



# Planning and Zoning

## Special Meeting

~ Minutes ~

480 East Avenue North  
Ketchum, ID 83340

<http://ketchumidaho.org/>

Maureen Puddicombe  
208-726-7801

Monday, July 29, 2019

5:30 PM

Ketchum City Hall

1. **4:45 PM – SITE VISIT – Ketchum Boutique Hotel: 251 S. Main Street, 260 E River Street, 280 E River Street** (Ketchum Townsite Lots 3, 21, FR 22 Blk 82 N 10' x 110' of alley S 20' x 230' of alley, Ketchum Townsite Lot 2 Block 82 10' x 110' of alley, Ketchum Townsite Lot 1 Block 82)

The meeting was called to order at the Site Visit at 4:45 PM by Chairman Neil Morrow.

2. **5:30 PM – CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**

The meeting was reconvened at City Hall at 5:30 PM by Chairman Neil Morrow.

Attendee Name	Title	Status	Arrived
Neil Morrow	Chairperson	Present	
Matthew Mead	Vice-Chairperson	Present	
Kurt Eggers	Commissioner	Recused	
Tim Carter	Commissioner	Present	
Jennifer Cosgrove	Commissioner	Present	

**Motion To:** Approve the amended agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chairperson
<b>SECONDER:</b>	Tim Carter, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

3. **COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**

There were no Commission Reports nor Ex Parte disclosures.

4. **PUBLIC COMMENT – Communications from the public for items not on the agenda.**

Chair Morrow opened public comment. No comments were made, and Public Comment was closed.

5. **PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF – ACTION ITEMS**

*PEG Ketchum Hotel, LLC has submitted drawings, narratives, and studies for the development of a 100-room hotel at the southwest corner of River Street and State Highway 75/Main Street ("Gateway Site"). The Planning & Zoning Commission held individual public hearings for each of the six inter-related applications detailed below.*

Senior Planner Brittany Skelton gave an overview and outline of the meeting process.

**Motion To:** Approve the agenda posting and noticing certification.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chairperson
<b>SECONDER:</b>	Tim Carter, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

**Motion To:** Accept the Staff Report into the record.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chairperson
<b>SECONDER:</b>	Tim Carter, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

**Motion To:** Accept the virtual reality images, two (2) Limelight Hotel letters, and the site staking exhibit into the record.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chairperson
<b>SECONDER:</b>	Tim Carter, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

Bill Gigray of the office of the City Attorney was also present.

Nick Blayden of PEG Development gave a background of the PEG company.

Justin Heppler, AJC Architects, outlined the development and design aspects of the project with the features of the site.

Ryan McMullen added detail of the landscaping and roof-top features.

Jeff Loomis, Galena Engineering, spoke to the civil engineering (sewer, water, power, gas, sidewalks, streets, traffic patterns, crosswalks) and surveying of the project.

Ryan McMullen spoke to the four proposed waivers; 1. height; 2. FAR; 3. Lot size; 4. Highway setbacks.

Scott Johnson presented the Traffic Study, delineating the Level of Service, peak hours, traffic flow at times of day/days of the week and peak months.

The Commission asked questions of the presenters.

Chairman Morrow opened the floor to Public Comment.

Comments were made by the following individuals:

Ed O'Gara  
Ben Wurst  
Mark Pynn  
Lars Guy  
Bruce Hinckley

Bob Korb  
John Salberg  
Robert Adolph  
Susan Salberg

There were no more comments from the public and Public Comment was closed.

Director John Gaeddert recapped the criteria and how Staff evaluated the aspects of the project.

The Commissioners discussed various aspects of the project and conditions for approval.

- a. **ACTION – Ketchum Boutique Hotel Floodplain Development and Waterways Design Review:** The Commission will consider and take action on a Floodplain Development application submitted by Sean Flynn of Galena Engineering on behalf of PEG Ketchum Hotel, LLC for the proposed construction of the new hotel. The southerly property boundary is the mean high-water mark on the north side of Trail Creek.

**COMMENTS - Current Meeting:**

Sean Flynn, Galena Engineering, spoke to the protection of Trail Creek during the construction process.

The Chair opened the floor for public comment.

No comments were made, and Public Comment was closed.

**Motion To:** Approve the Floodplain Development and Waterways Design Review.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chairperson
<b>SECONDER:</b>	Tim Carter, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

- b. **ACTION – Ketchum Boutique Hotel Lot Line Shift Application:** The Commission will consider and take action on a Lot Line Shift application submitted by Sean Flynn of Galena Engineering on behalf of PEG Ketchum Hotel, LLC. The subject development site currently consists of three parcels, which are proposed to be combined into a single parcel.

**COMMENTS - Current Meeting:**

Director Gaeddert outlined the change from three (3) lots to a single lot with the fifteen (15) conditions as noted in the Staff Report.

The Chair opened the floor for public comment.

No comments were made, and Public Comment was closed.

There was no additional Commission discussion.

**Motion To:** Recommend approval to the City Council of the Lot Line Shift Application with Conditions 1-15 as noted.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Carter, Commissioner
<b>SECONDER:</b>	Matthew Mead, Vice-Chairperson
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

**Motion To:** Recess until Tuesday, July 29 at 5:30 pm.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chairperson
<b>SECONDER:</b>	Jennifer Cosgrove, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

## **July 30, 2019 at 5:30 PM**

### **CALL TO ORDER: City Hall, 480 East Avenue North, Ketchum, Idaho**

The meeting was reconvened at 5:30 PM by Chairman Neil Morrow.

Attendee Name	Title	Status	Arrived
Neil Morrow	Chairperson	Present	
Matthew Mead	Vice-Chairperson	Present	
Kurt Eggers	Commissioner	Recused	
Tim Carter	Commissioner	Present	
Jennifer Cosgrove	Commissioner	Present	

### **COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**

There were no Commission Reports nor Ex Parte disclosures.

Additional Public Comments was received and distributed to the Commission.

### **PUBLIC COMMENT – Communications from the public for items not on the agenda.**

Chair Morrow opened public comment. No comments were made, and Public Comment was closed.

Senior Planner Brittany Skelton presented the motion to accept posting of the agenda, agenda, draft Development Agreement, applicant's and staff's presentation materials of July 29, 2019, applicant's and staff's presentation materials of July 30, 2019, and additional public comment received July 30, 2019.

**Motion To:** Accept documents as stated above.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Carter, Commissioner
<b>SECONDER:</b>	Matthew Mead, Vice-Chair
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

- c. **ACTION – Ketchum Boutique Hotel Pre-Design Review Application:** The Commission will consider and provide feedback to the applicant regarding a Pre-Application Design Review submitted by Justin Heppler and Ryan McMullen of ajc architects on behalf of PEG Ketchum Hotel, LLC for the proposed boutique hotel.

**COMMENTS - Current Meeting:**

Nick Blayton of PEG Development introduced the Pre-Design Review for the hotel. Justin Heppler of ajc architects presented the Design Review and addressed topics of concern introduced at the July 29<sup>th</sup> meeting. The areas addressed included height, setbacks, and shadows. Scott Johnson of Hills Engineering spoke to parking and traffic.

Chairman Morrow opened the floor for Public Comment. Comments were made by:

Jima Rice  
Pat Duggan  
Ben Worst  
Bruce Hinkley  
Jerry Sieffert

Lars Guy  
Lane Thompson  
Mark Pynn  
Harry Griffith  
Susan Sahlberg

Public Comment was closed.

The Commissioners discussed the areas of concern brought up during the public comments.

Bill Gigray from the City Attorney's office gave the Commission information on the scope of the Development Agreement.

The Commission discussed multiple aspects of the project including employee housing, parking and traffic, grade, height, views, mass, and setbacks.

**Motion To:** Advance the Pre-Design Review Application to full Design Review with additional information to be provided in the following areas: 1) landscape design and the riparian area, 2) traffic impact and pedestrian crossings, 3) softening of the west facing facade, 4) sustainability issues including energy conservation and recycling, 5) compliance with the Ketchum Comprehensive Plan of 2014, 6) a master signage plan, 7) lighting and noise as it relates to the roof-top bar. In addition, the full Design Review will comply with any final waivers approved by the Ketchum City Council. Staff is directed to prepare the final Findings of Fact and Conclusions of Law and this hearing is continued to August 12, 2019 for receipt of those Findings.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jennifer Cosgrove, Commissioner
<b>SECONDER:</b>	Matthew Mead, Vice-Chair
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

- d. **ACTION – Ketchum Boutique Hotel Planned Unit Development/Conditional Use Permit:** The Commission will consider and take action on a Planned Unit Development/Conditional Use Permit application and the associated requested waivers to floor area ratio, PUD site area, front and side setback, and height for the proposed hotel.

**COMMENTS - Current Meeting:**

Director Gaeddert spoke to the Staff Report for the Planned Unit Development/Conditional Use Permit concerning the ease of public parking, Signage Master Plan, and improvements to Highway 75. The Commission discussed the traffic and parking issues as well as the other Conditions listed in the Staff Report.

**Motion To:** Recommend approval to the Ketchum City Council of the Planned Unit Development and Conditional Use Permit applications consistent with the draft Findings of Fact as set forth in Exhibit E4, noting clarification as discussed for items 1B, 2F, Section 13 and Section 15. Staff is directed to prepare the final Findings of Fact and Conclusions of Law. This hearing is continued to August 12, 2019 at 5:30 PM for receipt of those Findings.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Carter, Commissioner
<b>SECONDER:</b>	Jennifer Cosgrove, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

- e. **ACTION – Ketchum Boutique Hotel Development Agreement:** The Commission will consider and take action on a Development Agreement application for the proposed hotel project and associated conditions.

**Motion To:** Continue this hearing to the next regular Planning and Zoning Commission meeting of August 12, 2019 at 5:30 PM for consideration and approval, including Public Comment.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Carter, Commissioner
<b>SECONDER:</b>	Jennifer Cosgrove, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

## 8. STAFF REPORTS & CITY COUNCIL MEETING UPDATE

There will be meetings on August 12 and 13.

## 9. RECESS

**Motion To:** Recess this hearing to August 12, 2019 at 5:30 PM.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Mead, Vice-Chair
<b>SECONDER:</b>	Jennifer Cosgrove, Commissioner
<b>AYES:</b>	Neil Morrow, Matthew Mead, Tim Carter, Jennifer Cosgrove
<b>EXCUSED:</b>	Kurt Eggers

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Neil Morrow – Chairman  
Planning and Zoning Commission