



City of Ketchum
Planning & Building

STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF APRIL 11, 2023

PROJECT: 7th Street Townhomes

FILE NUMBER: P22-031 and P22-031A

APPLICATION TYPE: Design Review and Townhouse Subdivision – Preliminary Plat

REPRESENTATIVE: Chad Blincoe – Blincoe Architecture (architect)

PROPERTY OWNER: MMDM12, LLC

REQUEST: Final Design Review and Preliminary Plat application for the development of two new 3,713 square foot detached townhomes

LOCATION: Lot 3, Block 68, Ketchum Townsite

ZONING: General Residential – Low Density (GR-L)

REVIEWER: Paige Nied – Associate 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 22, 2023. The public hearing notice was published in the Idaho Mountain Express on March 22, 2023. A notice was posted on the project site and the city’s website on April 4, 2023. Story poles were documented on the project site as of April 4, 2023.

I. EXECUTIVE SUMMARY:

The Applicant is proposing two new 3,713 square foot three-story detached townhomes with attached two-car garages (the “project”), located at Lot 3, Block 68, Ketchum Townsite (the “subject property”). The subject property is zoned General Residential – Low Density (GR-L) and the lot is currently vacant. Detached townhomes are a permitted use within the GR-L zone district provided that all dimensional standards are met. The project is proposing to subdivide the property into two townhouse sublots, subplot 1 and subplot 2, and construct two new detached townhouses on the newly created sublots. The Cover Sheet of the project plans in Attachment B shows the locations of the new detached townhomes. A rendering of the proposed townhomes can be seen in Figure 1 below.

Figure 1: Rendering of Proposed Project



The project will construct improvements to the right-of-way and alley per the City of Ketchum improvement standards. The project proposes access to both sublots from the alley off 7th Street. The project proposes paver driveways with no snowmelt systems for both driveways. All improvements to the right-of-way have been preliminarily reviewed by the Streets Department and City Engineer and they believe the proposed plans meet the city's standards. Final review of the proposed improvements will be conducted by the City Engineer and Streets Department prior to issuance of a building permit. See Sheet C.1 of Attachment B for the proposed right-of-way improvements.

Based on a thorough review of the application materials and the standards within the Ketchum Municipal Code, staff believes the project to be in conformance with all requirements of the zoning code, all standards related to design review, and all subdivision requirements for preliminary plats. A full review of all standards and requirements for the design review and the townhouse preliminary plat can be found in Attachment E and Attachment F respectively.

II. BACKGROUND:

The City of Ketchum received the applications for Design Review and Preliminary Plat on May 31, 2022. Following the receipt of the application, staff routed the application materials to all city departments for review. A letter of completeness with department comments was provided to the applicant on February 13, 2023, after two rounds of review. As of the date of this letter, all department comments have been resolved or addressed through conditions of approval recommended below.

III. 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).

Criteria #1: Health, Safety, and Welfare of the Public

The 2014 Comprehensive Plan outlines 10 core values that drive our vision for the future, which includes a strong and diverse economy, community character, and a variety of housing options. The plan designates the future land use for the property as “medium density residential” where, according to the plan, “This residential type characterizes the West Ketchum and Warm Springs neighborhood.” The primary use for this land use includes a broader variety of residential types, including single-family residences, duplexes, and other attached-unit types.

Policy H-3.1 of Chapter 3 of the Comprehensive Plan states that the city should encourage “a mixture of housing types with varied price ranges and densities that meet a variety of needs.” A diverse housing stock is necessary to accommodate all community members. Further, Policy H-1.4 emphasizes the importance of housing in business and mixed-use areas, and states that the mixture of land uses promotes a greater variety of housing opportunities as well as social interaction.

Staff believes the project meets goals and policies outlined in the plan. The property is located in close proximity to downtown and is just south of Atkinson’s Park. The surrounding properties primarily consist of townhouses and a few vacant lots. Most properties are two stories with a more traditional pitched roof, however, some of the more recent projects to the west and southwest on 7th Street and Second Avenue are two- and three-stories in height with flat roofs. Many of the surrounding buildings utilize a variety of colors and natural materials on the exterior of the buildings including natural wood or brown shades of siding and stucco to lighter shades of grey and beige.

Criteria #2: Applicable Standards and Criteria

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 E. Below is an overview of how the setbacks are calculated as the front, side, and rear lot lines are unique due to the orientation of the lot.

Setbacks

The KMC defines minimum setbacks for the front, side, and rear lot lines for each project. For detached townhome projects, there is also a setback for the interior lot line between the two sublots. The KMC defines the “lot line, front” as “The property line dividing a lot from a street. On a corner lot, only one street line shall be considered as a front line, and the shorter street frontage shall be considered the front line, unless otherwise determined by the administrator based on the orientation and layout of the lot and surrounding neighborhood.” For the subject property, 7th Street is considered the front lot line, the west lot line is considered the rear, and the northern and southern lot lines are considered the sides. Setbacks for the side lot lines are determined using the maximum building height. For the proposed project, both townhomes are 34’-10 1/8” tall. Therefore, the project must be set back a minimum of 11.33 feet. The project proposes to set both townhouses on subplot 1 and subplot 2 back 19.7 feet from the alley, setback 15 feet from 7th Street, setback 11.66 feet on the northern side, and is setback 15 feet on the rear.

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, 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 E for a review of all design review improvements and standards. Below is an overview of some of the more noteworthy design review criteria for the proposed project.

Compatibility of Design (KMC 17.96.060.E) and Architectural (KMC 17.96.060)

The project proposes two three-story structures with flat roofs and a mix of wood, stone, and metal siding. As shown on Attachment B, the color palette for the project includes dark bronze, iron, and copper metal features, limestone siding and chimney, and medium and dark wood. This project is unique because, even though the units are identical in size and layout, only one is visible from 7th Street and the other is tucked into the alley. This placement of the structures re-emphasizes the one-off architectural style of developments in the neighborhood. The proposed section of lowered roof for both units as well as the wall step backs on the second and third floor southwest corner and third floor southeast corner for the unit facing 7th Street help to reduce the building height and mass and to provide undulation.

Sidewalks (KMC 17.96.060.B)

KMC 17.124.140 outlines the zone districts where sidewalks are required when substantial improvements are made, which include the CC, all tourist zone districts, and all light industrial districts. The subject property is within the GR-L zone district, which is not a district where sidewalks are required per the development standards.

Utilities (17.96.060.D)

All utilities are proposed underground per the KMC requirements. A 5-foot public utility easement is being dedicated along the western property boundary, in addition to the existing 10-foot Idaho Power easement, to accommodate the Idaho Power infrastructure required for the project. Idaho Power reviewed the project and approved the proposed equipment and confirmed that the proposed equipment is within the utility easements. The utility easements are shown in the civil plan, landscape plan, and subdivision applications.

IV. CONFORMANCE WITH SUBDIVISION STANDARDS

During department review, staff reviewed the preliminary plat application 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 F 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 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.

Pursuant to KMC 16.04.080.C.2, the applicant has submitted this townhouse preliminary plat in conjunction with the Design Review application. If approved by the Commission, the townhouse preliminary plat application will be reviewed and acted upon by the City Council. Additionally, the applicant has requested a Phased Development Agreement to allow for the sequential completion of the project and allow for a final townhouse plat to be filed and approved following receipt of a Certificate of Occupancy for the first townhouse. The Phased Development Agreement application and supporting documents can be found in Attachment G and a draft Phased Development Agreement can be found as Attachment H.

As discussed above, an additional easement for Idaho Power is being dedicated along the western property boundary. The project proposes to improve the public right-of-way to meet city standards. No additional right-of-way dedication is required for the project.

Staff believes the proposed preliminary plat, as conditioned, meets all applicable subdivision requirements and standards for a preliminary plat and townhouse map. Staff also recommends approval of the phased development agreement.

V. STAFF RECOMMENDATION

Staff recommends **approval** of the Design Review application (File No. P22-031) subject to the following conditions:

1. 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.
2. 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.
3. In addition to the requirements set forth in this Design Review approval, this project shall comply with all applicable local, state, and federal laws.

Staff recommends **approval** of the Townhouse Preliminary Plat application (File No. P22-031A) subject to the following conditions and approval of the phased development agreement:

1. The preliminary plat is subject to all conditions of approval associated with Design Review approval P22-031.
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.

VI. RECOMMENDED MOTIONS

Design Review:

"I move to approve the 7th Street Townhomes Design Review application, as conditioned, and adopt the Findings of Fact, Conclusions of Law, and Decision."

Preliminary Plat:

"I move to recommend approval of the 7th Street Townhomes Preliminary Plat application, as conditioned, and adopt the Findings of Fact, Conclusions of Law, and Decision."

Phased Development Agreement:

"I move to recommend approval of Phased Development Agreement #22844 for the 7th Street Townhomes."

ATTACHMENTS:

- A. Design Review - Application Materials and supporting documents
- B. Design Review Plan Set
- C. TH Preliminary Plat – Application Materials and supporting documents
- D. Townhouse Preliminary Plat Set
- E. Draft Findings of Fact, Conclusions of Law, and Decision for Design Review
- F. Draft Findings of Fact, Conclusions of Law, and Decision for Townhouse Preliminary Plat
- G. Phased Development Agreement Application Materials and supporting documents
- H. Draft Phased Development Agreement