

**MINUTES OF THE
HAILEY PLANNING & ZONING COMMISSION
MARCH 3, 2008**

The meeting was called to order at 6:30 p.m. by Commission Chair Stefanie Marvel. Commissioners present were Geoff Moore, Owen Scanlon, Mike Pogue, and Mark Spears. Staff present was Planning Director Beth Robrahn, Planner Mariel Platt and Planning Assistant Becky Mead.

Consent Agenda

Friedman Memorial Airport Maintenance Building Design Review

An application by Friedman Memorial Airport Authority for design review of a 2,222 square foot addition to an existing maintenance building, located at Friedman Memorial Airport (1616 Airport Way) within the Airport (A) zoning district. Recommended approval from Planning Administrator.

Findings of Fact:

102 Empty Saddle Trail Design Review Approval

Commissioner Spears moved to approve the above items under the Consent Agenda. Commissioner Scanlon seconded, the motion passed unanimously.

Public Hearings

St. Luke's Wood River Medical Center Design Review

An application by St. Luke's Wood River Medical Center for design review of a new building, to be known as St. Luke's Hailey Clinic, located at 1450 Aviation Drive. The current legal description is Lot 2, Block 1, Airport West Subdivision, Phase II and is within the Service Commercial Industrial-Sales Office (SCI-SO) zoning district.

Tom Scofield of Cabal Architects presented the application for St. Luke's Wood River Medical Center. The application is for design review of a new 36,000 square foot medical clinic. The applicant received design review approval from the Airport West Business Park Architectural Review Board on January 17, 2008. A two story building is proposed with a basement; the first floor is to be used for Wood River Family Medicine. The proposed use is Professional Offices. The gross floor area of the building is 36,000 square feet.

Director Robrahn addressed issues listed in the staff report and recommendations for conditions of approval. .

Commissioner Spears requested more landscaping on the south side (Airport Circle).

Commissioner Pogue referred to page two of staff report where it stated the maximum building height was thirty-five (35) feet from (natural) grade, not from finished grade or finished floor, and asked if there was an issue with that. Director Robrahn stated that was a generic statement made in all staff reports.

Commissioner Scanlon referenced to the sidewalk on Aviation Drive and asked if it was an existing asphalt sidewalk. Scofield replied it was concrete. Scanlon pointed out that there wasn't a handicapped accessible curb cut at the intersection of Aviation Drive and Aviation Circle. He stated he would like to see handicapped accessible curb cuts there and at the turn in where it is shared with the adjoining property. Scofield concurred. Commissioner Scanlon pointed out there were no gutters and downspouts locations shown on the elevations and asked what color they would be. **Karl Woods** of Cabal Architects stated they would be the same color as the fascia. . Commissioner Scanlon asked if they would have a basement. Scofield replied they are proceeding with a full basement. Commissioner Scanlon referred to standard 4. e under Building Design where it stated; *Earth berming against exterior walls there is a 13' 0" basement planned for the facility, providing ample berming.* He asked if the elevations were correct, Woods confirmed that there wouldn't be any berming against the sides of the building. .

Commissioner Scanlon referred to the EH60 RPH fixture and asked if the globe below the fixture met the requirements. **Jeff VanSickel**, , from Power Engineers clarified Commissioner Scanlon's concern.

Commissioner Moore pointed out that he saw only one fire hydrant and asked if there is going to be another added. He was curious were the location of the second hydrant would be in relationship to the FDC. He mentioned on the site location for the utilities there was a remote distance FDC, away from the building and was concerned about that being an issue once buried under snow. He stated a FDC should be connected to the building.

Director Robrahn stated the Fire Chief did review the plans and noted conditions of approval on page 11 of the staff report. She stated it wasn't necessary to discuss the Fire Code in design review.

Commissioner Moore referred to the parking area to the north; adjacent to the street asked if the junipers will grow tall enough to screen the view of the parking area. He asked where the gas and electric meters will be located and how will they be screened.

Scofield stated the landscape architect provided plantings that would ultimately be 5 to 6 gallons for screening. He stated at the moment the meters will be screened with either plantings or a gated structure.

Commissioner Marvel's main issue was that the building wasn't oriented to the street. She would prefer to see the entrance on Aviation Drive. She asked if the applicant considered underground parking. Scofield stated their needs for building area didn't dictate underground parking. Scofield stated it is cost prohibited and there was a building efficiency issue for them. Scofield stated they struggled with the entrance of the building facing the street and mentioned the nature of the canopies were used for a drive up, so the passenger door opened close to the building. Scofield mentioned their limitations for parking is 40% of the site; which included the drive isle. Commissioner Marvel stated she still didn't agree with the entrance not facing the street.

Public Hearing Opened

Tom Heinrich, 122 Pioneer Mt. Drive, Hailey asked about snow storage.

Pete Kramer from Friedman Memorial Airport asked if traffic would be integrating onto Airport Circle. He stated if that was the case then there will be difficulty integrating traffic at times with passengers transitioning in and out from the airport throughout the day. Kramer said the airport has received questions from tenants at the airport who are concerned with traffic congestion from the new Public Safety Facility and the St. Luke's Clinic, both going out Airport Way on to the highway. He stated that Airport Circle has never been snow plowed by the city and is plowed by the airport and he didn't know how that would work out with the needs of the medical center. Kramer stated there has been great attention to detail provided for landscaping of street sides of the properties. He mentioned there is traffic in and out of the airport which views the back of the properties where there isn't any screening or landscaping provided. He asked if that could be considered.

Public Hearing Closed

Scofield stated the snow storage area is a concrete slab at the request of the Airport West Business Park Architectural Review Board. Scofield stated the subdivision plat defined points of entrance of egress.

Commissioner Marvel asked Director Robrahn to address traffic issues. Director Robrahn stated that traffic on Airport Way hasn't been a topic of discussion among the Department Heads and it had not been brought up as issue with this project.

Commissioner Moore went to the proposed area for the project and watched traffic leaving the airport there and he observed that there was plenty of time given for cars exiting by the exiting gate.

Commissioner Marvel mentioned landscape screening in the rear of properties has been discussed before and said this problem was addressed in other projects with landscape screening. She asked the Commission to concur with her in requesting the applicants to have the main entrance of the building address Aviation Drive.

Commissioner Scanlon stated if the canopy entrance were to be on Aviation Drive there would have to be two curb cuts made there.

Director Robrahn mentioned the standards that are applied to this application are different from the standards that are applied to the Business zoned districts. She stated the first standard under building design for the SCI zoning district stated, *Visual relief shall be provided for linear buildings. For elevations oriented to the street, design features such as windows, pedestrian entrances, building off-sets, projections, detailing, and change in materials or similar features shall be used to create human scale and break up and articulate large building surfaces and volumes.* She mentioned there wasn't any requirement for orientation to the street like there is in the Business zoned district. She pointed out that Airport West properties are platted under specific circumstances. The accesses that were platted are the only accesses that are allowed. This is a design constraint on this site.

Commissioner Scanlon clarified there couldn't be curb cuts made on Aviation Drive even if they wanted to. Director Robrahn concurred.

Commissioner Marvel thought the entrance with the big parking lot wasn't appropriate and having some entrance on Aviation Drive would be more appropriate.

Director Robrahn was concerned with the north side snow storage area and noted there wasn't any screening along the north property line proposed. She noted the main access to the site was on Aviation Drive and the entrance on Airport Circle was secondary. She referred to the additional snow storage area on the south side of the site and mentioned this would be a logical area for a sidewalk connection requiring the snow storage area to be relocated, if the sidewalk connection was something the Commission wanted to require.

Commissioner Moore stated it was a nice looking building and he didn't see it a problem with the building entrance not facing the street. He suggested there be moisture sensors installed as a condition of approval.

Commissioner Scanlon mentioned they couldn't make it a condition for the entrance to be on Aviation Drive. He said he didn't see a solution to screening of the snow storage area, however he would like to be a good neighbor and have some landscaping along the east end of the property between the parking and the airport. He also suggested additional shrubbery for screening of the parking on Airport Circle. He agreed that it was a great looking building and thought it would be a great addition to Airport West.

Commissioner Pogue echoed the previous comments generally. He didn't see this as a high pedestrian traffic area. He agreed with Commissioner Scanlon with additional landscaping along the eastern boundary. He didn't think landscaping was necessary along north property line adjacent to the snow storage area.

Commissioner Spears suggested more shrubbery to be added on the Airport Circle side; and agreed with being a good neighbor to the airport and add landscaping on the east side.

Robrahn summarized additional conditions of approval to include new condition n) *Irrigation's systems are required for all landscaped areas including features that will minimize water use, such as moisture sensors*; new condition o) *Additional landscape to be added to the east to screen parking from the airport, to the north to screen snow storage, and to the south to screen parking from Airport Circle*; addition to condition c) as a bullet point stating *2 (two) ADA curb*; and the addition to conditions g), h), i), and o) *Shall be approved by the Planning and Zoning Administrator*.

Commissioner Pogue moved to approve the design review application of St. Luke's Wood River Medical Center for St. Luke's Hailey Clinic, located at 1450 Aviation Drive; subject to conditions a) through o) as amended during the hearing; finding that the project is in conformance with the Comprehensive Plan; the project does not jeopardize the health, safety, or welfare of the general public; and 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. Commissioner Scanlon seconded, the motion passed unanimously.

New Business:

Western Supply Design Review Modification

Discussion of request for design review modification to Western Supply design review approval – addition of an external stair on the south elevation to address a building code issue.

Western Supply received design review approval on December 3, 2007 for a new building located in Airport West, at 110 Otter Lane with the SCI-I zoning district. The applicant is requesting approval of a modification of the south elevation. The modification would add a door on the second story and an exterior stair. The exterior stair is proposed to fulfill a building code requirement concerning travel distance to exits. The stair will not be used for the public or daily access.

Jay Cone, on behalf of Western Supply, presented the modification to the application that was previously approved in December of 2007. He explained the modification was to gain interior space by moving the interior stair to the outside. He stated the primary elevation is the west side which faces Aviation Drive. The north side is the primary entrance elevation and the south side elevation is for employee's access with employee parking and two required exits. At the previous hearing the Commission thought this elevation was a little plain; Cone suggested the proposed stair adds visual relief to the elevation.

Director Robrahn stated she didn't feel comfortable approving this modification administratively and wanted to seek input from the Commission as to whether the appearance of the exterior stair was acceptable as proposed. She mentioned the Commission Chair has suggested a roof over the stairway to ensure accessibility during the winter and help to add visual relief.

Commissioner Marvel said she suggested the roof over the stairway for snow issues and asked if the stairs are suppose to be open to allow the snow to drop through.

Cone stated the Fire Code mandates maintenance on all exterior exit stairs year round. He mentioned that the Building Official concluded as long as the stair was designed with an open tread (walking surface) allowing snow to fall through and not accumulate on the tread, then the building and fire codes would be met.

Commissioner Spears asked what the distance was from the edge of the handicapped ramp to the bottom of the stairs. Cone stated it would be the minimum landing requirement of a handicapped ramp which is a 5 foot clearance. Commissioner Spears was concerned with the distance because it appeared to be a little tight which would be of some concern to a disabled person. Cone stated that distance may open up a little bit with the revision of the grading plan being presently done, hopefully allowing a 6 foot clearance.

Commissioner Pogue asked what the stair access leads to. Cone replied the whole second floor of the building is the warehouse portion of the building and will be accessed only by employees. Commissioner Pogue asked if they thought about a canopy over the staircase landing. Cone stated a canopy over the landing would be fine but to cover the stairs from a design side visually, it would be too busy. The exterior stairs were more of a functional design issue to add more

interior space. Commissioner Pogue asked what street did the stairs front. Cone stated it was a private street, Lear Lane that was a dead end and was also adjacent to the Public Safety Facility.

Commissioner Scanlon stated he didn't like the exterior stairs and would rather have the stairs inside.

Commissioner Moore didn't like the cover over the stairs unless it was a canvass awning. Cone stated it was. Commissioner Moore asked if there was a door deleted from the plan. Cone stated yes there was for the interior stairwell.

Director Robrahn mentioned that she misunderstood the reasoning for the outside stair and thought it was to meet a building code requirement, but it appears the stair was only to provide more interior space. Cone replied he didn't mean to imply hardship and stated the exterior stair did help with the code issue. Director Robrahn mentioned to the Commission that the applicant is proposing a change to the exterior of the building and asked if the Commission felt if the change still met the design review requirements.

There was discussion about building code requirements related to diagonal distance.

Commissioner Marvel didn't like the stairs and didn't think it would be safe and agreed with Commissioner Scanlon and didn't like the cover either.

Commissioner Marvel mentioned the Commission needed to approve or deny this change.

Director Robrahn stated there are two issues to consider; whether or not this is a minor modification and agrees that it is minor and is acceptable then she could approve it administratively. Or if they agree that it is minor but not acceptable then she would have the input to deny the modification. If they decided this wasn't a minor modification then it needed to be put as a consent agenda item for the next meeting.

Commissioner Pogue didn't feel this was a minor modification and thought it was in conformance with the design review guidelines and did create more of a visual relief. He mentioned this was not a main entrance and it wasn't whether it was attractive or not. He stated at the last hearing he had recuse himself because the applicant was represented by his firm but that has been terminated and they do not do any more work with the now.

Commissioner Spears mentioned he wasn't present for the first presentation but felt it was correct move to bring this modification to them because it is a major change to the exterior of the building.

Director Robrahn stated to the Commission that she would put this on the next meeting's consent agenda. She stated the ordinance didn't address approvals of modifications clearly.

Commissioner Marvel agreed with having this on the consent agenda at the next meeting and requested that an awning be added over the door like they are over the rest of the doors. Cone asked if she was talking about the top landing. Commissioner Marvel replied, the top landing. The other Commissioners concurred.

Director Robrahn stated she would put this on the consent agenda for the next meeting with the modifications mentioned.

Cone wanted to clarify that the modification was just adding the awning over the door on the top of the stair landing. Commissioner Marvel concurred.

Introduction of City Initiated Amendments

1. Design Review Exemption and Modifications.
2. Commission Bylaw Amendments
 - a. Coordinate with amendments to Municipal Code, Chapter 2.04, Public Hearing Procedures.

Director Robrahn introduced ideas on possible amendments to the Design Review chapter of the Zoning Ordinance. She stated there weren't clear procedures for design review modifications in the ordinance. She is familiar with procedures for both exemptions for design review and for design review modifications used in the City of Ketchum.

Director Robrahn explained ideas for amendments to the procedure in the design review chapter to the Commission.

Commissioner Scanlon thought this would be necessary especially when there are projects lined up to be heard. He suggested to change the wording on the second bullet point under Procedure could include: changing "one or more" to "all". He also suggested if the Planning Administrator and Commission Chair do approve something that they could include that change on the consent agenda so the Commission could be aware of what was happening.

Director Robrahn stated if the Commission agreed she would put the procedures for design review exemptions and modifications on the next meeting's consent agenda. The Commission agreed.

Robrahn asked if the Commission felt comfortable exempting someone from a design review. The Commission agreed.

City Council Goal Setting Workshop

Discussion of recommendations to City Council for their goal setting workshop to be held on April 7, 2008.

Director Robrahn asked the Commission to think of anything they would like to present to the Council at their workshop such as any Commission goals as well as the unmet goals and policies of the Comprehensive Plan or what Comp Plan goals and policies need to be changed. She asked the Commission to email to her with their ideas.

Approval of Minutes:

February 19, 2008

Commissioner Scanlon moved to approve as written. Commissioner Moore seconded, the motion passed unanimously.

Commission Reports:

Commissioner Marvel stated she would be absent on April 21 & May 5, 2008.

Discussion and decision on Commissioner's workshop date. Director Robrahn asked them to email her when they would be available in May.

Staff Reports:

There were none.

Adjourn:

Commissioner Scanlon moved to adjourn at 8:20 p.m. Commissioner Pogue seconded, the motion passed unanimously.