



# Planning and Zoning

## Regular Meeting

~ Minutes ~

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

Maureen Puddicombe  
Planning Technician

Monday, February 12, 2018

5:30 PM

Ketchum City Hall

1. **5:00 PM – SITE VISIT: Stott Residence, Pre- Design Review Mountain Overlay Application: 600 N. Walnut Ave., Ketchum, ID. (Lot 1, Block 91, Ketchum Townsite).**
2. **5:15 PM – SITE VISIT: Bigwood Square, LLC., Pre-Design Review Application: 380 East Ave., Ketchum, ID. (Lot 4, Block 44, Ketchum).**
3. **Call to Order**

Attendee Name	Title	Status	Arrived
Neil Morrow	Commissioner	Present	
Matthew Mead	Commissioner	Remote	
Jeff Lamoureux	Chair	Present	
Erin Smith	Vice-Chair	Present	
Betsy Mizell	Commissioner	Absent	

4. **5:30 PM - CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**

The meeting was called to order at 5:33 PM by Chairperson Jeff Lamoureux.

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

Chairperson Jeff Lamoureux called for public comment. No Public Comments were offered.

6. **PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF**

- a. **Stott Residence: 600 N. Walnut Ave. (Lot 1 and Lot 2, Block 91, Ketchum Townsite). The Commission will hear public comment, consider, and provide feedback on a Pre-application Mountain Overlay Design Review request for a new single-family residence.**

Ben Young, landscape Architect and Jaime Slagel, Architect, for the Stott Residence Project, presented the project to the Commission. Ben Young commented on concerns expressed during the site visit including the width of the public street, access points to the property, retaining walls, and landscaping of the alleyway behind the property. He cited the City Ordinance Sec 1, Ordinance 173 regarding landscaping of alley. No permanent structures are allowed and propose landscaping to be consistent with the existing grade.

Vice-Chairperson Erin Smith asked about the slope of the driveway regarding drainage. Ben Young is working with Brian Christiansen of the Streets Department on the driveway and drainage.

Chairperson Jeff Lamoureux asked about the retaining wall and landscaping in that area. The City wants to see natural areas and not highly irrigated.

Micah Austin clarified the concept of the alleyway as open for "park purposes". No travel by car is allowed, but the area would be open to foot travel.

Erin Smith stated that the City does not want the area to be maintained, which tends to give the impression the public area of the alleyway belongs to the homeowner, when it is public property. Ben Young noted that the proposed landscaping would also help with erosion.

Jaime Slagel, Architect for the project, gave an overview of the exterior of the residence.

Erin Smith asked about the access to the hot tub during winter. Jaime responded that only a small path would involve snow melt.

Abby Rivin, Associate Planner presented the Pre-Design Review for the Stott Residence. Staff recommends the following action items: driveway be re-designed, landscaping needs adjustment, alleyway is not to be used as a driveway while working on the project. Staff recommends the project proceed to Design Review with exceptions as noted.

Jeff Lamoureux called for public comment; no comments were made.

Jeff Lamoureux questioned the height of the retaining wall on the street side as being very imposing due to the slope of the property. He would like to see a more creative solution. Neil Morrow, Commissioner, agreed. Erin Smith agreed and asked about access to the open space along the alleyway.

Jeff Lamoureux thought limited construction access could be allowed to facilitate construction. Matthew Mead, Commissioner, (by phone) agreed the height of fence needs a better solution. He likes the overall design combination of wood, concrete and steel.

Erin Smith thought the driveway options could be worked out with the Street department.

Jeff Lamoureux asked for an overview of the exterior lighting. Architect Jaime Slagel indicated they are still working on it, but the lighting will be minimal.

Matthew Mead asked about any existing trees on the lot. Ben Young indicated there are no existing trees, except for those in the right-of-way, which will be removed for construction and then replaced, if permitted.

- b. Bigwood Square: 380 N. East Ave, (Lot 4, Block 44, Ketchum). The Commission will hear public comment, consider and provide feedback on a Pre-Application Design Review request by Bigwood Square, LLC. for a new two-story retail/ mixed-use building containing ground-floor retail space with retail storage space or a potential residential unit on the second-floor.**

Micah Austin, Planning Director, introduced this mixed-use project, which is possible due to the recent parking code.

Project presented by Buffalo Rixson, Architect. This project is a cafe/restaurant and a 2-story building with an upstairs residential unit. An apple tree will be removed and relocated to another property. A new City tree will be planted, and a bike rack will be installed. Lighting will be down-lights, some on motion sensors in accordance with Dark Skies. Underground utilities and a catch-basin for drainage. "Old Ketchum" style exterior materials and picket fence, to match Bigwood Cafe.

Erin Smith questioned only one snow storage area for two properties if lot was subdivided. Micah Austin informed that due to the current zoning regulations, the lot is too small to be subdivided.

Neil Morrow questioned ADA accessibility for the second floor. Buffalo said an elevator was still under consideration. Restrooms and entrances are ADA accessible.

Abby Rivin presented the Design Review. This project is consistent with the Comprehensive Plan for housing in the Community Core District and the standards for mixed-use buildings. Landscape, drainage, landscaping and utilities still need to be addressed prior to the submittal of the Design Review Application. Staff recommends proceeding with this project.

Jeff Lamoureux called for Public Comment. No comments were received from the public. No commission comments.

Jeff Lamoureux indicated he likes the project. Matthew Mead said he likes the project, fits well in this area.

- c. **The Onyx at Leadville Residence Project:** Corner of S. Leadville Ave. and Onyx St. (Block 1, Trail Creek Condominiums Amended). The Commission will consider and take action on an application for Design Review approval of a new condominium project with 8 residential units and underground parking.

Micah Austin introduced the project. Prior issues identified in the Pre-Design Review have been addressed. Several public comments on this project have been received this week.

Daniel Hollis, Architect for this project, presented the overview of the project. He addressed the revised design of the parking garage. A portion of the adjoining lot has been purchased to improve access to the parking garage. Height of the building has been adjusted, building maximum height is 34 feet. The building has been partially sunken into the hillside for a garden concept. Exterior materials are low-maintenance and energy efficient, giving the exterior a stone and wood appearance. Basalt slab is used for the chimneys.

Erin Smith asked about the storage for "toys". Daniel indicated general storage and bike storage are available in the garage.

Neil Morrow asked about the slope above the Trail Creek Crossings condo. Daniel replied the slope will be populated with boulders and landscaped with wildflowers and small shrubs.

Abby Riven presented the Design Review. A Lot Line Shift Application has been received and is open for comment until February 19, 2018. Staff recommends the Lot Line Shift be approved and recorded prior to a building permit being issued. Staff recommends approval of this project with conditions of the approval of the lighting plan and approval of the Lot Line Shift Application.

Erin Smith asked about the Lot Line Shift. The shift will put the driveway in compliance. This application is now in process.

Public Comment - Tom Benson, Trail Creek Crossing resident, asked for extension of Design Review. He expressed his concerns over not being informed of the project at the Design Review stage. He also questioned the height of the project and overhangs as shading the Trail Creek Crossings units. Additionally, he questioned the placement of the driveway

adjacent to the driveway for Trail Creek Crossing. He requested a review of the safety of the sidewalk and would like the opportunity to give input on the proposed landscaping.

Sheryl Concannon, resident, likes the project. Spoke in support of the project.

Kristen Koslowski, Trail Creek Condos resident, has worked with the developer on the Lot Line Shift and has had a positive experience. She wants to see the sidewalk cleared in winter.

Shannon Flavin – resident, has worked on this project for parking, drainage, height. He is open to working with current residents on the landscaping and welcomes their input. He agrees the residents and the neighbors share the same concerns. Developer has displayed a willingness to work with neighbors to come to a satisfactory conclusion.

Randy Flynn – manager at Trail Creek Crossings, has had no contact with the developers, but is encouraged to hear the developer wants to work with the Trail Creek Crossings owners.

Jeff Lamoureux asked Daniel if waiting for more comments will hold up the project. The project is scheduled for ground breaking May 1, 2018. He has been working on the same issues as concerning the current residents. If he can't make that date, the project will be held up.

Jeff Lamoureux asked about the driveway safety. Daniel said they are continuing to work on it with the Streets Department.

Micah Austin added this project is in the Tourist Zone and obligated to pay affordable housing fees. In lieu of fees, the developer will buy an existing property in Ketchum which will be deed-restricted and income appropriate.

Neil Morrow asked about connecting the sidewalks. Micah related that the Auberge Project will be installing a connecting sidewalk.

Jeff Lamoureux indicated the public comments mostly concern not receiving notice more advance. Since developer is willing to work with the neighbors, he would be willing to approve this project. Erin stated since the developer is willing to work with the neighbors, and the project meets all standards, the developer has the right to proceed with this project.

Micah Austin stated the Finding of Fact will not come before the Commission to be approved until March. Commission could vote on it and approve at the same time, not holding up the project. Neil Morrow agreed with the time-line. Erin still questions using the Design Review process as a forum to force a developer to adjust plans. Matthew Mead likes the project, noticing has been issued. Doesn't want to see bad relations between projects but wants to keep project on time.

Kurt Eggers - Landscape Architect, went over the proposed landscaping plan. The area now has evergreen trees, some are not so healthy. The trees that are not healthy will be replaced with a Mugo Pine, which is lower growing, to benefit the view and light for both properties. The slope will stay the same, will add rock to stabilize the area, inter-planted with shrubs and wild-flowers for screening and esthetics.

Erin Smith asked for clarification of deck overhangs as to shading and landscaping. Curt has no concerns, will use shade tolerant plants which thrive in that environment.

Jeff Lamoureux called for any additional public comment on the new information presented about the landscaping.

Randy Flynn – manager at Trail Creek Crossings, indicated a well on Trail Creek Crossings property currently irrigates the trees on the Onyx at Leadville property. He asks that the well be capped, and new irrigation be installed.

Carson Johnston – Ketchum resident, likes project.

Tom Benson – Trail Creek Crossings resident, would like the opportunity to work with developer on landscaping and design of the driveway.

Neil Morrow commented on the driveway but expressed confidence that it can be resolved.

Jeff Lamoureux restated that the project meets all requirements. He asked about any driveway regulations in Ketchum. Micah stated there were very few but will work the applicant and Streets on the location of the driveway. Erin Smith asked if the Street Dept had commented on the driveways being close together. There was no comment from the Streets Department.

Jeff Lamoureux asked for comment about the timeline. Neil Morrow wants to continue tonight but vote and approve Findings of Fact at the March meeting.

Daniel Hollis says he is willing to work with residents but doesn't want to hold up the project. Jeff Lamoureux agrees to continue now, and next meeting vote and approve.

Shannon Flavin restated the concerns are the border area with Trail Creek Crossings. Curt is working on a plan to improve the existing slope area. The developers have already identified the affordable housing unit and is in process.

**Motion to approve the design of the Onyx at Leadville Residence building. Landscape and any exterior design will come back before the Commission at the March 12, 2018 meeting. The Findings of Fact will be completed and ready for signature at that time.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Erin Smith, Vice-Chair
<b>SECONDER:</b>	Matthew Mead, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Jeff Lamoureux, Erin Smith
<b>ABSENT:</b>	Betsy Mizell

- d. **Motion To:** Re-zone Request in Mortgage Row: Request by Dwight & Susan Coburn and Robert, Kenneth, & Nancy Dreyer (DHD Properties LLC) to rezone Lots 17, 18, and 19 of the Mortgage Row Subdivision from the Limited Residential One Acre District (LR-1) to the General Residential Low-Density District (GR-L). Subject properties are located at 12696, 12698, & 12700 Highway 75, Ketchum, Idaho 83340.

Micah Austin introduced Mortgage Row Re-zone of lots 16, 17, 18. Staff recommends continue to next month as more history and information of the area has been discovered.

Applicant Ken Dreyer presented the Re-Zoning Request. The Coburns and Dryers want to expand the footprint of their respective houses, but current zoning setback requirements restrict the buildable space. The applicant believes this request is in accordance with the Ketchum Comprehensive Plan.

Abby Riven presented the Staff Report. Staff recommends this matter be continued to allow for further research into the issues of increased density and the safety of primary access to Highway 75.

Neil Morrow asked about current setbacks and Abby confirmed they have a setback from 30-40 feet. Erin Smith asked for a history of the zoning of the area and why it was zoned LR-1 when the lots were non-conforming. Jeff Lamoureux indicated it was previously part of the County and when annexed in Ketchum, the zoning was to bring that section into compliance with the rest of the area. Access to the properties is from Highway 75, which presents safety issues. Previous requests have not been approved due to the safety factors of access to Highway 75.

Neil Morrow is concerned over the safety aspect of the setback from Highway 75 and would like to see more information on highway access safety. Matthew Mead agreed that he also doesn't like "spot zoning" and would like to see more information on the traffic impact and safety aspects of access to Highway 75.

Ken Dreyer stated the owners of these three lots want to change the current zone. They have approached the neighbors who were not interested in changing. They just want to expand their existing home.

Jeff Lamoureux asked Micah Austin about rezoning the entire area. Micah stated the applicants have a right to have their request heard, but a rezone of the entire area is something to bring to the City Council. A previous re-zone request had the condition of no higher density on the lot and no subdivision. Further research needs to be done in this area.

Bob Dreyer stated this a re-zone request, not a subdivision request. The applicants are asking for rezone, not a subdivision. This re-zone has been a part of the Comprehensive Plan.

Dwight Coburn, owner of Lot 17, wants to remodel his house. He stated his house currently has a setback of 60 feet. With the current zoning, he would not be able to rebuild his house. He just wants to improve his house in a way that makes sense.

Neil Morrow has concerns over access safety and would like input from IDT. Jeff Lamoureux wants to be sure they consider all aspects of this issue.

**Motion to continue the re-zoning of Lots 17, 18, and 19 of the Mortgage Row Subdivision to March 12, 2018 to give staff time to do more research .**

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

- e. **Motion To:** Avalanche and Snow Storage Zoning and Subdivision Code Amendments Continued from January 8, 2018: City-initiated text amendments amending Title 17, Ketchum Municipal Code, Chapter 17.08, Chapter 17.12, Chapter 17.92, Chapter 17.124, and Section 17.92.010 and Title 16, Ketchum Municipal Code, Section 16.04.040.

Brittany Skelton, Senior Planner, presented the Staff Report for the Avalanche amendments, going over the text changes made to make sections consistent.

Erin Smith asked for clarification of changes to the text and asked about snow storage in the avalanche zone. Brittany will make the adjustments as noted.

No public comment expressed on the Avalanche Zone and Snow Storage Amendment as no members of the public were present.

**Motion to recommend approval of Ordinance 1181 to the Ketchum City Council, a City-Initiated Ordinance containing Avalanche and Commercial, Neighborhood, and Off-site Snow Storage Amendments.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Erin Smith, Vice-Chair
<b>SECONDER:</b>	Matthew Mead, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Jeff Lamoureux, Erin Smith
<b>ABSENT:</b>	Betsy Mizell

## 7. CONSENT CALENDAR

- a. **Motion To:** Approve the Minutes of the January 8, 2018 meeting.
- b. **Findings of Fact and Conclusions of Law for 100 Northwood Way Mixed-Use Development Design Review**
- c. **Findings of Fact and Conclusions of Law for 100 Northwood Way Conditional Use Permit (CUP) for residential units within the Light Industrial-2 (LI-2) Zoning District**
- d. **Findings of Fact and Conclusion of Law for Sun Valley Dental Arts Design Review**

**Motion to approve the minutes of January 8, 2018, Findings of Fact and Conclusions of Law for 100 Northwood Way Mixed-Use Development Design Review, 100 Northwood Way Conditional Use Permit (CUP) for residential units within the Light Industrial-2 (LI-2) Zoning District, and for Sun Valley Dental Arts Design Review.**

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

## 8. FUTURE PROJECTS AND NOTICING REQUIREMENTS

Brittany related the future projects:

1. The Mortgage Row Re-Zoning
2. The Onyx at Leadville Residences Project for landscaping and exterior.
3. Stott Residence
4. Bigwood Square, LLC Mixed-Use Project
5. Grumpy's CUP to extend hours to 10 PM
6. Community Library Expansion
7. Text amendment for setback standards
8. Short-term rentals text amendment
9. Retail store size reduction in the Community Core
10. Removing Conditional Use Permit for residential units in the Light Industrial Zone
11. Condensing Community Core sub-districts from 4 to 2.

Jeff Lamoureux proposes setting an additional meeting date in March to accommodate the number of items before the Commission. Micah Austin proposed a date in the week of March 26, 2018.

## 9. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

February 26, 2018 will be a special meeting for Comprehensive Plan Review.

Micah Austin noted the Planning Department has received complaints that people are not receiving notices in what they feel is a timely manner. Micah proposed all noticing be 15 days to align with State requirements.

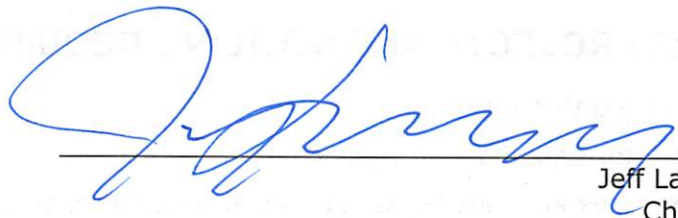
## 10. Commission reports and ex parte discussion disclosure

The Commission speculated upon the need for change to requirements to residential units in the LI.

## 11. ADJOURNMENT

**Motion to adjourn.**

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



Jeff Lamoureux  
Chairperson