



**SPECIAL PLANNING AND ZONING COMMISSION MEETING**  
Monday, February 9, 2015, 5:00 pm  
Ketchum City Hall, Ketchum, Idaho

**Present:** Chairperson Deborah Burns  
Vice Chair Steve Cook  
Commissioner Jeff Lamoureux  
Commissioner Mike Doty  
Commissioner Erin Smith

**SITE VISIT AT 900 WALNUT AVENUE NORTH.** The Commission will convene for a site visit in regard to the application by Jim and Naomi Ellison, for Mountain Overlay Pre-Application Design Review for a new residence.

The following features of the proposed project were viewed and discussed:

- The orientation of the driveway and how it will connect to the property;
- The location of property stakes and corners of the proposed building;
- Requirements for ROW and the location of proposed parking adjacent to the driveway in the ROW;
- Drainage and the use of a Bio-swale in the ROW to the north towards the cemetery;
- The elevation of the proposed home in relationship to the adjacent property owner to the south;
- Fence encroachment on the west side of Walnut Avenue across from the Ellison Property;
- Design and orientation of house and visual impacts from public ROW; and
- Developing the ROW so it appears as public ROW and not a private driveway.

**Also Present:** Micah Austin, Planning and Building Director  
Morgan Brim, Senior Planner/Current and Long-range Planning Manager  
Rebecca Bundy, Senior Planner/Building and Development Manager  
Brian Christiansen, Street Department Director  
Karen Sherrerd, Landscape Architect  
Don Boss, Architect  
Steve Butler, Engineer  
David Yasenak, Neighbor

The Commissioners had no further questions and the special site visit was concluded at about 5:28 pm.

The Commissioners proceeded to the Regular Planning and Zoning Commission Meeting at City Hall.

  
Steve Cook  
Planning and Zoning Commission Vice Chair



# Planning and Zoning

## Regular Meeting

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

Meetings are Video Recorded

~ Minutes ~

Monday, February 9, 2015

5:00 PM

Ketchum City Hall

**Commissioners Present:** Deborah Burns, Chairperson  
Steve Cook, Vice Chairperson  
Erin Smith  
Mike Doty  
Jeff Lamoureux

**Staff:** Micah Austin, Director of Planning and Building  
Rebecca Bundy, Senior Planner  
Morgan Brim, Senior Planner  
Rachel Martin, Planning Technician

1. **SITE VISIT at 900 WALNUT AVENUE NORTH.** The Commission will convene for a site visit in regard to the application by Jim and Naomi Ellison, for Mountain Overlay Pre-Application Design Review for a new residence.
2. **OPENING OF MEETING**  
Steve Cook opened the meeting at 5:36 p.m. He stated that the Commission had just returned from a site visit at the Ellison Residence 900 Walnut Ave North.
3. **PUBLIC COMMENT - This is an opportunity for the public to speak with the Commission about issues and ideas not on the agenda.**  
Steve Cook asked for public comment. There was none.
4. **CONSIDERATION upon the application from Jim and Naomi Ellison for Pre-application Mountain Overlay Design Review at 900 Walnut Avenue North (Lots 1A & 2, Block 94, Ketchum Townsite)**  
Steve Cook read the application for consideration.

Morgan Brim presented the pre-application and asked for feedback from the Commission. He commented that it is a single family residence, the adjacent property owners had been notified and there were sixteen pre-application items listed in the staff report. He added that Staff is working with the cemetery and pointed out that the view shed is an issue of concern. He identified a public access easement through the cemetery. Staff is not providing a recommendation at this time, only feedback to the applicant.

Erin Smith questioned the Fire Department comment of inadequate fire flows? Morgan Brim stated that the house is required to have fire sprinklers to mitigate this problem.

Mike Doty questioned elevation, what is the height being measured from? Morgan Brim stated they will be building right up to the service access and the commission will see more detailed plan in the design review process.

Steve Cook asked about questions on the staff report regarding cut and fill. Morgan Brim clarified staff had questions about site alterations and cut and fill. He stated that the applicant now has a more updated grading plan and the design review application will have more specific information.

Erin Smith questioned if there were any updates on water and sewer? Morgan Brim clarified that the applicant will need to provide specific information on utility placement at design review.

Karen Sharred, Native Landscapes presented the application for consideration and pointed out that a ROW encroachment license will be applied for the improvements in the ROW. There will be a twenty foot driveway, with a ten foot shoulder on the west side. A drywell will be installed adjacent to the driveway, two existing swales exist on Walnut Avenue and catch basins will be installed at the back of the home to catch any water and keep it on site. Several swales will be installed around the residence. She commented that the applicant will be asking the neighbor adjacent to the south, Heurd, for a five foot landscape easement to handle storm water from their property. The neighbor's bottom floor is ten feet above the Ellison roof.

Steve Cook questioned if the garage was at 5890 feet elevation? Karen Sharred clarified that a test pit in the driveway is set at 5890 feet elevation and will be verified by certificate. The main living floor will be at 5920 feet elevation.

Karen Sharred commented that there is a fifteen foot utility easement on the north edge of the Ellison property. Steve Cook asked about the easement on the Heurd property? Rebecca Bundy clarified there would have to be permission for the utility easement and explained the grades. Michael Doty stated that the proposed easement should be solidified for the formal design review application.

Don Boss Architect presented architectural drawings, stating that the applicant wants the entire living level on the bottom floor, family areas are upstairs. He then presented a materials board pointing out colors and textures of the different parts of the house.

Michael Doty questioned if there is an ordinance regarding fence and wall step backs on descending grades? Rebecca Bundy clarified there was a workshop but there hadn't been a code change. Michael Doty questioned if this wall was in code? Morgan Brim commented that the applicant did meet fence approval requirements.

Steve Cook questioned if there is a 25% slope on the site? Morgan stated that the plans do indicated where the 25% slope is. Commissioner Cook asked if applicants can develop on 25% slope. Rebecca Bundy commented that the city code delimitates knob hill properties that are above 25% as Mountain Overlay which requires mountain overlay design review, but does not disallow development.

Steve Cook asked for public comment.

David Yassnick questioned if the cemetery trail will allow dogs? Jeff Lamoureux commented that would have to be verified. Rebecca Bundy commented that dogs need to be leashed.

Mickey Garcia commented that he liked the design and thinks the application should be approved.

Michael Doty asked if there is public parking in the drive way and how will cars be able to turn around. This should be taken into consideration in the design.

Steve Cook stated he didn't know how much the street dept would be involved? He requested a lot more clarity on the driveway design at design review.

Morgan Brim commented that there would need to be an encroachment agreement with the City and he would invite Brian Christiansen, Street Superintendent to the design review meeting. He then talked about signage and design playing a part in parking.

Jeff Lamoureux commented that this is an opportunity for the city to get involved in the design of the driveway.

Dave Yassnick commented that additional parking was added when the hotel was built for parking overflow. There was a discussion with Commissioners about parking.

Jeff questioned if people are parking there now? Don Boss commented that people do park there for a half hour to walk their dogs.

Steve Cook closed public comment. The Commission took a short break.

**5. PUBLIC HEARING upon a proposed amendment to Ketchum Community Code adding Title 4, Chapter 12, Planning and Zoning Commission including definitions, creation of the Commission, establishing number of members, term of office, and compliance with Idaho Code Section 67-6504.**

Micah Austin presented the code amendment, it does not include the bylaws which will come up later and will go before the City Council for approval. He then asked for questions from the Commissioners.

There were none.

Steve Cook asked for public comment.

Mickey Garcia stated the public information packet was not available at the meeting as it should be.

Steve Cook agreed that the information should be available.

Micah Austin commented that the information is available on our website.

**Erin Smith motioned that the Planning and Zoning Commission recommend approval to the City Council of the amendment, as proposed.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Erin Smith
<b>SECONDER:</b>	Deborah Burns Chairperson
<b>AYES:</b>	Michael Doty, Steve Cook, Jeff Lamoureux, Deborah Burns, Erin Smith
<b>ABSENT:</b>	None
<b>RECUCCE:</b>	None

**6. Update on Zoning Code Re-write**

Micah Austin stated that staff was recommending an interim ordinance that would take place quickly to respond to commissions concerns. He spoke about Phase I, II and III. This interim amendment would address elimination of unenforceable guidelines.

Morgan Brim presented the draft form document for the workshop. He introduced a use matrix and how all uses are now defined. It is comprised of five sections; all zoning uses are included in one matrix.

Steve Cook questioned the timeline. Morgan Brim clarified that staff should have a draft ordinance by April 1, 2015.

Morgan Brim, Micah Austin and the Commissioners went over the code re-write. Micah explained that they are in Phase I now and that Phase II & III will take longer.

The Commissioners requested to make the process as clear as possible.

## 7. CONSENT AGENDA

### a. FINDINGS OF FACT

#### i. Blackburn Wall Design Review – Approved

No comments on Findings of fact.

Erin Smith and Jeff Lamoureux rescued themselves

Mike Doty motioned to approve the Blackburn Wall design review.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Doty
<b>SECONDER:</b>	Deborah Burns Chairperson
<b>AYES:</b>	Steve Cook, Deborah Burns, Michael Doty
<b>ABSENT:</b>	None
<b>RECUCES:</b>	Erin Smith, Jeff Lamoureux

### b. APPROVAL OF MINUTES

#### i. September 22, 2014

Mike Doty stated that the last paragraph on page 2, the sentence does not make sense. Rachel Martin commented that she will listen to the recording and clean up the paragraph.

#### ii. January 26, 2015

Erin Smith and Jeff Lamoureux rescued themselves.

Deborah Burns motioned to approve the meeting minutes of January 26, 2015.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah Burns Chairperson
<b>SECONDER:</b>	Michael Doty
<b>AYES:</b>	Steve Cook, Deborah Burns, Michael Doty
<b>ABSENT:</b>	None
<b>RECUCES:</b>	Erin Smith, Jeff Lamoureux

## 8. FUTURE PROJECTS AND NOTICING REQUIREMENTS

Micah Austin commented on the noticing for BCHA CUP being changed from 1000 feet to all property owners on Gem Street and the surrounding 300 feet, there were 60 people on the list. The notice was also published in the legal notice section of the newspaper.

Rebecca Bundy commented that the Limelight Hotel notice is required to be mailed to adjacent property owners.

Mike Doty requested that the notice be published as a display add as well.

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

Micah Austin questioned how the Commission felt about going to an electronic packet? Jeff Lamoureux state that he would like to go digital but have paper plans. The remaining Commissioners approved the elimination of large rolls of plans.

**10. Commission reports and ex parte discussion or disclosure**

**11. ADJOURNMENT**

Michael Doty motioned to adjourn at 8:06 p.m.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Doty
<b>SECONDER:</b>	Jeff Lamoureux
<b>AYES:</b>	Deborah Burns, Steve Cook, Jeff Lamoureux, Michael Doty, Erin Smith
<b>ABSENT:</b>	None
<b>RECUCCE:</b>	None



Steve Cook, Chairperson  
Ketchum Planning and Zoning Commission