

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

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

Call to Order

5:30:10 PM Chair Fugate called the meeting to order.

Public Comment for items not on the agenda
None was given.

Consent Agenda

- CA 1 Motion to approve minutes of June 8th, 2015
- CA 2 Motion to approve Findings of Fact and Conclusions of Law for a Design Review application by The Rock Church (Wood River Assembly of God) represented by Michael Barker Architect for an exterior renovation to the existing church located at Lots 7 and 8, the north ½ of Lot 9 and the south half of Lot 6 of Block 65, Hailey Townsite, (511 North Main Street) within the Business (B) and Townsite Overlay (TO) Zoning Districts.
- CA 3 Motion to approve Findings of Fact and Conclusions of Law for a Design Review application by Evans Plumbing, Inc. represented by Owen Scanlon Architect for a new industrial building located at Lots 4A, 4B, 4F and 4G of Airport West Phase 2, (111 Gulf Stream Lane) within the Service Commercial Industrial District (SC-I) Zoning District.
- CA 4 Motion to approve Findings of Fact and Conclusions of Law for a Design Review application by Kristina Boatwright represented by Liberty Construction/Kolo, LLC for a 1,800 square foot addition to an existing residence and a new garage with a 600 square foot accessory dwelling unit located at the S. ½ of Lot 5, Lots 6 & 7, and the north ½ of Lot 8 of Block 61, Hailey Townsite, (525 N. Fourth Avenue) within the General Residential (GR) and Townsite Overlay (TO) Zoning Districts.
- CA 5 Motion to approve Findings of Fact and Conclusions of Law for a Design Review Exemption submitted by the Legacy Group, represented by Tanner Construction, for the conversion of an exterior door to a window located at lots 4-5, block 53, Hailey Townsite (313 Main Street North) within the Townsite Overlay (TO) and Business (B) Zoning Districts.
- CA 6 Motion to approved a Design Review Modification submitted by Friedman Memorial Airport, represented by Ruscitto/Latham/Blanton, for Design Review modification for changes to the exterior siding, omission of two horizontal windows, and removal of sun shade canopies and metal tie-rods for the new airport operations building, located on tax lot 8151, FR SEC 10, 15, 22 (1616 Airport Circle), within the Airport District A Zone.
- CA 7 Motion to approve a Design Review Exemption submitted by Janet Longe, represented by Hollis Rumpeltes Architects, for the addition of a 188 sf room to an existing principal structure located at 221 4th Avenue North (Lots 1, 2 & N ½ of 3, Block 48, Hailey Townsite) within the Limited Residential -1 (LR-1) and Townsite Overlay (TO) Districts.

5:30:54 PM Owen Scanlon recused himself from item CA3 and pulled CA6 and CA7. Dan Smith moved to approve CA 1, 2, 4 and 5. Richard Pogue seconded and the motion carried. Dan Smith moved to approved CA 3, Richard Pogue seconded and the motion carried.

[5:31:59 PM](#) Owen Scanlon asked Nick Latham of RLB Architects to discuss CA 6. Nick Latham, RLB, stood to summarize the changes to the approved design review for the newly constructed Airport Operations building located at Friedman Memorial Airport. He included details about windows, awnings, siding installation, and other minor modifications that have been changed during the current construction phase of the project. Discussion between the applicant and the Commission included details about the changes. [5:42:37 PM](#) Owen Scanlon moved to approve CA 6. Richard Pogue seconded and the motion carried unanimously.

[5:43:06 PM](#) Kristine Hilt showed the Commission elevations of the existing house. [5:47:51 PM](#) Dan Smith moved to approve CA7. Owen Scanlon seconded and the motion carried.

New Business and Public Hearings

NB 1 Consideration of a Design Review application by Tom King, Kings Variety Store, represented by Errin Bliss Architecture for an 8,139 square foot addition on the north side of the existing 11,287 square foot Kings Variety Store located at 615 North Main Street (Lots 1-5 and 11-15, Block 68, Hailey Townsite in the Business (B) Zone District. The application request includes a proposal for a Private Road on the north property boundary connecting from Main Street to River Street.

[5:49:02 PM](#) Tom King, King's Variety Store, stood and introduced the project and the need for improvements to the existing business. Errin Bliss, project Architect, introduced himself and his background as an architect and resident of the Wood River Valley. Errin then briefed the Commissioners on details of the proposed improvements and addition to King's Variety Store. He included information about the proposed parking lot, site plan, parking, the addition of a new road, the loading/unloading dock for shipments, sidewalk configuration, and dumpster enclosures and proposed wrapped artwork in lieu of enclosures.

[6:00:26 PM](#) Errin continued with information about proposed landscaping and notified the Commissioners about existing landscaping to be removed as well. Owen Scanlon inquired about the proposed landscaping and noted that fruit trees were not desirable for pedestrian walkways due to the fruit falling on the sidewalks.

[6:06:36 PM](#) Discussion between Tom King, Errin Bliss and Commission included floor plan details, entries location, and storage areas.

[6:07:46 PM](#) Errin Bliss introduced the colored renderings of the proposed building elevations and included details about the colors, material samples and signage.

[6:18:27 PM](#) Owen Scanlon inquired about the snow storage. Errin Bliss summarized the proposed snow storage areas for the site and noted that he was proposing on using Goode Motor's lot. Owen Scanlon expressed concern about approving a project that utilizes a neighboring lot for snow storage.

[6:22:08 PM](#) Janet Fugate inquired about lighting. Lisa Horowitz noted key details about the proposed lighting plan and informed the Commissioners about the existing non-conforming lights. Dan Smith included details about the Federal recommended minimums and maximums for parking lot lighting. Dan Smith added that extra illumination for the entrance to the parking lot may be necessary for safety and that the current extra lighting is existing.

[6:28:42 PM](#) Janet Fugate inquired about the private road and who would be responsible for maintenance. Lisa Horowitz noted that the crosswalks, bike lanes, and proposed improvements met City Standards. Dan Smith inquired about site drainage and storm water retention. Lisa Horowitz noted that she had met with the Street Department to review the drainage plan and that the Street Department approved the revised plans.

[6:34:40 PM](#) Janet Fugate inquired about the required parking and Lisa Horowitz noted that the proposed parking exceeded City requirements. Discussion between staff and the Commission included sidewalk placement and parking. Richard Pogue inquired about the proposed wrapped dumpsters. He noted that he was not optimistic about the appearance. Lisa Horowitz notified the Commissioners that the idea had

been one of the Hailey Arts and Historic Preservation Commission. Owen Scanlon inquired about the height of the sidewalk behind the dumpsters and noted that the handrail along the sidewalk and stairs may be used as screening for the dumpster.

6:41:00 PM Chair Fugate opened the meeting for public comment. Tony Evans, Hailey resident, noted that he supported the installation of a new access road from River Street to Main Street and that it would be extremely beneficial to residents and pedestrians alike. Tony also noted that he would like to see the City of Hailey support this project and the King's Variety Stores. No other public comment was given. Chair Fugate closed public comment.

6:44:33 PM Chair Fugate inquired about the proposed diagonal parking spaces and she noted that diagonal may be more efficient. Errin Bliss noted that with diagonal parking, the parking lot would be directional and limit circulation. Owen Scanlon suggested Swedish Aspens to the applicant for proposed landscaping.

6:48:16 PM Chair Fugate noted that the Commission should address the important questions that arose including snow storage, lighting, and the dumpster enclosure. The Commissioners agreed that the dumpster should be enclosed on at least three sides and may be wrapped on the front. They also agreed that the proposed snow storage would be sufficient and that the lighting that was non conforming could remain unchanged.

6:55:59 PM Dan Smith moved to approve the Design Review application submitted by Tom King, Kings Variety Store, represented by Errin Bliss Architecture for an 8,139 square foot addition on the north side of the existing 11,287 square foot Kings Variety Store, and recommend to the City Council approval for a Private Road on the north property boundary connecting from Main Street to River Street, 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 (j) are met. J being screened dumpster on 3 sides with front wrap. Lisa Horowitz suggested that condition d should be modified to allow existing non conforming lighting. Owen Scanlon seconded and the motion passed unanimously.

NB 2 Consideration of a city initiated text amendment and accompanying ordinance to amend the Hailey Municipal Code, to amend Article 6A, Design Review Section 6.A.1, Design Review Applicability and 6.A.2, Authority of the Administrator. The amendment clarifies what types of projects are approved by the Commission, by Community Development staff, or are exempt from Design Review.

6:59:16 PM Lisa Horowitz summarized the most recent changes for the Commission. The Commission discussed the proposed changes, including the proposed clarifications and criteria for moving forward with various projects.

7:01:05 PM Chair Fugate opened the meeting for public comment. Geoffrey Moore, Hailey resident, noted a concern about having just the PZ Chair work with staff to approve projects. He suggested having a Commissioner generally work with staff. He also suggested that the proposed changes should include references to definitions for both Accessory Structures and Accessory Dwelling Units. The Commission, staff, and Geoffrey Moore discussed the exact language for his suggested edits.

7:10:24 PM Chair Fugate closed public comment.

7:10:58 PM Owen Scanlon motioned to approve NB 2 and recommend approval to the City Council a city initiated text amendment and accompanying ordinance to amend the Hailey Municipal Code, to amend Article 6A, Design Review Section 6.A.1, Design Review Applicability and 6.A.2, Authority of the Administrator with the suggested change specified in regards to Accessory Dwelling Units and an addition that a permit be required and added to the matrix. Dan Smith seconded and the motion carried unanimously.

NB 3 Consideration of a city initiated text amendment and accompanying ordinance to amend the

Hailey Municipal Code, to amend Section 5.4, District Use Matrix, to allow Urban Agriculture as an Accessory Use to School regardless of Zone District.

[7:12:35 PM](#) Lisa Horowitz summarized the proposed City initiated text amendment to the Commissioners and included a background of why staff was pursuing the changes. The Commission inquired about what specifically would be approved. Staff noted that it was just bees and chickens. Chair Fugate inquired about what standards a conditional use would follow. Staff clarified.

*[7:14:39 PM](#) Chair Fugate opened the meeting for public comment. Svea Grover, Syringa Mountain School, stood and briefed the Commissioners on why the school would like to incorporate urban agriculture into their curriculum for students. Chair Fugate closed public comment. [7:16:31 PM](#) Owen Scanlon inquired about the fate of the chickens after they were finished laying eggs and Svea Grover noted that they would not be used for butchering learning opportunities. [7:18:23 PM](#) **Richard Pogue moved to approve and recommend the city initiated text amendment and accompanying ordinance to amend the Hailey Municipal Code, to amend Section 5.4, District Use Matrix, to allow Urban Agriculture as an Accessory Use to School regardless of Zone District to the City Council. Owen Scanlon seconded and the motion passed.***

NB 4 Consideration of a city initiated text amendment and accompanying ordinance to repeal Hailey's Subdivision Ordinance, Ordinance No. 821 and subsequent amendments thereto, in their entirety and replace it with a newly codified Subdivision Ordinance, as Title 16 of the Hailey Municipal Code. This repeal and replacement is intended to codify the Subdivision Ordinance into the Hailey Municipal Code.

NB 5 Consideration of a city initiated text amendment and accompanying ordinance to repeal Hailey's Zoning Ordinance, Ordinance No. 532 and subsequent amendments thereto, in their entirety and replace it with a newly codified Zoning Ordinance, as Title 17 of the Hailey Municipal Code. This repeal and replacement is intended to codify the Zoning Ordinance into the Hailey Municipal Code.

*[7:35:47 PM](#) Lisa Horowitz summarized the codification process to the Commissioners and noted that there were no documents received from the City Attorney for **NB 4, NB 5, and NB 6**. Lisa Horowitz informed the Commissioners that titles 16, 17, and 18 would need to be repealed in entirety and adopted as is. Discussion between the Commissioners and staff included the renumbering of sections and paragraphs. Staff noted that no text changes were proposed with the exception of the recommendation to move the duties of the Planning and Zoning Commission to Title 2 of the Hailey Municipal Code with the rest of the duties and authorities of the rest of the Commissions and Boards for the City of Hailey.*

[7:48:00 PM](#) Dan Smith noted that he would like to reference a few sections of the old code and cross check those with the newly proposed printed Zoning Code.

*[7:50:42 PM](#) **Richard Pogue motioned to approve the city initiated text amendments and accompanying ordinances to repeal Hailey's Subdivision and Zoning Ordinances, No. 532 and No. 821 and subsequent amendments thereto, in their entirety and replace them with a newly codified Subdivision Ordinance, as Title 16, and a newly codified Zoning Ordinance, as Title 17 of the Hailey Municipal Code. Dan Smith seconded and the motion carried.***

NB 6 Consideration of a city initiated text amendment and accompanying ordinance to repeal Hailey's Mobility Design Ordinance, Ordinance No. 1116 and subsequent amendments thereto, in their entirety and replace it with a newly codified Mobility Design Ordinance, as Title 18 of the Hailey Municipal Code. This repeal and replacement is intended to codify the Mobility Design Ordinance into the Hailey Municipal Code.

*[7:53:30 PM](#) **Richard Pogue moved to continue NB 6 to the next Planning & Zoning meeting to be held***

on August 24, 2015.

NB 7 Consideration of Amendments to Title 18 Standard Drawings No. 18.14.010.C.4 Sewer Service Connection, to clarify connection standards for new sewers, and retitling said drawing as “Typical Section Connection for New Sewer”, 18.14.010.B.8 clarifying installation standards and providing standard drawings for reduced-pressure principle backflow assemblies and pressure-vacuum breaker assemblies, and 18.14.010.B.3 clarifying meter type and connection requirements for residential water service and creating new Standard Drawings No. 18.14.010.B.9, 18.14.010.B.10 and 18.14.010.B.11 clarifying installation standards and providing standard drawings for reduced-pressure principle backflow assemblies and pressure-vacuum breaker assemblies.

7:19:26 PM *Mariel Platt introduced the proposed changes to the City standard drawings to the Commissioners. Mariel Platt discussed each drawing in detail and explained each one of the drawings and the proposed changes and clarifications.*

7:28:30 PM *Owen Scanlon moved to approve the amendments to Title 18 Standard Drawings No. 18.14.010.C.4 Sewer Service Connection, to clarify connection standards for new sewers, and retitling said drawing as “Typical Section Connection for New Sewer”, 18.14.010.B.8 clarifying installation standards and providing standard drawings for reduced-pressure principle backflow assemblies and pressure-vacuum breaker assemblies, and 18.14.010.B.3 clarifying meter type and connection requirements for residential water service and creating new Standard Drawings No. 18.14.010.B.9, 18.14.010.B.10 and 18.14.010.B.11 clarifying installation standards and providing standard drawings for reduced-pressure principle backflow assemblies and pressure-vacuum breaker assemblies and recommended the amendments to City Council.*

7:29:38 PM *Chair Fugate opened the meeting to public comment. Tony Evans inquired if this was just housekeeping. Mariel Platt confirmed that these amendments were just housekeeping.*

Chair Fugate closed the meeting to public comment.

Richard Pogue seconded and the motion carried.

Chair Fugate called for a short recess.

7:35:14 PM *Chair Fugate called the meeting back to order.*

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: TBD

(no documents)

The Commission discussed the next meeting dates and determined that the next best available date for Commissioners and staff would be August 24, 2015.

Adjourn

7:55:42 PM *Owen Scanlon moved to adjourn. Richard Pogue seconded and the motion carried.*