



Planning and Zoning Commission MINUTES

Monday, February 10, 2020
Ketchum City Hall
480 East Avenue North, Ketchum, ID 83340

SITE VISITS

1. 4:00 PM - SITE VISIT - Ketchum Fire Station Design Review: 107 Saddle Road
2. 4:25 PM - SITE VISIT - 210 Lewis St. Residential Use Conditional Use Permit: 210 Lewis St.
3. 4:35 PM - SITE VISIT - 100 Bell Dr Residential Use Conditional Use Permit: 100 Bell Dr.
4. 4:45 PM - SITE VISIT - 10th St Ventures Work/Live Conditional Use Permit: 471 E 10th St, Unit B13
5. 5:00 PM - SITE VISIT - Ketch II: 100 E. 6th Street (Corner of E. 6th Street and N 1st Avenue)
6. 5:15 PM - SITE VISIT - West Ketchum Residences Design Review: 150 Bird Drive

CALL TO ORDER

The meeting was called to order at 5:31 PM by Chairman Neil Morrow following the site visits.

COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE

- Chair Neil Morrow spoke with Jason Shearer from the YMCA about the parking agreement between the City of Ketchum and the YMCA.
- Vice-Chair Matthew Mead spoke with the building team for the fire station regarding building materials for the new Fire Station.
- Commissioner Tim Carter spoke to Jason Shearer about the parking agreement between the City of Ketchum and the YMCA.

There were no other Commission Reports or ex parte disclosures.

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

Chairman Morrow opened the floor to Public Comment. There were no comments. Comments were closed.

CONSENT CALENDAR—ACTION ITEMS

7. ACTION - Minutes of January 13, 2020
8. ACTION - Duval LI Residential Use Conditional Use Permit Findings of Fact and Conclusions of Law
9. ACTION - My Sun Valley Home Conditional Use Permit Findings of Fact and Conclusions of Law
10. ACTION - My Sun Valley Home Design Review Findings of Fact and Conclusions of Law

Motion to approve the Consent Calendar items 7-10

Motion made by Commissioner Eggers, Seconded by Commissioner Cosgrove.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF – ACTION ITEMS

- 11. ACTION - Ketchum Fire Station Design Review: 107 Saddle Road.** (Portion of Tax Lot 6689: Sec 12 & 13 4N 17E) The commission will consider and take action on a Design Review application submitted by Cole Architects on behalf of the City of Ketchum for the new fire station and associated site improvements located within the Tourist (T) Zoning District. The proposed 16,419 sq ft, two-story facility will accommodate four bays for fire apparatus, a turnout locker-room, rescue and technical gear storage, offices for Fire Department staff, a public meeting room, and firefighter living quarters.

Senior Planner Brittany Skelton introduced the Design Review for the Fire Station. This hearing is on the design review application as related to the design review criteria, which is a permitted use in this area.

Associate Planner Abby Rivin described the City-Owned parcel as the future location of the fire station in relation to the other two uses of the parcel being Northwood Place and the YMCA.

Chair Morrow asked how the calculations accounted for the future building plans for the YMCA. Rivin indicated that the calculations were based on a coverage of 90,000 square feet. The Y currently covers 50,000 square feet.

Matt Huffield, Cole Architects, gave the Design Review for the Fire Station, including fire lane, turning radius, storage area, living, work and sleeping areas, and office space. Design includes a flat roof with snowmelt, and an exterior of brick and metal. Exterior materials were shown and discussed; the lighter materials being preferred by the Commission. Vice-Chair Mead asked about the turning radius of the trucks and would it accommodate a larger vehicle. Huffield indicated an even larger vehicle could be accommodated. Commissioner Cosgrove liked the design and the exterior materials, preferring the earth tones. Commissioner Carter liked the design and had no objections.

Chair Morrow opened the floor for Public Comment:

Jason Shearer, YMCA CEO, was excited by the project. The Parking Agreements with the City were amended to accommodate the fire station. He asked the Commission to ensure the YMCA parking spaces are specified on the site plan, Staff Report, and Building Permit and made part of the record.

Peter Ahrens, lives in the area, questioned the setbacks, the turning radius, and parking spaces. He owns a lot at 311 Lewis which is not part of the parking plan.

Jason Shearer clarified the parking agreement with the City. He indicated the parking requirement was reached without parking on private property.

Public Comment was closed.

Vice-Chair Mead asked the applicant to explain the LEEDs certification, sustainability, and efforts to minimize exposure to toxic materials for fire fighters. Huffield said the plan is for LEED Silver certification and a ground-source heat pump is planned. He emphasized the importance of the resiliency of a fire station and explained the process of decontamination for firefighters and equipment.

Commissioner Cosgrove asked about the traffic study. Senior Planner Brittany Skelton indicated the Design Review only addresses safe ingress and egress. The Traffic Study will be approved by the City Council. Commissioner Carter asked about the traffic patterns in and out of the station. Chair Morrow was concerned about the turning radius of the larger trucks.

Bill McLaughlin, Fire Chief, had toured similar stations in Boise and explained the safety of the ingress and egress patterns of the trucks in similar locations with limited setbacks. Traffic and pedestrian warnings are included in the plan. Vice-Chair Mead thought visual and audio warnings were appropriate since there are so few calls each day. Cosgrove wanted to see warnings at Saddle Road and Highway 75, McLaughlin agreed. She also expressed concerns about visibility with the curve in the road.

When Commissioner Eggers asked about setbacks, Planner Rivin described the setbacks for the entire tax lot, the front of the lot being defined as the Warm Springs Road side. Eggers wanted to see a five (5) foot setback at the front of the building from the sidewalk. The Commission asked for clarification of the design of the sidewalk and proposed safety features. Planner Skelton described the process for sidewalk evaluation and approval by the City Engineer and the City Council.

Suzanne Frick, City Administrator, informed the Commissioner that the City will implement recommended safety measures, as not to implement such measures would be irresponsible and expose the City to unnecessary risk.

Chair Morrow was skeptical of the decision to implement adequate safety measures.

Commissioner Eggers asked for a map of the required parking spaces. Planner Rivin explained the number of spaces came from the Parking Agreement with the City. Eggers was concerned that the Fire Station spaces are reserved for the volunteer firefighters.

Frick explained the parking area is shared by the YMCA and other entities, which have peak demand at different times, allowing shared parking for the different entities. Should there be high demand by all entities at the time of a fire, firefighters would park on the station lot.

Vice-Chair Mead asked about the possibility of sharing parking at the Training Facility when there is no training.

Chief McLaughlin explained parking for evening training events occurs on Lewis Street in the evening hours when the LI is mostly closed.

Chair Morrow asked if there could be a gate in the fence to allow for volunteer firefighter parking at the training facility during off hours.

Jason Shearer thanked Suzanne for her comments on ingress/egress for volunteers and staff. In an emergency the lot could be full, and the City has the obligation to provide 40 additional spaces outside the Park and Ride.

Frick explained the parking agreement as 2 phases: before the Y expansion and then after. Parking is available on City Owned property at the South lot, the area between the YMCA's leased property and the fire station, street parking on Saddle Road, Rotary Park area contain more than 150 parking spaces. The 100 on-site spaces on City owned property are 50 spaces on the City-owned south lot and more than 50 spaces between the Y and the fire station. When the Y expands, there will be 200 spaces within a broader area. When the YMCA expands, the parking lots will be reconfigured.

Commissioner Carter asked for a diagram of the proposed parking spaces. Frick agreed to provide the diagram from the Y parking agreement.

Commissioner Eggers asked the applicant for a landscaping plan. Huffield responded the only space for planting is at five feet at the North side of the building. Fire Wise plantings are proposed as an educational feature for kids. There may be some vines on a wall. Eggers felt the current plan was too vague and expressed concern that 16 trees will be removed but none are being replaced. He wanted to see some trees in the park strip. He wants to see more detail on the roofing materials and more effort put into the landscaping.

Vice-Chair Mead liked the exterior materials and lighter coloring. He liked the clean, modern lines and orange tones.

Chair Morrow expressed he was ok with the site, but wanted to see housing above the fire station, direct access to the training center. He approved of the design but wanted to be sure the parking numbers are accommodated. Cosgrove wanted a traffic study for the entire area. Vice-Chair Mead liked the design and wanted to see the traffic report. He supported a conditional approval to review the traffic study at a later meeting. Eggers wanted to see approval for the building and site issues but come back to PZ for traffic and landscaping. Planner Skelton recommended approval of building and site issues, conditioned on City council acceptance of the traffic safety report. Chair Morrow was uncomfortable with passing the safety features on to the City Council for approval without review and prior approval of the Planning and Zoning Commission.

Frick suggested the study be brought to the Commission for review and their recommendations to City Council.

Commissioner Cosgrove wanted to see a whole package before approval. Planner Rivin suggested an approval with conditions, that can be brought back to the Commission for review and approval. Carter and Eggers wanted to see the full parking plan as a condition of approval. Mead did not want to delay the project and trusted that the right safety measures are taken by the Council. Cosgrove disagreed and wanted to see the whole plan prior to approval.

Frick stated the consultant will provide at least a preliminary report in the next 2 weeks.

Motion to continue the Fire Station Design Review to a date certain at the February 24, 2020 Planning and Zoning Commission Special Meeting.

Motion made by Commissioner Cosgrove, Seconded by Commissioner Carter.

Voting Yea: Chairman Morrow, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

Voting Nay: Vice-Chairman Mead (wanted to see project move forward.)

- 12. ACTION - 10th St Ventures Work/Live Conditional Use Permit: 417 E 10th St, Unit B13** (Tenth Street Light Industrial Complex: Bldg B: Unit 13) The commission will consider and take action on a Conditional Use Permit application for a proposed work/live unit within unit B13 of the Tenth Street Light Industrial Complex. The proposed work/live unit will contain a 781 sq ft dwelling unit and 1,265 sq ft of commercial space.

Senior Planner Brittany Skelton gave the background for the LI Work/Live Conditional Use Permit. This is a legal, non-conforming unit that meets the standards for a live/work unit.

Chairman Morrow opened the floor to Public Comment. There were no comments. Comments were closed.

Motion to approve the 10th St Ventures Work/Live Conditional Use Permit with Conditions 1-12 and authorize the Chair to sign the Findings of Fact and Conclusions of Law.

Motion made by Commissioner Eggers, Seconded by Commissioner Cosgrove.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

- 13. ACTION - 210 Lewis St. Residential Use Conditional Use Permit: 210 Lewis St** (Lot 1, Industrial Park Sub) The commission will consider and take action on a Conditional Use Permit application submitted by Loomis Inc. for one (1) residential apartment to be located at 210 Lewis Street (Lot 1, Industrial Park Sub) within the Light Industrial Number 2 Zoning District (LI-2).

Chairman Morrow opened the floor to Public Comment. There were no comments. Comments were closed.

Motion to approve the 210 Lewis St. Residential Use Conditional Use Permit with condition 1-8 and authorize the Chair to sign the Findings of Fact and Conclusions of Law.

Motion made by Vice-Chairman Mead, Seconded by Commissioner Carter.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

- 14. ACTION - 100 Bell Dr. Residential Use Conditional Use Permit: 100 Bell Drive** (Lot 2, Industrial Park Sub) The commission will consider and take action on a Conditional Use Permit application by Loomis Inc for one (1) residential apartment and one (1) work/live unit to be located at 100 Bell Drive (Lot 2, Industrial Park Sub) within the Light Industrial Number 2 Zoning District (LI-2); an additional residential apartment already exists within the building (approved in 1977).

Chairman Morrow opened the floor to Public Comment. There were no comments. Comments were closed.

Motion to approve the 100 Bell Dr. Residential Use Conditional Use Permit with Conditions 1-11 and authorize the Chair to sign the Findings of Fact and Conclusions of Law.

Motion made by Commissioner Carter, Seconded by Commissioner Cosgrove.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

- 15. ACTION - West Ketchum Residences Design Review: Lots 5A, 6A, 7A, and 8A Bavarian Village Subdivision** (156 Wick Strasse & 150, 152, and 154 Bird Drive) The commission will consider and

take action on a Design Review application submitted by Errin Bliss of Bliss Architecture on behalf of West Ketchum Residences, LLC for the development of ten total townhouse units on Lots 5A, 6A, 7A, and 8A of Bavarian Village Subdivision (156 Wick Strasse & 150, 152, and 154 Bird Drive) within the General Residential High Density (GR-H) Zoning District. The West Ketchum Residences development will be comprised of five two-story duplexes accessed from a shared private roadway with associated common area and site improvements. The 1,800 sq ft attached townhome units have mirrored floor plans and include an attached two-car garage.

Errin Bliss, architect, indicated there have been no changes to the design from the pre-design review application. Fire lane and driveways have not changed. Some minor changes to the floor plans. Entrance is from the garage. The direction of the siding on the front elevation had changed.

Planner Rivin noted that this Design Review Approval is subject to approval of the Final Plat by City Council on February 18, 2020. The next meeting of the Commission will review the proposed plat.

Public Comment:

Clyde Holt, 148A Bird Dr, was concerned with the view from his neighboring residence, the setbacks from the back property line, and maintenance of the fence between the properties. He asked for a further setback of 15 feet at the rear property line.

There was no further comment and Public Comment was closed.

Commissioner Eggers asked about the property on Rember St. Robert Parker, developer, stated he does not own those lots. Commissioner Eggers asked about the side yard on the lots. Rivin added Bird Dr is the front, so the interiors would be side yards.

Doug Stuhr, resided in the Hourglass Townhomes, asked about fence heights in Ketchum. Planner Rivin noted the height is six feet, except a maximum of 4 feet within 30 feet of the front property line.

Motion to approve the West Ketchum Residences Design Review with conditions 1- 12. Approval is contingent on approval of the Preliminary Plat Approval.

Motion made by Commissioner Cosgrove, Seconded by Commissioner Eggers.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

STAFF REPORTS & CITY COUNCIL MEETING UPDATE

- Planner Skelton gave the details of the proposed May meeting:
 - City Council and the Commission are scheduled to meet on the same date. A possible meeting time for the PZ could be 6:30 PM, after City Council.
- On February 18th the City Council will hear the W Ketchum Residences LLS and the Final Plat for Crossbuck Townhomes.
- On February 24th the Commission will hear the Design Review for the PEG Hotel and the Ketchum Fire Station.
- On March 9th the Commission will hear:
 - W Ketchum Residences Preliminary Plat
 - Mixed Use Project at 4th and Walnut St
 - 4th and Main Street Project. (Commissioner Kurt Eggers recused himself.)
- For Ketch 1, Staff will check existing Performance Bond for scope of work covered as to the utilities which are not currently screened.
- The CMU wall in front of the building at Ketch 2 was not built to the approved Design Review. The Certificate of Occupancy had not yet been issued. The lintels and siding were Conditions of Approval for Ketch 2. Staff can withhold approval if design standards are not met.

ADJOURNMENT

Motion to adjourn at 8:00 PM

Motion made by Chairman Morrow, Seconded by Commissioner Cosgrove.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Carter, Commissioner Cosgrove, Commissioner Eggers

Neil Morrow
Chairperson