



City of Ketchum
Planning & Building

Design Review Application

OFFICIAL USE ONLY

File Number:

Date Received:

By:

Pre-Application Fee Paid:

Design Review Fee Paid:

By:

Submit completed application and documentation to planningandbuilding@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

APPLICANT INFORMATION			
Project Name: ARCH-S Leadville Ave & E 2nd ST		Phone: 208-721-7949	
Owner: ARCH Community Housing Trust, Inc		Mailing Address:	
Email: michelle@archbc.org		PO Box 3569, Hailey ID 83333	
Architect/Representative: Martin Henry Kaplan, AIA		Phone: 206-972-9972	
Email: mhk@martinhenrykaplan.com		Mailing Address:	
Architect License Number: AR-984567		PO Box 482, Ketchum ID 83340	
Engineer of Record:		Phone:	
Email:		Mailing Address:	
Engineer License Number:			
Primary Contact Name and Phone Number: Martin Kaplan, AIA 206-972-9972			
PROJECT INFORMATION			
Legal Land Description: Block 22, Lots 3&4, Ketchum ID		Street Address: 140-180 N Leadville Ave	
Lot Area (Square Feet): 11,007		Zoning District: CC2	RPK #: 00000220040, / 00000220030
Overlay District: ☐ Floodplain ☐ Avalanche ☐ Mountain ☒ None			
Type of Construction: ☒ New ☐ Addition ☐ Remodel ☐ Other			
Anticipated Use: Affordable Housing, 100%		Number of Residential Units: 12	
GROSS FLOOR AREA			
	Proposed	Existing 180 N Leadville Existing House	
Basements	0 Sq. Ft.	294	Sq. Ft.
1 st Floor	Bldg A/627, B/627, C/796 Sq. Ft.	936	Sq. Ft.
2 nd Floor	Bldg A/651, B/651, C/820, D/1336 Sq. Ft.		Sq. Ft.
3 rd Floor	Bldg A/651, B/651, C/820 Sq. Ft.		Sq. Ft.
Mezzanine N/A Carport	2,367.4 Sq. Ft.		Sq. Ft.
Total	7,630.0 Sq. Ft.	1,230	Sq. Ft.
FLOOR AREA RATIO			
Community Core: 2.25-Affordable Housing		Tourist:	General Residential-High:
BUILDING COVERAGE/OPEN SPACE			
Percent of Building Coverage: 47.5%			
DIMENSIONAL STANDARDS/PROPOSED SETBACKS			
Front: Existing/180-18'2" 140-7'6"	Side: 180-13' Average	Side: 140-7'4" Average	Rear: Alley-3'0"
Building Height: House-21'6" Bldg A,B,C-31'9"		BLDG D-22'3"-24'3" Sloping Alley N Carport 11'9"	
OFF STREET PARKING			
Parking Spaces Provided: 11 Covered	Curb Cut: 0 Sq. Ft.	%	
WATER SYSTEM			
☒ Municipal Service		☐ Ketchum Spring Water	

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Design Review Application in which the city of Ketchum is the prevailing party, to pay the reasonable attorney fees, including attorney fees on appeal and expenses of the city of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

21 June 2025

Signature of Owner/Representative

Date

ARCH Community Housing Trust

S Leadville Avenue & E 2nd Street
City of Ketchum Design Review

A Project Narrative

We propose to develop 140 and 180 N Leadville with 11 units of 100% affordable housing. 140 N Leadville has an existing home, storage shed and small garage on site. The home is landmarked and will remain. 180 N Leadville is a vacant lot upon which we will construct 10 units.

We have been working with Morgan Landers, Planning and Building Director, throughout our project development process. In addition, we met with Seth from the Ketchum Fire Department to confirm interpretations, as we did with Eric, City of Ketchum Building Inspector. Morgan has approved our plans to remove the garage and storage shed and rehabilitate the existing house, under a separate permit that has already been submitted. We will combine the two lots and develop 11 parking places within a weather protected carport off the alley. All the parking shall be provided off the alley and stretch from property line to property line. We have sited the carports to replace the shed and garage located at the rear of site 140.

In respecting the land use code and relative criteria, we have endeavored to compose a relatively low scale open site plan with new structures that respect the existing house and preserve existing trees where possible / recommended by the City arborist and replace where trees are removed. Note: we met with the city arborist and will preserve and replace trees as directed by him. The scale of the project is well below the height and lot coverage allowed in respect for the mixed nature of the neighborhood and landmarked adjacent home.

The project includes building five new structures including two three-story, one-bed unit structures off S Leadville connected via covered decks and stairway to one three-story, two-bed unit building behind. In addition to two carport structures, we will provide one two-bed unit above the southeast garage. The two ground related units facing S Leadville have stoops and help activate and engage the street.

The alley, curb, gutter and sidewalk improvements will be the subject of a funding request to the KURA. We will improve the existing landscape to 140 and combine new trees and groundcover over the entire site. The interior circulation pathways shall be a permeable surface as shown on the site plan to reduce and contain drainage.

The completed project fits well below every zoning restriction as depicted on the plans. In addition, our design conclusion has been informed by the desire to provide one weather-protected parking place for each unit.

DESIGN REVIEW EVALUATION STANDARDS

17.96.060: IMPROVEMENTS AND STANDARDS FOR ALL PROJECTS

A. Streets:

1. The applicant shall be responsible for all costs associated with providing a connection from an existing city street to their development. **Yes**
2. All street designs shall be approved by the City Engineer. **Yes**

B. Sidewalks:

1. All projects under 17.96.010(A) that qualify as a “Substantial Improvement” shall install sidewalks as required by the Public Works Department. **Yes**
2. 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. **Yes**
3. Sidewalks may be waived if one of the following criteria is met:
 - a. The project comprises an addition of less than two hundred fifty (250) square feet of conditioned space. **The project is greater than 250 sf**
 - 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. **Yes, we will follow guidance**
4. 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. **Yes, if required**
5. 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. **Yes, if required**
6. 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 one hundred ten percent (110%) of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the city engineer. Any approved in lieu contribution shall be paid before the city issues a certificate of occupancy. **TBD**

C. Drainage:

1. All storm water shall be retained on site. **Yes**
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street. **Yes**
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site. **TBD**
4. Drainage facilities shall be constructed per city standards. **Yes**

D. Utilities:

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant. **Yes**
2. Utilities shall be located underground and above grade utility, power and communication equipment within the development site shall be concealed from public view. **Yes**
3. When extension of utilities is necessary all developers will be required to pay for and install two (2") 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. **TBD**

E. Compatibility of Design:

1. The project's materials, colors and signing shall be complementary to the townscape, surrounding neighborhoods and adjoining structures. **The proposed building materials and colors and any signage are complimentary to surrounding buildings and the diversity of structures and vocabularies exhibited within the neighborhood. The neighborhood and adjacent properties are composed of both commercial, multi-family and single-family structures in addition to the existing house on site. We have carefully selected materials and colors that respect and compliment the surrounding townscape.**
2. 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. **We have worked with city planners carefully developing and composing our site plan to respect and protect the existing single family house on site which has been landmarked.**
3. 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. **We have applied for and received permits to upgrade the finishes and areas within the existing house without impacting the character, outside envelope, original colors or existing materials.**

F. Architectural:

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined. As the project is composed of 6 buildings all together, they are tied together by inward courtyards encourage pedestrian access through interior and exterior walkways.
2. The building character shall be clearly defined by use of architectural features. The buildings are designed to provide interest, respecting neighborhood scale and appropriate architectural features that support the modulation and encourage pedestrian interaction.
3. There shall be continuity of materials, colors and signing within the project. The 5 new structures will use similar materials and colors and will not compete with the historical home that will remain original. The color and materials shall provide a background allowing the house to sit as a corner exhibit as intended by its designation as a landmark.
4. Accessory structures, fences, walls, and landscape features within the project shall match or complement the principal building. Yes
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness. The 6 buildings form a collection of structures that provide relief on both 2nd and Leadville, opening to courtyards. The new buildings along Leadville are designed to provide modulation and relief while offering stoops and pedestrian scale that directly relate to the sidewalk.
6. Building(s) shall orient towards their primary street frontage. The new buildings are oriented towards Leadville and the interior courtyard while the carports are oriented to the alley. The existing house is oriented to Leadville.
7. Garbage storage areas and satellite receivers shall be screened from public view and located off alleys. Garbage storage containers are situated in the carports and the individual bin staging area off the alley shown on sheet A.2 has been approved by Clear Creek Disposal.
8. 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. The building design provides weather protection for all building entries and common stairways. No adjacent properties are subject to interference from the subject property snow slides.

G. Circulation Design:

1. Pedestrian, equestrian, and bicycle access shall be located to connect with existing and anticipated easements and pathways. As described above, there is a pedestrian connection transiting the middle of the site from the future Leadville sidewalk through to the alley.
2. Awnings extending over public sidewalks shall extend five (5') feet or more across the public sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right of way. There are none.

3. 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. Vehicular access into the site and the carports is provided through an existing alley that will be improved.

4. Curb cuts and driveway entrances shall be no closer than twenty (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. We are using exiting streets and alley.

5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project. We are not providing any vehicular access onto our property.

H. Snow Storage:

1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas. Snow will be removed from the site.

2. Snow storage areas shall be provided on-site. Snow will be removed from the site.

3. A designated snow storage area shall not have any dimension less than five (5') feet and shall be a minimum of twenty-five (25) square feet. Snow will be removed from the site.

4. In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed. Snow will be removed from the site.

I. Landscaping:

1. Landscaping is required for all projects. We have provided a robust plan for our landscaping that meets or exceeds all the requirements provided in the code and within paragraphs below.

2. 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. See above.

3. All plant species shall be drought tolerant. Native species are recommended but not required. See above.

4. 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. See above.

J. Public Amenities:

1. 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 be approved by the Public Works Director prior to design review approval from the Commission. *The project is 100% affordable housing and as such provides a huge public amenity. In addition, the limited property size, existing fence and mature trees limit areas of opportunity.*

17.96.070: COMMUNITY CORE (CC) PROJECTS

In addition to the requirements of section 17.96.060, unless otherwise specified, the below standards apply to projects in the Community Core district.

A. Streets:

1. Street trees, streetlights, street furnishings, and all other street improvements shall be installed or constructed as determined by the Public Works Department. *TBD*
2. Street trees with a minimum caliper size of three inches (3"), shall be placed in tree grates. *TBD*
3. Due to site constraints, the requirements of this subsection A may be modified by the Public Works Department. *TBD*

B. Architectural:

1. Facades facing a street or alley or located more than five (5') feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials and colors as the front façade. *We have provided windows and relief on the SW elevations that sit 5' from the property line, although not significant due to the adjacent building built on the property line.*
2. For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways. *N/A*
3. For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows. *N/A*
4. Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited. *The roof forms and materials are consistent and compatible with the character of the structure and will not be seen as they are flat and concealed behind parapets.*
5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters and downspouts. *N/A*

6. Roof overhangs shall not extend more than three (3') feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Director. **N/A**
7. Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials. **Yes**

C. Service Areas and Mechanical/Electrical Equipment:

1. Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right of way and shall be screened from public views. **Yes**
2. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design. **The Idaho Power equipment has been located pursuant to the approval of Idaho Power and City planners and will be screened in accordance with the city requirements. Other equipment will face inward.**

D. Landscaping:

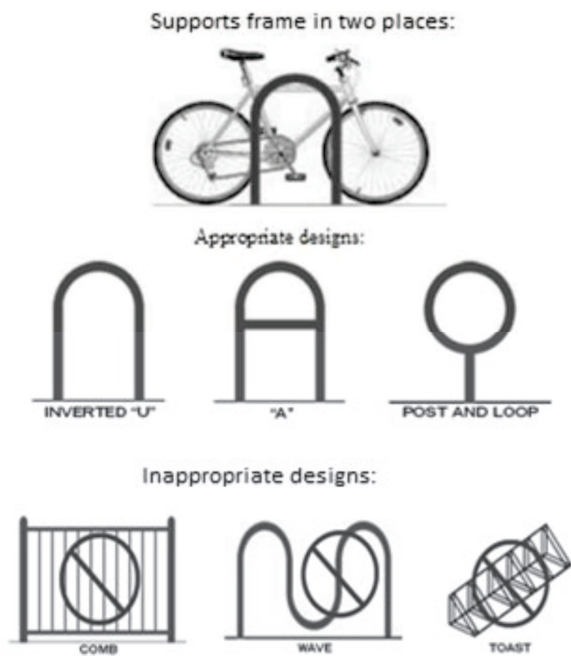
1. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site. **All trees we remove are replaced onsite and noted on our Landscape Plans.**
2. Trees that are placed within a courtyard, plaza or pedestrian walkway shall be placed within tree wells that are covered by tree grates. **N/A**
3. The city arborist shall approve all parking lot and replacement trees. **Yes**

E. Surface Parking Lots:

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street. **N/A**
2. Surface parking lots shall incorporate at least one (1) tree and one (1) additional tree per ten (10) onsite parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public. **N/A**
3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways. **N/A**

F. Bicycle Parking:

1. One (1) bicycle rack, able to accommodate at least two (2) bicycles, shall be provided for every four (4) parking spaces as required by the proposed use. At a minimum, one (1) bicycle rack shall be required per development on private property. Bike racks shall not be located in the public right-of-way. [Per this requirement, bike storage for at least 6 bicycles shall be provided.](#)
2. When the calculation of the required number of bicycle racks called for in this section results in a fractional number, a fraction equal to or greater than one-half ($1/2$) shall be adjusted to the next highest whole number. [Yes](#)
3. Bicycle racks shall be clearly visible from the building entrance they serve and not mounted less than fifty (50') feet from said entrance or as close as the nearest non-ADA parking space, whichever is closest. [Yes, we are proposing typical inverted U racks per suggestions below.](#)



17.96.080: NOTICE:

All property owners adjacent to properties under application for design review shall be notified by mail ten (10) days prior to the meeting of the date at which said design review is to be considered by the Commission. [Yes](#)

17.96.090: TERMS OF APPROVAL:

A. Design Review Approval

1. The term of design review approval shall be twelve (12) months from the date that 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. Yes
2. Application must be made for a building permit with the Ketchum planning and building department during the twelve (12) month term. Once a building permit has been issued, the design review approval shall be valid for the duration of the building permit. Yes
3. Unless an extension is granted as set forth below, failure to file a complete building permit application for a project in accordance with these provisions shall cause said approval to be null and void. Yes

B. Extensions of Design Review Approval.

1. For design review approvals pertaining to "civic" buildings, the Administrator may, upon written request by the holder, grant a maximum of two (2) twelve (12) month extensions to an unexpired design review approval. Yes
2. For design review approvals pertaining to all other buildings, the city may, upon written request by the holder, grant a maximum of two (2) twelve (12) month extensions to an unexpired design review approval. The first twelve (12) month extension shall be reviewed by the Administrator. The second twelve (12) month extension shall be reviewed by the Commission. Whether or not an extension is warranted shall be based on the following considerations: Yes
 - a. Whether there have been significant amendments to ordinances which will apply to the subject design review approval;
 - b. Whether significant land use changes have occurred in the project vicinity which would adversely impact the project or be adversely impacted by the project;
 - c. Whether hazardous situations have developed or have been discovered in the project area; or
 - d. Whether community facilities and services required for the project are now inadequate.
3. If any of the foregoing considerations are found to exist with regard to the project for which an extension is sought, an extension will not be granted and the city shall issue this decision in writing; otherwise the city shall approve such an extension. No extensions shall be granted for an expired design review approval. Yes

17.96.100: FEES AND COSTS:

Each applicant for design review approval shall pay to the city certain fees and costs to reimburse the city the reasonable costs of administering and regulating this chapter, including reimbursement for city engineer fees. Said fees and refunds, if any, shall be set by resolution of the Council and shall be paid prior to scheduling of an application before the Commission for design review consideration. Said fees shall be nonrefundable. Yes

CLEAR CREEK DISPOSAL

PO Box 130 • Ketchum, ID 83340 • Phone 208.726.9600 • www.ccdisposal.com

August 7, 2025

Planning & Zoning
City of Ketchum
P O Box 2315
Ketchum, ID 83340-2315

Re: 140-180 N Leadville Ave

To Whom It May Concern,

Please consider this "Will Serve" letter for the proposed above address. I have engaged in conversation with Michelle Griffith, Executive Director of the ARCH Community Housing Trust regarding the above addresses; a new construction of eleven single family homes.

Residents wheel their CCD provided carts to the alley and return them to their storage areas. This stipulation will be written into the leases, and servicing will be provided in the alley.

If you have any concerns, please call at your earliest convenience.

Respectfully,

Miguel Goitiandia

Mike Goitiandia
Clear Creek Disposal

.140-180 N Leadville Ave



September 16, 2025

Michelle Griffith
Executive Director
ARCH
PO Box 3569
Idaho, ID 83333

Sent via Email

Subject: Will Serve Letter – ARCH – Leadville Project

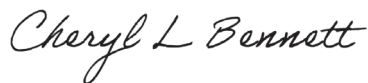
Dear Michelle:

Thank you for your inquiry about electrical for the housing project at the corner of Leadville and E Second Street in Ketchum. I have reviewed the preliminary plans submitted by the civil engineer and architect for the project. We agree on the transformer location and plan for screening as shown if construction meets all our clearance requirements as shown on the attached electric distribution plan. Please note that the meter locations and electric loads are not fully developed yet, and I have not provided any design to the customer for placing our facilities or finalized customer electrical equipment with an electrician.

The property is located within Idaho Power's service area in the state of Idaho, Blaine County.

Idaho Power will provide electrical service to this location once any required easement or right of way are obtained by Idaho Power and/or the Customer and in compliance with the statutes of the state of Idaho/Oregon and the Idaho Power tariffs on file with our regulators. Tariffs include the General Rules and Regulations that covers new service attachments and distribution line installations or alterations.

Regards,



Cheryl Bennett
Senior Distribution Designer
Idaho Power Company
Hailey, Idaho