

**Meeting Minutes**  
**Hailey Planning and Zoning Commission**  
**Monday, February 2, 2026**  
**5:30 p.m.**

Hailey Planning and Zoning Meetings are open to the public, in person, and by electronic means when available. The city strives to make the meeting available virtually but cannot guarantee access due to platform failure, internet interruptions or other potential technological malfunctions. Participants may join our meeting virtually by the following means:

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**Commissioners Present:** Jordan Fitzgerald, Dan Smith, Janet Fugate, Mike Smith, Bozena Morawski; **Staff Present:** Robyn Davis, Ashley Dyer, Emily Brooks, Christopher Simms (City Attorney)

**Call to Order - Hailey Planning and Zoning Commission**

- Public Comment for items not on the Agenda.  
[5:32:11 PM](#) Chair Fugate called the meeting to order.

**Consent Agenda - ACTION ITEM**

- [CA 1](#) Motion to approve Findings of Fact, Conclusions of Law, and Decision for a Conditional Use Permit Application by Kimberly Sesnon for the approval of a Bed and Breakfast lodging establishment to be known as The Dandelion SV, located at 416 N 1st Avenue (Lots 13 & 14, Block 58, Hailey Townsite), in the General Residential (GR) and Townsite Overlay (TO) Zoning District. **ACTION ITEM**
- [CA 2](#) Motion to approve Findings of Fact, Conclusions of Law, and Decision for the City-Initiated Text Amendment amending Hailey's Municipal Code, Title 15: Buildings and Construction, Chapter 15.20: Special Code Requirements, creating a new section, Section 15.20.020: Public and Commercial Swimming Pools, which establishes definitions and regulations for public and commercial swimming pools. **ACTION ITEM**
- [CA 3](#) Motion to approve meeting minutes dated January 5, 2026. **ACTION ITEM**
- [CA 4](#) Motion to approve meeting minutes dated January 20, 2026. **ACTION ITEM**

[5:32:11 PM](#) Chair Fugate called for a motion to approve the above consent agenda items. Mike Smith motioned to approve the above consent agenda items. Fitzgerald seconded. All were in favor.

**Public Hearing - ACTION ITEM**

- [PH 1](#) Consideration of Design Review Pre-Application submitted by Raised Bar Ventures, LLC, represented by Matt Smithman, Starhope Engineering PLLC, for the construction of a three (3) lot, detached townhouse development located at 216 W. Carbonate St. (Lot 2, Block 1, Lilac Subdivision) within the General Residential (GR) Zoning Districts. **ACTION ITEM**

[5:32:40 PM](#) Dyer opened the meeting with a brief overview of the project. The Applicant, Raised Bar Ventures, LLC, represented by Jason Roth, provided additional information on the project, seeking Commissioner feedback on the overall townhouse design. Fitzgerald supports the proposed project with the addition of accessory dwelling units, if Applicant is amenable. Commission agreed. Fugate questioned ADU process. Davis explained that standard entitlement process applies. Discussion ensued.

Fitzgerald further suggested that the Applicant take a closer look at driveway widths and onsite parking based on the sitting of structures and based on the City's street and driveway connection details. Fitzgerald further suggested the exploration of reconfiguring the interior floorplan to account for egress/ingress to the garage (from the residence), to the outdoors, and connectivity to the ADU. Lastly, Fitzgerald suggested extending the second story deck to provide covered parking below, and enhance the outdoor space on the second floor.

[5:49:41 PM](#) Dan Smith suggested adding additional plumbing if the dwellings are slab on grade; Applicant confirmed that a crawlspace will be constructed. Smith suggested the addition of electric vehicle charging or outlet within garages, and further suggested that the Applicant consider flipping the house to open toward Hop Porter Park – sharing a drive aisle with the entrance to the park. Discussion ensued.

[5:55:05 PM](#) Mike Smith echoed all comments thus far. Smith reiterated the concept of flipping the homes to enjoy the park (and take advantage of the western solar gain). Smith suggested increasing the 18'-wide garages for each unit. Smith continued to share feedback on overall design, site planning, and interior layout.

[6:00:33 PM](#) Morawski complemented the Applicant and agreed with the feedback provided by the other Commissioners. Fugate agreed.

[6:04:03 PM](#) Fugate opened the meeting for public comment. No public comments were made. Chair Fugate closed the public comment period.

- [PH 2](#) Continuation of a Design Review Application, submitted by 1611 Aviation, LLC, represented by Richard Wilmot of Chrysalis Architecture and Planning, for the construction of a new, mixed-use condominium project. Eleven (11) commercial condominiums and one (1) mixed-use condominium with an accessory dwelling unit (ADU) are proposed, with each unit offering 2,552 square feet of conditioned interior space and a 90 square foot, private exterior balcony. This project is located at 1611 Aviation Drive (Lot 3B, Block 4, Airport West Subdivision #2) within the Service Commercial Industrial - Industrial (SCI-I) Zoning District. **ACTION ITEM**

- [PH 2](#) Continuation of a Preliminary Plat Application by 1611 Aviation, LLC, represented by Richard Wilmot of Chrysalis Architecture and Planning, with a proposal to subdivide Lot 3B, Block 4 of Airport West Subdivision #2 into twelve (12) commercial condominium sublots, including one (1) mixed-use condominium sublot with an accessory dwelling unit (ADU). This project, to be known as Della Mountain Suites, is located within the Service Commercial Industrial-Industrial (SCI-I) Zoning District. **ACTION ITEM**

[6:04:57 PM](#) Chair Fugate read both public hearing descriptions, noting that the items would be heard concurrently. Brooks provided a brief background of the project and turned the floor over to the Applicant Team for further elaboration.

[6:09:28 PM](#) Richard Wilmont, Applicant Team representative, presented the project, and proposed changes, to the Commission. Wilmont noted the following changes or refinements:

- Overall square footage of the proposed buildings/project,
- Separation between ADU and commercial space,
- Consistency of exterior materials – renderings, elevations, and samples match,
- Provided better articulation of façade along Aviation Drive,
- Enhanced landscaping to screen ground-mounted equipment,
- Provided photometric plan to match lighting cutsheets and meet average footcandle requirement,
- Engaged with Wastewater Division Manager regarding floor drains in each commercial space – Applicant Team does not intend to install unless required by Division Manager. Applicant Team will work internally with Staff to resolve,
- Provided parking analysis based on overall square footages.

[6:19:23 PM](#) Fitzgerald questioned height of parapet as shown in drawings. Wilmont described safety guardrail based on IBC 2018.

[6:22:57 PM](#) Dan Smith questioned the photometric plan and the cutsheets – Smith noted that the cutsheets do not match the correct fixture layout. Staff will follow up with Applicant Team regarding exterior lighting and illumination levels. Smith went on to request that the Applicant Team list caliper sizes for trees, not height. Lastly, Smith requested that the Applicant Team clarify light shelving for bathroom windows. Applicant chose not to install on these windows based on use (bathroom) of room. Smith reiterated that all window shall have light shelving, if chosen as an alternative energy measure. Discussion ensued.

Smith requested that the Commission and Applicant Team discuss the exterior samples. Fugate questioned the colors proposed. Commission agreed that the overall color scheme, as proposed, works well for the project.

[6:35:44 PM](#) Mike Smith also questioned the exterior light fixtures and sizes proposed. Applicant Team will modify if Commission prefers. Chair Fugate questioned addresses of project. Mike Baledge, Hailey Fire Department, discussed placement and positioning of addresses. Davis confirmed that City will manage addressing of units.

Fugate questioned anticipated uses and loading space capacity for said uses. Wilmont noted that commercial and light industrial uses would be accommodated. Discussion ensued.

[6:53:24 PM](#) Commissioners discussed Preliminary Plat Application. Applicant Team spoke of the updates to the plat. Staff did not include revised plat in packet; however, will ensure all items discussed are notated on the final version of the preliminary plat. Commission requested that Staff add additional plat notes, based on discussion and as noted below. Discussion ensued.

[7:01:51 PM](#) Chair Fugate opened the public comment period. Katherine Daniels agreed that oil/sand separators should be required for this project. Mr. Hogan questioned the sound-proofing of the buildings given the proximal location to the Airport.

[7:05:47 PM](#) Chair Fugate closed the public comment period. Applicant responded to the public comments noting buildings are insulated above minimum building code requirements, which could help with sound-proofing.

Commission went on to discuss Conditions of Approval, as amended for Design Review:

- a) All applicable Fire Department and Building Department requirements shall be met.
- b) Any change in use or occupancy type from that approved at time of issuance of Building Permit may require additional improvements and/or approvals. Additional parking may also be required upon subsequent change in use, in conformance with Hailey's Municipal Code at the time of the new use.
- c) All City infrastructure requirements shall be met. Detailed plans for all infrastructure to be installed or improved at or adjacent to the site shall be submitted for Department Head approval and shall meet City Standards where required. Infrastructure to be completed at the Applicant's sole expense include, but will not be limited to, the following requirements and/or improvements:
  - i. **Life and Safety:**
    - i. The building shall comply with IFC and IBC code requirements.
  - ii. **Water**
    - All water mains shall be looped at the end of the main.
    - Each unit shall have its own water service, with no double meter vaults permitted.
    - Any unused water services located during construction shall be abandoned at the water main.
    - Water services located in asphalt areas shall have blue board installed over the service.
    - Water main connections on Lear Lane and Dornier Way shall be hot-tapped.
  - iii. **Wastewater:**
    - The Applicant shall submit finalized sewer plans and utility plans to the City of Hailey Engineer and Wastewater Division Manager and receive design approval, prior to issuance of a Building Permit. Final Plans shall include:
      - o All identified clean-outs on the Sewer Plan (Sheet C4.1, Key Note #4) shall be switched to sewer manholes.
      - o All Applicable City of Hailey and Idaho Standards for Public Works Construction (ISPWC) standards for sewer system design shall be observed and reflected through utility plan notations, as needed.
      - o Sewer connection to existing manhole shall be plugged upon successful connection to the manhole to prevent unwanted flow from entering either direction.
      - o Any pre-treatment features required by the Wastewater Division Manager, which also fit within the Applicant's desired scope of work, shall be installed.
- d) The Applicant shall submit a Fence Permit Application and receive approval for the proposed design, prior to any permanent fence installation.
- e) The Applicant shall install sidewalk within the vacated shared access easement up to their property line, to match the existing sidewalk along 1551 Aviation Drive's frontage.
- f) Any necessary additional utilities, including transformers, electrical meters, and irrigation controls, and roof access apparatuses, shall be screened from view.

- g) The Applicant shall construct any proposed retaining walls with similar project materials used elsewhere, or natural or decorative materials.
- h) The Applicant shall be responsible for the maintenance of all landscaping: perimeter, onsite, and/or street trees, as applicable.
- i) The project shall be constructed in accordance with the Application or as modified by these Findings of Fact, Conclusions of Law, and Decision.
- j) Except as otherwise provided, all the required improvements shall be constructed and completed, or sufficient security provided as approved by the City Attorney before a Certificate of Occupancy can be issued.
- k) This Design Review approval is for the date the Findings of Fact are signed. The Planning & Zoning Administrator has the authority to approve minor modifications to this project prior to, and for the duration of a valid Building Permit.
- l) All exterior lighting shall comply with the Outdoor Lighting Ordinance. ~~The Applicant shall remove at least one (1) of the proposed "wedge" wall sconce lighting fixtures from Buildings #1 and #3, and the Applicant shall decrease the maximum lumen output for "box" lighting fixtures proposed for west elevation of Building #3.~~
- m) Construction parking shall be on private property and not within the City Right-of-Way nor the edge of the road. If construction, parking, and staging is within the City Right-of-Way, applicable fees shall be paid at or prior to issuance of a Building Permit.
- ~~n) The residential unit(s) shall be owner or employee occupied. The residential unit(s) shall not be sold as a condominium or separate legal parcel from the principal building(s).~~
- ~~n)~~
- ~~o) The residential unit(s) shall not be sold as a condominium or separate legal parcel from the principal building(s).~~
- ~~p) o) \_\_\_\_\_~~ A letter from Clear Creek Disposal commenting on the adequacy of this enclosure and location shall be provided prior to the issuance of a Building Permit.
- ~~q) p) \_\_\_\_\_~~ All necessary permits shall be filed, and approval received, demonstrating compliance with FAA regulations prior to issuance of a Building Permit.
- ~~q) \_\_\_\_\_~~ To ensure compliance with all FAA regulations, the Applicant shall apply for the proper permitting via the FAA and receive approval by the FAA to construct the project as proposed. This approval shall be supplied to the City prior to issuance of any Building Permit.
- ~~r) The Applicant shall submit amended landscaping plans that identify all proposed tree plantings with required 2.5" caliper sizing.~~
- ~~s) The Applicant shall clearly identify and provide for ADA accessible parking spaces on submitted site plans, prior to issuance of a Building Permit.~~
- ~~t) The Applicant shall either provide exterior light shelves to all south-facing windows across the project area, or provide building framing/insulation plans that demonstrate an insulation package that exceeds minimum requirements for the building type, as outlined in the 2018 IECC.~~
- ~~u) The Applicant shall remove the proposed door connecting 2<sup>nd</sup> level commercial/office space to the proposed ADU.~~
- ~~v) and the Applicant shall provide an alternative door entry to the ADU that is fire-rated for 2018 IFC occupancy separation requirements, as well as provides a locking mechanism.~~
- ~~f) w) \_\_\_\_\_~~ Ground-mounted utilities for Building #1 shall be shifted west and receive additional landscape screening.

[7:45:25 PM](#) Mike Smith motioned to approve the Design Review Application provided amended Conditions (a) through (w) are met. Dan Smith seconded and all were in favor.

[7:46:26 PM](#) Commission went on to discuss Conditions of Approval, as amended for Preliminary Plat:

- a) All Fire Department and Building Department requirements shall be met.
- b) All City infrastructure requirements shall be met as outlined in Title 16, Chapter 16.05 of the Hailey Municipal Code. Detailed plans for all infrastructure to be installed or improved at or adjacent to the site shall be submitted for City of Hailey approval and shall meet City Standards where required. Requirements to be completed at the Applicant's sole expense include, but will not be limited to:
  - i. The Applicant shall attain permits for the installation of all drywells.
  - ii. The Applicant shall install sidewalk within the vacated shared access easement to match and connect with the existing sidewalk along 1551 Aviation Drive.
- c) The complete removal and replacement of all paving adjacent to the development where street cuts (for the subdivision construction and installation of utility services) exceed 25% of the street area.
- d) Connection details to the municipal water and wastewater system shall be approved by the Water and Wastewater Division prior to Final Plat approval.
- e) The Applicant shall submit a draft copy of the proposed CC&R's, prior to any approval of the Findings of Fact.
- f) The proposed parking access area shall be dedicated as unbuildable and managed by the HOA.
- g) The Applicant shall provide a Public Access Easement for the proposed sidewalk along the property's southern boundary. A revised Preliminary Plat Map indicating this Public Access Easement shall be submitted to the City, prior to issuance of a Building Permit.
- h) The Applicant shall address the maintenance of the Common Area, including parking and landscaped areas, in CC&R's for the subdivision.
- i) The Applicant shall install sidewalk within the vacated shared access easement up to their property line, to match the existing sidewalk along 1551 Aviation Drive's frontage.
- j) All improvements within the public right-of-way shall be completed and accepted, or surety provided pursuant to Subsections 16.03.030(I) and 16.05.090(B) of the Hailey Municipal Code, prior to recordation of the Final Plat.
- k) The Applicant shall repair and/or install new sidewalks if the existing sidewalks are damaged during the construction process.
- l) The Final Plat must be submitted within three (3) calendar years from the date of approval of the Preliminary Plat, unless otherwise allowed for within a phasing agreement.
- m) Any application and/or subdivision inspection fees due shall be paid prior to recording the Final Plat.
- n) The Applicant shall work internally with City Staff to address park and/or pathway requirements through the Development Agreement process. Any potential in-lieu fees and procedures shall be addressed through the Development Agreement, and the Development Agreement shall only become active after required review and approval by the Hailey City Council.
- o) The Applicant shall remove Easement Note "H" from the Final Plat, at time of submittal.
- n)p) The Applicant shall include clear language in the final Development Agreement, as well as a plat note in the Final Plat, which provides for employee/owner occupancy restrictions and live/work requirements.

[7:48:17 PM](#) Dan Smith motioned to approve the Preliminary Plat Application provided amended Conditions (a) through (p) are met. Mike Smith seconded and all were in favor.

#### **Administrative Review – NO ACTION ITEM**

- [AR 1](#): Greer Accessory Dwelling Unit

#### **Staff Reports and Discussion**

- Tuesday, February 17, 2026:
  - o PUD: St. Charles Borromeo Catholic Church
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#### **Adjourn by 8:00 PM - ACTION ITEM**

[7:53:56 PM](#) Dan Smith motioned to adjourn. Mike Smith seconded and all were in favor.