



**CITY OF KETCHUM**

**Planning & Building**  
office: 208.726.7801  
planningandbuilding@ketchumidaho.org  
P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340  
[ketchumidaho.org](http://ketchumidaho.org)

<b>IN RE:</b>	)	
	)	
<b>Bigwood Clubhouse</b>	)	<b>KETCHUM PLANNING &amp; ZONING COMMISSION</b>
<b>Design Review</b>	)	<b>FINDINGS OF FACT, CONCLUSIONS OF LAW, AND</b>
<b>Date: July 9, 2024</b>	)	<b>DECISION</b>
	)	
<b>File Number: P24-007A</b>	)	

**PROJECT:** Bigwood Clubhouse

**FILE NUMBER:** P24-007A

**APPLICATION TYPE:** Design Review

**REPRESENTATIVE:** Scott Prentice (Architect)

**PROPERTY OWNER:** City of Ketchum

**LOCATION:** 105 Clubhouse Dr (Block 19 Bigwood Subdivision)

**ZONING:** Recreational Use (RU)

**OVERLAY:** N/A

**RECORD OF PROCEEDINGS**

The Planning and Building Department received the Design Review application on April 19, 2024. The application was reviewed and scheduled for hearing on May 30, 2024

A public hearing notice for the project was mailed to all property owners within 300 feet of the project site and all political subdivisions on June 5, 2024. The notice was published in the Idaho Mountain Express on June 5, 2024. A notice was posted on the project site on June 18, 2024 and the city’s website on June 10, 2024. The building corners and story pole were not required for this project as the proposed building is smaller than the existing and proposed at same location.

## FINDINGS OF FACT

The Planning & Zoning Commission, having reviewed the entire project record, provided notice, and conducted the required public hearing, does hereby make and set forth these Findings of Fact, Conclusions of Law, and Decision as follows:

### BACKGROUND

#### *Bigwood DA & PUD*

The Bigwood PUD and Development Agreement (“DA”) were approved, with conditions, in 1985, to annex the property containing the present day Bigwood Golf Course and neighboring residential lots, within the City limits. The Bigwood Annexation, Services and Development Agreement identified allowed uses on each block within the Bigwood subdivision. The development permitted on Block 19 is a recreation center with a variety of allowed uses inside the building including, “a tennis pro shop, a community recreation room, property management areas, lock rooms, showers, restroom facilities, food and beverage service which shall be limited to the hours of golf course operation, except for Bigwood Property Owners Association uses or functions.” The proposed building includes restrooms, changing rooms, storage, and a recreation/clubhouse room. All of the proposed uses align with the allowed uses in the DA, therefore not requiring any amendment to the PUD or DA documents.

### FINDINGS REGARDING CONFORMANCE WITH COMPREHENSIVE PLAN

The subject property is located within the Open Space, Parks and Recreation Category of the Future Land Use Map. This category speaks to “Public and private open space, trails, park, and golf courses” as appropriate primary uses and “public utilities or facilities” as appropriate secondary uses. Staff found criteria #1 & #2 were met as the proposal meets the uses detailed in the Open Space, Parks and Recreation category listed above. The proposed development contains restrooms for golf course users and is primarily a private recreation center/park for residents of the Bigwood PUD all of which fit into the primary uses of the future land use designation for the property.

### FINDINGS REGARDING COMPLIANCE WITH ZONING CODE AND DIMENSIONAL STANDARDS

Compliance with Zoning and Dimensional Standards				
Compliant			Standards and Findings	
Yes	No	N/A	Ketchum Municipal Code	City Standards and Findings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.12.030</b>	<b>Minimum Lot Area</b>
			<b>Finding</b>	<b>Required:</b> 9,000 square feet <b>Existing:</b> 108,161 square feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.12.030</b>	<b>Building Coverage</b>
			<b>Finding</b>	<b>Permitted:</b> 25% <b>Proposed:</b> 2%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.12.030</b>	<b>Minimum Building Setbacks</b>
			<b>Finding</b>	<b>Minimum Required Setbacks:</b> Front: 30’ Side: 15’ Rear: 15’

				<b>Proposed:</b> Front (south): 246' Side (west): 52' Side (east): 142' Rear (south): 17'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.12.030</b> <b>Finding</b>	<b>Building Height</b> <b>Maximum Permitted:</b> 35'  <b>Proposed:</b> 23' 3.5"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>17.125.030.H</b> <b>Finding</b>	<b>Curb Cut</b> <b>Permitted:</b> A total of 35% of the linear footage of any street frontage can be devoted to access off street parking.  <b>Proposed:</b> No change
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.125.020.A.</b> <b>2 &amp;</b> <b>17.125.050</b> <b>Finding</b>	<b>Parking Spaces</b>  Off-street parking standards of this chapter apply to any new development and to any new established uses. <b>Required:</b> Nonresidential, in zoning districts other than LI-1, LI-2, and LI-3 require 1 parking space per 1,000 gross square feet. <b>Proposed:</b> >60
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.125.030.M</b> <b>Finding</b>	<b>Snow Storage</b>  <b>Permitted:</b> All surface parking lots shall be designed with either an underground heating system to facilitate the removal of snow or a storage area for plowed snow. The storage area shall be 150 square feet for every 55 feet of linear lot width of the surface parking lot.  <b>Proposed:</b> 375 lineal feet of parking lot requires 1022 sq ft of snow storage. Proposed is 1,026 square feet of snow storage

**FINDINGS REGARDING COMPLIANCE WITH DESIGN REVIEW STANDARDS**

17.96.060.A.1 - Streets	Conformance
<i>The applicant shall be responsible for all costs associated with providing a connection from an existing City street to their development.</i>	N/A
<b>Finding:</b> Project is already connected to city street (Clubhouse Dr)	

17.96.060.A.2 - Streets	Conformance
<i>All street designs shall be approved by the City Engineer.</i>	N/A
<b>Finding:</b> No change to street or access is proposed	

17.96.060.B.1 - Sidewalks	Conformance
<i>All projects under subsection 17.96.010.A of this chapter that qualify as a "substantial improvement" shall install sidewalks as required by the Public Works Department.</i>	N/A
<b>Finding:</b> Sidewalks not required for the proposed project.	

17.96.060.B.2 - Sidewalks	Conformance
<i>Sidewalk width shall conform to the City's right-of-way standards, however the City Engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.</i>	N/A
<b>Finding:</b> Sidewalks not required for the proposed project.	

17.96.060.B.3 - Sidewalks	Conformance
<i>Sidewalks may be waived if one of the following criteria is met:</i>	N/A
<ul style="list-style-type: none"> <li><i>a) The project comprises an addition of less than 250 square feet of conditioned space.</i></li> <li><i>b) The City Engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.</i></li> </ul>	
<b>Finding:</b> Sidewalks were not required for the proposed project	

17.96.060.B.4 - Sidewalks	Conformance
<i>The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.</i>	N/A
<b>Finding:</b> Sidewalks were not required for the proposed project.	

17.96.060.B.5 – Sidewalks	Conformance
<i>New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.</i>	N/A
<b>Finding:</b> Sidewalks were not required for the proposed project.	

17.96.060.B.6 - Sidewalks	Conformance
<i>The City may approve and accept voluntary cash contributions in lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be 110 percent of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the</i>	YES

<i>City Engineer. Any approved in lieu contribution shall be paid before the City issues a certificate of occupancy.</i>	
<b>Finding:</b> Sidewalks were not required for the proposed project.	

<b>17.96.060.C.1 - Drainage</b>	<b>Conformance</b>
<i>All stormwater shall be retained on site.</i>	YES
<b>Finding:</b> Pursuant to KMC §17.96.060.C.1, all storm water drainage shall be retained on site. Drainage improvements are specified on Sheet A009 on the project plans. The drainage improvements include the installation of new drywells. The City Engineer may require an additional drywell to the north of the proposed building. All drainage plans and specifications shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit.	

<b>17.96.060.C.2 - Drainage</b>	<b>Conformance</b>
<i>Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.</i>	YES
<b>Finding:</b> No drainage improvements are required along the public streets fronting the subject property.	

<b>17.96.060.C.3 - Drainage</b>	<b>Conformance</b>
<i>The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.</i>	YES
<b>Finding:</b> The City Engineer may require an additional drywell to the north of the proposed building. Final drainage plans shall be reviewed and approved by the City Engineer at time of Building Permit submittal.	

<b>17.96.060.C.4 - Drainage</b>	<b>Conformance</b>
<i>Drainage facilities shall be constructed per City standards.</i>	YES
<b>Finding:</b> The drainage improvements for the proposed project include the installation of drywells to collect stormwater. The City Engineer has reviewed the proposed drainage plan and believes the drywells meet city standards.  All drainage plans and specifications shall be reviewed and approved by the City Engineer and Streets Department prior to issuance of a Building Permit.	

<b>17.96.060.D.1 - Utilities</b>	<b>Conformance</b>
<i>All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.</i>	YES
<b>Finding:</b> All project costs associated with the development, including the installation of utilities, are the responsibility of the applicant.	

<b>17.96.060.D.2 - Utilities</b>	<b>Conformance</b>
<i>Utilities shall be located underground and utility, power, and communication lines within the development site shall be concealed from public view.</i>	YES
<b>Finding:</b> Utilities are existing and meet this requirement.	

17.96.060.D.3 - Utilities	Conformance
<i>When extension of utilities is necessary all developers will be required to pay for and install two-inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with City of Ketchum standards and at the discretion of the City Engineer.</i>	N/A
<b>Finding:</b> N/A. Extension of utilities is not necessary to service the proposed storage & restroom buildings.	

17.96.060.E.1 – Compatibility of Design	Conformance
<i>The project's materials, colors and signing shall be complementary with the townscape, surrounding neighborhoods and adjoining structures.</i>	YES
<b>Finding:</b> The use of wood siding and stone siding match the surrounding neighborhood.	

17.96.060.E.2 – Compatibility of Design	Conformance
<i>Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.</i>	N/A
<b>Finding:</b> N/A. The subject property does not contain any significant landmarks.	

17.96.060.E.3 – Compatibility of Design	Conformance
<i>Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.</i>	N/A
<b>Finding:</b> N/A. Existing building was built after 1940.	

17.96.060.F.1 – Architectural	Conformance
<i>Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.</i>	YES
<b>Finding:</b> Entryway to building is clearly defined by pathways. No sidewalks exist in the surrounding neighborhood.	

17.96.060.F.2 – Architectural	Conformance
<i>The building character shall be clearly defined by use of architectural features.</i>	YES
<b>Finding:</b> The project utilizes gable roof ends and windows throughout the building.	

17.96.060.F.3 – Architectural	Conformance
<i>There shall be continuity of materials, colors and signing within the project.</i>	YES
<b>Finding:</b> The building utilizes primarily wood and stone siding throughout the project.	

17.96.060.F.4 – Architectural	Conformance
<i>Accessory structures, fences, walls and landscape features within the project shall match or complement the principal building.</i>	YES
<b>Finding:</b> Accessory buildings (golfers restroom) & landscape features utilize the same materials as primary building.	

17.96.060.F.5 – Architectural	Conformance
<i>Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.</i>	YES
<b>Finding:</b> The building is small in nature and has material differentiation throughout to reduce the appearance of bulk and flatness.	

17.96.060.F.6 – Architectural	Conformance
<i>Building(s) shall orient toward their primary street frontage.</i>	YES
<b>Finding:</b> The structure is proposed to orient towards the parking area.	

17.96.060.F.7 – Architectural	Conformance
<i>Garbage storage areas and satellite receivers shall be screened from public view and located off alleys.</i>	YES
<b>Finding:</b> No satellite receivers are proposed for the project. Trash will be handled in carts which will be rolled out and picked up by Clear Creek Disposal.	

17.96.060.F.8 – Architectural	Conformance
<i>Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.</i>	YES
<b>Finding:</b> Snow retention guards are seen on Sheet A102.	

17.96.060.G.1 – Circulation Design	Conformance
<i>Pedestrian, equestrian and bicycle access shall be located to connect with existing and anticipated easements and pathways.</i>	YES
<b>Finding:</b> No existing pathways or easements lead to subject property. If pedestrians are to visit subject property, access would occur along Bigwood Dr or Clubhouse Dr.	

17.96.060.G.2 – Circulation Design	Conformance
<i>Awnings extending over public sidewalks shall extend five feet or more across the public sidewalk but shall not extend within two feet of parking or travel lanes within the right-of-way.</i>	N/A
<b>Finding:</b> Sidewalks are not required for the proposed project.	

17.96.060.G.3 – Circulation Design	Conformance
<i>Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian and equestrian use. Consideration shall be given to adequate sight distances and proper signage.</i>	N/A
<b>Finding:</b> N/A. No change to circulation design is proposed.	

17.96.060.G.4 – Circulation Design	Conformance
<i>Curb cuts and driveway entrances shall be no closer than 20 feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right-of-way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.</i>	N/A
<b>Finding:</b> N/A. No change to curb cuts is proposed.	

17.96.060.G.5 – Circulation Design	Conformance
<i>Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.</i>	YES
<b>Finding:</b> Access for emergency vehicles, snowplows, and garbage trucks is provided by paved portion of site on far western edge of subject property.	

17.96.060.H.1 – Snow Storage	Conformance
<i>Snow storage areas shall not be less than 30 percent of the improved parking and pedestrian circulation areas.</i>	YES
<b>Finding:</b> Sheet A008 shows the proposed snow storage areas to include a total of 1,631 square feet, meeting the required 30% (5438 * .30 = 1,631 square feet). Snow storage for parking lot meets requirements identified in zoning standards document.	

17.96.060.H.2 – Snow Storage	Conformance
<i>Snow storage areas shall be provided on site.</i>	YES
<b>Finding:</b> The location of the snow storage area is indicated on Sheet A008 of the project plans.	

17.96.060.H.3 – Snow Storage	Conformance
<i>A designated snow storage area shall not have any dimension less than five feet and shall be a minimum of 25 square feet.</i>	YES
<b>Finding:</b> The snow storage areas for the proposed project do not have dimensions less than five feet as seen on A008.	

17.96.060.H.4 – Snow Storage	Conformance
<i>In lieu of providing snow storage areas, snowmelt and hauling of snow may be allowed.</i>	N/A
<b>Finding:</b> The project does not propose snowmelt or hauling of snow.	



<b>17.96.060.I.1 – Landscaping</b>	<b>Conformance</b>
<i>Landscaping is required for all projects.</i>	YES
<b>Finding:</b> Landscaping has been provided for the project as indicated on Sheet L001.	

<b>17.96.060.I.2 – Landscaping</b>	<b>Conformance</b>
<i>Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.</i>	YES
<b>Finding:</b> The landscape plan for the project proposes species which are drought tolerant to the area.	

<b>17.96.060.I.3 – Landscaping</b>	<b>Conformance</b>
<i>All trees, shrubs, grasses and perennials shall be drought tolerant. Native species are recommended but not required.</i>	YES
<b>Finding:</b> The landscape plan for the project proposes drought-tolerant species, including sumac, dogwood, reed grass and more as seen on Sheet L001.	

<b>17.96.060.I.4 – Landscaping</b>	<b>Conformance</b>
<i>Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.</i>	YES
<b>Finding:</b> The project proposes many trees & shrubs to around the proposed structure and patio area.	

<b>17.96.060.J.1 – Public Amenities</b>	<b>Conformance</b>
<i>Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall receive approval from the Public Works Department prior to design review approval from the Commission.</i>	N/A
<b>Finding:</b> Sidewalks were not required for this project.	

<b>17.96.060.K.1 – Underground Encroachments</b>	<b>Conformance</b>
<i>Encroachments of below grade structures into required setbacks are subject to subsection 17.128.020.K of this title and shall not conflict with any applicable easements, existing underground structures, sensitive ecological areas, soil stability, drainage, other sections of this Code or other regulating codes such as adopted International Code Council Codes, or other site features concerning health, safety, and welfare.</i>	N/A
<b>Finding:</b> N/A. No encroachments of below grade structures are proposed.	

17.96.060.K.2 – Underground Encroachments	Conformance
<i>No below grade structure shall be permitted to encroach into the riparian setback.</i>	N/A
<b>Finding:</b> N/A. No encroachments of below grade structures are proposed, and the structure is not located within the riparian setback.	

**CONCLUSIONS OF LAW**

1. The City of Ketchum is a municipal corporation established in accordance with Article XII of the Constitution of the State of Idaho and Title 50 Idaho Code and is required and has exercised its authority pursuant to the Local Land Use Planning Act codified at Chapter 65 of Title 67 Idaho Code and pursuant to Chapters 3, 9 and 13 of Title 50 Idaho Code to enact the ordinances and regulations, which ordinances are codified in the Ketchum Municipal Code (“KMC”) and are identified in the Findings of Fact and which are herein restated as Conclusions of Law by this reference and which City Ordinances govern the applicant’s Design Review application for the development and use of the project site.
2. The Commission has authority to hear the applicant’s Design Review Application pursuant to Chapter 17.96 of Ketchum Municipal Code Title 17.
3. The City of Ketchum Planning Department provided notice for the review of the application in accordance with Ketchum Municipal Code §17.96.080.
4. The Design Review application is governed under Ketchum Municipal Code Chapters 17.96, 17.124, 17.08, 17.12, 17.18, and 17.128.
5. The Bigwood Clubhouse Design Review application meets all applicable standards specified in Title 17 of Ketchum Municipal Code.

**DECISION**

**THEREFORE,** the Planning and Zoning Commission **approves** the Design Review Application File No. P24-007A this Tuesday, July 9, 2024, subject to the following conditions of approval.

**CONDITIONS OF APPROVAL**

1. 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 (KMC §17.96.090). Any extension shall comply with KMC §17.96.090.
2. In addition to the requirements set forth in this Design Review approval, this project shall comply with all applicable local, state, and federal laws.
3. The applicant shall submit final drainage plans to be reviewed and approved by the City Engineer prior to the issuance of a building permit for the project

Findings of Fact **adopted** this 9<sup>th</sup> day of July 2024.

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Neil Morrow, Chair  
City of Ketchum  
Planning and Zoning Commission