



City of Ketchum
Planning & Building

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF TUESDAY, MAY 25, 2021

PROJECT: Pioneer Pickleball Club Shared Parking Reduction Conditional Use Permit

FILE NUMBER: P21-029

ASSOCIATED PERMITS: P19-116 CUP for Nomadic Vans, P10-032 CUP for Residential Use at 115A, 87-11 Glaske Subdivision Phase II, CR87-3 Design Review Approval for Galske Subdivision Building

OWNER: Steven Beck

APPLICANT: Steven Beck

REQUEST: Conditional Use Permit (CUP) to permit shared parking reduction for a new public pickleball court

LOCATION: 115 Northwood Way Unit A, Ketchum, ID

ZONING: Light Industrial District No. 2 (LI-2)

OVERLAY: LI 48' Height Overlay

NOTICE: Notice was mailed to property owners within a 300-foot radius and was published in the Idaho Mountain Express on May 5, 2021. Notice was posted at the subject location on May 18, 2021.

- **ATTACHMENTS:**
- A. Application
- B. Narrative
- C. Access System
- D. Site Plan
- E. Public Comment

BACKGROUND AND SUMMARY

The application before the Planning and Zoning Commission is a request to reduce the required on-site parking and satisfy the required parking through shared use of on-site parking. The proposed use is a pickleball court open to members of the club. In the LI District, health and fitness facilities must provide dedicated on-site parking at a ratio of one parking space for every 250 gross square feet. In this case, the ground floor of the building is 1,153 square feet (based on plans on file) and requires five parking spaces for the proposed use.

The site at 115 Northwood Way consists of three commercial condominium units. The condominium plat map and design review were both approved in 1987 (Figure 1).

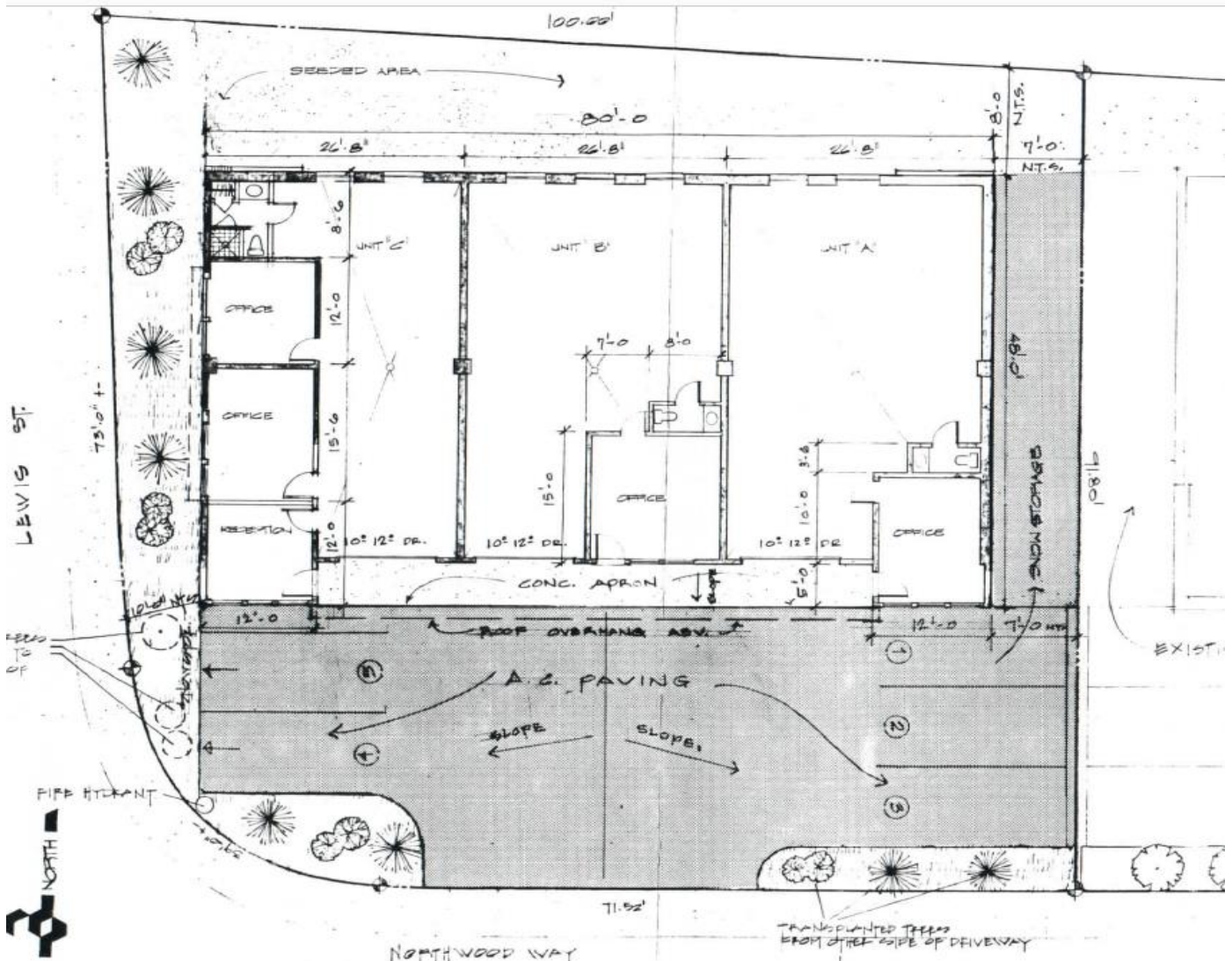


Figure 1

The building was approved for three industrial/storage uses with five parking spaces located in the front of the building. Parking was to be shared by the three uses. The project approvals at the time acknowledged limited parking on the site and restricted the permitted uses to warehouse and storage only. Over time, uses have changed. In 2010 a conditional use permit and design review approval was granted to convert the subject unit (115 A Northwood) into residential use.

In 2019, a conditional use permit was granted (P19-115) to permit Nomadic Vehicle Sales and Repair to operate in Unit C at 115 Northwood Way. Kirk Anderson Photography exists in Unit B at 115 Northwood Way and the Pioneer Pickleball Club is in Unit A (Figure 2).



Figure 2

In evaluating this proposed application, staff found that Nomadic Vehicle Sales and Repair is in violation of their Conditional Use Permit. Specifically, there were 11 vehicles parked off the site in public parking spaces and along the rear of the building. All of the street parking to the west and south of the site were occupied by Nomadic Van vehicles. Vans were also parked in the rear of the building obstructing emergency access. There is no alley or parking approved at the rear of the building. The approved conditional use permit for Nomadic Vans prohibits van parking outside of the two on-site parking spaces and within Unit C. In addition, the required parking lot striping and ADA space were not installed. As a result of the activities of Nomadic Van, there is no public street parking available for any other adjacent uses and only three of the five on-site parking spaces are available for other building tenants. Staff has initiated code enforcement action to bring the use into conformance with the conditional use permit.

Proposed Request

The applicant is proposing to establish a pickleball club open to the public who are members of the club. Building improvements have been made, the residential improvements have been removed and the pickleball court has been installed. When the owner applied for a business license to operate the club, it triggered a review of the proposed use and required parking. As indicated by the applicant, the unit is no longer a residential unit, and the sole use is the pickleball club. The parking requirements in the LI District require five parking spaces to be provided on-site for the pickleball use. Approvals granted for the prior residential use required two parking spaces be provided. There are a total of five parking spaces on site to be shared among the three building tenants. Two of the spaces have been identified for the use of Nomadic Vans.

Under KMC Section 17.125.080 it states that:

A shared parking reduction may be allowed by conditional use permit in all zoning districts as follows:

- 1. A shared parking plan shall be submitted for review and is subject to approval by the Administrator.*
- 2. The plan shall, at minimum, identify or contain:*
 - a. A Parking Demand Analysis in accordance with section 17.125.070 of this chapter;*
 - b. The hours of peak parking demand for each use;*
 - c. All locations of parking spaces on private property utilized through shared parking and identified on a location context map;*
 - d. All public parking that can be accessed within a one thousand foot (1,000') walk as measured along sidewalk connecting to the site of the subject uses.*
 - e. The plan shall include an agreement between property owners for sharing common parking on private property. However, in no case will the City manage shared parking agreements.*
- 3. Shared parking spaces may be provided in areas designed to serve jointly two (2) or more buildings or users.*
- 4. All shared parking shall be located no less than three hundred feet (300') from the uses utilizing the shared parking, as determined by measuring along existing sidewalk or sidewalk that shall be constructed as a condition of approving the shared parking reduction from the primary entrance of the use(s) to the location of shared parking spaces.*
- 5. The total number of off-street parking spaces shall not be less than that required by this chapter for the total combined number of buildings or uses, unless a reduction is approved through a shared parking plan, or otherwise specified.*
- 6. A reduction to parking requirements for individual uses may be made after considering the following standards and criteria:*
 - a. The hour(s) of peak parking demand for each use, with peak demand being different or staggered;*
 - b. The operating hours of each use, with operating hours being staggered; and*
 - c. There is existing on-street parking available for public use within a one thousand foot (1,000') walk as measured along the sidewalk connecting to the site of the subject use. (Ord. 1158, 2017)*

Analysis

Five parking spaces exist on site for the three businesses. The applicant is proposing the court be open during the same hours as the other businesses on the site. Based on observations of the utilization of the on-site parking during business hours, there are typically two parking spaces on site that are not occupied. Available on-street parking is very limited during business hours due to utilization by the surrounding businesses. Once the Nomadic Vans are removed from the on-street public spaces, there will be available on-street parking after business hours.

The Commission must determine if the parking plan proposed by the applicant will be sufficient to meet the parking demand of the proposed use. The applicant is proposing to manage parking by creating a reservation system. Court reservations will be for 90 minutes and users will be prohibited from arriving more than 10 minutes before their reservation and departing not more than 10 minutes after their reservation time. Based on this system, it is possible that there is overlap of court users and total demand for user parking is between 4-8 parking spaces. During business hours, there is insufficient parking on or off site to accommodate the demand for the use as proposed.

The following provides a summary of the proposal in relation to the criteria for granting a conditional use permit for a shared parking reduction:

- *A Parking Demand Analysis in accordance with section 17.125.070 of this chapter;*
Limited information was provided by the applicant.
- *The hours of peak parking demand for each use;*
Based on observations of the parking demand at the site and in the surrounding area, the peak parking demand occurs between 8:00 AM-5:00 PM.
- *All locations of parking spaces on private property utilized through shared parking and identified on a location context map;*
Five parking spaces are located on site for use by the three building tenants. Two of the spaces are identified for use by Nomadic Vans through CUP 19-115.
- *All public parking that can be accessed within a one thousand foot (1,000') walk as measured along sidewalk connecting to the site of the subject uses.*
On-street public parking is available within 1,000 feet of the property.
- *The plan shall include an agreement between property owners for sharing common parking on private property. However, in no case will the City manage shared parking agreements.*
No agreement between building tenants has been proposed.
- *Shared parking spaces may be provided in areas designed to serve jointly two (2) or more buildings or users.*
Five on-site parking spaces are located on the site. Per the original approvals for the property, the five spaces were to be shared between the building tenants. Two of the parking spaces were identified for use by Nomadic Vans as part of CUP 19-115.
- *All shared parking shall be located no less than three hundred feet (300') from the uses utilizing the shared parking, as determined by measuring along existing sidewalk or sidewalk that shall be constructed as a condition of approving the shared parking reduction from the primary entrance of the use(s) to the location of shared parking spaces.*
The on-site parking and available street parking is within 300 feet of the property.
- *The total number of off-street parking spaces shall not be less than that required by this chapter for the total combined number of buildings or uses, unless a reduction is approved through a shared parking plan, or otherwise specified.*
There are five on-site parking spaces, and the applicant is requesting a reduction through a shared parking plan.
- *A reduction to parking requirements for individual uses may be made after considering the following standards and criteria:*
 - a. *The hour(s) of peak parking demand for each use, with peak demand being different or staggered;*
 - b. *The operating hours of each use, with operating hours being staggered; and*

- c. *There is existing on-street parking available for public use within a one thousand foot (1,000') walk as measured along the sidewalk connecting to the site of the subject use.*

If the operating hours of the pickleball court occur after the peak hour of the surrounding businesses and uses in the building, there is sufficient parking available to meet the demand generate by the pickleball club.

Based on the criteria for granting a conditional use permit for a shared parking reduction, the proposed use could qualify for the reduction if the operating hours occurred on weekends and after 5:00 PM on weekdays. During these hours there is sufficient parking available to accommodate the demand. The other option is to limit court use to only two players between 8:00 AM-5:00 PM Monday through Friday so that the maximum demand for parking does not exceed two spaces during peak business hours.

STAFF RECOMMENDATION

Staff recommends approval of the Conditional Use Permit for a shared parking reduction with the following conditions:

1. Hours of operation for the club shall be Monday through Friday after 5:00 PM and anytime on Saturday and Sunday.
2. The only use permitted in Unit 115A shall be one single pickleball court. No other uses that include staff such as office or administration shall be permitted at this location.
3. Conditional Use Permit 10-032 shall be rescinded, and no residential use shall be permitted in this location.
4. The Conditional Use Permit is applicable to the 115 A Northwood Way's 1,153 square foot Commercial Space A indicated on the floorplan attached hereto is not transferrable to another use or owner of unit 115 A. No expansion of floor area is permitted unless a new Conditional Use Permit authorizing such expansion is approved;
5. Staff shall make periodic inspections of Pioneer Pickleball Club beginning three months after approval of the Conditional Use Permit to ensure conditions of approval are being met. Documentation of observations from the site visits shall be made in writing and filed in the project file. These inspections shall occur for the entire time the business is in operation.
6. The Commission shall have the discretion to hold a new public hearing to evaluate this Conditional Use Permit if violations of the conditions occur.

RECOMMENDED MOTION

"I MOVE to approve the Shared Parking Reduction Conditional Use Permit for Pioneer Pickleball Club with the conditions outlined by staff and any other conditions determined necessary by the Commission and to direct staff to prepare the Findings of Fact, Conclusions of Law, and Decision for review and approval at the next meeting."

ATTACHMENTS

- A. Application
- B. Narrative
- C. Access System
- D. Site Plan
- Public Comment



**City of Ketchum
Planning & Building**

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Fee Paid:
Approved Date:
Denied Date:
By:

Conditional Use Permit Application

Submit completed application and payment to the Planning and Building Department, PO Box 2315, Ketchum, ID 83340 or hand deliver to Ketchum City Hall, 480 East Ave. N., Ketchum. If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code.

OWNER INFORMATION	
Project Name:	Pioneer Pickleball Club
Name of Owner of Record:	Steven Beck
Physical Address:	115 Northwood, Unit "A", Ketchum, ID
Property Legal Description:	See Attached
Property Zoning District:	LI (light industrial)
Contact Phone:	(714) 624-0897
Contact Email:	steve@freshhands.com
PROJECT INFORMATION	
Description of Proposed Conditional Use:	Single pickleball court.
Description of Proposed and Existing Exterior Lighting:	No change to existing
ADDITIONAL COMMENTS	
Development is 30+ years old. No change to exterior buildings or common area.	
ACCOMPANYING SUPPORTING INFORMATION REQUIRED	
<ul style="list-style-type: none"> Existing Site Plan Proposed Site Plan Landscape Plan Grading and Drainage Plan Exterior Lighting Plan and Specifications Other plans and studies related to the social, economic, fiscal, environmental, traffic, and other effects of the proposed conditional use, as required by the Administrator 	

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, city officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property, and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests and business invitees and not caused by or arising out of the tortuous conduct of city or its officials, agents or employees. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

Applicant Signature

4/12/2021

Date

April 19, 2021

Ms. Suzanne Frick
Planning & Building Director
City of Ketchum
480 East Avenue North
Ketchum, Idaho 83340

Re: Pioneer Pickleball Club
115 Northwood Way, Unit A, Kethum, Idaho

Hi Suzanne:

The following is provided to supplement the graphics from Travis Kilmer at Williams Partners related to the CUP / Business License applications for the above referenced property.

OVERVIEW:

The subject property was acquired in the Spring of 2020. It was at the time a mixed-use, non-conforming property with residential on a mezzanine and a commercial kitchen and office management company on the ground floor. The mezzanine along with the non-conforming residential was removed and replaced with a single-story pickleball practice court (70% standard size.) The practice court can accommodate two players for singles and four players for doubles. The limited membership (24 member) non-profit club facility was completed in fall / winter of 2020.

INGRESS / EGRESS & PARKING MITIGATION SYSTEM:

Based on a desire to avoid both ingress / egress and parking problems, usage of the private club, single court facility is based on a reservation system ("Kourts"). Court reservations are for 90 minute slots with users prohibited from arriving more than ten minutes before their reservation slot commences and departing not more than ten minutes after their reservation slot expires. (These commencement and departure protocols are designed to promote a smooth transition between arriving and departing players.)

The reservation system outlined above is in addition to the facility's cloud based entry system ("PDKIO") that Sentinel Fire & Security installed for the facility. This system is how players / members access the building. Each member utilizes a unique personal four-digit access code to gain entry to the building. The entry system tracks, reconciles and records entry and departure of the building for each member's unique four-digit code. (This recorded data provides the requisite information to reconcile and enforce the flow of members on and off the property. Failure to comply with entry and exit protocols can be tracked and will result in member suspension and / or dismissal. The four-digit access code can be deleted from the system at any time and the non-compliant member's property access immediately denied.)

In addition to the reservation and cloud based entry system, the building has a 24/7 camera surveillance.

SUMMARY:

After four months of beta testing, the systems outlined above have proven to effectively deal with the flow of members on and off the common area parking; and in and out of the indoor court. The system combines common sense requirements with real-time tracking and rule enforcement capabilities if required.

Note: The only common area parking issue experienced to-date was due to heavy snowfall with parked cars from other common area tenants stuck in the common parking area; and preventing snow plow access. The systems in place for Pioneer Pickleball club are designed to cancel member court reservations in the event of significant snowfall and lock-out the facility with the PDKIO override code.

Thank you for your guidance and assistance.

All the best,



Steve Beck

PIONEER PICKLEBALL CLUB
(115 NORTHWOOD WAY, UNIT A, KETCHUM, IDAHO)

OVERVIEW:

Pioneer Pickleball Club is a ground level, single-story pickleball practice court (70% standard size) located in the industrial condo at 115 Northwood, Unit A, Ketchum, Idaho. The practice court can accommodate two players for singles and four players for doubles. The limited membership (24 member) non-profit club was completed in fall / winter of 2020.

INGRESS / EGRESS & PARKING MITIGATION SYSTEM:

Based on a desire to avoid both ingress / egress and parking problems, usage of the private club, single court facility is based on a reservation system ("Kourts"). Court reservations are for 90 minute slots with users prohibited from arriving more than ten minutes before their reservation slot commences and departing not more than ten minutes after their reservation slot expires. (These commencement and departure protocols are designed to promote a smooth transition between arriving and departing players.)

The reservation system outlined above is in addition to the facility's cloud based entry system ("PDKIO") that Sentinel Fire & Security installed for the facility. This system is how players / members access the building. Each member utilizes a unique personal four-digit access code to gain entry to the building. The entry system tracks, reconciles and records entry and departure of the building for each member's unique four-digit code. (This recorded data provides the requisite information to reconcile and enforce the flow of members on and off the property. Failure to comply with entry and exit protocols can be tracked and will result in member suspension and / or dismissal. The four-digit access code can be deleted from the system at any time and the non-compliant member's property access immediately denied.)

In addition to the reservation and cloud based entry system, the building has a 24/7 camera surveillance.

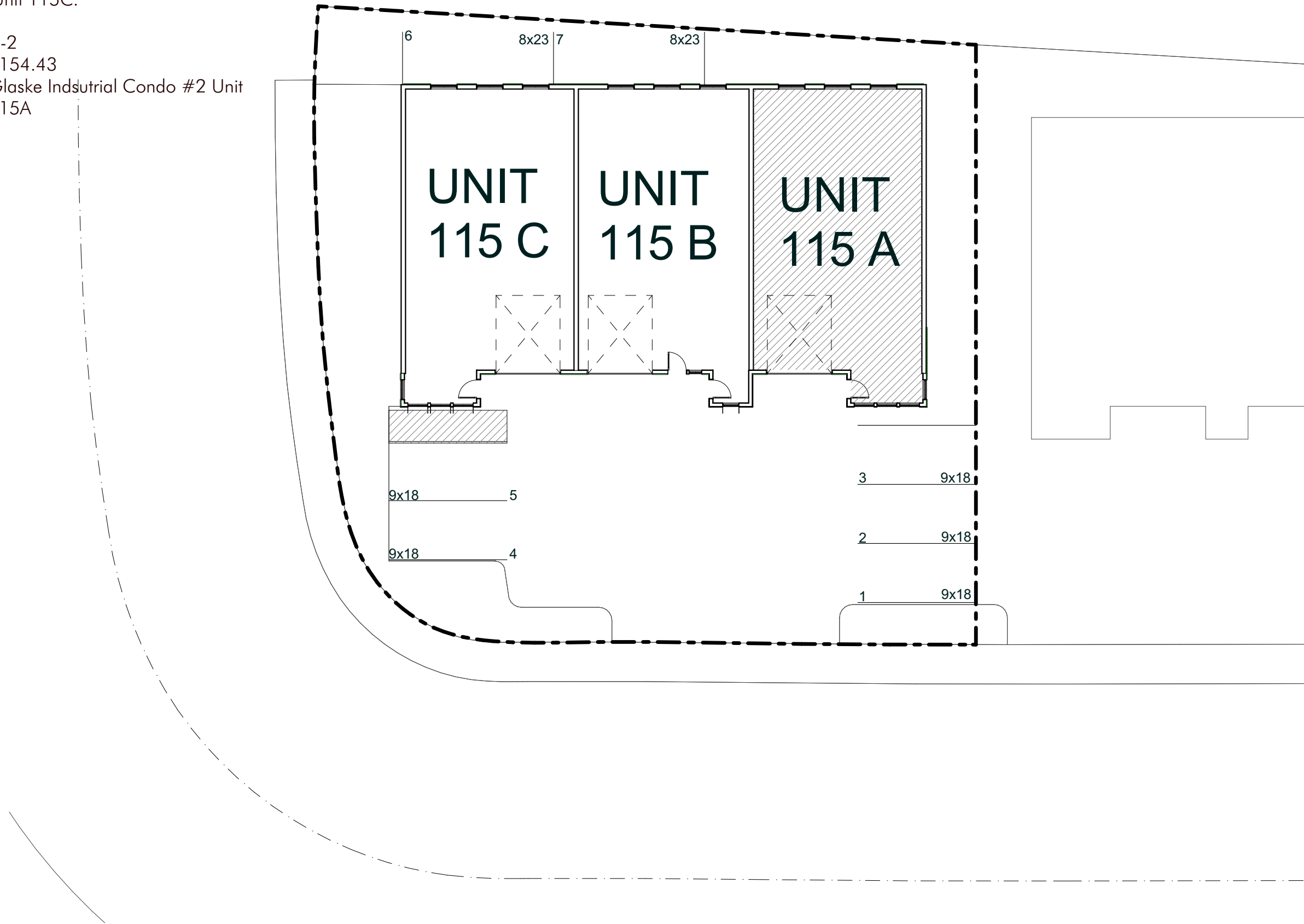
SUMMARY:

After four months of beta testing, the systems outlined above have proven to effectively deal with the flow of members on and off the common area parking; and in and out of the indoor court. The system combines common sense requirements with real-time tracking and rule enforcement if required.

Notes:

Parking spaces 4-7 were approved per CUP: P19-166, November 12th, 2019. Furthermore, 4 additional parking spaces were approved at the interior of Unit 115C.

Zone: LI-2
GIS S.F.: 1154.43
Legal: Glaske Industrial Condo #2 Unit 115A



OWNERSHIP OF DOCUMENTS:
THE INSTRUMENTS OF SERVICE HEREIN ARE SOLELY FOR USE WITH RESPECT TO THIS PROJECT. WILLIAMS | PARTNERS ARCHITECTS, P.C. AND THE ARCHITECT'S CONSULTANTS SHALL BE DEEMED THE AUTHORS AND OWNERS OF THEIR RESPECTIVE INSTRUMENTS OF SERVICE AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHTS.

Pioneer Pickleball Club
115 Northwood Way, Ketchum, ID 83340

04/20/2021

WILLIAMS | PARTNERS
ARCHITECTS

5/15/2021

City of Ketchum

Planning and Building

RE: Conditional Use Permit P21-029 Pioneer Pickleball Club

I wish to express my concerns regarding the conditional use permit application for the Pioneer Pickleball club to be located on Northwood way. I have several questions and concerns.

- 1) It appears that this building was constructed without going through a comment and review phase for this recreational use. Now they are applying for the necessary permits after the building is nearly completed. Is this the case?
- 2) The Light Industrial area is very small in Ketchum. With such constraints and the demands on the limited supply of LI available in the city, it seems illogical to be allowing for nonconforming use. With the increase in construction in Ketchum, the demand by conforming users of the limited Light Industrial supply is increasing dramatically. Often, the properties that do change hands never see the open market, those that do are sold quickly.
- 3) The building has been constructed without off-street parking. Allowing a recreational facility like this will create immense pressure on the already overloaded on-street parking in the LI. Anyone that visits this area knows that there is daily heavy traffic and parking is very difficult to find. As an owner of a Northwood Center Unit, I am concerned that this facility and the increased parking demands of its members will exacerbate conflicts by others using our limited on-site parking.

I do not think that this is a proper use of the limited supply of Light Industrial in Ketchum.

Thank you.

Jeff Jensen

PO Box 6578

Ketchum, ID 83340