

PRE-APPLICATION DESIGN REVIEW SUBMITTAL CHECKLIST

A Pre-Application Design Review submittal shall include the materials listed in the following table in digital format. Please fill out the checklist in the table below and include the sheet number(s) where the required submittal material may be found in the project plan set. The applicant may elect to provide more details, additional plan sheets, and other supplemental materials not listed in the checklist at their discretion.

PRE-APPLICATION DESIGN REVIEW SUBMITTAL CHECKLIST		
Submitted by Applicant	Plan Sheet Number(s)	Pre-Application Required Materials
<input checked="" type="checkbox"/>	N/A	Project Narrative: A project narrative describing the approach and concept of the project and how the project meets the applicable design review criteria. <i>(narrative shall include a response to each applicable criteria)</i>
<input checked="" type="checkbox"/>	C1.0-C3.0 A1.3	Conceptual Site Plan: A conceptual site plan showing proposed on and off-site improvements. Site plan shall include conceptual landscaping and public amenities. Detailed plant list not required.
<input checked="" type="checkbox"/>	A2.1-A2.5, A4.1-A4.2, A5.1-A5.2	Conceptual Elevations and Floor Plans: Elevations and floor plans for all facades and all levels shall be provided. Elevations shall depict materiality, however, colored renderings not required.
<input checked="" type="checkbox"/>	A4.0	Conceptual Materials and Color Palette: Materials and colors sample board shall be provided for all facades. Photos of materials, representative imagery, and other digital representation of concept is acceptable. Specifications of materials and colors are not required.
<input checked="" type="checkbox"/>	A5.1-A5.2, A0.1	3D Perspectives: A minimum of two perspectives, one from a street view and one from bird's eye view, showing the massing of the proposed project within the context of the surrounding neighborhood. Adjacent properties and structures must be included. Full color renderings or photo-realistic perspectives are not required.

To: City of Ketchum Planning and Building Department,
P&Z Commissioners

Date: November 24, 2025

Re: 680 N. Leadville Avenue, Ketchum Pre-application Design Review

Planning and Building Staff and Commissioners,

The enclosed application materials outline the proposed design of a new multi-family building at 680 N. Leadville Avenue within the Community Core, subdistrict 2. The address includes lots 3 & 4 of Block 27. There is an existing structure on lot 3 that serves as a small daycare and an existing multi-family structure on lot 4 that contains seven units of housing. The applicant would like to donate the structure on lot 3 to the City of Ketchum. It was moved from its previous location to this site, so it has been moved once before. Otherwise, both existing structures are proposed to be demolished.

The two lots are extremely challenging, with over 20 feet of rise from the front to the rear property corner at the southern boundary of lot 3 and 13 feet of rise from the front to the rear property corner at the northern property boundary of lot 4. Adjacent structures include Hotel Ketchum, the Knob Hill Ridge Condominiums, Leadville Condo Plaza Condominiums, Scottevest, and single-family residential (LR) homes across the alley to the east (accessed off East Avenue).

The applicant proposes to consolidate lots 3 and 4. Additionally, after two meetings with the City Department heads, it was discussed that the 7th Street right-of-way be vacated, as the City does not currently maintain the existing asphalt driveway within the ROW that accesses the Knob Hill Ridge Condos nor is the ROW developed to City standards. The southern half of the ROW would be dedicated to the applicant and the northern half to the Knob Hill Ridge Condominium owners. Seth Martin, Fire Marshal, requests a fire truck turnaround and aerial apparatus access be located within the vacated right-of-way. The fire truck turnaround is for the benefit of the Knob Hill Ridge Condo owners, as the length of their driveway currently exceeds maximum Fire Code allowable lengths.

The proposed multi-family building, totaling 24,074 square feet, will contain ten units of varying size, including (4) 1-bedroom units, (2) 2-bedroom units, and (4) 3-bedroom units ranging from 700 to 3,555 square feet. 10 parking spaces are required, and 11 parking spaces are being proposed, including one accessible space. The parking is accessed from the vacated 7th Street ROW and tucks under the rear of the building. It is intended that unit 2 on the second floor will be dedicated to the City's deed-restricted community housing stock.



To break up the massing of the structure, the applicant has employed several design strategies. The west-facing (Leadville Ave) ground floor facade is broken into four elements to break up the scale at the pedestrian level: the metal-clad main lobby entry at the southwest corner, two stone-clad elements with landscape planters and bench seats, and a wood-clad recessed entry alcove for units 4 and 5. The second and third floor facades are set back 14 feet from the ground floor along Leadville Avenue (west façade) and 4 feet from the north facade. A green roof at the second floor level occupies a portion of this setback to enhance the change of plan. Because of the steeply sloping site, the second floor of the east (alley) elevation is at grade with the alley topography, allowing these (3) units on-grade walk-out access. The garage parking is tucked into the sloping grade below these units. To fairly apply building height limitations on sloping sites, the Ketchum Municipal Code allows a step in the building height/massing 40 feet from the front property line. In the case of this steeply sloping site, this allows for an upper floor unit that is set back 41 to 44 feet from the front property line. The exterior material palette contains a mix of natural- and dark-stained wood siding; vertical metal cladding; and stone veneer. Wood (or wood-look) battens on the north, west, and south facades are set off the face of the building at varying distances and spacing to create depth, shadow, and rhythm.

Please see the preliminary responses below to the Design Review Evaluation Standards.



Design Review Evaluation Standards

17.96.060: Improvements and Standards

A. Streets:

1. The applicant shall be responsible for all costs associated with providing a connection from an existing city street to their development. WPA Response: Details will be provided at the time of the formal design review application and applicant is aware that they are responsible for all costs associated with the connection.
2. All street designs shall be approved by the City Engineer. WPA Response: Street design and details will be provided at the time of the formal design review application for review and approval by the City Engineer.

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. WPA Response: A sidewalk meeting the City of Ketchum standards will be installed along the Leadville Avenue ROW adjacent to the project site.
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. WPA Response: The Civil Engineer will continue coordinating the ROW design with the City Engineer to meet City standard (or discretionary) requirements.
3. Sidewalks may be waived if one of the following criteria is met:
 - i. The project comprises an addition of less than two hundred fifty (250) square feet of conditioned space. WPA Response: N/A.
 - ii. 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. WPA Response: N/A.
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. WPA Response: The proposed sidewalk to be designed by the Civil Engineer (Starhope Engineering) will be the majority of the length of the Leadville Avenue (west) property line of the project, turning east before the curb cut within the vacated 7th Street ROW.
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. WPA Response: The Leadville Avenue sidewalk improvement adjacent to the west property line will connect to the existing Leadville Avenue sidewalk to the south of the property. This sidewalk will also turn the corner on the north end of the Leadville Avenue property extents into the vacated 7th Street right-of-way to provide pedestrian connections to the 2nd floor alley units and garage parking.
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. WPA Response: N/A.

C. Drainage:

1. All storm water shall be retained on site. WPA Response: Detailed information will be submitted by the Civil Engineer at the time of final Design Review to show that all on-site storm water will be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street. WPA Response: Confirmed. Detailed information will be submitted at the time of final Design Review to show drainage improvements equal to the length of the north and west property lines, which are adjacent to public and private streets (driveways).
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site. WPA Response: The Civil Engineer will work with the City Engineer to determine and meet any additional drainage improvements.
4. Drainage facilities shall be constructed per city standards. WPA Response: confirmed. Civil engineer (Starhope Engineering) will design drainage needed onsite to meet the city standards.

D. Utilities:

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant. WPA Response: Confirmed. Applicant will cover the costs of the utility upgrades.
2. Utilities shall be located underground and above grade utility, power and communication equipment within the development site shall be concealed from public view. WPA Response: Confirmed. Additional information will be provided at design review.
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. WPA Response: Applicant will provide fiber conduit where necessary and in accordance with the City of Ketchum.

E. Compatibility of Design:

1. The project's materials, colors and signing shall be complementary to the townscape, surrounding neighborhoods and adjoining structures. WPA Response: The exterior color palette and materials we are proposing will be complimentary to its adjacencies, the townscape, and surrounding neighborhoods. The palette uses a combination of natural stone, natural- and dark-stained wood, and vertical metal cladding.
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. WPA Response: No known historical landmarks exist on this property.
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. WPA Response: N/A.

F. Architectural:

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined. WPA Response: A clearly defined entry is proposed on the southeast corner of the property, which directly connects to the sidewalk on Leadville Avenue. Signage and a thin steel awning help define the main entrance to the building.
2. The building character shall be clearly defined by use of architectural features. WPA Response: The building character is clearly defined by its architectural features, massing, and material palette. The materials vary with the planes of the façades (massing). A screen of horizontal battens create depth, shadow, and rhythm.
3. There shall be continuity of materials, colors and signing within the project. WPA Response: The proposed stone, wood, and metal materials are complementary to each other and provide for continuity across the project.
4. Accessory structures, fences, walls, and landscape features within the project shall match or complement the principal building. WPA Response: Accessory structures/landscape features like the exterior railings, retaining walls, ground level planters, and the trash enclosure will match or complement the materials used on the building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness. WPA Response: Confirmed. The west-facing (Leadville Avenue) ground floor facade is broken into four elements to break up the scale at the pedestrian level: the metal-clad main lobby entry at the southwest corner, two stone-clad elements with landscape planters and bench seats, and a wood-clad recessed entry alcove for units 4 and 5. The second and third floors offer relief with open terraces on the street side of the building, setting the exterior walls on a separate plane from the floor below. The fourth floor is set back to meet the requirements of the Ketchum Municipal Code, greatly reducing visibility from the street below. The terraced facade creates relief on all sides of the building.
6. Building(s) shall orient towards their primary street frontage. WPA Response: Confirmed. The pedestrian entrance to the building is located on Leadville Avenue. The north side of the building is primarily motor vehicle access to the garage. 7th Street will be vacated to accommodate the improvements.
7. Garbage storage areas and satellite receivers shall be screened from public view and located off alleys. WPA Response: The garbage storage area is proposed to be within the retained paved area at the northeast side of the lot, at the end/to the side of the fire truck turnaround to be constructed within the vacated 7th Street ROW. The garbage storage will be screened with horizontal battens similar to those applied to the building facade. The alley will be left unimproved due to the topographic challenges and dead-end alley concerns of the Fire Department.
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. WPA Response: Confirmed.

G. Circulation Design:

1. Pedestrian, equestrian, and bicycle access shall be located to connect with existing and anticipated easements and pathways. WPA Response: Confirmed. There is an existing concrete sidewalk at the adjacent lot to the south which the new sidewalk will connect for pedestrian access. The sidewalk will turn and continue up the vacated 7th

Street right-of-way to provide pedestrian connections to the 2nd floor alley units and garage parking.

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. WPA Response: No awnings shall extend over public sidewalks.

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. WPA Response: Confirmed.

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. WPA Response: Confirmed. Detailed information will be submitted at the time of final Design Review documentation by civil engineer (Starhope Engineering).

5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project. WPA Response: Confirmed.

H. Snow Storage:

1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas. WPA Response: See response #4. Snow storage shall not be provided on site.

2. Snow storage areas shall be provided on-site. WPA Response: See response #4. Snow storage shall not be provided on 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. WPA Response: See response #4. Snow storage shall not be provided on site.

4. In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed. WPA Response: Applicant proposes hauling snow off site for all improved, uncovered parking and pedestrian circulation areas. Upper floor terraces will have snowmelt systems.

I. Landscaping:

1. Landscaping is required for all projects. WPA Response: Confirmed. As of now, we plan to have planters along the building on both Leadville Ave and 7th Street, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

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. WPA Response: Confirmed. The applicant proposes planters along the building on both Leadville Avenue and the vacated 7th Street ROW, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

3. All plant species shall be drought tolerant. Native species are recommended but not required. WPA Response: Confirmed. Plant species will be listed at the final design review submittal and included in the drawings completed by a licensed landscape architect.

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. WPA Response: The applicant proposes planters along the building on both Leadville Avenue and the vacated 7th Street ROW, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

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. WPA Response: Two benches will be set into the proposed planters along Leadville Avenue for public use.

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. WPA Response: The applicant will work with the Public Works Department and City Engineer to determine location of street trees and street lights.
2. Street trees with a minimum caliper size of three inches (3"), shall be placed in tree grates. WPA Response: Additional details will be submitted at the time of design review to show specifications of street trees to have a minimum caliper size of 3", placed in tree grates.
3. Due to site constraints, the requirements of this subsection A may be modified by the Public Works Department. WPA Response: The applicant will work with the Public Works Department to determine if modifications are needed.

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. WPA Response: Confirmed. Refer to the drawings and renderings. All facades facing a street or alley or located more than 5' from the interior (south) property line have both solid surfaces and windows to avoid the creation of blank walls. The screen of horizontal battens also create depth, shadow, and rhythm.
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. WPA Response: N/A.
3. For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows. WPA Response: N/A.

4. Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited. WPA Response: Confirmed. The design has a series of flat, ballasted roofs.
5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters and downspouts. WPA Response: No pitched roofs are proposed.
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. WPA Response: N/A. No overhangs extend over a public sidewalk.
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. WPA Response: The entry alcove for units 4 and 5 create a front stoop/porch. This area shall not be enclosed; however, a portion of it is screened with vertical wood battens.

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. WPA Response: The garbage storage area is proposed to be within the retained paved area at the northeast side of the lot, at the end/to the side of the fire truck turnaround to be constructed within the vacated 7th Street ROW. The garbage storage will be screened with horizontal battens similar to those applied to the building facade.
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. WPA Response: Applicant will present more detail on roof and ground-mounted mechanical and electrical equipment at the time of design review. All equipment shall be screened in a manner compatible with the overall building.

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. WPA Response: The applicant will work with the Landscape Architect to determine if any healthy, mature trees will be removed from the site. If necessary, replacement trees will be accounted for. Additional information will be presented at the time of Design Review.
2. Trees that are placed within a courtyard, plaza or pedestrian walkway shall be placed within tree wells that are covered by tree grates. WPA Response: Any street trees placed in the ROW sidewalk or other pedestrian walkway will be placed in tree wells covered by an iron grate.
3. The city arborist shall approve all parking lot and replacement trees. WPA Response: Confirmed.

E. Surface Parking Lots:

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street. WPA Response: N/A. No surface parking lots are being proposed.
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. WPA Response: 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. WPA Response: Confirmed. As of now, we plan to have planters along the building on both Leadville Ave and 7th Street, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

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. WPA Response: Confirmed. Three bike racks will be provided. Additional information regarding the exact locations of the bike racks will be presented at Design Review.
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. WPA Response: Confirmed. 11 parking spaces are required, three bike racks will be presented at the time of design review.
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. WPA Response: Additional information regarding the exact locations of the bike racks will be presented at Design Review.