

**DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE
MEETING MINUTES
August 2, 2021
5:30 PM**

From your computer, tablet or smartphone: <https://www.gotomeet.me/CityofHaileyPZ>

Via One-touch dial in by phone: <tel:+15713173122,506287589#>

Dial in by phone: United States: +1 (571) 317-3122 Access Code: 506-287-589

Present

Committee: Dan Smith, Janet Fugate, Richard Pogue, Dustin Stone, Owen Scanlon

Staff: Lisa Horowitz, Robyn Davis, Brian Yeager, Jessica Parker

[5:30:50 PM](#) Chair Fugate called to order.

Public Hearing

PH 1 [5:31:01 PM](#) Report from city staff on updates to D.P. Guthrie Report "2021 Development Impact Fees" to consider changes made by city staff and the Hailey City Council to capital improvement plan budget and the DIF Study since May 19, 2021, with land use assumptions, level of service and facility needs, capital improvements plan; review of cost allocation alternatives for each Development Impact Fee. DIF Advisory Committee and any member of the public affected by the capital improvements plan or amendments shall have the right to appear at the public hearing and present evidence regarding the proposed capital improvements plan or amendments.

ACTION ITEM

[5:31:47 PM](#) Horowitz explained this is the final report for the Development Impact Fees including some minor changes. Horowitz asked if there were any questions.

[5:32:40 PM](#) Chair Fugate asked about pathway from 1st to Wertheimer. Yeager explained that pathway money is still allocated towards the pathway waiting for future involvement from the School District.

[5:34:18 PM](#) Smith asked about figure 12 on page 19 of the development impact fee report. Smith stated in reviewing the land use assumptions, when comes to number of trips, length and mileage, he is unable to come up with the numbers suggested except for residential trips. Smith suggested that may need to be reviewed as it may cause that segment to have a higher usage than what looks like should be applied.

[5:35:47 PM](#) Yeager explained Smith identified the concern prior to the meeting, he is researching the answer now but may not have an answer during the meeting. Yeager suggested if not able to determine the answer, that Committee make a recommendation to have Staff further review. Smith confirmed that is acceptable. Yeager confirmed will look into it.

[5:37:17 PM](#) Stone referred to page 8 of the report comparing the three cities, asking what the comparative years are for Bellevue and Ketchum. Horowitz stated only shown current information for Bellevue and Ketchum. Stone asked why stopped increments of square footage at 3001. Horowitz explained very few homes over that in Hailey.

[5:40:12 PM](#) No comments from Scanlon. Pogue agrees with comments made by Smith.

[5:41:22 PM](#) Chair Fugate opened public comment.

[5:41:42 PM](#) Chair Fugate closed public comment.

[5:40:47 PM](#) Smith moved to accept the 2021 Development Impact Fee Report as modified in the report attached to the August 2, 2021 DIF Advisory Committee packet, with follow up by staff concerning questions brought up in tonight's meeting. Pogue seconded. All in Favor.

[5:42:19 PM](#) Smith motioned to adjourn. Scanlon seconded. All in Favor.

Meeting Minutes
HAILEY PLANNING & ZONING COMMISSION
Monday, August 2, 2021
In-Person and Virtual Meeting
5:30 p.m.
(Meeting will start after DIF Advisory Committee)

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Present

Committee: Dan Smith, Janet Fugate, Richard Pogue, Dustin Stone, Owen Scanlon

Staff: Lisa Horowitz, Robyn Davis, Jessica Parker

[5:42:44 PM](#) Chair Fugate called to order.

[5:42:55 PM](#) Public Comment for items not on the agenda. No Comment.

[5:43:20 PM](#) Consent Agenda

CA 1 *Adoption of Findings of Fact, Conclusions of Law and Decision of a Preliminary Plat Application by Old Cutters Inc., represented by Galena Engineering, wherein Lot 3, Block 11, Old Cutters Subdivision (1120 E. Myrtle Street) is subdivided into two (2) sublots, Sublot 1 is 7,845 square feet in size, and Sublot 2 is 7,721 square feet in size. This project is located within the General Residential (GR) Zoning District. This project is known as Starlight Serenade Subdivision. **ACTION ITEM.***

CA 2 *Adoption of Findings of Fact, Conclusions of Law and Decision of a Preliminary Plat Application by Oscar Hildago, represented by Alpine Enterprises Inc., wherein Sonitalena Cottages Future Sublots is subdivided into two (2) sublots, Sublot 1 is 8,528 square feet in size, and Sublot 2 is 8,527 square feet in size. This project is located within the General Residential (GR) Zoning District. This project is known as Old Cutters Townhomes. **ACTION ITEM.***

CA 3 *Adoption of Findings of Fact, Conclusions of Law and Decision of a Preliminary Plat Application by Old Cutters Inc., represented by Galena Engineering, wherein Lot 15, Block 6, Old Cutters Subdivision (611 Little Lena Dr.) is subdivided into two (2) sublots, Sublot 1 is 5,008 square feet in*

size, and Sublot 2 is 5,007 square feet in size. This project is located within the General Residential (GR) Zoning District. This project is known as Poco Lena Subdivision. **ACTION ITEM.**

CA 4 Adoption of Findings of Fact, Conclusions of Law and Decision of a Design Review Application by Kevin and Stefanie McMinn, represented by Owen Scanlon, for a 5,457 square foot orthodontist office (1,512 square foot unfinished basement, 2,312 square foot main floor office and 1,633 square foot second floor residence), located at Lot 2, Block 1, Taylor Subdivision (801 N 1st Avenue) within the Business (B) Zoning District.

[5:43:29 PM](#) Smith requested to pull CA 4.

[5:43:46 PM](#) Scanlon motioned to approve CA 1,2 and 3. Pogue seconded. All in Favor.

[5:44:23 PM](#) Smith asked about elevation on North side of building, suggesting window.

[5:44:59 PM](#) Scanlon recused himself. Scanlon explained that behind the wall is a closet. Scanlon explained that he believes this is a nice counter point to all that is going on the other sides of the building. Scanlon explained coloring scheme. Smith expressed concern of large blank area on that end of the building. Smith asked if client would be amendable to make changes. Scanlon explained it seems to add additional cost.

[5:48:17 PM](#) Horowitz asked Scanlon to compare size to Champion Building. Scanlon confirmed a lot smaller, suggesting maybe a 10th but does not have the dimensions of the Champion Building.

Smith and Scanlon continued to discuss further ideas to break up the side.

[5:49:37 PM](#) Stone asked what the belly band would add additionally to cost. Scanlon explained concern of look. Stone suggested color changing of band to match front of building. Scanlon expressed concern of visual of building in adding a band to just that side. Scanlon and Stone continued to discuss.

[5:51:56 PM](#) Horowitz suggested continuing project two weeks and coming back with photos of building under construction. Stone trust the process but that maybe photos would make it seem like a moot point.

[5:52:45 PM](#) Pogue thinks that if it's a part of the building not going to see by itself, without viewing it from an angle, that a single band would be a wrong thing to do. Pogue thinks would need to see picture to confirm that. Stone recommends that the applicant break it up, doesn't have to be a band.

[5:54:04 PM](#) Chair Fugate agrees with Pogue, confirming Stones point is well taken but also agrees with Scanlon. Chair Fugate suggested continuing project and seeing photos at next hearing. Smith does not have an issue, that it would at least give them a different perspective. [5:55:10 PM](#) Commission and staff discussed options, all agreeing that the applicant will resubmit and work with Smith and staff to finalize changes.

[5:58:44 PM](#) Pogue motioned amend Condition M, arrange for no change or total elimination of Condition M. Stone seconded. Stone, Smith, Pogue, Fugate in Favor. Scanlon recused.

Public Hearing

PH 1 [5:59:28 PM](#) *Consideration of a Design Review Application by Larry Green, represented by Errin Bliss of Bliss Architecture, for a new 16,535 square foot commercial building, to be located at 21 East McKercher Boulevard (Lot 1, Block 2, Northridge X Subdivision). The project will include retail and warehouse space, an outdoor space and storage space. The proposed project is located within the Business (B) and Townsite Overlay (TO) Zoning Districts. **ACTION ITEM.***

[6:00:01 PM](#) Scanlon recused himself from this project. Horowitz stated staff has updates on City Arborist report after applicant presentation. Horowitz turned floor to applicant team.

[6:01:20 PM](#) Stone asked if it mattered that the setbacks would be wrong if the rezone on PH 2 is not approved. All agreed, PH 1 put on hold and will hear PH 2 first.

[6:40:49 PM](#) Chair Fugate confirmed already read and staff turned floor to applicant team.

[6:41:26 PM](#) Errin Bliss, Bliss Architecture, representing Larry Green, LL Greens Hardware Store. Bliss provided site plan showing location of project and surrounding parcels. Bliss discussed access point from McKercher, outdoor storage, loading area, parking and snow storage. Bliss pointed the three entrances to the building and location of sidewalk along Main Street that will also have street. Bliss noted easement along McKercher and setbacks from the east property line are to be abandoned. Bliss noted error of ADA parking spaces, confirming only 1 ADA parking space is required. Bliss stated the main floor will be the retail space and the 2nd floor will contain a conference room and private office space. Bliss described the exterior elevations and that will be using rustic materials for a rusted barn look. Chair Fugate asked about signage on west. Bliss stated no signage off the West at this point. Bliss continued to provide photos of exterior elevations and colored elevation of views from Main Street and McKercher. Bliss noted materials to be used, providing material board for reference. Bliss stated applicant wanted to minimize maintenance and water use. Bliss explained due to this all landscaping is low water use.

[6:56:56 PM](#) Chair Fugate asked if the staff concerns have been addressed by landscaping. Horowitz confirmed City Arborist has reviewed latest plan and is comfortable with the proposed plan.

[6:57:56 PM](#) Horowitz stated Yeager and Schwarz believe street trees should be at back of sidewalk instead of curb line. Horowitz confirmed Cook is pleased with the maple proposed, noting 4" caliper may not be appropriate for that tree species. Bliss reached out to landscape planner regarding caliper and has not heard back. Horowitz stated ADA crossing should be dual, not the single. Horowitz asked if any door swings swing open into City Right of Way. Bliss confirmed none of the doors swing into the right of way.

[7:00:41 PM](#) Bliss and Horowitz discussed ADA crossing access. Bliss noted at that location there are no improvements proposed at that corner. Stahlnecker explained there are improvements proposed and would like to further discuss with the City Engineer.

[7:04:04 PM](#) Bliss has no other concerns with proposed requests.

[7:04:21 PM](#) Stone asked if there is any plan to put a snow slide plan. Bliss noted location of proposed snow clips. Stone suggested sign for West View. Stone suggested that additional walkway along McKercher seems redundant. Bliss explained area in front of store is an actual bike path.

[7:08:05 PM](#) Smith agrees with Stone regarding signage on the West side. Smith asked if have bike stands proposed. Bliss confirmed, 4 total spaces. Smith suggested a tapered curve on bump out for semi backing up into loading bay. Smith suggested talking to consultant and have them examining just parking lot for photometric plan and if does that believes would come into compliance. Smith likes the old west style.

[7:12:21 PM](#) Pogue agrees with Smith comments, thinks this is a great design and especially likes the western style. Pogue's only issue is the northern entrance, thinks some people are going to want to drop off passengers and have to cross into the bike path. Bliss and Stahlnecker explained buffer that is existing to prevent this from happening.

[7:14:19 PM](#) Chair Fugate agrees with comments made by commissioners and thinks will fit in nicely. Chair Fugate suggested green for signage.

[7:15:26 PM](#) **Chair Fugate opened public comment.**

[7:15:50 PM](#) Elizabeth Jeffery, thinks it is a nice design and looks like it is good looking , previous ones were good looking. Her biggest concern is light trespass, hopes when redo lighting, regardless of numbers take into consideration of borrowed light. That ultimately our night skies are precious. She really hopes it is thoughtful and the look at night is not infringing.

[7:17:29 PM](#) **Chair Fugate closed public comment.**

[7:17:41 PM](#) Horowitz agrees lighting needs to be in compliance, asked why would remove building from photometric plan. Smith explained our ordinance refers to parking lots. Smith explained why believes parking lot will be in compliance, explaining lighting next to building tapers off quickly.

[7:20:21 PM](#) Horowitz asked applicant if there will be lights on during the night that will shine up through the upper section of the building. Larry Green explained location of lighting that would be left on during the night and does not see infiltrating outside. Horowitz asked if could reserve right to discuss if complaints receive. Green confirmed. Horowitz stated another concern is signage. Green does not plan to have signage in back.

[7:22:45 PM](#) Stone asked about light on southeast corner. Bliss stated this a slightly outdated plan, noting light fixture that is no longer proposed. Bliss confirmed can work with consultant to reduce wattage. Horowitz made note of standard of lighting for walkways.

[7:26:09 PM](#) Commission and staff discussed lighting requirements and all agreed that lighting does need to be compliant. Horowitz has slight modification to condition H.

[7:28:34 PM](#) Chair Fugate asked about greenhouse and if not doing it at all. Larry Green stated does not think will be doing the green houses, but will have some limited live plants for sale.

[7:29:55 PM](#) Pogue confirmed all issues addressed and appreciate Jeffery's comment about the night sky.

[7:30:47 PM](#) Smith suggested flower and plants along the north side under the covered area. Smith complimented the vented air solution and likes the design and layout. Smith complimented applicant team.

[7:31:44 PM](#) Stone stated in looking at page 144 of the packet, with concern of elevated windows and lighting. Green explained lighting would be on the lower part of the ceiling. Stone suggested removal of tree where truck driver would back into the loading bay. Horowitz suggested applicant to relocate the tree onsite. All agreed.

[7:35:39 PM](#) Horowitz suggested on condition h) adding sentence that photometric plan shall be modified to comply. Condition i) 3) removed and shall read the tree closest to the loading site shall be relocated elsewhere onsite and i)1) add minimum of 4" or as approved by staff. New condition m) if rezone of adjacent property to the south is not approved, the building would be made to comply with setbacks. All agree with amended conditions.

[7:39:43 PM](#) **Smith motioned to approve the Design Review Application submitted by L.L. Green's Hardware for a new 16,535 square foot commercial building, to be located at 21 East McKercher (Lot 1, Block 2, Northridge Subdivision X), within the Business (B) Zoning District, finding that the project does not jeopardize the health, safety or welfare of the public and the project conforms to the applicable specifications outlined in the Design Review Guidelines, applicable requirements of the Hailey Municipal Code, Title 18, and City Standards, provided conditions (a) through (m), as modified, are met. All in Favor.**

PH 2 [6:02:52 PM](#) *Consideration of a of a Zone Change Application by Joan A. Williams revocable Trust, represented by Galena Engineering for an amendment to the City of Hailey Zoning District Map, Section 17.05.020. The proposed change includes amending 910 North Main Street (Hailey FR SESW TL 7589 SEC 4 2N 18E) from General Residential (GR) to Business (B). **ACTION ITEM.***

[6:03:04 PM](#) Davis introduced project, providing brief overview of requests of this parcel, noting approval of recent rezones for nearby parcels. Davis turned floor to applicant team. [6:05:34 PM](#) Samantha Stahlnecker, Galena Engineering, went through a presentation confirming project location at the northern entrance of Hailey, existing zoning of areas nearby, and along Main Street, how the project meets the Comprehensive Plan, traffic along Cobblestone and the water pressure if added two units. [6:10:15 PM](#) Stahlnecker requested if a subdivision is required to dedicate parcel to City, that it be put off until this parcel is developed. [6:12:50 PM](#) Stahlnecker went on to discuss how the proposal meets the criteria for review. Stahlnecker stated this is just a rezone application, does not have a site plan at this time. Stahlnecker noted that because this would be in the business zone, would see it comeback through under design review.

[6:14:17 PM](#) Stone stated on page 159 of the packet, asked about 1 and 2 under B on rezones, if they were addressed. Davis stated they were not addressed. Stone believes 1 and 2 should be addressed. Horowitz agreed those would need to be addressed by the applicant.

[6:16:43 PM](#) Stahlnecker does not have any rates on the vacancy, offered to provide something at City Council if approved. Horowitz thinks that could be acceptable if the commission agrees. Stone explains how he see the vacancy.

[6:18:07 PM](#) Smith agrees, thinks in this case his overriding consideration would be that it's a GR zone in the B. Smith thinks the council could consider it, does not think it would impact his decision. Smith cannot think of anything in that area that is vacant. Smith understands reason for it and why Stone brought it up, but does not think that information would change his opinion on how to proceed.

[6:19:55 PM](#) Pogue believes this property should be rezoned to commercial and the applicant needs to answer the two questions. Pogue does not believe those answers would change his opinion. Pogue asked staff if could request a setback. Commission and Staff discussed potential setbacks. Stahlnecker noted that Albertsons is also built quite close to the property line, explaining if increased the setback could be undesired by tenant. Pogue explained idea is because of turn lane right in front of building and would not have any street parking. [6:23:33 PM](#) Pogue expressed concern of access, and need to make it safe as possible. Pogue does agree with change of zoning with all of that said.

[6:24:43 PM](#) Chair Fugate agrees, parcel needs to be rezoned but items mentioned by Commission need to be addressed. Chair Fugate is comfortable with that going forward to City Council. Chair Fugate thinks the 24' easement is critical, is there a way to do it without a subdivision. Horowitz explained why would prefer the dedication for the street now. Chair Fugate asked staff to discuss sidewalk issue. Horowitz and Davis explained sidewalks would be addressed during design review.

[6:27:41 PM](#) Chair Fugate opened public comment.

[6:28:42 PM](#) Chair Fugate closed public comment.

[6:29:08 PM](#) Horowitz provided aerial showing area in question, explaining state highway narrows and thinks it may be worth discussion on a setback. [6:30:21 PM](#) Horowitz asked how much the state highway narrows at this location. Stahlnecker stated the right of way along this parcel is 80' and the parcel is 30?' abutting Main Street. Chair Fugate asked Stahlnecker if applicant team would be acceptable to a 10' setback. Stahlnecker asked about options requiring setbacks. Horowitz noted 5' sidewalk will be required in along Main St. Smith asked if could address onsite parking at design review level. Staff confirmed.

[6:35:46 PM](#) Stone is fine with it being added to the verbiage for council to review for the 1 and 2 questions. Stone agrees dedication needs to happen and agrees with Smith and Pogue about determine what happens along the highway at design review level.

[6:37:08 PM](#) Chair Fugate agrees with commissioners. [6:37:43 PM](#) Davis suggested condition 2, applicant shall provide information pertaining to section 17.14.040.B Rezone items 1 and 2 to be considered at City Council at a subsequent hearing. Applicant is good with conditions.

[6:38:56 PM](#) Stone motioned to approve the Rezone Application by Joan A. Williams Revocable Trust, represented by Galena Engineering, for an amendment to the City of Hailey Zoning District Map, Section 17.05.020. The proposed change includes amending 910 North Main Street (Hailey FR SESW TL 7589 SEC 4 2N 18E) from General Residential (GR) to Business (B), finding that the changes are in accordance with the Comprehensive Plan, essential public facilities and services are available to support the full range of proposed uses without creating excessive additional requirements at public

cost for the public facilities and services, the proposed uses are compatible with the surrounding area, and the proposed amendment will promote the public health, safety and general welfare, subject to Conditions 1 and 2. Smith seconded. All in favor.

PH 3 [7:41:29 PM](#) Consideration of a P&Z Consideration of an Amendment to the Hailey Comprehensive Plan to:

- Update Part 5, Capital Improvement Plan to reflect the 2021 D.P. Guthrie report, "2021 Development Impact Fees"
- Repeal Appendix E, 2016 Capital/DIF Impact Study Update, and adopt the 2021/2022 Capital Improvement Plan Budget as Appendix E to the Comprehensive Plan. **ACTION ITEM.**

[7:42:52 PM](#) Horowitz explained this is to adopt the documents already reviewed as amendments for our comprehensive plan.

[7:43:26 PM](#) Stone made note that he did not attend the previous meetings and was not sure if appropriate to vote on. All agreed if he is comfortable, he can proceed. Stone asked about the campground. Horowitz stated no decision has been made on the campground. Horowitz explained as she understood the last discussion, the feeling was would like to have a municipal campground even if not at the proposed site.

[7:45:41 PM](#) No further comments from Smith or Pogue as long as concerns brought up under the DIF meeting are addressed.

[7:46:13 PM](#) Chair Fugate suggested adding after the 2nd comprehensive plan add in subject to figure 12 being reviewed.

[7:46:36 PM](#) Chair Fugate opened public comment.

[7:46:56 PM](#) Chair Fugate closed public comment.

[7:47:09 PM](#) Smith motioned to Repeal the Comprehensive Plan Appendix E, 2016 Capital Development Impact 2016 Update, and adopt the 2021/2022 Capital Expense Budget and 2021 Capital Improvement Plan as Appendix E to the Comprehensive Plan when the questions regarding figure 12 have been reviewed and clarified to staff satisfaction, finding that the project is in conformance with the Comprehensive Plan; the project does not jeopardize the health, safety, or welfare of the general public. Stone seconded. All in Favor.

Staff Reports and Discussion

SR 1 Discussion of current building activity, upcoming projects, and zoning code changes.

SR 2 Discussion of the next Planning and Zoning meeting: **August 16, 2021**

- DR: Sweetwater Block 5
- DR: Sweetwater Block 2
- PP: Emerald City

Horowitz provided summary of upcoming projects.

Chair Fugate put on record that contact had been made to her by a Mr. Baldwin asking questions and had a conversation regarding apartments within Hailey and she responded explaining that it was in appropriate for her to have a conversation about that outside of the commission and referred him to City Staff. [7:50:15 PM](#)

[7:50:45 PM](#) Stone motioned to adjourn. Smith seconded. All in Favor.