

Meeting Minutes
Hailey Planning and Zoning Commission
Tuesday, January 21, 2025
5:30 p.m.

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Present

Commission: Janet Fugate, Jordan Fitzgerald, Sage Sauerbrey

Staff: Emily Rodrigue, Ashley Dyer, Robyn Davis, Jessie Parker

Absent: Dan Smith

5:30:55 PM Call to Order

- [5:31:07 PM](#) Public Comment for items not on the Agenda.

5:31:49 PM Consent Agenda - ACTION ITEM

- **CA 1** Motion to approve Findings of Fact, Conclusions of Law, and Decision of a Design Review Application submitted by Tyler and Laura Jones for the construction of a 1,288 square foot residential addition with a 937 square foot garage to be located at 314 North 4th Avenue (Lots S 1' of 16, all of 17 and 18, Block 88, Townsite) within the Limited Residential (LR 1) and Townsite Overlay (TO) Zoning Districts. **ACTION ITEM**
- **CA 2** Motion to approve Findings of Fact, Conclusions of Law, and Decision of a City-Initiated Text Amendment amending Hailey's Municipal Code, Title 17: Zoning Regulations, Chapter 17.02 Definitions, to modify, refine, remove, and/or add various definitions to the title. **ACTION ITEM**

5:31:56 PM Sauerbrey motion to approve CA 1 and CA 2. Fitzgerald seconded. All in Favor.

Public Hearing(s) - ACTION ITEM

- [5:32:12 PM PH 1](#) Consideration of a Planned Unit Development (PUD) Application submitted by St. Charles Borromeo Catholic Church, represented by The Land Group, Inc., to consider various waivers and benefits of the zoning and subdivision codes to be able to construct a new Parish Hall, Classrooms, Administrative Offices, Worship Sanctuary, as well as repurpose the existing church building, all located at 311 South 1st Avenue (Lots 3-10, Block 21, Townsite Overlay) within the Transitional (T) and Townsite Overlay (TO) Zoning Districts. As part of the community benefit, the PUD Application proposes offsite sidewalk improvements in the vicinity of the project site. This includes improvements to South 1st Avenue and East Pine Street, as well as East Walnut Street, to South Main Street. Additional community benefits will be discussed throughout multiple Public Hearings for this PUD Application. As part of the Application, the Applicant requests the following waivers:
 1. Waiver to maximum Building Height
 2. Waiver to Setback requirements
 3. Waiver to maximum Lot Coverage
 4. Waiver to required onsite Parking requirements **ACTION ITEM**

[5:33:17 PM](#) Rodrigue introduced application, stating no decision will be made tonight and turned floor to applicant team.

[5:34:02 PM](#) Mathew Adams, Design professional team, provided a presentation that discussed the background of the application, community outreach by the applicant team, and PUD application. Adams using the provided presentation provided background and history of the church, noting it was first established two years after City of Hailey; summarized the community outreach done by the applicant and steps taken to help address concerns expressed during the community outreach – dropped down courtyard, all drop-offs. Adams moved on with the presentation discussing what the PUD process is, how the code applies, and what the applicant is requesting in waivers: building and bell tower height, lot coverage, entry gate setback for enclosed garden, and off street parking explaining how parking demands for the church are at different times from the surrounding business and how the church parking is met using right of way parking near those surrounding businesses. Adams discussed the community benefits that will be provided- benefits provided by the church, donation of the existing parish office for housing and will work with the city to make that happen, and install right of way improvements along 1st Avenue, and Walnut Street in addition to required right of way improvements in front of the project location. Adams summarized how as an applicant they are committed to being a benefit to the community.

[5:56:01 PM](#) Fitzgerald asked about building height of for main structure. Adams explained code allows max height of 30' within the zone and that the proposed height is 36'6" height.

[5:57:53 PM](#) Architect, explained reasoning of increased height and how proposed building setback is further from 1st Ave. Fitzgerald asked what the maximum lot coverage is and how much they are requesting to exceed it. Adams stated code allows 30% and that they are requesting 45%.

[6:00:26 PM](#) Kira Wise, explained that 45% includes the covered walkways whereas 40% does not account for those. Wise confirmed the covered walkways are not enclosed. Fitzgerald confirmed waiver for setbacks is only for the entry gate. Adams confirmed setback waiver is for the gate and

the low wall adjacent to the gate on both sides. Fitzgerald asked if the current structures comply with setbacks. Adams noted the existing structure to remain does not meet setbacks. Fitzgerald asked for the reasoning with not providing onsite parking and if looked at providing onsite parking. Adams explained areas improving parking. Adam stated he does not know the number for a major event, but how they calculated parking. Adams explained what they found looking at onsite parking, that it was essentially a net zero. Adams summarized existing parking conditions and how they want to improve parking.

[6:06:37 PM](#) Fitzgerald asked about comments from the last hearing regarding high volume of visitors in front of residential homes and if steps have been taken to address these.

[6:07:24 PM](#) Father Wekerle, stated very aware of their neighbors and how they have taken steps to address concerns expressed.

[6:09:07 PM](#) Sauerbrey asked about the hours of operation, peak use times for mass, typical attendance and times. Adams stated mass times 7-8pm mass on Saturday with 235-250 attending' Sunday morning 830 am-930pm with 235-250 attending. Sauerbrey asked how many seats are available in the church. Adams stated 250 seated attendees at mass on Saturday and Sunday each. Adams noted other activities that take place. Sauerbrey confirmed using the graph, the highest point on purple line is based off number of cars. Adams explained the estimate of number of cars. Sauerbrey asked typically for the average of max parking during business hours during the week. Adams explained the limits during business hours. Adams continued to summarize parking use. Sauerbrey thanked applicants for their acknowledgement of the housing issue. Sauerbrey asked if the applicant had a quote on relocating house. [6:15:59 PM](#) Ryan stated estimate was about \$100,000. Sauerbrey asked if the church happens to own any other land. Adams stated the church does not have additional land and could move the structure too. Adams noted the benefits of relocating the structure vs. demolishing it.

[6:18:19 PM](#) Chair Fugate asked staff if the city has a place where this structure could be placed. Davis stated staff has an idea. Chair Fugate asked if the building will be inspected so as to avoid potential of a burden instead of an amenity. Davis confirmed. Chair Fugate confirmed gate area is only item extending into the setback and asked the depth. Adams estimated depth, confirming it's more like an arch. Chair Fugate asked about the drop off area. Adams explained the drop off area off the alley. Chair Fugate confirmed existing bell tower is approximately 45' and surrounded by trees, asked what is going to be in front of the other bell power. Chair Fugate asked if those trees are remaining. Adams noted trees to be removed. Chair Fugate there would not be anything buffering the existing tower, noting she would like to see how the increased height would be mitigated somehow. Adams confirmed hearing scale of structure is overwhelming. Adams discussed proposed landscaping. Ryan noted design of tower is preliminary. Discussion continued with the design of proposed bell tower and limiting how impactful it would be with the additional height.

[6:29:30 PM](#) Davis noted the public right way set to be improved will remain as public, that applicant would not be able to privatize them.

[6:30:45 PM](#) Fitzgerald asked if staff has addressed definition of building height – noting as it reads now height would be measured from lowest point of structure per based off proposed lowered courtyard. Fitzgerald asked about parking calculating, that does not think it means only

counts the seats in the sanctuary. Fitzgerald asked about parking for other uses. Davis explained that they could calculate it based off the use. Fitzgerald thinks needs to refine the parking calculation.

[6:34:17 PM](#) Chair Fugate asked about parking at elementary school. Adams explained how looked at parking and that it was a thought to discuss possibly agreement with another business or the school. Chair Fugate asked if that is being pursued. Adams stated wanted to gather feedback tonight first.

[6:35:51 PM](#) Chair Fugate opened public comment.

[6:37:08 PM](#) 109 E Pine, questioned the ARCH. Does know if agree with reduction of noise with lower courtyard, that trash is constant, issues with parking. That maybe they should consider another location.

[6:38:55 PM](#) Tokareff, E Pine St, lives directly across the street, feels church needs to take responsibility of parking. Expressed issues with parking, her driveway being used be and safety concerns. Noted issues with cars running during service, honking, beeping, trash, and items left behind. Noted most cars arrive with one to two people, that she documented cars arriving for last few Sundays. That she provided a chart for the commissioners. Continued to express concerns of parking.

[6:43:27 PM](#) Mina Breswald, directly across from the church, expressed concern of additional height and change of orientation of the building. Asked why moving historic building. She expressed concern of parking, trash; that has a problem with the whole thing.

[6:45:45 PM](#) S 1st Ave, expressed concern of parking. Asked what about if there was a fire.

[6:46:28 PM](#) Sarah Dickson, S 1st St, expressed concern of parking. That is not opposed to overall design. Continued noting issues with parking.

[6:47:51 PM](#) 405 1st Ave S, expressed concern of parking and trash. His biggest concern is the city letting them have the waivers they are seeking because they are an old building. Expressed concern of small houses being bulldozed, and the big guys getting their way.

[6:49:55 PM](#) Unknown, asked about AA meetings taking place at the church. Noted many of these neighbors in area have a home without a driveway, luckily she does have one though it has been blocked.

Chair Fugate thanked Tokareff for tracking the parking. Tokareff noted she did track parking for five Sundays.

[6:52:02 PM](#) Michelle, wondering why they are not utilizing other parking areas such as the school. That it would be really neighborly if they showed them they were already doing that parking.

[6:53:16 PM](#) Mina, thinks they need to be careful about giving variances to people that do it once have to give to all of the city. Thinks have to be really careful.

[6:54:06 PM](#) Unknown, asked the church team how many of them arrived by themselves in their car.

[6:54:30 PM](#) Chair Fugate closed public comment.

[6:54:46 PM](#) Davis reminded all the purpose of the PUD Application process. Sauerbrey asked how long PUDs have been allowed. Davis does not have an exact date, but has been part of the code for years, decades.

[6:56:01 PM](#) Fitzgerald acknowledged concerns of granting waivers, summarizing process of PUD and that its just finding the balance.

[6:57:32 PM](#) Chair Fugate stated that the commission takes the public concerns very seriously, noting they also have to look at what is best for the city and that they have to find the balance.

[6:58:18 PM](#) Adams stated appreciate input tonight. Adams moved on to address comments made in public comment, that has no doubt that can work together as a community.

[7:02:28 PM](#) Chair Fugate noted items would like to see at next meeting. Chair Fugate recommended finding additional parking solutions, more detailed designs, and staff to review building height. Chair Fugate noted the right of way improvements should help alleviate some concern about streets narrowing. Chair Fugate asked about the details of relocating the building. Davis asked the commission how they felt about the amenities proposed against the waivers asked for.

[7:06:38 PM](#) Fitzgerald noted her concerns of the amenities, requesting more details on house relocation, that the sidewalk proposed does not feel sufficient.

[7:07:33 PM](#) Chair Fugate thinks something needs to be figured out about parking, needs to see what the building height waiver really looks like, and lot coverage she is good with and does not have a problem with arch.

[7:08:59 PM](#) Sauerbrey stated he believes the commission takes variances very seriously and that he can empathize with the comment made about the small guys vs. big guys. Sauerbrey stated these waivers do not set precedence, that they are case by case basis. Sauerbrey stated some of the waivers are less egregious than others to him. Sauerbrey explained his thoughts on waiver and would like to see staff determination of building height. Sauerbrey would like to see really detailed plans at next meeting. Sauerbrey stated he would like to see a parking solution that works with the neighbors. Sauerbrey does not believe the benefits proposed do not offset the waivers requested. Sauerbrey would like to see numbers on the cost to move the structure.

[7:16:34 PM](#) Chair Fugate noted previous application was to rezone the site to business which would have allowed what they are requesting. Chair Fugate asked about police in area during certain times to help enforce.

[7:18:03 PM](#) Fitzgerald stated she would have liked to see the plan for parking already implemented; that needs a lot more work on parking. Fitzgerald thinks onsite parking could be

included off the alley. Fitzgerald noted ideally would have an underground parking structure. Commission continued to discuss parking.

[7:21:36 PM](#) Fitzgerald gave her feedback on the height waiver, lot coverage, and setbacks.

[7:23:51 PM](#) Chair Fugate stated all understand what the church does and explained what the commission has to address. Chair Fugate asked the applicant if they had further questions.

No motion, staff will discuss with applicant offline and renotice the project.

[7:27:26 PM](#) **Chair Fugate called for a 5-min break.**

[7:37:00 PM](#) **Chair Fugate called meeting back to order.**

- [7:37:06 PM PH 2](#) Consideration of a City-Initiated Text Amendment amending Hailey's Municipal Code, Title 16: Subdivision Regulations, Chapter 16.01 Definitions to modify, refine, remove, and/or add various definitions to the title. **ACTION ITEM**

[7:37:21 PM](#) Dyer noted approval of Title 17 Definitions, explaining this application is similar and with the intent to retain clarity.

[7:38:11 PM](#) Fitzgerald asked amendments are only to definitions. Davis confirmed that staff only included amended definition.

Common Area: Fitzgerald asked about common area. Davis stated it could clarify as resident use. Sauerbrey asked about the portion of 2 or more people. Commission agreed to amend for residences of subdivision.

[7:39:58 PM](#) Common area, limited. Chair Fugate asked for an example. Rodrigue provided examples of common area.

[7:42:42 PM](#) Davis explained reasoning for definition listed as "refer to Title 17, Section 17.02..."

[7:44:29 PM](#) Easement. Commission suggested amending proposed definition to include recorded, entity. Chair Fugate noted typo His should be this.

[7:46:08 PM](#) Lot Buildable. Commission suggested removing and just keeping unbuildable.

[7:48:58 PM](#) Street frontage. Commission and Staff discussed language for street frontage. All agreed to say street and remove public right of way.

[7:54:33 PM](#) **Fitzgerald motion to recommend approval by the Hailey City Council Ordinance No. , an Ordinance amending the Hailey Municipal Code, Title16, Definitions; 16.01, and 16.01.010: General Definitions, finding that 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, that the proposed uses are compatible with the surrounding area, and that the proposed amendment will promote the public health, safety and general welfare, as amended. Sauerbrey seconded. All in Favor.**

New Business

- [7:55:18 PM NB 1](#) Nomination of Chair and Vice Chair. (*No Documents*) **ACTION ITEM**
[7:55:50 PM](#) Sauerbrey motioned to nominate Janet Fugate as Chair and Dan Smith as Vice Chair. Fitzgerald seconded. All in Favor.

Staff Reports and Discussion

- **SR 1** Discussion: Upcoming Projects, Code Changes, Next Planning and Zoning Meeting:
 - **Monday, February 3, 2025:**
 - Comp Plan
 - 637 DR

Davis summarized upcoming meetings.

Davis summarized the upcoming joint meeting on 1/27 and parking workshop on 2/10.

[7:59:26 PM](#) Sauerbrey motioned to adjourn. Fitzgerald seconded. All in Favor.