



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

**To:** Planning and Zoning Commission  
**From:** *MH* Mark Hofman, Community Development Director  
**Meeting Date:** February 19, 2015  
**Agenda Item:** **Lane Meadows Entry Monument Sign and Accent Landscaping Design Review Application No. DR 2015-02**

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**SUBJECT:** Site visit and public hearing for a design review application proposing a new monument sign with new accent landscaping at the Highway 75 entryway to the Lane Meadows Subdivision to provide visibility and recognition to the entryway. **Applicant:** Evergreen Ventures, LLC. **Application Filing Date:** November 22, 2014. **Location:** Entry berm easement on Lot 1 of the Lane Meadows Subdivision at Highway 75 and Lane's Way, near Lane Ranch.

**BACKGROUND:** Evergreen Ventures, LLC proposes a new entry monument sign project for the Lane Meadows Subdivision's entrance on Highway 75 that includes a new metal sign placed atop a cement base element. The sign will be accented with two (2) new 16' tall Spruce trees, three (3) new 6'-8' tall Flame Willows, and five (5) new Blue Fox Willows.

**ANALYSIS:** As per Section 9-3F-3A of the Sun Valley City Code, all permanent signs are subject to review and approval by the Planning and Zoning Commission. A design review approval of the proposed project and a noticed public hearing is required. The applicant has submitted revised project drawings (**Exhibit "PZ-B"**) depicting proposed site alterations and additions to the Lane Meadows entry off Highway 75. The Lane Meadows Subdivision is currently zoned as Single-Family Residential (RS-1) and consists of ten (10) undeveloped lots.

**Development Standards-** The proposed entryway upgrade project is required to meet all of the dimensional standards listed in Title 9, Chapter 2, Article A for development in the RS-1 Zoning District. The standards in Table 9-2A-2 are not applicable to the elements of the proposed project design for such criteria as density, lot size, lot dimensions, frontage, building height, and open site area. The project adds no new units, significant structures, new roads, etc to the residential site.

**Monument Signs-** The project includes a new entry monument sign to be located within the 60-foot private street, public utility and snow storage easement adjacent to the north of Parcel A of the Lane Meadows Subdivision. The sign is also proposed within the 63-foot berm easement on Lot 1 of the Subdivision. The new monument sign will be placed on the northern corner of the entry intersection and will consist of a 15' wide by 7' high metal sign element set upon a 30' wide by 7' high architectural formed concrete wall with surrounding accent landscaping.

No monument sign currently exists at the Highway 75 entry. Major subdivisions with one major entry are permitted by City Code to have one entry monument sign. The overall height of the sign (7 feet or less depending on grade) does not exceed the maximum allowed height of ten feet.

**Remaining issues:** Community Development Department staff preformed a review of the application and original project drawings, found the application incomplete on January 8, 2015, and requested revised project drawings from the applicant. Revised project drawings were submitted for review (January 27, 2015). However, a few review issue remain unaddressed, as follows:

- 1.) Sign area calculation remains missing. The proposed sign area shall comply with the maximum of sixteen (16) square feet for entry signs to major subdivisions;
- 2.) The drawings do not indicate that lighting is included, nor do they indicate that no lighting will be made part of the project;
- 3.) Demonstrate adequate safety line of sight- A line of sight line is depicted on Sheet L-4 of the project drawings but does not clearly relate to the highway entrance stop line nor reference any dimensional or design criteria from related standards. The applicant should discuss and demonstrate compliance with proper line of sight standards at or after the public hearing;
- 4.) Correctly identify the exact location of the sign outside the existing 17' future highway expansion easement for the Idaho Transportation Department. The cover sheet of the project drawings does not match the dimensional call-outs or setback depicted on Sheet L-4; and,
- 5.) The project drawings shall depict the required standard street sign for Lane's Way, as well as required stop sign, street striping, etc. The Lane's Way street sign shall be consistent with the public/private street sign standards of the City of Sun Valley. A new standard size stop sign shall be placed onto a 6" by 6" wood pole with a standard brown format street sign. City standards require that these two signs not be placed on the same pole for safety and visibility reasons. The project should be conditioned to require that the new street sign and stop sign be placed on separate wood poles in consultation with the City's Streets Department.

The applicant shall be prepared to discuss these remaining issues at the public hearing and then submit re-revised drawings for City review to ensure compliance with all applicable standards and regulations.

**Design Review Findings and Evaluation Standards-** The required Findings for action on a Design Review application are specified in Development Code Section 9-5B-3 and the Evaluation Standards are contained in Section 9-3A-3. These required findings are contained in the Draft Findings of Fact, Conclusions of Law and Conditions of Approval for Design Review Application No. DR 2015-02 attached to this Report as **Exhibit "PZ-A"**. All proposed features of the entryway sign project shall comply with applicable standards and criteria for residential developments, landscaping, street improvements, exterior lighting and signs within the RS-1 Zoning District.

**Public Notice and Comment-** The project application was publicly noticed by: 1.) publication in the Mtn. Express on February 4, 2015; 2.) posting on the project site; 3.) mailing of notice to all property owners within a minimum 300 foot radius of the site; 4.) posting of notice in five prominent public places in the City, including Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and the Elkhorn Fire Station; 5.) electronic notification to all parties who have notified the City of interest to receive agendas and notices; and, 6.) posting of the notice on the City's web site. No public email comments, phone calls or letters have been received by staff as of the writing of this Report.

**Alternative Actions-** Alternative actions available to the Commission include: (1) close the public hearing, discuss the findings, vote to approve the application and direct staff to return on a date certain with a resolution of approval reflecting the comments and findings of the Commission; (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 of 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 drawings, hold the site visit and public hearing, discuss any remaining issues, and provide direction to the applicant and staff regarding the design review application.

**LIST OF ATTACHED EXHIBITS:**

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|----------------|---|
| Exhibit "PZ-A" | Required Findings of Fact, Conclusions of Law and Conditions of Approval for Design Review Application No. DR 2015-02.                              |
| Exhibit "PZ-B" | Reduced 11" by 17" project drawing set consisting of seven (7) sheets stamped received by the Community Development Department on January 27, 2015. |

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

**(DRAFT) FINDINGS OF FACT AND CONCLUSIONS OF LAW  
CITY OF SUN VALLEY  
PLANNING AND ZONING COMMISSION  
DESIGN REVIEW**

Project Name: **Lane Meadows Entry Sign and Landscaping at Highway 75**  
 Applicant: **Evergreen Ventures, LLC**  
 Location: **Entry berm easement on Lot 1 of the Lane Meadows Subdivision at Highway 75 and Lane's Way, near Lane Ranch**  
 Zoning District: **Single-Family Residential (RS-1) Zoning District**

**Entry Sign Area Calculation:**

	<b>Area (sq. ft.)</b>
Proposed Sign	???
Max Permitted	16

Setbacks: **Shall comply with all applicable setback and line-of-site standards.**

Building Footprint Allowed: N/A  
 Maximum Number of Signs Allowed: 1 Entry Monument Sign  
 Number of signs proposed for the Subdivision: 1 Entry Monument Sign  
 Entry Sign Height Allowed: 10 feet maximum.  
 Proposed Sign Height: 7' above existing record grade.

**Project Description:** Evergreen Ventures, LLC submitted an application for design review approval for a new entry monument sign project for the Lane Meadows Subdivision's entrance on Highway 75 that includes a new metal sign placed atop a cement base element. The sign will be accented with two (2) new 16' tall Spruce trees, three (3) new 6'-8' tall Flame Willows, and five (5) new Blue Fox Willows.

As per Section 9-3F-3A of the Sun Valley City Code, all permanent signs are subject to review and approval by the Planning and Zoning Commission. A design review approval of the proposed project and a noticed public hearing is required. The applicant has submitted revised project drawings depicting proposed site alterations and additions to the Lane Meadows entry off Highway 75. The Lane Meadows Subdivision is currently zoned as Single-Family Residential (RS-1) and consists of ten (10) undeveloped lots.

The Planning and Zoning Commission conducted a properly noticed site visit and public hearing for the application at their February 19, 2015 meeting.

**Required Findings:** In order to approve a design review application and based on the standards set forth in **Sun Valley Municipal Code, Title 9, Chapter 5B, Section 3 DESIGN REVIEW**, the Planning & Zoning Commission shall make the following findings:

1. The proposed design is in conformance with the purpose of the zoning district and all dimensional regulations of that district.
2. The proposed design is in conformance with the standards for design review as set forth in Chapter 3A DESIGN REVIEW REGULATIONS of this Title.
3. The proposed design does not significantly impact the natural, scenic character and aesthetic value of hillsides, ridges, ridgelines, ridge tops, knolls, saddles, and summits in the City.
4. The proposed design is in context and complimentary to adjacent properties.
5. The proposed design is compatible with the community character and scale of the neighborhood.
6. The proposed design adheres to standards for the protection of health, safety, and general welfare.
7. The proposed design is of quality architectural character and materials.
8. The use is not in conflict with the Comprehensive Plan or other adopted plans, policies, or ordinances of the City.

#### CONCLUSIONS OF LAW

That this project does/does not meet the standards for approval under Title 9, Chapter 3A (Design Review Regulations), of the City of Sun Valley Municipal Code provided the below conditions of approval are met. Design review approval shall expire 365 days from the date of approval, unless extended as per Municipal Code Section 9-5A-8.

#### CONDITIONS OF APPROVAL

1. The applicant(s) and their representatives shall comply with all IBC, IFC and applicable City ordinances.
2. Site review approval is good for one year from the date of approval, unless extended as per Municipal Code Section 9-5A-8.
3. Any requirements and/or approvals of private associations or other entities are the sole responsibility of the property owner.
4. Any permits issued during the 10-day appeal period provided for under section 9-3A-4 may be subject to a stop work order in the event of an appeal. Any work commenced during the appeal period shall be at the applicant's own risk.
5. A final construction management plan shall be submitted to the Community Development Department that addresses adjacent site and street preservation and safety, construction parking, material storage, nuisance control (noise, dust, trash, street cleaning and construction fencing) and each issue of concern of the Planning and Zoning Commission addressed as part of the project approval. Prior to the issuance of a building permit, final review and approval of the construction management plan by the Community Development Director is required. No construction parking or staging shall occur on the public or private right-of-ways

and the site access shall be kept free and clear for emergency vehicle access at all times. Temporary construction fencing shall protect all sensitive areas and surrounding vegetation throughout the development process. Temporary dirt and grading staging areas shall be clearly identified on the construction management plan.

6. The subject Design Review Application shall be specific to the project drawings (7 Sheets) stamped received by the City on ?????????? ??, 2015 and approved by the Planning & Zoning Commission on ?????????? ??, 2015. Any changes or modifications to the approved design shall be reviewed by the Community Development Department pursuant to Code Section 9-5A-10, Substantial Conformance.
7. The project drawings shall include the provision of a new standard stop sign and a new street sign placed on 6" by 6" wood poles, as conforming to City standards. The street sign and stop sign shall be placed on separate poles for visual and safety purposes to the satisfaction of the City's Streets Department.

### DECISION

Therefore, the Sun Valley Planning and Zoning Commission approves/denies this Design Review Application No. DR 2015-02.

Dated this ??th day of ???????, 2015.

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Ken Herich, Chairman  
Sun Valley Planning and Zoning Commission

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Date Findings of Fact Signed