



Recorded

**CITY OF KETCHUM
PLANNING AND ZONING COMMISSION MEETING
May 27, 2014, 5:30 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

Present: Chairperson Deborah Burns
Vice-Chairperson Richard Fabiano
Commissioner Steve Cook
Commissioner Mike Doty
Commissioner Jeff Lamoureux

Also Present: Ketchum Planning Manager Joyce Allgaier
Ketchum Senior Planner Rebecca Bundy
Ketchum Recording Secretary Sunny Grant

1. Chairperson Deborah Burns opened the Regular Planning and Zoning meeting at 5:30 p.m.

2. PUBLIC COMMENT ON ISSUES NOT ON THE AGENDA

There was no public comment at this time.

3. CONSIDERATION of the application by Thomas Monge and Elmar Grabher for a Design Review application at Lot 19 Parkwood Subdivision (105 Pinewood Lane) for a four (4) unit townhouse development in the General Residential – Low Density (GR-L) zoning district to build a detached, four unit residential townhouse development. Each unit will be about 2,382 square feet in size, including an attached one (1) car garage, and each will be two stories tall.

Commissioner Michael Doty recused himself since he represents the applicant.

Commissioner Rich Fabiano moved to continue consideration of the application by Thomas Monge and Elmar Grabher to June 9, 2014. Motion seconded by Commissioner Steve Cook. Motion passed with four in favor and Commissioner Michael Doty recused.

Ketchum Planning Manager Joyce Allgaier acknowledged that people had taken the time to come to tonight's meeting, and apologized that it was being postponed. She said staff wanted to be sure it was noticed properly before proceeding.

4. PUBLIC HEARING upon the application by Ketchum Partners LLC Preliminary Plat Townhouse Subdivision for a seven (7) unit townhouse development at 101 First Avenue South (Sun Valley Athletic Club Subdivision, Lot 1A) in the Community Core, Subdistrict C, Urban Residential zoning district.

Commissioner Michael Doty recused himself since he represents the applicant.

Commissioner Rich Fabiano moved to continue the public hearing upon the application by Ketchum Partners LLC Preliminary Plat Townhouse Subdivision to June 9, 2014, seconded by Commissioner Steve Cook. Motion carried with three in favor and Commissioner Michael Doty recused.

5. PUBLIC HEARING upon the application of WOOD RIVER COMMUNITY YMCA for a modification to their approved planned unit development (PUD) and consideration of design review at 101 Saddle Road (Taxlot 6689) for a 1,008 square foot greenhouse addition on the south side of the building.

*Also Present: YMCA CEO and Executive Director Jason Fry
Errin Bliss, project architect*

Senior Planner Rebecca Bundy introduced the project as modified since the April 14, 2014 meeting:

- The proposed greenhouse is on the south side of the building at the location of the existing turf grass. At the prior presentation, P&Z expressed concern about snow sliding off the greenhouse roof, drainage on the site and safe egress out of the building.
- The applicant has submitted revised architectural plans. The greenhouse has been moved about 5 feet to the west. Snow will no longer accumulate against the most southwesterly window of the existing building. The existing awning on that window has been moved to the most easterly window on the south façade. There is no longer any weather protection close to the entry to the greenhouse.
- The exit doors have been relocated to the southern gable wall. Landscaping is proposed directly in front of the eave walls. One side has a planting strip between the greenhouse and the driveway. On the other side, the raised beds have been put adjacent to the building and the walkway has been moved away from the building. The applicant has proposed gutter and drywell for the west eave. The landscaped area will drain to an existing swale on the south side of the property. An 8 foot wide landscaped area on the east side of the building is proposed to catch roof run-off. The project civil engineer, Sean Flynn, Galena Engineering, Inc., has informed staff that, in his opinion, the proposed area is adequate except in a really heavy rainstorm, when the - might sheet off the 8 foot wide landscape area into the driveway, then down to the existing swale and drywell at the south end of the property.
- The proposed greenhouse has been moved 5 feet from the most southwesterly window of the existing building. Raised beds are now proposed adjacent to the building, and there is more landscaping at the rear of the building so the eaves can shed roof run-off into the landscaping. The walkway has been moved away from the building, so people don't walk directly under a sloped roof that might shed snow or water.

Project architect Errin Bliss gave a presentation of his revised proposal:

- The two doors under the eaves have been eliminated. One was a service door, which has been relocated to the gable end and is accessible from the parking lot at the southern end of the building.
- P&Z was concerned about snow shedding off the roof adjacent to the most southwesterly window of the existing building, so the whole greenhouse was pushed to the west. This created snow-shed off an awning that was directly in front of the door to the greenhouse, so the awning has been relocated over the most southwesterly window

of the existing building. This will shield the window and help to limit snow accumulation at the window, the bottom of which is only a foot above the adjacent grade.

- A gutter has been added that eliminates most of the drainage issues on the west eave.
- P&Z was concerned about snow-shed and rain run-off on the east side of the proposed greenhouse. The applicant did not feel that a gutter was necessary there because any drainage that is not absorbed by the landscaped strip there will run to the existing curb and gutter and across the paved parking lot, which then slopes directly east about 11% into an existing drywell. Bliss said greenhouse designers are hesitant to do gutters in cold country, because snow melts off the roof, which is warm, into the cold gutter, where it forms ice. The gutter would have to be heat-taped and strapped, which adds major expense. Bliss said snow against the building would melt and freeze once it flowed away from the building. The water would melt and drain into the driveway/parking lot areas, as it currently does.

Commissioner Michael Doty commented that the entire greenhouse roof is impervious and will not percolate as the existing lawn does, so he questioned how the roof drains and where the water goes. He said that it is not typical to see run-off water from a landscaped area going into the street to be drained away.

YMCA Executive Director Jason Fry said that the project engineers believe the snow storage is adequate except in the case of hard summer rains. The hardscape area currently drains into the south parking lot in the winter, but very little freezing occurs in the parking lot due to sun exposure. Freezing does occur on the bike path, primarily because it isn't plowed. The bike path is the access route from the south parking lot to the main entry of the building.

Bliss said that putting the gutter on the west side was the lesser of two evils and installation of gutters was primarily a cost concern. He said that project engineer Sean Flynn was not concerned about drainage in the winter; but, if necessary, a gutter could be put on the west side of the green house and it could drain to the drywell in the future.

Commissioner Fabiano thanked the architect for addressing most of P&Z's issues.

PUBLIC COMMENT: NONE

Commissioner Rich Fabiano moved that this project, Wood River Community YMCA Educational Greenhouse and Garden, does meet the standards for approval under Chapter 17.96, Ketchum Zoning Code Title 17, only if Conditions of Approval 1 through 5 are met. Motion seconded by Commissioner Steve Cook. In discussion, Commissioner Lamoureux suggested a condition be added that drainage calculations be included at building permit application for Ketchum City Engineer Robyn Mattison to review. Commissioner Rich Fabiano amended his motion to require Conditions of Approval 1 through 6 be met. Amended motion seconded by Commissioner Jeff Lamoureux. Motion passed unanimously.

6. **PUBLIC HEARING upon the application of AWE LLC for amendment to their Development Agreement Rezone at 460 First Street East (Ketchum Townsite, Lot 8, Block 21) in the Tourist (T) zoning district to allow professional office as a permitted use and to remove the requirement for affordable housing.**

*Also Present: Matthew McNeal, applicant
Ian Jameson, applicant*

Senior Planner Rebecca Bundy introduced the project:

- The City of Ketchum received a building permit application for this project for an interior remodel and minor exterior changes to a mixed use building, which required an administrative Design Review exemption. In reviewing the application, staff determined that office space is a conditional use in the Tourist Zone. Staff also determined that the existing garage projects into the East Avenue right-of-way quite substantially and that this project was rezoned from General Residential – Low Density to Tourist through a prior Development Agreement Rezone. A Development Agreement Rezone allows specific uses and requirements that are not always the same as in the underlying zoning district. Office is not an allowed use in the applicant’s current Development Agreement and, in addition, it has a requirement for affordable housing that references Resolution 793, requiring affordable housing for Development Agreement Rezones.
- The applicant received City Council approval on May 19 to keep the existing encroaching garage, shed and fence in the East Avenue right-of-way.
- The applicants received a building permit with a condition that they resolve the use issue prior to occupancy. The applicants will be required to install sidewalk along First Street; and the Development Agreement Rezone evaluation standards require P&Z to look at the parking situation. There are issues with the sidewalk installation. There is an existing tree located directly on the property line, and power boxes and poles are in the way, but staff will work out the details with the applicants.
- The property was previously zoned GR-L and is adjacent to the CC zoning district. In 2001, it was rezoned to Tourist with specific uses allowed. An office is allowed as a conditional use in the Tourist Zone, and a home office up to 25% of the area of the dwelling unit is allowed in the adjacent GR-L as an accessory use. Staff suggests the amended Development Agreement should allow office use limited to 25% of the gross floor area of the building and office use greater than 25% as a conditional use. The applicants’ proposed office space is considerably less than 25% of the floor area of the existing building.
- Design Review is not required at this time, because there are no additional modifications proposed for the exterior of the building.
- One standard of review for applications is safe vehicular access onto roadways, and the code requires driveways on a collector street have a turnaround so cars do not back out into the street. The parking requirement is 3 spaces. Staff suggests that the parking should be accessed from the alley as a Condition of Approval of the Development Agreement Amendment. Cars can then turn around in the alley and enter First Street headfirst.
- The applicants request that the office use be allowed and the requirement for 30% employee housing on the property be removed. The two full-time employees who will use the office space live elsewhere. They propose to use the housing portion of the building for their colleagues and clients who visit and work with them. Staff suggests that the housing unit must always be available for short- or long-term lodging for up to

30% of the employees of this or any future project. If a larger project were proposed that increased the FAR of the building, it would be subject to the Ketchum Zoning Code and to the community housing requirements in effect at the time. Bundy reiterated that this is an interior remodel. Blaine County Housing Authority Executive Director David Patrie confirmed that there is no addition to the building proposed at this time.

- Staff had recommended that the garage be removed, mostly to get it out of the right-of-way and to get a sidewalk put in place; but staff also recognized this is a piece of history and a building that people enjoy. Council clearly favored leaving the building. Council also conduct a public hearing on the Development Agreement Rezone Amendment and would like a recommendation from P&Z for the location of the parking and how the required sidewalk should be addressed.
- In the Tourist zone, new residential construction over \$20,000, or commercial remodels or new construction over \$20,000, require that a sidewalk must be constructed in the public right-of-way. The City Council decided that the garage can remain in place, which precludes a sidewalk on East Avenue and suggested that the P&Z should place a condition of approval that the client shall pay an in-lieu fee for the unconstructed sidewalk on East Avenue at this time.
- There are traffic issues at the corner, which Council doesn't want to see exacerbated, and an unusual stop sign that says, "STOP UNLESS MAKING RIGHT TURN."

P&Z Commission comments:

- They would like to see landscaping in the backyard to screen parking from the neighbors' view.
- The applicant should have engineer review parking drainage along with sidewalk, curb and gutter.
- A right-of-way encroachment permit is granted at the Council's discretion and can be revoked at any time.
- Commissioner Fabiano remarked that he liked the character of the old garage.

Matthew McNeal, representing AWE LLC, spoke on behalf of his proposal:

He said that he and his partner agree to the conditions in the staff report. They think they can fit their required parking off the alley and will not use the garage to fulfill their off-street parking requirement. They plan to put a garage door on the garage, match the existing old siding, and trim up some of the vines.

McNeal asked if the P&Z could reduce their parking requirement from three to two spaces per Zoning Code Section 17.124.060.A.15.b:

- If the accessory use commonly provides a service to the patrons of the primary use. In this case, the residential unit provides housing for out-of-town employees and colleagues who are working in the office. The two full-time employees would not live in the building.
- If the capacity of the accessory use (the office) is not in excess of the capacity of the primary use (the housing);
- If the hours of peak demand for each use is different. The business operates during normal business hours, and the residence is a normal residence.

- If existing on-street parking is available for public use. The whole end of East Avenue is basically used as a parking lot. The City has indicated it plans to put new parallel parking spots along First Street once sidewalk is installed.
- If existing tourist housing accommodations are available within walking distance. The Kentwood hotel exists currently, and there are new hotels planned close-by.
- If public transportation is available. There are existing bus stops at East Avenue and Sun Valley Road, and the new bus hub will be less than two blocks away.
- If there are pedestrian facilities and amenities in the neighborhood. The project is connected to the existing sidewalk grid in the Community Core.

McNeal said reducing the parking requirement would allow them to provide more landscaping.

Bundy said the applicant is requesting that the P&Z consider reducing the applicant's on-site parking based on their staggered uses. The parking requirement for the project's housing is 1.5 spaces and for the office use is 1.4 spaces. Commissioner Doty said he would consider it a staggered use if the residence was for someone other than the applicant's employees; but employees working in the office and residing in the housing unit would be parked there at the same time.

PUBLIC COMMENT:

- Adjacent neighbor Jim Ruscitto said he is in favor of the project, and the remodel will be positive for the neighborhood. The garage itself has funky architectural character. He was definitely against the garage used to satisfy parking requirements, because backing out into the intersection was dangerous. Ruscitto said the applicant should be required to provide three parking spaces off the alley. He also felt the sidewalk should be put in to connect the south side of First Street across the alley to the only crossing at the corner of East Avenue and First Street that is marked for pedestrians.
- Ian Jameson, co-worker with Matt McNeal, who hopes to be working in the office space, said he is trying to understand the application process. The previous tenant was Petite Picasso, which had diagonal off-street parking in front of the building along First Street which backed into the street. Ian and Matt work together as investment advisors, from before 8:00am to 5:00pm. They like to walk from their office to Starbucks and into the City Core, bike to work all summer long, and use public parking that is available. Their partner lives in Virginia Beach and comes to Ketchum for two or three weeks occasionally.

Allgaier asked the applicant if they intend to rent the 3 bedroom residential unit. The applicant said the unit might be rented short-term or nightly.

Commissioner Steve Cook said P&Z would need to see a site plan showing parking and site drainage, and that the sidewalk would need to jog around the existing electric transformer base. Staff agreed to meet with the City arborist, public works director and street superintendent to get their recommendations for sidewalk design. McNeal said they were working with a civil engineer for the sidewalk design.

Allgaier suggested that the applicant should return to P&Z for review of the proposed parking location and landscaping.

Commissioners indicated that they had no issues with the proposed office use in the building.
Other Commissioner comments:

- Commissioners Burns and Cook said the proposed residential use and possible rental impelled them to want to require the full parking requirement.
- Commissioner Lamoureux felt that the applicant was putting a lot of improvements into the project and shouldn't be burdened with additional parking spaces, since the end of East Avenue has adequate parking. He wanted to encourage a more walkable city.
- Commissioner Doty hesitated to require additional parking, but he had concern that a 3 bedroom unit was a large rental and might need more than two parking spaces.
- Commissioner Fabiano agreed that a 3 bedroom was a large unit that the applicant might rent short-term, but he would rather see a green area than a lot of parking behind the building. There is adequate parking on East Avenue, but parking is not allowed overnight. He suggested grass pavers in the parking area that looked like a yard but could be parked on if needed.
- McNeal commented that they have mature existing landscaping and wanted the parking to be as low impact as possible.
- Commissioner Cook stated that he would like to see three parking spaces, but that they would not need to be asphalt. He thought the applicant could tuck three spaces in the back yard without jeopardizing the green feeling of that part of town.
- Commissioner Cook said he would like to see a condition requiring garage improvements and a plan for the garage improvements, including a new garage door, snow clips, siding, etc. Commissioners Cook and Fabiano said they would prefer an old-fashioned barn door look to a modern garage door. Commissioner Doty commented that he felt that a narrative describing the improvements to the garage would be adequate.
- Commissioner Lamoureux remarked that he did not like requiring an in-lieu fee for the sidewalk. The Commissioners suggested a stipulation that, if the garage were ever to be removed, the site would be reviewed and the owners of the subject property may be responsible to put in a sidewalk. Bundy said the sidewalk would dead-end just around the corner on East Avenue, because sidewalks are not required in the GR-L Zoning District.
- Two diagonal parking spaces would be gained on East Avenue if the garage were to be removed.

Allgaier said that if \$20,000 in improvements were to be constructed on the property in the future, a sidewalk would once again be required. Condition #5 will require city engineer's review and approval of the sidewalk and parking area improvements, and the applicant will present revised civil drawings, with the city engineer's recommendation, and landscape drawings, to P&Z. P&Z may visit the site before the presentation.

Commissioner Steve Cook moved that this project, the AWE LLC Development Agreement Amendment, does meet the standards for approval under Chapter 17.116 of Ketchum Zoning Code Title 17, only if Conditions of Approval 1 through 6, as amended, are met. Motion seconded by Commissioner Michael Doty, and passed unanimously.

7. CONSIDERATION upon the application of COX COMMUNICATIONS for elevation refinements to satisfy a design review condition of approval at 811 Warm Springs Road (Ketchum Townsite Lot 4, Block 12) in the Light Industrial District Number 1 (LI-1) zoning district.

Ketchum Senior Planner Rebecca Bundy showed a photo of the Cox site before building permit application and a current photo of the site. The applicant has gutted the interior and has not yet done much exterior work on the building. However, the satellite dishes have been removed.

Condition of Approval #9 required the applicant to revise building elevations, refine the screening wall on the south side of the building, improve transitions between materials and planes, provide greater visual interest, and screening of the rooftop mechanical equipment along the south elevation in addition to the front.

The applicant chose to make some changes in addition to those required by Condition #9:

- The proposed application shows screening of the mechanical units across the front, the entire south and turning the corner of the north elevation.
- The gabled area has a stronger element as a transition between the front and rear of the building.
- Corrugated Cor-ten is used to transition between the old front of the building and the new screened yard.
- There is a smooth rusted metal clad wall to screen the generator units. Commissioners asked for clarification on the color of the wall.
- The current proposal has added two rough CMU planter boxes at the front which are deeper and taller than they were previously. The new proposed floor plan shows notches in the generator screening wall for additional planter boxes.
- On the portion of the building where the applicant is adding height, CMU blocks with a reveal course are being proposed to provide a shadow line. The cornice at the top is to be capped by rusted metal flashing.
- The dormer at the front of the building has been widened to provide more presence, and will be clad in rusted corrugated metal.
- A standing seam architectural roofed canopy with rusted metal sides and face has been added above the side entry door.
- The chain link fence has brown metal posts to match the rusted metal. The fence is drawn taller than its maximum allowed height of 6 feet. The applicant has indicated that 6 feet maximum height is fine with Cox, and that is indicated in Condition of Approval #1.
- The walking surface behind the parking area will be striped, as a Condition of Approval #6 of the original Design Review approval.

The Commissioners agreed that the overall design had improved tremendously, and they were happy with the proposed plan.

- They requested a little clarification of the colors, i.e., a name, number or color code. As Condition of Approval #2, they asked the applicant to submit material/color sample board for review and approval by Planning staff.

- They commented that the northern roof mechanical screening wall could be a little longer, although it meets the Condition as is.
- The dormer has been turned into a vertical element. The Commissioners suggested the entrance canopy could be pulled out with a couple posts and would reinforce the element. Staff said the whole front of the building is already in the 20-foot setback.

Chairman Deborah Burns moved that the elevation refinements for the Cox Communications remodel addition do meet the standards for approval, under Chapter 17.96 of Ketchum Zoning Code, Title 17, only if Conditions 1 through 11, as amended, are met. Motion seconded by Commissioner Rich Fabiano, and passed unanimously. Chairman Deborah Burns amended her motion to Conditions 1 and 2 (not Conditions 1 through 11, as originally stated in the motion). Commissioner Rich Fabiano seconded the amended motion, and it passed unanimously.

8. CONSENT AGENDA

a. FINDINGS OF FACT

1. 101 1st Avenue South - Design Review

b. APPROVAL OF MINUTES

1. March 10, 2014
2. April 28, 2014

Chairman Deborah Burns moved to approve the Findings of Fact of Design Review of 101 1st Avenue South. Commissioner Jeff Lamoureux seconded the motion. Commissioner Michael Doty recused himself since he is project architect. Motion carried with four in favor and Commissioner Doty recused.

Chairman Deborah Burns moved to approve the minutes of the March 10, 2014 Meeting. Motion seconded by Commissioner Steve Cook, and passed unanimously.

9. COMMISSION COMMENTS

- P&Z needs to address more appropriate triggers requiring sidewalk installation.
- Bigwood Bread banner should come down.
- Bald Mountain Lodge site needs some upkeep.

10. ADJOURNMENT

Chairman Deborah Burns moved to adjourn the meeting at 7:40 pm. Commissioner Rich Fabiano seconded the motion, and it passed unanimously.


 Vice Chairperson Steve Cook

CC: City Council