

AGENDA ITEM SUMMARY

DATE: 7/2/2012 DEPARTMENT: Legal

DEPT. HEAD SIGNATURE: _____

SUBJECT:

Friedman Memorial Airport Authority ("FMAA") Meeting

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

I just reviewed the FMAA agenda and packet for the FMAA meeting scheduled for August 7, 2012. I am attaching the agenda, the meeting brief and Attachment No. 5. Much of the meeting appears to be devoted to the FMAA budget and rates for the next fiscal year. I believe there is only one item of interest. Under Unfinished Business (§ IV(A)(5)(a)), the FMAA will review a Scope of Work from T-O Engineers to evaluate airport alternatives. Attachment No. 5 is the proposed scope of work. Please note that the consent agenda for our meeting contains a resolution authorizing a grant which will entirely fund the scope of work.

I did not see anything else on the agenda, the meeting brief or any attachment which I feel should be discussed during the City Council meeting. If you want access to the entire FMAA packet, please go to www.flyfma.com and click onto FMAA Meetings & Agendas.

Ned

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
____ City Attorney ____ Clerk / Finance Director ____ Engineer ____ Building
____ Library ____ Planning ____ Fire Dept. _____
____ Safety Committee ____ P & Z Commission ____ Police _____
____ Streets ____ Public Works, Parks ____ Mayor _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review and discuss the agenda and meeting brief. If appropriate, direct FMAA representatives on action to be taken at the next FMAA meeting.

FOLLOW-UP REMARKS:

**NOTICE OF A REGULAR MEETING
OF
THE FRIEDMAN MEMORIAL AIRPORT AUTHORITY**

***PLEASE TAKE NOTICE** that a regular meeting of the Friedman Memorial Airport Authority shall be held Tuesday, August 7, 2012 at 5:30 p.m. at the **old Blaine County Courthouse Meeting Room, Hailey, Idaho.** The proposed agenda for the meeting is as follows:*

**AGENDA
August 7, 2012**

- I. APPROVE AGENDA**
- II. PUBLIC COMMENT (10 Minutes Allotted)**
- III. PUBLIC HEARING**
 - A. FY '13 Rates & Charges – Attachments #1, #2 ACTION
 - B. FY '13 Budget – Attachments #3, #4 ACTION
- IV. UNFINISHED BUSINESS**
 - A. Airport Solutions
 - 1. Blaine County Report DISCUSSION
 - 2. City of Hailey Report DISCUSSION
 - 3. Airport Manager Report DISCUSSION
 - 4. Interim Communications Director Report
 - a. Coffee Talk DISCUSSION
 - b. Airport Tour DISCUSSION
 - 5. Existing Site
 - a. Friedman Memorial Airport Alternatives – Technical Analysis – Attachment #5 DISCUSS/DIRECT/ACTION
 - 6. Replacement Airport DISCUSS/DIRECT
 - 7. Retain/Improve/Develop Air Service
 - a. FSVA Report DISCUSS/DIRECT
 - b. First Time Schedule Commercial – Jet Service Environmental Assessment (EA) Update DISCUSS/DIRECT
 - c. Air Service Scope of Work – (Seasonal True Market Estimates & Airfare Monitoring) DISCUSS/DIRECT
 - 8. FMAA Primary Snow Removal Equipment With Attachments – Attachment #6 ACTION
- V. APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
 - A. July 3, 2012 Regular Meeting - Attachment #7 ACTION
- VI. AIRPORT STAFF BRIEF**
 - A. Noise Complaints
 - B. Parking Lot Update
 - C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #8 - #11
 - D. Review Correspondence – Attachment #12
 - E. Fly Sun Valley Alliance Update – Attachments #13, #14
 - F. Airport Weather Interruptions
 - G. Administrative Brief
 - H. Operations Brief
- VII. PUBLIC COMMENT**
- VIII. ADJOURNMENT**

FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETINGS ARE OPEN TO ALL INTERESTED PARTIES. SHOULD YOU DESIRE TO ATTEND A BOARD MEETING AND NEED A REASONABLE ACCOMMODATION TO DO SO, PLEASE CONTACT THE AIRPORT MANAGER'S OFFICE AT LEAST ONE WEEK IN ADVANCE BY CALLING 786-4956 OR WRITING TO P.O. BOX 929, HAILEY, IDAHO 83333.

III. PUBLIC HEARING

A. FY '13 Rates and Charges – Attachments #1, #2

The Friedman Memorial Airport Authority Rates and Charges Policy states, "Each year, during the Friedman Memorial Airport Authority budget process, which takes place from June through September, rates, fees, tolls and charges for the use or availability of the facilities of the Airport shall be established. In order to establish the appropriate amounts for said rates, fees, tolls and charges, the Authority shall first determine the amount of income necessary to make the Airport self-sustaining and shall then determine as closely as possible, the specific causes of the operating costs. All revenues generated by the Airport and any local taxes on aviation fuel will be expended by the Authority for the capital or operating costs of the Airport."

Last month, the Board reviewed a Draft Rates & Charges document which included adjustments to "Security/Airport Identification" fees.

Attachment #1 is the proposed FY '13 Rates and Charges Schedule that the Board reviewed on July 3, 2012. This hearing is noticed to afford one more opportunity for the Board to hear public comment. Attachment #2 is the Public Hearing Notice published on July 25 and August 1, 2012.

BOARD ACTION: 1. Approve the proposed Friedman Memorial Airport FY '13 Rates and Charges.

B. FY '13 Budget – Attachments #3, #4

Attachment #3 is the FY '13 Budget Worksheet (Combined) for Board review. The Board reviewed and worked on the Draft Budget June 5, and July 3, 2012. As stated in the Joint Powers Agreement, the Board is required to hold a public hearing on or before the first Tuesday in August and to approve the Budget on or before August 15th. Attachment #4 is the Public Hearing Notice that was published on July 25, and August 1, 2012.

BOARD ACTION: 1. Approve the proposed Friedman Memorial Airport Budget for FY 2013 in the amount of \$7,460,472.80.

IV. UNFINISHED BUSINESS

A. Airport Solutions

1. Blaine County Report

This item is on the agenda to permit a County report if appropriate.

BOARD ACTION: 1. Discussion

2. City of Hailey Report

This item is on the agenda to permit a City report if appropriate.

BOARD ACTION: 1. Discussion

3. Airport Manager Report

This item is on the agenda to permit an Airport Manager's report if appropriate.

BOARD ACTION: 1. Discussion

4. Interim Communications Director Report

a. Coffee Talk

BOARD ACTION: 1. Discussion

b. Airport Tour

BOARD ACTION: 1. Discussion

5. Existing Site

a. Friedman Memorial Airport Alternatives – Technical Analysis – Attachment #5

Airport Manager and Dave Mitchell, P.E. T-O Engineers, have completed discussions with the FAA regarding a scope of work for the previously-discussed 90-day planning study, now titled "Airport Alternatives – Technical Analysis". The final scope and proposed fee from T-O Engineers are included as Attachment #5. The FAA has approved the Scope of Work and proposed fee. This analysis will include evaluation of available alternatives at the existing airport site, in order to provide the FAA with the data they need to make informed decisions regarding the non-standard conditions at the airport. The goal will be to complete the evaluation of alternatives within 90-days. Dave Mitchell and Staff will be happy to discuss the scope of work and answer any questions the Board

may have.

Airport Staff has worked with T-O Engineer's, reviewed and commented on several versions of the fee estimate. Staff has compared the proposed fees with several recent planning efforts and is comfortable that the fees are reasonable. Since the fees are less than \$100,000 an independent fee estimate should not be required. Once the Board is comfortable with the Scope of Work and proposed fee, several Board actions may be appropriate.

- BOARD ACTION:
1. Approve the proposed Scope of Work.
 2. Make a determination that the proposed fees are reasonable.
 3. Authorize Chair execution of appropriate contract documents after Staff and Legal Counsel review and after the applicable Grant is in place.

6. Replacement Airport

Since April, Airport Staff and the consultant team have had several discussions with the FAA about the suspended EIS. Each time, the FAA has not been ready for EIS discussions even though action related to finding a replacement airport site is an essential part of the community's dual path forward. The FAA believes that the Technical Analysis discussed above is key to providing vital information related to an EIS discussion. Essentially, the FAA believes that the information will help determine the time line that a Replacement Airport fits in – Is it a mid, long or indefinite planning objective? The FAA believes this information will be valuable to the community as a long term vision is developed. Airport Staff will place this item back on the Board's agenda after the Technical Analysis is completed.

- BOARD ACTION: 1. Discuss/direct

7. Retain/Improve/Develop Air Service

a. FSVA Report

This item is on the agenda to permit a report if appropriate.

- BOARD ACTION: 1. Discuss/direct

b. First Time Schedule Commercial – Jet Service Environmental Assessment (EA) Update

Work continues on the Environmental Assessment for Operations Specifications approval of regional jet operations at the airport. Analysis

of potential impacts and preparation of a preliminary draft Environmental Assessment document have been completed. Minor delays (approximately one week) were encountered as a result of FAA concerns about using information generated during the EIS as well as concerns with use of the FAA's terminal area forecast for the aviation demand forecast. The draft document has been reviewed by airport staff and provided to FAA for their review. After FAA review is completed, the Environmental Assessment document will be released for public review and comment. Public release of the document is expected to occur in early August. During the public review period, input and comments will be received during an Airport Authority meeting. Dave Mitchell, T-O Engineers and Brad Rolf, Mead & Hunt will attend the meeting to provide a brief presentation, receive comments and answer any questions the Board may have.

BOARD ACTION: 1. Discuss/direct

c. Air Service Scope of Work – (Seasonal True Market Estimates & Airfare Monitoring)

Last month the Board approved the Mead & Hunt Air Service Scope of Work (Seasonal True Market Estimate & Airfare Monitoring) and authorized execution of appropriate agreements. Agreements will soon be in place and progress updates will be available during the October Board meeting.

BOARD ACTION: 1. Discuss/direct

8. FMAA Primary Snow Removal Equipment With Attachments – Attachment #6

Four sealed bids for Procurement of **Snow Removal Equipment with Attachments** consisting of a diesel powered front-end loader, 6 cubic yard snow bucket, 22-foot runway plow, 20-foot ramp plow, and 72-inch pallet forks were received and publically opened at 2:00 p.m. Wednesday, June 27, 2012. Bids were submitted by Arnold Machinery, Western States Caterpillar, Burks Tractor, and CESCO. Attachment #6 is Procurement Bid Summary included for Board information and use.

<u>Bidder</u>	<u>Bid Price</u>	<u>Rank</u>
Arnold Machinery Volvo L110G	\$287,510.00	1
Western States Caterpillar 950K	\$305,934.00	2
Burks Tractor Case 921F	\$314,870.00	3
CESCO John Deere 724K	\$317,653.00	4

Bids were solicited for 120-day delivery and alternate 60-day delivery. Each bidder submitted the same bid price for 120 and 60 day delivery.

The two low bidders were eliminated because the equipment proposed did not meet the specified bucket dump height. Award is recommended to the low responsive

Burks Tractor, Twin Falls who submitted a total bid price of \$314,870.00 for a Case 921 loader, ACS snow bucket and pallet forks, and Wausau runway and ramp plows.

Approval is requested to award to Burks Tractor for \$314,870.00 for the loader and all attachments to be delivered within 60 days of the effective date of the contract.

This project is the result of a new PFC application No. 12-08-C-00-SUN to impose and use a passenger facility charge acknowledged and approved by the FAA on July 5, 2012. The Board discussed and approved to process the new 2012 PFC Application to include acquisition of snow removal equipment on December 6, 2011.

BOARD ACTION: 1. Action

V. APPROVE FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

A. July 3, 2012 Regular Meeting – Attachment #7

BOARD ACTION: 1. Action

VI. AIRPORT STAFF BRIEF

A. Noise Complaints:

- Noise Abatement Notes:** From 1998 thru 2004, the Airport received an average of 29.4 noise abatement concerns (calls) in the month of July. From 2005 thru 2012 the Airport received an average of 6.75 noise abatement concern (calls) in the month of July.

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT DESCRIPTION	ACTION TAKEN
Hailey	6/19	9:18 a	Stage II Jet	Loud Departure	This was a Stage II jet in a normal and appropriate takeoff to the south. Just loud. Ops Chief spoke w/caller.
Deerfield	6/24	2:10 p	Turbo Prop	Loud Departure	This aircraft is easily distinguished by a loud, whining-type sound. Otherwise a normal operation southbound. Ops Chief lft a msg for the caller.

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT DESCRIPTION	ACTION TAKEN
Mid Valley	7/1	3:30 p	Unk	Aircraft landing/taking off from/to the north.	Caller was concerned about aircraft flying over her residence, mid-valley. Ops Chief spoke with her and explained operations reacting to wind conditions, which caller understood.
Woodside	7/9	7:12 a	Jet	Extended engine run time.	This was an aircraft that had to "burn off" excess fuel, in response to some mechanical issues. It was unfortunate that the "burn off" took place at the early hour that it did. By the time FMA Ops Chief became aware of the problem, it had long since terminated. Ops Chief spoke with caller.
Woodside	7/11	11:43 p	Jet	Late arrival.	This was an international flight that was delayed in customs at another airport. Ops Chief spoke with the pilots upon their arrival. Ops Chief spoke also with caller.
Chantrelle	7/12	2:11 a		Late	Unable to ID this aircraft. Caller advised that no follow up call was necessary because the Airport won't do anything about the incident anyway.
Bellevue	7/12	1:00 a			Aircraft was carrying an elderly resident who was delayed in transit. Ops Chief spoke with pilot, who apologized and explained that all intentions were to arrive prior to 11p. Ops Chief lft msg w/caller.
Woodside	7/13	5:55 a		Early departure	This was a charter operation scheduled to depart after 6:00 a. Passengers arrived early and insisted on leaving 5 minutes prior to 6:00 a. Ops Chief spoke w/caller.

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT DESCRIPTION	ACTION TAKEN
Hailey					This operation was in response to winds from the south. The aircraft was the same as the aircraft previously referenced in this brief. Airport Manager had a constructive discussion with the caller.
	7/19	6:44 p	Turbo Prop	Loud. Landing from N.	

B. Parking Lot Update

The Car Park Gross/Net Revenues

Month	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012
	Gross	Net	Gross	Net	Gross	Net
June	\$14,200.65	\$6,200.46	\$17,732.83	\$8,336.26	\$17,193.00	\$7,551.28

C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data - Attachments #8 - #11

Attachment #8 is Friedman Memorial Airport Profit & Loss through May 2012. Attachment #9 is air traffic control tower traffic operations data for June 2012. Attachment #10 is 2001 - 2012 air traffic control operations data comparison by month. Attachment #11 is 2006 - 2012 enplanement data. The following revenue and expense analysis is provided for Board information and review:

May 2011/2012

Total Non-Federal Revenue	May, 2012	\$106,858.68
Total Non-Federal Revenue	May, 2011	\$107,556.81
Total Non-Federal Revenue	FY '12 thru May	\$1,212,527.51
Total Non-Federal Revenue	FY '11 thru May	\$1,187,289.45
Total Non-Federal Expenses	May, 2012	\$154,554.39
Total Non-Federal Expenses	May, 2011	\$123,723.03
Total Non-Federal Expenses	FY '12 thru May	\$1,301,811.09
Total Non-Federal Expenses	FY '11 thru May	\$1,258,354.50
*Net Income to include Federal Programs	FY '12 thru May	\$-361,474.45
*Net Income to include Federal Programs	FY '11 thru May	\$-418,260.33

*Difference in net income is related to federal transactions.

D. Review Correspondence - Attachment #12

Attachment #12 is information included for Board review.

E. Fly Sun Valley Alliance Update – Attachments #13, #14

Attachment #13 is the June 11, 2012 Fly Sun Valley Alliance Meeting Minutes.
Attachment #14 is the July 16, 2012 Fly Sun Valley Alliance Meeting Agenda.

F. Airport Weather Interruptions for July, 2012

Airline	Flight Cancellations	Flight Diversions
Horizon Air	0	0
SkyWest	4 – Mech.	0

Wx: Weather Mech: Mechanical

G. Administrative Brief

a. AIP Project Update

Provided for Board review is the status of active and recently completed/closed AIP projects.

Grant No.	Project Description	Grant Amount	Expenditures to Date	95% of Eligible Expenses	Grant Amount Remaining	Grant/Project Status
Existing Airport						
34	Acquire snow removal equipment (SRE) (broom and plow) (Phase 2); Rehabilitate apron (Phase 1), design only; Rehabilitate parallel taxiway (Phase 1), design only; Rehabilitate taxilanes (Phase 1); design only	\$266,000.00	\$269,697.83	\$256,213.00	\$9,787.00	CLOSED 02/06/12
35	Rehabilitate parallel taxiways A & B and connector taxiways A2-A28 and B1-B5 and taxilanes (seal coat) (Phase 2), construction; Rehabilitate aprons (seal coat), (Phase 2)(Phase 2)	\$218,200.00	\$224,573.28	\$213,344.00	\$4,856.00	ACTIVE – Engineers Report submitted to FAA in February, 2011
36	Acquire snow removal equipment (SRE), including truck and rotary plow	\$545,500.00	\$565,880.30	\$537,586.00	\$7,414	ACTIVE – Engineers Report submitted to FAA in August, 2011

Replacement Airport

01	Conduct environmental study for replacement airport for Friedman Memorial Airport, Hailey, Idaho	\$2,245,094.00	\$2,363,256.76	\$2,245,093.00	\$.00	CLOSED 07/08/11
02	Conduct environmental study for replacement airport for Friedman Memorial Airport, Hailey, Idaho (Phase 2)	\$2,500,000.00	\$2,437,377.81	\$2,315,508.00	\$184,492.00	ACTIVE
03	Conduct environmental study for replacement airport for Friedman Memorial Airport, Hailey, Idaho (Phase 3)	\$453,818.00	\$429,914.00	\$408,418.00	\$45,400.00	ACTIVE
04	Conduct environmental study for replacement airport for Friedman Memorial Airport, Hailey, Idaho (Phase 4)	\$2,500,000.00	\$1,543,246.77	\$1,466,084.00	\$1,033,916.00	ACTIVE

b. PFC 11-07-C-00-SUN Project Update

Project No.	Project Description	PFC Approved Amount	PFC Actual Expense	Over/Under Contract	Project Status
001	Modify SRE Building	\$18,841.00	\$18,841.00	.00	Complete
002	Acquire SRE Broom Truck	\$31,717.00	\$33,456.00	\$1,739.00	Complete
003	Airfield Pavement Rehab	\$13,688.00	\$13,010.00	(\$678.00)	Complete
004	Acquire Rotary Plow	\$27,640.00	\$28,270.00	\$630.00	Complete
005	Draft EIS Phase II	\$218,092.00	\$34,828.00	(\$183,264.00)	Active
006	Communication Switch	\$153,000.00	\$142,000.00	(\$11,000.00)	Complete
007	PFC Admin 11-07-C-00-SUN/Application Preparation	\$18,500.00	\$18,299.00	(\$201.00)	Complete
008	Relocate Power Line – SRE Building	\$24,440.00	\$24,440.00	\$.00	Complete
Total		\$505,918.00	\$313,144.00	(\$192,774.00)	

Collections	\$339,168.18
Expenditures	\$310,682.00
Balance as of 07-10-12.....	\$28,486.18

c. PFC 12-08-C-00-SUN Application Update

On July 5, 2012 the FAA approved this new Notice of Intent to collect at a PFC level of \$4.50 for eligible enplaned passengers at Friedman Memorial Airport. The amount of PFC revenue that FMAA is authorized to collect and use at the Airport under this new acknowledgement is \$527,500.

Project No.	Project Description	PFC Approved Amount
001	Purchase Snow Removal Equipment	\$300,000.00
002	Security Improvements	\$209,000.00
003	Implementation & Admin Costs	\$18,500.00
Total		\$527,500.00

PFC 12-08-C-00-SUN proposed effective date is January 1, 2014. We will continue to collect PFC funds for impose and use until the status of the Draft EIS Phase II is determined.

H. Operations Brief

As you know, July is a busy month at the Airport. We're happy to report that July 4th traffic, as well as that associated with special events, while considerably challenging, was handled safely and efficiently. Special events in July always pose particular challenges. Significant among those are traffic volume and frequency, regional air traffic control (Salt Lake City Center – FAA) the "mix" of large aircraft and the task of accommodating parking and staging for them, as well as assorted security assignments, both planned and unplanned. All in all, through a collaborative team approach with Atlantic Aviation, the air carriers and Airport tenants, everything went well. There will soon be a post event meeting/critique which will serve as a review and initial discussion for future improvements as well as the first planning meeting for next year's similar activities.

Planning is ongoing for the September 15th Airport Appreciation Day event.

The terminal is scheduled for new carpet installation beginning approximately August 15th. The project is contracted to be completed no later than September 10th. It is anticipated that the project will actually take about two weeks. Most work will be conducted at night and in a manner that does not impede normal daily operations in the terminal. A pre-construction planning meeting is tentatively planned for August 9th.

The Board may recall that an RFP for this project was issued in May. Of three potential contractors, one returned a viable proposal. Originally \$50,000.00 had been budgeted for this project. Economics and industry proved that the original amount budgeted fell short of the actual cost, which was \$72,000.00. The Board authorized Staff to proceed with the project during the July Board meeting.

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Friedman Memorial Airport (SUN)
Hailey, Idaho
Airport Alternatives – Technical Analysis
Scope of Work

July 20, 2012

Sponsor: Friedman Memorial Airport Authority

Consultant: T-O Engineers, Inc.

Introduction

The Friedman Memorial Airport is located in Hailey, Idaho. This airport serves the Wood River Valley region of Idaho, including the Sun Valley resort area. The Airport is currently served by two commercial service air carriers: SkyWest and Horizon Air. A large number of corporate jets and other general aviation aircraft also use the airfield for business, recreation and travel to and from the large number of second homes in the area. The Friedman Memorial Airport Authority (FMAA) governs and manages the airport under a joint powers agreement between the City of Hailey and Blaine County, who jointly sponsor the airport.

The airport does not meet current FAA design standards. Traffic by aircraft such as the Bombardier Q400, operated by Horizon Air, and several models of large GA aircraft (e.g., Gulfstream G-V and Bombardier Global Express) dictates that the Airport Reference Code for the airport is C-III. Due to the geometry of the existing site, the airport does not meet standards for many criteria, most critically the Runway Safety Area. Currently, operational restrictions allow the Q400 to operate at the airport, but these restrictions were intended as a temporary measure until a new airport would be constructed. Additionally, SkyWest Airlines has recently requested permission from the FAA to operate the Canadair Regional Jet 700 (CRJ700) at SUN. The CRJ700 is a C-II aircraft, and the airport does not meet C-II design standards either. Improvements toward meeting these standards must be made, in order to retain and improve air service. Commercial air service operations at an airport are subject to review and approval by the FAA, and these areas where standards are not met, could impact their approval.

Until recently, the planned solution was to relocate the airport to a new site south of the existing airport and away from the valley cities. The Federal Aviation Administration (FAA) was conducting an Environmental Impact Statement (EIS) study for a new location until the decision was made to suspend the study in August 2011, due to financial and environmental concerns with the sites under consideration.

The FAA is currently evaluating options for moving forward and has determined a need for additional data. The purpose of this effort is to collect and present that data to the Seattle Airports District Office.



This data collection effort includes the development of alternatives for correcting non-standard conditions relative to C-III standards in the following areas:

1. Runway Safety Area
2. Object Free Area
3. Runway-Taxiway Separation
4. Runway-Aircraft Parking Separation

In addition, a schedule will be developed for bringing the Runway Safety Area to standards, as it is a statutory requirement to meet the RSA standard for Part 139 airports by 2015. This includes the Friedman Memorial Airport.

This effort also includes a Modification of Design Standards write-up which proposes mitigation strategies for the non-standard conditions where the improvements to meet standards are determined to be impracticable. The FAA, Airport Sponsor and Consultant will work in partnership on this effort.

The results of this study will provide the data necessary for the FAA to make informed decisions pertaining to the non-standard conditions existing at the Friedman Memorial Airport (SUN). The alternatives analysis will not restrict options to those that can be made within the existing airport property boundary, but instead will consider all alternatives in order to accurately evaluate what can be done to meet standards. It is important to understand the costs and factors associated with meeting standards to determine the practicability of pursuing each option. In addition, this information will be useful in determining whether or not the EIS effort should continue.

Project Approach

The purpose of this project is to investigate alternatives for what can be done to provide a safer airport platform for the type and size of aircraft that use the airport today. This study is necessary to address the safety improvements that are needed based on the commercial and corporate aircraft that currently use the airport, not to accommodate future demand by larger aircraft. The analysis needs to consider the needs of both the Q400 (C-III) and the CRJ700 (C-II).

The goal of this study will be to develop alternatives and costs within 90 days. Alternatives evaluated will consider full compliance with FAA design standards and other potential alternatives, which may require Modifications of Design Standards. It is anticipated that the safety of alternatives developed during this 90-day effort will be evaluated by a Safety Risk Management panel to determine their acceptability from a safety standpoint. Four major areas of deficiencies have been identified during previous analyses:

1. Runway Safety Area: The Runway Safety Area does not meet C-II or C-III design standards, due to the location of taxiways or portions of taxiways within the RSA on both sides of the runway.
2. Runway Object Free Area: The existing airport does not meet C-II or C-III design standards, due to the presence of the air traffic control tower, terminal aircraft parking, east perimeter fence and Highway 75, along with other objects.
3. Runway to Parallel Taxiway Separation: Separation standards for runway centerline to parallel taxiway centerline are 300 feet for C-II and 400 feet for C-III. The current separation varies from 180 feet to 335 feet for the various segments of parallel taxiway.
4. Runway to Aircraft Parking Separation: By standards, the distance between runway centerline and aircraft parking should be 400 feet for C-II and 500 feet for C-III airports. Parking nearer than this exists in many locations at the airport.



These deficiencies will be analyzed in detail and alternatives will be developed to address them. Where impracticable, justification for Modifications of Standards will be developed. This effort includes the development and submittal of documentation required for submitting Modification of Standards together with possible mitigation strategies to FAA Headquarters. It is critical to note that by statute, FAA policy does not allow for Modifications of Standards for Runway Safety Area dimensions.

This effort consists of technical analyses of various alternatives to achieve compliance with standards at the existing airport site. Evaluation and selection of alternatives is not included. The goal is to develop alternatives that are technically feasible at the existing site, regardless of cost or potential environmental or social impact. Alternatives will be developed to the point that costs and potential impacts can be identified and presented to the FAA. Evaluation of alternatives and, ultimately, selection of preferred alternatives, if necessary, is expected to be addressed as part of a future planning study.

The analysis completed under this effort will make maximum use of the significant information that is available from previous planning efforts and other studies at the airport. Various alternatives for full compliance have been studied in detail previously, and this information will be revisited and updated for this effort. Previous analysis of options that consider less than full compliance has been limited, therefore more detailed consideration will be necessary for such options.

Individual elements of the Study are described in detail on the following pages.

Schedule

Following is the approximate schedule for this effort (all dates are 2012). This schedule is subject to change, depending on Scope of Work and Agreement approval, availability of information provided by others and other factors.

June 14	Submit Draft Scope of Work to FAA for review
June 28	Submit Revised Draft Scope of Work to FAA for review
July 3	Submit/Present Revised Draft Scope of Work to FMAA for review
July 19	Final Approved Scope of Work
July 20	Submit Fee Proposal/Agreement
August 7	Complete Negotiation/FMAA Approval of Agreement/Notice to Proceed
August 15	Teleconference with Seattle ADO
September 4	Status Update to FMAA
October 2	Status Update to FMAA
October 15	Draft Alternatives Product Review Meeting at Seattle ADO
November 6	Submit Alternatives/Present to FMAA
December 15	Submit Modifications of Standards Documentation



STUDY ELEMENTS

Element 1: Study Design

This element will initiate activities for this Technical Analysis at Friedman Memorial Airport, particularly to develop the study work scope, fee estimate, Professional Services Agreement, contract negotiation and project schedule.

A detailed scope of services and project schedule are important to guide the project through subsequent phases. Design of the study includes development of a comprehensive scope of services, definition of effort necessary to accomplish the work scope and the preparation of a realistic work effort and cost estimates for completing the work.

1.1 Scope of Work/Fee

This element includes preparation of a draft scope of work, coordination with FMAA and FAA to refine the scope, development of a project schedule and preparation of the final scope of work and fee. Included in this element is communication with the FMAA and FAA related to scope development:

- Develop scope of work that describes the project and required tasks.
- Participate in conference calls with FMAA staff and representatives from the FAA Seattle Airports District Office regarding the specific elements and approach to the study as necessary.
- Revisions to the Scope of Work, based on comments received from FMAA and FAA.
- Regular communication with FMAA Staff during the Scope development process.

Element Deliverables:

- Electronic files of the initial and modified draft Scope of Work and project schedule.
- Electronic copy of the final version of the Scope of Work, fee estimate and project schedule.
- Two (2) paper copies of the executed contract (including Scope, fee and schedule) for FAA and Airport records.

Element Cost Assumptions:

- Develop Scope of Work, fee estimate matrix, Professional Services Agreement, project schedule and conduct contract negotiation.
- Additional individual coordination with FMAA and FAA staff via telephone and email is included.

1.2 Negotiation

Included in this element will be services related to coordination and negotiation of the Agreement. The Consultant will provide an electronic copy of the Scope of Work and a blank fee spreadsheet for Sponsor's use in obtaining an Independent Fee Estimate. After the fee comparison is complete, the Consultant will participate in fee negotiations, as necessary.

Element Deliverables:

- Electronic copy of the final Scope of Work and electronic file of the fee matrix for use by the independent estimator.



Element Cost Assumptions:

- Electronic submittal of Scope of Work and fee matrix.
- Negotiations conducted by conference call.

1.3 Agreement

Consultant shall prepare a Professional Services Agreement for services to be provided under the approved Scope of Work.

Element Deliverables:

- Hard copies of executed Agreements, with attachments.

Element Cost Assumptions:

- Hardcopy agreements to consist of two (2) paper copies of the Final Approved version of the SOW, fee estimate, project schedule, and two (2) copies of the executed contract for FAA and Airport records.

Element 2: Project Management

This element will provide appropriate direction and management for the development of this Technical Analysis as each assignment is undertaken and completed. Constant management will be required throughout the project, including management of the project team; internal and external communication; quality control; grant administration and budget tracking.

2.1 Project Management

This element is an on-going process throughout the project that includes developing an internal structure for the project processes and communication with the project team. Project management duties include:

- Defining roles and responsibilities for team members.
- Developing and monitoring a project plan and schedule.
- Developing a project strategy and modifying, as required.
- Initiating project activities in sequence, to maximize efficiency and effectiveness.
- Monitoring progress and making required adjustments.
- Internal communication within the Consultant team.
- Preparation of Application for Federal Assistance for Sponsor's use.
- Quality control of work products prior to submission to Sponsor and/or FAA.

Deliverables:

- Copies of the schedule and project plan will be provided to the Sponsor and FAA as required.
- Completed Application for Federal Assistance.

Cost Assumptions:

- Two hours per month by the PM over an assumed period of four months, dedicated specifically to management and control of the project.
- Regular communication with team members through face-to-face meetings, telephone calls and emails.



2.2 Sponsor/FAA Communication

In order to maintain control of the project direction and ensure concurrence from the Sponsor, FAA and Consultant Team, regular communication throughout the project will be critical. This will include formal status reports, emails, teleconferences, and face-to-face meetings, as anticipated below.

- Prepare for and participate in a teleconference with FAA Seattle Airports District Office in Renton, Washington. The purpose of this call will be to discuss the goals of the study, schedule and other pertinent elements of the effort. Participation is expected to include T-O Project Manager, Airport Staff and representatives from FAA Lines of Business, as determined by Seattle ADO personnel.
- Prepare for and attend a meeting with the Seattle ADO in Renton approximately ¾ of the way thru the study to discuss draft alternatives. Participation is expected to include T-O Project Manager and Senior Planner, Airport Staff and representatives from affected FAA Lines of Business.
- Monthly status reports submitted to the Sponsor and FAA with each month's invoice.
- Regular email and telephone communication with the Sponsor and FAA as needed to address specific issues and coordinate various aspects of the project.
- Teleconferences as necessary to discuss project status. It is anticipated that participants will include T-O staff, Airport Manager, FAA representative(s) and others, as appropriate.
- Monthly status updates to the FMAA board by the Consultant Team's Project Manager (non-eligible task).

Deliverables:

- Monthly status reports.

Cost Assumptions:

- Time and travel expenses for meetings and communication noted above.

Element 3 Deficiency Summary

The purpose of this element will be to summarize the areas where the existing site does comply with standards in the following areas: Runway Safety Area (dimensions and transverse grading); Runway Object Free Area; Runway to Parallel Taxiway Separation; and Runway to Aircraft Parking Separation. These areas have been analyzed in detail previously, and this element will simply collect and summarize the areas and extent of deficiencies. This element will include the following tasks:

- Visit the airport to tour the site and document existing conditions with photographs. This site visit will take place in concurrence with another planned visit for a regular FMAA meeting.
- Prepare a matrix that summarizes all design standards for Airport Reference Codes C-II and C-III and compares these standards with existing conditions at the airport.
- Prepare graphics that illustrate the locations and severity of deficiencies for each of the four major areas identified above, plus a combined graphic.

Deliverables:

- Matrix.
- Graphics.



Cost Assumptions:

- On site visit will include Project Manager and one technical staff member from T-O.
- Graphics are assumed to include at least 10 separate depictions of deficiencies (one each for each major area for both C-II and C-III standards, plus one combined graphic for each set of standards).

Element 4 Alternatives

This element will analyze alternatives to address the various areas of non-compliance. This will include both alternatives for physical improvements that will correct each situation and potential Modifications of Standards that may be pursued. The different areas of non-compliance are discussed separately below, but they must be considered together so that solutions for one area do not create a conflict with another standard.

For each of the four major non-standard conditions, alternatives will be analyzed that consider full compliance, partial compliance and continuing with the current configuration. For areas where full compliance is impracticable, alternatives that include Modifications of Design Standards will be considered. This is a technical analysis only, with the goal of developing the anticipated costs and impacts for the various options. Decisions regarding the various alternatives will not be made during this study; the alternatives will only be summarized and presented for future consideration.

4.1 Runway Safety Area

The existing Runway Safety Area does not meet standards in two ways: parallel taxiways exist in the lateral safety area (i.e., the portion of the safety area on either side of the runway) on both sides and there are some areas where the transverse grading of the safety area is slightly steeper or shallower than standards allow.

Alternatives in this area must consider the fact that, by statute, the FAA cannot allow Modifications of Standards for Runway Safety Area dimensions. For grading deficiencies, it may be possible to obtain an approved Modification of Standards for this condition, and this will be researched along with options to physically correct the situation.

The FAA is required by statute to have all Runway Safety Areas within compliance by the end of calendar year 2015. One task under this element will be the development of a schedule to achieve Runway Safety Area compliance at the airport, including what projects must be done and in what order.

Deliverables:

- Alternative graphics.
- Memorandum describing alternatives.
- Cost estimates for proposed alternatives.
- Implementation schedule.

Cost Assumptions:

- Deliverables will be submitted in electronic format.



4.2 Runway Object Free Area

The Runway Object Free Area, based on the existing aircraft traffic at the airport, is 800' wide. On the west, this area includes the terminal aircraft parking apron, and a portion of at least one hangar. On the east, the area includes the air traffic control tower, fence, terrain and State Highway 75. Physical improvements to this situation that will be considered include:

- Relocate terminal aircraft parking to the north side of the terminal, with associated reconfiguration of the terminal building.
- Removal of hangar(s) that penetrate the Object Free Area.
- Relocation of the air traffic control tower. The Airport has an existing tower siting study that was prepared in 2004 and revisited in 2011. Further analysis will be required to determine costs to construct a new tower.
- Replace the existing fence with a frangible fence.
- Relocate State Highway 75. Consideration of this alternative will require coordination with the Idaho Transportation Department to determine if relocation of the Highway is possible, what alternative locations will be acceptable and what the costs would be.
- Installation of traffic control device(s) on State Highway 75.

Due to the high cost and impact of some of these alternatives, they may not be practicable. Modifications of Standards for some of these situations will likely be preferable. Therefore, analysis of where to apply for Modifications of Standards and development of documentation will be an aspect of this element. This will include analysis using ACRP Report 51, *Risk Assessment Method to Support Modification of Airfield Separation Standards (2011)* to evaluate OFA dimensions at the airport using risk-based analysis procedures.

Deliverables:

- Terminal aircraft parking alternative graphic.
- Memorandum describing required modifications to terminal and associated costs.
- Air traffic control tower cost estimate.
- Alternative graphics.
- Memorandum describing alternatives.
- Cost estimates for proposed alternatives.

Cost Assumptions:

- Deliverables will be submitted in electronic format.

4.3 Runway to Parallel Taxiway Separation

The standard separation between runway and taxiway centerlines is 400 feet for C-III and 300 feet for C-II. The current separation at the airport varies from 250 feet to 335 feet for Taxiway B and from 180 feet to 250 feet for Taxiway A.

This element will evaluate various alternatives to meet these standards. Clearly, meeting C-III separation will be extremely difficult, as it will require either moving both Highway 75 and the runway to the east or relocating nearly all of the buildings on the west side of the airport, including the terminal. Achieving C-II standards, while not simple, is much more feasible and options for this approach will be analyzed in



detail. Options for Taxiway A are limited, due to the limited space available on that side of the airport. Analysis of Taxiway A will focus on closing that taxiway or limiting its use significantly.

Due to the high cost and impacts of achieving C-III separation, it is anticipated that consideration for Modification(s) of Design Standards will be pursued in this area as well. This evaluation will also include analysis using ACRP Report 51.

Deliverables:

- Alternative graphics.
- Memorandum describing alternatives.
- Cost estimates for proposed alternatives.

Cost Assumptions:

- Deliverables will be submitted in electronic format.

4.4 Runway to Aircraft Parking Separation

The separation standard between runway centerline and aircraft parking is 500 feet for C-III and 400 feet for C-II. Aircraft parking exists within these limits in several locations, and this element will develop alternatives to relocate that parking and/or to apply for Modifications of Standards to permit the parking to remain.

Deliverables:

- Alternative graphics.
- Memorandum describing alternatives.
- Cost estimates for proposed alternatives.
- Total cost estimate to meet all standards.

Cost Assumptions:

- Deliverables will be submitted in electronic format.

Element 5 Modifications of Design Standards

Where compliance with standards is impracticable, justification for Modifications of Design Standards will be developed. This effort includes the preparation of FAA Modifications of Design Standards forms for the FAA Seattle ADO's use in assessing the acceptability of the requested modifications and associated coordination.

5.1 Documentation

Prepare documentation for each non-standard condition where it is determined impracticable to meet standards of compliance. It is anticipated this will include a total of four completed Modifications of Design Standards forms (one alternative each for Runway Safety Area, Runway Object Free Area, Runway-Taxiway Separation and Runway-Aircraft Parking Separation).

Deliverables:

- Documentation packets, with appropriate graphics.

Friedman Memorial Airport (SUN)
 Airport Alternatives - Technical Analysis
 Fee Estimate

July 20, 2012

Task	Description	Personnel Hours							Total Hours	Labor Fee	Expenses			TOTAL FEE
		Project Manager	Senior Engineer	Project Planner	Project Engineer	Estimator	Engineer In Training	Admin. Assistant			Travel	Repro.		
Element 1 - Study Design														
1.1	Scope of Work/Fee	40	8						56	\$7,960				\$7,960
1.2	Negotiation	2							2	\$310				\$310
1.3	Agreement	2							7	\$510				\$510
Subtotal, Element 1		44	8	0	0	0	0	0	65	\$8,780	\$0	\$0	\$0	\$8,780
Element 2 - Project Management														
2.1	Project Management	40	8	10					58	\$8,940				\$8,940
2.2	Sponsor/FAA Communication	50		30					80	\$11,650	\$1,760			\$13,410
Subtotal, Element 2		90	8	40	0	0	0	0	138	\$20,590	\$1,760	\$0	\$0	\$22,350
Element 3 - Deficiency/Summary														
Summary Matrix and Graphics		4	2	10	16				20	\$5,440				\$5,440
Subtotal, Element 3		4	2	10	16	0	0	0	52	\$5,440	\$0	\$0	\$0	\$5,440
Element 4 - Alternatives														
4.1	Runway Safety Area	8	1	10	12	6			80	\$10,330				\$10,330
4.2	Runway Object Free Area	10	1	12	20	6			90	\$12,480				\$12,500
	Air Traffic Control Tower Estimate	1		2		12			15	\$1,795				\$1,795
	State Highway 75 Coordination/Analysis	1	2	2		4			49	\$4,035				\$4,035
4.3	Runway to Parallel Taxiway Separation	6	1	8	12	4			60	\$8,130				\$8,150
4.4	Runway to Aircraft Parking Separation	4	1	6	10	4			60	\$7,340				\$7,360
Subtotal, Element 4		30	6	40	54	36	0	0	496	\$44,110	\$0	\$0	\$0	\$44,190
Element 5 - Modifications of Design Standards														
5.1	Documentation	12		16	32	6			40	\$11,590				\$11,790
5.2	Coordination	10		10					20	\$2,850	\$1,760			\$4,610
Subtotal, Element 5		22	0	26	32	6	0	0	40	\$14,440	\$1,760	\$200	\$0	\$16,400
TOTALS, ELIGIBLE TASKS		190	24	116	102	42	0	0	893	\$93,360	\$3,520	\$280	\$0	\$97,160
INELIGIBLE TASK														
FMAA Status Updates - See Element 2.2		14							14	\$2,170	\$640			\$2,810
TOTALS, ELIGIBLE AND INELIGIBLE TASKS		204	24	116	102	42	0	0	907	\$95,530	\$4,160	\$280	\$0	\$99,970

MEMORANDUM

TO: Hailey Mayor and City Council Members
FROM: Ned C. Williamson and Mariel Platt
DATE: August 6, 2012
RE: Local Option Tax Proposal; Joint Powers Agreement

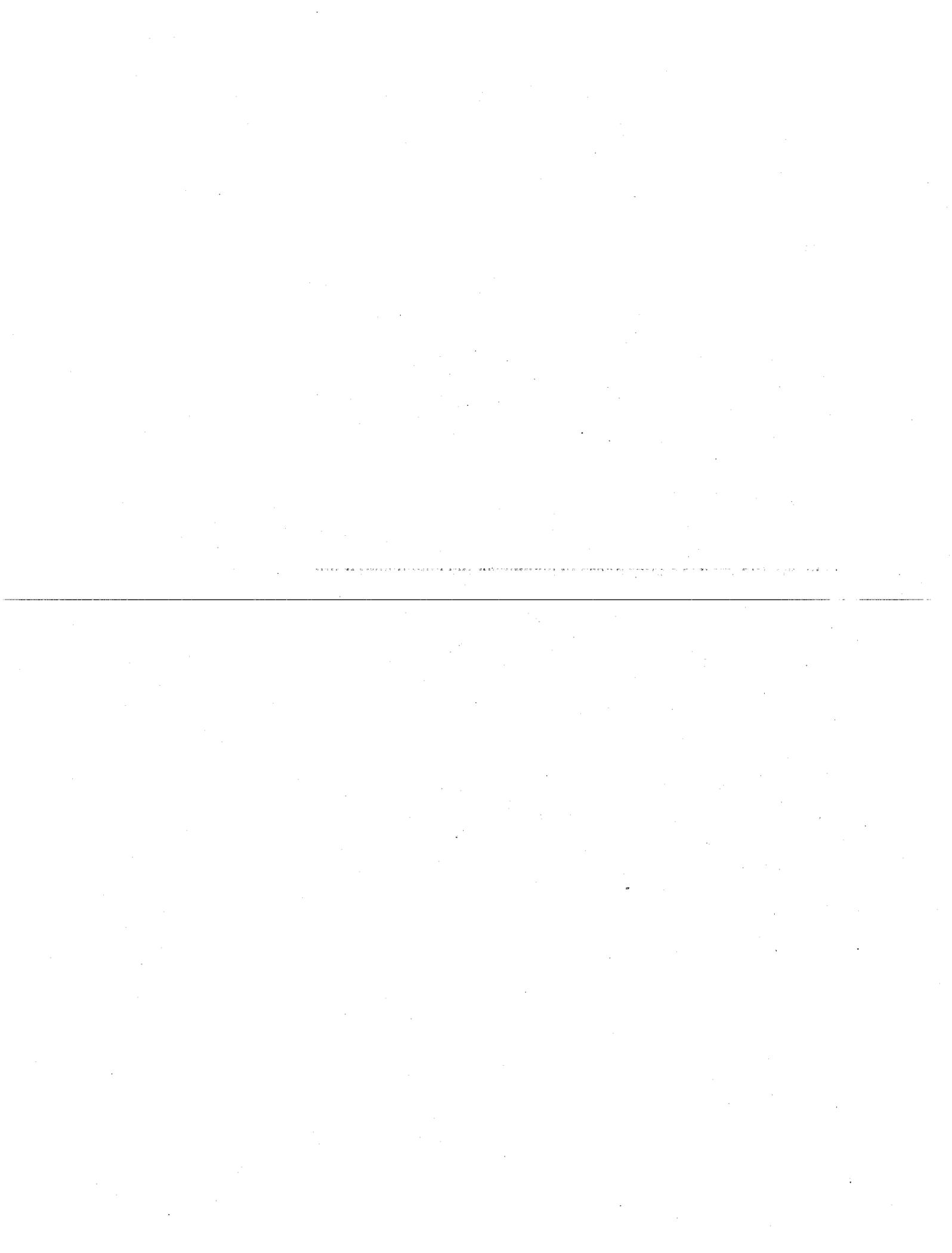
An Attorney General's opinion was recently issued, which states that funding of MRG's by governmental entities is legal. Armed with this opinion, Fly Sun Valley Alliance is now proposing that Hailey, Ketchum and Sun Valley submit a ballot question for the purpose of raising each city's local option tax (LOT) by one percent (1%) to fund minimum revenue guarantees ("MRG's") and marketing.

It has been suggested that the three cities and Blaine County enter into a joint powers agreement (JPA) before the question whether to raise the LOT is placed on the ballot. I am attaching a proposed JPA. This JPA does not create a separate legal entity. As allowed by Idaho Code § 67-2328, the JPA creates a joint board to administer the joint undertaking.

In my discussions and meetings with Fly Sun Valley Alliance and the cities, I primarily advocated for two points. First, I argued that it is preferable to reach a consensus on the JPA before the ballot question is submitted. It is my understanding that this version of the JPA is being circulated to the three cities and the county in early August, with the goal of reaching a consensus on the language. Second, I advocated that Hailey have sole and exclusive control where any 1% increase would go. This language is now in the proposed JPA. *See § 7.*

For the purpose of this meeting, I would encourage you to focus on whether you want to place the 1% LOT increase on the ballot and if so, whether you have any suggested revisions to the JPA. As part of this discussion, you will need to decide where the 1% increase should apply. Under our present LOT ordinance, rental vehicles and hotel-motel rooms are charged 3%, liquor by the drink is charged 2% and restaurant food is charged 1%. If you decide to proceed with the increase in the LOT, then you need to decide whether to all of these categories on the ballot, or some but not all of the categories on the ballot.

If you have any questions, please contact me.



**JOINT POWERS AGREEMENT OF
THE SUN VALLEY AIR SERVICE BOARD
TO RETAIN, IMPROVE AND DEVELOP COMMERCIAL AIR TRANSPORTATION
SERVICES IN BLAINE COUNTY**

_____, 2012

This Agreement ("Agreement"), made and entered into on _____, 2012, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), the CITY OF SUN VALLEY, IDAHO, a municipal corporation ("Sun Valley"), the CITY OF HAILEY, a municipal corporation ("Hailey"), and the COUNTY OF BLAINE, a body politic and corporate ("Blaine County") all described, individually as "Party," or jointly as "Parties;"

WITNESSETH:

WHEREAS, the Friedman Memorial Airport Authority ("FMAA"), of which Hailey and Blaine County are members, operates the Friedman Memorial Airport (the "Airport"), and over the past six years commercial enplanements have decreased to the Airport; and

WHEREAS, each of Ketchum, Sun Valley, and Hailey have determined to place before their respective voters on the November, 2012, ballot the question of a 1% local option tax (the "Ballot Questions") to fund retention, improvement and development of commercial air transportation services; and

WHEREAS, an opinion from the Office of the Attorney General dated March 12, 2012, to Representative Wendy Jaquet (the "AG Opinion"), indicates that general authority exists under Idaho statutes Idaho statutes for cities and counties to enter into a joint powers agreement to enter into agreements for air service, including minimum revenue guarantees ("MRG's"); and

WHEREAS, to retain, improve and develop commercial air transportation services, the Ballot Questions contemplate the use of MRG's and increased passengers through marketing; and

WHEREAS, this Agreement will not create a separate legal entity but as described below the Sun Valley Air Service Board (the "Board") will contract with one or more parties, pursuant to Contracts for Services as described herein, to discharge the Board's duties and responsibilities described in the Ballot Questions; and

WHEREAS, each of the Parties has made findings regarding the need of this Agreement to satisfy the duties and responsibilities described in the Ballot Questions; and

WHEREAS, the City Parties hereto are municipal corporations organized and existing under and by virtue of the laws of the State of Idaho and as such are authorized and empowered by Idaho Code Sections 50-321, 50-322, 21-110, 21-401 and related statutes to undertake the responsibilities contemplated by the Ballot Questions; and

WHEREAS, the County, pursuant to Idaho Code Sections 31-110, 31-876 and related statutes, provides for the operation of the Airport through the FMAA and as a Party to this Agreement may assist in discharging the duties contemplated by the Ballot Questions; and

WHEREAS, it is the mutual desire of the Parties hereto, acting pursuant to Idaho Code Sections 67-2328, *et seq.*, and Idaho Code Section 21-403, to create and maintain the Board to discharge the duties and responsibilities set forth in the Ballot Questions;

NOW, THEREFORE, in order to accomplish the aforesaid purposes, and in consideration of the mutual term, covenants and conditions set forth herein, the Parties hereto agree as follows:

1. **No Separate Legal Entity; Governing Board Created.** This Agreement does not create a separate legal entity to conduct the joint undertakings contemplated herein. Instead a joint board (the "Board") will be responsible for administering the joint undertakings consisting of representation of the Parties as described herein. On behalf of the Parties hereto, the Board shall acquire, hold and dispose of any real and personal property used to accomplish the purposes of this Agreement. This Agreement shall not relieve the Parties of any obligation or responsibility imposed upon them by law except that to the extent of actual and timely performance thereof by the Board, said performances may be offered in satisfaction of the obligation or responsibility.

2. **Name.** The Board shall be known as Sun Valley Air Service Board.

3. **Transportation Board Membership.** The Board shall be configured as defined below:

- A. Subject to subparagraph C below, two (2) members from the City of Ketchum, one (1) member from the City of Sun Valley and one (1) member from the City of Hailey shall be respectively appointed by the Mayors of Ketchum, Sun Valley and Hailey with the concurrence of the City Council of each city.
- B. Subject to subparagraph C below, one (1) member from Blaine County to be appointed by the Board of County Commissioners.
- C. Parties will join and become voting members of the Board upon execution of this Agreement by its respective governing body. Should there otherwise be an even number of Board Members, Ketchum shall have three (3) members in order to avoid potential voting deadlocks.
- D. The Mayors, Council Members, Commissioners and employees of the Parties hereto shall not be excluded from membership on the Board by virtue of their relationship with the Cities and County involved.
- E. Employees, directors, shareholders, partners, owners and others with financial interests in any business, company or entity which the Board has employed or contracted with to provide equipment or services shall not be appointed or remain members of the Board. Members of the Board shall be appointed without respect to political affiliation or religious denomination, and shall serve without

compensation. Any person over the age of eighteen (18) may be eligible for appointment.

4. **Term of Office.** The term of office on said Board shall be for the following initial terms:

- 2 members (or 3 if needed as provided herein) from Ketchum for one (1) year
- 1 member from Sun Valley for one (1) year
- 1 member from Hailey for one (1) year
- 1 member from Blaine County for one (1) year

Subsequent appointments shall be for one (1) year and a board member shall hold a seat on the board until his or her successor has been appointed and qualified. Vacancies occurring otherwise than through the expiration of appointed terms shall be filled for the remainder of the term by the Party that appointed the board member.

5. **Organization.** The Board shall be governed by the By-laws specifying the method and manner by which it shall conduct its business and affairs, provided, however, that said By-laws shall be amended so as not be inconsistent with or contrary to the provisions of this Agreement, or any applicable local, state or federal law and shall provide that at least a simple majority must concur for the Board to act. The Bylaws shall provide, among other items, that a majority of the members of the Board shall constitute a quorum.

6. **Purposes and Powers.** The purpose of the Board is to establish, implement, maintain and fund a program to retain, improve and develop commercial air service to Blaine County. In furtherance of that purpose, the Parties hereto hereby delegate to the Board their power to carry out the duties as described and contemplated by the Ballot Questions, including entering into Contracts for Services with such entities as the Board may select. It is anticipated that the Board will have no employees and that, except for the holding, distribution and oversight of the monetary contributions and entering into Contracts for Services, the Board will have a very limited scope of operation. Such delegated powers shall more specifically include, but not be limited to, the following:

- A. The Board, as allowed under state and federal statutes, may apply for, receive and operate under financial assistance from the federal or state government, and from any agency or political subdivision thereof, or from any private sources;
- B. To acquire by purchase, gift, lease, sublease or otherwise, to the extent and in the manner that a city or county operating under the laws of the State of Idaho might do so, real or personal property, including money, necessary to carry out the purposes of the Board and to invest and hold such money until distributed for the purposes contemplated by the Ballot Questions;
- C. To fund operational and maintenance costs, if any, to carry out the purposes of the Board;

- D. To contract with public or private agencies, companies or entities to retain, improve and develop commercial air transportation services in the Board's service area, including contracting with third parties pursuant to Contracts for Services;
- E. To undertake or contract for studies relating to the commercial air transportation services and the methods by which said needs can best be served.

7. **Manner of Financing.** The Board shall annually adopt a budget. Each City Party hereto will annually budget and contribute to the Board the money collected pursuant to their respective Ballot Question. Subject to the Ballot Questions, each City has the option to direct its monetary contribution to those purposes it specifically directs; provided, however, in the event of any litigation or other challenges to the Ballot Questions, this Agreement, the Board or any related matters, each City shall contribute a pro-rata share of its contribution to defray any expenses related thereto. During each fiscal year, the City Parties shall contribute to the Board their respective amount of money as determined by the adopted budget, subject to approval of each City Party's governing board.

- A. In adopting the annual budget, each City Party must contribute the money collected pursuant to its respective Ballot Question. The County, in its discretion, may contribute funds to the Board; it is anticipated that the County will continue its historical financial support for the Airport.
- B. Any entity may contribute additional funds to the Board. It is anticipated that Sun Valley Company will fund fifty percent (50%) of any MRG expenses and will provide marketing support for the air service in collaboration with the airlines and other community marketing efforts.
- C. Any funds received by the Board shall be used for payments to entities pursuant to the Contract for Services, as contemplated by the Ballot Questions, for the purposes authorized therein. The budgeting, allocation and use of said funds by the Board shall be in accordance with the purposes and powers herein provided for, and in no event shall the Board use, spend, encumber or commit funds of the Parties hereto in amounts exceeding those actually budgeted and contributed to the Board by the Parties.

8. **Contracts for Services.** The initial Contracts for Services with entity(ies) selected by the Board shall be entered into as soon as practicable following the appointment of the Board Members and passage of the Ballot Questions. Each year thereafter, the Board shall enter into similar contracts with such entities as the Board may select. The Contracts for Services shall (i) set forth those specific services which are to be provided consistent with the Ballot Questions, (ii) provide for detailed reporting to the Board and, as appropriate directly to the Parties, of how funds were spent in sufficient detail to demonstrate compliance with constitutional and statutory guidelines as reflected in the AG Opinion; and (iii) have a duration of no more than one (1) year, with any term of renewal satisfying constitutional and statutory limitations.

9. **Duration.** The duration of the Board created by this Agreement shall be for a period of at least five (5) years; provided, however, that the same may be extended for an additional period of time, as the Parties hereto deem appropriate in order to expend the monies and satisfy the purposes set forth in the Ballot Questions. Any such extension of this Agreement shall be in writing, adopted by the governing body of each of the Parties hereto.

No Party may withdraw from the Agreement, except that any City Party that has failed to pass its Ballot Question shall be deemed to have withdrawn from this Agreement once such election results have been certified. Should no City Party pass a Ballot Question, this Agreement shall be terminated.

10. **Dissolution of the Board.** Upon the dissolution of the Board created by this Agreement or any extension or renewal thereof, for whatever reason, the property, real and personal, owned by the Board shall be sold or distributed in the manner provided for by law for the disposition of property by cities and counties, and the proceeds of any such sale shall be divided between the Parties hereto in proportion equal to the annual operating and capital contributions of each to the Board since its inception. Provided, however, that prior to any sale of property, real or personal, Parties may agree to distribute said property between themselves in a manner deemed by them to be equitable and approved in writing by the governing body of each.

11. **Mediation.** Any controversy or claim arising out of or relating to this Agreement or breach thereof, shall be submitted to mediation upon the written request of any Party and conducted by one (1) neutral mediator. If the Parties are unable to select a mediator, then selection shall follow the procedure published by the American Arbitration Association Commercial Mediation Rules. Mediation shall be held in Blaine County. This Agreement to mediate and any other agreement or consent to mediate entered into in accordance with this Agreement shall be specifically enforceable under the prevailing law of Idaho. Each party shall bear its own costs and the parties shall split equally the cost and expenses of the mediator.

12. **Execution and Effect.** Upon execution of this Agreement by the Parties, this Agreement shall be effective. This Agreement may be executed in counterparts, each of which shall be deemed to be an original.

13. **Amendment.** This Agreement may only be amended upon the unanimous approval of the Parties, and only as would be not inconsistent with the Ballot Questions.

As of the date hereof, the Parties hereto have caused this Agreement to be executed by the duly-authorized representatives this _____ day of _____, 2012.

CITY OF KETCHUM

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF SUN VALLEY

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

CITY OF HAILEY

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

AGENDA ITEM SUMMARY

DATE: August 6, 2012 DEPARTMENT: PW/CD/Sustainability DEPT. HEAD: *WMP*

SUBJECT: Public Hearing upon a city initiated text amendment to the Hailey Municipal Code to create a new ordinance – Titles 18, Mobility Design.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The City Council last held public hearings on an update to the city infrastructure standards in February 2011. The content related to street designations and design was reorganized from the format previously presented into table format and emphasis was put on the fact that the street design parameters are recommendations and not requirements. See the attached memo from staff for further description on what changes have been made since the latest draft was created by the previous Community Development Director.

Amendments to the Subdivision Ordinance, Section 1, Definitions and Section 5, Improvements Required, are associated with the proposed Title 18, a new Title of the Municipal Code (only a portion of Title 18 ordinance is attached). At this time, staff suggests the Council and Mayor review the first section of the Title 18 and the remaining changes at a future date, to be determined by the City Council and Mayor. In total, three separate ordinances will need to be reviewed and motion made (Title 18, Sub Sec 1 and Sub Sec 5).

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Case # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|---|--|--|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Safety Committee |
| <input checked="" type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | <input checked="" type="checkbox"/> Sustainability |
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input checked="" type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review and conduct the public hearing on Title 18. Continue Title 18 and amendments to the Subdivision Ordinance to a date certain, for further changes to be incorporated and subsequent review by the City Council.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only) _____

BLAINE COUNTY COMMISSIONERS

By: _____

Date: _____

By: _____

Date: _____

By: _____

Date: _____

ATTEST:

MEMORANDUM

TO: Hailey Mayor and City Council Members
FROM: Ned C. Williamson and Mariel Platt
DATE: August 6, 2012
RE: Mobility Design Ordinance (Title 18)

We are forwarding to you a proposed ordinance which would create a new Title 18 to the Hailey Municipal Code. This ordinance has been called the Mobility Design Ordinance. The former Community Development Director invested an incredible amount of time and effort in drafting this ordinance. When we reviewed this ordinance a couple of months ago, we were concerned about the length of the ordinance and suggested that staff attempt to reduce the length of the ordinance. The length of the ordinance has been significantly reduced.

The construction standards and standard drawings are not included in this version of the ordinance, but will be added to Title 18 for your review following your review of the design guidelines and standards. At this time, staff suggests the City Council and Mayor review the attached preliminary draft of the ordinance and continue it to a date certain. Staff will then incorporate feedback into a subsequent draft that will be reviewed at a date chosen by the City Council and Mayor.

There are several reasons why staff is proposing this ordinance. First, there has been considerable controversy about the decision making process for earlier street projects. This ordinance creates a public process for approval of a design of street infrastructure. As proposed, if a street project is connected to a zoning or subdivision process, then the review process of the street design will be held concurrently with the zoning or subdivision process. If the street project is not connected with a zoning or subdivision process, then the City Council will evaluate the street design under the standards and guidelines of the ordinance.

Second, this ordinance is designed to allow flexibility in design, providing guidelines and best practices for various types of streets and neighborhoods. Considering that each project will receive a public hearing and will consider public input, the Council can justify alternative designs if deemed appropriate, based on a number of factors included in the ordinance. In the past, there has been a concern that street standards would create roadways which would be inappropriate in certain neighborhoods; requiring a public hearing and proving flexible guidelines will hopefully mitigate these concerns.

Staff has drafted the ordinance to include a final review and approval by the Council for all street infrastructure projects, both those connected to a zoning or subdivision application and city initiated projects (see § 18.04.018(B)(3) in attached ordinance). Design review applications are the only applications that would require an additional hearing with the City Council; currently the Planning and Zoning Commission has final approval of these applications. This would add additional time to the application review process and would cause delay in development. Staff suggests City Council consider allowing street infrastructure projects that pertain to a design review application, the ability to receive final approval by the Planning and Zoning Commission.

Staff has defined large subdivisions to mean those that do not qualify for the short plat procedure and that create a public or private street (subdivisions that qualify as a short plat create four or fewer residential parcels, two non-residential parcels or townhouse or condominium applications in existing or approved structures). Staff suggests that the guidelines in the Mobility Design Ordinance be treated as standards for these types of developments. The rationale is that future subdivisions, which do not qualify for the short plat procedure, will be developed on land and in areas where no street infrastructure currently exists and can reasonably conform to standards. Whereas, in infill areas or areas that are undergoing redevelopment, there is a greater need for design flexibility to connect to existing infrastructure and to mitigate design conflicts with existing development - Woodside Blvd. project being a prime example.

Section 18.04.018(B)(6) lists priority criteria for city projects. It is unusual to include factors in an ordinance to be considered in the future for infrastructure projects, but it certainly can be done. We would ask that you discuss whether you want these criteria in an ordinance.

An amendment to the Subdivision Ordinance has also been noticed. We are asking you to discuss only the proposed changes to Title 18 for now. At a later date, we would ask that you consider the Title 18 addition and the amendment to the Subdivision Ordinance. We would encourage you to take your time reviewing this ordinance. Accordingly, we would suggest the following action:

Motion to continue the public hearing upon the proposed amendments Subdivision Ordinance Sections 1 and 5 and the new Municipal Code Title 18 to _____ [the Council should specify a date].

HAILEY ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HAILEY, IDAHO, AMENDING THE HAILEY MUNICIPAL CODE, BY ADDING A NEW TITLE, TITLE 18, MOBILITY DESIGN, TO ESTABLISH PROCEDURES FOR DESIGN, CONSTRUCTION AND RECONSTRUCTION OF STREET INFRASTRUCTURE AND TO CREATE STREET DESIGN GUIDELINES AND STANDARDS; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE UPON PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, designing and operating streets with all users in mind - including bicyclists, transit vehicles and passengers and pedestrians of all ages and abilities is considered by the City of Hailey as a best practice and serves as the basis to comprehensively develop street design standards to appropriately address multi-modal needs and enable safe access for all users in a context sensitive manner;

WHEREAS, the 1998-2003 Hailey Comprehensive Plan includes goals and policy statements that embody these best practices principles, such as, “Ensure an interconnected community that provides multi-modal access to all neighborhoods.”

WHEREAS, the City of Hailey 2007 Transportation Master Plan (TMP) is intended as the City’s implementation of the 1998-2003 Hailey Comprehensive Plan Transportation section and provides the City with a guide for transportation system improvements to meet existing and future travel needs. The purpose of the TMP is to provide a link between the City’s land use assumptions and the transportation facilities and services needed to support the growth projected over a 20 year period. The TMP focuses on safety, capacity, and operational improvements on SH-75 and the city’s arterial and collector streets. The TMP incorporates pedestrian and bicycle programs to meet the overall transportation needs of the community. Appendix E of the TMP identified needed revisions to the City’s street standards for consistency with the most recent federal bicycle and pedestrian standards and policies;

WHEREAS, the purpose of the street design standards is to implement components of the TMP involving pedestrian and bicycle infrastructure improvements by setting the framework to formally adopt the following:

- Standards for pedestrian and bicycle infrastructure projects,
- Process for engaging the public in the development of pedestrian and bicycle infrastructure projects, and
- Procedure for project design, review and approval;

WHEREAS, the Hailey City Council has found that the following amendment to the Hailey Municipal Code will generally conform to the Hailey Comprehensive Plan;

WHEREAS, the amendments will not create excessive additional requirements at public cost for public facilities and services;

WHEREAS, the proposed uses are compatible with the surrounding area; and

WHEREAS, the amendment will be in accordance with the safety and welfare of the general public.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, AS FOLLOWS:

Section 1. The Hailey Municipal Code is hereby amended by the addition of a new Title 18, Mobility Design, as follows:

Title 18

Mobility Design

Chapters:

- 18.04 Procedures
- 18.06 Street Design

Chapter 18.04

Procedures

Sections:

- 18.04.010 Purpose
- 18.04.012 Applicability
- 18.04.014 Exemptions
- 18.04.015 Definitions
- 18.04.016 Administration
- 18.04.018 Submittal Requirements and Review Procedure
- 18.04.020 Amendment

18.04.010 Purpose. This ordinance is enacted to provide a uniform set of standards and procedures for Infrastructure Projects, to update Hailey street design standards to adequately address and promote multi-modal needs and safe access for all users, including pedestrians, bicyclists, motorists and transit vehicles and passengers, to establish a process for project design which provides flexibility and accountability, balances the safety and convenience of all users of the transportation system in the design, operation, maintenance, construction and reconstruction of new and existing Infrastructure Projects, considers whether people of all ages and abilities are able to travel safely and comfortably within the right-of-way of public and private streets, and considers how design variations may affect the safety and convenience of certain user groups.

18.04.012 Applicability. Unless otherwise exempted or as otherwise stated herein, the guidelines and standards of this Title 18 shall apply to any design, construction or reconstruction of Infrastructure Projects within the jurisdiction of the City of Hailey. For any Large Subdivision application, all guidelines identified herein are shall be treated as standards.

18.04.014 Exemptions. Ordinary maintenance activities designed to keep assets in serviceable condition including but not limited to mowing, cleaning, sweeping, chip sealing, fog coating, or spot repair, and emergency Infrastructure Projects necessary to guard against imminent peril, are exempt from the provisions of this Title 18.

18.04.015 Definitions. For the purpose of this ordinance, the capitalized terms have the following meanings:

Administrator. The person designated by the Mayor or City Administrator to oversee the administration of this Title.

Bicycle Facilities (or Infrastructure). Improvements and provisions that accommodate or encourage bicycling, including parking and storage facilities, and shared roadways not specifically defined for bicycle use.

Bicycle Lane. A portion of a roadway that has been designated by signs and pavement markings for preferential or exclusive use by bicyclists. Bicycle lanes are facilities that are placed on both sides of a street, and they carry bicyclists in the same direction as adjacent vehicle traffic. In addition to lane striping, pavement and signage identify lanes.



Bikeway. Any road, street, path that in some manner is specifically designated for bicycle travel, regardless of whether such facilities are designated for the exclusive bicycle use or are to be shared with other travel modes.

City. The City of Hailey, Idaho.

City Engineer. The City Engineer of Hailey, Idaho, or his representative, or an authorized Consulting Engineer acting within the authority delegated to him by the City.

City Standards. Those standards for improvements as set forth in the “City of Hailey Improvement Standard Drawings” and “Standard Specifications” adopted in Section 5 of the Hailey Subdivision Ordinance.

Commission. The Planning and Zoning Commission of the City of Hailey, Idaho.

Contractor. An individual, partnership, firm or corporation executing a contract, acting directly under the Owner/Developer and who is primarily responsible for the acceptable performance of the construction.

Council. The Hailey City Council.

Drawings of Record. The official drawings and supplemental drawings or exact reproductions thereof, showing the location, dimensions, elevations, and details of the work as completed.

Engineer. A registered engineer in the State of Idaho acting on behalf of and under the direction of the Owner/Developer.

Infrastructure Project. Construction or reconstruction of infrastructure within the right-of-way or on a private street for the benefit of the public, including but not limited to streets, sidewalks, drainage, flood control structures, traffic control, landscaping, bridges, water and wastewater systems. Infrastructure Projects may be funded with public or private funds.

Owner/Developer. An individual, partnership, corporation, municipality, or other division of government acting in his/her/its own behalf or through legally authorized officials.

Paved Shoulder. A paved area adjacent to the travel lane and separated from travel lanes with a lane stripe. This facility is typically applied to a rural cross-section that does not have curb and gutter.

Shared Lane. The portion of a street used by both motorized vehicles and bicycles. Street with Shared Lanes may be undesignated or designated bike routes. The formal designation and signing of a street with a Shared Lane should indicate to bicyclists that particular advantages exist to using the routes compared to other routes.



Shared-Use Path. A Bikeway physically separated from motorized vehicular traffic by an open space or barrier, and is either within the highway right-of-way or within an independent alignment. Shared-use paths are also used by pedestrians (including skaters, users of manual and motorized wheelchairs, and joggers) and other authorized motorized and non-motorized users. The Wood River Trail is a Shared-Use Path.



Sharrow. A pavement marking used on shared travel lanes to indicate significant bicycle traffic to both the motorists and cyclists.



Source: San Francisco's Shared Lane Pavement Marking Study, February 2004

Sidewalk Corridor. The portion of a street right-of-way designed for preferential or exclusive use by pedestrians and generally begins at the edge of the vehicular travel lane and ends at the property line, along the sides of streets between street corners.

Large Subdivision. A parcel of real property subject to an application under Hailey's Subdivision Ordinance, which does not qualify for a Short Plat procedure, provided the subdivision application proposes a new public or private street. For the purpose of this definition, a parcel of real property subject to an application under Hailey's Subdivision Ordinance shall mean one or more contiguous parcels of real property owned by one individual or entity with a base density of five (5) or more lots for a residential parcel and three (3) or more lots for a non-residential parcel for the applicable zoning district(s).

~~Standards and Test Methods. All specifications and test methods of any society, association or organization herein referred to shall be the latest standards and tentative standards that may be in force at the time the plans are approved, including but not limited to:~~

- AASHTO - The American Association of State Highway and Transportation Officials.
- ANSI - American National Standards Institute (formerly ASA - American Standards Association)
- ASTM - The American Society for Testing Materials.
- AWWA - American Water Works Association
- ISPWC - Idaho Standards for Public Works Construction
- ITD - Idaho Transportation Department

18.04.016 Administration.

A. Duties. The duties of the Administrator or his/her designee shall include, but not be limited to ensuring Infrastructure Projects meet the applicable standards and complying with the procedural requirements of this Title 18 and reviewing, approving and documenting any exemptions from applicable standards.

B. Authority of Administrator. The Administrator has the authority to review and recommend decisions as follows:

1. Those applications for projects meeting the criteria for an exemption set forth in Section 18.04.014. All approved exemptions must be documented in a memo to the project file.

2. The Administrator has the authority to approve minor modifications to projects that have received approval by the Council prior to, and for the duration of the project construction. Minor modification include, but are not limited to changes in curb ramp designs that meet the standards specified herein, tree specie changes with approval of the Hailey Tree Committee, bicycle rack placement change that meet the bicycle rack standards specified herein, and other changes with a similar degree of modification. The Administrator shall make the determination as to what constitutes minor modifications. All approved modifications must be

documented in a memo to the project file and on the approved set of Drawings of Record. For modifications to projects that are determined by the Administrator not to be minor, the Administrator shall submit findings of fact and conclusions of law to the Council on its consent agenda. If an applicant wishes to obtain approval of a modification determined not to be minor, the applicant may file an application to modify a prior approval, which application will be reviewed in accordance with this Title 18.

18.04.018 Submittal Requirements and Review Procedure

A. Application Procedure.

1. A party seeking the construction of an Infrastructure Project shall submit to the Administrator an application on a form provided by the Administrator. The application shall include any proposed plat, plan and profile for streets, water mains and services, sanitary sewers and services, hydrant locations, storm drain plans and calculations, and may also include an erosion control plan, snow storage calculations, traffic study and traffic control plan.

2. Review of an Infrastructure Project is initiated by the submittal of plans that are substantially complete. The design plans submitted shall be submitted by a registered engineer and shall conform to the requirements of this Title 18, the Hailey Subdivision or Zoning Ordinance, if applicable, and any conditions of approval. The seal of the registered engineer responsible for preparation of the plans shall appear on each sheet.

3. Following review, the plans may be returned insufficient with comments and deficiencies noted. Further review shall be dependent upon the Engineer responding to each comment, deficiency or condition of the prior review. Any supplemental specifications that the Owner/Developer or Administrator determines are necessary for the proper construction of a specific project shall be provided at the Owner/Developer expense.

B. Hearing Procedure.

1. The Administrator shall schedule a date for a public hearing to consider the application for the Infrastructure Project. The hearing shall be the same as a public hearing noticed for a zoning or subdivision (design review, PUD or subdivision) application which requires approval of one or more components of the Infrastructure Project.

2. The Administrator shall mail to each addressee on the list furnished by the applicant a copy of the time and place of the hearing at least fifteen (15) days prior to the date scheduled for the hearing. When notice is required to be provided to two hundred (200) or more property owners or purchasers of record, alternate forms of notice may be provided in lieu of mailed notice. Sufficient notice shall be deemed to have been provided if the City provides notice through a display advertisement of at least four (4) inches by two (2) columns in size in the official newspaper of the City at least fifteen (15) days prior to the hearing date. Notice of such hearing shall also be mailed to other political subdivisions. At least one (1) week prior to the hearing, notice shall be posted at each intersection along the streets being improved to inform people who live on or otherwise use the street. Posted notice shall state the time and place of the hearing and describe project location, basic elements of project, timing, grant information, other relevant information and solicit input.

3. In the event the Commission reviews a zoning or subdivision application which involves an Infrastructure Project, the Commission shall first make a recommendation to the Council to deny, approve or conditionally approve the application for the Infrastructure Project. The recommendation by the Commission shall be heard by the Council as a de novo hearing at the next available regular Council meeting after the Commission's findings of fact, conclusions of law and recommendation are signed by the Commission. In the event the Commission's action on the underlying zoning or subdivision application is a final decision, the

Commission, in its sole discretion, may delay the effective date of any approval until the Council makes a final decision on the application for Infrastructure Project.

4. In the event an Infrastructure Project does not involve a zoning or subdivision application, the Council shall conduct a public hearing on the application for an Infrastructure Project, subject to the notice requirements set forth in Section 18.04.018(B)(2), above.

5. The Commission and Council shall evaluate each application for an Infrastructure Project based on the guidelines and standards set forth in this Title 18.

6. For Infrastructure Projects funded in whole or in part by the City, the Council shall evaluate the following criteria to determine project priorities:

- a. Located within $\frac{1}{4}$ or $\frac{1}{2}$ mile of a school
- b. Extends an existing sidewalk or Bikeway
- c. Connects two existing segments of sidewalk or Bikeway
- d. Existing sidewalk condition is unsafe and hazardous
- e. Located along a designated Bicycle and Sidewalk Corridor
- f. Located along a designated Collector
- g. Provides neighborhood interconnection
- h. Located within $\frac{1}{4}$ or $\frac{1}{2}$ mile of Downtown or neighborhood services
- i. Located within Downtown

Except as otherwise provided and subject to availability of funds, Infrastructure Projects that meet most of the above criteria should be considered a greater priority. Projects proposed due to imminent failure may be prioritized without consideration of these criteria.

C. Pre-Construction.

1. Construction plans for all Infrastructure Projects may be prepared after City approval and shall be prepared by a registered engineer prior to any construction. The seal of the registered engineer responsible for preparation of the plans shall appear on each sheet.

2. The Administrator shall schedule a pre-construction meeting to be held prior to the start of construction with the Owner/Developer and/or his Engineer, city staff and the Contractor. The purpose of the meeting is to discuss the construction schedule, inspection requirements and any items of work that require special coordination with the City. The Administrator shall request that 5 sets of final construction plans be delivered to the City at least one (1) week prior to a pre-construction meeting.

3. Any work, which will affect the movement or safety of vehicles, bicycles or pedestrians, will require submittal of a traffic control plan at least one (1) week prior to the pre-construction meeting. All traffic control devices shall be continuously maintained for the duration of construction, including nights and weekends, and until the right-of-way is free of construction hazards.

D. Construction.

1. All Infrastructure Projects shall be constructed or reconstructed in accordance with City Standards.

2. All testing and inspection shall be at the Owner's/Developer's or his designated Contractor's expense. A registered engineer or his authorized agent acting on behalf of and under the direction of the Owner/Developer shall perform all inspections.

3. All construction shall be scheduled so that a minimum of inconvenience will result to the public. Where irrigation systems are encountered, normal water flow shall not be interrupted unless approved in advance in writing by all parties affected.

4. Within 30 days from completion of the project, Drawings of Record shall be submitted to the City Engineer. Three (3) complete sets shall be required for water and sewer construction, and two (2) sets

for street and drainage construction. Drawings of Record shall include, but are not limited to, the actual dimensions from property corners or other permanent monuments to sewer and water services.

18.04.020 Amendment. Pursuant to Idaho Code § 67-6518, amendments to this Title are required to be noticed according to the procedures set forth in Idaho Code § 67-6509, including a public hearing before the Commission and the Council and notice of each of the hearings at least fifteen (15) days prior to the hearing.

Chapter 18.06

Street Design

Sections:

- 18.06.010 Street Classifications, Types and Designation
- 18.06.012 Street Design Guidelines and Standards
- 18.06.016 Traffic Calming Guidelines and Standards
- 18.06.022 Pedestrian Facility Design Guidelines and Standards
- 18.06.024 Bicycle Facility Design Guidelines and Standards
- 18.06.026 Street Tree Guidelines and Standards
- 18.06.028 Streetscape Elements Guidelines and Standards

18.06.010 Street Classifications, Types and Designations.

A. Street Classification. Streets within the City are classified as arterials, collectors or local. Each Street Classification is described in the following table:

	Arterial	Collector	Local
Functions	<ul style="list-style-type: none"> • Provides regional connections. • Serves major business areas. • Serves truck routes. 	<ul style="list-style-type: none"> • Connects to major arterials and commercial centers. • Serves some truck routes. • Collect neighborhood traffic and feed it into other collectors and arterials. • Access to schools, parks, etc. 	<ul style="list-style-type: none"> • Access to individual properties. • May provide on-street parking.
Access Control	Partially controlled	Limited to abutting lots not fronting on local streets	Relatively unlimited
Typical Daily Volume	Over 10,000	500 to 2,000	Under 1,000
Managed Speed	25-55 mph	20-35 mph	20-25 mph

A street's classification may be revised if the typical daily volume changes over time or may be revised based on reasonable anticipated uses which would use the street.

B. Street Type. Streets within the City are categorized as Business, Residential or Transition. A street's type may be revised if the zoning changes over time or may be revised based on reasonable anticipated zoning changes.

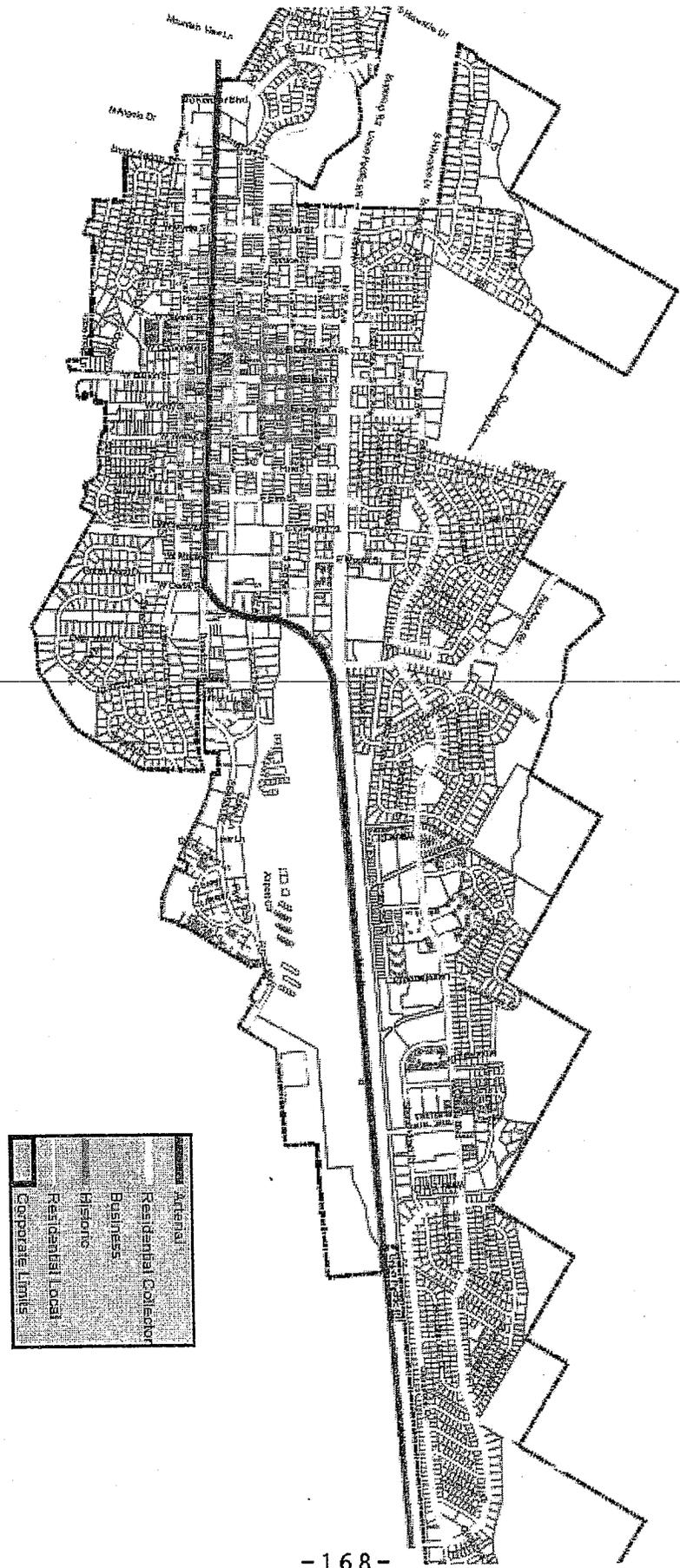
C. Street Designations. Streets within the City may be designated as truck routes, school connections or bicycle corridors. A street's designation may be revised if the City of Hailey Transportation Master Plan (TMP) changes over time or may be revised based on reasonable anticipated changes to the TMP.

D. The following table lists the classification, type and designation of each street within the City. Figure 1 is a map of these classifications, types and designations with the historic sidewalk district.

	ROW width	Arterial	Business Collector	Business Local	Transition Block	Residential Collector	Truck Route	School Connection	Bicycle Corridor
east/west									
McKercher Blvd	80					X			X
Myrtle St	100					X		X	X
Spruce St	100		River to Main		Main to First				
Silver St	100		River to Main		Main to First				
Galena St	100		River to Main		Main to First				
Carbonate St	100		River to Main		Main to First				
Bullion St	100		River to First		First to Second	X			X
Croy St	100		River to First		First to Second	X			X
Quigley Rd	80					X			X
Walnut St	100		River to First		First to Second				
Pine St	100		River to First		First to Second				
Elm St	100					X		X	X
Maple St	100								
Cedar St	100					X			
W. Cedar St	100								X
Fox Acres Rd	80					X			X
north/south									
River St	100								X
Main St	80	X					X		X
Broadford Rd	60								X
Airport Way	60		X						X
First Ave	100		Carbonate to Pine		Pine to Elm				
Second Ave	100					X		X	X
Fourth Ave	100		Maple to Main					X	
Eastridge	80					X			
Woodside Blvd	80					X		X	
Glenbrook Dr	60			south of Woodside		north of Woodside			
Black Oak Dr	60			X					
Mountain Dr	60			X					

Any street, or portion of a street, not listed in the above table is designated as a Residential/Local street.

Figure 1. Street Classification & Type with Historic Sidewalk District



E. Special Designations.

1. Bicycle Corridors.

a. The streets designated as bicycle corridors streets provide connection to other bicycle facilities, are preferred routes for bicyclists or provide connection to destinations such as a park, school, other neighborhoods or a commercial area. These streets should be improved with a Sharrow or Bicycle Lane and signed as Bicycle Routes as funds become available and allocated by Council.

b. Signed Bicycle Routes.

i) Bicycle corridors should be signed as bicycle routes when the following criteria are met:

- (1) shoulder or lane widths meet or exceed minimum Shared Lane widths;
- (2) street parking has been removed or restricted in areas of limited width to provide improved safety for bicyclists; and
- (3) a smooth surface has been provided, including but not limited bicycle safe drainage grates and potholes filled.

ii) Signs should be placed every 500 meters (1/4 mile), at every turn and at signalized intersections.

iii) Signs shall meet MUTCD standards and include supplemental destination plates, to inform cyclists of route continuity and major destinations and attractions, such as "To Downtown".

iv) Sharrow pavement markings should be applied to the pavement at reasonable intervals.

2. Transition Blocks. The half block between residential and business zoning of the streets identified in the Table in Section 18.06.010(D), above, are transition blocks, except if located within the Historic Sidewalk District. Consideration should be given to vary the design of Infrastructure Projects to best match the design on either side of the transition block.

3. Wood River Trail Crossings. Street design adjacent to the Wood River Trail Crossing should transition to sidewalks with curb and gutter at the edge of the travel lane. Width of sidewalk in the transition to the Wood River Trail Crossing should increase to a minimum of eight feet (8').

4. Historic Sidewalk District.

The blocks within the original Hailey Townsite identified on Figure 1 in Section 18.06.010(D) are included in the Historic Sidewalk District. The City should plan for the connection of the sidewalks in the Historic Sidewalk District through the corners and plan for the maintenance of these sidewalks to eliminate hazards and keep the Pedestrian Zone clear of encroaching vegetation.

18.06.012 Street Design Guidelines and Standards.

A. General. Street Design shall be appropriate to the context and function of the street and the surrounding neighborhood, and shall recognize that balancing user needs and flexible design may be achieved in different ways depending on the area in which the street is located and its classification, type and designation.

B. Factors. The following factors affecting pedestrian and bicycle safety shall be considered when determining the appropriate street design.

1. Front in angle parking is hazardous for bicyclists riding in the street due to drivers' vision being limited while backing out of a space.
2. Parallel parking provides a buffer between pedestrians and moving cars in the travel lane.
3. Parallel parking is hazardous for bicyclists riding in the street due to doors opening suddenly.
4. Parallel parking results in fewer spaces than perpendicular parking.
5. Bicyclists on sidewalks increases potential for collisions at driveways and intersections, which are frequent throughout Hailey, due to the fact bicyclists on sidewalks are farther away from the driver's line of sight and therefore less visible to the driver.
6. Wide sidewalks on both sides of the street gives less confident bicyclists an area that "feels" safe; it is important to reinforce safe biking techniques particularly biking on the right side of the street, in the same direction as vehicles on the street.
7. Sidewalks on both sides of the street provide pedestrians convenient and safe access to more destinations by providing space separated from bicyclists and motor vehicles and by minimizing street crossings.

C. Sidewalk Zone, Bicycle Facilities, Parking and Drainage. The following table recommends a minimum allocation of space for each mode to maximize the safety of pedestrians and bicyclists and recommends the type of parking and drainage. When determining the appropriate allocation of space on a street §§18.06.012(A) and (B) should be considered.

	Sidewalk Zone (includes curb, buffer, ped & frontage zones) – both sides of street	Bicycle Facilities – both sides of street	Parking	Drainage
Business/Collector 100' ROW	16 ft total width with min 5 ft ped zone	12 - 14 ft Shared Lane with Sharrow	60° angled	Concrete curb and gutter
Business/Collector 60' ROW	6 ft total width with min 5 ft ped zone and 1 ft curb zone	10 - 12 ft Shared Lane with Sharrow	10' wide parallel	Concrete curb and gutter
Business Local 60' ROW	9 ft wide shoulder located left of a wide fog line	10 - 12 ft Shared Lane with Sharrow	Parallel allowed in shoulder, no stripping necessary	Concrete valley gutter
Residential/Collector 80' or 100' ROW	17.5 total width with min 7 ft ped zone, consider 10 ft ped zone on school connections	10 - 12 ft Shared Lane with Sharrow or 5 ft Bicycle Lane	May vary based on needs or neighborhood and ROW width	Natural swale
Residential/Collector 60' ROW	15 ft total width with min 7 ft ped zone	10 - 12 ft Shared Lane with Sharrow or 5 ft Bicycle Lane	Parallel is preferred	Natural swale
Residential/Local 60' or 100' ROW	11 ft total width with Min 5 ft ped zone	10 - 12 ft Shared Lane with Sharrow	May vary based on needs or neighborhood and ROW width	Natural Swale

D. Business/Collector Streets. Except as otherwise provided herein, drought tolerant landscaping, irrigation, bike racks and streetscape elements approved by the City should be installed within the Buffer Zone on Business/Collector streets with right-of-way widths of 100 feet.

1. For City funded projects, drought tolerant landscaping and irrigation should be planned and included in the overall project budget. If funds for the installation and maintenance of landscaping are not available due to budget constraints, then at a minimum irrigation infrastructure should be installed to enable landscaping to be installed and maintained at a later date.

2. Streetscape elements may be located in the Buffer or Frontage Zones.

E. Residential/Collector Streets. Except as otherwise provided herein, landscaping and irrigation should be installed on Residential/Collector streets with right-of-way widths of 80 or 100 feet.

1. For City funded projects, drought tolerant landscaping and irrigation should be planned and included in the overall project budget. If funds for the installation and maintenance of drought tolerant landscaping are not available due to budget constraints, then at a minimum irrigation infrastructure should be installed to enable drought tolerant landscaping to be installed and maintained at a later date.

18.06.016 Traffic Calming

A. Measures. The following traffic calming measures are acceptable for the Street Type and Classification indicated in the following table:

	Collector	Local
Business	<ul style="list-style-type: none"> • Stop Signs • Neckdowns and Chokers • Roundabouts • Bulbouts 	<ul style="list-style-type: none"> • Raised Intersections • Speed Humps • Chicanes/Lateral Shifts • Neckdowns/Chokers • Neighborhood Roundabouts
Residential	<ul style="list-style-type: none"> • Stop Signs • Neckdowns and Chokers • Roundabouts 	<ul style="list-style-type: none"> • Raised Intersections • Speed Humps • Chicanes/Lateral Shifts Neckdowns/Chokers Neighborhood Roundabouts

Chicanes/Lateral Shifts are curb extensions that alternate from one side of the roadway to the other, forming s-shaped curves. Neckdowns/chokers are curb extensions at intersections that reduce curb-to-curb roadway travel lane widths.

B. Traffic Calming Evaluation Procedure. The Commission or Council shall consider the following in determining whether a traffic calming measure should be installed.

1. Stop signs.

a. Installation of a stop sign may be warranted if an intersection meets at least one of the following criteria:

i) A visual obstruction is within 100 feet of the intersection and prevents a clear view of the intersection; obstructions may be removed to resolve the problem.

ii) The streets intersect at angles less than 80 degrees and/or have a slope of more than 5% within 100 feet of the intersection.

iii) The intersection experiences traffic flows in excess of 1,000 vehicles per day.

iv) A public school is within 660 feet of the intersection.

v) A public park or other public recreation area is within 660 feet of the intersections.

vi) A known history of accidents at the intersection.

b. The following criteria apply when placing a stop sign:

i) at intersections between an arterial and a collector or local street, traffic on the collector or local street is stopped.

ii) at intersections between two collector streets, traffic on both streets is stopped.

iii) at intersections between a collector and a local street, traffic on the local street is stopped.

2. All other traffic calming measures.

a. Installation of an acceptable traffic calming measure may be warranted if at least one of the following criteria is met:

i) 85th percentile speed is at least 10 mph over the posted speed limit.

ii) A petition is signed by at least 75 percent of the total occupied households within the affected neighborhood.

18.06.022 Pedestrian Facility Design Guidelines and Standards.

A. Sidewalk Corridor. Sidewalk corridors should promote access and include the following characteristics:

1. Clearly defined pedestrian, buffer/landscape/furniture, and frontage zones;
2. Wide pedestrian zones;
3. Minimal obstacles/protruding objects;
4. Minimal walking distance;
5. Moderate grades and cross slopes;
6. Rest areas outside of pedestrian zone;
7. Firm, stable, slip resistant surfaces; and
8. Good lighting

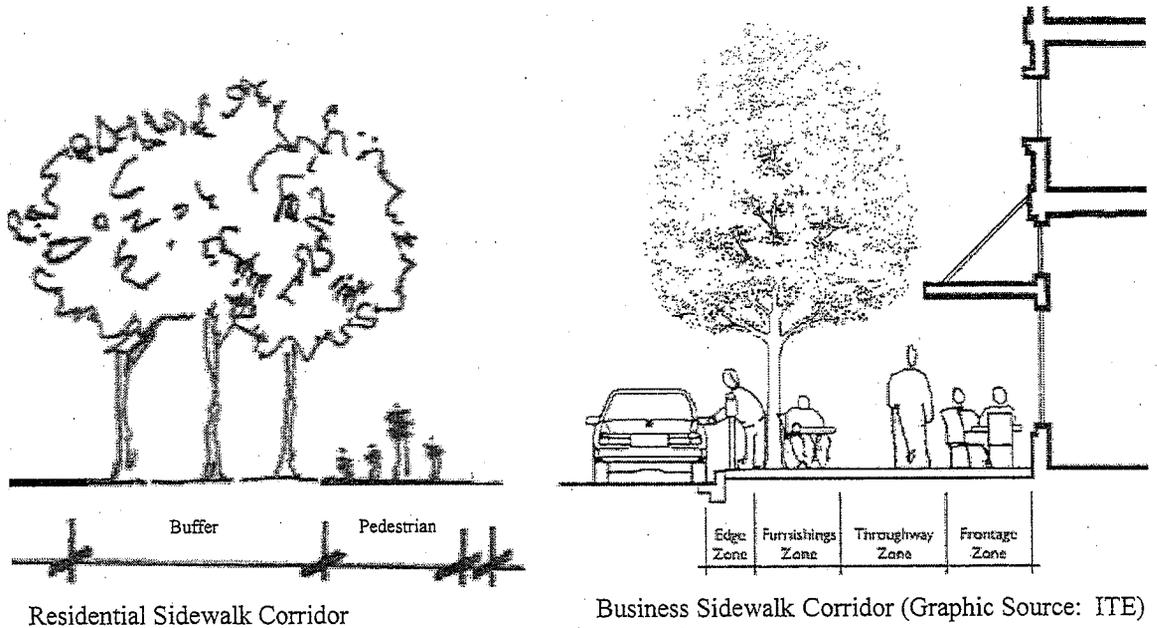
B. Sidewalk Corridor Zones. The Sidewalk Corridor is divided into four distinct functional zones used to determine the width of the Sidewalk Corridor and help ensure that obstacles, such as utility poles and other street furniture, will not limit pedestrian access and mobility. Sidewalk Corridor zone widths are recommended in Section 18.06.014.

1. Curb (or Edge) Zone. The area between the face of curb and the furnishing zone providing clearance between parked vehicles or traveled way and appurtenances or landscaping.

2. Buffer/Landscape (or Furnishing) Zone. The area of the sidewalk corridor that provides a buffer between pedestrians and vehicles, which may contain landscaping, public street furniture, transit stops, art, bike racks, signage, or utilities.

3. Pedestrian (or Throughway) Zone. The area of the sidewalk corridor reserved for the movement of pedestrians. The pedestrian zone should be wide for two pedestrians to travel side by side without passing other pedestrians, or for two people going in opposite directions to pass one another.

4. Frontage (of Shy) Zone. The distance between the pedestrian zone and the building front or property line that is used to buffer pedestrians from window shoppers, appurtenances and doorways. The Frontage zone may contain art, signage, merchandise displays, or street furniture such as benches and café chairs and tables.



C. Sidewalk Corridor Clear Width, Grade and Cross Slopes. Minimum standards are based on American with Disabilities Act Accessible Guidelines (“ADAAG”).

1. Clear Width. A minimum clear width of 4 feet is required on all public and private sidewalks.

2. Sidewalk Corridor Grade Standards. The grade of the Pedestrian Zone shall not exceed the grade established for the adjacent roadway. Except the running slope of a pedestrian access route may be permitted to be steeper than the grade of the adjacent roadway, provided that the pedestrian access route is less than 1:20.

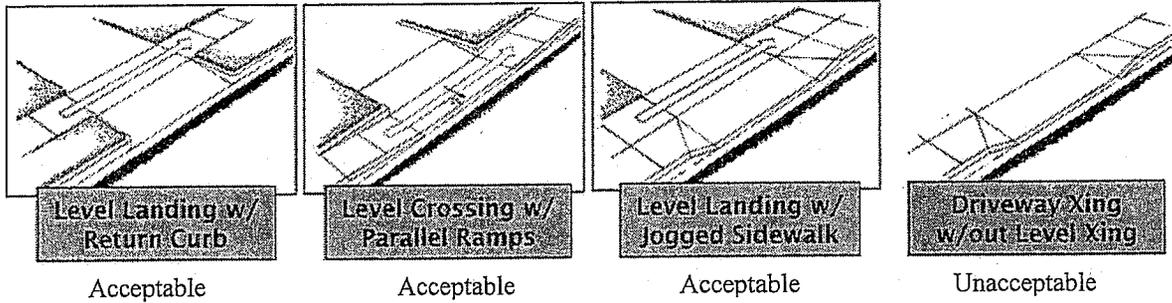
3. Sidewalk Corridor Cross Slope Standards.

a. The cross slope of the Pedestrian Zone shall be 1:48 maximum.
b. Changes in cross slope shall not exceed 2 percent.
c. The number of driveway crossings should be minimized to the greatest extent possible. When a driveway crossing is necessary the following types are acceptable:

- i) Level landing with return curb
- ii) Level crossing with parallel ramps

iii) Level landing with jogged sidewalk

Driveway Crossing Types



D. Curb Ramp Guidelines and Standards.

1. Best Practices. Curb ramp designs should attempt to meet all of the following Federal Highway Administration (“FHWA”) *Designing Sidewalks and Trails for Access* best practices for curb ramp design to maximize accessibility and safety for all pedestrians, particularly when retrofitting existing curb ramps:

- a. Provide a level maneuvering area or landing at the top of the curb ramp
- b. Clearly identify the boundary between the bottom of the curb ramp and the street with a detectable warning.
- c. Design ramp grades that are perpendicular to the curb.
- d. Place the curb ramp within the marked crosswalk area.
- e. Avoid changes of grade that exceed 11 percent over a 610 mm (24 in) interval.
- f. Design the ramp that doesn't require turning or maneuvering on the ramp surface.
- g. Provide a curb ramp grade that can be easily distinguished from surrounding terrain; otherwise, use detectable warnings.
- h. Design the ramp with a grade of 7.1, cannot exceed 8.3% (1:12).
- i. Design the ramp and gutter with a cross slope of 2.0 percent.
- j. Provide adequate drainage to prevent the accumulation of water or debris on or at the bottom of the ramp.
- k. Transitions from ramps to gutter and streets should be flush and free of level changes.
- l. Align the curb ramp with the crosswalk, so there is a straight path of travel from the top of the ramp to the center of the roadway to the curb ramp on the other side. Provide clearly defined and easily identified edges or transitions on both sides of the ramp to contrast with sidewalk. Depending on site constraints, it may not be possible to incorporate all of the best practices within each curb ramp.

2. Curb Ramp Slope.

- a. For new construction curb ramp slope shall not exceed 8.3%.
- b. For retrofits where 8.3% ramp slopes cannot be attained, the following ADAAG (1991) exceptions may be permitted:

Maximum Rise	Minimum Slope	Maximum Slope

6 inches	8.3%	10%
3 inches	10%	12.5%

c. A slope steeper than 12.5% should be avoided regardless of length of ramp.

3. Ramp Cross Slope shall not exceed 2.0%.
4. Ramp Length – See FHWA Designing Sidewalks and Trails for Access.
5. Ramp minimum width is 4 feet (48 inches).
6. Drainage slopes shall not exceed 2%. The cross slope of the street and gutter approach shall not exceed 5%.
7. Transition areas shall have a gradual transition with a minimum grade change of less than 11%.
8. Sidewalk approaches shall have a minimum 3-foot (36 inch) clear space.
9. Slopes of a landing shall not exceed 2%. Landings should extend at least 4 feet beyond the top of the curb ramp for maneuverability (Fig. 1). If the space is limited and a 4-foot landing cannot be provided, an absolute minimum 3-foot (36 inch) landing is acceptable, provided the minimum ramp width is 4 feet (48 inches) and ramp flare slope does not exceed 8.3% (Fig. 2).

Curb Ramp Landings

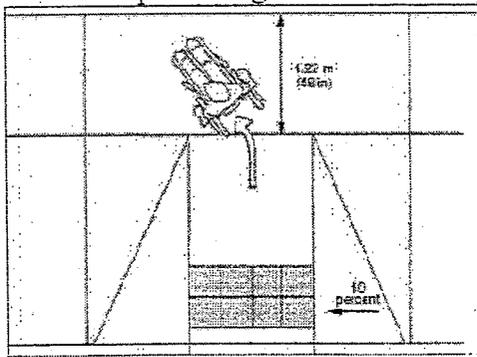


Fig. 1

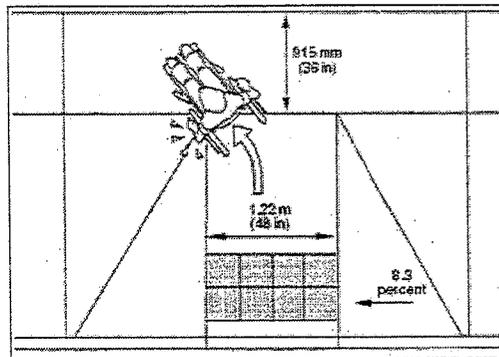


Fig. 2

E. Pedestrian Crossings.

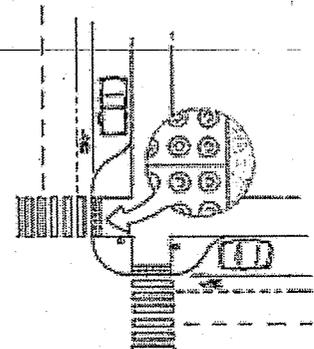
1. Design Solutions at Wide Intersections. The following techniques are appropriate to use to improve pedestrian conditions and access at wide intersections, particularly on Main Street where appropriate right-of-way exists, and may be incorporated into a design:

- a. Center medians to provide a refuge for slower pedestrians;
- b. Accessible pedestrian signals to assist in providing people with vision impairments enough time to cross the street;
- c. Increase crossing times so that people who walk slowly will have sufficient time to cross before the signal indication changes;
- d. Increase the crossing times so that people who delay the start of their crossing to confirm the WALK interval will have sufficient time to cross before the signal indication changes;
- e. Prohibit left turns during the .WALK interval;

- f. Restrict right turns on red;
- g. Enhance the visibility of the crosswalk markings or consider a raised crosswalk with detectable warnings (truncated domes) at both ends;
- h. Reduce crossing distances and increase visibility through the construction of curb extensions;
- i. Reduce traffic speed;
- j. Clarify the pedestrian crossing area by installing stamped or raised crosswalks with detectable warnings (truncated domes) installed at both ends;
- k. Pedestrian lead time and an accessible pedestrian signal so pedestrians, including those with vision impairments, can assert themselves in the crosswalk before motorists start making right and left turns;
- l. Mid-block signalized crossing with accessible pedestrian signal opportunities at busy intersections to encourage people to cross where there are fewer potential points of conflict between pedestrians and motorists;
- m. Curb extension to decrease crossing distances and increase pedestrian visibility; and
- n. Traffic and pedestrian signal indications if they do not already exist.

2. Turning Radius. Smaller turning radii are encouraged to slow traffic speeds, allow perpendicular curb ramps to be positioned parallel to the crosswalk and perpendicular to the curb, significantly decrease crossing distances for pedestrians, enhance detection of the crosswalk and improve crossing conditions for people with vision impairments. The addition of on-street bicycle lanes adds turning space for larger vehicles in lieu of wider curb radii.

3. Truncated Domes. Truncated domes shall be installed when altering curb ramps.



Truncated Domes

18.06.024 Bicycle Facility Design Guidelines and Standards

A. Sidewalks.

- 1. Sidewalks generally should not be considered bicycle facilities and should not be signed as a bicycle route.
- 2. Sidewalk riding by children or adults uncomfortable riding in the street is to be expected and tolerated, but should not be encouraged.

B. Shared-Use Path.

- 1. Shared-Use Paths are generally not recommended in areas within the City of Hailey served by the street network, but may be appropriate within an exclusive right-of-way, to connect neighborhood cul-de-sacs or where few, or no, driveways or street intersections will cross the path.
- 2. A Shared Use Path shall have a minimum pavement width of ten feet (10'), with a preferred width of 12 or 14 feet if significant volume and mix of users (pedestrians, cyclists, runners, skaters, etc.) or user types (children, basic adults, advanced riders) is present.

C. Bicycle Lanes.

1. Guidelines. Bicycle Lanes shall be one-way facilities and carry bike traffic in the same direction as adjacent motor vehicle traffic.

a. Two-way Bicycle Lanes on one side of the roadway are prohibited when they result in bicycles riding against the flow of motor vehicle traffic.

i) There may be special situations where a two-way Bicycle Lane for a short distance can eliminate the need for a bicyclist to make a double crossing of a busy street or travel on a sidewalk. This should only be considered after careful evaluation of the relative risks.

b. Bicycle Lanes on one-way streets are required to be placed on the right side of the street. Bicycle Lanes on the left side are unfamiliar and unexpected for most motorists but may be considered when a Bicycle Lane on the left will substantially decrease the number of conflicts, such as those caused by heavy bus traffic or unusually heavy turning movements to the right, or if there are a significant number of left-turning bicyclists.

c. Two-way Bicycle Lanes on the left side of a one-way street may be considered with a suitable separation from the motor vehicle traffic after a complete engineering study of other alternatives and relative risks.

2. Minimum Width.

a. For roadways with curb and gutter or where substantial truck traffic is present, or where motor vehicle speeds exceed 50 mph, the minimum width of a Bicycle Lane shall be 5 feet from the face of a curb or guardrail to the Bicycle Lane stripe. This 5-foot width should be sufficient in cases where a 1-2 foot wide concrete gutter pan exists, provided that a minimum of 3 feet of rideable surface is provided and the longitudinal joint between the gutter pan and pavement surface is smooth. The width of the gutter pan should not be included in the measurement of the rideable or usable surface. If the joint is not smooth, 4 feet of rideable surface should be provided.

b. If parking is permitted, the Bicycle Lane should be placed between the parking area and the travel lane and have a minimum width of 5 feet.

c. If parking is permitted but a parking stripe or stalls are not utilized, the shared area should be a minimum of 11 feet without a curb face and 12 feet adjacent to a curb face.

d. If the parking volume is substantial or turnover is high, an additional 1 to 2 feet of width is desirable.

e. For roadways with no curb and gutter, and where parking is prohibited and where the area beyond the paved shoulder can provide additional maneuvering width, the minimum width may be 4 feet.

3. Placement.

a. Bicycle Lanes between the parking lane and curb lane are prohibited.

b. On a street without curbs and gutters Bicycle Lanes should be located within the limits of the paved shoulder at the outside edge.

4. Pavement Surface.

a. The pavement surface in this area 32-40 inches from a curb face should be smooth and free of structures. Drain inlets and utility covers that extend into this area may cause bicyclists to swerve and effectively reduce the usable width of the lane. Where these structures exist, the Bicycle Lane width may need to be adjusted accordingly.

5. Lane Striping.

a. A Bicycle Lane shall be delineated from the motor vehicle travel lanes with a minimum 6 inch wide solid white line.

b. An additional 4-inch solid white line may be placed between the parking lane and the Bicycle Lane. This second line will encourage parking closer to the curb, providing added separation from motor vehicles, and where parking is light it can discourage motorists from using the Bicycle Lane as a through travel lane.

6. Hazards.

a. Bicycle Lanes should be provided with adequate drainage to prevent ponding, washouts, debris accumulation and other potentially hazardous conditions.

b. Drainage grates should be bicycle-safe. When an immediate replacement of an incompatible grate is not possible, a temporary correction of welding thin metal straps across the grates perpendicular to the drainage slots at 4-inch center-to-center spacing should be considered.

c. A smooth riding surface should be provided and utility covers should be adjusted flush with the surface.

d. Raised pavement markings and raised barriers can cause steering difficulties for bicyclists and should not be used to delineate bicycle lanes.

7. Bicycle Lanes at Intersections.

a. Bicycle Lane striping should not be installed across any pedestrian crosswalks, and, in most cases, should not continue through any street intersections.

b. If there are no painted crosswalks, the Bicycle Lane striping should stop at the near side corner of the intersection and then resume at the far side corner. The only exception may be the extension of dotted guidelines through particularly complex intersections or multi-lane roundabouts.

c. The same Bicycle Lane striping criteria apply whether parking is permitted or prohibited in the vicinity of the intersection.

d. At signalized or stop-controlled intersections with right-turning motor vehicles, the solid striping to the approach should be replaced with a broken line. The length of the broken line section is usually 50 feet to 200 feet.

e. At non-signalized minor intersections with no stop controls and small volumes of right-turning motor vehicles, solid Bicycle Lane striping can continue all the way to the crosswalk on the near side of the intersection.

f. If there is a bus stop or high right-turn volume, the 6-inch solid line should be replaced with a broken line for the length of the bus stop. The Bicycle Lane striping should resume at the outside line of the crosswalk on the far side of the intersection.

g. If a bus stop is located on a far side of the intersection rather than on a near side approach, the solid white line can also be replaced with a broken line for a distance of at least 80 feet from the crosswalk on the far side of the intersection.

h. At T-intersections with no painted crosswalks, the Bicycle Lane striping on the side across from the T-intersection should continue through the intersection area with no break. If there are painted crosswalks, the Bicycle Lane striping on the side across from the T-intersection should be discontinued only at the crosswalks.

8. Bicycle Lanes and Turning Lanes. Bicycle Lanes sometimes complicate bicycle and motor vehicle turning movements at intersections. Because they encourage bicyclists to keep to the right and motorists to keep to the left, both operators are somewhat discouraged

from merging in advance of turns. Thus, some bicyclists may begin left turns from the right-side Bicycle Lane and some motorists may begin right turns from the left of the Bicycle Lane. Both maneuvers are contrary to established rules of the road and may result in conflicts; however, these can be lessened by signing and striping.

a. At intersections, bicyclists proceeding straight through and motorists turning right must cross paths. Striping and signing configurations which encourage crossings in advance of the intersection, in a merging fashion, are preferable to those that force the crossing in the immediate vicinity of the intersection. To a lesser extent, the same is true for left-turning bicyclists; however, in this maneuver, most vehicle codes allow the bicyclist the option of making either a “vehicular style” left turn (where the bicyclist merges leftward to the same lane used for motor vehicle left turns) or a “pedestrian style” left turn (where the bicyclist proceeds straight through the intersection, turns left at the far side, then proceeds across the intersection again on the cross street) (Figure 17).

b. Where there are numerous left-turning bicyclists, a separate turning lane can also be considered. The design of Bicycle Lanes should also include appropriate signing at intersections to warn of conflicts. General guidance for pavement marking of Bicycle Lanes is contained in the MUTCD 2. The approach shoulder width should be provided through the intersection, where feasible, to accommodate right-turning bicyclists or bicyclists who prefer to use crosswalks to negotiate the intersection.

c. Intersections with throat widening at approaches that provide an exclusive left-turn bay can also provide an exclusive right-turn lane for motor vehicles. In those cases where throat widening has reduced the available pavement width below the minimum requirements for Bicycle Lane operation and it is not possible to widen the pavement, the Bicycle Lane striping should be discontinued following a regulatory sign. Bicyclists proceeding straight through the intersection should be directed to merge with motor vehicle traffic to cross the intersection. Where sufficient width exists, a separate through Bicycle Lane should be placed to the right of the through lane.

9. Bicycle Lane Symbols and Markings.

a. Pavement markings and signing guidance provided by the Manual of Uniform Traffic Control Devices (MUTCD) shall be followed when striping bicycle lanes.

D. Bicycle Racks.

1. A single bicycle rack shall meet the following criteria:

a. Support the bicycle upright by its frame in two places.

b. Prevent the wheels of the bicycle from tilting or twisting.

c. A U-lock should be able to lock the front wheel and the down tube of an upright bicycle or lock the rear wheel and seat tube of the bicycle.

2. Two or more single racks may be mounted in a row on a common base or attached in a row to a frame.

3. Inverted "U" racks mounted in a row should be placed 30 inches apart on center, allowing enough room for two bicycles to be secured to each rack and providing easy access to each bicycle.

4. Racks should be made of material that resists being cut or detached using common hand tools. The rack should be anchored so that it cannot be stolen with the bikes attached. Racks that are large and heavy enough such that the rack cannot be easily moved or lifted with the bicycles attached do not have to be anchored.

5. Racks shall be placed so that they do not block the entrance, inhibit pedestrian flow in or out of the building or generally impede snow removal. If placed on a sidewalk, racks should be placed so that at least 5 feet of sidewalk width is maintained.

6. Where multiple racks are installed in rows with aisles separating the rows the following dimensions shall apply:

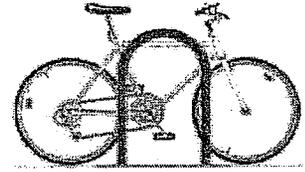
a. Minimum aisles width shall be 48 inches. The aisle is measured from tip to tip of bike tires across the space between racks.

b. Minimum depth shall be 72 inches for each row of parked bicycles.

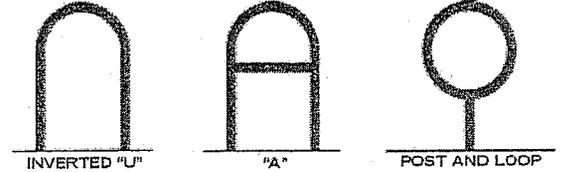
c. Areas with a high turnover rate should have a minimum aisle width of 72 in and should have more than one entrance.

7. Racks shall be mounted within 50 feet of the entrance it serves, or as close as the nearest car parking space, whichever is closer and shall be clearly visible from the entrance it serves.

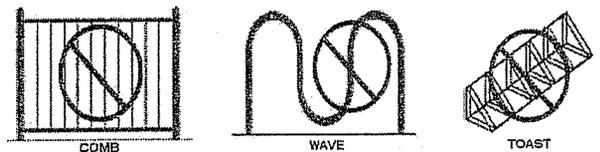
Supports frame in two places:



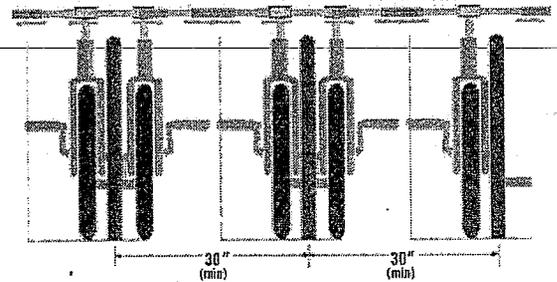
Appropriate designs:



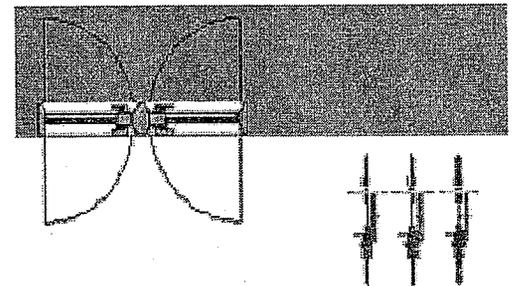
Inappropriate designs:



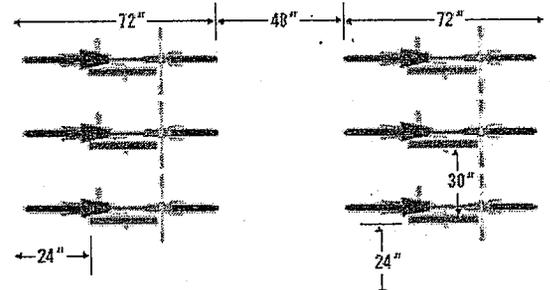
Adequate spacing between racks:



Bicycle racks at building entrances:



Adequate spacing between rows of racks:



8. Creative, three-dimensional bicycle-racks are permitted provided the criteria of the rack design are met.
9. When possible, bicycle parking areas should be protected from the elements (rain, snow, etc.).

18.06.026 Street Tree Guidelines and Standards.

A. The selection of species and the placement of trees within a Sidewalk Corridor Zone requires an encroachment permit and review the Hailey Tree Committee to ensure the following guidelines are met:

1. Species Selection.
 - a. Species that sucker or drop significant amounts of fruit or seeds or pods that may cause liability/safety issues are prohibited.
 - b. Species should tolerate environmental stressors such as pollution, unreasonable growth space, pruning and people. The proximity of sign, utilities, automobiles and other space constraints and conflicts should also be considered.
 - c. Species selected shall be within the USDA hardiness zones 4-6.
2. Caliper.
 - a. Minimum caliper two-inch
 - b. Maximum caliper four-inch, except as recommended by the Hailey Tree Committee.
3. Spacing.
 - a. Trees shall be spaced to maximize the ability of the species selected to thrive over time.

18.06.028 Streetscape Elements Guidelines and Standards.

A. Street Lights. Street Lights are required to be installed at intersections on Business/Collector Streets and should maximize the lighting of the Pedestrian Zone and crosswalks.

B. Tree Grates. Tree Grates are required for street trees planted on Business/Collector streets.

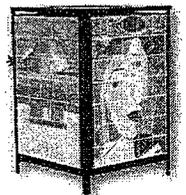
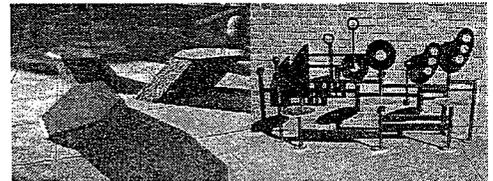
C. Trash and Recycling Receptacles. The standard trash receptacle is “Central Park” receptacle. Recycling receptacles are also encouraged.

D. Benches. A variety of styles with similar elements are encouraged to add interest to the streetscape and avoid monotony.

E. Drinking Fountain. Opportunities to incorporate drinking fountains into key public spaces should be considered.

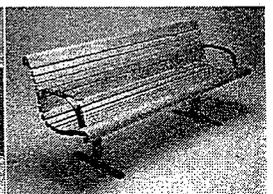
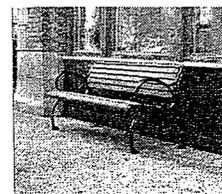
F. Public Art. The incorporation of public art is encouraged. Any streetscape element can take the form of public art.

Benches, Tree Grates and Trash Receptacles as Art



Landscape Forms
Gretchen

Plainwell



AGENDA ITEM SUMMARY

DATE: August 6, 2012 DEPARTMENT: Community Development DEPT. HEAD SIGNATURE: 

SUBJECT: Limited Business (LB) – Zoning Ordinance Amendment

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The text amendment is city initiated to amend Section 4.5.3 of the Hailey Zoning Ordinance. The amendment would expand the conditional use of "wholesale distributors." Please see attached staff report and draft ordinance for more in depth details.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<input type="checkbox"/> City Administrator	<input type="checkbox"/> Library	<input type="checkbox"/> Benefits Committee
<input type="checkbox"/> City Attorney	<input type="checkbox"/> Mayor	<input type="checkbox"/> Streets
<input type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Building	<input type="checkbox"/> Police	_____
<input type="checkbox"/> Engineer	<input type="checkbox"/> Public Works, Parks	_____
<input type="checkbox"/> Fire Dept.	<input checked="" type="checkbox"/> P & Z Commission	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ACTION OF THE CITY COUNCIL:

Date : August 6, 2012

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.):
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

STAFF REPORT

TO: Hailey City Council

FROM: Bart Bingham, Planning Coordinator *BB*

RE: Zoning Ordinance Amendment – Section 4.5.3 – Incidental and subordinate retail sales in Limited Business (LB) zoning district.

HEARING: August 6, 2012

Notice

Notice for the public hearing was published in the Idaho Mountain Express on July 18, 2012 and mailed to public agencies and area media on July 13, 2012.

Proposal

The text amendment is city initiated to amend Section 4.5.3 of the Hailey Zoning Ordinance, and is proposed with a draft ordinance to amend Zoning Ordinance No. 532. The objective is to promote economic development by allowing some retail uses in Limited Business (LB) zoning while still encouraging retail uses downtown. The amendment would expand the conditional use of “wholesale distributors” in the section to “wholesale distributors or wholesale distributors with incidental and subordinate retail sales.”

Procedural History

The text amendment was considered by the Hailey Planning and Zoning Commission on July 9, 2012, and was unanimously recommended for approval by the Commission at that time.

Department Comments

The amendment is initiated based on current economic conditions and a desire for local economic and business opportunities to improve. As stated, staff’s objective is to allow some retail uses within Limited Business (LB) zoning district, while still encouraging retail uses downtown.

Standards of Evaluation

Note: Staff analysis is in lighter type,
Italicized words are words or phrases added by staff for clarification purposes.

14.6 When evaluating any proposed amendment under this Article, the Commission and Council shall make findings of fact on the following criteria:

- a. The proposed amendment is in accordance with the Comprehensive Plan;**
The Council should consider how the proposed amendment relates to the various goals of the Comprehensive Plan (listed below for reference). Three goals have been identified as being the most applicable to this amendment:

Section 5.1 (c) Community Activity Areas are located/(designated) at the north and south ends of the Main Street Corridor. Commercial and mixed use (commercial and residential) development are appropriate (in these areas), but should be subordinate and secondary to the infill of Downtown.

Limited Business (LB) zoned areas are located near designated activity centers. Providing opportunities for some retail uses in LB zoning may assist in spurring more economic activity in and around activity areas, and attract more people. At the same time, main retail uses would continue to be downtown.

Section 5.7 Encourage development at the densities allowed in the Zoning Code (is a goal of the Comprehensive Plan).

LB mixed use density is designated to allow one (1) dwelling unit for each one-twentieth (1/20) of an acre. If fully realized, this allowance makes it possible for significant amounts of high density housing and commercial uses to be operated in the same areas. Having some retail in LB could provide needed close-by services for concentrated living areas.

Section 6.2 Encourage abundant, competitive, and career-oriented opportunities for young workers (is a goal of the Comprehensive Plan).

The number of 25-34 year olds living in Hailey in 2011 was significantly low. These numbers likely haven't changed significantly. Allowing some retail in LB may help provide more competitive and career-oriented opportunities to attract more young workers to come to Hailey.

Comp Plan Goals (2010)
1.1 Preserve, protect and restore natural resources including waterways, floodplains, wetlands, soil, community forest, native vegetation, green space and wildlife habitat and migration corridors for the benefit of the City and its residents.
1.2 Efficiently use and conserve resources.
1.3 Promote renewable energy production
1.4 Promote energy conservation
1.5 Promote air quality protection
2.1 Reduce the potential threat to loss of life, limb or property and minimize public expenditures due to natural and man-made hazards.
3.1 Assure the protection and preservation of Special Sites, Areas and Features to maintain a strong community identity for future generations
3.2 Protect the residential character of the original Townsite.
4.1 Create and maintain an interconnected system of parks, recreational facilities, trails, green spaces and natural lands in order to provide diverse recreation opportunities for Hailey residents within ¼ mile to ½ mile of the greatest number of residents.
5.1 Retain a compact City comprised a central downtown with surrounding diverse neighborhoods, areas and characteristics as depicted in the Land Use Map:
a. Main Street Corridor – area of high density commercial, mixed use and residential development.
b. Downtown - the historic commercial center containing the greatest concentration of commercial, cultural and civic activity. Downtown is the priority area for encouraging higher density commercial and mixed use (commercial and residential) development.
c. Community Activity Areas – located at the north and south ends of the Main Street Corridor. High density residential is encouraged. Commercial and mixed use (commercial and residential) development is appropriate, but should be subordinate and secondary to the infill of Downtown.
d. High Density Residential – high density residential infill is encouraged in the area along Main Street and River Street between Downtown and the north and south ends of Main Street.
e. Residential Buffer – medium density residential, providing a buffer between lower density residential neighborhoods to the east and west and the Main Street District.
f. Traditional Residential – Density varies depending on the qualities of different neighborhoods, generally density is higher within a ¼ mile of Downtown, Community Activity Areas or Neighborhood Service Centers and connected by transit service.
g. Neighborhood Service Centers – Small commercial areas serving residents within walking distance (¼ to ½ mile) where commercial use is subordinate to residential uses and to Downtown or Community Activity Areas.
h. Light Industrial – Areas containing uses important to a variety of business sectors that focus on the production of products and services that are less compatible with, and do not compete with, uses in Downtown and the Community Activity Areas.
i. Airport Site Redevelopment – a diversity and integration of uses and community assets that complement and support Downtown and are connected within and to existing neighborhoods.
j. Community Gateways – areas where one has a sense of arrival or sense of being within a part of town distinguished from others providing opportunities for special design considerations.

5.2	Maintain Downtown as the area containing the greatest concentration of commercial, cultural and civic activity and as the priority area for encouraging higher density commercial and mixed use (commercial and residential) development.
5.3	Continue cooperation with the Blaine County and the Friedman Memorial Airport Authority in regional planning efforts to optimally relocate the airport and plan for the long term redevelopment of the site within the city limits to ensure that changes in land use are beneficial to the community of Hailey.
5.4	Protect open space within and surrounding Hailey, including visible ridgelines, undeveloped hillsides and agricultural areas which help define the unique character of Hailey.
5.5	Lessen dependency on the automobile.
5.6	Manage and accommodate population growth by infill development and, when appropriate, minimal expansion by annexation and/or density increases.
5.7	Encourage development at the densities allowed in the Zoning Code.
6.1	Encourage a diversity of economic development opportunities within Hailey
6.2	Encourage abundant, competitive and career-oriented opportunities for young workers.
7.1	Encourage a variety of projects and programs that meet the needs generated by various segments of the population, especially the needs of those who risk suffering effects of discrimination or are socially or economically disadvantaged.
7.2	Encourage projects and programs that seek to provide opportunities for cultural, cross-cultural and educational enrichment.
8.1	Encourage development that provides opportunities for home ownership and rental homes for individuals and families of all socio-economic levels.
9.1	Plan for the long-term utilities, service and facility needs of the City while minimizing impacts to the greatest extent possible.
10.1	Create and maintain a pedestrian and bicycle-friendly community that provides a safe, convenient and efficient multi-modal transportation system for all Hailey residents.
11.1	Establish a built environment that maintains a human scale, retains interest, aesthetics, encourages various levels of interaction among all members of the community, and enhances the character of different neighborhoods.
12.1	Evaluate whether proposed regulatory or administrative actions may result in an unconstitutional taking of private property.
13.1	Encourage and facilitate the development of school facilities that are planned consistently with the city's other land use policies.
13.2	Ensure the provision of safe, adequate, convenient multi-modal transportation access to all existing and future school sites.

- b. **Essential public facilities and services are available to support the full range of proposed uses without creating excessive additional requirements at public cost for the public facilities and services;**

No additional costs or requirements are anticipated to public facilities and services.

- c. **The proposed uses are compatible with the surrounding area; and**
Proposed amendment may attract small amounts of more traffic to areas within Hailey, but LB zoned areas are generally located along Main Street with some along Woodside Blvd.

- d. **The proposed amendment will promote the public health, safety and general welfare.**

It is not anticipated the proposed amendment will adversely affect the public health, safety and welfare of citizens.

Summary

The Council is required to hold a public hearing and determine whether the proposed amendment is in accordance with the applicable standards of evaluation, and to pass an ordinance making said amendment part of Hailey Zoning Ordinance #532. The draft ordinance is attached.

Motion Language

Approval:

Motion to approve the proposed amendment to Section 4.5.3, finding that the amendment is in accordance with the Comprehensive Plan, that essential public facilities and services are available to support the full range of proposed uses without creating excessive additional requirements at public cost for the public facilities and services, that the proposed uses are compatible with the surrounding areas, and that the proposed amendment will promote the public health, safety and general welfare and adopt Ordinance 1107 and authorize the mayor to conduct the first reading by title only.

Denial:

Motion to deny the proposed amendment to Section 4.5.3, finding that _____
[the Council should cite which standards are not met and provided the reason why each identified standard is not met].

Continuation:

Motion to continue the public hearing upon the proposed amendment to Section 4.5.3 to _____
[the Council should specify a date].

Table:

Motion to table the proposed amendment to Section 4.5.3

HAILEY ORDINANCE NO. 1107

AN ORDINANCE OF THE CITY OF HAILEY, IDAHO, AMENDING HAILEY'S ZONING ORDINANCE, ORDINANCE NO. 532, BY AMENDING SECTION 4.5.3 TO AMEND THE CONDITIONAL USE OF WHOLESALE DISTRIBUTORS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, to promote economic development, the Mayor and the City Council of the City of Hailey desire amend the Hailey Zoning Ordinance to allow some retail use in the Limited Business (LB) zoning district but still encourage retail uses in downtown Hailey;

WHEREAS, the proposed amendments are generally in accordance with the Comprehensive Plan;

WHEREAS, the proposed amendments will not create excessive additional requirements at public cost for public facilities and services; and

WHEREAS, the proposed amendments will be in accordance with the welfare of the general public.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, AS FOLLOWS:

Section 1. Section 4.5.3 of Hailey Zoning Ordinance No. 532 is hereby amended by the addition of the underlined language, as follows:

4.53 Conditional Uses. Conditional uses in the LB District are limited to the following:

- a. Gasoline Stations and Automotive Repair and Maintenance.
- b. Restaurants.
- c. Wholesale distributors or Wholesale distributors with incidental and subordinate retail sales.
- d. Convenience Stores.
- e. Public Service, Public Use and Public Utility Facilities.
- f. Medical and personal care stores.
- g. Finance and insurance firms.
- h. Construction contractors' offices with no exterior storage.
- i. PWSF's and WCF's, mounted on any proposed freestanding tower, upon the issuance of Wireless Permit in accordance with the provision of Article VIIIA of this Ordinance. (Lattice towers are prohibited.)
- j. Above ground flammable liquid tanks utilized by a public use.
- k. Temporary Structures.
- l. Freestanding Solar Panels, subject to the maximum building height for the applicable district.

Section 2. Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 3. All Ordinances or parts thereof in conflict herewith are hereby repealed and rescinded.

Section 4. This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

**PASSED AND ADOPTED BY THE HAILEY CITY COUNCIL AND APPROVED
BY THE MAYOR THIS ___ DAY OF _____, 2012.**

Fritz X. Haemmerle, Mayor

Attest:

Mary Cone, City Clerk