



City of Ketchum  
Planning & Building

STAFF REPORT  
KETCHUM PLANNING AND ZONING COMMISSION  
REGULAR MEETING OF APRIL 12, 2022

- PROJECT:** Snowbird Townhomes
- APPLICATIONS:** Subdivision Preliminary Plat (P21-056) – Snowbird Subdivision  
Design Review (P21-061) and Townhouse Prelim Plat (P21-058)– Lot 1A  
Design Review (P21-062) and Townhouse Prelim Plat (P21-059) – Lot 2A
- REPRESENTATIVE:** Tom Williams, TRW Architecture Chtd. (Architect)  
Dave Patrie, Benchmark Associates (Engineer)
- PROPERTY OWNER:** Scott J. Edwards
- REQUEST:** Subdivision Preliminary Plat for the reconfiguration of lot lines and access within the Snowbird Subdivision. Two separate Final Design Review and Townhouse Preliminary Plat applications for the development of two detached townhomes on each lot. Each Lot is approximately 10,000 square feet and each townhouse is approximately 3,700 square feet.
- LOCATION:** 220 and 222 Bird Dr – Lots 1 and 2, Block 1, Snowbird Subdivision
- ZONING:** General Residential – Low Density (GR-L)
- REVIEWER:** Morgan R. Landers, AICP – Senior Planner
- NOTICE:** A public hearing notice for the project was mailed to all owners of property within 300 feet of the project site and all political subdivisions on March 23, 2022. The public hearing notice was published in the Idaho Mountain Express the on March 23, 2022. A notice was posted on the project site and the city’s website on March 23, 2022.

**EXECUTIVE SUMMARY:**

The Applicant is proposing four detached townhomes each approximately 3,700 square feet and three stories (the “project”), located at 220 and 222 Bird Dr. (the “subject property”). The subject property is a two-lot subdivision platted in 1990, named Snowbird Subdivision, zoned General Residential – Low Density (GR-L). Please see Attachments C and E for overall site plans for the project. Detached townhomes are a permitted use within the GR-L zone district but restricted to a maximum of two dwelling units per lot per Ketchum Municipal Code 17.12.020 – *District Use Matrix*.

The existing subdivision includes one lot fronting Bird Dr. and a flag lot with limited frontage on Bird Dr. as shown in Figure 1. The current flag lot condition is nonconforming as the

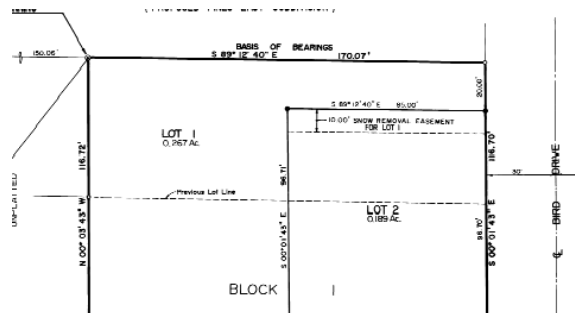


Figure 1: Snowbird Subdivision

subdivision regulations do not permit flag lots. To develop the property with the proposed four detached townhouses, two per lot, the applicant has proposed to first reconfigure the lot lines between Lots 1 and 2 and realign the access to a consolidated central access easement as shown on the Preliminary Plat included as Attachment B. After the reconfiguration of lot lines and access, design review approval and townhouse subdivision preliminary plat approval are required separately for each lot for the proposed detached townhouses. The applicant has submitted all five required applications as outlined above for consideration by the Planning and Zoning Commission. See Attachments A through F for application materials and project plans for each lot.

The project will construct improvements to the right-of-way per the City of Ketchum improvement standards. All improvements to the right-of-way will be reviewed and approved by the City Engineer and Streets Department prior to issuance of a building permit. See Attachment E for preliminary right-of-way improvements.

The applicant has requested phased development agreements for both lots to permit the filing of the final plats once a certificate of occupancy has been issued for the first unit. Staff is supportive of the request and has drafted two phased development agreements, one for each lot, for consideration by the Planning and Zoning Commission. The agreement for Lot 1A is included as Attachment G and the agreement for Lot 2A is included in Attachment H.

Based on thorough review of all requirements, standards, and criteria for each application, staff believes each application to be in conformance with all requirements of the zoning code, all standards related to design review, and all subdivision requirements for subdivision and townhouse preliminary plats. Please see the following Attachments for complete review of all standards for each application:

- Reconfiguration of Lot Lines and Access
  - Attachment I: Subdivision Preliminary Plat (P21-056)
- Lot 1A
  - Attachment J: Design Review for Lot (P21-061)
  - Attachment K: Townhouse Preliminary Plat (P21-058)
- Lot 2A
  - Attachment L: Design Review (P21-062)
  - Attachment M: Townhouse Preliminary Plat (P21-059)

#### **BACKGROUND:**

The City of Ketchum received the applications for Subdivision Preliminary Plat, Townhouse Preliminary Plat, and Design Review on June 22, 2021. The applications were reviewed concurrently and certified complete on March 1, 2022. Following receipt of the complete application, staff routed the application materials to all city departments for review. Department comments were provided to the applicant on March 1, 2022.

#### **SUBDIVISION PRELIMINARY PLAT – RECONFIGURATION OF LOT LINES AND ACCESS**

##### Conformance with Subdivision Regulations

Staff reviewed the subdivision preliminary plat application for reconfiguration of lot lines and access (P21-056) for conformance with KMC 16.04.030 – *Procedures for subdivision approval* and KMC 16.04.040 – *Development and Design*. Please see Attachment I for the review of all requirements and standards. Where “N/A” is checked, the standard is not applicable for one of the following reasons:

- The standard applies to the creation of new subdivisions or new infrastructure. The application does not propose any new streets, water or sewer extensions of main lines, or master drainage infrastructure.
- The standard applies to action that shall be taken at the final plat stage of the process and this application is for a preliminary plat.
- Per provisions of the standard, the City Engineer has determined that the standard does not apply.

Staff believes the proposed preliminary plat, as conditioned, meets all applicable subdivision requirements and standards for a preliminary plat.

### **TOWNHOUSE DEVELOPMENT OF LOT 1A**

#### Conformance with Zoning and Design Review Standards

Per Ketchum Municipal Code (KMC) §17.96.010.A – *Applicability*, design review is required for all new multi-family dwellings including attached and detached townhomes. Before granting Design Review approval, the Commission must determine that the application meets two criteria: (1) the project doesn't jeopardize the health, safety, or welfare of the public, and (2) the project conforms to all Design Review standards and zoning regulations (KMC §17.96.050.A).

#### *Conformance with Zoning Regulations*

During department review, city staff reviewed the project for conformance with all applicable zoning code requirements including uses, dimensional limitations, signage, parking, development standards, and dark skies. The project follows all applicable zoning code requirements. Review of compliance with zoning and dimensional standards can be found in Attachment J.

#### *Conformance with Design Review Improvements and Standards*

During department review, city staff reviewed the project for conformance with all applicable design review improvements and standards outlined in KMC §17.96.060 – *Improvements and Standards*. Staff also reviewed the project for conformance with all corresponding city code requirements related to right-of-way improvements including but not limited to sidewalks, street lighting, alleys, and on-street parking. Staff believes that either a requirement is not applicable due to the scope of the project, or requirements are met. Please see Attachment J for a review of all design review improvements and standards.

#### Conformance with Subdivision Regulations

Staff reviewed the townhouse preliminary plat (P21-058) for conformance with KMC 16.04.030 – *Procedures for subdivision approval*, KMC 16.04.040 – *Development and Design*, and KMC 16.04.080 – *Townhouses*. Please see Attachment K for the review of all requirements and standards. Where "N/A" is checked, the standard is not applicable for one of the following reasons:

- The standard applies to the creation of new subdivisions or new infrastructure. The application does not propose any new streets, water or sewer extensions of main lines, or master drainage infrastructure.
- The standard applies to action that shall be taken at the final plat stage of the process and this application is for a preliminary plat.
- Per provisions of the standard, the City Engineer has determined that the standard does not apply.

### **TOWNHOUSE DEVELOPMENT OF LOT 2A**

#### Conformance with Zoning and Design Review Standards

Per Ketchum Municipal Code (KMC) §17.96.010.A – *Applicability*, design review is required for all new multi-family dwellings including attached and detached townhomes. Before granting Design Review approval, the Commission must determine that the application meets two criteria: (1) the project doesn't jeopardize the health, safety, or welfare of the public, and (2) the project conforms to all Design Review standards and zoning regulations (KMC §17.96.050.A).

#### *Conformance with Zoning Regulations*

During department review, city staff reviewed the project for conformance with all applicable zoning code requirements including uses, dimensional limitations, signage, parking, development standards, and dark skies.

The project follows all applicable zoning code requirements. Review of compliance with zoning and dimensional standards can be found in Attachment L.

#### *Conformance with Design Review Improvements and Standards*

During department review, city staff reviewed the project for conformance with all applicable design review improvements and standards outlined in KMC §17.96.060 – *Improvements and Standards*. Staff reviewed the project for conformance with all corresponding city code requirements related to right-of-way improvements including but not limited to sidewalks, street lighting, alleys, and on-street parking. Staff believes that either a requirement is not applicable due to the scope of the project, or requirements are met. Please see Attachment L for a review of all design review improvements and standards.

During department review, staff provided a comment to the applicant team related to design review standard 17.96.0060.F.6 that states “Building(s) shall orient toward their primary street frontage”. Currently, each townhouse is oriented toward the central driveway with the front door of the unit internal to the development. As shown in the renderings and elevations on Sheet A5.0, the front entries to the units face the street but are significantly stepped back as the garage occupies most of the ground floor on the street side. However, there are upper floor balconies that face the street on the second and third floors. The intent of the standard is to ensure that projects interact with the street, which supports integration of neighborhoods through interactions between residents. The second-floor balconies serve to facilitate that engagement even though the entry to the units is set back.

Sheet L-1.1 shows two entry monuments to the project within the 10-foot public utility easement. Fences and other non-permanent structures are permitted along the boundaries of easements; however, the design of these monuments includes a portion that encroaches into the easement. Staff recommends condition of approval #2 to address the monument, stipulating that approval from utility providers is required prior to building permit application. If approval is not granted by utility providers, the monuments will either need to be removed completely or relocated outside the easement.

#### Conformance with Subdivision Regulations

Staff reviewed the townhouse preliminary plat (P21-059) for conformance with KMC 16.04.030 – *Procedures for subdivision approval*, KMC 16.04.040 – *Development and Design*, and KMC 16.04.080 – *Townhouses*. Please see Attachment M for the review of all requirements and standards. Where “N/A” is checked, the standard is not applicable for one of the following reasons:

- The standard applies to the creation of new subdivisions or new infrastructure. The application does not propose any new streets, water or sewer extensions of main lines, or master drainage infrastructure.
- The standard applies to action that shall be taken at the final plat stage of the process and this application is for a preliminary plat.
- Per provisions of the standard, the City Engineer has determined that the standard does not apply.

#### **STAFF RECOMMENDATION**

Staff recommends approval all applications subject to the conditions of approval outlined below:

##### Subdivision Preliminary Plat (P21-056)

1. The Final Plat application shall include a plat note that states the access easement shall remain open and unobstructed year-round.
2. Failure to record a Final Plat within two (2) years of Council’s approval of a Preliminary Plat shall cause the Preliminary Plat to be null and void.

##### Design Review for Lot 1A (P21-061)

1. The preliminary plat is subject to all applicable provisions of the Phased Development Agreement #22764.
2. Final civil drawings prepared by an engineer registered in the State of Idaho which include specifications for right-of-way, utilities, and drainage improvements shall be submitted for review and approval by the City Engineer, Streets, and Utilities departments prior to issuance of a building permit for the project.
3. The term of Design Review approval shall be twelve (12) months from the date that the Findings of Fact, Conclusions of Law, and Decision are adopted by the Commission or upon appeal, the date the approval is granted by the Council subject to changes in zoning regulations.
4. In addition to the requirements set forth in this Design Review approval, this project shall comply with all applicable local, state, and federal laws.

#### Townhouse Preliminary Plat for Lot 1A (P21-056)

1. The preliminary plat is subject to all conditions of approval associated with Design Review approval 21-061.
2. The preliminary plat is subject to all applicable provisions of the Phased Development Agreement #22764.
3. The Final Plat application shall include a plat note that states the private driveway shall remain open and unobstructed for a minimum width of 20 feet year-round.
4. Failure to record a Final Plat within two (2) years of Council's approval of a Preliminary Plat shall cause the Preliminary Plat to be null and void.

#### Design Review for Lot 2A (P21-062)

1. The preliminary plat is subject to all applicable provisions of the Phased Development Agreement #22765.
2. Prior to submittal of the first building permit application, the applicant shall receive written approval from utility providers for the placement of entry monuments within the public utility easement. Failure to obtain such approval shall result in the removal or relocation of said monuments.
3. Final civil drawings prepared by an engineer registered in the State of Idaho which include specifications for right-of-way, utilities, and drainage improvements shall be submitted for review and approval by the City Engineer, Streets, and Utilities departments prior to issuance of a building permit for the project.
4. The term of Design Review approval shall be twelve (12) months from the date that the Findings of Fact, Conclusions of Law, and Decision are adopted by the Commission or upon appeal, the date the approval is granted by the Council subject to changes in zoning regulations.
5. In addition to the requirements set forth in this Design Review approval, this project shall comply with all applicable local, state, and federal laws.

#### Townhouse Preliminary Plat for Lot 2A (P21-059)

1. The preliminary plat is subject to all conditions of approval associated with Design Review approval 21-062.
2. The preliminary plat is subject to all applicable provisions of the Phased Development Agreement #22764.
3. The Final Plat application shall include a plat note that states the private driveway shall remain open and unobstructed for a minimum width of 20 feet year-round.
4. Failure to record a Final Plat within two (2) years of Council's approval of a Preliminary Plat shall cause the Preliminary Plat to be null and void.

### **RECOMMENDED MOTIONS**

“I move to recommend approval of the subdivision preliminary plat for the Snowbird Subdivision, as conditioned, and adopt findings of fact as it meets all requirements for a subdivision preliminary plat.”

“I move to approve the design review application and recommend approval of the townhouse preliminary plat and phased development agreement for Lot 1A of the Snowbird Townhomes project, as conditioned, and adopt the findings of fact as the applications meet all standards and requirements for design review and townhouse subdivision.”

“I move to approve the design review and recommend approval of the townhouse preliminary plat and phased development agreement for Lot 2A of the Snowbird Townhomes project, as conditioned, and adopt the findings of fact as the applications meet all standards and requirements for design review and townhouse subdivision.”

#### **ATTACHMENTS**

- A. Application Materials and Supporting Documents for all applications
- B. Subdivision Preliminary Plat plan set – Snowbird Subdivision (P21-056)
- C. Plan Set - Design Review for Lot 1A (P21-061)
- D. Plan Set - Townhouse Preliminary Plat for Lot 1A (P21-058)
- E. Plan Set - Design Review for Lot 2A (21-062)
- F. Plan Set - Townhouse Preliminary Plat for Lot 2A (021-059)
- G. Phased Townhouse Subdivision Agreement #22764 for Lot 1A
- H. Phased Townhouse Subdivision Agreement #22765 for Lot 2A
- I. Draft Findings of Fact, Conclusions of Law, and Decision for P21-056
- J. Draft Findings of Fact, Conclusions of Law, and Decision for P21-061
- K. Draft Findings of Fact, Conclusions of Law, and Decision for P21-058
- L. Draft Findings of Fact, Conclusions of Law, and Decision for P21-062
- M. Draft Findings of Fact, Conclusions of Law, and Decision for P21-059