaries of subdistrict A, Retail Core, would remain the same. Additionally, staff recommends renaming the subdistricts to Subdistrict 1 – Retail Core and Subdistrict 2 – Mixed-Use. To achieve this recommendation the District Use Matrix (17.12.020) and Dimensional Standards Matrix – CC Districts (17.12.040) and the zoning map will need to be amended.

## **PUBLIC INPUT**

No written public comment was for the March 12, 2018 hearing. No written public comment was received prior to publication of this staff report for the March 27, 2018 public hearing. Any written public comment received prior to the public hearing will be distributed to the Commission and included in the public record.



## **ANALYSIS**

### **Analysis – Retail Establishment Square Footage Limitation**

As discussed in the introduction, there are currently no regulations limiting the size of retail establishments in the Community Core district that would prevent a development out of scale with Ketchum’s downtown from occurring. Staff views this as an oversight; the county’s largest city, Hailey, does have such limitations, which are as follows:

- Individual retail/wholesale trade of a single-tenant retail establishment - 36,000 square feet
- Aggregate gross floor area for grouped retail/wholesale - 50,000 square feet.

The Albertsons grocery store in Hailey is approximately 36,000 square feet. Using Hailey’s square footage limitations as a basis, staff evaluated existing large individual and aggregate retail establishments in Ketchum and the physical constraints of Ketchum downtown city blocks, which are separated by alley and street rights-of-way.

Large single tenants in Ketchum include City Market (approximately 12,000 square feet) and Atkinsons (approximately 18,000 square feet). The largest aggregate retail developments are Giacobbi Square (approximately 48,000 square feet, including Atkinsons, and first floor and basement retail) and the Christiania buildings (approximately 24,000 square feet Walnut/Sun Valley Road and approximately 20,000 square feet Spruce/Sun Valley Road). All approximate measurements were taken by measuring building footprints through the Blaine County GIS online map.

Most original Ketchum Townsite parcels are 5,500 square feet in size, with 8 parcels comprising a city block, at a square footage of 44,000 square feet. Giacobbi Square and the Christiania buildings were both developed on an area equivalent to a complete Ketchum Townsite block (8 townsite parcels).

### **Recommendation**

Staff recommends 50,000 aggregate gross square feet for grouped retail/wholesale finding the size reflective of Ketchum’s existing downtown block pattern and existing aggregate retail developments.

Staff recommends 36,000 gross square feet for individual retail/wholesale trade for a single-tenant retail establishment finding this upper threshold, used by Hailey, to have resulted in the maximum size grocery store appropriate for the Wood River Valley.

### **Analysis – Consolidation of Community Core Subdistricts**

The 2001 Comprehensive Plan and the 2006 Downtown Master Plan both emphasized the importance of high-quality design of buildings and public spaces in the downtown core to the vitality of Ketchum. In 2006 the City adopted a 90-page Form Based Code to regulate design and uses in the Community Core as a means of implementing the 2001 Comprehensive Plan and the 2006 Downtown Master Plan (Ord. 994).

Building upon the 2006 Master Plan’s identification of multiple districts within the Community Core, the Form Based Code introduced four Community Core Sub-Districts. Each sub-district permitted a specific palette of building types, selected from the array of six building types included in the Form Based Code that represented existing and desired character. While there was a general Permitted Use Table included in the Form Based Code, the locations where a use could occur within a building were governed by the Building Type.

For example, office use may be permitted on any parcel in a subdistrict, but if a Type 5 Urban Residential building were constructed, office use would only be permitted on the ground floor and any upper floors would be required to have residential use only. In another example, some building types specified that the first 20

feet of depth of the building must have a specific use, such as retail, while the rear of a building or upper floor may have another use, such as office or residential.

<b>Building Type</b>	<b>Sub-District A: Retail Core</b>	<b>Sub-District B: Arts District</b>	<b>Sub-District C: Urban Residential</b>	<b>Sub-District D: Traditional Neighborhood</b>
Traditional Mixed Use (Type 1)	Traditional Mixed Use (Type 1)	Traditional Mixed Use (Type 1)		
Mixed-Use with Cellar (Type 2)	Mixed-Use with Cellar (Type 2)	Mixed-Use with Cellar (Type 2)	Mixed-Use with Cellar (Type 2)	
Neighborhood Mixed-Use (Type 3)		Neighborhood Mixed-Use (Type 3)	Neighborhood Mixed-Use (Type 3)	
Multifamily Home (Type 4)			Multifamily Home (Type 4)	Multifamily Home (Type 4)
Urban Residential (Type 5)			Urban Residential (Type 5)	
Hotel (Type 6)	Hotel (Type 6)	Hotel (Type 6)		
Other	Civic Building	Civic Building	Civic Building	Civic Building
<b>Uses Permitted by Location in Building</b>	<b>Sub-District A: Retail Core</b>	<b>Sub-District B: Arts District</b>	<b>Sub-District C: Urban Residential</b>	<b>Sub-District D: Traditional Neighborhood</b>
Ground Floor w/Street Frontage	Retail trade, retail service and professional service as permitted  *One building type required a CUP for ground floor professional use	Retail trade, retail service and professional service as permitted	Retail trade, retail service and professional service as permitted  All residential uses as permitted.	Residential and professional service uses as permitted
Ground Floor No Street Frontage	All uses as permitted	All uses as permitted	All uses as permitted	Residential and professional service uses
Upper Floor w/Street Frontage	All uses as permitted	All uses as permitted	All uses as permitted	Residential uses as permitted
Upper Floor No Street Frontage	All uses as permitted	All uses as permitted	All uses as permitted	Residential uses as permitted

The intent of the sub-districts was to drive and reinforce character and uses in different parts of downtown, or “sub-districts”, that the community voiced preference for during the 2001 Comprehensive Plan and the 2006 Downtown Master Plan processes.

However, not long after the Form Based Code was adopted, the city experienced the same recession that affected the nation as a whole; development of new commercial buildings came nearly to a halt. Between 2006 and 2015 only three new commercial buildings were permitted under the Form Based Code (the Limelight Hotel was permitted during this time but was approved through the PUD-Hotel process).

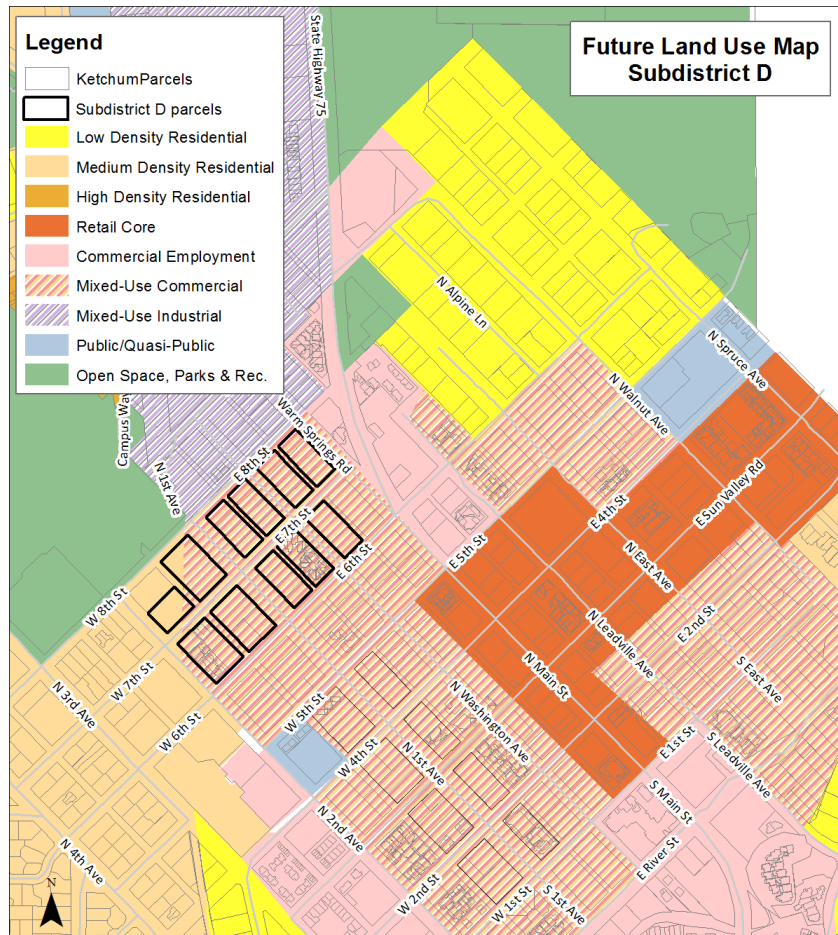
- 2007 – Mountain West Bank (07-031)
- 2008 – Rustic Moose (08-112)
- 2009 – Whiskey Jacques (09-044)

In 2015 the Form Based Code was repealed, but the subdistricts remained part of the zoning map and the District Use Matrix. Pertinent holdovers from the Form Based Code currently in place are:

- 100% residential buildings are permitted only in Subdistricts C and D.
- Only permitted use on first floor for first 20’ of depth of street frontage for buildings in Subdistrict A is retail; offices in the first 20’ of depth of street frontage require a Conditional Use Permit.
- Hotels permitted only in Subdistricts A and B.

The Form Based Code allowed only Multi-Family Homes and civic buildings to be constructed in Subdistrict D and in keeping with the form uses were severely limited; only residential and professional service uses were permitted . With the wider range of building types permitted by the Form Based Code in Subdistricts A, B, and C, other than the provisions for hotels and retail, the uses permitted in A, B, and C overlap (*see Attachment A, District Use Matrix*).

Although the Form Based Code was in place when the 2014 Comprehensive Plan was adopted, the Future Land Use Designation for Subdistrict D conflicts with the Land Use Category of Mixed-Use Commercial.



## CC-D – Traditional Neighborhood

2014 Comprehensive Plan Future Land Use Map Designation	Current Zoning Ordinance Uses Permitted
<p><b>Mixed Use Commercial</b> This Mixed-Use Commercial category is intended to promote a wide range of land uses, including offices, medical facilities, health/wellness-related services, recreation, government, residential, and services. General retail is limited to the downtown core.</p> <p>The intent of the Mixed-Use Commercial category is to improve two areas: 1) the downtown area outside the retail core, and 2) the area surrounding St. Luke’s Hospital (McHanville/Cold Springs Canyon) where development must be sensitively sited for viewshed and wildlife habitat protection.</p>	<ul style="list-style-type: none"> <li>• multi-family housing</li> <li>• tourist house</li> <li>• residential care facilities</li> <li>• business support (ground floor only)</li> <li>• office (ground floor only)</li> <li>• public use</li> <li>• semi-public use</li> <li>• public recreation facility</li> </ul>

Absent from the list of uses currently permitted in Subdistrict D are the “wide variety” of land uses that the Comprehensive Plan intends. As a result, several of the uses in the Community Core within Subdistrict D that contribute to the overall diversity and vibrancy of the city are non-conforming and pre-date the Form Based Code (Lefty’s, Moss Garden Center, Growing Garden Daycare Center). One recently vacated building (Sun Summit Ski & Cycle) is within Subdistrict D and no new retail business is permitted to locate there due to the use restrictions.

Additionally, despite the use restrictions being in place for 12 years, ground floor uses in the Retail Core continue to contain an abundance of real estate offices and banks, since many real estate offices and banks pre-date the Form Based Code.

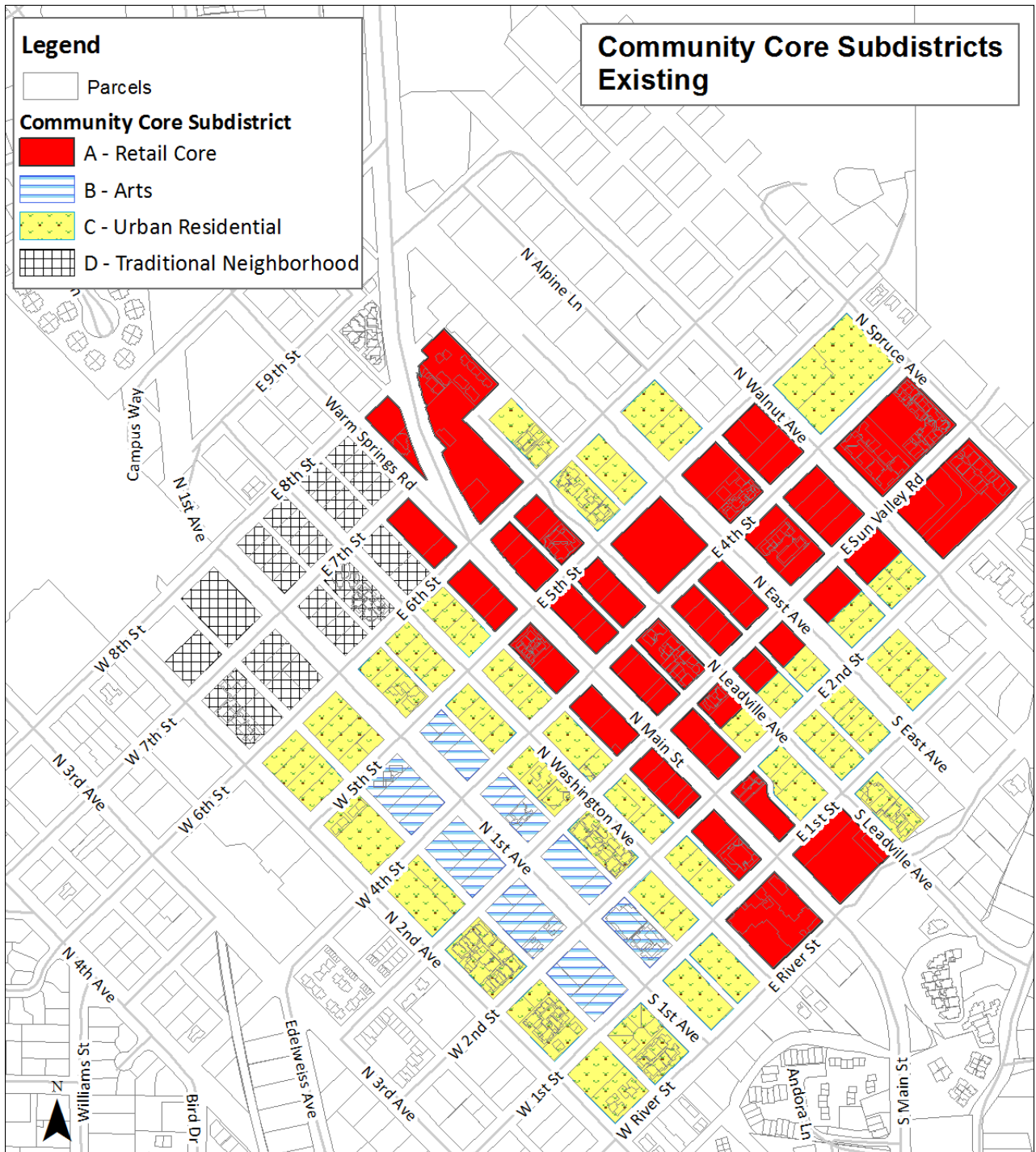
Staff finds that because the Form Based Code’s limited duration that overlapped with the recession, and despite the ensuing use restrictions, the existence of four subdistricts has not largely driven character and redevelopment of the Community Core. Another example is Subdistrict B, Arts; half of the art galleries participating in the Sun Valley Gallery Association are located in a different subdistrict (*see Attachment B, Sun Valley Gallery Association map*).

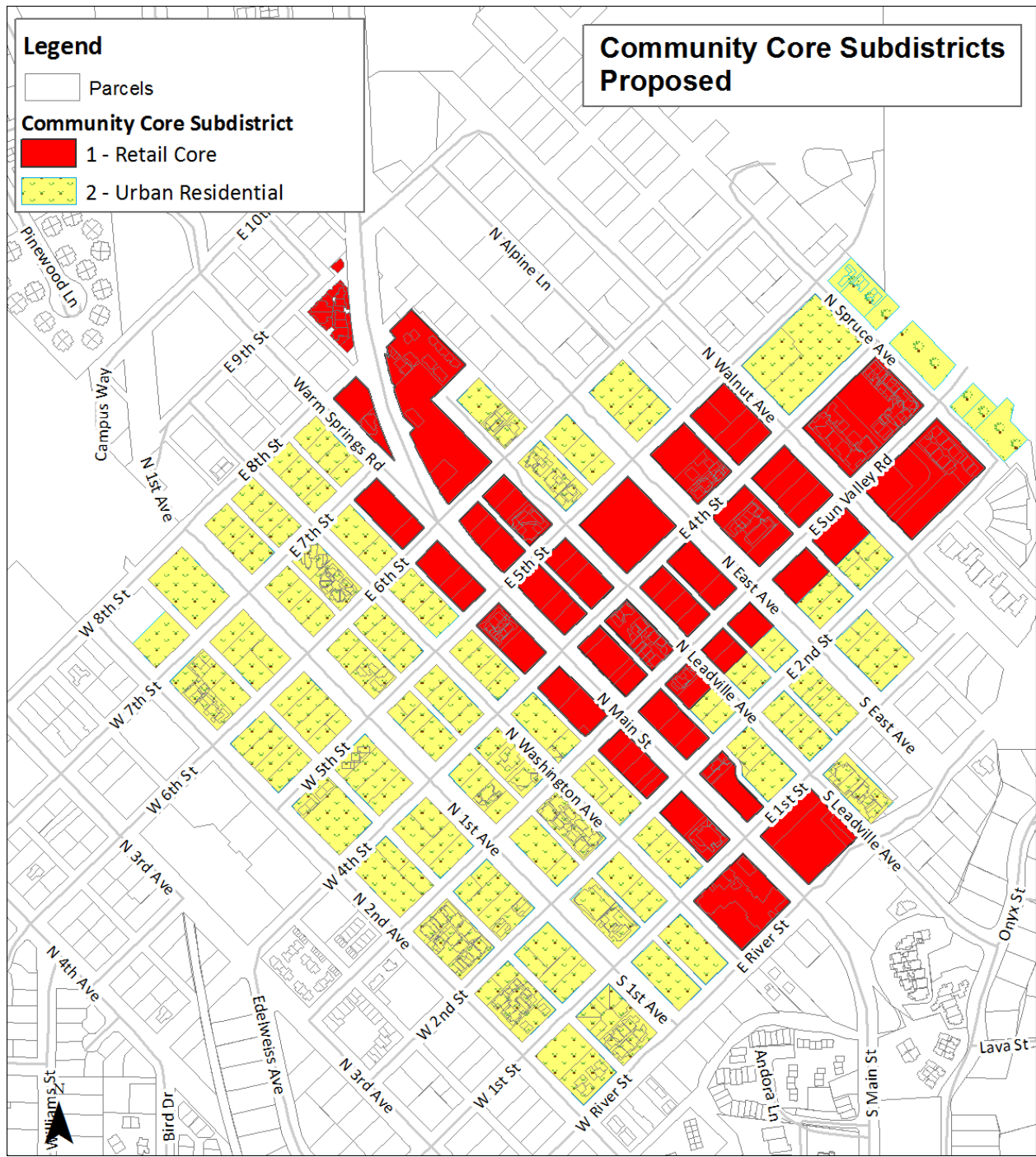
### Recommendation

With the entirety of this analysis in mind, staff recommends consolidating Subdistricts B and D into Subdistrict C, and renaming the Subdistrict A – Retail Core to Subdistrict 1 – Retail Core and renaming Subdistrict C to Subdistrict 2 – Mixed-Use. (*See existing and proposed subdistrict maps on the following pages.*)

Staff also recommends the Commission discuss whether how one key components of the District Use Matrix would be affected by such a consolidation – should hotels be permitted in







**RECOMMENDED MOTION**

Staff recommends continuing the public hearing to April 9, 2018.

"I MOVE TO CONTINUE THE PUBLIC HEARING TO APRIL 9, 2018."

**Attachment A**  
**District Use Matrix**

**17.12.020: DISTRICT USE MATRIX:**

A. District Use Matrix:

1. Use Matrix: The district use matrix lists all use types and all zoning districts where the use type is permitted (P), permitted with approval of a conditional use permit (C) or permitted as an accessory use (A) to a principal use.
2. Prohibited Uses: All uses not specifically listed in the district use matrix are prohibited, except where State or Federal law otherwise preempts local land use regulation.
3. Overlay Districts: Regardless of whether the district use matrix lists a use type as permitted, permitted with approval of a conditional use permit or permitted as an accessory use to a principal use, the use type shall be further regulated and prohibited if listed as a prohibited use in any applicable overlay district.
4. Additional Requirements: In addition to requirements listed in applicable overlay districts, additional requirements for specific uses are listed in [chapter 17.124](#), "Development Standards", of this title.
5. Floor Area Ratios (FAR) And Community Housing: Refer to sections [17.124.040](#), [17.124.050](#), "Hotels", [17.100.030](#) and [17.101.030](#) of this title for FAR and community/inclusionary housing requirements.
6. Accessory Use: An accessory use, unless otherwise permitted for in this title, shall not commence and no accessory structure shall be constructed without a principal use first being lawfully established on the subject site, unless otherwise specified in [chapter 17.116](#), "Conditional Uses", of this title.

DISTRICT USE MATRIX

P = Permitted	C = Conditional	A = Accessory
---------------	-----------------	---------------

District Uses	LR	LR-1	LR-2	GR-L	GR-H	STO-4	STO-1	STO-H	T	T-3000	T-4000	CC SD A	CC SD B	CC SD C	CC SD D	LI-1	LI-2	LI-3	RU	AF
Residential:																				
Dwelling, multi-family				p1	P			P	P	P	P	p26	p26	P	P	C14	C14	C14	C19	
Dwelling, one-family	P	P	P	p2	P	P	P	P	P	P	P	See note 28	See note 28	See note 28	See note 28				C19	P
Residential care facility	p4	p4	p4	p4	p4	p4	p4	p4	p4	p4	p4	p26	p26	P	P					
Commercial:																				
Adult only business																	P			
Agriculture, commercial																				P
Business support service												P	P	P	p27	P	P			
Convenience store									P			P	P	P		p12	p16			
Daycare center				C4	C4				p4	p4	p4	P	P	P		C17		C17		
Daycare facility				C4	P4			C4	p4	p4	p4					C17		C17	p4	
Drive-through facility												p9	p9	p9						
Equestrian facility																			C	C
Food service									P	p6	p6	P	P	P		PC15	PC15		C29	
Golf course	P	P	P	P	P	P	P	P	P	P	P								C	
Grocery store												P	P	P						
Health and									P			P	P	P		C	C			





Wholesale																P	P			
Wireless communication facility	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>	C <sup>23</sup>
Public and institutional:																				
Assembly, place of				C <sup>3</sup>	C <sup>3</sup>								C	C	C					
Cemetery																			C	C
Cultural facility													P	P	P					C
Geothermal utility											C <sup>7</sup>									
Hospital													C	C	C					
Medical care facility					C					P			P	P	P					
Nature preserve	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Parking facility, off-site										C	C	C	C	C	C	C				
Parking, shared										C <sup>8</sup>	C <sup>8</sup>	C <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>				
Performing arts production													P	P	P					C
Public use	C	C	C	C	C	C	C	C	C	C	C	C	P	P	P	C	C	C	C	C
Public utility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Recreation facility, public	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Recycling center																		P		
School residential campus																			p <sup>30</sup>	
Semi-public use					C					C	C	C	P	P	P					C
Accessory:																				
Agriculture, urban	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>	A <sup>22</sup>
Daycare home	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>	A <sup>4</sup>							C <sup>4</sup>		A <sup>4</sup>
Daycare, on site employees																		A	A	A
Dwelling unit, accessory	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>	A <sup>18</sup>				A <sup>18</sup>
Electric vehicle charging station	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Energy system, solar	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Energy system, wind	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Equestrian facility, residential	A	A	A	A	A	A	A	A	A	A	A									A
Fallout shelter	A	A	A	A	A	A	A	A	A	A	A									A
Guesthouse	A	A	A	A	A	A	A	A	A	A	A									
Home occupation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Recreation facility, residential	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
Sawmill, temporary																				C

Notes:

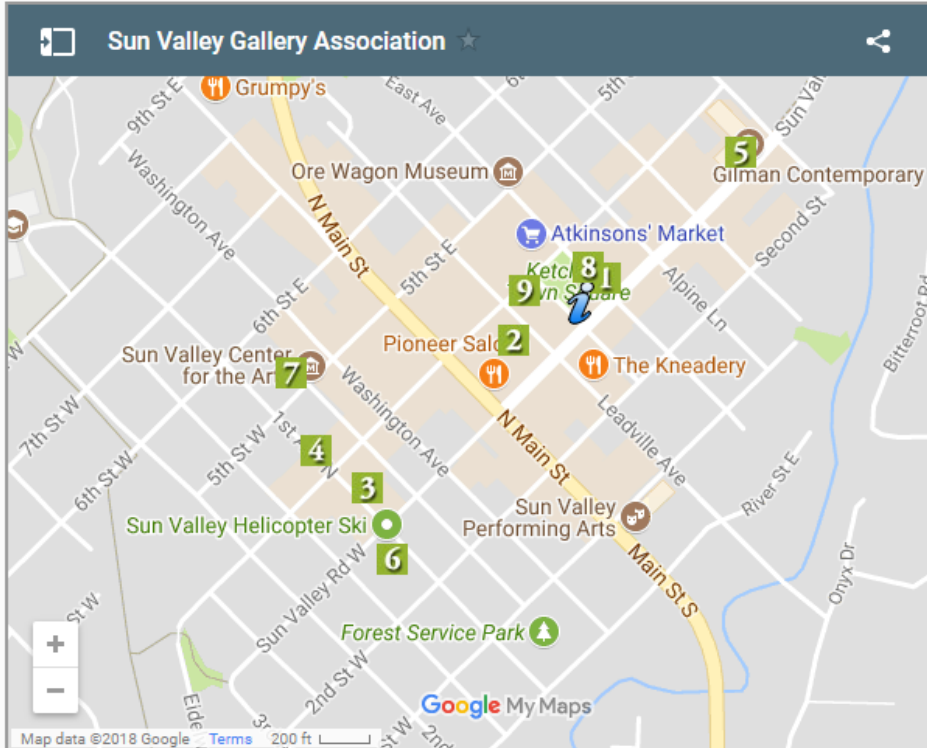
1. A multi-family development containing up to 2 dwelling units is permitted.
2. 2 one-family dwellings are permitted.
3. Religious institutions are allowed through the provision of a conditional use permit. No other assembly uses as defined in [chapter 17.08](#) of this title are permitted.
4. Use is not permitted in the Avalanche Zone. Reference Zoning Map.
5. Retail trade is permitted but must not exceed 2,500 square feet.
6. Uses must be subordinate to and operated within tourist housing and not to exceed 10 percent of the gross floor area of the tourist housing facility.
7. Utility for offsite use.
8. See section [17.125.070](#) of this title for shared parking standards.
9. Drive-throughs are not allowed in association with food service establishments.
10. This is a permitted use, however offices and professional services on the ground floor with street frontage require a conditional use permit.
11. Tourist houses shall only be located in existing one-family dwellings. Additions to the home shall not exceed 20 percent of the existing square footage.
12. The following forms of retail trade are permitted: a) equipment rental, including sporting equipment and entertainment equipment, b) building, construction and landscaping materials; small engines with associated sales, c) retail in conjunction with manufacturing, warehousing or wholesaling not to exceed 30 percent gross floor area or 800 square feet, whichever is less; no advertising is displayed from windows or building facades; and no access onto a major arterial is allowed if an alternative access is available.
13. Personal service is not allowed except for laundromats and dry cleaning establishments.
14. See section [17.124.090](#) of this title for industrial districts residential development standards.
15. Catering and food preparation is permitted. Restaurants require a conditional use permit and shall not exceed 1,000 square feet and serve no later than 9:00 P.M. unless expressly permitted through approval of the conditional use permit.
16. The following forms of retail trade are permitted: a) equipment rental, including sporting equipment and entertainment equipment; b) building, construction and landscaping materials; small engines with associated sales; c) furniture and appliances in conjunction with warehousing not to exceed 18 percent gross floor area or 900 square feet, whichever is less; d) other retail in conjunction with manufacturing, warehousing or wholesaling; it is limited to 10 percent gross floor area or 500 square feet, whichever is less. Retail uses c) and d) of this note shall have no advertising displayed from windows or building facades; and no access will be permitted onto a major arterial if an alternative access is available.
17. See subsection [17.124.120C](#) of this title for industrial districts daycare development standards.
18. See section [17.124.070](#) of this title for accessory dwelling unit development standards.
19. A maximum of 5 dwelling units are allowed through a conditional use permit and shall be a minimum of 400 square feet and not exceed 1,200 square feet in size.
20. Indoor only.
21. Only allowed in conjunction with an equestrian facility.
22. See section [17.124.080](#) of this title for urban agriculture development standards.
23. See [chapter 17.140](#) of this title for wireless communications facility provisions.
24. Allowed on the ground floor only.
25. See section [17.124.050](#) of this title for hotel development standards.
26. Ground floor street frontage uses are limited to retail and/or office uses. In Subdistrict A office uses require a conditional use permit.
27. Ground floor only.
28. Through the provision of a conditional use permit, the Planning and Zoning Commission may approve a 20 percent increase to the total existing square footage of an existing nonconforming one-family dwelling.
29. Use is allowed as an accessory use through the provision of a conditional use permit.
30. Development agreement required.
31. Vehicular access from Highway 75 to motor vehicle fueling stations is prohibited.

(Ord. 1174, 2017: Ord. 1150, 2016: Ord. 1135, 2015)

## **Attachment B**

### **Sun Valley Gallery Association Map**





## Member Galleries

1. Broschofsky Gallery  
208.726.4950
2. Frederic Boloix Fine Art  
208.726.8810
3. Friesen Gallery  
208.726.4174
4. Gail Severn Gallery  
208.726.5079
5. Gilman Contemporary  
208.726.7585
6. Kneeland Gallery  
208.726.5512
7. Sun Valley Center for the Arts  
208.726.9491
8. Wood River Fine Arts  
208.928.7728
9. MESH Gallery  
208.309.3200

**Attachment B**

## Retail Size Research Sources

1. <https://www.familydollar.com/corporate/our-company/about-family-dollar>
2. <https://247wallst.com/retail/2014/03/22/walmart-now-has-six-types-of-stores/>
3. <http://time.com/money/4182681/walmarts-express-stores-close/>
4. <https://corporate.target.com/press/releases/2017/10/target-opens-12-new-stores-across-the-country-expa>
5. [http://www.apparesearch.com/names/t/tjx/tjx\\_companies\\_apparel\\_retailer\\_profile.htm](http://www.apparesearch.com/names/t/tjx/tjx_companies_apparel_retailer_profile.htm)
6. [https://www.jhnewsandguide.com/news/business/shoppers-brave-freeze-for-shot-at-t-j-maxx/article\\_f9ac9afb-0787-542e-b184-e2f60dd8a1d0.html](https://www.jhnewsandguide.com/news/business/shoppers-brave-freeze-for-shot-at-t-j-maxx/article_f9ac9afb-0787-542e-b184-e2f60dd8a1d0.html)



## City of Ketchum

May 29, 2018

### Ketchum Planning and Zoning Commission

#### STAFF REPORT KETCHUM PLANNING AND ZONING COMMISSION SPECIAL MEETING MAY 29, 2018

- PROJECT:** City-initiated Text Amendments to Title 17, Zoning, to amend regulations for residential use in the Light Industrial zones
- REPRESENTATIVE:** City of Ketchum Planning and Building Department
- DESCRIPTION:** Amendments to Section 17.12.020, District Use Matrix, Section 17.124.070 and Section 17.124.090, Residential, Light Industrial Districts
- NOTICE:** Notice appeared in the Idaho Mountain Express, was mailed to outside agencies, and was posted in three (3) public locations on February 14, 2018. The hearing was continued to the March 27, 2018, April 9, 2018, May 14, 2018 and May 29, 2018.
- PUBLIC HEARINGS:** Planning and Zoning Commission
- March 12, 2018
  - March 27, 2018
  - April 9, 2018
  - May 14, 2018
  - May 29, 2018
- PLANNER:** Brittany Skelton, Senior Planner
- ATTACHMENTS:**
- A. Residential Occupancy Characteristics
  - B. Land Value Exceeds Value of Commercial Structure
  - C. Undeveloped and Unoccupied Parcels
  - D. Light Industrial Districts Study Area & Points of Interest



## **BACKGROUND**

At the March 12, 2018 Planning and Zoning Commission meeting staff introduced two topics related to residential uses in the Light Industrial zones for the Commission's consideration: amending the zoning code to permit residential uses by-right, rather than as a conditional use, and amending the zoning code to permit buildings in the Light Industrial District No. 3 (LI-3) to be 100% residential. These two topics were brought forward as a continuation of the Phase II Zoning Code Rewrite after Council gave cursory approval to proceed with research and analysis on these subjects at their February 5, 2018 meeting.

Since the March 12, 2018 meeting the public hearing has been continued to March 27, April 9, and May 14 with no further substantive analysis from staff and minimal discussion from the Commission at only the March 27, 2018 meeting. During this time Mayor Bradshaw has progressed in his strategic goals for the city with the city hall and fire station initiatives and has begun to turn his focus toward another staple of his strategic initiatives - revising the Light Industrial area. At the time of publication of this staff report display boards eliciting public input on the Light Industrial area were being finalized for the A Fair on the Square public outreach event scheduled for Friday, May 25<sup>th</sup>, 2018. Simultaneously staff has begun an analysis of existing conditions in the Light Industrial zones, seeking to document patterns and trends evidenced by existing conditions.

As such, amendments to the zoning code for the Light Industrial area are no longer limited solely to questions of 100% residential use in LI-3 or residential use by-right rather than with a Conditional Use Permit. In concert with Mayor Bradshaw's strategic goal to revision the Light Industrial area, staff has broadened the scope for amendments to the zoning regulations to encompass multi-faceted aspects of land use planning and zoning pertinent to the Light Industrial area's role in the social and economic vitality of Ketchum. Visioning of the Light Industrial area will also likely include consideration of the Tourist zoned parcels containing the YMCA, parking lots, and the Northwood Place apartment development that are adjacent to the western border of the Light Industrial district.

Staff's intention is for the Light Industrial area to remain a standing item on the Commission's agenda and to present new research and analysis, and eventually recommendations, at each meeting for the foreseeable future. Augmenting standard land use planning analysis staff intends to include supplemental articles and precedent studies for the benefit of the Commission. Additionally, staff envisions public input and participation opportunities beyond the public hearing format.

The goal of a continuous Light Industrial discussion is to vet ideas and craft recommendations that will be presented to City Council for consideration of adoption. Overarching themes to be addressed by zoning amendments, and potentially amendments to the 2014 Comprehensive Plan, are maintaining the vitally important functions of light industrial uses while addressing increased residential pressures and unique development projects, such as the repurposing of the Smith building.

While staff intends to address the Light Industrial area holistically and comprehensively, staff notes that the city has received an applicant-initiated text amendment requesting to address the concept of live/work in the Light Industrial District No. 2 (LI-2). This application is scheduled for a first public hearing with the Commission on June 25<sup>th</sup>, 2018 and a comprehensive staff report will be prepared.

The following sections of this staff report address:

- Light Industrial area topics of interest
- 2014 Comprehensive Plan discussion of the Light Industrial Area
- Brief analysis of four existing conditions maps produced by the Planning and Building department / GIS

## **PUBLIC INPUT**

To date, no written public comments have been received.

**TOPICS OF INTEREST**

At present, topics of interest include:

**Zoning, Land Use and Architectural Form**

- Maintaining the vitally important light industrial functions in the city
- Establishing minimum first floor heights (designed to facilitate light industrial use)
- Addressing increasing requests to:
  - Convert and retrofit existing light industrial spaces to residential use
  - Develop LI as residential only
- Reviewing/Revisiting maximum residential use percentages
- Retaining/Strengthening existing retail limits
- Encouraging work/live when combined as a single 1<sup>st</sup>/2<sup>nd</sup> floor condominium
- Reviewing residential units (minimum/maximum) size limits
- Evaluating lot coverage calculations
- Forwarding anti-nuisance provisions to help assure long-term viability of LI uses
- Providing direction on the location of residential uses within buildings
- Encouraging long-term occupancy as opposed to short-term rentals
- Revisiting existing building height maximums relative to important site lines from SH75, etc

**Mobility**

- Furthering mobility / traffic solutions for vehicles, pedestrians and cyclists
  - Sidewalk infrastructure
- Improving Warm Springs Road intersections with Lewis, 10<sup>th</sup>, and Saddle

**Economic and Social**

- Mitigating displacement of existing business
- Mitigating “mountain town gentrification”
- Impact fees

The above list is not intended to be static and will evolve based on input from the Commission, the public, Mayor and Council and staff research.

**2014 COMPREHENSIVE PLAN**

Staff offers excerpts from the 2014 Comprehensive Plan related to both the overarching vision for Ketchum and the Light Industrial area specifically in Table 1.

**Table 1: Comprehensive Plan Excerpts**

<b>Foreword</b>
“Ketchum’s new planning perspective is based on the principle of sustainability. While sustainability embodies numerous definitions that vary depending on context, simply put it is about a community’s stability, resilience, social health, and the ability to thrive. As defined by the Brundtland Commission of the United Nations, sustainable development is “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.” Many view sustainability as an ongoing effort to achieve balance between three or more “pillars” or core components: economic vitality, environmental stewardship, and social responsibility.” (p. iii)
<b>Chapter 1: Community Vision and Core Values</b>
Our Vision: “We aspire to be an authentic mountain community with world class character, yet small-town feel. We see our community as one with a high quality of life for a local year-round population and a visiting population. We

will be successful by creating, marketing, and delivering distinctive choices for jobs, learning, health, outdoor adventure and arts and culture. We value a strong sense of community. Furthermore, we wish to be a place with a strong economy, a vibrant downtown, diverse options for housing, and a varied demographic of people who live, work, and visit here. We will be responsible stewards of our environment, work for a dynamic economy, and maintain our special way of life for generations to come.”

**Core Community Value: 1. A Strong and Diverse Economy**

Ketchum sees itself with a stable and diverse economy melding the benefits of our traditional tourism economy with businesses that serve the year-round population. Our town promotes its friendly and safe small-town character, including our excellent schools and openness to entrepreneurship.

We value a thriving year-round population of people who can work, live and engage in a dynamic Ketchum community. We value and support local businesses that contribute to our uniqueness and vibrancy. We welcome new companies. We have excellent infrastructure, including state-of-the-art broadband, to support a wide range of businesses. We also realize that the changing and competitive tourism industry requires us to strive to be an exciting place and aggressively broaden our marketing efforts to reach new potential visitors.

**Core Community Value: 4. A Variety of Housing Options**

Ketchum values a community where people who wish to work and live here can do so. With housing and land prices expected to grow and wages expected to remain relatively constant, the community must explore ways to ensure that citizens have a reasonable choice of housing. Ketchum strives to use creative solutions to housing diversity by looking to partnerships, evaluating zoning, density, and infill policies; removing barriers, and creating incentives to achieve our goals.

In order to maintain a strong economy with a base of jobs and a diverse demographic of residents, it is important for the community to provide a varied supply of housing choices—both year-round work force housing and second homes for seasonal residents.

**Chapter 2: A Strong and Diverse Economy**

**Policy E-2(a)**

**Light Industrial Area as the Primary Location for New Traditional Light Industrial and Corporate Park Business Growth and Jobs**

New employment opportunities will focus primarily on clean industries within the City’s industrial areas which are evolving into vibrant, mixed-use business places. Traditional light industrial includes service, warehousing, manufacturing, wholesaling, auto-related businesses, rec-tech, biotechnology, and construction.

**Chapter 3: Housing**

**Policy H-1.4**

**Integrated Housing in Business and Mixed-Use Areas**

Housing should be integrated into the downtown core and light industrial areas, and close to the ski bases. The resulting mix of land use will help promote a greater diversity of housing opportunities as well as social interactions.

**Chapter 12: Land Use**

**5. Opportunities for Commercial Development, Tourism, and Jobs**

This plan strives for a greater overall balance of employment and retail opportunities and is focused around the community’s centers—both the downtown and activity-focused areas like the Warm Springs and River Run Base Areas. It suggests a high job and new business focus for the Mixed- Use Industrial Area. It emphasizes the majority of local stores, retail, restaurants, and civic uses within the downtown. It also emphasizes infill and redevelopment within activity centers to promote more walkable environments and connections to nearby neighborhoods. Industrial areas will continue as employment districts and be augmented with new worker housing so residents can live close to their jobs. These predominantly industrial districts will then evolve with a more vibrant, mixed-use character.

**Mixed-Use Industrial**

**PRIMARY USES**

Light manufacturing, wholesale, services, automotive, workshops, studios, research, storage, construction supply, distribution and offices make up the bulk of development within this district.

**SECONDARY USES**

A limited range of residential housing types, and supporting retail are provided for within this category. Uses should generate little traffic from tourists and the general public.

**CHARACTERISTICS AND LOCATION**

The Mixed-Use Industrial category is intended to provide critical lands for Ketchum’s economic growth and entrepreneurial opportunity within a vibrant business district where people can work and live in the same area.

**Policy LU-2.1****Infill and Redevelopment**

Support intensification of land uses on appropriate infill and redevelopment sites in the following areas:

- Downtown;
- Industrial areas;
- St. Luke’s Hospital/McHanville/Cold Springs Canyon
- Warm Springs area; and
- Existing neighborhoods with significant vacant parcels.

**Implementation Matrix**

Task: Reevaluate Light Industrial Use and Development Standards

Timeline: Immediately

**EXISTING CONDITIONS MAPS**

Four maps documenting existing conditions are attached to the staff report as Attachments A, B, C, and D.

**1. Residential Occupancy Characteristics**

This map depicts parcels that are taxed by the Blaine County Assessor as residential. Within the Light Industrial zone the parcels are further characterized by parcels where the Homeowner’s Exemption is taken (which is a proxy for primary residence or owner occupancy, as the Homeowner’s Exemption may only be taken if the structure is the owner’s primary residence occupied more than half of the year) and parcels where the Homeowner’s Exemption is not taken (which likely represents a second home or investment property). The Community School’s residential campus is also identified. The Northwood Place apartment development, located in the adjacent Tourist district, is also identified.

**2. Land Value Exceeds Value of Commercial Structure**

Using data from the Blaine County Assessor’s office on the value of land and the value of improvements (structures) on a parcel, this map identifies parcels where the value of the land exceeds the value of the built improvements on the land.

This map is a proxy for parcels that may currently be underdeveloped or underutilized.

**3. Undeveloped and Unoccupied Parcels**

This map identifies parcels that are undeveloped (the parcel does not contain a building or a structure) or unoccupied (the parcel contains a building or buildings/structures that are not occupied) and are considered opportunities for development.

**4. Light Industrial Districts Study Area & Points of Interest**

This map is a base map of the Light Industrial and adjacent parcels and is formatted to print at 24” x 36” in size. The map identifies points of interest, such as the proposed new Fire Station, and the recently approved Fire Training Facility, and the Warm Springs Road-Lewis Street-10<sup>th</sup> Street intersection, which is recognized to need improvement



to facilitate vehicle, pedestrian, and cyclist traffic. This map also identifies existing sidewalk and classifies sidewalk segments as good or poor condition and identifies areas where sidewalk is missing.

### **STAFF RECOMMENDATION AND RECOMMENDED MOTION**

Staff recommends continuing the public hearing to June 11<sup>th</sup>, 2018.

"I MOVE TO CONTINUE THE PUBLIC HEARING TO JUNE 11<sup>TH</sup>, 2018."

### **ATTACHMENTS**

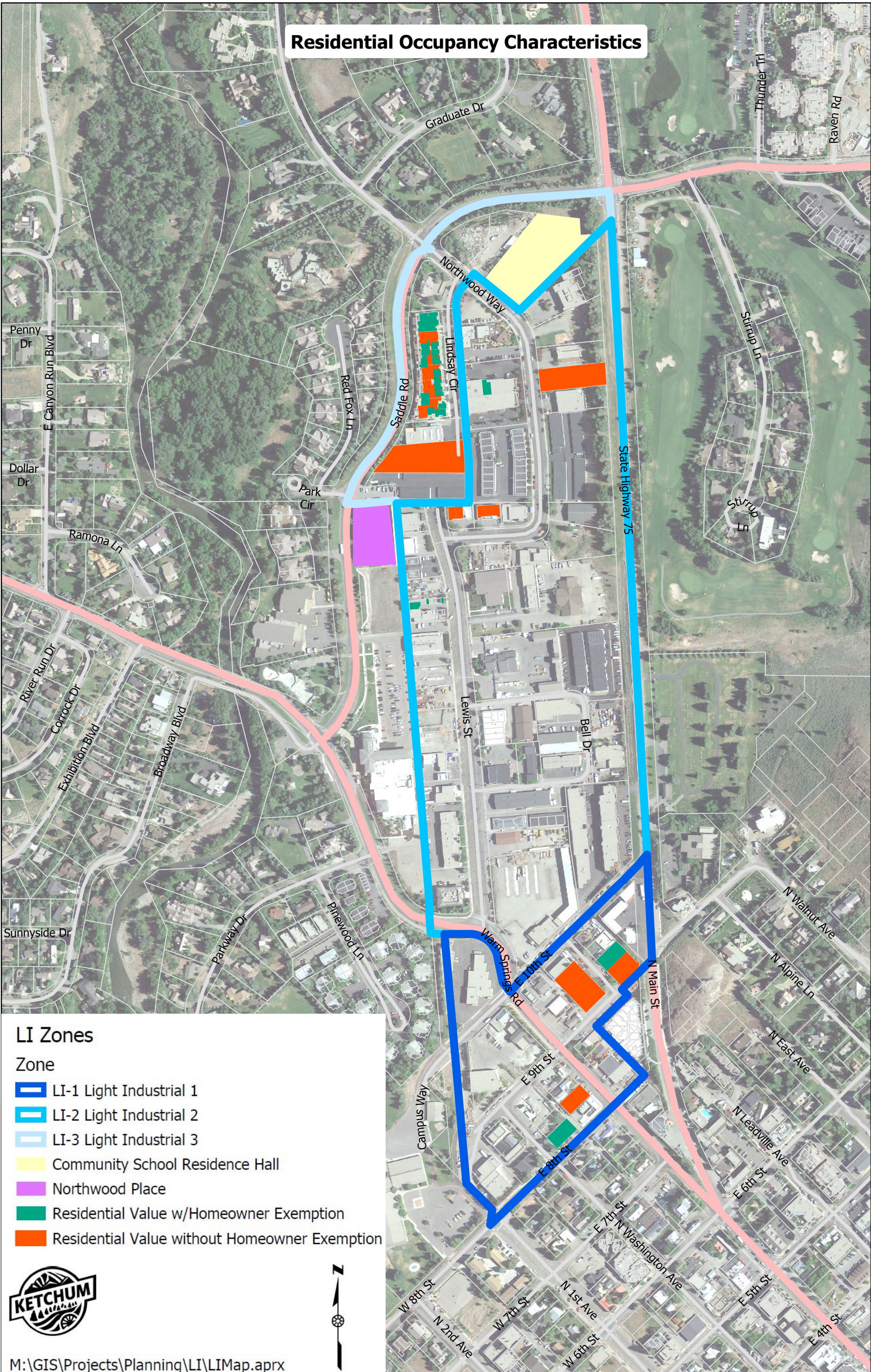
- A. Residential Occupancy Characteristics
- B. Land Value Exceeds Value of Commercial Structure
- C. Undeveloped and Unoccupied Parcels
- D. Light Industrial Districts Study Area & Points of Interest

**Attachment A.**

**Residential Occupancy Characteristics**



# Residential Occupancy Characteristics



## LI Zones

### Zone

- LI-1 Light Industrial 1
- LI-2 Light Industrial 2
- LI-3 Light Industrial 3
- Community School Residence Hall
- Northwood Place
- Residential Value w/Homeowner Exemption
- Residential Value without Homeowner Exemption



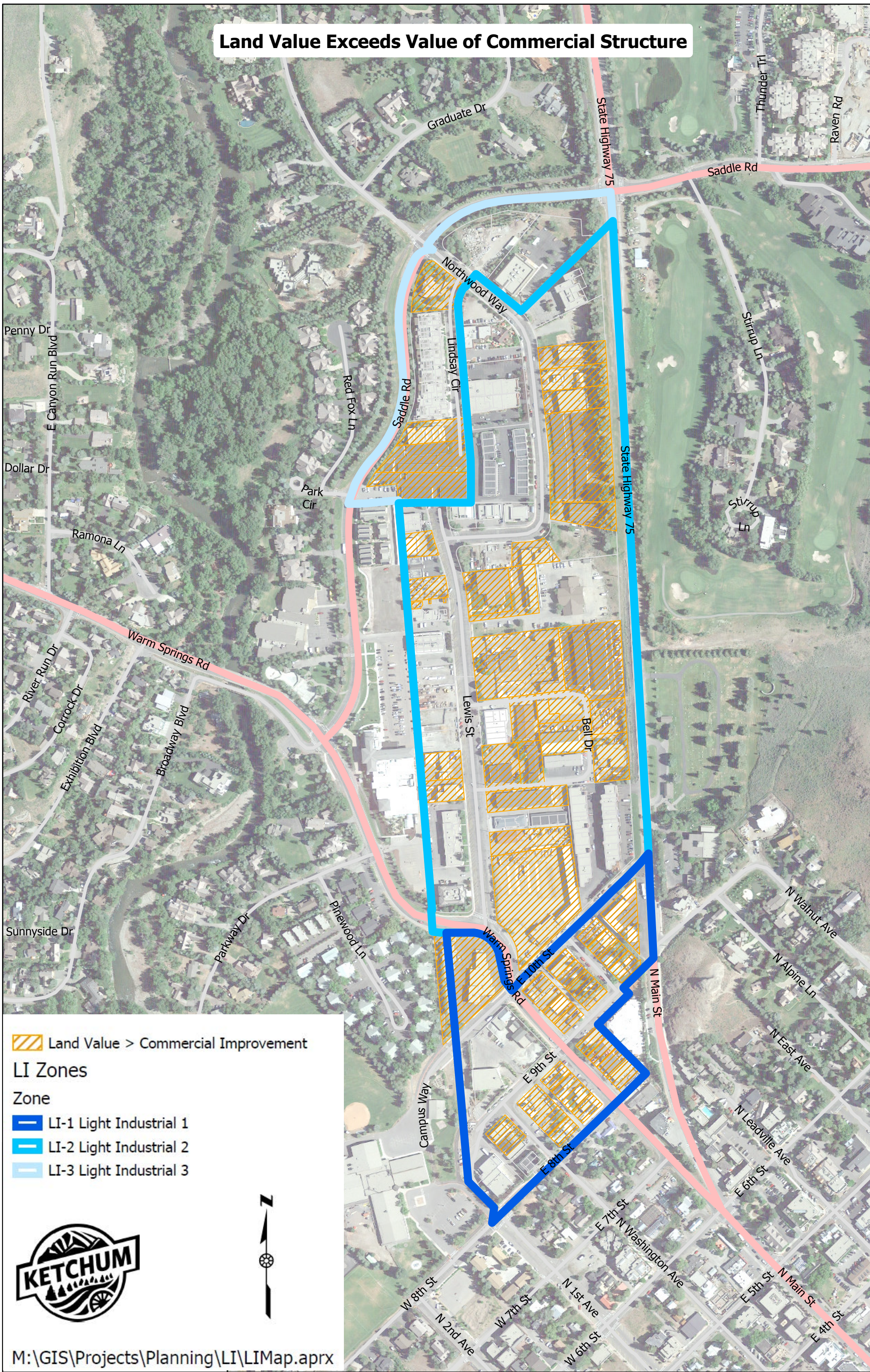


**Attachment B.**

**Land Value Exceeds Value of Commercial Structure**






# Land Value Exceeds Value of Commercial Structure



 Land Value > Commercial Improvement

## LI Zones

Zone

-  LI-1 Light Industrial 1
-  LI-2 Light Industrial 2
-  LI-3 Light Industrial 3



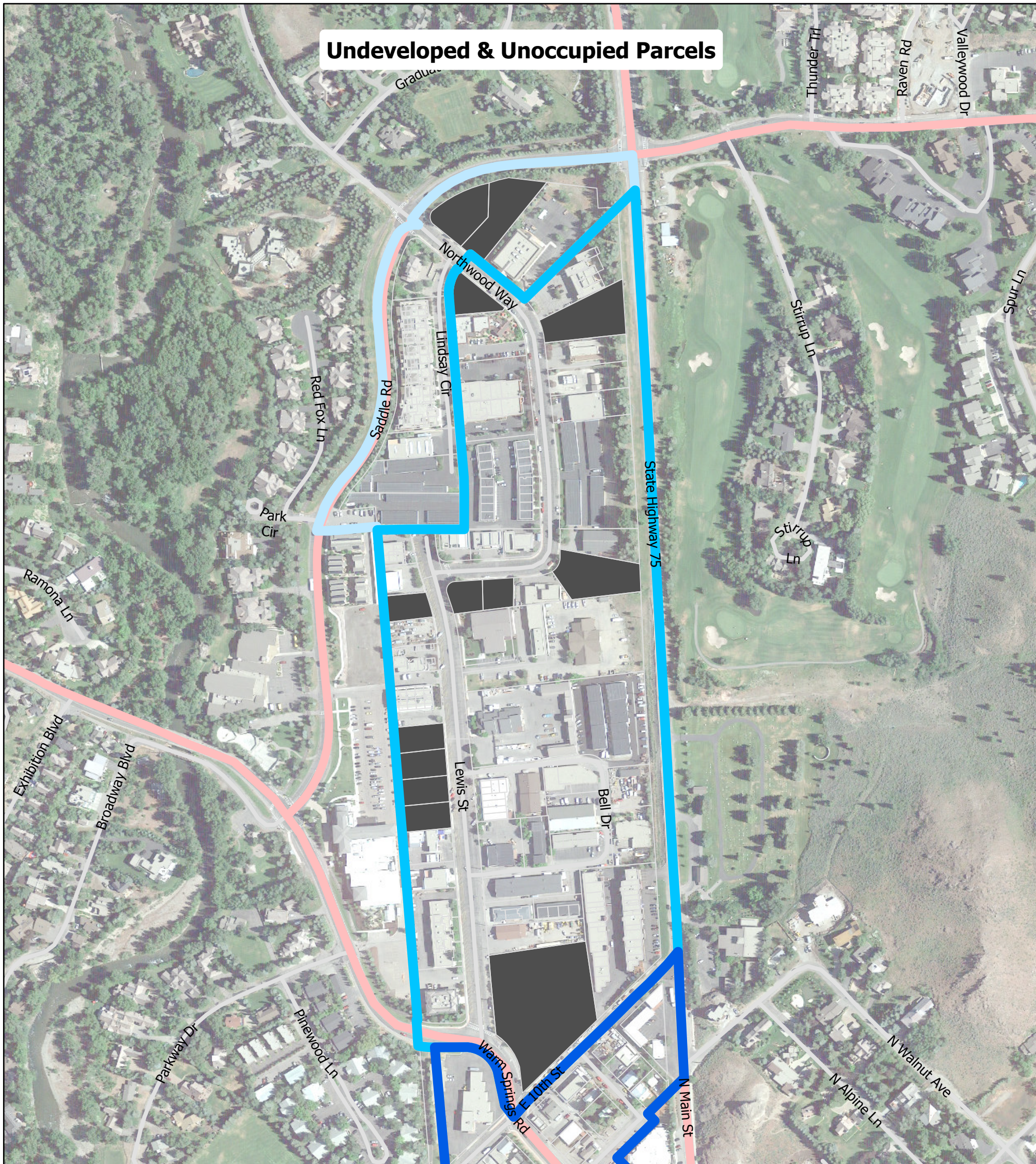


**Attachment C.**

**Undeveloped and Unoccupied Parcels**



# Undeveloped & Unoccupied Parcels



■ Vacant/Unoccupied Parcels

## LI Zones

Zone

- LI-1 Light Industrial 1
- LI-2 Light Industrial 2
- LI-3 Light Industrial 3





**Attachment D.**

**Light Industrial Districts Study Area & Points of Interest**



# Light Industrial Districts Study Area & Points of Interest

Proposed Bike Path

Fire Training

Fire Station

Intersection

Sidewalk

LI Zones

Zone

LI-1 Light Industrial 1

LI-2 Light Industrial 2

LI-3 Light Industrial 3

LI Sidewalks

Condition

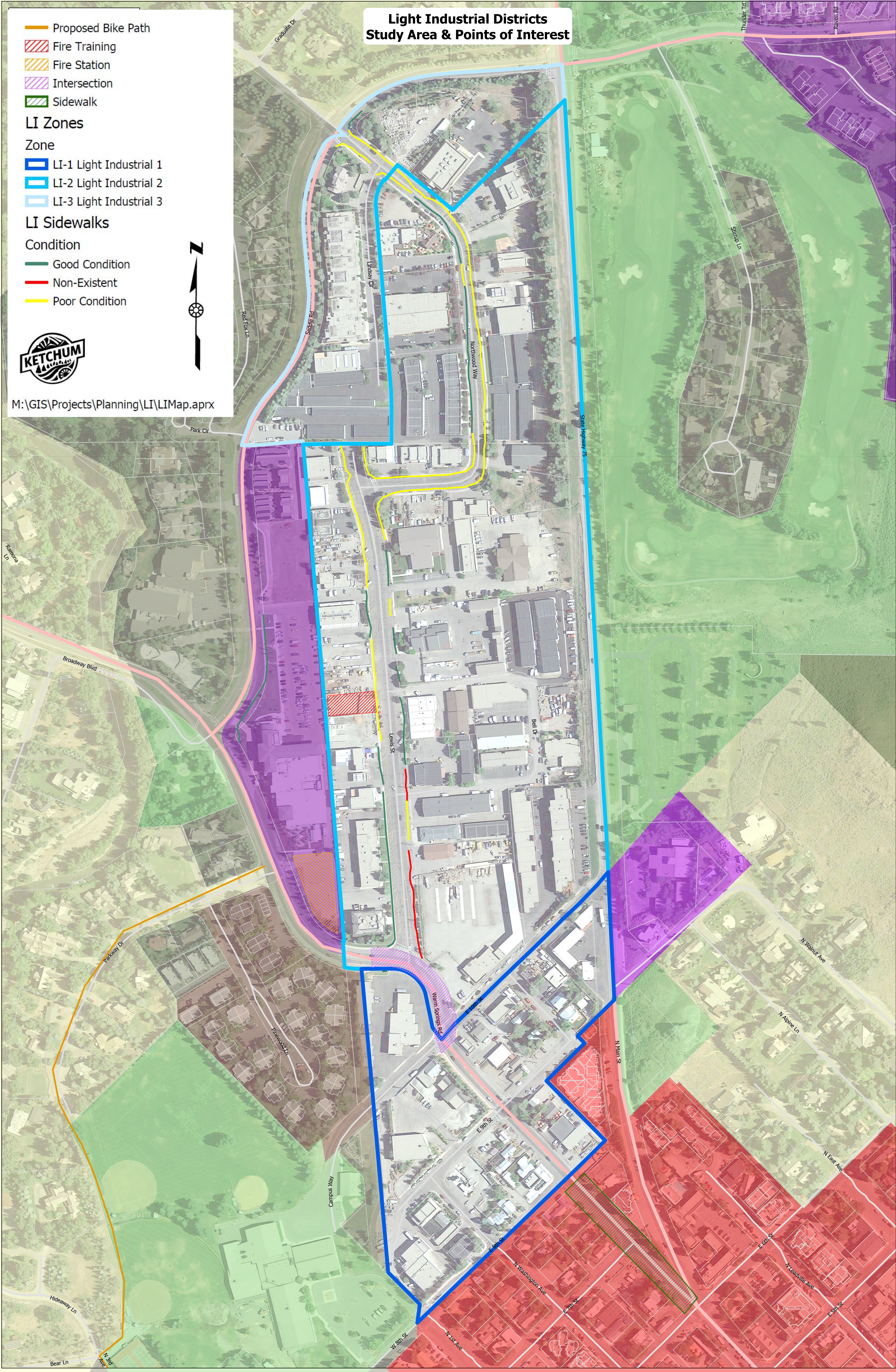
Good Condition

Non-Existent

Poor Condition



M:\GIS\Projects\Planning\LI\LIMap.aprx







# Planning and Zoning

## Regular Meeting

~ Minutes ~

480 East Avenue North  
Ketchum, ID 83340

<http://ketchumidaho.org/>

Maureen Puddicombe  
Planning Technician

Monday, April 9, 2018

5:30 PM

Ketchum City Hall

1. **4:30 PM – SITE VISIT: KSVVA Fire Training Facility: 219 Lewis St, Ketchum, ID (Lot 7 Blk 1, Northgate Subdivision, Ketchum Townsite)**
2. **4:50 PM – SITE VISIT: Briscoe & Assoc. Conditional Use Permit: 220 N. Main St. (Lot 2AA Blk 3, Ketchum Townsite)**
3. **5:00 PM - SITE VISIT: Community Library, Design Review Application: 415 Spruce St (Lot 1B Blk 89, Ketchum Townsite)**
4. **5:15 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**
5. **Call to Order**

Attendee Name	Title	Status	Arrived
Kurt Eggers	Commissioner	Present	
Neil Morrow	Commissioner	Present	
Matthew Mead	Commissioner	Present	
Jeff Lamoureux	Chair	Present	
Erin Smith	Commissioner	Present	

### 6. **PUBLIC COMMENT - Communications from the public for items not on the agenda.**

Chairperson Jeff Lamoureux called for Public Comment. No comments were received.

### 7. **PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF**

- a. **180 Northwood Way Mixed-Use Project:** Discussion regarding an amendment to Design Review to reduce square footage of building.

Brittany Skelton, Senior Planner, presented amendment to the previously approved Design Review. The amendment is to reduce the size of the proposed mixed-use building. There is no proposed change to any of the exterior materials.

Chairperson Jeff Lamoureux called for comments from Commission. Commission agreed with Staff recommendation for Administrative Design Review for modification of the design of the 180 Northwood Way Mixed-use Building.

**MOTION TO:** Allow Administrative Review of a reduction in square footage of the 180 Northwood Mixed-Use Building as described in the Staff Report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Erin Smith, Commissioner
<b>SECONDER:</b>	Matthew Mead, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

- b. **Community Library Expansion:** 415 Spruce Street (Lot 1B Block 89, Ketchum Townsite) *Continued from March 27, 2018.* The Commission will consider and take action on a Design Review Application for exterior alterations to the Community Library.

Vice-Chairperson Erin Smith chaired this portion of the meeting. Commissioner Kurt Eggers disclosed that the Martins are former clients of his, but he felt he would be unbiased.

Associate Planner Abby Riven presented the Design Review for the Community Library Expansion Project.

Jenny Emery Davidson, Community Library director, related the advantages of the new library to all segments of the Community adding vibrancy of the Community, improving additional outdoor space, promoting literacy and community conversations.

Rob King, Architect for the project, presented the proposed outdoor additions to the library to enhance outdoor spaces for varied community uses.

Commissioner Neil Morrow asked if the replacement trees will screen the neighboring residence. Rob King described the mix of pines and trees proposed. Vice-Chairperson Erin Smith asked for clarification of the choice of trees for screening. Erin asked about the hours, if the building will be lighted from within at night. Jenny responded that the Children's' area closes at 6:00 PM and will be dark after that time.

Vice-Chairperson Erin Smith called for comment from those in support of the application:

Ruben Perin, Chairman of the Board of Trustees for the Library. The members of the board are long term, have listened to the comments and suggestions from the public, incorporating those suggestions. He described several improvements being made to the library. The Board has discussed and approved each of the steps in this process. Five additional Board Members were in attendance.

No additional comments from those in favor of the application or those neutral on the application.

Those in opposition to the application:

Nicholas Latham, Ketchum architect representing the Martins, stated they are concerned with the design and the scope of the project. He is looking to minimize the impact of the project to the Martin's residence. The Martins would like to see the trees replaced with more substantial plantings than those currently proposed.

Gary Slette, attorney for the Martins, related that the Martins have been supporters of the Library and first heard of the project in December of 2017. The Martins wish to preserve the trees and are willing to maintain or replace the grove. They would like to work with the Library Board to develop a creative landscape solution for the area adjacent to the Martins property to minimize the negative impact of the project.

Linda Badell, Ketchum resident, spoke to the possibility of a compromise between the Martins and the Library, and asks for a continuation of the project to allow for further discussion.

Tom Tierney, Ketchum Resident, stated he is not opposed to the Library Expansion but thinks the mass of the building is too much. The new building would obliterate the view and he urged the Commission to think of the neighbor who has a right to quiet enjoyment of their property.



Vice-Chairperson Erin Smith asked for a reply from the applicant:

Applicant Jenny Emory Davidson restated the goals of the Library and that she met with the Martins in the Library parking lot in July of 2017. She relied on the Public communication process to keep the Martins informed of the status of the project. She emphasized the uniqueness and beauty of the Children's Library structure and the benefit to the community.

Rob King, replied to issue of tree removal. The current trees are not appropriate to the space and screening, replacing with trees providing more sunlight.

Vice-Chairperson Erin Smith declared hearing now closed.

Commissioner Matthew Mead pointed out the proposed roof-line is not any higher and would not change the amount of sunlight coming onto the Martins property. The exterior has undulations and the roof has changes in height that prevent it from being a stark blank wall. He thought the new structure will not significantly change the experience for the homeowner.

Jeff Lamoureux stated the wall is lower than the peak of the roof, creating has a step-back effect. He asked what the maximum height is allowed. Senior Planner Brittany Skelton answered that the code would allow a 42-foot height. Since the current proposal is 18 feet, it is modest relative to what is allowed by code.

Commissioner Kurt Eggers thought the screening to be inadequate. He thought the largest trees could stay, but the removal of the others would benefit the Martins light and view. He felt the landscaping could be beefed up. He would like to see the applicant work with the Martins on the landscaping between the Martins' property and the Children's wing. He asked if the parking was an issue. Abby Riven stated the parking credit puts the project in compliance with the parking code requirement. Kurt Eggers also asked about signage, which will be addressed in the future.

Commissioner Neil Morrow agreed with Kurt Eggers that the project is great but needs a tweak with the landscaping between the house and the project to provide additional screening.

Vice-Chair Erin Smith asked about the glass box, posing the question as to why it was a problem when it is not lit during the daylight hours and the library closes at 6:00 PM. The only vantage point to see the box was from the corner of a deck with an unusual viewing angle. Commissioners Neil Morrow and Matthew Mead discussed the proposed landscaping and the impact it would have on the screening of the box and the amount of sunlight shining on the Martin property.

Chairperson Jeff Lamoureux stated he agreed with Erin Smith, the setback is adequate, but questioned the type of the glazing on the Box and what alternative may be available. Rob King answered that the glass is clear, not frosted, with an exterior shade.

Erin Smith summed up that the roof line and the landscaping on the Northwest corner are the points of disagreement. Matthew said he felt the roof is not higher than the current building. The other commissioners agreed. Erin Smith asked about the landscaping regulations and Brittany informed them that the regulations are stated in general terms, but the Commission can impose a condition to provide a more substantial landscape plan. She also said the commission has the option of approving any portion of the plan as appropriate. Erin Smith asked about the construction schedule and Jenny Emory Davidson said they were on schedule for 2018. The construction of the Children's wing is scheduled for 2019.

The commission discussed the options for approving all or part of the project. Erin Smith would like to approve the project with the exception of the landscaping in the northwest corner by the nest.

**MOTION TO:** Approve the Design Review Application for the Community Library Expansion Project, including Conditions 1-15, with Condition 15 being a condition that the landscaping

of the Northwest corner of the project to include more screening of the neighboring residence. The applicant is encouraged to revise the screening of the Northwest corner of the project and review the new landscape plan with the owners of the neighboring property. The Commission would like to see the revised plan brought back before the Commission in a public meeting for approval.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Lamoureux, Chair
<b>SECONDER:</b>	Neil Morrow, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

- c. **KSVVA Fire Training Facility:** 219 Lewis Street, Ketchum, ID (Lot 7 Blk 1, Northgate Subdivision, Ketchum Townsite) The Commission will consider and take action on a Design Review application by the Ketchum Sun Valley Volunteer Association (KSVVA) for the construction of a new 1,280 sq. ft fire training facility. The subject property is located in the Light Industrial Number 2 (LI-2) Zoning District.

Daniel Hollis, Architect, for the SVVFA project, presented the project for the Commission. Daniel Hollis said the lighting is Dark Skies compliant. Abby Rivin presented the City arborist's recommendations for screening the property. Abby Rivin said there was no public comment on this project.

The Commission discussed various aspects of the project including the landscaping and how the project will effect on-street parking. Erin Smith questioned the red color of the project and Daniel responded that is a standard color for the manufacturer.

Chairperson Jeff Lamoureux called for Public Comment. There was no comment.

A discussion of parking ensued. Jeff Lamoureux questioned the parking by the gate and signage to regulate the parking. Vice-Chairperson Erin Smith stated from the pre-application there would be signage to park only certain hours. Jeff Lamoureux asked if the curb spaces were part of the parking requirement, and Abby said the requirement was met by the spaces on the property. Jeff Lamoureux asked if the non-conforming 6-foot fence in the LI, then a text amendment should be initiated. Erin Smith and Commissioner Neil Morrow thought it was a justifiable exception given the nature of the area and public safety.

**MOTION TO:** Approve the Design Review Application for the KSVVA Fire Training Facility, including Conditions 1-8 and excluding Condition 6. and adding Condition 9 to block parking on training days.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Erin Smith, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

- d. **Text Amendment - Setback Definition:** Continued from March 12, 2018. Request to amend the City of Ketchum Municipal Code, Title 17, Zoning Code, Section 17.08.020, Terms Defined, to amend the definition of "Setback" to exclude below grade buildings and structures. Additional city-initiated text amendments to Chapter 17.96, Design Review, Chapter 17.88, Floodplain Management Overlay, Chapter 17.104 Mountain Overlay Zoning District, Chapter 17.124, Development Standards, and Section 17.128.020, Sup

Brittany Skelton, Senior Planner, presented the Staff Recommendations for the Text Amendment to the Code definition of *setback*. Brittany went over the options for action on the amendment: 1) adopt change as proposed by the applicant, 2) make no changes, 3) allow all encroachments below-grade, 4) Develop standards for types of structures that encroach below grade, 5) build another layer of review into the Code to allow a case-by-

case review of structure proposed to encroach below grade. Brittany reviewed the proposed changes to the language of the affected portions of the Planning Code.

Michael Blash, representing the applicant, thought the definition should be more flexible. A change to the applicant's plans now proposes the garage to be underground, with only the garage door visible.

Chairperson Jeff Lamoureux called for Public Comment. There was none.

The Commission discussed the three-foot minimum setback and the addition of standards for underground setbacks to the Design Review process. It was agreed that they would like to see all underground this brought before the Commission for Design Review as opposed to Administrative Review only.

Michael Blash, for the applicant, presented examples of previous projects involving underground structures.

Brittany summarized: 1) All underground encroachments go before P & Z for review 2) Add flexibility to the proposed three-foot underground setback 3) Consider standards for habitable space below grade and what is allowed above. Erin Smith suggested using a CUP for the encroachment.

**MOTION TO** continue to May 14, 2018.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Matthew Mead, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

- e. **Briscoe & Associates Conditional Use Permit:** 220 N, Main Street (Lot 2AA Block 3, Ketchum Townsite:) Conditional Use Permit application for a business office located on the ground floor of an existing commercial building in the Commercial Core Retail Core Sub-district (CC-A).

Abby Rivin, Associate Planner, presented the Conditional Use Permit for a business office on the ground floor with street frontage on Main Street in the Community Retail Core. Staff found the intended use to be in conflict with the Comprehensive Plan. The Parking Ordinance calls for 1 parking space which cannot be accommodated in the plan. Staff recommendations are: 1) Approve the Conditional Use Permit with a shared parking plan, 2) deny the Conditional Use Permit due to lack of parking and conflict with the Comprehensive Plan or 3) Direct Staff to return with further research on the total parking requirements for that building and continue the matter to the next meeting.

Jim Briscoe, applicant, named the improvements made to the office space. The two employees walk to work. Most of the clientele come from out-of-state and meet off-site.

Jeff Lamoureux called for comments from the Commission. Matthew Mead would like to see something that attracts clients. Neil Morrow noted there has not been vibrancy in the space in question, and Erin Smith agreed while adding the Casino and Village Market do create vibrancy in the area. Matthew Mead noted that while the previous tenant did not generate any vibrancy to the area, the current application conflicts with the Comprehensive Plan. The goal of the Plan is to attract vibrancy. Erin Smith has more concern with the lack of parking than the vibrancy in that area. Jeff Lamoureux was sympathetic to the applicant not knowing the code before leasing the space but was not in favor of approving a CUP that goes against code. He thought the parking issue should be addressed. Matthew Mead agreed the parking requirement should be fulfilled.

John Gaeddert, Planning Director, asked the Commission to reflect on why a retail shop or eating establishment does not have a parking or a CUP requirement and how it relates to increasing vibrancy. He urged the Commission to consider the broad context. Kurt Eggers



wanted to see more information on the CUP concerning the parking and use as office space. He was willing to agree to the CUP since it not a new structure nor significant improvement to the existing space. Jeff Lamoureux noted that while it is preferred to have office use on the second floor, this building does not support that option, and since it is only a small portion of the building, he would support the CUP. Erin Smith thought of the history of the CUP to limit office space on Main Street without a CUP to promote vibrancy in the Retail Core. She was more inclined to approve the CUP for an office in this older building. Matthew Mead was also sympathetic to the applicant not understanding the code but thinks businesses on Mail Street need to attract more people.

John Gaeddert, Planning Director, stated he felt comfortable with the Commission approving the CUP with the parking restriction being met.

Abby Rivin, Associate Planner, noted there are provisions for flexibility within the parking requirement. Jeff Lamoureux asked applicant if the Commission approves the CUP, will he submit parking plan or provide proof that parking isn't required. John Gaeddert presented options on how to proceed. Jeff Lamoureux thought a continuation to allow time to develop a parking plan would be the appropriate action.

**MOTION TO** continue to May 14, 2018 to allow for further research of the parking plan.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Matthew Mead, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

- f. **Zoning Code Amendment – Residential Use in the Light Industrial Districts.** *Continued from March 27, 2018.* The Commission will consider City-initiated amendments to Title 17, Section 17.124.090, Residential, Light Industrial Districts, and Section 17.12.020, District Use Matrix.

Senior Planner, Brittany Skelton, gave discussion of Zoning Code Amendment for Residential Use in the Light Industrial Area.

Chairperson Jeff Lamoureux opened for public comment.

David Hurd, resident, gave information on the affordable housing issue in many cities requiring creative thinking. He strongly opposes housing in the LI, but strongly encourages live/work spaces.

John Gaeddert, Planning Director, pointed out the many uses of the LI and the critical importance of maintaining it. He urges the continued dialogue on this topic.

**MOTION TO** continue to May 14, 2018.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Erin Smith, Vice-Chairperson
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

- g. **Zoning Code Amendment – Community Core subdistricts and retail uses.** *Continued from March 27, 2018.* The Commission will consider City-initiated amendments to Title 17, Section 17.12.040, Dimensional Standards – CC District Matrix, Section 17.12.010, Zoning Map Districts, and Section 17.12.020, District Use Matrix.

Brittany Skelton recommends 1) sending consolidation of the sub-districts to the City Council and 2) continuing the rest to the May 14, meeting.

**MOTION TO** send recommendation to City Council for the consolidations of sub-districts and continue the balance of the amendment to May 14, 2018.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Kurt Eggers, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

## 8. CONSENT CALENDAR

- a. **Bigwood Square Mixed-Use Building Findings of Fact and Conclusions of Law**
- b. **Grumpy's Restaurant Conditional Use Permit Approval**

**MOTION TO** approve Findings of Fact and Conditions of Law for Bigwood Square Mixed-Use Building and Grumpy's Restaurant Conditional Use Permit.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Commissioner
<b>SECONDER:</b>	Neil Morrow, Commissioner
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith
<b>ABSTAIN:</b>	Eggers

- c. **Minutes:** March 27, 2018

**MOTION TO** approve minutes of March 27, 2018 as amended.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Jeff Lamoureux, Chairperson
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith
<b>ABSTAIN</b>	Eggers

## 9. FUTURE PROJECTS AND NOTICING REQUIREMENTS

Brittany Skelton named the Setback Text Amendment, Briscoe and Associates CUP, Community Core Zoning Amendment and Light Industrial Zone Amendment as future projects. New projects are the Sundali/Mace development zone change request. Abby Rivin added the Warfield Distillery should be ready to submit for the June meeting. John Gaeddert asked if the Commission is comfortable with signing the Findings before the next meeting unless there are any questions/changes. The Commission agreed to that procedure.

## 10. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

Brittany answered questions brought up by the Commission from the March meeting. 1) All Building Permits have a Construction Activity report prior to being issued. It includes the parking plan for the workers. 2) Giacobbi Square could be built now with the existing parking code. 3) Electrical box for Barbie Reed's house is in the right-of-way and not on her property. The lot is not in the Mountain Overlay and was not required to go through Design Review, so it was not addressed. 4) The up-lighting for Giacobbi Square and The Horizons has been passed along to the Community Service Officers for enforcement. 5) At the next meeting we will have an update on the changes to the State Building Code.

## 11. Commission reports and ex parte discussion disclosure

Matthew Mead agreed with the public comment on the housing problem. Suggests a workshop with builders. John Gaeddert added the Mayor has a housing event planned for May 25th. Matthew Mead asked if up-lighting on private property was allowed and when told it wasn't, noted there were several up-lights on private property.

## 12. ADJOURNMENT

**MOTION TO** adjourn at 9:10 PM.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Jeff Lamoureux, Chairperson
<b>AYES:</b>	Morrow, Mead, Lamoureux, Smith, Eggers

---

Jeff Lamoureux  
Chairperson





# Planning and Zoning

## Regular Meeting

~ Minutes ~

480 East Avenue North  
Ketchum, ID 83340

<http://ketchumidaho.org/>

Maureen Puddicombe  
Planning Technician

Monday, May 14, 2018

5:30 PM

Ketchum City Hall

1. **4:45 PM – SITE VISIT: Re-Zone Request in the GR-L/Tourist Zone, Lots 1-4, Block 67 (Corner of N. 2nd Ave and W. 6th St.)**
2. **5:00 PM – SITE VISIT: WDC Ketch Housing Proposal, 560 N. 1st St. (Lot 6, Block 35)**
3. **5:15 PM – SITE VISIT: 231 E. Sun Valley Road Condo Subdivision, 231 E. Sun Valley Rd. (Lot 8, Block 17)**
4. **5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**
5. **Call to Order**

The meeting was called to order at 5:32 PM. Commission participated in site visits as noted above.

Attendee Name	Title	Status	Arrived
Jeff Lamoureux	Chairperson	Present	
Erin Smith	Commissioner	Excused	
Neil Morrow	Commissioner	Present	
Matthew Mead	Commissioner	Remote	
Kurt Eggers	Commissioner	Present	

### 6. PUBLIC COMMENT - Communications from the public for items not on the agenda.

No public comment was presented.

### 7. PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF

- a. **Zoning Code Amendment: Community Core Subdistricts and Retail Uses.** *Continued from March 27th, and April 9th, 2018.* The Commission will consider City-initiated amendments to Title 17, Section 17.12.040, Dimensional Standards – CC District Matrix, Section 17.12.010, Zoning Map Districts, and Section 17.12.020, District Use Matrix.
- b. **Zoning Code Amendment: Residential Use in the Light Industrial Districts.** *Continued from March 27th, and April 9th, 2018.* The Commission will consider City-initiated amendments to Title 17, Section 17.124.090, Residential, Light Industrial Districts, and Section 17.12.020, District Use Matrix.

Chairperson Jeff Lamoureux combined items 6a and 6b, Zoning Code Amendments.

Senior Planner, Brittany Skelton, requested continuation of both Zoning Code Amendments to a Special Meeting of the Planning and Zoning Commission on May 29, 2018.

**Motion To:** Continue both Zoning Code Amendments to May 29<sup>th</sup> Special Meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Jeff Lamoureux, Chair
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

- c. **Re-Zone Request in the GR-L/Tourist Zones:** The Commission will consider and take action on a request by the applicant to rezone lots 1-4, block 67 from GR-L/Tourist to GR-L.

Senior Planner, Brittany Skelton, requested this matter be continued due to procedural concerns. There was an error in the description on the mailed notice and the Lot Line Adjustment has not been completed. It has been approved by the City, but the plat has not yet been recorded by the County therefore the lot in question does not exist at this time. Staff recommends re-noticing and re-scheduling the public hearing to the next regular P & Z Commission meeting on June 11, 2018.

This item is removed from the agenda. It will be re-scheduled for the June 11, 2018 meeting of the P & Z Commission. This item will be re-noticed in advance of that meeting.

- d. **Briscoe & Associates Conditional Use Permit:** 220 N, Main Street (Lot 2AA Block 3, Ketchum Townsite:) *Continued from April 9, 2018* The Commission will consider and take action on a Conditional Use Permit Application for a business office located on the ground floor of an existing commercial building in the Commercial Core, Retail Core Sub-district (CC-A).

Associate Planner Abby Rivin gave the background of this request for a Conditional Use Permit. The applicant has submitted proof of a lease agreement for 1 parking space located across the alley. This satisfies the parking requirement.

Chairperson Jeff Lamoureux called for comments from commission. No comments were given.

Jeff Lamoureux noted that the Code allows for a portion of a building on Main Street to have an office space. He noted the unique and historic character of the building and how the Comprehensive Plan emphasizes the character of Ketchum. He felt this project meet the standards for approval of a Conditional Use Permit as referenced in Item E of the Ketchum Municipal Code. Matthew Mead noted in the future he would like to see more retail as opposed to office space on Main Street.

Jeff added the parking agreement must remain in effect as long as the business is in this space.

**Motion To:** Approve the Conditional Use Permit P18-033 for 220 N. Main Street by James Briscoe with conditions as noted.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>SECONDER:</b>	Neil Morrow, Kurt Eggers
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

- e. **WDC Ketch Housing Proposal:** 560 N. 1st St. (Lot 6, Block 35) - The Commission will hear public comment, consider and provide feedback on a Pre-Application Design Review for a multi-family housing proposal.

Jeff noted this is an informal Pre-Design Review to give the applicant guidance on the project.

Senior Planner, Brittany Skelton, presented the project for a proposed 20-unit apartment building in the Community Core. This project is unique to Ketchum as it is a rental property as opposed to a condominium. The building complies with the Design Review Standards, but on-site right-of-way improvements have yet to be addressed. This project meets several Comprehensive Plan goals from 2014.

Gene Balante, architect for the applicant, appreciated meeting with staff to go over site items. Jeff Lamoureux asked for comment on the lot size since the lot is 55 feet and the building would require a lot size of 58 feet wide. They are looking at easements and sidewalks. Kurt Eggers asked for more detail on the exterior materials. Gene Balante indicated it was a mix of Hardie and Cedar, the windows are vinyl, the decks are galvanized and wood planks. Matthew Mead liked the materials and contrasting surfaces. He asked about the use of Solar Panels. Gene Balante replied that the owners are not opposed to solar, but not usually included due to increased costs. Kurt Eggers likes the building scale but questions the landscaping and use of space. Jeff Lamoureux asked if bicycle racks are required. Brittany Skelton said at least one bike rack is required, but more would be welcome. Jeff Lamoureux wants trash collection to be incorporated in the Design Review. Neil Morrow wants to see ski/bike storage incorporated into the design so they are not on the decks and any other available space. Jeff Lamoureux asked about the alley and the requirements of the Streets Dept, maybe a drop-off zone or ride share area. Brittany Skelton will bring that question to the Traffic Authority meeting. Neil Morrow questioned the issue of no provided parking and what will be done with cars of the renters. Can/should it be part of the lease? Jeff Lamoureux asked for comment from Frank Stock, the developer. He commented in areas of limited availability of parking, that renters are aware of the situation when taking the lease and the project is bike/walk friendly. Neil Morrow suggested renters be notified in advance about parking restrictions in Winter due to snow removal.

Jeff called for Public Comment; there were none.

Kurt Eggers commented on lowering of the existing waterline. He also asked Staff what effect this project might have on Jack Bariteau's ability to satisfy his community housing requirement. Brittany Skelton replied Mr. Bariteau could fulfill his obligations with the second lot he still owns. Kurt Eggers asked about the parking impact of 20 units with no parking included. Brittany Skelton replied that this is the first project of its kind and the result is yet to be seen.

Neil Morrow asked about proposed rent, but those figures not yet available. Matthew Morrow and Jeff Lamoureux liked the project. Jeff Lamoureux encouraged the project developer to work with the City Council on the subject of deed-restrictions to help the project along.

**Motion to:** Advance the WDC Properties Project to Design Review.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Kurt Eggers, Commissioner
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

- f. **231 E. Sun Valley Road Condos Subdivision:** The Commission will consider and take action on a request by the applicant to convert a two-story mixed-use building, currently under construction, to a two-unit condominium building to contain office and residential space.

Senior Planner Brittany gave the project overview. Staff has no concerns about the project.



Jeff Lamoureux had no questions and there were no questions from the Commission or the applicant.

**Motion to:** Recommend approval of the 231 E. Sun Valley Road Condominium preliminary plat to City Council.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Matthew Mead, Commissioner
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

- g. Text Amendment - Setback Definition:** *Continued from March 12th and April 9th, 2018.*  
The Commission will consider a request to amend the City of Ketchum Municipal Code, Title 17, Zoning Code, Section 17.08.020, Terms Defined, to amend the definition of "Setback" to exclude below grade buildings and structures. Additional city-initiated text amendments to Chapter 17.96, Design Review, Chapter 17.88, Floodplain Management Overlay, Chapter 17.104 Mountain Overlay Zoning District, Chapter 17.124, Dev

Senior Planner Brittany Skelton presented the Text Amendment changes for Setbacks Definition. The following changes have been made:

1. Commission to review any below-grade encroachment.
2. Egress window well in the setback is prohibited.
3. No below-grade structure encroaching into the setback shall also be above grade.
4. No construction activity is allowed on adjacent property.
5. No below-grade encroachment into the Riparian Zone is allowed.

Staff recommended advancing to City Council for approval as presented.

Jeff Lamoureux called for Public Comments; no comments were given. No representative of the applicant was present.

Jeff Lamoureux questioned #4 as construction activity on adjacent property is currently not allowed. He suggested eliminating that section as being redundant. Kurt Eggers agreed, but thought it should be restated. Neil Morrow supports the wording but thinks it should be more flexible.

Jeff Lamoureux called for public comment; none was given.

Kurt Eggers was fine with the proposed amendment. Kurt Eggers and Neil Morrow agreed egress wells should not be allowed in the setback. Matthew Mead thought it was a safety issue to have an egress well in the setback.

**Motion To:** Recommend approval of the text amendment to the Ketchum Municipal Code Sections 17.96, 17.08.020, 17.88.050E, 17.104.070A, and 17.128.020 regarding encroachments on below-grade structures into required setbacks to City Council as presented in the Staff Report for proposed amendments consistent with the Comprehensive Plan as amended by the Chairman.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Kurt Eggers, Commissioner
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

## 8. CONSENT CALENDAR

### a. KSVVA Fire Training Facility Findings of Fact and Conclusions of Law

No comments were given by the Commission.

**Motion To:** Approve the Finding of Fact and Conclusion of Law for the KSVVA Fire Training Facility.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Eggers, Commissioner
<b>SECONDER:</b>	Neil Morrow, Commissioner
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

### b. Minutes: April 9, 2018

Neil Morrow had no corrections. Jeff Lamoureux made a correction to a comment concerning the glazing on the Community Library Project. He also requested more detail on the discussion regarding Conditional Use Permits. Matthew Mead corrected a typo. Minutes approval continued to May 29, 2018. Jeff Lamoureux questioned use of first names in minutes. Will use full names in the future.

## 9. FUTURE PROJECTS AND NOTICING REQUIREMENTS

Brittany Skelton related there will be a second meeting in May on Tuesday the 29<sup>th</sup> since the Monday is Memorial Day. That agenda will include the Warfield Brewery Pre-Application Design Review for a substantial remodel and addition. There will also be two City initiated text amendments returning from the last several agendas, and the Findings of Fact for 231 E. Sun Valley Road. The purpose of the special meeting is to given attention to the text amendments and help projects along. The June 11<sup>th</sup> agenda will include the of re-zoning of Lot 1A, Block 67, the Warfield Design Review, and a discussion of Street Standards, signage and Construction Activity Plans. Staff is hoping to look at recent changes to give the Streets Department greater clarification. Also, a Public Hearing for a two-lot subdivision in the Sun Valley Subdivision is on that agenda. Is the Commission available for a special meeting June 25<sup>th</sup> due to an applicant who can't make the June 11<sup>th</sup> meeting and would otherwise have to wait until the July 9<sup>th</sup> meeting. The Ketch project would also be presenting Design Review. Jeff Lamoureux, Kurt Eggers and Matthew Mead are available for June 25<sup>th</sup>; Neil Morrow is uncertain if he will be available.

## 10. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

Brittany Skelton announced the agenda for the City Council Meeting on May 21<sup>st</sup> will include the 3<sup>rd</sup> reading of the Avalanche Amendment and the 3<sup>rd</sup> reading of the Mortgage Row Re-

Zone. The acceptance of the record of the Design Review for the Appeal of the Community Library Expansion is also in the agenda. The Council will then set the date for the Appeal Hearing. Several Exceedance Agreements are coming up for Community Core projects.

Jeff Lamoureux wants to know if the Commission not approving the landscaping portion of the Design Review for the Community Library Expansion complicates the appeal process and is the project on hold because the appellant will not work with the applicant. Abby Rivin, Associate Planner, spoke to the applicant and was told the Landscaping Plan was put on hold due to the filing of the appeal. The result of the appeal will determine the Landscaping Plan. Jeff Lamoureux asked what was being appealed. Abby Rivin indicated the appeal was based on a procedural issue of not having a Pre-Application Design Review and substantive issues with the design of the structure not meeting design standards. Jeff Lamoureux asked since the appellant is not willing to work with the applicant on the landscape plan, would the applicant then bring a landscape plan before the Commission as required. Kurt Eggers responded if the Appeal is denied, the landscape plan would proceed. If it is granted, then the building design and landscape would depend on the result of the appeal. Neil Morrow questioned the possibility of redesigning the loft portion of the building. Abby Rivin related that since the design meets all design standards, the applicant has not expressed the desire to make changes to the design. Neil Morrow expressed that a change to the positioning of the loft area could make the project agreeable to both parties. Kurt Eggers added the contested portion of the project is not scheduled for construction until next year, so there would be time for some design changes. Matthew Mead noted the ridgeline of the building would no longer line up if the position of the loft was changed.

## 11. COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE

Street Standards, Signs, and Construction Activity workshop is scheduled for the June 11<sup>th</sup> meeting. Jeff Lamoureux indicated the signing for the detour on the bike path could be improved. The Commission discussed the street closure and signage for the sidewalk project on Warm Springs.

Jeff Lamoureux commented some of the links to the documents were incorrect. Staff responded they will be checked in the future.

## 12. ADJOURNMENT

**Motion To:** Adjourn.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Morrow, Commissioner
<b>SECONDER:</b>	Kurt Eggers, Commissioner
<b>AYES:</b>	Jeff Lamoureux, Neil Morrow, Matthew Mead, Kurt Eggers
<b>EXCUSED:</b>	Erin Smith

---

Jeff Lamoureux





City of Ketchum  
Planning & Building

IN RE: )  
 )  
231 Sun Valley Road Condos Preliminary Plat ) KETCHUM PLANNING AND ZONING COMMISSION  
Design Review ) FINDINGS OF FACT, CONCLUSIONS OF LAW, AND  
Date: May 14, 2018 ) DECISION  
 )  
File Number: 18-050 )

**PROJECT:** 231 Sun Valley Road Condominiums Preliminary Plat

**FILE NUMBER:** #18-050

**OWNERS:** 231 E Sun Valley Road II LLC

**REPRESENTATIVE:** Michael Pogue, Lawson, Laski, Clark and Pogue

**REQUEST:** Preliminary plat approval for the 231 Sun Valley Road Condominium building, a two-unit condominium development comprised of one residential unit and one commercial unit, within a two-story building currently under construction

**LOCATION:** 231 E. Sun Valley Road (E 75' of Lot 8, Block 17, Ketchum Townsite)

**NOTICE:** Notice was mailed to political subdivisions and property owners within a 300' radius of the subject property and was published in the Idaho Mountain Express on April 25, 2018.

**ZONING:** Community Core, Urban Residential Sub-district (CC-C)

**BACKGROUND:**

1. The subject property is located on the north side of E. Sun Valley Road between Main Street and Washington Avenue at 231 E. Sun Valley Road in the Community Core zone, Urban Residential sub-district. The building is currently under construction (B17-066) and received Design Review approval on May 8, 2017 (P17-004). The building has an adjusted gross square footage of 4,125 square feet, is located on a 4,129 square foot lot, and has a Floor Area Ratio (FAR) of 0.99. The front setback is 5', the rear and interior side setbacks are 0', and the side setback adjacent to the alley is 12'-9".
2. 231 E Sun Valley Road LLC, represented by Michael Pogue of Lawson, Laski, Clark and Pogue, submitted a Preliminary Plat application to condominiumize the building so that the residential and commercial spaces within the building can be sold and the common areas maintained in accordance with the draft covenants, conditions and restrictions (CC&Rs). The applicant proposed creating two condominium units, an interior common mechanical equipment and trash receptacle storage room on the ground

floor, and exterior, ground floor common area. One unit will contain residential space and consist of the first-floor garage, an entry and stairway that begins on the first floor, the entirety of the second floor, and a roof deck. The other unit will be commercial space and will contain square footage on the first floor only.

3. The first step in the condominium platting process is to receive Preliminary Plat review and a recommendation from the Planning and Zoning Commission. After receiving a recommendation for approval from the Commission and upon commencement of construction the Commission then forwards the Preliminary Plat application to Council for approval. Since the building is already under construction, upon adoption of the Findings of Fact the application will be forwarded to City Council for review and approval.
4. When construction nears completion, the applicant will submit an application for Final Plat approval. The Commission will review the Final Plat application first and if the application substantially conforms to the Preliminary Plat approval the Commission shall recommend approval. Upon receipt of a Certificate of Occupancy the Final Plat application will be forwarded to City Council. If the Final Plat substantially conforms with the Preliminary Plat Council shall approve the final plat.
5. The Preliminary Plat for the 231 E. Sun Valley Road building substantially conforms to plans approved with the Design Review and Building Permit applications.

**FINDINGS OF FACT**

**Table 1. Requirements for All Applications**

<b>City Department Comments</b>			
<b>Compliant</b>			
<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>City Department Comments</b></p> <p><b>Utilities:</b></p> <ul style="list-style-type: none"> <li>• No comment; two water meters, to serve the individual units, were purchased at time of building permit.</li> </ul> <p><b>Fire Department:</b></p> <ul style="list-style-type: none"> <li>• No comment.</li> </ul> <p><b>Streets:</b></p> <ul style="list-style-type: none"> <li>• Conversion to condominiums does not appear to affect the right-of-way.</li> </ul> <p><b>Planning and Zoning:</b></p> <ul style="list-style-type: none"> <li>• Comments denoted in Table 2, Preliminary Condominium Plat Requirements.</li> </ul>

**Table 2: Preliminary Condominium Plat Requirements**

<b>Preliminary Plat Requirements</b>				
<b>Compliant</b>			<b>Standards and Staff Comments</b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>City Code</b>	<b>City Standards and Staff Comments</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.C</b>	<b>Complete Application</b>
			<b>Staff Comments</b>	<i>The application was reviewed and determined to be complete.</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.060.B	<b>The subdivider of the condominium project shall submit with the preliminary plat application a copy of the proposed bylaws and condominium declarations of the proposed condominium development. Said documents shall adequately provide for the control and maintenance of all common areas, recreational facilities and open space. The commission and council shall act on the preliminary plat pursuant to subsections 16.04.030D and E of this chapter.</b>
			<b>Staff Comments</b>	<i>The applicant submitted draft bylaws and draft CC&amp;Rs.</i>  <i>The bylaws and CC&amp;Rs submitted by the applicant regulate control and maintenance of the common and limited common areas, including exterior parking areas and the mechanical room and trash collection area.</i>  <i>Since this is a small-scale, two-unit urban development, there is no open space or recreational area for the CC&amp;Rs to address.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.060.D	<b>All garages shall be designated on the preliminary and final plats and on all deeds as part of the particular condominium units. No garage may be condominiumized or sold separate from a condominium unit.</b>
			<b>Staff Comments</b>	<i>The preliminary plat designated the enclosed parking garage as part of Unit #2.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.060.E	<b>Adequate storage areas shall be provided for boats, campers and trailers, as well as adequate interior storage space for personal property of the resident of each condominium unit.</b>
			<b>Staff Comments</b>	<i>There is only one residential condominium unit in this development, which is adequately sized to contain storage at 2,661 square feet. The residential condominium also includes a two-car garage. The other condominium unit is commercial and occupies the first floor and contains 1,458 gross square feet.</i>  <i>Storage areas for boats, campers and trailers are not required nor provided due to characteristics of this development, which is a two-story mixed-use building with two units located within the Community Core.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.060.F	<b>A maintenance building or room shall be provided of adequate size and location for the type and size of the condominium project for storage of maintenance equipment and supplies for common areas.</b>
			<b>Staff Comments</b>	<i>There is a mechanical equipment room located on the first floor which is designated as common area. The mechanical equipment room will also contain the trash collection for the building and is of sufficient for the size and scale for this development, which contains two condominium units.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.060.G	<b>The subdivider shall dedicate to the common use of the homeowners adequate open space of such shape and area usable and convenient to the residents of the condominium subdivision. Location of building sites and common area shall maximize privacy and solar access.</b>



			<b>Staff Comments</b>	<i>This development consists of one building located on a 4,125 square foot lot in the Community Core, Subdistrict C – Urban Residential. The usable “open space” consists largely of hardscape designated for surface level, uncovered parking and landscaping features and cyclist amenities on East Sun Valley Road approved with Design Review. Because this is not a multi-building development but is instead infill development, there was little discretion for siting the building to afford privacy or solar access.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.060.H</b>	<b>All other provisions of this chapter and all applicable ordinances, rules and regulations of the city and all other governmental entities having jurisdiction shall be complied with by condominium subdivisions.</b>
				<i>All other provisions were met.</i>

### CONCLUSIONS OF LAW

1. The City of Ketchum is a municipal corporation organized under Article XII of the Idaho Constitution and the laws of the State of Idaho, Title 50, Idaho Code;
2. Under Chapter 65, Title 67, of the Idaho Code the City has passed a subdivision ordinance, Title 16;
3. The City of Ketchum Planning Department provided adequate notice of the time, place, and summary of the applicant’s proposal to be heard by the Commission for review of this application during a public hearing;
4. The Commission has authority to hear the applicant’s Design Review Application pursuant to Chapter 16.04 of Ketchum Code Title 16;
5. The project **does** meet the standards of approval under Chapter 16.04 of Subdivision Code Title 16.

### DECISION

**THEREFORE**, the Ketchum Planning and Zoning Commission **recommends approval to City Council** of this Condominium Preliminary Plat application this Monday, May 14<sup>th</sup>, 2018 subject to the following conditions:

1. The Covenants, Conditions and Restrictions (CC&R’s) shall be simultaneously recorded with the final plat, and the City will not now, nor in the future, determine the validity of the CC&R’s;
2. The failure to obtain Final Plat approval by the Council, of an approved preliminary plat, within one (1) year after approval by the Council shall cause all approvals of said preliminary plat to be null and void;
3. The recorded plat shall show a minimum of two Blaine County Survey Control Monuments with ties to the property and an inverse between the two monuments. The Survey Control Monuments shall be clearly identified on the face of the map;
4. An electronic CAD file shall be submitted to the City of Ketchum prior to final plat signature by the City Clerk. The electronic CAD file shall be submitted to the Blaine County Recorder’s office concurrent with the recording of the Plat containing the following minimum data:
  - a. Line work delineating all parcels and roadways on a CAD layer/level designated as “parcel”;

- b. Line work delineating all roadway centerlines on a CAD layer/level designated as “road”; and,
  - c. Line work that reflects the ties and inverses for the Survey Control Monuments shown on the face of the Plat shall be shown on a CAD layer/level designated as “control”; and,
5. All information within the electronic file shall be oriented and scaled to Grid per the Idaho State Plane Coordinate System, Central Zone, NAD1983 (1992), U.S. Survey Feet, using the Blaine County Survey Control Network. Electronic CAD files shall be submitted in a “.dwg”, “.dgn” or “.shp” format and shall be submitted digitally to the City on a compact disc. When the endpoints of the lines submitted are indicated as coincidental with another line, the CAD line endpoints shall be separated by no greater than 0.0001 drawing units.
  6. The applicant shall provide a copy of the recorded final plat to the Department of Planning and Building for the official file on the application.
  7. All requirements of the Fire, Utility, Building, Planning and Public Works departments of the City of Ketchum shall be met. All public improvements shall meet the requirements of the Public Works Department.
  8. The final plat shall not be signed by the City Clerk and recorded until the townhouse has received:
    - a. A Certificate of Occupancy issued by the City of Ketchum; and,
    - b. Completion of all design review elements as approved by the Planning and Zoning Administrator.
  9. The Council may accept a security agreement for any design review elements not completed on a case by case basis pursuant to Section 17.96.120.

Findings of Fact **adopted** this 29<sup>th</sup> day of May, 2018

---

Jeff Lamoureux  
Chair  
Planning and Zoning Commission



City of Ketchum  
Planning & Building

IN RE:	)	
	)	
Briscoe & Associates CUP	)	<b>KETCHUM PLANNING AND ZONING COMMISSION</b>
Conditional Use Permit	)	<b>FINDINGS OF FACT, CONCLUSIONS OF LAW, AND</b>
Date: May 29, 2018	)	<b>DECISION</b>
	)	
File Number: 18-033	)	

**PROJECT:** Briscoe & Associates CUP

**FILE NUMBER:** #18-033

**APPLICANT:** James Briscoe

**REQUEST:** Conditional Use Permit application for a business office located on the ground floor of an existing commercial building with street frontage along Main Street.

**LOCATION:** 220 N. Main Street  
(Ketchum Townsite: Block 3: Lot 2AA)

**ZONING:** Commercial Core Retail Core Sub-district (CC-A)

**OVERLAY:** None

**NOTICE:** Notice was posted in the Idaho Mountain Express and in three public City locations on March 21<sup>st</sup>, 2018. Notice was mailed to property owners within a 300 foot radius of the subject property on March 16<sup>th</sup>, 2018. Notice was posted on the subject property on April 2<sup>nd</sup>, 2018.

**FINDINGS OF FACT**

1. On April 9<sup>th</sup> and May 14<sup>th</sup>, 2018, the Planning and Zoning Commission considered a Conditional Use Permit (CUP) application for a commercial brokerage office sited on the ground floor of an existing building at 220 N. Main Street (Ketchum Townsite: Block 3: Lot 2AA).
2. The subject property is located in the Retail Core Sub-district of the Commercial Core Zoning District (CC-A) and was formerly a retail establishment.
3. Business offices are a permitted use in the CC-A Zoning District, however, offices and professional services on the ground floor with street frontage require a conditional use permit. As the proposed office is sited on the ground floor with street frontage along Main Street, Briscoe & Associates requires approval of a CUP in order to operate in the subject location.
4. Per Ketchum City Code §17.125.020(A)(1), off street parking regulations apply to any change of use. The subject business office is less than 1,000 sq ft. Non-residential uses in the CC Zoning District require 1 parking space per 1,000 gross sq ft. The existing development on the subject parcel precludes



the addition of a parking space to satisfy the requirement. On April 24<sup>th</sup>, 2018, the applicant submitted a lease agreement for one parking space located on the vacant lot across the alley from the subject building (Ketchum Townsite: Block 3: Lot 5). As existing development prohibits the addition of a parking space on the site, the Planning and Zoning Commission finds that the parking space lease satisfies the parking requirement for the change in use.

Conditional Use Requirements				
EVALUATION STANDARDS: 17.116.030 and § 67-6512 of Idaho Code				
A conditional use permit shall be granted by the Commission only if the applicant demonstrates the following:				
Yes	No	N/A	Code	City Standards and <i>Commission Findings</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(A)	<b>The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.</b>
			<i>Commission Finding</i>	<i>Offices are listed as a compatible use within the Commercial Core Zoning District. While the proposed use may decrease vibrancy along Main Street, the Commission finds the building office is not unreasonably incompatible with the food and beverage service, retail, entertainment, and cultural uses permitted within the Retail Core area.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(B)	<b>The conditional use will not materially endanger the health, safety and welfare of the community.</b>
			<i>Commission Finding</i>	<i>The proposed project is consistent with the types of uses permitted downtown. The proposed business office use is not expected to materially endanger the health, safety, or welfare of the community.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(C)	<b>The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.</b>
			<i>Commission Finding</i>	<i>The proposed business office use is not anticipated to significantly increase the amount of pedestrian and/or vehicular traffic along Main Street.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(D)	<b>The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts.</b>
			<i>Commission Finding</i>	<i>Public utilities, emergency, and essential services are available to serve the subject property and the subject change of use from retail to a business office is unlikely to impact the provision of these utilities and services.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(E)	<b>The conditional use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this Section.</b>
			<i>Commission Finding</i>	<p><i>The Briscoe &amp; Associates CUP is supported by the following goals and policies of the 2014 Comprehensive Plan:</i></p> <ul style="list-style-type: none"> <li>• <i>Goal E-1: Ketchum will work to retain and help expand existing independent small local businesses and corporations.</i></li> <li>• <i>Goal E-2: Ketchum will support and attract businesses and industries that diversify and sustain the local economy and level out seasonal fluctuations.</i></li> <li>• <i>Goal E-4: Ketchum will contain a balance of businesses that provide services and shopping for local residents' needs and for tourists.</i></li> </ul> <p><i>While supporting businesses like Briscoe &amp; Associates contributes to Ketchum's strong and diverse economy, the Comprehensive Plan encourages offices to be located on upper floors within the Retail Core. The proposed real estate office is less than 1,000 sq ft, which is a minimal portion of the existing building at 220 N. Main Street. The majority of the building is occupied by the Casino bar (KCC §17.08 Food Service). As the area of the proposed office comprises a small portion of the existing building, the Planning and Zoning Commission finds that the impact of the proposed use is de minimis and will not significantly decrease the vibrancy along Main Street.</i></p>

## CONCLUSIONS OF LAW

1. The City of Ketchum is a municipal corporation organized under Article XII of the Idaho Constitution and the laws of the State of Idaho, Title 50, Idaho Code;
2. Under Chapter 65, Title 67 of the Idaho Code, the City has passed a land use and zoning ordinance, Title 17;
3. The Commission has the authority to hear the applicant's Conditional Use Permit Application pursuant Ketchum Municipal Code Title 17;
4. The Planning and Zoning Commission's April 9<sup>th</sup> and May 14<sup>th</sup>, 2018 public hearings and consideration of the applicant's Conditional Use Permit application was properly noticed pursuant to the Local Land Use Planning Act, Idaho Code Section 67-6512;
5. The application meets the standards of approval under Chapter 17.116, Conditional Uses of Ketchum Zoning Code Title 17 and the 2014 Comprehensive Plan;

## DECISION

**THEREFORE**, the Ketchum Planning and Zoning Commission approves this Conditional Use Permit application allowing Briscoe & Associates to operate an office on the ground floor of the existing building located at 220 N. Main Street this 14<sup>th</sup> day of May, 2018 subject to the following conditions:

1. The Conditional Use Permit is applicable for Briscoe & Associates only;
2. The Conditional Use Permit is non-transferable;
3. Permit shall be reviewed by Planning Staff when a written complaint is received. Staff shall verify the complaint and notice the property owner. After two (2) notices, a public hearing before the Commission to review the Conditional Use Permit shall be scheduled and noticed;
4. The parking space lease shall be renewed annually by the applicant; and
5. This Briscoe & Associates Conditional Use Permit is based on the application presented at the Planning and Zoning Commission meetings of April 9<sup>th</sup> and May 14<sup>th</sup>, 2018.

Findings of Fact **adopted** this 29<sup>th</sup> day of May, 2018.

---

Jeff Lamoureux  
Chairman  
Planning and Zoning Commission