



# Planning and Zoning

## Regular Meeting

~ Minutes ~

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

Maureen Puddicombe  
Planning Technician

Monday, November 13, 2017

5:00 PM

Ketchum City Hall

Commissioners Present: Jeff Lamoureux, Chairperson

Commissioners Remote: Neil Morrow, Commissioner  
Matthew Mead, Commissioner

Commissioners Absent; Erin Smith, Vice-Chairperson  
Betsy Mizell, Commissioner

1. **5:00 PM – SITE VISIT: 180 Northwood Way Mixed Use Building Design Review: 180 Northwood Way, Ketchum, ID (Northwood Light Industrial Amended Lot 5A).**
2. **5:20 PM – SITE VISIT: 207 Jade Street, Flynt Detached Garage, Design Review Approval of a new detached garage within the Mountain Overlay District.**
3. **5:45 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**

Chair Jeff Lamoureux called the meeting to order at 5:45 PM

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

No Public Comment

6. **COMMUNICATIONS FROM STAFF**

- a. 180 Northwood Mixed-Use Design Review: 180 Northwood Way, Ketchum, ID (Northwood Light Industrial Amended Lot 5A). The Commission will consider and take action on an application by 180 Northwood Way, for Design Review of a new mixed-use two-story building with office space on the second floor and a combination of retail and warehouse space on the first floor.

### **COMMENTS - Current Meeting:**

Michael Barker presented design presentation for 180 Northwood Way. John Gaeddert, Staff Planning Consultant, questioned a retaining wall on the south side of the property. Michael Barker responded with possible alternatives. John Gaeddert indicated the project meets the current design standards with the pending lot line shift.

Jeff Lamoureux, Planning and Zoning chair, questioned the retaining wall and planting area along the sidewalk and along Highway 75. Micah Austin, Planning Director, responded he will take the retaining wall into consideration on the approval of the lot line shift.

Jeff Lamoureux asked about the irrigation of landscaping along the sidewalk areas and along Highway 75. He requested it be documented on the final Design Review. A discussion of landscaping and irrigation followed. Commissioners Neil Morrow and Matthew Mead agreed the landscaping between the building and sidewalk should be coordinated with the Street Department and the City Arborist.

John Gaeddert urged the Commission to consider the following amendment to Condition #8: a) Amend the Landscaping Plan to confirm the irrigation in the back of the building; b) to extend landscaping to the back of the curb, subject to an encroachment permit by the City. John also proposed to amend Condition #5 and updated Landscape and Grading Plan, consistent with removing the retaining wall and dry well, and including stucco retainer for the trash. Commissioners Mead and Morrow agreed with the proposed amendments.

**Motion to improve the Design Review Application for the 180 Northwood Way for Mixed-Use Building with Conditions 1-8 as amended.**

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

- b. Flynt Residence Mountain Overlay Design Review: 207 Jade Street, Ketchum, ID (Ketchum FR SE SW TL 3593) for a detached garage.

**COMMENTS - Current Meeting:**

Micah Austin recapped the site visit in the Mountain Overlay, with Staff recommendation for approval.

Design Review presented by Gretchen Wagner, Architect for applicant, for garage addition at 207 Jade Street. Landscape Design and Drainage Plan presented by landscaper Jacob Thomas. Jeff Lamoureux requested onsite drainage plan regarding the dry well and approval of the plan by the Street Department and the City Engineer prior to final approval. Commissioners Neil Morrow and Mattie Mead agreed.

John Gaeddert, Contract Planner, indicated staff recommends approval with 4 conditions being met.

**Motion to approve the Mountain Overlay Design Review Application for 207 Jade Street with Conditions 1-5 to be met under Title 17.96 of the Ketchum Zoning Code.**

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

- c. **Continued from October 9, 2017 Sun Valley Dental Arts Design Review: 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.**

Micah Austin announced the project is currently under re-design due to new Parking Ordinance. The new design may be on the December agenda, or more likely will be presented in January. Micah recommended the project be continued to the December meeting of the Planning and Zoning Commission.

**Motion to continue the Sun Valley Dental Arts Design Review: 100 7th Street East Ketchum, Idaho (Ketchum Townsite, Lot 5, Block 34) to the December 11, 2017 meeting.**

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

- d. **Zoning Code Amendments: City initiated text amendment, amending the following: (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.), clarifying that subdivisions in high hazard avalanche area within the mountain overlay district are prohibited and further clarifying when condominium, townhome and subdivision developments in high and moderate avalanche areas within the city are conditionally allowed (17.92.010 D.5.); (3) Title 17, Ketchum Municipal Code, to add a commercial snow storage definition (17.08.020), to add development standards for commercial snow storage (17.124.160), and amend the city's district use matrix to specify appropriate locations for commercial 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, Planning Director, gave background of: 1) Avalanche Zone regulations regarding lot splits and subdivisions and 2) guidelines for commercial snow storage within the City limits. Allows lot splits to continue, but defines the standards for splitting lots.

Commercial snow storage on private property has been a source of inquiry and complaints. Snow from other properties has been stored on vacant private property. This issue is not currently addressed in the City code.

John Gaeddert, Contract Planner, gave an overview of the details of the proposed Avalanche Zoning and Snow Storage Text Amendment. Staff requests no action be taken now, but will be presented again at the December 11 meeting.

Three Snow Storage amendments are proposed: 1) to the Land Use Matrix indicating the location of off-site commercial snow storage. Permitted use only in Light Industrial, Commercial Core and Tourist Zones. No storage in other residential neighborhoods nor in the Avalanche Zone, or Mountain Overlay Zone or Floodplain Zone.

Jeff asked about the Permitting process. Micah Austin explained there is not currently a process, only guidelines to be followed. Standards give direction for snow storage and drainage.

Micah and Jeff discussed various situations, including drainage, and the feasibility of a Conditional Use permitting process in specific residential zones. Back-up alarms in residential zones can be a problem. It was agreed to open this topic for further discussion. Commissioner Matthew Mead suggested a permitted process in select zones and Conditional Use permit in others.

The Snow Storage Standards will be reviewed at the December 11, meeting.

Avalanche Zone Text Amendment has three components:

1. Title 16 – Subdivisions in the Avalanche Zone must meet Avalanche Standards
2. When more than a single-family dwelling can be built in the Avalanche Zone.
3. Standards for subdivision (townhomes and condominiums) in the Avalanche Zone.

John Gaeddert presented some of the questions to be addressed as to the Avalanche Zone: If a property is in the Avalanche Zone and also in the Mountain Overlay, subdivision would not be allowed to protect the integrity of the Mountain Overlay District. Objective Standards need to be developed.

Jeff Lamoureux questioned what has changed since original code was written? Do short-term rentals in Avalanche Zone notify tenants of Avalanche dangers? How to enforce safety notification to short-term rentals?

Micah Austin, Planning Director, discussed a history of building in the Avalanche Zone, building standards, and safety concerns. Commissioner Neil Morrow agreed with the concerns discussed. Commissioner Neil Morrow responded to items discussed and indicated he would like to see more research and technical information on Avalanche.

John Gaeddert pointed out Section 5a of the Amendment requesting feedback concerning development in the Avalanche Zone and Mountain Overlay. Micah Austin urged protecting the hillside from development.

## 7. CONSENT CALENDAR

### a. Minutes: October 9, 2017

Minutes to be corrected as noted.

### b. Findings of Fact and Conclusions of Law for Greyhawk Parking Lot Conditional Use Permit Renewal: Located at the south end of Gates Road (Lot 16, Block 2, Greyhawk II Subdivision and Tax Lot 6856)

### c. Findings of Fact and Conclusions of Law for Puchner Lane Conditional Use Permit: Located at the south end of Puchner Lane (Lot 2 Greyhawk III Subdivision).

**Motion to approve Findings of Fact and Conclusions of Law for Greyhawk Parking Lot Conditional Use Permit and the Puchner Lane Parking Lot Conditional Use Permit**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Lamoureux
<b>SECONDER:</b>	Neil Morrow,
<b>AYES:</b>	Neil Morrow, Jeff Lamoureux
<b>RECUSED:</b>	Matthew Mead,

**8. FUTURE PROJECTS AND NOTICING REQUIREMENTS**

Micah Austin indicated the December agenda would include the Text Amendment, the 100 Northwood project, including a site visit, and the new Stott Residence at 600 Walnut Ave.

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

Micah Austin related the City Council heard the second reading of the Parking Ordinance, with the third reading scheduled for November 20<sup>th</sup>. We are working on hiring a new person for the open Associate Planner Position and hope to have someone in place by the end of December. Consultants John Gaeddert and Jim Zarubica have been very helpful in the completion of projects.

**10. COMMISSION REPORTS AND EX PARTE DISCUSSION**

- a. Discussion of requiring Bear-Proof trash containers in Ketchum to be continued to December. Jeff Lamoureux requested a discussion of the Comprehensive Plan as to Affordable Housing and Housing Density for the December and January meetings.

Commissioner Matthew Mead is happy to announce he is returning to Ketchum full-time in December and will attending the Planning and Zoning Meetings.

**11. ADJOURNMENT**

Motion to adjourn at 8:15 pm.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Lamoureux
<b>SECONDER:</b>	Neil Morrow,
<b>AYES:</b>	Neil Morrow, Jeff Lamoureux

  
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Jeff Lamoureux  
Planning and Zoning Commission Chairperson