



# City Council

## Regular Meeting

~ Minutes ~

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

---

Tuesday, January 17, 2017

5:30 PM

Ketchum City Hall

---

**Present:** Mayor Nina Jonas  
Council President Jim Slanetz  
Councilor Anne Corrock  
Councilor Michael David  
Councilor Baird Gourlay

**Also Present:** Ketchum City Administrator Suzanne Frick  
Ketchum City Attorney Matthew Johnson  
Finance Director/Internal Controls Grant Gager  
Director of Planning & Building Micah Austin  
Director of Public Works/City Engineer Robyn Mattison

**1. CALL TO ORDER: By Mayor Jonas**

**A. Call to Order**

Mayor called the meeting to order.

**2. ROLL CALL**

**3. APPROVE COUNCIL MEETING AGENDA POSTING: RECEIVE AND APPROVE THE REPORT OF THE CITY CLERK OF THE POSTING OF THIS MEETING'S AGENDA NOTICE.**

Interim City Clerk Robin Crotty advised council that the amended agenda was posted on January 12, 2017 at 4:00 p.m. on the City website and outside Ketchum City Hall and has met all posting requirements.

**4. COMMUNICATIONS FROM MAYOR AND COUNCILORS**

Councilor Anne Corrock reminded Council & Staff that CAST is in town. (Colorado Association of Ski Towns)

Council President Jim Slanetz thanked the Parks and Recreation Department for a great Pond Hockey Tournament

Mayor Nina Jonas asked if they should calendar the Sale of the Star Bucks building on a future council agenda. This will be put on the next council agenda.

Councilor Baird Gourlay advised Council that he was elected Chair of the URA for 2017 and Mark Nieves was elected Vice-Chair.

**a. Proclamation for Steve Cook’s years of service on the Planning & Zoning Commission – Mayor Nina Jonas**

Mayor Nina Jonas thanked all commissions and boards for the time they dedicate to the City.

Mayor Nina Jonas read a Proclamation for Steve Cook for his time on the Planning & Zoning Commission.

**b. Appointment to the URA**

There is not an appointment at this time.

**5. COMMUNICATIONS FROM THE PUBLIC on matters not on the agenda**

No comment from the public.

**6. CONSENT AGENDA: Note: The Council will be asked to approve all the following listed items by a single vote, except for any items that a member of the Council asks be removed from the Consent Agenda and considered and discussed separately under new business.**

**a. Approval of Minutes: Regular Meeting January 3, 2017**

**b. Authorization and approval of the disbursement of funds from the City’s treasury for the payment of bills in the total sum of \$363,190.16, as presented by the Treasurer.**

**c. Authorization and approval of the payroll register.**

**d. Resolution #17-003 for appointments to Boards & Commissions as presented at the January 3, 2016 Council meeting by Mayor Nina Jonas**

Councilor Anne Corrock asked for a correction on Resolution 17-003 to Neil Morrows name.

**e. Limelight Final Plat and Findings of Fact, Conclusions of Law – Director of Planning & Building Micah Austin**

City Attorney Matt Johnson asked for 6e to be separated out from the consent agenda and be approved as a single item.

**Councilor Annie Corrock moved to separate agenda item 6e from the consent agenda and move to Staff Reports as 8d but before public hearings.**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Anne Corrock, Councilor                                 |
| <b>SECONDER:</b> | Michael David, Councilor                                |
| <b>AYES:</b>     | Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz |

**Motion to adopt consent agenda a, b, c and d with correction to Neil Morrow's name.**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Baird Gourlay, Councilor                                |
| <b>SECONDER:</b> | Anne Corrock, Councilor                                 |
| <b>AYES:</b>     | Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz |

**e. Limelight Final Plat and Findings of Fact, Conclusions of Law – Director of Planning & Building Micah Austin**

Director of Planning & Building Micah Austin outlined all that is being approved in the Findings of Fact. City Attorney Matt Johnson talked about Security Guarantee's going forward. He explained that this process needs to be tightened up and there will be new requirements for all agreements going forward. Matt Johnson is ok with this guarantee going forward as is in the packet. The new process will be in effect in approximately 2 to 3 meetings.

**Motion to approve the Limelight Final Plat**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Baird Gourlay, Councilor                                |
| <b>SECONDER:</b> | Michael David, Councilor                                |
| <b>AYES:</b>     | Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz |

**7. PUBLIC HEARINGS**

**a. PUBLIC HEARING: Workshop continued from December 19, 2016 - Ordinance 1158, Workshop for Off Street Parking, and Loading – Director of Planning Building Micah Austin**

Director of Planning & Building Micah Austin outlined the changes and why those changes are being proposed. Micah Austin went over the relationship between public and private parking and talked about the history of parking in Ketchum. Code Amendment Objectives were outlined along with the Residential and Commercial Parking requirements from last meeting. Micah Austin outlined what nine other communities are doing about parking. Parking counts have been completed for the year. Policy Goals and Comprehensive Plan Goals were discussed. He presented the findings that they found in regards to other cities. New Residential Parking Proposed Amendments were gone over in detail and a slide presentation showing a breakdown of how many spaces would be required per sq. foot was shown. Micah Austin went over the commercial uses and their Policy Goals and the Comprehensive Plan Goals and showed the current code. Senior Planner Brittany Skelton went over in detail the proposed changes.

There was a discussion regarding current businesses going out of business and new businesses not being able to comply and therefore would not be able to open.

Eco Northwest has completed the proforma however they have not gotten their findings to us in time for today's meeting.

Director of Planning & Building Micah Austin talked about office parking and his recommendation. Exempted Use revisions were presented in detail.

Councilor Anne Corrock asked how buildings are configured and how the parking changes will work with them. City Administrator Suzanne Frick explained that what is done on the first floor is regulated, however, second and third floors are not. She explained that the new code is making it easier for

commercial development in Ketchum. The fact that commercial In-Lieu fees are still available, however, Residential In-Lieu fees are not any longer available was discussed.

There were 2 public comments that were placed in front of council (get copies of those for the record from Micah)

Mayor Nina Jonas asked Council for questions of Micah Austin or Brittany Skelton.

Public Comment / Workshop began at 6:18 p.m.

6:19 p.m.

Bob Crosby asked council if they had questions from the information he gave them last week. He said this is a complex issue. The code as it exists now is infeasible. The proposals are more restrictive to parking for residential dwellings. It makes it worse. He requested Council to incentivize and not to penalize. Councilor Anne Corrock asked for clarification on the residential parking dwellings. Bob Crosby gave a hypothetical example. He promoted residential in-lieu fees. Mayor and Bob Crosby discussed on street credits, mixed use and in-lieu fees. City Administrator Suzanne Frick explained that until we create the nexus this in lieu fee discussion is difficult because, at this point we don't have the legal standing to justify the in-lieu fees. Councilor Michael David is possibly in support of eliminating requirement for residential. Michael David and Bob Crosby brainstormed some possible scenarios.

6:43 p.m.

Paul Conrad local business person encouraged all to pay attention to what Bob Crosby is saying. He loves the outreach the City is doing. He is in support of in-lieu. It is hard to compare Ketchum Idaho to any place else. He said to keep in-lieu, do no harm and incentivize at the same time. Paul Conrad said staff and Bob Crosby have done a great job and there is still work to be done.

6:49

Steve Kearns recommended we not make a decision yet. Leave the In-Lieu and on street credit.

No other public comment.

Councilor Anne Corrock talked about getting to 2.25 FAR and how the code is currently written was talked about.

City Administrator Suzanne Frick talked about the residential parking requirements. She said if they chose to go down that road we need to know where the residential parking will go. She explained that currently we do not have overnight parking. We are creating other issues such as snow plowing and towing if we are to allow it. A managed parking plan was brainstormed among Council.

7:03 p.m.

Mike Doty Architect talked about the history of the form based code. He talked about incentivizing smaller units. The incentive needs to be great.

7:08 p.m.

Jerry Seiffert would like to reiterate a concern the City Administrator has. He talked about snow removal. He has concerns about no requirements for residential parking and how it will affect snow removal. He would think very hard about exempting parking spaces. He suggested one parking spot for smaller units and two for the larger units. His concerns are about overnight and daytime parking. Councilor Michael David talked about continuing to enforce the parking regulations. The housing issue needs to be addressed by density not parking.

Commercial parking requirements were discussed among Mayor and Council. Councilor Baird Gourlay asked for clarification in regards to assembly. Director of Planning & Building Micah Austin clarified. Baird Gourlay thinks the per thousand is not enough. The way this is written he is skeptical of this incentivizing big box stores. Changing the formula was discussed.

The LI District was discussed. City Administrator Suzanne Frick explained that the new plan is making parking in LI more creative.

Councilor Jim Slanetz is in support of paid parking but realizes that we need to support more public transportation opportunities. The biggest problem is during season.

City Administrator Suzanne Frick stated that 75% of our parking was thru Vacation Rentals and they knew nothing about not being able to park on the streets overnight. We need to think about or tourist community.

Councilor Baird Gourlay does not want to put any more pressure on our snow removal process. He agrees with City Administrator Suzanne Frick and we should provide parking. Baird Gourlay talked about giving property's alley access to assist with parking needs. Baird Gourlay would like to incentivize the building of smaller units with one parking spot. This topic needs to have a work session.

7:52 pm break

**b. PUBLIC HEARING – Recommendation to Adopt Ordinance No. 1164 Amending the Title and Text of Title 12 Chapter 8, Excavation of City Streets, and City Utility Easements, of Ketchum City Code Public Works Director/City Engineer Robyn Mattison**

Robyn Mattison Director of Public Works/City Engineer gave a background of micro trenching and reason for the re-write of the Ordinance. Micro Trenching is allowed. This will allow to extend the season beyond our normal season. Robyn Mattison went over the revision highlights. She read aloud from her power point the changes with the most significant changes. Mayor and Council asked for clarification on topics throughout the presentation where need be.

Councilor Annie Corrock questioned the wording of Public Works Director and Administrator. There was conversation regarding changing that to City Administrator or his or her designee.

Mayor Nina Jonas asked Council for any further questions. There was none

Mayor Nina Jonas opened to the meeting for public comment.

Sean Tajkowski talked about the Bond and extending it past a two-year bond. He talked about fiber not being getting to businesses this past year due to the fixed dates in the Ordinance. He suggested adding language under the direction of the administrator and a professional. Robyn explained that having that language incorporated into the Ordinance was in intention. Mayor Nina Jonas asked Attorney Matt Johnson to comment on the Bond issue. He explained that extending the length of the bond is a different animal than what is being addressed in this Ordinance. Sean talked about public infrastructure in a ROW. Matt Johnson clarified that is being addressed in the ROW permitting process.

**Council President Jim Slanetz moved to adopt Ord. No. 1164 Amending the Title and Text of Title 12 Chapter 8, Excavation of City Streets and City Utility Easements, of Ketchum City Code.**

**Council President Jim Slanetz withdrew his motion to adopt Ordinance No. 1164 and restated his motion as:**

Motion to have the first reading by title only of Ordinance No. 1164 Amending the Title and Text of Title 12 Chapter 8, Excavation of City Streets, and City Utility Easement, of Ketchum City Code of Blaine County to update, simply and clarify the administrative procedures of such chapter providing for repeal of conflicting ordinances providing a savings and severability clause and providing an effective date.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Jim Slanetz, Council President                          |
| <b>SECONDER:</b> | Baird Gourlay, Councilor                                |
| <b>AYES:</b>     | Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz |

**c. PUBLIC HEARING - Recommendation to Adopt Ordinance No. 1165 Amending the Title and Text of Title 2 Chapter 12, Use of Streets, of Ketchum City Code –Public Works Director/City Engineer Robyn Mattison**

Use to be called "Use of Streets". Now being called "Temporary use of Public Right of ways". Robyn Mattison went on to explain other changes to titles and definitions.

This chapter is meant to protect and maintain public space. Robyn Mattison will modify the title used to be "City Administrator". She outlined all the other changes she is suggesting to Title 12 - Chapter 12.

Robyn asked Mayor and Council for questions.

Mayor Nina Jonas opened the meeting to the public.

Sean Tajkowski asked if there is current language for fixed infrastructure in space. Robyn Mattison said the only part new here is the permit license. A franchise agreement was discussed. Matt Johnson said no additional language needs to be added. It is on a case by case basis.

Councilor Baird Gourlay questioned the existence of the TURP permit. He said there are possibly many people on 4th Street that are in violation of the TURP Permit. Robyn Mattison said there will need to be and education level added back in. Baird Gourlay wants to be sure we are continuing to allow tables and chairs for coffee shops etc. The Farmers Market was used as an example for a special event in the ROW. Baird Gourlay asked for clarification of "Pedestrian Right of Way". Robyn Mattison will work on the definitions and include that in the Ordinance.

Motion to make this the first reading of Ordinance 1165 Amending the Title and Text of Title 12 Chapter 12, Use of City Streets, of Ketchum City Code to simply and clarify the administrative procedures of such chapter relating to the temporary use and storage of rights of way providing for repeal of conflicting ordinances providing a savings and severability clause and providing an effective date.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Baird Gourlay, Councilor                                |
| <b>SECONDER:</b> | Anne Corrock, Councilor                                 |
| <b>AYES:</b>     | Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz |

Sean Tajkowski gave the background of his involvement as a tax payer and Citizen.

**8. STAFF REPORTS/not involving public hearings****a. Zero Base Budget Workshop – Director of Finance and Internal Services Grant Gager**

Director of Finance and Internal Services Grant Gager presented the definition of Zero based budgeting and explained how it works. All budgets start at zero and build up. He went over why you would do this and what it allows. The process was outlined and a schedule presented.

Councilor Baird Gourlay questioned the process and the exercise. Director of Finance and Internal Services Grant Gager explained that some companies do zero based budgeting every year. Some do it every 5 years. Fire Chief Mike Elle said the Fire Fighters have done it one time in the past under Ron LeBlanc and it was very time consuming. City Administrator Suzanne Frick said the point of this is to start from the bottom up and allow council to make informed decisions. Councilor Baird Gourlay is skeptical. Councilor Anne Corrock thinks this should be incentivizing to the Department Heads. Grant Gager explained that he has worksheets for each department head to streamline this effort to be sure this doesn't get in the way of their daily work tasks. Councilor Michael David looks at this as a cleansing exercise and is in support. Councilor Jim Slanetz is also in support. Baird Gourlay questioned the Police Department Budget. Suzanne Frick explained that we cannot force them to do a zero-based budget but we can ask them to drill down as to why they need what they are asking for. Mike Elle said that this gives an opportunity for council to review the changes that have occurred in the last 30 years.

**b. \*\*Direction to staff on potential state legislation to allow electric bicycles on trails or pedestrian paths—City Administrator, Suzanne Frick**

City Administrator Suzanne Frick explained that City of Boise and the AIC have reached out to us in regards to electric bikes being permitted on trails and bike paths. AIC will be meeting next week. Suzanne Frick is asking Council what position they would like to take on this. There was a discussion among council on what other entities are involved. Mayor Nina Jonas suggested this possibly be a community based decision. Suzanne Frick outlined the criteria. Council President Jim Slanetz expressed support. Councilor Baird Gourlay suggested we address this as a city and that we do not need legislation involved. All of Council was in agreement.

Mayor Nina Jonas asked for public comment. There was none.

**c. \*\*Discussion of Yew Plant Regulations and Enforcement – City Administrator, Suzanne Frick**

City Administrator Suzanne Frick explained that the City received a complaint about wildlife being on a property with a Yew Plant. The County has the Yew declared a noxious weed, however this is some confusion over what their authority is in regards to this. Suzanne Frick will get back to council as to who has enforcement over this issue. Councilor Anne Corrock questioned if we provided education when this issue first came to be. Mayor Nina Jonas and Suzanne Frick both explained that Ketchum and the County have both done the education that was required. Currently the Yew plant in question is covered by snow. We will continue to watch the location of this plant.

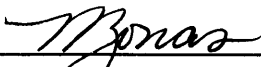
**9. EXECUTIVE SESSION to discuss:****a. Personnel discussion pursuant to Idaho Code §74-206 1(b).**

**There was no Executive Session**

10. ADJOURNMENT

Motion to adjourn the meeting at 9:41 p.m.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Michael David, Councilor                                |
| <b>SECONDER:</b> | Baird Gourlay, Councilor                                |
| <b>AYES:</b>     | Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz |

  
\_\_\_\_\_  
Nina Jonas, Mayor

  
\_\_\_\_\_  
Robin Crotty, Interim City Clerk