



Planning and Zoning Commission - Regular Meeting MINUTES

Tuesday, October 13, 2020 at 4:30 PM  
Ketchum City Hall  
480 East Avenue North, Ketchum, ID 83340

**CALL TO ORDER**

The meeting was called to order at 5:30 PM by Chairman Neil Morrow.

**PRESENT**

Chairman Neil Morrow  
Vice-Chairman Mattie Mead  
Commissioner Tim Carter  
Commissioner Jennifer Cosgrove  
Commissioner Brenda Moczygemba

**COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE**

Commissioners Cosgrove, Moczygemba, Carter and Mead disclosed they each had driven past the two sites in the LI.

**CONSENT CALENDAR—ACTION ITEMS**

1. Minutes of September 15, 2020
2. Minutes of September 28, 2020
3. DeLong Townhome Design Review Findings of Fact and Conclusions of Law

**Motion to approve the Consent Calendar items 1-3.**

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

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

**PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF – ACTION ITEMS**

4. **ACTION - Wills Condominium Subdivision Preliminary Plat:** 3020 Warm Springs Road (A townhouse Subdivision of Wills Condominium No. 2 Amended) The Commission will consider and make a recommendation regarding a Preliminary Plat submitted by Doug and Stacey Waddell to replat the Willis Condominiums No. 2 Amended parcel to reflect a new two-unit townhouse development, the Waddell/Roush Townhomes. The subject property is 3020 Warm Springs Road. A prior platting action vacated the existing two-unit condominium development and reverted the subject property to a land parcel. The Commission approved Design Review for the design of the new two-unit development on July 13th, 2020; the units were designed with the intent of subdividing. The subject parcel is located in the General Residential – Low Density (GR-L) zoning district. **Continued from September 15, 2020**

The Preliminary Plat was introduced by Senior Planner Brittany Skelton. Staff recommended approval of this plat.

Being no questions from the Commission, Chairman Morrow opened the floor to Public Comment.

No comments were made and the floor was closed.

**Motion to recommend approval to City Council of the Wills Condominium Preliminary Plat**

*Motion made by Commissioner Moczygemba, Seconded by Commissioner Cosgrove.*

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

5. **ACTION - Decked Building Addition Design Review:** 345 Lewis St (Northgate Subdivision: Block 1: Lot 15) The Commission will consider and take action on a Design Review application for a 1,825-square-foot, 25-foot tall addition to the Decked Building located at 345 Lewis Street within the City's Light Industrial Number 2 (LI-2) Zoning District.

The Decked Building Design Review was introduced by Planner Abby Rivin.

Michael Barker, architect for the project, presented the features of the project. The proposal included building to the property line. Jake Peters, general manager of Decked, commented on the proposed project. Barker explained the exterior materials, interior space, parking, and snow removal.

Commissioner Cosgrove asked about the reason for the height of the addition which would impinge on the neighbor's deck space. Barker replied they could not add 2 floors and stay below the neighbor's handrail. Code would allow an addition of three floors. The door and windows of the additions are setback 10-12 feet from the property line. Commissioner Cosgrove was concerned with the effects on the neighboring property.

Vice-Chair Mead asked about the height of the parapet from the neighboring deck. Barker replied the parapet must be 30" above the roof surface. It also screens the roof from the neighbor's view.

Commissioner Moczygemba opined it was too bad both properties had built to the property line. She asked about the dumpster placement. Barker replied the placement was to allowed trucks to enter the loading dock.

Chairman Morrow opened the floor to Public Comment.

Tenant, Jake Peters, spoke to the need for the improvements as the company is growing and space is needed for expansion.

No further comments were made, and the floor was closed.

Commissioner Cosgrove asked for more thorough drawings.

**Motion to continue the Decked Building Addition Design Review to the next PZ meeting.**

*Motion made by Commissioner Carter, Seconded by Commissioner Moczygemba.*

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

6. **ACTION - Sun Valley Electric Bicycles Conditional Use Permit (CUP):** 100 Northwood Way, Unit C-2, Ketchum, ID 83340 (Lot 2, Northwood Light Industrial subdivision) The Commission will consider and take action on a Conditional Use Permit (CUP) application by Sun Valley Electric Bicycles LLC (Richard "Matt" Davis, Karen Davis, Mark Carnes) for a Motor Vehicle Sales business to be located at 100 Northwood Way, Unit C-2, Ketchum, ID 83340 (Lot 2, Northwood Light Industrial subdivision), which is located in the Light Industrial No. 2 zoning district.

Senior Planner Brittany Skelton gave the overview of the project and criteria to evaluate the Conditional Use Permit, including parking, traffic patterns, adherence to the Comprehensive Plan, adherence to health and safety standards, and if services can be delivered to the site. Staff recommended approval of the Conditional Use Permit with Conditions as noted. Staff concerns were centered around the repair/rental becoming a retail bike shop with an increase of traffic.

Applicant Matt Davis spoke to the business model including the benefits and popularity of ebikes.

Mark Carnes, owner of Idaho Cycles, provides bike rental, service, and repair of bicycles for the community. He emphasized the services available to the Community with varied options and customization of bikes.

Davis described the floor plan and the ability of the business to customize the bikes.

Vice-Chair Mead asked about parking and unloading of large trucks. Davis replied there were doors on both sides to unload trucks either from the parking lot or from the street.

Commissioner Cosgrove asked what other items were available for sale; Davis replied no clothing, just parts. Helmets would be available since they are required with the bike.

Commissioner Carter asked about the two businesses, how they were separated, and if they could comply with all the conditions. Davis replied they could.

Commissioner Moczygemba asked about parking for customers. Davis replied there was parking for them since they are a tenant and they would be made available for customers.

Chairman Morrow asked if the business plan included selling accessories. Davis indicated they did not. Their focus was on service. Chairman Morrow was concerned about bike riders, to and from the location, combining with the volume of traffic and large trucks in the LI.

Vice-Chair Mead asked about the protocol for directing a customer on a test ride. Carnes indicated they would guide customers where to ride.

Commissioner Cosgrove thought this was actually 2 CUPs; 1) sale of ebikes and 2) using a LI space for a retail business. The addition of a coffee bar and t-shirt sales and this becomes a retail business. Davis revealed the service/repair is half the business and sales of bikes is the other half.

Director Frick advised the Commission that this decision will set a precedent and affect future businesses coming into the LI.

The Commissioners discussed how to limit retail in the LI based on floor space and types of items.

Davis informed the Commissioner that the brand they will carry is exclusive and they will not carry any other brands of bikes.

Planner Skelton suggested changes to the conditions of approval.

Commissioner Moczygemba asked about service for other brands; Carnes said they will service all brands.

Chairman Morrow opened the floor to Public Comment. No comments were made, and the floor was closed.

Vice-Chair Mead liked to see new business coming to town which provide more choices to residents and visitors.

**Motion to approve the Sun Valley Electric Bicycles Conditional Use Permit with Conditions 1-12, as amended by staff, and any other conditions as determined necessary by the Commission and direct Staff to prepare the Findings of Fact and Conclusions of Law and Decision for review and approval at the next meeting.**

*Motion made by Commissioner Moczygemba, Seconded by Commissioner Carter.*

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

7. **ACTION ITEM- Waterman Residence Mountain Overlay Design Review:** 604 S. Leadville Ave. (Tax Lot 6594, Ketchum FR TL 8554 SEC 18 4N 18E) *This application has been withdrawn at the request of Staff.*

## **STAFF AND COMMISSION COMMUNICATIONS AND DISCUSSION**

8. Discussion on Planning and Zoning Commission authority and discretion for design review projects
9. Discussion about options to protect historic structures in Ketchum
10. Discussion about development standards in the Community Core. What would the Commission recommend to Council for historical preservation?

Director Frick related to the Commission they have very broad discretion in Design Review with the authority to mold and shape projects to fit the surroundings. She emphasized the FAR of 1.0 is guaranteed, anything above that is discretionary. The project must meet the scale and mass of the surrounding neighborhood. The Commission can demand standards stricter than the Code.

Commissioner Carter thought the applicant should be made aware of the standards before going before the Commission.

Vice-Chair Mead struggled with our small-town identity and the mass of some of the projects. He felt these will change the atmosphere of the town forever.

Chairman Morrow agreed the mass will change the town feel. He thought the mass should be contained in the core. He struggled with the property owner only be allowed to conform to the neighboring structures.

Commissioner Carter wanted to see a survey of current structures and what kind of buildings we want to see in the future.

Director Frick inserted staff could conduct a survey of properties to develop examples of character, scale, mass, and compatibility to use as guidelines for what the Commission is looking for.

The Commission discussed recent projects, the effects of large buildings on Main Street, and the direction they would like to see projects take. They questioned how to protect the historical buildings. Examples of the renewal of historic buildings was discussed. The Commission agreed on the importance of preserving Ketchum's heritage.

Vice-Chair Mead wanted to see additions or alterations to historic buildings done with an eye toward historical preservation and maintaining the character of the building.

The Commission continued to discuss the importance of preservation, how to identify properties, and the urgency of preservation. They wanted to see the public involved in the discussion.

Commissioner Moczygemba was concerned about an undue burden to property owners with a building that is not ADA compliant, not energy efficient. She thought it was important to have guidelines on the mass of building frontage.

Director Frick said Staff would bring back a survey of properties and a list of guidelines for historic preservation.

## **ADJOURNMENT**

### **Motion to adjourn at 6:56. PM**

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

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

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Neil Morrow  
Chairman