

**DRAFT**  
**Minutes of the Planning and Zoning Commission**  
**March 19, 2014**

The Planning and Zoning Commission of the City of Sun Valley, Blaine County, State of Idaho, met in regular session in the Council Chambers of Sun Valley City Hall on March 19, 2014 at 9:04 a.m.

**Present:** Commissioners Ken Herich, Jake Provonsha, John O'Connor and Bill Boeger.

**Absent:** Commissioner Margaret Walker.

**Also Present:** Community Development Director Mark Hofman, Community Development Planning Technician and Associate Planner Isabel Lui, City Attorney Adam King, Liz Warrick, Nancy Humphrey, Cris Thiessen, and Peter Hendricks.

**1. Call To Order**

Chairman Herich called the meeting to order at 9:04 am.

**2. Public Comment**

None.

**3. Consent Agenda**

None.

**4. Continued Business**

- A. [City of Sun Valley 2014 Comprehensive Plan Update: Continued review of the update process and the Steering Committee's recommendations on amendments to the 2005 Comprehensive Plan Update.](#)

Commissioner Boeger reminded the Commission of where they left off in their review of the Comprehensive Plan update at the last meeting. Community Development Director Mark Hofman explained the process of the Comprehensive Plan update as it pertains to the Commission. Staff will provide a final update to the Commission for their review prior to passing it on to the City Council. The Commission began to review the Comprehensive Plan update starting where they had left off at the "Situational Analysis".

**Review of Situational Analysis:** The Commission asked questions regarding the reference of the Elkhorn Village centers, which Hofman explained is in need of updating due to changes in the master plan for that area. Hofman stated that Commissioner Walker is reviewing this section to provide updated information. The Commission discussed the need to update the plan regarding changes that have occurred to the Dollar Mountain area that are in need of updating. The name of the golf course will also need to be updated.

**Review of Population and Demographics:** Chairman Herich said he felt it important to cover the impact of the recession under this section.

Chairman Herich opened the meeting for public comments.

Liz Warrick, Steering Committee member, said the Gateway area is an intangible beauty to the community. She stated that the community in 2011 and 2013 indicated their strong support for the Gateway to be open space as it is an iconic site to the community.

Nancy Humphrey, Steering Committee member, stated the importance of having both sides of the Gateway as open space as it reflects the historical interest of the community. She talked about the Sun Valley Company's plan for the site and how a cohesive plan could be achieved. Humphrey discussed a software program that demonstrates the controversies over the development density during the 2005 Comprehensive Plan Update and said the Commission can get this software from Hofman if they are interested. Humphrey said the Steering Committee was close in their vote for the land use on the east side of Gateway. The Commission asked Humphrey to clarify certain information she presented and Humphrey gave an overview to the Commission about the discussion outcome of the Steering Committee regarding the Gateway Land Use Planning Area (LUPA).

Cris Thiessen, Steering Committee member, said he would like to know the specific section the Commission would discuss in the future so that the public could be informed and participate in the meeting.

Chairman Herich said that it is important to distinguish the difference between public comment and a public hearing. He assured Thiessen that when the Commission's review on the Comprehensive Plan came to the critical parts there would be a public hearing.

There being no further public comment, Chairman Herich closed the meeting for public comments and the Commission returned to discussing the Comprehensive Plan update.

**Review of Gateway LUPA:** Chairman Herich suggested the Commission discuss the Gateway LUPA. Hofman provided the Commission with the historical background leading to the evolution of the Gateway LUPA. Hofman said there were various tools available, such as Google Earth and software from the consultant, to help the Commission in reviewing the LUPAs.

**Review of Forecast Year-round Resident Population:** Hofman said he would update the information on this section and reviewed those portions for the Commission.

**Review of Natural Resources:** Chairman Herich suggested striking out the consideration for requiring catalytic conversion devices for new fireplaces or wood burning stoves. He also suggested adding information about golf course run-off, use of pesticide and other treatments under the Water Resources section. Commissioner Boeger mentioned the importance of Lane Ranch North in this section. Chairman Herich said information on what objectives the City has accomplished so far should be included under Water Resources section.

City Attorney Adam King asked what the Commission wants to do for the procedure for approval. Chairman Herich said the Commission wants to make this a work process where Hofman incorporates the Commission's ideas for its final review and approval. The Commission asked Hofman how their comments and recommendations would be captured in the final document for presentation to the City Council. Hofman said that the document will be in strike-out, underline format, and a separate document will capture the Steering Committee's comments and recommendations.

**Continued review of Natural Resources:** Chairman Herich asked whether there is a newer update from the 1994 update under Wetlands. Hofman said no. Hofman also confirmed that the weed management information regarding Blaine County is valid and that the process for City weed management has been established. Chairman Herich suggested rewording "must provide a wildlife habitat map" to something more reasonable.

Commissioner O'Connor pointed out the need to rewrite the section on Wildfire Hazard. Chairman Herich pointed out the last sentence of this section needs to be rewritten to ensure the aesthetic of the noncombustible siding material. Hofman said the description should encourage the use of wildfire resistance material but should not mandate what to use.

**Review of Land Use and Community Design:** Commissioner O' Connor commented on the mentioning of "Elkhorn Village Commercial core" and said it needs to be changed to reflect its proper land use identity.

**Review of addendum regarding Special Sites:** Hofman explained the current situation of special sites and said this section would be updated with new information.

**Review of Housing:** Commissioner O'Connor asked about the current situation of workforce housing. Hofman said there are currently 10 units and the workforce housing ordinances were repealed. Herich said that workforce housing is still a critical part of commercial development because workers need to live close to where they provide services. Hofman said the City Council will be the authority to decide on how far the workforce housing policy goes.

**Review of Public Services, Facilities, and Utilities:** Hofman said the Water and Sewer section will be updated with 2014 information. Commissioner O'Connor said the glass recycling ends up in the dump and questioned why Sun Valley is doing it. He suggested the City Council should review this. On Public Safety, Hofman said it will surround the Police and Fire Department's services. On City Facilities, Hofman explained the historical background on the land use of the City's 5-acre parcel. Commissioner Provonsha commented that as the City grows it is getting harder to find space to accommodate City facilities. He thought a serious conversation among the City Council is needed to figure out how we can accomplish a city yard that accommodates essential city facilities. Hofman said effort was made in the past in this area but failed. Commissioner Provonsha proposed some narrative should be included under City Facilities to reflect the need.

Chairman Herich suggested deleting potential pocket parks as Sun Valley itself is a park. Hofman explained pocket parks provide linkage to a trail system which can be called trail head parks. Commissioner O'Connor asked whether the City owns the bike path and the City's responsibility in maintenance. Hofman said that the bike path was Idaho Transportation Department's amenity and the City maintains it. City Council Member Peter Hendricks commented regarding the budget for maintaining the bike path and said he thought it was important to maintain it in good shape. He suggested taking money out of road repair and maintenance for bike path maintenance. Hofman said that when Blaine County appoints a contractor to repair the bike path in the County, Sun Valley can leverage the opportunity for maintaining its bike path. Hofman said the path will be called a multi-use path.

Chairman Herich questioned whether it is appropriate to say Sun Valley Company recreational offerings have remained open and welcoming to the public. He said he would like to see the language soften a

bit. Commissioner O'Connor asked about the current situation with the cemetery. He said only those who pay cemetery tax would be eligible to be buried in the Ketchum cemetery. However, the cemetery taxing policy is not consistent within Sun Valley. Hofman said the cemetery issue would be included in the action item. King agreed to find out who is responsible for cemetery affairs and to see how the inconsistency of cemetery taxing could be addressed from the County Attorney.

Regarding 'Schools and Lifelong Learning', Chairman Herich suggested adding "student" before workforce housing in the first paragraph on page 29.

For the section on 'Public Health and Utilities', Chairman Herich suggested adding Syringa and the other phone and internet service providers. He also suggested updating the figure on expected population increase and the need to incorporate solar energy.

**Review of Transportation:** Hofman said there is currently an advisory committee reviewing the 1997 Transportation Plan. Chairman Herich said the last paragraph under this section is vague and thought it needs to be re-written to clarify what exactly has been done. The Commission also discussed the need for signage for the gateway to Sun Valley from Highway 75. It was concluded there is no need for putting up any signage as it is not appropriate to divert visitors' traffic into Elkhorn Road.

In the Bus Transportation section, Commissioner O'Connor said "KART" needed to be updated to Mountain Rides and that bus services are no longer run by Sun Valley Resort. The Commission said that the City had donated one of the buses to Mountain Rides (for the Red Route) which should be mentioned. On 'Transportation Corridors', Hofman mentioned a few ITD plans on the highway expansion and said ITD will give a presentation to the City Council on April 3rd.

For the section on 'Air Travel', Hofman said the current airport will be updated to meet safety requirements versus the building of a new airport. Chairman Herich said the City's stand on the airport should be included as this is a guiding document and he thought keeping the airport where it is now is important.

**Continued review of Chapter II, Goals, Objectives and Action Items:** The Commission discussed concern regarding consistency with the setbacks discussed in the LUPAs versus how it is discussed under the objectives. King suggested using "appropriate setback" to replace the figure. Chairman Herich objected as it leaves room for a developer to argue. But King said that no argument should be based on information on Comprehensive Plan since it is not City Code. Hofman suggested a staggering system of setback requirements all the way up to 250 feet. Commissioner Provonsha suggested rewording it in such a way that includes the description of a 'gradual feeling of ruralness' as one goes north toward Trail Creek.

The Commission recognized the controversy between the community and Sun Valley Company is on the future land use of the east side of the Gateway. A general discussion about the different land use designations of Sun Valley Company vacant land, including the White Clouds and Penny Hill areas, was held. Commissioner Provonsha suggested drawing some sort of distinguishing line between the City of Sun Valley and Ketchum in the Gateway area. He said the current 50-foot setback is not a significant distance to make the distinction. Hofman recaptured the Steering Committee's ideas of land use within the Gateway LUPA.

The Commission continued to review the objectives. The Commission asked questions regarding how many acres of common land are owned by the Sun Valley Elkhorn Association (SVEA). Hofman said there are 1,800 acres of open space in the SVEA Covenants, Conditions and Restrictions, but not on the current zoning map. Hofman said six parcels of SVEA land are designated as Recreation under the 2005 Comprehensive Plan, which the Steering Committee recommended leaving as Recreation instead of Open Space for future development flexibility when opportunities arise.

The Commission reviewed the objectives pertaining to protecting waterways and watersheds and determined that the items had been completed and agreed the section could be eliminated.

Chairman Herich questioned whether Action Item 1.4.6 was ever done and suggested deleting it as The Nature Conservancy and other agencies can do the job without any direction from the Comprehensive Plan. Commissioner O'Connor suggested combining Action Items 1.4.6 with 1.4.7.

Chairman Herich said 1.5.1 was accomplished and suggested crossing it out. He also suggested striking Action Item 1.5.2 since the Hillside Ordinance required periodic review of the ordinance itself. Under Action Item 1.5.3, Hofman confirmed the Flood Insurance Maps have been maintained up-to-date and this item will remain. For Action Item 1.5.4, Hofman said the action has been taken care of by the City and it is important to retain this action item to remind its importance. The Commission also agreed to retain Action Items 1.5.5 and 1.5.6, and to change the wording in Item 1.5.6 on the name of map to "Natural Hazard Map". For Item 1.5.7, the Commission suggested changing the wording on "evaluate changes to the City's landscaping ordinances". For Item 1.5.8 Commissioner Provonsha suggested adding SVEA to the list of agencies on weed management cooperation, and changing the wording at the beginning to "Continue to establish..."

The Commission discussed the objectives and action items under Goal 3. Hofman advised that each item under Objective 3.1 is distinct and hard to combine. On Action Item 3.2.1, Commissioner Provonsha said he did not think Elkhorn Springs property owners have any offering of recreational amenities and suggested crossing this out and adding SVEA. He further questioned why other property owners, such as Lane Ranch, were not offering their recreational amenities to the public. Chairman Herich said Lane Ranch is totally private but the public have to cross SVEA property to access trails and public land. On Action Item 3.3.3, the Commission suggested changing "Meadow Site" to "5-acre parcel". On Item 3.3.5, Commissioner O'Connor questioned the meaning of back side of Ruud Mountain and the relevance of including adequate safe visitor parking because there is not adequate parking currently. Hofman said more parking is available over Hemingway Memorial along Trail Creek Road. The Commission suggested crossing Item 3.3.5 out. For Item 3.5.1, Adam King said as a citizen, he suggested amending "churches" to religious buildings. Commissioner Provonsha suggested adding Item 3.3.5 to reflect the need of a City yard.

The discussion proceeded to Goal 4. The Commission suggested eliminating the description of a four-story building maximum on Action Item 4.1.1 as it is not relevant anymore. For Item 4.1.8, Commissioner O'Connor questioned mentioning manufactured homes in the Comprehensive Plan. The Commission agreed to take out 4.1.8. and asked Hofman to follow up on manufactured homes in the City Code. For Action Item 4.2.10, the Commission suggested including that additional sites will be identified for pet waste management systems as the transportation plan is updated. Hofman advised leaving this item in.

Chairman Herich proposed the review of the Comprehensive Plan stop at this point. He said the Commission will cover the discussion of LUPA in the next meeting and indicated that this part of the discussion will be open to the public. He encouraged the Commissioners to read through the rest of the Goals and said a brief discussion on this section will be held in the next meeting. Hofman said that it would take more than one meeting to go through LUPAs. Hofman said that the April 24th meeting will be for the Lane Meadows and White Clouds findings. The Commission suggested meeting on April 17th for the Comprehensive Plan review.

5. [New Business](#)

Chairman Herich asked about the submission of the Sun Valley Lodge remodel plans and Hofman said they had not been submitted yet. The Commission said they are concerned about the external finish and the extension but that the rest of the project is not within the Commission's jurisdiction.

6. [Discussion Items](#)

A discussion was held regarding the topic of the Planning and Zoning Commission meeting scheduled for the following day.

7. [Adjourn](#)

**MOTION**

Commissioner Provonsha moved to adjourn, seconded by Commissioner O'Connor. All were in favor, none opposed. The motion carried.

The meeting was adjourned at 1:07 pm.

**Meeting Schedule**

March 20, 2014 at 9:00 a.m. Regular Planning & Zoning Meeting, Council Chambers  
April 3, 2014 at 9:00 a.m. Regular Planning & Zoning Meeting, Council Chambers.

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Ken Herich, Chairman

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Hannah L. Stauts, City Clerk