

AGENDA
HAILEY PLANNING & ZONING COMMISSION
Monday, November 9th, 2015
Hailey City Hall
5:30 p.m.

Call to Order

Public Comment for items not on the agenda

Consent Agenda

[CA 1](#) Motion to approve minutes of October 13th,

2015

New Business and Public Hearings

[NB 1](#) Consideration of a Design Review application from Carl and Kirsten Hjelm for a 746 square foot addition to a single family house and shed located at 212 Second Avenue South (S 10' of Lot 18, Lot 19 and the N 15' of Lot 20, Hailey Townsite Block 26) located in the Transitional (T) and Townsite Overlay (TO) zoning districts.

[NB 2](#) Consideration of a Design Review application from Smith Optics for a newly developed parking area to be located at the vacant lot at 17 West Silver Street (Lots 18,19,20 of Block 56, Hailey Townsite) within the Business (B) and Townsite Overlay (TO) Zoning Districts. Lot is proposed in order to service the influx of employees starting employment at 409 Main Street North.

[NB 3](#) Consideration of a Conditional Use Permit application from UPS for a temporary structure to be located at 111 South River Street (Lots 1-7 of Block 31, Hailey Townsite) within the Business (B) and Townsite Overlay (TO) Zoning Districts. The proposed temporary structure will be a UPS package distribution facility.

[NB 4](#) Notice of an amendment to the Hailey Comprehensive Plan, Part Five, Capital Improvement Plan to incorporate new text and description of the 2015 TischlerBise DIF analysis and Report, and to replace Section 1, Development Impact Fees with said report.

Old Business

Commission Reports and Discussion

Staff Reports and Discussion

SR 1 Discussion of current building activity, upcoming projects, and zoning code changes.
(no documents)

SR 2 Discussion of the next Planning and Zoning meeting: Monday, December 14th, 2015.
(no documents)

[SR 3](#) Design Review Exemptions for October 2015.

Adjourn

For further information regarding this agenda, or for special accommodations to participate in the public meeting, please contact planning@haileycityhall.org or (208) 788-9815.

**MINUTES OF THE
HAILEY PLANNING & ZONING COMMISSION
Tuesday, October 13th, 2015
Hailey City Hall
5:30 p.m.**

Present: Dan Smith, Richard Pogue, Janet Fugate, Owen Scanlon
Absent: Regina Korby
Staff: Lisa Horowitz, Kristine Hilt

Call to Order

5:30:21 PM Chair Fugate called the meeting to order.

Public Comment for items not on the agenda

5:30:41 PM Peter Lobb spoke to increased economic activity and Zoning applications and encouraged the Commission to review applications as well as staff. Chair Fugate notified Peter Lobb that Commission involvement was required for Design Review. Peter Lobb noted that public involvement be included in the future application.

No other public comment.

Consent Agenda

CA 1 *Motion to approve minutes of September 28th, 2015*

CA 2 *Motion to approve Findings of Fact and Conclusions of Law for a Design Review application by Leadership Circle, LLC on behalf of 710 N Main, LLC and Lots of Lemon, LLC for a 15,000 square-foot commercial building housing a Specialty Retail Grocer to be located at 700-710 N. Main Street, Hailey (Lot 1, Block 1, North Hailey Business Center, Lots of Lemon Subdivision Lots 1 and 2 and Tax Lot 4451) within the Business (B) Zoning District. The proposal also includes a private road on the south property boundary connecting Main Street to First Avenue.*

5:33:53 PM Chair Fugate recused herself from the consent agenda. Dan Smith pulled CA 2. **Dan Smith moved to approve CA 1. Owen Scanlon seconded and the motion carried.**

Dan Smith inquired about the proposed coloring for the Specialty Retail building. **5:35:47 PM** **Dan Smith moved to approve CA 2. Owen Scanlon seconded and the motion carried.**

New Business and Public Hearings

NB 1 ~~Consideration of a Design Review application from Carl and Kirsten Hjelm for a 746 square foot addition to a single family house and shed located at 212 Second Avenue South (S 10' of Lot 18, Lot 19 and the N 15' of Lot 20, Hailey Townsite Block 26) located in the Transitional (T) and Townsite Overlay (TO) zoning districts.~~

**No Documents. Noticed for next P&Z Commission meeting to be held November 9, 2015.*

NB 2 *Consideration of city initiated text amendment and accompanying ordinance to amend Zoning Ordinance 532 to amend Article 8.2.5, Exempt Signs, to allow flags of any state or nation which are located on properties owned by local government to be no larger than ninety-six (96) square feet and forty-five (45) feet tall. Current regulations allow such flags to be no larger than sixty (60) square feet and forty (40) feet tall.*

5:36:34 PM Lisa Horowitz summarized the staff report and application for the Commission and included details about the proposed Ordinance, placement of the proposed flag at Hailey Ice, and proposed change of height and size of flag.

5:42:25 PM Dan Smith inquired about the motivation for the text amendment. Shaun Kelly, RLB, notified the Commission that the donor was requesting a larger flag for the facility. Discussion between the Commission,

staff, and Shaun Kelly included proposed renderings, height, size, compliance with the Airport regulations, and lighting of the proposed flag. Dan Smith inquired about deadlines.

5:49:06 PM Chair Fugate called for public comment. Peter Lobb commented that he was frustrated about the text amendment noting that an increased size and height of an American Flag was unnecessary. He also commented that Government Agencies should not have different guidelines than other entities in the City of Hailey. Peter Lobb also commented that this was a waste of time and money and that the City already contributed by donating the land to Hailey Ice.

5:52:34 PM Chair Fugate closed public comment.

5:53:37 PM Peter Lobb noted that if the PZ Commission recommended a NO to City Council that a message would be sent to City Council. Peter also noted that the PZ Commission recommendations were at times ignored by City Council and that he appreciated and supported the PZ Commission. Shaun Kelly, applicant representative, commented on the purpose of the flag and the location of the proposed flag. He commented in support of the changes.

5:55:52 PM Chair Fugate closed the public comment again. Owen Scanlon noted that all the approvals should be in place prior to approval. Richard Pogue noted that he was not supportive of the text changes. Chair Fugate noted concern about a set precedent following this decision. Dan Smith noted that he did not support the changes nor isolating the changes to Government Entities.

5:59:57 PM Owen Scanlon moved to recommend a denial for city initiated text amendment and accompanying ordinance to amend Zoning Ordinance 532 to amend Article 8.2.5, Exempt Signs, to allow flags of any state or nation which are located on properties owned by local government to be no larger than ninety-six (96) square feet and forty-five (45) feet tall. Dan Smith seconded and the motion passed unanimously.

6:03:40 PM Chair Fugate commented that the Airport approvals and Hailey Ice deadline were conditions that effect the text amendment. Richard Pogue noted concern about the light on the flag shining towards the light path. Lisa Horowitz noted that Rick Baird would be involved in the approval process.

NB 3 Notice of an amendment to the Hailey Comprehensive Plan, Part Five, Capital Improvement Plan to incorporate new text and description of the 2015 TischlerBise DIF analysis and Report, and to replace Section 1, Development Impact Fees with said report.

**No Documents. Staff recommends that P&Z Commission continue on record for next meeting to be held November 9, 2015.*

6:01:28 PM Richard Pogue moved to continue the amendment to the Hailey Comprehensive Plan, Part Five, Capital Improvement Plan to incorporate new text and description of the 2015 TischlerBise DIF analysis and Report, and to replace Section 1, Development Impact Fees with said report. Dan Smith seconded and the motion carried.

Old Business

Commission Reports and Discussion

Staff Reports and Discussion

SR 1 Discussion of current building activity, upcoming projects, and zoning code changes.
(no documents)

SR 2 Discussion of the next Planning and Zoning meeting: Monday, November 9th, 2015.
(no documents)

Adjourn

6:07:45 PM Owen Scanlon moved to adjourn Richard Pogue seconded and the motion carried.

Back to Agenda

**DESIGN REVIEW
STAFF REPORT**

TO: Hailey Planning and Zoning Commission

FROM: Lisa Horowitz, Community Development Director

RE: Design Review application submitted by Carl and Kirsten Hjelm for an expansion to an existing single-family residential dwelling and shed located on the S. 10' of Lot 18, Lot 19 and the N. 15' of Lot 20, Block 26, of the Hailey Townsite, otherwise known as 212 South Second Avenue.

HEARING: November 9, 2015

Applicant: Carl and Kirsten Hjelm, owners

Request: Design Review of a 746 square foot addition to a single-family dwelling and existing shed

Location: S. 10' of Lot 18, Lot 19 and the N. 15' of Lot 20, Block 26, of the Hailey Townsite, 212 South Second Avenue.

Zoning: Transitional (T)

Notice

Notice for the public hearing was published in the Idaho Mountain Express on October 21, 2015 and mailed to property owners within 300 feet on October 19, 2015.

Application

The applicant is proposing a 746 square foot second story addition to an existing Old Hailey House, and shed. The shed and house are not connected on the ground floor, but will be connected on the second floor. This Old Hailey residence was constructed in 1881, and may have originally been a barn for a house that was destroyed by fire. The shed was likely built in the 1930s. The applicants plan to add a master bedroom and family room to the second floor, as shown in the floor plan. The shed is nonconforming in terms of being built over the property line to the north. The applicant proposes to relocate the north wall of the shed to be within the property. The addition to the shed will be conforming, and will meet City setbacks.

Procedural History

The Design Review application was submitted on September 14, 2015 and certified complete on the same date. A public hearing before the Planning and Zoning Commission for approval or denial of the project will be held on November 9, 2015, at 5:30 pm in the Council Chambers.

General Requirements for all Design Review Applications				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.5 (B)	Complete Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department Comments	Engineering: <i>No comments</i>
				Life/Safety: <i>No comment</i>
				Water and Sewer: <i>No comment</i>
				Building: <i>No comment</i>
				Streets: <i>No comment</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8.2 Signs	8.2 Signs: The applicant is hereby advised that a sign permit is required for any signage exceeding four square feet in sign area. Approval of signage areas or signage plan in Design Review does not constitute approval of a sign permit.
			Staff Comments	<i>No signage is proposed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.4 On-site Parking Req.	See Section 9.4 for applicable code.
			Staff Comments	▪ <i>Parking will remain within the 100' right of way as permitted by Section 9.4.1 of the Zoning Code.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8B.4.1 Outdoor Lighting Standards	8B.4.1 General Standards a) All exterior lighting shall be designed, located and lamped in order to prevent: <ol style="list-style-type: none"> 1. Overlighting; 2. Energy waste; 3. Glare; 4. Light Trespass; 5. Skyglow. b) All non-essential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes. c) Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties. d) Area lights. All area lights are encouraged to be eighty-five (85) degree full cut-off type luminaires. e) Idaho Power shall not install any luminaires after the effective date of this Article that lights the public right of way without first receiving approval for any such application by the Lighting Administrator.
			Staff	<i>Site photos show fully downcast lighting on the exterior of the dwelling</i>

			Comments	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulk Requirements	See 4.13.6, Zoning Ordinance
			Staff Comments	<p><i>Zoning District: Transitional in the Townsite Overlay. Townsite Overlay bulk requirements apply.</i></p> <ul style="list-style-type: none"> - <i>Max Height: 35'. Existing house height: 27'-10". Height of addition: 23'-4"</i> - <i>Residence Street side Setbacks: 12' from the street.</i> - <i>Setback from property lines abutting other private property</i> <ul style="list-style-type: none"> o <i>Base Side Setback: 15% of lot width, no less than 6' and 10' is the maximum required</i> <ul style="list-style-type: none"> ▪ <i>Home is set back 50 feet on the street side</i> ▪ <i>Home is set back 13' on the north side and 12'-7" on the south side. Required setback is 7'-6" according to the 50' wide lot (50 X15%=7'-6")</i> - <i>The shed is nonconforming with regards to the side yard setback per Section 4.13.7, and is currently located over the property line, and will be relocated to be 4" inside the property line.</i> - <i>Alley setback is required at 6'. Shed is set back 8'-3"</i> - <i>Section 4.13.7 permits expansion "within the plane of the furthest intrusion". Staff recommends that this be at the property line, as shown on the drawings.</i> <ul style="list-style-type: none"> o <i>Setback based on height of structure</i> <ul style="list-style-type: none"> ▪ 4.13.6.d.4.b: <ul style="list-style-type: none"> • Any wall, as measured from the highest point including any gable or peak in a direct vertical line to record grade, shall have a setback of one (1) foot for every two and a half (2.5) feet of wall height (see Diagram 1 and Table 2), but not less than the base setback noted in subsection (a) above, regardless of underlying zoning. ▪ <i>Highest vertical wall height of the proposed addition, measured from record grade, facing adjacent property is existing at 23'-4"</i> ▪ <i>Required Setback: 23'-4" / 2.5' = 9'-4". Setback is 13' and 12'-7"</i> - <i>Maximum Lot coverage: 30% in GR for a two-story dwelling with a garage</i> <ul style="list-style-type: none"> o <i>Lot is 5,995.5 square feet, therefore 1,798.65 sf is allowed for lot coverage</i> o <i>Proposed lot coverage is 1,367.68, or 22.81% of total lot coverage.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.7 (A) Required Street Improvements Required	Sidewalks and drainage improvements are required in all zoning districts, except as otherwise provided herein.
			Staff Comments	- <i>Sidewalks exist in front of the house. Site drainage will not be changed.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.7 (B) Required	In the Townsite Overlay District, any proposal for new construction or addition of a

			Water System Improvements	garage accessing from the alley, where water main lines within the alley are less than six (6) feet deep, the developer shall install insulating material (blue board insulation or similar material) for each and every individual water service line and main line between and including the subject property and the nearest public street, as recommended by the City Engineer.
			Staff Comments	- The Applicant has been advised that all water lines coming from the main to the meter vault must be buried more than six feet deep.

Design Review Guidelines for Residential Buildings in the Townsite Overlay District (TO): 6A.9

1. Site Planning: 6A.9.C.1

Compliant			Standards and Staff Comments	
Yes	No	N/A	Guideline	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.1	The pattern created by the Old Hailey town grid should be respected in all site planning decisions.
			Staff Comments	<ul style="list-style-type: none"> The proposed addition and reconstruction preserve the Old Hailey Townsite lot configuration.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.1	<p>Site planning for new development and redevelopment shall address the following:</p> <ul style="list-style-type: none"> scale and massing of new buildings consistent with the surrounding neighborhood; building orientation that respects the established grid pattern of Old Hailey; clearly visible front entrances; use of alleys as the preferred access for secondary uses and automobile access; adequate storage for recreational vehicles; yards and open spaces; solar access on the site and on adjacent properties where feasible, and where such decisions do not conflict with other Design Guidelines; snow storage appropriate for the property; underground utilities for new dwelling units.
			Staff Comments	<ul style="list-style-type: none"> The proposed site plan and development is consistent with the scale and massing in the neighborhood. Snow storage for vehicle parking will remain in the street on Second Avenue. The Street Department has not encountered any issues with this residential snow storage in this area.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.1	The use of energy-conserving designs that are compatible with the character of Old Hailey are encouraged. The visual impacts of passive and active solar designs should be balanced with other visual concerns outlined in these Design Guidelines.
			Staff Comments	<ul style="list-style-type: none"> An energy summary will be required as part of the building permit.

2. Bulk Requirements (Mass and Scale, Height, Setbacks): 6A.9.C.2

Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.2	The perceived mass of larger buildings shall be diminished by the design.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • <i>The proposed structures will be consistent in size and mass to the surrounding structures and with the surrounding neighborhood.</i> • <i>Design effort was made to lower the mass by adding various roof forms that add to the human scale.</i>
3. Architectural Character: 6A.9.C.3				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and Staff Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.a	General: New buildings should be respectful of the past, but may offer new interpretations of old styles, such that they are seen as reflecting the era in which they are built.
			<i>Staff Comments</i>	<i>Both buildings are existing; and are reflective of historic design.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.b	Building Orientation: The front entry of the primary structure shall be clearly identified such that it is visible and inviting from the street.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • <i>The front entrance has access to Second Avenue, and is clearly visible from the street.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.b	Building Orientation: Buildings shall be oriented to respect the existing grid pattern. Aligning the front wall plane to the street is generally the preferred building orientation.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • <i>Dwelling is situated squarely on the site, which is consistent with Old Hailey.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.c	Building Form: The use of building forms traditionally found in Old Hailey is encouraged. Forms that help to reduce the perceived scale of buildings shall be incorporated into the design.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • <i>The proposed new roof lines are compatible with the existing, and consistent with styles and forms found in Old Hailey.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.d	Roof Form: Roof forms shall define the entry to the building, breaking up the perceived mass of larger buildings, and to diminish garages where applicable.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • <i>Porch roofs and gabled roofs break up the mass of the traditional gable. This is consistent with styles and forms found in Old Hailey</i> • <i>Roof pitch on the main house is 8:12.</i> • <i>An 8:12 roof pitch is proposed for the addition.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.d	Roof Form: Roof pitch and style shall be designed to meet snow storage needs for the site.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • Roof pitch materials and style shall retain snow on the roof, or allow snow to shed safely onto the property, and away from pedestrian travel areas. • Designs should avoid locating drip lines over key pedestrian routes. • Where setbacks are less than ten feet, special attention shall be given to the roof form to ensure that snow does not shed onto adjacent properties.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> • <i>Roof materials: standing seam metal.</i>

				<ul style="list-style-type: none"> Roof Pitch: 8/12 on gables All drip lines are away from pedestrian areas All snow will be retained on the roof or shed onto the property. No snow will shed onto the adjoining property or the City rights of way.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.d	<p>Roof Form: The use of roof forms, roof pitch, ridge length and roof materials that are similar to those traditionally found in the neighborhood are encouraged.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> The following forms are currently found in the neighborhood: <ul style="list-style-type: none"> Architectural asphalt shingles and standing seam metal gable end roofs Shed dormers. The application is consistent with the neighborhood in regards to roof forms and materials
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.d	<p>Roof Form: The roof pitch of a new building should be compatible with those found traditionally in the surrounding neighborhood.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> Roof Pitch <ul style="list-style-type: none"> 8/12 for the existing house 5/12 for the addition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.e	<p>Wall Planes: Primary wall planes should be parallel to the front lot line.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> Primary wall is shown parallel to the front property line.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.e	<p>Wall Planes: Wall planes shall be proportional to the site, and shall respect the scale of the surrounding neighborhood.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> Wall planes contain porch roofs and in some places are stepped in scale, keeping the mass of the primary building down. This is respectful and consistent with the neighborhood.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.e	<p>Wall Planes: The use of pop-outs to break up longer wall planes is encouraged.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> Wall plane lengths are modest in size.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.f	<p>Windows: Windows facing streets are encouraged to be of a traditional size, scale and proportion.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> Windows are more narrow than they are wide, consistent with traditional Old Hailey windows.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.f	<p>Windows: Windows on side lot lines adjacent to other buildings should be carefully planned to respect the privacy of neighbors.</p> <p><i>Staff Comments</i></p> <ul style="list-style-type: none"> The building is set back in excess of required setbacks from adjacent property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.3.g	<p>Decks and Balconies: Decks and balconies shall be in scale with the building and the neighborhood.</p> <p><i>Staff Comments</i></p> <p>No decks are proposed</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.3.g	<p>Decks and Balconies: Decks and balconies should be designed with the privacy of neighbors in mind when possible.</p> <p><i>Staff Comments</i></p> <p>No decks are proposed</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.h	<p>Building Materials and Finishes: Materials and colors shall be selected to avoid the look of large, flat walls. The use of texture and detailing to reduce the perceived scale of large walls is encouraged.</p> <p>Building Materials and Finishes: Large wall planes shall incorporate more than one material or color to break up the mass of the wall plane.</p> <p><i>Staff Comments</i></p> <p>- A materials sample and color board has been submitted and will match existing</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.h	<p>Building Materials and Finishes: Large wall planes shall incorporate more than one</p>

				material or color to break up the mass of the wall plane.
			<i>Staff Comments</i>	<i>See above</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.i	Ornamentation and Architectural Detailing: Architectural detailing shall be incorporated into the front wall plane of buildings.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> A variety of colors, window treatments and covered elements are existing and proposed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.i	Ornamentation and Architectural Detailing: The use of porches, windows, stoops, shutters, trim detailing and other ornamentation that is reminiscent of the historic nature of Old Hailey is encouraged.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> A front entry stoop is existing. Windows have colored trim.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.3.i	Ornamentation and Architectural Detailing: Architectural details and ornamentation on buildings should be compatible with the scale and pattern of the neighborhood.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> See above notes.

4. Circulation and Parking: 6A.9.C.4

Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.4	Guideline: Safety for pedestrians shall be given high priority in site planning, particularly with respect to parking, vehicular circulation and snow storage issues.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> Adequate parking has been provided and pedestrian access off the adjacent street is provided and does not interfere with traffic from the streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.4	Guideline: The visual impacts of on-site parking visible from the street shall be minimized.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> Parking is in the street in front of the house
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.4	Guideline: As a general rule, garages and parking should be accessed from the alley side of the property and not the street side.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> Existing nonconforming streetside access is permitted to remain.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.4	Guideline: Detached garages accessed from alleys are strongly encouraged.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> Detached shed is existing, and is near the alley. A single door exists on the alley side.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.4	Guideline: When garages must be planned on the street side, garage doors shall be set back and remain subordinate to the front wall plane.
			<i>Staff Comments</i>	<ul style="list-style-type: none">
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.4	Guideline: When garages and/or parking must be planned on the street side, parking areas are preferred to be one car in width. When curb cuts must be planned, they should be shared or minimized.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> The existing parking will be allowed to remain.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.4	Guideline: Off-street parking space for recreational vehicles should be developed as part of the overall site planning.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> No RV parking is shown, and would not fit well on this lot.

5. Alleys: 6A.9.C.5

Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.5	Guideline: Alleys shall be retained in site planning. Lot lines generally shall not be modified in ways that eliminate alley access to properties.
			<i>Staff Comments</i>	<i>Alley is retained.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.5	Guideline: Alleys are the preferred location for utilities, vehicular access to garages, storage areas (including recreational vehicles) and accessory buildings. Design and placement of accessory buildings that access off of alleys is encouraged.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> All utilities come off the alley and will be relocated closer to the alley to allow for the addition.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.5	Guideline: Generally, the driving surface of alleys within Limited Residential and General Residential may remain a dust-free gravel surface, but should be paved within Business, Limited Business, and Transitional. The remainder of the City alley should be managed for noxious weed control, particularly after construction activity.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> The alley is currently graveled and no improvements are planned. Noxious weeds will be removed before construction commences.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.5	Guideline: Landscaping and other design elements adjacent to alleys should be kept simple, and respect the functional nature of the area and the pedestrian activity that occurs.
			<i>Staff Comments</i>	<i>Little landscaping is on the alley side.</i>

6. Accessory Structures: 6A.9.C.6

Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.6	Guideline: Accessory buildings shall appear subordinate to the main building on the property in terms of size, location and function.
			<i>Staff Comments</i>	<i>The existing shed is smaller than the home, and appears subordinate.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.6	Guideline: In general, accessory structures shall be located to the rear of the lot and off of the alley unless found to be impractical.
			<i>Staff Comments</i>	<i>The shed building is located at the rear of the lot.</i>

7. Snow Storage: 6A.9.C.7

Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.7	Guideline: All projects shall be required to provide 25% snow storage on the site.
			<i>Staff Comments</i>	- <i>Over 25% of the site is open and available for snow storage in the event that the Street Department determines that the existing arrangement is no longer workable.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.7	Guideline: A snow storage plan shall be developed for every project showing: <ul style="list-style-type: none"> Where snow is stored, key pedestrian routes and clear vision triangles. Consideration given to the impacts on adjacent properties when planning snow storage areas.
			<i>Staff Comments</i>	<ul style="list-style-type: none"> Snow storage areas do not restrict pedestrian access. Pedestrian access must be unrestricted and visible from the adjacent streets.

8. Existing Mature Trees and Landscaping: 6A.9.C.8				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.8	<p>Guideline: Existing mature trees shall be shown on the site plan, with notations regarding retention, removal or relocation. Unless shown to be infeasible, a site shall be carefully planned to incorporate existing mature trees on private property into the final design plan.</p> <p><i>Staff Comments</i></p> <p><i>The lot contains a variety of existing mature landscaping.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.8	<p>Guideline: Attention shall be given to other significant landscape features which may be present on the site. Mature shrubs, flower beds and other significant landscape features shall be shown on the site plan and be incorporated into the site plan where feasible.</p> <p><i>Staff Comments</i></p> <p><i>A variety of mature landscaping exists on the site.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.8	<p>Guideline: Noxious weeds shall be controlled according to State Law.</p> <p><i>Staff Comments</i></p> <p><i>Noxious weeds will be controlled.</i></p>
9. Fences and Walls: 6A.9.C.9				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6A.9.C.9	<p>Guideline: Fences and walls that abut public streets and sidewalks should be designed to include fence types that provide some transparency, lower heights and clearly marked gates.</p> <p><i>Staff Comments</i></p> <p><i>The existing fence is proposed to be retained, and is transparent in nature.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.9	<p>Guideline: Retaining walls shall be in scale to the streetscape.</p> <p><i>Staff Comments</i></p>
11. Historic Structures: 6A.9.C.11 (NOTE: Applicable only to structures built prior to 1940)				
Compliant			Standards and Staff Comments	
Yes	No	N/A	City Code	City Standards and <i>Staff Comments</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.10	<p>General Guidelines: Any alteration to the exterior of a Historic Structure requiring design review approval shall meet the following guidelines:</p> <ul style="list-style-type: none"> • The alteration should be congruous with the historical, architectural, archeological, educational or cultural aspects of other Historic Structures within the Townsite Overlay District, especially those originally constructed in the same Period of Significance. • The alteration shall be contributing to the Townsite Overlay District. Adaptive re-use of Historic Structures is supported while maintaining the architectural integrity of the original structure. <p><i>Staff Comments</i></p> <p><i>The alterations are congruous; and represent good adaptive re-use within townsite overlay.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6A.9.C.9	<p>Specific Guidelines. Any alteration to the exterior of a Historic Structure requiring design review approval shall meet the following specific guidelines:</p> <ul style="list-style-type: none"> • The design features of repairs and remodels including the general streetscape, materials, windows, doors, porches, and roofs shall not diminish the integrity of the original structure.

				<ul style="list-style-type: none"> • New additions should be designed to be recognizable as a product of their own Period of Significance with the following guidelines related to the historical nature of the original structure: <ul style="list-style-type: none"> ○ The addition should not destroy or obscure important architectural features of the original building and/or the primary façade; ○ Exterior materials that are compatible with the original building materials should be selected; ○ The size and scale of the addition should be compatible with the original building, with the addition appearing subordinate to the primary building; ○ The visual impact of the addition should be minimized from the street; ○ The mass and scale of the rooftop on the addition should appear subordinate to the rooftop on the original building, and should avoid breaking the roof line of the original building; ○ The roof form and slope of the roof on the addition should be in character with the original building; <p>The relationship of wall planes to the street and to interior lots should be preserved with new additions.</p>
			<i>Staff Comments</i>	<i>The structures retain the integrity of the original buildings, exterior materials are compatible, size and scale are appropriate, roof forms are in character.</i>

6A.6 Criteria.

- A. The Commission or Hearing Examiner shall determine the following before approval is given:**
1. The project does not jeopardize the health, safety or welfare of the public.
 2. The project conforms to the applicable specifications outlined in the Design Review Guidelines, as set forth herein, applicable requirements of the Zoning Ordinance, and City Standards.
- B. Conditions. The Commission or Hearing Examiner may impose any condition deemed necessary. The Commission or Hearing Examiner may also condition approval of a project with subsequent review and/or approval by the Administrator or Planning Staff. Conditions which may be attached include, but are not limited to those which will:**
1. Ensure compliance with applicable standards and guidelines.
 2. Require conformity to approved plans and specifications.
 3. Require security for compliance with the terms of the approval.
 4. Minimize adverse impact on other development.
 5. Control the sequence, timing and duration of development.
 6. Assure that development and landscaping are maintained properly.
 7. Require more restrictive standards than those generally found in the Zoning Ordinance.

The following conditions are suggested to be placed on any approval of this application:

- a) All applicable Fire Department and Building Department requirements shall be met.
 - b) All City infrastructure requirements shall be met. Detailed plans for all infrastructure to be installed or improved at or adjacent to the site shall be submitted for Department Head approval and shall meet City Standards where required. Infrastructure to be completed at the applicant's sole expense include, but will not be limited to, the following requirements and improvements:
 - c) The project shall be constructed in accordance with the application or as modified by these Findings of Fact, Conclusions of Law and Decision.
 - d) All new and existing exterior lighting shall comply with the Outdoor Lighting Ordinance.
 - e) Except as otherwise provided, all the required improvements shall be constructed and completed, or sufficient security provided as approved by the City Attorney, before a Certificate of Occupancy can be issued.
 - f) The existing shed building is an existing nonconforming structure. Expansion as approved herein in permitted pursuant to Title 17, Section 4.13.7, with the condition that the north wall of the shed be entirely relocated on to the subject property.
 - g) This Design Review approval is for plans presented at the public hearing on November 9, 2015 before the Planning and Zoning Commission. The Planning & Zoning Administrator has the authority to approve minor modifications to this project prior to, and for the duration of a valid Building Permit.
 - h) 25% of the lot shall remain free and clear for snow storage, to be used in the future if snow storage on Second Avenue is determined by the City to be impractical.
 - i) The pop-up camper in the public right of way must be moved during winter months.
 - j) Private property in the alley right of way shall be removed.
- C. Security. The applicant may, in lieu of actual construction of any required or approved improvement, provide to the City such security as may be acceptable to the City, in a form and in an amount equal to the cost of the engineering or design, materials and installation of the improvements not previously installed by the applicant, plus fifty percent (50%), which security shall fully secure and guarantee completion of the required improvements within a period of one (1) year from the date the security is provided.**
- 1. If any extension of the one year period is granted by the City, each additional year, or portion of each additional year, shall require an additional twenty percent (20%) to be added to the amount of the original security initially provided.**
 - 2. In the event the improvements are not completely installed within one (1) year, or upon the expiration of any approved extension, the City may, but is not obligated, to apply the security to the completion of the improvements and complete construction of the improvements.**

Motion Language

Approval:

Motion to approve the design review application submitted by Carl and Kirsten Hjelm for an expansion to an existing single-family residential dwelling and shed located on the S. 10' of Lot 18, Lot 19 and the N. 15' of Lot 20, Block 26, of the Hailey Townsite, (212 South Second Avenue), finding that the project does not jeopardize the health, safety or welfare of the public and the project conforms to the applicable specifications outlined in the Design Review Guidelines, applicable requirements of the Zoning Ordinance, and City Standards, provided conditions (a) through (j) are met.

Denial:

Motion to deny the design review application submitted by Carl and Kirsten Hjelm for an expansion to an existing single-family residential dwelling and shed located on the S. 10' of Lot 18, Lot 19 and the N. 15' of Lot 20, Block 26, of the Hailey Townsite, finding that _____ [the Commission 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 on the application submitted by Carl and Kirsten Hjelm for an expansion to an existing single-family residential dwelling and shed located on the S. 10' of Lot 18, Lot 19 and the N. 15' of Lot 20, Block 26, of the Hailey Townsite, (212 South Second Avenue), to _____ [Commission should specify a date].

SYMBOLS	LEGEND	PROJECT INFORMATION	PROJECT TEAM	SHEET SCHEDULE
BUILDING SECTION NO. SHEET NO. WALL SECTION NO. SHEET NO. DETAIL NO. SHEET NO. DIRECTION NUMBER DOOR NUMBER WINDOW NUMBER ROOM NUMBER SECURITY OPENING	2x6 STUD 2x4 STUD UNIT MASONRY CONCRETE / STEM WALL STONE VENEER FINISH WOOD METAL TILE	<p>LOT: HAILEY LOTS S 10' OF 18, ALL LOT 19 N 15' LOT 20 BLK 26 HAILEY TOWNSITE, HAILEY, IDAHO 83333</p> <p>SIZE: 0.14 ACRES (OR) 6,000 ± SQUARE FEET</p> <p>ZONE: TRANSITIONAL</p> <p>EXISTING SETBACKS: FRONT - 15' SIDE - 7'-6" FROM PROPERTY LINES REAR - 6' FROM PROPERTY LINE</p> <p>GARAGE/SHOP 'EXISTING CONDITION' OF (PARTIAL) LOT ENCRoACHMENT ONTO A PORTION OF NEIGHBOR LOT 18. STRUCTURE TO BE RELOCATED ONTO LOT 19 WITH NEW (GRANDFATHERED SETBACK OF LESS THAN THE REQ'D 7'-6"</p> <p>AREA ANALYSIS: (GROSS ENCLOSED SQUARE FOOTAGE)</p> <p>1ST FLOOR EXSTG = 761 S.F. + ADD'L PROPOSED + 400 S.F. = TOTAL 1,161 S.F. 2ND FLOOR EXSTG = 461 S.F. + ADD'L PROPOSED + 312 S.F. = TOTAL 773 S.F. TOTAL STRUCTURE EXSTG = 1,222 S.F. / TOTAL STRUCTURE PROPOSED = 1,934 S.F.</p> <p>TOTAL NEW SQUARE FOOTAGE = 712 S.F.</p> <p>FOOTPRINT ON SITE = 1,338 S.F.</p>	<p>OWNERS: CARL HJELM & KIRSTEN DOUGHERTY 212 S 2ND AVE HAILEY, ID 83333 CELL: 720.6828</p> <p>PROJECT: PROPOSED ADDITION & REMODEL HAILEY LOTS S 10' OF 18, ALL LOT 19 N 15' LOT 20 BLK 26 HAILEY, IDAHO 83333 T.B.D.</p> <p>CONTRACTOR: LIV JENSEN 441 EASTRIDGE DRIVE HAILEY, IDAHO 83333 TEL: 208.578.8162</p> <p>PLANNING, ZONING & BUILDING DEPARTMENT: CITY OF HAILEY 115 SOUTH MAIN STREET HAILEY, IDAHO 83333 TEL: 208.786.9815 - P & Z</p> <p>HEALTH DEPARTMENT: SOUTH CENTRAL HEALTH DISTRICT BOB ERICKSON 117 EAST ASH AVENUE BELLEVUE, IDAHO 83313</p>	<p>ARCHITECTURAL</p> <p>A-0.0 COVER SHEET</p> <p>C-1.0 SUBREVEY</p> <p>A-1.0 SITE PLAN ROOF PLAN</p> <p>A-1.1 NOTES AND ENERGY CALCS</p> <p>A-2.1 MAIN LEVEL PLAN</p> <p>A-2.2 SECOND LEVEL PLAN</p> <p>A-3.1 EXTERIOR ELEVATIONS</p> <p>A-4.1 BUILDING SECTION A & ROOF DETAILS</p> <p>E-1.0 ELECTRICAL PLAN</p> <p>S-1.0 STRUCTURAL SPECIFICATIONS</p> <p>S-2.0 FOUNDATION & LOWER FLOOR FRAMING</p> <p>S-3.0 UPPER FLOOR & LOWER ROOF FRAMING</p> <p>S-4.0 STRUCTURAL DETAILS</p> <p>S-4.1 STRUCTURAL DETAILS</p> <p>S-4.2 STRUCTURAL DETAILS</p>

SUBDIVISION MAP



BUILDING CODE

ALL WORK SHALL MEET OR EXCEED THE CURRENT ADOPTED CODES:

2012 INTERNATIONAL BUILDING CODE (2012 IBC)
 2012 INTERNATIONAL RESIDENTIAL CODE (2012 IRC)
 2012 INTERNATIONAL ENERGY CONSERVATION CODE (2012 IECC)
 2012 INTERNATIONAL FIRE CODE (2012 IFC)
 (AS ADOPTED BY BLAINE COUNTY ORDINANCE NUMBER 2008-02)

PROVIDE REQUIRED UNDERFLOOR VENTING/RADON MITIGATION AS REQUIRED.
 PROVIDE REQUIRED UNDERFLOOR VENTING MOLD MITIGATION AS REQUIRED.
 PROVIDE UNDERFLOOR (CRAWL SPACE) VENTILATION OF 1 S.F. PER 150 S.F. OF FLOOR AREA

ADDITIONAL INFORMATION

DRAINAGE: EXISTING DRAINAGE WILL BE PRESERVED. ADDITIONAL GUTTERS AND DOWNSPOUTS WILL BE UTILIZED

LANDSCAPE PLAN: SUBJECT PROPERTY CONTAINS MATURE LANDSCAPING. NOTHING ADDITIONAL IS PLANNED AT THIS TIME. ONE OR MORE TREES WILL BE REMOVED TO ACCOMMODATE THE ADDITION.

LIGHTING PLAN: PROPERTY CONTAINS EXISTING LIGHT FIXTURES. ANY NEW EXTERIOR LIGHT FIXTURES WILL BE SHIELDED, DOWNCAST, NIGHT SKY COMPLIANT.

ELECTRICAL PLAN: HOMEOWNER WILL DESIGN & INSTALL. WILL PROVIDE CO & SMOKE DETECTORS AT ALL REQUIRED LOCATIONS (PER CODE)

ENERGY & RADON: HOMEOWNER WILL DESIGN & INSTALL. COORDINATING WITH RECOMMENDATIONS PROVIDED BY ENERGY RATER

NOTE: EXISTING DRAINAGE WILL BE PRESERVED. ADDITIONAL GUTTERS AND DOWNSPOUTS WILL BE UTILIZED

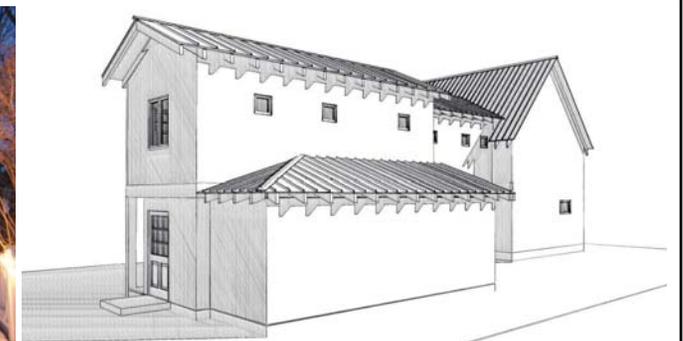
VICINITY MAP



3D DIAGRAMMATIC OF PROJECT



EXISTING 2ND AVE VIEW



PROPOSED ALLEY VIEW N.E.



EXISTING ALLEY VIEW



PROPOSED ALLEY VIEW S.E.

OWNER INFO

PROJECT NO.

CONTRACTOR

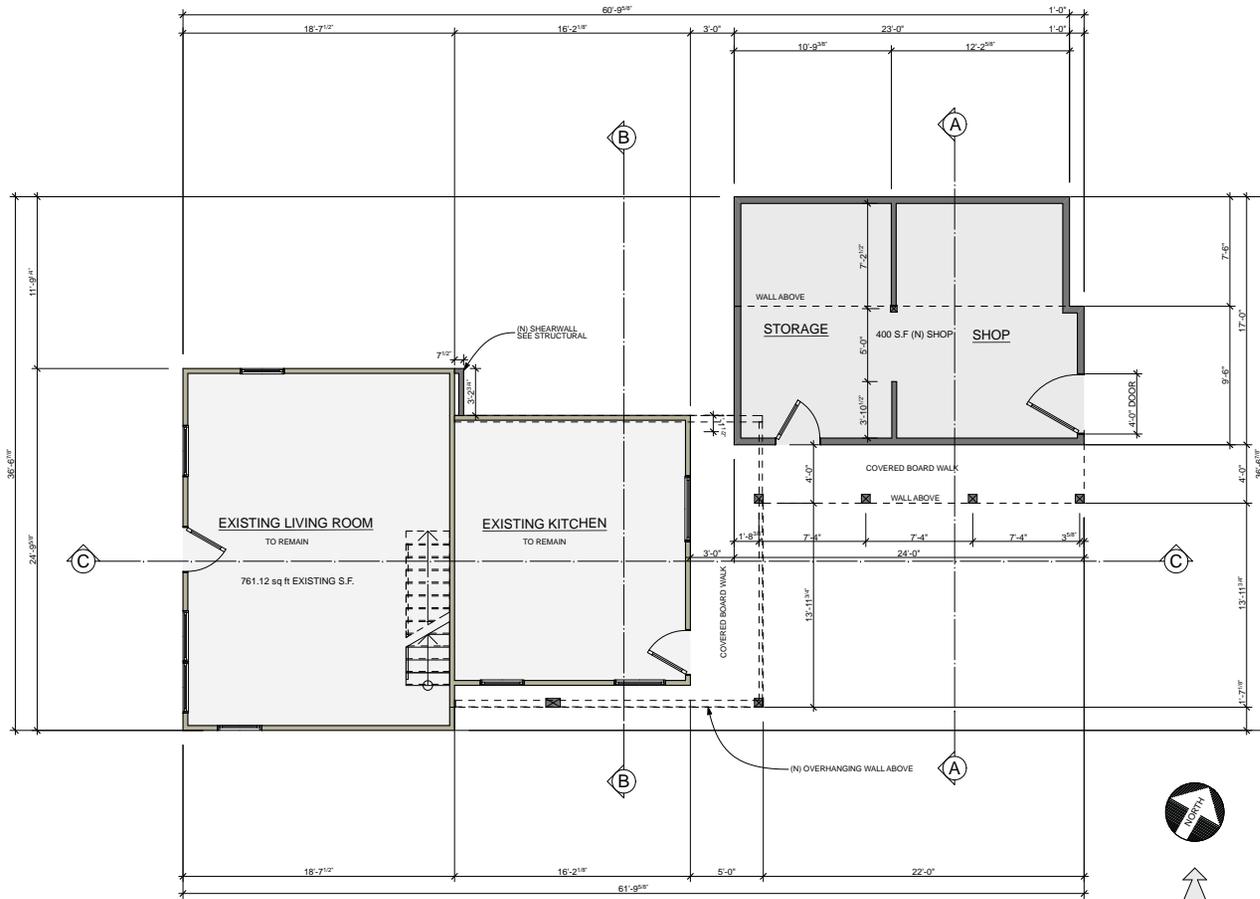
NEW ADDITION FOR:
HJELM
 212 S 2ND AVENUE
 HAILEY, ID

DRAWING:
COVER SHEET

DATE:
 7/14/15

SHEET NUMBER:
A-0.0

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MAIN LEVEL FLOOR PLAN

SCALE: 1/4" = 1'-0"

OWNER INFO

PROJECT NO.

CONTRACTOR

NEW ADDITION FOR
HJELM
 212 MAIN AVENUE
 WALLEY, ID

DRAWING :
LOWER LEVEL FLOOR PLAN

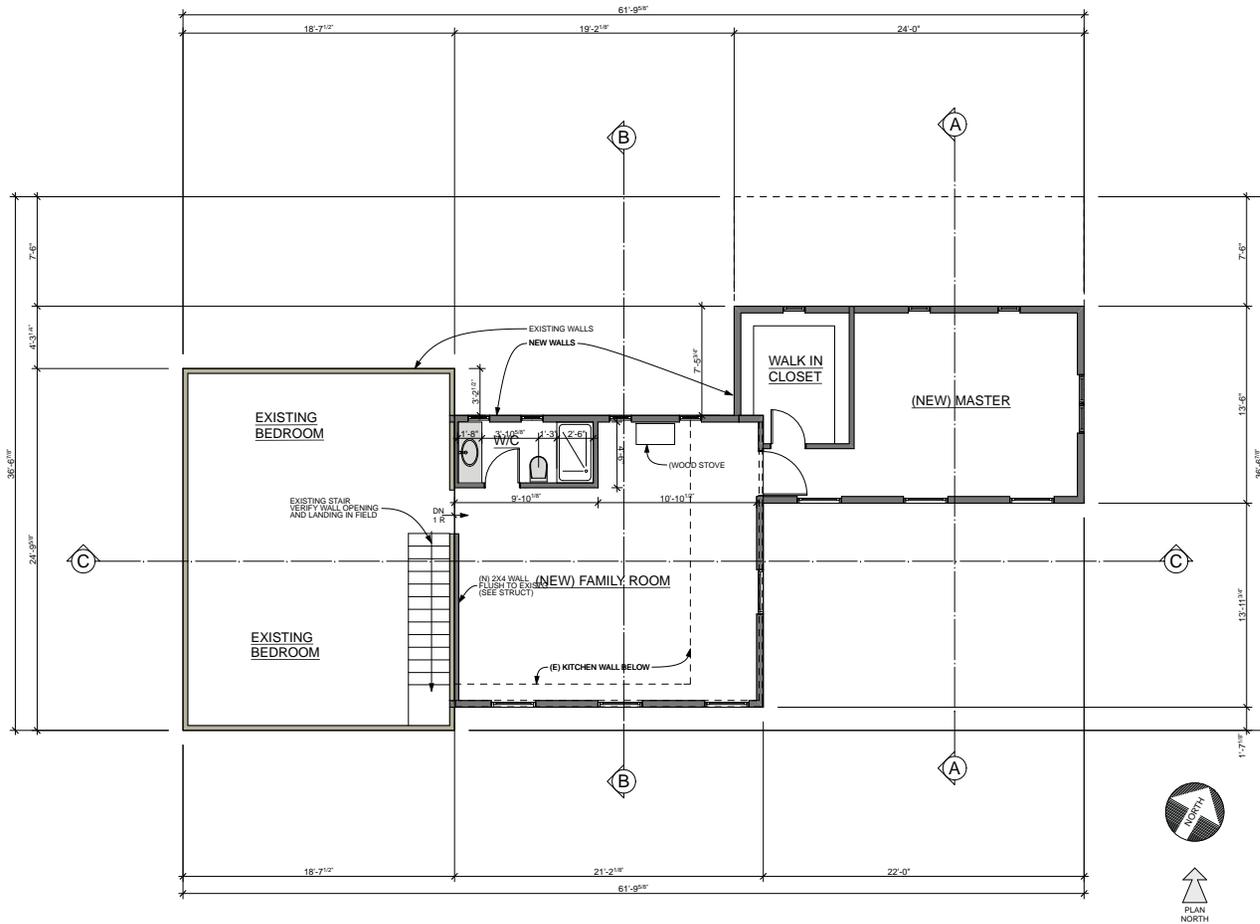
DATE

7/14/15

SHEET NUMBER

A-2.0

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UPPER LEVEL FLOOR PLAN
SCALE: 1/4" = 1'-0"



PLAN
NORTH

OWNER INFO

PROJECT NO.

CONTRACTOR

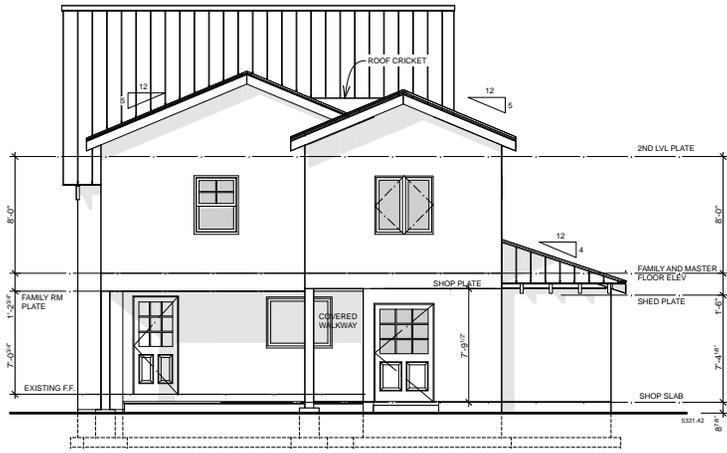
NEW ADDITION FOR
HJELM
212 1ST AVENUE
WALLEY, ID

DRAWING :
UPPER LEVEL FLOOR PLAN

DATE:
7/14/15

SHEET NUMBER:
A-2.1

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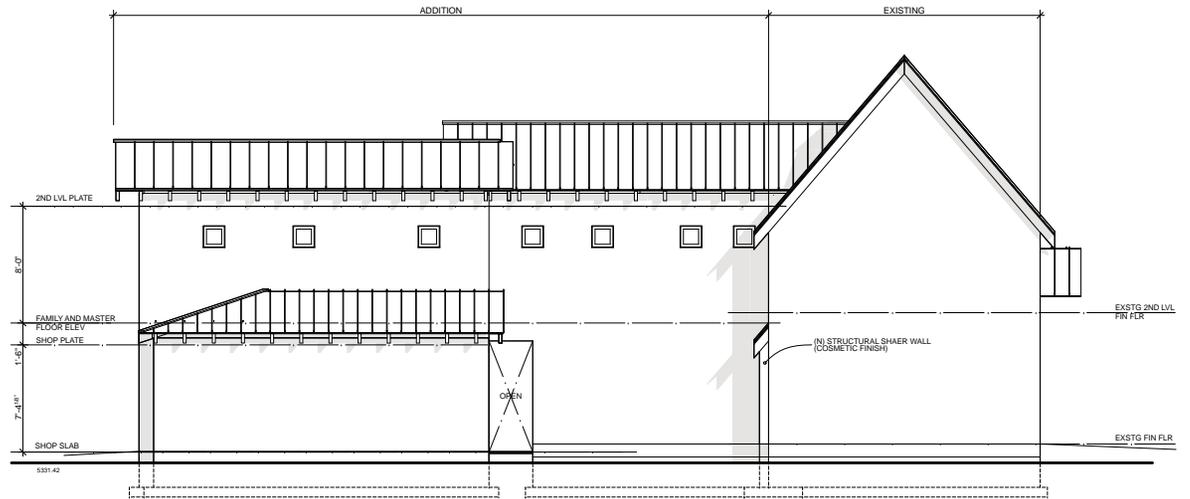
EAST ELEVATION

SCALE: 1/4" = 1'-0"



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"



NORTH ELEVATION

SCALE: 1/4" = 1'-0"

OWNER INFO

PROJECT NO.

CONTRACTOR

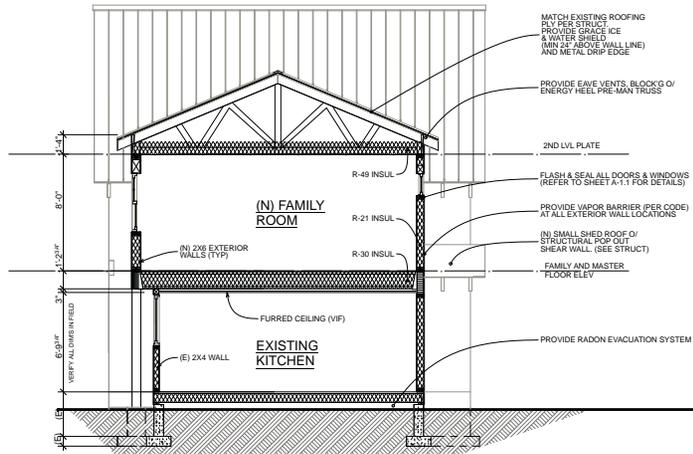
NEW ADDITION FOR:
HJELM
 212 SHAW AVENUE
 WALEY, MD

DRAWING:
ELEVATIONS AND SECTION

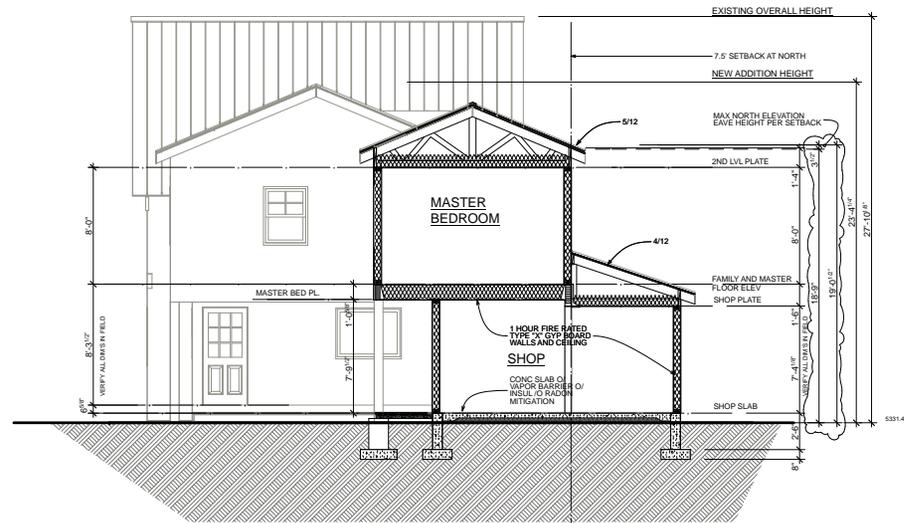
DATE: 7/14/15

SHEET NUMBER: **A-3.1**

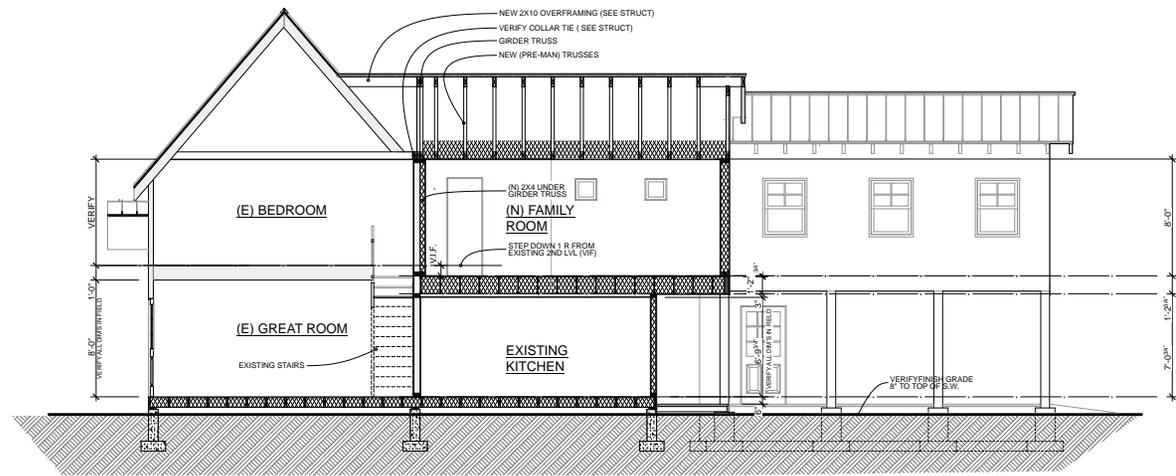
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SECTION - B
SCALE: 1/4" = 1'-0"



SECTION - A
SCALE: 1/4" = 1'-0"



SECTION - C
SCALE: 1/4" = 1'-0"

OWNER INFO

PROJECT NO.

CONTRACTOR

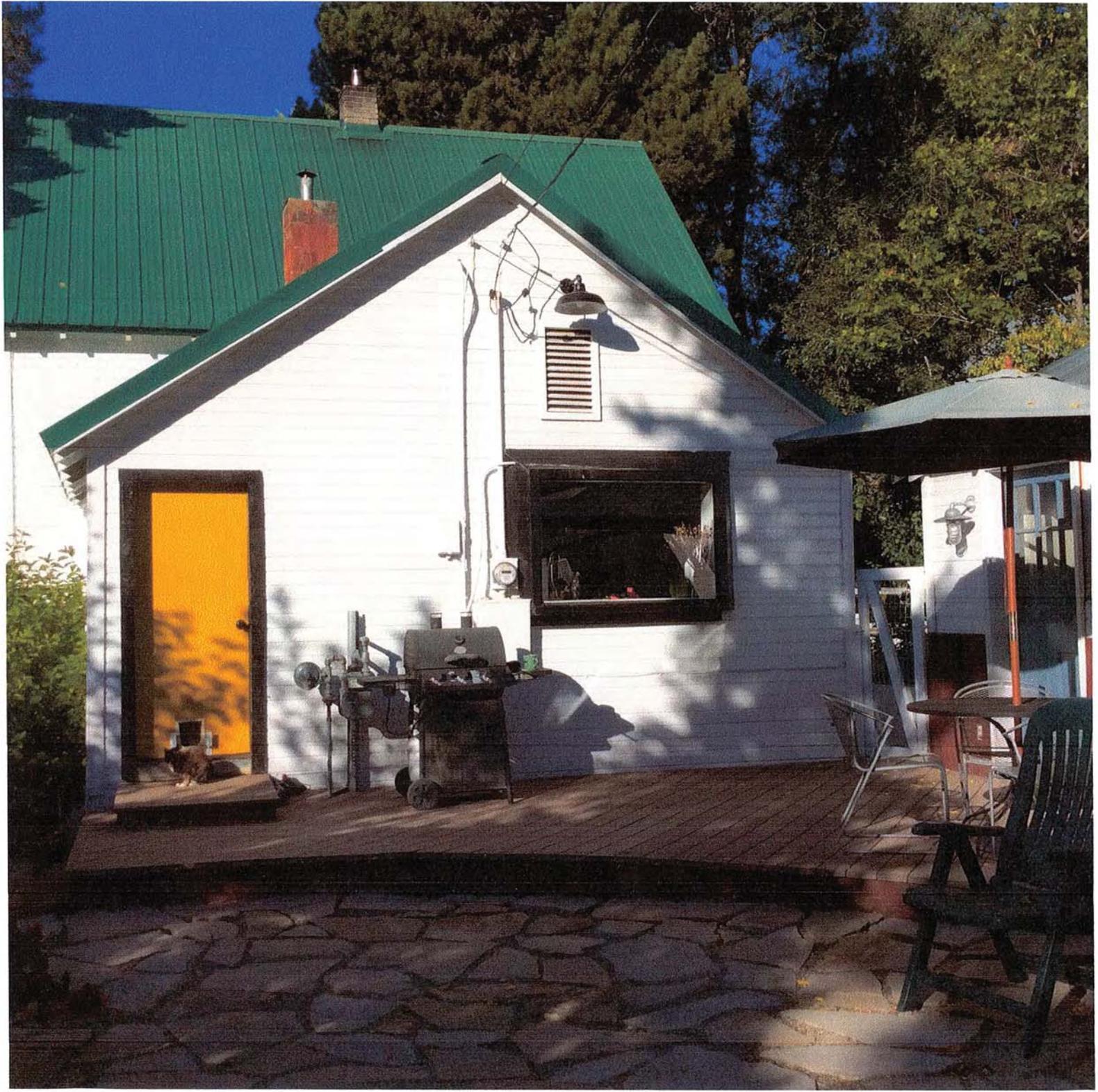
ANew ADDITION FOR
HJELM
212 3rd Avenue
WALLEY, ID

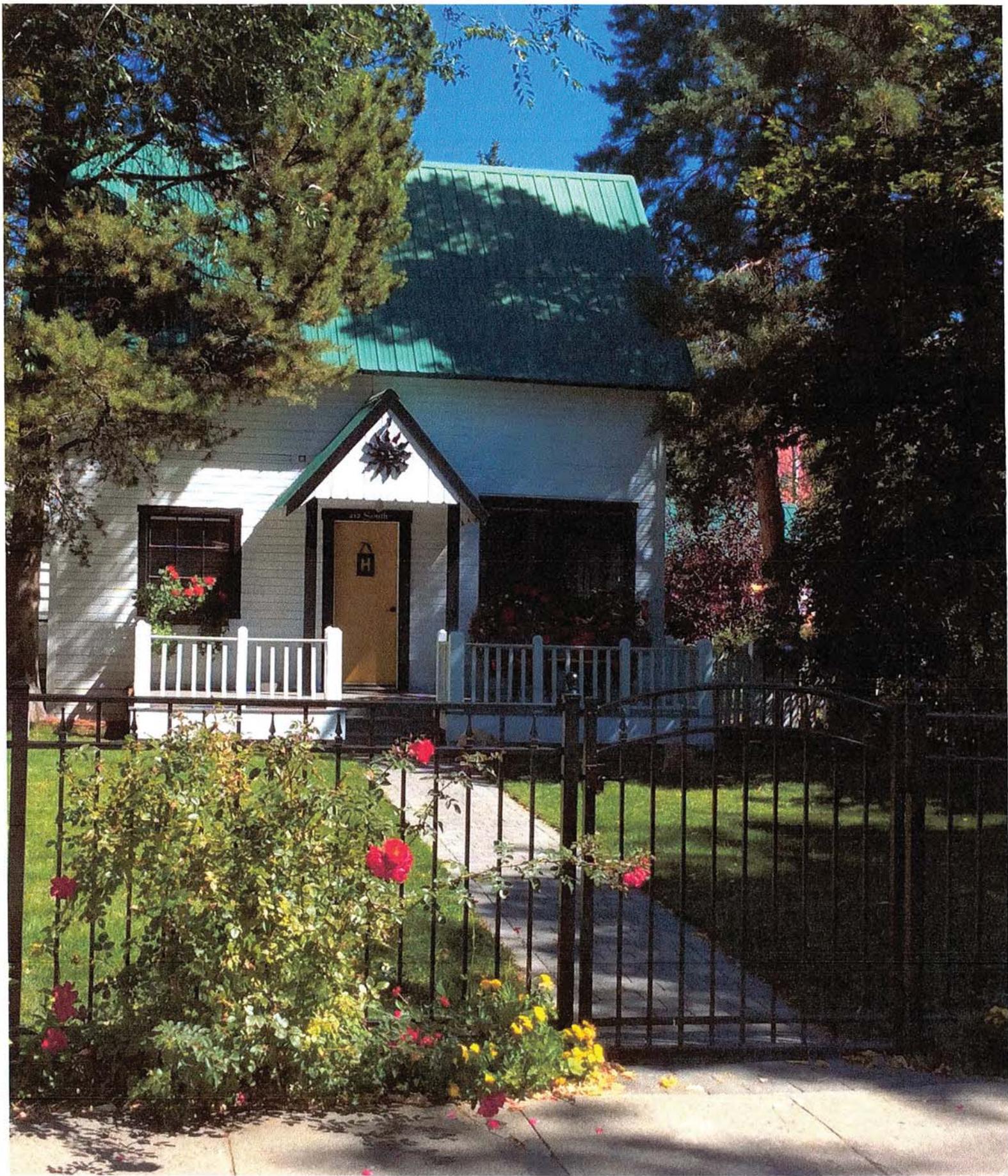
DRAWING :
SECTIONS

DATE: 7/14/15

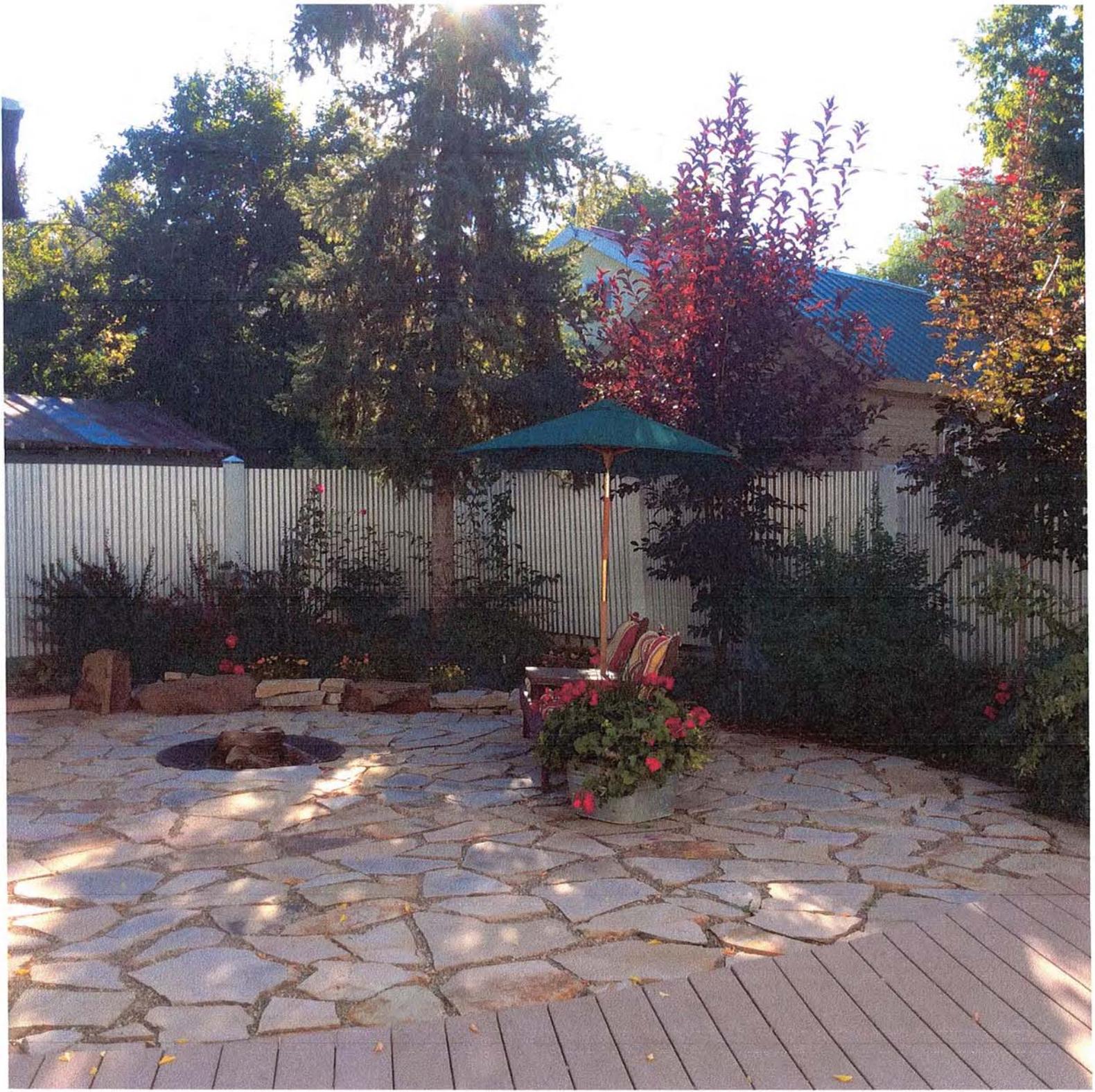
SHEET NUMBER: **A-4.1**

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Back to Agenda

**DESIGN REVIEW
STAFF REPORT**

TO: Hailey Planning and Zoning Commission

FROM: Lisa Horowitz Community Development Director

Design Review application by Benchmark Associates on behalf of Smith Optics for an employee parking lot to be located at 17 West Silver Street, Hailey (Lots 18-20, Block 56, Hailey Townsite) within the Business (B) Zoning District.

HEARING: November 9, 2015

Applicant: Smith Optics, represented by Benchmark Associates

Request: Design Review for parking lot in excess of the typical required parking (Zoning Code Section 9.4.6.1)

Location: 17 West Silver Street, Hailey (Lots 18-20, Block 56, Hailey Townsite)

Zoning: Business (B)

Notice

Notice for the public hearing was published in the Idaho Mountain Express on October 21, 2015 and mailed to property owners within 300 feet on October 19, 2015.

Application

The applicant, Smith Optics, is moving approximately 30 employees into the Roark Building, 409 N. Main Street. The Roark Building, constructed in 2001, was required to have 6 on-site parking spaces (an additional two were credited on the street). Smith Optics does not believe the 6 spaces are adequate to accommodate their staff of 30.

The applicant is proposing to redesign two vacant lots northwest off of the alley behind the Roark Law Firm to accommodate 21 parking spaces. The lot would be accessed off of the alley, and would be finished with compacted road mix. It will be signed as private parking.

Procedural History

The application was submitted on October 7, 2015 and certified complete on October 30, 2015. A public hearing before the Planning and Zoning Commission for approval or denial of the project was held on November 9, 2015, in the Hailey City Council Chambers.

The Hailey Zoning Code contains the following criteria for the review of parking lots:

9.4.6.1 The Commission shall consider the following criteria when evaluating any application for parking in excess of that normally permitted. Applicants are required to satisfy at least 4 of the following criteria:

1. The excess parking area will be commonly used for public interests such as park and ride or car pool lots. The property owner will be permitted to reserve the use of the parking area 12 days in any calendar year.

Employees may carpool to the site. This proposal is for a private use, and is not intended to be a Park and Ride lot for the general public.

2. The excess parking area provided would relieve or help to relieve a substantial shortage of parking within an 800 foot radius.

Parking on Main Street in this area is limited. Much of the parking in the area is from users that come and go during the day. Smith has indicated that they need a proximate location for all-day parking for their 30 office employees. Since River and Silver Street do not have curb, gutter and sidewalk, parking on these side streets is not developed in an orderly fashion, an/or is simply not available. On-street parking on Silver and River in this area is not available at all in the winter, as the City pushes snow to the side of the road, eliminating any area for parking.

3. The excess parking area will not be adjacent to a public right - of way, and will be separated from the right-of-way by a building.

The parking lot is proposed to be accessed from a single location off of the alley. The City Engineer suggests that a fence or landscaping be added at the back of the stalls shown along River Street and Silver Street to prevent drivers from driving straight out of the parking stalls on to the public street.

4. The excess parking area is part of an overall development scheme which compensates for insufficient parking in other portions of the same development.

All-day parking for The Roarke Law Firm Building is limited. This parking lot will accommodate 30 employees relocating from Ketchum to Hailey.

5. The excess parking area will be used as an alternate facility, such as a basketball court or skateboard park, when not in use as an overflow parking area. The property owner will be permitted to reserve the use of the parking area 12 days in any calendar year.

It may be impractical to sue the parking lot for the above-mentioned uses, as it will be compacted gravel. It will be available for overflow parking after 5:00 pm and on weekends.

6. The excess parking area will surfaced with an alternative and attractive material.

The compacted gravel is a generic application, and does not appear to be any more or less attractive than asphalt. A weed and dust abatement plan has been recommended as a condition of approval.

Two areas of existing landscaping are noted: a batch of trees/shrubs within the City right of way on River Street and in the northeast corner of the lot where the handicap stall is located (private property). Staff recommends that the landscaping in the City right of way be retained to help buffer the proposal.

The City Engineer has also noted that the handicap spot does not have an ADA accessible route to the building. It could perhaps be eliminated, and the existing landscaping in this area be retained.

9.2.6 Drainage. All parking, loading, or other non-permeable surface areas shall provide for on-site drainage of surface water to prevent the drainage of such water onto adjacent properties, walkways, or into the public right-of-way. Drainage provided shall be in accordance with City Standards.

The City Engineer and Street Superintendent have noted that, due to the way snow is plowed on Silver Street, this parking lot may be very muddy or have standing water resulting from City snow. The applicant will address this issue in the meeting.

6A.6 Criteria.

A. The Commission or Hearing Examiner shall determine the following before approval is given:

- 1. The project does not jeopardize the health, safety or welfare of the public.**
- 2. The project conforms to the applicable specifications outlined in the Design Review Guidelines, as set forth herein, applicable requirements of the Zoning Ordinance, and City Standards.**

B. Conditions. The Commission or Hearing Examiner may impose any condition deemed necessary. The Commission or Hearing Examiner may also condition approval of a project with subsequent review and/or approval by the Administrator or Planning Staff. Conditions which may be attached include, but are not limited to those which will:

- 1. Ensure compliance with applicable standards and guidelines.**
- 2. Require conformity to approved plans and specifications.**
- 3. Require security for compliance with the terms of the approval.**
- 4. Minimize adverse impact on other development.**
- 5. Control the sequence, timing and duration of development.**
- 6. Assure that development and landscaping are maintained properly.**
- 7. Require more restrictive standards than those generally found in the Zoning Ordinance.**

The following conditions of approval of this application:

- a) All applicable Fire Department and Building Department requirements shall be met.
- b) All City infrastructure requirements shall be met. Detailed plans for all infrastructure to be installed or improved at or adjacent to the site shall be submitted for Department Head approval and shall meet City Standards where required.
- c) The project shall be constructed in accordance with the application or as modified by these Findings of Fact, Conclusions of Law and Decision.
- d) Any new lighting shall comply with the Outdoor Lighting Ordinance.
- e) This Design Review approval is for the date the Findings of Fact are signed. The Planning & Zoning Administrator has the authority to approve minor modifications to this project prior to, and for the duration of a valid Building Permit.
- f) Existing landscaping in the City right of Way shall be retained.
- g) A dust and weed abatement plan shall be submitted. Weeds shall be kept free from the site at all times.
- h) A split rail fence or landscaping shall be added to the plans to prevent cars from pulling through the stalls facing River Street and Silver Street.
- i) The handicap stall shall either be eliminated, or an ADA accessible route shall be delineated

on the plans.

- C. Security. The applicant may, in lieu of actual construction of any required or approved improvement, provide to the City such security as may be acceptable to the City, in a form and in an amount equal to the cost of the engineering or design, materials and installation of the improvements not previously installed by the applicant, plus fifty percent (50%), which security shall fully secure and guarantee completion of the required improvements within a period of one (1) year from the date the security is provided.**
- 1. If any extension of the one year period is granted by the City, each additional year, or portion of each additional year, shall require an additional twenty percent (20%) to be added to the amount of the original security initially provided.**
 - 2. In the event the improvements are not completely installed within one (1) year, or upon the expiration of any approved extension, the City may, but is not obligated, to apply the security to the completion of the improvements and complete construction of the improvements.**

Motion Language

Approval:

Motion to approve the Design Review application submitted by Benchmark Associates on behalf of Smith Optics for an employee parking lot to be located at 17 West Silver Street, Hailey (Lots 18-20, Block 56, Hailey Townsite) within the Business (B) Zoning District, finding that the project does not jeopardize the health, safety or welfare of the public and the project conforms to the applicable specifications outlined in the Design Review Guidelines, applicable requirements of the Zoning Ordinance, Title 18, and City Standards, provided conditions (a) through (i) are met.

Denial:

Motion to deny the Design Review application submitted by Benchmark Associates on behalf of Smith Optics for an employee parking lot to be located at 17 West Silver Street, Hailey (Lots 18-20, Block 56, Hailey Townsite) within the Business (B) Zoning District, finding that_____ [the Commission 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 on Design Review application submitted by Benchmark Associates on behalf of Smith Optics for an employee parking lot to be located at 17 West Silver Street, Hailey (Lots 18-20, Block 56, Hailey Townsite) within the Business (B) Zoning District, to_____[Commission should specify a date).

EAST SIDE FACING WEST



Parcel No. RPH0000056018A.Hailey Townsite.Lots 18,19,20.Block 56

SOUTHWEST CORNER FACING NORTH



Parcel No. RPH0000056018A.Hailey Townsite.Lots 18,19,20.Block 56

WEST SIDE OF PROPERTY LOOKING EAST



Parcel No. RPH0000056018A.Hailey Townsite.Lots 18,19,20.Block 56

NORTHEAST CORNER, OLD CAR SEAT, BOARD, DEBRIS



Parcel No. RPH0000056018A.Hailey Townsite.Lots 18,19,20.Block 56

TRASH



Parcel No. RPH0000056018A.Hailey Townsite.Lots 18,19,20.Block 56

Back to Agenda

STAFF REPORT

TO: Hailey Planning & Zoning Commission

FROM: Lisa Horowitz, Community Development Director

RE: Conditional Use Permit – United Parcel Service (UPS) Hailey Package Distribution Facility, New Temporary Storage Container (Lot 1-7, Block 31, Hailey Townsite)

HEARING: November 9, 2015

Applicant: Judi Younce, UPS Staff

Location: 111 South River Street (Lot 1-7, Block 31, Hailey Townsite)

Zoning: Business (B) and Townsite Overlay (TO)

Note: Staff analysis is in lighter type

Notice

Notice for the public hearing on November 9, 2015 was sent to the Mt. Express on October 14 and published in the Mountain Express on October 19, 2015. Notices were mailed to the adjoining property owners on and the property was posted on November 2, 2015.

Application

UPS submitted a Conditional Use Permit application for a temporary peak car to be used during the holiday season at the Hailey Distribution Center. According to §5.4 of the Zoning Ordinance, a Temporary Storage Container requires a Conditional Use Permit in the Limited Business (LB) District.

The container is currently in site, but is not connected to the primary building. The temporary storage container will be 8' wide by 40' long.

UPS is considered to be the world's largest package delivery company, delivering 15 million packages per day to 6.1 million customers in 220 countries. The UPS Hailey Distribution Center has been in the current location since 1988, operating out of a 792 square foot modular building. The City approved the primary modular building in the early 1990's. The facility has remained busy, and in fact has grown busier due to the increase in internet purchases and the closing of the retail UPS facility in Hailey.

Staff has initiated conversations with UPS officials and the property owner about the long term plans for the Hailey facility.

General Requirements for all Conditional Use Permits				
Compliant			Standards and Commission Findings	
Yes	No	N/A	City Code	City Standards and <i>Commission Findings</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.2.2	<p>Complete Application:</p> <p>11.2.2 The application shall include at least the following information:</p> <ul style="list-style-type: none"> a. Name, address, and phone number of the applicant. b. Proof of interest in the subject property by the applicant, such as a deed, contract of sale, option to purchase, or lease agreement. c. Legal description of the subject property, including street address. d. Description of existing use. e. Zoning district of subject property. f. Description of proposed conditional use. g. A plan of the proposed site for the conditional use showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open spaces, easements, existing and proposed grade, energy efficiency considerations, landscaping, exterior lighting plan as required by Article VIII B of this Ordinance, refuse and service areas, utilities, signs, property lines, north arrow, and rendering of building exteriors, where applicable. h. A narrative statement evaluating the effects on adjoining property, the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property. i. A narrative statement identifying surrounding land uses and discussing the general compatibility of the proposed use with adjacent and other properties in the district. j. A narrative discussion of the relationship of the proposed use to the Comprehensive Plan. k. A list of the names and addresses of all property owners and residents within three hundred (300) feet of the external boundaries of the land being considered. l. Any other information as requested by the Administrator to determine if the proposed conditional use meets the intent and requirements of this Article. m. A fee established in a separate ordinance approved by the Council.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department and Boards/Commissions Comments	<p>Engineering:</p> <ul style="list-style-type: none"> - Circulation is a concern due to the open curb cuts on all sides and the lack of curb, gutter and sidewalk. This application for a temporary facility would not trigger those more extensive improvements. However, staff is engaged in discussions about the long term plans for the Hailey facility. - The City Engineer recommends that trucks should not enter or exit the site within 50' of the street intersection, and those trucks to do not park at the northeast corner of the site to preserve site visibility. <p>Life/Safety:</p> <ul style="list-style-type: none"> - Police Department <ul style="list-style-type: none"> o No concerns - Fire Department No concerns. <p>Water and Sewer:</p> <ul style="list-style-type: none"> - <p>Building:</p> <ul style="list-style-type: none"> - No concerns.

				<p>Streets:</p> <ul style="list-style-type: none"> - A seasonal drainage issues exists on the northwest property corner. A Catch- basin and drywell are recommended in the public right of way, which would need to be installed in the spring.
				<p>Boards and Committees:</p> <ul style="list-style-type: none"> - No concerns.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8.2 Signs	<p>8.2 Signs: The applicant is hereby advised that a sign permit is required for any signage exceeding four square feet in sign area. Approval of signage areas or signage plan in Design Review does not constitute approval of a sign permit.</p>
			<i>Commission Findings</i>	<ul style="list-style-type: none"> - <i>No signs are proposed.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8B.4.1 Outdoor Lighting Standards	<p>8B.4.1 General Standards</p> <ul style="list-style-type: none"> a. All exterior lighting shall be designed, located and lamped in order to prevent: <ol style="list-style-type: none"> 1. Overlighting; 2. Energy waste; 3. Glare; 4. Light Trespass; 5. Skyglow. b. All non-essential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes. c. Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties. d. Area lights. All area lights are encouraged to be eighty-five (85) degree full cut-off type luminaires. e. Idaho Power shall not install any luminaires after the effective date of this Article that lights the public right of way without first receiving approval for any such application by the Lighting Administrator.
			<i>Commission Findings</i>	<ul style="list-style-type: none"> ● <i>All new and existing lighting shall comply with Hailey’s Outdoor Lighting Ordinance.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.4.8 A On-site Parking Req.	<p>See Section 9.4 for applicable code.</p> <ul style="list-style-type: none"> - Require 1 space for 1,000 square feet, or, if the site is considered warehouse and storage, 1 space per every (full time) employee, whichever is greater.
			<i>Commission Findings</i>	<p><i>The site is large enough to accommodate 1 space per employee (13 full time) and 1-2 customer spaces based on building size of less than 1,000 square feet.</i></p> <p><i>The parking has never been striped, as it is gravel. Staff and the City Engineer believe the best long-term solution to organize parking and pedestrian/bike activities are curb, gutter and sidewalk. That requirement is not triggered by a Temporary Storage container.</i></p> <ul style="list-style-type: none"> ●
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9.4.8 (B)	<p>B. Where alleys exist, access to on-site parking for any non-residential use or for any multifamily dwelling of three or more units shall be from the alley. Parking areas adjacent</p>

				to alleys may be designed to allow a vehicle to back from the parking area into the alley.
			<i>Commission Findings</i>	<i>Many, but not all of the truck traffic use the alley, which is also not paved.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9.4.8 (C)	C. If the site is not serviced by an alley, access shall be from a single approach to the street to confine vehicular/pedestrian conflict to limited locations, allow more buffering of the parking area and preserve the street frontage for pedestrian traffic.
			<i>Commission Findings</i>	<i>It is not possible to meet this standard without curb, gutter and sidewalk, which is not required of this permit.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.4.8 (D)	D. Access for on-site parking areas or loading spaces shall be located in such a way that any vehicle entering or leaving such area shall be clearly visible by a pedestrian or motorist approaching the access or driveway from a public or private street.
			<i>Commission Findings</i>	<i>The site is nonconforming with regards to this standard. The City Engineer recommends that no trucks be permitted to enter or exit the site from within 50' of the intersection, and they also be restricted from parking in this area.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9.4.8 (E)	E. Access for subdivisions shall be provided in accordance with standards set forth in Section 4 of the Subdivision Ordinance.
			<i>Commission Findings</i>	<ul style="list-style-type: none">● <i>Not applicable</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9.4.8 (F)	F. Parking areas containing no more than two (2) parking spaces in any zoning district or parking areas within the LR, GR, TN, TI and LI Districts may be designed to allow a vehicle to back from the parking area into the public right-of-way.
			<i>Commission Findings</i>	<i>The site is nonconforming with regards to this standard. However, most customers do not back in and out of the parking lot into the street due to the high traffic volumes on River Street.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9.4.8 (G)	G. Parking areas for residential uses only may be designed to allow required parking spaces for one vehicle to deny access to another vehicle, thus “stacking” the parking area. For non-residential uses, stacked parking may be allowed only for additional spaces that may be provided in excess of the required number of parking spaces.
			<i>Commission Findings</i>	<ul style="list-style-type: none">● <i>Not applicable</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Article 5.4: Bulk Requirements	Limited Business (B) District: <ul style="list-style-type: none"> - Minimum Lot Size: 0 - Maximum Lot Width: 0 - Maximum Building Height: 35 - Front Setback: 0 ft - Side and Rear Yard Setback: 0 feet
			<i>Commission Findings</i>	<ul style="list-style-type: none">- <i>Existing building meets all bulk requirements, as does the temporary storage container.</i>

Section 11.4 Criteria for Review of Conditional Use Permits					
Compliant			Standards and Commission Findings		
Yes	No	N/A	City Code	City Standards and <i>Commission Findings</i>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.1	<p>Compliance with the Comprehensive Plan 11.1 Purpose. The City of Hailey recognizes that certain uses possess unique and special characteristics with respect to their location, design, size, method of operation, circulation, and public facilities. In order to protect the public welfare and promote conformance with the Comprehensive Plan, conditional use permits are required for such uses upon review by the Commission.</p>	
			<i>Commission Findings</i>	<p><i>This application complies with the following goals and objectives of the Comprehensive Plan</i></p> <ul style="list-style-type: none"> • <i>Goal 6.1: Economic Development“</i> <ul style="list-style-type: none"> ○ <i>Encourage a diversity of economic development opportunities within Hailey.”</i> ○ <i>This use provides 13 full-time jobs and up to 25 seasonal jobs</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(a)	<p>11.4.1 The Commission or Hearing Examiner shall review the particular facts and circumstances of each proposed conditional use in terms of the following standards and, if approved, shall find adequate evidence showing that such use at the proposed location:</p> <p>a. Will, in fact, constitute a conditional use as established for the zoning district involved; and</p>	
			<i>Commission Findings</i>	<ul style="list-style-type: none"> • <i>According to §5.4 of the Zoning Ordinance, Temporary Storage Containers currently require a Conditional Use Permit in the Business (B) zone. The temporary storage container will be removed in February.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(b)	<p>b. Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area;</p>	
			<i>Commission Findings</i>	<ul style="list-style-type: none"> • <i>The existing nonconforming use has been in place for 27 years. It is more industrial in nature than some other uses in the area, although business uses in this area of River Street are mixed. The proposed temporary storage container does not materially detract nor change the character of the area.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(c)	<p>c. Will not be hazardous or disturbing to existing or future neighboring uses;</p>	
			<i>Commission Findings</i>	<ul style="list-style-type: none"> • <i>Traffic to and from the building is seasonally high. However, many business uses could have greater vehicle trips if the site were built out for retail/commercial uses.</i> 	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(d)	<p>d. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, and drainage structure. Agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service; and</p>	

			<i>Commission Findings</i>	<i>A catch basin and drywell are needed in the public right of way at the northwest corner of the lot to mitigate drainage issues resulting from snow plowing on the UPS site. (City staff installed a French drain in this area, but it did not remedy the problem). The catch basin/drywell can be installed in the spring.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(e)	e. Will not create excessive additional requirements at public cost for public facilities and services; and
			<i>Commission Findings</i>	<ul style="list-style-type: none"> • <i>At this time, no additional cost will be incurred from any public agencies for this facility to function and operate.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(f)	f. Will not involve uses, activities, processes, materials, equipment, or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, dust, odors, vibration, water or air pollution, or safety hazards; and
			<i>Commission Findings</i>	<ul style="list-style-type: none"> • <i>No externalities are anticipated by this use.</i> • <i>This application has been reviewed by all city departments and there have been no issues.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(g)	g. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public thoroughfares;
			<i>Commission Findings</i>	<ul style="list-style-type: none"> •
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.4.1(h)	b. Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area;
			<i>Commission Findings</i>	<ul style="list-style-type: none"> • <i>Proposed property does not contain a natural, scenic, or historic feature or structure. The temporary structure is to the rear, and does not change the essential character of the area.</i>

11.6 Conditions.

The Commission or Hearing Examiner may impose any conditions which it deems necessary to secure the purpose of City regulations and give effect to the Comprehensive Plan. Conditions which may be attached include, but are not limited to those which will:

11.6.1 Require conformity to approved plans and specifications.

11.6.2 Require or restrict open spaces, buffer strips, walls, fences, signs, concealing hedges, landscaping and lighting.

- 11.6.3 Restrict volume of traffic generated, require off-street parking, and restrict vehicular movements within the site and points of vehicular ingress and egress or other conditions related to traffic.**
- 11.6.4 Require performance characteristics related to the emission of noise, vibration and other potentially dangerous or objectionable elements.**
- 11.6.5 Limit time of day for the conduct of specified activities.**
- 11.6.6 Require guarantees such as performance bonds or other security for compliance with the terms of the approval.**
- 11.6.7 Require dedications and public improvements on property frontages.**
- 11.6.8 Require irrigation ditches, laterals, and canals to be covered or fenced.**
- 11.6.9 Minimize adverse impact on other development.**
- 11.6.10 Control the sequence, timing and duration of development.**
- 11.6.11 Assure that development is maintained properly.**
- 11.6.12 Designate the exact location and nature of development.**
- 11.6.13 Require the provision for on-site or off-site public services.**
- 11.6.14 Require more restrictive standards than those generally found in this Ordinance.**
- 11.6.15 Mitigate foreseeable social, economic, fiscal and environmental effects.**
- 11.6.16 Set a limit on the duration of the permit when deemed necessary.**
- 11.6.17 Allow for subsequent periodic review.**

The Commission may impose any conditions that are deemed necessary to secure the purpose of City ordinances and give effect to the Comprehensive Plan. Conditions including but not limited to those set forth in Section 11.6 may be placed on any approval.

Summary

Section 11.1 of the Hailey Zoning Ordinance states that “the City of Hailey recognizes that certain uses possess unique and special characteristics with respect to their location, design, size, method of operation, circulation, and public facilities. In order to protect the public welfare and promote conformance with the Comprehensive Plan, conditional use permits are required for such uses upon review by the Commission.”

Conditional Use Permits are subject to review and revocation pursuant to Section 11.9 of the Hailey Zoning Ordinance. This statement will be included in the Findings of Fact, Conclusions of Law, and Decision for any CUP approved by the Commission.

By ordinance, the Commission is required to make a decision to approve, conditionally approve, or deny the application within forty-five (45) days after conclusion of the public hearing and issue its decision together with the reasons therefore. The Commission is required to review the application, all supporting documents and plans, and Section 11 of the Zoning Ordinance, in making their decision.

The Commission should make findings related to the criteria of Section 11.4, (a) through (h).

Suggested Conditions

The following conditions are suggested to be placed on any approval of this application:

- a) All Fire Department and Building Department requirements shall be met in regard all maintenance, administrative, and other functions of this facility.
- b) Trucks shall not enter or exit the site within 50' of the street intersection, and no trucks or vehicles should be parked at the northeast corner of the site to preserve site visibility.
- c) A Catch- basin and drywell are recommended in the public right of way in the spring of 2016, subject to final design approval by the City Engineer and the City Streets Department.
- d) The temporary storage facility is approved for a maximum of twelve (12) months from the date of these findings of fact.

Motion Language

Approval:

Motion to approve conditional use permit application for Conditional Use Permit application by UPS for a temporary peak car to be used during the holiday season at the Hailey Distribution Center located at 111 South River Street (Lot 1-7, Block 31, Hailey Townsite) and finding that the application meets each of the criteria for review (a) through (h) cited in Zoning Ordinance Article 11.4, Section 11.4.1, that the conditional use permit complies with the Comprehensive Plan, and that the conditional use permit is subject to condition (a) thru (d) noted above.

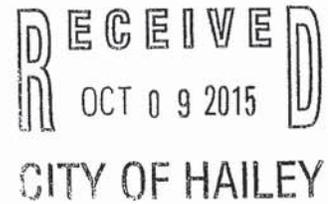
Denial:

Motion to deny conditional use permit application by UPS for a temporary peak car to be used during the holiday season at the Hailey Distribution Center located at 111 South River Street (Lot 1-7, Block 31, Hailey Townsite), citing the following reasons for denial _____.

Continuation:

Motion to continue discussion of the conditional use permit application by UPS for a temporary peak car to be used during the holiday season at the Hailey Distribution Center located at 111 South River Street (Lot 1-7, Block 31, Hailey Townsite) to a later day as specified here

_____.



October 8, 2015

City of Hailey
Building Department
Lisa Horowitz
Via: electronic mail

Dear Ms. Horowitz,

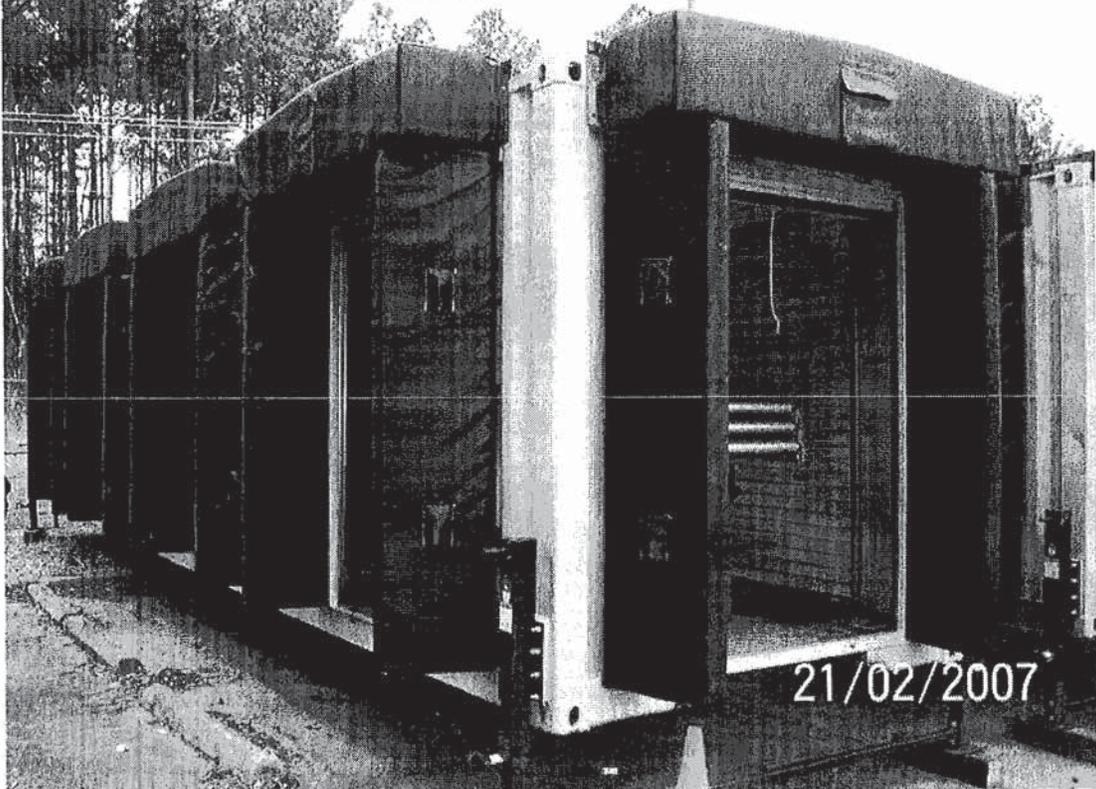
UPS is requesting a conditional use permit for the UPS package distribution facility located at 111 River Street in Hailey. The surrounding area is mixed use consisting of residential and business.

The permit request is for the temporary installation and use of a temporary peak car position (PCP) distribution center from November 2015 through January 2016, UPS peak holiday season. The PCP will be relocated from the UPS Hailey Center to a storage location in Heyburn, Idaho at the beginning of February, weather permitting. The PCP is placed against an existing overhead door at our facility and plugged into an exterior Meltric plug receiver. Packages are moved across rollers, through the PCP to their destination doors. The packages are then loaded into the UPS package car for delivery. Once the cars are removed, the overhead door is closed and locked to secure the building.

The statistics of the unit are as follow:

- 8' wide x 40' long unit
- Standard T-8 lighting
- Roller conveyors standard (36")
- 5' x 7' doors with dock seals
- Doors are spaced at 8.5' centers
- UPS SPEC ground fault Meltric plug system
- Meets egress requirements
- Meets (UPS) life safety requirements
- Heaters
- Manufactured from a sea cargo container
- No emissions

Please see below for a photo of a generic PCP.



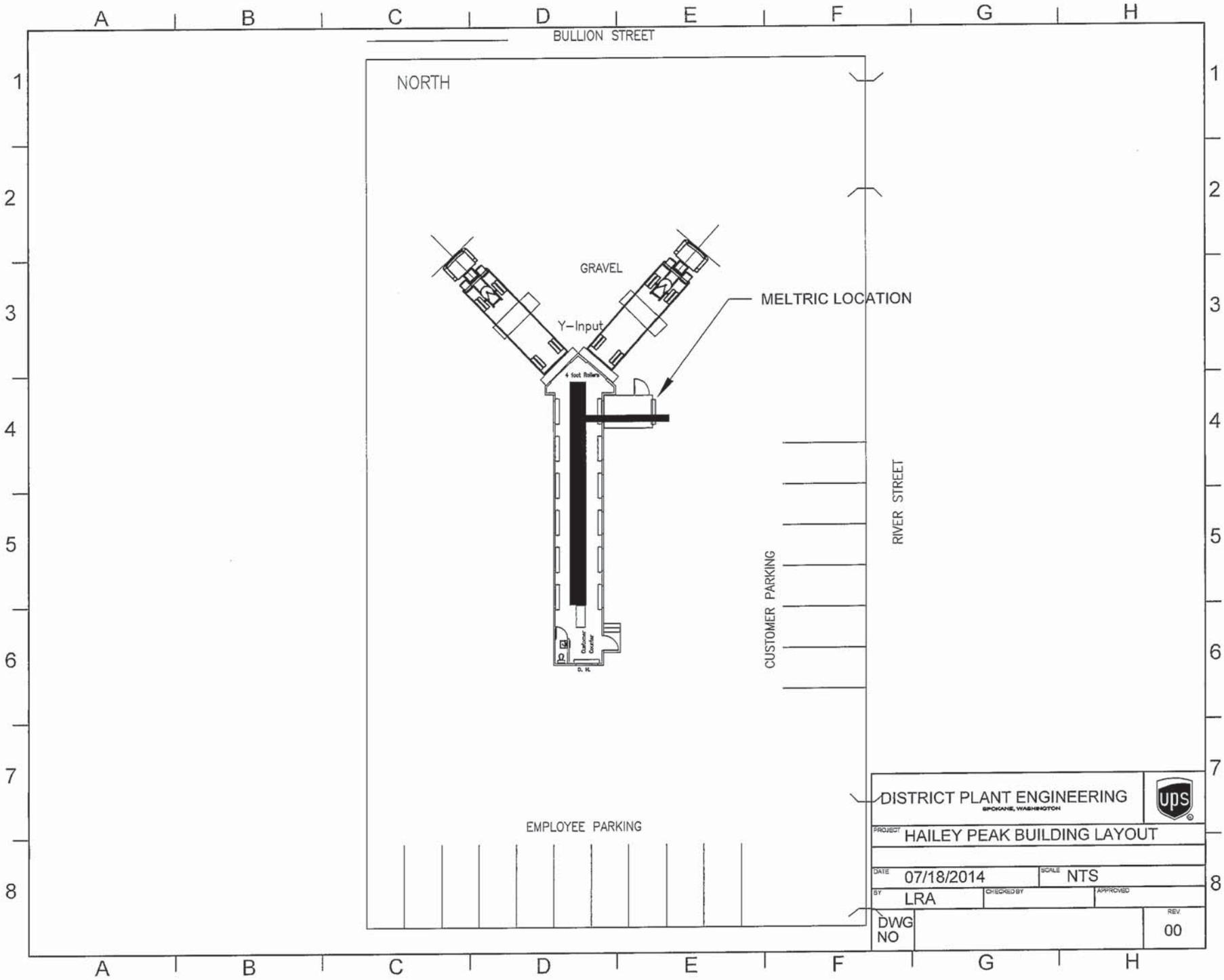
Please let me know if I can provide you with further information regarding this request.

Your assistance is greatly appreciated.

Sincerely,

Judi A. Younce

Facilities Engineer
6707 N. Basin Ave.
Portland, OR 97217
503.978.7676



DISTRICT PLANT ENGINEERING <small>SPOKANE, WASHINGTON</small>		
PROJECT HAILEY PEAK BUILDING LAYOUT		
DATE 07/18/2014	SCALE NTS	
BY LRA	CHECKED BY	APPROVED
DWG NO		REV 00





Back to Agenda

Appendix E Comprehensive Plan Amendment
Planning and Zoning Commission
November 9, 2015

November 5, 2015

TO: Planning and Zoning Commission

FM: Lisa Horowitz, Community Development Director

RE: Hailey Comprehensive Plan Amendment, Appendix E, Capital Improvement Plan

ATTACHMENT: (forthcoming- in December: revised Tishler Report on Development Impact Fees and Capital Improvement Plan)

Summary

The City is in the process of updating their Development Impact Fees. The Commission, in their capacity as the DIF Advisory Committee, met on August 17, 2015 to review the draft report prepared by DIF consultant, Tishler Bise. Staff has been working with the consultant to incorporate the changes recommended by the DIF Advisory Committee, as well as updating the CIP projects in the report to reflect completed projects through 2014.

The next step in the process is for the Planning and Zoning Commission to adopt the report as an Appendix to the Comprehensive Plan (Appendix E).

The report is in process, but the Consultant has suggested that the City wait until it completes its review of the companion report on Annexation. Therefore, staff requests that this item be continued to the December meeting.

Procedural Process

The DIF Advisory Committee met and conducted a Public Hearing on August 17, 2015.

The Commission will conduct a Public Hearing on November 9, 2015 to consider recommendations to the Council of the report as Appendix E of the Comprehensive Plan, and repealing the existing Appendix E. Notice of the amendment was sent to all political subdivisions providing service within the City. Notice was sent to the Idaho Mountain Express on October 21, 2015.

Motion Language

Continuation

I move to continue consideration of the November 2015 Tishler Bise Development Impact Fee Report, which serves as the Capital Improvement Plan for the City of Hailey as Appendix E of the 2012 Hailey Comprehensive Plan to the December 14, 2015 Planning and Zoning meeting.

Back to Agenda

