



Planning and Zoning Commission - Regular Meeting MINUTES

Monday, July 13, 2020 at 5:30 PM
Ketchum City Hall
480 East Avenue North, Ketchum, ID 83340

CALL TO ORDER

The meeting was called to order at 5:37 PM by Chairman Neil Morrow.

PRESENT

Chairman Neil Morrow
Vice-Chair Mattie Mead
Commissioner Kurt Eggers
Commissioner Jen Cosgrove (by video feed)

COMMISSION REPORTS AND EX PARTE DISCUSSION DISCLOSURE

There were no disclosures made by the Commissioners.

CONSENT CALENDAR—ACTION ITEMS

1. **Nalen Appeal Findings of Fact and Conclusions of Law**
2. **3020 Warm Springs Rd Duplex Design Review Findings of Fact and Conclusions of Law**
3. **Cherp Conditional Use Permit Findings of Fact and Conclusions of Law**

Senior Planner Brittany Skelton commented on the Cherp Conditional Use Permit. She recommended a 6-month review of the business license to coincide with the Staff check-in at the January 2021 PZ meeting. Condition 6 states to review in 6 months and then at business license renewal with any further review at the Commission's discretion. The Commission elected to review in 6 months.

Motion to approve Items 1, 2, and 3 of the Consent Calendar with additions as noted.

Motion made by Vice-Chairman Mead, Seconded by Commissioner Eggers.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Cosgrove, Commissioner Eggers

PUBLIC HEARINGS AND COMMUNICATIONS FROM STAFF – ACTION ITEMS

4. **ACTION - North Pass Subdivision Preliminary Plat: 128 & 130 Short Swing Lane A & B (North Pass Condominiums No. 8: Units A & B)** The Commission will consider and make a recommendation regarding a Townhouse Subdivision Preliminary Plat to convert an existing duplex containing two condominium units located at 128 and 130 Short Swing Lane within the City's General Residential Low Density (GR-L) Zoning District into two townhomes.

Associate Planner Abby Rivin gave the overview of the project for North Pass condos to convert a duplex condominium to townhome ownership. There are no changes to the site or the buildings. There is a plat note indicating the existing duplex is not built to current townhouse building code.

Commissioner Eggers asked about the shared utilities.

Bruce Smith, representing applicant, indicated the plat notes show a shared utility easement.

Commissioner Cosgrove asked about short-term rentals of this unit.

Smith related that the applicant now owns both units and will rent the second unit for long term.

Planner Skelton related the benefits of a townhouse designation for financing of purchase.

Public comment was opened. Being no comments, Public Comment was closed.

Motion to approve the North Pass #8 Townhouse Subdivision Preliminary Plat and authorize the Chair to sign the findings.

Motion made by Commissioner Eggers, Seconded by Vice-Chairman Mead.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Cosgrove, Commissioner Eggers

5. **ACTION - West Ketchum Residences Phased Agreement and Preliminary Plat: 150 Bird Drive** (Lot 5AA, Bavarian Village Sub)The Commission will consider and make a recommendation regarding a Townhouse Subdivision Preliminary Plat and Phasing Plan and Agreement application submitted by Galena Engineering on behalf of West Ketchum Residences, LLC for a 10-unit townhome development proposed for 150 Bird Drive.

Senior Planner Brittany Skelton presented the Phased Agreement and Preliminary Plat. The townhouse units can be platted in phases as they are completed. There is a timeline for completion by 2023. If unforeseen circumstances cause a delay, this agreement can be amended.

Commissioner Cosgrove asked about how we protect against another unfinished project. Planner Skelton indicated utilities are now all installed at the same time, making the property more desirable and ready for development. The Final Plat can be issued for each phase upon the completion of each section.

Administrator Frick indicated the Harriman Hotel is under a Development Agreement versus a Phased Subdivision Agreement. This project has multiple buildings to be built one at a time, which can be completed and sold individually. The Development Agreement is for a single project.

Public comment was opened. Being no comments, Public Comment was closed.

Motion to approve the Preliminary Plat and Phasing Agreement for the West Ketchum Residences Phased Agreement and Preliminary Plat including Condition 3 amended as noted and authorize the Chair to sign the Findings of Fact.

Motion made by Commissioner Eggers, Seconded by Vice-Chairman Mead.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Cosgrove, Commissioner Eggers

6. **ACTION - Fourth and Walnut Mixed-Use Building Design Review:** (Project Location: Ketchum Townsite: Block 44: Lots 7 and 8, 371 and 391 N Walnut Avenue) The Commission will consider and take action on a Design Review Application submitted by Graham Whipple of Resin Architecture for a new 20,876 square-foot, two-story mixed-use building and associated site improvements located on two lots at the southwest corner of the intersection of Walnut Avenue and 4th Street within the Retail Core of the Community Core (CC-1).

The Design Review was presented by Associate Planner Abby Rivin. Staff recommends to the Commission to review the project, hear public comment, and provide feedback to the applicant. Staff recommends continuing the Design Review to the August meeting for additional information on exterior materials.

Architect Graham Whipple of Resin Architecture described the updated options of the project. The 4th Street bulb-out had been removed. Trees that are removed will be replaced. There is new landscaping along 4th Street with four new street trees. He described the setbacks and undulation of the building. There is 1500 sq. ft of Community Housing, retail and food service on the 1st floor on the 4th St side and the Walnut Ave side, and one market-rate residential unit on the ground floor. The 2nd floor has retail space and 2 residential units. There are 7 parking spaces on-site, 4 existing spaces on Walnut and 2 existing spaces on 4th St. for a total of 13 parking spaces. In addition, there are 4 center-of -the-street spaces that can be attributed to this project. The Mansard roof allows for screening of the mechanical equipment on the roof. The exterior has natural stone covering the lower portions and vertical elements at the corner of Walnut and 4th. There will be outdoor seating for the coffee shop. Elevations of the building from numerous angles were shown.

Public comment was opened. Being no comments, Public Comment was closed.

Commissioner Cosgrove liked the building and the attention to detail, but thought the corner was not as inviting as it could be. She felt the public should be able to enter the building through the front door. She suggested an awning to tie into the rest of the building. Whipple replied there was an awning, but it was removed in the design updates. He thought they would consider bringing it back.

Vice-Chair Mead agreed with Commissioner Cosgrove and thought the lintel above the corner door was misplaced. He also liked the idea of an awning.

Commissioner Eggers agreed with Commissioner Cosgrove and Vice-Chair Mead that the corner needed more work to provide a cozier, more inviting entrance. He appreciated the larger setbacks. He asked about the basement, the height of the building, and the lighting. Whipple revealed the basement is about one-third of the area of the building. The building height is 42' at the Gold Mine edge and then slopes down with the grade until it is under the maximum height. All lighting fixtures are Dark Sky compliant.

Planner Rivin indicated the building meets the height standard and will work with the applicant to better represent the height. Rivin explained the parking requirement and how this project complied.

Chair Morrow liked the project and agreed with the previous comments about the corner.

Vice-Chair Mead thought the portico/car cover looked "added-on" and thought it could also use review.

Motion to continue the Fourth and Walnut Mixed-Use Building Design Review to the August 11, 2020 meeting.

Motion made by Vice-Chairman Mead, Seconded by Commissioner Eggers.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Eggers

ABSENT: Commissioner Cosgrove

7. **ACTION - Floodplain Ordinance Amendments** The Planning and Zoning Commission will consider amendments to Ketchum Municipal Code, Title 17, Zoning, Chapter 17.88, Floodplain Management Overlay Zoning District and Chapter 17.08, Definitions.

Senior Planner Brittany Skelton brought the Floodplain Amendments to the attention of the Commission regarding bringing the Ketchum Ordinance up to FEMA standards. She recommended removing the ability of staff to waive FEMA requirements. She outlined other content changes to align the Ketchum Code with FEMA regulations.

Commissioner Cosgrove indicated the need to educate the public and water-front homeowners of the importance of adhering to code and how their actions affect the river ecosystem.

Commissioner Eggers asked about the variance clause for minor modifications. Skelton replied the Ketchum standards are higher than FEMA standards. She recommended a Request for a Variance should be brought before the Commission.

Public comment was opened. Being no comments, Public Comment was closed.

Motion to continue the Floodplain Ordinance Amendments to the August 11, 2020 meeting.

Motion made by Vice-Chairman Mead, Seconded by Commissioner Eggers.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Eggers

ABSENT: Commissioner Cosgrove

8. **ACTION - Gem Street Subdivision Preliminary Plat and Lot Line Shift: 131 and 151 Topaz Street** (Lot 1, Shelby Dukes Sub and Ketchum FR SE SW TL 8490 SEC 18 4N 18E) The Commission will consider and make a recommendation regarding a Preliminary Plat submitted by Fritz Haemmerle and Reli Haemmerle to subdivide and adjust the existing lot lines shared by two existing parcels, 131 Topaz (Lot 1, Shelby Dukes Sub) and 151 Topaz (Ketchum FR SE SW TL 8490 SEC 18 4N 18E) into three (3) lots. **Continued to August 11, 2020**

Motion to continue to the August 11, 2020 meeting.

Motion made by Vice-Chairman Mead, Seconded by Commissioner Eggers.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Eggers

ABSENT: Commissioner Cosgrove

STAFF REPORTS & CITY COUNCIL MEETING UPDATE

- PZ Commission meetings have been moved to the second Tuesday of the month at 4:30 PM.
- The August 11, 2020 meeting will address several Plat actions.
- Meeting August 13, at 4:30 PM to re-hear PEG Project to allow for greater noticing.
- Vice-Chair Mead asked for a clarification on attending meetings in person vs video feed.

ADJOURNMENT

Motion to adjourn at 7: 08 PM

Motion made by Commissioner Eggers, Seconded by Vice-Chairman Mead.

Voting Yea: Chairman Morrow, Vice-Chairman Mead, Commissioner Cosgrove, Commissioner Eggers



Neil Morrow
PZ Commission Chairman