



City of Ketchum  
Planning & Building

STAFF REPORT  
KETCHUM PLANNING AND ZONING COMMISSION  
REGULAR MEETING OF TUESDAY, OCTOBER 13<sup>TH</sup>, 2020

**PROJECT:** Sun Valley Electric Bicycles CUP

**FILE NUMBER:** P20-090

**ASSOCIATED PERMITS:** B19-016 (Building Permit), P17-152 (CUP, Residential Units), P17-150 (Design Review), P18-032 (Design Review, amendment), P18-130 (CUP – Residential Units, amendment)

**OWNER:** Parc Ferme LLC

**APPLICANT:** Richard (“Matt”) and Karen Davis, and Mark Carnes

**REQUEST:** Conditional Use Permit (CUP) for motor vehicle sales

**LOCATION:** 100 Northwood Way, Unit C-2, Ketchum, ID (Lot 9, Northwood Light Industrial Sub)

**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 September 23<sup>rd</sup>, 2020. Notice was posted at the subject location on October 6<sup>th</sup>, 2020 and on the city website on October 5<sup>th</sup>, 2020.

**REVIEWER:** Brittany Skelton, Senior Planner

**ATTACHMENTS:**

- A. Application
- B. Narrative
- C. Floorplan, Sun Valley Electric Bicycles
- D. Floorplan, ground floor, 100 Northwood Way
- E. Civil site plan

**BACKGROUND AND SUMMARY**

Matt and Karen Davis and Mark Carnes of Sun Valley Electric Bicycles LLC have applied for a Conditional Use Permit for Motor Vehicle Sales to occur in the ground floor commercial space C-2 of 100 Northwood Way in the Light Industrial Zoning District No. 2 (LI-2). The subject property is located at the southeast corner of Lewis Street and Northwood Way and was constructed from 2019-2020.

The two-story mixed-use building contains three (3) residential apartments on the upper floor, two commercial spaces on the ground floor, and three (3) interior parking spaces on the ground floor. Unit C-2 (“Commercial Space B” on the floor plan, Attachment D) is 1,149 square feet in size and is the subject space for this Conditional Use Permit. Unit C-1 (“Commercial Space A” on the floor plan) is 856 square feet in size and is currently occupied by Idaho Cycles, classified as “Repair Shop” in the zoning code. The upper floor of the building contains three (3) residential apartments (a studio, a 1-bedroom unit, and a 2-bedroom unit) which were approved via a Conditional Use Permit (P17-152, P18-130) in 2018.

The proposed use, Sun Valley Electric Bicycles, is comprised of several components: rental of an electric bicycle fleet, repair service of electric bicycles, and electric bicycle sales. Rental of electric bicycles is a permitted use in the LI-2 zoning district (KMC 17.12.020, footnote 16) and as is repair service (“Repair Shop”). The sale of electric bicycles however is classified as Motor Vehicle Sales. Ketchum Municipal Code Title 10, Vehicles and Traffic, Chapter 10.12, classifies electric bicycles as motor vehicles, just as Vespas and similar scooters with motors that travel on streets are classified as motor vehicles. As such a Conditional Use Permit is required. If the business plan were rental and repair only a Conditional Use Permit would not be required.

Because the use is permitted only conditionally the Commission can attach conditions to the permit to ensure the impacts and externalities of this use are mitigated and are not detrimental to the purpose and function of the Light Industrial zone. In the Conditional Use Permit Standards of Evaluation table staff has provided thorough analysis of the potential impacts this business could have and recommends conditions for preventing such impacts. The Commission may elect to impose additional condition of approval.

The applicant has supplied a floor plan for the proposed use of space as well as a narrative describing the business plan.

To date, no written public comment regarding the application has been received. Any public comment received after publication of this staff report will be forwarded to the Commission and will be included in the public record.

**Table 1. Comprehensive Plan Analysis**

<p><b>Land Use Category:</b> <b>Mixed-Use Industrial</b></p> <p><b>PRIMARY USES</b> <i>Light manufacturing, wholesale, services, automotive, workshops, studios, research, storage, construction supply, distribution and offices make up the bulk of development within this district.</i></p> <p><b>SECONDARY USES</b> <i>A limited range of residential housing types, and supporting retail are provided for within this category. Uses should generate little traffic from tourists and the general public.</i></p> <p><b>CHARACTERISTICS AND LOCATION</b> <i>The Mixed-Use Industrial category is intended to provide critical lands for Ketchum’s economic growth and entrepreneurial opportunity within a vibrant business district where people can work and live in the same area.</i></p>
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Automobile oriented uses are permitted only within Ketchum’s LI-1 and LI-2 zoning districts. The conditional use, Automobile Sales, is consistent with the primary use of the Mixed-Use Industrial land use category.
<b>Policy E-2(a)</b> <b>Light Industrial Area as the Primary Location for New Traditional Light Industrial and Corporate Park Business Growth and Jobs</b> <i>New employment opportunities will focus primarily on clean industries within the City’s industrial areas which are evolving into vibrant, mixed-use business places. Traditional light industrial includes service, warehousing, manufacturing, wholesaling, auto-related businesses, rec-tech, biotechnology, and construction.</i>
Electric bicycle sales represent a clean industry. Additionally, the use is compatible with the other mix of uses within the building: an existing bicycle repair shop and the upper-story residential apartments.
<b>Policy E-1(a)</b> <b>Support for Local, Independent Businesses</b> <i>Our community will foster a business climate that helps to retain our existing businesses and to attract and support new independent local businesses. This will reduce economic leakages to other communities and provide residents with essential goods and services. We also will work to encourage a greater local purchasing culture and identify voids in businesses or services that are contributing to the leakage.</i>
As noted in the applicant’s narrative, Sun Valley Electric Bicycles intends to provide year-round bicycle service for the valley, which is uncommon (most bicycle-oriented business convert to ski rental, sales and service during the winter). The business will also be the first dedicated retailer and servicer of electric bicycles.

**Table 2. City Department Comments**

City Department Comments			
Compliant			City Standards and <i>City Department Comments</i>
Yes	No	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Fire:</b> No comments at this time.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Streets Department and City Engineer:</b> <ul style="list-style-type: none"> <li>Comments related to public safety, such as lines of sight and landscaping conflicts, are being addressed prior to issuance of Certificate of Occupancy for the building. Additionally, conditions related to parking signage / prohibited parking are being included as items that must be rectified prior to issuance of the Certificate of Occupancy.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Utilities:</b> No comments at this time.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Building:</b> No comment at this time.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Planning and Zoning:</b> <ul style="list-style-type: none"> <li>Comments related to public safety, such as lines of sight and landscaping conflicts, are being addressed prior to issuance of Certificate of Occupancy for the building. Additionally, conditions related to parking signage / prohibited parking are being included as items that must be rectified prior to issuance of the Certificate of Occupancy.</li> </ul>

**Table 3. Conditional Use Permit Requirements**

Conditional Use Requirements				
EVALUATION STANDARDS: 17.116.030 and § 67-6512 of Idaho Code				
A conditional use permit shall be granted by the commission only if the applicant demonstrates the following:				
Compliance and Analysis				
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.116.030(A)</b>	<b>The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.</b>
			<b>Staff Comments</b>	<p>The Light Industrial Number Two (LI-2) District allows for a variety of permitted and conditionally permitted uses ranging from manufacturing to personal service to wholesaling to automotive uses. Per KMC §17.18.150, the LI-2 Zone is <i>“established with the foremost purpose of providing suitable land and environs for uses that are not appropriate in other Commercial Zones due to their light industrial nature, but which provide an essential or unique service to support the local economy and permanent year-round employment base. Uses include: 1) light manufacturing; 2) wholesale trade and distribution; 3) research and development; 4) service industries; 5) limited bulk retail and; 6) offices related to building, maintenance and construction. A secondary purpose of the LI-2 is to provide multiple-family dwellings, constructed to be secondary and subordinate to the primary light industrial purpose of the LI-2. Uses in the LI-2 are intended to generate traffic primarily from the industrial trades and secondarily by other permitted uses that, due to the natures of the uses, are not reliant on pedestrian traffic or high visibility, and/or are not permitted in other zoning districts, and/or are characterized by sale, rental, or service of large, bulky equipment or materials, necessitating location of such use in a Light Industrial Zone.”</i></p> <p>Sun Valley Electric Bicycles has a three-pronged business plan: rental of electric bicycles, service of electric bicycles, and sales of electric bicycles. The first two uses are permitted by-right in the LI-2 zoning district – bicycle repair is classified as the use Repair Shop, and although bicycle rental is classified as Retail Trade, which generally restricted in the LI-2 zone, the zoning code has a specific provision allowing the rental of sporting equipment by-right<sup>1</sup>. The zoning code does not, however, have a special provision allowing the sale of sporting equipment in the LI-2 zone. But, because electric bicycles are classified by Ketchum Municipal Code as motor vehicles<sup>2</sup> and Motor Vehicle Sales is permitted in the LI-2 zone with a Conditional Use Permit (CUP), the applicant has applied for a CUP in order to be able to sell electric bicycles from the subject property.</p> <p>There are two primary reasons Retail Trade is limited and restricted in the LI-2 zone: 1) General retail trade – everything from grocery items, apparel, housewares, and so forth – benefits customer, proprietor, and a community’s sense of place when clustered in a district. Co-location in a district allows for a critical mass of customers to visit multiple retailers during an outing, the foot traffic of this critical mass generates a sense of activity and vibrancy, which begets more foot traffic, and businesses benefit from the spur of the moment sales that occur when a window shopper decides to make a purchase or the patron of a nearby business remembers he or she could use an item from neighboring shops. As a small mountain town Ketchum has a zoning district designed for this purpose: the downtown Community Core. In contrast, the LI zones, including LI-2, are geographic areas set aside primarily for uses that cannot occur downtown due to their operational needs (noise and visual/aesthetic conflicts, large floor area needed for bulky items, etc.) but are vital to the function of a town (building/construction trades, for example). If general retail encroaches into the LI zones there is less land and space available in city limits to support construction, maintenance, light manufacturing, and so forth. 1) Retail Trade generates, and is reliant upon, a regular stream of vehicular and pedestrian traffic to a site in order to sell goods to customers. The more sales a business makes, the more successful the business is. This is true for all retail – from housewares to building materials. As articulated KMC §17.18.15, <i>“...Uses in the LI-2 are intended to generate traffic primarily from the industrial trades and secondarily by other permitted uses that, due to the natures of the uses, are not reliant on pedestrian traffic or high visibility, and/or are not permitted in other zoning districts, and/or are characterized by sale, rental, or service of large, bulky equipment or materials, necessitating location of such use in a Light Industrial Zone.”</i></p> <p>The sale of electric bicycles, categorized as Motor Vehicles, fits with the purpose of LI-2 zone articulated in KMC §17.18.150. However, to prevent encroachment of general</p>

				<p>retail into the LI-2 zone in association with this business in particular, staff recommends a condition of approval restricting the sale of accessories and accoutrements to a limited floor area. It can be expected that sales of parts to repair or operate an e-bicycle are necessary on a limited basis. But an expansive floor area devoted to a vast stock of bicycle clothing and shoes, racks, panniers and frame bags, hitch or roof mounted bicycle carriers, etc. falls into the category of general Retail Trade, à la Backwoods, Elephant’s Perch, or Sturtevant’s. The LI-2 zoning regulations do not permit a “bike shop” of this sort. Rather, the LI-2 zoning regulations severely limit general retail trade and this Conditional Use Permit allows for the sale of electric bicycles only.</p> <p>The applicant’s proposed floorplan indicates two areas devoted to accessory sales: one 18’ long by 30” wide area labeled “Bike + Accessories Storage” at looker’s left and one 18’ x 30” area at looker’s right labeled “Bike Parts + Accessories Storage”. Each area is 45 square feet. Staff recommends a condition limiting sales of items other than the bicycles themselves to no more than 90 square feet. This represents 7.8% of the 1,149 square foot space.</p> <p>Further, the floor plan indicates a Coffee Bar 6’ x 30”. Staff recommends a condition of approval that the coffee bar be limited to complementary service of coffee to customers; this is because coffee for sale, by the cup, is categorized as Food Service and requires its own Conditional Use Permit.</p> <p>1. KMC 17.12.020, footnote 16. <i>The following forms of retail trade are permitted: a) equipment rental, including sporting equipment and entertainment equipment; b) building, construction and landscaping materials; small engines with associated sales; c) furniture and appliances in conjunction with warehousing not to exceed 18 percent gross floor area or 900 square feet, whichever is less; d) other retail in conjunction with manufacturing, warehousing or wholesaling; it is limited to 10 percent gross floor area or 500 square feet, whichever is less. Retail uses c) and d) of this note shall have no advertising displayed from windows or building facades; and no access will be permitted onto a major arterial if an alternative access is available.</i></p> <p>2. KMC Title 10, Vehicles and Traffic, Chapter 10.12, <i>Bicycles, Human Propelled Vehicles, E-Bikes, Alternative Electric Motored Vehicles, Opdmds, Wheelchairs, and Motorized Vehicles</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.116.030(B)</b>	<b>The conditional use will not materially endanger the health, safety and welfare of the community.</b>
			<b>Staff Comments</b>	The proposed conditional use, the sale of electric bicycles, will not materially endanger the health, safety, and welfare of the community. The commercial space is located within a brand-new building that includes an interior fire sprinkler system and meets all life safety building/fire code regulations. The product is low-impact and does not require use of any components or materials that will eliminate noxious or harmful fumes, byproducts, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.116.030(C)</b>	<b>The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.</b>
			<b>Staff Comments</b>	The purpose of the LI-2 zone, including the generation of traffic to the zoning district, is described in this table in section 17.116.030.A. Evaluation of traffic is twofold: the ability of the site to accommodate vehicles and pedestrians on-site and the off-site circulation of vehicular and pedestrian traffic generated by the proposed use.
				<b>Traffic circulation:</b> 100 Northwood Way is located at the southeast corner of the intersection of Northwood Way and Lewis Street along a curve in the street. There are two (2) parking spaces adjacent to the front property line (western) on Lewis Street and several parallel parking spaces on the side property line (northern) along Northwood Way. The curb cut to the parking lot serving the building is on Northwood Way.

New construction and change in use of existing buildings in the past several years has added to traffic volumes in the vicinity (Community School facility, Decker, Nomadic Vans, and the subject property and its commercial and residential tenants) and ongoing construction occurring at nearby properties (adjacent to the east, My Sun Valley Home, 145 Northwood Way Unit 2, Far and Away Adventures, and the proposed Decker expansion) will increase traffic as well. Although no single project has been of a scale or use that warranted a traffic study, it is important to be mindful of the impact Conditional Uses in particular have on traffic impacts.

For this reason, traffic circulation around and into the subject property must be conditioned to mitigate impact.

During staff site visits on September 17<sup>th</sup>, 2020 (Sherri Newland, City Engineer, and Brittany Skelton and Abby Rivin, Planning and Building) and October 7<sup>th</sup>, 2020 (Brittany Skelton, Planning and Building) staff observed parking conditions at the front of the building (adjacent to Lewis Streets) that obstructed sight lines, access to the building, and pedestrian circulation. Additionally, Parking in the front of the building is not permitted per Ketchum Municipal Code KMC 17.125.030.E.

During both site visits a box truck was parked parallel to the building on Lewis and on October 7<sup>th</sup> an additional vehicle was parked in the driveway leading to the Lewis Street-facing garage. As a condition of approval for this Conditional Use Permit (as well as the Certificate of Occupancy for the building) both areas observed to be used for parking in the front of the building will have to be painted or signed with “no parking” or “parking prohibited” signage.

Additionally, as articulated in 17.116.030(A), staff recommends a condition of approval limiting the floor area that can be used to sales of accessory items related to electrical bicycles to no more than 90 square feet. This condition will help mitigate the traffic drawn to the use by preventing the electric bicycle repair, rental and sales operation from becoming a “bike shop.”

**On-site traffic accommodation:**

The building located at 100 Northwood Way has seven (7) parking lot spaces at the rear and north side of the building and three (3) garage parking spaces for a total of 10 parking spaces. This includes one (1) ADA accessible parking space and a loading space. These parking spaces are indicated on Attachment E, the civil engineer site plan approved with the building permit.

The parking load for the entire building and its uses must be accounted for. The uses within the building and the parking loads are:

Use	Parking Spaces Required	
<i>Residential apartments: (1) studio, (1) one-bedroom, (1) two-bedroom</i>	<i>4 parking spaces (one per bedroom)</i>	
<i>Existing commercial tenant, a bicycle repair shop, 856 square foot unit</i>	<i>1 parking space (1 per 1,000 gross square feet)</i>	
<i>Sun Valley Electric Bicycles, 1,149 square foot unit</i>	<i>1 parking space, motor vehicle sales</i>	<i>1 per 500 gross sq. ft (504 sq. ft)</i>
	<i>1 parking spaces, assembly, storage, etc.</i>	<i>1 per 1,000 square feet</i>
<i>Total: 7 spaces required</i>		

				<p>Currently, two (2) parking spaces are tandem (two spaces stacked in-line), one is located in the striped, asphalt parking lot and the other is located in an area with decorative pavers. The parking space in the decorate paver area is not currently striped. As a condition of approval for this Conditional Use Permit (as well as the Certificate of Occupancy for the building) the paver parking space must be striped and signed for parking.</p> <p><i>Little to no pedestrian traffic is anticipated because most customers are anticipated to drive a vehicle to drop off an e-bicycle for service. Any pedestrian traffic to the business can be accommodated by the existing sidewalk that is adjacent to the subject property.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.116.030(D)</b>	<p><b>The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts.</b></p> <p><b>Staff Comments</b> <i>The proposed location is within an existing building that is adequately served by two public streets, Lewis Street and Northwood Way, and the city's fire, police, and utility services.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.116.030(E)</b>	<p><b>The conditional use is not in conflict with the policies of the Comprehensive Plan or the basic purposes of this section.</b></p> <p><b>Staff Comments</b> <i>As described in Table 2 of this staff report and 17.116.030(A) of this table, the conditional use aligns with, rather than conflicts with, the policies of the Comprehensive Plan and the basic purposes of this section.</i></p>

The Planning and Zoning Commission may attach additional conditions to the application approval as it determines necessary in order to ensure the residential use is compatible with the vicinity and adjoining uses, mitigate adverse impacts, and enhance public health, safety, and welfare. Such conditions may include, but are not limited to (KMC §17.116.050):

- A. Minimizing adverse impact on other development;
- B. Controlling the sequence and timing of development;
- C. Controlling the duration of development;
- D. Assuring that development is maintained properly;
- E. Designating the exact location and nature of development;
- F. Requiring the provision for on site or off site public facilities or services;
- G. Requiring more restrictive standards than those generally required in an ordinance; and
- H. Requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the city.

**STAFF RECOMMENDATION**

Staff recommends approval of the conditional use permit as conditioned and with any additional conditions deemed necessary by the Commission.

**RECOMMENDED MOTION**

“I MOVE to approve the Sun Valley Electric Bicycles Conditional Use Permit with conditions 1-12 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.”

**RECOMMENDED CONDITIONS**

- 1.** The Conditional Use Permit is applicable to the 100 Northwood Way’s 1,149 square foot Commercial Space B indicated on the floorplan attached hereto is not transferrable to another property. No expansion of floor area is permitted unless a new Conditional Use Permit authorizing such expansion is approved;

- 2.** The Conditional Use Permit allow for the sale of Electric Bicycles, classified as Motor Vehicles, and does not provide for the sale of non-electric bicycles or other types of motor vehicles, automobiles, trailers, etc.
- 3.** All electric bicycles for rent, for sale, and service shall be located on private property and shall not be located or encroach into the right-of-way;
- 4.** Occupancy of Commercial Space B is subject to the city's issuance of a Certificate of Occupancy for B19-016;
- 5.** The floor area devoted to sales of accessory items other than the electric bicycles themselves are limited to no more than 90 square feet, as indicate on the floor plan attached hereto;
- 6.** The "coffee bar" indicated on the floorplan shall be limited to complementary coffee service and shall not include for-sale coffee as coffee by the cup is classified as Food Service and requires a separate Conditional Use Permit;
- 7.** "No Parking" or "Parking Prohibited" signage and/or painting shall be installed at the front of the building (Lewis Street façade) to indicate no parking shall occur in the southern driveway/curb-cut or anywhere parallel to the building;
- 8.** The tandem parking space located in the paver area, on the north side of the building (Northwood Way), shall be signed and/or striped to indicate this area is a parking stall available for tenants and customers.
- 9.** The paver parking stall shall remain free and clear of impediments, including snow, at shall be available or used for parking at all times;
- 10.** Staff shall make quarterly inspections of Sun Valley Electric Bicycles beginning three months after issuance of Certificate of Occupancy for the building 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 quarterly inspections shall occur for the first two years after issuance of Certificate of Occupancy and can occur on an intermittent basis, at the discretion of staff, thereafter;
- 11.** The Commission shall have the discretion to hold a new public hearing to evaluate this Conditional Use Permit if violations of the conditions occur.

## **ATTACHMENTS**

- A. Application
- B. Narrative
- C. Floorplan, Sun Valley Electric Bicycles
- D. Floorplan, ground floor, 100 Northwood Way
- E. Civil site plan



Attachment A.  
Application



City of Ketchum  
Planning & Building

CERTIFIED  
COMPLETE  
9-17-20  
mf

OFFICIAL USE ONLY	
File Number:	P20-090
Date Received:	9-17-20
By:	mf
Fee Paid:	1100 <sup>00</sup>
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](http://www.ketchumidaho.org) and click on Municipal Code.

OWNER INFORMATION	
Project Name: Sun Valley Electric Bicycles LLC	
Name of Owner of Record: Richard ("Matt") Davis, Karen Davis, Mark Carnes	
Physical Address: 100 Northwood Way, Space C-2, Ketchum, ID 83340	
Property Legal Description: Northwood Light Industrial, Lot 9	
Property Zoning District: LI-2	
Contact Phone: (314) 409-5953	Contact Email: matt.davis1958@gmail.com
PROJECT INFORMATION	
Description of Proposed Conditional Use: Motor Vehicle Sales - Electric Bikes	
Description of Proposed and Existing Exterior Lighting:	
ADDITIONAL COMMENTS	
See Attached.	
ACCOMPANYING SUPPORTING INFORMATION REQUIRED	
<ul style="list-style-type: none"> <li>Existing Site Plan</li> <li>Proposed Site Plan</li> <li>Landscape Plan</li> <li>Grading and Drainage Plan</li> <li>Exterior Lighting Plan and Specifications</li> <li>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</li> </ul>	

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.

Richard M Davis  
Applicant Signature

9/17/2020  
Date

Attachment B.

Narrative

**Conditional Use Permit Application**  
**Sun Valley Electric Bicycles LLC**  
**100 Northwood Way, Space C-2, Ketchum, ID 83340**  
**Property Zoning District: LI-2**

**Demand for electric bikes exploded in 2020 by people adopting more environmentally-friendly modes of commuting or as alternatives to public transportation; by baby-boomers looking for ways to extend their biking years; by parents searching for family-friendly activities; and by people looking for ways to enjoy the outdoors. Ebikes are fun, functional and green.**

**Sun Valley Electric Bicycles LLC was formed by Richard (“Matt”) Davis, Karen Davis and Mark Carnes to be the Sun Valley area’s first and only dedicated ebike shop that will be open year-round. We are seeking a Conditional Use Permit to open a Sun Valley Electric Bike shop at 100 Northwood Way, Space C-2 in Ketchum’s LI-2 zoning district to meet the area’s need for year-round ebike services.**

***Rentals.* We will maintain a fleet of high quality ebikes for rent. Most bike shops offer an entry-level ebike for rent. We will offer hub-drive, mid-drive, cruisers, mountain bikes, tandems and cargo bikes. In other words, something for everyone. Renters will be required to wear helmets: either their own or ones we provide. We note that “equipment rental, including sporting equipment” is a permitted use in the LI-2 zoning district.**

***Repairs and Service.* Our shop will repair and service ebikes exclusively under the direction of Mark Carnes, one of our owners. Mark is also the owner of Idaho Cycles which operates a bike service and repair business out of the space adjoining Sun Valley Electric Bikes. Mark is a highly regarded independent bike technician and capable of servicing and repairing many makes and models of ebikes. In today’s market, many ebikes are sold online and local bike shops are not willing to service bikes that aren’t purchased at their stores. We believe that Sun Valley Electric Bikes will provide valuable ebike service and repair to the many makes and models not currently served in our community. We will also be the only ebike shop open year-round to provide services to the growing population of winter cyclists. We note that “repair shops” are a permitted use in the LI-2 zoning district.**

***Sales and Assembly.* Our featured ebike brand will be Pedego Electric Bikes. Unlike most ebikes that come with few options, Pedegos are meant to be highly customized. The Pedego line features 17 models with 270 options for customization. These ebikes, whether they be for rental or sale, are shipped partially assembled by the manufacturer to us where we assemble them and customize them to our customer’s specifications. This requires considerable dedicated space for assembly on our premises (as shown in the area marked “bike assembly and repair” on our proposed floorplan), making a traditional retail setting impractical and uneconomical.**

***Warehouse.* Because our ebikes are highly customizable and service and repair and maintenance of a rental fleet will be a large part of our business, we will need to maintain an**

extensive inventory of bikes, bike parts and accessories housed in the areas marked "Storage" on our proposed floorplan. Our business will also use a 10' trailer for mobile marketing, transportation of rentals, delivery, service and repair. When not in use, the trailer will be stored in the area shown on our proposed floorplan. We note that warehouse and storage are permitted uses in the LI-2 zoning district.

We understand that City Ordinance 17.116.030 specifies five criteria that must be demonstrated before a Conditional Use Permit may be granted. We ask that you consider the following:

- A. *The characteristics of the conditional use will not be unreasonably incompatible with the types of uses permitted in the applicable zoning district.* A substantial portion of the square footage of our Sun Valley Electric Bikes shop will be devoted to the assembly of customized ebikes, rental, service, repair, warehouse and storage of ebikes and associated parts and accessories. The vast majority of these activities are already permitted uses in LI-2.
- B. *The conditional use will not materially endanger the health, safety and welfare of the community.* The operations of the shop will not pose any threat to the health, safety and welfare of the community. Indeed, we believe introducing more ebikes into the community may improve the health, safety and welfare of the community by providing environmentally friendly modes of transportation that could reduce traffic and parking requirements in the Ketchum core, and helps people of all ages and abilities enjoy the outdoors and improve fitness on an ebike.
- C. *The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.* Our location contains adequate surface parking for customers in our dedicated parking lot. Our customers can safely test their ebikes on the paved area in front of our shop or in the rear parking lot.
- D. *The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area, or conditions can be established to mitigate adverse impacts.* Our business requires no unique or additional public services beyond what currently exists.
- E. *The conditional use is not in conflict with the policies of the comprehensive plan or the basic purposes of this chapter.* We believe this to be true.

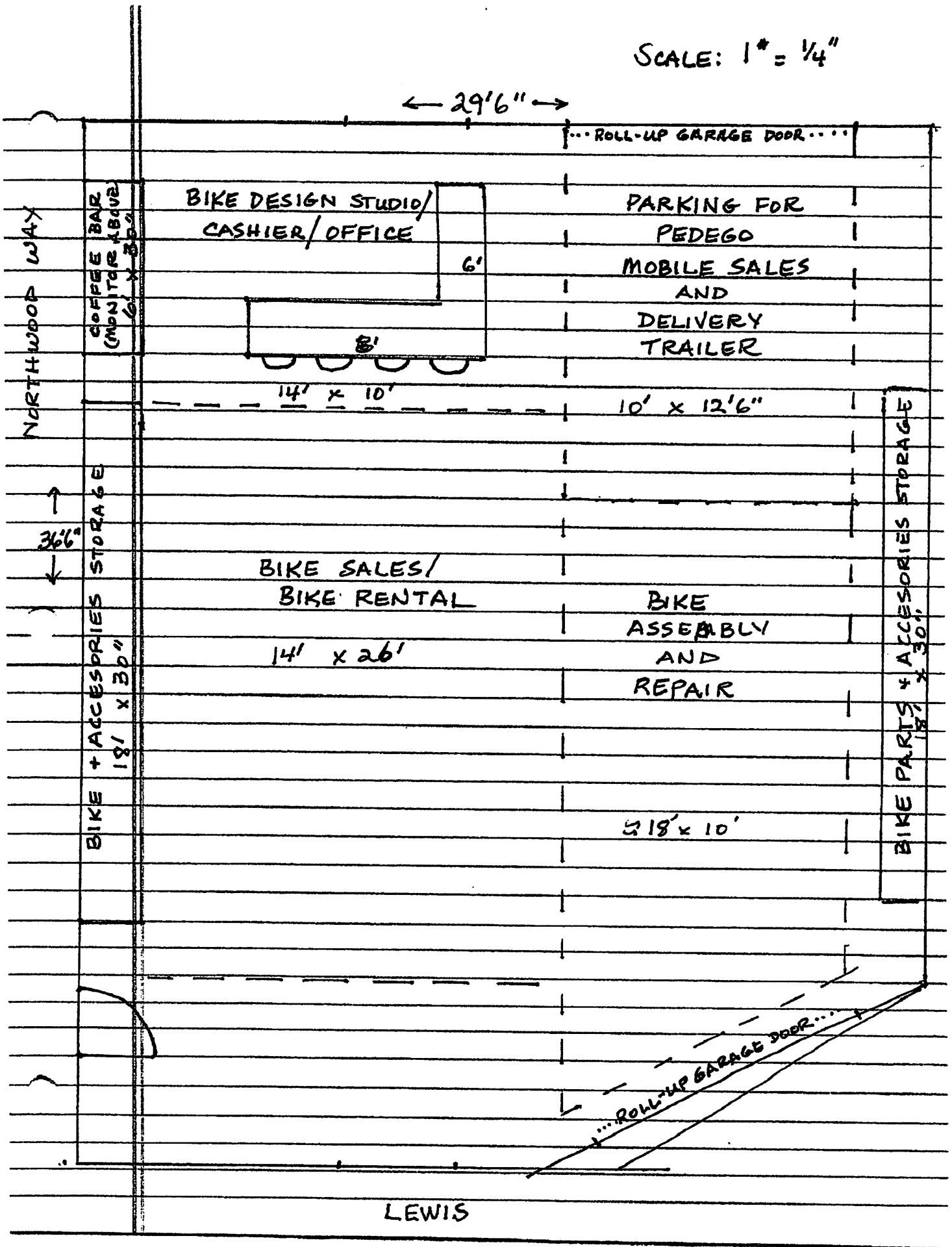
See Proposed Floor Plan attached.

Attachment C.

Floorplan, Sun Valley Electric Bicycles

SCALE: 1" = 1/4"

← 29'6" →



Attachment D.

Floorplan, ground floor, 100 Northwood Way



Note: Overhead Door has been Eliminated in this bay



H2O Stub

Provision for Future Plumbing - This Area

Commercial Space B - Option 4

1,149 sf

Nominal Finished Ceiling Height is 14'0" - this excludes Beams, Pipes etc.

COMM./RETAIL - 2031 SF  
10' CLG. CONCRETE

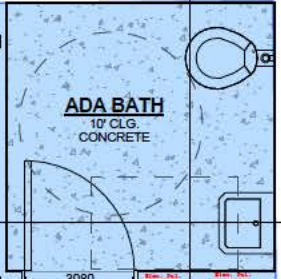
Commercial Space A - Option 4

856 sf

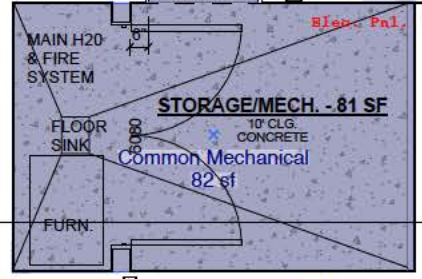
Nominal Finished Ceiling Height is 14'0" - this excludes Beams, Pipes etc.



Common Stair  
51 sf



ADA BATH  
10' CLG. CONCRETE



STORAGE/MECH. - 81 SF  
10' CLG. CONCRETE  
Common Mechanical  
82 sf



H2O Stub

Provision for Future Plumbing - This Area

5090

5826.75' = 0'-0"

3680

3680

17'-0 1/4"

16'-0"

13'-9"

10'-2" R.O.

2'-0"

10'-2" R.O.

3'-6"

62'-37/8"

15'-0"

3'-6"

3'-0"

1'-2 3/8"

3"

3680

3'-6"

15'-0"

3'-6"

3'-0"

1'-2 3/8"

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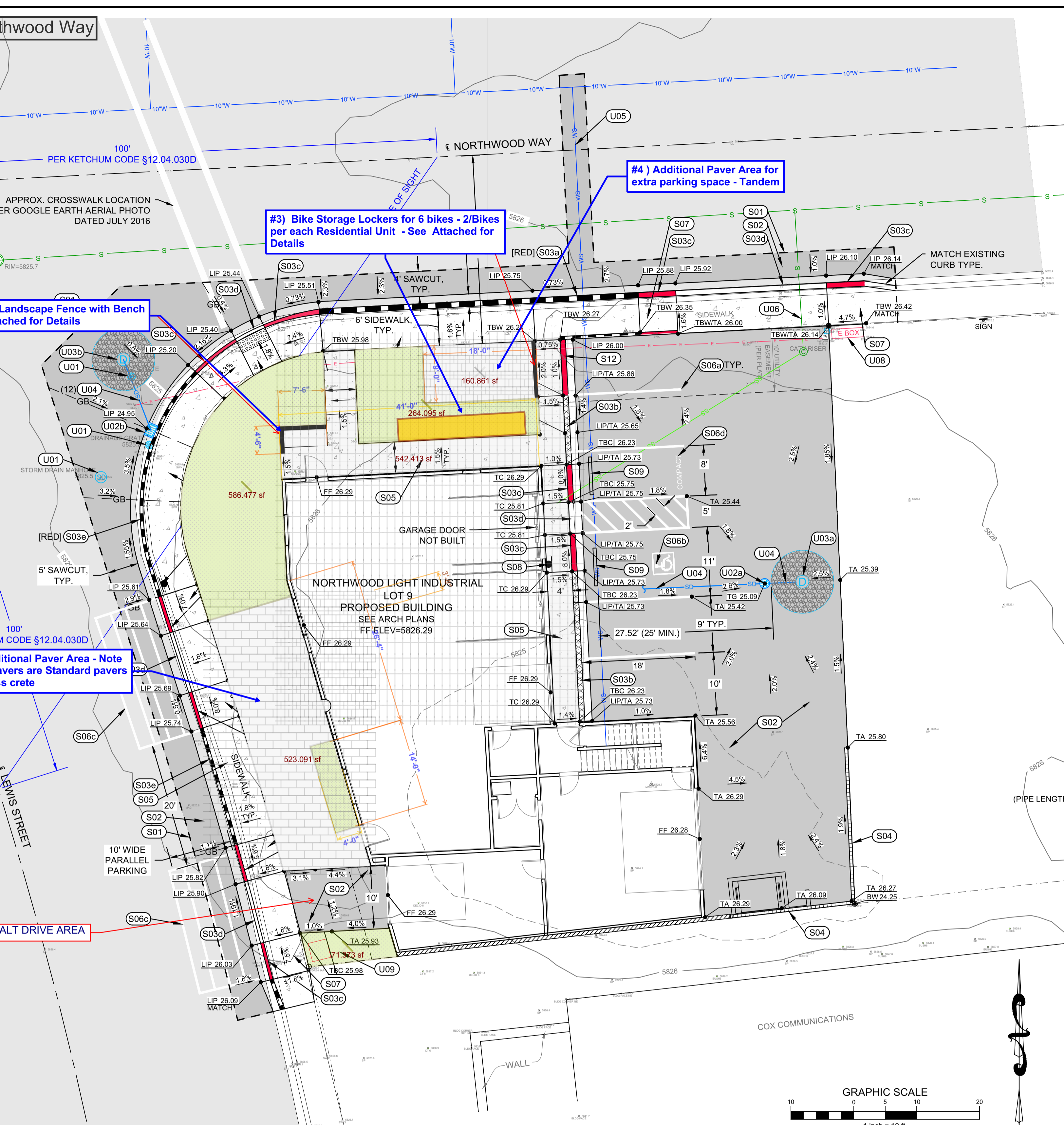
3'-6"

Attachment

E. Civil site plan

These documents are approved contingent on compliance with the mark-ups and notes provided. This is not approval of any violation of any code, ordinance, statute or regulation.

City of Ketchum  
APPROVED  
BLD1903-00073  
07/24/20



**CONSTRUCTION KEYNOTES**

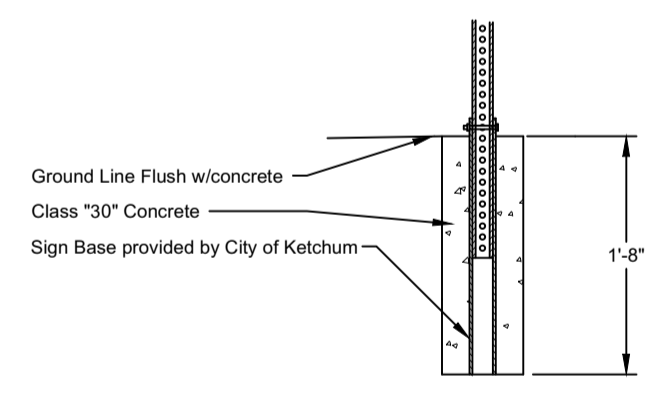
- SITE IMPROVEMENTS**
- (S01) SAWCUT EXISTING ASPHALT TO PROVIDE FOR A CLEAN VERTICAL EDGE.
  - (S02) CONSTRUCT/ REPAIR ASPHALT . SEE DETAIL 2, SHEET C2.
  - (S03) CONSTRUCT CONCRETE CURB
    - a. 6" CONCRETE ROLLED CURB AND GUTTER PER DETAIL 12, SHEET C2. PAINT CURB RED WHERE IDENTIFIED ON PLANS ADJACENT TO KEYNOTE [RED]
    - b. 6" CONCRETE REVERSE ROLLED CURB PER DETAIL 4, SHEET C2
    - c. CURB TRANSITION PER DETAIL 5, SHEET C2 [ (typ.) ].
    - d. ZERO REVEAL CURB AND GUTTER PER DETAIL 6, SHEET C2
    - e. 6" CONCRETE VERTICAL CURB AND GUTTER PER DETAIL 3, SHEET C2. PAINT CURB RED WHERE IDENTIFIED ON PLANS ADJACENT TO KEYNOTE [RED]
  - (S04) CONSTRUCT 8" WIDE RETAINING WALL PER ARCHITECT
  - (S05) CONSTRUCT CONCRETE SIDEWALK, WIDTH AS SHOWN HEREON. SEE DETAIL 1, SHEET 1.
  - (S06) INSTALL PAVEMENT MARKINGS
    - a. 4" WIDE WHITE PARKING STRIPE
    - b. ADA COMPLIANT SYMBOL
    - c. 4" WIDE YELLOW NO-PARKING STRIPE
    - d. WHITE PAINT "COMPACT"
  - (S07) CONSTRUCT ADA COMPLIANT PEDESTRIAN RAMP.
    - a. INSTALL TRUNCATED DOME DETECTABLE WARNING INSERT.
  - (S08) INSTALL ADA "VAN" SIGN.
  - (S09) 6' LONG CONCRETE CURB STOP, INSTALL PER MANUFACTURER'S RECOMMENDATIONS
  - (S10) REMOVE AND DISPOSE OF TREES AS DIRECTED BY ARCHITECT
  - (S11) INSTALL 12"x12" "DO NOT ENTER" SIGN (MUTCD R5-1) FACING WEST, INSTALL 18"x12" "ENTRANCE ONLY" SIGN FACING EAST. POST PER DETAIL 2, SHEET C1.
  - (S12) TRANSITION FROM 6" CONCRETE REVERSE ROLLED CURB TO 3" CONCRETE REVERSE ROLLED CURB, TO MATCH BACK OF SIDEWALK ELEVATIONS.

**UTILITY IMPROVEMENTS**

- (U01) REMOVE AND DISPOSE OF EXISTING STORM DRAIN STRUCTURE.
- (U02) INSTALL CATCH BASIN PER DETAIL 7, SHEET C2. CONNECT ROOF DRAINS PER ARCH.
  - a. RIM ELEV= 5825.09 (ROUND GRATE) IE (OUT)= 5822.09
  - b. RIM ELEV= 5824.73 (RECTANGULAR GRATE) IE (OUT)= 5820.73
- (U03) INSTALL DRYWELL PER DETAIL 8, SHEET C2.
  - a. RIM ELEV= 5825.24 IE (IN)= 5821.97
  - b. RIM ELEV= 5825.18 IE (IN)= 5820.49
- (U04) INSTALL 12"Ø ADS N-12 PIPE @ S=2.0% MIN.
- (U05) INSTALL 2"Ø WATER SERVICE PER DETAIL 11/C2. CONTRACTOR TO CONFIRM LOCATION AND DEPTH OF WATER MAIN. TRENCH CONSTRUCTION PER DETAIL 9/C2. SEE DETAIL 1/C1 FOR POTABLE, NON-POTABLE WATER LINE SEPARATION REQUIREMENTS.
- (U06) INSTALL 4"Ø SEWER SERVICE @ S=2.0% MIN; CONNECT TO EXISTING SERVICE STUB. TRENCH CONSTRUCTION PER DETAIL 9/C2.
- (U07) INSTALL LANDSCAPE DRYWELL PER DETAIL 10, SHEET C2. RIM ELEVATION PER ARCHITECT.
- (U08) RETAIN AND PROTECT EXISTING ELECTRICAL BOX, TELEPHONE RISE, AND CABLE TV RISER.
- (U09) APPROX. LOCATION OF PROPOSED TRANSFORMER; CONTRACTOR SHALL COORDINATE WITH IDAHO POWER.

**CONSTRUCTION NOTES**

1. ALL CONSTRUCTION SHALL BE IN CONFORMANCE WITH THE MOST CURRENT EDITION OF THE "IDAHO REGULATIONS FOR PUBLIC DRINKING WATER SYSTEMS," THE CURRENT EDITION OF THE "IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION" (ISPMC), AND CITY OF KETCHUM STANDARDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND KEEPING A COPY OF THE ISPMC ON SITE DURING CONSTRUCTION.
2. THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN ON AN APPROXIMATE WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING EXISTING UTILITIES PRIOR TO COMMENCING AND DURING THE CONSTRUCTION. THE CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH RESULT FROM HIS FAILURE TO ACCURATELY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. CONTRACTOR SHALL CALL DIGLINE (1-800-342-1585) TO LOCATE ALL EXISTING UNDERGROUND UTILITIES.
3. THE CONTRACTOR SHALL CLEAN UP THE SITE AFTER CONSTRUCTION SO THAT IT IS IN A CONDITION EQUAL TO OR BETTER THAN THAT WHICH EXISTED PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, EPA'S NPDES CONSTRUCTION GENERAL PERMIT.
4. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION.
5. CONSTRUCTION OF WATER MAINS AND ALL OTHER RELATED APPURTENANCES SHALL BE IN ACCORDANCE WITH THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPMC), IDAPA 58.01.08, IDAHO RULES FOR PUBLIC DRINKING WATER SYSTEMS AND THE CITY OF KETCHUM UTILITIES DEPARTMENT STANDARDS.
6. CONTRACTOR SHALL PRESSURE TEST, DISINFECT, AND CONDUCT BIOLOGICAL TESTING IN ACCORDANCE WITH THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPMC), AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARDS, AND THE PRESSURE TESTING, DISINFECTION, AND MICROBIOLOGICAL TESTING PROCEDURES.
7. ALL WATER SUPPLY FIXTURES, FITTINGS, PIPING, AND ALL RELATED APPURTENANCES SHALL BE ANS/NSF STD. 61 COMPLIANT.
8. ALL WATER SUPPLY FIXTURES, FITTINGS, PIPING, AND ALL RELATED APPURTENANCES SHALL COMPLY WITH THE LOW LEAD ACT REQUIRING ALL MATERIALS TO HAVE A LEAD CONTENT EQUAL TO OR LESS THAN 0.25%.
9. THE CONTRACTOR SHALL USE ANS/NSF STANDARD 60 CHEMICALS AND COMPOUNDS DURING INSTALLATION & DISINFECTION OF POTABLE WATER MAIN.
10. CONTRACTOR SHALL COORDINATE LOCATIONS OF DRY UTILITY FACILITIES (POWER, CABLE, PHONE, TV) NOT SHOWN ON THE DRAWING WITH IDAHO POWER.
11. ALL CLEARING & GRUBBING SHALL CONFORM TO ISPMC SECTION 201.
12. ALL EXCAVATION & EMBANKMENT SHALL CONFORM TO ISPMC SECTION 202. EXCAVATED SUBGRADE SHALL BE COMPACTED AND ALL UNSUITABLE SECTIONS REMOVED AND REPLACED WITH STRUCTURAL FILL AS DETERMINED BY THE ENGINEER. MINIMUM COMPACTION OF PLACED MATERIAL SHALL BE 95% OF MAXIMUM LABORATORY DENSITY AS DETERMINED BY AASHTO T-99 OR ITD T-91.
13. ALL 2" MINUS GRAVEL SHALL CONFORM TO ISPMC 802, TYPE II (ITD STANDARD 703.04, 2"). SHALL BE PLACED IN CONFORMANCE WITH ISPMC SECTION 801 AND COMPACTED PER SECTION 202. MINIMUM COMPACTION OF PLACED MATERIAL SHALL BE 90% OF MAXIMUM LABORATORY DENSITY AS DETERMINED BY AASHTO T-99.
14. ALL 3/4" MINUS CRUSHED GRAVEL SHALL CONFORM TO ISPMC 802, TYPE I (ITD STANDARD 703.04, 3/4" B), SHALL BE PLACED IN CONFORMANCE WITH ISPMC SECTION 802 AND COMPACTED PER SECTION 202. MINIMUM COMPACTION OF PLACED MATERIAL SHALL BE 95% OF MAXIMUM LABORATORY DENSITY AS DETERMINED BY AASHTO T-99 OR ITD T-91.
15. ALL ASPHALTIC CONCRETE PAVEMENT WORK SHALL CONFORM TO ISPMC SECTION(S) 805, 810, AND 811 FOR CLASS II PAVEMENT. ASPHALT AGGREGATE SHALL BE 1/2" (13MM) NOMINAL SIZE CONFORMING TO TABLE 803B IN ISPMC SECTION 803. ASPHALT BINDER SHALL BE PG 58-28 CONFORMING TO TABLE A-1 IN ISPMC SECTION 805.
16. ALL EDGES OF EXISTING ASPHALT PAVING SHALL BE SAW CUT 24" TO PROVIDE A CLEAN PAVEMENT EDGE FOR MATCHING. NO WHEEL CUTTING SHALL BE ALLOWED.
17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING TRAFFIC CONTROL PER THE CURRENT EDITION OF THE US DEPARTMENT OF TRANSPORTATION MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
18. ALL CONCRETE FORM WORK SHALL CONFORM TO ISPMC SECTION 701 AND 703. ALL CONCRETE SHALL BE 3,000 PSI MINIMUM, 28 DAY, AS DEFINED IN ISPMC SECTION 703, TABLE 1.C.
19. ALL TRENCHING SHALL CONFORM TO ISPMC STANDARD DRAWING SD-301. TRENCHES SHALL BE BACKFILLED AND COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99.
20. TOPOGRAPHIC, SITE, AND BOUNDARY SURVEYS SHOWN HEREON WERE CONDUCTED BY BENCHMARK ASSOCIATES, P.A.
21. PER IDAHO CODE § 55-1613, THE CONTRACTOR SHALL RETAIN AND PROTECT ALL MONUMENTS, ACCESSORIES TO CORNERS, BENCHMARKS AND POINTS SET IN CONTROL SURVEYS; ALL MONUMENTS, ACCESSORIES TO CORNERS, BENCHMARKS AND POINTS SET IN CONTROL SURVEYS THAT ARE LOST OR DISTURBED BY CONSTRUCTION SHALL BE REESTABLISHED AND RE-MONUMENTED, AT THE EXPENSE OF THE AGENCY OR PERSON CAUSING THEIR LOSS OR DISTURBANCE AT THEIR ORIGINAL LOCATION OR BY SETTING OF A WITNESS CORNER OR REFERENCE POINT OR A REPLACEMENT BENCHMARK OR CONTROL POINT, BY OR UNDER THE DIRECTION OF A PROFESSIONAL LAND SURVEYOR.



**SIGN POST INSTALLATION DETAIL WITH ONE PIECE ANCHOR POST FOR USE IN CONCRETE SIDEWALKS**  
N.T.S.

- NOTES:**
1. Anchor sleeves shall be installed so that the holes will align and the top be flush with the sign post anchor.
  2. All installations shall have 8" square concrete foundations or grouted into solid rock.

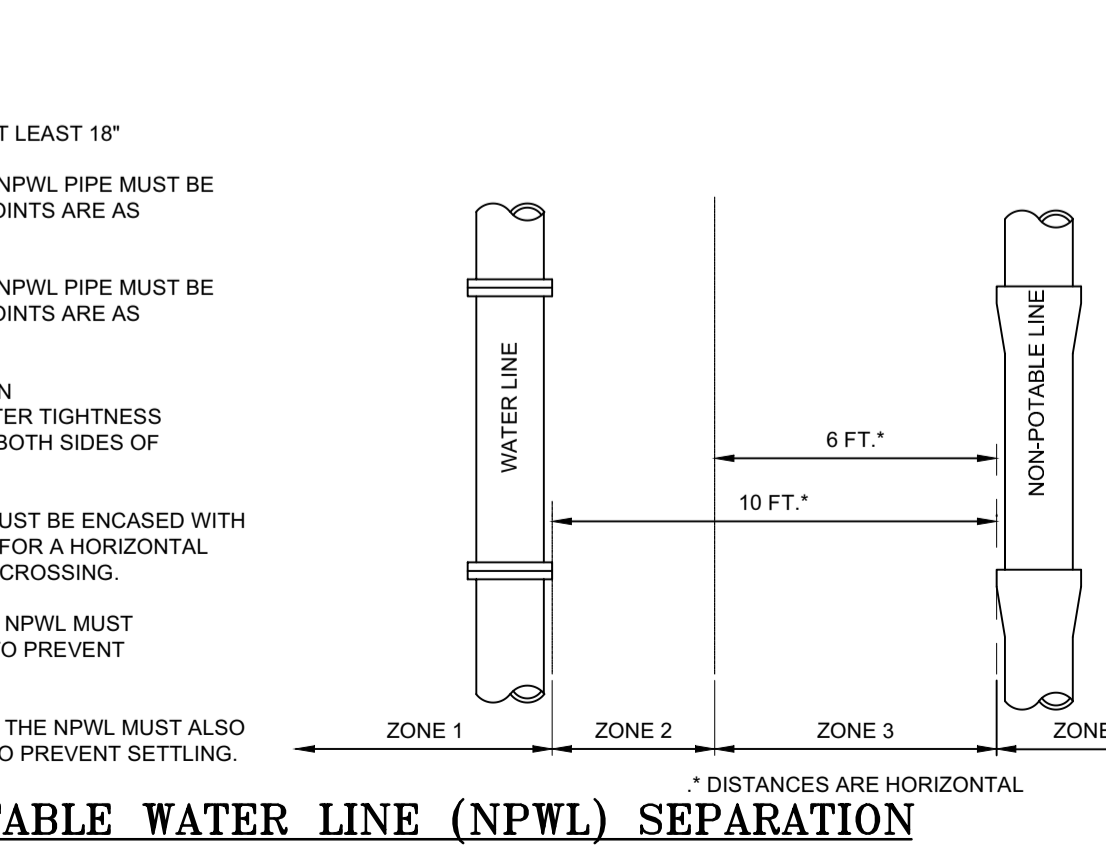
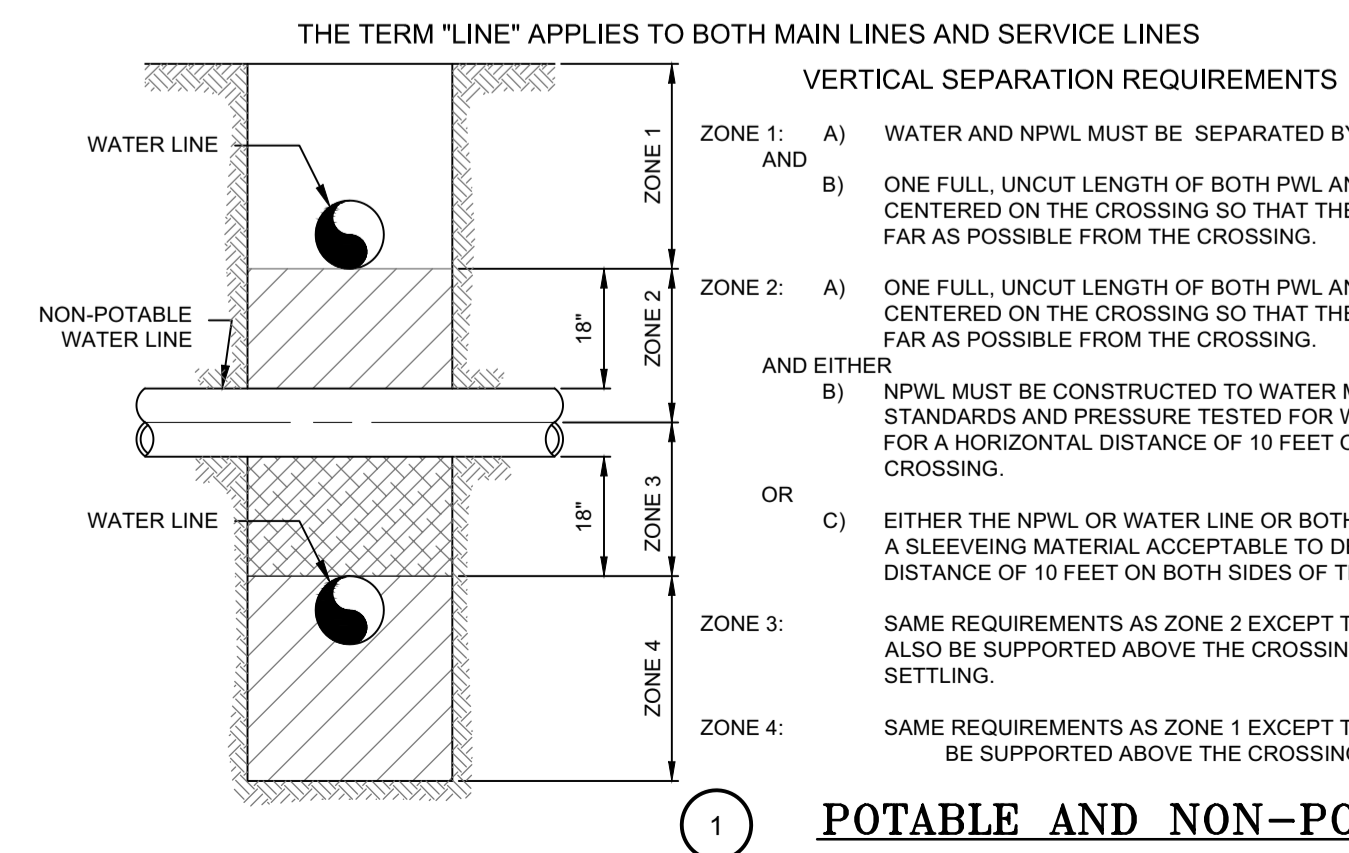
**2 SIGN POST INSTALLATION IN CONCRETE SIDEWALK**  
N.T.S.

**LEGEND**

EXISTING ITEMS	PROPOSED ITEMS
--- PROPERTY LINE	NEW ASPHALT
- - - EASEMENT	CONCRETE SIDEWALK
▬ ASPHALT	CONCRETE VERTICAL CURB & GUTTER
▬ CONCRETE	CONCRETE ROLLED CURB & GUTTER
--- UNDERGROUND POWER PAINT MARKS	CURB TRANSITION
S SEWER MAIN	ZERO REVEAL CURB & GUTTER
W WATER MAIN (APPROX.)	RETAINING WALL
○ FOUND 1/2" REBAR	2" WATER SERVICE
○ CONTROL POINT	4" SEWER SERVICE
○ STORM DRAIN MANHOLE	SEWER CLEANOUT
○ DRAINAGE GRATE	SIGN
○ POWER BOX	ADA ACCESS TRUNCATED DOME
○ CABLE TV RISER	
○ TELEPHONE RISER	
○ DECIDUOUS TREE	
○ CONIFEROUS TREE	

**ABBREVIATIONS**

AC	ASPHALT
CONC	CONCRETE
LIP	LIP OF GUTTER
BOW	BACK OF WALK
BW	BOTTOM OF WALL
MATCH	MATCH EXISTING ELEVATION
LP	LOW POINT
FG	FINISH GROUND
TA	TOP OF ASPHALT
BOR	BOTTOM OF RAMP
TBW	TOP BACK OF WALK
GB	GRADE BREAK



**HORIZONTAL SEPARATION REQUIREMENTS**

ZONE 1: A) NO SPECIAL REQUIREMENTS.

ZONE 2: A) NO SPECIAL REQUIREMENTS FOR POTABLE OR NON-POTABLE SERVICES

B) WATER AND NPWL SEPARATED BY AT LEAST 6 FEET AT OUTSIDE WALLS.

C) WATER AT LEAST 18 INCHES HIGHER IN ELEVATION THAN THE NPWL.

AND EITHER

D) NPWL CONSTRUCTED TO POTABLE WATER MAIN STANDARDS AND PRESSURE TESTED FOR WATER TIGHTNESS.

OR

E) SITE SPECIFIC REQUIREMENTS APPROVED BY DEQ.

ZONE 3: NOT ALLOWED WITHOUT DEQ WAIVER.

NOTE: SANITARY SEWER FORCE MAINS MUST HAVE MIN. 10' HORIZONTAL SEPARATION AND 18" VERTICAL SEPARATION. ZONE 2 AND ZONE 3 PLACEMENTS ARE NOT ALLOWED WITHOUT A WAIVER GRANTED BY DEQ.

**100 NORTHWOOD WAY**  
LOCATED WITHIN SECTION 12, T.4 N., R.17 E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO  
PREPARED FOR MICHAEL BARKER

**GALENA ENGINEERING, INC.**  
Civil Engineers & Land Surveyors  
These drawings, or any portion thereof, shall not be used on any Project or Program without the written agreement in writing with Galema Engineering, Inc.

NO	DATE	BY	REVISIONS
1	11/19/18	SMF	NEW BUILDING
2	02/20/19	SKS	LEWIS STREET ACCESS
3	04/22/19	SKS	ISSUE FOR REVISED BUILDING PERMIT
4	05/07/19	SKS	ISSUE FOR REVISED BUILDING PERMIT
5	10/14/19	SKS	REVISED CONSTRUCTION SET

**PROFESSIONAL ENGINEER**  
REGISTERED  
12497  
STATE OF IDAHO  
SEAN M. FLYNN

**C1**