



**CITY OF SUN VALLEY  
PLANNING AND ZONING COMMISSION  
AGENDA REPORT**

**To:** Planning and Zoning Commission  
**From:**  Mark Hofman, Community Development Director  
**Meeting Date:** March 10, 2014  
**Agenda Item:** **Community School Master Plan  
Master Plan Development Application No. MPD 2014-01**

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**SUBJECT:** Public hearing for a proposed long-term, multi-phase master plan development application to meet the short and long term needs of the Community School at the existing Trail Creek Campus on property within the Public/Institution (PI) Zoning District of the City of Sun Valley. **Applicant:** Brendan Connolly, AIA for the Community School. **Application Filing Date:** January 22, 2014. **Location:** 1 Community School Drive, off Dollar Road.

**BACKGROUND:** The Community School submitted a Master Plan Development application for the short and long term needs of the Community School at the existing Trail Creek Campus. The School is located on a 6.37 acre (277,334 square feet) property lying within Land Use Planning Area #4, Horseman's Center and the Community School, of the City of Sun Valley Comprehensive Plan. Development in the Land Use Planning Areas (LUPA) requires approval of a master plan by the City. Though the criteria specific to LUPA #4 states that improvements to existing facilities in existing uses will not require planning of the entire LUPA, the development envisioned for the Community School campus warrants master planning of that portion of the LUPA. No development is proposed for the upper portion of LUPA #4, the Horseman's Center owned and operated by Sun Valley Company.

The master plan is intended to span over the next 10-15 years and will be phased according to the needs and priorities of the school. As fully depicted and described in the applicant's master plan narrative (**Exhibit "PZ-E"**), Phase 1 consists of demolition and rebuilding of the Dumke Middle School building, a remodel of existing Engl Hall, a new 1,400 square foot teaching greenhouse, accessory storage structures, and temporary classroom structures to be used for the duration of construction and then removed from the site. Future phases include a new dining and gathering hall, replacement of the elementary school classroom space, and parking. Phase 1 of the Plan is scheduled to begin construction in the summer of 2014. As required, the Community School submitted a Parking Study (**Exhibit "PZ-B"**) and a Jurisdictional Determination Wetland Delineation Report (**Exhibit "PZ-C"**) to ensure compliance with Development Code standards. The Department of the Army Corps of Engineers approved jurisdictional determination letter, dated December 13, 2013 is attached as **Exhibit "PZ-D"**.

**ANALYSIS:** The existing Community School Trail Creek Campus lies on property within the Public/Institution (PI) Zoning District of the Official Zoning Map of the City of Sun Valley and is designated Public/Quasi-Public on the Future Land Use Map of the Comprehensive Plan. The PI Zoning District permits school land uses by right. The proposed development depicted in the Community School Master Plan is in conformance with the land uses envisioned for the property by the Comprehensive Plan and complies with all applicable zoning standards in the City Code.

**Off Street Parking-** As per Code Section 9-3E-5, the applicant submitted a Community School Parking Study (**Exhibit "PZ-B"**). The Parking Study evaluates existing and future parking needs and requirements and concludes that sufficient parking is available on campus to accommodate the parking demand for Phase 1. However, with full implementation of all phases detailed in the Master Plan the site is anticipated to have a shortage of approximately 1 parking space. The parking management and reduction standards called for in the Master Plan include alternative transportation options, bicycle transportation, shuttles, boarding students, and licensed student driver policies. These reduction standards are sufficient to address the anticipated 1 space shortage in the future. Therefore, the development depicted in the Master Plan is in conformance with required off-street parking standards.

**Master Plan Development Findings-** The required Findings for action on a Master Plan Development application are specified in Development Code Section 9-5B-6A. Suggested findings are contained in the Draft Findings of Fact, Conclusions of Law and Conditions of Approval for Master Plan Development Application No. MPD 2014-01 attached to this Report as **Exhibit "PZ-A"**. All proposed features of the phased project design comply with applicable standards and criteria for school uses and structures, landscaping, parking, street improvements, hardscape, exterior lighting and signs within the PI Zoning District. The attached project drawings include existing conditions and views, exterior and site lighting, landscape character, and building character.

**Application Review and Comment-** The Master Plan and application materials were reviewed by the Community Development Director, Building Department, and Fire Department for conformance with all applicable policies, codes, requirements and regulations. No aspect of the Plan required review by the City's contract engineer, CH2MHill. All aspects of the Master Plan are in accordance with the Comprehensive Plan and in compliance with all applicable requirements of the City Code.

**Public Notice and Comment-** The project application was publicly noticed on February 19, 2014 by: 1.) publication in the Mtn. Express; 2.) mailing of notice to all property owners within a 300 foot radius that of the project area; 3.) posting of notice in five prominent public places in the City; 4.) posting on the City's website; and, 5.) emailing and faxing to all parties who have notified the City of interest to receive agendas and notices. No public email comments, phone calls or letters have been received by staff as of the writing of this Report.

**Alternative Actions-** The Planning and Zoning Commission is a recommending body to the City Council for master plan development applications. Alternative actions available to the Commission include: (1) make the required findings and adopt the attached draft Findings of Fact and Conclusions of Law recommending approval of the Master Plan Development application to the City Council; (2) continue the public hearing for further information and review; or (3) close the public hearing, discuss the findings, vote to deny the application and direct staff to return on a date certain with a resolution recommending denial reflecting the comments and findings of the Commission.

**RECOMMENDATION:** Before public comment is received, the Commission should disclose all information and contacts received outside the public hearing on this item upon which the decision will be based, receive public testimony, and consider the facts and findings necessary to make a decision on the application. The Community Development Director recommends the Commission review the project materials, discuss any remaining issues and take action to **recommend approval** of the Master Plan Development application to the City Council.

**LIST OF ATTACHED EXHIBITS:**

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| Exhibit "PZ-A" | Draft Findings of Fact, Conclusions of Law and Conditions of Approval for Master Plan Development Application No. MPD 2014-01.                     |
| Exhibit "PZ-B" | Community School Parking Study prepared by JUB Engineers, Inc. and stamped received by the City of Sun Valley on January 22, 2014.                 |
| Exhibit "PZ-C" | Jurisdictional Determination Wetland Delineation Report prepared by Sawtooth Environmental Consulting, LLC and dated July, 2013.                   |
| Exhibit "PZ-D" | Department of the Army Corps of Engineers approved jurisdictional determination letter, dated December 13, 2013.                                   |
| Exhibit "PZ-E" | Community School Master Plan including Phase 1 Development and Master Plan Summary stamped received by the City of Sun Valley on January 22, 2014. |

\*\*The entire administrative record for this Master Plan Development application is available for review in the Community Development Department at City Hall.

**(DRAFT) FINDINGS OF FACT, CONCLUSIONS OF LAW  
AND PLANNING AND ZONING COMMISSION RECOMMENDATION  
CITY OF SUN VALLEY  
COMMUNITY SCHOOL MASTER PLAN DEVELOPMENT**

**Project Name:** Community School Master Plan

**Applicant:** Brendan Connolly, AIA for the Community School

**Location:** Trail Creek Campus; 1 Community School Drive, off Dollar Road.

**Land Use Designation:** Public/Quasi-Public Land Use Designation on the City of Sun Valley Future Land Use Map of the Comprehensive Plan

**Zoning District:** Public/Institution (PI) Zoning District

**Development Site Area:** Approximately 6.37 acres (277,334 square feet)

**Project Description:** The Community School submitted a Master Plan Development application for the short and long term needs of the Community School at the existing Trail Creek Campus. The School is located on a property lying within Land Use Planning Area #4, Horseman's Center and the Community School, of the City of Sun Valley Comprehensive Plan. Development in the Land Use Planning Areas (LUPA) requires approval of a master plan by the City. Though the criteria specific to LUPA #4 states that improvements to existing facilities in existing uses will not require planning of the entire LUPA, the development envisioned for the Community School campus warrants master planning of that portion of the LUPA. No development is proposed for the upper portion of LUPA #4, the Horseman's Center owned and operated by Sun Valley Company.

The master plan is intended to span over the next 10-15 years and will be phased according to the needs and priorities of the school. As fully depicted and described in the applicant's master plan narrative, Phase 1 consists of demolition and rebuilding of the Dumke Middle School building, a remodel of existing Engl Hall, a new 1,400 square foot teaching greenhouse, accessory storage structures, and temporary classroom structures to be used for the duration of construction and then removed from the site. Future phases include a new dining and gathering hall, replacement of the elementary school classroom space, and parking. Phase 1 of the Plan is scheduled to begin construction in the summer of 2014. As required, the Community School submitted a Parking Study and a Jurisdictional Determination Wetland Delineation Report to ensure compliance with Development Code standards. The Department of the Army Corps of Engineers correspondingly issued an approved jurisdictional determination letter, dated December 13, 2013.

As per Code Section 9-3E-5, the applicant submitted a Community School Parking Study. The Parking Study evaluates existing and future parking needs and requirements and concludes that sufficient parking is available on campus to accommodate the parking demand for Phase 1. However, with full implementation of all phases detailed in the Master Plan the site is anticipated to have a shortage of approximately 1 parking space. The parking management and reduction standards called for in the Master Plan include alternative transportation options, bicycle transportation, shuttles, boarding students, and licensed student driver policies. These reduction standards are sufficient to address the anticipated 1 space shortage in the future. Therefore, the development depicted in the Master Plan is in conformance with required off-street parking

standards.

The Community School Master Plan narrative includes the all applicable required elements as per City Code and details how the development design reasonably achieves the goals and policies of the Master Plan Ordinance and the Comprehensive Plan.

## FINDINGS OF FACT

- 1. The MPD is consistent with the city comprehensive plan, as amended, including the future land use map and the land use planning area guidelines and land use designations, if applicable.** The Community School is located on a property lying within Land Use Planning Area #4, Horseman's Center and the Community School, of the City of Sun Valley Comprehensive Plan. Development in the Land Use Planning Areas (LUPA) requires approval of a master plan by the City. Though the criteria specific to LUPA #4 states that improvements to existing facilities in existing uses will not require planning of the entire LUPA, the development envisioned for the Community School campus warrants master planning of that portion of the LUPA. No development is proposed for the upper portion of LUPA #4, the Horseman's Center owned and operated by Sun Valley Company. The proposed development depicted in the Community School Master Plan is in accordance with the land uses envisioned for the property by the Comprehensive Plan and complies with all applicable zoning standards in the City Code. The PI Zoning District permits school land uses by right.
- 2. The MPD complies with each applicable element of the purpose of this section, as set out in subsection A of Section 9-5B-6A.** The Master Plan Development complies with elements #1 through #11 of City Code Section 9-5B-6A because all proposed features of the phased project design comply with applicable standards and criteria for school uses and structures, landscaping, parking, street improvements, hardscape, exterior lighting and signs within the PI Zoning District. The Plan's project drawings include existing conditions and views, exterior and site lighting, landscape character, and building character.
- 3. The MPD meets the minimum requirements of Section 9-5B-6.** The Planning and Zoning Commission finds that the Community School Master Plan Development meets the all applicable requirements of City Code Section 9-5B-6 by submission of all applicable submittal materials and by planning for orderly development of the overall project.
- 4. The MPD promotes the orderly planning and development of land, as set forth in the purpose for this process, subsection A of Section 9-5B-6.** The Planning and Zoning Commission finds that the Community School Master Plan Development promotes the orderly planning and development of land by requiring new development to implement the goals and objectives of the Comprehensive Plan, including the Future Land Use Map and an appropriate land use designation. The Community School Master Plan contributes to the social, economic and environmental sustainability of the City; strengthens the educational and resort character of Sun Valley; results in a contribution of amenities to the community; develops in a manner that is respectful of the natural setting that is at a human scale; and, ensures neighborhood compatibility.
- 5. The MPD has been properly noticed and public hearing held in accordance with this code;** The Planning and Zoning Commission finds that the Community School Master Plan Development has been properly noticed via publication in the Mtn. Express, posting of the project site, mailing of notice to all property owners within a 300 foot radius that of the project area, posting of notice in five prominent public places in the City, posting on the City's website, and emailing and faxing to all parties who have notified the City of interest to receive agendas and notices. A public hearing was held with the Planning and Zoning Commission on March 10, 2014 in accordance with this Code.

6. **The MPD complies with all city zoning regulations and codes in effect at the time of the MPD application.** The Community School Master Plan Development complies with all City zoning regulations and codes in effect at the time of this application. The proposed elements and phased development depicted in the Community School Master Plan complies with all applicable zoning standards in the City Code. The PI Zoning District permits school land uses by right. No evidence has been submitted that the project is inconsistent with any provisions of the Municipal Code.

#### CONDITIONS OF APPROVAL

1. Prior to any construction activity, the applicant shall receive City approvals specific to each of the phases and elements in the Master Plan, as may be applicable, including design review, grading permits, building permits, construction management plans, etc.
2. The Master Plan Development (MPD) approval shall be recorded with the Office of the County Recorder, Blaine County, Idaho as per the requirements of Municipal Code Section 9-5B-7. All approved MPDs, and all approved amendments to such MPDs, specifying the land within its boundaries, shall be recorded in the Blaine County recorder's office with a notation that all land within such boundaries shall be subject to the provisions of such MPD or amendment unless or until amended. Such recording shall be a "memorandum of MPD" stating generally that the site has been approved as an MPD on file with the city.

#### CONCLUSIONS OF LAW

The Planning and Zoning Commission concludes that the Community School Master Plan meets the standards for approval under Title 9, Chapter 5, City of Sun Valley Municipal Code provided the above conditions of approval are met.

#### DECISION

Therefore, the Sun Valley Planning and Zoning Commission **recommends approval** of the subject Master Plan Development Application for the Community School subject to the Conditions of Approval above.

Dated this 10<sup>th</sup> day of March, 2014.

APPROVED:

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Jake Provonsha  
Vice Chairman, Planning and Zoning Commission  
City of Sun Valley