



Planning and Zoning

Regular Meeting

~ Minutes ~

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

Admin

Monday, September 11, 2017

5:00 PM

Ketchum City Hall

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

Staff Present: Micah Austin, Director of Planning & Building
Brittany Skelton, Senior Planner
Carl Anderson, Associate Planner

1. Call to Order
2. 5:00 PM – SITE VISIT: Northwood Mixed Use Pre-Application Design Review: 180 Northwood Way, Ketchum, ID (Northwood Light Industrial AM Lot 5A 28,358 SF).

3. 5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho

Chair Jeff Lamoureux called the meeting to order at 5:31 p.m.

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

No public comment.

5. COMMUNICATIONS FROM STAFF

- a. Continued from May 23, June 12, July 10, and August 14, 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.

Director of Planning & Building Micah Austin explained that this agenda item will need to be continued to the October 9, 2017 meeting.

Motion to continue to the October 9, 2017 meeting.

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

- b. Peter Residence Mountain Overlay Design Review: 124 Sage Road, Ketchum, ID (Warm Springs Village 4th Add Lot 7 BLK 3 31,363 SF). The Commission will consider and take action on an application by Pete Peter for Mountain Overlay Design Review for a new 4,907 square foot residence.

Applicant Craig Maxwell presented his project to the Commissioners and talked about the site visit last month. He talked about the two items the Commission had requested be resolved from the last meeting and advised he is compliant with the requests.

Commissioner Matthew Mead asked about the avalanche forces in the model and expressed a concern about the possibility of this project damaging neighbors' houses. Craig Maxwell advised that this has been looked at and it is not a concern and explained the flow of an avalanche. He advised that he has worked with Avalanche Expert Bruce Smith on this topic.

Motion to approve the application for the Pete Peter Mountain Overlay Review application finding the application meets standards for approval under chapter 17.96 of the Ketchum Zoning Code with conditions 1-9.

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

- c. **Northwood Mixed Use Pre-Application Design Review: 180 Northwood Way, Ketchum, ID (Northwood Light Industrial AM Lot 5A 28,358 SF). The Commission will consider and take action on an application by Elisabeth Grabher for Pre-Application Design Review of a new mixed commercial use two-story building with ground floor parking, warehouse, office and retail space, a mezzanine, and second floor office space.**

Michael Allaire with Michael Doty Architects, representing Elisabeth and Elmar Grabher, showed an aerial view of the site and gave a detailed explanation of each screen. He talked about the site plan and about the parking, and loading zones. He showed the retail space and garage space as well as the mezzanine and 2nd floor, as well as the bathrooms, and kitchenette. He talked about the plans for the roof. Michael Allaire went over the proposed materials and showed samples to the Commissioners. Elevations were presented in detail. He showed 3D views of the building and talked about the landscaping.

Commissioner Matthew Mead asked about the construction method. Michael Allaire explained that it would be a wood structure. Vice Chair Erin Smith questioned the mezzanine use. He advised it would be a rail looking over the warehouse. The stucco design was questioned.

Associate Planner Carl Anderson advised that staff recommends the project going forward to design review and explained where items 1-10 fall in the process.

Vice Chair Erin Smith questioned 17.08 substantial improvement and asked how that qualifies since it's a vacant lot. Director of Planning & Building Micah Austin explained it's based on the current value and explained the new construction definition.

Commissioner Matthew Mead questioned the need to move a fire hydrant to accommodate the entrance. Associate Planner Carl Anderson advised that will be addressed during design review. Chair Jeff Lamoureux asked about the standard on the driveway width. Associate Planner Carl Anderson explained they are within the standard and satisfy the requirement. Director of Planning & Building Micah Austin explained that we base this on the 30% rule and take that on a case by case basis. Commissioner Betsy Mizell asked about solar panels and sky lights for natural light and lower energy use. Michael Allaire talked about the windows in the garage door to allow natural light. Matthew Mead questioned the visible flat roof on highway 75 and if anything will be done to change that. Michael Allaire explained that no changes are proposed at this.

Commissioners all agreed that the building looks good.

Motion to advance 180 Northwood Way to Full Design Review.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Erin Smith, Vice Chair
SECONDER:	Matthew Mead, Commissioner
AYES:	Lamoureux, Morrow, Smith, Mizell, Mead

6. CONSENT CALENDAR**a. Minutes: June 12, 2017**

Minutes were amended. Commissioner Mathew Mead was not present at that meeting.

Motion to approve June 12, 2017 minutes with corrections.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Erin Smith, Vice Chair
SECONDER:	Jeff Lamoureux
AYES:	Lamoureux, Smith, Mizell, Morrow, Mead

b. Minutes: July 7, 2017

Minutes were amended. Chair Jeff Lamoureux and Commissioner Mathew Meade were not present at that meeting.

Motion to approve July 7, 2017 minutes as amended.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mathew Mead, Commissioner
SECONDER:	Neil Morrow, Commissioner
AYES:	Morrow, Smith, Mizell, Lamoureux, Mead

c. Minutes: July 10, 2017

Vice Chair Erin Smith requested that Chair Jeff Lamoureux be listed as the first commissioner present when he is present at a meeting.

Motion to approve July 10, 2017 minutes.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Erin Smith, Vice chair
SECONDER:	Betsy Mizell
AYES:	Lamoureux, Morrow, Mead, Smith, Mizell

d. Minutes: August 14, 2017

Minutes were amended. Under 5. the last sentence needs to be moved under 6. On page 5 under E., second paragraph, the word areas need to be changed to units. On page 7, number 11, it should say incentivizes.

Motion to approve August 14, 2017 as amended.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mathew Mead, Commissioner
SECONDER:	Betsy Mizell, Commissioner
AYES:	Morrow, Mead, Smith, Mizell

- e. **Hotel Ketchum Coffee Shop Design Review: 620 North Main Street, Ketchum, ID (Ketchum Lots 2, S 2' of 3 BLK 7 3,179SF): Findings of Fact and Conclusions of Law.**
- f. **Flynt Residence Mountain Overlay Design Review: 207 Jade Street, Ketchum, ID (Ketchum FR SE SW TL 3593 SEC 18 4N 18E): Findings of Fact and Conclusions of Law.**

Items e and f on this agenda were presented together.

Vice Chair Erin Smith is good with the Flynt Residence. Chair Jeff Lamoureux would like Erin Smith's name to be put on the Findings of Fact in the signature line since he was not present at that meeting.

Vice Chair Erin Smith questioned if the location of Hotel Ketchum is considered downtown. Director of Planning & Building Micah Austin explained that it is the Community Core zoning district, at the edge of downtown. Erin Smith questioned a reference on Page 5, to Boulder Mountain Sub, and the size. Associate Planner Carl Anderson explained that the Boulder Mountain Sub is the lot the Hotel Ketchum sits on and advised that he will get the exact language for the name of the lot and add it. Erin Smith questioned page 8, standard 17.96.060E3, stating she believes the Commission was told the coffee shop would not be occupying the existing foundation. Carl Anderson will make the correction to the wording. Erin Smith also questioned the need for conditions #7 and #11 because they seem to be repetitive. Carl Anderson stated he will make that change.

Move to approve both findings of fact as amended.

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

7. FUTURE PROJECTS AND NOTICING REQUIREMENTS

Senior Planner Brittany Skelton advised that at the Monday Oct. 9, 2017 meeting there will be a continuation of the Franz mixed use development and tentatively the applicant will present an update at that meeting.

There is a scheduled review of Grumpy's conditional use permit. Complaints were received regarding hours of operation. Director of Planning & Building Micah Austin explained the complaint process and its relation to the review of the Conditional Use Permit (CUP). The CUP has not been evaluated since 1997. Micah Austin explained to the Commissioners that the restaurant is supposed to close at 9 p.m. Micah Austin explained to commissioners what they will be looking at and what has been done up to this point. Chair Jeff Lamoureux said this is an enforcement issue. Micah Austin advised that there is a requirement that when there is a written complaint the topic will need to come back to the commissioners. Commissioners have requested somebody from the Police Department be present to explain what enforcement actions have been taken up to this point.

Brittany Skelton added that two additional CUP renewals will be reviewed for renewal, the first one being the Sun Valley Skier Parking Lot at Gates Road and the other being the Sun Valley Skier Parking Lot at Puchner Lane. Brittany Skelton added that there is a Mountain Overlay Pre-Application Design Reivew tentatively scheduled for a property located at 6th and Walnut and that the Findings of Fact for the Peters residence will also be reviewed at the October 9th meeting.

8. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

Director of Planning & Building Micah Austin reported that the Parking Ordinance is scheduled for a public hearing with City Council for October 2nd. Micah Austin gave the history of the proposed Ordinance.

Associate Planner Carl Anderson advised that he has accepted a Job in Pocatello. His last day at the City of Ketchum will be October 2nd.

Senior Planner Brittany Skelton will be out of the office under the Family and Medical Leave Act beginning in October and returning in January of 2018.

Director of Planning & Building Micah Austin gave Carl Anderson and his prior employees who left the city of Ketchum to advance in their careers kudos for their efforts and congratulated them for moving on.

9. Commission reports and ex parte discusslon disclosure

Vice Chair Erin Smith questioned how old the avalanche studies are and what we need to do to get them updated. Director of Planning & Building Micah Austin explained they are dated back to 1978 and 1979 and advised that he has gotten direction from council to begin looking at the studies.

Vice Chair Erin Smith questioned a house going up on Corrock Drive and the top of Warm Springs. Director of Planning & Building Micah Austin explained that property line that goes onto Corrock Dr. and about the dividing line and how it was approved at the time. He explained the building code and what was required at the time of approval and advised that the house meets all building codes.

Chair Jeff Lamoureux wanted to make a comment about the Sun Valley Dental Arts application. He has concerns that the city needs to communicate more with the applicant. He wants the city to work with him so the application can move forward. Micah Austin advised that he is confident that staff has done their jobs and explained the process to the applicant. He advised that from the beginning this project has not met standards. Carl Anderson explained that the applicant has been working on all the requirements. Micah Austin advised that staff continue to work with the applicant. Lamoureux voiced his concerns in regard to the applicant and our communication. Micah Austin explained that the architect has changed and they will continue to work with the applicant.

10. ADJOURNMENT

Motion to adjourn at 6:43 p.m.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Mathew Mead, Commissioner
SECONDER: Neil Morrow, Commissioner
AYES: Lamoureux, Morrow, Mead, Smith, Mizell



Jeff Lamoureux
Planning and Zoning Commission Chairperson