



PLANNING AND ZONING COMMISSION AGENDA

Monday, September 26, 2016

Ketchum City Hall

480 East Avenue North, Ketchum, ID 83340

1. 5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho
2. PUBLIC COMMENT - Communications from the public for items not on the agenda.
3. COMMUNICATIONS FROM STAFF
 - a. Public Hearing - Continued from August 22, 2016 Lift Tower Lodge: The current use of the Lift Tower Lodge is long term rental of residential units operated by a public agency (BCHA), with a maximum term of stay not to exceed 1 year, for the purpose of providing transitional and seasonal housing for low-income members of the community. The initial reevaluation took place at the August 22, 2016 meeting. At that meeting the Commission and staff requested additional information from the applicant and the item was continued to the September 26, 2016 meeting. The property is 0.68 acres in size and zoned Tourist (T) and Recreational Use (RU).
 - b. Public Hearing - Off Street Parking and Loading: City-initiated Text Amendments to Title 17, Zoning Regulations amending Chapter 17.125, Off Street Parking and Loading to align the parking ordinance with objectives of the Comprehensive Plan, to promote uses that contribute to the vitality of downtown, and to incentivize Community Housing.
4. CONSENT CALENDAR
 - a. Findings:
 - i. Foxhole Townhomes Final Plat
 - b. Minutes:
 - i. August 22, 2016
 - ii. September 12, 2016
5. FUTURE PROJECTS AND NOTICING REQUIREMENTS
 - a. Waterways Design Review and Floodplain Development Permit – Belling driveway and landscaping, 530 Wood River Drive.
6. STAFF REPORTS & CITY COUNCIL MEETING UPDATE
7. COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE
8. 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

September 26, 2016

Planning and Zoning Commission
City of Ketchum
Ketchum, Idaho

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF SEPTEMBER 26, 2016

- PROJECT:** City-initiated Text Amendments to Title 17, Zoning Regulations amending Chapter 17.125, Off Street Parking and Loading
- REPRESENTATIVE:** City of Ketchum Planning and Building Department
- DESCRIPTION:** City-initiated text amendments to the City of Ketchum Municipal Code to amend Title 17 Zoning Code, Chapter 17.125 to align the parking ordinance with objectives of the Comprehensive Plan, to promote uses that contribute to the vitality of downtown, and to incentivize Community Housing.
- PLANNER:** Brittany Skelton, Senior Planner
- ATTACHMENTS:**
1. Proposed new Chapter 17.125 Off Street Parking and Loading
 2. Amendments to existing Chapter 17.125 Off Street Parking and Loading
 3. "Parking Analysis for Changes to the City of Ketchum Zoning Code" report and appendix, Kushlan and Associates
 4. "Parking Code Amendments Recommendations" memo, Micah Austin, Planning and Building Director, June 14, 2016
 5. "City of Ketchum Parking Code Amendments" presentation slides, Diane Kushlan, August 25, 2016
 6. Parking Survey results, dated August 26, 2016
 7. Public Comment
- NOTICE:** Public notice for the public hearing was published in the Idaho Mountain Express on August 31, 2016. Public notice was posted in three public locations and was sent to outside agencies on August 25, 2016.
- WORKSHOPS:** Public Workshop, held June 30, 2016, City Hall
Public Workshop, held August 26, 2016, City Hall
- PUBLIC HEARING:** September 26, 2016

BACKGROUND

Phase II of the Zoning Code rewrite is underway and this portion of the project addresses amendments to the parking ordinance, Chapter 17.125 Off Street Parking and Loading. As noted in the “Parking Code Amendments Recommendations” memo from Micah Austin, Planning and Building Director, to Mayor Nina Jonas and City Council dated June 14, 2016, the current parking standards are in conflict with objectives in the Comprehensive Plan and principles for creating a multi-modal, livable community.

In January 2016 the City retained Kushlan and Associates to prepare an analysis of the following: the City’s current policy direction for parking regulations compared to the current parking standards, best and emerging practices related to the relationship between parking standards and incentivizing desired land uses, and recommend options specific to Ketchum for changes to the existing parking code. Based on Diane Kushlan of Kushlan and Associates’ recommendations, the attached “Parking Code Amendments Recommendations” memo outlines recommended changes to the parking ordinance.

Two public workshops on the recommended changes have been held to date, on June 30 and August 26, 2016, with both workshops held in City Hall. Notice of the second public workshop was mailed to all licensed businesses located in the City of Ketchum. During the second workshop staff and Diane Kushlan presented background research leading up to the recommended changes and discussed the recommended changes. Presentation slides prepared by Diane Kushlan for the workshop are attached. Additionally, prior to the second public workshop, on August 14, 2016 the city distributed an online public opinion survey regarding parking and travel behavior. There were 296 responses to the survey. Respondents answered questions about how many city blocks they would be willing to walk from a parking space to a restaurant, movie theater, and grocery store, and whether they felt one on-site parking space was adequate for studio and one bedroom dwelling units. Respondents also reported how many vehicles they own and whether they park vehicles in a garage or in a parking lot. The survey results are attached.

The first work session with the Commission was held on August 22, 2016. The Commission discussed the amendments proposed by staff and recommended by the consultant. The Commission directed staff to consider additional provisions to facilitate travel by bicycle, to include broader criteria for Transportation Demand Management, and to specify required components of Parking Demand Analysis plans.

A second work session with the Commission was held on September 12, 2016. The Commission generally supported the proposed changes to the ordinance, including proposed amendments to the commercial parking ratios and provisions for bicycle parking, shared parking, and transportation demand management. The Commission did not support proposed amendments to the residential parking ratios and directed staff to review recently constructed and recently approved projects and compare parking requirements under the existing and proposed codes and to consider alternative recommendations for residential parking ratios.

A summary of the proposed amendments are contained in Table 1 and alignment of the proposed amendments with the Comprehensive Plan is detailed in Table 2.

TABLE 1: Summary of Amendments

SECTION	SUMMARY
17.125.010 PURPOSE	
17.125.010 (Purpose)	<ol style="list-style-type: none"> 1. Amendments to this section include language related to meeting Comprehensive Plan goals, such as fostering multi-modal transportation, and reference to shared Travel Demand Management; other chapters of the municipal code are formatted similarly. 2. Title of the section changed to "Purpose and Intent."
17.12.20 GENERAL	
17.125.020 (General)	1. Only formatting changes were made to this section.
17.125.030 OFF STREET PARKING SPACE	
17.125.030 (Off Street Parking Space)	<ol style="list-style-type: none"> 1. Change name of section to "Off Street Vehicle Parking Space" because a bicycle parking section has been added to the chapter. 2. A regulation prohibiting new surface parking lots in the CC has been added; "surface lot" will be defined as a parking lot with more than four (4) parking spaces. 3. Shared parking language was moved to the new shared parking section. 4. Buffering requirements were moved to subsection G., which has been renamed "Lighting and Screening."
17.125.040 OFF STREET LOADING AREAS	
17.125.040 (Off Street Loading Areas)	1. This section has been incorporated into the "Off Street Parking and Loading Calculations" section, which has been renamed "Off Street Vehicle Parking and Loading Requirements," and has been renumbered from 12.125.040 to 17.125.050.
17.125.050 (now 17.125.040): OFF STREET PARKING AND LOADING CALCULATIONS	
17.125.050, now 17.125.040 (Off Street Parking and Loading Calculations)	<ol style="list-style-type: none"> 1. Section has been renamed to "Off Street Vehicle Parking and Loading Requirements," and will appear as 17.125.040 in the new ordinance because the regulations in the existing section 17.125.040 "Off Street Loading Areas" have been incorporated into this section. 2. The existing parking matrix has been condensed from a matrix with dozens of specific uses to a matrix with just three categories: Residential (multi-family and mixed use), Residential (one family) and non-residential. <p>In the existing matrix parking ratios range from 1 space per 250 gross square feet for office uses to 1 space per 100 square feet of assembly area in restaurants, bars, and eating/drinking establishments to 1 space per 300 square feet for retail trade, and so forth. The existing regulations pose challenges to redevelopment and development in the Community Core in particular due to the relatively small size of original townsite lots. A policy goal of the City of Ketchum is to facilitate a vibrant downtown and the proposed amendment of 1 parking space per 1,000 gross square feet of non-residential development is designed to do so.</p> <p>The existing parking ratios for residential development range from one space per bedroom in the Light Industrial districts to 1 space per 1,500 net square feet in the Community Core to 1.5 spaces for every 1,500 net square feet for multi-family dwellings to 1.5 spaces per dwelling unit for one family and townhouse developments. Initially staff proposed amendments that would require 1 parking space for units 750 gross square feet or less, and 2 parking spaces for units over 750 gross square feet or 1 space per bedroom or 2 spaces per 1,500 square feet,</p>

whichever was greater. The intent of the proposed amendments was to incentivize the development of smaller dwelling units in order to meet a need for affordable housing in the community.

After considering public feedback and direction from the Commission and reviewing required parking for recently constructed and recently approved projects under the existing requirements and the proposed requirements, staff proposes the following parking ratios:

Use Category	Parking Spaces Required
Residential (multiple-family)	Units 1,000 gross square feet or less: 1 parking space per dwelling unit Units over 1,000 gross square feet: 2 parking spaces per dwelling unit
Residential (one family)	2.0 parking spaces per dwelling unit
Non-residential	1 parking space per 1,000 gross square feet ¹

¹ Refer to definition Floor Area, Gross and with the additional exclusion of common and public areas.

The size of the desired smaller units was increased to accommodate development of two-bedroom units and the required parking for larger units is now based on gross square feet only rather than number of bedrooms.

3. Currently, Community Housing is exempt from the requirement of providing on-site parking space. Parking exemptions for additional desired uses have been added:
- a. The following uses meeting the definitions found in 17.08.020:
 - i. Community Housing;
 - ii. Food Service;
 - iii. Retail Trade;
 - iv. Assembly existing at the time the ordinance is passed [insert date].
 - b. All non-residential uses within ¼ mile of a structured parking facility, with the distance calculated by measuring the sidewalk connecting the from the lot line of the lot the structured parking facility is located on to the property line of the use;
 - c. 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 the code.

17.125.060 (now 17.125.050): COMMUNITY CORE DISTRICT OFF STREET PARKING REQUIREMENTS

17.125.060, now 17.125.050 (Community Core District Off Street Parking Requirements)

- 1. Formatting changes were made; no content changes were made.

NEW - 17.125.060: BICYCLE PARKING

NEW: 17.125.060 (Bicycle Parking)	<ol style="list-style-type: none"> 1. A new section 17.125.060 "Bicycle Parking" has been added. 2. Existing regulations from the Design Review standards are included in this section. 3. Location, design, and surface materials for the location of bicycle parking are addressed. 3. Bicycle parking is required for all uses other than one family dwellings are required at a ratio of one (1) rack containing two spaces for every four (4) required parking spaces. When measurements of required spaces result in a fraction any fraction equal or greater than ½ shall be rounded up. A minimum of one (1) bicycle rack shall be required per development.
NEW - 17.125.070: PARKING DEMAND ANALYSIS	
17.125.070 (Shared Parking Reduction)	<ol style="list-style-type: none"> 1. This is a new section specifying the details of Parking Demand Analysis studies that may be submitted by an applicant, or may be required by the city, and the criteria which such analyses are evaluated and approved. 2. Any project in any district is eligible to submit a Parking Demand Analysis indicating that the requirements of this chapter regarding the number of off-street vehicle parking spaces required are not applicable to the proposed project because the project contains a unique mix of uses, the operational method is atypical, the use is not listed, or location or contextual factors affect the amount of off-street parking spaces required. 3. A Parking Demand Analysis is required for all projects requesting a Shared Parking Reduction or a parking reduction through Transportation Demand Management.
17.125.070 (now 17.125.080) – SHARED PARKING REDUCTION	
17.125.070, now 17.125.080 (Shared Parking Reduction)	<ol style="list-style-type: none"> 1. A purpose section stating why shared parking alternatives have been established, referencing Comprehensive Plan goals, was added. 2. This section was amended to apply to all projects in all districts. 3. Criteria for Shared Parking Plans submitted and the criteria under which such plans are evaluated was added. 4. Plans shall, at minimum, identify the parking demand generated by the proposed uses and existing uses, where applicable, the hours of peak parking demand for each use, all locations of parking spaces on private property utilized through Shared Parking, and all public parking that can be accessed within a 1,000 foot 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. 5. All Shared Parking shall be located no less than three hundred feet (300') from the uses utilizing the Shared 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. 6. A reduction to parking requirements for individual uses may be made after considering the following standards and criteria: <ol style="list-style-type: none"> a. The hour(s) of peak parking demand, with peak demand being different; b. The operating hours of each use, with operating hours being staggered; and c. There is existing on-street parking available for public use. 7. Employee parking is required at the rate of ten percent (10%) of total required spaces after reductions are provided.

NEW - 17.125.090: PARKING REDUCTION THROUGH TRANSPORTATION DEMAND MANAGEMENT

<p>NEW: 17.125.090 (Parking Reduction Through Transportation Demand Management)</p>	<ol style="list-style-type: none"> 1. This is a new section specifying the standards for parking reduction through Transportation Demand Management. 2. This section was borrowed from the Warm Springs Base Area Overlay districts and expanded. 3. All projects with a FAR of 0.5 or greater are eligible to submit a Transportation Demand Management Plan and request a reduction in parking. A reduction of up to 25% of on-site vehicle parking requirements may be approved by the Administrator. A Parking Demand Analysis must be submitted as part of the TDM plan. 3. Transportation Demand Management plans shall consider the following strategies, including, but not limited to: <ol style="list-style-type: none"> 1. A Shared Parking Plan subject to the standards found in 17.125.070; 2. Covered bicycle parking; <ol style="list-style-type: none"> a. 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 7 feet above the floor or ground. b. Secure bicycle parking. 3. 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. 4. On-site locker room and shower facilities. 5. Provision of a public transit stop or demonstration of proximate access to an existing transit stop. 6. Demonstration of proximate access, within 1,000 feet, to the Wood River Trail. 7. Construction of a “spur” connecting the lot to the Wood River Trail. 8. Reserved preferential parking spaces for high occupancy vehicles. 9. Reserved preferential parking spaces for hybrid, electric, or alternative fuel vehicles. 10. Installation of on-site electric vehicle charging stations. 11. Publicly accessible permanent display area for information on TDM strategies and options for alternative transportation modes. 12. Shuttle service. 13. Contribution to public transit or alternative modes of transportation fund(s). 14. Employer programs such as: <ol style="list-style-type: none"> a. Car/van pool coordination and incentive programs; b. Shuttle program; c. Guaranteed emergency ride home program; and d. Public transit passes.
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TABLE 2: Compliance with Comprehensive Plan

SECTION	SUMMARY
17.125 OFF STREET PARKING AND LOADING	
17.125 – Off Street Parking and Loading	<p>Four of the core values that drove the 2014 Comprehensive Plan are a strong and diverse economy, a vibrant downtown, a variety of housing options, and a well-connected community. These four values were enumerated into specific goals, policies, and implementation strategies. The city’s zoning ordinance is the main tool for implementing policy and the parking ordinance has the opportunity to facilitate, or to hinder, implementation of the vision defined in the Comprehensive Plan.</p> <p>The proposed amendments to 17.125 Off Street Parking and Loading facilitate achieving the following goals and policies:</p> <p>Goal E-1 - Ketchum will work to retain and help expand existing independent small local businesses and corporations. Policy E-1(a) - Support for Local, Independent Businesses Policy E-1(b) - Downtown as a Major Community Asset and Tourism Attraction</p> <ul style="list-style-type: none"> • The new commercial parking ratios facilitate redevelopment of existing properties and infill development because the parking requirements are less than required by the existing ordinance. The options for parking reductions through Shared Parking and Transportation Demand Management give further flexibility to local and independent business development and the ability of downtown to serve as a community asset and attract tourism. <p>Goal H-1 - Ketchum will increase its supply of homes, including rental and special-needs housing for low-, moderate and median-income Policy H-1.2 - Local Solutions to Attainable Housing Policy H-3.1 - Mixture of Housing Types in New Development</p> <ul style="list-style-type: none"> • The new residential parking ratios are one example of the city encouraging a mixture of housing types utilizing a regulatory framework to incentive community and affordable housing. <p>Goal M-2 - Promote and encourage an effective and efficient transit system that is competitive with the single occupant vehicle in service, affordability, convenience, and accessibility within Ketchum and as a link to other communities in the Wood River Valley. Policy M-2.4 - Integrated Transit Stops Policy M-2.5 - Pedestrian and Bicycle Improvements Linked to Transit</p> <p>Goal M-6 - Enhance bicycling connectivity and comfort. Policy M-6.3 - Bicycle Parking Facilities</p> <p>Goal M-8 The efficiency of the transportation system will be improved by using travel demand management (TDM) techniques. Policy M-8.1 Incentives to Improve System Efficiency Policy M-8.2 - Support for Travel Demand Management Policy M-8.3 - Shared Parking</p> <ul style="list-style-type: none"> • All of the above policies are met by provisions in the proposed ordinance such as required on-site bicycle parking, Shared Parking plans and Transportation Demand Management plans.

STAFF RECOMMENDATION

Staff recommends approval of the proposed text amendments to Chapter 17.125, Off Street Parking and Loading.

OPTIONAL MOTIONS

1. "I MOVE TO RECOMMEND APPROVAL OF THE PROPOSED AMENDMENTS TO CHAPTER 17.125, FINDING THE AMENDMENTS IN COMPLIANCE WITH THE COMPREHENSIVE PLAN, THE ZONING ORDINANCE, AND THE SUBDIVISION ORDINANCE."
2. "I MOVE TO RECOMMEND DENIAL OF THE PROPOSED AMENDMENTS TO CHAPTER 17.125, FINDING THE AMENDMENT _____"

Chapter 17.125

OFF STREET PARKING AND LOADING

17.125.010: PURPOSE AND INTENT:**17.125.020: GENERAL:****17.125.030: OFF STREET VEHICLE PARKING SPACE:****17.125.040: OFF STREET VEHICLE PARKING AND LOADING REQUIREMENTS:****17.125.050: COMMUNITY CORE DISTRICT OFF STREET PARKING REQUIREMENTS:****17.125.060: BICYCLE PARKING****17.125.070: PARKING DEMAND ANALYSIS****17.125.080: SHARED PARKING REDUCTION:****17.125.090: PARKING REDUCTION THROUGH TRANSPORTATION DEMAND MEASURES:****17.125.010: PURPOSE AND INTENT:**

Standards for off street parking and loading spaces are necessary to facilitate access to specific land uses and to ensure the efficient use of land. The standards are intended to support the goals of the Comprehensive Plan and in recognition of Ketchum as a geographically compact and historic mountain resort community sustained by both the full time resident population and the influx of seasonal residents, visitors, and workforce who travel within the community. The regulations of this chapter have been established to:

- A. Ensure the public health, safety, and welfare;
- B. Facilitate development and redevelopment by providing clearly defined minimum standards;
- C. Encourage a range of transportation alternatives designed for residents, visitors, and the workforce to travel safely and easily to their destinations;
- D. Promote Travel Demand Management techniques to improve the efficiency of the transportation system;
- E. Maximize the efficient use of existing surface parking lots by permitting Shared Parking.
- F. Provide safe, secure, and conveniently located bicycle parking facilities;
- G. Enhance pedestrian connectivity and comfort by limiting surface parking;
- H. Incentivize development and redevelopment, which will create more lively and activated commercial environments;
- I. Facilitate community design supported by multi-modal transportation in order to lessen dependence on vehicular transportation alone.

17.125.020: GENERAL:

- A. Applicability: Off-street vehicle and bicycle parking requirements of this Chapter apply to:
 1. Any new development and to any new established uses.
 2. When an existing structure or use is expanded or enlarged. Additional off street parking spaces shall be required only to serve the enlarged or expanded area, not the entire building or use.
 3. Any change of use or change of operation that would result in a requirement for more parking than the existing use. Additional parking shall be required only in proportion to the extent of the change, not for the entire building or use.

PROPOSED ORDINANCE – 09.26.2016**B. Delivery and Loading:**

Areas for deliveries and loading shall be required to ensure that loading and deliveries do not constrain fire access, street safety, or use public streets for deliveries.

17.125.030: OFF STREET VEHICLE PARKING SPACE:

- A. Minimum Parking Space: The minimum parking space and aisle dimensional requirements are as follows:

Angle	Width (Feet)	Length (Feet)	Aisle Width (Feet)
90 degrees	9 .0	18	24
60 degrees	9 .0	21	18
45 degrees	9 .0	19 .8	15
Parallel	8 .0	23	-

ADA spaces shall meet the dimensional requirements as outlined in the current ADA standards for accessible design.

B. Compact Vehicle Spaces:

- Commercial uses and lodging establishments with a minimum of ten (10) or more spaces on the property may have up to ten percent (10%) of the required spaces marked for compact vehicles.
- Compact vehicle spaces must be a minimum of eight feet (8') wide and sixteen feet (16') long with aisle widths in accordance with the table above.
- These spaces shall be designed, designated, marked and enforced as compact spaces.

C. Area Unobstructed: All area counted as off street parking space shall be unobstructed and kept clear of snow and free of other uses.

D. Access to Streets: Unobstructed access to and from a street shall be provided for all off street parking spaces.

E. Location: New surface parking lots are prohibited in the CC zone. In all other zones surface parking lots shall be located in the rear of a building or lot.

F. Surfacing Material: Surface parking spaces shall be constructed with asphalt or cement concrete. Compacted gravel or other dustless material may be used for surfacing only upon approval by the Administrator.

G. Lighting and Screening:

- Lighting used to illuminate off street parking areas shall be directed away from residential properties.
- Parking facilities and all off street and on-site parking spaces shall be effectively screened on any side adjoining a residential zone by a wall, fence or hedge to a height of six feet (6'), except for the front yard setback area of the adjoining residential property, in which case, the maximum height shall be three feet (3').

3. All parking and service areas that are adjacent to a street shall be buffered from public views by a combination of landscaping and fences/walls. Such improvements will be for the purpose of beautification and to limit light and glare from vehicle headlights to nearby properties. For safety purposes, views of the parking and service areas from the sidewalk and street shall not be obscured.
- H. Street Frontage: A maximum of thirty five percent (35%) of the linear footage of any street frontage may be devoted to access off street parking. Corner lots that front two (2) or more streets may select either or both streets as access but shall still not devote more than thirty five percent (35%) of the total linear footage of street frontage to access off street parking.
- I. Alley Access:
 1. Off street parking spaces may be located directly off the alley if the width of the alley can adequately accommodate ingress and egress to the parking spaces.
 2. No parking space shall project into an alley, sidewalk, or street.
 3. All alleys used as access to loading areas and/or to an off street parking space or spaces shall be surfaced with asphalt or cement concrete. Compacted gravel or other dustless material may be used for surfacing only upon approval by the Administrator.
- J. Condition of Parking Lots: The owner or manager of the property shall maintain parking facilities and all off street and on-site parking spaces so that they are in good, safe and usable condition and free of public nuisances such as trash and weeds.
- K. On Site Drainage Facilities: All parking lots shall be designed with adequate on site drainage facilities to prevent the drainage of water onto adjacent properties or walkways or into the public right of way.
- L. Snow: All surface parking lots shall be designed with either an underground heating system to facilitate the removal of snow or a storage area for plowed snow. The storage area shall be one hundred fifty (150) square feet for every fifty five feet (55') of linear lot width of the surface parking lot. (Ord. 1135, 2015)

17.125.040: OFF STREET VEHICLE PARKING AND LOADING REQUIREMENTS:

- A. The following rules apply when computing off street parking and loading requirements:
 1. Multiple Uses: 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 reduction is approved through a shared parking plan in compliance with section 17.125.080 of this chapter.
 2. Fractions: When measurements of the number of required spaces result in fractions, any fraction of one-half (1/2) or less shall be disregarded and any fraction of more than one-half (1/2) shall be rounded upward to the next highest whole number.
 3. Area Measurements: Unless otherwise specifically noted, all square footage based parking and loading standards are to be computed on the basis of gross floor area (GFA).
 4. Employee Based Standards: For the purpose of computing parking requirements based on employees the calculation shall be based on the largest number of persons working on any single shift.
 5. Nonconforming Due To Lack of Parking and Loading: No lawfully existing building shall be deemed to be a nonconforming building solely because of lack of parking and loading spaces; provided, that space being used for off street parking or loading in connection with any such building at the effective date of this ordinance shall not be further reduced in area or capacity.

6. Off Street Parking Requirements: Off street parking requirements apply to uses in all districts, unless otherwise specified.

B. Off Street Parking Matrix

Use Category	Parking Spaces Required
Residential (multiple-family)	Units 1,000 gross square feet or less: 1 parking space per dwelling unit Units over 1,000 gross square feet: 2 parking spaces per dwelling unit
Residential (one family)	2.0 parking spaces per dwelling unit
Non-residential	1 parking space per 1,000 gross square feet ¹

¹. Refer to definition Floor Area, Gross and with the additional exclusion of common and public areas.

C. Exemptions:

1. The following uses meeting the definitions found in 17.08.020 are exempt from providing off street parking:
 - a. Community Housing;
 - b. Food Service;
 - c. Retail Trade; and
 - d. Assembly existing at the time the ordinance is passed [insert date].
2. All non-residential uses within 1,000 feet of a structured parking facility, with the distance calculated by measuring the sidewalk from the primary entrance of the use(s) to the location of the structured parking facility.
3. 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 the code.

D. Off Street Vehicle Loading Areas:

In the LI-1, LI-2, and LI-3 districts, off street loading areas shall be required as an accessory use for new construction or additions involving an increase in gross floor area as follows:

1. Number of Spaces:
 - a. One (1) off street loading space is required for gross floor area in excess of two thousand (2,000) square feet.
 - b. No loading space shall occupy any part of a public street, alley, driveway, or sidewalk. Where practicable to do so, an alley may be used in lieu of the requirement for off street loading space(s) if permission is granted by the Administrator.
2. Dimensions: An off street loading space shall be a minimum of 180 square feet with no length of the space being less than ten feet (10').

17.125.050: COMMUNITY CORE DISTRICT OFF STREET PARKING REQUIREMENTS:

- A. Purpose: The parking requirements listed in this section are specific to the Community Core district and are in addition to requirements listed in this Chapter and the off street parking matrix, section 17.125.040.B. of this chapter.
- B. Minimum Requirements: The minimum number of parking spaces provided on site shall be four (4) spaces per five thousand five hundred (5,500) square feet of lot area, unless fewer spaces are required by the off street parking matrix, section 17.125.050 of this Chapter.

PROPOSED ORDINANCE – 09.26.2016

- C. On Street Parking: In a circumstance where the off street parking matrix results in a requirement of more than four (4) parking spaces, four (4) on street parking spaces per five thousand five hundred (5,500) square feet of lot area may be credited toward the required parking demand after the required four (4) space minimum on site is satisfied.
- D. Shared Parking Plan: A reduction in off street parking may be obtained through the provision of an approved Shared Parking Plan in compliance with subsection 17.125.080 of this chapter.
- E. Accessible Parking: For all commercial and mixed use projects, and for any residential projects with more than four (4) units, at least one accessible parking space shall be provided on site. All accessible parking space requirements of the current building code as adopted by the city shall be met.
- F. In Lieu Parking Fees: Except as provided in sections 17.125.080 and 17.125.090 of this chapter, one hundred percent (100%) of the parking demand unmet by off street parking spaces may be met with a payment in lieu. The in lieu fee amount shall be determined annually by the city council based on the cost of land, the construction cost of structured parking above, on or below ground, the amount of land needed for each parking space and access, landscape areas and other amenities, the cost of physical improvements to the property including grading, compaction, drainage, asphalt, concrete, landscaping, lighting, striping and other amenities as may be considered appropriate.
 1. Payment of in lieu fees must be made to the city at the time of issuance of a building permit.
 2. All in lieu funds received under subsection D of this section shall be placed into a special and separate transportation improvement and acquisition fund to be used primarily for transit improvements and parking management programs, such as paid parking, that address the demand for physical parking on site in the CC district and secondarily for the purchase, construction and improvement of public parking facilities.

17.125.060: BICYCLE PARKING:

- A. Purpose: To further the intent of this chapter, including the purposes of encouraging a range of transportation alternatives, facilitating community design supported by multi-modal transportation, promoting Travel Demand Management techniques and providing safe, secure and conveniently located bicycle parking facilities, the following bicycle parking requirements have been established.
- B. Spaces Required: All uses, other than one family dwellings, are required to provide one (1) bicycle rack, able to accommodate at least two (2) bicycles, for every four (4) parking spaces required by the proposed use. At a minimum, one (1) bicycle parking rack shall be required per development.
- C. Fractions: When measurements of the number of required spaces result in fractions, any fraction equal to or greater than (1/2) shall be rounded up to the next highest whole number.
- D. Location: Bicycle parking space(s) shall be clearly visible from the building entrance they serve and located no more than fifty feet (50') from the 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. In cases where bicycle parking spaces are not visible from the primary street, signage shall be used to direct cyclists safely to bicycle parking areas.
- E. ADA: Bicycle parking space facilities shall not interfere with pedestrian circulation, accessible paths of travel or accessible parking as required by the Americans with Disabilities Act of 1990.
- F. Design: Bicycle parking spaces must contain a stationary device or devices, secured to the ground, to which bicycles can be locked. Each bicycle parking space must be accessible without moving another bicycle.

- G. Surfaces: Bicycle racks must be located on paved or pervious, dust free surface. Surfaces cannot be gravel, landscape stone or wood chips.

17.125.070: PARKING DEMAND ANALYSIS:

- A. Purpose: A Parking Demand Analysis is a study indicating that the requirements of this chapter regarding the number of off-street vehicle parking spaces required are not applicable to the proposed project because the project contains a unique mix of uses, the operational method is atypical, the use is not listed, or location or contextual factors affect the amount of off-street parking spaces required.
- B. Eligibility: A Parking Demand Analysis may be submitted by an applicant for any project in any zone.
- C. Analysis required: A Parking Demand Analysis is required for any project requesting a reduction in parking through a Shared Parking Plan or a Transportation Demand Management Plan. A Parking Demand Analysis may otherwise be required by the Administrator.
- D. Contents:
A Parking Demand Analysis shall be prepared in the following manner to demonstrate that the requirements of section 17.125.040.B, Off Street Parking Matrix, are not applicable:
1. Preparation: The Parking Demand Analysis shall be prepared by a registered professional engineer licensed in the State of Idaho.
 2. Project Description: A project description shall be included. The project description shall include, but is not limited to:
 - a. Project location context map;
 - b. Gross and net square footage of existing and proposed uses that will be part of the new development under review; and
 - c. Table containing off-street parking and loading requirements for each use as required by this Chapter;
 3. Project Analysis: A narrative analysis considering the following minimum factors shall be submitted:
 - a. Discussion of the project's mix of uses, operational method, unique nature of uses, and location, contextual, or other factors affecting the amount of off-street parking and loading spaces required;
 - b. Existing site plan; and
 - c. Proposed site plan;
 - d. Discussion of site specific parking needs.
 4. Remedy: A narrative describing proposed measures to be taken to reconcile the project's parking demand with off-street parking and loading required for the project.
 - a. A Shared Parking Plan and/or a Transportation Demand Management Plan may serve as the remedy in part or in full.
 5. Additional Considerations: The city may require additional information as part of the Parking Demand Analysis.
- E. Method of Approval: The Administrator shall review the Parking Demand Analysis and/or Transportation Demand Management Plan and upon finding that the analysis uses the appropriate methodology and includes an acceptable and reasonable remedy which can be implemented the Analysis shall be approved or approved with conditions. Remedies contained in the Analysis are binding and may only be modified through a written finding made by the Administrator.

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.
- 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. A Parking Demand Analysis in accordance with 17.125.070;
 - b. The hours of peak parking demand for each use;
 - c. All locations of parking spaces on private property utilized through Shared Parking and identified on a location context map;
 - d. All public parking that can be accessed within a 1,000 foot walk as measured along sidewalk connecting to the site of the subject uses.
 - e. 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 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:
 - a. The hour(s) of peak parking demand, with peak demand being different;
 - b. The operating hours of each use, with operating hours being staggered; and
 - c. There is existing on-street parking available for public use.
 7. Employee parking is required at the rate of ten percent (10%) of total required spaces after reductions are provided.

17.125.090: PARKING REDUCTION THROUGH TRANSPORTATION DEMAND MANAGEMENT:

- A. Purpose: For projects with a FAR greater than 0.5 a Transportation Demand Management plan may be provided in order to demonstrate that alternative strategies will be utilized to offset the demand for parking. A reduction of up to 25% of on-site vehicle parking requirements may be approved by the Administrator. A Parking Demand Analysis must be submitted as part of the TDM plan.
- B. Transportation Demand Management plans shall consider the following strategies, including, but not limited to:
 - 1. A Shared Parking Plan subject to the standards found in 17.125.070;
 - 2. Covered bicycle parking;
 - a. 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 7 feet above the floor or ground.
 - b. Secure bicycle parking.
 - 3. 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.
 - 4. On-site locker room and shower facilities.
 - 5. Provision of a public transit stop or demonstration of proximate access to an existing transit stop.
 - 6. Demonstration of proximate access, within 1,000 feet, to the Wood River Trail.
 - 7. Construction of a “spur” connecting the lot to the Wood River Trail.
 - 8. Reserved preferential parking spaces for high occupancy vehicles.
 - 9. Reserved preferential parking spaces for hybrid, electric, or alternative fuel vehicles.
 - 10. Installation of on-site electric vehicle charging stations.
 - 11. Publicly accessible permanent display area for information on TDM strategies and options for alternative transportation modes.
 - 12. Shuttle service.
 - 13. Contribution to public transit or alternative modes of transportation fund(s).
 - 14. Employer programs such as:
 - a. Car/van pool coordination and incentive programs;
 - b. Shuttle program;
 - c. Guaranteed emergency ride home program; and
 - d. Public transit passes.

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Chapter 17.125

OFF STREET PARKING AND LOADING

17.125.010: PURPOSE AND INTENT:**17.125.020: GENERAL:****17.125.030: OFF STREET VEHICLE PARKING SPACE:**~~**17.125.040: OFF STREET LOADING AREAS:**~~~~**17.125.0450: OFF STREET VEHICLE PARKING AND LOADING-REQUIREMENTSCALCULATIONS:**~~~~**17.125.0560: COMMUNITY CORE DISTRICT OFF STREET PARKING REQUIREMENTS:**~~~~**17.125.060: BICYCLE PARKING**~~~~**17.125.070: PARKING DEMAND ANALYSIS**~~~~**17.125.0870: SHARED PARKING REDUCTION:**~~~~**17.125.090: PARKING REDUCTION THROUGH TRANSPORTATION DEMAND MEASURES:**~~**17.125.010: PURPOSE AND INTENT:**

Standards for off street parking and loading spaces are necessary to facilitate access to specific land uses and to ensure the efficient use of land. The standards are intended to support the goals of the Comprehensive Plan and in recognition of Ketchum as a geographically compact and historic mountain resort community sustained by both the full time resident population and the influx of seasonal residents, visitors, and workforce who travel within the community. The regulations of this chapter have been established to:
The regulations of this chapter are intended to promote the efficient use of land by establishing minimum parking and loading requirements for specific land use categories. (Ord. 1135, 2015)

- A. Ensure the public health, safety, and welfare;
- B. Facilitate development and redevelopment by providing clearly defined minimum standards;
- C. Encourage a range of transportation alternatives designed for residents, visitors, and the workforce to travel safely and easily to their destinations;
- D. Promote Travel Demand Management techniques to improve the efficiency of the transportation system;
- E. Maximize the efficient use of existing surface parking lots by permitting Shared Parking.
- F. Provide safe, secure, and conveniently located bicycle parking facilities;
- G. Enhance pedestrian connectivity and comfort by limiting surface parking;
- H. Incentivize development and redevelopment, which will create more lively and activated commercial environments;
- I. Facilitate community design supported by multi-modal transportation in order to lessen dependence on vehicular transportation alone.

17.125.020: GENERAL:

A. Applicability: Off-street vehicle and bicycle parking requirements of this Chapter apply to:

1. ~~Off street parking standards of this chapter apply to~~ Any new development and to any new established uses.

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2. ~~The off street parking standards of this chapter apply when~~ When an existing structure or use is expanded or enlarged. Additional off street parking spaces shall be required only to serve the enlarged or expanded area, not the entire building or use.
3. ~~Off street parking shall be required for any~~ Any change of use or change of operation that would result in a requirement for more parking than the existing use. Additional parking shall be required only in proportion to the extent of the change, not for the entire building or use.

B. Delivery and Loading:

Areas for deliveries and loading shall be required to ensure that loading and deliveries do not constrain fire access, street safety, or use public streets for deliveries. (~~Ord. 1135, 2015~~)

17.125.030: OFF STREET VEHICLE PARKING SPACE:

- A. Minimum Parking Space: ~~Every use shall provide at least the minimum number of parking spaces required for that use based on the formulas listed in section 17.125.050 of this chapter, unless otherwise provided for in this title. Further, the~~ The minimum parking space and aisle dimensional requirements dimensions are as follows:

Angle	Width (Feet)	Length (Feet)	Aisle Width (Feet)
90 degrees	9 .0	18	24
60 degrees	9 .0	21	18
45 degrees	9 .0	19 .8	15
Parallel	8 .0	23	-

ADA spaces shall meet the dimensional requirements as outlined in the current ADA standards for accessible design.

B. Compact Vehicle Spaces:

1. ~~Commercial uses and lodging establishments, hotels and lodges~~ with a minimum of ten (10) or more spaces on the property may have up to ten percent (10%) of the required spaces marked for compact vehicles.
2. Compact vehicle spaces must be a minimum of eight feet (8') wide and sixteen feet (16') long with aisle widths in accordance with the table above.
3. These spaces shall be designed, designated, marked and enforced as compact spaces.

~~B-C~~ Area Unobstructed: All area counted as off street parking space shall be unobstructed and kept clear of snow and free of other uses.

D. Access ~~To~~ Streets: Unobstructed access to and from a street shall be provided for all off street parking spaces.

~~E~~ Location: ~~New surface parking lots are prohibited in the CC zone. In all other zones surface parking lots shall be located in the rear of a building or lot.~~

~~D-F~~ Surfacing Material: ~~All open off street~~ Surface parking spaces shall be ~~constructed~~ surfaced with asphalt or cement concrete. Compacted gravel or other dustless material may be used for surfacing only upon approval by the ~~commission~~ Administrator.

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~~E. Shared Parking: Off street parking spaces may be provided in areas designed to serve jointly two (2) or more buildings or users; provided, that the total number of off street parking spaces shall not be less than that required by this title for the total combined number of buildings or uses, unless a reduction is approved through a shared parking plan in compliance with section 17.125.070 of this chapter, or otherwise specified.~~

Comment [BMS1]: Moved to Shared Parking section

G. Lighting and Screening:

1. Lighting used to illuminate off street parking areas shall be directed away from residential properties.

2. ~~Parking and such parking areas facilities and all off street and on-site parking spaces~~ shall be effectively screened on any side adjoining a residential zone by a wall, fence or hedge to a height of six feet (6'), except for the front yard setback area of the adjoining residential property, in which case, the maximum height shall be three feet (3').

~~3. All parking and service areas that are adjacent to a street shall be buffered from public views by a combination of landscaping and fences/walls. Such improvements will be for the purpose of beautification and to limit light and glare from vehicle headlights to nearby properties. For safety purposes, views of the parking and service areas from the sidewalk and street shall not be obscured.~~

~~F.H. Street Frontage: A maximum of thirty five percent (35%) of the linear footage of any street frontage may~~ be devoted to access off street parking. Corner lots that front two (2) or more streets may select either or both streets as access but shall still not devote more than thirty five percent (35%) of the total linear footage of street frontage to access off street parking.

I. Alley Access:

1. Off street parking spaces may be located directly off the alley if the width of the alley can adequately accommodate ~~ingress and egress to~~ the parking spaces.

2. No parking ~~space~~ shall project into an alley, sidewalk, or street.

~~3. All alleys used as access to loading areas and/or to an off street parking space or spaces shall be surfaced with asphalt or cement concrete. Compacted gravel or other dustless material may be used for surfacing only upon approval by the the Administrator~~ commission.

~~G.I. Condition of~~ Parking Lots: The owner or manager of the property shall maintain parking ~~facilities and all off street and on-site parking spaces~~ so that they are in good, safe and usable condition and free of public nuisances such as trash and weeds.

~~H.K. On Site Drainage Facilities: All parking lots shall be designed with adequate on site drainage facilities to prevent the drainage of water onto adjacent properties or walkways or into the public right of way.~~

~~I. Buffers: All parking and service areas that are adjacent to a street shall be buffered from public views by a combination of landscaping and fences/walls. Such improvements will be for the purpose of beautification. For safety purposes, views of the parking and services areas from the sidewalk and street should not be obscured.~~

~~J.L. Snow: All surface parking lots shall be designed with either an underground heating system to facilitate the removal of snow or a storage area for plowed snow. The storage area shall be one hundred fifty (150) square feet for every fifty five feet (55') of linear lot width of the surface parking lot. (Ord. 1135, 2015)~~

17.125.040: OFF STREET LOADING AREAS:

~~In the LI-1, LI-2 and LI-3 districts, off street loading areas~~

Comment [BMS2]: Combined with next section – "Off Street Vehicle Parking and Loading Requirements"

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~~A. (containing 180 square feet with no 1 dimension less than 10 feet) shall be required as an accessory use for new construction or major additions involving an increase in floor area, as follows: One off street loading space for floor area in excess of two thousand (2,000) square feet, provided no loading space occupies any part of a public street, alley, driveway or sidewalk; except, that where practicable to do so, an alley may be used in lieu of the requirement of this section if prior permission is granted by the commission. (Ord. 1135, 2015)~~

17.125.0450: OFF STREET VEHICLE PARKING AND LOADING-REQUIREMENTSCALCULATIONS:

A. The following rules apply when computing off street parking and loading requirements:

1. Multiple Uses: 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 reduction is approved through a shared parking plan in compliance with section 17.125.0870 of this chapter, ~~or otherwise specified.~~
2. Fractions: When measurements of the number of required spaces result in fractions, any fraction of one-half (1/2) or less ~~shall will~~ be disregarded and any fraction of more than one-half (1/2) ~~shall will~~ be rounded upward to the next highest whole number.
3. Area Measurements: Unless otherwise specifically noted, all square footage based parking and loading standards are to be computed on the basis of gross floor area (GFA).
4. Employee Based Standards: For the purpose of computing parking requirements based on employees the calculation shall be based on the largest number of persons working on any single shift.
- ~~5. Unlisted Uses: Upon receiving a development application for a use not specifically listed in the off street parking matrix, the administrator shall apply the off street parking standard specified for the listed use that is deemed most similar to the proposed use or require a parking study in accordance with this chapter.~~
- ~~6.5. Nonconforming Due To Lack of Parking and Loading: No lawfully existing building shall be deemed to be a nonconforming building solely because of lack of parking and loading spaces; provided, that space being used for off street parking or loading in connection with any such building at the effective date of this ordinance ~~hereof~~ shall not be further reduced in area or capacity.~~
6. Off Street Parking Requirements: Off street parking requirements apply to uses in all districts, unless otherwise specified.

B. Off Street Parking Matrix

<u>Use Category</u>	<u>Parking Spaces Required</u>
<u>Residential (multiple-family)</u>	<u>Units 1,000 gross square feet or less: 1 parking space per dwelling unit</u> <u>Units over 1,000 gross square feet: 2 parking spaces per dwelling unit</u>
<u>Residential (one family)</u>	<u>2.0 parking spaces per dwelling unit</u>
<u>Non-residential</u>	<u>1 parking space per 1,000 gross square feet¹</u>

¹ Refer to definition Floor Area, Gross and with the additional exclusion of common and public areas.

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Residential units, industrial districts	1 space per bedroom
Commercial:	
Bowling alley	3 spaces per lane
Building maintenance	1 space per 800 gross square feet, + adequate loading area for trucks
Car wash	2 short term holding spaces per service bay, + 1 per employee
Clinic/medical care facility	1 space per 300 gross square feet
Daycare[±]	1 space per full time nonresident staff member
	Requirements for drop off/pick up spaces:
	Daycare home: 1 drop off/pick up space
	Daycare facility: 2 drop off/pick up spaces
	Daycare center: 1 drop off/pick up space per 8 children, or fraction thereof, which may be legally cared for within the center
Daycare, industrial districts[±]	1 space per 250 square feet
Drive-in restaurant	1 space per 60 square feet of floor area
Firewood operation	1 space per 800 gross square feet, + adequate loading area for trucks
Gas station	2 short term holding spaces per fuel pump, + 3 spaces per service bay
Grocery store	1 space per 200 square feet of floor area
Health and fitness facility	1 space per every 6 seats or 1 space per 60 square feet of floor area, whichever is greater
Health and fitness facility, industrial districts	1 space per 250 gross square feet
Hospital	1 space per 1,000 square feet of floor area + 1 space per 4 regular employees
Hotel, lodging accommodation, tourist homes	0.75 space per room
Instructional service	1 space per 75 square feet usable dance floor area
Laundromats and dry cleaners	1 space per 250 square feet

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— Laundry facility, bulk industrial	— 1 space per 500 gross square feet, + adequate loading area for trucks
— Manufacturing, industrial district	— 1 space per 500 gross square feet, + adequate loading area for trucks
— Manufacturing or assembly establishment	— 1 space per employee, based on the greatest number of employees at any 1 time
— Motor vehicle service	— 1 space per 250 gross square feet, plus 5 storage spaces per service bay
— Office	— 1 space per 300 gross square feet
— Office, industrial districts	— 1 space per 250 gross square feet
— Places of assembly, including schools and religious institutions and similar uses	— 1 space per every 6 seats or 1 space per 60 square feet of floor area, whichever is greater
— Printing and publishing services	— 1 space per 250 square feet
— Professional service, CC district	— 2 spaces per 1,000 gross square feet
— Public use	— 1 space per 1,000 gross square feet
— Public utility facility	— 1 space per 500 gross square feet, + adequate loading area for trucks
— Recording studio	— 1 space per 500 gross square feet, + adequate loading area for trucks
— Recycling facility	— 1 space per 500 gross square feet, + adequate loading area for trucks
— Research development and high technology industries	— 1 space per 250 square feet
— Restaurant, bars and eating/drinking establishments	— 1 space per 100 square feet of assembly area
— Restaurant, industrial districts	— 1 space per 250 square feet
— Retail trade	— 1 space per 300 square feet
— Retail trade, CC district	— 2 spaces per 1,000 gross square feet
— Retail trade, industrial districts	— 1 space per 250 square feet
— Self storage and warehouse	— 1 space per employee
— TV and radio broadcast stations	— 1 space per 500 gross square feet, + adequate loading area for trucks

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—Veterinarian and pet grooming service—	—1 space per 250 square feet—
—Wholesale—	—1 space per 500 gross square feet, + adequate loading area for trucks—

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~~Note: 1. For daycare businesses which require more than 1 drop off/pick up space, the additional spaces over 1 may be on the street; provided, that for each drop off/pick up space required, there are 3 legal spaces located within 50 feet of the property which can be reached without crossing a street. (Ord. 1135, 2015)~~

17.125.0560: COMMUNITY CORE DISTRICT OFF STREET PARKING REQUIREMENTS:

~~The parking requirements listed in this section are specific to the community core district and are in addition to requirements listed in this chapter and the off street parking matrix, section 17.125.050 of this chapter.~~

~~A. Purpose: The parking requirements listed in this section are specific to the Community Core district and are in addition to requirements listed in this Chapter and the off street parking matrix, section 17.125.040.B. of this chapter.~~

~~A-B. Minimum Requirements: The minimum number of parking spaces provided on site shall be four (4) spaces per five thousand five hundred (5,500) square feet of lot area, unless fewer spaces are required by the off street parking matrix, section 17.125.050 of this Chapter. Required parking shall be located on site prior to utilization of on street parking credit. A reduction in off street parking may be obtained through the provision of an approved shared parking plan in compliance with subsection 17.125.070B of this chapter, or otherwise specified.~~

~~B-C. On Street Parking: In a circumstance where the off street parking matrix results in a requirement of more than four (4) parking spaces, four (4) on street parking spaces per five thousand five hundred (5,500) square feet of lot area may be credited toward the required parking demand after the required four (4) space minimum on site is satisfied.~~

~~D. Shared Parking Plan: A reduction in off street parking may be obtained through the provision of an approved Shared Parking Plan in compliance with subsection 17.125.080 of this chapter.~~

~~C-E. Accessible Parking: For all commercial and mixed use projects, and for any residential projects with more than four (4) units, at least one accessible parking space shall be provided on site. All accessible parking space requirements of the current building code as adopted by the city shall be met.~~

~~D-F. In Lieu Parking Fees: Except as provided in sections 17.125.0870 and 17.125.090 of this chapter, one hundred percent (100%) of the parking demand unmet by off street parking spaces may be met with a payment in lieu. The in lieu fee amount shall be determined annually by the city council based on the cost of land, the construction cost of structured parking above, on or below ground, the amount of land needed for each parking space and access, landscape areas and other amenities, the cost of physical improvements to the property including grading, compaction, drainage, asphalt, concrete, landscaping, lighting, striping and other amenities as may be considered appropriate.~~

- ~~1. Payment of in lieu fees must be made to the city at the time of issuance of a building permit.~~
- ~~2. All in lieu funds received under subsection D of this section shall be placed into a special and separate transportation improvement and acquisition fund to be used primarily for transit improvements and parking management programs, such as paid parking, that address the demand for physical parking on site in the CC district and secondarily for the purchase, construction and improvement of public parking facilities. (Ord. 1135, 2015)~~

PROPOSED ORDINANCE – 09.26.2016**17.125.060: BICYCLE PARKING:**

- A. Purpose: To further the intent of this chapter, including the purposes of encouraging a range of transportation alternatives, facilitating community design supported by multi-modal transportation, promoting Travel Demand Management techniques and providing safe, secure and conveniently located bicycle parking facilities, the following bicycle parking requirements have been established.
- B. Spaces Required: All uses, other than one family dwellings, are required to provide one (1) bicycle rack, able to accommodate at least two (2) bicycles, for every four (4) parking spaces required by the proposed use. At a minimum, one (1) bicycle parking rack shall be required per development.
- C. Fractions: When measurements of the number of required spaces result in fractions, any fraction equal to or greater than (1/2) shall be rounded up to the next highest whole number.
- D. Location: Bicycle parking space(s) shall be clearly visible from the building entrance they serve and located no more than fifty feet (50') from the 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. In cases where bicycle parking spaces are not visible from the primary street, signage shall be used to direct cyclists safely to bicycle parking areas.
- E. ADA: Bicycle parking space facilities shall not interfere with pedestrian circulation, accessible paths of travel or accessible parking as required by the Americans with Disabilities Act of 1990.
- F. Design: Bicycle parking spaces must contain a stationary device or devices, secured to the ground, to which bicycles can be locked. Each bicycle parking space must be accessible without moving another bicycle.
- G. Surfaces: Bicycle racks must be located on paved or pervious, dust free surface. Surfaces cannot be gravel, landscape stone or wood chips.

17.125.070: PARKING DEMAND ANALYSIS:

- A. Purpose: A Parking Demand Analysis is a study indicating that the requirements of this chapter regarding the number of off-street vehicle parking spaces required are not applicable to the proposed project because the project contains a unique mix of uses, the operational method is atypical, the use is not listed, or location or contextual factors affect the amount of off-street parking spaces required.
- B. Eligibility: A Parking Demand Analysis may be submitted by an applicant for any project in any zone.
- C. Analysis required: A Parking Demand Analysis is required for any project requesting a reduction in parking through a Shared Parking Plan or a Transportation Demand Management Plan. A Parking Demand Analysis may otherwise be required by the Administrator.
- D. Contents:
 - A Parking Demand Analysis shall be prepared in the following manner to demonstrate that the requirements of section 17.125.040.B, Off Street Parking Matrix, are not applicable:
 1. Preparation: The Parking Demand Analysis shall be prepared by a registered professional engineer licensed in the State of Idaho.
 2. Project Description: A project description shall be included. The project description shall include, but is not limited to:
 - a. Project location context map;
 - b. Gross and net square footage of existing and proposed uses that will be part of the new development under review; and

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- c. Table containing off-street parking and loading requirements for each use as required by this Chapter;
3. Project Analysis: A narrative analysis considering the following minimum factors shall be submitted:
- a. Discussion of the project's mix of uses, operational method, unique nature of uses, and location, contextual, or other factors affecting the amount of off-street parking and loading spaces required;
 - b. Existing site plan; and
 - c. Proposed site plan;
 - d. Discussion of site specific parking needs.
4. Remedy: A narrative describing proposed measures to be taken to reconcile the project's parking demand with off-street parking and loading required for the project.
- a. A Shared Parking Plan and/or a Transportation Demand Management Plan may serve as the remedy in part or in full.
5. Additional Considerations: The city may require additional information as part of the Parking Demand Analysis.
- E. Method of Approval: The Administrator shall review the Parking Demand Analysis and/or Transportation Demand Management Plan and upon finding that the analysis uses the appropriate methodology and includes an acceptable and reasonable remedy which can be implemented the Analysis shall be approved or approved with conditions. Remedies contained in the Analysis are binding and may only be modified through a written finding made by the Administrator.

17.125.0870: 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-B. Shared Parking Reduction ~~In Tourist Districts~~: A shared parking reduction may be allowed by conditional use permit in all ~~tourist~~ zoning districts ~~may be allowed~~ 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. A Parking Demand Analysis in accordance with 17.125.070;
 - b. The hours of peak parking demand for each use;
 - c. All locations of parking spaces on private property utilized through Shared Parking and identified on a location context map;
 - d. All public parking that can be accessed within a 1,000 foot walk as measured along sidewalk connecting to the site of the subject uses.
 - e. 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.

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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 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:
 - a. The hour(s) of peak parking demand, with peak demand being different;
 - b. The operating hours of each use, with operating hours being staggered; and
 - c. There is existing on-street parking available for public use.
- ~~1.—A reduction to parking requirements for individual accessory uses within a mixed use development in which lodging is the primary use may be made upon the granting of a conditional use permit according to the following schedule:

 - a. ~~Restaurant and bar: Minimum one space per two hundred (200) square feet of seating area.~~
 - b. ~~Conference facilities: Minimum one space per two hundred (200) square feet of seating area.~~
 - c. ~~Retail and repair shops: Minimum one space per six hundred (600) square feet of net floor area.~~~~
 - ~~2.—The commission may grant the reduction or a partial reduction after considering the following standards and criteria:

 - a. ~~The accessory use(s) commonly provides a service to patrons of the primary use.~~
 - b. ~~The capacity of the accessory use(s) is not in excess of the capacity of the primary use.~~
 - c. ~~The operating of the accessory use(s) is staggered.~~
 - d. ~~The hour(s) of peak parking demand for each use is different.~~
 - e. ~~Existing on street parking is available for public use.~~~~
 - ~~3.—A reduction to parking requirements for lodge units within a mixed use development may be made upon the granting of a conditional use permit according to the following schedule: Hotels and lodges, a minimum 0.66 space per room.~~
 - ~~4.—The commission may grant the reduction or a partial reduction after considering the following standards and criteria:

 - a. ~~Public, recreation facilities and adjoining complementary uses are within walking distance.~~
 - b. ~~Existing tourist housing accommodations are within walking distance.~~
 - c. ~~Public transit is available and within walking distance.~~
 - d. ~~Pedestrian facilities and amenities are existing within the neighborhood.~~~~
 - ~~5-7. Employee parking is required at the rate of ten percent (10%) of total required spaces after reductions are provided.
The total parking required shall not be less than one space per room.~~

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~~B. Shared Parking Reduction In The CC District: A shared parking reduction in the CC district may be proposed by an applicant through a project specific parking solution to address parking demand unmet by on-site parking spaces for approval by the city. The applicant shall submit a parking analysis and plan that demonstrates how parking demand is addressed. (Ord. 1135, 2015)~~

17.125.090: PARKING REDUCTION THROUGH TRANSPORTATION DEMAND MANAGEMENT:

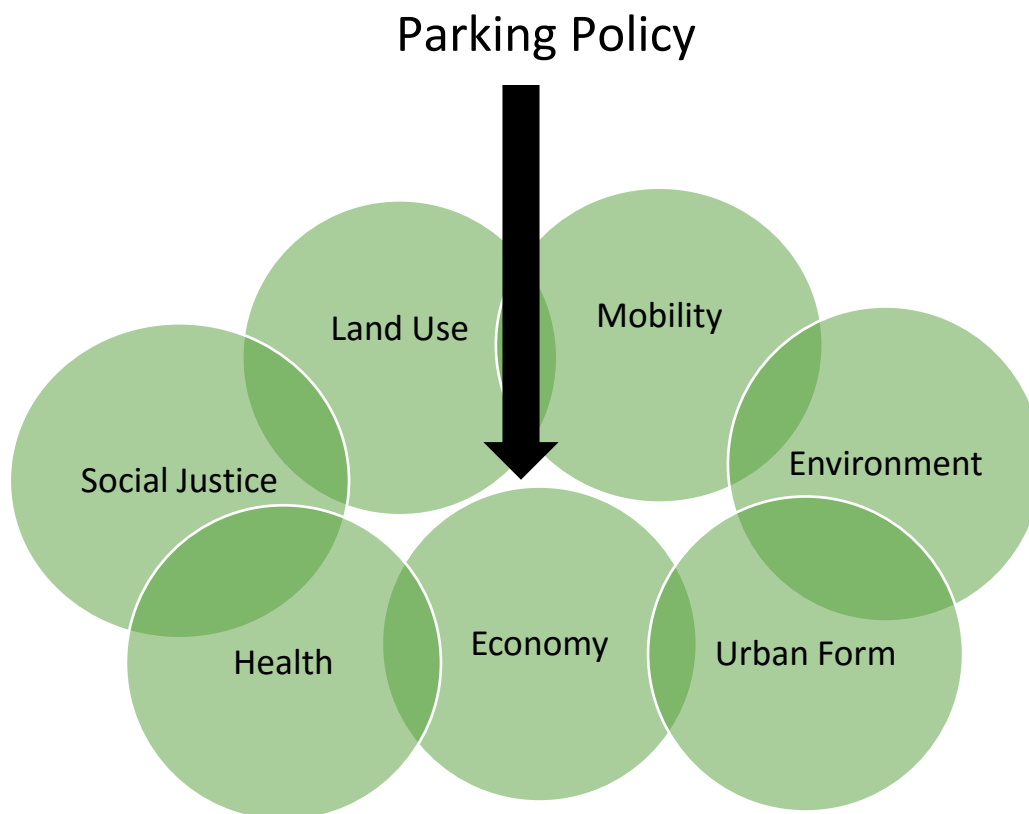
- A. Purpose: For projects with a FAR greater than 0.5 a Transportation Demand Management plan may be provided in order to demonstrate that alternative strategies will be utilized to offset the demand for parking. A reduction of up to 25% of on-site vehicle parking requirements may be approved by the Administrator. A Parking Demand Analysis must be submitted as part of the TDM plan.
- B. Transportation Demand Management plans shall consider the following strategies, including, but not limited to:
1. A Shared Parking Plan subject to the standards found in 17.125.070;
 2. Covered bicycle parking;
 - a. 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 7 feet above the floor or ground.
 - b. Secure bicycle parking.
 3. 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.
 4. On-site locker room and shower facilities.
 5. Provision of a public transit stop or demonstration of proximate access to an existing transit stop.
 6. Demonstration of proximate access, within 1,000 feet, to the Wood River Trail.
 7. Construction of a “spur” connecting the lot to the Wood River Trail.
 8. Reserved preferential parking spaces for high occupancy vehicles.
 9. Reserved preferential parking spaces for hybrid, electric, or alternative fuel vehicles.
 10. Installation of on-site electric vehicle charging stations.
 11. Publicly accessible permanent display area for information on TDM strategies and options for alternative transportation modes.
 12. Shuttle service.
 13. Contribution to public transit or alternative modes of transportation fund(s).
 14. Employer programs such as:
 - a. Car/van pool coordination and incentive programs;
 - b. Shuttle program;
 - c. Guaranteed emergency ride home program; and
 - d. Public transit passes.

Parking Analysis for Changes to the City of Ketchum Zoning Code

Task #1: Current Conditions. Synthesize the current policy direction for parking regulations based on the Comprehensive Plan and conversations with City Officials. Identify where there may exist gaps in the policy direction. Evaluate the current parking standards for consistency with the adopted policies and identify general areas for code reform. Provide a written analysis of these findings for the City's review.

Introduction

While we think of parking policies as having the most direct impact on mobility and land use, parking policies are also influential in the direction of other guiding principles for a community's future, as depicted in this graphic.



Community Core Values – Relationship to Parking

The City of Ketchum 2014 Comprehensive Plan sets forth ten core values, six of which are influenced by the direction the City takes on parking.

1. A Strong and Diverse Economy ✓
2. Vibrant Downtown ✓
3. Community Character Preservation ✓
4. A Variety of Housing Options ✓
5. Environmental Quality and Scenic Beauty
6. Exceptional Recreational Opportunities
7. Well-Connected Community ✓
8. Arts and Cultural Activities that Enliven the Community
9. Regional Cooperation
10. A “Greener” Community ✓

The following is an analysis of the goals identified for the Comprehensive Plan’s Core Values related to parking and the consistency of the current parking code with those goals. In addition, the Plan includes three direct and explicit policies for parking code reform. These follow in Table 1.

1. **A strong and diverse economy** The Comprehensive Plan goals for a strong and diverse economy include *expanding existing independent, small local businesses; diversification; support for tourism; and balancing the needs of both locals and tourists.*

Parking requirements directly impact the cost of construction, can impact new business formation and impact business operations. Parking is not free, and the costs of parking requirements are passed on to consumers and building tenants. It is estimated that current parking practices are comparable to about a 10% tax on development. In an environment of high land prices, parking requirements can be an impediment to small and local businesses. Currently, the highest valued land, the CC district, requires a minimum parking requirement of 4 spaces per 5,500 sf of lot area, regardless of the type of business (unless fewer spaces are required by the parking standards). This may be a disincentive to the goal of supporting independent, small local businesses.

The other challenge of parking requirements in meeting the goals of a strong and vibrant economy are the current standards, which have no basis in empirical data. These standards, like most city codes, were either borrowed from somewhere else or are based on some national average driven by suburban conditions that may or may not be the reality in the City of Ketchum. Who knows for certain if a medical clinic in Ketchum requires one parking space for every 300 square feet of gross

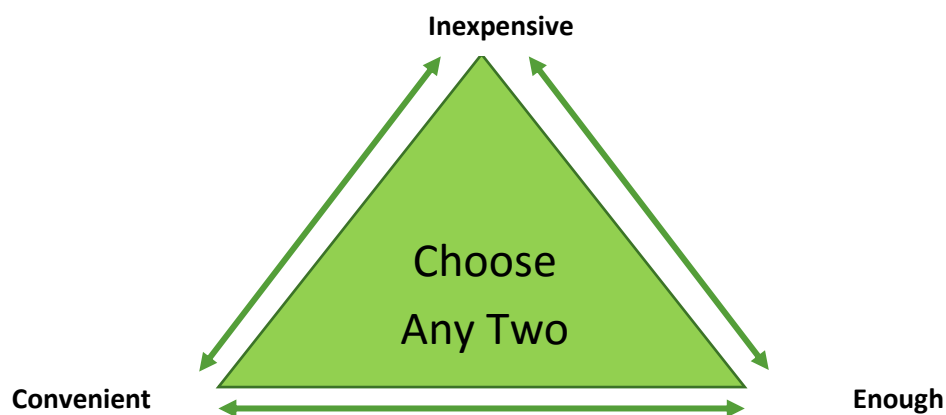
space? Most parking codes overestimate the actual parking need and in doing so contribute to the costs of development, and the costs of doing business. Nation-wide it is estimated that there are 3.4 parking spaces for every vehicle.

The new economies are looking for the type of quality of life infrastructure (sidewalks, public transit and trails) that is suggested in Policy E2-b. Realization of this type of infrastructure supports the inclusion of Transportation Demand Management (TDM) tools in parking requirements. If this type of infrastructure is in place, there are greater opportunities to allow for TDM measures to substitute for parking requirements. See Table 1 for more details on TDM measures.

2. **A vibrant downtown** – The goals for the Downtown are *as a place that people can reach easily by foot, bike, and transit, and as the City’s primary business district, retail core, and key gathering place.*

Through the policies decisions made on the requirements for off-street parking, incentives are created for the choice of one mode of transportation over another. Parking serves only one mode of mobility and by overly accommodating parking, a competitive advantage is created for vehicles over other travel modes, such as transit. If parking is over supplied and inexpensive, there is little incentive for using other forms of transportation, and this goal for creating a vibrant downtown (that it be “people based”) will be impeded.

However, parking is essential to a vibrant downtown. The question is how is parking provided and managed? Kimley Horn in the draft “Strategic Parking Plan for Downtown Boise”, notes that there are three attributes typically desired in downtowns: convenient parking, enough parking and inexpensive parking. Only two of these three can be provided and cities must make a policy decision on which of the two out of three will be their goal.



- If you have inexpensive and convenient parking, you will not likely have enough. This choice will drive the need for other viable mobility options.
- If you have inexpensive and enough parking, it may not be convenient. This requires remote or off-site parking with connections by walking or shuttle operations.

- If you have convenient and enough parking, it will not be inexpensive. This would drive a decision toward structured parking to meet parking needs.

The question of “enough parking” was recently addressed by the parking counts undertaken by staff during the shoulder and peak periods. Parking is generally considered at capacity when 85 percent of the spaces are utilized. In the counts that were taken during the slack time, except for the parking lot at 6th and Leadville and three of the five counts taken at 2nd and Washington, all areas were below that percentile. During the peak period, half of the counts were above 85 percent. Should the determination of what is “enough parking” be based on the peak or the shoulder season? This is a policy question fundamental to addressing parking management in the downtown.

Key to the goals of a vibrant downtown is a mix of land uses, and many times the off-street parking requirements based on land use alone can be an impediment to certain types of desired outcomes. Some communities have moved toward a “blended rate” parking standards that apply the same rate in the same area, regardless of the land use. This approach would benefit uses such as restaurants that typically have a higher parking generation rate, but in a downtown setting can take advantage of parking that is underutilized during the restaurant’s peak evening time.

3. **Community character preservation** – The goals are to *maintain the community’s small town and unique identity. Maintaining the scale of the community and protecting historic significant buildings are elements of this goal.*

Parking is a prodigious and inefficient use of land. Parking shapes the built environment through site design, lowering intensity/density and through accommodation of vehicles, contributing to sprawl. Surface lots break up the fabric of the pedestrian environment and screening is challenged by the equally important objective of safety. The potential for larger scale parking garages to meet community needs will be a challenge to ensuring that the small town character is maintained.

The current code provides design direction for landscaping of buildings and surface lots to mitigate the impact on the small scale character. Surface lots require a conditional use and maybe in some area should be prohibited altogether to maintain the small town identity. Consideration should also be given to changing the allowance for up to 35% of the street frontage in parking access. In smaller lot frontages this is a reasonable standard, but for property with longer frontage it seems excessive for ensuring pedestrian safety and comfort.

The current code requirement for a review of the off street parking whenever there is change in use influences the market’s interest in the re-use of existing, older and possibly significant historical, buildings. Older buildings may be passed by because of the burden of the additional parking requirements that cannot be accommodated on a built-up site. The result can be vacant and deteriorating buildings that not only have an impact on the vibrancy of the area, but in the

long term can result in the elimination of important structures to the historic fabric of the community.

4. **A variety of housing options** – The goals for housing are to *increase the supply of housing, including rental, special needs housing and to provide a mix of housing types and style. Policy H3.1 explicitly identifies parking as an incentive to be used to encourage greater housing diversity.*

Based on typical affordable housing development costs, one parking space per unit increases costs approximately 12.5%, and two parking spaces can increase costs by up to 25%. Since parking costs increase as a percentage of rent, for lower priced housing, minimum parking requirements are regressive. Smaller affordable housing costs less than a larger luxury unit, but the parking space costs the same. Table 1 that follows provides some additional direction for bringing the current code into consistency with the goals for a variety of housing options.

5. **A well connected community-** The goals of a well-connected community are the most relevant section of the Plan to the parking code. They include goals for *promoting safe and efficient mobility through land use, effective and efficient transit system that is competitive with the single-occupant vehicle and by using travel demand management (TDM) techniques. Also are goals for providing key multi-modal transportation connections to the Core Area; and enhancing pedestrian and bicycling connectivity and comfort.*

Parking provisions that require each development to build the parking necessary for the individual development is an inefficient way to ensure adequate parking in the community. The current shared and in lieu parking provisions are positive ways in which under the current regulations, greater efficiencies can be achieved, and should be broadened and expanded.

Transportation Demand Techniques (TDM) that support a more competitive transit system are outlined in Table 1. A transit hub and jitney service (Policy M2.2) provide an opportunity to refine the parking code to eliminate or reduce parking requirements in conjunction with the hub location and services.

6. **A greener community-** most relevant goals are to *protect surface water quality and promote energy conservation and the reduction of greenhouse gases.*

Off-street parking requirements do not promote a sustainable community; the requirements promote a drivable and unsustainable community, and stand in the way of Ketchum being truly sustainable. Parking requirements that favor vehicle use over transit and active transportation result in increases in greenhouse gas emissions, contributing to global warming and reducing air quality. To meet its goals to be a good steward to the environment and promote a greener community as directed in the Comprehensive Plan, parking requirements need to be addressed in parallel with efforts to accommodate and support alternative modes of access and transportation.

TABLE 1 EXPLICIT COMPREHENSIVE PLAN POLICY DIRECTION RELATED TO PARKING

Plan Policy	Consistency of Current Parking Code	Direction for Change
<p><u>Policy H-3.1 Mixture of Housing Types in New Development</u> The City should encourage the private sector, through land-use regulations and incentive programs, to provide a mixture of housing types with varied price ranges and densities that meet a variety of needs. The City will evaluate the use of incentives, such as flexibility in height, density and parking requirements to achieve greater housing diversity.</p>	<ul style="list-style-type: none"> • Other than shared parking reduction and no parking requirements for community housing in the CC district, there is no incentive provided in the current code for mixed housing products. • The current minimum standard is based on housing unit size of 1500 sf. which is a disincentive for smaller units, and greater diversity. 	<ul style="list-style-type: none"> • Establish parking requirements based on the size of units; reduce the minimum size. • Exempt smaller size units from parking requirements in all mixed housing products. • Provide flexibility in parking requirements for mixed housing products. • Unbundle the parking requirements, so that residents have a choice to have parking or not will reduce the costs of housing and may lead to greater diversity.
<p><u>Policy M-8.1 Incentives to Improve System Efficiency</u>. The City will create incentives, such as reduced parking requirements or deferred development impact fees when a development implements specific travel demand management techniques.</p>	<p>Travel demand management (TDM) and the relationship to parking is not addressed in the current code.</p>	<p>Parking requirements determined by the number of TDM elements included in the development. Consideration include: subsidized bus passes, provision of commuter buses, transportation coordinator, priority parking for car sharing, bicycle space requirements, and facilities and storage, lockers and showers.</p>
<p><u>Policy M-8.3 Shared Parking</u> The City will provide incentives for shared parking agreements to maximize the use of existing surface lots.</p>	<p>The current code provides provisions for shared parking through a conditional use permit for limited uses and locations.</p>	<p>Expand the application of shared parking. Consider an administrative process and re-think minimum parking requirements.</p>

Conclusion

This first task has intended to be an overview of the direction set out in the Comprehensive Plan that relates to parking, a general review of the existing parking code consistency with that direction and some beginning ideas of areas of parking code reform. From the city review and comment on these findings, the next task will be to take a deeper dive into best and emerging practices that appear most appropriate to Ketchum. At this point, these appear to include:

1. Integrating Transportation Demand Management (TDM) into the parking requirements.
2. Expanding and/or changing the application of the shared and in lieu parking provisions.
3. Re-thinking the land based parking standards for greater flexibility.
4. Considering area based parking standards for the downtown.
5. Reviewing the various ways parking can be an incentive for the desired and mix of housing.
6. Examine ways to de-regulate parking for older or historic structures.

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Task #2: Review Best and Emerging Practices. Examine the relevance of best and emerging practices of parking regulations for Ketchum considering the land uses, transportation modes, population, resort setting, and the findings from Task #1. Review the relationship between parking and land use and the way in which parking is used to or not to incentivize certain desired land uses. Recommend some options for changes to the parking code prioritized by easiest to more difficult to implement; and changes that can occur overtime.

Summary:

There is a dearth of innovation in parking regulations for resort communities that would be considered a peer to the City of Ketchum. Attachment A highlights the notable features of twenty resort communities around the west that were researched for this report. Attachment B provides excerpts of relevant code provisions from some of these cities. Here is a bullet summary of the review of these twenty peer cities:

- While there are some good examples of bicycle parking standards and provisions for transit, these requirements are typically stand-alone provisions, and not well integrated with the parking requirements as would be desired in a Transportation Demand Management approach to parking as suggested in the Ketchum Comprehensive Plan.
- Most communities have provisions for in lieu and shared parking. Ketchum is one of the few cities that have taken this a step further by allowing a reduction in the overall parking requirements when there is shared use.
- Many resort communities have special parking provisions for downtowns, historic districts, or the community's core.
- There are few good examples of communities using parking as an incentive for certain types of land uses.
- There are many examples of simplified code provisions and parking standards.
- There are a variety of means used by the peer cities to exempt, or reduce the parking standards.

The Task #1 report for this project and the subsequent discussion with city officials, identified seven topical areas for further research and comparison with peer communities. What follows is the findings from this further research. Recommendations for amendments to the Ketchum parking code follows that discussion.

1. Integrating Transportation Demand Management (TDM) in the Parking Requirements.

It is not surprising that the peer resort cities have few TDM provisions in their parking regulations since the application of TDM is most common for employment based land uses. Most of the communities reviewed do not have large employment industries.

Standards for bicycle parking most frequently appeared in these codes, but in only one community was the provision of bike parking tied to a reduction in vehicular parking. Location to bus stops or provision of a transit facility were other TDM examples that provided a basis for parking reduction. Here is a menu of TDM provisions for the city to consider:

- Adopt the TDM strategies identified in the Warm Springs Base Area Overlay universally for all zones in the City.

- Provide for bike parking and storage as a requirement for all uses; or as a requirement for some uses that normally generate bicycle use such as health clubs, spas, parks and uses near trails; or as a substitute for vehicular parking.
- Provide for shower and lockers facilities for employment based uses of a certain size as a requirement, or as a substitute for vehicular parking.
- Provide for locational factors to be a basis for parking reduction, such as within ¼ mile of a bus stop or the Wood River Trail.
- Dedicate the in-lieu fund to alternative mobility only such as support for Mountain Rides, shuttle services for remote lots, trail improvements, and bike or car sharing. Under this scenario, consider incentivizing the in lieu fund as an alternative to on-site parking by changing the ratio of the number of in lieu spaces to on-site spaces or reducing the per space costs for in lieu.

2. Expanding the application of the shared and in lieu parking provisions.

Most of the peer cities have shared parking provisions, but fewer have parking reduction allowances in shared circumstances. The current Ketchum parking code provisions allow for shared parking reduction in the Tourists Districts and in the CC District by means of a conditional use permit or parking analysis. Recommendations for expanding the shared parking provisions include:

- Provide for clearer direction on what is the content of a parking analysis. Include information on the uses, peak hour parking, adjustments for uses that would not generate new trip (the noncaptive factor), location, connections and distances between uses and parking, and the opportunities for capture uses.
- With improved criteria for the content of the parking analysis, eliminate the need for a conditional use permit review.
- Allow for a shared parking reduction of 20% as a right for any mixed use project in any zone. Provide provisions for additional reduction through a parking analysis.
- Identify uses, because of their varying peak parking periods that can share parking. Develop standards for the location and connectivity of remote lots in relationship to the uses.
- Establish a standard agreement to be used between shared parking property owners that identify how conflicts will be resolved, responsibilities for maintenance, and liability requirements.
- Establish a standard cross-access agreement that can be used by adjacent properties for sharing parking facilities.
- See the provisions in #1 regarding in lieu parking requirements.

3. Re-think the land based parking standards for greater flexibility

In addition to shared parking and TDM provisions that move away from the land based parking standards, other tools for creating flexibility in parking requirements have been employed by the peer communities. Most have the standard laundry list of uses followed by provisions by which the requirements can be reduced or modified. These provisions include (1) a variance process; (2) conditional use permit; (3) other discretionary body decision; or (4) administrative decision.

The criteria for the basis for the decision to exempt or reduce parking standards also varies from none to a detailed parking analysis. Some decisions are based on the location and others on the nature of the specific use. A minority of communities also impose a layer of discretion if the applicant request is for more parking

than is required by the code. One community that has very minimal requirements also has provisions that allow the city to require more parking for a specific project than is identified by parking standards.

This recommendation to allow for greater flexibility is closely related to Finding #7 to simplify the Code standards. If the city's choice is to keep the current parking standards (the off-street parking matrix) with some minor consolidation of uses, then a process might be needed to allow for requests for parking reduction. The basis for approval of such a request could be a variety of reasons including the inclusion of TDM measures mentioned in #1, shared parking, or availability of on-street parking as is currently provided for in the CC District. The more detailed the criteria, the less need for a discretionary body to make the decision.

If the City is to move toward more reform of the chart of parking standards (the off-street parking matrix) and with minimal parking requirements, then imposing an additional process check to ensure adequate parking in all situations might be needed. Parking is very much market driven, and there are few instances when a developer or applicant will not provide the parking they feel is needed to support the project and satisfy their lending institutions. The role of the city is to ensure that amount of parking is appropriate for the circumstances of the use and location, and that there are no parking externalities on surrounding properties or on-street parking. As the city's efforts at creating more modal choices expand, there also may be a future requirement to set maximums on the number of parking provided, as in the case of one peer community.

Recommendations:

- Develop minimum parking standards (see #7 that follows) for all uses with a provision for requiring more parking through an administrative determination.
- Allow for parking reduction from the minimum standards through the provision of TDM measures (outlined in #1)
- Determine parking requirements on a case by case basis with adjustment factors that take into account the unique characteristics of the proposed development: size, location, density of employees or units, mix of land uses, access to transit, walking-bicycling connections, shared parking opportunities, and availability of both public and private parking in the vicinity.

4. Consider area based standards for the Downtown

A majority of the peer communities had different standards for their downtown or core, compared to standards for other zones in the city. None had adopted area based or one parking generation standard for all uses in the downtown. One community had no parking requirements in their downtown (except for gaming and lodging) and another had no parking requirements in urban renewal districts or areas within a building improvement district (BID). Two other cities required remote or in lieu parking only. Another community code provides that for their downtown, the minimum standards are the maximum, and prohibits the additional parking over what is allowed in the code.

Given the inherent mixed use character of the downtown, there seems to be a basis for a different set of standards, but determining what those standards should be, regardless if there is one standard for all uses or a reduced standard from the rest of the city, is a challenge. Ideally, setting such a standard should be based on some empirical evidence on the nature of uses, parking utilization rate, peak parking demand, and the

impacts of other modes of transportation to access the downtown. This consideration is further complicated by the direction to incentivize certain uses in the downtown through the parking standards.

Recommendations for changing standards in the downtown:

- Maintain the current code provision to exempt community housing from the parking requirement.
- Exempt from the parking requirements other uses the City would like to incentivize.
- Allow by right a parking reduction of 20% for all uses in the downtown from the standards contained on the parking matrix.
- Adopt simplified parking standards for the downtown with four categories: commercial, residential, lodging, and assembly.
- Adopt a one parking standard such as 2 spaces/1000 and eliminate the provision of on-street parking to be used in partial satisfaction of the parking requirement.
- In the long term, substitute parking requirements for investment in transit, pedestrian and bicycle improvements funded through in lieu fees, LID or other mechanisms.

5. Review the way in which parking can be an incentive for the desired uses and mix of housing.

The peer city review provides little direction on this issue: parking reductions are provided to restaurants in two communities that were reviewed. Ketchum's interest to incentivize certain uses is to create vibrancy, especially in the downtown. Vibrancy can be accomplished by adjusting the parking standards as described above in #4, which would create an incentive for uses such as retail and restaurants that generate higher parking needs.

Incentivizing for a mix of housing is more challenging. Standardizing the parking requirement, for example one space per unit regardless of size, or unbundling the parking requirement from housing altogether are two approaches to consider. While not necessarily incentivizing a mix of housing, both of these approaches would create a more level playing field for any type of housing. If the objective is to create smaller more affordable housing, then eliminating parking for housing below a certain size, for example 750 square feet may be an approach.

The current code parking standard is based on gross square feet. This may create a disincentive for common areas, such as courtyards or interior atriums that can contribute to vibrancy. Consideration should be given to basing the standard on net leasable area instead of gross square feet. Also surface lots, which are dead zones and require driveway cuts that interrupt pedestrian flow, are also a land use that negatively impacts vibrancy. Some consideration should be made to prohibiting or limited surface lots in the downtown.

Recommendations:

- Establish parking requirements based on the size of dwelling units; reduce the minimum size.
- Exempt smaller size dwelling units from parking requirements in all mixed housing developments.
- Provide flexibility in parking requirements for mixed housing products.

- Unbundle the parking requirements, so that residents have a choice to have parking or not. This approach reduces the costs of housing and may lead to greater diversity.
- Base parking requirements on leasable rather than gross floor area.
- Prohibit surface lots in the downtown.

6. Examine ways to de-regulate parking for older or historic structures.

Only Aspen had provisions which specifically addressed parking for historic structures. In that Code, the parking requirement is under the review the Historic Commission and specific criteria is outlined to direct their review of waiving or varying parking requirements.

Other ways to de-regulate parking for older structures would be to identify certain structures, locations or uses that would be exempt from additional parking requirements. Criteria for identifying such exemptions could be historic buildings, building that have been vacant for extended period of time, uses that City desires to incentivize, or locations where the provision of additional parking would be infeasible. The exemption could be provided outright or through a discretionary process.

7. Streamline and simplify the parking standards. Expand the on-street parking credit to other districts.

The peer cities provide several models for simplifying the parking standards. Among the best are Telluride and Cripple Creek. (Copies attached in Attachment B). Telluride has just seven land use categories and Cripple Creek has eight with the addition of different standards by district.

Several other cities allow for on-street credits to be applied to off-street parking requirement. These include: a one to one allowance or a 0.75 to 1 space. One example, restricts the allowance for residential uses that responds to Ketchum's concern about street clearance overnight for snow removal.

Recommendations for simplifying the parking standards:

- Reduce the number of land use categories
- Expand the current provisions that allow for on-street parking to satisfy the parking requirements, except for residential uses.

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Parking Analysis for Changes to the City of Ketchum Zoning Code

Attachment A

Peer City Review Summary

	City	In lieu	Shared Parking	Core Area Provisions	Notable features
1.	Aspen, CO	X	X		<ul style="list-style-type: none"> • Special provisions for historic structures
2.	Breckenridge, CO	X	X		<ul style="list-style-type: none"> • Relief from parking through variance process
3.	Carmel, CA	X	X	X	<ul style="list-style-type: none"> • No off-street parking is allowed in Core-must be in-lieu or shared
4.	Coeur d'Alene, ID	X	X	X	<ul style="list-style-type: none"> • Parking Commission • Tandem parking allowed • Reduction in core and in-fill overlay areas • Bike Parking standards
5.	Crested Butte, CO	X		X	<ul style="list-style-type: none"> • Grandfathers certain restaurant and residential uses • Allow for payments over time of in-lieu parking fees • Allows on-street parking credits in core
6.	Cripple Creek, CO		X	X	<ul style="list-style-type: none"> • No minimum standards, except for gaming and lodging in core area • Allows parking requirements to be satisfied on-street, off-street or combination in all zones
7.	Frisco, Co		X	X	<ul style="list-style-type: none"> • Reduced parking requirements in the core • On-street allowed for any "non-overnight" uses in the core and MU districts • Reduced parking for shared up to 25%
8.	Hood River, OR	X	X	X	<ul style="list-style-type: none"> • Bike parking standards • In lieu required in certain districts
9.	Jackson, WY	X	X	X	<ul style="list-style-type: none"> • On-street parking credits in core

	City	In lieu	Shared Parking	Core Area Provisions	Notable features
					<ul style="list-style-type: none"> • Independent assessment for some uses • Administrative adjust for reducing parking standards
10.	LaConner, WA	X	X		<ul style="list-style-type: none"> • Up to 50% of parking can be provided through in lieu. • 50% of parking must be provided on-site.
11.	Leavenworth, WA		X		<ul style="list-style-type: none"> • Simple joint use provisions • Electric vehicle (EV) charging station provisions
12.	McCall, ID	X			<ul style="list-style-type: none"> • Bike parking standards • Parking exemption in BID or Urban renewal district • Reduction in parking allowed by Commission action
13.	Park City, UT		X		<ul style="list-style-type: none"> • Allows for tandem parking • Reduction with conditional use or master plan • Bicycle Parking standards
14.	Sandpoint, ID	X	X	X	<ul style="list-style-type: none"> • In lieu only in downtown
15.	Santa Fe, NM	X	X	X	<ul style="list-style-type: none"> • Simple core area parking standards • Reduction for providing transit facilities • Reduction in shared parking circumstances • Reduction in core area by special use permit • Bike Parking requirements
16.	Steamboat Springs, CO				<ul style="list-style-type: none"> • Incentives for eliminating curb cuts • Maximum standards in core district
17.	Taos, NM				<ul style="list-style-type: none"> • Reduction in parking allowed by Commission action up to 20% • Bike parking requirements
18.	Telluride, CO	X			<ul style="list-style-type: none"> • Simple parking standards with PZ approval for some uses. • Tandem parking allowed
19.	Truckee, CA	X	X	X	<ul style="list-style-type: none"> • Use permits, specific plans, similar supersede zoning requirements • Minimum and maximum parking requirements

	City	In lieu	Shared Parking	Core Area Provisions	Notable features
					<ul style="list-style-type: none"> • Restaurant along Truckee River exempt from parking requirements up to 10 spaces • Bike Parking requirements • Good parking structure design requirements • On-street parking allowed in core at ration of 0.75/1 space requirement
20.	Vail, Co	X	X	X	<ul style="list-style-type: none"> • Parking standards for within core and outside core • City Council can create “exempt areas” based on criteria • PZ can reduce parking based on studies and criteria • In-lieu “zones”

Attachment B
Sample Code Provisions for Peer Cities

In lieu Provisions

9-3-13: USE OF IN LIEU FEES BY TOWN

4. The provision or operating expenses of transit facilities and equipment designed to reduce reliance on private automobiles; provided that such transit facilities or equipment shall, in the determination of the town council, provide a benefit to the service area. (Breckenridge)

Shared Use

17.44.225 B. For the purposes of this chapter, the following table provides examples of shared use parking that will be permitted between the uses or activities listed below as having primarily daytime or evening hours of operation:

TABLE A	
<u>Uses With Daytime Hours</u>	<u>Uses With Evening Hours</u>
Banks	Auditoriums
Business offices	Bars
Churches	Bowling alleys
Grade schools/high schools and daycare centers	Dance halls
Manufacture/wholesale (with limited hours)	Hotels/motels
Medical clinics	Meeting halls
Professional offices	Nightclubs
Retail stores (with limited hours)	Restaurants
Service stores	Theaters

(Coeur d'Alene)

Reduction in Standards

(I) Reduction Of Requirements: Where there is an adequate public transit system, or where, for any other reason parking demand is unusually low, such as where uses with differing operating hours or needs share parking under a formal, written agreement to which the city is a party, then the parking space provisions cited herein may be reduced proportionately by the commission. If the owner, whose parking

facility is under such an agreement which requires the facility to be available to the patrons of the other use(s), fails or refuses to make such parking available in accordance with the agreement, such failure or refusal is a violation of this title.

(J) Alternative Proposals: Where special conditions exist which make compliance with these standards impractical, the commission will consider alternative proposals presented according to the procedures and standards for a variance. (McCall)

16.20.040.2: SPACES REQUIRED

F. Commission Review: The commission may modify the provisions herein set forth establishing required parking areas so long as the public health, safety and welfare is not adversely affected. Modification of parking space quantity within twenty percent (20%) of requirements may be acceptable to the commission at their discretion under guidelines established by the code administrator and adopted by the commission. (Taos)

9-3-16: RELIEF PROCEDURES:

A. The planning commission, or the town council if the decision of the planning commission is called up, may grant a variance, exception or waiver of condition from any requirement of this chapter, upon written request by a developer or owner of property subject to this chapter, following a public hearing, and only upon finding that: 1) a strict application of such requirement would, when regarded as a whole, result in confiscation of the property or 2) that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal or requirement. No variance, exception or waiver of condition shall have the effect of nullifying the intent and purpose of these regulations. The planning commission or town council shall not approve a variance, exception or waiver of condition unless it makes findings based upon the evidence presented to it in each specific case that:

1. The granting of the variance, exception or waiver of condition will not be detrimental to the public health, safety, or welfare or injurious to other property;
2. The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, distinguished from a mere inconvenience, if the strict letter of these regulations is carried out; and
4. The relief sought will not in any manner vary the provisions of the development code, town master plan or other town law, except that those documents may be amended in the manner prescribed by law. (Breckenridge)

Downtown Area Based Standards

17.38.030 Exceptions

A. On-Site Parking in the Central Commercial (CC) Land Use District. In contrast to the other districts within the City, on-site parking is prohibited in the central commercial (CC) land use district. This policy eliminates the need for curb cuts in sidewalks and the

interference with free pedestrian traffic flow that would result from an excessive number of driveways. This policy is also intended to enhance the opportunities for creating intra-block courts and walkways between properties and buildings.....

B. Use of Another Site. Parking requirements may be fulfilled by supplying the required parking on another site upon approval of a use permit.

C. Parking Adjustment In-Lieu Fees. The Planning Commission may authorize the satisfaction of parking requirements through the granting of a use permit and the payment of in-lieu fees when on-site parking is not practical or when on-site parking is prohibited by City policies. (Carmel)

7.05.725: BASIC DEVELOPMENT STANDARDS; PARKING STANDARDS:

A. Parking Ratios: Subject to the requirements of [chapter 17.44](#) of this title, the parking ratios for uses in the DC district shall be as follows:

1. Retail/Restaurant Uses: Retail/restaurant uses in the DC district must provide at least two (2) but no more than four (4) parking stalls per one thousand (1,000) net square feet. However, retail/restaurant uses less than three thousand (3,000) square feet are exempt from this requirement.
2. Office Uses: Office uses in the DC district must provide at least two (2) but no more than four (4) parking stalls per one thousand (1,000) net square feet.
3. Residential And Hotel Uses: Residential/hotel uses in the DC district must provide at least 0.5 but no more than two (2) parking stalls per unit.
4. Senior Housing Uses: Senior housing uses in the DC district must provide at least 0.25 but no more than one parking stall per unit. (Coeur d'Alene)

4-8.6 OFF-STREET PARKING AND LOADING (C) Provisions for Specific Districts (2) BCD, C-2

- (a) In the BCD district, there shall be provided the minimum number of *off-street parking spaces* as follows:
 - (i) For *residential* uses, one space for each *dwelling unit*;
 - (ii) For commercial uses: (1) One parking space for each five hundred (500) square feet of net leasable floor area for office uses; (2) One parking space for each three hundred fifty (350) square feet of net leasable floor area for other commercial uses, except that the requirements for *hotels* and *motels* shall be one parking space for each rental unit;
 - (iii) For all uses not classified as commercial or *residential*, the applicable standards set forth in Table 14-8.6-1 located in the appendix following Section 14-12 shall apply. (Santa Fe)

3-209.D.1.a. Parking Requirements in the Accommodations One Zone District	
Use Category	Required Parking
Residential Dwelling Units	1 space per unit
Short-term Dwelling Units	2 spaces for every 3 units
Hotel, Lodge, Roominghouse, Boardinghouse	2 spaces for every 3 units
High Intensity Use	One space per 500 square feet of floor area
Low Intensity Use	One space per 1,000 square feet of floor area
Assembly Areas	One space per 500 square feet of floor area

(Telluride)

Special Provision for Historic Structures

For properties listed on the Aspen Inventory of Historic Landmark Sites and Structures, fewer spaces may be provided and/or a waiver of cash-in-lieu fees may be approved, pursuant to Chapter 26.430, Special review and according to the review criteria set forth below.

26.515.040. Special review standards

A. A special review for establishing, varying or waiving off-street parking requirements may be approved, approved with conditions or denied based on conformance with the following criteria:

1. The parking needs of the residents, customers, guests and employees of the project have been met, taking into account potential uses of the parcel, the projected traffic generation of the project, any shared parking opportunities, expected schedule of parking demands, the projected impacts on the on-street parking of the neighborhood, the proximity to mass transit routes and City of Aspen Land Use Code Part 500 – Parking Page 5 the downtown area and any special services, such as vans, provided for residents, guests and employees.
2. An on-site parking solution meeting the requirement is practically difficult or results in an undesirable development scenario.
3. Existing or planned on-site or off-site parking facilities adequately serve the needs of the development, including the availability of street parking. (Aspen)

Incentivize Uses

Sec. 16-16-90. - Restaurant uses.

(a) Restaurant uses existing on May 14, 1994, shall be deemed to have satisfied all provisions of parking requirements for such uses and then-existing square footage.

(b) In the event a conditional use permit is sought for a restaurant use in the same location that is of the same footprint and general configuration and of the same square footage amount as a restaurant use existed on May 14, 1994, no additional parking shall be required for such restaurant use.

(c) In the event that a conditional use permit is sought for a restaurant use that is in the same location but not of the same footprint and general configuration as previously used on May 14, 1994, the provision of parking for such different space shall be required, and the parking requirement for such different space shall be calculated as an increment to the square footage of the original restaurant use.

(d) In the event a conditional use permit sought is for a restaurant use with a square footage amount greater than the restaurant use as it existed on May 14, 1994, the provision of additional parking shall be required for any such additional square footage, which shall be calculated as an increment to the square footage of the original restaurant use. (Crested Butte)

18.48.040 - Number of Parking Spaces Required Each use

Outdoor seating and dining areas for restaurants and cafes (except counter-service restaurants) adjacent to the Truckee River shall be exempt from complying with the parking requirements of this Chapter and paying in-lieu parking fees, up to a maximum of 10 parking spaces. (Truckee)

Simplified Parking Requirements

TABLE 3-4 PARKING REQUIREMENTS FOR USE CATEGORIES	
USE CATEGORIES	PARKING REQUIRED
All Residential Uses , including Accommodations Units with a kitchen	One space per unit
Short-term Dwelling Unit	Two spaces per three units
Hotel, Lodge, Roominghouse, Boardinghouse	Two spaces per three units
Low Intensity uses: Assembly areas - exhibit rooms; gymnasiums; and skating rinks. Retail stores and shops. Offices - professional (excluding medical and dental); general business offices; utility; telephone; telegraph; radio and broadcasting. Personal Services.	One space per 1,000 square feet of floor area
High Intensity Uses: Assembly areas - restaurant; bar; theater; auditorium; dance floor (including room or hall); church; chapel; assembly hall; bowling alley (assembly area only); stadium (bleacher area only); and swimming pool (including deck area); laundromat. Offices - medical and dental (including clinics); financial institutions, banks and loan companies; and public buildings for administration (including city and county offices).	One space per 500 square feet of floor area
Automotive Uses: Gas Stations and Vehicle Repair Auto Service, Car Rentals, Auto and Truck Sales	One space per gasoline pump; Two spaces per grease rack or wash rack; and One space per 200 square feet of area usable for repair work, exclusive of drives, equipment, storage, utilities, etc. One space for each vehicle, exclusive of service and repair area, which shall meet the requirements for gas stations and vehicle repair.
Hospitals and Schools	Set by review of P&Z

(Telluride)

Table 1-4 Required Parking Spaces					
For This Use:	The required minimum number of Parking Spaces in this Zoning District shall be:			The required parking spaces shall be located:	
	B	BB	R3/4, R2		R1
Residential	No minimum	1 space per dwelling unit		2 spaces per dwelling unit	Off-street
Lodging	.5 spaces per lodging bedroom	.75 spaces per lodging bedroom		N/A	Off-street
Office/Service or Retail	No minimum	2 spaces per 1,000 square feet of retail or office space		N/A	Off-street, on-street or a combination of off-street and on-street
Gaming	2 spaces per 1,000 square feet of gaming space	5 spaces per 1,000 square feet of gaming space		N/A	Off-street, on-street or a combination of off-street and on-street
Assembly	No minimum	1 space per each 5 seats		1 space per each 5 seats	Off-street, on-street or a combination of off-street and on-street
Civic Uses other than Assembly	No minimum	1 space per 1,000 square feet		1 space per 1,000 square feet	Off-street, on-street or a combination of off-street and on-street
Commercial Uses other than Lodging, Office/Service, Retail or Gaming	No minimum	2 spaces per 1,000 square feet		N/A	Off-street, on-street or a combination of off-street and on-street
Industrial	No minimum	1 space per 1,000 square feet		N/A	Off-street, on-street or a combination of off-street and on-street

(Cripple Creek)

Bicycle Parking Standards

7.44.100 Bicycle Parking Space: Where off street parking is required by this chapter, one bike rack capable of accommodating at least two (2) bikes is required for the first ten (10) required parking stalls. Additional bike racks will be installed on a ratio accommodating one bike for each additional ten (10) parking stalls. The required bike racks must be located on the same lot as, and within a reasonable distance of, the principal use or structure. The bike racks must be placed in a location that will not

interfere with pedestrian or vehicular traffic and the area where the rack is placed must meet the paving requirement contained in section [17.44.310](#) of this chapter. A reduction in the total number of off street parking spaces may be available for providing special accommodations for bicyclists as provided in section [17.44.200](#) of this chapter. (Coeur d'Alene)

3.8.063: BICYCLE PARKING: Uses shall provide long and short term bicycle parking spaces, as designated in table [3.8.063](#) of this section. Where two (2) options are provided (e.g., 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking is used.

TABLE 3.8.063
MINIMUM REQUIRED BICYCLE PARKING SPACES

Uses	Long Term Spaces (Covered Or Enclosed)	Short Term Spaces (Near Building Entry)
Boarding houses, rooming houses, dormitories	1 per 8 bedrooms	None
Churches and places of worship	2, or 1 per 4,000 square feet of net building area	2, or 1 per 2,000 square feet of net building area
Daycare	2, or 1 per 10,000 square feet of net building area	None
Hotels, motels	2, or 1 per 20 rentable rooms	2, or 1 per 20 rentable rooms
Manufacturing and production	2, or 1 per 15,000 square feet of floor area	None
Multi-family	1 per 4 units	2, or 1 per 20 units
Office, banks, and similar uses	2, or 1 per 10,000 square feet of floor area	2, or 1 per 40,000 square feet of floor area
Retail sales and service	2, or 1 per 12,000 square feet of floor area	2, or 1 per 5,000 square feet of floor area
Schools - grades 2-5	1 per classroom, or per CU review	1 per classroom, or per CU review
Schools - grades 6-12	2 per classroom, or per CU review	4 per school, or per CU review

Other categories	Determined through conditional use (CU) and design review
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- (A) Location And Design: Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or fifty feet (50'), whichever is less. Long term (i.e., covered) bicycle parking should be incorporated whenever possible into building design. Short term bicycle parking, when allowed within a public right of way, should be coordinated with the design of street furniture, as applicable.
- (B) Visibility And Security: Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.
- (C) Options For Storage: Long term bicycle parking requirements for multiple-family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.
- (D) Lighting: For security, bicycle parking shall be at least as well lit as vehicle parking.
- (E) Reserved Areas: Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
- (F) Hazards: Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards. (McCall)

16.20.040.2: SPACES REQUIRED: B. Parking Requirements For Bicycles:

1. Any commercial and industrial development shall include adequate bicycle parking spaces equal to five percent (5%) of automobile parking spaces.
2. All bicycle parking spaces shall be located within fifty feet (50') of the building entrance. Bicycle parking may be located in a building as long as the area is easily accessible to the bicycle.
3. Bicycle parking shall be provided in a well lighted and secure location that is in convenient proximity to the building or employee entrance. The location should be visible from employee work areas and shall not be farther than the nearest employee automobile parking space (excluding disabled parking).
4. Bicycle parking stalls shall be six feet (6') long and two feet (2') wide with an overhead clearance of seven feet (7'). All stalls shall have a five foot (5') accessible aisle.
5. The town of Taos may reduce or eliminate the number of bicycle spaces required when it is demonstrated that bicycle activity will not occur at the location. Such uses include, but are not limited to:
 - a. Motor vehicle service and repair establishments;
 - b. Personal storage; and
 - c. Agricultural uses.

6. If a use is determined to generate an increased volume of bicycle parking, the town of Taos may require additional bicycle parking spaces. Such uses include, but are not limited to:
 - a. Park;
 - b. Library;
 - c. Museum;
 - d. Health spa or fitness club; and
 - e. Commercial uses located along bike lanes or trails. (Taos)

Bicycle Parking Tied to a Reduction in Vehicular Standards

14.44.200 Bicyclist Accommodations: The planning director may authorize a fifteen percent (15%) reduction in the number of required off street parking spaces for developments or uses that make special provision to accommodate bicyclists. Examples of accommodations include enclosed bicycle lockers, employee shower facilities and dressing areas for employees. A reduction in parking may not be granted merely for providing outdoor bicycle parking spaces. (Coeur d'Alene)



City of Ketchum
Planning & Building

Date: June 14, 2016
To: Mayor Jonas and City Council
From: Micah Austin, Planning and Building Director
Subject: Parking Code Amendments Recommendations

Objective for Parking Code Amendments

The current parking standards are in conflict with the objectives of the Comprehensive Plan and modern principals for creating a livable and multi-modal community. While the city invests in transit services, pedestrian and bicycle infrastructure, and other improvements to create a more walkable and accessible community, the current parking standards promote a car oriented culture by prioritizing the convenience of drivers above the goals of a healthy community. Further, the current standards discourage the mix of retail, restaurant and entertainment uses that create a vibrant, successful community. The old methodologies and approach towards parking are out dated and revisions are long overdue.

The Planning and Building Department conducted research and analysis on the City of Ketchum's current parking regulations and has prepared a list of recommendations for changes. The objective is to accomplish the following:

1. Align the parking regulations with the community's values and the 2014 Comprehensive Plan that requires the community to become less dependent on the automobile and encourages public transit and active modes of transportation
2. Promote uses, such as retail establishments, restaurants, and theaters, that contribute to vitality of Ketchum's downtown.
3. Incentivize community housing.

The proposed revisions are targeted to accomplish one or more of these objectives. The revisions are provided to Council for information only, the next step will be engaging the public in this discussion and seeking input from all community members that are interested in these changes. Following an active public process, staff will present to Council the results of the community outreach and recommendations for changes prior to proceeding to the Planning Commission with amendments to the Zoning Ordinance.

Proposed Revisions to the Parking Code

1. **Off-Street Parking Matrix.** The current parking matrix is outdated and does not reflect current community values or actual parking demands for projects. Staff proposes to simplify the matrix to include three categories: 1) Residential; 2) Commercial; and 3) Exempt Uses. Based on staff's analysis these three categories are adequate to accommodate on-site parking requirements. Generally, staff proposes a minimum standard of 1 space per 1000 square feet of commercial

gross floor area and 1 space per residential unit up to 750 gross square feet. For larger units, more parking space would be required based on the size of the residential units. The exempt uses would be those business activities that are highly desired in Ketchum and disproportionately impacted by current parking regulations.

2. **Parking Demand Analysis.** Staff proposes allowing any development to submit a Parking Demand Analysis if the parking code requirements do not reflect the actual demands of a development. In these cases, a parking demand analysis may be submitted to the Administrator to show the actual parking demands of a particular project. After considering the Parking Demand Analysis, the Administrator may waive any portion of parking requirements. Application requirements for the Analysis will be specific and must quantify actual parking demand and assess availability of on-street or shared parking resources.
3. **On-Site Requirement for All Residential.** During winter, overnight parking is prohibited on streets to allow for snow removal. There is no opportunity for residents to use on-street parking to meet their parking demand. Staff proposes requiring all residential parking to be located on-site and fully accounted for because of parking prohibitions in the winter. The standards would clarify that in no situations will residential parking demands be allowed on-street or off-site.
4. **Exemptions.** Certain uses are beneficial and necessary to maintain the vibrancy and economic vitality of Ketchum's downtown. For that reason, staff proposes exempting the following uses from the parking requirements:
 - a. Community housing units (already exempted by code)
 - b. Desired uses (incentivized): restaurants, retail and existing assembly.
 - c. Any use, except residential, that is within ¼ mile of a structured parking facility. At the moment, Ketchum does not have a structured parking facility but this exemption would provide a market incentive for building a structure parking facility.
 - d. Other exemptions may be allowed by the Administrator when a Parking Demand Analysis is submitted to show the actual demands of a project are less than required by code.
5. **Parking Reduction through TDM.** The community is moving towards using more public transit and the Comprehensive Plan requires in numerous places that we incorporate transit into zoning decisions and regulations. In response, staff proposes for commercial development allowing for a 25% parking reduction from the minimum standards through the provision of Transportation Demand Measures (TDM) including:
 - e. TDM strategies identified in the Warm Springs Base Area Overlay universally for all zones in the City.
 - f. Locational factors, such as within ¼ mile of a bus stop or the Wood River Trail.
 - g. Provision of shower and lockers facilities.
 - h. Provision of bike storage or sheltered bicycle parking.
6. **Bicycle Standards.** The current parking regulations do not recognize bicycle parking infrastructure as an appropriate mode of satisfying parking demands. Staff proposes requiring all uses to provide onsite bike parking spaces equal to 25% of the minimum number of required onsite parking spaces. For example, if four (4) vehicle spaces are required, one (1) bike parking space is required. This would not relieve any vehicular parking requirements but require additional bike parking spaces.

7. **Shared Parking.** While the code currently allows for a Shared Parking Plan, staff proposes expanding on this tool so that it can be used more frequently. A Shared Parking Plan could be submitted as part of the Parking Demand Analysis to accommodate parking requirements. The shared parking plan should also include an agreement between property owners for sharing common parking on private property and would be reviewed by staff. In all cases, staff proposes that all shared parking must be located no less than 300 feet from the project. In no case would the City manage shared parking agreements.
8. **Calculation of Gross Floor Area.** For calculation of parking requirement, staff proposes using Gross Floor Area, as defined by 17.08.020 for calculation parking requirements. This has been an area of confusion for several years and can be easily corrected. In addition to this, staff proposes deducting common area spaces from the calculation to avoid artificially inflated parking requirements.
9. **Surface Lot Restrictions.** As a way to maximize the limited space in Ketchum's downtown, staff proposes prohibiting new surface lots in the CC. For all other zones, new surface lots should be located only in the rear of a building or lot.

Background on Ketchum's Parking Ordinance

Our authority to regulate parking is derived from Idaho State code which permits municipalities to establish a zoning ordinance to manage land use. The purpose of the zoning ordinance is to "promote the health, safety and general welfare" of the public. The scope of most parking regulations is to ensure efficient use of land by requiring property owners to provide onsite parking commensurate with the use of their property. Parking requirements are typically connected to land use categories related to commercial, residential, public and industrial uses and are generally calculated on a square footage or per business/use basis

Ketchum began regulating parking in 1961 when it adopted the city's first zoning ordinance. Over the course of five decades the zoning ordinance was amending 273 times causing regulations to become disjointed, internally conflicted and difficult to navigate. In July of 2015 the city approved major amendments to the zoning ordinance which included consolidating all parking regulations into Chapter 17.125 "Off-Street Parking and Loading." Chapter 17.125 regulates the dimensions for parking spaces, establishes minimum parking requirements for individual land uses, addresses on-street parking credit and provides allowance for shared parking between multiple users. The recommendations for amendments are entirely focused on Chapter 17.125 of the Zoning Ordinance.

City of Ketchum Parking Code Amendments

Presentation by Diane T. Kushlan, AICP
August 26, 2016

Scope of Work

- ① Review current City policy and code provisions related to parking
- ② Explore best practices in other communities like Ketchum
- ③ Recommend options for changes to the parking code.



Peer Review of Best Practices

Aspen, CO	Leavenworth, WA
Breckenridge, CO	McCall, ID
Carmel, CA	Park City, UT
Coeur d'Alene, ID	Sandpoint, ID
Crested Butte, CO	Santa Fe, NM
Cripple Creek, CO	Steamboat Springs, CO
Frisco, Co	Taos, NM
Hood River, OR	Telluride, CO
Jackson, WY	Truckee, CA
La Conner, WA	Vail, Co

Preliminary Recommendations

1. Integrating Transportation Demand Management (TDM)
2. Expanding the application of the shared and in lieu parking provisions.
3. Re-think the land based parking standards for greater flexibility
4. Consider area based standards for the Downtown
5. Review ways parking can be an incentive for the desired uses and mix of housing.
6. Examine ways to de-regulate parking for older or historic structures.
7. Streamline and simplify the parking standards.

TDM Provisions

Coeur d'Alene	McCall	Taos	Santa Fe
<ul style="list-style-type: none"> • 1 bicycle rack/10 parking spaces • Rack location requirements • 15% reduction in vehicular parking for bicycle facilities (lockers, showers, etc.) 	<ul style="list-style-type: none"> • Bicycle space requirement by land use • Location and design requirements 	<ul style="list-style-type: none"> • 5% of required vehicular for parking • Location, lighting, site requirements • Flexibility to decrease or increase required bicycle spaces 	<ul style="list-style-type: none"> • Parking reduction allowed for transit facilities

In Lieu Fee Provisions

Breckenridge	Carmel	Crested Butte	Hood River
<ul style="list-style-type: none"> • Fees are dedicated to transit facilities and equipment 	<ul style="list-style-type: none"> • Prohibits on-site parking in core. Requires in lieu. • Fees are dedicated to parking lots outside the Core 	<ul style="list-style-type: none"> • Allows for in lieu payment over time 	<ul style="list-style-type: none"> • Requires in lieu in certain districts
		La Conner	Sandpoint
		<ul style="list-style-type: none"> • 50% of parking can be provided through in lieu 	<ul style="list-style-type: none"> • In lieu only allowed in downtown

Shared Parking

- With few exceptions, all surveyed communities allow for shared parking.
- Ketchum is one of the few that allow for a reduction in parking when parking is shared.
- Coeur d'Alene specifies uses for shared parking by hours of operation:

<u>Uses With Daytime Hours</u>	<u>Uses With Evening Hours</u>
Banks	Auditoriums
Business offices	Bars
Churches	Bowling alleys
Grade schools/high schools/daycare centers	Dance halls
Manufacture/wholesale (with limited hours)	Hotels/motels
Medical clinics	Meeting halls
Professional offices	Nightclubs
Retail stores (with limited hours)	Restaurants
Service stores	Theaters

Special Provisions for Certain Districts

<p style="text-align: center;">Aspen</p> <ul style="list-style-type: none"> • Reduction or waiving parking for historic 	<p style="text-align: center;">Crested Butte/Jackson</p> <ul style="list-style-type: none"> • Allows for on-street credit in core 	<p style="text-align: center;">Frisco</p> <ul style="list-style-type: none"> • Allows on-street credit in core for non-overnight uses • Parking reduction in core 	<p style="text-align: center;">Truckee</p> <ul style="list-style-type: none"> • On site parking reduction in core at 0.75/1 space • No parking for restaurants along river up to 10 spaces
<p style="text-align: center;">McCall/Santa Fe</p> <ul style="list-style-type: none"> • Parking reductions allowed for downtown 	<p style="text-align: center;">Coeur d'Alene</p> <ul style="list-style-type: none"> • Parking reduction allowed in core and in-fill areas 		

Simplified Parking Matrix

Telluride	
Use Categories	Parking Required
Residential	One space/per dwelling
Short term residential	Two spaces/three units
Hotel, motel lodging	Two spaces/three units
Low intensity uses	One space/1000 square feet
High intensity uses	One space/500 square feet
Automotive uses	gas stations
	One space/pump, two space/rack, one space/repair area
	Auto service, car rentals, sales
	One space/each vehicle
Hospitals and schools	Set by the P & Z

Exemptions and Reductions

McCall	Crested Butte	Taos	Breckenridge
<ul style="list-style-type: none"> • Exemption for adequate public transportation • Exemption in BID and Urban renewal district 	<ul style="list-style-type: none"> • Grandfathers restaurant and residential uses 	<ul style="list-style-type: none"> • 20% reduction by approval of the Planning Commission 	<ul style="list-style-type: none"> • Waiver/ variance granted by Planning Commission

Exemptions and Reductions

Jackson	Park City	Santa Fe	Truckee	Vail
<ul style="list-style-type: none">• Independent assessment for some uses	<ul style="list-style-type: none">• Reduction through conditional use or master plan	<ul style="list-style-type: none">• Reduction by provision of transit• Reduction in core area by special use permit	<ul style="list-style-type: none">• Reduction through specific plans, use permits	<ul style="list-style-type: none">• Reduction based on studies and criteria• Through creation of "exempt zones"

Summary of Findings

- Many communities have adopted bicycle parking standards and provisions for transit. Few have the standards integrated with parking requirements - a TDM approach.
- Most communities have provisions for in lieu and shared parking.
- Many resort communities have special parking provisions for downtowns, historic districts, or the community's core.
- There are few good examples of communities using parking as an incentive for certain types of land uses.
- There are many examples of simplified code provisions and parking standards.
- There are a variety of means used by the peer cities to exempt, or reduce the parking standards

Recommended Code Provisions

- **Reduce the number of land use categories in the parking matrix.**
 - Develop minimum parking standards with a provision for requiring more parking through an administrative determination.
 - Develop separate, lower parking standards for uses in the downtown.
 - Base parking requirements for housing on size and reduce the minimum requirements to incentivize smaller units.
- **Exempt certain uses from the parking requirements**
- **Allow for parking reduction through TDM**
- **Adopt bicycle parking standards for all uses**
- **Expand shared parking requirements**
- **Improve administrative practices**
- **Surface lot restrictions**



Questions?





Constant Contact Survey Results

Survey Name: 2016_08_12 Survey Parking

Response Status: Partial & Completed

Filter: None

8/26/2016 10:47 AM MDT

How far are you willing to walk to go to the following:

1 = 0 Blocks, 2 = 1-2 Blocks, 3 = 3-4 Blocks, 4 = More

Answer	1	2	3	4	Number of Response(s)	Rating Score*
Grocery Store					295	2.1
Restaurant					288	2.9
Movies					283	2.8

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Would you be willing to pay to park in the following locations:

1 = Yes, 2 = No, 3 = Maybe

Answer	1	2	3	Number of Response(s)	Rating Score*
Parking Garage				293	1.8
Parking Meter				292	2.0

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How many cars/trucks do you own?




Answer	0%	100%	Number of Response(s)	Response Ratio
0			1	<1 %
1			92	31.0 %
2			133	44.9 %
3			40	13.5 %
More than 3			27	9.1 %
No Response(s)			3	1.0 %
Totals			296	100%

How many of your cars/trucks do you park in a garage?

Answer	0%	100%	Number of Response(s)	Response Ratio
0			48	16.2 %
1			90	30.4 %
2			109	36.8 %
3			16	5.4 %
More than 3			5	1.6 %
I don't have a garage.			27	9.1 %
No Response(s)			1	<1 %
Totals			296	100%

How far are you willing to walk to go to the following:



1 = 0 Blocks, 2 = 1-2 Blocks, 3 = 3-4 Blocks, 4 = More

Answer	1	2	3	4	Number of Response(s)	Rating Score*
Grocery Store					295	2.1
Restaurant					288	2.9
Movies					283	2.8

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.




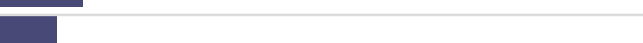

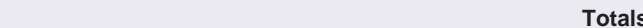
Would you be willing to pay to park in the following locations:

1 = Yes, 2 = No, 3 = Maybe




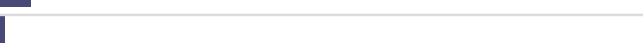


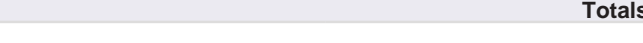
Answer	1	2	3	Number of Response(s)	Rating Score*
Parking Garage				293	1.8
Parking Meter				292	2.0

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How many cars/trucks do you own?

Answer	0%	100%	Number of Response(s)	Response Ratio
0			1	<1 %
1			92	31.0 %
2			133	44.9 %
3			40	13.5 %
More than 3			27	9.1 %
No Response(s)			3	1.0 %
Totals			296	100%

How many of your cars/trucks do you park in a garage?

Answer	0%	100%	Number of Response(s)	Response Ratio
0			48	16.2 %
1			90	30.4 %
2			109	36.8 %
3			16	5.4 %
More than 3			5	1.6 %
I don't have a garage.			27	9.1 %
No Response(s)			1	<1 %
Totals			296	100%

Do you think there is adequate bicycle parking in the downtown?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			182	61.4 %
No			103	34.7 %
No Response(s)			11	3.7 %
Totals			296	100%

If no, is it because of the following reasons:

1 = Yes, 2 = No, 3 = No opinion on this question., 4 = I don't ride a bike.

Answer	1	2	3	4	Number of Response(s)	Rating Score*
Lack of Security					135	2.4
Lack of Shelter					135	2.4
Not Enough Locations					148	1.9

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How many days per week do you use the following forms of transportation to reach downtown?

1 = Never, 2 = 1-2 Times a Week, 3 = 3-4 Times a Week, 4 = More than 4 Times a Week, 5 = Every Day

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Bus						256	1.3
Bicycle						272	2.1
Walk						276	2.3

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Do you think it is okay for studios and 1-bedroom units to have only 1 parking space?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			193	65.2 %
No			47	15.8 %
Neutral			34	11.4 %
No opinion on this question.			18	6.0 %
No Response(s)			4	1.3 %
Totals			296	100%

Do you think it is okay for studios and 1-bedroom units to have no requirement for parking spaces if their cars are parked in a private garage?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			162	54.7 %
No			61	20.6 %
Neutral			31	10.4 %
No opinion on this question.			38	12.8 %
No Response(s)			4	1.3 %
Totals			296	100%

Do you think the following uses should be required to have on-site parking spaces?

1 = Yes, 2 = No, 3 = Neutral, 4 = No opinion on this question..

Answer	1	2	3	4	Number of Response(s)	Rating Score*
Community Housing					290	1.4
Retail Establishments					286	2.0
Places of Assembly					290	1.6
Restaurants					289	2.0

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Do you have any comments you would like to share with us on parking in Ketchum?

147 Response(s)

From: Robert Crosby <sbrgad1@cox.net>

Date: September 9, 2016 at 4:44:16 PM MDT

To: <scook@ketchumidaho.org>, <bmizell@ketchumidaho.org>, <ilamoureux@ketchumidaho.org>, <esmith@ketchumidaho.org>

Cc: 'Micah Austin' <maustin@ketchumidaho.org>, <participate@ketchumidaho.org>

Subject: analysis of recommended parking code changes

P&Z Commissioners:

We believe the excessive allocation of a greater parking requirement (and therefore development cost) on already financially infeasible development scenarios in Ketchum is not only counter to the City's goal of reducing dependence on parking downtown, but will have the additional consequences of reduced construction of community housing, fewer jobs, lower investment in Ketchum, significant harm to our economy and reduced public revenue due to lower property taxes, since all of these benefits are directly linked to new development activity. Please find attached our analysis of the potential costs of the recommended changes on typical development scenarios in Ketchum's CC zone. We trust you will have time to discuss these additional costs and our concerns during Monday's workshop on this topic.

Thank you in advance for your consideration of our analysis and the negative consequences to our community that it highlights. I am available 24/7 any day including over the weekend to discuss this with you if you have any questions. Please feel free to call on 721-8353.

Sincerely,

Bob

Robert W. Crosby
Government Affairs Director
Sun Valley Board of REALTORS
208-721-8353
sbrgad1@cox.net

Existing Ketchum Parking Ordinance Compared to Staff Recommendations: CC Zone

Summary

Scenarios	Existing Parking Code				Proposed Parking Code			
	5,500 SF CC Zone Corner Lot		11,000 SF CC Zone Corner Lot		5,500 SF CC Zone Corner Lot		11,000 SF CC Zone Corner Lot	
	Mixed Use	All Residential	Mixed Use	All Residential	Mixed Use	All Residential	Mixed Use	All Residential
Cash in Lieu Payment Required	\$190,000	\$0	\$76,000	\$0	\$304,000	\$494,000	\$304,000	\$760,000

Additional Cash In Lieu Cost of Proposed Changes over Existing Code	\$114,000	\$494,000	\$228,000	\$760,000
---------------------------------------------------------------------	-----------	-----------	-----------	-----------

NOTE: For units in excess of 750 gross SF the P&Z staff report states that "more parking will be required based on the size of the residential units". In the public workshop the Director of Planning and Building stated that for these units a minimum of 2 parking stalls or 1 per bedroom, whichever is greater, would be required. This statement is the basis for this analysis.

Concerns Regarding Proposed Parking Code Changes:

1. For developments with residential units larger than 750 GSF for which parking requirements have been hugely increased under the new proposals, it is physically impossible to reasonably fit the number of parking stalls required under the new proposals on a development site, making the proposed changes work more like a parking/development tax than good faith planning. This is especially true when considering that the City's stated goal is otherwise to reduce parking.
2. Many undeveloped and or underdeveloped sites within the CC zone, especially those sites along the north and west edges of the zone, are not suitable for restaurant or retail development since they are far from the established dining and entertainment core of the City. These sites are most suitable for residential development however and penalizing them through hugely increasing the required parking such that they will likely never be developed would seem to be counterproductive to the best interests of our community. There will be less community housing built, fewer jobs, lower investment in Ketchum, significant harm to our economy and reduced public revenue due to lower property taxes since all of these benefits are directly linked to new development activity.
3. The existing code provision allowing an on-street credit of 4 stalls for every 4 stalls provided on-site, per 5,500 SF of site area, would be removed for all residential space under staffs' proposal. This immediately adds \$152,000 per 5,500 SF of site area of additional cash in lieu cost to every residential development (even those the City is trying to encourage) compared to the existing code.
4. Transportation Demand Measures only apply to commercial space, therefore providing no benefit to residential developments, and conversely the City receives none of the benefits of TDMs with residential development projects. In mixed use scenarios commercial space is either exempt from parking requirements or the on-street credits provide sufficient credit such that there is no need to use the TDM.
5. Submitting a Parking Demand Analysis to a planning staff that has clearly exhibited its preference to penalize development of residential units over 750 SF cannot be expected to result in reduced parking for that type of development, so its inclusion appears to be an obfuscation for residential or mixed use developers.

Existing Ketchum Parking Ordinance Compared to Staff Recommendations: CC Zone

Assumptions

Scenarios	5,500 SF CC Zone Corner Lot		11,000 SF CC Zone Corner Lot	
	Mixed Use	All Residential	Mixed Use	All Residential
Ground Floor Commercial	yes	no	yes	no
Underground Parking	no	no	yes	yes
FAR allowed	1.00	1.00	1.00	1.00
of right with CH bonus	2.25	2.25	2.25	2.25
Site Area SF	5,500	5,500	11,000	11,000
Maximum Buildable SF	12,375	12,375	24,750	24,750
Maximum Ground Floor Area SF	3,862	3,862	8,160	8,160
Residential Area	8,513	12,375	16,590	24,750
Residential Configuration	# units	4	6	8
	SF/unit	2,128	2,063	2,074
	bedrooms/unit	3	3	3
	total bedrooms	12	17	24
Capacity - 1 floor underground parking	n/a	n/a	16	16

Comments

Ground Floor Assumptions
 5' setback to streets, 3' setback to alley
 for 5,500: 4 on site to obtain 4 off-site credit
 162 SF (9'x18') per stall + 5' w for ADA
 ramp = 20' x 45' = 900 SF
 no snow or loading allowance
 1/2 exempt commercial use under new rec's
 after set backs and on site parking @ 4/5,500 SF
 after set backs, lobby etc. and parking ramp (45 x 20)

subtract 1 bdrm from "all res" 5,500 option for grnd flr config
 average of 3 existing bldgs:
 Gail Severn Bldg: 14
 Mtn West Bank Bldg: 18
 Evergreen: 23/16,500 SF lot

Parking Code Requirements

	Existing Code	Proposed
Commercial Space	2/1,000 GSF	1/1,000 GSF
Exempt (retail, restaurant)		0
Residential Space	1/1,500 NSF	1/unit < 750 GSF; 2 or 1/bdrm units > 750 GSF
Off Site Credit per 4 stalls on site	4	4
		0
In Lieu Parking Payment per stall	\$38,000	\$38,000

per 5,500 SF lot:
 for commercial use only in Proposed
 none for residential use in Proposed
 as designated by City of Ketchum

Required Stalls

	Existing Parking Code				Proposed Parking Code			
	5,500 SF CC Zone Corner Lot		11,000 SF CC Zone Corner Lot***		5,500 SF CC Zone Corner Lot		11,000 SF CC Zone Corner Lot***	
	Mixed Use	All Residential	Mixed Use	All Residential	Mixed Use	All Residential	Mixed Use	All Residential
Commercial*	7.72	0	16.32	0	1.93	0	4.08	0
Residential	4.82	7.01	9.40	14.03	12.00	17.00	24.00	36.00
Total Required	13	7	26	14	14	17	28	36
Less: Off-Site Credit**	-4	-4	-8	-8	-2	0	-4	0
Less: On site or garage capacity	-4	-4	-16	-16	-4	-4	-16	-16
Deficiency (Surplus) stalls	5	(1)	2	(10)	8	13	8	20
Cash in Lieu Payment Required	\$190,000	\$0	\$76,000	\$0	\$304,000	\$494,000	\$304,000	\$760,000

* assumes 1/2 exempt uses for Proposed Parking Code

** assumes on-site residential stalls will trigger off-site commercial credit for Proposed Parking Code

*** in these scenarios the additional cost to construct underground parking = approximately \$38,500 / stall = \$626,000 PLUS cash in lieu

Carol Klick Bookkeeping Services LLC
P.O. Box 1151
Ketchum, ID 83340

August 22, 2016

City of Ketchum
Planning and Building
P.O. Box 2315
Ketchum, ID 83340

RE: Parking Ordinance Workshop

Dear City of Ketchum:

I operate at 360 East Ave. I do not have a designated parking space, and therefore, need day long parking available near my office. Clients come to my business and require less than 2 hour parking and at times require longer than 2 hour parking.

Current parking available is not adequate for the needs of my small business. During the summer and winter high season, parking is not easy for me or them. I get lots of complaints for them, and I have difficulty finding parking for the day. Farmers Market days is one of the worst days.

I think it is important to provide more parking both under 2 hours and over 2 hours in the core of Ketchum. Parking near my office is essential to the operation of my business and essential for my clients to be able to park near my business.

Thank you for listening and I hope you decide to increase parking in the Ketchum core.

Sincerely,



Carol Klick

From: David Patrie [mailto:david.patrie@bcoha.org]
Sent: Thursday, June 30, 2016 3:36 PM
To: Micah Austin; Brittany Skelton
Cc: Jason Miller; Wendy Crosby
Subject: Parking Workshop

Hi Micah & Britany - I wanted to say thanks for hosting the parking workshop today. I think it was quite useful. I am sending the comments I made on behalf of MRTA in writing in an effort to make it easier for you to compile everything you heard today. In addition here is the link to the parking study I referenced in my comments. <http://www.citylab.com/cityfixer/2015/05/how-parking-keeps-your-rent-too-damn-high-in-2-charts/392894/>.

- We think the city should think about parking requirements in terms of maximums, not minimums. If a developer can make the case that they don't need any spots, so be it. This is the model that cities like Portland and Seattle are now following. The more we can limit spaces in downtown, whether on private property or in the city right of way, the better. The "build it and they will come" mantra is more true for parking than it is for anything else. We do not believe Ketchum can realize its goal of becoming more transit oriented if there is an oversupply of parking in the core.
- We believe the city should give credit for developer TDM efforts that include bus passes, development of bus stop infrastructure as part of a project, and subsidization of increased bus service (e.g. Sun Valley subsidizing Silver and Bronze Routes). These should be added to the list of items in the attached memo under item 5.
- We would like to see the bike parking standards in item 6 decoupled from the vehicle parking and based on the occupancy/usage estimate of the development. If the city still wants to make this linkage, we think a development should be required to provide bike parking at a higher rate than 25% of vehicle spaces. Maybe 50%?
- A developer who wants to do a joint development project with Mountain Rides for a downtown transportation center should be given some sort of extra incentive – not sure what this would look like, but if a developer was willing to give up land for Mountain Rides for a project like a transportation center, they might be able to ask for a complete exemption from the parking requirements.
- We think overnight, on-street parking needs to be part of the overall parking discussion and should not be left off the table. While we understand this adds costs and snow removal challenges, there are many cities in snow country that manage snow removal and overnight parking. The ability for people to leave a car in a designated area without fear of ticketing and towing will encourage greater use of public transportation.

While these comments are made on behalf of Mt. Rides, they also support the goals and mission of the Blaine County Housing Authority by setting up an environment that will produce more housing in and around the city core.

David Patrie
Board Chair
Mountain Rides

David Patrie
Executive Director
Blaine County Housing Authority



200 West River Street, Suite 103
P.O. Box 4045
Ketchum, ID 83340
ph: (208) 788-6102
fax: (208) 788-6136

Keep the Valley Vibrant by Housing Locally



Please consider the environment before printing this e-mail.



Brittany Skelton

From: Steve Kearns <steve@kmvbuilders.com>
Sent: Thursday, March 24, 2016 9:58 AM
To: Morgan Brim
Cc: John Montoya; Jack Smith; Jeff Williams; Michael Doty (external); Paul Conrad; Harry Griffith; robert crosby; Doug Brown
Subject: Parking

Follow Up Flag: Follow up
Flag Status: Flagged

Morgan,

I would like to comment on the ADA portion of the parking ordinance that is currently under review.

The current ordinance requires the development of a 5,500 sq ft lot to provide one on-site, ADA van-accessible parking space. This effectively takes up two normal spaces for a space that will very seldom be used. In our 15 years at the Camas Building in Ketchum, we have never had anyone make use of our handicap space. Developing under the current ordinance means two vehicles will be parked on the street instead of on-site, and that is just for one lot. If four lots per block were developed, you would have 4 ADA spots on private property and potentially 8 vehicles on the street. That is bad for the lot owners and bad for the city.

I think a better solution is provided by what the P&Z allowed for the Kith and Kin development on Washington Avenue - an on-street ADA van-accessible space. If you look at the number of ADA spaces prescribed in the Americans With Disabilities Act, Chapter 2, 208.2 Minimum Number, it specifies 1 per 25 total parking spaces. Granted, this specification is intended for parking facilities or parking lots, but I think it's fair to use this requirement and apply it in our case to a city block. In the example above, 4 developed city lots would contain 5-6 parking spaces, or 20-24 per block. Given the ADA ratio, 1 on-street, van-accessible space per block would be sufficient. Appropriate striping and curb ramps should be required.

Changing the ordinance like this would take 8 vehicles off public street parking and put them on private property per block and still provide sufficient ADA access. I am not suggesting this solution for a large development with a large parking lot or facility, but it makes sense for the many potentially developable small lots in Ketchum. While we are all in favor of providing appropriate ADA access, the current ordinance is too onerous for most developments of small lots.

Please forward this comment to the appropriate staff and commission members. Thank you to everyone for your consideration.

Steve Kearns

Kearns, McGinnis & Vandenberg, Inc.
PO Box 3233 | 200 West River Street
Ketchum, ID 83340
208-726-4843 Tel
208-726-5863 Fax
208-720-0843 Cell

From: Cindy Forgeon <cforg@cox.net>
Date: September 12, 2016 at 1:11:19 PM MDT
To: Cindy Forgeon <cforg@cox.net>
Subject: In regards to downtown parking and P&Z meeting

Sept 12,2016

Dear Micah, City Planning staff, P&Z, City Council members,
I am sorry I have not been able to be at the parking workshops meetings as I seem to have had to be out of town when they have occurred, such as today.
Being that we own and operate a downtown Ketchum property and business with the Best Western Plus Kentwood Lodge in the core, we know how much parking is a precious commodity in this area, first hand. When we built our business we were required to have 13 ft. sidewalks, and parking for each room. This has gone by the wayside these current years and for the new developments. We are able to accommodate our guests but our frustration is that many of the businesses or during City functions or festivals in town, there isn't enough parking for what is produced by participants or patrons of them.
Specifically in the dealing with Nex State Theatre and in their renting it out, and in the functions it is used for, many of their patrons, or participants will park in our parking area knowingly so trespassing. We will also have them running around at our business, car traffic area, loitering after a function to figure out where to next, as in a Community school prom evening, and loitering out below our guest rooms disturbing guests as well.
From what we are hearing, they want to replace the building and develop a new one which is great, but we would also like to see some pro activity in their planning in this regard and to many other issues, such as noise they produce, in which we contend with, as being practically sharing the same wall between us.
There are those who come for an evening to the restaurants near us, Whiskey Jacques evenings, concerts, antique fairs who also park in our lot. We are not the public's parking lot, and it's stressed even more so during our heavier months of occupancies. These occurrences displace our guests, and it's frustrating to deal with! Especially during the winter season when there is no late night parking on the city streets. Many areas are not clearly marked, or they don't see the signs coming in to Ketchum, especially if they are covered in snow, which many times they have been by the snow plows, for new guests to the area. If they have been displaced from our parking area because these others who are trespassing even stay after a function and go further for dinner, a night out, and don't come back till late and the guest is displaced and may obtain a parking ticket or be towed, it's very upsetting to them and us. They feel it becomes our issue and we let them know every where we can if possible about it, and they are still they are upset.
It is an abrupt way to say welcome to Ketchum.
Parking on the street has become trying as well, with so many businesses trying to share the same curbside spaces. They may have been counted for a specific business timing but overflow from one business becomes another's challenge. Then you throw in the over abundant amount of construction employees and road closed areas on top of it, that we also are contending with in our area. The city parking close to our area behind Nourish Me, Sushi on 2nd area is small in comparison to the amount of business it's used for. It seems to be used by a lot of employees in the city, so where is the area for the patrons to park? Even at the 511 building area it seems like there becomes very few parking spots available.

In the developers balking, I am glad to see many new and fresh ideas with possible solutions coming about to deal with this issue. It is an issue and very frustrating for our business to contend with, as we have for quite a while been trespassed on by others who do not.

Thank you very much for your consideration of our concerns,

Cindy Forgeon

BWP Kentwood Lodge



City of Ketchum
Planning & Building

September 26, 2016

Planning and Zoning Commission
City of Ketchum
Ketchum, Idaho

Commissioners:

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF SEPTEMBER 26, 2016

PROJECT: Lift Tower Lodge Conditional Use Permit

FILE NUMBERS: 15-006

OWNER: Blaine County Housing Authority (BCHA)

REQUEST: Reevaluation of Conditional Use Permit (CUP) permitted February 23, 2015

LOCATION: 703 South Main Street (Taxlot 7983)

ZONING: Tourist (T) and Recreational Use (RU) Zoning Districts

NOTICE: 2015 Hearing: Property owners within 300 foot radius of subject property and all properties on the Gem Streets were mailed notice on February 2, 2015. Notice was published in the Legal Notices of the Idaho Mountain Express on February 4, 2015; display ad published in the Idaho Mountain Express on February 11, 2015. Notice was posted on site on February 16, 2015.

August 22, 2016: Notice mailed to property owners within 300' radius of subject property on August 12, 2016. A public hearing notice was posted on site on August 12, 2016.

September 26, 2016: Notice was mailed to property owners within a 300' radius of the subject property on August 25th, 2016. A public hearing notice was posted on site and in three public locations on August 26, 2016. Notice was published in the Idaho Mountain Express on Wednesday, September 7, 2016.

REVIEWER: Brittany Skelton, Senior Planner

ATTACHMENTS:

Public Comment Received August 17, 2016 through September 21, 2016

September 26, 2016 Application Materials

- **A. Letter from Blaine County Housing Authority board members, dated August 17, 2016.**
- **B. “Narrative to Support Conditional Use Permit Application,”** previously submitted with original application, with text noting intention to serve a wide variety of workers highlighted by applicant.
- **C. Lift Tower Lodge Occupancy graph and usage statistics**
- **D. Email from David Patrie, Executive Director, Blaine County Housing Authority, describing revisions to house rules, dated September 19, 2016**

August 22, 2016 Materials

- **E. Letter from David Patrie, Executive Director, Blaine County Housing Authority, dated August 17, 2016.**

2015 Materials

- **F. February 23, 2015 Staff Report**
 - Blaine County Housing Authority’s Conditional Use Permit Application
 - Narrative to support Conditional Use Permit Application
 - Site Photos
 - Public Comment
- **G. March 9, 2015 Findings of Fact**

BACKGROUND

1. A Conditional Use Permit for the Lift Tower Lodge to operate as a public use was approved on February 23, 2015 subject to the Findings of Fact adopted March 9, 2015. Condition #6 states, "This Conditional Use Permit shall be reevaluated in a public hearing by the Planning and Zoning Commission for compliance with all of the KMC Section 17.116.030 CUP evaluation standards and compliance with the above conditions of approval twelve (12) months from the date of the Findings of Fact."
2. Condition #5 states, "This Conditional Use Permit approval is based on representations made and other components of the application presented and approved at the meeting on the date noted herein." As such the Commission may reevaluate the Conditional Use Permit for compliance with Ketchum Municipal Code Section 17.116.030, the conditions adopted in the Findings of Fact, and all other components of the application presented and approved at the meeting on February 23, 2015, including the narrative submitted with the original application and the House Rules.
3. On August 22, 2016, the Commission reevaluated the Conditional Use Permit. The Commission heard from members of the public who raised concerns about quiet hours and outdoor social activities and the demographic makeup of occupants. David Patrie, Executive Director of Blaine County Housing Authority and representative for the application, addressed concerns about quiet hours and enforcement of the House Rules and stated that rooms have been rented in blocks to the construction company building the Limelight Hotel for use by construction workers and that rooms have also been rented to traveling nurses, seasonal occupants, and people needing transitional housing. Additionally, the Mr. Patrie stated that individuals renting a room pay a rate based on their income and rooms rented to a company are charged a flat rate.
4. The Commission's deliberation at the August 22, 2016, meeting included discussion about whether the practice of renting blocks of rooms to companies, rather than renting exclusively to individuals, met the intent of the Conditional Use Permit as approved and if rooms have been rented to individuals who are not low income, whether such practice met the intent of the permit as approved. The Commission requested that the applicant submit additional information and consider the following for the September 26, 2016, meeting:
 - Submit records for length of stay;
 - Submit records detailing rooms rented to individuals and companies; and
 - Consider reevaluating the quiet hours.

A spreadsheet and graph summarizing lengths of stay have been submitted by the applicant and are included in Attachment C, records detailing quantities of rooms rented to individuals and rooms rented to companies were not provided. BCHA provided information on revisions to the House Rules, including changing the start of quiet hours from 10:00 p.m. to 9:00 p.m. and prohibiting outdoor gatherings after 9:00 p.m. via e-mail, included as Attachment D.

5. Additional conditions of approval of the Conditional Use Permit on February 23, 2015 were as follows:
 1. Ketchum City Engineer, Streets, Utilities, Fire and Building Department requirements shall be met, including:

- The Fire Department will require strict adherence to the Lift Tower Lodge House Rules and Regulations Tenant Guide;
 - The smoke detectors are the owners' responsibility to maintain and as noted shall not be disabled or tampered with at any time;
 - No cooking devices other than the microwaves will be allowed in the rooms at any time;
 - Barbeques and other open flame cooking devices are required to be at least 10 feet from the building and may not be used on combustible decks or balconies;
 - A minimum of one 10 pound fire extinguisher is required in each rental room and in the manager's apartment; and
 - The Lodge shall post a notice informing residents of snow removal operations and the associated noise.
2. An on-site manager residing in the two bedroom apartment on-site or a BCHA representative shall be available 24 hours per day;
 3. Per Title 17, Section 17.116.080: TERM OF PERMITS: Conditional Use Permit approval shall expire one (1) year from the date of approval if not acted upon within that time frame;
 4. The maximum term of stay for any occupant other than the on-site manager shall be limited to one year;
6. In the August 22, 2016, staff report, and prior to the public hearing on August 22, 2016, staff found that The Lodge was in use as requested and approved in the original application; BCHA specifically addressed compliance with Conditions 1, 2, 3 and 4 as reported in the letter submitted by David Patrie dated August 17, 2016.
 7. Following the Commission's deliberation at the August 22, 2016, meeting staff further reviewed the Findings of Fact for approval of the Conditional Use Permit and found that the project was required to serve low-income persons. This was stated in the narrative supplied by the BCHA with the original application in addition to references to serving first responders, temporary workers, and seasonal workers.

Blaine County Housing Authority's "Narrative to Support Conditional Use Permit Application":

References to serving a broad demographic in the narrative include:

- Regarding topics discussed at a neighborhood meeting hosted by BCHA on December 9, 2014: "4. We discussed the targeted resident demographic. We are not able to develop an exclusive list because that would unnecessarily limit our ability to react and adapt to the changing needs of the community. The current need, and the demographic we intend to serve, is low-income workers, first responders, temporary workers and seasonal workers." (p. 1)
- Regarding allowing occupancy beyond 30 days: "BCHA does not believe The Lift Tower Lodge is a permanent solution for residents. We actively work with each resident to identify a permanent housing solution. It is very uncommon to find a permanent housing solution in less than 30 days. For example, the current waiting list for a Housing Choice Voucher from

IHFA is 2 years. Additionally, some of the workers who come to us are seasonal and are only seeking housing for the season, typically three or four months.”

References to serving low-income persons in the narrative include:

- Regarding the status of the Lift Tower Lodge after the December 9, 2014 neighborhood meeting and prior to the February 22, 2015 public hearing: “Since the neighborhood meeting, we have donated rooms to Higher Ground and the Idaho School for the Deaf and Blind to house students and chaperones that came to Sun Valley for a ski program. We are also renting rooms, on a limited basis in accordance with #6 above, to low-income workers. These residents tend to be very low-income (\$8-\$9/hr) working in the food service and other resort sectors. They have access to cafeterias and other food service options. Previously, these residents were staying on friends or relatives couches, sleeping in cars or living in studio apartments with several other individuals. The Lift Tower Lodge has provided these workers with a better alternative.” (p. 2)
- Regarding the 30-day rental restriction for operating exclusively as a hotel: “The 30 day limit unnecessarily limits BCHA’s effectiveness in fulfilling our mission and the benefits that could be realized by the community. It limits the highest and best use of the property with respect to bridging the gap between low incomes and high rents that are typical in resort economies.” (p. 2)
- Regarding proposed operation as a public use: “In Section 31-4202(c) the Idaho Legislature declares that “...*the providing of safe and sanitary dwelling accommodations for persons of low income are public uses and purposes for which public money may be spent and private property acquired and are governmental functions.*” (emphasis added [by applicant]) There should be no doubt that BCHA’s proposed use of The Lift Tower Lodge is a public use. By granting BCHA a conditional use permit to operate The Lift Tower Lodge as a public use, the City of Ketchum will allow residents to occupy a room for more than 30 days and allow BCHA to fulfill its obligation to the workers of Blaine County.” (p. 2)

8. Most of the subject property is located in the Tourist Zoning District with the southeastern corner of the lot zoned Recreational Use. That corner of the property contains mostly landscaping, some paved area and an out-building. The Lift Tower Lodge building is located on the portion of the property zoned Tourist. Public Uses are permitted with a Conditional Use Permit in both the Tourist and Recreation Use zones.
9. Ketchum Municipal Code defines public use as “a structure or use intended or used for a public purpose by a city, other than the city of Ketchum, a school district, the county, the state, or by any other public agency, or by a public utility.”
10. Prior to BCHA receiving and operating the property the Lift Tower Lodge operated as a motel, which are limited to short term occupancy, defined in Ketchum Municipal Code as “rental or lease of any unit or structure or portion for a period of not more than thirty (30) days.” Because of BCHA’s status as a public agency, and because BCHA proposed operation of the Lift Tower Lodge as a public use, the Conditional Use Permit application requesting the ability to rent rooms for up to 365 days was eligible for consideration; an individual or private company would not have been eligible to request to rent motel rooms for longer than 30 days using the Conditional Use Permit procedure because individuals and private companies are not public agencies.

11. As a result of the August 22, 2016, meeting, based on the new information submitted by BCHA and the Findings of Fact for the Conditional Use Permit staff cannot affirm that the Conditional Use Permit is meeting the following objectives of the approval:
 1. Low-income persons are being adequately served; and
 2. Persons in need of transitional housing are being adequately served.
12. The Commission should evaluate the information submitted and determine whether the project is in compliance with the Conditional Use Permit. If the Commission determines non-compliance they may consider the following options:
 1. Rejection of the CUP, at which point the use could revert back to a motel;
 2. Request compliance within a given timeline; or
 3. Impose conditions that would further compliance of the project.

Table 1: General Requirements for all Conditional Use Applications

General Requirements for all Conditional Use Applications				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.040(A)	Complete Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department and Boards/ Commissions Comments	Police Department ○ No new comment.
				Fire Department ○ No new comment.
				Public Works City Engineer ○ No new comment. Street ○ No new comment. Utilities ○ No new comment.
				Building: ○ No new comment.

Table 2: Compliance with Zoning District and Overlay Requirements

Compliance with Zoning District and Overlay Requirements				
Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and <i>Staff Comments</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.C	Lot Area
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.F	Setbacks
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.H	Floor Area
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.I	Building Height
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.124.060.A	Curb Cut
			<i>Staff Comments</i>	<i>No change.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.060.M	Parking Spaces
			<i>Staff Comments</i>	<i>KMC, Section 17.124.060.A.2 requires .75 parking space per room for a motel. The motel contains fourteen (14) rooms and a two (2) bedroom apartment, resulting in requirement for sixteen (16) parking spaces. There are 22 parking spaces on site.</i>

Table 3: Conditional Use Requirements

Conditional Use Requirements				
1. EVALUATION STANDARDS: 17.116.030				
A conditional use permit shall be granted by the commission only if the applicant demonstrates that:				
Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and <i>Staff Comments</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(A) CONDITIONAL USE	The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.
			<i>Staff Comments</i>	<i>The proposed conditional use as an extended stay length motel for low-income and seasonal resident and as transitional housing is not unreasonably incompatible with the allowed uses in the Tourist zoning district, which include hotels, motels, lodges, tourist homes and tourist housing accommodations.</i> <i>In light of deliberation at the August 22, 2016, meeting the Commission must consider whether the current operations of the Lift Tower Lodge best meet the definition and intent of "public use"; it is BCHA's status as a public agency operating the Lift Tower for a public use that allows BCHA to rent rooms in excess of the 30-day time period private hotels, motels, and other lodging establishments are limited to.</i> <i>Points for the Commission to consider include whether renting blocks of rooms to companies at a flat rate serves, or best serves, the intent of a public use, and the degree to which renting to low income persons should be required.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(B)	The conditional use will not materially endanger the health, safety and welfare of the community.
			<i>Staff Comments</i>	<i>The proposed use is very similar to the prior use at the property and to allowed uses in the Tourist zoning district. The Fire Chief placed conditions of approval, in line with the House Rules and Regulations, that limit use of cooking devices and barbeque grills and require maintenance of smoke detectors and fire extinguishers. These have been included in Condition of Approval #1 and as stated in BCHA's letter dated August 17, 2016, the conditions have been adhered to.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(C)	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.
			<i>Staff Comments</i>	<i>The conditional use has not increased the pedestrian and vehicular traffic impacts above those created by the prior motel use. The site has more than adequate parking and has adequate access to Highway 75. There is adequate space for vehicles to turn around without impacting Highway 75 traffic.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(D)	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.
			<i>Staff Comments</i>	<i>Public utilities, emergency and essential services are available and can serve the subject property. City departments have reviewed the</i>

				<i>proposal and have responded with no concerns for adequately serving the project.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(E)	The conditional use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this Section.
			<i>Staff Comments</i>	<p><i>Goals in the 2014 Comprehensive Plan include:</i></p> <ul style="list-style-type: none"> • <i>Goal H-1: Ketchum will increase its supply of homes, including rental and special-needs housing for low-, moderate- and median-income households.</i> <ul style="list-style-type: none"> ○ <i>Policy H-1.1: Affordable Housing Monitoring</i> ○ <i>Policy H-1.2: Local Solutions to Attainable Housing</i> ○ <i>Policy H-1.3: Integrated Affordable Housing in Neighborhoods</i> ○ <i>Policy H-1.4: Integrated Housing in Business and Mixed-Use Areas</i> • <i>Goal H-2: The Ketchum community will support affordable housing programs.</i> <ul style="list-style-type: none"> ○ <i>Policy H-2.1: Blaine County Housing Authority, ARCH Community Housing Trust and Ketchum Community Development Corporation (The City will partner with the above organizations to fulfill housing goals.)</i> • <i>Goal H-3: Ketchum will have a mix of housing types and styles.</i> <p><i>BCHA’s current operations of the Lift Tower Lodge, which include serving low-income persons and seasonal workers and persons in need of transitional housing who may or may not have low-incomes, are largely in alignment with goals H-1, H-2 and H-3.</i></p>

The Planning and Zoning Commission may attach conditions to a conditional use application approval as it determines necessary pursuant the provisions listed below in order to make the use more compatible with the vicinity and adjoining uses, mitigate impacts, and allow for health, safety and welfare, among other criteria by which CUPs are evaluated.

17.116.050: CONDITIONS OF APPROVAL:

Upon the granting of a conditional use permit, the Commission may attach conditions to said permit pertaining to the proposed use, including, but not limited to, those:

- A. Minimizing adverse impact on other development.
- B. Controlling the sequence and timing of development
- C. Controlling the duration of development.
- D. Assuring that development is maintained properly.
- E. Designating the exact location and nature of development.
- F. Requiring the provision for on site or off site public facilities or services.

- G. Requiring more restrictive standards than those generally required in an ordinance.
- H. Requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the city. (Ord. 208 § 22.5, 1974)

STAFF RECOMMENDATION

The Commission must consider the Lift Tower Lodge CUP application as it relates to the criteria used for evaluating such applications and for compliance with the Findings of Fact for permit #15-006 dated March 9, 2015 and determine whether the project is in compliance with the Conditional Use Permit. If the Commission determines non-compliance they may consider the following options:

1. Rejection of the CUP, at which point the use could revert back to a motel;
2. Request compliance within a given timeline; or
3. Impose conditions that would further compliance of the project.

COMMISSION OPTIONS

Suggested Motion:

1. This project, Lift Tower Lodge Conditional Use Permit application for a public use **does not** meet the standards for approval under Chapter 17.116 of Ketchum Zoning Code Title 17 **because of the following standards** (Commission to insert reasons for denial); or,
2. This project, Lift Tower Lodge Conditional Use Permit application for a public use **does** meet the standards for approval under Chapter 17.116 of Ketchum Zoning Code Title 17 with the following conditions.

CONDITIONS OF APPROVAL, PERMIT #15-006, ADOPTED MARCH 9, 2015

1. Ketchum City Engineer, Streets, Utilities, Fire and Building Department requirements shall be met, including:
 - The fire department will require strict adherence to the Lift Tower Lodge House Rules and Regulations Tenant Guide;
 - The smoke detectors are the owners responsibility to maintain and as noted shall not be disabled or tampered with at any time;
 - No cooking devices other than the microwaves will be allowed in the rooms at any time;
 - Barbeques and other open flame cooking devices are required to be at least 10 feet from the building and may not be used on combustible decks or balconies;
 - A minimum of one 10 pound fire extinguisher is required in each rental room and in the manager's apartment; and
 - The Lodge shall post a notice informing residents of snow removal operations and the associated noise;

2. An on site manager shall reside in the two (2) bedroom apartment at the Lift Tower Lodge and the manager and/or a BCHA representative shall be available twenty-four (24) hours per day;
3. Per Title 17, Section 17.116.080: TERM OF PERMITS: Conditional Use Permit approval shall expire one (1) year from the date of approval if not acted upon within that time frame;
4. The maximum term of stay at the Lift Tower Lodge for any occupant, except the on site manager, shall be limited to one year;
5. This Conditional Use Permit approval is based on representations made and other components of the application presented and approved at the meeting on the date noted herein; and
6. This Conditional Use Permit shall be reevaluated in a public hearing by the Planning and Zoning Commission for compliance with all of the KMC Section 17.116.030 CUP evaluation standards and compliance with the above conditions of approval twelve (12) months from the date of the Findings of Fact.

From: Jnicolais [mailto:jnicolais@aol.com]
Sent: Wednesday, August 17, 2016 2:54 PM
To: Brittany Skelton; Participate
Cc: mnicolais@highlander-partners.com
Subject: Re: Comments for Lift Tower Lodge hearing on August 22

We own the property directly across the street from the Lift Tower Lodge. We wrote a letter in general support of the conditional use permit hearing last year. We were concerned about certain conditions being met and adhered to, most notably, a) the commitment to have a full time, live in manager, b) noise management and c) overall upkeep of the facility. Having lived with the new use of the facility for the last year, we are generally pleased and satisfied with the way things have been handled there. There have been a few occasions, however, where we became concerned with the management of the property with regard to the original concerns we voiced a year ago. There have been loud gatherings of occupants in the parking lot facing Main Street drinking beer and cooking with small grills very close to the building. A couple of these gatherings went on well into the night after dark and required us to close our windows in order to be able to sleep. It was our understanding that part of the original conditional use permit was that such loud gatherings and grill cooking so close to the building would not be permitted and would have been handled by the on site manager. We would encourage you to receive from the applicant a renewed pledge to handle and prevent such things and to re-confirm that they indeed have an on site manager who can be present at the property or easily reached at all times.

Sincerely,

Mike and Jane Nicolais
104 Garnet Street
Ketchum
214-500-4454

From: Michael Jaffe [<mailto:michael@jaffehomes.com>]
Sent: Friday, August 19, 2016 3:14 PM
To: Participate <participate@ketchumidaho.org>
Subject: Lift Tower Hotel

Hello, this e-mail is a complaint about the recent activity at the Lift Tower Hotel and parking lot. We live in unit 3 at the South end of the Westridge Condo's just below the Lift Tower. During this entire summer we have experienced partying, drinking, smoking Marijuana, and cigarettes until late at night 7 days a week. In the 12 years here at Westridge, we have never had issues until this summer. The back parking lot has become the gathering spot to party for all the Lift Tower occupants.

Myself, my wife, and most of my neighbors are in favor of changing the zoning back to a hotel.

Michael Jaffe
Unit 3 Westridge
206-963-2345

PO Box 6046
Ketchum, Idaho 83340

September 19, 2016

Via email

Ketchum Planning and Zoning Commission
Ketchum, Idaho

Re: Lift Tower Lodge CUP

Dear Commissioners:

I am dismayed over the apparent position you have taken on the review of the Conditional Use Permit granted to the Blaine County Housing Authority for operation of the Lift Tower Lodge. Staff recommended a review after a year to “ensure City oversight and neighborhood input on the compatibility of the use” not a new application for a CUP.

The conditions attached to the granting of the Permit in 2015 have by complied with. There have been no incidents which would lead the Commission to revoke the Permit or even add additional conditions to allay neighbors’ concerns. You can easily find “compatibility of use” during its operation aver the past year.

The goals of the Comprehensive Plan are being met by the professional operation of the facility. BCHA should be allowed to continue its operation in furtherance of those goals.

Ketchum has a critical need for affordable rental housing. Its economy is dependent upon the availability of housing for working people, both short term and long term. Every affordable housing unit provided by the Lift Tower Lodge makes available one more affordable long term rental housing unit for a working resident,

.

To regulate the profile of those applying to stay at the Lift Tower is not within your province. That is the job of BCHA; they are the housing specialists. They are the ones who can best determine the specific housing needs of the community. Your job is to determine if they in compliance with the zoning ordinances and the goals of the Comprehensive Plan. I trust that you will find this to be the case.

Sincerely,

John Flattery
President
ARCH Community Housing Trust

From: Kathy Grotto [<mailto:kgrotto22@gmail.com>]
Sent: Monday, September 19, 2016 12:30 PM
To: Participate <participate@ketchumidaho.org>
Subject: Lift Tower Lodge

Dear Commissioners,

As a former Executive Administrator of the Blaine County Housing Authority, I know how limited the tools are for housing the community's valuable workers. The BCHA has done a superb job at the Lift Tower Lodge doing just that. They have housed workers - contributing to Ketchum's economy - as well as other persons in need.

Please let the Housing Authority continue to do their good work, without additional conditions that may hinder their ability to serve the largest number of qualified individuals and families possible.

Thank you,

Kathy Grotto

From: Nathan Fierman [<mailto:nathan@mdfrealtors.com>]
Sent: Monday, September 19, 2016 2:24 PM
To: Participate <participate@ketchumidaho.org>
Cc: David Patrie <david.patrie@bcoha.org>
Subject: CUP Re-Evaluation for Lift Tower Lodge August 22, 2016

Dear Ketchum P&Z,

I understand that that you will be reevaluating the CUP that you issued to BCHA for the Lift Tower Lodge. I don't understand why this is occurring when in fact there were no problems or negative issues in the 18 months that it has been operating and BCHA complied with all the standards set forth in the CUP. The facility has been of immense value to the community and very successful in what objectives were. This was a brilliant use of the property and you should be congratulated for having approved the CUP since as you know as a community we have huge issues with short term housing.

Apparently this reevaluation has been triggered by complaints that BCHA has at times provided the facilities to construction workers working on the The Limelight Hotel. So what? Would you rather have them living in the street, or their cars and using public restrooms, which is what is also occurring and would happen even more if the Lift Tower Lodge wasn't available? Who they rent to shouldn't be an issue if it is needed, which it is. Come on..this is a good thing, don't ruin it! You shouldn't even be having this meeting given the level of compliance. It sounds more political than anything else. Please reconsider this and please allow the continued use of the Lift Tower Lodge under its original conditions and without any additional conditions.

Sincerely,

Nathan Fierman
Associate Broker
Accredited Buyer Representative
McCann-Daech-Fenton Realtors LLC
208-309-0438
208-228-5204 Fax

<http://sunvalleyagent.com/>



PO Box 1292
Ketchum, Idaho 83340

(208) 726-4411
www.archbc.org

Ketchum Planning and Zoning Commissioners

September 20, 2016

Delivered Electronically

RE: CUP Lift Tower Lodge

Dear Planning and Zoning Commissioners,

I am writing with respect to the upcoming hearing in which the conditional use permit for the Lift Tower Lodge will be considered. It seems that The Commission is considering placing additional conditions upon a permit which has already been issued in a process meant to review the conditions of the initial CUP. This effectively requires the holder of the CUP to re-apply for a new CUP each year. While it may be reasonable for The Commission to ask questions in an attempt to better understand development, it is not appropriate to allow these questions to become the basis of additional conditions which were not part of the initial CUP, nor should they be the basis for evaluation of the operation under the CUP.

BCHA should be evaluated against the criteria set out in the CUP which has already been granted. If BCHA is found to be in compliance, the CUP should be continued. This is the basis upon which the City and BCHA entered into the CUP agreement. There is nothing which allows for adding conditions at each and every evaluation. How can any operator with a CUP be expected to do business if each time the permit is evaluated the conditions may change? The purpose of ordinances, zoning code, and agreements made within them is to ensure that applicants are not at risk because of changing points of view, elections, angry mobs or any other shift.

In order for this Commission to change the rules of operation for BCHA, it must first change the laws (the ordinances and code) under which the CUP was granted. It must then be prepared to apply the new law to each and every CUP throughout the City.

I urge you to evaluate the CUP for the Lift Tower Lodge against the criteria outlined in that CUP only; and, to refrain from re-negotiating the terms of the permit which is already in place by adding new conditions.

Thank you for taking the time to consider this point of view.

Sincerely

A handwritten signature in blue ink that reads "Michelle Griffith".

Michelle Griffith

Executive Director

P.O. Box 4045
200 West River Street, Suite 103
Ketchum, ID 83340

Phone ~ 208.788.6102
Fax ~ 208.788.6136
Website - www.bcoha.org



September 13, 2016

Dear Planning and Zoning Commissioners,

We write this letter to address the Planning and Zoning Commission's review of the Lift Tower Lodge conditional use permit (CUP) on August 22, 2016, pursuant to the condition placed on the original approval of the CUP requiring "reevaluation...for compliance with all of the KMC Section 17.116.030 CUP evaluation standards and compliance with the above conditions twelve (12) months from the date of the Findings of Fact." Because the City of Ketchum's staff report noted no problems or negative incidents in eighteen months of operation and recommended continued use of the Lift Tower Lodge without further evaluation of the CUP, only BCHA staff attended this review. We since have been informed that the Planning and Zoning Commission's review of this CUP extended far beyond the terms of the CUP condition under which the Commission was operating, becoming a forum on the use of the Lift Tower Lodge for short term, temporary housing of out-of-town construction workers, specifically those engaged on the Limelight Hotel project. We understand that the discussion went so far as to propose conditions that would restrict the use of the Lift Tower Lodge for such purposes. We believe this was an inappropriate exercise of the Planning and Zoning Commission's review authority and an unwarranted intrusion into the BCHA's area of responsibility.

The Planning and Zoning Commission rightfully may be concerned with significant, unaddressed negative *impacts* of the operation of the Lift Tower Lodge, but *impacts* can and should be addressed without reference to *who* the occupants are: if there are problems with noise, trash, or other impacts caused by unruly occupants, these can, should, and will be addressed directly by BCHA as the holder of the CUP, whether the occupants are construction workers or anyone else. In addition, targeting this particular group of construction workers and proposing conditions that would prohibit their use of the Lift Tower Lodge would have significant impacts on the Limelight Hotel without having given the hotel owner prior notice and an opportunity to address the issue.

BCHA is charged with protecting existing and providing additional housing options for working residents and with determining the best way to do this. BCHA staff presented the question of housing out-of-town workers in general, and construction workers in particular, to the BCHA Board of Commissioners before approaching any of the recent construction project managers. In response to the proposal, BCHA Board determined that mitigating the housing impacts from out-of-town workers is compatible with our mission and serves the public good. This determination was based on evidence drawn from the recent past and present. During the construction boom of the mid-2000's, housing for out of town contractors was a major issue in Blaine County. Out-of-town construction workers were living wherever they could find space. They rented condos, townhomes, and homes that would otherwise be available as long-term rentals to more permanent Blaine County workers. They lived in campers in the National Forest, limiting the availability of sites for visiting recreationists. They lived in campers on city streets and on vacant lots, placing additional enforcement demands on local governments. Our community never found a solution to this problem.

The collapse of the construction industry in Blaine County served as a temporary solution to the problem. Beginning with the remodel of the Sun Valley Lodge, BCHA once again began to hear from our applicants and local employers that out-of-town construction workers were affecting the availability of long-term rentals. BCHA staff initiated contact with the general contractor for the Limelight Hotel to discuss the possibility of housing out-of-town workers at the Lift Tower Lodge in order to mitigate the negative impacts on the housing market that is caused by large construction projects.

In our view, the result is success. While mitigating the impacts of large construction projects on the housing market, we have been able to serve a diverse working population with a temporary housing option that has not previously existed in Blaine County. We urge the Planning and Zoning Commission to allow continued use of the Lift Tower Lodge under the existing Conditional Use Permit without further evaluation and without any additional conditions.

Sincerely,

Sabina Gilbert
Chair

Erin Kelso
Ketchum Representative

Chase Hamilton
At-large member, Ketchum Resident



Narrative to Support Conditional Use Permit Application

Introduction

The Blaine County Housing Authority (BCHA) is applying for a conditional use permit to operate The Lift Tower Lodge as a public use. By approving this conditional use application, the City of Ketchum will enable BCHA to further its mission to provide “desirable and affordable housing choices in all areas of Blaine County.”

Specifically, BCHA is applying for a permit to operate The Lift Tower Lodge as a residential use as allowed in the T -Tourist Zoning District.

Background

On November 1, 2014 The Lift Tower Lodge ceased operating as a motel. At that time, the BCHA was granted “full and exclusive use” of the property. We are currently operating the property under a separate agreement with the owner until BCHA takes title. We anticipate this will happen in late February or March.

BCHA refrained from immediately utilizing the property out of respect for neighbors who expressed concerns about the change in ownership. On December 9, 2014 BCHA hosted a neighborhood meeting at the property. We discussed many topics at that meeting.

1. We introduced our Good Neighbor Policy.
2. We introduced other developments BCHA is associated with (Fields, Scott USA, Frenchman’s, Cold Springs Crossing, etc).
3. We reviewed the existing design elements (14 rooms, two-bedroom apartment, 22 parking spaces, on-site storage).
4. We discussed the targeted resident demographic. We are not able to develop an exclusive list because that would unnecessarily limit our ability to react and adapt to the changing needs of the community. **The current need, and the demographic we intend to serve, is low-income workers, first responders, temporary workers and seasonal workers.**
5. Virtually all of the attendees expressed their strong desire that BCHA have an on-site manager living in the two-bedroom apartment. BCHA has heard that desire loud and clear and we will have an on-manager.
6. BCHA committed to build our management capacity before filling the property to capacity. Having an on-site manager is part of this capacity building.

7. Finally, we conducted an exercise where the attendees placed dots next to their preferred proposed use of the property from a list of uses we compiled. (see attached photo) The uses presented included all suggestions BCHA had received since announcing the donation.

The majority of attendees indicated they would like to see BCHA sell the property for a market-rate development. BCHA has considered this option and the board has determined that we can best serve the community and our mission by keeping the property and using in its current form.

Current Status

Since the neighborhood meeting, we have donated rooms to Higher Ground and the Idaho School for the Deaf and Blind to house students and chaperones that came to Sun Valley for a ski program. We are also renting rooms, on a limited basis in accordance with #6 above, to low-income workers. These residents tend to be very low-income (\$8-\$9/hr) working in the food service and other resort sectors. They have access to cafeterias and other food service options. Previously, these residents were staying on friends or relatives couches, sleeping in cars or living in studio apartments with several other individuals. The Lift Tower Lodge has provided these workers with a better alternative.

We have hired an on-site manager who is currently taking care of the property. He is a City of Sun Valley firefighter and will move into the manager's apartment full-time on February 1, 2015.

Restrictions and Constraints

The rooms at The Lift Tower Lodge do not have kitchens and therefore do not meet the definition of a "dwelling unit" in the Ketchum Code. This has the effect of excluding the Lift Tower Lodge from the relatively unrestricted residential uses allowed in the T - Tourist district. We are currently restricted to "short term occupancy" which is defined as not more than thirty (30) days in the Ketchum Code.

The 30 day limit unnecessarily limits BCHA's effectiveness in fulfilling our mission and the benefits that could be realized by the community. It limits the highest and best use of the property with respect to bridging the gap between low incomes and high rents that are typical in resort economies.

Proposed Operation As A Public Use

In Section 31-4202(c) the Idaho Legislature declares that "...*the providing of safe and sanitary dwelling accommodations for persons of low income are public uses and purposes for which public money may be spent and private property acquired and are governmental functions.*" (emphasis added)

There should be no doubt that BCHA's proposed use of The Lift Tower Lodge is a public use. By granting BCHA a conditional use permit to operate The Lift Tower Lodge as a public use, the City of Ketchum will allow residents to occupy a room for more than 30 days and allow BCHA to fulfill its obligation to the workers of Blaine County.

BCHA does not believe The Lift Tower Lodge is a permanent solution for residents. We actively work with each resident to identify a permanent housing solution. It is very uncommon to find a permanent housing solution in less than 30 days. For example, the current waiting list for a Housing Choice Voucher from IHFA is 2 years. Additionally, some of the workers who come to us are seasonal and are only seeking housing for the season, typically three or four months.

BCHA is committed to maintaining an on-site manager and will accept this as a condition of approval. It has been made clear that the neighbors want this and we agree that an on-site manager is necessary for the successful operation and management of The Lift Tower Lodge.

CUP Standards & Criteria - Self evaluation**A. The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.**

The Lift Tower Lodge is located within Ketchum's T - Tourist zoning district. The purpose of the T - Tourist District is to "provide the opportunity for high density residential and tourist use..." (Ketchum Code 17.52.070). The characteristics of BCHA's proposed public use is residential in nature and is completely compatible with the residential uses permitted in the Tourist District.

B. The conditional use will not materially endanger the health, safety and welfare of the community.

BCHA's proposed public use of the Lift Tower Lodge is virtually the same as the previous use with the potential for longer periods of residency. This use will not, in any way, endanger the health, safety or welfare of the community. We will primarily use two tools to ensure the integrity of the property:

- 1) Residents will have to pass a background check; and
- 2) The Lift Tower Lodge House Rules (attached) will be strictly enforced by the on-site manager and BCHA staff.

C. 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.

The Lift Tower Lodge is accessed from Highway 75. We are not proposing any change in the pedestrian or vehicular use patterns from the previous use. At the neighborhood meeting we conducted, it was pointed out that the accumulation of snow piles along Highway 75 can present a hazard. The Lift Tower Lodge stores its snow at the back and on the side of the property where it does not present a hazard. The accumulation of snow piles along Highway 75 noted in the meeting is from neighboring properties to the north of the Lift Tower Lodge.

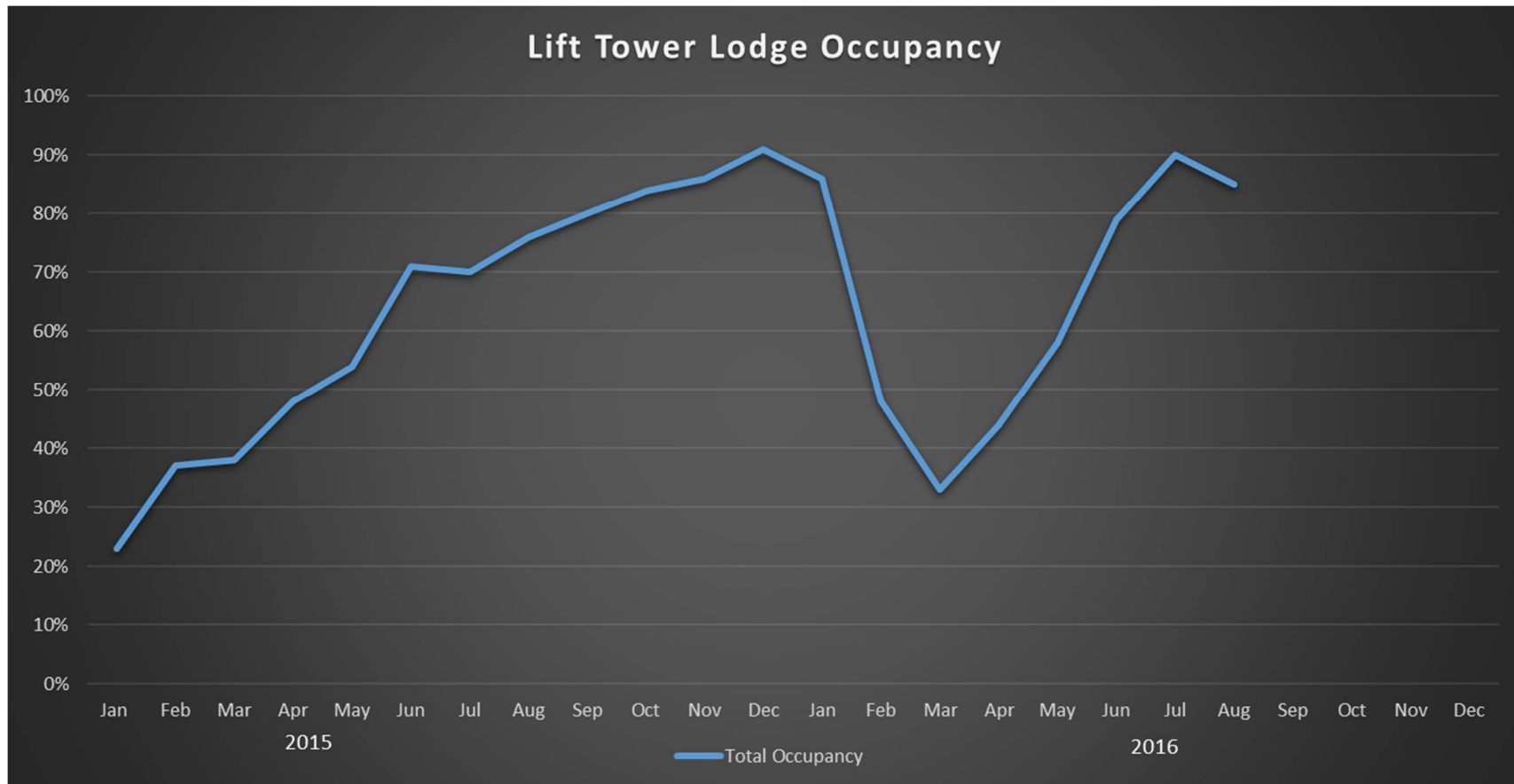
D. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area, or conditions can be established to mitigate adverse impacts.

The Lift Tower Lodge was previously served by electric, gas, CATV, Clear Creek Disposal and the City of Ketchum water services. All of these services have been transferred to BCHA and will continue to serve the property. Additionally, The Lift Tower Lodge serves as a year-round Mountain Rides bus stop for the Valley Route as well as the Red Route stop in the winter season. Mountain Rides Green Route also serves the property with a stop at the Westridge Condos on Second Avenue. There will be no adverse impacts to mitigate.

E. The conditional use is not in conflict with the policies of the comprehensive plan or the basic purposes of this chapter.

BCHA's proposed use does not conflict with Ketchum's Comprehensive Plan. To the contrary, many chapters specifically support our proposed public use; specifically Chapter 3: Housing.

The Blaine County Housing Authority's mission is to advocate, promote, plan and preserve the long-term supply of desirable and affordable housing choices in all areas of Blaine County in order to maintain an economically diverse and vibrant community.



Lift Tower Lodge

Usage Statistics

Total nights rented:	4747
Occupancy Rate:	64%
Average Stay:	86
Median Stay:	81
Max. Stay:	237
Min Stay:	4



The Lift Tower Lodge

*Prepared for the City of Ketchum
January 2015 - August 2016*

Brittany Skelton

From: David Patrie <david.patrie@bcoha.org>
Sent: Monday, September 19, 2016 2:01 PM
To: Brittany Skelton
Subject: Additional Lift Tower Information
Attachments: 2015-01 CUP Narrative.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Brittany - I have attached the narrative BCHA supplied with our original CUP application with areas highlighted to show we always intended to serve a wide variety of workers.

In addition, since our hearing in August BCHA staff has conducted a review of the Lift Tower house rules and we have added/changed some rules and policies to help mitigate potential future conflicts. They can be summarized as follows:

1. For any out-of-town contractors, the workers' supervisor must also be resident at the Lift Tower,
2. Quiet hours are changed from 10:00 pm - 8:00 am to 9:00 pm - 8:00 am.
3. Outside gatherings are not allowed after 9:00 pm.

I hope this helps with your staff report.

David Patrie
Executive Director
Blaine County Housing Authority



200 West River Street, Suite 103
P.O. Box 4045
Ketchum, ID 83340
ph: (208) 788-6102
fax: (208) 788-6136

Keep the Valley Vibrant by Housing Locally



Please consider the environment before printing this e-mail.



P.O. Box 4045
200 West River Street, Suite 103
Ketchum, ID 83340

Phone ~ 208.788.6102
Fax ~ 208.788.6136
Website - www.bcoha.org



August 17, 2016

Dear Planning and Zoning Commissioners:

This letter is intended to confirm with the P&Z Commission that the conditions imposed when the Commission approved BCHA's conditional use permit for the Lift Tower Lodge continue to be met. Specifically,

1. Condition #1 - BCHA staff strictly and regularly enforces the house rules including enforcement regarding, but not limited to,
 - a. tampering with smoke detectors,
 - b. unauthorized cooking devices,
 - c. improper use of outdoor grills,Fire extinguishers have been installed as required by the fire department and rental agreements notify residents of snow removal operations in the area.
2. Condition #2 - BCHA employs an onsite manager that resides in the manager's apartment. A BCHA employee is available 24 hours a day, seven days a week.
3. Condition #3 - BCHA acted upon the CUP approval at the time it was approved.
4. Condition #4 - Standard short-term lease durations are for thirty days and may only be extended by BCHA at its sole discretion. No lease has been, nor will be, extended beyond one year.

Additionally, we have not received any complaints from our neighbors during the course of our operation of the Lift Tower.

Please feel free to contact me if you require any additional information.

Sincerely,

David Patrie
Executive Director



City of Ketchum
Planning & Building

February 18, 2015

Planning and Zoning Commission
City of Ketchum
Ketchum, Idaho

Commissioners:

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF FEBRUARY 23, 2015

- PROJECT:** Lift Tower Lodge Conditional Use Permit
- FILE NUMBERS:** 15-006
- OWNER:** Lift Tower Lodge, LLC or Blaine County Housing Authority (depending on timing)
- REQUEST:** Conditional Use Permit (CUP) for a public use
- LOCATION:** 703 South Main Street (Taxlot 7983)
- ZONING:** Tourist (T) and Recreational Use (RU) Zoning Districts
- NOTICE:** Property owners within 300 foot radius of subject property and all properties on the Gem Streets were mailed notice on February 2, 2015. A public hearing notice was published in the Legal Notices of the Idaho Mountain Express on February 4, 2015, and a display ad was published in the Idaho Mountain Express on February 11, 2015. A public hearing notice was posted on the site on February 16, 2015.
- REVIEWER:** Rebecca F. Bundy, Senior Planner / Building and Development Manager
- ATTACHMENTS:**
- A. Conditional Use Permit Application Submittal, dated January 28, 2015
 - Application, dated January 28, 2015
 - Narrative to Support Conditional Use Permit Application, received January 29, 2015
 - Site Photos
 - B. Public Comment
 - Mike and Jane Nicolais, dated February 16, 2015
 - Julie Dahlgren, dated February 17, 2015

BACKGROUND

1. The Lift Tower Lodge has been gifted to the Blaine County Housing Authority (BCHA), with the Housing Authority granted “full and exclusive use” of the property as of November 1, 2014, and with the transfer of title to take place in late February or March.
2. Most of the subject property is located in the Tourist Zoning District with the southeastern corner of the lot zoned Recreational Use. That corner of the property contains mostly landscaping, some paved area and an out-building.
3. Ketchum Municipal Code, Chapter 17.52 Tourist District (T), Section 17.52.010.B Conditional Uses allows public use as a conditional use, and Chapter 17.80 Recreational Use (RU), Section 17.80.010.B Conditional Uses allows public and semipublic uses as conditional uses.
4. A public use is defined as “a structure or use intended or used for a public purpose by a city, other than the city of Ketchum, a school district, the county, the state, or by any other public agency, or by a public utility.” As a public housing agency, BCHA meets the City’s definition of a public use as well as that of Idaho State Statute, Section 31-4202(c).
5. The existing motel building is located on the portion of the property zoned Tourist, and use of the property as a motel is an allowed use in the T district.
6. The existing off street parking is an allowed accessory use in the T zoning district and would be a conditional use in the RU zoning district were it a newly proposed use.
7. BCHA intends to operate the Lift Tower Lodge under the requirements for a motel, with an exception requested to allow residents at the motel to stay longer than the thirty (30) days allowed by the motel definition: “A building or group of buildings designed or used for short term occupancy which contains more than six (6) guestrooms offered for rent on a nightly basis with an on site office with a person in charge twenty four (24) hours per day. A motel room which includes cooking facilities shall not be considered a dwelling unit for the purpose of density, area, bulk or parking regulations of this title.” Short term is defined as, “The rental or lease of any unit or structure or portion for a period of not more than thirty (30) days.” The property has a manager’s apartment, and BCHA has hired a resident manager to reside in that unit to satisfy the requirement for a fulltime on site attendant for the facility. BCHA is willing to accept a condition of approval that the property always has an on site manager, available twenty-four (24) hours per day. Nearby residents have expressed concern that the manager may not be available 24/7. The applicant should address their concerns with the Commission.
8. The existing twenty-two (22) parking spaces at the Lift Tower Lodge more than meet code requirements. KMC, Section 17.124.060.A.2 requires .75 parking space per room for a motel. The motel contains fourteen (14) rooms and a two (2) bedroom apartment, resulting in requirement for sixteen (16) parking spaces.
9. BCHA intends to utilize the motel to supply transitional and seasonal accommodations for low-income workers in our community. In addition, it may serve as emergency shelter on an as-needed basis.
10. BCHA has initiated a “Good Neighbor Policy” to try to ensure good communication with the surrounding neighbors. As part of that policy, BCHA has developed “House Rules and Regulations” that limit visual and auditory impacts from the site. According to BCHA, background checks on all applicants are conducted prior to placing them in housing situations.

11. Staff recommends that, since the proposed use is somewhat different than the former use of the property, a condition of approval should be added to require Commission reevaluation of the CUP in a public hearing at a specified date in order to ensure City oversight and neighborhood input on the compatibility of the use. Staff suggests reevaluation twelve (12) months from signature of the Findings of Fact.

General Requirements for all Conditional Use Applications				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.040(A)	Complete Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department and Boards/ Commissions Comments	<p>Police Department</p> <ul style="list-style-type: none"> ○ None to date. <hr/> <p>Fire Department</p> <ul style="list-style-type: none"> ○ The fire department will require strict adherence to the occupant rules and regulations. ○ The smoke detectors are the owners responsibility to maintain and as noted shall not be disabled or tampered with at any time. ○ No cooking devices other than the microwaves will be allowed in the rooms at any time. ○ BBQ's and other open flame cooking devices are required to be at least 10 feet from the building and cannot be used on combustible decks or balconies. ○ A minimum of one 10 pound fire extinguisher is required in each rental room and in the manager's apartment. <hr/> <p>Public Works</p> <p>City Engineer</p> <ul style="list-style-type: none"> ○ None to date. <p>Street</p> <ul style="list-style-type: none"> ○ We have received several complaints over the years from the Lift Tower Lodge associated with our snow removal operations. The edge of the roadway is about 50 feet from the front of the building. During heavy winters we will haul a lot of snow at night for several nights in a row, sometimes using as many as 20 trucks. The Lodge guests may not be use to the noise of the trucks at those hours of the day. The Lodge may want to post a notice of snow removal operations and the associated noise. <p>Utilities</p> <ul style="list-style-type: none"> ○ None to date. <hr/> <p>Building:</p> <ul style="list-style-type: none"> ○ It appears that this would not be a change in use under the building code definition. As such no building code action would be required.

Compliance with Zoning District and Overlay Requirements				
Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and <i>Staff Comments</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.C	Lot Area
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.F	Setbacks
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.H	Floor Area
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.I	Building Height
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.124.060.A	Curb Cut
			<i>Staff Comments</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.124.060.M	Parking Spaces
			<i>Staff Comments</i>	<i>No change.</i>

Conditional Use Requirements				
1. EVALUATION STANDARDS: 17.116.030				
A conditional use permit shall be granted by the commission only if the applicant demonstrates that:				
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"/>	17.116.030(A) CONDITIONAL USE	The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.
			<i>Staff Comments</i>	<i>The proposed conditional use as an extended stay length motel with for qualified low income residents is not unreasonably incompatible with the allowed uses in the Tourist zoning district, including hotels, motels, lodges, tourist homes and tourist housing accommodations.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(B)	The conditional use will not materially endanger the health, safety and welfare of the community.
			<i>Staff Comments</i>	<i>The proposed use is very similar to the existing use at the property and to allowed uses in the Tourist zoning district. The Fire Chief has placed conditions of approval, in line with the House Rules and Regulations, that limit use of cooking devices and barbeque grills and require maintenance of smoke detectors and fire extinguishers. These have been included in Condition of Approval #1.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(C)	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.
			<i>Staff Comments</i>	<i>The conditional use will not increase the pedestrian and vehicular traffic impacts above those created by the existing motel use. The existing use has more than adequate parking and access to Highway 75. There is adequate space for vehicles to turn around without impacting Highway 75 traffic. No changes are proposed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(D)	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.
			<i>Staff Comments</i>	<i>Public utilities, emergency and essential services are available and can</i>

				serve the subject property. City departments have reviewed the proposal and have responded with no concerns for adequately serving the project as proposed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(E)	The conditional use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this Section.
			<i>Staff Comments</i>	<p><u>Staff Analysis:</u> <i>The proposed conditional use is supported by the following goals and policies of the 2014 Comprehensive Plan:</i></p> <ul style="list-style-type: none"> • <i>Goal H-1: Ketchum will increase its supply of homes, including rental and special-needs housing for low-, moderate- and median-income households.</i> <ul style="list-style-type: none"> ○ <i>Policy H-1.1: Affordable Housing Monitoring</i> ○ <i>Policy H-1.2: Local Solutions to Attainable Housing</i> ○ <i>Policy H-1.3: Integrated Affordable Housing in Neighborhoods</i> ○ <i>Policy H-1.4: Integrated Housing in Business and Mixed-Use Areas</i> • <i>Goal H-2: The Ketchum community will support affordable housing programs.</i> <ul style="list-style-type: none"> ○ <i>Policy H-2.1: Blaine County Housing Authority, ARCH Community Housing Trust and Ketchum Community Development Corporation (The City will partner with the above organizations to fulfill housing goals.)</i> • <i>Goal H-3: Ketchum will have a mix of housing types and styles.</i>

The Planning and Zoning Commission may attach conditions to a conditional use application approval as it determines necessary pursuant the provisions listed below in order to make the use more compatible with the vicinity and adjoining uses, mitigate impacts, and allow for health, safety and welfare, among other criteria by which CUPs are evaluated.

17.116.050: CONDITIONS OF APPROVAL:

Upon the granting of a conditional use permit, the Commission may attach conditions to said permit pertaining to the proposed use, including, but not limited to, those:

- A. Minimizing adverse impact on other development.
- B. Controlling the sequence and timing of development.
- C. Controlling the duration of development.
- D. Assuring that development is maintained properly.
- E. Designating the exact location and nature of development.
- F. Requiring the provision for on site or off site public facilities or services.
- G. Requiring more restrictive standards than those generally required in an ordinance.
- H. Requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the city. (Ord. 208 § 22.5, 1974)

STAFF RECOMMENDATION

The Commission must consider the Lift Tower Lodge CUP application as it relates to the criteria used for evaluating such applications and has the option of approval or denial. Staff recommends approval of the CUP with conditions of approval 1 – 5.

COMMISSION OPTIONS

Suggested Motion:

1. This project, Lift Tower Lodge Conditional Use Permit application for a public use **does not** meet the standards for approval under Chapter 17.116 of Ketchum Zoning Code Title 17 **because of the following standards** (Commission to insert reasons for denial); or,
2. This project, Lift Tower Lodge Conditional Use Permit application for a public use **does** meet the standards for approval under Chapter 17.116 of Ketchum Zoning Code Title 17 with the following conditions.

PROPOSED CONDITIONS

1. Ketchum City Engineer, Streets, Utilities, Fire and Building Department requirements shall be met, including:
 - The fire department will require strict adherence to the Lift Tower Lodge House Rules and Regulations Tenant Guide;
 - The smoke detectors are the owners responsibility to maintain and as noted shall not be disabled or tampered with at any time;
 - No cooking devices other than the microwaves will be allowed in the rooms at any time;
 - Barbeques and other open flame cooking devices are required to be at least 10 feet from the building and may not be used on combustible decks or balconies;
 - A minimum of one 10 pound fire extinguisher is required in each rental room and in the manager's apartment; and
 - The Lodge shall post a notice informing residents of snow removal operations and the associated noise.
2. An on site manager shall reside in the two (2) bedroom apartment at the Lift Tower Lodge and shall be available twenty-four (24) hours per day.
3. This Conditional Use Permit shall be reevalated in a public hearing by the Planning and Zoning Commission for compliance with all of the above CUP evaluation criteria and compliance with the conditions of approval twelve (12) months from the date of the Findings of Fact;
4. Per Title 17, Section 17.116.080: TERM OF PERMITS: Conditional Use Permit approval shall expire one (1) year from the date of approval if not acted upon within that time frame; and
5. This Conditional Use Permit approval is based on representations made and other components of the application presented and approved at the meeting on the date noted herein.

**Attachment A:
Conditional Use Permit Application Submittal,**

- Application, dated January 28, 2015
- Narrative to Support Conditional Use Permit Application, received January 29, 2015
- Site Photos

File No.: _____

CITY OF KETCHUM CONDITIONAL USE PERMIT APPLICATION

Name of Applicant: Blaine County Housing Authority

Name of Owner of Record: Lift Tower Lodge, LLC or Blaine County Housing Authority (depending on timing)

Mailing Address: PO Box 4045, Ketchum, ID 83340

Contact Phone Number: (208) 788-6102

Street Address of Property Requiring a CUP: 703 South Main Street

Legal Description of Property Requiring a CUP: KETCHUM FR SWSW TL 7983 SEC 18 4N 18E SURVEY 523394

Description of Proposed Conditional Use: Residential use of The Lift Tower Lodge

Description of Proposed and Existing Exterior Lighting: Existing Lighting to remain. Down-turned exterior lights. Tower is lit with decorative lights year-round.

Zoning District: T - Tourist

Overlay District: Flood _____ Avalanche _____ Pedestrian _____ Mountain _____

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Conditional Use Permit Application in which the City of Ketchum is the prevailing party to pay reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum. **I hereby acknowledge** I have filled in this application accurately and provided the required information to the best of my knowledge.

David Pattee
Applicant's Signature

Date 1/28/15

Pursuant to Resolution No. 08-123, any direct costs incurred by the City of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to: engineer review, attorney review, legal noticing, and copying costs associated with the application. The City will require a retainer to be paid by the applicant at the time of application submittal to cover said costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the City.

P.O. Box 4045
200 West River Street, Suite 103
Ketchum, ID 83340

Phone ~ 208.788.6102
Fax ~ 208.788.6136
Website - www.bcoha.org



Narrative to Support Conditional Use Permit Application

Introduction

The Blaine County Housing Authority (BCHA) is applying for a conditional use permit to operate The Lift Tower Lodge as a public use. By approving this conditional use application, the City of Ketchum will enable BCHA to further its mission to provide “desirable and affordable housing choices in all areas of Blaine County.”

Specifically, BCHA is applying for a permit to operate The Lift Tower Lodge as a residential use as allowed in the T -Tourist Zoning District.

Background

On November 1, 2014 The Lift Tower Lodge ceased operating as a motel. At that time, the BCHA was granted “full and exclusive use” of the property. We are currently operating the property under a separate agreement with the owner until BCHA takes title. We anticipate this will happen in late February or March.

BCHA refrained from immediately utilizing the property out of respect for neighbors who expressed concerns about the change in ownership. On December 9, 2014 BCHA hosted a neighborhood meeting at the property. We discussed many topics at that meeting.

1. We introduced our Good Neighbor Policy.
2. We introduced other developments BCHA is associated with (Fields, Scott USA, Frenchman’s, Cold Springs Crossing, etc).
3. We reviewed the existing design elements (14 rooms, two-bedroom apartment, 22 parking spaces, on-site storage).
4. We discussed the targeted resident demographic. We are not able to develop an exclusive list because that would unnecessarily limit our ability to react and adapt to the changing needs of the community. The current need, and the demographic we intend to serve, is low-income workers, first responders, temporary workers and seasonal workers.
5. Virtually all of the attendees expressed their strong desire that BCHA have an on-site manager living in the two-bedroom apartment. BCHA has heard that desire loud and clear and we will have an on-manager.
6. BCHA committed to build our management capacity before filling the property to capacity. Having an on-site manager is part of this capacity building.

7. Finally, we conducted an exercise where the attendees placed dots next to their preferred proposed use of the property from a list of uses we compiled. (see attached photo) The uses presented included all suggestions BCHA had received since announcing the donation.

The majority of attendees indicated they would like to see BCHA sell the property for a market-rate development. BCHA has considered this option and the board has determined that we can best serve the community and our mission by keeping the property and using in its current form.

Current Status

Since the neighborhood meeting, we have donated rooms to Higher Ground and the Idaho School for the Deaf and Blind to house students and chaperones that came to Sun Valley for a ski program. We are also renting rooms, on a limited basis in accordance with #6 above, to low-income workers. These residents tend to be very low-income (\$8-\$9/hr) working in the food service and other resort sectors. They have access to cafeterias and other food service options. Previously, these residents were staying on friends or relatives couches, sleeping in cars or living in studio apartments with several other individuals. The Lift Tower Lodge has provided these workers with a better alternative.

We have hired an on-site manager who is currently taking care of the property. He is a City of Sun Valley firefighter and will move into the manager's apartment full-time on February 1, 2015.

Restrictions and Constraints

The rooms at The Lift Tower Lodge do not have kitchens and therefore do not meet the definition of a "dwelling unit" in the Ketchum Code. This has the effect of excluding the Lift Tower Lodge from the relatively unrestricted residential uses allowed in the T - Tourist district. We are currently restricted to "short term occupancy" which is defined as not more than thirty (30) days in the Ketchum Code.

The 30 day limit unnecessarily limits BCHA's effectiveness in fulfilling our mission and the benefits that could be realized by the community. It limits the highest and best use of the property with respect to bridging the gap between low incomes and high rents that are typical in resort economies.

Proposed Operation As A Public Use

In Section 31-4202(c) the Idaho Legislature declares that "...*the providing of safe and sanitary dwelling accommodations for persons of low income **are public uses** and purposes for which public money may be spent and private property acquired and are governmental functions.*" (emphasis added)

There should be no doubt that BCHA's proposed use of The Lift Tower Lodge is a public use. By granting BCHA a conditional use permit to operate The Lift Tower Lodge as a public use, the City of Ketchum will allow residents to occupy a room for more than 30 days and allow BCHA to fulfill its obligation to the workers of Blaine County.

BCHA does not believe The Lift Tower Lodge is a permanent solution for residents. We actively work with each resident to identify a permanent housing solution. It is very uncommon to find a permanent housing solution in less than 30 days. For example, the current waiting list for a Housing Choice Voucher from IHFA is 2 years. Additionally, some of the workers who come to us are seasonal and are only seeking housing for the season, typically three or four months.

BCHA is committed to maintaining an on-site manager and will accept this as a condition of approval. It has been made clear that the neighbors want this and we agree that an on-site manager is necessary for the successful operation and management of The Lift Tower Lodge.

CUP Standards & Criteria - Self evaluation**A. The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.**

The Lift Tower Lodge is located within Ketchum's T - Tourist zoning district. The purpose of the T - Tourist District is to "provide the opportunity for high density residential and tourist use..." (Ketchum Code 17.52.070). The characteristics of BCHA's proposed public use is residential in nature and is completely compatible with the residential uses permitted in the Tourist District.

B. The conditional use will not materially endanger the health, safety and welfare of the community.

BCHA's proposed public use of the Lift Tower Lodge is virtually the same as the previous use with the potential for longer periods of residency. This use will not, in any way, endanger the health, safety or welfare of the community. We will primarily use two tools to ensure the integrity of the property:

- 1) Residents will have to pass a background check; and
- 2) The Lift Tower Lodge House Rules (attached) will be strictly enforced by the on-site manager and BCHA staff.

C. 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.

The Lift Tower Lodge is accessed from Highway 75. We are not proposing any change in the pedestrian or vehicular use patterns from the previous use. At the neighborhood meeting we conducted, it was pointed out that the accumulation of snow piles along Highway 75 can present a hazard. The Lift Tower Lodge stores its snow at the back and on the side of the property where it does not present a hazard. The accumulation of snow piles along Highway 75 noted in the meeting is from neighboring properties to the north of the Lift Tower Lodge.

D. 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.

The Lift Tower Lodge was previously served by electric, gas, CATV, Clear Creek Disposal and the City of Ketchum water services. All of these services have been transferred to BCHA and will continue to serve the property. Additionally, The Lift Tower Lodge serves as a year-round Mountain Rides bus stop for the Valley Route as well as the Red Route stop in the winter season. Mountain Rides Green Route also serves the property with a stop at the Westridge Condos on Second Avenue. There will be no adverse impacts to mitigate.

E. The conditional use is not in conflict with the policies of the comprehensive plan or the basic purposes of this chapter.

BCHA's proposed use does not conflict with Ketchum's Comprehensive Plan. To the contrary, many chapters specifically support our proposed public use; specifically Chapter 3: Housing.

The Blaine County Housing Authority's mission is to advocate, promote, plan and preserve the long-term supply of desirable and affordable housing choices in all areas of Blaine County in order to maintain an economically diverse and vibrant community.



THE LIFT TOWER LODGE

House Rules and Regulations

Tenant Guide

Landlord reserves the right to prescribe additional rules and make changes to these rules and regulations below, as Landlord shall in its judgment determine to be necessary for the safety, care and cleanliness of the Premises and/or for the preservation of order of the Premises generally. **The house rules and regulations apply to all members of the household and household's guest(s) and visitors.** If any members of the household or its guest(s) or visitors violate any of the House Rules and Regulations or terms of the lease, the household may be evicted.

If and when a household is charged for any type of damage and/or cleaning, caused by a member of the household or caused by the household's guests/visitors, the owed amount must be paid within 30 days of invoice.

- 1- Noise. All radios, televisions, stereos, voices, etc., must be kept to a level of sound that does not violate ordinances, annoy or interfere with the neighbors. Special care should be exercised between 10:00 pm and 8:00 am. Tenants are responsible for insuring that disturbing noises are not caused by Tenants family or guest.
- 2- Vehicles must be moved for snow removal. Every attempt will be made to clear snow before 7:30 am when snow has accumulated the night before. The snow removal contractor will return later in the day to clean up areas he was not able to clear in the morning. All vehicles shall be moved to cleared areas prior to this "second pass." BCHA reserves the right to tow vehicles, at the owner's expense, to accommodate snow removal.
- 3- Tenant shall not make mechanical repairs and/or oil changes to motor vehicles (including motorcycles) on the Premises.
- 4- No trailers of any kind are permitted to park in the parking area. Only vehicles or motorcycles may be parked in parking area. Tenant shall be limited to one car unless Landlord expressly approves an additional vehicle. Tenant shall provide the make, model and license plate number to the Landlord.
- 5- Tenant shall not be allowed to keep or store any non-operative vehicle on the Premises and if Tenant abandons a vehicle on the Premises or there is an unauthorized vehicle on the Premises under Idaho law, Tenant gives Landlord authorization to remove the vehicle at Tenants expense for storage, or public or private sale at Landlord option and Tenant or the owner of the vehicle shall have no right of recourse against Landlord.
- 6- Tenants shall not keep any furniture, grills or any other personal belongings outside of the rooms.
- 7- The use of any open flame stove, hot plate or any other cooking device in the rooms other than a microwave is strictly prohibited.
- 8- The Lift Tower Lodge is a Smoke Free/Drug Free Environment. Smoking is not allowed anywhere on the Premises.
- 9- BCHA strongly recommends that all Tenants have renters insurance.
- 10- Intimidation, harassment, verbal abuse, physical threat or violence or social misconduct of or to any employee of The Blaine County Housing Authority or its Representatives, residents and/or his/her guest(s) is prohibited.
- 11- Guest. Tenant shall be responsible and liable for the conduct of guest and family members. Acts of guests/Family members in violation of this lease of Landlords rules and regulations may be deemed by Landlord to be a breach by the Tenant. Tenant must obtain the express written consent of the Landlord for any overnight guest.

Tenant Initials_____



THE LIFT TOWER LODGE

House Rules and Regulations

Tenant Guide

- 12- Entrances, walks, lawns, stairways, common area and driveways shall not be obstructed, shall be kept clear of all obstructions, including but not limited to snow and rubbish and used only for the sole purpose of ingress and egress.
- 13- Locks. Tenant is prohibited from adding locks to, changing or in any other way altering locks installed on doors. All keys must be returned to Landlord upon termination of Tenants occupancy.
- 14- Lockout. If Tenant becomes locked out of Premises, Tenant will be required to pay a **\$35 service charge** to regain entry.
- 15- There shall be no storage of any kind outside a room. I.E. Bikes, Skis, Snow Boards etc.
- 16- Any additions or changes to the window coverings and affixed room furnishings are prohibited.
- 17- Picture hangers employing a thin nail or pin and adhesive picture hangers of any kind are prohibited. Tenant is responsible for the cost of any repairs or painting required as a result of the hanging of pictures or other objects.
- 18- Awnings, radio antennas, TV antennas, satellite dishes, wires of any type or other aerial projections are prohibited.
- 19- In order to avoid possible damage to the property and plumbing system during cold weather, your unit must maintain a minimum temperature of 55 degrees Fahrenheit.
- 20- Storage: No goods or materials of any kind or description, which are combustible or would increase the fire risk or shall in any way increase the fire insurance rate with respect to the Premises or any law or regulation, may be taken or placed in a storage area or the Premises itself. Storage in all such areas shall be at the Tenants risk and Landlord shall not be responsible for any loss or damage.
- 21- Any environmental hazards, as defined by the Comprehensive Environmental Response, Compensation and Liability Act, known as CERCLA, or any other federal or state law which Tenant causes by negligence or otherwise or permits to be placed on the Premises shall be the sole responsibility of Tenant and Tenant shall indemnify and hold Landlord harmless for any and all monies expended or damages incurred by Landlord as a result of such environmental hazard.
- 22- Smoke Detectors: All units are equipped with working smoke detectors. It is the responsibility of the Tenant to notify the Property Management or a representative of BCHA when and if the smoke detector is not functioning properly. Tampering with, disconnecting, removing or damaging the smoke detector(s) will result in the cost to replace and/or reinstall the smoke detector and/or possible termination of your lease. It is a violation of the law to remove or tamper with a properly functioning smoke detector, including removing working batteries.
- 23- For the safety and protection of all residents, guests and visitors the speed limit within the property is 5MPH.
- 24- All keys to the unit must be returned at the time of move-out. The unit must be returned in the same condition it was originally in. This condition includes but is not limited to the unit being clean, decent, sanitary and undamaged. Reasonable wear and tear is anticipated and acceptable. The return of unit key(s) will constitute possession of the unit. Any belongings left in the unit after BCHA assumes possession of the unit, shall be disposed of in accordance with state and local law.
- 25- Any household moving into the unit or out of a unit must do so between the hours of 9:00 A.M. & 8:00 P.M. A unit inspection will be conducted on the day of move-in. A unit will also be inspected on the day Tenant moves out and when unit is fully vacated.
- 26- The use of any type of weapon, firearm, dangerous object, fireworks, or hazardous materials is prohibited anywhere on or within the property.
- 27- Storage of containers of flammable fluids or explosive materials (e.g. propane tanks) within the unit, storage area, or adjacent to the building exterior, is strictly prohibited.

Tenant Initials _____



THE LIFT TOWER LODGE

House Rules and Regulations

Tenant Guide



- 28- Each household is responsible for the care and use of each appliance & fixture in his/her unit. Failure to maintain a clean or sanitary appliance could cause damage to the appliance and/or could cause a health risk to the household and/or property. Households are not allowed to add or remove appliances into or from the unit. Damage to any appliance due to Tenants neglect or misuse will result in Tenant paying for either repair or replacement of appliance.
- 29- No signs, advertisements, notices, other letterings, or flyers are to be exhibited, inscribed, painted, or affixed, by any resident and/or guest of resident, on or to any part of the exterior of the apartment building or apartment community property is strictly prohibitive.
- 30- Littering is prohibited.
- 31- Termination of tenancy may result if the police are called to the property due to any type of disturbance or violation. Additionally, if the police are called for serious disturbances, serious lease violations, or have been called repeatedly, termination of the lease **will** result for the household(s) involved. Police have the right to enter the property and the power to make arrests as needed, within the law. **EXCEPTION:** Any resident who becomes a victim due to Domestic Violence should contact the public authority immediately! Doing so **WILL NOT** result in a lease violation.
- 32- Trash Enclosure/Recycling: In order to preserve the appearance and cleanliness of your building and unit, Tenants shall take care to prevent waste from dropping or spilling on carpeting, concrete and walkways when disposing refuse. Tenants are required to cooperate with all recycling programs that are in effect. Refuse and recycling must be placed in the designated containers.
- 33- Deliveries: Landlord is not responsible for the delivery or acceptance of damage to or loss of messages, packages, mail or other material left at the entrances to the building or elsewhere on the premises.
- 34- If the household is planning to be away from the unit for a period that is longer than seven days, the Landlord or its Representative or BCHA must be notified. In case of an emergency we recommend leaving an alternative method of contact.
- 35- Verbal requests to notify Landlord, its Representative or BCHA of household changes are not allowed.
- 36- Agreements between resident and Landlord, its Representative or BCHA must be in writing; Verbal agreements of any kind will not be accepted.
- 37- In order to prevent the growth of mold and mildew in the unit, residents must maintain a sanitary unit and inform Landlord, it's Representative or BCHA of any water leaks, water overflows, excessive moisture, or inoperable exhaust fans.

Landlord/Management Date

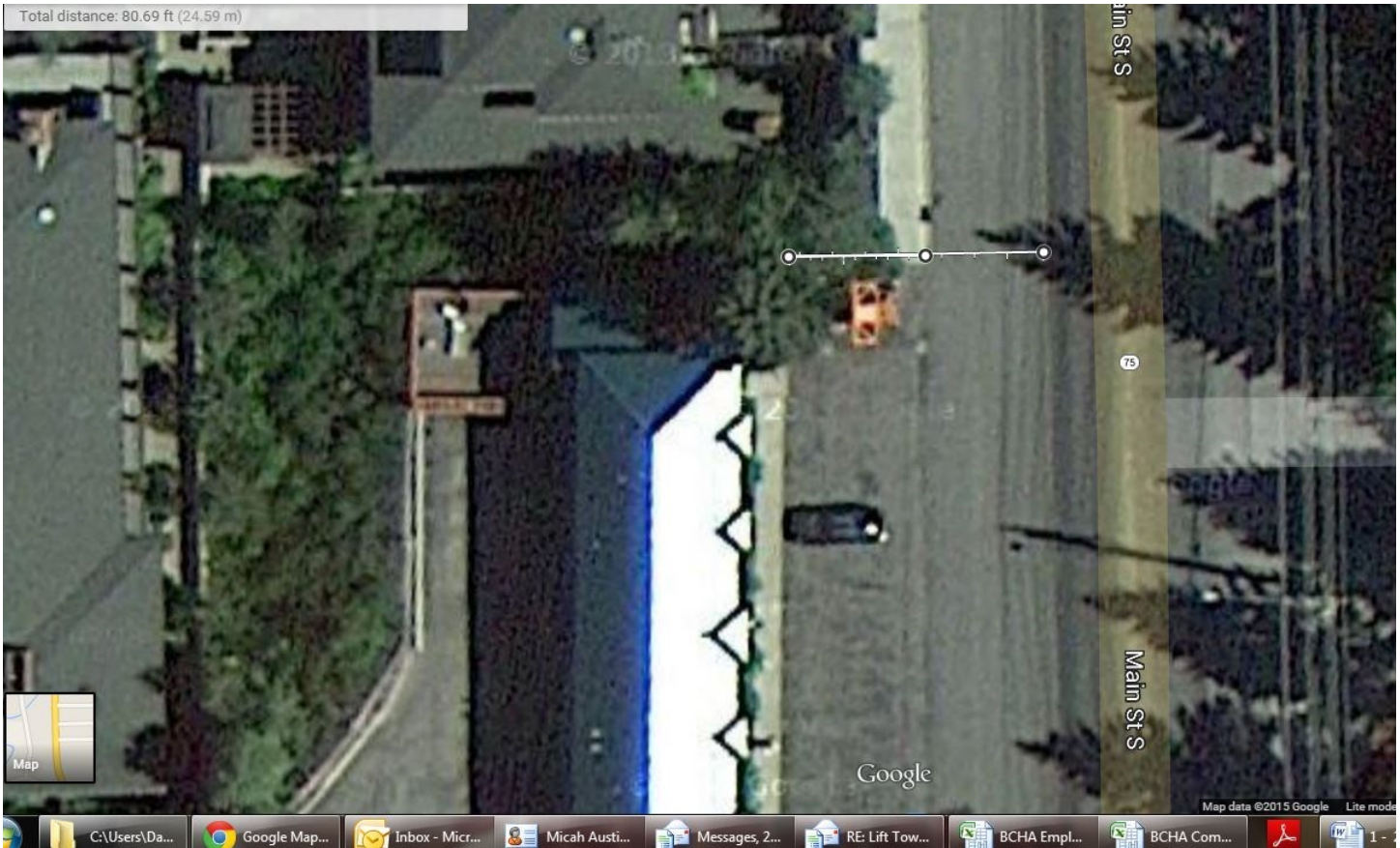
Tenant Date

Tenant Date

Tenant Initials_____



Aerial View of the Site



Aerial View of the Parking Area



Street View of Lift Tower Lodge



Street View of Lift Tower Lodge 2



Highway 75 Heading South towards Lift Tower Lodge

**Attachment B:
Public Comment**

- Mike and Jane Nicolais, dated February 16, 2015
- Julie Dahlgren, dated February 17, 2015

From: Mike Nicolais [<mailto:mnicolais@Highlander-Partners.com>]
Sent: Monday, February 16, 2015 11:06 AM
To: Participate
Cc: Evan Robertson; Jane; garyvinagre@hotmail.com
Subject: Concerns and questions about BCHAs application for Lift Tower Lodge conditional use permit

Commission members:

>>> My family owns the home directly across the street from the Lift
>>>Tower Lodge. Our address is 104 Garnet Street and our side yard
>>>fronts Main Street. We have questions we would like to have
>>>addressed as you consider the conditional use permit being applied
>>>for by the Blaine County Housing Authority.
>>>
>>> 1. The BCHAs does not yet own the property. Are they technically
>>>allowed to apply for the permit prior to the ownership change? Why
>>>has the ownership change not taken place?
>>> 2. In communication to neighbors, the BCHAs said they would have a
>>>full time on site manager. During our neighborhood meeting in early
>>>December this was the single most important issue brought up by us
>>>and other neighbors. Dave Patrie's recent email to us introduced a
>>>gentleman selected to be the on site manager. He is a local
>>>firefighter and snow maker for Sun Valley. He sounds like a terrific
>>>guy. Our question/concern is the following: the on site manager
>>>selected by the BCHAs works full time. Unless we are
>>>misunderstanding, he will not be physically on site a lot of the time- after all, he works full time.
>>>While the property was operated as a motel, there was a full time on
>>>site manager. I don't believe the BCHAs's selection of the on site
>>>manager is consistent with the concerns of neighbors to have a full
>>>time on site manager.
>>> 3. BCHAs has also stated they will do background checks on potential
>>>residents. Could they specify what findings in the background checks
>>>will disqualify applicants? Also, we have heard from a good friend
>>>and current employee of the Sun Valley company that at least a couple
>>>of the current tenants at the Lift Tower were expelled from the
>>>company dorms at Sun Valley for "fighting, drinking to excess and/or
>>>drug use". Will BCHAs be willing, in addition to background checks,
>>>be willing to certify that this is not true and in the future, to
>>>require an "employee in good standing" certificate (or something
>>>similar) from Sun Valley Company before accepting the applicant for residency?
>>> 4. The rooms at the lodge have no cooking facilities. We have
>>>concerns that residents will bring cooking instruments into their
>>>rooms. What assurances can BCHAs give that a fire hazard will not be
>>>created? Will there be periodic room inspections for such things?
>>>While operated as a motel, there were motel employees in the rooms
>>>daily to check on such things.
>>> 5. What time limits, if any, will there be for residency?

>>> 6. What taxpayer funds will be used, if any, to subsidize the
>>>operations of this facility, including tax abatements or other forms
>>>of subsidization?

>>> 7. A couple of years ago, we applied to you to remove a building and
>>>build a fence around our property. All of our requests were within
>>>the existing building code for the city- we were not requesting any
>>>variances. Nonetheless, we worked collaboratively with you and
>>>adjusted our plans (at several thousand dollars of personal expense)
>>>to be good neighbors and to address your concerns about the
>>>importance of the "entrance to the city". (We are the first property
>>>on the road immediately north of Reinheimer Ranch). What
>>>requirements do you plan to impose on the BCHA to make sure the
>>>"entrance to the city" is maintained at the same level that was
>>>required of us? The essence of this question has to do with the
>>>general upkeep and appearance of the facility. I am skeptical of
>>>BCHA's financial wherewithal to adequately maintain the building and
>>>am concerned about the appearance of the gateway to Ketchum.

>

>>>

>>>

>>> Thank you and we look forward to responses to our questions.

>>>

>>> Regards,

>>> Mike and Jane Nicolais

>>> 104 Garnet Street

>>> Ketchum, Idaho 83340

>>> P.O. Box 1806

>>>

>>>

>>> Sent from my iPad

Memo

To : Ketchum Planning & Zoning Commission
From : Julie Dahlgren
Subj. : CUP application for BCHA's Lift Tower Lodge
Date : February 17, 2015

Although I support the efforts Ketchum is making for providing affordable housing, I do not support this proposal for the following reasons.

- 1) The "new" Lift Tower Lodge is operating as a motel. Why would the City of Ketchum go against its motel rules of a maximum of a 30-day stay? Is the motel really a boarding house and do different rules apply for that designation?
- 2) Why require strict landscaping requirements for the residence across the street from the Lift Tower Lodge, but not require anything for esthetics on the opposite side of Highway 75? What are you planning for the entrance of Ketchum in the near future as Highway 75 is enhanced, a roundabout proposed, and more worker housing suggested on Serenade and 2nd Ave?
- 3) The employee hired to manage the new Lift Tower Lodge cannot be on duty 24 hours as he has other jobs. This is concerning because Mr. Patrie guaranteed the neighbors a full time manager, similar to the usual motel model. Twenty-four hour management is necessary to take care of problems such as sewer leaks, smoking violations, pet violations, cars leaving the parking lot unsafely, and all sorts of challenges that arise from higher density living conditions.
- 4) There are no kitchens, linens, or laundry facilities for the tenants, and no plans for remodeling the 200 sq. ft. rooms. Could this be because the rooms and building are not up to code? There are no plans to upgrade the look of the building or a maintenance schedule.
- 5) The response from Mr. Patrie about smoking violations (marijuana, cigars, cigarettes) was answered promptly by an email about #8 Lift Tower Lodge House Rules and Regulations in the Tenant Guide. In that e-mail he guaranteed that proper receptacles would be placed in a "No Smoking Area." This should not have been an issue if the tenants had observed the Smoke Free/Drug Free Environment Rule as well as Ketchum's smoke-free law.
- 6) The existing exterior lighting includes the antique lift tower decorated with bold red and green Christmas lights. Would the P&Z consider having the current Lift Tower Lodge comply with the Dark Sky Ordinance 743, Section 3.2.d allowing holiday lighting from November 1 – April 15 only instead of every night all year?

7) If, on February 23, 2015, the P&Z Commission approves the CUP application, I suggest a review of that decision in a reasonable period of time. I am assuming that because tenants will now be allowed unlimited stays, the review of not enforcing the motel requirement of a maximum 30-day maximum stay will set a precedent for other motels.

Thank you for reading this public comment into the records. I cannot attend the February 23rd meeting to engage in the conversation about BCHA's CUP application for the Lift Tower Lodge.

Respectfully,

Dr. Julie S. Dahlgren
Box 4402
103 Garnet Street
Ketchum, ID 83340

(208) 726-2505
juliesd@cox.net

IN RE:)
)
 Lift Tower Lodge) KETCHUM PLANNING AND ZONING COMMISSION -
 Conditional Use Permit) FINDINGS OF FACT, CONCLUSIONS OF LAW AND
) DECISION
)
 File Number: 15-006)

BACKGROUND FACTS

PROJECT: Lift Tower Lodge Conditional Use Permit

FILE NUMBERS: 15-006

OWNER: Lift Tower Lodge, LLC or Blaine County Housing Authority (depending on timing)

REQUEST: Conditional Use Permit (CUP) for a public use

LOCATION: 703 South Main Street (Taxlot 7983)

ZONING: Tourist (T) and Recreational Use (RU) Zoning Districts

NOTICE: Property owners within 300 foot radius of subject property and all properties on the Gem Streets were mailed notice on February 2, 2015. A public hearing notice was published in the Legal Notices of the Idaho Mountain Express on February 4, 2015, and a display ad was published in the Idaho Mountain Express on February 11, 2015. A public hearing notice was posted on the site on February 16, 2015.

REVIEWER: Rebecca F. Bundy, Senior Planner / Building and Development Manager

Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis.

GENERAL FINDINGS OF FACT

1. The Lift Tower Lodge has been gifted to the Blaine County Housing Authority (BCHA), with the Housing Authority granted “full and exclusive use” of the property as of November 1, 2014, and with the transfer of title to take place in late February or March.
2. Most of the subject property is located in the Tourist Zoning District with the southeastern corner of the lot zoned Recreational Use. That corner of the property contains mostly landscaping, some paved area and an out-building.
3. Ketchum Municipal Code (KMC), Chapter 17.52 Tourist District (T), Section 17.52.010.B Conditional Uses allows public use as a conditional use, and Chapter 17.80 Recreational Use (RU), Section 17.80.010.B Conditional Uses allows public and semipublic uses as conditional uses.
4. A public use is defined as “a structure or use intended or used for a public purpose by a city, other than the city of Ketchum, a school district, the county, the state, or by any other public agency, or by a public utility.” As a public housing agency, BCHA meets the City’s definition of a public use as well as that of Idaho State Statute, Section 31-4202(c).

5. The existing motel building is located on the portion of the property zoned Tourist, and use of the property as a motel is an allowed use in the T district.
6. The existing off street parking is an allowed accessory use in the T zoning district and would be a conditional use in the RU zoning district were it a newly proposed use.
7. BCHA intends to operate the Lift Tower Lodge under the requirements for a motel, with an exception requested to allow residents at the motel to stay longer than the thirty (30) days allowed by the motel definition: “A building or group of buildings designed or used for short term occupancy which contains more than six (6) guestrooms offered for rent on a nightly basis with an on site office with a person in charge twenty four (24) hours per day. A motel room which includes cooking facilities shall not be considered a dwelling unit for the purpose of density, area, bulk or parking regulations of this title.” Short term is defined as, “The rental or lease of any unit or structure or portion for a period of not more than thirty (30) days.” The property has a manager’s apartment, and BCHA has hired a resident manager to reside in that unit to satisfy the requirement for a fulltime on site attendant for the facility. BCHA is willing to accept a condition of approval that the property always has an on site manager, available twenty-four (24) hours per day. Nearby residents have expressed concern that the manager may not be available 24/7. The applicant should address their concerns with the Commission.
8. The existing twenty-two (22) parking spaces at the Lift Tower Lodge more than meet code requirements. KMC, Section 17.124.060.A.2 requires .75 parking space per room for a motel. The motel contains fourteen (14) rooms and a two (2) bedroom apartment, resulting in requirement for sixteen (16) parking spaces.
9. BCHA intends to utilize the motel to supply transitional and seasonal accommodations for low-income workers in our community. In addition, it may serve as emergency shelter on an as-needed basis.
10. BCHA has initiated a “Good Neighbor Policy” to try to ensure good communication with the surrounding neighbors. As part of that policy, BCHA has developed “House Rules and Regulations” that limit visual and auditory impacts from the site. According to BCHA, background checks on all applicants are conducted prior to placing them in housing situations.
11. Staff recommends that, since the proposed use is somewhat different than the former use of the property, a condition of approval should be added to require Commission reevaluation of the CUP in a public hearing at a specified date in order to ensure City oversight and neighborhood input on the compatibility of the use. Staff suggests reevaluation twelve (12) months from signature of the Findings of Fact.

General Requirements for all Conditional Use Applications				
Compliant			Standards and Conclusion	
Yes	No	N/A	City Code	City Standards and Conclusion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.040(A)	Complete Application

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department and Boards/ Commissions/ Comments	<p>Police Department</p> <ul style="list-style-type: none"> ○ None to date. <hr/> <p>Fire Department</p> <ul style="list-style-type: none"> ○ The fire department will require strict adherence to the occupant rules and regulations. ○ The smoke detectors are the owners responsibility to maintain and as noted shall not be disabled or tampered with at any time. ○ No cooking devices other than the microwaves will be allowed in the rooms at any time. ○ BBQ's and other open flame cooking devices are required to be at least 10 feet from the building and cannot be used on combustible decks or balconies. ○ A minimum of one 10 pound fire extinguisher is required in each rental room and in the manager's apartment. <hr/> <p>Public Works</p> <p>City Engineer</p> <ul style="list-style-type: none"> ○ None to date. <p>Street</p> <ul style="list-style-type: none"> ○ We have received several complaints over the years from the Lift Tower Lodge associated with our snow removal operations. The edge of the roadway is about 50 feet from the front of the building. During heavy winters we will haul a lot of snow at night for several nights in a row, sometimes using as many as 20 trucks. The Lodge guests may not be used to the noise of the trucks at those hours of the day. The Lodge may want to post a notice of snow removal operations and the associated noise. <p>Utilities</p> <ul style="list-style-type: none"> ○ None to date. <hr/> <p>Building:</p> <ul style="list-style-type: none"> ○ It appears that this would not be a change in use under the building code definition. As such no building code action would be required.
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Compliance with Zoning District and Overlay Requirements				
Compliant			Standards and Conclusion	
Yes	No	N/A	Guideline	City Standards and Conclusion
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.C	Lot Area
			<i>Conclusion</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.F	Setbacks
			<i>Conclusion</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.H	Floor Area
			<i>Conclusion</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.52.010.I	Building Height
			<i>Conclusion</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.124.060.A	Curb Cut
			<i>Conclusion</i>	<i>No change.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.124.060.M	Parking Spaces
			<i>Conclusion</i>	<i>No change.</i>

Conditional Use Requirements

1. EVALUATION STANDARDS: 17.116.030

A conditional use permit shall be granted by the commission only if the applicant demonstrates that:

Compliant			Standards and Conclusion	
Yes	No	N/A	Guideline	City Standards and Conclusion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(A) CONDITIONAL USE	The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.
			<i>Conclusion</i>	<i>The proposed conditional use as an extended stay length motel with for qualified low income residents is not unreasonably incompatible with the allowed uses in the Tourist zoning district, including hotels, motels, lodges, tourist homes and tourist housing accommodations.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(B)	The conditional use will not materially endanger the health, safety and welfare of the community.
			<i>Conclusion</i>	<i>The proposed use is very similar to the existing use at the property and to allowed uses in the Tourist zoning district. The Fire Chief has placed conditions of approval, in line with the House Rules and Regulations, that limit use of cooking devices and barbeque grills and require maintenance of smoke detectors and fire extinguishers. These have been included in Condition of Approval #1.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(C)	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.
			<i>Conclusion</i>	<i>The conditional use will not increase the pedestrian and vehicular traffic impacts above those created by the existing motel use. The existing use has more than adequate parking and access to Highway 75. There is adequate space for vehicles to turn around without impacting Highway 75 traffic. No changes are proposed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(D)	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.
			<i>Conclusion</i>	<i>Public utilities, emergency and essential services are available and can serve the subject property. City departments have reviewed the proposal and have responded with no concerns for adequately serving the project as proposed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.116.030(E)	The conditional use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this Section.

			<p><i>Conclusion</i></p>	<p><u>Staff Analysis:</u> <i>The proposed conditional use is supported by the following goals and policies of the 2014 Comprehensive Plan:</i></p> <ul style="list-style-type: none"> • <i>Goal H-1: Ketchum will increase its supply of homes, including rental and special-needs housing for low-, moderate- and median-income households.</i> <ul style="list-style-type: none"> ○ <i>Policy H-1.1: Affordable Housing Monitoring</i> ○ <i>Policy H-1.2: Local Solutions to Attainable Housing</i> ○ <i>Policy H-1.3: Integrated Affordable Housing in Neighborhoods</i> ○ <i>Policy H-1.4: Integrated Housing in Business and Mixed-Use Areas</i> • <i>Goal H-2: The Ketchum community will support affordable housing programs.</i> <ul style="list-style-type: none"> ○ <i>Policy H-2.1: Blaine County Housing Authority, ARCH Community Housing Trust and Ketchum Community Development Corporation (The City will partner with the above organizations to fulfill housing goals.)</i> • <i>Goal H-3: Ketchum will have a mix of housing types and styles.</i>
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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 Planning and Zoning Commission has authority to hear the applicant’s Conditional Use Permit application pursuant to Idaho Code Section 67-6512 of the Local Land Use Planning Act and Chapters 17.52, 17.80 and 17.116 of Ketchum Zoning Code Title 17.
4. The public hearing 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 does comply with Ketchum Zoning Code Title 17 and the Ketchum Comprehensive Plan.

DECISION

THEREFORE, the Ketchum Planning and Zoning Commission **approves** this Conditional Use Permit application this 23rd day of February, 5 provided the following conditions are met:

1. Ketchum City Engineer, Streets, Utilities, Fire and Building Department requirements shall be met, including:
 - The fire department will require strict adherence to the Lift Tower Lodge House Rules and Regulations Tenant Guide;
 - The smoke detectors are the owners responsibility to maintain and as noted shall not be disabled or tampered with at any time;

- No cooking devices other than the microwaves will be allowed in the rooms at any time;
 - Barbeques and other open flame cooking devices are required to be at least 10 feet from the building and may not be used on combustible decks or balconies;
 - A minimum of one 10 pound fire extinguisher is required in each rental room and in the manager’s apartment; and
 - The Lodge shall post a notice informing residents of snow removal operations and the associated noise;
2. An on site manager shall reside in the two (2) bedroom apartment at the Lift Tower Lodge and the manager and/or a BCHA representative shall be available twenty-four (24) hours per day;
 3. Per Title 17, Section 17.116.080: TERM OF PERMITS: Conditional Use Permit approval shall expire one (1) year from the date of approval if not acted upon within that time frame;
 4. The maximum term of stay at the Lift Tower Lodge for any occupant, except the on site manager, shall be limited to one year;
 5. This Conditional Use Permit approval is based on representations made and other components of the application presented and approved at the meeting on the date noted herein; and
 6. This Conditional Use Permit shall be reevaluated in a public hearing by the Planning and Zoning Commission for compliance with all of the KMC Section 17.116.030 CUP evaluation standards and compliance with the above conditions of approval twelve (12) months from the date of the Findings of Fact.

Findings of Fact **adopted** this 9th day of March 2015.

Steve Cook, Vice Chair
 Planning and Zoning Commission

STATE OF IDAHO)
) ss.
 County of Blaine)

On this 9th day of March, 2015, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, known or identified to me to be the person whose name is subscribed to the within instrument.

WITNESS my hand and seal the day and year in this certificate first above written.

Notary Public for Idaho
 Residing at:
 Commission Expires:



City of Ketchum
Planning & Building

IN RE:)
)
 Foxhole Townhomes)
 Final Plat) **KETCHUM PLANNING AND ZONING COMMISSION**
) **FINDINGS OF FACT, CONCLUSIONS OF LAW AND**
) **DECISION**
 File Number: #16-061)
)

PROJECT: Foxhole Townhomes Final Plat

FILE NUMBER: 16-061

OWNERS: Castle, Sallie B. Trustee

REPRESENTATIVE: Bruce Smith, PLS, Alpine Enterprises, Inc.

REQUEST: Final plat approval for a two (2) subplot townhouse subdivision

LOCATION: 331 W. 6th Street (Lot 4, Block 73, Ketchum Townsite)

NOTICE: The application for a Preliminary Plat was property noticed for the Planning and Zoning Commission meeting held on June 22, 2015. Notice was not required for City Council’s approval of the Preliminary Plat. Notice is not required for the Planning and Zoning Commission’s approval of the Final Plat.

ZONING: General Residential - Low Density, GR-L

FINDINGS OF FACT

1. The subject property is located in the General Residential – Low Density (GR-L) Zone District and the lot is 8,258 square feet in size. In the GR-L Zone District, two townhome units are allowed on a lot that is at least 8,000 square feet in size. (Townhomes may be arrayed in a duplex configuration or as two separate detached residential units.) To accommodate this project, the applicant removed an existing duplex structure from the subject property.
2. In addition to this application, the applicant applied for a Design Review permit and a Preliminary Plat permit, which was approved by the Commission on June 22, 2015. Thereafter, the applicant received approval of a building permit to construct the project and construction has now been completed. On June 6, 2016 City Council approved the Preliminary Plat and the applicant applied for a Final Plat.
3. On September 12, 2016 the Final Plat was considered by the Planning and Zoning Commission. Per KMC 16.04.030.F, if the Final Plat substantially conforms to the Preliminary Plat and the Final Plat is in compliance with all requirements the Commission shall approve the Final Plat and the chairperson shall affix the date of acceptance and his or her signature on the Final Plat. Thereafter the Final Plat shall be transmitted to City

Council for approval. If the Final Plat conforms to all requirements of this chapter, all conditions placed upon the Preliminary Plat, and all requirements of Idaho law, Council shall approve the Final Plat. However, the Final Plat shall not be signed by the City Clerk and recorded until the townhomes have received a Certificate of Occupancy, the CC&Rs have been recorded, and all design review elements as approved by the Planning and Zoning Administrator have been completed.

Townhouse Final Plat Requirements				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.070.B OWNER'S DOCUMENTS	<p>The subdivider of the townhouse project shall submit with the preliminary plat application a copy of the proposed party wall agreement and any proposed document(s) creating an association of owners of the proposed townhouse sublots, which shall adequately provide for the control and maintenance of all commonly held facilities, garages, parking and/or open spaces.</p>
			<i>Staff Comments</i>	<i>The applicant submitted draft CC&R's. The CC&Rs shall be recorded simultaneously with recordation of the final plat.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.070.C PRELIMINARY PLAT PROCEDURE	<p>1. The subdivider may apply for preliminary plat approval from the commission pursuant to subsection 16.04.030D of this chapter at the time application is made for design review approval pursuant to title 17, chapter 17.96 of this code. The commission may approve, deny or conditionally approve such preliminary plat upon consideration of the action taken on the application for design review of the project.</p> <p>2. The preliminary plat, other data, and the commission's findings shall not be transmitted to the council until construction of the project has commenced under a valid building permit issued by the Ketchum building inspector. The council shall act on the preliminary plat pursuant to subsection 16.04.030E of this chapter.</p>
			<i>Staff Comments</i>	<i>The Commission reviewed and recommended approval of the project's design review and preliminary plat applications (#15-050 & 15-049). Building permits (#15-092 & 15-102) were issued by the Building Inspector and construction commenced on the project. The City Council approved the preliminary townhouse plat (Findings signed June 20, 2016).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.070.D FINAL PLAT PROCEDURE	<p>1. The Final Plat procedure contained in subsection 16.04.030F shall be followed. However, the final plat shall not be signed by the city clerk and recorded until the townhouse has received:</p> <p style="margin-left: 20px;">a. A certificate of occupancy issued by the city of Ketchum; and</p> <p style="margin-left: 20px;">b. completion of all design review elements as approved by the planning and zoning administrator.</p> <p>2. The Council may accept a security agreement for any design review elements not completed on a case by case basis pursuant to section 17.96.110 of this code.</p>
				<i>The final plat procedure shall be followed. The above requirements were made conditions of approval.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.070.E GARAGE	All garages shall be designated on the preliminary and final plats and on all deeds as part of the particular townhouse units.

				Detached garages may be platted on separate sublots; provided, that the ownership of detached garages is tied to specific townhouse units on the townhouse plat and in any owner's documents, and that the detached garage(s) may not be sold and/or owned separate from any dwelling unit(s) within the townhouse development.
			Staff Comments	<i>Each unit has an attached garage. The Final Plat outlined the overall footprint of each townhome and the outlines of the attached two car garage for each townhome was shown and labeled as such.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.070.F GENERAL APPLICABILITY	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 townhouse subdivisions.
			Staff Comments	<i>All applicable city provisions are found to be in compliance.</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 land use and 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.
4. The Final Plat met the standards of approval under Title 16, Chapter 16.04, subject to conditions of approval.
5. This approval is given for Foxhole Townhomes Final Plat dated July 16, 2016 by Alpine Enterprises Inc.

DECISION

THEREFORE, the Ketchum Planning and Zoning Commission **approves** this Final Plat application this Monday, September 12, 2016, 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 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 townhouses have received:
 - a. A Certificates 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 26th day of September, 2016.

Steve Cook
Planning and Zoning Commission Chairperson



Planning and Zoning

Regular Meeting

~ Minutes ~

480 East Avenue North
Ketchum, ID 83340
<http://ketchumidaho.org/>

Keshia Owens
(208) 726-7801

Monday, August 22, 2016

05:30 PM

Ketchum City Hall

Commissioners Present: Steve Cook, Chairperson
Jeff Lamoureux, Commissioner
Steve Cook, Commissioner
Betsy Mizell, Commissioner

Commissioners Absent: Erin Smith, Commissioner

Staff Present: Micah Austin, Director of Planning & Building
Brittany Skelton, Senior Planner
Keshia Owens, Planning Technician

Members of the Public

1. **5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**
2. **PUBLIC COMMENT - Communications from the public for items not on the agenda.**
3. **COMMUNICATIONS FROM STAFF**
 - a. The current use of the Lift Tower Lodge, long term rental of hotel rooms operated by a public agency and with maximum terms of stay not to exceed 1 year, is different the former use of the property, which was short term rental of hotel rooms. As such staff recommended that the Commission reevaluate the Conditional Use Permit approved on February 23, 2015 in a public hearing. This reevaluation will take place at the August 22, 2016 meeting. The property is 0.68 acres in size and zoned Tourist

COMMENTS - Current Meeting:

Austin gave a general background on the project and said that for years the Lift Tower Lodge had been used as a regular hotel with short and long term stays. He also said that BCHA took over the Lift Tower Lodge and Skelton added that the Conditional Use Permit granted extended stay not to exceed a year in a room other than the onsite management.

Skelton then added that staff recommends the Commission consider the prior conditions of approval and any other additional conditions.

Public Comment:

- Mike and Jane Nicolais, neutral, own property across the street and are generally pleased with operation, but note occasional nighttime gatherings. They requested renewed commitment to "Good Neighbor" policy and confirmation of an onsite manager.
- Michael Jaffee, opposed, owns a Westwood Condominium unit and has witnessed tenants' late night social activities in the back parking lot this summer and has never observed such behavior in years prior. Favor changing use back to hotel.

- Keke Tidwell, Blaine County resident and Ketchum business owner, recommended that the commission continue to keep a tight leash when looking at the property from year to year. She asked if there are rental records available to see if they complied with their longer than thirty days, but less than one year standards. She commented on another property owned by the BCHA and said that they have been very unresponsive in terms of neighbors to properties and noted that they could care less about the public. She later stated that the commission should get everything in writing and make sure everything is crossed and dotted. She also added that Commission will need data and information from the manager as to whether people live in Blaine County or not.
- Sean Macintee, Ketchum resident, said that there is a lot of activity in the parking lot any time after 5:30 P.M. and this usually carries into 9:30-10:00 P.M. He said that this activity is mostly people hanging out after work and added that construction workers' friends must be coming in to hang out because there are more people there than rooms. He commented that he is concerned about who is at the Lodge, that it is not being used as transitional housing, or for emergency circumstances. He also explained that as more hotels are built, more people will continue to stay at the Lift Tower Lodge. He suggested that workers could stay in Hailey and take the bus into Ketchum.
- Nick Smith, Ketchum resident, said that the hotel should be used for transitional housing. He noted that he works with people who are new to town and said that this would be a great stepping stone for them. He explained that this should be used for people who need low income housing and added that the hotel is not made up of people who live here or people who spend their weekends here, as the parking lot was empty on Sunday night. He later stated that the thinks a lot of people staying at the Lift Tower Lodge already have permanent residences in the valley.
- David Petre, BCHA executive director, said that they have been responsive and agreed that there are temporary construction workers living in the area. He said that the hotel isn't only made up of construction owners, as family of four has stayed there. He then pointed out that the lack of response in some cases is due to legal counsel. He also explained that he doesn't think it's appropriate that the BCHA has to be reviewed on a yearly basis. He said that there are businesses in his neighborhood that have a conditional use permit and when he has a problem with them, he talks to them like neighbors. He later stated that the lodge is serving the people they want to serve and they are trying to mitigate the low amount of housing by allowing transitional people to stay there.

Austin said that there is nothing wrong with housing temporary construction workers, but pointed out that anyone could do that. He then communicated that he wants to make sure the BCHA is holding up to the public commitment standards.

Directives:

The Commission would like to see records for length of stay, records for leasing to individuals instead of large entities, a reexamination of quiet hours, and records for a transitional housing force to see if they are here today and gone tomorrow.

Commissioner Lamoureux motioned to continue to September 26, 2016 and Commissioner Mizell seconded.

RESULT:	CONTINUED [UNANIMOUS]
MOVER:	Jeff Lamoureux, Commissioner
SECONDER:	Betsy Mizell, Commissioner
AYES:	Cook, Lamoureux, Mizell

- b. **The purpose of the Parking Ordinance Workshop is to gain input from the Planning and Zoning Commission on current and future off-street parking standards. City staff is currently working on updating Chapter 17.125- Off Street Parking and Loading to better reflect the needs of our full time and seasonal residents.**

Austin said that this a preliminary ordinance presentation for the Commission and that this discussion started back in January with Diane Kushlon. He also stated that staff came up with a list of proposal based on feedback and recommendations. He then commented that current onsite parking regulations are not in sync with the Comprehensive Plan and said that the regulations do not work for the twenty-first century. He also stated that the current ordinance does not encourage business development.

Objectives of the update to the Parking Ordinance:

- Regulations should align with Compressive Plan.
- Promote uses that make downtowns livable and exciting.
- Incentivize community housing and market rate housing.

Feedback from the Commission:

- Methods for designing bike parking and providing for covered bike parking.
- Research Seattle and Chicago biking standards.
- Should surface lot be defined as two or more spots.
- Is staff anticipating an on street parking analysis and what are the unintended consequences.
- Flexibility in the allowance of the minimum standard if parking mitigation doesn't work.
- Clarity in what constitutes a surface lot.

Skelton said that more details will be added to the purpose and intent section of the parking ordinance and explained that this is to help align the ordinance with the Comprehensive Plan.

4. **CONSENT CALENDAR**

a. ***Approval of Minutes***

- i. July 11, 2016:

COMMENTS - Current Meeting:

Commissioner Cook was essentially absent, check Lamoureux spelling, remove Mike Doty. Say that Cook recused himself from the meeting.

- ii. July 25, 2016:

Commissioner Lamoureux motioned to approve the July 11, 2016 and July 25, 2016 minutes with comments as noted. Commissioner Mizell seconded.

5. FUTURE PROJECTS AND NOTICING REQUIREMENTS

Future projects:

- 1000 Warm Springs Road workshop for a potential application.
- Heinz WWDR Update
- Parking Ordinance workshop

6. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

Austin said that the Warm Springs Ranch Resort decision was continued for two months and it is now coming back to City Council and commented on a request from the Auberge Hotel for a security bond.

7. Commission reports and ex parte discussion disclosure**8. ADJOURNMENT**

Commissioner Mizell motioned to adjourn and Commissioner Lamoureux seconded.



Planning and Zoning

Regular Meeting

~ Minutes ~

Monday, September 12, 2016

5:30 PM

Ketchum City Hall

Commissioners Present: Steve Cook, Chairperson
Jeff Lamoureux, Commissioner
Steve Cook, Commissioner
Erin Smith, Commissioner
Betsy Mizell, Commissioner

Staff Present: Micah Austin, Director of Planning & Building
Brittany Skelton, Senior Planner
Keshia Owens, Planning Technician

Members of the Public

1. 5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho

Commissioner Cook called the meeting to order at 5:38 PM.

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

Gary Lipton, Ketchum resident, said that he would like to discuss a couple of things. He began by saying that "transparency" and "accountability" need to be looked at by the Planning and Zoning Commission in reference to Bracken Station. He commented that he and others feel that the Commission should reboot their image in representing how they act in front of the public. He stated that the board has allowed the chairman to receive preferential treatment and by doing this has unknowingly changed the direction of the Commission for the future. He then commented that the chairman should have presented unquestionable plans with better information to the Commission and noted that the chairman has been allowed to bring in new plans three times. He also communicated that the Commission has made it okay for the applicant to not be prepared and misuse everyone's time and explained that the Commission should be mindful of microphones being on.

3. COMMUNICATIONS FROM STAFF

- a. **The Commission will be updated on a Floodplain Development/Waterways Design Review for streambank stabilization on a lot containing 100-year floodplain and located in the Waterways Design Review Overlay Sub-district. The property is 2.3 acres in size and zoned Limited Residential-2 Acre (LR-2) with a small portion of Recreational Use (RU) along the northeastern boundary.**

Skelton introduced the project and said that the Heinz property has had a number of different interventions to help stabilize the stream bank. She added that with this recent effort the water was coming in at a high velocity and eroding the streambank, so the applicant was directed to introduce four large barbs to redirect the streamflow. She then stated that the conditions of approval for this project included ensuring that the riparian area was not being maintained and that the area was allowed to naturalize and to check on the conditions of the interventions. She explained that staff will continue to

do annual updates to monitor the residence and stated that staff recommends no additional conditions for the project, but will continue to do annual updates for the next four years or as needed.

- b. **The applicant Bruce Smith, Alpine Engineering, is requesting Final Plat approval for a two (2) subplot townhouse subdivision. The property is 8,258 square feet in size and is located in the General Residential-Low Density (GR-L) Zoning District.**

COMMENTS:

Austin said that the Preliminary Plat was taken up last year, but the Final Plat cannot be filed or recorded until it receives the Certificate of Occupancy.

Skelton explained that the project is a two lot townhouse subdivision and it is now nearing completion and getting ready for the Certificate of Occupancy. She commented that if the Final Plat aligns with the Preliminary Plat, the Commission and City Council are encouraged to approve it. She then pointed out that everything remains the same from the Preliminary Plat to the Final Plat as far as dimensional standards go, but there were some areas where materials had been changed. She also pointed out that a few things had been changed from the materials board.

Chris Sullvain, contractor, said that he didn't ignore sticking to what was approved and what was built, but was told that submitting more detailed renderings were so minor that it wasn't necessary.

Directives:

In the future include pictures for a comparison of what was approved and what was built.

Commissioner Smith made a motion to recommend approval to the City Council for the Foxhole Townhouse Subdivision Final Plat application by Sally B. Castle, Trustee of the SDC Revocable Trust at Lot 4 Block 73 of the City of Ketchum commonly known as 331 West Sixth Street with Conditions one through nine.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Erin Smith, Commissioner
SECONDER:	Betsy Mizell, Commissioner
AYES:	Cook, Lamoureux, Smith, Mizell

- c. **The purpose of the workshop is to gain input from the Commission on proposed city-initiated Text Amendments to Title 17, Zoning Regulations amending Chapter 17.125, Off Street Parking and Loading; amendments are proposed to align the parking ordinance with objectives of the Comprehensive Plan, to promote uses that contribute to the vitality of downtown, and to incentivize Community Housing.**

Austin said that staff has had two very productive public workshops and a third with the Commission. He commented that Staff has a draft ordinance, which can change and said that staff is open to suggestions from both the public and the Commission. He then stated that this ordinance is very different from the current ordinance, as staff has taken out most of the regulations that were specific to use and has exempted certain uses from parking regulations entirely.

Skelton read comments that were received before the meeting:

The Sun Valley Board of Realtors is concerned about the way staff has recommend changes to the residential parking requirements.

Cindy Forgen, Best Western Hotel, whose comments will be reviewed by staff.

Skelton said that draft regulations were sent to the consultant, Diane Kushlan, who made changes to formatting and moving some items around throughout the ordinance. Skelton noted that she looked at regulations from other cities with very active cycling cultures and said that she had added the employer incentives back in to the transportation demand management section, as well as a criteria section for parking demand analysis. She explained the most notable differences between staff's proposed regulations and those in larger cities are that they tend to classify bicycle parking into categories- long term and short term. She then commented that for long term bicycle parking they require secure covered facilities and stated that she didn't make any changes to Ketchum's structure for the required bicycle parking, but augmented the transportation management section. She also thought that this could be worthy of a public input survey to get input on bicycle theft concerns and secured bicycle parking.

Austin explained that onsite parking credits are still current and a parking demand analysis has been built in. He also commented that in general, staff has received very positive feedback on the commercial parking regulations, but received criticism on residential parking standards. He also said that staff wanted to incentivize smaller market rate units in the downtown core, while at the same time discouraging the large vacation units that stay vacant for many weeks out of the year. He explained that staff would like to see more fulltime residents in Ketchum's downtown and staff is happy to look at other options. Austin then stated that staff received questions on metered parking spaces, which was not a focus of the workshop, and commercial parking demands.

Commissioner Cook said that he thinks the city needs to take a stance to draft and come up with a serious long term planning strategy and overarching plan for the future in terms of transportation. He added that changes to the ordinance are admirable, but are not in sequence with what is going to happen. He explained that the City needs to acknowledge the need for a parking structure and noted that there will be a higher and higher demand for having a better parking and traffic strategy in the future.

Commissioners Lamoureux, Smith, and Cook disclosed that they spoke with Bob Crosby to acknowledge that they had received this study, but waited until tonight's meeting to have any questions answered.

Public comment:

Bob Crosby, Sun Valley Board of Realtors, said that with regard to the recommendation there are parts that they tremendously support and that is only on the commercial side. He added that they support the idea that restaurant and retail space should be parking regulation free and commented that they like the reduction in commercial space required. He also said that speculative development in the Community Core for most developers is not feasible and when looking at the numbers from the analysis, it becomes more infeasible. He also commented that the City has a list of desired outcomes like more community housing and more downtown vitality, but the reality is that wish list is directly linked to commercial (mixed-use) development activity and the market so far has not indicated a need for units more than 750 gross square feet. He explained that if this is the wish list we all want and it's directly linked to development, by enacting these parking recommendations you have ensured that one thing will never happen so the next thing also won't happen. He noted that you get none of the wish list because none of the development occurs. He explained that from their perspective, the City should be out of the parking business and the person who is investing millions of dollars into their project should be responsible for their parking needs. He then said in the absence of the market, maybe the solution is the one stall per unit and concluded by saying they would like to something from staff that is financially feasible and addresses the other components of parking needs.

Jack Bariteau, developer, said that trying to socially engineer parking against the very buildings he has done is wrong. He explained that under this proposal there are no residential controls on parking other than the minimums and he would have to find a way to buy seven additional spaces because he would then be required to build twenty-nine, which would amount to difference of \$226,000 in in-lieu fees. He commented that if this legislation is passed then he can't build the projects that he is being asked to build. He also said that we should be really looking at the parking that we need and that people with the huge houses are paying for the things we need.

Kathy Gierky, commercial building owner, said that she is the previous owner Base Mountain Property Management and at the time she sold she managed 250 properties. She commented that Steve Kearns' building had enough onsite parking for building tenants and there was plenty of on-street parking for customers. She then said that she doesn't think that Steve Kearns would be able to rent to a business like hers without adequate parking because there would be nowhere to keep large vehicles overnight. She also explained that not having enough parking in the commercial core will not lead to better parking situations for future visitors. She later added that when you have businesses like those on Tenth Street then you have to be concerned about parking and maybe regulations should be enforced in the Light Industrial Districts.

Mike Doty, architect, said that his experiences would reinforce what was previously said. He also said that if we are going to incentivize smaller units then we need density, as if a project where entirely apartments with a small square footage then that project may be able to get waivers because it is providing linkage fees but at least there would be some sort of incentive. He then explained that if you look in the Zoning Ordinance for what it takes to get a community housing project built, it says if you have a project that is 100% community housing then you can go up to four floors but no one is taking this on either.

Steve Kearns, contractor, said that an overall strategy is needed if there is going to be a parking ordinance. He also stated that he is in favor of affordable housing, but all of the requirements for affordable housing have been placed on the developer, yet they should also be placed on the community. He then said he really likes the idea of a parking structure, but stated that a parking requirement per bedroom is wildly excessive.

Paul Conrad, contractor, said that we cannot talk about parking without touching on a number of issues in the community. He explained that without talking about various factors affecting quality of life then we can't really address parking needs. He added that he completely agrees that the housing issue needs to be addressed, but we can't just focus on one thing.

Dennis Hangy said that he controls the largest property in Ketchum that's zoned GR-H and said that since 2007 he has been unable to build anything, so you have to be able to incentivize the ordinance.

Harry Griffith, Sun Valley Economic Development, said that Uber has been introduced to town and when we look at the ordinance we should consider the future and other types of development incentives.

Directives:

Commissioner Cook said there needs to be a thorough reexamination of some of the language in the new ordinance and an explanation of other uses. He also recommended that staff not do such a global change and would personally like to see staff come back with ordinance with graphics added.

Commissioner Lamoureux said that he would advocate for a minimum of one parking space per unit and let the market decide with respect to residential. He also said that he doesn't support the ordinance as written in terms of residential parking.

d. Workshop and discussion on proposed project at 1000 Warm Springs Road

Paul Conrad, contractor, said that the project is a bit of a beast and they want to get as much feedback as possible. He commented that a lot of people have looked at the project, but have passed on it because they don't see how to make it work. He explained that there is an opportunity here to create an attractive environment, but the property is one of the least developable properties in the city and rents are low. He also said that studies show that the project can't go below grade and it would be too costly to do so.

Mike Doty, architect, said that the project is a 50-50 split in the Light Industrial. He added that it has density with ample open space and there is still access to daylight. He commented that he expects people to live and work here and explained that there is a thirty-five-foot height limit and an eleven-foot grade differential from front to back. He also said that he had done a study on the property and said it has a parking load of 280 spaces. He explained that in today's world we need fifty-two spaces and the residential, eighty-four spaces, doesn't really change at all.

Directives:

Commissioner Lamoureux said there might need to be a text amendment because the Code doesn't accommodate for this large of a site. He then commented that if the walkways are considered to be dense, it might not meet Code requirements. He then added that there should be some clarity to that section of the code.

Commissioner Cook said that this is probably a great place for housing and it is spot on. He added that staff should make the height of the fourth floor work.

Commissioner Mizell said that green spaces and electric car chargers should be looked at because a lot of the community wants this.

4. CONSENT CALENDAR**5. FUTURE PROJECTS AND NOTICING REQUIREMENTS**

Skelton said the Public Hearing for the Parking Ordinance will be on September 26th and that an update on the Conditional Use Permit for Lift Tower Lodge will be on that same agenda.

6. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

Austin said that Warm Springs Ranch Resort will be on the City Council agenda for October 3, 2016.

7. Commission reports and ex parte discussion disclosure

Commissioner Lamoureux asked if there is an update to the vacant Commissioner position and Austin said that there is no update at the moment.

Commissioner Cook asked about the green fence demolition for Auberge and Austin said that there is a demolition permit and a building permit at the same time.

8. ADJOURNMENT

Commissioner Smith made a motion to adjourn and Commissioner Lamoureux seconded.