

**Regular Meeting**

**~ Minutes ~**

**Tuesday, February 16, 2016**

**2:00 PM**

**Ketchum City Hall**

**Present:** Chairman Baird Gourlay  
Vice Chair Tim Eagan  
Commissioner Mark Nieves  
Commissioner Jim Slanetz  
Commissioner Gary Lipton  
Commissioner Shelley Seibel  
Commissioner Jae Hill

**Staff Present:** Micah Austin, Director of Planning and Building  
Robin Crotty, Recording Secretary

**1. CALL TO ORDER**

Chair Baird Gourlay called the meeting to order at 2:08 p.m.  
Commissioners Gary Lipton and Tim Eagan will arrive after the Tour of City Facilities.

**2. TOUR OF CITY FACILITIES**

**a. City Hall, Police Station, and Fire Station.**

Fire Captain Tom McLean gave a tour of City Facilities.

**3. CONSENT CALENDAR**

After the Tour the Meeting was called back to order at 3:31 p.m.

**a. Approval of Minutes:**

**1. January 19, 2016 Regular Meeting**

**b. Approval of Current Bills**

Vice Chair Tim Eagan questioned the underground wiring and the lights for Starbucks. Micah Austin Director of Planning & Building explained.

Motion to approve the Consent Agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Jim Slanetz, Commissioner
<b>AYES:</b>	Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Shelley Seibel, Baird Gourlay, Jae Hill

**4. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS**

Commissioner Jae Hill was welcomed to the Board.

## 5. COMMUNICATIONS FROM THE PUBLIC

## 6. NEW BUSINESS

a. **Funding Request from Kith and Kin LLC for public infrastructure related to upgrades to an existing distribution power line.**

Micah Austin Director of Planning & Building explained the funding request for public infrastructure and explained the back ground. Micah Austin outlined what the applicant is doing and verified the public upgrade costs. It is a public upgrade and will benefit all in the alley.

Commissioner Gary Lipton agrees and is in favor of the project. Commissioner Shelley Siebel is in favor of funding up front. Commissioner Jim Slanetz questioned the under grounding. Jessie Sheue applicant explained the under grounding need.

Micah Austin Director of Planning & Building explained that the applicant Jessie Sheue has already paid Idaho Power for these upgrades and the KURA will be reimbursing Jessie Sheue directly.

**Motion to approve the funding request from Kith and Kin LLC for public infrastructure upgrades to an existing Idaho Power distribution line for expenses not to exceed \$7,76 and to delegate the Chair and the Director to select a surveyor to complete the process.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Jae Hill, Commissioner
<b>AYES:</b>	Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Shelley Seibel, Baird Gourlay, Jae Hill

b. **Discussion on pursuing a Lot Line Shift for property owned by the KURA at 491 Sun Valley Road.**

Micah Austin Director of Planning & Building gave the history of this Lot Line Shift and explained why this topic is back on the agenda and why it should be approved today. He outlined where the lot line currently is and there was a discussion regarding the aerial map.

Commissioner Mark Nieves asked what is driving this line. Micah Austin explained it just has to do with where the square is set up. Commissioner Jae Hill asked if there is a project that is requiring this shift to happen now. Micah Austin explained that there is no reason that it has to be done now except the fact that eventually the URA will have to make decisions on how to disperse of the land they own.

Micah Austin Director of Planning & Building explained that this is something that should have happened with the establishment of Town Square. The value of the Park and the land and the pros and cons of moving the line was discussed.

The Commission decided to do a site visit to the property at 4:00 pm and returned to City Hall at 4:08 pm. While at the Site Micah Austin Director of Planning & building showed the current lot line and the proposed changes.

Chair Baird Gourlay suggested to give staff direction to move forward with this. Micah Austin Director of Planning & Building recommended hiring a surveyor to go thru the entire application. Chair Baird Gourlay suggested the Commission give him the authority to hire an engineer and it would be a local one.

**Motion to direct staff to process a lot line shift for property owned by the KURA on Lots 5 and 6 of Block 24, Ketchum Townsite, as proposed and to delegate the Chair to select a surveyor to complete the process.**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jae Hill, Commissioner  
**SECONDER:** Tim Eagan, Vice Chair  
**AYES:** Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Shelley Seibel, Baird Gourlay, Jae Hill

**c. Discussion on approval standards for window advertising at 491 Sun Valley Road.**

Micah Austin Director of Planning & Building talked about the window advertising at 491 Sun Valley Road. Current as well as future. There are not guidelines to approve the advertising for the windows and he is recommending written guidelines. Micah Austin went over those guidelines and what they should consist of. Chair Baird Gourlay gave suggestions regarding adding a damage clause. Vice Chair Tim Eagan suggested adding language regarding the length of time the signage could be up. Commissioner Mark Nieves suggested the signage be removed a day or two after the event is over. Commissioner Jim Slanetz suggested adding verbage to say if they don't take it down they will be charged. Commissioner Jae Hill and Micah Austin talked about charging for signage. It was determined that they cannot charge. Commissioner Gary Lipton questioned which windows could be used and voiced his concerns regarding for profit's advertising. Commissioner Mark Nieves suggested looking at this again down the road.

**Motion to direct staff to draft a resolution on the policy guidelines for approving event advertising at 491 Sun Valley Road.**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Mark Nieves, Commissioner  
**SECONDER:** Tim Eagan, Vice Chair  
**AYES:** Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Shelley Seibel, Baird Gourlay, Jae Hill

**d. Discussion on the report completed by Phil Kushlan on October 29, 2014 regarding the feasibility of developing property owned by the KURA (211 First Street).**

Micah Austin Director of Planning & Building outlined the study that had been done for underground parking, ground floor retail and culinary school, 2nd floor community housing and 3rd floor condos. Total cost \$20.09 to \$22.85 million dollars for the entire project. He talked about the results that Kushlan presented and Kushlan's recommendation.

Commissioner Gary Lipton asked if there is a request going to City council. Chair Baird Gourlay explained that after the request goes to council they will have a joint meeting to discuss what they can do with that property.

Vice Chair Tim Eagan questioned the Market Rate units on the 3rd floor. Micah clarified the report. Tim Eagan does not agree with the numbers for Market Rate Housing. Micah Austin said he would get these numbers clarified with Phil Kushlan. There was a discussion regarding the formulas used. Chair Baird Gourlay went over changes that could occur to the current plan.

Commissioner Gary Lipton does not think we should move forward until the council decides to move forward. Vice Chair Tim Eagan and Chair Baird Gourlay said we need to refine this plan to how we think it will work.

Ryan Armbruster clarified what Phil Kushlan used to come to this determination and talked about what we could do going forward.

Commissioner Mark Nieves asked for clarification on how to move forward. Chair Baird Gourlay said they need to talk with Council and he outlined what happened in the past. Micah Austin explained that they need to see where city council wants to go before putting any more time and effort into this.

Chair Baird Gourlay asked Commissioner Jim Slanetz to ask council to get this topic on the March agenda. Vice Chair Tim Eagan has concerns about going to council without a full recommendation. Attorney Ryan Armbruster said if we are going to ask Phil Kushlan for an update we need to let him know what we want to do. The commissioners brain stormed ideas.

**Motion to allow Chair Baird Gourlay, after the city council meeting in March to move forward with updating the Kushlan report.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Shelley Seibel, Baird Gourlay, Jae Hill

Commissioner Shellie Seibel left the meeting at 5:00 p.m.

**7. OLD BUSINESS**

**a. Update on Community Housing project proposal letter sent to the City of Ketchum.**

Micah Austin Director of Planning & Building said he does not have any new information at this time.

**b. Update on Request for Proposals (RFP) for Automatic Teller Machine (ATM) at 491 Sun Valley Rd. (Ryan Armbruster and Micah Austin)**

Micah Austin Director of Planning and Building reported that he has not received an official response at this time but should have one by end of month.

**c. Current funding requests report and update (Micah Austin, Planning and Building Director)**

There is no current funding other than what they heard tonight.

**8. LEGISLATIVE UPDATES**

Ryan Armbruster Attorney gave a brief legislative update but there is nothing definitive at this time.

The Bills that are being discussed at the legislative level were outlined. Vice Chair Tim Eagan and Ryan Armbruster Attorney discussed lobbying letters.

**9. STAFF REPORTS**

There were no staff reports.

10. EXECUTIVE SESSION PURSUANT TO: Idaho Code Sections 74-206(1)(f) and 74-206(1)(c)

Motion to go into Executive Session pursuant to Idaho Code Sections 74-206(1)(f) and 74-206(1)(c) 5:15 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Baird Gourlay, Jae Hill
<b>ABSENT:</b>	Shelley Seibel

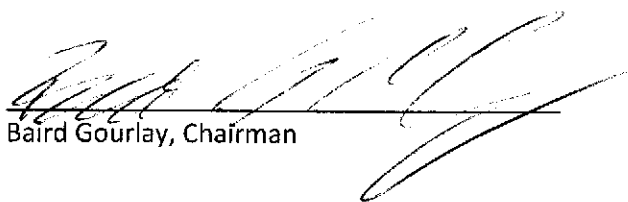
Motion to come out of Executive Session at 5:25 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Nieves, Commissioner
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Baird Gourlay, Jae Hill
<b>ABSENT:</b>	Shelley Seibel

11. ADJOURNMENT.

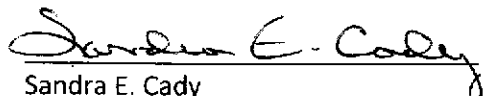
Motion to adjourn at 5:26 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Nieves, Commissioner
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Tim Eagan, Gary Lipton, Jim Slanetz, Mark Nieves, Baird Gourlay, Jae Hill
<b>ABSENT:</b>	Shelley Seibel



Baird Gourlay, Chairman

ATTEST:



Sandra E. Cady  
Secretary/Treasurer