



Planning and Zoning

Regular Meeting

~ Minutes ~

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

Monday, August 14, 2017

6:00 PM

Ketchum City Hall

Commissioners Present: Erin Smith, Vice-Chairperson
Neil Morrow, Commissioner

Absent: Jeff Lamoureux, Chairperson
Betsey Mizell, Commissioner

Conference Call: Matthew Mead, Commissioner

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

1. **5:00 PM – SITE VISIT: Peter Residence Mountain Overlay Pre-Application Design Review: 124 Sage Road, Ketchum, ID (Warm Springs Village 4th Add Lot 7 BLK 3 31,363 SF).**
2. **5:15 PM – SITE VISIT: Hotel Ketchum Coffee Shop Design Review: 620 North Main Street, Ketchum, ID (Ketchum Lots 2, S 2' of 3 BLK 7 3,179 SF).**
3. **5:30 PM – SITE VIST: Leadville Residential Pre-Application Design Review, Southwest corner of South Leadville Avenue and Onyx Street, Ketchum, ID (Trail Creek Condos Amended Block 1 SEC 18 4N 18E 14,992 SF).**
4. **5:45 PM – SITE VISIT: Flynt Residence Mountain Overlay Design Review: 207 Jade Street, Ketchum, ID (Ketchum FR SE SW TL 3593 SEC 18 4N 18E).**

5. **6:00 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**

Vice-Chairperson Erin Smith called the meeting to order at 6:17 p.m. and talked about the site visits that have just been completed.

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

Vice-Chairperson Erin Smith asked for public comments for items that are not on the agenda. No comments.

7. **COMMUNICATIONS FROM STAFF**

- a. **Continued from May 23, 2017, June 12, 2017, and July 10, 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.**

Associate Planner Carl Anderson advised there has not been new submittals for this project and at this time staff recommends re-noticing when the applicant is ready. Vice-Chairperson Erin Smith questioned

if this causes a delay for the applicant. Director of Planning & Building Micah Austin advised that this could be continued to the next meeting but this project is working out the parking issues and may not be ready. Erin Smith voiced concerns about delays. Commissioner Neil Morrow would like this topic continued to the September 11, 2017 meeting.

Motion to continue the project, Sun Valley Dental Arts Design Review, to a date certain of September 11, 2017.

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

- b. Hotel Ketchum Coffee Shop Design Review: 620 North Main Street, Ketchum, ID (Ketchum Lots 2, S 2' of 3 BLK 7 3,179SF). The Commission will consider and take action on an application by Ketchum & Mustard, LLC for Design Review approval of a new 1,364 square-foot coffee shop to replace the 1,364 square-foot Belmont Radio Station.**

Director of Planning & Building Micah Austin advised Commissioners that this is a Design Review application for the coffee shop next to the Belmont Hotel located at 620 North Main Street.

Associate Planner Carl Anderson advised that the application before the commission tonight is for Hotel Ketchum Coffee Shop Design Review. The applicant is Ketchum & Mustard LLC and the representatives are Mark D Reus and John Rowland. Carl Anderson went over a brief background, outstanding action items which included parking plan, trash services, shared utilities, snow storage and bike parking. Carl Anderson advised that staff recommendation is an approval of the easement agreement, with the condition that an approvable parking analysis is provided prior to the issuance of the building permit. Vice-Chairperson Erin Smith questioned if the condition of approval is solely for the coffee shop and Carl confirmed that it is. He went over the requirements for parking for the Belmont Hotel.

Associate Planner Carl Anderson advised that staff finds that the proposed project complies with all regulations contained within Design Review chapter 17.96. He went over the City Department comments from the Street and Utilities Department and advised that staff recommends approval of the plans submitted with the recommended conditions outlined in his presentation.

Vice-Chairperson Erin Smith questioned if the coffee shop was to be sold after they record the easement what would happen? Carl Anderson advised that the easement would be permanent. Erin Smith then questioned if at a later date the hotel gets knocked down or converted into something else what would happen? Director of Planning & Building Micah Austin advised that the easement runs with the land.

Applicant Shannon Allen representing Ketchum & Mustard LLC explained that the project is an accessory to the hotel. She showed a rendering of 6th & Main of the Hotel and talked about the 58 hotel rooms, retail space, communal space, pool, hot tub and fitness center. She showed a slide of the interior & exterior of the hotel and the coffee shop. John Roland explained the bench in the picture has been removed per the Street Departments direction. The issues that were addressed in the application are addressed in the building permit process. Vice-Chairperson Erin Smith questioned ADA parking. John Roland explained an additional handicapped stall has been added. There are two onsite. Erin Smith questioned bicycle racks. John Roland showed a slide where the bike parking will be located. Construction parking will be in the parking lot.

Vice-Chairperson Erin Smith asked for public comment. There was none.

Vice-Chairperson Erin Smith asked the Commissioners for comments. Commissioner Matthew Mead asked if anything came up on the site visit. Erin Smith explained that the original drawing shows a bench, however, public works has requested that be removed. The bench seating will be behind the wall that is shown on the rendering.

Motion to approve the application and supporting plans for the Hotel Ketchum coffee show as long as they comply with conditions 1 – 11 set by staff.

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

- c. **Flynt Residence Mountain Overlay Design Review: 207 Jade Street, Ketchum, ID (Ketchum FR SE SW TL 3593 SEC 18 4N 18E). The Commission will consider and take action on an application by Susan Flynt for Mountain Overlay Design Review approval of a 2,318 square-foot addition to an existing residence containing a new garage and master suite.**

Director of Planning & Building Micah Austin gave a brief introduction and advised he had nothing to add from the site visit. Micah Austin updated Commissioner Matthew Mead as to the scope of the project and explained that the plan is to enlarge the deck by 5 1/2 feet and add a hot tub pedestal on the east side of the house.

Associate Planner Carl Anderson went over a power point which outlined the remodel and addition. He advised there has been no public comment. He showed the location of 207 Jade street and advised that the project is compliant with the comprehensive plan. Carl Anderson went over in detail what is being proposed and advised that they no longer are proposing a garage and master bedroom. They are proposing the deck to the south and an additional hot tub area on the east side. Carl Anderson explained the elevations of the project and advised that staff finds that the project has met all design review requirements. Carl Anderson went over the action items and explained that this is coming before the Commission because it is in the Mountain Overlay District. Commissioner Mathew Mead clarified that no sq. footage is being added to the house. Carl Anderson explained what the new sq. footage will be with the new deck area.

Architect Gretchen Wagner representing the applicant explained that she does not see the need to speak unless there are questions from the Commission. There were no questions.

Vice Chair-person Erin Smith asked for public comment. There was none.

Motion to approve the application and supporting plans as presented with recommended condition 1-5.

Commissioner Matthew Mead questioned the conditions. Vice-Chairperson Erin Smith explained the process of this going back to the Street Department for approval.

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

- d. **Peter Residence Mountain Overlay Pre-Application 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 Pre-Application Design Review for a new 4,907 square foot residence.**

Senior Planner Brittany Skelton advised that this is a Pre-application review for Pete Peter's project in the Mountain Overlay district.

Director of Planning & Building Micah Austin introduced the project and the applicant representative Craig Maxwell and stated that the question before the commissioners today is if this should go forward to Design Review.

Senior Planner Brittany Skelton described the proposed new single-family home and talked about the location in the General Residential Low-Density with Mountain overlay and Avalanche overlay zoning districts. She gave an overview of the project and talked about the Mountain Overlay and right-of-way standards as well as the outstanding action items such as the slope of driveway. She advised that this aligns with the Comprehensive Plan. Senior Planner Brittany Skelton went over staff recommendations and conditions. Vice-Chairperson Erin Smith asked if there was a construction parking plan. Brittany Skelton advised there has been but final details would need to be worked out. Commissioner Matthew Mead questioned building in the avalanche zone and the requirements of a structural engineer. Brittany Skelton explained the process.

Structural Engineer Craig Maxell showed a slide of the hillside and explained that he is working with Avalanche Expert Bruce Smith who will be providing a letter regarding his study. Craig Maxwell showed a slide of the site plan and of the property adjacent to the left of the subject property. He explained he understands the need of the right-of-way standards, however, he hopes they can make exceptions regarding the retaining walls and utilities. He will be working with the cities Street Department on the issues. He talked about run off into the City right-of-way and what they plan to do about it. He has meet with streets, fire, and police regarding construction parking. The results are shown and discussed in the construction activity plan.

Vice-Chairperson Erin Smith explained that this is a pre-application process and that this is a good time for Commissioners to voice their questions and concerns. Craig Maxell advised more updated plans will be submitted next week and what they could expect regarding the Avalanche overlay requirements, which will be presented at the next meeting. Craig Maxwell explained that this single-family house is only being presented to the Commission because it's in the Mountain Overlay District.

Commissioner Matthew Mead said this is a beautiful design and he is thrilled to hear that he is working with Bruce Smith regarding the avalanche work on the project. He questioned the topography of the site. Craig Maxwell explained that he has worked with a geo-technical engineer and what was discovered during that process. Matthew Mead asked about the soil surveys. Craig Maxwell said it was mainly gravel and small rocks and talked about what they would do for safety during the construction process. Matthew Mead questioned staff as to additional safety measures that are required when working in the Mountain Overlay site to protect public safety. Director of Planning & Building Micah Austin explained that the building code does not contemplate these types of projects. He advised that we require that the fencing is highly visible and sturdy enough that somebody could lean on it and not

fall into it, however, we have no additional requirements than the Building Code standards. Craig Maxwell added that a neighbor to the West has been very welcoming to the project and he has received positive feedback from another gentleman who lives on the street.

Vice-Chairperson Erin Smith asked for public comment. There was none.

Motion to approve to advance the application for the Peter residence, a new single-family home proposed for 124 Sage Road to Mountain Overlay Design Review.

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

- e. **Leadville Residential Pre-Application Design Review: Southwest corner of South Leadville Avenue and Onyx Street, Ketchum, ID (Trail Creek Condos Amended Block 1 SEC 18 4N 18E 14,992 SF). The Commission will consider and take action on an application by Hollis Rumpeltes Architects for Pre-Application Design Review for a new residential multi-family development.**

Director of Planning & Building Micah Austin introduced the project and advised there was a site visit on the project today. A 100 % residential project with 8 residential units. This is also a pre-application to design review.

Associate Planner Carl Anderson gave an overview of The Onyx at Leadville Residence and talked about the request of 8 new residential units located at the corner of Leadville and Onyx. It is zoned tourist (T). He gave the background and talked about the size of the units and the entire building. Staff advised that this project fits into the 2014 Comprehensive Plan.

Associate Planner Carl Anderson talked about zoning standards and the proposed setbacks. Height concerns were presented and explained. The applicant will be addressing those concerns. 18 parking spaces are required. The applicant is proposing 16 above ground and 2 below. He talked about the FAR and went over the action items presented by staff. He advised that zoning standards need to be addressed. Director of Planning & Building Micah Austin talked about the building height concerns and advised the NW corner of the building is the only spot that has a concern. The applicant has a plan to address that corner. Carl Anderson talked about the design review requirements and went over city department concerns and talked about staff recommendations.

Daniel Hollis talked about access, height, and parking requirements. He went over the existing site plan as it is right now and talked about the NW corner and the drop off. He talked about vehicle access and the elevation change. Pedestrian access as well as two access points were discussed. He talked about sinking the first floor 42 inches and the access points and about a parking plan with 16 below ground and 2 above ground as well as each unit having 2 parking places. Daniel Hollis talked about buying the land to the South and what they would be able to do with that space.

Daniel Hollis advised that the current plan is 19,000 to 21,000 sq. feet and said that the exact sq. footage will be defined in plans to come. He talked about possible pent house suits and decks and about possible roof plans. He talked about materials that could be used for siding and what it is made of. The applicant showed samples of possible materials including a lava sample. He showed a picture of the corner that is a concern at this time and talked about ideas they have for that corner. He showed sample pictures of the renderings. He would like to have the 18 parking spots below grade and that will be possible if they are able to purchase the land to the south. He talked about the landscaping and advised they don't have definitive plans yet.

Vice-Chairperson Erin Smith questioned where guest parking would be. Daniel Maxwell explained there will be 4 spots on the street but there will be more plans in the details forth coming. Erin Smith thanked the applicant for bringing materials for the Commissioners to view. She questioned the butterfly roof and where the snow settles and where the drain off would be. Daniel Maxwell explained the concept. Erin Smith questioned bicycle racks. Daniel Maxwell said trash would be below ground and he showed a landscaped corner for the bicycle racks. Erin Smith asked if there is a formula for the bike rack. Associate Planner Carl Anderson explained that it is not a requirement in this zone. Commissioner Matthew Mead does not have questions but thanked the applicant for the thorough explanations. Erin Smith questioned the elevators. Daniel Maxwell showed where they would be located and explained how they would open. The square footage of each unit was discussed. All units would be for sale and a preliminary platt would come before the Commission at a later date.

Vice-Chairperson Erin Smith asked for public comment. There was none.

Commissioner Mathew Mead questioned the applicant about energy efficiencies or a green building. Daniel Maxwell explained that the walls are a breathing wall structure.

Motion to move the project on Onyx and Leadville to design review.

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

- f. **Ordinance #1177: City-initiated text amendments to Title 17, Chapter 17.88, Floodplain Management Overlay Zoning District. The Planning and Zoning Commission will hold a public hearing to consider Ordinance #1177. Ordinance #1177 amends the zoning code to permanently adopt the interim procedures for emergency riparian alteration and emergency city actions City Council adopted via Emergency Ordinance #1172 in April 2017; the regulations adopted by Emergency Ordinance #1172 otherwise expire in October.**

Senior Planner Brittany Skelton presented explaining that this is a public hearing to consider permanent adoption of measures that were adopted through an emergency ordinance during the flood experience from spring and summer. Brittany Skelton explained why the two new procedures were proposed and adopted. She explained that all emergency ordinances expire in 182 days and that the expiration date will be October 3, 2017. She explained that only because it was an emergency ordinance was the ordinance allowed to be heard solely by City Council and that for permanent adoption it now needed to be noticed and a public hearing needed to be had with the Planning and Zoning Commission. Brittany Skelton went over the summary of the text amendments.

Vice-Chairperson Erin Smith questioned the Commissioners’ involvement in issuing emergency permits. Director of Planning & Building Micah Austin explained that the city attorney had issues with one Commissioner deciding on behalf of the entire Commission and that emergency permits will now be an Administrator decision. Micah Austin complimented Brittany Skelton’s involvement in the flood disaster of the Spring. Vice-Chairperson Erin Smith questioned requiring a Bond and how to create a procedure for the future. Brittany Skelton went over the compliance with the Comprehensive Plan and her findings.

Staff recommendation is approval of Ordinance 1177, finding the ordinance in compliance with the Comprehensive Plan, the Zoning Ordinance, and the Subdivision Ordinance.

Commissioner Matthew Mead thanked Senior Planner Brittany Skelton for all the work she has done. He questioned if somebody had a stream bank fail and it was later discovered that they had altered the riparian zone. Brittany Skelton explained that yes, they did see that, however in places where the

riparian zone was unaltered streambanks also failed. Vice-Chairperson Erin Smith asked if there is a method of fining people who do this. Director of Planning & Building Micah Austin explained it is a misdemeanor violation and enforcement procedures are being discussed among staff.

Vice-Chairperson Erin Smith asked for public comment. There was none.

Motion to recommend approval of Ordinance 1177 to City Council, finding the Ordinance in compliance with the Comprehensive Plan, the Zoning Ordinance, and the Subdivision Ordinance.

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

8. CONSENT CALENDAR

- a. Minutes: June 12, 2017
- b. Minutes: July 7, 2017
- c. Minutes: Jul 10, 2017

There were no hyperlinks on the agenda so the Commissioners are unable to approve the minutes. All minutes will be placed on the next agenda for approval.

9. FUTURE PROJECTS AND NOTICING REQUIREMENTS

- Director of Planning & Building Micah Austin explained where they are in the hiring process.
- Senior Planner Brittany Skelton advised that in the next packet there will be the minutes from June 12, July 7, July 10 and August 14, 2017 as well as the Peter residence Mountain Overlay Design Review and tentatively the Leadville and Onyx Design Review.

10. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

- Director of Planning & Building Micah Austin advised the council meeting will be Thursday the 17th and there are no P & Z issues on that agenda.

11. Commission reports and ex parte discussion disclosure

- Commissioner Mathew Mead questioned Director of Planning and Building Micah Austin if the City incentivizes any green building techniques. Micah Austin explained that the only incentive the city offers regarding energy is we only charge \$100 flat fee for solar installation. How to incentivize green techniques is always being looked at. Matthew Mead has some ideas and will meet with Micah Austin later.
- Vice-Chairperson Erin Smith asked about the streambank just north of the Warm Springs Bridge, across the river from Bigwood Church. Senior Planner Brittany Skelton explained that she will check it out.

12. ADJOURNMENT

Motion to adjourn at 8:21 p.m.

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



Erin Smith
Planning and Zoning Commission Vice-Chairperson