


## STAFF REPORT

**TO:** Hailey Planning and Zoning Commission

**FROM:** Beth Robrahn, Planning Director 

**RE:** Design Review – CSM Building

**HEARING:** October 20, 2008

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**Applicant:** Leargulf LLC

**Project:** CSM Building

**Location:** Lot 1A, Block 3, Airport West Subdivision, Phase II (1760 Lear Lane)

**Zoning:** Service Commercial Industrial-Industrial (SCI-I)

**Note:** The Design Review Guidelines are in bold type and additional guideline information is in italics. Staff analysis is in lighter plain type.

### Notice

Notice for the public hearing was published in the Wood River Journal and mailed to property owners within 300 feet on May 28, 2008.

### Application

Leargulf LLC, represented by Marc Corney with Red Canoe Architecture, submitted a Design Review application for a new building, located at 1760 Lear Lane that was heard by the Commission on June 16, 2008. The applicant proposed a 6,474 square foot 3-unit commercial condominium. The applicant received Design Review approval from the Airport West Business Park Architectural Review Board on May 20, 2008 and from the Commission on June 16, 2008.

The applicant has submitted minor changes to the building plans and has requested that the changes be reviewed by the Commission as a new application rather than reviewed administratively as the conditions of approval allow. The minor changes include the following:

- The addition of a second story deck on the east and west elevations
- Change of windows to doors leading out to the deck on the east and west elevations
- Removal of the lower roof standing seam on the east and west elevations
- The addition of a trellis on the south elevation

### Background

After receiving design review approval conditioned on the installation of sidewalks pursuant to Section 6A.7.1.1 the applicant submitted a letter to the city dated July 25, 2008 objecting to the sidewalk requirements. The findings of Fact and Conclusions of Law were approved by the Commission on July 7, 2008. The appeal period is 15 days from the date of decision. The last day to appeal was July 22, 2008.

The revised application for design review for the minor changes was complete on September 9, 2008. The Planning Administrator and City Attorney have met with the applicant and his legal counsel and it is our understanding that the revised design review application has been submitted to compensate for the fact that the applicant did not file an appeal within the time allowed by

ordinance. The applicant has submitted minor changes to the building plans and has requested that the changes be reviewed by the Commission as a new application rather than reviewed administratively in order to enable the applicant a second opportunity to appeal the decision to the City Council. The Planning Administrator and City Attorney recommend the Commission not proceed with a new public hearing on the minor modifications proposed and allow the changes to be approved administratively.

In the event the Commission wishes to consider the revised application with a new public hearing, the following standards of evaluation shall be considered.

**Department Head Comments:**

These comments are from when the application was reviewed by the Commission on June 16, 2008 are as follows:

**Life/Safety issues:** The exterior route from the van accessible stall shall service all three units. The slope and cross slope of the route shall comply with the IBC and ICC A117.1. The restroom located on the second floor shall be required to be accessible for the disabled per IBC section 1109.2.

**Water and Sewer issues:** A location of the drywells shall be shown and an inventory form from IDWR and encroachment form for the inspection of the drywell is needed. All drywells and catch basins shall comply with City Standards. The sewer service is shown in an incorrect location. A revised plan shall be submitted showing the accurate location of the sewer service and shall be verified with the City Engineer. If the plans propose floor drains, there may be pretreatment requirements.

**Street Department issues:** No comment.

**Engineering issues:** No comment.

**Standards of Evaluation**

**4.12.1.1 District Wide Regulations.**

- a. **All uses in the SCI District shall conform with the Comprehensive Plan and shall be reviewed for conditions that may be hazardous, including but not limited to traffic hazards, parking overflow, noise, cinders, dust, fumes, odors, smoke, vapor, vibration, glare or industrial waste. Any conditions that could adversely affect the surrounding areas are subject to review upon application for Design Review. The Commission may require mitigation including, but not limited to, enclosure within a structure, landscape buffering, or alternate method of operation.**

At this time, there are no foreseen issues with on-site activities that could adversely affect the surrounding area.

- b. **Landscape screening and buffering shall be provided and maintained by the owner in all required front yards and adjacent to all collector and/or arterial roads.**

Currently, landscaping exists along Merlin Loop, which has been installed by the Airport West Developer. No landscaping is proposed in the front yard (adjacent to Lear Lane) or along Aviation Drive, which is a public collector road. It is a recommended condition of approval that landscaping, similar to what is found along Merlin Loop, be provided along Aviation Drive and

planters be provided along the front elevation, between the two overhead garage doors (adjacent to Lear Lane).

- c. Landscape screening and buffering shall be provided and maintained in the required yards adjacent to the RGB, GR, LR, MH, LB, and TN zone districts, and adjacent to any residential district of Blaine County, to protect these areas from undue intrusion of noise, light, odors, and other influences.**

This standard is not applicable; the subject property is not adjacent to the districts listed above.

- d. All development shall be subject to Design Review pursuant to Article 6A of this Ordinance.**

This application constitutes compliance with this requirement.

- e. No loading door or dock which faces a collector street, as defined by the City, shall be placed within 30 feet of the right-of-way for that collector street.**

**Street: Collector or Secondary.** A street which carries traffic from local or minor streets and which serves for the circulation of traffic in residential areas or developments.

There are overhead doors located adjacent to Lear Lane (private street) and Lot 1B. Therefore, the proposed overhead doors are not required to comply with this standard.

#### **4.12.3.4 Bulk requirements within the SCI-I sub-district:**

The production, sales, and storage of bulky goods and associated wholesale and retail sales, offices and parking are permitted uses in the Service Commercial Industrial-Industrial (SCI-I) district.

#### **Maximum building height in the SCI-I District is 35 feet.**

Proposed height is 30 feet and 3 inches from existing grade.

#### **Required setbacks are Front: 10'; Side and Rear: 10'**

Proposed setbacks are Front (Lear Lane):35.5; side (Merlin Loop): 12 feet from the side of the building and 8 feet from the roof overhang; side (east elevation): 71 feet; rear (Aviation Drive): 10 feet.

*Section 7.1.1 of the Hailey Zoning Ordinance states, "Cornices, canopies, eaves or similar roof overhang features and cantilevered balconies may extend into a required yard setback not more than three (3) feet."*

#### **No parking shall be placed within the setback areas.**

No parking is within the required setback areas.

#### **Maximum Lot Coverage: Not more than seventy percent (70%) of the lot shall be covered by buildings.**

The two (2) carports (pursuant to Hailey's Zoning Ordinance carports are included in lot coverage calculations) are a total of 2,002 square feet and the principle building footprint is 5,300 square feet. The lot size is 20,855 square feet. The total lot coverage is 35%.

**All materials, with the exception of trees and plant materials stored on the premises, shall**

**be stored within a building or within a wall or screening fence not less than four (4) feet nor greater than eight (8) feet in height.**

A contiguous six (6) foot high corrugated metal fence is proposed along the east lot line and the north lot line (Aviation Drive). There is an outdoor storage area adjacent to Aviation Drive that would be screened by the proposed fence. Along the east side of the lot the fence would partially screen two (2) 19 foot and 7.5 inch carport structure, which is proposed to cover 8 parking spaces located adjacent to the east lot line.

#### **6A.7.1.1 Sidewalk, Curb, and Gutter.**

**Sidewalks, curb and gutter shall be required improvements for projects requiring Design Review approval in the B, LB, TI, A and SCI zoning districts. At a minimum, sidewalks and curb and gutter, where required, shall comply with the City Standards. Sidewalks shall be at least six feet (6') wide or as wide as adjacent sidewalks on the same block, whichever is greater. Sidewalks shall be constructed along the entire length of a property adjacent to any public or private street in all zones, as well as in locations that provide safe pedestrian access to and around a building. New sidewalks shall be planned to provide pedestrian connections to any existing sidewalks adjacent to the site. Sites located adjacent to public or private streets that are not currently thru-streets, regardless of whether the street may provide a connection to future streets, shall provide sidewalks to facilitate future pedestrian connections. Sidewalks and drainage improvements shall also be required in other districts, except as otherwise provided herein. The requirement for sidewalk may be waived if the cost of the proposed project construction is less than twenty thousand dollars (\$20,000). For Single Family Dwelling and Duplex projects in the Townsite Overlay District, the requirement for sidewalk shall be waived for any remodel or addition; sidewalks shall be required for new primary dwellings.**

**The City may approve and accept voluntary cash contributions in-lieu of the above described improvements, which contributions must be segregated by the City and not used for any purpose other than the provision of these improvements. The contribution amount shall be 110% of the estimated costs of concrete sidewalk and drainage improvements provided by a qualified contractor, plus associated engineering costs, as approved by the City Engineer. Any approved in-lieu contribution shall be paid before the City issues a certificate of occupancy. In-lieu contributions for sidewalks shall not be accepted in B, LB, TI and SCI districts.**

The plat of the Airport West subdivision typically precludes sidewalk, curb and gutters adjacent to the platted private streets. The typical site plan for a lot in the Airport West Subdivision includes 90 degree parking spaces between the building and the paved road surface is required. To meet this sidewalk standard a six foot sidewalk or walkway adjacent to the building that connects to any existing or future sidewalks on public and private streets is required. There are no sidewalks proposed or existing along Merlin Loop (public street), or Aviation Drive (public street). It is a recommended condition of approval that sidewalks, installed to City Standards, are provided along both public streets.

A concrete sidewalk adjacent to the front (south elevation) of the building facing Lear is shown as 5 feet wide and connects to a painted walkway that provide a connection to future

development on Lot 1B. It is a recommended condition of approval that concrete portion of the sidewalk connect to the required sidewalk along Merlin Loop.

- 6A.8 Area Development Plan.** When the owner of Contiguous Parcels is required to obtain Design Review approval for any portion of the Contiguous Parcels, an Area Development Plan shall be submitted and approved. The Commission shall evaluate the following basic site criteria and make appropriate findings of fact:
- a. Streets, whether public or private, provide an interconnected system and shall be adequate to accommodate anticipated vehicular and pedestrian traffic.
  - b. Non-vehicular circulation routes provide safe pedestrian and bicycle ways and provide an interconnected system to streets, parks and green space, public lands, or other destinations.
  - c. Water main lines and sewer main lines are designed in the most effective layout feasible.
  - d. Other utilities including power, telephone, cable, and gas are designed in the most effective layout feasible.
  - e. Park land is most appropriately located on the Contiguous Parcels.
  - f. Grading and drainage are appropriate to the Contiguous Parcels.
  - g. Development avoids easements and hazardous or sensitive natural resource areas.

Upon any approval of the Design Review application, the Owner shall be required as a condition of approval to record the Area Development Plan or a development agreement depicting and/or detailing the approved Area Development Plan with a statement that the Area Development Plan shall bind the Owner and Owner's successors.

Leargulf LLC, does not own parcels contiguous to the subject property.

**Signage:**

The applicant is hereby advised that a sign permit is required for any signage exceeding four square feet in sign area. Approval of signage areas or signage plan in Design Review does not constitute approval of a sign permit.

**8B.4. Outdoor Lighting.**

**8B.4.1. General Standards.**

- a) All exterior lighting shall be designed, located and lamped in order to prevent over lighting, energy waste, glare, light trespass and sky glow.
- b) All non-essential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.
- c) Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties.
- d) Area lights. All area lights are encouraged to be eighty-five (85) degree full cut-off type luminaries.

The proposal indicates two types of exterior lighting fixtures; a wall mount (mounted at a height

of 8 feet and four (4) inches) and a ceiling mount (mounted at a height of 9 feet) galvanized lamp. It is proposed that each lamp will use one (1) 15 watt CFL bulb. This wattage at the proposed mounting height is in compliance with Hailey's Outdoor Lighting Ordinance. It is a recommended condition of approval that the proposed luminaires be full-cut off and all exterior lights shall be on timers and sensors.

**9.2.1 Loading Space Requirements and Dimensions.** The following regulations shall apply to all commercial and industrial buildings with off-street loading areas.

- a. **One (1) loading space shall be provided for any single retail, wholesale or warehouse occupancy with a floor area in excess of 4000 square feet, except grocery and convenience stores where one (1) loading space shall be provided for a floor area in excess of 1000 square feet. An additional loading space shall be required for every additional 10,000 square feet of floor area, except grocery and convenience stores where an additional loading space shall be required for every additional 5,000 square feet of floor area. Such spaces shall have a minimum area of 500 square feet, and no dimension shall be less than 12 feet.**
- b. **Convenient access driveways to loading spaces from streets or alleys shall be provided; they shall not be less than 12 feet in width.**
- c. **No loading space required by this Ordinance shall project into any street, alley, or other public right-of-way.**

Presently, the use of the building is unknown. Depending on the future use, additional loading spaces may be required.

**9.4 Parking Space Requirements.**

- a. **For the purpose of this Ordinance, the following parking space requirements shall apply as the minimum number of parking spaces which shall be provided by the given use. Where the calculation of parking spaces results in a fraction, the required parking shall be rounded up to the nearest whole number when the calculation equals less than 10 (e.g., if the requirement is "one space per 1000 square feet", an area of 9010 square feet calculates to 9.01 but will require ten parking spaces.); and shall be rounded down to the nearest whole number where total calculation exceeds 10 (e.g., 10,900 square feet calculates to 10.9 but will require 10 parking spaces).**
- b. **For the purposes of this Section, "gross area" is defined as the total square foot area of a given use, as designated for each use. Storage areas in basements are not included in gross area. "Net area" is defined as the area consistently used by customers, patrons, and employees of the use. Net area does not typically include areas such as hallway and elevator areas, bulk storage and freezer areas, employee break areas, restrooms and machinery rooms.**
- c. **Where a specific use is not listed, and no similar use is listed, the required minimum number of parking spaces shall be one per 1000 gross square feet.**
- d. **All uses shall provide handicap accessible parking spaces as required by the IBC, and designed to comply with the standards set forth in ANSI A117.1. Such spaces may be included in the total number of required parking spaces.**

There are three rooms on the main floor that measure 846 square feet, which are labeled as

storage and are adjacent to the restroom facilities. Mark Corning, the applicant's representative, anticipates that these rooms will most likely be used for office space, not storage or warehouse space and therefore, should be considered office space when calculating and establishing parking requirements. Based on this information, the proposed building has 2,246 square feet of office space (calculation includes the 846 square feet of space labeled as "storage" on the plans) and 4,454 square feet of storage space.

**9.4.2 Commercial, Professional, Service, Recreation and Entertainment. All commercial, professional, service, recreation and entertainment uses shall provide improved parking in the amount of one parking space for every 1000 square feet of gross building area; except as follows:**

**I. Offices: 1 space for every 500 square feet of gross building area.**

2,246 square feet of office space requires 5 parking spaces.

**9.4.5 Industrial.**

**b. Warehouse and storage facilities: 1 space for every 1,000 square feet of floor area but not less than 1 space per employee.**

4,454 square feet of storage space requires 5 parking spaces. The total parking requirement is 10 spaces. Twelve parking spaces are proposed.

**6A.7.2.2. DESIGN REVIEW GUIDELINES FOR NON-RESIDENTIAL USES IN LIGHT INDUSTRIAL (LI), SERVICE COMMERCIAL INDUSTRIAL (SCI), TECHNOLOGICAL INDUSTRY (TI), AIRPORT (A)**

**A. Site Planning.**

- 1. Site planning shall include consideration of adjoining parcels in terms of building configuration, vehicular circulation and parking, drainage and access. Reciprocal ingress and egress, circulation, and parking arrangements shall be encouraged to facilitate the ease of vehicular movement between adjoining properties. Access points to adjoining lots shall be shared wherever feasible.**

*When planning new construction, consider how the new building will be situated in relation to adjacent properties. Encourage the use of common or shared streets and circulation patterns. Delivery trucks should be able to operate without blocking pedestrian rights-of-way. Consideration with respect to building site and proximity to streets and alleys should be given when buildings are constructed to insure that life/safety issues do not become problematic.*

All vehicular access to the subject property is via Lear Lane.

- 2. Conflicts between different circulation needs and uses should be minimized.**

*Circulation patterns between customers/pedestrians and service/delivery vehicles should be conflict free. Delivery trucks should not interfere with public rights-of-way or obstruct required parking spaces. Where alleys are provided, they should be utilized for loading, deliveries, trash pick-up, etc. Pedestrians should be able to have safe access to the site without being forced to walk within any traffic lane. When developing more than one building on a site, it is important to provide pedestrian paths through the site.*

There is a pedestrian pathway adjacent to the building's south elevation, in between the

customer parking area and the building's front wall plane. The pathway continues around the east and west sides of the building, ending at the last building entrance of both the east and west elevations. It is not anticipated that delivery trucks would interfere with circulation needs; there are large overhead doors and at the east and south sides of the building and a delivery area adjacent to the overhead doors located at the east side of the building. The delivery area does not conflict with parking areas. Customer parking and employee parking is proposed in such a way that pedestrians walking to and from their vehicles would not be forced to walk within any traffic lane. There are no sidewalks proposed or existing along Merlin Loop (public street), Aviation Drive (public street), or Lean Lane (private street). It is a recommended condition of approval that a sidewalk be provided along both public streets and the sidewalk adjacent to the front (south elevation) of the building shall connect to the required sidewalk along Merlin Loop and to Lot 1B.

- 3. Snow storage areas not less than 25% of the improved parking and circulation areas shall be sited in a manner that is accessible and usable. In no case shall a designated snow storage area have any dimension less than 10 feet. Snow storage shall not encumber required parking spaces or encroach into sidewalk or pedestrian pathways.**

*Snow storage areas for required parking areas, driveways and sidewalks shall be provided on-site. These areas should be situated so that they are accessible to all types of snow removal vehicles, of a size that can accommodate moderate areas of snow, and located in areas that will not hinder access to trash collection areas, utility meters, etc. These sites are encouraged to be landscaped with vegetation that is salt-tolerant and resilient to heavy snow.*

The on-site, uncovered, paved circulation and parking areas measure 6,013 square feet. The on-site snow storage provided measures 1,803 square feet, which is approximately 30% of the required snow storage area. The two carports will cover 1,512 square feet of parking area. This amount of space is not included in the snow storage calculations because it is anticipated that snow will not accumulate here, like it would at an uncovered parking area. If the covered area were to be included in the snow storage calculations the proposed on-site snow storage area would provide 24% of the required snow storage area. It is anticipated that the roof of the carports' design will not hold snow. Because of the carport's design and proposed positioning on the site, snow would shed into the on-site snow storage area. It is a recommended condition of approval that snow clips be provided on both carports.

The private street snow storage area originally platted in the southwest corner of Lot 1A measures 1,125.5 square feet. The private street snow storage area is proposed for redistribution along Lear Lane. The redistribution would create three different snow storage areas measuring 109, 177, and 890 square feet, for a total private street snow storage area of 1,176 square feet, exceeding the originally platted private snow storage area. Relocating the private street snow storage, as proposed on the site plan, will require a plat amendment. It is a recommended condition of approval that an amended plat be recorded at the time of recording a subdivision (condo) plat or prior to Certification of Occupancy, whichever comes first.

It appears that a portion of the private street snow storage area, measuring 890 square feet and located in the southwest corner of the lot, would block the overhead garage door entrance to unit (three) 3. It is a recommended condition of approval that a portion of this parcel of

snow storage be relocated to ensure that exit and entry from unit three's (3) garage is accessible. There are 13 parking spaces provided and only 10 required; therefore, it is a recommended condition of approval that parking space number one (1) and two (2) be utilized as snow storage in place of the section that impedes vehicular access to the garage door. Parking space numbers one (1) and two (2) are close to Lear Lane; therefore, it may be an appropriate alternative placement of private street snow storage. In addition, the relocation of the snow storage area is contiguous with an adjacent private street snow storage area measuring 109 square feet.

**4. The visual impact of off-street parking and loading areas, service areas, and auxiliary structures shall be minimized. Off street parking areas should be screened from public streets to the extent possible.**

*Utility meters and service functions should not be visible on primary facades of the building. Parking areas, trash storage and service areas should be screened with landscaping, fencing or by the primary building.*

The proposal shows the dumpster enclosed. The parking area on the east end of the lot is proposed to be screened by a six (6) foot high fence. The parking area adjacent to Lear Lane at the front of the building is not screened. It is a recommended condition of approval that additional drought tolerant shrubs and trees be provided further south along the west end of Lot 1A, in an effort to better screen the parking area.

**B. Building Design.**

**1. Visual relief shall be provided for linear buildings. For elevations oriented to the street, design features such as windows, pedestrian entrances, building off-sets, projections, detailing, and change in materials or similar features shall be used to create human scale and break up and articulate large building surfaces and volumes.**

*All elevations of any building should have human scale. Linear elevations should incorporate design features that create interest and avoid boxy, bland appearance. Extensive repetition of similar forms on large monolithic surfaces that would lead to the perception of a large building mass is inappropriate. Consider varying the setbacks of walls facing the street on large projects that occupy several parcels.*

The north elevation, adjacent to Aviation Drive, has few windows and no doors, which may create a bland appearance. However, the setbacks are varied along the north elevation and it is proposed that the majority of this side of the building will be screened by a six (6) foot high corrugated metal fence. All other elevations incorporate doors, overhead garage doors, a mixture of window sizes and configurations, and varying roof forms.

**2. The proportion, size, and shape of new buildings shall be compatible with existing structures in the same area. Rooflines should be designed in a manner that is compatible with surrounding structures.**

*When planning new construction, consider the adjoining properties to avoid repeating design elements such as colors, window shapes and building materials. Consider the relationship of the new construction with other structures in the area. Creative architectural elements are encouraged providing they are compatible with existing structures. Roof lines that project the image of "false western" storefronts are not appropriate in Hailey.*

There are no existing structures adjacent to the proposed building site.

**3. Any addition onto or renovation of an existing building shall be appropriately designed to create a cohesive whole.**

This standard is not applicable; the project proposal is for new construction.

**4. All buildings are encouraged to minimize energy consumption, utilize alternative energy sources, and consider passive solar techniques.**

*The use of the following techniques can lead to energy cost savings and provide a more comfortable and healthy workplace:*

- a. Solar access
- b. South facing windows with eave coverage
- c. Double glazed windows
- d. Deciduous shade trees
- e. Earth berming against exterior walls
- f. Good ventilation
- g. Efficient lighting
- h. Day lighting

The proposal incorporates double glazed windows and tubular skylights at the flat roof porting of the building. The design of the south elevation provides little opportunity for day lighting.

**5. Exterior buildings colors should be integrated appropriately into the architecture of the building, and should be harmonious within the project and with surrounding buildings.**

*When selecting colors, consider the natural and built surroundings. Colors should be integrated appropriately into the architecture of the building, and should be harmonious within the project and with surrounding buildings.*

The design and colors are similar to other industrial buildings characteristic of Airport West Subdivision.

**6. Entries and pedestrian areas should include consideration with respect to snow shedding and drip lines.**

*Building entries should provide protection from adverse weather conditions. Entrances into buildings should be designed with the pedestrian in mind in order to prevent snow from falling directly onto adjacent sidewalks. Entries, walkways, decks or landscaping should not be located where they will be damaged by falling snow. Consideration should be given whether the roofing material and pitch will hold or release snow. Gabled coverings, appropriate roof pitch, or snow clips and/or gutters and downspouts should be provided over all walkways and entries. Downspouts and drains should be located within landscape areas or other appropriate locations where freezing will not create pedestrian hazards.*

The building's proposed design incorporates snow clips, rain gutters, and downspouts along all uncovered pedestrian areas, where the roof is not gabled.

**7. Signage areas shall be appropriate to the building's scale and design.**

*A basic plan for signage, especially for multi-tenanted buildings, should be considered to ensure compatible and uniform signs. A uniform color scheme for all signs in multi-tenanted buildings should be considered.*

Design review approval does not constitute approval of any signage. A sign permit for all signs larger than four (4) square feet must be obtained prior to display.

### **C. Accessory Structures, Fences, and Equipment/Utilities.**

- 1. Accessory structures such as storage buildings and dumpster enclosures should generally not be located in front of or on the street side of the main building.**

*Accessory structures should be located at the rear of the property and not visible from the street. They should be designed to be compatible with the primary building(s).*

The dumpster enclosure is located on the street side of the main building and is visible from the street. It is a recommended condition of approval that the dumpster enclosure be located behind the six (6) foot fence, towards the rear of the property, where it is not visible from the street.

- 2. Fences shall be constructed of materials compatible with the site. The use of chain link is prohibited.**

*Walls and fencing may be required elements in a site design for privacy, property line delineations, or screening. Fencing should not dominate the buildings or the landscape. Planting may often be integrated with a fencing scheme in order to soften the visual impact. A variety of fencing materials compatible with the site and surrounding properties are encouraged but in no case will chain link be permitted. Where topography varies, the tops of fences should generally be maintained horizontal, as opposed to angling up or down a slope.*

The fencing material is corrugated metal, which is also used on portions of the building's façade. The fence is proposed to extend along almost the entire length of the east end of the lot and will continue along most of the lot adjacent to Aviation Drive. There is an outdoor storage area adjacent to aviation drive that is fenced; however extending the fence along the entire length of Aviation Drive may not be necessary. Aviation Drive is a collector road and all site elements adjacent to this road are noticeable. The Commission should consider whether the use of a continuous fence, beyond screening the outdoor storage area, is necessary or appropriate along Aviation Drive and the east side of Lot 1A.

- 3. All roof projections including, but not limited to air conditioning units, all mechanical equipment and solar panels shall be shielded and architecturally screened from view from on-site parking areas, adjacent public streets and adjacent properties.**

*The use of alternative energy sources is encouraged, however, the hardware associated with these features should be incorporated as an integral part of the building's design rather than as an add-on which detracts from the building and its surroundings. Special consideration should be given to communications facilities to insure that the number and design of them not conflict with each other.*

All mechanical equipment will be mounted at the flat roof portion of the building and screened by a parapet wall.

- 4. All ground-mounted mechanical equipment, including heating and air conditioning units and trash receptacle areas shall be adequately screened from surrounding properties by the use of a wall, fence, or landscaping, or shall be enclosed within a building.**

*These types of structures, to the greatest extent possible, should be enclosed within a building. If necessary, when located outside, they should be primarily screened from public streets and adjacent properties.*

The dumpster is proposed to be screened with a corrugated a metal enclosure, which is consistent with the materials used for the fence and building siding.

**5. Utilities, cables, phone lines and electrical lines must be considered in site design.**

*Location of above ground utility boxes shall be shown on site plans and should not interfere with other uses such as snow storage, parking and trash collection. All service lines into the subject property shall be installed underground. In no instance should additional appurtenances be located on existing utility poles.*

The utility meters are located on the east side of the building. They are proposed to be partially screened with shrubbery planters proposed alongside the building's east side.

**D. Landscaping.**

**1. At least 50% of the landscaped area shall utilize drought tolerant and/or xeriscape specific plant materials. Drought tolerance and hardiness shall be considered when selecting plant species.**

*Drought tolerant plant species shall be used wherever possible to reduce water consumption. High water demand plant materials shall be kept to a minimum. Elements for the xeriscape plan should include but are not limited to: plant materials proposed to be used, timeline for establishment of the plantings, maintenance of the planting beds and the type of irrigation proposed. All species shall be hardy to the Zone 4 environment.*

There are shrubbery planters proposed along the east and west sides of the building and some shrubs planted at the northwest end of the building. A site plan note states, "All shrubs to be ten gallons, potentilla, arctic willow, redbud dogwood or listina plum." All other landscaping is proposed at the west end of the property only. The following plantings are proposed: ten (10) aspens, two (2) evergreen trees, and drought tolerant grasses. It is a recommended condition of approval that all species be hardy to Zone 4 and drought tolerant.

**2. The urban environment should be considered in planning landscaped areas. A combination trees, shrubs vines, ground covers and ornamental grasses should be selected that enhance and soften the hardscape. Landscape plans having more than 10 trees, a minimum of 10% of the trees shall be at least 4-inch caliper, 20% shall be at least 3-inch caliper, and 20% shall be at least 2½ inch caliper. A maximum of 20% of any single species may be used in any landscape plan having more than 10 trees (excluding street trees).**

*A landscape plan should provide or create a pleasing site or landscape character for an area. A harmony and balance of all the various elements of a landscape must be retained or developed. Landscaped areas should be planned as an integral part of the site and not simply located in leftover space on site. New planting areas must be designed to accommodate typical trees at maturity.*

There are 12 trees proposed, ten (10) of which are Aspen. It is a recommended condition of approval that a greater diversity of tree species be incorporated into the landscape plan and no single species shall comprise greater than 20% of the total landscape plantings. It is a recommended condition of approval that a minimum of 10% of the trees shall be at least 4-inch caliper, 20% shall be at least 3-inch caliper, and 20% shall be at least 2½ inch caliper.

**3. All landscaped areas shall be watered by an automatic irrigation system and regularly maintained in healthy and thriving condition free of weeds, trash, and debris.**

*Irrigation systems are required for all landscaped areas. They are encouraged to include features that will minimize water use, such as moisture sensors. Wherever possible, overhead spraying systems should be avoided to prevent water loss through evaporation. In particular, island areas and sidewalk borders are susceptible to overspray and water waste.*

*Storm water runoff shall be retained on the site wherever possible and used to irrigate plant materials. Even native, drought tolerant plant materials need water to become established. Projects which use all native, drought tolerant plant materials must provide, at a minimum, a temporary irrigation system which must fully operate for at least two complete growing seasons. All native plant materials are not drought tolerant and those that are not will require irrigation on a permanent basis.*

*A plan for maintenance of the landscaping areas should be in place to ensure that the project appears in a well maintained condition (i.e., all weeds and trash removed, dead plant materials removed and replaced).*

All landscaped areas are proposed to be irrigated with an automatic sprinkler system. It is a recommended condition of approval that moisture sensors be installed along the landscaped area and a landscape maintenance plan be in place.

**4. Retaining walls must be designed to minimize their impact on the site.**

*Retaining walls, where visible to the public and/or to residents or employees of the project, should be no higher than four feet or terraced with a three foot horizontal separation of walls. They should be constructed of materials that are utilized elsewhere on the site, or of natural or decorative materials, rather than solid or flat surface. Landscaping should be provided within or in front of extensive retaining walls. Retaining walls should add rather than detract to the appearance of the site. Retaining walls over 24" high may require railings or planting buffers for safety. Low retaining walls may be used for seating if capped with a surface of at least 12 to 16 inches wide.*

No retaining walls are proposed.

**Summary and Suggested Conditions**

According to Section 6A.7 of Hailey Zoning Ordinance, the Commission, prior to any approval that may be granted the applicant, shall determine that:

- a) The project is in conformance with the Comprehensive Plan;
- b) The project does not jeopardize the health, safety, or welfare of the general public; and
- c) The project conforms to the applicable specifications outlined in the Design Review Guidelines, as set forth herein, applicable requirements of the Zoning Ordinance, and City Standards.

The following conditions are suggested to be placed on any approval of this application:

- a) All Fire Department and Building Department requirements shall be met. Items to be completed at the applicant's sole expense.
- b) Any change in use or occupancy type from the approval at the time of issuance of a Building Permit may require additional improvements and/or approvals. Additional parking and loading spaces may also be required upon subsequent change in use, in conformance with Hailey's Zoning Ordinance 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 improvements:
  - Sidewalks, installed to City Standards, shall be provided along Merlin Loop and Aviation Drive.
  - The sidewalk adjacent to the front (south elevation) of the building shall connect to the required sidewalk along Merlin Loop.
- d) Fencing to screen exterior storage materials shall be provided pursuant to requirements set forth in Section 4.12.3.4. Fence materials shall be approved by the Planning & Zoning Administrator.
- e) The dumpster enclosure shall be located towards the rear of the property, where it is not visible from the street.
- f) Snow clips shall be provided on both carports.
- g) An amended plat showing snow storage areas shall be recorded at the time of condominiumizing or prior to Certification of Occupancy, whichever comes first.
- h) A portion of the private street snow storage, located at the southwest corner of the lot and measuring 890 square feet, shall be relocated to ensure that exit and entry from unit three's (3) garage is accessible.
- i) Parking space number one (1) and two (2) shall be utilized as snow storage in place of the section that impedes vehicular access to unit 3's garage door.
- j) A revised landscape plan shall be submitted to the Planning Department and approved by the Planning Administrator prior to the issuance of a Certification of Occupancy showing the following:
  - A greater diversity of tree species shall be incorporated into the landscape plan and no single species shall comprise greater than 20% of the total landscape plantings.
  - A minimum of 10% of the trees shall be at least 4-inch caliper, 20% shall be at least 3-inch caliper, and 20% shall be at least 2½ inch caliper.
  - All species shall be hardy to Zone 4 and drought tolerant.

- Moisture sensors shall be installed along the landscaped area and a landscape maintenance plan shall be in place.
  - Landscaping, similar to what is found along Merlin Loop, shall be provided along Aviation Drive and planters shall be provided along the front elevation, between the two overhead garage doors (adjacent to Lear Lane).
  - Additional drought tolerant shrubs and trees shall be provided further south, along the west end of Lot 1A, in an effort to better screen the parking area.
- k) All exterior lighting shall comply with the Outdoor Lighting Ordinance and shall conform to the following requirements:
- The proposed luminaires shall be full-cut off.
  - Exterior lighting shall be placed on timers and sensors.
- l) The project shall be constructed in accordance with the application or as modified by these Findings of Fact, Conclusions of Law and Decision.
- m) 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.
- n) This Design Review approval is for plans dated May 9, 2008. 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.
- o) This project is subject to Development Impact Fees pursuant to Municipal Code Chapter 15.16. Check with Building Department staff for estimated fee amount.

**Motion Language**

Motion to approve the design review application for the CSM Building, located Lot 1A, Block 3, Airport West Subdivision, Phase II and 1760 Lean Lane, finding that the project is in conformance with the Comprehensive Plan; the project does not jeopardize the health, safety, or welfare of the general public; and the project conforms to the applicable specifications outlined in the Design Review Guidelines, as set forth herein, applicable requirements of the Zoning Ordinance, and City Standards; with conditions ( ) through ( ).