

AGENDA ITEM SUMMARY

DATE: 07/08/09 DEPARTMENT: Fire Dept DEPT. HEAD SIGNATURE: MChapman

SUBJECT

Item Number _____

ARRA Grant application for Woodside Fire Station, seeking 70% funding from the federal grant for approx. \$2 million construction project

AUTHORITY: ID Code IAR Ordinance/Code _____

BACKGROUND:

The City council determined that the Capital Improvement Fund would currently be best used for Grant matches under the American Recovery Act. As such, one of the applications is this grant.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS

Budget Line Item # _____ YTD Line Item Balance \$ _____

The grant as drafted pledges a 30% match by the City, within a range of \$500,000-\$600,000.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

____ City Attorney ____ Clerk / Finance Director ____ Engineer ____ Mayor
____ P & Z Commission ____ Parks & Lands Board X Fire Dept ____ Other

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to ratify grant application which was submitted Friday July 10, 2009. Requesting 70% funding by federal funds.

FOLLOW UP NOTES:

Application 90% complete

Fire Department Characteristics (Part I)

Please provide the following additional information regarding your fire department.

Note: Fields marked with an * are required.

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property? Yes No

* What kind of fire department do you represent? Combination

[Help](#)

If you answered combination, above, what is the percentage of career members in your organization? % (number only)

If you answered volunteer or combination or paid on-call, how many of your volunteer Firefighters are paid members from another career department? (number only)

* What type of community does your organization serve? Rural Suburban Urban

* What is the square mileage of your first-due response area? (number only)

* What percentage of your response area is protected by hydrants? % (number only)

* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?

* Does your organization protect critical infrastructure of the state? Yes No

[Help](#)

(Percentages in three answers below must sum up to 100%)

* How much of your jurisdiction's land use is for agriculture, wild land, open space, or undeveloped properties? % (number only)

* What percentage of your jurisdiction's land use is for commercial, industrial, or institutional purposes? % (number only)

* What percentage of your jurisdiction's land is used for residential purposes? % (number only)

* How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than four stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc.

0 (whole numbers only)

[Help](#)

* What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served?

8500 (whole number only)

[Help](#)

* How many active firefighters does your department have who perform firefighting duties?

28 (whole number only)

[Help](#)

* How many fire stations does your department currently operate?

1 (whole number only)

* Do you currently report to the National Fire Incident Reporting System (NFIRS)?

Yes No

[Help](#)

If you answered yes above, please enter your FDIN/FDID

13301 (max 15 characters)

[Help](#)

* What services does your organization provide?

- Structural Fire Suppression
- Wildland Fire Suppression
- Airport Rescue Firefighting (ARFF)
- Occasional Fire Prevention Program

- Medical First Response
- Basic Life Support
- Advanced Life Support
- Formal/Year-Round Fire Prevention Program

- Hazmat Operational Level
- Hazmat Technical Level
- Rescue Operational Level
- Rescue Technical Level

[Help](#)

Go Back Save and Continue

Fire Department Characteristics (Part II)

Application 90% complete

Please provide the following additional information regarding your organization.

Note: Fields marked with an * are required.

	2008 (whole numbers only)	2007 (whole numbers only)	2006 (whole numbers only)
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	1	2	6
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	3	1	2
* Over the last three years, what was your fire department's average operating budget?	532994	(number only)	
* What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	82	%	
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	59	%	
Grants?	3	%	
Donations?	0	%	
Fund drives?	0	%	
Fee for Service?	32	%	

Other?

6 %

If you entered a value into Other field (other than 0), please explain

The Department received approximately \$30,000.00 in revenue from the Idaho 795 characters left

* How many vehicles does your organization have in each of the types or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. Enter numbers only and enter 0 if you do not have any of the vehicles below.

Type or Class of Vehicle	Total Number	Total Number of Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Type I Engine, Type II Engine, Type III Wildland/Urban Interface	3	16
Tankers (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more): Tanker, Tender, Tanker/Tender	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)	0	0
Brush/Quick attack (pumping capacity of less than 750 gpm): Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	2	9
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	1	3
Other: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle, Other Vehicle	2	7

Go Back Save and Continue

Fire Department Call Volume

Application 90% complete

Please provide the total number of incidents that your department responded to for each of three calendar-year periods (Jan – Dec). Include only those alarms which your department was a primary responder and not second due or giving mutual aid – you will account for your mutual aid calls at the bottom of the table.

Note: Each incident must be counted only once regardless of the number of units or agencies that responded to that incident (e.g. a vehicle fire with entrapment and injuries may be counted as a vehicle fire or a rescue call or an EMS call, but not all three).

	2008 (whole numbers only)	2007 (whole numbers only)	2006 (whole numbers only)
<			
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
Working Structural Fires	<u>Help</u> 14	13	27
False Alarms/Good Intent Calls	<u>Help</u> 62	40	39
Vehicle Fires	<u>Help</u> 7	5	2
Vegetation Fires	<u>Help</u> 15	16	13
EMS-BLS Response Calls	<u>Help</u> 263	241	261
EMS-ALS Response Calls	<u>Help</u> 0	0	0
EMS-BLS Scheduled Transports	<u>Help</u> 0	0	0
EMS-ALS Scheduled Transports	<u>Help</u> 0	0	0
Vehicle Accidents w/o Extrication	<u>Help</u> 38	28	34
Vehicle Extrications	<u>Help</u> 10	5	3
Other Rescue	<u>Help</u> 4	8	5
Hazardous Condition/Materials Calls	<u>Help</u> 24	16	29
Service Calls	<u>Help</u> 16	17	6
Other Calls and Incidents	<u>Help</u> 11	5	3

Total 464 394 422

What is the total acreage of all vegetation fires? 16000 154000 6000

How many times does your organization receive mutual/automatic aid? [Help](#) 4 3 5

How many times does your organization provide mutual/automatic aid? (Please indicate the number of times your department provides or receives mutual aid. Do not include first-due responses claimed above.) [Help](#) 29 16 12

Go Back Save and Continue

Request Details

Application 90% complete

The request details section for **Fire Station Construction** is provided below. If you intend to request funds, you must answer all of the activity specific questions and "build" a budget for each project. The cost figures you provide do not have to be firm quotes, but they should be estimated based on research or from industry sources. If you do not have these estimates, you can come back and insert them into this area at any point **before** you submit your application to DHS. Only whole dollar amounts should be provided (no cents please).

Activity	Number of Entries	Total Cost	Total Applicant Share	Total Federal Share
Fire Station Construction	1	\$ 2,151,168	\$ 700,000	\$ 1,451,168

Project	Cost	Applicant Share	Federal Share	Action
Adding a new fire station to expand fire protection coverage to meet increased service demands.	\$ 2,151,168	\$ 700,000	\$ 1,451,168	Update Delete Build Project Budget

Add Fire Station Construction Project

[Go Back](#) [Continue to The Final Total Application Budget Page](#)

* Type of bank account

Checking Savings

* Bank routing number - 9 digit number on the bottom left hand corner of your check

123171955 (numbers only, no dashes) [Help](#)

* Re-enter Bank routing number

123171955

* Your account number

32050000075 (numbers only, no dashes)

* Re-enter Your account number

32050000075

Additional Information

* For this fiscal year is your organization receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?

Yes No

* If awarded the FSC grant, will your organization expend more than \$500,000 in Federal funds during your organization's fiscal year in which this FSC grant was awarded?

Yes No

* Is the applicant delinquent on any Federal debt?

Yes No [Help](#)

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

The grant requested is for approximately 1.45 million dollars. We plan to complete the project in a timely manner, and anticipate that this will involve the expenditure of more than \$500,000.00 of the FSC grant in 3748 characters left

Go Back Save and Continue

Applicant Information

Application 90% complete

Please complete the following information regarding your department.
Note: Fields marked with an * are required.

* Fire Department Name: [Help](#)

* Type of Jurisdiction Served: [Help](#)

If other, please enter the type of Jurisdiction

* Employer Identification Number: (e.g. 12-3456789) [Help](#)

* What is your organization's DUNS Number? (call 1-866-705-5711 to get a DUNS number) [Help](#)

Headquarters or Main Station Physical Address

* Physical Address 1:

Physical Address 2:

* City:

* State:

* Zip: - (e.g. 12345-6789)
[Need help for ZIP+4?](#)

Mailing Address is the same as the Physical Address

* Mailing Address 1: [Help](#)

Mailing Address 2:

* City:

* State:

* Zip: - (e.g. 12345-6789)
[Need help for ZIP+4?](#)

Account Information

that a final decision on the grant could extend out until September 2010.

You should be aware that approved Conditional Use (CU) permits which are not used within the time specified in the permit shall become void within one (1) year after the permit is granted. There does not appear to be a mechanism in the ordinance to grant an extension for an approved CU due to extenuating circumstances. If the City denies the CU application you may not file a new application for substantially the same CU permit for a period of one (1) year from the date the Commission or Council in the case of an appeal, takes action.

Also, an application for a building permit must occur within one (1) year of Design Review (DR) approval. The expiration date for an approved DR may be extended for an additional six (6) months upon written request.

3. It is our understanding that the CU application and DR applications may be submitted and reviewed concurrently but will be voted on separately.

4. Based upon the approved schematic design drawings dated 18 October 2006 (attached) ZGA will provide entitlement services as described in herein which may include but are not limited to the following:

- a. The design team will be responsible for documentation including, but not limited to architectural, civil, landscape, and electrical services to address the information requested in the CU and DR application checklists (attached).
- b. ZGA will meet with Planning Staff for a pre-application conference as recommended in the Ordinance to review the process, related City regulations and review criteria that may affect the project.
- c. The design team will be responsible for submittal of the required documentation to the City of Hailey Planning and Zoning Department for Conditional Use and Design Review approval.
- d. The design team will attend the public hearings as required for each application.
- e. The design team will be responsible for coordination with any local jurisdictions having authority.

5. The City shall have obligations and responsibilities as described herein which may include but are not limited to:
a. A site boundary and topographic survey dated 09 May 2006 has been prepared by Galena Engineering Inc. (attached)

02 July 2009

Mr. Michael Chapman
Fire Chief
City of Hailey
Fire Department
617 S. Third Street
PO Box 1192
Hailey, Idaho 83333

Re: City of Hailey
Countryside Fire Station
Hailey, Idaho
ZGA Job No. 0554.00

Dear Chief Chapman,

Good morning. As we discussed at our last meeting, the City would like to proceed with the concurrent applications for conditional use and design review entitlement approvals for the Countryside Fire Station Project. As requested we have reviewed the Hailey Zoning Ordinance and the permit application requirements for each and have prepared our fee proposal based upon our understanding of the level of effort involved.

QUALIFICATIONS AND ASSUMPTIONS

We understand that certain aspects of the overall project may still evolve. In order for us to provide you with our fee proposal certain qualifications and assumptions had to be made. These include:

- 1. Based upon the schematic drawings prepared for the 07 November 2006 bond election the Countryside Fire Station will be a 1-story building of approximately 11,200 SF with related site improvements on approximately 1 acre of land designated as Parcel "O" on the east side of the intersection of Woodside Boulevard and Countryside Boulevard within the city limits of Hailey, Idaho. The following functional areas will be required:

Apparatus Bay/Mczzanine	6,400 Sq. Ft.
Administrative Wing	2,400 Sq. Ft.
Duty/Living Quarters	2,400 Sq. Ft.
Approximate Total	11,200 Sq. Ft.

- 2. A schedule for beneficial occupancy of the new facility has not been determined at this time. This will need to be confirmed after determination of your federal grant request for matching funds submitted on 07 July 2009 has been made. It is our understanding

Architect and Planners, Chartered

Thomas M. Zehlein, AIA
Michael G. Shumard, AIA
Steven C. Furney, AIA



Members

American Institute of Architects

565 W. Park Street, Suite 225
Boise, Idaho 83702-7686

(208) 345-8872
Fax (208) 343-7162
e-mail: aia@zga.com

Established 1973

Mr. Michael Chapman
02 July 2009
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- b. Payment of all agency entitlement applications and processing fees for conditional use and design review approvals.
 - c. Reproductions, plots, standard form documents, postage, handling and delivery of completed entitlement documents.
 - d. Providing proof of proprietary interest in the property for inclusion with the CU and DR applications.
6. If any of the following circumstances affect our services for the project, ZGA and/or our consultants should be entitled to an appropriate adjustment in our schedule and compensation:
- a. Change in instructions or approvals given by the City that necessitate revisions in our CU and DR documents.
 - b. Enactment or revisions to codes, laws or regulations or official interpretations that necessitate changes to previously prepared CU and DR documents.
 - c. Renderings, models and mock-ups requested by the City beyond those required by the CU and DR applications.
7. Basic entitlement services compensation is proposed as a stipulated sum. In addition to compensation for basic services, ZGA shall be reimbursed for all project related expenses incurred by ZGA and our consultants in the course of providing the work as outlined herein.
8. Key personnel assigned to this project for entitlement services include:
- Architect: ZGA Architects and Planners, Chartered
Principal-in-Charge: Thomas M. Zabala, AIA
Project Architect/Manager: Matt Huffield, AIA, LEED AP
Civil Engineering: Galena Engineering, Inc.
Project Engineer: Brian D. Yeager, PE/LSIT
Landscape Architect: Harvest Design, PC
Principal: Paul Nonberg, ASLA
Electric Engineer: Musgrove Engineering, PA
Project Engineer: Kurt Lechtenberg, PE
9. Assuming that our fee proposal comes before the Mayor and Council at their next regular meeting on 13 July or 27 July at the latest we would anticipate a concurrent submittal of the CU and DR on either 14 August at the earliest or 28 August at the latest for public hearings on the 21st of September and 5th of October or 19th of October because they will be voted on separately and perhaps not at the same meeting.

Mr. Michael Chapman
02 July 2009
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FEE PROPOSAL

Our fee proposal reflects the architect, civil, landscape, and electrical engineering services required for Conditional Use and Design Review entitlement preparation and submission.

We propose a stipulated fee for our basic services in the amount of Fifteen Thousand Two Hundred Dollars (\$15,200.00) reflecting the following breakdown.

BASIC SERVICES	
Landscape Architecture	= \$2,500.00
Civil Engineering	= \$2,800.00
Architectural	= \$8,000.00
Electrical Engineering	= \$1,400.00
Misc. In-house Expenses	= \$500.00
Total Stipulated Fee for Basic Services	= \$15,200.00

The fees above do not include project related reimbursable expenses. Payment of all agency entitlement processing, approvals and permit fees will be the responsibility of the City.

ADDITIONAL SERVICES

Please contact me with any questions or if you require additional information.

Very truly yours,

ZGA Architects and Planners, Chartered

Thomas M. Zabala, AIA

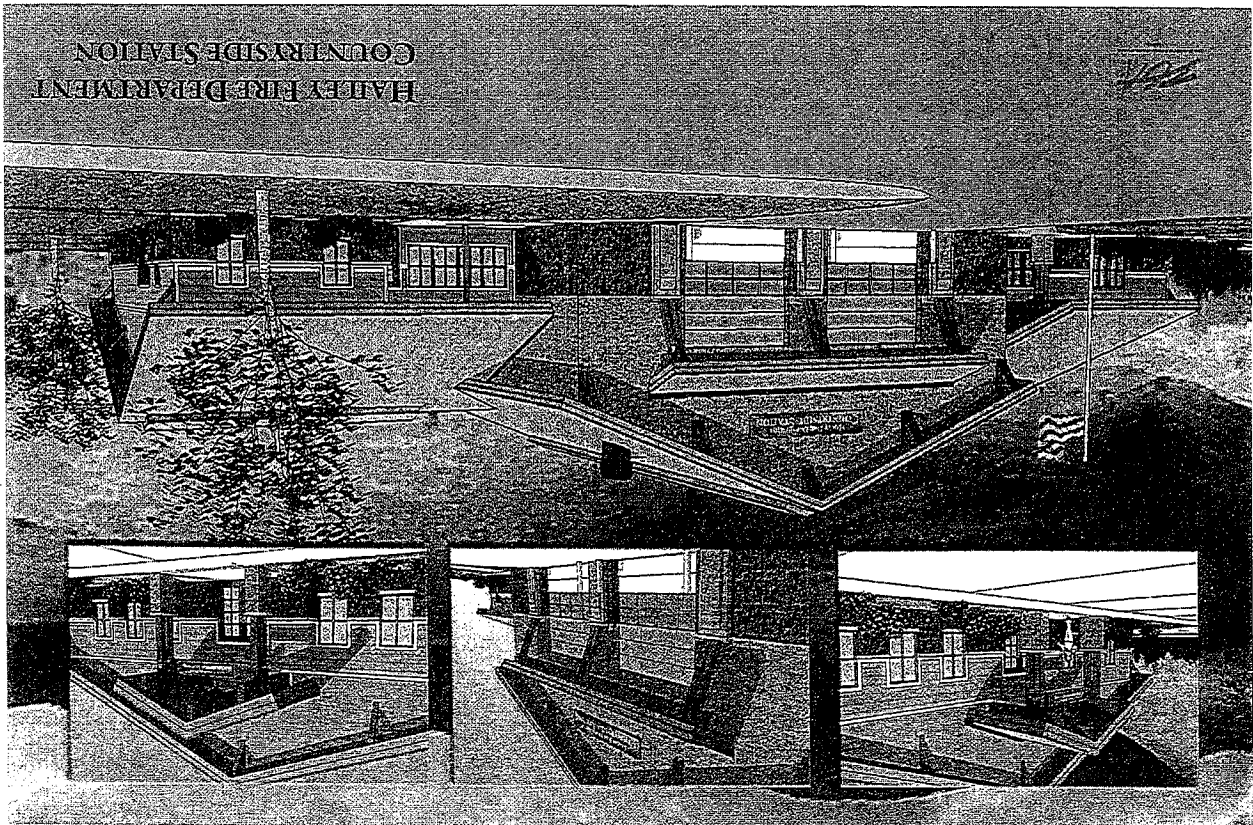
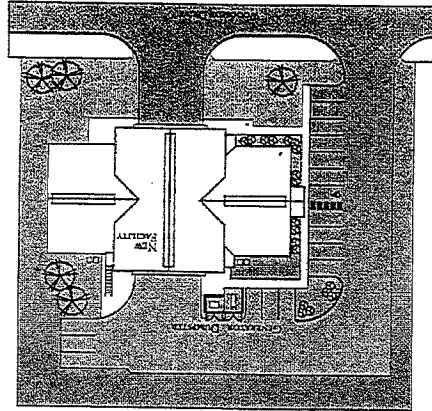
TMZ:ss

cc: Job File/Div. A
Heather Dawson

HAILEY FIRE DEPARTMENT
COUNTRYSIDE STATION
SITE PLAN



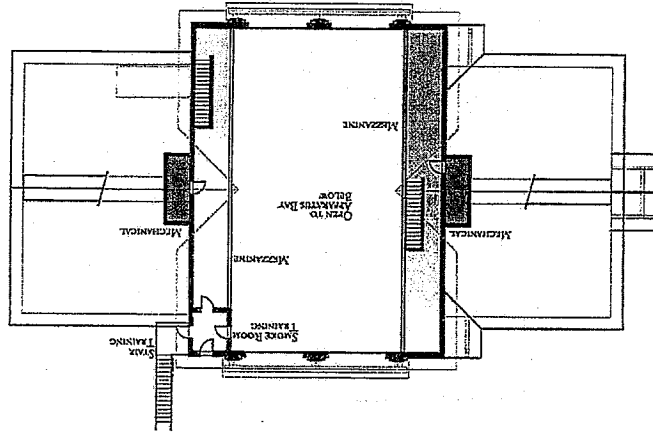
Handwritten signature or initials.



HAILEY FIRE DEPARTMENT
 COUNTRYSIDE STATION
 SECOND FLOOR PLAN



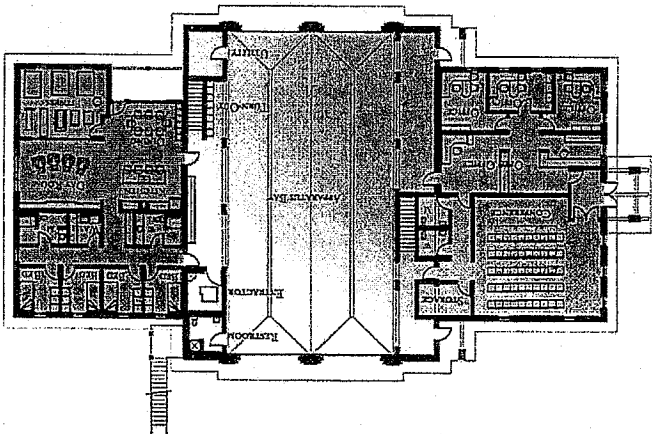
Handwritten initials/signature

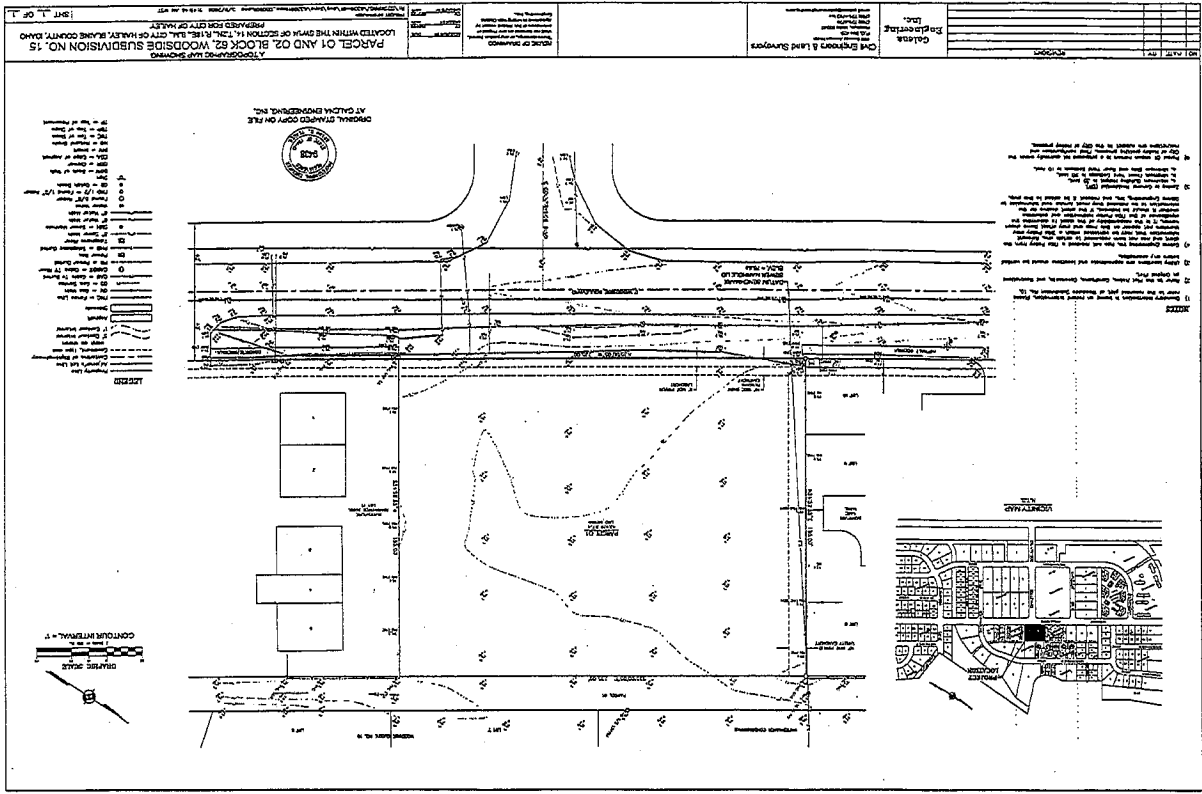


HAILEY FIRE DEPARTMENT
 COUNTRYSIDE STATION
 FIRST FLOOR PLAN



Handwritten initials/signature





2009 Meeting Schedule

P&Z Meeting date:	Submittal Deadline date:	C.C. Meeting date:	Submittal Deadline date:
January 5, 2009	November 24, 2008	January 12, 2009	December 5, 2008
Tues. Jan. 20, 2009	December 12, 2008	January 26, 2009	December 19, 2008
February 2, 2009	December 22, 2008	February 9, 2009	January 2, 2009
Tues. Feb. 17, 2009	January 9, 2009	February 23, 2009	January 16, 2009
March 2, 2009	January 16, 2009	March 9, 2009	January 30, 2009
March 15, 2009	February 6, 2009	March 23, 2009	February 13, 2009
April 5, 2009	February 27, 2009	April 13, 2009	March 6, 2009
April 20, 2009	March 13, 2009	April 27, 2009	March 20, 2009
May 4, 2009	March 27, 2009	May 11, 2009	April 3, 2009
May 18, 2009	April 10, 2009	Tues. May 26, 2009	April 17, 2009
June 1, 2009	April 24, 2009	June 8, 2009	May 1, 2009
June 15, 2009	May 8, 2009	June 22, 2009	May 15, 2009
July 6, 2009	May 20, 2009	July 13, 2009	June 5, 2009
July 20, 2009	June 12, 2009	July 27, 2009	June 19, 2009
August 3, 2009	June 26, 2009	August 10, 2009	July 9, 2009
August 17, 2009	July 10, 2009	August 24, 2009	July 17, 2009
Tues. Sept. 8, 2009	July 31, 2009	September 14, 2009	August 7, 2009
September 21, 2009	August 14, 2009	September 28, 2009	August 21, 2009
October 5, 2009	August 28, 2009	Tues. Oct. 13, 2009	September 4, 2009
October 19, 2009	September 11, 2009	October 26, 2009	September 18, 2009
November 2, 2009	September 25, 2009	November 9, 2009	October 2, 2009
November 16, 2009	October 9, 2009	November 23, 2009	October 16, 2009
December 7, 2009	October 30, 2009	December 14, 2009	November 6, 2009
December 21, 2009	November 20, 2009	December 28, 2009	November 20, 2009

Notes: The submittal deadlines outlined above are minimums required to meet legal notification and certification requirements. Because space on the Commission's agendas is limited, applications are not scheduled for hearing until they have been certified as complete. A meeting with a planner is required to submit and certify an application as complete.
Note: Hearing Examiner meetings have been changed to Mondays.

City of Hailey - Conditional Use Permit Application Submitted Date: _____/_____/_____

Project Name: _____

Legal Description of Property: _____

Street Address of Property: _____

Current Zoning of Property: _____

Proposed Use: _____

Name of Owner of the Property: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____

Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

Property Owner's Signature: _____ Date: _____/_____/_____

Name of individual to contact on behalf of Trust or LLC (if applicable): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

Application Contact (if different than above): _____

*Application Contact will be the Planning Department's primary point of contact for questions related to the application.

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

Signature: _____ Date: _____/_____/_____

Appeals: _____

Any interested party may appeal in writing any final decision of the Planning and Zoning Administrator, Hearing Examiner, or Commission to the City Council by filing an appeal with the Hailey City Clerk within fifteen (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the fifteen (15) day period, the decision shall be deemed final.

Fees: cost of additional noticing, recording fees, and other direct costs will also be assessed. **FOR CITY USE ONLY**

Conditional Use Permit:.....	\$ 400.00
OR Child Care Conditional Use:.....	\$ 50.00
Publication cost:.....	\$ 40.00
Laminations for Posting Property	\$ 18.00
Mailing (# of addresses _____ x _____ postage + .15 for paper, envelope & label)	\$ _____
Total Due:.....	\$ _____

See attached checklist for items that must be submitted with this application in order for application to be considered complete. See the Hailey Zoning Ordinance for information on application process.

CONDITIONAL USE PERMIT CHECKLIST

Project Name: _____ City Use Only -
 Certified Complete by: _____
 Date: ____/____/____

The following items must be submitted with the application for the application to be considered complete (✓):

- ___ One (1) large set of plans to scale of proposed conditional use site showing location of:
 - ___ All buildings on the site
 - ___ Parking and loading areas
 - ___ Traffic access and traffic circulation
 - ___ Open spaces
 - ___ Easements
 - ___ Existing and proposed grade
 - ___ Energy efficient considerations
 - ___ Landscaping
 - ___ Refuse and service areas
 - ___ Utilities
 - ___ Signs
 - ___ Property lines
 - ___ North arrow
 - ___ Rendering of building exteriors (where applicable)
- ___ Six (6) 11" x 17" copies of larger plans/maps.
- ___ PDF files of all required documents and 11" x 17" plans/maps
- ___ Proof of interest in subject property.
- ___ Descriptions of:
 - ___ Existing use
 - ___ Proposed conditional use
- ___ Statement evaluating the effects on adjoining property such as elements of noise, glare, odor, fumes and vibration.
- ___ Statement identifying surrounding land uses and discussing general compatibility of the proposed use with adjacent and other properties in the district.
- ___ Statement discussing relationship of proposed use with compliance to the Comprehensive Plan.
- ___ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Submit paper copy and electronically on Excel spreadsheet. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
- ___ Other information as requested by the Planner to determine if the proposed conditional use meets the intent and requirements of the Hailey Zoning Ordinance.

**ARTICLE XI
 CONDITIONAL USE PERMITS**

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.

11.2 Application.

11.2.1 An application for a proposed conditional use permit shall follow the procedures and be subject to the requirements established by Section 3.8 of this Ordinance, shall be made by at least one (1) holder of any interest in the real property for which the conditional use is proposed, and shall be reviewed by the Commission or Hearing Examiner.

11.2.2 The application shall include at least the following information:

- 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.

11.2.3 **Concurrent Submission.** A conditional use permit Application may be submitted and reviewed concurrently with other applications affecting the same piece of property with the approval of the Administrator. An additional time for review of concurrent applications may be specified by the Administrator. Concurrent submissions shall be voted on separately.

Upon filing of the application, the Administrator shall submit it for review and comment by the Fire, Police, and Public Works Departments.

11.3 Public Hearing.

11.3.1 The Administrator shall mail to each addressee on the list furnished by the applicant pursuant to Section 11.2(2)(k) of this Article, a copy of the notice of the time and place of the hearing at least fifteen (15) days before the date set for the hearing. When notice is required to two hundred (200) or more property owners or purchasers of record, alternate forms of notice may be provided in lieu of mailed notice. Sufficient notice shall be deemed to have been provided if the City provides notice through a display advertisement at least four (4) inches by two (2) columns in size in the official newspaper of the City at least fifteen (15) days prior to the hearing date, in addition to site posting on all external boundaries of the site.

11.3.2 The Administrator shall have a copy of the notice published at least one (1) time in the official newspaper of the City. The publication of the notice shall be at least fifteen (15) days before the date set for the hearing.

11.3.3 The notice of the hearing which is mailed and published shall contain:

- a. The time and place of the hearing.
- b. A brief description of the land which is the subject of the matter to be heard.
- c. The purpose of the hearing and the use of the land which is sought.
- d. Any other information which is necessary or desirable in the public interest.

11.3.4 The Commission or Hearing Examiner shall hear all persons interested in the matter. The applicant shall offer competent evidence in support of the application, sufficient to enable the Commission or Hearing Examiner to consider the matter and to make findings on the subject. The applicant has the burden of presenting all necessary and relevant information and evidence in support of his application.

11.3.5 In any public hearing on a conditional use permit application, the presiding officer may order the hearing to be continued, in which case no further published notice shall be required.

11.4 Criteria for Review.

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:

- a. Will, in fact, constitute a conditional use as established for the zoning district involved; and
- b. Will be harmonious with and in accordance with the general objectives or any specific objective of the Comprehensive Plan and requirements of this Ordinance; and
- c. 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; and
- d. Will not be hazardous or disturbing to existing or future neighboring uses; and
- e. 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

- f. Will not create excessive additional requirements at public cost for public facilities and services; and
- g. 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
- h. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public thoroughfares; and
- i. Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature.

11.5 Action.

The Commission or Hearing Examiner shall make a decision to approve, conditionally approve, or deny the application within fifteen (15) days after conclusion of the public hearing and issue its decision together with the reasons therefor. The Commission or Hearing Examiner shall review the application, all supporting documents and plans, and recommendations of City staff in making their decision.

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.

11.7 Appeal.
An affected person may appeal the decision of the Commission or Hearing Examiner following the procedures in accordance with Section 3.6 of this Ordinance.

11.8 Expiration.
11.8.1 A conditional use permit which is not used within the time specified in the permit, or if no time is specified, within one (1) year after the permit is granted, shall be void.

11.8.2 A conditional use permit is void six (6) months after the use for which it is issued is discontinued.
11.9 Revocation.

11.9.1 The Commission or Hearing Examiner, upon request by the Council, an individual, or itself, may consider and revoke a conditional use permit for any of the following grounds:
a. Violation of this Ordinance.
b. Violation of the conditions of the permit after notice of the violation.
c. Causing or allowing a nuisance in connection with the premises.

11.9.2 If the Commission or Hearing Examiner finds that probable cause exists for revocation of a conditional use permit, the Administrator shall give notice of a hearing to the permittee and the public in the same manner as notice of a hearing for an application for a conditional use permit. The permittee has the burden of establishing that grounds do not exist for revocation of a conditional use permit. The Commission or Hearing Examiner shall hold a hearing on the question of revoking the permit and, if it finds that a substantial basis for revocation exists, it shall revoke the permit. The decision of the Commission or Hearing Examiner may be appealed to the Council or the Commission, as the case may be, by the applicant or the person requesting the revocation. The procedure for the appeal shall be conducted in accordance with Section 3.6 of this Ordinance.

11.10 Special Provisions.
11.10.1 The issuance of a conditional use permit shall not be considered a precedent for the issuance of other conditional use permits.

11.10.2 A conditional use permit is not transferable from one (1) parcel of land to

another. The conditional use permit may be transferred from one owner to another for the same use, but if there is a change in use on the property, a new conditional use permit must be obtained.

11.10.3 If the City denies an application or request, the applicant or his successor in interest may not file a new application or request for substantially the same conditional use permit for a period of one (1) year from the date the Hearing Examiner or Commission, or Council in the case of an appeal, takes action.

City of Hailey - Design Review Application

Project Name: _____ Submittal Date: _____ / _____ / _____

Legal Description of Property: Subdivision _____ Lot(s) _____ Block _____

Street Address of Property: _____

Current Zoning of Property: _____ Year of original construction: _____

Existing building gross sq. ft. (if applicable) _____ Proposed addition or new construction sq. ft. _____

Name of Owner of the Property: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ Fax: () _____ Call: () _____

Phone: () _____

Email Address: _____

Property Owner Consent: _____

By signature herein, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code 67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: _____ Date: _____ / _____ / _____

Name of individual to contact on behalf of Trust or LLC (if applicable): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Call: () _____

Email Address: _____

Application Contact: (if different than above): _____

*Application Contact will be the Planning Department's primary point of contact for questions related to the application.

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Call: () _____

Email Address: _____

Signature: _____ Date: _____ / _____ / _____

See attached checklist for items that must be submitted with this application in order for application to be considered complete. See the applicable Design Review Guidelines, including Township Ordinance 14 applicable, in Section 6A of the Hailey Zoning Ordinance.

Appeals: Any interested party may appeal in writing any final decision of the Planning and Zoning Administrator, Hearing Examiner, or Commission to the City Council by filing an appeal with the Hailey City Clerk within fifteen (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the fifteen (15) day period, the decision shall be deemed final.

Fees: Cost of additional noticing, recording fees, and other direct costs will also be assessed. **FOR CITY USE ONLY**

Application for Commercial, Mixed-Use or Multi-Family \$ 450.00
 Plus \$25/1,000 gross square feet..... \$ _____
 OR Application for Single-Family Dwelling or Accessory Structure \$ 250.00
 OR Application for Duplex..... \$ 300.00
 Publication cost..... \$ 40.00
 Mailing (# of addresses _____ x _____ postage @ .15 per letter, envelope & label) \$ _____
 Total Due..... \$ _____

DESIGN REVIEW - CHECKLIST

Project Name: _____ City Use Only -
 Certified Complete by: _____ Date: _____ / _____ / _____

The following items must be submitted with the application for the application to be considered complete (✓):

- _____ One (1) large set of plans with scale indicated containing the following:
 - _____ Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
 - _____ Site plan showing proposed parking, loading, general circulation, snow storage and parking stall dimensions (must show location of adjacent buildings and structures).
 - _____ Total square footage of subject property, including lot dimensions.
 - _____ Building setbacks.
 - _____ Staging and contractor parking plan.
 - _____ Exterior lighting plan (location, type, height, lumen output, luminaire levels for area lighting, and spec sheets for fixtures).
 - _____ Landscape plan
 - _____ Existing tree to be shown as retained/relocated/removed.
 - _____ All proposed species type/size/quantity of each.
 - _____ Floor plan (include gross square footage for each floor, occupancy classification and type of construction).
 - _____ Utilities plan (location and size of water and sewer mains and services, gas, electric, TV and phone).
 - _____ Drainage plan (grading, catch basins, piping, and dry-wells).
 - _____ Detailed elevations showing facade of all sides of proposed building and other exterior elements.
 - _____ Must show elevation points of record grade. Include notes on colors, materials, dimensions.
 - _____ Colored rendering of at least one side of the proposed building.
 - _____ Idaho licensed architect (plans for single family dwellings may be stamped by an Idaho licensed structural engineer)
 - _____ North point and scale.
 - _____ Six (6) 11" x 17" copies of any larger plans/maps OR two (2) 11" x 17" copies of any larger plans/maps if project is within the Townsite Overlay.
 - _____ PDF files of all required documents and 11" x 17" plans/maps.
 - _____ Color photographs of any existing structures on the site.
 - _____ Materials and colors sample board. Each sample approximately 12" x 12".
 - _____ Sign Plan (if applicable).
 - _____ Area Development Plan (required if property owner also owns adjacent parcels).
 - _____ For property located in Airport West, Design Review approval by Airport West Design Board.
 - _____ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
 - _____ Written statement of how each design review standard is met (contact the Planning Department for which set of standards is applicable to your project).
 - _____ Other information as required by the P&Z Administrator, Hearing Examiner or Commission.

City Use Only:
 Double check address _____
 Advise applicant if Lot Line Adjustment is needed _____
 Check following basic standards:
 Density _____
 Setbacks _____
 Height (plans must show elevation points of record grade) _____
 Lot coverage _____
 Floor area _____
 Parking (# of spaces) _____

ARTICLE VIA
DESIGN REVIEW

6A.1 Applicability.

No person shall build or develop the following Buildings without receiving design review approval pursuant to this Article:

- a. A building for a non-residential use within any zoning district.
- b. A building for a Public or Semi-Public Use within any zoning district.
- c. A Multi-Family Dwelling of three or more units within any zoning district.
- d. A Single Family Dwelling, Duplex or Accessory Structure within the Townsite Overlay (TO) District.

Additionally, no person shall substantially remodel or alter the exterior of any such building without receiving design review approval pursuant to this Article, except alterations of existing buildings (which are not Historic Structures) in the Townsite Overlay (TO) District are not subject to design review unless an addition is proposed that adds Floor Area greater than or equal to 50% of the original structure, in which case design review approval is required. A substantial remodel or alteration to the exterior of a Historic Structure shall require design review approval.

6A.2 Establishment of Guidelines.

An application for design review of a non-residential building in any zoning district, unless otherwise provided for below, shall follow the guidelines set forth in Section 6A.7.2.1 of this Ordinance.

An application for design review of a non-residential building in the Light Industrial (LI), Services Commercial Industrial (SCI), Technological Industry (TI) and Airport (A) zoning districts shall follow the guidelines set forth in Section 6A.7.2.2 of this Ordinance.

An application for design review of a Multi-Family Residential building in General Residential (GR), Transitional (TN), Limited Business (LB), Business (B), Neighborhood Business (NB), and Service Commercial Industrial (SCI) zoning districts shall follow the guidelines set forth in Section 6A.7.2.3.

Except as otherwise provided herein, an application for design review of a residential or non-residential building in the Townsite Overlay (TO) zoning district shall follow the applicable guidelines set forth in Section 6A.7.2.4. If a substantial remodel or alteration to the exterior of a Historic Structure is proposed, the remodel or alteration is only subject to Section 6A.7.2.4(III)(C)(1).

6A.3 Review of Proposals; Authority of the Administrator.

All projects to which this Article applies shall be reviewed by the Administrator, Commission, or Hearing Examiner as follows:

- a. The Administrator has the authority to recommend for approval or denial certain applications for Design Review that the Administrator determines to have no substantial impact on adjacent properties or on the community at large, subject to final approval or denial by the Commission on its consent agenda. Such recommendation for approval or

denial shall specify the ordinance and standards used in evaluating the application; the reasons for the approval or denial; and recommended conditions, if any. Any Commission may cause any application on the consent agenda to be moved to the regular agenda in order to have a full public hearing of potential impacts of the application. Applications placed on the consent agenda may include, but are not limited to: additions under five-hundred (500) square feet or not prominently visible from a public street, facade changes and alterations to parking or other site elements. Such applications may instead be heard by the Hearing Examiner.

Except as provided herein, applications for projects within the Recreation Green Belt, Limited Residential, General Residential, Limited Business, Business, Service Commercial Industrial (all sub-districts), and Transitional Districts shall receive a public hearing with the Commission. The Commission will review and approve, deny or conditionally approve the application.

Except as otherwise provided herein, applications for projects within the Townsite Overlay, Airport, Technological Industry, and Light Industrial Districts shall receive a public hearing with the Hearing Examiner. The Hearing Examiner will review and approve, deny or conditionally approve the application.

Those applications for projects of an emergency nature, necessary to guard against imminent peril, regardless of zoning district, shall receive administrative review and approval, denial, or conditional approval, subject to criteria set forth in subsection 6A.7(b) of this Ordinance. The Administrator may, upon the request of the applicant or the direction of any City official, forward the application to the Commission for review as set forth in subsection (b) above.

Applications for non-emergency temporary structures are not subject to Design Review, but are subject to the Conditional Use Permit process as set forth in Article XI of this Ordinance.

6A.4 Permits.

No permits shall be issued by any administrative officer or inspector of the City for construction of any building, project, or other improvement requiring a permit before the requirements specified by this Ordinance are met and approval is granted.

6A.5 Design Review Process.

Step 1.

A pre-application conference with the Planning Staff is recommended. At this meeting, the Planning Staff will familiarize the potential applicant with the review process that will apply to the project and with related City regulations and review criteria that may affect the project. The applicant shall bring site-specific information including conceptual drawings in order to familiarize the Planning Staff with the specifics of the proposal.

Step 2.

Detailed design drawings shall be submitted for final planning review. Construction plans or working drawings are not required prior to review. At this stage the applicant must provide architectural drawings showing building materials, details of all exterior features, and other information as set forth in Section 6A.6 of this Ordinance. A minimum scale 1/8" to 1/4" is recommended for the architectural plans.

Step 3.
City department heads review all projects ensuring conformance with the underlying zone requirements, City Standards and Design Review Guidelines.

Step 4.
Public notice must be provided in a publication of general circulation a minimum of 15 days prior to the public hearing, and for all owners of property within 300 feet, in those cases where a hearing before the Commission is to be held. When notice is required to two hundred (200) or more property owners or purchasers of record, alternate forms of notice may be provided in lieu of mailed notice. Sufficient notice shall be deemed to have been provided if the City provides notice through a display advertisement at least four (4) inches by two (2) columns in size in the official newspaper of the City at least fifteen (15) days prior to the hearing date, in addition to site posting on all external boundaries of the site.

Step 5.
The project is reviewed by the reviewing body as set forth in Section 6A.3 above. The reviewing body will approve, deny or conditionally approve the applicant's request based on criteria outlined in Section 6A.7 of this Ordinance.

Step 6.
In order for a building permit to be issued after final Design Review approval, final construction drawings must be reviewed and approved by the Building Department. Application for a building permit must occur within one year of Design Review approval, or as otherwise provided by agreement authorized by law. The expiration date may be extended once, for an additional six (6) months, upon written request. Such request must be received prior to the expiration date. In the event any Design Review approval is for community housing units, an extension period of up to eighteen (18) months may be granted. The Commission shall review and approve or deny the request for extension.

6A. 6 Application.

An application for a proposed design review approval shall follow the procedures and be subject to the requirements established by Section 3.8 of this Ordinance, shall be made by at least one (1) holder of any interest in the real property for which the design review approval is proposed, and shall be reviewed by the Commission or Hearing Examiner. All design review plans and drawings shall be prepared by an Idaho licensed architect, except plans for single family dwellings may be prepared by an Idaho licensed architect or Idaho licensed structural engineer. The following information is required before the project can be reviewed by the Commission or Hearing Examiner.

- a. The Design Review application form including project name and location, and applicant and representative names and contact information.
- b. One (1) full size set of prints and six (6) sets of 11" x 17" copies (two if heard by the Hearing Examiner), prepared in a professional manner and the cover page stamped by an Idaho licensed architect, showing at a minimum the following:
 1. Vicinity map, to scale, showing the project location in relationship to neighboring buildings and the surrounding area. Note: a vicinity map must

2. show location of adjacent buildings and structures.
Site plan, to scale, showing proposed parking (including parking stall dimensions), loading, general circulation, and snow storage. List square footage of subject property including lot dimensions.
 3. Detailed elevations of all sides of the proposed building and other exterior elements. (colors, materials)
 4. Sign plan (location, dimensions and lighting).
 5. Landscape plan (existing landscaping on the site shown as retained, relocated or removed; proposed landscaping including species type, size and quantity).
 6. Exterior Lighting plan, pursuant to Article VIII.B, of this Ordinance (location, height, type, and lumen output spec sheets for fixtures; illuminance levels/photometrics for area lighting).
 7. Floor plan. List gross square footage for each floor. List occupancy classification and type of construction.
 8. Utilities plan (location and size of water and sewer mains and services, gas, electric, TV and phone).
 9. Drainage plan (grading, catch basins, piping, and dry-wells).
 10. Area Development Plan, if applicable, pursuant to Section 6A.8 of this Ordinance.
- c. A. materials and colors sample board. Each sample should be approximately 12"x12" in size.
 - d. One (1) colored rendering of at least one side of the proposed building.
Staging and contractor parking plan. Statement of where staging will occur, and parking plan for contractors. If any staging or parking shall occur off-site, a staging/parking plan must be submitted including materials storage, excavation (backfill) stockpile areas, job trailers, blue rooms, dumpsters, contractor parking, etc.
 - f. A list of the names and addresses of all property owners and residents within three hundred (300) feet of the exterior boundaries of the subject property, in a format acceptable to the City.
 - g. Other information as required by the Administrator, Hearing Examiner or the Commission.
 - h. Payment of fees (established by ordinance).

6A. 7 Criteria.

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

- a. The project is in general conformance with the Comprehensive Plan.
- b. The project does not jeopardize the health, safety or welfare of the public.
- c. 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.

6A.7.1 Improvements Required.

6A.7.1.1 Sidewalk, Curb, and Gutter.

Sidewalks, curb and gutter shall be required right-of-way improvements for projects requiring Design Review approval in the B, LB, TJ, and SCI zoning districts. Sidewalks and drainage

improvements in the right-of-way shall also be required in other districts, except as otherwise provided herein. The requirement for sidewalk may be waived if the cost of the proposed project construction is less than twenty thousand dollars (\$20,000). For Single Family Dwelling and Duplex projects in the Townsite Overlay District, the requirement for sidewalk shall be waived for any remodel or addition; sidewalks shall be required for new primary dwellings. Sidewalks (and curb and gutter where required) shall be six (6) feet wide and shall meet the standards set forth in the City Standards.

The City may approve and accept voluntary cash contributions in-lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be 150% of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in-lieu contribution shall be paid before the City issues a certificate of occupancy. In-lieu contributions for sidewalks shall not be accepted in B, LB, T1 and SCI districts.

6A.7.1.2 Water Line Improvements.

In the Townsite Overlay District, any proposal for new construction or addition of a 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.

6A.7.2 DESIGN REVIEW GUIDELINES

The Design Review Guidelines are in bold type, while applicable explanatory text is found below each guideline. Guidelines that contain the word "shall" are mandatory. Guidelines that contain the word "should" are discretionary.

6A.7.2.1 DESIGN REVIEW GUIDELINES FOR NON-RESIDENTIAL BUILDINGS

A. Site Planning.

- 1. The building shall be oriented to the street. If the building is located on a corner, the building shall address the corner as well as both streets.**
The building should address the street and not "turn its back" to the public. The main facade should be oriented to the street, and provide an entrance (s) on the street side. Buildings at street corners must be designed to address the corner – that is, to engage the interest of drivers, pedestrians and bicyclists at the intersection.
- 2. Where buildings are separated from the public sidewalk along the primary street frontage, the space should contain public and pedestrian amenities. Buildings downtown should be located directly at the back of the sidewalk.**
Buildings may be separated from the sidewalk by plazas, landscaping, benches, bicycle racks, trash containers, and other pedestrian amenities.
- 3. The site should be designed to support pedestrian circulation.**
Pedestrian circulation should be an integral part of initial site layout and should be considered when

planning the building layout and circulation patterns. Organize the site so that buildings frame and reinforce pedestrian circulation. It is preferred that pedestrians walk along building fronts rather than along or across parking lots and drives.

- 4. Sidewalk, curb and gutter shall be required improvements. At a minimum, sidewalks shall comply with the City Standards, and be at least as wide as adjacent sidewalk on the same block.**

Sidewalk design should incorporate pedestrian amenities. Extended sidewalk is encouraged to provide additional amenities such as seating areas and bicycle racks. Street trees are required within the public right-of-way; street tree species shall be approved by the City in accordance with plans on file with the Planning and Street Departments. Street lights at intersections are also required.

- 5. Buildings should be sited in a manner that preserves significant vegetation. Existing trees greater than 6" are considered a resource and the removal of any such trees are subject to administrative review and approval.**

New construction and landscaping should respect and be compatible with existing vegetation. Proposed site plans shall inventory and delineate to scale all existing plant material to be saved. Removal of trees larger than 6" caliper will require administrative approval and an arborist review. Any tree destroyed or mortally injured after previously being identified to be preserved, or removed without authorization, must be replaced with a large specimen of a species found in the Tree Guide.

- 6. The design of the site should consider sun in exterior space to avoid creating cold unpleasant exterior areas.**

The objective is to create exterior spaces around buildings that will be used and also that will be easy to keep clear for access to buildings. Buildings, vegetation and land forms cast shadows and block sunlight; the surface of a building can play a big role in reflecting sunlight into adjoining exterior spaces; color and choice of materials are important in this regard.

- 7. Snow storage areas shall not be less than 25% of the improved parking and circulation areas and shall be sited in a manner that is accessible and usable. In no case shall a designated snow storage area have any dimension less than 10 feet. Snow storage shall not encumber required parking spaces or encroach into sidewalk or pedestrian pathways.**

Snow storage areas for parking areas, driveways and sidewalks shall be provided on-site where practical. These areas should be situated so that they are accessible to all types of snow removal vehicles, of a size that can accommodate moderate areas of snow, and located in areas that will not hinder access to trash collection areas, utility meters, etc. Snow storage sites are encouraged to be landscaped with vegetation that is salt-tolerant and resilient to heavy snow. Heated snow melt systems may also be provided and are especially encouraged on shaded walkways. Hauling of snow from downtown areas is permissible where other options are not practical.

- 8. Off street parking areas should be screened from public streets. On-site parking areas should be located at the rear of the building.**
Buildings should be oriented at the street to provide a more pleasant and inviting streetscape.

- 9. On-site parking areas for more than 3 vehicles must be designed to allow vehicles forward entry and exit from the site into a public street.**
On-site parking should be from the alley or from a single approach to the street. This helps confine vehicular/pedestrian conflict to limited locations, allows more buffering of the parking area and preserves the street frontage for pedestrian traffic.

10. Site design shall consider the placement and screening of service areas and auxiliary structures.

Utility meters and service functions should not be visible on the primary facades of buildings or in front yard areas. The visual impact of trash storage and pickup areas should be minimized. Trash and service areas should be screened with landscaping, berming or fencing. Three-sided enclosures for trash collection areas visible from any public street should be provided. Snow accumulation should be considered in planning access to trash receptacles and service areas. Vending machines should not be visible from any point on the property.

11. Where alleys are available, they should be utilized to the greatest extent possible for loading, delivery, trash pickup and utilities.

Service and delivery areas should be located off the alleys so that Main Street or other collector streets are not cluttered or blocked with large delivery trucks.

B. Building Design.

1. New development shall recognize the City's historic architectural heritage. Building materials and proportions shall be compatible with those design principles inherent in Hailey's historic architecture. Standardized corporate designs are not acceptable.

2. Any addition onto or renovation of an existing building shall be appropriately designed to create a cohesive whole.

3. All sides of the building should be designed to be interesting by incorporating the use of varying materials, textures and colors.

All sides of the building, not just the main facade, should be attractive and interesting. Where elevations have no penetrations, incorporate different materials and textures to create shadow and interest. The side and rear elevations will be visible from the parking lot, adjoining properties, and/or secondary streets.

4. All buildings are encouraged to minimize energy consumption, utilize alternative energy sources and consider passive solar techniques.

The use of the following techniques can lead to energy cost savings and provide a more comfortable and healthy workplace:

- a. Solar access
- b. South facing windows with eave coverage
- c. Double glazed windows
- d. Deciduous shade trees
- e. Earth berming against exterior walls
- f. Good ventilation
- g. Efficient lighting
- h. Day lighting

5. Exterior buildings colors should be integrated appropriately into the architecture of the building and should be harmonious within the project and with surrounding buildings.

6. Roof design should reduce the mass and scale of buildings and add visual interest and prevent reflective glare. Flat-roofed buildings over two stories in height should incorporate roof elements, or upper decks, balconies or other design elements.

Consideration should be given to prevention of reflective glare and placement/design of mechanical equipment. Flat roofs shall have parapets to conceal the roof and mechanical equipment.

7. Vehicle canopies associated with gas stations, convenience stores or drive-throughs shall function as structures rather than as sign platforms. Canopies shall follow the colors, material and architectural design used on principal building(s). Vehicle canopies should have a minimum roof pitch of 3/12 and display the underside of the roof structure.

The purpose of vehicle canopies is to provide weather protection, not to provide an elevated sign platform. No signs may be erected on top of or on the surface of canopy structures.

8. Entries and pedestrian areas should include consideration with respect to snow shedding and drip lines.

Building entries should provide protection from adverse weather conditions. Entrances into buildings should be designed with the pedestrian in mind in order to prevent snow from falling directly onto adjacent sidewalks. Entries, walkways, decks, or landscaping should be located where they will not be damaged by falling snow.

Elements such as awnings, recessed entrances and marquees should provide protection for pedestrians and bicycle racks. Consideration should be given as to whether the roofing material and pitch will hold or release snow. Gabled coverings, appropriate roof pitch, or snow clips and/or gutters and downspouts should be provided over all walkways and entries. Downspouts and drains should be located within landscape areas or other appropriate locations where freezing will not create pedestrian hazards.

9. Signage areas should be appropriate to the building's scale and design.

A basic plan for signage, especially for multi-tenanted buildings, should be considered to ensure compatible and uniform signs. A uniform color scheme for all signs in multi-tenanted buildings should be considered.

10. Building designs should minimize the apparent scale of buildings.

The use of the human scale can help to create the small town feeling and enhance the "sense of place". This can be achieved by utilizing voids and masses, as well as details, textures, and colors on building facades. The human area can also be defined by incorporating structural elements such as colonnades and covered walkways, overhangs, canopies, entries, landscaping, berms and screening walls. Particular attention should be paid to create interest at the street level. Human scale is accomplished by maintaining the interest at a smaller scale and defining those spaces.

Buildings that are not human scale are structures that are typically massive, simple forms with little or no undulation, fenestration and detail. Such buildings are not acceptable in Hailey's business districts. A large building can be human scale with the use of the elements listed above.

Human scale buildings create a comfortable and friendly atmosphere. Doors, windows, roof shapes, siding, lighting, and signs should all be considered carefully in order to create an appropriate scale of development. The natural appeal of Hailey will be enhanced through the addition of buildings which complement rather than dominate the landscape.

11. Buildings shall be designed to ensure that building massing and scale provide sensitive transition to adjoining residential neighborhoods. When abutting the LR, GR or TN zoning districts, the project's landscaping plan must include provisions for vegetative screening between the project and the residential property.

New developments whose bulk and scale may negatively impact adjacent residential areas should mitigate the effect through careful site planning and architectural design. Possible mitigation techniques include, but are not limited to the following:

- a. Locating open space and preserving existing vegetation on the sites edge to further separate the building from less intensive uses;
- b. Stepping down the massing of the building along the site's edge;
- c. Limiting the length of or articulating building facades to reflect adjacent residential patterns; and
- d. Creative use and ongoing maintenance of landscaping. The landscape plan should include a greenbelt, at least an eight foot wide buffer to create a year-round visual screen of at least 6 feet in height. The buffer should be designed to avoid the appearance of a straight line or wall of uniform plant material, and shall be wide enough to accommodate the planted species at maturation.

12. Where buildings exceed 30 feet in height, the entire roof surface shall not project to the highest point of the roof. The Commission shall review building height relative to the other dimensions of width and depth combined with detailing of parapets, cornices, roof, and other architectural elements. Fire department staging areas shall be incorporated into the design elements of the building.

Building design is about proportions relative to width and height combined with detailing of additional architectural elements. Livable outdoor spaces in multi-story buildings that create pleasing elements and reduce the mass of taller buildings are encouraged.

13. Multi-unit structures should emphasize the individuality of units or provide visual interest by variations in roof lines or walls or other human scale elements.

The small scale of the historic residences and shops is an important characteristic of Hailey. Breaking the facades and roofs of buildings softens the institutional image which may often accompany large buildings.

C. Fences and Equipment/Utilities.

1. Fences shall be constructed of materials compatible with the site. The use of chain link is prohibited.

Walls and fencing may be required elements in a site design for privacy, property line delineations, or screening. Fencing should not dominate the buildings or the landscape. Planting may often be integrated with a fencing scheme in order to soften the visual impact. A variety of fencing materials compatible with the site and surrounding properties are encouraged but in no case will chain link be permitted. The tops of fences should generally be maintained horizontal.

2. All roof projections including, but not limited to air conditioning units, all mechanical equipment and solar panels should be shielded and architecturally screened from view from on-site parking areas, adjacent public streets and adjacent properties.

The use of alternative energy sources is encouraged, however, the hardware associated with these features should be incorporated as an integral part of the building's design rather than as an add-on which detracts from the building and its surroundings. Special consideration should be taken for communications facilities to insure that the number and design of them not conflict with each other.

3. All ground-mounted mechanical equipment, including heating and air conditioning units, and trash receptacle areas should be adequately screened from surrounding properties by the use of a wall, fence, or landscaping, or shall be enclosed within a building.

These types of structures, to the greatest extent possible, should be enclosed within a building. Dumpsters should be located off the alleys. If necessary, when located outside, they should be primarily screened from public streets and adjacent properties.

4. Utilities, cables, phone lines and electrical lines shall be considered in site design.

Location of above ground utility boxes shall be shown on site plans and should not interfere with other uses such as snow storage, parking and trash collection. All service lines into the subject property shall be installed underground. Additional appurtenances should not be located on existing utility poles.

D. Landscaping.

1. At least 50% of the landscaped area shall utilize drought tolerant and/or xeriscape specific plant materials. Drought tolerance and hardiness shall be considered when selecting plant species.

Drought tolerant plant species shall be used wherever possible to reduce water consumption. High water demand plant materials should be kept to a minimum. Elements for the xeriscape plan should include but are not limited to: plant materials proposed to be used, timeline for establishment of the plantings, maintenance of the planting beds and the type of irrigation proposed. All species should be hardy to the Zone 4 environment.

2. Site landscaping plans should consider the urban environment. Trees, shrubs and ornamental grasses should be selected that enhance and soften the hardscape.

A landscape plan should provide or create a pleasing site or landscape character for an area. A harmony and balance of all the various elements of a landscape must be retained or developed. Landscaped areas should be planned as an integral part of the site and not simply located in leftover space on site. New planting areas must be designed to accommodate typical trees at maturity.

3. Pedestrian areas should have special plantings.

Plantings for pedestrian areas should be designed with attention to the details of color, texture and form. Use a variety of trees, shrubs, perennials, and ground covers, with different shapes and distinctive foliage, bark and flowers. Seasonal plantings in planters, pots, and beds should be provided to add color, beauty and variation.

4. All landscaped areas shall be watered by an automatic irrigation system and regularly maintained in healthy and thriving condition free of weeds, trash and debris.

Irrigation systems are required for all landscaped areas. They are encouraged to include features that will minimize water use, such as moisture sensors. Overhead spraying systems should be avoided to prevent water loss through evaporation.

Storm water runoff should be retained on the site wherever possible and used to irrigate plant materials. Even native, drought tolerant plant materials need water to become established. Projects which use all native, drought tolerant plant materials must provide, at a minimum, a temporary irrigation system that must fully operate for at least two complete growing seasons.

A plan for maintenance of the landscaping areas should be in place to ensure that the project appears in a well maintained condition (i.e., all weeds and trash removed, dead plant materials removed and replaced).

5. Retaining walls shall be designed to minimize their impact on the site. Retaining walls, where visible to the public and/or to residents or employees of the project, should be no higher than four feet or terraced with a three foot horizontal separation of walls. They should be constructed of materials that are utilized elsewhere on the site, or of natural or decorative materials, rather than solid or flat surface. Landscaping should be provided within or in front of extensive retaining walls. Retaining walls should add rather than detract to the appearance of the site. Retaining walls over 24" high may require railings or planting buffers for safety. Low retaining walls may be used for seating if capped with a surface of at least 12 to 16 inches wide.

6A.7.2.2 DESIGN REVIEW GUIDELINES FOR NON-RESIDENTIAL BUILDINGS IN LIGHT INDUSTRIAL (LI), SERVICE COMMERCIAL INDUSTRIAL (SCI), TECHNOLOGICAL INDUSTRY (TI) AND AIRPORT (A)

A. Site Planning.

1. Site planning shall include consideration of adjoining parcels in terms of building configuration, vehicular circulation and parking, drainage and access. Reciprocal ingress and egress, circulation, and parking arrangements shall be encouraged to facilitate the ease of vehicular movement between adjoining properties. Access points to adjoining lots shall be shared wherever feasible.

When planning new construction, consider how the new building will be situated in relation to adjacent properties. Encourage the use of common or shared streets and circulation patterns. Delivery trucks should be able to operate without blocking pedestrian rights-of-way. Consideration with respect to building site and proximity to streets and alleys should be given when buildings are constructed to insure that life/safety issues do not become problematic.

2. Conflicts between different circulation needs and uses should be minimized. Sidewalks and other safe pedestrian walkways shall be located along streets in all zones, as well as in locations that provide safe pedestrian access to and around a building. Circulation patterns between customers/pedestrians and service/delivery vehicles should be conflict free. Delivery trucks should not interfere with public rights-of-way or block required parking spaces. Where alleys are provided, they should be utilized for loading, deliveries, trash pick-up, etc. Pedestrians should be able to have safe access to the site without being forced to walk within any traffic lane. When developing more than one building on a site, it is important to provide pedestrian paths through the site.

3. Snow storage areas shall not be less than 25% of the improved parking and circulation areas and shall be sited in a manner that is accessible and usable. In no case shall a designated snow storage area have any dimension less than 10 feet. Snow storage shall not encumber required parking spaces or encroach into sidewalk or pedestrian pathways. Snow storage areas for required parking areas, driveways and sidewalks shall be provided on-site. These areas should be situated so that they are accessible to all types of snow removal vehicles, of a size that can accommodate moderate areas of snow, and located in areas that will not hinder access to trash collection areas, utility meters, etc. These sites are encouraged to be landscaped with vegetation that is salt-tolerant and resilient to heavy snow.

AGENDA ITEM SUMMARY

DATE: 06/29/09 DEPARTMENT: Library DEPT. HEAD SIGNATURE: NG

SUBJECT

Motion to authorize grant application by Hailey Public Library with Idaho Community Foundation for shelving needs for reorganization of library space.

AUTHORITY: ID Code IAR _____ City Ordinance/Code _____

BACKGROUND:

The library is working on relocating the children's area to the back room. This will require some additional shelving. Another circulation desk will be added to this area as well. We have requested \$5000. Notification of grant will be in November 2009.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS

Budget Line Item # _____ YTD Line Item Balance \$ _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

___ City Attorney ___ Clerk / Finance Director ___ Engineer ___ Mayor
___ P & Z Commission ___ Parks & Lands Board ___ Public Works ___ Other

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Propose approval of grant application.

FOLLOW UP NOTES:

Idaho Community Foundation Southwestern Region Competitive Grant Application

Organization and Contact Information

Submitted
JUNE 29

**Idaho Community Foundation 2009 Southwestern Region Competitive Grant Cycle:
Opens May 1, 2009 - Closes July 1, 2009.**

Grant applications must be submitted no later than July 1, 2009 to be considered for funding. Late applications will not be considered. Any pending final grant reports required for previous grants must be received by July 1, 2009.

Organization Legal Name:

The organization's legal name under which it is incorporated or operates or by which it is recognized by the Internal Revenue Service (IRS).

Hailey Public Library

"Also Known As" Name of Organization

Any common name the organization uses or is known by other than the legal name listed above.

Street/Mailing address:

7 West Croy

City:

Hailey

State:

ID

Zip code:

83333

Organization Phone Number:

Please use this format: (xxx) xxx-xxxx

(208) 788-2036

Fax number for Organization:

Please use this format: (xxx) xxx-xxxx

(208) 788-7646

E-mail address for Organization:

hpldir@haileypubliclibrary.org

Website URL (address), if available:

www.haileypubliclibrary.org

Executive Director/Primary Contact for Organization

Prefix (Ms., Mr., Rev., Dr., etc.):

MS.

First name:

Nancy

Middle Initial:

Last name:

Gurney

Title:

Director

Phone:

Please use this format: (xxx) xxx-xxxx

(208) 788-2036

Extension:

Fax:

Please use this format: (xxx) xxx-xxxx

(208) 788-7646

E-mail Address:

hpldir@haileypubliclibrary.org

Alternate Contact Information

Prefix (Ms., Mr., Rev., Dr., etc.):

Ms.

First name:

LeAnn

Middle Initial:

Last name:

Gelskey

Title:

Assistant Director

Phone:

Please use this format: (xxx) xxx-xxxx

(208) 788-2036

Extension:

Fax:

Please use this format: (xxx) xxx-xxxx

(208) 788-2036

E-mail Address:

lgelskey@haileypubliclibrary.org

Organization Tax Information:

Is your organization either a government entity (including subsidiaries and public educational institutions) or an IRS recognized 501(c)3 non-profit entity?

(check box for "YES" OR leave box blank for "NO")

Yes

If NO, explain why you believe your organization qualifies as a non-profit entity for the purpose of receiving an ICF grant:

If YES, select the appropriate tax status for your organization:

Government Entity

If your organization is a 501(c)3, provide your organization's Tax ID#, also referred to as an "Employer Identification Number" (EIN), in the following format: xx-xxxxxxx

Note: Government entities, including subsidiaries and public educational institutions, DO NOT have to submit their EIN.

Organization Overview

Please state your organization's operating budget total for the current fiscal year.
(in dollars only - please round figures to the closest dollar amount - for example 30,555)

101,350

What is your organization's mission statement? If your organization does not have a mission statement, provide a brief overview of your organization and its primary objectives.
You may not exceed the space provided (approximately 1/4 of a typed page).

The mission of the Hailey Public Library is to provide current high-interest materials and information in a variety of formats for citizens of all ages. This task includes creating an environment conducive to reading, learning, entertainment and discovery.

List other organizations in your area that provide service(s) similar to those that you provide.
You may not exceed the space provided (approximately 1/8 of a typed page).

Blaine County Schools
Community Library, Ketchum, Idaho
Bellevue Public Library, Bellevue, Idaho

Proposal Narrative

Scope of the Project

What is the total budget for your project?

(in dollars only - please round figures to the closest dollar amount - for example 10,555)

10,070

Select the Competitive Grant Cycle to which you are applying (if only one cycle is listed, please select it).

Competitive - SW

What amount are you requesting from the Idaho Community Foundation?

(in dollars only - please round figures to the closest dollar amount - for example 3,622)

5000

Note: The maximum amount that you may request is \$5,000.

Select the PRIMARY county served by this project.

Note: The Primary county served by your proposal must be one of the eighteen (18) counties in ICF's Southwestern Region.

Blaine

Identify any OTHER counties served by this project.

You may select up to twenty (20) counties. Your selection(s) may include counties outside of ICF's Southwestern Region. Please make each selection only once.

Camas

Select the Program Area that you believe most closely matches your request.

Libraries

Project Summary

Complete the following sentence. If my organization is awarded a grant, the funds will be used to...(one sentence). For example: buy widgets for the science program

You may not exceed the space provided (approximately two typed lines). Please do not add punctuation at the end of the sentence.

purchase shelving and a circulation desk for children's area

Provide a short, one paragraph Executive Summary of your proposal.

(If you had eight lines to describe the who, what, when, where, why of your project, you would say...)

The library is doing a reorganization of its current space. It has been the intention of the library from the day we moved into the current space (1994) to relocate the young children's and the juvenile area into our back room. We will replace old outdated shelving and also add additional shelves to increase our capacity. We will be adding another circulation desk to this area.

Project Description

Is your proposal one that is designed to increase student learning among Idaho's pre-K through 12th grade students?

Type in either YES or NO.

yes

Please describe your project. You should include:

Description of the project; explanation of the need for the project; anticipated accomplishments of the project - what will be the results. If the focus of your project is pre-K through 12th grade education, please also address how your project will serve to increase student learning.

Please answer in the space provided (approximately 1/2 of a typed page). If you require additional space, you may continue in the following field.

Describe your Project:

Hailey Public Library is in a reorganization process in order to gain more shelving space, especially in the picture book, juvenile and young adult areas. The library is divided into two separate rooms and the back room is not currently being efficiently utilized. We are getting more and more cramped for space, thus the need to reevaluate our space allocation. Our reorganization will necessitate the relocation of science fiction, young adult books, part of adult non-fiction, movies, computers, and juvenile books.

We will be adding a circulation desk and have a librarian available in the children's area at all times. Computer stations for young children and also for teenagers will be provided in the back room.

Currently our Young Adult section is very small and cramped. We will be relocating this area into the vacated picture book area, creating a more inviting space for our Young Adult patrons.

In addition to the above age groups we will also be adding shelf space to the adult non-fiction area. Currently the adult non-fiction is housed partly in the front part of the library and partly in the back room. It will now all be housed together in the front of the library.

This project will also include relocating our current computer room to a different part of the library so we can use that space for public programming.

Our estimate is that we will add an additional 11 units of shelving with a total increase of 46 shelves. We are getting rid of only one section of shelving that is very old and outdated and will be utilizing all the current shelving.

The overall objective is to create a more inviting environment for all ages from adults down to young children and to increase our shelving capacity for our growing collection. With the increase of usage we have experienced, having another circulation desk in the children's area will provide our patrons with better service.

Project Description Continued:

You may continue your answer to the preceding question in this space (approximately 1/2 of a typed page). Do not exceed the space provided. If you require additional space, you may continue in the field below.

Project Description Continued:

You may continue your answer to the preceding question in this space (approximately 1/2 of a typed page). Do not exceed the space provided.

Provide information on the sustainability of the project (who is responsible for its success, plans for the future, etc.).

You may not exceed the space provided (approximately 1/4 of a typed page).

The director and staff have already begun the planning process and put into place a timeline for completing the various steps that need to be done. We have begun moving specific collections to new locations in order to accomplish our goal. It is our plan to have completed this project by the end of the year.

Once the above reorganization has been completed, we hope to be able to add additional shelving to our adult fiction area.

Budget and Financial Information

Project Budget

Note: This application does not accept spreadsheets that have been generated in another application and "pasted" into this application (they lose their formatting). Please list the items in your budget using single spacing as shown in the sample below.

Widgets: \$200

Gizmos: \$600

Thingamabobs: \$2,000

Total Budget: \$2,800

Provide an itemized list of the expenditures related to this project (maximum of 15 lines) and their respective cost using the format shown above:

Note: Please round each item to the nearest dollar and provide a total for the items on the last line.

3 double face 42" shelving units \$ 709
3 single face 84" shelving units \$1,205
3 single face 90" shelving units \$980
3 canopy tops \$119
brackets \$ 31
circulation book return unit \$390
circulation corner display \$440
circulation desk shell \$673
book cart \$592
freight (est) \$1,031
Installation \$2,400
Wiring, painting \$1,500

Total budget \$10,070

Please list other funding sources, in-kind donations, or other support, if any, for the project and indicate whether they are committed or pending.

You may not exceed the space provided (approximately 1/4 of a typed page).

Library operations budget committed

Friends of HPL committed

Volunteers to move books committed

Briefly describe any plans for future funding, if applicable.

You may not exceed the space provided (approximately 1/4 of a typed page).

Board of Directors


List the names and phone numbers of your organization's Board of Directors in the following format: first name last name, (xxx) xxx-xxxx; first name last name, (xxx) xxx-xxxx; etc. Please use semi-colons to separate names. Do not use hard returns.

Note: Cities should list their City Council, Counties their County Commission, Schools their School Board, etc. This list may be used to help determine organizational viability, as well as to provide us with additional contact information for the organization. You may not exceed the space provided (approximately 1/2 of a typed page).

April Macleod, (208) 788-4210; Susan Carlson, (208) 788-9478; Bege Reynolds, (208) 788-3325; Michael Breen, (208) 788-3569; Vicky Shapiro, (208) 788-2499

Grant applications must be submitted no later than July 1, 2009 to be considered for funding. Late applications will not be considered. Applications submitted in the 2009 Southwestern Region Competitive Grant Cycle will be reviewed by ICF's Southwestern Region Grants Panel in October, with final grant decisions made by ICF's Board of Directors at their November, 2009 meeting. A list of awarded grants will be posted on ICF's website (www.idcomfdn.org) and award/decline letters will be mailed following this board meeting. If your organization received money from ICF in the past and was required to submit a final grant report (check your signed grant agreement for requirements), that report must be submitted by July 1, 2009 or this application will be denied. To submit a final grant report for a past grant, go to www.idcomfdn.org and click on "Grants and Distributions" and then on "End of Grant Report Form".

AGENDA ITEM SUMMARY

DATE: 7/13/09 DEPARTMENT: PW-Parks DEPT. HEAD SIGNATURE: 

SUBJECT: McKercher Park Restroom Contract

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

A restroom for McKercher Park is in the CIP using Development Impact Fees. A duplicate of the restrooms provided at Keefer Park is proposed at an estimated cost of \$38,400. Additional costs for water and sewer hookup, ADA access, final plumbing and electrical are estimated at \$9,000 for a total of \$47,400. The Parks Development Impact Fee currently has \$26,700 in paid fees.

The Parks & Lands Board has selected a site at the SE corner of the park as shown on the attachment. This project will need to go through the Design Review process. I would propose delivery and installation of the restroom for June, 2010.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14
Comments: _____

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ADMINISTRATIVE COMMENTS/APPROVAL:

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

ACTION OF THE CITY COUNCIL:
Date _____

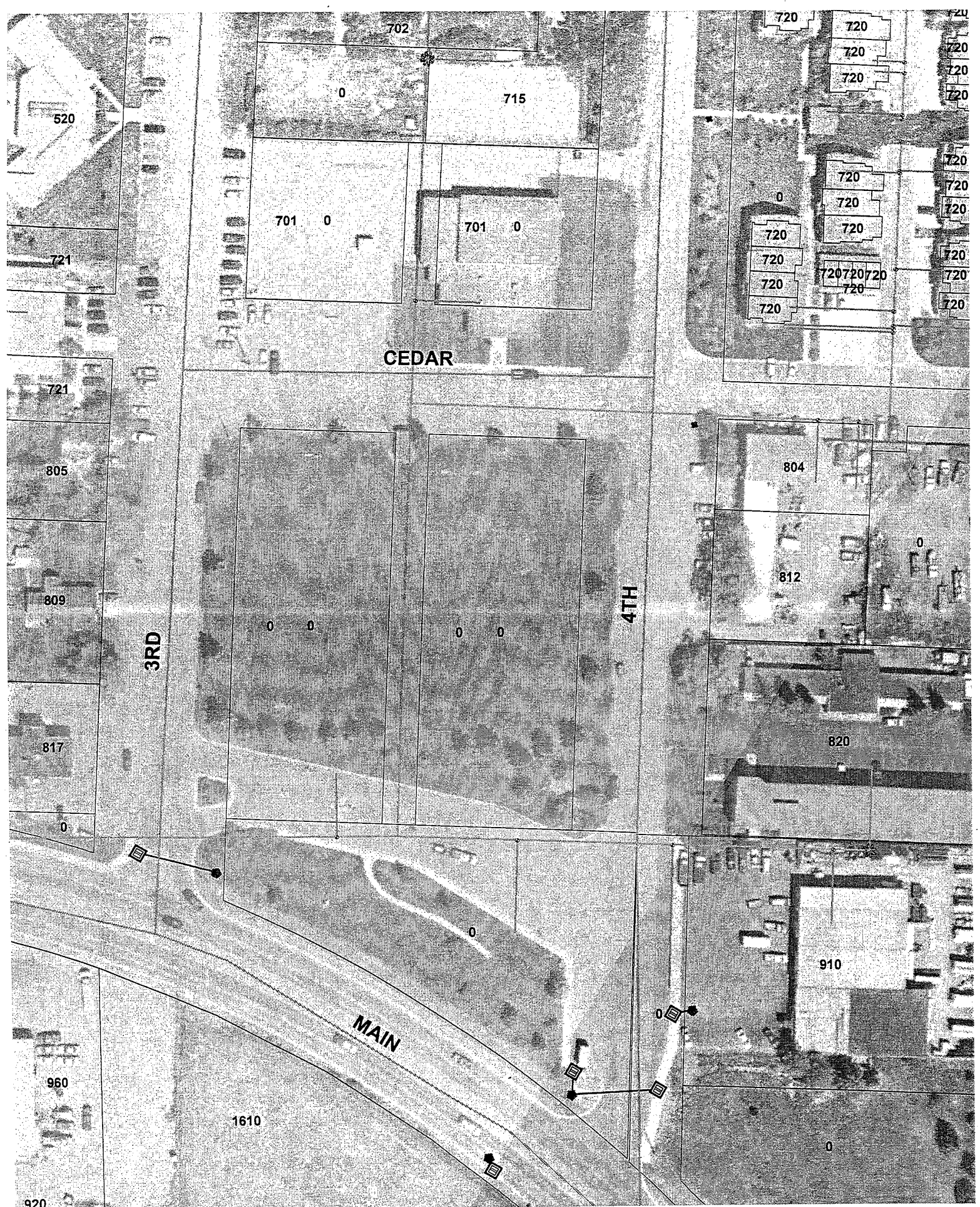
City Clerk _____

FOLLOW-UP:

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

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

Draft 12-30-03



Cortez Flush Toilet Building
 Complete One Form per Unit Ordered

Site name and Address (or closest cross street) McKercher Park (Hwy 75 & 4th Ave)
 City (or closest town) HAILEY
 Contact Phone number: 208-788-7130 Fax: 208-788-2924 email address: tom.hellen@haileycityidaho.org

Unit Price of Flush Toilet and Placement

Standard Cortez precast concrete flush toilet, in an integral earthtone color, barnwood textured and simulated shake roof, with stainless steel fixtures, pre-plumbed and pre-wired. **Includes:** freight of the building to the accessible site in Idaho **Does not include:** hook-up of customer prepared utilities or gravel base.

\$34,911.50 each

Added Cost Options:

Fixed Skylight \$399.75ea <u>(2)</u>	\$ <u>799.50</u>	Tile Floor \$2,451.80	\$ _____
Non-Standard Roof Textures \$959.40	\$ _____	Operable Skylight \$852.80ea	\$ _____
Non-Standard Wall Textures \$959.40	\$ _____	Drinking Fountain \$2,665.00	\$ <u>2,665.00</u>
Stone Patterns \$4,050.80	\$ _____	*Room Heat \$1,279.20	\$ _____
Stone Colors \$266.50	\$ _____	Pipe Insulation \$213.20	\$ _____
Vitreous China Fixtures-Deduct \$906.10	\$ _____	Water Meter \$373.10	\$ _____
Paint Touch-Up Kit \$24.52	\$ <u>24.52</u>	Well Pressure Tank \$852.80	\$ _____
Rigid Insulation-Roof \$1,066.00	\$ _____	Wye Strainer \$106.60	\$ _____
*Rigid Insulation-Roof/Wall \$6,396.00	\$ _____	Sage Green*** \$533.00	\$ _____

Total Options \$ 3,489.02

Total Building Cost \$ 38,400.52

***Heating must include insulation in roof/walls**

No Cost Options: Mark with "X": For Two Tone color -R=Roof, W=Exterior Walls

- | | | | | |
|---------------------------------------|--|---|---|---|
| <input type="checkbox"/> Sand Beige | <input type="checkbox"/> Natural Honey | <input type="checkbox"/> Salsa Red | <input type="checkbox"/> Pueblo Gold | <input type="checkbox"/> Cappuccino Cream |
| <input type="checkbox"/> Cocoa Milk | <input type="checkbox"/> Raven Black | <input type="checkbox"/> Charcoal Grey | <input type="checkbox"/> Sage Green*** | <input type="checkbox"/> Amber Rose |
| <input type="checkbox"/> Liberty Tan | <input type="checkbox"/> Berry Mauve | <input checked="" type="checkbox"/> Granite Rock | <input type="checkbox"/> Toasted Almond | <input type="checkbox"/> Oatmeal Buff |
| <input type="checkbox"/> Buckskin | <input type="checkbox"/> Rosewood | <input type="checkbox"/> Georgia Brick | <input type="checkbox"/> Sun Bronze | <input type="checkbox"/> Golden Beige |
| <input type="checkbox"/> Mocha Carmel | <input type="checkbox"/> Malibu Taupe | <input checked="" type="checkbox"/> Western Wheat | <input type="checkbox"/> Java Brown | <input type="checkbox"/> Nuss Brown |
| <input type="checkbox"/> Rich Earth | | | | |

***Signage:**

- Men
 Women
 Unisex

CXT Territory Sales Manager: Eric Kuester @ 509-994-9900 ekuester@cxtinc.com
 CXT Project Coordinator: Randy Schueneman @ 509-892-3242 rschueneman@cxtinc.com
 CXT Inside Sales Manager: Jim Alexander @ 509-921-8766 x 3240 jalexander@cxtinc.com
 Idaho Division of Purchasing: Pearl Smith @ 208-332-1612 pearl.smith@adm.idaho.gov

Cortez Flush Toilet Building
Complete One Form per Unit Ordered

Site name and Address (or closest cross street) _____
 City (or closest town) _____
 Contact Phone number: _____ Fax: _____ email address: _____

Unit Price of Flush Toilet and Placement

Standard Cortez precast concrete flush toilet, in an integral earthtone color, barnwood textured and simulated shake roof, with stainless steel fixtures, pre-plumbed and pre-wired. **Includes:** freight of the building to the accessible site in Idaho **Does not include:** hook-up of customer prepared utilities or gravel base.

\$34,911.50 each

Added Cost Options:

Fixed Skylight \$399.75ea	\$ _____	Tile Floor \$2,451.80	\$ _____
Non-Standard Roof Textures \$959.40	\$ _____	Operable Skylight \$852.80ea	\$ _____
Non-Standard Wall Textures \$959.40	\$ _____	Drinking Fountain \$2,665.00	\$ _____
Stone Patterns \$4,050.80	\$ _____	*Room Heat \$1,279.20	\$ _____
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*Rigid Insulation-Roof/Wall \$6,396.00	\$ _____	Sage Green*** \$533.00	\$ _____

Total Options \$ _____

Total Building Cost \$ _____

***Heating must include insulation in roof/walls**

No Cost Options: Mark with "X": For Two Tone color -R=Roof, W=Exterior Walls

- | | | | | |
|---------------------------------------|--|--|---|---|
| <input type="checkbox"/> Sand Beige | <input type="checkbox"/> Natural Honey | <input type="checkbox"/> Salsa Red | <input type="checkbox"/> Pueblo Gold | <input type="checkbox"/> Cappuccino Cream |
| <input type="checkbox"/> Cocoa Milk | <input type="checkbox"/> Raven Black | <input type="checkbox"/> Charcoal Grey | <input type="checkbox"/> Sage Green*** | <input type="checkbox"/> Amber Rose |
| <input type="checkbox"/> Liberty Tan | <input type="checkbox"/> Berry Mauve | <input type="checkbox"/> Granite Rock | <input type="checkbox"/> Toasted Almond | <input type="checkbox"/> Oatmeal Buff |
| <input type="checkbox"/> Buckskin | <input type="checkbox"/> Rosewood | <input type="checkbox"/> Georgia Brick | <input type="checkbox"/> Sun Bronze | <input type="checkbox"/> Golden Beige |
| <input type="checkbox"/> Mocha Carmel | <input type="checkbox"/> Malibu Taupe | <input type="checkbox"/> Western Wheat | <input type="checkbox"/> Java Brown | <input type="checkbox"/> Nuss Brown |
| <input type="checkbox"/> Rich Earth | | | | |

***Signage:**

- Men
 Women
 Unisex

CXT Territory Sales Manager: Eric Kuester @ 509-994-9900 ekuester@cxtinc.com
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 Idaho Division of Purchasing: Pearl Smith @ 208-332-1612 pearl.smith@adm.idaho.gov

Section 1: Introduction

Section 2: Methodology

Section 3: Results

Section 4: Discussion

Section 5: Conclusion

Section 6: References

Section 7: Appendix

Section 8: Bibliography

Section 9: Index