



PLANNING AND ZONING COMMISSION AGENDA-REGULAR MEETING

Monday, January 8, 2018

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. **PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF**
 - a. **Sun Valley Dental Arts Design Review Continued from December 11, 2017:** 100 7th Street East Ketchum, Idaho (Ketchum Townsite, Lot 5, Block 34). The Commission will consider and take action on an application by Ben Franz for Design Review approval of a new mixed use three-story building with ground floor commercial space with two residential units on the second floor and one residential unit on the third floor.
 - b. **Heidelberg Hill Residences:** Request to extend Mountain Overlay Design Review approvals for an additional 12 months.
 - c. **Zoning and Subdivision Code Amendments Continued from December 11, 2017:** City-initiated text amendment, amending: (1) Title 16, Ketchum Municipal Code, Section 16.04.040.R and Title 17, Ketchum Municipal Code, Section 17.92.010, Section 17.08.020, Section 17.124.160, and Section 17.12.020 A.6.

4. **CONSENT CALENDAR**
 - a. **Minutes:** December 11, 2017
 - b. **Findings of Fact and Conclusions of Law for 100 Northwood Way Mixed-Use Development Design Review**

5. **FUTURE PROJECTS AND NOTICING REQUIREMENTS**

6. **STAFF REPORTS & CITY COUNCIL MEETING UPDATE**

Discussion of Requiring Bear-Proof Trash Containers in Ketchum

7. **COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**
 - a. Schedule Workshop for Review and Discussion of the 2014 Comprehensive Plan

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

January 8, 2017

Planning and Zoning Commission
City of Ketchum
Ketchum, Idaho

Commissioners:

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF JANUARY 8, 2018

PROJECT: Heidelberg Hill Residences

FILE NUMBER: #15-154

OWNERS: 5050 Ventures LLC

REPRESENTATIVE: Scott Desserault, CFO

REQUEST: Extend Design Review approval for two (2) townhomes located within the Mountain Overlay District and within the Avalanche District

LOCATION: 255 Hillside Drive (Lot 33, Block 2, Warm Springs Subdivision #5)

NOTICE: Notice is not required for extension requests

ZONING: General Residential – Low Density (GR-L) with Mountain Overlay Design Review (MODR) and within the Avalanche District

REVIEWER: Micah Austin, Planning and Building Director

RECCOMENDATION: Approval.

ATTACHMENTS:

1. Application# 15-154
2. Findings of Fact and Conclusions of Law for Application #15-154
3. First Extension Request dated January 5, 2017
4. First Extension Approval dated January 13, 2017
5. Second Extension Request dated December 13, 2017

STAFF ANALYSIS

According to the Design Review chapter of the Ketchum Municipal Code, any design review approval is valid for one year. After that initial year, the Administrator may grant an extension of an additional 12 months. Following this extension, only the Planning and Zoning Commission may grant a second extension of 12 months. Extensions beyond this are not permitted.

According to Ketchum Municipal (KMC) Code Section 17.96.130 "Terms of Approval," the Planning and Zoning Commission shall consider the following factors with determining whether an extension may be granted:

- 1. Whether there have been significant amendments to the city's comprehensive plan, downtown master plan or ordinances which will apply to the subject design review approval;**
- 2. Whether significant land use changes have occurred in the project vicinity which would adversely impact the project or be adversely impacted by the project;**
- 3. Whether hazardous situations have developed or have been discovered in the project area;**
- 4. Whether community facilities and services required for the project are now inadequate.**

If the Planning and Zoning Commission can confirm that the project meets all four of the above criteria, staff recommends approval of the extension for Design Review, with the condition that this is the final extension and work must proceed on the project no later than January 8, 2019. After this date, the approvals would expire.

Pursuant to Ketchum Municipal Code section 16.06.070: C (1) "Townhouses" 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.

MOTION:

Approval:

"I move to approve the extension request for Heidelberg Hill Residences (#15-154) for a twelve month period ending on January 8, 2019."

Denial:

"I move to deny the extension request for Heidelberg Hill Residences (#15-154)."

SEE

DESIGN REVIEW APPLICATION

Project Name: Heidelberg Hill Residences
 Owner: 5850 Ventures, LLC Phone No.: 208-309-1009
 Mailing Address: PO Box 4767 Ketchum, ID 83340
 Architect/Representative: Chad Blincoe Phone No.: 208-928-7890
 Mailing Address: 80 Box 4424 Ketchum, ID 83340
 Architect License No.: _____

Engineer License No.: _____ Engineer of Record: Craig Maxwell
 All design review plans and drawings for public commercial projects, residential buildings containing more than four (4) dwelling units and development projects containing more than four (4) dwelling units shall be prepared by an Idaho licensed architect or an Idaho licensed engineer.

Preapplication Fee: _____ Date Paid: _____
 Design Review Fee: _____ Date Paid: _____
 Legal Land Description: Lot 33 in Block 2 of Warm Springs Subdivision No. 5
Instrument 204448

Street Address: 255 Hillside Drive
 Lot Area: 11,150 sqft Zoning District: GR-L

Overlay District: Flood _____ Avalanche X Pedestrian _____ Mountain X
 Anticipated Use: Residential

Type Construction: New X Remodel _____ Addition _____ Other _____
 Number of Residential Units: 2 Number of Hotel Units: _____

Total Floor Area:	<u>Proposed</u>	<u>Existing</u>	<u>Setbacks (CC Zone)</u>	<u>(CC Zone Only)</u>
Basements:	_____	_____	Ground Floor Open Space	_____
1st Floor:	<u>864 x 2</u>	_____	Roofline Length	_____
2nd Floor:	<u>1146 x 2</u>	_____	Building Width	_____
3rd Floor:	<u>1046 x 2</u>	_____	Horizontal Breaks Every	_____ Feet
Mezzanine:	_____	_____	Break Depth	_____ Width _____
Total:	<u>3076 x 2</u>	_____	Floor Area Ratio	<u>23.8%</u>

Percent of Building Coverage: 25.9%
 Curb Cut: 20' x 2

Setbacks: Front 15' Side 12' Side 12' Rear 15'
 Height: 35' Parking Spaces Provided: 4 each, 8 total

Construction Phasing: _____
 Will fill or excavation be required? If yes, amount in cubic yards- Fill _____ Excavation 520 yds
 Will existing trees or vegetation be removed? Yes X No _____
 Water System: Municipal Service X Ketchum Spring Water _____

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Design Review Application in which the City of Ketchum is the prevailing party to pay the reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum.

I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

Signature of Owner: [Signature] Date: 11/30/15

Approved/Denied: _____ Date: _____

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.



City of Ketchum
Planning & Building

IN RE:)
)
Heidelberg Hill Residences) KETCHUM PLANNING AND ZONING COMMISSION
Design Review) FINDINGS OF FACT, CONCLUSIONS OF LAW AND
) DECISION
File Number: #15-154)
)

BACKGROUND FACTS

PROJECT: Heidelberg Hill Residences

OWNER(S): 5050 Ventures LLC

REPRESENTATIVE: Troy Quesnel, Sawtooth Development Group & Chad Blincoe, Blincoe Architecture

REQUEST: Design Review approval for two townhome residences.

LOCATION: 255 Hillside Drive (Lot 33, Block 2, Warm Springs Subdivision #5)

NOTICE: Property owners within a 300-foot radius of subject property were mailed notice on December 22, 2015. A notice was posted in three (3) locations in the City on December 22, 2015.

ZONING: General Residential – Low Density (GR-L)

Overlay: Mountain Overlay

REVIEWER: Morgan Brim, Senior Planner & Current and Long-range Planning Manager

GENERAL FINDINGS OF FACT

The applicant is proposing to construct two detached townhomes with attached two car garages. The table below provides a breakdown of each unit's floor in square feet.

	Unit One	Unit Two
2nd Floor	1,046	1,046
1st Floor	1,166	1,166
Lower	317	317
Garage	547	547
Total	3,076	3,076

Grand Total = 6,152

City Department Conclusions					
Compliant			Standards and Staff Conclusions		
Yes	No	N/A	City Code	City Standards and Staff Conclusions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.I	Complete Application	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Department Conclusions	Police Department: <ul style="list-style-type: none"> <i>Police Department indicated that they have no Conclusions.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fire Department: <ul style="list-style-type: none"> <i>Fire Department indicated that they have no Conclusions.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		City Engineer: <ul style="list-style-type: none"> <i>The City Engineer indicated that she does not have any comments regarding this application.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Streets: <ul style="list-style-type: none"> <i>The Geotechnical report will need to be finalized and approved at the time of building permit.</i> <i>All roof drains need to be piped into drywells.</i> <i>Driveway run off needs to be managed into a drywell.</i> <i>Drywells will need to be moved closer to the street.</i> <i>A finalized drainage plan must be approved before issuance of a building permit.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Utilities:	

			<ul style="list-style-type: none"> Utilities indicated that they have no comments.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building: <ul style="list-style-type: none"> The Building Official has indicated that he has no comments.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning and Zoning: <ul style="list-style-type: none"> See comments throughout staff report.

Compliance with Zoning District				
Compliant			Standards and Staff Conclusions	
Yes	No	N/A	Regulation	City Standards and Staff Conclusions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	Building Lot Coverage: <u>Maximum Allowed Building Lot Coverage:</u> 35% <u>Proposed Building Lot Coverage:</u> 28.9%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	Building Height & Setbacks <u>Maximum Allowed Building Height:</u> 35 feet <u>Minimum Allowed Building Setbacks:</u> Front: 20 feet Side: One (1) foot for every three (3') feet in building height. Rear: One (1) foot for every three (3') in building height. However, if a lot adjoins a more restrictive zoning district, the setbacks of the more restriction district applies. The subject property abuts an LR district on the rear property line which results in a greater rear setback of 20'. <u>Proposed Building Height (Both Unit 1 & 2):</u> 35 feet <u>Proposed Building Setbacks - Unit 1 (West):</u> Front: 42 feet Rear: 20 feet East Side: 13 feet <u>Proposed Building Setbacks - Unit 2 (East):</u> Front: 40 feet Rear: 22 feet West Side: 13 feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.060.M	Curb Cut <u>Maximum curb cut allowed:</u> 35% of the total street frontage may be devoted to curb cuts. <u>Proposed:</u>
			Staff Conclusions	

				The applicant is proposing two (2) 15-foot-wide driveways, which translates to 33% of the street frontage.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.060.A(1)	Parking Spaces
			Staff Conclusions	<p><u>Required:</u> 1-1/2 spaces for every one-family dwelling or duplex unit. A total of three parking spaces is required.</p> <p><u>Proposed:</u> The applicant is proposed four (4) parking spaces for each unit. Each unit contains a two car garage and two parking spaces located within the driveway.</p>
Design Review Requirements				
EVALUATION STANDARDS: 17.96.090(B)				
Yes	No	N/A	Standard	Staff Conclusions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(1) SITE DESIGN	The site's significant natural features such as hillsides, mature trees and landscaping shall be preserved. Cuts and fills shall be minimized and shall be concealed with landscaping, revegetation and/or natural stone material.
			Staff Conclusions	The grade and slope of the site is preserved. Landscaping is utilized throughout the site and terraces appropriately along the hillside. The building has been reversed stacked from the basement side and does not extend throughout the entire site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(2)a COMPATIBILITY	The structure shall be compatible with the townscape and surrounding neighborhoods with respect to height, bulk, setbacks and relationship to the street.
			Staff Conclusions	The architecture across the street is complimentary in design and utilizes modern architecture. The street contains three story buildings with similar heights as proposed in this project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(2)b	The project's materials, colors and signing shall be compatible with the townscape, surrounding neighborhoods and adjoining structures.
			Staff Conclusions	<p>The applicant calls out the following exterior materials in the proposed renderings:</p> <ul style="list-style-type: none"> • Stucco • Barn wood siding (horizontal slats) • Concrete veneer • Metal fascia • Timber beam • Steel railing • Steel columns <p>This neighborhood has an eclectic mix of residential architecture which employs a varied mix of architectural features and materials similar to those being proposed in this application. The townhomes across the street to the south feature stucco and wood material. The two townhomes located to west of the subject site employ wood elements and contain a similar height as the proposed project.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(2)c	Consideration shall be given to significant view corridors from surrounding properties.

			<i>Staff Conclusions</i>	<i>There are no significant view corridors identified.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(2)d	Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.
			<i>Staff Conclusions</i>	<i>The lot contains no significant landmarks.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)a ARCHITECTURAL QUALITY	Consideration shall be given to natural light reaching public streets, sidewalks and open spaces.
			<i>Staff Conclusions</i>	<i>No issues have been identified in this regard. The proposed buildings are setback over 40 feet from the front property line allowing adequate light to reach the public right-of-way.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)b	The building character shall be clearly defined by use of sloped roofs, parapets, cornices or other architectural features.
			<i>Staff Conclusions</i>	<i>The north and south ends of the roof slope downward gradually towards the middle of the roofline. The buildings are clearly defined between each floor area. As mentioned above, the applicant is proposing a mix of materials to distinguish between individual design elements.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)c	There shall be continuity of materials, colors and signing within the project.
			<i>Staff Conclusions</i>	<i>The project has been designed appropriately on all sides. A variety of material elements has been established throughout the exterior.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)d	There shall be continuity among accessory structures, fences, walls and landscape features within the project.
			<i>Staff Conclusions</i>	<i>No accessory structure or fences are proposed with this design review application.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)e	Building walls which are exposed to the street shall be in scale with the pedestrian.
			<i>Staff Conclusions</i>	<i>The two residences are proposed with deep front setbacks and do not appear to overwhelm the street or public way. The proposed grade of the site closely matches the existing grade. Landscaping retaining is accomplished through low rock walls and a terraced steps between and to the side of the two buildings.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)f	Building walls shall provide undulation/relief thus reducing the appearance of bulk and flatness.
			<i>Staff Conclusions</i>	<i>The proposed walls vary in depth and detail. Exterior decks and columns located on the front and rear elevations help break up the exterior wall face.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)g	Exterior lighting shall not have an adverse impact upon other properties and/or public streets.
			<i>Staff Conclusions</i>	<i>The plans indicate that lighting will be installed adjacent to all exterior doors. The applicant has indicated that they will comply with the City's dark sky ordinance.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)h	Garbage storage areas and satellite receivers shall be screened from public view.
			<i>Staff Conclusions</i>	<i>Trash areas will be located in the garage. The applicant has been made aware of the requirement that satellite receivers shall not be visible from public view.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)i	Utility, power and communication lines within the development site are concealed from public view where feasible.

			<i>Staff Conclusions</i>	<i>Utility lines shall be located underground.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)j	Door swings shall not obstruct or conflict with pedestrian traffic.
			<i>Staff Conclusions</i>	<i>No conflicts have been identified.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)k	Building design should include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or to adjacent properties.
			<i>Staff Conclusions</i>	<i>Gutters and down spouts will be utilized throughout the building. Snow clips are shown in the roof plan.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(3)l	Exterior siding materials shall be of natural wood or masonry origin or similar quality. Metal siding is discouraged in all zoning districts.
			<i>Staff Conclusions</i>	<i>A barn wood style vertical slat siding is proposed on the exterior. No metal siding is proposed.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(4)a CIRCULATION DESIGN	Pedestrian, equestrian and bicycle access which is adequate to satisfy demands relative to development size shall be provided. These accesses shall be located to connect with existing and anticipated easements and pathways.
			<i>Staff Conclusions</i>	<i>Not applicable. There are no sidewalks located on Hillside Drive. The existing plat does not show any access easements across this property.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(4)b	The building(s) is primarily accessed from the public sidewalk for the majority of the individual uses proposed. It is the intent to promote exterior circulation with numerous connections to the public sidewalk and exposure to the street. This includes utilizing arcades, courtyards and through block connections. (Commercial buildings only)
			<i>Staff Conclusions</i>	<i>Not applicable. This application is not for a commercial project.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(4)c	The required five foot (5') street side setback is primarily used as an extension and part of the public sidewalk in areas with high pedestrian volume (setback as per zoning). This setback is encouraged to be covered by awnings, arcades or other canopies for weather protection and may extend out over the public sidewalk (CC zone only);
			<i>Staff Conclusions</i>	<i>Not applicable. This project is not located in the CC district.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(4)d	Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.
			<i>Staff Conclusions</i>	<i>The proposed residential units are accessed via driveways connecting to Hillside Drive. The applicant is proposing a vehicle turn around area to accommodate safe exiting of the site.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(4)e	Parking areas have functional aisle dimensions, backup space and turning radius.
			<i>Staff Conclusions</i>	<i>The proposed parking spaces located in the garage and driveway meet the required dimensional requirements for parking spaces.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(4)f	Location of parking areas is designed for minimum adverse impact upon living areas within the proposed development and minimizes adverse impact upon adjacent properties with regard to noise, lights and visual impact.
			<i>Staff Conclusions</i>	<i>Parking spaces are located adjacent to the front of the buildings which encourages vehicle headlights to orient inward towards the site and not toward neighboring properties.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(4)g	Curb cuts are located away from major intersections and off high volume roadways where possible.
			<i>Staff Conclusions</i>	<i>There are no major intersections near the subject property.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(4)h	Adequate unobstructed access for emergency vehicles, snow plows, garbage trucks and similar service vehicles to all necessary locations within the proposed project is provided.

			<i>Staff Conclusions</i>	<i>The fire department has reviewed the proposed plans and commented that they have no concerns regarding emergency access to the property.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(4)i	The project is designed so as to provide adequate snow storage areas or removal for snow cleared from the parking areas and roadways within the project. (50 percent)
			<i>Staff Conclusions</i>	<i>A total of 1560 square feet is denoted on the site plan for snow storage.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(5)a LANDSCAPE QUALITY	Substantial landscaping is to be provided, which is in scale with the development and which provides relief from and screening of hard surfaces. Total building surface area and street frontage will be considered when determining whether substantial landscape is being provided. (Landscaping shall be defined as trees, shrubs, planters, hanging plants, ground cover and other living vegetation).
			<i>Staff Conclusions</i>	<i>Substantial landscaping is proposed throughout the site. The applicant is proposing a mix of Colorado Spruce trees, Quaking Aspen trees, various shrubs and ground cover. Lawn mix accounts for 500 square feet of the site. 3,000 square feet of natural grasses are proposed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(5)b	Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and compliment the neighborhood and townscape. Consideration should be given to the use of native, drought-resistant plant materials.
			<i>Staff Conclusions</i>	<i>The applicant can provide further details to the Commission regarding this requirement.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(5)c	The preservation of existing significant trees, shrubs and important landscape features (mapped in accordance with Site Design, Paragraph 1) shall be encouraged.
			<i>Staff Conclusions</i>	<i>No significant trees or vegetation are located onsite.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(5)d	Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate shall be encouraged.
			<i>Staff Conclusions</i>	<i>The applicant is proposing a variety of landscaping within both side yards between the adjacent properties.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(6) ENERGY DESIGN	Consideration shall be given to proper orientation within the project. Recognition shall be given to the solar benefits of adjoining properties. (A sun chart as a means of understanding the solar possibilities and limitations shall be encouraged)
			<i>Staff Conclusions</i>	<i>The proposed buildings are oriented towards the south and contain large fenestration areas to maximize natural light.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(7) PUBLIC AMENITIES	Pedestrian amenities are encouraged for all projects and shall be required for commercial uses. Amenities may include, but are not limited to benches and other seating, kiosks, telephone booths, bus shelters, trash receptacles, restrooms, fountains, art, etc. The use of "Ketchum Streetscape Standards" shall be encouraged.
			<i>Staff Conclusions</i>	<i>Not applicable. This is not a commercial project.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(8) GREEN BUILDING	Consideration shall be given to green building features within the project. Recognition shall be given to projects that achieve the United States Green Building Council's LEED Certification or earn the Environmental Protection Agency's Energy Star Label. Projects are encouraged to consider energy

				conservation, indoor air quality, water use, location, waste reduction, recycling, and use of sustainable construction materials.
			<i>Staff Conclusions</i>	<i>The applicant is aware of the Green Building code and has indicated that they will comply with these requirements.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)a Master Signage Plans Design Guidelines	Exposed support structures for signs, including, but not limited to, posts, poles and sign sides or edges, must be faced or covered with wood, stone or metal which is corrosion resistant, painted or anodized, or such other material as may be approved by the city as a reasonable, natural textured substitute.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)b	All freestanding signs shall have landscaping around the base of the support structure in order to provide a transition from the ground to the sign.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)c	All materials should prevent reflective glare.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)d	Simple and easy to read typefaces should be used on signs. Hard to read and overly intricate typefaces should be avoided.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)e	Signs that have symbols, characters, or graphics are encouraged. The symbol, character, or graphic should relate to the products sold in the business or to the name of the business.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)f	Signs that show depth and cast shadows are encouraged. Depth and shadows can be created by mounting individually cut letters and symbols on the sign base or carving letters and symbols into the base of the sign.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)g	Projecting signs are preferred over portable or sandwich board signs. Projecting signs generally are more effective for increasing visibility to both pedestrians and motorists.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)h	Sign materials and colors should complement the building facade. Basic and simple color applications are encouraged and vibrant colors should be avoided.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)i	The color of letters and symbols should contrast the base or background color of the sign to maximize readability.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)j	Signs shall not cover or obscure windows, doors, storefronts, building entrances, eaves, cornices, columns, horizontal expression lines, or other architectural elements or details.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.090(B)(9)k	Signage on buildings with multiple tenants shall be limited to prevent sign clutter. Individual signs for tenants with ground floor storefront entrances are permitted. A directory sign with the names and suite numbers of all tenants without a ground floor storefront entrance may be provided at the lobby entrance for those tenants.
			<i>Staff Conclusions</i>	<i>Not applicable. No signage requests have been submitted with this application.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.090(B)(9)l	An address marker shall be provided at the main entrance to all buildings.
			<i>Staff Conclusions</i>	<i>This standard will be verified prior to issuance of a certificate of occupancy.</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 zoning code, Title 17.
3. The Commission has authority to hear the applicant’s Design Review Application pursuant to Chapter 17.96 of Ketchum Code Title 17.
4. The City of Ketchum Planning Department provided adequate notice for the review of this application.
5. The project **does** meet the standards of approval under Chapter 17.96 of Zoning Code Title 17.

DECISION

THEREFORE, the Ketchum Planning and Zoning Commission **approves** this design review application this Monday, February 8th, subject to the following conditions:

1. Design Review approval shall expire one (1) year from the date of approval;
2. Design Review elements shall be completed prior to final inspection/occupancy;
3. This Design Review approval is based on the plans and information presented and approved at the meeting on the date noted herein. Building Permit plans must conform to the approved Design Review plans unless otherwise approved in writing by the Planning and Zoning Commission or Administrator. Any building or site discrepancies which do not conform to the approved plans will be subject to removal;
4. Approval and recordation of a final plat is required before residential units may be sold;
5. Prior to issuance of a certificate of occupancy all public improvements shall be installed and finalized as approved by the Public Works Department;

6. All site and landscaping areas shall be maintained in conformance with the approved landscaping plan;
7. All snow shall be stored onsite and shall not be placed on neighboring properties or the public right-of-way; and
8. In addition to the requirements set forth in this design review approval, this project shall comply with all applicable local, state and federal laws.

Findings of Fact **adopted** this 8th day of February, 2016.



Steve Cook
Planning and Zoning Commission Chairperson



January 5, 2017

Keshia Owens
Planning Technician
City of Ketchum
480 East Ave. N.
Ketchum, ID 83340

Reference: Heidelberg Hill Residences File #15-154

VIA EMAIL

Dear Keshia:

5050 Ventures, LLC would like to request an extension on its Planning and Zoning approval for our Heidelberg Hill Residences project dated February 8, 2016. I have attached the three (3) findings of fact issued on this project for reference. I understand that an extension is an administrative action so please let me know if you require any additional information in order to grant the extension.

Thank you for your assistance

Sincerely,

Scott Desserrault
CFO

Attachments: (3)



City of Ketchum
Planning & Building

January 13th, 2017

Scott Desserault – CFO
Sawtooth Development Group
491 N. Main St, Ste 201
PO BOX 4767
Ketchum, ID 83340

Mr. Desserault,

This letter serves as an approval for a twelve (12) month extension for the Heidelberg Hill Residences Design Review / Mountain Overlay Design Review approvals (file numbers 15-154 and 15-155), findings of fact date February 8th, 2016. Pursuant to Ketchum Municipal (KMC) Code Section 17.96.130 “Terms of Approval” a one year administrative extension may be granted for Design Review approvals, provided the following conditions are met. Staff comments are written in italic text.

1. **Whether there have been significant amendments to the city's comprehensive plan, downtown master plan or ordinances which will apply to the subject design review approval;** *There have been no changes to the city's comprehensive plan since the original approval.*
2. **Whether significant land use changes have occurred in the project vicinity which would adversely impact the project or be adversely impacted by the project;** *No significant land use changes have occurred in the project vicinity.*
3. **Whether hazardous situations have developed or have been discovered in the project area;** *No hazardous situations have developed or been discovered in the project area.*
4. **Whether community facilities and services required for the project are now inadequate.** *Community facilities and services required for the project have not changed.*

Pursuant to Ketchum Municipal Code section 16.06.070: C (1) “Townhouses” 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 conditions above have been met, and a twelve (12) month extension of the Heidelberg Hill Residences Design Review/Mountain Overlay Design Review are approved. **This extension will expire on February 8th, 2018.** If an additional extension should be required, a written request for extension must be received by the city prior to expiration of the first extension. A second extension request must be reviewed by the Planning and Zoning Commission, and it would be the final allowed extension.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Anderson".

Carl Anderson
Associate Planner



December 13, 2017

Micah Austin
Director of Planning and Building
City of Ketchum
480 East Ave. N.
Ketchum, ID 83340

Reference: Heidelberg Hill Residences File #15-154

VIA EMAIL

Dear Micah,

5050 Ventures, LLC would like to request a 2nd extension on its Planning and Zoning approval of our Heidelberg Hill Residences project dated February 8, 2016. I have attached the three (3) findings of fact issued on this project for reference. I understand that this 2nd extension needs to go to the P&Z Board for approval so please let me know if you require any additional information in order to grant the extension.

Thank you for your assistance

Sincerely,

Scott Desserrault
CFO

Attachments: (3)



Planning and Zoning

Regular Meeting

~ Minutes ~

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

Maureen Puddicombe
Planning Technician

Monday, December 11, 2017

5:00 PM

Ketchum City Hall

Commissioners Present: Jeff Lamoureux, Chairperson
 Erin Smith, Vice-Chairperson
 Betsy Mizell, Commissioner
 Matthew Mead, Commissioner
 Neil Morrow, Commissioner

1. **5:15 PM – SITE VISIT: 100 Northwood Way Mixed-Use Building Conditional Use Permit and Design Review: 100 Northwood Way, Ketchum, ID (Northwood Light Industrial Amended Lot 9).**

2. **5:42 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**

The meeting was called to order at 5:42 PM by Chairperson Jeff Lamoureux.

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

Ketchum Mayor Nina Jonas thanked the Commission for their hard work during her tenure.

4. **COMMUNICATIONS FROM STAFF**

- a. 100 Northwood Way Mixed-Use Development Conditional Use Permit: The Commission will consider and take action on an application for a Conditional Use Permit for two new residences in the Light Industrial 2 (LI-2) zoning district on the second floor of a new mixed-use building (Northwood Light Industrial Amended Lot 9).

COMMENTS – CURRENT MEETING

Planning Director Micah Austin presented the Conditional Use Permit for the residential portion of the project in the Light Industrial Zone. He indicated this project meets all the standards for size, location and rental requirements. Micah indicated this project is in compliance with the Ketchum 2014 Comprehensive Plan, as it includes light manufacturing, residential and limited retail. Staff recommends approval of the 2 residences, as this project meets all the standards of Title 17 of the Land Use Ordinance of the Ketchum Planning and Building Code.

Chairperson Jeff Lamoureux asked about the scope of the Conditional Use Permit regarding the potential for a change of business on the ground floor. Micah Austin indicated any business which meets the criteria for the Light Industrial Zone would be permitted to occupy the ground floor.

Vice-Chairperson Erin Smith asked if conditions can be attached to the Conditional Use Permit, i.e. review when a change of business occurs on the first floor. Micah indicated that could be a condition of approval. Erin inquired about rental requirement of no less than 90 days and how it would be enforced. Micah replied that all enforcement of that nature was complaint driven.

Michael Barker, Architect for the 100 Northwood LLC project, presented the floor plan and elevations for the 2nd floor residential portion of the project. Commissioner Matthew Mead inquired about the staircase and fire safety. Michael indicated the accessibility of the roof deck and egress through the bedroom window were according to code. In addition, the staircase is to code.

PUBLIC COMMENT

Tim Haft, a resident across the street, asked about the venting on the roof. Applicant responded that the roof-top mechanical is for ventilation for the residential units and not the manufacturing area.

Bob Crosby, Sun Valley Board of Realtors, asked how House Bill 216 affects the restricted terms of lease. Micah Austin explained that the Ketchum City Code has not yet been revised to align with House Bill 216.

Chairperson Jeff Lamoureux began review of criteria of the Conditional Use Permit:

- A. Not unreasonably incompatible with uses of the area. Vice-Chairperson Erin Smith stated the project complies. Commissioners Mead, Morrow and Mizell agreed.
- B. Will not endanger the health, safety and welfare of the community: Commissioners agreed there was no danger presented by the project.
- C. Pedestrian and vehicular traffic related to the project will not be hazardous to the existing traffic. Commissioners agreed it complies and would improve the current conditions.
- D. Supported by adequate public services and will not adversely affect public services to the surrounding area: Commissioners agreed there was no issue.

Jeff Lamoureux declared the project is not in conflict with the Comprehensive Plan or the Zoning Ordinances. Commissioner Mead agreed. Erin Smith reiterated the requirement for any lease to include the disclaimer that the property is in the LI Zone.

A discussion of the disclaimer followed.

MOTION TO APPROVE THE APPLICATION FROM 100 NORTHWOOD WAY, LLC FOR A CONDITIONAL USE PERMIT FOR TWO NEW RESIDENCES IN THE LI-2 FINDING THE APPLICATION MEETS THE STANDARDS FOR APPROVAL UNDER CHAPTER 17.116 OF KETCHUM ZONING CODE FOR THE FOLLOWING REASONS:

- **IT MEETS THE CRITERIA FOR A CONDITIONAL USE PERMIT**
- **THE COMMISSION RECOMMENDS APPROVAL WITH THE 10 CONDITIONS STATED IN THE STAFF REPORT**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Erin Smith, Vice-Chairperson
SECONDER:	Betsy Mizell, Commissioner
AYES:	Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

- b. 100 Northwood Way Mixed-Use Development Design Review: The Commission will consider and take action on an application for design review approval of a new mixed-use building (Northwood Light Industrial Amended Lot 9).

Project presented by John Gaeddert, Consulting Planner, indicating the project meets the standards for a hybrid-production facility and staff recommends approval with the six conditions listed on page 13 of the Findings of Fact.

Michael Barker, architect for the project, presented the Design Review. Landscaping, storage, snow removal, trash pick-up and exterior materials were among areas discussed.

The Commissioners asked for a review of the landscaping, crosswalks, parking and traffic sight lines by the City Engineer.

PUBLIC COMMENT:

Liz Roquet, partner in the 100 Northwood Way Mixed-Use Development, to occupy the downstairs portion of the building as Lizzie's Fresh Coffee. This business is categorized as a hybrid production facility. Although Ketchum currently has no air quality standards, Lizzie's has voluntarily utilized the highest quality equipment available to eliminate emissions. Applicant addressed all questions posed by a neighboring citizen.

STAFF COMMENT:

John Gaeddert added condition #7, to include an upgrade to the crosswalk as specified by the Street Department.

MOTION TO APPROVE 100 NORTHWOOD WAY, LLC MIXED-USE DEVELOPMENT DESIGN REVIEW WITH CONDITIONS 1-7

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matthew Mead, Commissioner
SECONDER:	Betsy Mizell, Commissioner
AYES:	Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

- c. Stott Residence Mountain Overlay Pre-Application Design Review: Micah Austin indicated the project is not ready to proceed and would like to continue to January 8, 2018.

MOTION TO CONTINUE STOTT RESIDENCE MOUNTAIN OVERLAY PRE-APPLICATION DESIGN REVIEW TO JANUARY 8, 2018.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Matthew Mead, Commissioner
SECONDER: Betsy Mizell, Commissioner
AYES: Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

- d. Sun Valley Dental Arts Design Review (Continued from November 13, 2017): Micah Austin recommends project continued to January 8, 2018.

MOTION TO CONTINUE SUN VALLEY DENTAL ARTS DESIGN REVIEW TO JANUARY 8, 2018.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Neil Morrow, Commissioner
SECONDER: Matthew Mead, Commissioner
AYES: Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

- e. Zoning and Subdivision Code Amendments: City-initiated text amendment, amending: (1) Title 16, Ketchum Municipal Code, to add an avalanche development and design standard for proposed subdivisions within designated avalanche areas (16.04.040 R); (2) Title 17, Ketchum Municipal Code, to amend the avalanche zone district use restrictions by clarifying allowed construction purposes (17.92.010 A.6.), to clarify conditions for rentals in avalanche areas (17.92.010 D.4), to specify that subdivisions in high hazard avalanche areas within the mountain overlay district are prohibited, and further clarifying when townhome, condominium and subdivision developments in high and moderate avalanche areas within the city are conditionally allowed (17.92.010 D.5.), and to require protected utility meters and shut-off valves for new construction and substantial remodels in the avalanche zone district (17.92.010 D.6); (3) Title 17, Ketchum Municipal Code, to add both a commercial and neighborhood off-site snow storage definition (17.08.020), to add development standards for commercial and neighborhood off-site snow storage (17.124.160), and amend the city's district use matrix to specify appropriate locations and procedures for off-site snow storage (17.12.020 A.6.); and, (4) providing a repealer clause; providing a savings and severability clause; and providing an effective date.

Micah Austin stated the current City Code does not allow lot splits in the Avalanche Zone, however, lot splits have been done for the last 40 years. Public safety concerns need to be balanced with the rights and expectations of the property owners.

Avalanche Zone Amendment presented by John Gaedert. The edits to the code:

1. Avalanche Standards are currently in the Zoning Ordinance and in the Subdivision Ordinance.
2. For safety reasons, location of utility shut-offs to be changed from back of building to leeward side of building, which may be toward the front of the house. This may present design challenges.
3. Clarification of the lease provision, long- or short-term, regarding notification that the structure is in the Avalanche Zone.

4. Property in the Mountain Overlay and the High Avalanche Zone would not be allowed to be further subdivided.

Micah Austin related information from Janet Kellem, previous director of the Sawtooth Avalanche Center. Suggestions:

- 1) Change Subdivision code to not allow any roads, which fill with snow, making recovery difficult.
- 2) Agreed that utility shut-offs should be installed on street side of property to isolate any leaks.
- 3) Stronger language informing the public when Avalanche conditions are anticipated.

PUBLIC COMMENT:

Bob Crosby, Sun Valley Board of Realtors, asked if property is in the Mountain Overlay and an Avalanche Zone, is subdivision prohibited? John Gaedert replied it will be dependent on the lot location, structure location on the lot and engineering of the structure.

Bruce Smith, Alpine Enterprises, surveyor and avalanche consultant, agrees with relocating utility shut-offs. Also agrees that brochures, leases and rental agreements must disclose the property to be in the Avalanche Zone. But he is undecided on the issue of Subdivision within the Avalanche Zone, balancing population density with the property owners' interests to subdivide.

STAFF COMMENT:

Commission and staff discussed the degree of Subdivision that should be allowed in the Avalanche Zone. Revision of items discussed to be incorporated into the text amendment for the next meeting on January 8, 2018. Language on lot subdivision to be clarified by John Gaedert.

SNOW STORAGE:

Presented by John Gaedert. There are 2 parts to the amendment: 1) Commercial off-site snow storage which pertains to the Commercial Core. 2) Neighborhood definition where neighbors can reach their own agreement for snow removal and storage, eliminating unnecessary snow transport. For larger operations, a Conditional Use Permit would be required. Betsy Mizell, Commissioner, asked about drainage from melting snow entering river. The Conditional Use Permit can cover such areas as noise, drainage, amount of snow stored, and the location of storage areas.

MOTION TO CONTINUE PROPOSED CHANGES TO CITY OF KETCHUM MUNICIPAL CODE TO ADDRESS PROPOSAL FOR SUBDIVISIONS IN AVALANCHE AREAS AND COMMERCIAL AND NEIGHBORHOOD OFF-SITE SNOW STORAGE THROUGHOUT THE CITY OF KETCHUM TO JANUARY 8, 2018.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Erin Smith, Vice-Chairperson
SECONDER: Neil Morrow, Commissioner
AYES: Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

5. CONSENT CALENDAR

- a. Minutes – October 9, 2017 and November 13, 2017
Erin Smith noted the motion should include who moved and seconded.

MOTION TO APPROVE MINUTES FROM OCTOBER 9, 2017 AND NOVEMBER 13, 2017 AS AMENDED

RESULT: ADOPTED [UNANIMOUS]
MOVER: Matthew Mead, Commissioner
SECONDER: Neil Morrow, Commissioner
AYES: Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

- b. Findings of Fact and Conclusions of Law for 180 Northwood Mixed-Use Building Design Review:

John Gaeddert presented modifications as previously requested. Removal of retaining wall, landscaping modification, and trash enclosure were approved. New drainage plans were approved by Brian Christiansen of the Streets Department. Chairperson Jeff Lamoureux and Vice-Chairperson Erin Smith questioned the drainage issue and would prefer to see the plans reviewed by a professional engineer.

MOTION TO APPROVE FINDINGS OF FACT AND CONCLUSIONS OF LAW FOR 180 NORTHWOOD MIXED-USE BUILDING DESIGN REVIEW

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jeff Lamoureux, Chairperson
SECONDER: Neil Morrow, Commissioner
AYES: Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

6. FUTURE PROJECTS

Stott Residence
Sun Valley Dental Arts Building
Avalanche and Snow Storage Amendments
Phase II Zoning Re-write
Re-Zoning Application (February 2018)

7. STAFF REPORTS AND CITY COUNCIL MEETING UPDATE

No updates at this time.

8. COMMISSION REPORTS AND EX PARTE DISCUSSION

a. Discussion of requiring bear-proof trash containers in Ketchum:

Commissioner Betsy Mizell related story of bear euthanized because of raids on trash cans. Can the type of canister and time of trash placed outside for pick-up be regulated? This would help to prevent killing of bears. Type of canisters and who would be responsible to provide them is under discussion. Micah Austin to present this issue to the City Council. Matthew Mead questioned who would buy new containers and enforce their use, perhaps start with businesses and phase-in the changes.

b. Review, discussion and tour of the 2014 Comprehensive Plan

Micah Austin gave a general overview of the 2014 Comprehensive Plan. Plan to be under further discussion at the January 8, 2018 meeting.

9. ADJOURNMENT

MOTION TO ADJOURN AT 9:09 PM

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Betsy Mizell, Commissioner
SECONDER:	Matthew Mead, Commissioner
AYES:	Jeff Lamoureux, Matthew Mead, Betsy Mizell, Neil Morrow, Erin Smith

Jeff Lamoureux
Planning and Zoning Commission Chairperson



City of Ketchum
Planning & Building

IN RE:)	
100 Northwood Way)	
Design Review)	KETCHUM PLANNING AND ZONING COMMISSION
Date: December 11, 2017)	FINDINGS OF FACT, CONCLUSIONS OF LAW AND
)	DECISION
File Number: #17-150)	

BACKGROUND FACTS

OWNER: 100 Northwood Way, LLC c/o Liz Roquet

REQUEST: Design Review approval for a new mixed use building.

LOCATION: 100 Northwood Way
(Northwood Light Industrial Lot 9)

ZONING: Light Industrial District Number 2 (LI-2)

NOTICE: Notice was mailed to adjacent property owners of the subject property on November 17, 2010 (> 10 days prior to hearing), published in the Idaho Mountain Express on November 22, 2010 (> 15 days prior to hearing), and posted in three public City locations on November 21, 2017, 2017.

BACKGROUND

The subject property is located at 100 Northwood Way, on Northwood Light Industrial Lot 9. The owner of the subject property is listed as 100 Northwood Way, LLC represented by C. Michael Barker. The property is currently vacant and is designated as Light Industrial District Number 2 (LI-2). The applicant is proposing to construct a new 5,073 square foot mixed-use building on the subject 9,191 square foot lot. The lower level is proposed to be used as a hybrid production facility for Lizzie’s Coffee and the upper level will contain two residential units, totaling 1,969.5 gross square feet and subject to a conditional use permit for the two proposed residential dwelling units.

The project was before the Commission for a pre-application design review, pursuant to City Code 17.96.010.C.1, at a special meeting of the Ketchum Planning and Zoning Commission on October 9, 2017. A site visit was conducted. Upon unanimous approval of the Commission, a motion was granted to advance 100 Northwood Way to full design review. On November 16, 2017 the applicant provided updated drawings including a grading site plan, architectural site plan, building and roof plans, a building section and elevations, materials and colors sample board. The updated drawings addressed each of the outstanding action items expressed by the Commission and specified in the staff’s review of the Design Review Pre-application. A public hearing was conducted at the regular Commission hearing on December 11, 2017 and a motion was made to approve the proposed Design Review as noted herein.

ANALYSIS

The Commission found the project in compliance with the Ketchum Municipal Code as set forth in the

following four tables. In particular, the 100 Northwood Way Mixed Use 5,073 square foot building complies, as conditioned herein, with the following departmental, zoning code, and design review standards as follows:

Table 1: Comprehensive Plan Analysis

SUPPORTING SECTION	SUMMARY OF COMPLIANCE OF PROPOSED AMENDMENTS WITH THE 2014 COMPREHENSIVE PLAN
Future Land Use	
Mixed-Use Industrial	<p>CHARACTERISTICS AND LOCATION: The Mixed-Use Industrial category is intended to provide critical lands for Ketchum’s economic growth and entrepreneurial opportunity within a vibrant business district where people can work and live in the same area.</p> <p>PRIMARY USES: Light manufacturing, wholesale, services, automotive, workshops, studios, research, storage, construction supply, distribution and offices make up the bulk of development within this district.</p> <p>SECONDARY USES: A limited range of residential housing types, and supporting retail are provided for within this category. Uses should generate little traffic from tourists and the general public.</p>
Community Design and Neighborhoods	
Policy CD-1.3 Compatible Infill and Redevelopment Projects	Infill and redevelopment projects should be contextually appropriate to the neighborhood and development in which they will occur. Context refers to the natural and manmade features adjoining a development site; it does not imply a certain style.

Table 2: Requirements for All Applications

City Department Comments				
Compliant			City Code	City Standards and Staff Comments
Yes	No	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police Department: No comment at this time.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Department: The above project shall meet all 2012 International Fire Code requirements in addition to specific City Building and Fire Ordinances. Approved address numbers shall be placed in such a position to be plainly visible and legible from the road fronting the property. Numbers and letters shall be a minimum of four (4) inches tall, contrast with their background and be positioned a minimum of forty-eight (48) inches above final grade. Vehicle parking and material storage during construction shall not restrict or obstruct public streets or access to any building. A <u>minimum</u> twenty-foot travel lane for emergency vehicle access shall be maintained clear and unobstructed at all times. All required Fire Lanes, including within 15 feet of fire hydrants, shall be maintained clear and unobstructed at all times. An approved automatic fire sprinkler system shall be installed throughout the building per City of Ketchum Ordinance #1125 (www.ketchumfire.org) and the National Fire Protection Association Standard 13. An approved fire sprinkler flow bell, Knox box and Fire Department Connection shall be installed in an approved location visible to approaching firefighters. Water service lines to structures shall be hydraulically calculated for size to meet fire sprinkler flow requirements. Fire sprinkler systems shall be annually tested and maintained per NFPA 25. An approved fire department	

		<p>connection and flow bell shall be installed in a location approved by the fire department and the system shall be supervised by an approved alarm system.</p> <p>NOTE: One electronic set of fire sprinkler system plans must be submitted to the Ketchum Fire Department as well as the State Fire Marshal's office and a Ketchum Fire Department Permit must be obtained prior to installation of fire sprinkler systems. Inspections of fire sprinkler systems by the Fire Chief or an appointee are required. Inspections must be scheduled at least 48 hours in advance.</p> <p>An approved monitored fire sprinkler alarm system shall be installed per City of Ketchum Ordinance #1125 (www.ketchumfire.org) and the requirements of NFPA 72. Two (2) sets of alarm system plans shall be submitted to the Ketchum Fire Department for approval and a permit is required prior to installation of alarm systems. Inspections of fire detection systems by the Fire Chief or an appointee are required and shall be scheduled at least 48 hours in advance.</p> <p>An approved access roadway per 2012 International Fire Code Appendix D (www.ketchumfire.org) shall be installed prior to any combustible construction on the site. The road shall be a minimum of twenty (20) feet in width and capable of supporting an imposed load of at least 75,000 pounds. The road must be an all-weather driving surface maintained free, clear, and unobstructed at all times.</p> <p>Fire extinguishers shall be installed and maintained per 2012 IFC Section 906 both during construction and upon occupancy of the building.</p> <p>An approved key box shall be installed, with the appropriate keys, for emergency fire department access in a location approved by the fire department. The key box shall be a Knox box brand and sized to accommodate keys to every door of the project.</p> <p>Inspections of fire department permit required installations shall be scheduled at least 48 hours in advance.</p> <p>An 8 ½ by 11 color coded site map of this project shall be provided on paper and electronically to the fire department. This site map shall show the locations of gas shut-offs, power shut-offs, fire sprinkler riser rooms, fire department connections, alarm panels, Knox boxes, access doors, egress windows, stairways and any additional fire department requirements. Exact details for color coded "On-Sites" can be found at www.ketchumfire.org.</p> <p>Final inspections of all fire department permit required installations by the Fire Chief or an appointee are required and shall be scheduled at least 48 hours in advance. A Final Inspection Checklist can be found at www.ketchumfire.org.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Streets Department:</p> <p>1) Currently there is no parking in front of the lot on the Northwood side. Plans show two parking spaces; will have to evaluate existing red zone to see if parking would be allowed. The proposed curb ramp on Lewis will displace one parking space, project will need to repave to accommodate.</p> <p>2) Plans show proposed 6" curb on Northwood, the existing curb is 3". Was this a mistake or am I missing something?</p> <p>3) We recommend the trees be placed away from the corner to improve the site distance of the intersection.</p> <p>4) Any damage to the existing street or sidewalk curb and gutter will be the responsibility of the project to replace.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Utilities:</p>

			This lot has never been served by either water or sewer. Each unit will need to be served by separate water meters and each shall pay an impact fee based on meter size. Sewer impact fees for the project will be assessed on type of usage by each unit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parks/Arborist: Vegetation shall remain trimmed to 14' above sidewalk and so as to avoid protruding beyond sidewalk edge. Line-of-site issues due to vegetation not addressed by property owner in the future will be addressed by city according to Tree Ordinance. I would prefer to see this intersection be a three-way stop for pedestrian and vehicular safety reasons.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADA Consultant: The 2010 Standards for Accessible Design set minimum requirements – both scoping and technical – for newly designed and constructed or altered state and local government facilities, public accommodations or businesses, and commercial facilities to be readily accessible to and usable by people with disabilities. The 2010 ADA Standards for Accessible Design guidance can be found at www.ADA.gov .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building: The building must meet 2012 International Building Code.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning and Zoning: Comments are denoted throughout the staff report.

Table 3: Zoning Standards Analysis
Compliance with Zoning Standards

Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and Staff Comments
17.12 Establishment of Districts and Zoning Matrices				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.020	District Use
			Commission Findings	Proposed Use: DWELLING, MULTIPLE-FAMILY: A building, under single or multiple ownership, containing two (2) or more dwelling units used for residential occupancy. <ul style="list-style-type: none"> The applicant is proposing two dwelling units located on-site. The applicant shall receive approval of a Conditional Use permit prior to Design Review approval. HYBRID PRODUCTION FACILITY: A <u>commercial operation or use</u> , on one or more premises within the same zoning district, <u>where finished consumer goods are manufactured or produced and those same goods are offered for sale to the general public</u> . Hybrid production facilities must be similar in size, scale and scope of operation with adjacent or nearby uses <ul style="list-style-type: none"> 1,740 Square feet of coffee roaster. 400 square feet of coffee bar/retail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	Minimum Lot Area
			Commission Findings	Required: 8,000 square feet minimum. Existing: 9,191 square feet existing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	Maximum Building Coverage
			Commission Findings	Maximum Permitted: 75% Proposed: 37% (3,404.5 SF / 9,191 SF)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	Minimum Building Setbacks
			Commission Findings	Minimum: Front: 20' Side: 0' for internal side yards and a minimum of 10' for street side yards.

				<p>Rear: 0'</p> <p>Proposed: Front: 24.0' Side (north): 20.0' Side (west): 13.33' Rear (south): 0'</p> <p>Note: Due to the unique nature of the subject property at the northwest corner, the applicant worked with staff to determine the setbacks of the property as it transitions from the side setback to the front setback. The Side yard setback along Lewis Street is 13.33' and transitions to 20' along Northwood Way.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.12.030	Building Height
			Commission Findings	Maximum Permitted: 35' Proposed: 27' (at the top of parapet)
17.125 Off Street Parking and Loading				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.125.030.	Curb Cut
			H	
			Commission Findings	<p>Permitted: Street Frontage: A maximum of thirty five percent (35%) of the linear footage of any street frontage can 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.</p> <p>Proposed: The combined linear footage for the subject property is 200'. The combined approvable linear footage devoted to access off street parking is 70' (35%). The proposed access to off-street parking does not exceed the maximum permitted. See comments from the Streets Department located in Table 2 regarding the proposed curb cut. The applicant coordinate with the Streets Department on the curb design prior to full Design Review approval. Lewis Street Access: 24' Northwood Way: 52'</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.125.040	Off Street Parking and Loading Areas
			Commission Findings	<p>Permitted: In the LI-1, LI-2 and LI-3 districts, off street loading areas (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.</p> <p>Proposed: The applicant has proposed one (1) off-street loading space, accessed from Lewis Street. The loading area does not occupy a public street, alley, driveway or sidewalk. The dimensions of the loading area from back of sidewalk/edge of ROW to the building are 23" x 11' +/- (253 SF).</p>
			17.125.050	Off Street Parking
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commission Findings	<p>Off-street parking standards of this chapter apply to any new development and to any new established uses.</p> <p>Required:</p>

			<p>The proposed mixed-use has been defined as residential and hybrid production. There is not a parking requirement for a hybrid production facility, therefore, the following parking requirement has been established for the proposed use.</p> <ul style="list-style-type: none"> Residential Units, Industrial Districts: 1 space per bedroom = 2 (2 units/ 1 bed each) Restaurant, bars and eating/drinking establishments: 1 space per 100 square feet of assembly area. (400 SF/100 SF) = 4 Manufacturing, industrial district: 1 space per 500 gross square feet, + adequate loading area for trucks (1,740 SF / 500 SF) 3.48 <p>Total Required = 9 on-site parking spaces. Note: see Staff comment in under section 17.125.040 Off Street Parking and Loading Areas for loading area requirements.</p> <p>Proposed: Commercial Area: 1,740 SF / 500 SF = 3.48 Retail / Assembly: 400 SF / 100 SF = 4 Residential: 2 units, 1 bedroom each = 2 Summary: 9 on-site parking spaces, including 2 enclosed residential garage spaces, and 7 rear of building surface on-site parking spaces (includes 1 ADA and 1 compact space).</p>
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Table 4: Design Review Standards for all projects

Design Review Requirements				
IMPROVEMENTS AND STANDARDS: 17.96.060				
Improvements and standards for all projects listed in subsection 17.96.010.A of this chapter:				
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.040	Complete Application
17.96.060.A Streets				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060.A .1	The applicant shall be responsible for all costs associated with providing a connection from an existing city street to their development.
			Commission Findings	<i>The property is located at the corner of Lewis St. and Northwood Way and the applicant will provide connection from Northwood Way to the proposed project. The applicant is proposing a loading area at the southwest portion of the property, to be accessed from Lewis St. The applicant shall be responsible for all costs of connections from the existing City street to the development.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060.A .2	All street designs shall be approved by the City Engineer.
			Commission Findings	<i>The subject property is located at the corner of Lewis St. and Northwood Way.</i>
17.96.060.B Sidewalks				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060. B.1	All projects under 17.96.010(A) that qualify as a “Substantial Improvement” shall install sidewalks as required by the Public Works Department.
			Commission Findings	<i>At the discretion of the Public Works Department and prior to a certificate of occupancy being issued, safety considerations relative to cross-walk upgrades across Northwood Way at the northwest corner of the property will be evaluated and possibly required of the applicant as conditioned herein.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. B.2	Sidewalk width shall conform to the City’s right-of-way standards, however the City Engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.

			Staff Comments	<i>Sidewalks are existing and all new sidewalk construction will conform to the City's right-of-way standards.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060. B.3	Sidewalks may be waived if one of the following criteria is met: a. The project comprises an addition of less than 250 square feet of conditioned space. b. The City Engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.
			Commission Findings	<i>N/A.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. B.4	The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.
			Commission Findings	<i>The existing sidewalk is equal to the length of the subject property line adjacent to Northwood Way and Lewis St. All new sidewalk improvements shall remain equal to the length of the subject property line.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. B.5	New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.
			Commission Findings	<i>Sidewalks are existing and connect to the existing sidewalks adjacent to the subject property.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. B.6	The City may approve and accept voluntary cash contributions in-lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be one hundred ten percent (110%) of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in-lieu contribution shall be paid before the City issues a certificate of occupancy.
			Commission Findings	<i>A contribution in-lieu for this project is not recommended.</i>
17.96.060.C Drainage				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. C.1	All storm water shall be retained on site.
			Commission Findings	<i>The applicant has provided a drainage plan set detailing all applicable grading, catch basins, piping and dry-wells.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. C.2	Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
			Commission Findings	<i>Drainage improvements are shown on the current plan set. The has detailed all applicable grading, catch basins, piping and dry-wells. All drainage improvements are equal to the length of the subject property lines.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. C.3	The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
			Commission Findings	<i>Drainage improvements are shown on the current plan set. The applicant has provided a drainage plan at the time of Design Review, detailing all applicable grading, catch basins, piping and dry-wells.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. C.4	Drainage facilities shall be constructed per City standards.
			Commission Findings	<i>The final design of drainage facilities shall be constructed per City standards.</i>
17.96.060.D Utilities				

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. D.1	All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
			Commission Findings	<i>The applicant is aware of this requirement and all utility improvements for the development shall be improved and installed at the sole expense of the applicant.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. D.2	Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.
			Commission Findings	<i>All utilities shall be located underground. All utilities, power and communication lines within the development shall be concealed from public view.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. D.3	When extension of utilities is necessary all developers will be required to pay for and install two (2") inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with city of Ketchum standards and at the discretion of the City Engineer.
			Commission Findings	<i>The applicant is aware of this requirement and should the extension of utilities be required, the applicant will install and pay for two 2-inch SDR11 fiber optic conduits in accordance with City of Ketchum stands and at the discretion of the City Engineer.</i>
17.96.060.E. Compatibility of Design				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. E.1	The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.
			Commission Findings	<i>The property is located within the Light Industrial Number 2 Zoning District. The materials selected are complementary with the townscape and surrounding light-industrial neighborhood.</i> <i>Corrugated metal siding-upper floor: Charcoal Corrugated metal siding-upper floor: Matte Black Weathered wood siding at main entry Plaster finish at the upper floor Commercial aluminum window/doors throughout: Black</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. E.2	Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.
			Commission Findings	<i>There are no identified landmarks on the property which provide a historical and/or cultural importance to the neighborhood/community.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. E.3	Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.
			Commission Findings	<i>The site is currently vacant and the proposed building will be all new construction.</i>
17.96.060.F Architectural				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.1	Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.
			Commission Findings	<i>The proposed building and site layout provide unobstructed pedestrian accesses to the existing sidewalk adjacent to Lewis Street and Northwood Way. The entryway is clearly defined.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.2	The building character shall be clearly defined by use of architectural features.
			Commission Findings	<i>The proposed 100 Northwood Mixed Use building will contain a hybrid production facility on the first (1) floor and two residential units on the second (2) floor. The total structure will be two stories with a total proposed height of twenty-seven (27') feet. The proposed building character is clearly defined by the use of architectural features.</i> <i>The proposed building is primarily horizontal in form when viewed from Lewis Street (west Elevation). The upper level is stepped back from the lower level, and includes</i>

				<p>glazing throughout. The materials shown include the matte-black and charcoal corrugated metals, and the smooth plaster finish at the upper level.</p> <p>The front entrance hybrid production use is accessed from Northwood way (North Elevation). The combination of undulation, materials selection, and glazing will clearly distinguish the front entrance and define the building character.</p> <p>The east side of the building (East Elevation) is horizontal in form when viewed from the east most property line. The combination of glazing, materials and undulation will reduce the appearance of bulk and flatness and define the character of the building.</p> <p>The bulk of the south portion of the building is proposed to be built to the property line. The portion of the building adjacent to the adjoin structure at the south is proposed to include a CMU wall and fence wall. This portion of the building will not be visible from public view.</p> <p>All roof mounted mechanical equipment shall be screened from public view.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.3	There shall be continuity of materials, colors and signing within the project.
			Commission Findings	The materials shown provide a continuity of materials and colors within the project. See Staff comment in section 17.96.060. E.1.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.4	Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.
			Commission Findings	Accessory structures, fences, walls and landscape features have not been proposed at this time. The applicant has indicated that a landscape plan will be submitted at design review. See Staff comment located in 17.96.060. I.1.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.5	Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.
			Commission Findings	The proposed building walls provide undulation/relief which will reduce the appearance of bulk and flatness. See staff comment in in section 17.96060.F.2 for further description.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.6	Building(s) shall orient towards their primary street frontage.
			Commission Findings	The proposed building is located at the corner of Lewis Street and Northwood Way. The front entrance is located off of Northwood Way and the building is primarily oriented towards Northwood Way.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.7	Garbage storage areas and satellite receivers shall be screened from public view and located off alleys.
			Commission Findings	The garbage storage areas are shown at the southeast corner of the parking lot and screening of the dumpster is provided.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. F.8	Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.
			Commission Findings	The applicant is proposing a flat-roof system. Based on the proposed roof system, it is not anticipated that water will drip and snow will fall on areas where pedestrians will gather and circulate.
17.96.060.G Circulation Design				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. G.1	Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.

			Staff Comments	<i>Pedestrian and bicycle access is located from the existing sidewalk adjacent to Lewis Street and Northwood Way.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. G.2	Awnings extending over public sidewalks shall extend five (5') feet or more across the public sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right of way.
			Commission Findings	<i>Awnings are not proposed to extend over a public sidewalk. Per City Code: 17.08.020, an awning is defined as a covered architectural projection that extends from the exterior wall of a building for the purpose of providing shade, shelter or aesthetic value to the building facade.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. G.3	Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.
			Commission Findings	<i>Based on the preliminary site plan, traffic will flow safely within the project and onto Northwood Way, and the loading area is accessed from Lewis Street. See comment from the Public Works Department located in Table 2.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. G.4	Curb cuts and driveway entrances shall be no closer than twenty (20') feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right of way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.
			Commission Findings	<i>The proposed driveway entrances are greater than 20' to the intersection of Lewis Street and Northwood Way. See comment from the Public Works Department located in Table 2.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. G.5	Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.
			Commission Findings	<i>Emergency vehicles, snow plows and service vehicles will be able to access the subject property from Northwood Way. The applicant has coordinated with Clear Creek Disposal and the location of the trash enclosure appears to allow for unobstructed access for the trash truck.</i>
17.96.060.H Snow Storage				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060. H.1	Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas.
			Commission Findings	<i>N/A. See staff comment located in section 17.96.060.H.4.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060. H.2	Snow storage areas shall be provided on site.
			Commission Findings	<i>N/A. See staff comment located in section 17.96.060.H.4.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.96.060. H.3	A designated snow storage area shall not have any dimension less than five (5') feet and shall be a minimum of twenty-five (25) square feet.
			Commission Findings	<i>N/A. See staff comment located in section 17.96.060.H.4.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. H.4	In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed.
			Commission Findings	<i>In lieu of providing snow storage areas, the applicant states that all snow is to be hauled off site.</i>
17.96.060.I Landscaping				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060. I.1	Landscaping is required for all projects.
			Commission Findings	<i>See attached landscaping plan details.</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060.I.2	Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.
			Commission Findings	<i>See Staff comment located in 17.96.060. I.1.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060.I.3	All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.
			Commission Findings	<i>See Staff comment located in 17.96.060. I.1.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060.I.4	Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.
			Commission Findings	<i>See Staff comment located in 17.96.060. I.1.</i>
17.96.060.J Public Amenities				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.96.060.J.1	Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from the Public Works Department prior to design review approval from the Commission.
			Commission Findings	<i>The site is served by an existing sidewalk and pedestrian amenities are not required.</i>

Table 4. Standards for Residential, Light Industrial Districts

IMPROVEMENTS AND STANDARDS: 17.124.090 – RESIDENTIAL, LIGHT INDUSTRIAL DISTRICTS:				
Residential units in the light industrial districts shall comply with the following minimum criteria:				
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090.A.1	Dwelling units shall not occupy the ground floor.
			Commission Findings	<i>The two proposed dwelling units are located on the second floor.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090.A.2	Design review under chapter 17.96 of this title shall be required whether new building, addition to existing building or remodel of existing building.
			Commission Findings	<i>The applicant is seeking Design Review and Conditional Use approval. This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090.A.3	Up to fifty percent (50%) of any light industrial building may be devoted to dwelling units, unless otherwise specified in the section.
			Commission Findings	<i>The applicant is proposing two separate dwelling units. The total building gross square footage is 5,073 square feet, fifty-percent (50%) of which is 2,535 square feet.</i> <ul style="list-style-type: none"> • Combined Residential Units: 1,912.5 square feet. • Stair, storage, and circulation: 383.5 square feet. • Total: 2,296 Square feet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090.A.4	Dwelling units shall be owner occupied or used for "long term occupancy", defined as a minimum of ninety (90) consecutive days, and shall not be separated in any manner for sale as individual units.
			Commission Findings	<i>The applicant is aware for this requirement and the proposed dwelling units shall be used for long term occupancy, and may not be separated in any manner for sale as individual units.</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090. A.5	Dwelling units shall be a minimum of four hundred (400) square feet and shall not exceed one thousand (1,000) square feet total and shall contain not more than two (2) bedrooms, unless otherwise specified in this section.
			Commission Findings	<i>Each dwelling unit contains one (1) bedroom and neither unit exceeds one thousand (1,000) square feet.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090. A.6	The applicant is aware the mixed use of the property can result in conflict, that the light industrial use may on occasion or in certain respects be incompatible with the quiet enjoyment of the dwelling units, that due to the subordinate and junior nature of the residential use to the light industrial use, the city will not condition, limit, restrict or otherwise interfere with any lawful light industrial use solely because it interferes with a residential use.
			Commission Findings	<i>The applicant is aware of this requirement.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090. A.7	All persons who rent or sublet any residential living unit within the light industrial zones shall provide the tenant, lessee or subtenant with written notice that such unit is located within the light industrial zone and, as such, is junior and, therefore, subordinate in nature to all legal light industrial activities.
			Commission Findings	<i>All persons who rent or sublet any residential living unit will notify the tenant, lessee or subtenant with written notice that the unit is located within the light industrial zone, and is therefore subordinate in nature to all legal light industrial activities.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090. A.8	Each and every real estate agent, sales person and broker and each and every private party who offers for rent or shows a parcel of real property and/or structure for lease or rent within such light industrial zones shall, upon first inquiry, provide the prospective lessee or tenant, prior to viewing such real property, with written notice that such real property and/or structure is located within such light industrial zone
			Commission Findings	<i>All future real estate agent, sales person, broker, and/or each private party who offers for rent or show any of the dwelling units located in the proposed building, will provide written notice that the building is located within such light industrial zone.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.124.090. A.9	All brochures and other printed materials advertising rental or lease of a living unit within the light industrial zones shall contain a provision designating that such unit or units are located within the light industrial zone and are within a mixed use area. Lessees and tenants shall be notified that the residential uses within the light industrial zone are subordinate and, therefore, junior in nature to the legal light industrial activities within the zone.
			Commission Findings	<i>The applicant will meet this requirement.</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 zoning code, Title 17.
3. The Commission has authority to hear the applicant's Design Review Application pursuant to Chapter 17.96 of Ketchum Code Title 17.
4. The City of Ketchum Planning Department provided adequate notice for the review of this application.
5. The project **does** meet the standards of approval under Chapter 17.96, 17.12. and 17.125 of Zoning Code Title 17.

DECISION

THEREFORE, the Ketchum Planning and Zoning Commission **approves** this Design Review Application this 11th day of December, 2017, subject to the following conditions:

CONDITIONS of APPROVAL

THEREFORE, the Ketchum Planning and Zoning Commission **approves** this Design Review application this Monday, December 11, 2017 subject to the following conditions:

1. This approval is subject to the issuance of a conditional use permit for the 2nd story residential uses and compliance with all conditions required by the Ketchum Municipal Code, sections 17.116 & 17.124.090.
2. Work conducted in the city right of way, including excavation and construction of infrastructure shall comply with all design and permit standards required by the city. Work conducted on-site shall comply with the city requirements and the Construction Activity Plan for 100 Northwood Way, as submitted by Elias Construction.
3. All lighting shall be dark sky compliant.
4. This approval is specific to the plan set on file at the city, dated November 16, 2017.
5. The applicant is responsible for the installation of two water meters, payment of water and sewer impact fees, and connection of separate sewer and water lines into the project consistent with specifications of the City.
6. Building and site construction shall comply with Tables 1-4 herein, as well as other Municipal Code provisions of the City of Ketchum as administered primarily by the Fire, Streets, City Engineer, Public Works, and Planning and Building departments of the City.
7. At the discretion of the Public Works Department and prior to Certificate of Occupancy issuance, landing area crosswalk upgrades to the south-side of Northwood Way (at the northeast property corner of the project) may be required.

Findings of Fact **adopted** this 8th day of January, 2018

Jeff Lamoureux
Chairperson