



Ketchum Planning and Zoning Commission

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

Regular Meeting

~ Minutes ~
Meetings are audio recorded

Monday, September 8, 2014

5:30 PM

Ketchum City Hall

Commissioners Present: Deborah Burns, Chairperson
Steve Cook, Vice Chairperson
Michael Doty
Jeff Lamoureux

Commissioners Absent: Erin Smith

Staff: Joyce Allgaier, Director of Planning and Building
Rebecca Bundy, Senior Planner

1. OPENING OF MEETING

Chairperson Burns called the meeting to order at 5:30 p.m.

2. PUBLIC COMMENT - This is an opportunity for the public to speak with the Commission about issues and ideas not on the agenda.

Chairperson Burns invited the public to comment. There were none.

3. CONSIDERATION of the application by 300 West Sixth Street LLC., for Townhouse Subdivision and Design Review for a two unit, residential townhouse development at 300 West Sixth Street (Lot 1 Block 74, Ketchum Townsite), located in the General Residential (GR-L) Zoning District.

Chairperson Burns introduced the application and turned the meeting over to Ms. Allgaier for a staff presentation. Allgaier explained that this application applied to the design review and subdivision. A pre-application design review was heard in August. This is a two unit town house subdivision. There were four items that the Commission wanted addressed from the pre-application meeting. Those are as follows:

1. Streetscape, parking and pedestrian treatment. The Commission wanted more definition and wanted this city gateway to be addressed.
2. Onsite and offsite storm water improvements.
3. Building height and architectural elements like materials, layering, landscaping, setbacks and fences needed more definition.
4. Landscape design needed to be addressed for the site to help mitigate height and ensure compatibility.

Ms. Allgaier cleared up a discrepancy in the staff report that noted a 12 foot setback while the requirement is actually 15 feet. The project meets the minimum lot size requirement. The lot contains 8,250 square feet of land which allows for a subdivision of two townhouse units. They will be detached and function more as single family houses.

The project requires at least four parking spaces. The application meets this requirement and provides parking onsite and within the garages. The site plan shows access for the Powder Day

unit being taken off of 3rd Street. The Groomed Run unit is located off the alley. There is an accessory building in front of the west unit and a bump out has been added to break up the massing.

Ms. Allgaier noted that the applicant has worked with the Street Department regarding storm water and is installing a catch basin at the request of the city. She noted that landscaping has been incorporated to break up the massing of the building and pointed out that more vegetation had been added at the intersection of 3rd Avenue and 6th Street.

Ms. Allgaier directed the Commission to a projected power point showing building perspectives and detailed how the landscaping worked in conjunction with the overall design. She briefly described the east view of the building showing the alley way and described how the materials would aid in the look of the building and how it is layered.

Next, Ms. Allgaier moved onto the proposed preliminary plat application while referring the Commission to the power point exhibit. One parent parcel is being subdivided into two sublots. The two homes would each be located on their own subplot and the owner of the each home would also own the space surrounding their building instead of sharing common space. The landscaping within each subplot belongs to that property owner. She then briefly overviewed review criteria for town house subdivisions, including an interdepartmental review as shown in the staff report, height, neighborhood context, layout/access, landscaping and lighting. The Public Works Department would like to see a revised storm water plan and public right-of-way improvements designed by a civil engineer. The lighting does meet the dark sky provisions of the city code.

The final storm water and infrastructure plan needs to be approved by the city engineer. The project must meet all of the departmental requirements for obtaining a building permit and the city provided with a revised design review plan set showing all of the dimension standards. A fence permit needs to be obtained and the associated plan shall be shown on the building permit. If construction doesn't start by October 31st, the site will need to be re-vegetated.

Ms. Allgaier referred back to the building's setbacks. She explained that the narrow lot dimension is the front yard and the rear yard is opposite of that. The side yards run perpendicular to those. The front yard faces 3rd Avenue and has a 15 foot setback. The rear yard has a 15 foot setback as well. The side yards are one foot of setback for every three feet of building height, which equates to a 12 foot setback.

Commissioner Doty asked Ms. Allgaier if the fourth parking space was located off of the alley and she confirmed that it was. She overviewed the dimensions of the driveway and the proposed curb cuts (reduced to 22 feet).

Peter Wolfe, the applicant, living at 500 North Walnut, introduced himself to the Commission. He identified issues from the pre-application meeting that he was going to focus on including height and context, 6th Street design and the design approach to driveway and parking. He referred the Commission to a rendering on a power point. The applicant is not asking for a height variance and most of the homes in the area have taller roofs. His project will not use steep roofs and does not conflict with neighboring views. To help mitigate the height he is proposing to drop the site's elevation two feet. He then described how the layering, fencing and foreground deemphasized the verticality of the site. The buildings both have a strong base and entry canopy. The Powder Day unit has vertical rusted metal siding and the Groomed Run unit uses a heavy stone; both units incorporate varied textures throughout the exterior design. Vertical aluminum fins have been added to the windows to create contrast with the rugged exterior.

They have worked closely with Public Works on 6th Street, pedestrians have been accommodated and the drainage works well.

Ms. Allgaier explained that the street right-of-way would be improved with a decomposed granite material to provide a walking surface for pedestrians separated from the driving surface. Mr. Wolfe also noted that the street shoulder would be designed to accommodate on-street parking.

Vice Chairperson Cook asked the applicant if the shaded area closest to the center line of 6th Street consisted of road mix. He also asked for clarification on materials being used for the pedestrian walkway and where the parking would be located. He stated that the neighbors are generally in support of the project.

Commissioner Doty referred to the third image, the grading plan (Sheet A-3.1) and the area between the units and indicated that the grade showed a two foot difference. The site slopes gradually.

Chair Person Burns stated that the city should study the area in terms of drainage. Commissioner Lamoureux requested that the city and applicant's engineer should confirm the capacity of the dry wells instead of using them as is. He then asked the applicant to comment on the site's lighting. Mr. Wolfe explained that the lighting was directed downward onto the building's stone and there will be a small light in the court yard as well as near the door. The light source is hooded and would not be visible from the public way. Commissioner Lamoureux inquired regarding lighting by the garage door of Groomed Run. Mr. Wolfe explained that there was a similar light there as well. All the lighting will be directed downward.

Chairperson Burns asked for clarification on the size of the pine trees shown in the landscaping plan. The landscape architect, Rob King stated that the three trees would be of varying heights including 14, 16 and 20 feet. Next, Commissioner Doty asked about changes in the landscaping proposal and Mr. King explained that they wanted larger and fewer trees. Commissioner Lamoureux asked the applicant for the height of a three inch caliper Swedish aspen tree. Mr. King responded it would contain a height of approximately 20 feet.

The applicant then approached the Commission with material samples and showed material types for each of the proposed units.

Chairperson Burns opened the meeting to public comments.

No name given: He stated that he liked the project and the height of the building and explained that it will aesthetically fit in with the newer buildings in the neighborhood. The street at this location bottlenecks and makes it difficult for pedestrians especially when there is moisture on the street. He stated that it would be nice if the street was improved to upgrade the walking conditions and in general he is in favor of widening the roadway at this location.

No other citizens commented.

Chairperson Burns asked the commission if they had more comments. Then, Commissioner Doty explained that he was fine with the parking but it seemed a little tight. He also mentioned that he was okay with the height and the roof design helped with aesthetics. Also, a condition of the project approval will require future plans to have dimensions shown. Commissioner Doty is fine with the materials being proposed. Also, Vice Chairperson Cook's main concern is the use of the city right-of-way on 6th Street but it fell within the purview of the Street Department.

Next Ms. Allgaier stated that the streetscape was discussed with the Street Department and the Transportation Authority. She suggested that the Commission think about whether the city should permit on-street parking within that portion of the street. Finally, she explained that the city could sign it for no parking which would create more space for pedestrians.

Vice Chairperson Cook motioned as follows: *"I move to approve the design review application by 300 6th Street West LLC for the School House Residences Townhouses with conditions 1 - 6"*

Commissioner Doty stated that condition four and five seemed to be duplicates. Ms. Allgaier suggested striking condition five and Vice Chairperson Cook restated his original motion as follows: *"I move to approve the design review application by 300 6th Street West LLC for the School House Residences Townhouses with conditions 1 - 5, with the understanding that as the conditions were originally written condition 5 has been eliminated"*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Cook, Vice Chairperson
SECONDER:	Michael Doty, Commissioner
AYES:	Steve Cook, Jeff Lamoureux, Michael Doty and Deborah Burns.
ABSENT:	Erin Smith
RECUSED:	None

Vice Chairperson Cook then motioned *"I move to approve to the City Council the preliminary plat application by 300 6th Street West LLC for the School House Residences Townhomes for the subdivision of Lot 1, Block 74 of the Ketchum Townsite into sublots 1 & 2 with conditions 1 - 7"*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Cook, Vice Chairperson
SECONDER:	Michael Doty, Commissioner
AYES:	Steve Cook, Jeff Lamoureux, Michael Doty and Deborah Burns.
ABSENT:	Erin Smith
RECUSED:	None

4. PUBLIC HEARING regarding the application of Theresa Jensen, for a Conditional Use Permit at 111 North East Avenue (Lot 5B, Block 22, Ketchum Townsite) in order to allow for an addition to a non-conforming single family residence in the Community Core Zoning District.

Chairperson Burns introduced the next item and turned the time to Ms. Bundy. Then Ms. Bundy overviewed public comments she had received from neighbors Tim Jamison, Andre Sable, Matt Mc Neil and Greg and Cary Skrimple. She presented a letter from James Ruscitto regarding drainage in the right-of-way and provided the Commission with copies of the letter. This project came before the city about two years ago for a building permit for a remodel and then for a similar gaage addition proposal that was approved and not constructed. She directed the Commission to a site photo and described the landscaping and sidewalk.

The home is an existing nonconforming single family structure. Ketchum Municipal Code, Section 17.64.010, Table 1 allows an addition up to 20% with a conditional use permit. The 2012

remodel added 88.5 feet. The current proposal adds an additional 246.5 square feet totaling 335 square feet. 20% of the total square footage is 403 square feet, so the proposal is approximately 100 square feet below that threshold. Two parking spaces are required and will be located in the garage. Lighting meets the Dark Skies requirements. The sidewalk on First Street does not meet minimum width requirements. The City department comments have been incorporated into conditions one and twelve. The sidewalk will be widened to at least five feet and fire comments will be addressed at building permit. Ms. Bundy directed the Commission to the site plan and explained the orientation and layout of the site. Commissioner Doty asked about the tandem parking in the garage. Ms. Bundy referred the question to the applicant.

Vice Chairperson Cook asked if the Commission had been given cross sections and Ms. Bundy replied that they had been given everything submitted. She then referenced the evaluation criteria. The conditional use must be compatible with other area uses. She then overviewed surrounding land uses and explained that the addition would not pose a detriment to the community. The proposal is supported by policies in the comprehensive plan.

The first four proposed conditions are standard for conditional use permits. Condition five indicates that the additions are cumulative and don't increase the base amount that the applicant can add on to in the future. Condition six requires that the sidewalk on First Street be upgraded to a five foot width. Condition seven requires the alley to be brought up to Street Department standards if the city is to maintain and provide snow plowing services. Condition eight stipulates that the proposed flood light shall be installed so no light escapes and in general must meet the lighting standards in the code. Ms. Bundy then asked for any questions.

Vice Chairperson Cook asked a question regarding the sidewalk and requested more information. Ms. Bundy explained that the East Avenue sidewalk is compliant and has landscaping adjacent to the fence. On First Street, the sidewalk will need to be widened to five feet. The applicant may use pavers and doesn't have to fully replace it, but only has to widen it towards her fence. There was some discussion regarding the property line in conjunction with the adjacent fence. A five foot setback is proposed for the addition from the property line on First Street.

Chairperson Burns informed the Commission that she had a conversation with Ms. Frayling, adjacent neighbor, regarding the project and suggest that she attend the meeting.

Michael Blash, representing the applicant, explained that the property owner agrees to widening the sidewalk. The Commission continued their conversation regarding sidewalk widening. Chairperson Burns inquired if the applicant was constructing a bathroom. Mr. Blash confirmed that a bathroom was among other elements included in the design.

Ms. Allgaier mentioned that staff had considered requiring that part of the fence on the alley be open to allow for a parking space accessed from the alley. Mr. Blash commented that the applicant was planning to do that. Commissioner Doty inquired if the building permit site plan would show both parking spaces including one in the garage and one in the back yard.

Vice Chairperson Cook commented that the plans were not detailed enough to make a decision. Ms. Allgaier explained that the plans were developed for the conditional use permit and not for a design review. The building permit would provide more detail in terms of architecture and overall site layout. Ms. Bundy then listed several options that the applicant could pursue regarding parking.

Vice Chairperson Cook clarified his comments and noted that he didn't know if a drywell could be accommodated on site, and mentioned that it is difficult to account for health, safety and public welfare with the information provided in the plans.

Chairperson Burns invited the public to comment.

Annette Frehling: Is a lot owner behind at 100 Leadville. She stated that initially the project was going to preserve the historic home and then the applicant came in and requested to extend the building above the 20% allowance. The garage as proposed is larger than most two car garages. The footprint being added is larger than the footprint of the original historic house. She expressed concern that the historic nature of the home is being lost. She also expressed that the project is piecemeal and loses its integrity. The stop sign at the corner of East Avenue and First Street needs to be a full stop sign. She referenced code that indicated that new sidewalks need to be heated for snow melt purposed.

Chairperson Burns asked if there were additional comments. There were none.

Ms. Bundy explained that the use of the property as a single family residence was not something approved by the Commission but was an existing nonconforming use. It has been used as a single family residence, and before Ms. Jensen bought it, a number of young people lived in it. The site was originally slated for a half block development that went bankrupt. The bank that owned the property re-subdivided the original property back into four lots. Also, the requirement to heat sidewalks has been removed from the code. The historic guidelines are not hard and fast regulations and are there for the Commission to interpret.

Chairperson Burns expressed that there is some confusion with the conditional use permit, addition to a single family residence. The garage addition is not part of the conditional use permit and should not be considered as part of this application. The focus should be on the additional 320 square feet of living space. She expressed that the sidewalk should not be done in a piecemeal fashion and its widening is required as part of the conditional use permit. She thanked Ms. Frehling for highlighting the problems at the intersection of East Avenue and First Street. Ms. Allgaier stated that she would bring the intersection discussion to the Traffic Authority.

Ms. Bundy mentioned that building a garage or shop is addition of an accessory use and would not be counted as additional living space. Vice Chairperson Cook mentioned that the sidewalk material should be congruent with the existing material. Staff mentioned that the public works director would review it.

Commissioner Lamoureux clarified that they were talking about Criteria C that dealt with traffic and pedestrian circulation. He felt that there was not enough information to evaluate that element. He questioned if the applicant would be able to achieve the five foot width and whether they would need an easement. He expressed apprehension and indicated that he was more comfortable continuing the discussion to another meeting.

Mr. Blash replied that they would have to meet the city standard for sidewalks and that he had recommended that the applicant remove the existing sidewalk and construct a new one. He mentioned that it wasn't an issue of if there was enough space and that the requirement will be met. Chair Person Burns indicated that they could act on the CUP and deal with the sidewalk at another time.

Lamoureux clarified condition 11, which is misnumbered and should actually be condition six, to specify that site drainage needed to be contained and treated on-site.

Ms. Allgaier explained that the plans being requested by the Commission for clarification purposes are the same that will be required at time of building permit. Commissioner Lamoureux stated that if the plan met the criteria of city code then the Commission would not need to see it again. If it can't meet code, then the applicant would need to come back before the Commission, because they were not able to meet conditions of approval.

Ms. Bundy stated that condition six would be rewritten to state *"The sidewalk on First Street shall be removed and replaced to meet city standards. Sidewalk drainage and grading plan, both onsite and in the public right-of-way, shall be stamped by a civil engineer licensed in the State of Idaho and shall be submitted for review by the Street and Public Works Department as part of the building permit approval. A revised site plan shall be submitted showing an additional parking space to meet city standards provided in the garage or adjacent to the garage for review by planning division staff."*

Lamoureux suggested that condition six be separated into two conditions, one specifying drainage in the right of way and the other specifying onsite drainage requirements. Staff agreed to break condition six into parts a and b.

Vice Chairperson Cook provided the following motion *"This project, Jensen garage conditional use permit application for a single family residential addition in the community core does meet the standards for approval under Chapter 17.64 and 17.116 of Ketchum Zoning Code Title 17, only if the following conditions of approval are met and those are 1-9 as amended."*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Cook, Vice Chairperson
SECONDER:	Jeff Lamoureux, Commissioner
AYES:	Steve Cook, Jeff Lamoureux, Michael Doty and Deborah Burns.
ABSENT:	Erin Smith
RECUSED:	None

5. PUBLIC HEARING regarding the application by Washington Federal Bank, for a Conditional Use Permit at 460 East Sun Valley Road (Ketchum Townsite, Lots 7 & 8, Block 23) in order to allow for a professional service use on the ground floor street frontage, in the Community Core Zoning District.

Chairperson Burns introduced the item and turned the time over to staff. Ms. Bundy presented a photo of the Helm Station Building that the Commission previously approved for a design review application. The F Stop Store has since moved. The applicant would like to relocate from Main Street to this location to occupy approximately 1,800 square feet. A conditional use permit is required for professional office or financial services which the applicant's proposed use is classified as. The building is most similar to a building type one. Parking requirements are identical for retail and professional office use, so they will not change.

The existing door in the second bay on East Avenue is being relocated to the first bay and the door and window will switch locations. There is no visual effect on the building. The applicant would like to add an ATM on the wall adjacent to East Avenue and add their own signage. Staff has suggested that the whole building should come in for a signage master plan. The signs

would be evaluated separately from this CUP application. Today, they want to get the use approved and will work on the other items later.

Ms. Bundy directed the Commission to her presentation and outlined where the door was being located, where the ATM would be placed and the location of the new window. She overviewed the evaluation criteria and mentioned that the proposed plan fits in with the surrounding area. Similar professional service uses are also located in the area. There appear to be no life safety issues. Staff proposed standard conditions requiring compliance with department requirements and establishing term limits for the CUP.

Jeff Harris, an applicant with the bank presented their proposal. He overviewed a history and background of the bank. Washington Federal liked this property because it allowed them to down size to fit their current business model. This site is a ten year commitment for the bank. The basement will be used primarily for storage. No drive through facility is being proposed.

Tom Van Helmer, Idaho State President with Washington Federal, introduced himself to the Commission. He provided further background regarding the bank and its presence in the community.

Mike Dysput, representing the architect, mentioned that they are doing very little to the exterior of the building. Most of the work would occur within the interior.

Commissioner Lamoureux inquired regarding lighting modifications proposed. Mr. Dysput replied that there were none. However, the ATM in the future may request lighting modifications for security lighting. ATM lighting is not federally regulated, but there is a federal standard that the State of Idaho has not adopted.

Vice Chairperson Cook stated that there may be a conflict near the corner with pedestrians due to the relocation of the door. Mr. Dysput informed him the door was moved to accommodate the vestibule and there is not enough space for teller lines where the door is currently located. Vice Chairperson Cook mentioned that using a railing would prohibit kids from using a dangerous approach to the door.

Commissioner Lamoureux asked Mr. Dysput to explain where the bench on East Avenue will be relocated. Mr. Dysput replied that they would consider using the bench to block the gap Vice Chairperson Cook was concerned with.

Chairperson Burns described conflicts she had with the proposal. She stated that the structure is a building type one. She continued that banks are taking over the city's retail core and that what happened on Main Street should not happen in other areas of the city. Helm Station was originally constructed for a retail center. She expressed concern in general about a bank taking over a retail space.

Michael Page representing the property ownership stated that the tenants are a great addition to the building and will bring people to the space.

Vice Chairperson Cook agreed with the Chairperson's comments regarding the loss of retail space to a bank use. He provided a historical perspective regarding the transformation of Main Street from retail to primarily bank uses. Adding another bank impacts the community's welfare. Concern was expressed regarding the site being dead on the weekends and at night. He prefers that the bank find another location.

Mr. Van Helmer expressed that the bank would help the community and be supportive of community businesses and that bank chains nationally are rapidly consolidating.

Commissioner Doty mentioned that he didn't favor treating this applicant different from the several other banks in the area and leans towards approving the CUP. However, long term retail would be a better use.

Commissioner Lamoureux agreed with Commissioner Doty and mentioned that there is precedent for banks in the area and that they do provide foot traffic at specific times. The bank's footprint is decreasing.

Vice Chairperson Cook reiterated his position and stated that he probably would not vote to approve the CUP. Ms. Allegier asked for clarification as to what his criteria for denying the application was. He replied that it was due to economic impacts and the general welfare of the community. Ms. Allgaier cautioned that economics should not be the basis for denying the permit.

Chairperson Burns clarified her position and suggested there needed to be code changes to prohibit this use in the future but she would approve this one.

Vice Chairperson Cook noted that condition six is good and that signage needed to be closely evaluated.

Josh Kanter, representing the landlord, explained that the bank signage will need to comply with the building's master signage plan.

Commissioner Doty noted that it wasn't a condition of approval. Ms. Bundy clarified that they would need to obtain a sign permit and stay within the allotment of the sign approval per the code.

Ms. Allgaier proposed a condition four as follows: *"The bank will abide by the adopted signage master plan and if any changes are proposed, the applicant would have to come back to the planning and zoning commission and amend that plan."*

Commissioner Lamoureux made the following motion *"That this project, the Washington Federal Bank Conditional Use Permit Application for a 1,800 square foot banking services facility does meet the standards for approval under Chapter 17.116 of the Ketchum Zoning Code Title 17 with the following conditions: 1-4, as discussed."*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Lamoureux, Commissioner
SECONDER:	Michael Doty, Commissioner
AYES:	Jeff Lamoureux, Michael Doty and Deborah Burns.
OPPOSED:	Steve Cook
ABSENT:	Erin Smith
RECUSED:	None

6.

CONSENT AGENDA

a. FINDINGS OF FACT

1. 101 1st Avenue Townhomes – Design Review Amendment
2. 411 E 6th Street - Design Review Amendment

Chairperson Burns motioned as follows: "Motion to approve the findings of fact for 101 1st Avenue Townhomes and 411 East 6th Street."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Deborah Burns, Chair Person
SECONDER:	Jeff Lamoureux, Commissioner
AYES:	Jeff Lamoureux, Steve Cook and Deborah Burns.
OPPOSED:	
ABSENT:	Erin Smith
RECUSED:	Michael Doty

7. STAFF COMMENTS & CITY COUNCIL MEETING UPDATE

Chairperson Burns asked if there were staff comments. Ms. Bundy informed the Commission that Mr. Kearns had placed a puck light in the soffit at the 411 Dick Myer building and he has requested the Commission to come take a look at it this evening so they can keep moving forward on the project.

Ms. Allgaier informed the Commission the City Council is completing their third readings of the ordinances that recently passed.

Commissioner Lamoureux asked for clarification if preliminary plans need to be stamped by a licensed design professional. Ms. Bundy replied that residential projects under four units don't require a stamp.

Commissioner Doty stated that his preference was that all plans brought for design review should be stamped by a licensed architect.

8. COMMISSION COMMENTS

Chairperson Burns asked the commission if there were any comments. There were none.

9. ADJOURNMENT

Chairperson Burns motioned to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Deborah Burns, Chairperson
SECONDER:	Jeff Lamoureux, Commissioner
AYES:	Steve Cook, Jeff Lamoureux, Michael Doty and Deborah Burns.
ABSENT:	Erin Smith
RECUSED:	None



Planning and Zoning Commissioner