

**MINUTES OF THE MEETING OF THE
HAILEY PLANNING & ZONING COMMISSION**

Monday, August 22, 2016

**Meeting convened at 609 and 611 South Main Street at 5:30pm
Meeting reconvened at Hailey City Hall at approximately 6:30pm**

Present: Richard Pogue, Janet Fugate, Owen Scanlon, Jeff Engelhardt, Dan Smith

Staff: Lisa Horowitz, Robyn Davis

Call to Order

At approximately 5:30pm, Chair Fugate called the meeting to order. Meeting convened at 609 and 611 South Main Street, the proposed site for D.L. Evans Bank.

5:32:00 PM Lisa Horowitz opened the meeting and discussed the conclusions reached among staff and the Tree Committee regarding City street trees. Horowitz noted this unique opportunity to plan for an entire City block; the species of the trees, the need to increase the width of sidewalk, and the grade change which affects over half of the trees. For this combination of factors, staff and Tree Commissioners support the idea of having all of the street trees on the block replaced, with the exception of the specimen oak tree on the corner. Horowitz also noted that the Design Team would speak to the grade change, dumpster location, light and banner pole, trees – both private and City street trees, and parking.

5:39:00 PM Dan Smith questioned whether or not elevation markers were located on site to show the difference in grade. Jessica Aguilar stated that no grade stakes were put in place. Jessica Aguilar noted that the stakes currently in place mark the edge the proposed building.

5:42:00 PM Lisa Horowitz discussed a few items that still need to be addressed with the landscape architect: will the sidewalk get pulled back to meet the ½ to 2/3 of the drip line requirement for the specimen oak, or do we not disturb the grade of the site to consider the health of longevity of the trees. Horowitz also noted that the light pole, on the corner of Main and Chestnut, will be sawed off at grade, as not to disturb the roots of the tree, and replaced 1 block to the south.

Jeff Engelhardt inquired about whether or not the revised plans had the tree well scaled out on site plan. Engelhardt also inquired about the dimensions of the well. Jessica Aguilar noted that the initial plans called for a five foot tree grate; however, D.L. Evans has plans to modify the size of the tree grate to accommodate the tree as suggested in the staff report. Jeff Engelhardt inquired about whether or not the well could be large enough for the grate to come up to the tree, to be able to utilize that portion of the sidewalk. Terry King noted that the grates are modular and have varying sized rings, which can be removed and enlarged to accommodate for the growth of the tree.

Owen Scanlon inquired about the light pole and whether or not it would be replaced and the location of the new one. Horowitz noted that staff suggested that the light and banner pole be relocated to the south, on the corner of Main and Maple.

Chair Fugate requested that Lisa Horowitz speak to the current proposal of the street trees, as well as the recommendation of the Tree Committee regarding said trees. Horowitz noted that the entire block

of City street trees, nine (9) trees are recommended for replacement due to the factors mentioned; however, nine (9) new street trees will be added in a similar location with similar spacing, but with the required 10' sidewalk, tree grates and all at the grade of the new building. Horowitz confirmed that the trees will be replanted at grade with the sidewalk, and will be approx. 30 feet on center. Horowitz also noted that the Tree Committee suggested that the street trees be planted toward the back of the sidewalk to reduce bus conflicts.

5:49:00 PM Jessica Aguilar showed the Commissioners where the bus stop location would be. Aguilar noted that the structure would be built behind the property line, not to be located on the City sidewalk. Aguilar also noted that a solar light kit will be added to the structure. Horowitz noted two items that staff suggested: a) a trash receptacle to be located near bus stop and b) pedestrian access from bus stop to bank building. Aguilar also noted that staff recommended that bike racks be added. Aguilar confirmed that D.L. Evans would be placing bike racks on site.

Chair Fugate inquired about the location of the trash receptacle. Horowitz noted that she would work with Applicant to determine a good location.

Jason Miller from Mountain Rides confirmed that all comments from Applicant are accurate and Mountain Rides is very excited to add bus stop to location. Miller would also like to see a larger red curb, as well as no parallel parking from the bus stop to the corner.

Richard Pogue inquired about the property line and whether or not the street trees would be planted in a similar location as the current street trees. Aguilar noted that the new street trees would be pushed back to the west, as the Applicant will be increasing the sidewalk from five (5) feet to 10 feet.

Chair Fugate inquired about the metal railing along the sidewalk. Aguilar confirmed that metal railing would be removed and replaced with landscaping.

Russell Moreno inquired about the street crossing and whether or not a flashing light would put in place. Horowitz noted that the flashing light is in the City's Capital Improvement Plan.

5:56:00 PM Horowitz inquired about the whereabouts of the landscape beds. King pointed out where each would be located. Terry King also noted that a landscape strip would be added to separate the two properties at the sound end of the lot.

5:59:00 PM Terry King pointed out locations for the drive thru, trash enclosure and parking area. Chair Fugate questioned the access of the drive thru. King noted that the drive thru would only be accessed one way – traffic will enter off of Chestnut and exit through the alley.

Russell Moreno shared his concerns regarding the dumpster being located across the street from a residential area. Moreno suggested moving the dumpster location. Jessica Aguilar noted that the dumpster could not be relocated near the bus stop, as Clear Creek Disposal would not be able to service it at said location. Aguilar noted the D.L. Evans would be willing to relocate or consider another dumpster location. Chair Fugate clarified that the dumpsters are residential cans, not commercial dumpster bins. Moreno noted that his concern is the location of the dumpster, not the size of the can. Commissioners agreed to revisit matter when meeting reconvened at City Hall.

6:08:00 PM Horowitz presented the Tree Committee's concerns for the trees on private property: the

mature crab apple tree and the maple were noted. The Tree Committee recommended retaining both trees, if possible. Aguilar noted that the grade of the lot is not adequate and the interior trees present a security issue. Aguilar also noted that removing the interior trees would allow for a clear view of the parking lot. Aguilar noted that eventually a future expansion would take place and both trees hinder expansion. Aguilar noted that benches would be built in the open space and D.L. Evans would like to utilize large open area as a gathering place.

Jay Cone inquired about the Tree Committee's suggestions and whether or not they are with authority or with recommendation. Horowitz clarified that suggestions are only recommendations when pertaining to private trees. Dan Smith inquired about caliper of the trees. Horowitz noted that staff recommended a caliper of 2 ½ to 3 inch.

Chair Fugate inquired about the expansion of the building and the visibility of the lot once the expansion was built. Aguilar stated that they are working to accommodate City's requirements and may or may not include more interior trees, mostly for security purposes. King added that D.L. Evans proposed the Columnar Oak for this purpose, as their spread isn't as wide and they are taller in height, which would help keep the lot open and more visible.

Chair Fugate adjourned site visit. Meeting reconvened at Hailey City Hall.

Call to Order

[6:25:02 PM](#) Chair Fugate called the meeting to order. Meeting reconvened at Hailey City Hall.

Public Comment

None

Consent Agenda

No public comments.

CA 1 Motion to approve minutes of August 1, 2016

[6:25:14 PM](#) Dan Smith motioned to approve all Consent Agenda items. Richard Pogue seconded and all were in favor.

New Business and Public Hearings

NB 1 *Continuation of the Design Review Application by D.L. Evans Bank, represented by Tom Lennon and Andy Erstad of Erstad Architects, for a new 4,595 square foot bank branch to be located at 609 South Main Street (Lots 1-8, Block 5 Hailey Townsite) and 611 South Main Street in the Business (B) and Townsite Overlay (TO) Zoning Districts.*

[6:26:56 PM](#) Lisa Horowitz presented the application by D.L. Evans Bank and noted only one issue that was not covered during the site visit. Horowitz noted the issue as being whether or not the code calls for alley loaded parking in the Business District or whether or not the code calls for screening of parking areas adjacent to residential zones in the Business District. Horowitz informed the Commission that per the City Attorney, alley loaded parking is still wanted in the Business District. Horowitz noted that the applicant modified the amount and location of the alley loaded parking from the previous site plan.

Horowitz stated that the applicant also modified the roof lines on the drive thru, as requested at the last Planning and Zoning Meeting. .

[6:28:21 PM](#) Chair Fugate questioned the alley parking and whom it's intended for: customers or employees? Jessica Aguilar noted that designated parking currently does not exist; however, D.L. Evans has no issues designating parking for their employees. Aguilar also noted that the parking lot will be signed to accommodate customer parking only; D.L. Evans will tow abandoned vehicles away at the owner's expense.

[6:30:00 PM](#) Richard Pogue inquired about size of trash can. Jessica Aguilar noted that the trash can is smaller and plastic, not large and metal. Per Aguilar, D.L. Evans does not generate a large amount of trash. Aguilar noted that one or two recycle bins may be utilized; however, most documents are shredded. Aguilar noted that a separate company will visit once a month to empty confidential materials. Owen Scanlon inquired about the look of truck, as dumpsters on site plan are facing an angle, meaning a garbage truck will back up to the dumpsters. Aguilar was not aware of other plans or information regarding dumpsters, as Design Team developed the plan and could not attend meeting.

[6:32:22 PM](#) Chair Fugate questioned whether or not D.L. Evans could see requiring a large dumpster at any point. Jessica Aguilar didn't believe so. Richard Pogue inquired about how materials would be recycled. Aguilar isn't sure what the recycling plan is and noted that they will accommodate local services requests or needs.

[6:34:17 PM](#) Aguilar noted that the recommended conditions of approval by staff were reviewed and D.L. Evans is in agreement with all conditions listed.

[6:35:05 PM](#) Chair Fugate opened the item for public hearing. Jon Evans, Jr., CEO of DL Evans Bank, thanked the Commissioners for their time, effort and support of project.

[6:36:00 PM](#) Steven Crosser believes that the landscaping plan looks good. Crosser also believes the Commissioners should move ahead with project, as it is a good opportunity for Hailey.

[6:37:26 PM](#) Russell Moreno expressed his concern with the position of the dumpsters, which are shown in the site plan to be placed directly across the street from the residential neighborhood, just to the west of D.L. Evans Bank. Moreno noted that he would prefer to see that the dumpsters be relocated in front of the driver teller, as it could provide more shade to the area and would be directly across the street from the residential neighborhood.

[6:38:45 PM](#) Peter Lobb likes the landscaping design; however, believes the two Spruce trees will cause uproar among residents. Lobb believes that the Applicant has every right to cut the trees down; however, would prefer to see at least one of the trees remain intact.

[6:39:56 PM](#) Steve Crosser questioned whether or not the project would go in front of City Council. Lisa Horowitz noted that the Planning and Zoning Commissioners will make final decision on project; however, Horowitz also explained that the replacement of an entire block of City street trees would go in front of City Council.

[6:40:58 PM](#) Chair Fugate closed the item for public hearing. Jessica Aguilar commented on the dumpster location, as well as any fencing on site and noted that D.L. Evans will work with staff to modify and minimize the visual impact of the dumpster area. Aguilar also noted that the plan was modified to include fencing. The proposed fencing would be slightly staggered and in varying heights. The fence would also include a tree/mountain design; an artistic panel relevant to the community of Hailey.

[6:43:01 PM](#) Lisa Horowitz informed the Commissioners that one public comment came in via email. Chair Fugate added that Gary Sleddy, author of said public comment, supports the project.

[6:43:49 PM](#) Chair Fugate believes it would be beneficial to designate alley parking to employee parking, as there would be less conflict with drive thru traffic.

[6:45:48 PM](#) Dan Smith noted that if D.L. Evans has plans to utilize roll out bins, Clear Creek usually picks those up on the street. Smith would like to see them moved to a different location, not the alley way. Chair Fugate would like to confirm with Clear Creek where the truck will pick up trash and recycling. Jeff

Engelhardt noted that his office is nearby and he rolls his bin out on Main Street. Engelhardt also noted that nearby townhouses roll their bins out to River Street.

[6:49:24 PM](#) Horowitz noted that she would follow up with Clear Creek Disposal on the location of where the trash will be collected. Horowitz also suggested moving the dumpster area closer to the corner to easily accommodate for a larger dumpster in the future, if need be. Horowitz suggested adding another Conditional of Approval that D.L. Evans will need to rebuild dumpster at time of the upgrade and switch orientation back to the alley.

[6:50:23 PM](#) Chair Fugate noted that moving the trash bins further to the corner could work as long as it could accommodate a dumpster in the future, if need be. Jessica Aguilar would like to take the opportunity to review matter with Clear Creek Disposal and Staff, and figure out the best solution. Chair Fugate questioned whether or not the Commissioners were comfortable putting this item on hold until they had all of the details. Richard Pogue added that the trash bin can be smaller and believes it should be. Aguilar noted that D.L. Evans will work with staff and adjust as need be.

[6:52:28 PM](#) Dan Smith suggested that the area be developed for a larger dumpster now and utilize a smaller bin until a larger dumpster is needed.

[6:53:28 PM](#) Chair Fugate suggested that the item be put on hold until matter is discussed with Clear Creek Disposal. Horowitz suggested that the dumpster enclosure be moved to the corner and the landscaping plan change slightly, due to power pole in area. Jessica Aguilar would like to get input from Clear Creek before finalizing plans.

[6:55:14 PM](#) Dan Smith noted that Clear Creek will likely have overhead issues with power lines, if dumpster is located on the corner.

[6:56:05 PM](#) Jeff Engelhardt doesn't believe it will make much of a difference if the dumpster is located on the corner or 70 feet away. Owen Scanlon recommended that Staff and the Applicant work with Clear Creek to determine the best location for the dumpster area. Scanlon also noted that he would like to see the radius increase, as cars will drive over curb all of the time.

[6:57:27 PM](#) Horowitz suggested the following, 'the dumpster location shall be relocated closer to the corner of Chestnut Street, with final design to be approved by Clear Creek Disposal, Staff and the Chair.' Chair Fugate added, 'pending that location be workable for Clear Creek Disposal.'

[6:58:38 PM](#) Chair Fugate noted that she would like to see Jason Miller's comments included as a condition. Chair Fugate also encouraged the Applicant to recycle and wanted to confirm that the Applicant has agreed to include pedestrian access from the bus shelter back to the parking lot. Jessica Aguilar confirmed this. Chair Fugate would like to also see the alley parking designated as employee parking.

[7:01:06 PM](#) Dan Smith questioned whether or not the Applicant has satisfied at least four of the criteria required. Chair Fugate noted that the Applicant has satisfied three: bus stop, overflow for events, and parking strip that isolates main parking are from view. Horowitz noted that the fifth standard would be difficult to meet. Horowitz also noted that the fourth requirement, Overall Development, was already addressed by the Applicant at the last meeting.

[7:05:06 PM](#) Chair Fugate inquired about the parking area expansion and whether or not the parking could be limited until the expansion comes to fruition. Chair Fugate suggested partitioning off a portion of the parking. Horowitz noted that a partition would not be necessary and instead, the parking for the expansion phase could be noted in the Findings of Fact as being built at this time. Dan Smith inquired about square footage of expansion. Jessica Aguilar noted that the expansion would be approximately 880 square feet. Horowitz noted that the expansion square footage is equal to one parking stall.

[7:07:06 PM](#) Chair Fugate questioned what the Applicant must do to be compliant at the time of the expansion. Lisa Horowitz suggested that the Commissioners look at the regional nature of the bank and decide whether or not the remaining standard provide flexibility to consider it in the scope of the entire neighborhood.

[7:08:13 PM](#) Owen Scanlon requested that Terry King show the Commissioners where the two large evergreen trees are on the site. Chair Fugate questioned the location of the crab apple and maple trees. King showed the Commissioners where the trees are currently located.

[7:10:43 PM](#) Horowitz noted that the maple tree is currently in a landscape bed and may be moved slightly up to address the safety issues. Chair Fugate is wondering if the smaller parking could be eliminated to meet the fourth standard. Horowitz suggested that the Commissioners find four standards (that don't include parking) that would fulfill the requirements and concurrently decide on what is to happen with the trees. Horowitz noted that she will expand on this matter in the Findings of Fact.

[7:11:48 PM](#) Chair Fugate inquired about the regional nature and how it relates to criteria. Horowitz noted that the excess parking would be beneficial to area, as the south end of Hailey is limited in parking places. Horowitz noted that the way the requirement is written, four out of five standards will need to be identified. Horowitz suggested that the Commissioners identify a fourth standard and she will expand on parking matter in the Findings of Fact.

[7:15:18 PM](#) Owen Scanlon noted that the proposed parking at D.L. Evans Bank in Hailey will accommodate vehicles and customers from Hailey, Bellevue, Ketchum and Sun Valley, and doesn't feel it should be an issue. Richard Pogue agreed.

[7:16:04 PM](#) Chair Fugate noted that she liked the proposed fencing; however, she would like to see it before being installed.

[7:16:49 PM](#) Horowitz utilized the landscaping plan to show location of all trees currently on property. Horowitz added that Public Works has hired a Certified Arborist, whom has discussed options of new trees, such as Columnar Oak, with Lisa.

[7:19:19 PM](#) Chair Fugate questioned whether or not the Commissioners are in agreement with staff and Tree Committee as far as having trees replaced with 2.5 to 3 caliper tree, as well as having the railing pulled out, and sidewalks widened. Jeff Engelhardt noted that he would like to see a larger caliper tree, but will approve a smaller tree. Engelhardt also noted that he believes the interior trees are in the way and the owner has the right to remove them. In lieu of the interior trees, Engelhardt would like to see a larger caliper street tree.

[7:20:48 PM](#) Horowitz suggested that the Commissioners provide D.L. Evans with some wiggle room, as trees may not be available and Applicant may have no other option but to go with a larger caliper tree.

[7:21:18 PM](#) Chair Fugate and Commissioners are all in agreement with the street trees. Scanlon is pleased the oak tree is not being replaced.

[7:23:20 PM](#) Richard Pogue noted that he hates to lose the interior trees; however, with this new development, they will be lost. Dan Smith noted that with the current trees do not compliment the current topography of the lot. Chair Fugate agreed and complimented the Applicant on a job well done in accommodating staff suggestions.

[7:24:14 PM](#) Horowitz inquired about the maple tree and whether or not it would survive if they kept it and retained the grade coming in to the curb. Terry King noted that there will be lot of fill used on site and fears that the tree will not survive.

[7:26:00 PM](#) Scanlon noted that if all of the trees start off at the same scale, with the exception of the oak tree, the site would be visually more appealing. Chair Fugate agreed.

[7:27:32 PM](#) Chair Fugate questioned whether or not the Commissioners were all in agreement with the interior trees. Commissioners agreed.

[7:28:04 PM](#) Chair Fugate inquired about the banner pole and street light. Horowitz noted that this was made a condition of approval and that the Applicant would be responsible for purchasing and installing the new pole. Per Jessica Aguilar, D.L. Evans Bank was not aware that this was a City expense. Aguilar noted that D.L. Evans would not be opposed to putting in a street light similar to that of a downtown street light on the corner; however, is concerned with the impact that the construction will have on the oak tree.

[7:31:02 PM](#) Horowitz noted that the pole sign and street light would be pushed to the south. Aguilar noted that D.L. Evans would not be opposed, but would prefer to see the City install the light pole.

[7:31:51 PM](#) Horowitz presented the Conditions brought up by the Commissioners. Horowitz noted the following modifications: Condition (n) would be modified to read: the dumpster location shall be relocated, close to the corner of Chestnut Street, with the final design to be approved by staff and the Chair of Planning and Zoning, assuming the location is acceptable to Clear Creek Disposal with regards to and the power pole and line. New condition (t) would read: The parking stall adjacent to the alley shall be signed for employee parking only. Condition (u) would read: The final fence design shall be approved by staff and the Planning and Zoning Chair.

[7:33:13 PM](#) Owen Scanlon requested another look at the drawings for the bus enclosure. Scanlon questioned why the proposed bus stop is not patterned after the ones already located in Hailey. Jessica Aguilar noted that they asked Jason Miller to modify the design slightly for security purposes. The proposed design will allow for visibility on all three sides. Aguilar noted that the enclosure is made of wood with glass panes on three sides, and a roof that will accommodate the snow load.

[7:38:00 PM](#) Dan Smith concluded with one housekeeping item: For 22,800 square feet of hardscape plans are calling for 45/67. Smith noted that 57/16 is needed. Smith also questioned the drip line distance around the oak. Horowitz noted that per staff recommendation and the conditions of approval, ½ is suggested. Horowitz noted that the condition could be modified to include ½ to 2/3.

[7:39:33 PM](#) Smith inquired about the construction plan. Horowitz noted that a construction staging plan was included in the first set. If not, Horowitz will make it another conditional of approval. Smith also inquired about the energy plan.

[7:40:31 PM](#) Jessica Aguilar noted that D.L. Evans plans to meet the requirements of the energy code; however, does not care to complete the paperwork associated with LEED.

[7:41:10 PM](#) Dan Smith noted his appreciation for D.L. Evans wanting to invest in Hailey and believes it will be a nice compliment to the community. Chair Fugate agreed.

[7:42:09 PM](#) **Richard Pogue motioned to a Design Review Application by D.L. Evans Bank, represented by Tom Lennon and Andy Erstad of Erstad Architects, for a new 4,595 square foot bank branch to be located at 609 South Main Street (Lots 1-8, Block 5 Hailey Townsite) and 611 South Main Street in the Business (B) and Townsite Overlay (TO) Zoning Districts, 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 (v) are met. Conditions (h) and (n) have been modified. (T), (U) and (V) are new modifications. Dan Smith seconded and all were in favor.**

NB 2 *Reconsideration 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.*

[7:44:46 PM](#) Horowitz presented the project and noted that when the Temporary Conditional Use Permit was approved, a requirement was to review the project in six (6) months. Horowitz presented the conditions from the Staff Report as: b) parking on the corner of the intersection to protect site visibility, c) idling and d) reviewing project within time period of six (6) months.

[7:45:45 PM](#) Judy Younce noted that all requirements have been met and believes that the unit is a piece of equipment, not temporary storage. Younce noted that without a Conditional Use Permit, UPS would have to relocate. At this time, UPS is not interested in leaving the community of Hailey and if forced to relocate, UPS may choose not to return to Hailey.

[7:48:24 PM](#) Younce noted that UPS is growing at a rapid rate and per Younce, there is a possibility that UPS will need to relocate in the future to accommodate growth. No timeframe is available at this time.

UPS would like to continue to work with Hailey; however, Younce noted that if the City of Hailey requires UPS to put in sidewalks, parking and other infrastructure, UPS will no longer be able to conduct business at location.

[7:49:29 PM](#) Chair Fugate disclosed that after the last Planning and Zoning Meeting where UPS was addressed, Julie Cord phoned Janet Fugate. Chair Fugate noted that due to the nature of the phone call, no details or information were discussed. Julie Cord understood and the conversation ended.

[7:50:45 PM](#) Horowitz added that when the issue of the Matrix goes before City Council, Ned Williamson, City Attorney, will study the code and make an opinion about whether or not the temporary storage facility is an expansion of the non-conforming use. Horowitz noted that Williamson believes it may fall into a different category, but needs to study the code a bit more to make a more accurate determination. Horowitz noted that a decision still needs to be made on the part of the City regarding the temporary structure.

[7:51:23 PM](#) Horowitz also noted that she believes the Applicant has done a good job on keeping the corner lot clean and suggested that, due to neighbor complaints, employees park on the property, as opposed to other City parking areas. Judy Ounce noted that UPS does not tell their employees where to park; however, are encouraged to park on property.

[7:52:19 PM](#) Chair Fugate opened the item for public comment. Peter Lobb noted that he does not have an attachment to UPS and is supportive of the Conditional Use Permit. Lobb believes that UPS has been a good business for Hailey. For now, Lobb believes the Conditional Use Permit is warranted and should be granted to UPS.

[7:53:48 PM](#) Robyn Lively noted that the structure is an additional extension to UPS. Lively explained that the volume doubles during the holidays and without it, UPS would not be able to efficiently process all packages during the season.

[7:55:08 PM](#) Chair Fugate closed the item for public hearing. Chair Fugate noted that the Matrix issue has gone past the Planning and Zoning Board; currently addressing the Conditional Use Permit. Jeff Engelhardt inquired about issuing a Conditional Use Permit for temporary building or equipment. Owen Scanlon agreed that it's a temporary structure – a piece of equipment that packages move through.

[7:56:33 PM](#) Chair Fugate questioned whether or not the application is incorrectly worded. Scanlon doesn't believe so, as the building is structure. Scanlon reiterated that the goal is to prevent another company or competition from building a large trucking center on Main Street or in downtown Hailey. Scanlon noted that it's not their intent to run UPS out of town and believes a Conditional Use Permit is warranted, as UPS is a key part of getting packages to/from community.

[7:57:26 PM](#) Chair Fugate noted from a previous discussion that the final decision be postponed until a later date. Horowitz reminded the Commissioners that a Conditional Use Permit for this temporary structure can be approved in perpetuity; Commissioners do not have to put a 12-month timeline on item, unless violation occurs.

[7:58:36 PM](#) Horowitz noted that the definitions need to be clarified. Richard Pogue added that UPS is extremely integral to community. Scanlon believes there are grandfather rights and should be considered.

[8:08:15 PM](#) Chair Fugate questioned Commissioners on next steps. Jeff Engelhardt agreed with Lisa Horowitz's suggestion in approving the Conditional Use Permit in perpetuity. Engelhardt noted that UPS will likely outgrow site soon. Chair Fugate inquired about whether or not the Conditional Use Permit is applicable only to the temporary structure. Horowitz confirmed and noted that so long as the conditions of approval are met and the site is kept clean; not disturbing neighbors. Chair Fugate inquired about whether or not another condition should be included, stating that employees should park on site.

[8:10:59 PM](#) Robyn Lively agreed with the suggestion that employees should park on the lot; however, also noted that the UPS pre-loaders usually start around 7:00am each morning and will staff anywhere from 5 to 18 pre-loaders. Truck drivers will usually start work around 10:30am. There are anywhere

from 8 to 18 drivers. Pre-loaders and truck drivers overlap in schedules; Lively noted that the lot cannot accommodate 32 vehicles at one time.

[8:11:44 PM](#) Chair Fugate questioned the number of parking spaces needed during peak season. Lively noted that employees park as close and as many as they can on the lot; however, during peak time, eight (8) more UPS trucks will be located on site.

[8:12:45 PM](#) Chair Fugate believes this to be a growing issue and noted that parking could be a reason to revisit issue in 12 months.

[8:13:34 PM](#) Owen Scanlon motioned to approve a Conditional Use Permit, for 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, 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 (c) are met.

[8:14:27 PM](#) Chair Fugate inquired about adding a request or condition that employees park on lot whenever possible. Richard Pogue and Owen Scanlon noted that it sounds like they are already actively trying to do that.

[8:15:02 PM](#) Richard Pogue seconded and all were in favor.

NB 3 Consideration of an Amendment to the Hailey Comprehensive Plan to:

1. Update Part 5, Capital Improvement Plan to reflect the 2016 TishlerBise report, "Development Impact Fees"
2. Repeal Appendix E, 2012 Capital Development Impact 2012 Update, and adopt the 2016/2017 Capital Expense Budget and 2016 Capital Improvement Plan as Appendix E to the Comprehensive Plan.

[8:16:31 PM](#) Horowitz explained that this item would amend the Comprehensive Plan and updates the packet with the most current information. Dan Smith inquired about whether or not this item would replace the document completed in 2012. Horowitz confirmed this.

[8:17:27 PM](#) Chair Fugate opened the item for public comment.

[8:17:35 PM](#) Dan Smith motioned to approve *an Amendment to the Hailey Comprehensive Plan* to:

1. Update Part 5, Capital Improvement Plan to reflect the 2016 TishlerBise report, "Development Impact Fees"
2. Repeal Appendix E, 2012 Capital Development Impact 2012 Update, and adopt the 2016/2017 Capital Expense Budget and 2016 Capital Improvement Plan as Appendix E to the Comprehensive Plan,

finding that the project does not jeopardize the health, safety and 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 that all conditions are met. Jeff Engelhardt seconded and all were in favor.

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)

▪ **Design Review Exemption:** On August 16, 2016, a Design Review Exemption Application was submitted by the Blaine County Historical Museum, located at 218 North Main Street (Lot 11, Block 45, Hailey Townsite) in the Business (B) and Townsite Overlay (TO) Zoning Districts, for approval of a 6' x 8' Detached Shed Structure, to be placed at the rear of the Blaine County Historical Museum, on Lot 12, Block 45. The Chair and Administrator, having been presented with all information and testimony in favor and in opposition to the proposal, hereby determine that the project is minor, will not conflict with the design review standards, will not adversely impact adjacent properties, will not alter any structural or architectural elements of the building, and is not a building and is not subject to design review.

SR 2 Discussion of the next Planning and Zoning meeting: Monday, September 12, 2016.
(no documents)

Adjourn

8:20:36 PM Owen Scanlon motion to adjourn. Richard Pogue seconded and all were in favor.

**MINUTES OF THE MEETING OF THE
DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE
Monday, August 22, 2016**

Call to Order

8:21:04 PM Chair Fugate called the meeting to order. Call to order

CA 1 Motion to approve the minutes of the Development Impact Fee Advisory Committee from August 1, 2016

8:21:12 PM Richard Pogue motioned to approve all Consent Agenda items. Owen Scanlon recused himself due to being absent from the August 1, 2016 meeting. Jeff Engelhardt seconded and four Advisory Committee members were in favor.

Adjourn

8:21:45 PM Dan Smith motioned to adjourn. Richard Pogue seconded and all were in favor.