



AGENDA

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Commission Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meetings.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

1. Join us via Zoom (*please mute your device until called upon*).
Join the Webinar: <https://ketchumidaho-org.zoom.us/j/86126294396>
Webinar ID: 861 2629 4396
2. Address the Commission in person at City Hall.
3. Submit your comments in writing at (*by noon the day of the meeting*)

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER:

ROLL CALL:

COMMUNICATIONS FROM COMMISSIONERS:

CONSENT AGENDA:

ALL ACTION ITEMS - The Commission is asked to approve the following listed items by a single vote, except for any items that a commissioner asks to be removed from the Consent Agenda and considered separately.

1. Approval of the March 05, 2026 Meeting Minutes.

PUBLIC HEARING:

2. Recommendation to continue the public hearing for the 310 Georgia Design Review and Townhouse Preliminary Plat applications to the April 15, 2026 Planning and Zoning Commission Meeting.
3. Recommendation to review and provide feedback on the Preapplication Design Review for the proposed multi-family development at 680 N Leadville Avenue.

ADJOURNMENT:



**CITY OF KETCHUM, IDAHO
MEETING MINUTES OF THE
PLANNING AND ZONING COMMISSION**

Thursday, March 05, 2026
191 5th Street West, Ketchum, Idaho 83340

CALL TO ORDER: *(00.00.08 in video)*

Chair Tim Carter called the meeting to order at 4:31 PM

ROLL CALL:

Tim Carter

Brenda Moczygemba **online*

Hannah Harris

Joey Stevenson **online*

Alex Monge

ALSO PRESENT:

Morgan Landers – Director of Planning and Building **online*

Allison Kennedy – Senior Planner

Genoa Beiser – Associate Planner

COMMUNICATIONS FROM COMMISSIONERS:

- None

CONSENT AGENDA: *(00.01.12 in video)*

2. Approval of the February 18, 2026 Meeting Minutes
3. Approval of the Amended September 09, 2025 meeting minutes.
4. Recommendation to review and approve the Findings of Fact, Conclusions of Law, and Decision for the Sun Valley Company Greyhawk Ski Event Storage Conditional Use Permit Application (P25-058).

Motion to approve consent agenda at 4:33 PM.

MOVER: Hannah Harris

SECONDER: Brenda Moczygemba

AYES: Tim Carter, Brenda Moczygemba, Hannah Harris, Joey Stevenson, & Alex Monge

NAYS:

RESULT: UNANIMOUSLY ADOPTED

PUBLIC HEARING: *(00.02.18 in video)*

5. Recommendation to review and provide feedback on P25-068: A Pre-Application Design Review for an addition located at the Wood River YMCA at 101 Saddle Road.
 - Presentation from Allison Kennedy, Senior Planner. *(00.03.56 in video)*
 - Questions from Commissioners. *(00.19.40 in video)*

- Presentation from Jason Schearer, Applicant. (00.31.01 in video)
- Presentation from Michael Bulls, Applicant. (00.41.45 in video)
- Questions from Commissioners. (01.00.56 in video)
- Public Comment from Jim Foudy. (01.15.31 in video)
- Public Comment from Wendy Jaquet. (01.18.59 in video)
- Public Comment from Sally Gillespie (01.20.49 in video)
- Public Comment from Scott Jordan (01.22.03 in video)
- Public Comment from Erin Jones (01.23.11 in video)
- Commissioner Deliberation. (01.24.50 in video)

6. Recommendation to review and approve the 233 Parkway Drive Variance application, as conditioned, and direct staff to return with Findings of Fact. (01.49.25 in video)
 - Presentation from Morgan Landers, Director of Planning and Building. (01.50.12 in video)
 - Questions from Commissioners. (01.59.50 in video)
 - Presentation from Darshan Amrit, Property Owners. (02.00.58 in video)
 - Questions from Commissioners. (02.13.30 in video)
 - Commissioner Deliberation. (02.21.25 in video)

Motion to continue the 233 Parkway Drive Variance application to April 2, 2026 and direct staff to continue discussions with the applicant at 7:14 PM.

MOVER: Brenda Moczygemba

SECONDER: Hannah Harris

AYES: Tim Carter, Brenda Moczygemba, Hannah Harris, Joey Stevenson, & Alex Monge

NAYS:

RESULT: UNANIMOUSLY ADOPTED

NEW BUSINESS: (02.43.30 in video)

7. Discussion of Historic Preservation Roles and Responsibilities.
 - Presentation from Morgan Landers, Director of Planning and Building. (02.43.55 in video)
 - Questions from Commissioners. (02.48.28 in video)
 - Public Comment from Clyde Holt, Historic Preservation Commission. (02.55.28 in video)

ADJOURNMENT: (02.59.05 in video)

Motion to adjourn at 7:30 PM:

MOVER: Hannah Harris

SECONDER: Alex Monge

AYES: Tim Carter, Brenda Moczygemba, Hannah Harris, Joey Stevenson, & Alex Monge

NAYS:

RESULT: UNANIMOUSLY ADOPTED

Tim Carter – Chairman of the Planning and Zoning Commission

Morgan Landers – Director of Planning and Building



STAFF REPORT
KETCHUM PLANNING AND ZONING COMMISSION
REGULAR MEETING OF MARCH 18, 2026

PROJECT: 680 N Leadville Ave Multi-Family Development

APPLICATION TYPE: Preapplication Design Review (File No. P25-062)

PROPERTY OWNER: Plumbum, LLC

REPRESENTATIVE: Brenda Moczygema, AIA, Williams Partners Architects

REQUEST: Preapplication Design Review for the development of a new 10-unit multi-family residential building

LOCATION: 680 N Leadville Ave (Ketchum Townsite: Block 27: Lots 3 & 4)

ZONING: Mixed-Use Subdistrict of the Community Core (CC-2 Zone)

REVIEWER: Abby Rivin - Senior Planner

NOTICE: A courtesy notice for the public meeting was mailed to all owners of property within 300 feet of the project site and all political subdivisions on February 25, 2026. The public meeting notice was published in the Idaho Mountain Express on February 25, 2026. A notice was posted on the City’s website on March 3, 2026 and on the project site on March 11, 2026. Public comment received prior to publication of the staff report is included as Attachment E.

EXECUTIVE SUMMARY

The applicant is proposing to develop a new multi-family residential building located at 680 N Leadville Avenue (the “subject property”) within the Mixed-Use Subdistrict of the Community Core (CC-2 Zone). The subject property is currently developed with an existing apartment building and a commercial structure, both of which are proposed to be demolished to allow for redevelopment. The property consists of two Townsite lots (Lots 3 and 4). The proposal also includes the potential vacation of a portion of the 7th Street right-of-way (ROW).

Lots 3 and 4, together with the vacated portion of the 7th Street ROW, are proposed to be consolidated to accommodate the development (see Figure 1). The portion of the 7th Street ROW proposed for vacation is not currently maintained by the City and is improved with an asphalt driveway that provides access to the Knob Hill Ridge Condominiums. This portion of the ROW is not improved to City standards and functions as a private driveway rather than a public street. The

consolidated parcel, including Lots 3 and 4 and the vacated portion of the 7th Street ROW, would total 13,997 square feet and would provide 140 feet of frontage along Leadville Avenue.



Figure 1: Proposed Lot Consolidation & ROW Vacation (Sheet C0.3)

The proposed development (see Figure 2) includes ten residential units ranging from 698 to 2,832 square feet, consisting of:

- Four one-bedroom units
- Two two-bedroom units
- Four three-bedroom units

A total of 10 parking spaces are required, and 11 parking spaces are provided within a parking garage, including one accessible space. The parking garage is located beneath the rear portion of the building and accessed from the 7th Street ROW.

The project proposes to utilize the Floor Area Ratio (FAR) bonus in exchange for providing community housing. The development includes 16,837 square feet of gross floor area, resulting in an FAR of 1.2, where 1.0 FAR is permitted by right. The applicant proposes to mitigate the additional floor area by deed-restricting Unit 2, a 736-square-foot one-bedroom unit on the second floor, as a community housing unit.



Figure 2: Southwest View (Sheet A5.1)

The project is subject to Preapplication Design Review pursuant to KMC §17.96.010.D.1, as the subject property exceeds 11,000 square feet. Preapplication Design Review provides an opportunity for the Planning and Zoning Commission (the “Commission”) to provide preliminary feedback on the proposed project. This review allows the Commission to ask questions, identify potential code compliance or design concerns, and offer recommendations to the applicant prior to submission of a formal Design Review application.

Because this is a Preapplication meeting, there is no formal staff recommendation and no action required by the Commission. After considering the Preapplication materials (Attachment A), the applicant’s presentation, staff analysis, and public comment, staff requests that the Commission provide feedback on the project. Staff has identified several issues for the Commission’s consideration and requests direction on these items.

BACKGROUND

Process to Date

The City of Ketchum Planning and Building Department received a complete Preapplication Design Review application on December 2, 2025. The application was submitted after adoption of the Cohesive Ketchum Comprehensive Plan in September 2025, but prior to adoption of the updated Land Development Code on January 1, 2026. Therefore, the application has been reviewed under the previous Title 17 and the 2025 Cohesive Ketchum Comprehensive Plan.

Following receipt of the complete application, staff routed the materials to all City departments for review. Department comments were provided to the applicant on January 26, 2026. The applicant responded by revising the project plans and submitted updated drawings on February 13, 2026 to address certain staff comments. All City department comments, along with feedback provided by the Commission, will be addressed by the applicant when submitting the final Design Review application. The City department comment letter and applicant’s response are included as Attachment D.

Pursuant to KMC §17.96.010.D.5, the applicant must submit a complete Design Review application and pay all required fees within 180 calendar days of the last Preapplication Design Review meeting, or the Preapplication will become null and void.

ANALYSIS

Pursuant to KMC §17.96.050.A, the Commission shall determine the following before granting Design Review approval:

1. The project does not jeopardize the health, safety or welfare of the public.
2. The project generally conforms with the goals, policies, and objectives of the adopted comprehensive plan.
3. The project conforms to all applicable standards and criteria as set forth in this chapter, this title, and any other standards as adopted or amended by the City of Ketchum from time to time.

Criteria 1 and 2 primarily relate to consistency with the Comprehensive Plan, while Criteria 3 addresses compliance with zoning regulations and Design Review standards. Because this application is being reviewed at the Preapplication stage, the analysis below focuses on identifying key planning considerations and potential code issues for Commission feedback.

Criteria 1 & Criteria 2: Comprehensive Plan Analysis

The 2025 Cohesive Ketchum Comprehensive Plan provides guidance for evaluating development proposals for consistency with the Plan. The Plan states that evaluation of development proposals includes determining whether a proposal:

- Furthers, or at least does not conflict with, the goals and policies contained in the Plan;
- Is consistent with the Future Land Use Plan, including the Future Land Use Map and land use category descriptions; and
- Carries out any implementation actions identified in the Plan (page 9).

Future Land Use

The subject property is designated Community Mixed-Use (CMU) on the Future Land Use Map. The CMU designation supports both multi-family residential and commercial uses. While mixed-use development is encouraged, the Plan notes that multi-family residential buildings without commercial uses may be appropriate in the outer portions of the CMU area.

The CMU designation anticipates higher-intensity development than the Retail Core. Consolidation of up to two Townsite lots may occur to support community housing and additional on-site parking; however, consolidation of more than two Townsite lots is discouraged. Building heights of up to three stories are anticipated, with four stories potentially permitted for community housing or public/institutional uses, subject to applicable design standards.

The Plan also emphasizes strong integration with the street. Buildings are expected to occupy much of the site and be oriented toward the street. Setbacks or recesses may be used to create public spaces and highlight building entrances. Development on consolidated lots is encouraged to provide common gathering spaces for residents and opportunities for public gathering spaces at the street level.

Context-Sensitive Development

The Comprehensive Plan includes the following policies related to context-sensitive development:

- Policy BNE-1.1 – Growth Management: Support efficient use of Ketchum’s limited land area by accommodating context-sensitive infill and redevelopment.
- Policy BNE-1.2 – Neighborhood Characteristics: Reinforce distinct neighborhood characteristics and encourage creativity and innovation in design.
- Policy BNE-1.5 – Context-Sensitive Development: Require infill and redevelopment projects to respond to surrounding neighborhood context.

As shown in Figure 3, the subject property is located in an area characterized by a mix of residential and commercial uses, varied topography, and dead-end rights-of-way. Adjacent development includes:

- Knob Hill Ridge Condominiums to the north
- Hotel Ketchum parking and service areas across Leadville Avenue to the west
- Leadville Plaza Condos and the SCOTTeVEST building to the south



Figure 3: Site Adjacencies (Sheet A0.1)

Leadville Avenue terminates north of 6th Street, and the 7th Street right-of-way is not improved to City standards, functioning instead as a driveway providing access to the Knob Hill Ridge Condominiums.

The four Townsite lots located along the east side of Leadville Avenue between 6th and 7th Streets are characterized by significant topographic variation. As described in the applicant’s narrative (see Attachment A), “The two lots are extremely challenging, with over 20 feet of rise from the front to the rear property corner at the southern boundary of Lot 3 and 13 feet of rise from the front to the rear property corner at the northern boundary of Lot 4.”

As shown in Figure 4, nearby buildings such as Leadville Plaza Condominiums and the SCOTTeVEST building utilize this topography to accommodate additional floors while reducing the perceived mass of the building from street level.



Figure 4: Adjacent Leadville Plaza Condos

Townsite Lot & Block Pattern

The west half of Block 27 along Leadville Avenue consists of four 5,500-square-foot Townsite lots. North of this block, the original Townsite grid pattern transitions to larger consolidated parcels, including:

- Hotel Ketchum (Boulder Mountain Village) – approximately 53,226 square feet
- Knob Hill Ridge Condominiums common area parcel – approximately 28,262 square feet

The Comprehensive Plan includes the following policy:

Policy DT-2.2 Block Pattern:

Retain the established pattern of blocks downtown. Discourage the vacation of alleys or streets, or the creation of super-blocks, as part of redevelopment projects without analyzing and mitigation potential impacts on building design and pedestrian and vehicular circulation and access, safety, and parking (page 78).

The project proposes consolidation of two Townsite lots and potential vacation of a portion of the 7th Street ROW. While Policy DT-2.2 encourages retention of the traditional Townsite block pattern, the historic grid pattern already dissolves in this area north of 6th Street. Adjacent properties include significantly larger consolidated parcels, including the Hotel Ketchum site and the Knob Hill Ridge Condominiums common area.

Given these existing conditions and the Comprehensive Plan’s allowance for consolidation of up to two Townsite lots within the CMU designation, staff believes the proposed consolidation of two Townsite lots is consistent with the intent of the Plan and appropriate for this location.

Transition Area

The subject property functions as a transition area between the Retail Core to the west and the Limited Residential zone to the east. Policy BNE-1.7 encourages development in these transition areas to incorporate design strategies that reduce perceived building mass and create compatibility between differing land uses.

The significant slope from Leadville Avenue toward the alley naturally reduces the perceived height of buildings when viewed from the residential area to the east. Existing nearby buildings, including the Leadville Plaza Condominiums and the SCOTTeVEST building, utilize this topography to tuck lower floors below grade when viewed from the alley.

The proposed project similarly incorporates the site’s topography by locating the parking level partially below grade, which reduces perceived building height and mass.

Criteria 3: Conformance with Zoning Regulations and Design Review Standards

Conformance with Zoning Regulations

Staff reviewed the project for compliance with applicable zoning standards, including setbacks, building height, FAR, and parking. Staff’s comprehensive analysis of zoning and dimensional standards is included in Attachment B.

All zoning standards will be reviewed again during Final Design Review to confirm compliance with requirements of the CC-2 Zone.

No Net Loss of Dwelling Units

Pursuant to KMC §17.04.030.D, "Development of property in any zoning district, may not result in the net loss of dwelling units." The applicant's narrative indicates that the existing building on Lot 4 contains seven dwelling units. The proposed project would provide ten units, resulting in a net increase. Prior to final Design Review, the applicant must schedule an inspection with Planning and Housing Department staff to verify the number of existing dwelling units.

Minimum Residential Density

Projects exceeding 1.0 FAR in the Community Core must comply with minimum residential density requirements specified in KMC §17.124.180. For 100% residential projects, 5 dwelling units per original Townsite lot are required. Because the project site includes two Townsite lots, 10 units are required. The proposed project provides 10 units, meeting this requirement.

Building Height & Fourth Floor

The building height calculation follows the methodology defined KMC §17.08.020. This methodology allows side facades to be stepped up or down to transition from the highest elevation of the front façade height to the highest elevation of the rear façade but requires that no step occur within 40 feet of the front property line or within 35 feet of the rear property line.

As shown in the building section on sheet A3.1 of the projects plans (see Attachment A and Figure 5), the side façade steps up to transition to the higher rear façade elevation. This step up to the fourth floor occurs 44.5 feet from the front property line, consistent with zoning code requirements.

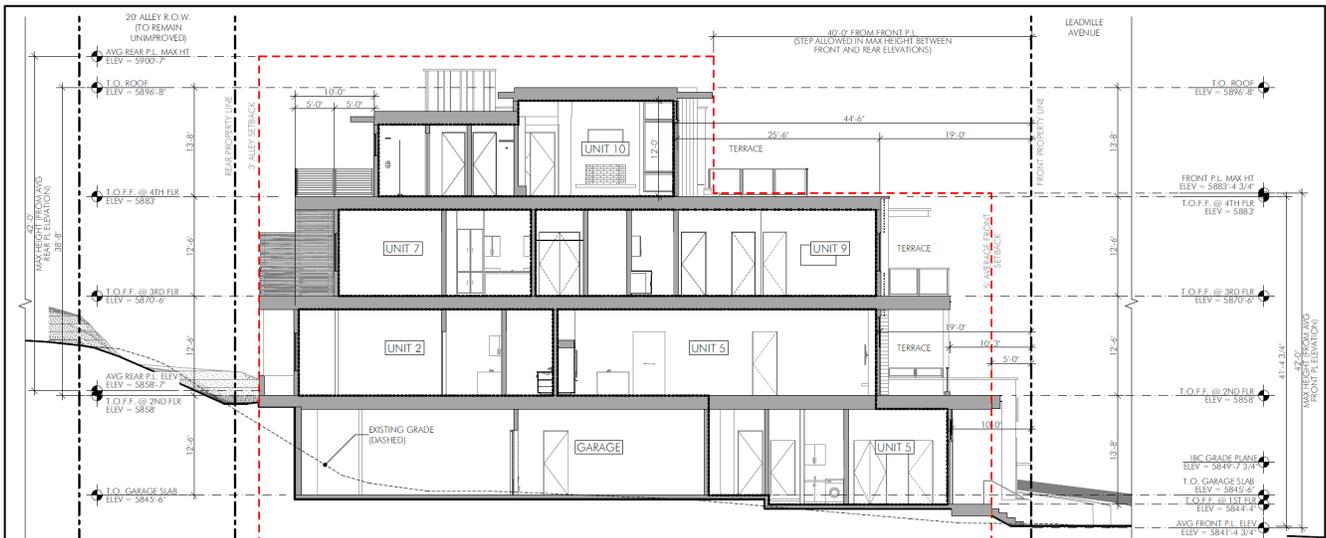


Figure 5: Building Section (Sheet A3.1)

Pursuant to footnote 2 of the CC Dimensional Standards Matrix (KMC §17.12.040), "All buildings greater than 48 feet in height or that contain a fourth or fifth floor shall require final approval from the City Council." The proposed building includes a fourth floor, which triggers City Council review and approval.

Basement vs Ground Floor

Due to the site's topography, a portion of the first floor is located below grade and qualifies as basement area, which is excluded from the gross floor area calculation. 7,507 square feet of the

ground level qualifies as basement area. The final Design Review submittal must include an exhibit illustrating the basement invisible plane for the subject property and its relationship to the first floor plan to verify this calculation.

Fourth-Floor Setback

In response to the City department comment letter (Attachment D), the applicant states that they do not believe relocation of the stair and elevator at the fourth-floor level is warranted, explaining that:

“This area is not visible, as it sits along a 10-foot gap between the existing Leadville Plaza and proposed structure on the interior property line, 41 feet back from the front property line. The basement invisible plane also captures the lower floor of the stair and elevator, as the grade rises an average of 17.5 feet from the front to rear property line.”

Staff requests Commission direction on whether the stair and elevator encroachment into the fourth-floor setback is appropriate in this location, or whether the applicant should revise the fourth-floor design to fully comply with the 10-foot setback requirement.

At the alley elevation, the fourth floor is 10 feet from the second-floor façade, but only 5 feet from the third-floor façade due to a third-floor stepback. This third-floor stepback helps vertically articulate the rear façade and reduces perceived building bulk along the alley. The zoning code does not clearly specify how fourth-floor setbacks should be measured where façades step back at intermediate floor levels. Staff believes it is reasonable to measure the fourth-floor setback from the second-floor façade at the alley elevation, rather than the third-floor façade, so as not to discourage the inclusion of intermediate stepbacks that help reduce perceived building mass. Staff requests Commission feedback on this interpretation and the proposed fourth-floor configuration.

Alley Setback

Structures in the CC-2 Zone must maintain a minimum three-foot setback from alley property lines. The proposed trash enclosure currently abuts the rear property line and must be relocated to comply with the required setback.

Retaining Wall Height & Setback

As shown in Figure 6, the project proposes a 11-foot-tall retaining wall along the potential vacated portion of the 7th Street ROW. KMC §17.124.130.A limits walls to six feet in height, and KMC §17.124.130.E2 requires all retaining structures, including footings or foundations, be setback at least one foot from any property or ROW line. KMC §17.124.130.E3 authorizes the Administrator, in consultation with the Public Works Director, to waive or reduce the required wall separation distance and increase the maximum height of a retaining structure if the applicant demonstrates that the reduced separation and increased height are either:



Figure 6: Retaining Wall (Sheet A2.1)

- a) Necessary to preserve a greater number or larger diameter of significant trees;
- b) Necessary to allow the installation of transportation improvements; or
- c) Not detrimental to the public interest.

KMC §17.124.170.E4 requires retaining walls four feet or more in height to be constructed of textured materials or screened with landscaping. Staff believes the board-formed concrete material alone does not sufficiently reduce the wall's visual impact. Staff recommends reducing the apparent mass of the wall through terracing and/or landscaping. If supported by the City Engineer, terracing or landscaping could potentially extend into the unimproved alley through a Right-of-Way Encroachment Permit.

Conformance with Design Review Standards

Staff reviewed the project for conformance with the Design Review standards in KMC §17.96.060 and the additional requirements for Community Core projects in KMC §17.96.070. Because this project is being reviewed at the Preapplication stage, some standards could not be fully evaluated due to the conceptual level of the submitted materials. All Design Review standards will be reviewed again during final Design Review.

Pursuant to KMC §17.96.060.F.5, building walls must provide undulation and relief to reduce the appearance of bulk and flatness. In addition, KMC §17.96.060.F.2 requires that building character be clearly defined through the use of architectural features. The proposed design incorporates several strategies intended to break up the building mass and define architectural character, including variations in exterior materials, façade articulation, and upper-floor setbacks.

The applicant describes these design strategies in their narrative (Attachment A), noting that:

“The west-facing (Leadville Ave) ground floor facade is broken into four elements to break up the scale at the pedestrian level: the metal-clad main lobby entry at the southwest corner, two stone-clad elements with landscape planters and bench seats, and a wood-clad recessed entry alcove for units 4 and 5.

The second and third floor facades are set back 14 feet from the ground floor along Leadville Avenue (west façade) and 4 feet from the north facade. A green roof at the second floor level occupies a portion of this setback to enhance the change of plan.

Because of the steeply sloping site, the second floor of the east (alley) elevation is at grade with the alley topography, allowing these (3) units on-grade walk-out access. The garage parking is tucked into the sloping grade below these units.

To fairly apply building height limitations on sloping sites, the Ketchum Municipal Code allows a step in the building height/massing 40 feet from the front property line. In the case of this steeply sloping site, this allows for an upper floor unit that is set back 41 to 44 feet from the front property line.

The exterior material palette contains a mix of natural- and dark-stained wood siding; vertical metal cladding; and stone veneer. Wood (or wood-look) battens on the north, west, and south facades are set off the face of the building at varying distances and spacing to create depth, shadow, and rhythm.”

Because this project is being reviewed at the Preapplication stage, staff requests feedback from the Planning and Zoning Commission on the following design-related items to help guide the applicant prior to submission of a Final Design Review application.

Overall Building Massing and Height

The project proposes a four-story building that takes advantage of the site's significant topography to reduce perceived building mass from Leadville Avenue and the alley.

- Does the Commission believe the proposed building massing and height are appropriate for this location within the Mixed-Use Subdistrict of the Community Core?
- Are there additional design strategies the Commission would recommend to further reduce perceived building bulk or improve compatibility with surrounding development?

Retaining Wall Design

As discussed in staff's analysis of zoning regulations above, the project includes a 11-foot retaining wall along the potential vacated portion of the 7th Street right-of-way. Staff recommends reducing the apparent mass of the wall through terracing and/or additional landscaping.

- Does the Commission support staff's recommendation to further mitigate the visual impact of the retaining wall?
- Are there additional design strategies the Commission would like the applicant to explore?

Streetscape and Site Design

The Comprehensive Plan encourages development in the **Community Mixed-Use area** to integrate strongly with the street and provide opportunities for pedestrian activity and gathering spaces where feasible.

- Does the Commission have feedback on the project's relationship to Leadville Avenue, including the ground-floor design and pedestrian experience?
- Are there opportunities to further enhance the streetscape or pedestrian environment along Leadville Avenue?

STAFF RECOMMENDATION

Because this is a **Preapplication meeting**, **no formal recommendation or action is required** from the Planning and Zoning Commission.

Staff requests that the Commission provide feedback to the applicant regarding:

- Overall project design
- The issues identified in this staff report
- Any additional items the Commission believes should be addressed prior to submission of a Final Design Review application.

ATTACHMENTS

- A. Preapplication Submittal: Project Plan Set & Narrative
- B. Staff Analysis: CC-2 Dimensional Standards & Zoning Regulations
- C. Design Review Standards (KMC §17.96.060) & Requirements for Community Core Projects (KMC §17.96.070)
- D. City Department Comment Letter & Applicant Response
- E. Public Comment

Attachment A

**Preapplication Submittal:
Project Plan Set & Narrative**

680 NORTH LEADVILLE AVENUE

PROJECT TEAM:

Owner:
Plumbum LLC
26 Townsend Gulch Road
Bellevue, ID 83313

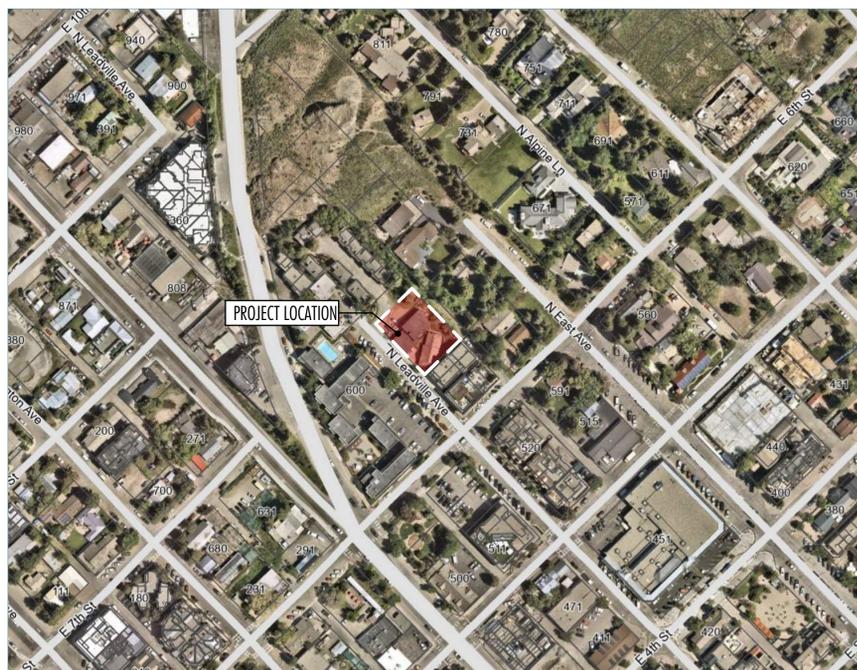
Architect:
Williams | Partners Architects
Brenda Moczygemba:
brenda@williams-partners.com
P.O. Box 4373
Ketchum, ID 83340
Ph. 208.726.0020

Civil Engineer:
Starhope Engineering
Matt Smithman
matt@starhopeengineering.com
120 S Main St, Suite B3
Hailey, ID 83333
Ph: 208.726.1302



DRAWING INDEX

COVER SHEET	C S	COVER SHEET
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A 4.2	EXTERIOR ELEVATIONS	
A 4.3	MATERIAL BOARD	
3D VIEWS		
A 5.1	3D VIEWS	



Satellite View 
north

UNIT #	FLOOR 1 (GSF)		FLOOR 2 (GSF)	FLOOR 3 (GSF)	FLOOR 4 (GSF)	TOTAL GSF	
	GARAGE/MECH	LIVING	LIVING	LIVING	LIVING		
UNIT 1			1,146			1,146	2-BR
UNIT 2			736			736	1-BR
UNIT 3			750			750	1-BR
UNIT 4	723	651	1,547			2,921	3-BR
UNIT 5	723	651	2,181			3,555	3-BR
UNIT 6				2,634		2,634	3-BR
UNIT 7				750		750	1-BR
UNIT 8				698		698	1-BR
UNIT 9				1,604		1,604	2-BR
UNIT 10		629			2,793	3,422	3-BR
COMMON/STOR/MECH	4,029	851	532	561	155	6,128	
TOTAL (GSF PER FLR)	6,104	2,153	6,892	6,247	2,948	24,344	

PROPOSED SITE AREA (SF):	13,997
FLOOR AREA TOWARDS FAR (7,507 SF BELOW BSMT INVISIBLE PLANE):	16,837
FLOOR AREA RATIO (FAR) (=16,837/13,997)	1.20
ESTIMATED COMMUNITY HSNQ / IN LIEU (@ \$762 PSF)	483 SF* \$368,046
*UNIT 2 (736 SF) IS PROPOSED TO BE DEED-RESTRICTED COMMUNITY HOUSING	

PROJECT INFORMATION

LEGAL DESCRIPTION:	KETCHUM TOWNSITE, BLOCK 27, LOTS 3 & 4
ZONING:	COMMUNITY CORE CC-2
CONSTRUCTION:	V-B
OCCUPANCY:	RESIDENTIAL GROUP R-2
BUILDING AREA:	SEE CALCS
SITE AREA:	0.32 ACRES (13,997 S.F.) (AS PROPOSED)
CODES:	2018 INT'L RESIDENTIAL CODE (IRC)
JURISDICTIONS:	CITY OF KETCHUM PLANNING AND BUILDING DEPARTMENT KETCHUM FIRE DISTRICT

680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

WILLIAMS PARTNERS

ARCHITECTS

MAIL: P.O. BOX 4373
KETCHUM, IDAHO 83340
PHONE: 208.726.0020
WWW: WILLIAMS-PARTNERS.COM

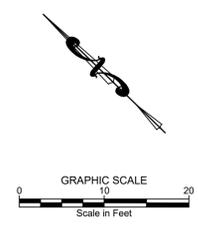
DRAWINGS
DATE: 11/24/2025
ISSUED: PRE-APP DR
2/13/2026 PRE-APP DR REVS

REVISIONS
NUMBER: DATE:

C S

COVER SHEET

REUSE OF DRAWINGS: These drawings, or any portion thereof, shall not be used on any project or extension of this project without the written consent of Galena-Benchmark Engineering.



NOTES

- SURVEY NARRATIVE:**
- THE PURPOSE OF THIS MAP IS TO SHOW LIMITED SITE INFORMATION AS IT EXISTED ON THE DATE THE FIELD SURVEY WAS PERFORMED IN RELATION TO PLATTED LOT LINES. CHANGES MAY HAVE OCCURRED TO SITE CONDITIONS SINCE SURVEY DATE. THE PROPERTY BOUNDARY SHOWN IS BASED ON A BLOCK BREAKDOWN HOLDING RECORD RIGHT-OF-WAY WIDTHS FROM FOUND ROAD CENTERLINE MONUMENTS. THE MONUMENTS FOUND AT THE NORTH END OF BLOCK 27 DO NOT MATCH THE BLOCK BREAKDOWN AND WERE NOT ACCEPTED AS PROPERTY CORNERS THIS SURVEY. SET MONUMENTS WERE ESTABLISHED USING PROPORTIONED DISTANCES AND BEARINGS. THE SOUTHERLY CORNER OF LOT 3 ALONG LEADVILLE AVENUE WAS REESTABLISHED BASED ON THE BLOCK BREAKDOWN AND PROPORTIONED DISTANCE FROM THE FOUND MONUMENT TO THE SOUTH.
 - REFERENCED SURVEYS:
 - OFFICIAL MAP OF THE VILLAGE OF KETCHUM - 1948
 - REPLAT OF LOT 5 BLOCK 28, LOTS 7 & 8 BLOCK 27 AND ADJACENT 7TH STREET, INST. NO. 307824
 - PLAT OF BOULDER MOUNTAIN VILLAGE, INST. NO. 308897
 - PLAT OF LEADVILLE PLAZA CONDOMINIUMS AMENDED, INST. NO. 533734
 - PLAT SHOWING SCOTTEVEST HQ IN THE POCKET CONDOMINIUMS, INST. NO. 621200
 - BOUNDARY DIMENSIONS SHOWN HEREON ARE MEASURED. FOR RECORD DIMENSIONS, SEE REFERENCED SURVEYS.
 - VERTICAL DATUM: ELEVATIONS BASED ON NAVD 88 (GEOID18) DATUM UTILIZING SMARTNET CORS STATION IDKM.
 - UNDERGROUND UTILITIES WERE NOT LOCATED AND ARE NOT SHOWN HEREON.
 - THIS MAP WAS PREPARED FOR THE EXPRESS USE OF THE CLIENT AND IS NOT TRANSFERABLE TO OTHERS WITHOUT WRITTEN CONSENT BY GALENA-BENCHMARK ENGINEERING AND IS NOT VALID OR TO BE USED BY OTHER PARTIES FOR ANY REASON INCLUDING BUT NOT LIMITED TO REAL ESTATE TRANSACTIONS, BUILDING APPLICATIONS, PERMITS, ETC.
 - A TITLE POLICY HAS NOT BEEN SUBMITTED TO GALENA-BENCHMARK ENGINEERING, NOR HAS A TITLE SEARCH BEEN REQUESTED. CERTAIN INFORMATION CONTAINED WITHIN SAID POLICY MAY NOT APPEAR ON THIS MAP OR MAY AFFECT ITEMS SHOWN ON THIS MAP.
 - ELECTRONIC DATA: GALENA-BENCHMARK ENGINEERING ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR THE REUSE, DISTRIBUTION OR ACCURACY OF DATA CONTAINED ON ELECTRONIC COPIES OF THIS DRAWING. THE STAMPED HARD COPY OF THIS DRAWING IS THE FINAL PRODUCT.
 - THIS DRAWING IS VOID AFTER 2 YEARS AND NO FURTHER COPIES OR DIGITAL FILES WILL BE TRANSMITTED.

- EASEMENTS, ENCUMBRANCES AND RESTRICTIONS:**
- BUILDING AREA: BUILDING ENVELOPE IF SHOWN, IS PER PLAT. SETBACK AND FOOTPRINT REQUIREMENTS PER CURRENT CITY/COUNTY ORDINANCES MAY VARY FROM PLAT. IT IS RECOMMENDED THAT SAID ORDINANCES BE REVIEWED PRIOR TO DESIGN.
 - GENERAL RESTRICTIONS: EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS MAP, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT OF REAL ESTATE: EASEMENTS, OTHER THAN THOSE SHOWN OR LISTED HEREON, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING, WETLANDS, AVALANCHE OR ANY OTHER LAND-USE REGULATIONS OR HAZARDS.

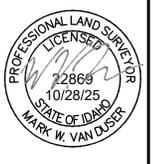
- SURVEY AND SITE FEATURES:**
- BASIS OF BEARINGS IS IDAHO STATE PLANE COORDINATE SYSTEM, NAD83, CENTRAL ZONE AS DERIVED BY GPS OBSERVATIONS. ALL DISTANCES SHOWN ARE GROUND DISTANCES IN FEET.
 - BOUNDARY LINES AND CERTAIN EASEMENTS SHOWN HEREON ARE PER PLAT. REFER TO PLAT & CC&R'S FOR CONDITIONS AND/OR RESTRICTIONS REGARDING THIS PROPERTY.
 - UTILITIES AND DRAIN PIPES IF SHOWN HEREON ARE PER SURFACE EVIDENCE ONLY. OTHER UNDERGROUND UTILITIES MAY EXIST. LOCATION OF UNDERGROUND UTILITIES AND SERVICES SHOULD BE CONFIRMED PRIOR TO EXCAVATION OR DESIGN.
 - BUILDING WALLS IF SHOWN HEREON ARE OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
 - SPRINKLER HEADS AND IRRIGATION LINES ARE NOT SHOWN HEREON.
 - TREE LOCATIONS AND DRIP LINES IF SHOWN HEREON ARE APPROXIMATE.
 - CONTOUR INTERVAL: 1'
 - MAP SCALE: DUE TO ELECTRONIC MAP DELIVERY AND ALTERNATE PRINTING METHODS, PLEASE USE BAR SCALE TO DETERMINE ACTUAL PRINTED SCALE.
 - FEATURES OBSCURED FROM VIEW BY DEBRIS, SNOW, VEGETATION OR VEHICLES AT THE TIME OF SURVEY, DO NOT APPEAR ON THIS MAP.

LEGEND

- PROPERTY LINE
- ADJOINER'S LOT LINE
- 5' CONTOUR INTERVAL
- 1' CONTOUR INTERVAL
- CURB & GUTTER
- FLOW LINE
- FENCE LINE
- BUILDING
- ASPHALT
- CONCRETE SIDEWALK
- PAVERS
- RETAINING WALL
- GAS MAIN
- SEWER MAIN
- WATER MAIN
- FOUND 5/8" REBAR (MARKED AS NOTED)
- FOUND 1/2" REBAR (MARKED AS NOTED)
- SET 5/8" REBAR MARKED "PLS 22869"
- TELEPHONE RISER
- CABLE TV RISER
- POWER BOX
- AIR CONDITIONING UNIT
- POWER METER
- SEWER CLEANOUT
- CATCH BASIN
- WATER VALVE
- WATER BOILER
- VALVE BOX
- GREASE TRAP
- DECIDUOUS TREE

**KETCHUM VILLAGE
BLOCK 27, LOTS 3 & 4**

LOCATED WITHIN T.4 N., R.18 E., SECTION 18 B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO
PREPARED FOR: JUDD McMAHAN

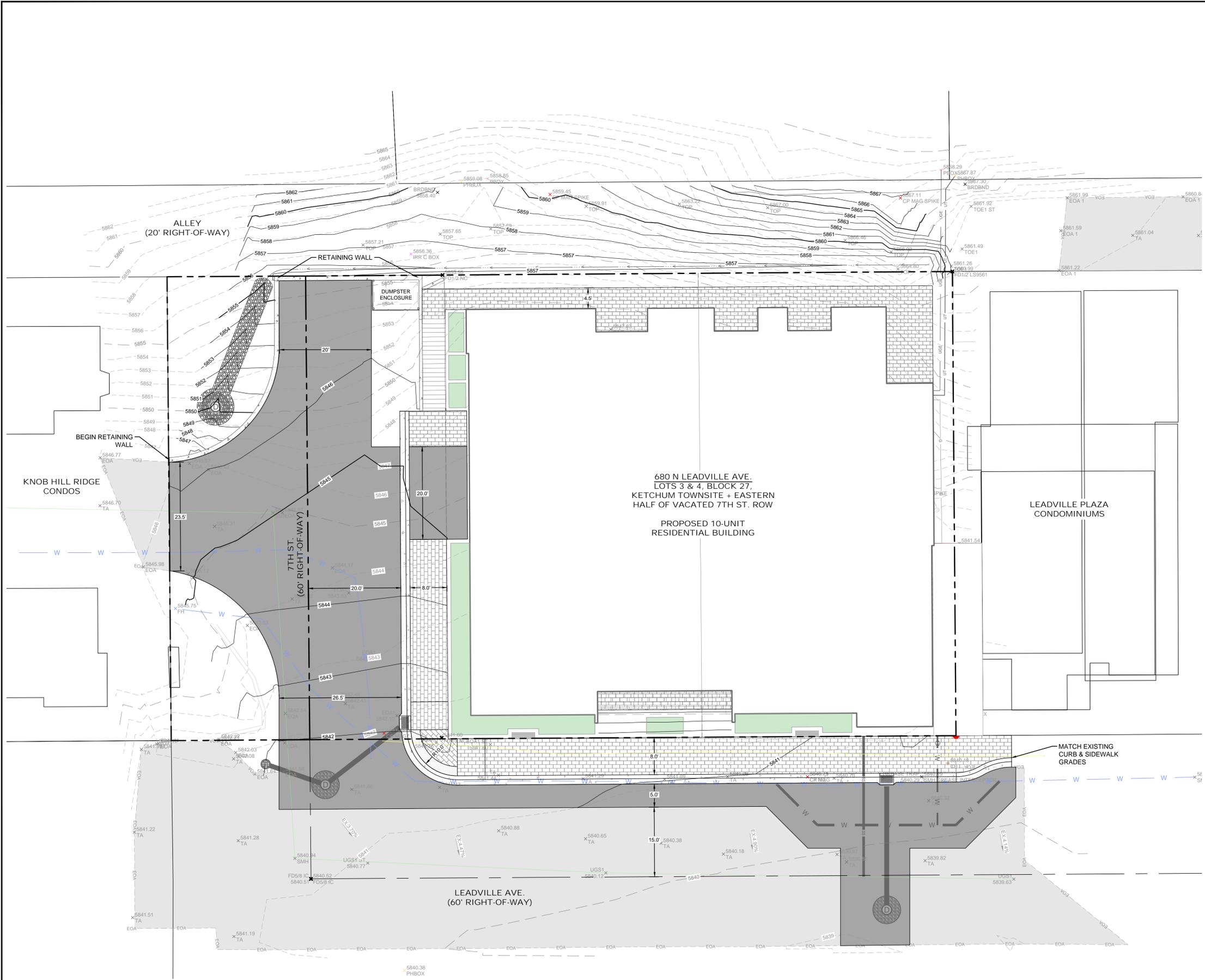


DESIGNED BY: ERS
DRAWN BY: VWD
CHECKED BY: VWD
SURVEY DATE: 08/14/2024

GALENA-BENCHMARK ENGINEERING
Civil Engineers & Land Surveyors
100 Bell Drive
P.O. Box 733
Ketchum, ID 83840
(208) 726-9512
www.benchmark-associates.com

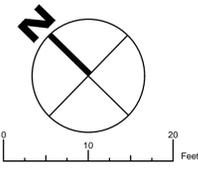
NO.	DATE	BY	REVISIONS

Z:\Shared\Projects\25010 - 680 N Leadville01 - CAD\25010-Civil.dwg C1.0 Nov 21, 2025 4:39pm Plotted By: Matt



SITE LEGEND

- EXISTING ASPHALT PAVEMENT (TO REMAIN)
- PROPOSED ASPHALT PAVEMENT
- PROPOSED PAVERS
- PROPOSED LANDSCAPE PLANTER
- 2' CURB & GUTTER
- RETAINING WALL
- PROPOSED PROPERTY LINE
- ADJOINER'S PROPERTY LINE
- CENTERLINE OF RIGHT-OF-WAY
- FLOWLINE OF DITCH
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR



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 120 S MAIN ST. SUITE E3
 KETCHUM, ID 83340
 PHONE: (208) 720-1302
 STARHOPEENGINEERING.COM

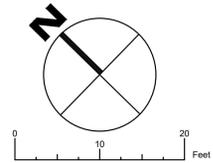
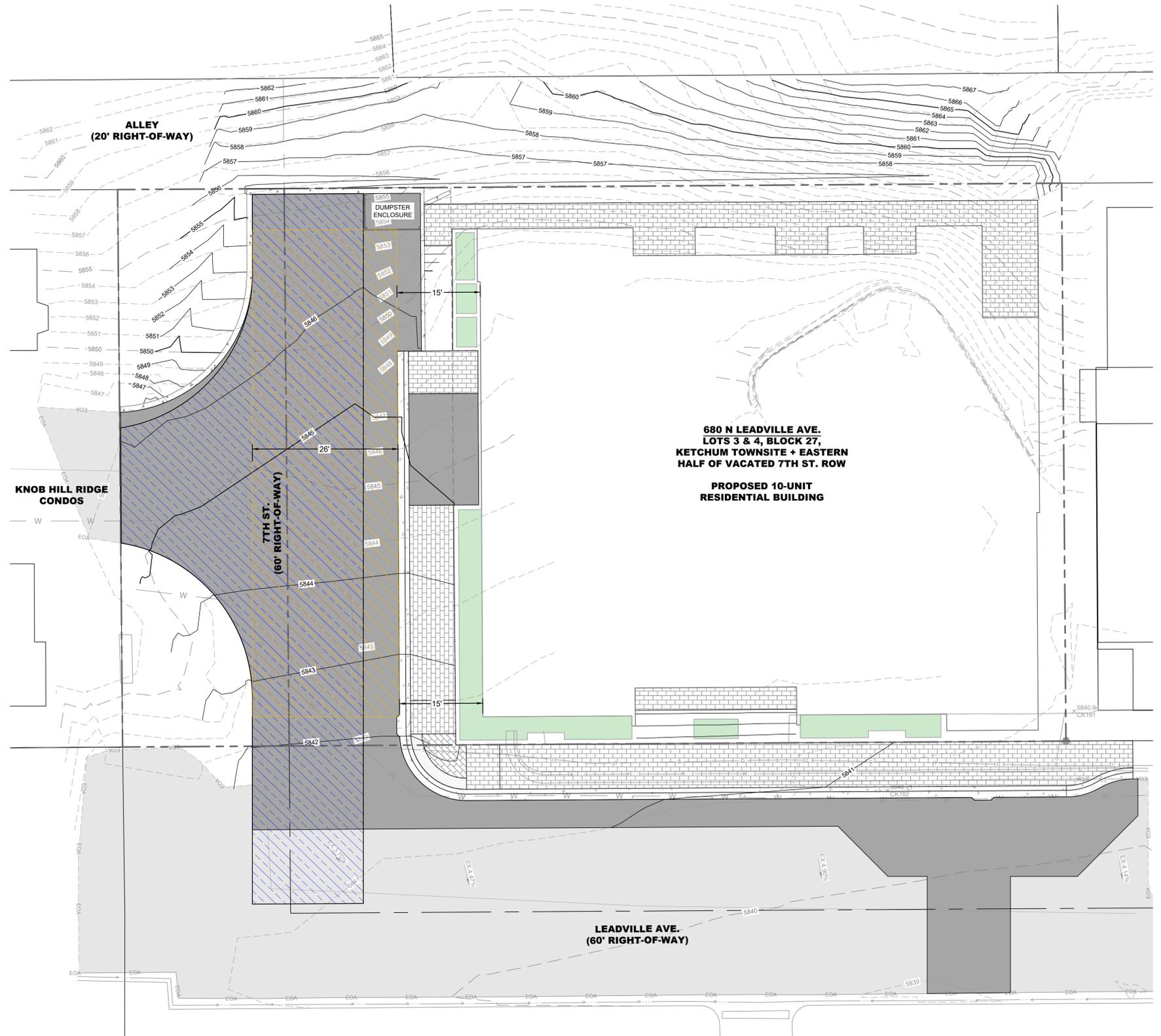
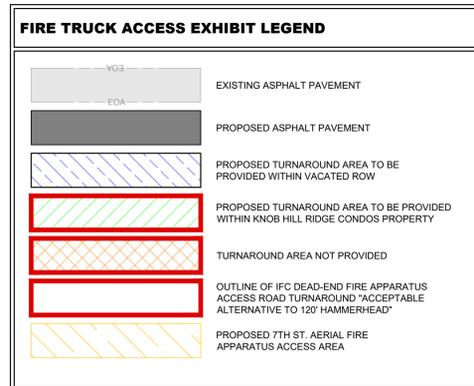
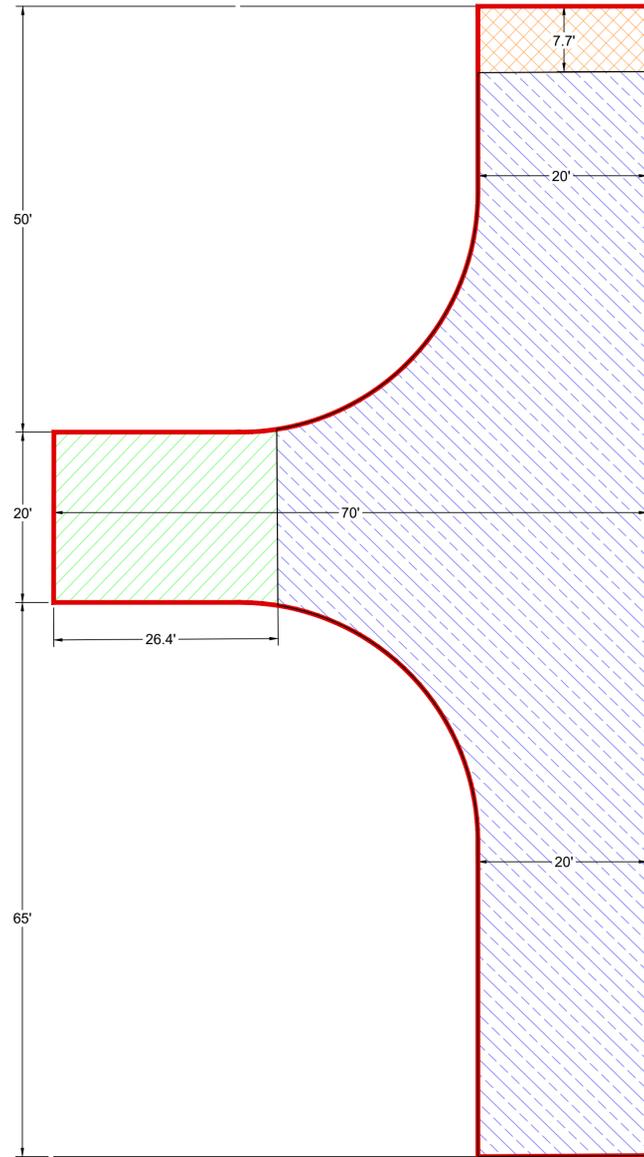
PREPARED FOR **WILLIAMS PARTNERS ARCHITECTS, P.A.**
 120 SECOND AVENUE, SUITE 102
 KETCHUM, ID 83340
 PHONE: (208) 726-0020

PROJECT **680 NORTH LEADVILLE**
 680 N LEADVILLE AVENUE, KETCHUM, ID 83340
 KETCHUM TOWNSITE, BLOCK 27, LOTS 3 & 4

PRELIMINARY
 NOT FOR CONSTRUCTION

NO.	DESCRIPTION	DATE	BY
A.	PREAPPLICATION DESIGN REVIEW SET	11/21/2025	MS

DRAWN BY MS
 REVIEWED BY MS
 DATE 11/21/25
 PROJECT NO. 25010
 TITLE **SITE PLAN**
 SHEET NO. **C1.0**



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 KETCHUM, ID 83340
 PHONE: (208) 720-3302
 STARHOPEENGINEERING.COM

PREPARED FOR **WILLIAMS PARTNERS ARCHITECTS, P.A.**
 120 SECOND AVENUE, SUITE 102
 PHOENIX, AZ 85019
 PHONE: (602) 726-0020

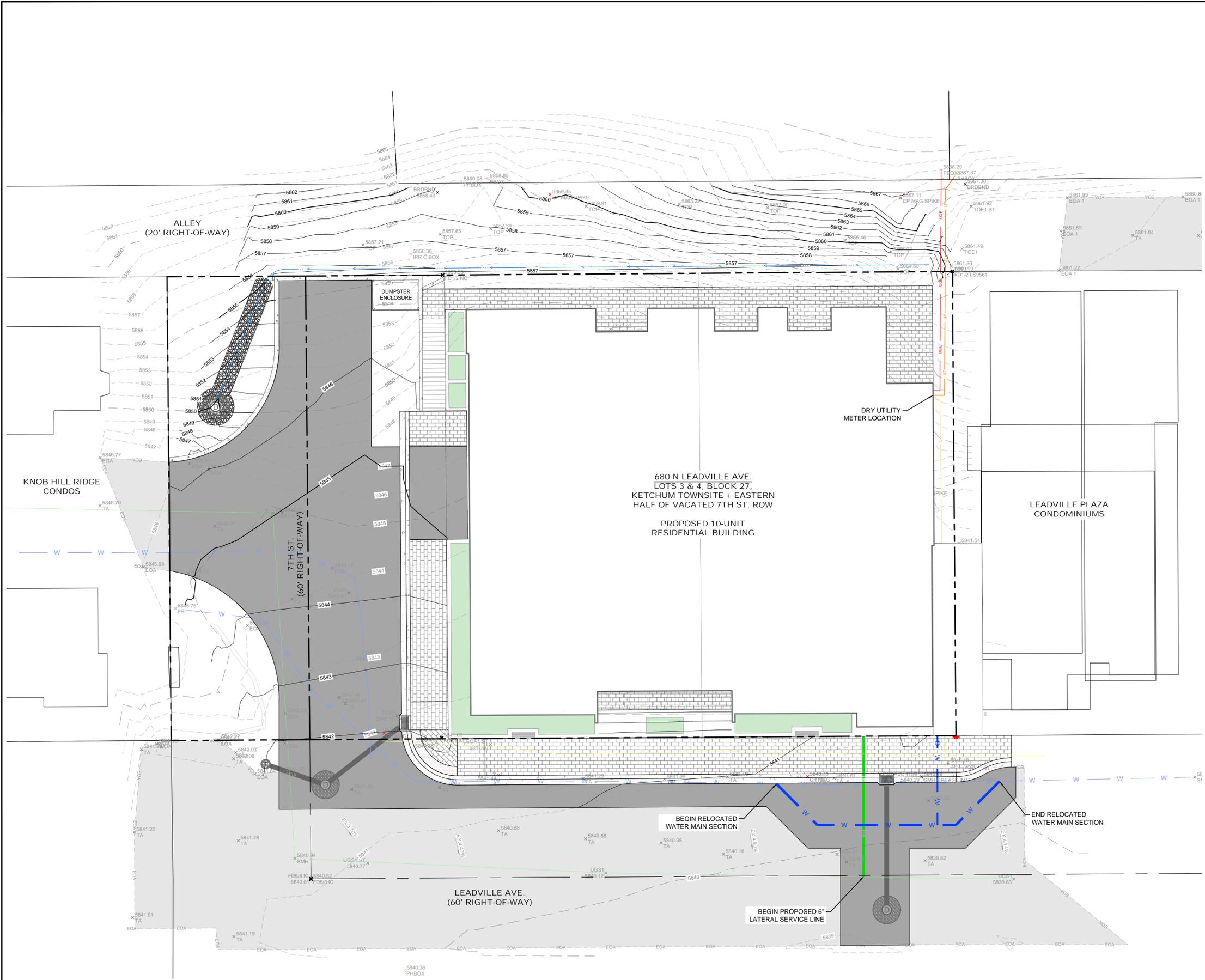
PROJECT **680 NORTH LEADVILLE**
 680 N LEADVILLE AVENUE, KETCHUM, ID 83340
 KETCHUM TOWNSHIP, BLOCK 27, LOTS 3 & 4

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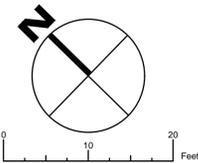
NO.	DESCRIPTION	DATE	BY
A	PREPARATION DESIGN REVIEW SET	11/21/2025	MS
B	UPDATED FIRE ACCESS EXHIBIT	11/21/2025	MS

DRAWN BY: MS
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 DATE: 02/12/26
 PROJECT NO.: 25010
 TITLE: FIRE ACCESS EXHIBIT
 SHEET NO.: **C1.1**

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UTILITY LEGEND		
	PROPOSED 6" WATER MAIN	
	PROPOSED 4" WATER SERVICE LINE	
	PROPOSED CURB STOP	
	PROPOSED 6" SANITARY SEWER SERVICE	
	PROPOSED UNDERGROUND POWER LINE	
	PROPOSED UNDERGROUND TELECOMMUNICATIONS	
	PROPOSED UNDERGROUND GAS SERVICE	



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 PHOENIX, AZ 85004
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 PHONE: (602) 726-0020

PROJECT **680 NORTH LEADVILLE**
 680 N LEADVILLE AVENUE, KETCHUM, ID 83340
 KETCHUM TOWNSITE, BLOCK 27, LOTS 3 & 4

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1	PREAPPLICATION DESIGN REVIEW SET	11/21/2025	MS

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 DATE: 11/21/25
 PROJECT NO.: 25010
 TITLE: UTILITY PLAN
 SHEET NO.: **C3.0**



NOB HILL RIDGE CONDOS



LEADVILLE PLAZA CONDOS



LEADVILLE PLAZA CONDOS



SCOTTEVEST



NOB HILL RIDGE CONDOS



BOULDER MTN VILLAGE



HOTEL KETCHUM



680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

WILLIAMS PARTNERS

ARCHITECTS

MAIL P.O. BOX 4373
KETCHUM, IDAHO
83340
PHONE 208.726.0020
WWW WILLIAMS-
PARTNERS.COM

DRAWINGS

DATE: 11/24/2025
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2/13/2026 PRE-APP DR REVS

REVISIONS

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SITE ADJACENCIES

A 0.1

CONTEXT & PRECEDENTS

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680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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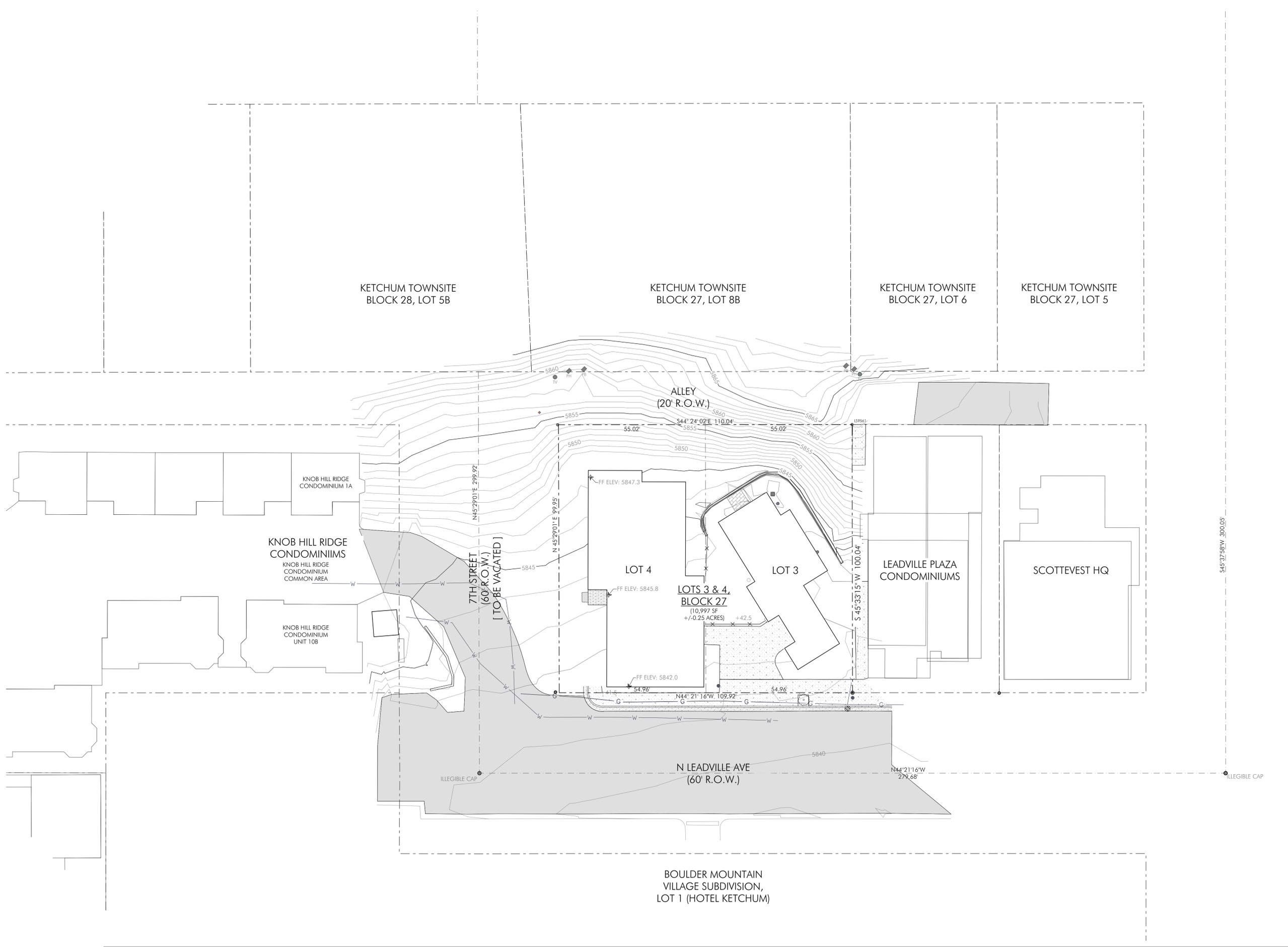
REVISIONS
DATE:

NUMBER:

INSPIRATION IMAGERY

A 0.2

CONTEXT & PRECEDENTS



680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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1/16" ARCHITECTURAL SITE PLAN - EXISTING
SCALE: 1/16" = 1'-0"



A 1.1

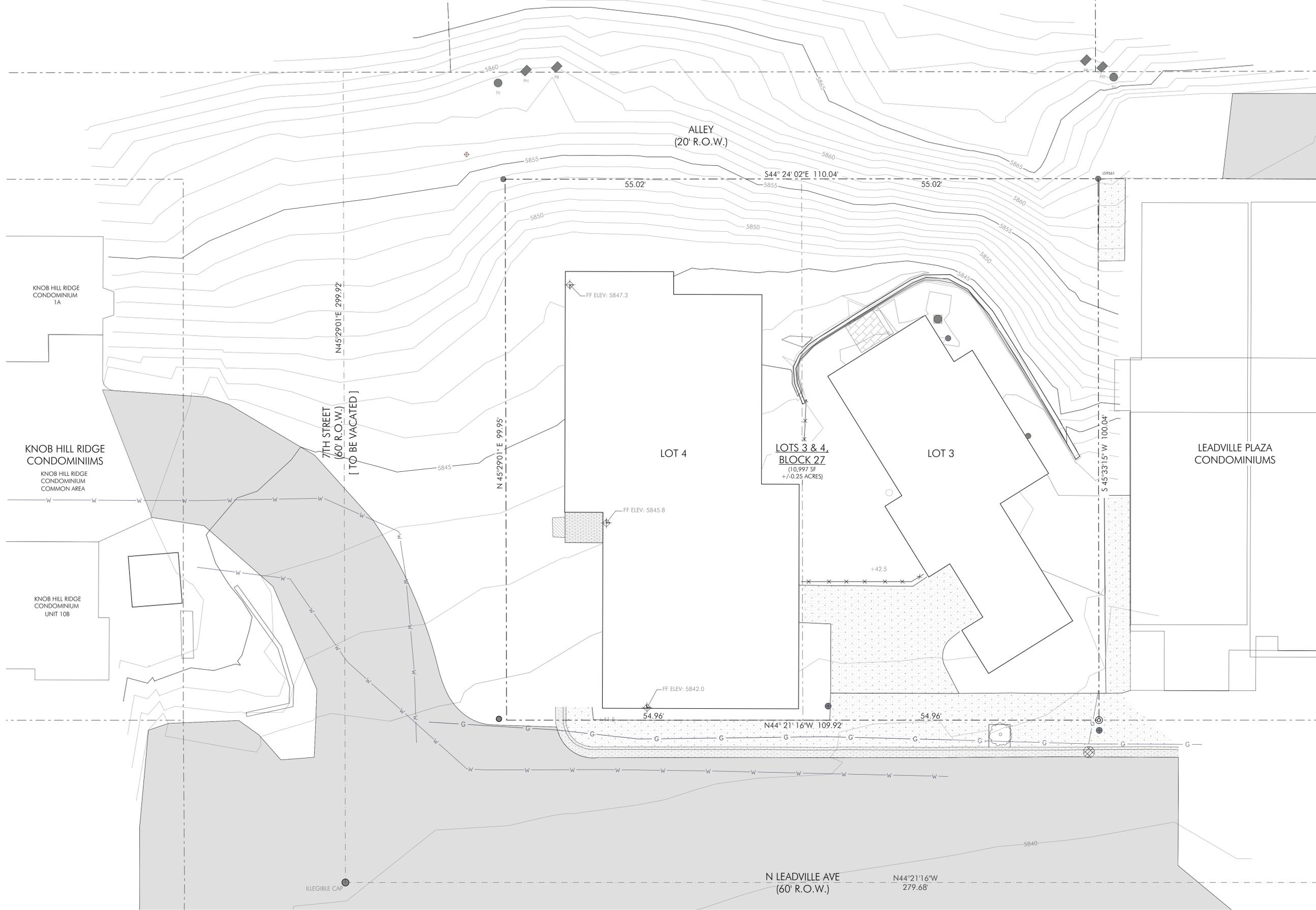
ARCHITECTURAL SITE
PLAN

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KETCHUM TOWNSITE
BLOCK 28, LOT 5B

KETCHUM TOWNSITE
BLOCK 27, LOT 8B

KETCHUM TOWNSITE
BLOCK 27, LOT 6



Knob Hill Ridge
Condominium
1A

Knob Hill Ridge
Condominiims

Knob Hill Ridge
Condominium
Common Area

Knob Hill Ridge
Condominium
Unit 10B

LOT 4

LOTS 3 & 4,
BLOCK 27
(10,997 SF
+/-0.25 ACRES)

LOT 3

Leadville Plaza
Condominiums

680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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1/8" ARCHITECTURAL SITE PLAN - EXISTING
SCALE: 1/8" = 1'-0"



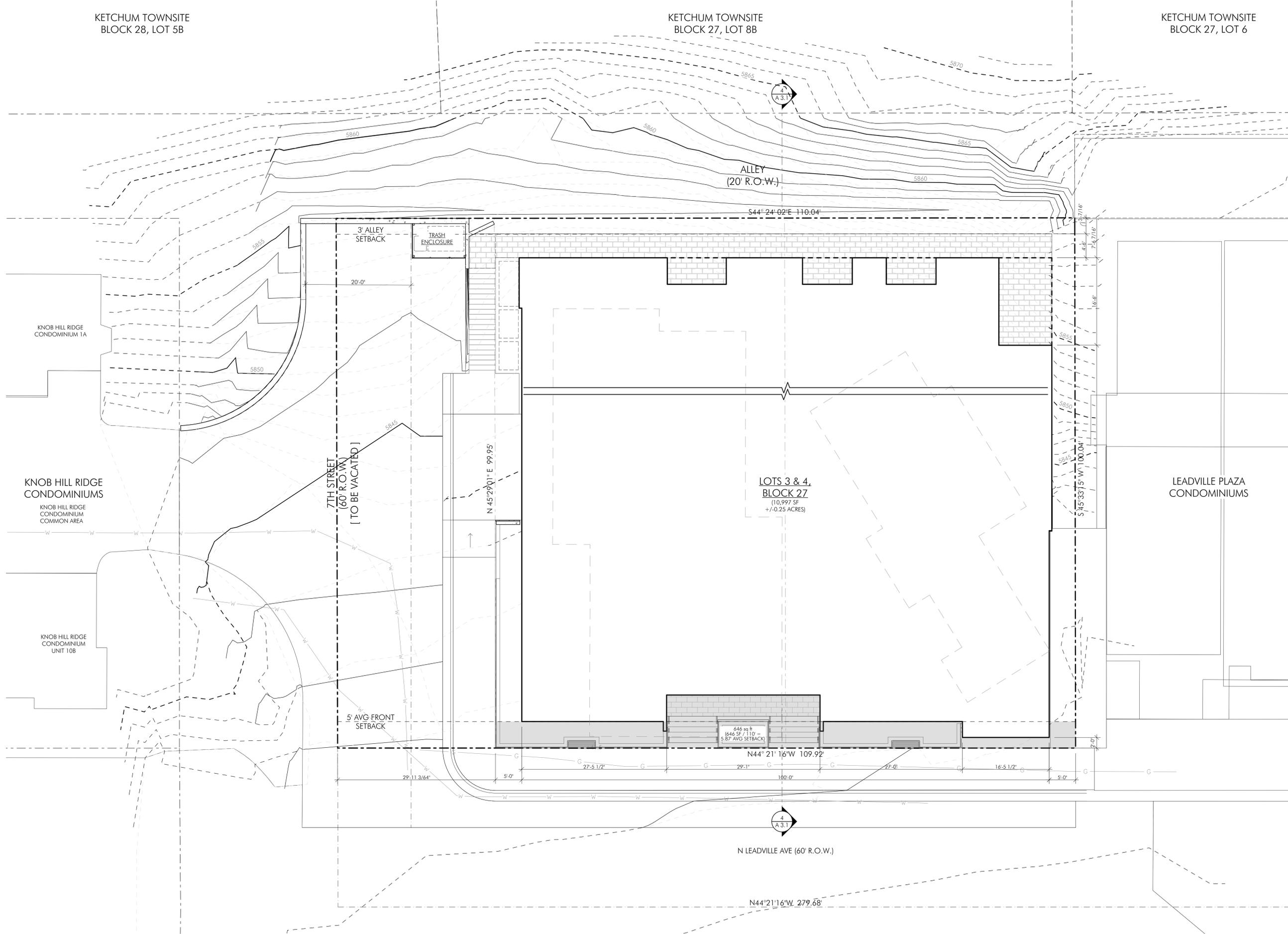
A 1.2

ARCHITECTURAL SITE
PLAN 27

KETCHUM TOWNSITE
BLOCK 28, LOT 5B

KETCHUM TOWNSITE
BLOCK 27, LOT 8B

KETCHUM TOWNSITE
BLOCK 27, LOT 6



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680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

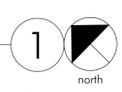
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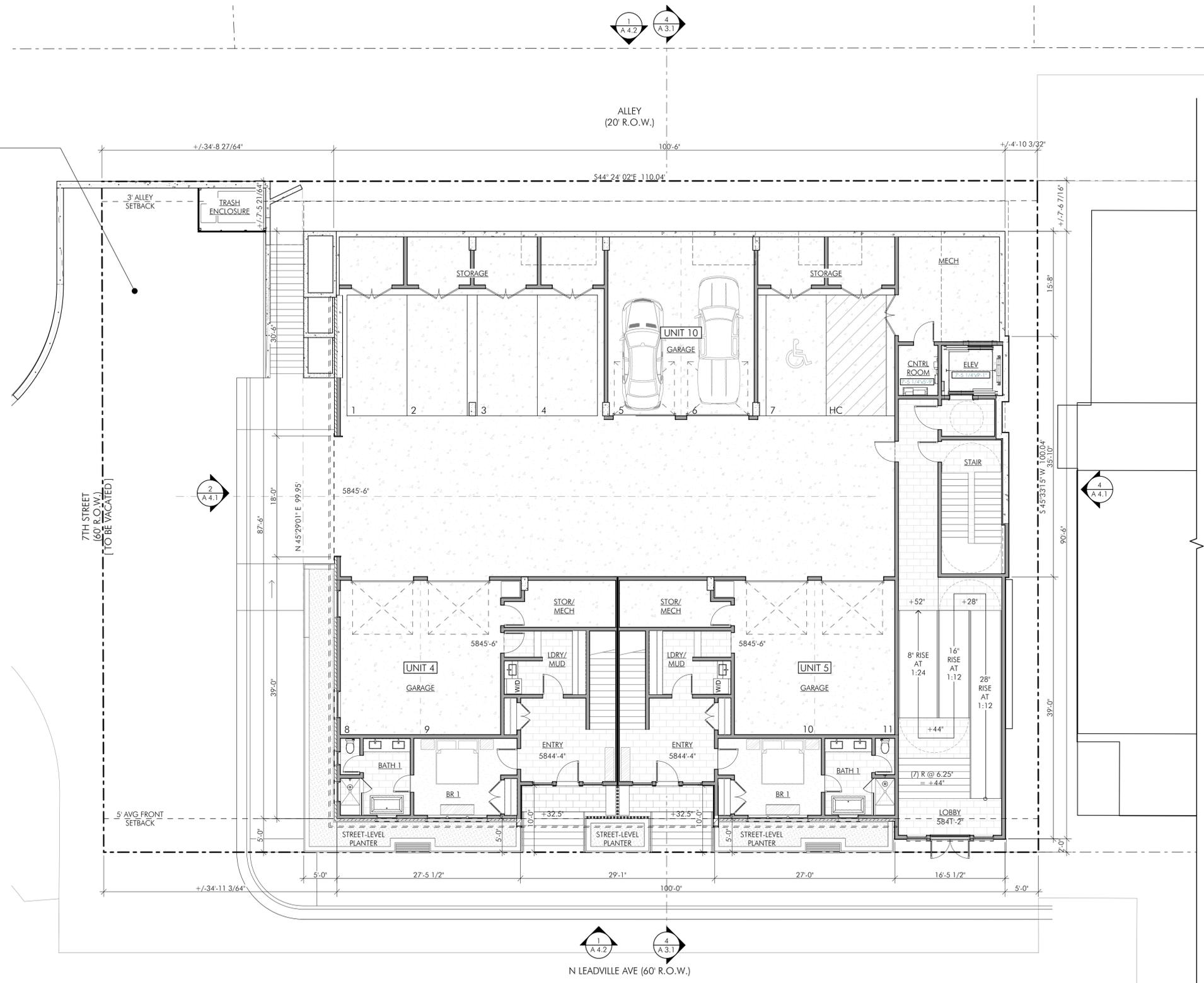
REVISIONS
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ARCHITECTURAL SITE PLAN - PROPOSED
 SCALE: 1/8" = 1'-0"



A 1.3

ARCHITECTURAL SITE PLAN



FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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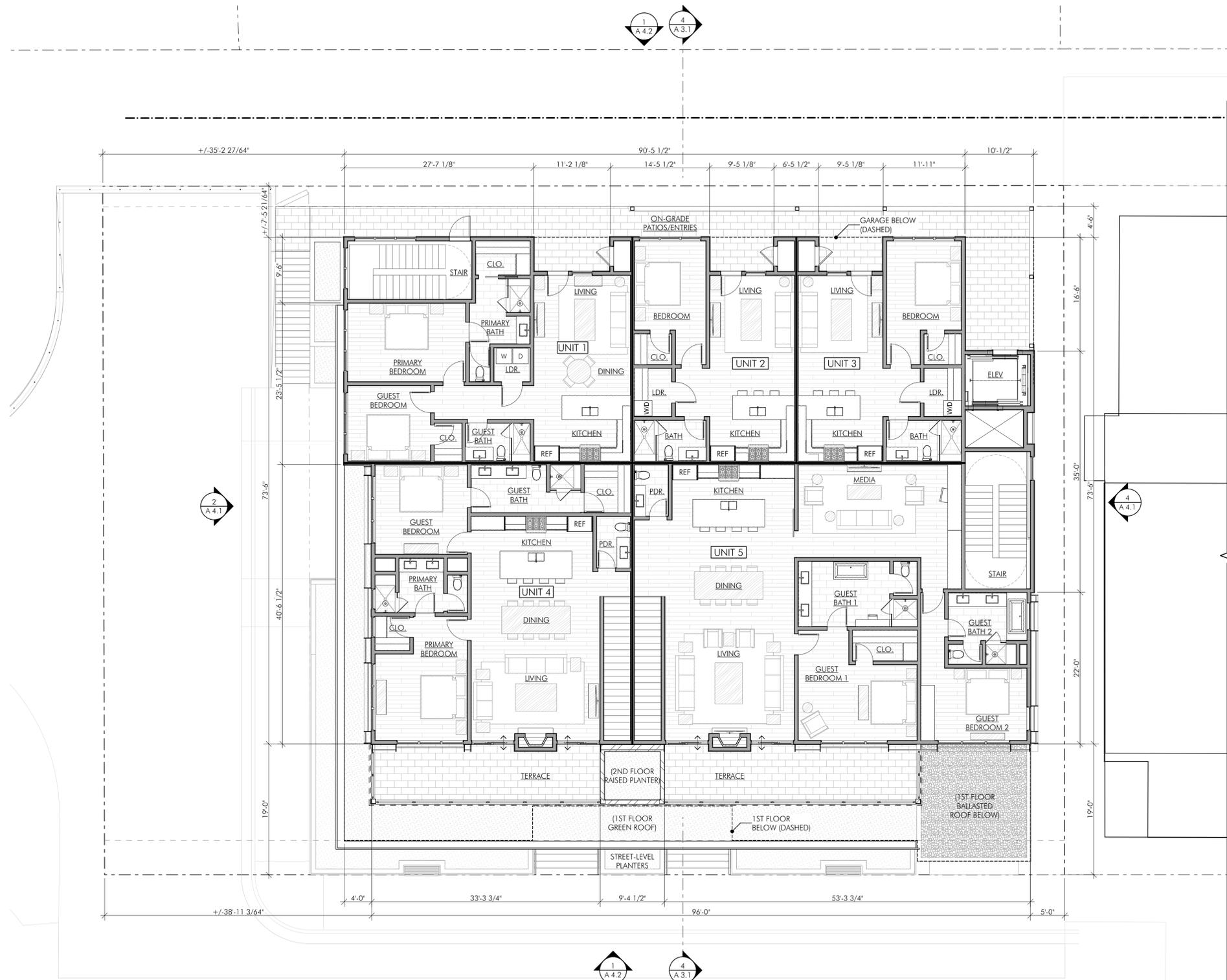
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A 2.1
FLOOR PLANS

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680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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SECOND FLOOR PLAN

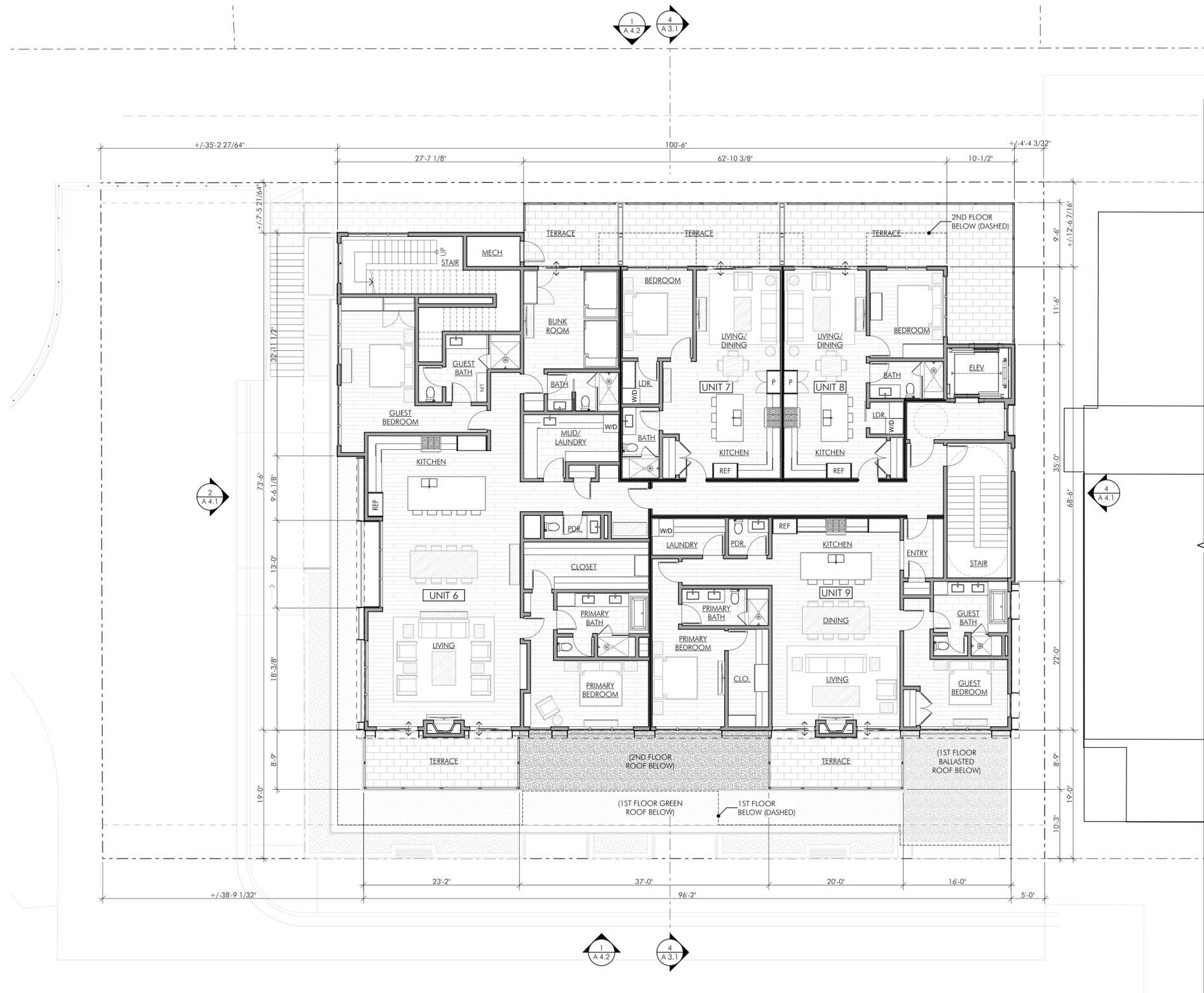
SCALE: 1/8" = 1'-0"



A 2.2

FLOOR PLANS

30



680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

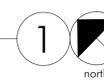
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THIRD FLOOR
SCALE: 1/8" = 1'-0"



A 2.3
FLOOR PLANS

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680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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ARCHITECTS

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PHONE 208.726.0020
WWW WILLIAMS-PARTNERS.COM

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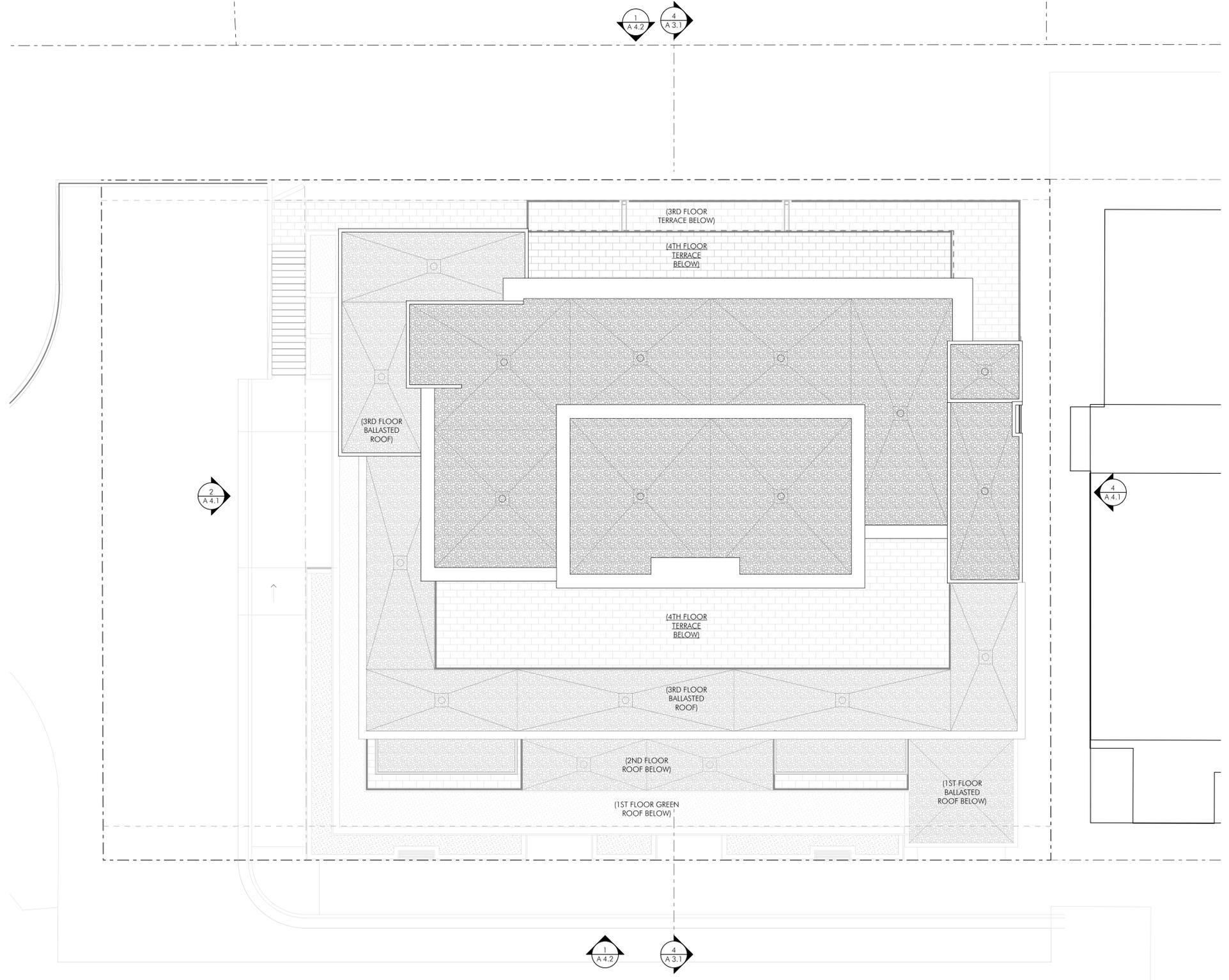
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FOURTH FLOOR
SCALE: 1/8" = 1'-0"

A 2.4
FLOOR PLANS

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680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

WILLIAMS | PARTNERS

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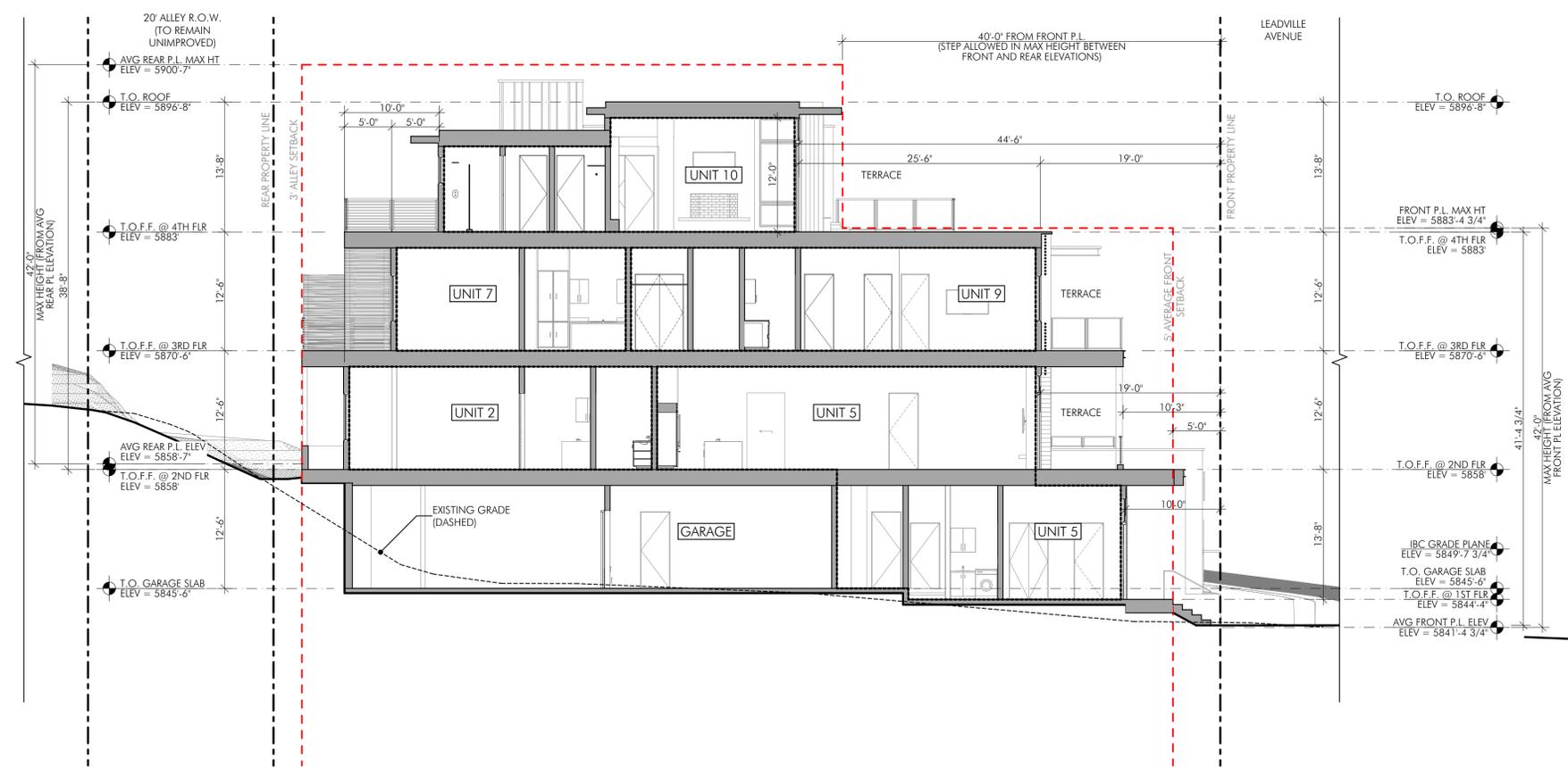
DRAWINGS
 DATE: 11/24/2025
 ISSUED: PRE-APP DR
 2/13/2026 PRE-APP DR REVS

REVISIONS
 NUMBER: DATE:

ROOF PLAN
 SCALE: 1/8" = 1'-0"



A 2.5
 FLOOR PLANS



BUILDING SECTION 1
SCALE: 1/8" = 1'-0"

680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

WILLIAMS PARTNERS

ARCHITECTS

MAIL P.O. BOX 4373
KETCHUM, IDAHO
83340
PHONE 208.726.0020
WWW WILLIAMS-
PARTNERS.COM

DRAWINGS
DATE: 11/24/2025
ISSUED: PRE-APP DR
2/13/2026 PRE-APP DR REVS

REVISIONS
NUMBER: DATE:

A 3.1
BUILDING SECTIONS

OWNERSHIP OF DOCUMENTS: THE INSTRUMENTS OF SERVICE HEREIN ARE SOLELY FOR USE WITH RESPECT TO THIS PROJECT. WILLIAMS | PARTNERS ARCHITECTS, P.C. AND THE ARCHITECTS' EMPLOYEES SHALL NOT BE RESPONSIBLE FOR THE ACTIONS AND OMISSIONS OF THE CLIENT, THE AUTHORITIES AND OWNERS OF THE RESPECTIVE INSTRUMENTS OF SERVICE AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHTS.

IN PROGRESS:
NOT ISSUED FOR
CONSTRUCTION



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

2



WEST ELEVATION

SCALE: 1/8" = 1'-0"

1

680 NORTH LEADVILLE AVENUE

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DRAWINGS

DATE: 11/24/2025
ISSUED: PRE-APP DR
PRE-APP DR REV5

REVISIONS

NUMBER: DATE:

A 4.1

EXTERIOR ELEVATIONS



SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

2



EAST ELEVATION

SCALE: 1/8" = 1'-0"

1

680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

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DRAWINGS
DATE: 11/24/2025
ISSUED: PRE-APP DR
2/13/2026 PRE-APP DR REV5

REVISIONS
NUMBER: DATE:

A 4.2

EXTERIOR ELEVATIONS

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CONSTRUCTION

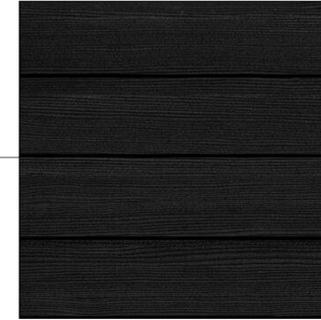
METAL SIDING

SIDING W/ IRREGULAR -
RIBBING PATTERN
DARK BRONZE -



FLAT ROOF

- EPDM MEMBRANE W/ BALLASTS
- GREY



SIDING

- WOOD
- DARK BROWN/BLACK
- 1X6 HORIZONTAL T&G
SIDING

SOFFIT TO MATCH



WOOD SCREEN

- WOOD
- LIGHT/ BLONDE
- 1 1/2" X 1 1/2"
MEMBERS



SIDING

- WOOD
- LIGHT/ BLONDE
- 1X6 HORIZONTAL T&G
SIDING WITH EXPRESSED
REVEAL

SOFFIT TO MATCH
COLOR TONE



STONE

- GREY
- DRYSTACK LAYUP



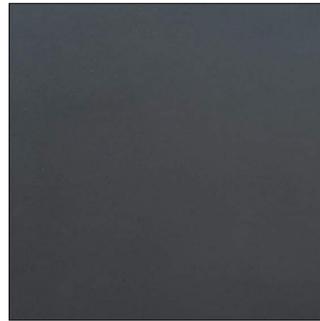
WDWS/DOORS

- ALUMINUM CLAD EXT
- BLACK
- CLEAR GLASS
- WOOD CLAD INT



SIDING

- WOOD
- DARK BROWN
- VERTICAL REVERSE
BOARD AND BATTEN
SIDING



FASCIA

METAL -
GREY/BLACK -



PAVERS

12 x 24 STONE PAVERS -
GREY -



CONCRETE

BOARD FORM CONCRETE -
GREY -



680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

WILLIAMS PARTNERS

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DRAWINGS

ISSUED:
11/24/2025 PRE-APP DR
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REVISIONS
NUMBER: DATE:

MATERIAL BOARD

A 4.3

EXTERIOR ELEVATIONS



NORTHEAST VIEW
SCALE: 1:4.35 **4**



SOUTHWEST VIEW
SCALE: 1:4.35 **2**



SOUTHEAST VIEW
SCALE: 1:4.35 **3**



NORTHWEST VIEW
SCALE: 1:3.70 **1**

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NOT ISSUED FOR
CONSTRUCTION

680 NORTH LEADVILLE AVENUE

KETCHUM LOTS 3 & 4, BLOCK 27, KETCHUM, IDAHO

WILLIAMS | PARTNERS

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DRAWINGS
DATE: 11/24/2025
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2/13/2026 PRE-APP DR REV5

REVISIONS
NUMBER: DATE:

A 5.1
3D VIEWS

To: City of Ketchum Planning and Building Department,
P&Z Commissioners

Date: November 24, 2025

Re: 680 N. Leadville Avenue, Ketchum Pre-application Design Review

Planning and Building Staff and Commissioners,

The enclosed application materials outline the proposed design of a new multi-family building at 680 N. Leadville Avenue within the Community Core, subdistrict 2. The address includes lots 3 & 4 of Block 27. There is an existing structure on lot 3 that serves as a small daycare and an existing multi-family structure on lot 4 that contains seven units of housing. The applicant would like to donate the structure on lot 3 to the City of Ketchum. It was moved from its previous location to this site, so it has been moved once before. Otherwise, both existing structures are proposed to be demolished.

The two lots are extremely challenging, with over 20 feet of rise from the front to the rear property corner at the southern boundary of lot 3 and 13 feet of rise from the front to the rear property corner at the northern property boundary of lot 4. Adjacent structures include Hotel Ketchum, the Knob Hill Ridge Condominiums, Leadville Condo Plaza Condominiums, Scottevest, and single-family residential (LR) homes across the alley to the east (accessed off East Avenue).

The applicant proposes to consolidate lots 3 and 4. Additionally, after two meetings with the City Department heads, it was discussed that the 7th Street right-of-way be vacated, as the City does not currently maintain the existing asphalt driveway within the ROW that accesses the Knob Hill Ridge Condos nor is the ROW developed to City standards. The southern half of the ROW would be dedicated to the applicant and the northern half to the Knob Hill Ridge Condominium owners. Seth Martin, Fire Marshal, requests a fire truck turnaround and aerial apparatus access be located within the vacated right-of-way. The fire truck turnaround is for the benefit of the Knob Hill Ridge Condo owners, as the length of their driveway currently exceeds maximum Fire Code allowable lengths.

The proposed multi-family building, totaling 24,074 square feet, will contain ten units of varying size, including (4) 1-bedroom units, (2) 2-bedroom units, and (4) 3-bedroom units ranging from 700 to 3,555 square feet. 10 parking spaces are required, and 11 parking spaces are being proposed, including one accessible space. The parking is accessed from the vacated 7th Street ROW and tucks under the rear of the building. It is intended that unit 2 on the second floor will be dedicated to the City's deed-restricted community housing stock.



To break up the massing of the structure, the applicant has employed several design strategies. The west-facing (Leadville Ave) ground floor facade is broken into four elements to break up the scale at the pedestrian level: the metal-clad main lobby entry at the southwest corner, two stone-clad elements with landscape planters and bench seats, and a wood-clad recessed entry alcove for units 4 and 5. The second and third floor facades are set back 14 feet from the ground floor along Leadville Avenue (west façade) and 4 feet from the north facade. A green roof at the second floor level occupies a portion of this setback to enhance the change of plan. Because of the steeply sloping site, the second floor of the east (alley) elevation is at grade with the alley topography, allowing these (3) units on-grade walk-out access. The garage parking is tucked into the sloping grade below these units. To fairly apply building height limitations on sloping sites, the Ketchum Municipal Code allows a step in the building height/massing 40 feet from the front property line. In the case of this steeply sloping site, this allows for an upper floor unit that is set back 41 to 44 feet from the front property line. The exterior material palette contains a mix of natural- and dark-stained wood siding; vertical metal cladding; and stone veneer. Wood (or wood-look) battens on the north, west, and south facades are set off the face of the building at varying distances and spacing to create depth, shadow, and rhythm.

Please see the preliminary responses below to the Design Review Evaluation Standards.



Design Review Evaluation Standards

17.96.060: Improvements and Standards

A. Streets:

1. The applicant shall be responsible for all costs associated with providing a connection from an existing city street to their development. WPA Response: Details will be provided at the time of the formal design review application and applicant is aware that they are responsible for all costs associated with the connection.
2. All street designs shall be approved by the City Engineer. WPA Response: Street design and details will be provided at the time of the formal design review application for review and approval by the City Engineer.

B. Sidewalks:

1. All projects under 17.96.010(A) that qualify as a "Substantial Improvement" shall install sidewalks as required by the Public Works Department. WPA Response: A sidewalk meeting the City of Ketchum standards will be installed along the Leadville Avenue ROW adjacent to the project site.
2. Sidewalk width shall conform to the city's right of way standards; however the city engineer may reduce or increase the sidewalk width and design standard requirements at their discretion. WPA Response: The Civil Engineer will continue coordinating the ROW design with the City Engineer to meet City standard (or discretionary) requirements.
3. Sidewalks may be waived if one of the following criteria is met:
 - i. The project comprises an addition of less than two hundred fifty (250) square feet of conditioned space. WPA Response: N/A.
 - ii. The city engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public. WPA Response: N/A.
4. The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street. WPA Response: The proposed sidewalk to be designed by the Civil Engineer (Starhope Engineering) will be the majority of the length of the Leadville Avenue (west) property line of the project, turning east before the curb cut within the vacated 7th Street ROW.
5. New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building. WPA Response: The Leadville Avenue sidewalk improvement adjacent to the west property line will connect to the existing Leadville Avenue sidewalk to the south of the property. This sidewalk will also turn the corner on the north end of the Leadville Avenue property extents into the vacated 7th Street right-of-way to provide pedestrian connections to the 2nd floor alley units and garage parking.
6. 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 one hundred ten percent (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. WPA Response: N/A.

C. Drainage:

1. All storm water shall be retained on site. WPA Response: Detailed information will be submitted by the Civil Engineer at the time of final Design Review to show that all on-site storm water will be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street. WPA Response: Confirmed. Detailed information will be submitted at the time of final Design Review to show drainage improvements equal to the length of the north and west property lines, which are adjacent to public and private streets (driveways).
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site. WPA Response: The Civil Engineer will work with the City Engineer to determine and meet any additional drainage improvements.
4. Drainage facilities shall be constructed per city standards. WPA Response: confirmed. Civil engineer (Starhope Engineering) will design drainage needed onsite to meet the city standards.

D. Utilities:

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant. WPA Response: Confirmed. Applicant will cover the costs of the utility upgrades.
2. Utilities shall be located underground and above grade utility, power and communication equipment within the development site shall be concealed from public view. WPA Response: Confirmed. Additional information will be provided at design review.
3. When extension of utilities is necessary all developers will be required to pay for and install two (2") inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with City of Ketchum standards and at the discretion of the City Engineer. WPA Response: Applicant will provide fiber conduit where necessary and in accordance with the City of Ketchum.

E. Compatibility of Design:

1. The project's materials, colors and signing shall be complementary to the townscape, surrounding neighborhoods and adjoining structures. WPA Response: The exterior color palette and materials we are proposing will be complimentary to its adjacencies, the townscape, and surrounding neighborhoods. The palette uses a combination of natural stone, natural- and dark-stained wood, and vertical metal cladding.
2. Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community. WPA Response: No known historical landmarks exist on this property.
3. Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to. WPA Response: N/A.

F. Architectural:

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined. WPA Response: A clearly defined entry is proposed on the southeast corner of the property, which directly connects to the sidewalk on Leadville Avenue. Signage and a thin steel awning help define the main entrance to the building.
2. The building character shall be clearly defined by use of architectural features. WPA Response: The building character is clearly defined by its architectural features, massing, and material palette. The materials vary with the planes of the façades (massing). A screen of horizontal battens create depth, shadow, and rhythm.
3. There shall be continuity of materials, colors and signing within the project. WPA Response: The proposed stone, wood, and metal materials are complementary to each other and provide for continuity across the project.
4. Accessory structures, fences, walls, and landscape features within the project shall match or complement the principal building. WPA Response: Accessory structures/landscape features like the exterior railings, retaining walls, ground level planters, and the trash enclosure will match or complement the materials used on the building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness. WPA Response: Confirmed. The west-facing (Leadville Avenue) ground floor facade is broken into four elements to break up the scale at the pedestrian level: the metal-clad main lobby entry at the southwest corner, two stone-clad elements with landscape planters and bench seats, and a wood-clad recessed entry alcove for units 4 and 5. The second and third floors offer relief with open terraces on the street side of the building, setting the exterior walls on a separate plane from the floor below. The fourth floor is set back to meet the requirements of the Ketchum Municipal Code, greatly reducing visibility from the street below. The terraced facade creates relief on all sides of the building.
6. Building(s) shall orient towards their primary street frontage. WPA Response: Confirmed. The pedestrian entrance to the building is located on Leadville Avenue. The north side of the building is primarily motor vehicle access to the garage. 7th Street will be vacated to accommodate the improvements.
7. Garbage storage areas and satellite receivers shall be screened from public view and located off alleys. WPA Response: The garbage storage area is proposed to be within the retained paved area at the northeast side of the lot, at the end/to the side of the fire truck turnaround to be constructed within the vacated 7th Street ROW. The garbage storage will be screened with horizontal battens similar to those applied to the building facade. The alley will be left unimproved due to the topographic challenges and dead-end alley concerns of the Fire Department.
8. Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties. WPA Response: Confirmed.

G. Circulation Design:

1. Pedestrian, equestrian, and bicycle access shall be located to connect with existing and anticipated easements and pathways. WPA Response: Confirmed. There is an existing concrete sidewalk at the adjacent lot to the south which the new sidewalk will connect for pedestrian access. The sidewalk will turn and continue up the vacated 7th

Street right-of-way to provide pedestrian connections to the 2nd floor alley units and garage parking.

2. Awnings extending over public sidewalks shall extend five (5') feet or more across the public sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right of way. WPA Response: No awnings shall extend over public sidewalks.

3. Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian, and equestrian use. Consideration shall be given to adequate sight distances and proper signage. WPA Response: Confirmed.

4. Curb cuts and driveway entrances shall be no closer than twenty (20') feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right of way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements. WPA Response: Confirmed. Detailed information will be submitted at the time of final Design Review documentation by civil engineer (Starhope Engineering).

5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project. WPA Response: Confirmed.

H. Snow Storage:

1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas. WPA Response: See response #4. Snow storage shall not be provided on site.

2. Snow storage areas shall be provided on-site. WPA Response: See response #4. Snow storage shall not be provided on site.

3. A designated snow storage area shall not have any dimension less than five (5') feet and shall be a minimum of twenty-five (25) square feet. WPA Response: See response #4. Snow storage shall not be provided on site.

4. In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed. WPA Response: Applicant proposes hauling snow off site for all improved, uncovered parking and pedestrian circulation areas. Upper floor terraces will have snowmelt systems.

I. Landscaping:

1. Landscaping is required for all projects. WPA Response: Confirmed. As of now, we plan to have planters along the building on both Leadville Ave and 7th Street, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

2. Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape. WPA Response: Confirmed. The applicant proposes planters along the building on both Leadville Avenue and the vacated 7th Street ROW, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

3. All plant species shall be drought tolerant. Native species are recommended but not required. WPA Response: Confirmed. Plant species will be listed at the final design review submittal and included in the drawings completed by a licensed landscape architect.

4. Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged. WPA Response: The applicant proposes planters along the building on both Leadville Avenue and the vacated 7th Street ROW, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

J. Public Amenities:

1. Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall be approved by the Public Works Director prior to design review approval from the Commission. WPA Response: Two benches will be set into the proposed planters along Leadville Avenue for public use.

17.96.070: COMMUNITY CORE (CC) PROJECTS

In addition to the requirements of section 17.96.060, unless otherwise specified, the below standards apply to projects in the Community Core district.

A. Streets:

1. Street trees, streetlights, street furnishings, and all other street improvements shall be installed or constructed as determined by the Public Works Department. WPA Response: The applicant will work with the Public Works Department and City Engineer to determine location of street trees and street lights.
2. Street trees with a minimum caliper size of three inches (3"), shall be placed in tree grates. WPA Response: Additional details will be submitted at the time of design review to show specifications of street trees to have a minimum caliper size of 3", placed in tree grates.
3. Due to site constraints, the requirements of this subsection A may be modified by the Public Works Department. WPA Response: The applicant will work with the Public Works Department to determine if modifications are needed.

B. Architectural:

1. Facades facing a street or alley or located more than five (5') feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials and colors as the front façade. WPA Response: Confirmed. Refer to the drawings and renderings. All facades facing a street or alley or located more than 5' from the interior (south) property line have both solid surfaces and windows to avoid the creation of blank walls. The screen of horizontal battens also create depth, shadow, and rhythm.
2. For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways. WPA Response: N/A.
3. For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows. WPA Response: N/A.

4. Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited. WPA Response: Confirmed. The design has a series of flat, ballasted roofs.
5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters and downspouts. WPA Response: No pitched roofs are proposed.
6. Roof overhangs shall not extend more than three (3') feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Director. WPA Response: N/A. No overhangs extend over a public sidewalk.
7. Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials. WPA Response: The entry alcove for units 4 and 5 create a front stoop/porch. This area shall not be enclosed; however, a portion of it is screened with vertical wood battens.

C. Service Areas and Mechanical/Electrical Equipment:

1. Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right of way and shall be screened from public views. WPA Response: The garbage storage area is proposed to be within the retained paved area at the northeast side of the lot, at the end/to the side of the fire truck turnaround to be constructed within the vacated 7th Street ROW. The garbage storage will be screened with horizontal battens similar to those applied to the building facade.
2. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design. WPA Response: Applicant will present more detail on roof and ground-mounted mechanical and electrical equipment at the time of design review. All equipment shall be screened in a manner compatible with the overall building.

D. Landscaping:

1. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site. WPA Response: The applicant will work with the Landscape Architect to determine if any healthy, mature trees will be removed from the site. If necessary, replacement trees will be accounted for. Additional information will be presented at the time of Design Review.
2. Trees that are placed within a courtyard, plaza or pedestrian walkway shall be placed within tree wells that are covered by tree grates. WPA Response: Any street trees placed in the ROW sidewalk or other pedestrian walkway will be placed in tree wells covered by an iron grate.
3. The city arborist shall approve all parking lot and replacement trees. WPA Response: Confirmed.

E. Surface Parking Lots:

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street. WPA Response: N/A. No surface parking lots are being proposed.
2. Surface parking lots shall incorporate at least one (1) tree and one (1) additional tree per ten (10) onsite parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public. WPA Response: N/A.

3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways. WPA Response: Confirmed. As of now, we plan to have planters along the building on both Leadville Ave and 7th Street, as well as a green roof above the ground floor. More detail to follow at the time of final Design Review submittal with drawings completed by a licensed landscape architect.

F. Bicycle Parking:

1. One (1) bicycle rack, able to accommodate at least two (2) bicycles, shall be provided for every four (4) parking spaces as required by the proposed use. At a minimum, one (1) bicycle rack shall be required per development on private property. Bike racks shall not be located in the public right-of-way. WPA Response: Confirmed. Three bike racks will be provided. Additional information regarding the exact locations of the bike racks will be presented at Design Review.
2. When the calculation of the required number of bicycle racks called for in this section results in a fractional number, a fraction equal to or greater than one-half (1/2) shall be adjusted to the next highest whole number. WPA Response: Confirmed. 11 parking spaces are required, three bike racks will be presented at the time of design review.
3. Bicycle racks shall be clearly visible from the building entrance they serve and not mounted less than fifty (50') feet from said entrance or as close as the nearest non-ADA parking space, whichever is closest. WPA Response: Additional information regarding the exact locations of the bike racks will be presented at Design Review.

Attachment B

**Staff Analysis:
CC-2 Dimensional Standards
&
Zoning Regulations**



680 N LEADVILLE AVE MULTI-FAMILY DEVELOPMENT ZONING & DIMENSIONAL STANDARDS

17.12.020 - District Use Matrix	Conformance
<i>Zone District: Mixed-Use Subdistrict of the Community Core (CC-2)</i>	YES
<p>The project proposes to develop a new multi-family residential building. Multi-family dwelling units are permitted in the CC-2 Zone pursuant to KMC §17.12.020. The subject property is not located within the area of the CC-2 Zone where ground-floor commercial use is required (properties located from the alley west of Main Street to N 2nd Avenue between 2nd and 5th Streets). In this area of the CC-2 Zone, ground-floor residential use with street frontage is permitted.</p>	

17.12.040 - CC District Dimensional Standards Matrix	Conformance
<i>Minimum Lot Size</i>	YES
<p>Minimum Lot Size 5,500 square feet</p> <p>Proposed Existing Lots 3 & 4: 10,997 square feet Potential ½ Portion of Vacated 7th Street ROW: 3,000 square feet Total Proposed Consolidated Lot Area: 13,997 square feet</p>	

17.12.040 - CC District Dimensional Standards Matrix	Conformance
<i>Minimum Lot Width</i>	YES
<p>Minimum Lot Width Average of 55 feet</p> <p>Proposed Lot Width Lot 3: 55 feet Lot 4: 55 feet Potential ½ Portion of Vacated 7th Street ROW: 30 feet Proposed Consolidated Lot Width: 140 feet</p>	

17.12.040 - CC District Dimensional Standards Matrix	Conformance
<i>Minimum Building Setbacks</i>	see staff analysis below
<p>Minimum Required Building Setbacks Front & Street Side: 5' average Interior Side: 0'</p>	

Adjacent to Alley: 3'

Setback for Fourth Floor: 10'

Non-habitable structures, permanently affixed deck amenities, solar panels visible above roof ridge/parapet, and mechanical equipment & screening affixed to a roof from all building facades: 10'

Proposed Building Setbacks

Building setback dimensions are provided on sheet A1.3 of the Preapplication project plan set.

Front (Leadville Ave/west): 5.87' average (setback ranges from 2'-10')

Interior Side (south): 4'-4"

Interior Side (potential interior side with proposed 7th Street ROW vacation/north): 34'-11"

Adjacent to Block 27 Alley (rear/east): 7'-6"

All structures in the CC-2 Zone must maintain a 3-foot setback from alley property lines. The proposed dumpster enclosure currently abuts the rear property line and must be relocated to comply with the required 3-foot setback.

Proposed Setbacks for Fourth Floor

Front Façade: ranges from ~22 feet from second and third floor to 39 feet at first floor

North Side Façade: 10 feet

South (Interior) Side Façade: 0 feet

Alley Façade: 5 feet from third floor and 10 feet from second floor (which is at-grade with alley and appears as ground/first floor from alley elevation)

Non-habitable structures, permanently affixed deck amenities, solar panels visible above roof ridge/parapet, and mechanical equipment & screening affixed to a roof from all building facades:

The proposed multi-family development does not include a roof deck. The roof plan on Sheet A2.5 does not indicate any rooftop mechanical equipment. If rooftop mechanical or electrical equipment is proposed, the location and size must be shown on the roof plan submitted with the Final Design Review application.

Per KMC §17.12.040, mechanical equipment and solar panels may extend up to five feet above the roof surface and must be set back a minimum of 10 feet from all building facades. In addition, roof- and ground-mounted mechanical and electrical equipment must be fully screened from public view with screening that is compatible with the building design (KMC §17.96.070.C.2).

17.12.040 - CC District Dimensional Standards Matrix	Conformance
<i>Maximum Building Heights</i>	YES
Maximum Permitted Building Height: 42 feet Height of building/CC District: The greatest vertical distance of a building in the community core district measured by determining the average elevation of the front property line and rear property line. Draw a line from the average front or rear elevation up to the maximum building height allowed, and	

then draw a line at that height parallel to the front or rear property line. The resulting line establishes the highest elevation of the front or rear facade. The front or rear facade shall not extend above this line. Side facades may be stepped up or down to transition from the highest elevation of the front facade height to the highest elevation of the rear facade. One or multiple steps along the side facades are allowed, except no step shall occur within 40 feet of the front elevation or within 35 feet of the rear facade.

Footnote 2: All buildings greater than 48 feet in height or that contain a fourth or fifth floor shall require final approval from the City Council.

Non-habitable structures located on building roof tops: 10 feet above roof ridge/parapet
Perimeter walls enclosing rooftop deck and structures: 4' above roof surface height, perimeter rooftop walls are required to be at least 75% transparent
Rooftop solar and mechanical equipment above roof surface: 5'

Proposed Building Heights

Average Elevation at Front Property Line (west/Leadville Ave): 5841'-5"
Highest Permitted Elevation of Front Façade: 5883'-5"
Top of Front Façade Elevation (Third-Floor Roof): 5883'
Height of Front Façade: 41'-5"

Side Façade Step—Distance From Front Elevation: 44'-6" (40 feet required)

Average Elevation at Rear Property Line (unimproved Block 27 alley/east): 5858'-7"
Highest Permitted Elevation of Rear Façade: 5900'-7"
Top of Rear Façade Elevation (Top of Fourth-Floor Roof): 5896'-8"
Height of Rear Façade: 38'-8"

The proposed multi-family residential building contains a fourth floor and requires final approval from the City Council pursuant to footnote 2.

Non-habitable structures located on building roof tops

Top of Fourth-Floor Roof Elevation: 5896'-8"
Top of Elevator Overrun Elevation: 5899'
Height of Elevator Overrun Above Roof Surface: 2.33'

While the elevator overrun projects approximately 2.33 feet above the roof surface, it remains within the maximum permitted height for the rear façade. The highest permitted elevation for the rear façade is 5900'-7", based on the average elevation at the rear property line. The proposed elevation to the top of the elevator overrun is 5899', which is within the maximum height limit.

Perimeter walls enclosing rooftop deck and structures: N/A as no rooftop deck is proposed

Rooftop solar and mechanical equipment above roof surface: The roof plan on Sheet A2.5 does not indicate any rooftop mechanical equipment. If rooftop mechanical or electrical equipment is proposed, then the location, size, and height of the equipment above the roof surface must be shown on the roof plan submitted with the final Design Review application.

17.124.040 - Floor Area Ratios and Community Housing	Conformance
<i>An increased FAR may be permitted subject to design review approval provided that all conditions in KMC 17.124.040.B.2 are met.</i>	YES
<p>Permitted Permitted FAR: 1.0 Permitted FAR with Community Housing: 2.25</p> <p>Floor area, gross (KMC §17.08.020): The sum of the horizontal area of the building measured along the outside walls of each floor of a building or portion of a building, including stair towers and elevators on the ground floor only, and 50 percent of atriums over 18 feet plate height, but not including basements, underground parking areas or open unenclosed decks. Parking areas covered by a roof or portion of the building and enclosed on three or more sides by building walls are included. Four parking stalls for developments on single Ketchum Town Site lots of 5,600 square feet in size or less are not included in the gross floor area calculation.</p> <p>Proposed The FAR calculation is provided on sheet C2 of the preapplication project plans. Total Gross Floor Area (calculated per KMC §17.08.020): 16,837 square feet* *Excludes 7,507 square feet that is qualified as basement. The project plans submitted with the final Design Review application must include an exhibit illustrating the basement invisible plane and its relationship to the ground-floor plan for verification.</p> <p>Lot Area: 13,997 square feet FAR: 1.20</p> <p><u>Community Housing Calculation</u> Permitted Gross Floor Area (1.0 FAR): 13,997 square feet Proposed Gross Floor Area: 16,837 square feet Increase Above Permitted FAR: 2,840 square feet 20% of Increase: 568 square feet Net Livable (15% Reduction): 483 square feet</p> <p>Sheet CS notes that Unit 2 is proposed to be deed-restricted community housing. Unit 2 is a one-bedroom unit that is 736 square feet in size.</p>	

17.124.180 Minimum Residential Densities	Conformance
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<p><i>General requirements. New development projects or expansions of existing buildings that exceed a total floor area ratio (FAR) of 1.0 within Subdistrict 1 and Subdistrict 2 of the CC Zone District and 0.5 FAR in the T, T-3000, T-4000, and GR-H zone districts must provide a minimum number of residential units as follows:</i></p>	<p>YES</p>
<p>Required 100% Residential Development in CC Subdistricts 1 and 2: 5 dwelling units per Ketchum Townsite lot, as originally platted</p> <p>The subject property is comprised of two Townsite lots (lots 3 and 4). A total of 10 dwelling units are required with 5 dwelling units per Townsite lot.</p> <p>Proposed A total of 10 multi-family dwelling units are proposed.</p>	

17.04.030 - No Net Loss of Dwelling Units	Conformance
<p><i>Ketchum Municipal Code §17.04.030.D. Applications: no net loss of units: Development of property, in any zone district, may not result in the net loss of dwelling units. Total number of dwelling units shall be calculated including all listed or defined dwelling unit uses and terms in this Code such as, but not limited to, "dwelling, one-family", "dwelling, multi-family", "dwelling unit, accessory", and "work/live unit".</i></p>	<p>YES *Planning staff & Housing Department verification of the total number of existing dwelling units is required at the time of Final Design Review.</p>
<p>Existing The applicant's narrative states that the existing multi-family residential development on Lot 4 contains seven dwelling units. The proposed redevelopment would result in a total of 10 dwelling units on the subject property. At time of final Design Review, the applicant shall schedule a site inspection with Planning and Housing Department staff to verify the number of existing dwelling units on the property.</p> <p>Proposed The project proposes 10 new multiple-family dwelling units.</p>	

17.125.030 - Off Street Parking and Loading 17.125.040 - Off Street Parking and Loading Calculations 17.125.050 - Community Core District Off Street Parking and Loading Calculations	Conformance
<p><i>Pursuant to Ketchum Municipal Code 17.125.020.A1, all new development must comply with the off street vehicle parking requirements.</i></p>	<p>YES</p>
<p>Required (KMC §17.125.040) <u>Multi-Family Dwelling Units in CC Zone</u> Units 750 square feet or less: 0 parking spaces Units 751 square feet to 2,000 square feet: 1 parking space Units 2,001 square feet and above: 2 parking spaces</p> <p>Pursuant to KMC §17.125.040.A.3.a, residential parking requirements based on square footage are calculated using the interior square footage of each unit as measured between the interior walls. While</p>	

the cover sheet lists the total area of each residential unit, it is unclear whether these figures reflect net or gross floor area. The project plans submitted with the final Design Review application must specify the net floor area of each residential unit as measured between the interior walls in order to determine the off-street parking requirement.

Project Parking Demand

Sheet CS of the Preapplication project plan set provided the total gross floor area of each dwelling unit. While the cover sheet lists the total area of each residential unit, it is unclear whether these figures reflect net or gross floor area. The project plans submitted with the final Design Review application must specify the net floor area of each residential unit as measured between the interior walls to verify off-street parking requirements.

Dwelling Unit #	Gross Square Feet (living—excludes garage & mechanical)	Parking Spaces Required
1	1,146	1
2	736	0
3	750	0
4	2,198	2
5	2,832	2
6	2,634	2
7	750	0
8	698	0
9	1,604	1
10	2,793	2
Total Parking Spaces Required		10

Proposed

The applicant has provided 11 total parking spaces, including one ADA space within the parking garage.

17.125.060 - Bicycle Parking	Conformance
<i>Ketchum Municipal Code §17.125.060.B: All uses, other than one family dwellings, are required to provide one bicycle rack, able to accommodate at least two bicycles, for every four parking spaces required by the proposed use.</i>	Will be evaluated at time of final Design Review
<p>Required 1 bike rack, accommodating at least two bicycles, is required based on the project parking demand. Any fraction equal to or greater than one-half shall be rounded up to the next highest whole number per KMC §17.125.060.C.</p> <p>The project is required to provide three bike racks.</p>	
<p>Proposed Bike racks were not shown on the Preapplication project plan set.</p>	

17.127 - Signage	Conformance
<i>Master Signage Plan for New Construction</i>	Will be evaluated at time of final Design Review
<p>A master signage plan for the proposed multi-family residential development that satisfies the requirements of KMC §17.127.030.B1 must be submitted with the final Design Review application. The master signage may include directional, tenant, advisory, and building identification signs and must show how the signage is integrated into the architecture of the building.</p>	

17.132 - Dark Skies	Conformance
<i>Compliance with Section 17.132 - Dark Skies.</i>	Will be evaluated at time of final Design Review
<p>Pursuant to KMC §17.96.040.C.2.h, an exterior lighting plan and photometric study must be submitted with the Final Design Review application. The exterior lighting plan shall identify the location, type, height, color temperature, lumen output, and quantity of all fixtures and include manufacturer specifications for all proposed fixtures.</p> <p>A photometric study demonstrating the illuminance levels of all exterior lighting fixtures on the subject property must also be submitted. The study must demonstrate zero footcandles at all property boundaries to confirm compliance with the City's Dark Skies standards prohibiting light trespass.</p>	

Attachment C

Design Review Standards

(KMC §17.96.060)

&

Requirements for Community Core

Projects (KMC §17.96.070)

DESIGN REVIEW EVALUATION STANDARDS

(May not apply to Administrative Design Review):

17.96.060: IMPROVEMENTS AND STANDARDS FOR ALL PROJECTS

A. Streets:

1. The applicant shall be responsible for all costs associated with providing a connection from an existing city street to their development.
2. All street designs shall be approved by the City Engineer.

B. Sidewalks:

1. All projects under 17.96.010(A) that qualify as a "Substantial Improvement" shall install sidewalks as required by the Public Works Department.
2. Sidewalk width shall conform to the city's right of way standards; however the city engineer may reduce or increase the sidewalk width and design standard requirements at their discretion.
3. Sidewalks may be waived if one of the following criteria is met:
 - a. The project comprises an addition of less than two hundred fifty (250) square feet of conditioned space.
 - b. The city engineer finds that sidewalks are not necessary because of existing geographic limitations, pedestrian traffic on the street does not warrant a sidewalk, or if a sidewalk would not be beneficial to the general welfare and safety of the public.
4. The length of sidewalk improvements constructed shall be equal to the length of the subject property line(s) adjacent to any public street or private street.
5. New sidewalks shall be planned to provide pedestrian connections to any existing or future sidewalks adjacent to the site. In addition, sidewalks shall be constructed to provide safe pedestrian access to and around a building.
6. 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 one hundred ten percent (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.

C. Drainage:

1. All storm water shall be retained on site.
2. Drainage improvements constructed shall be equal to the length of the subject property lines adjacent to any public street or private street.
3. The City Engineer may require additional drainage improvements as necessary, depending on the unique characteristics of a site.
4. Drainage facilities shall be constructed per city standards.

D. Utilities:

1. All utilities necessary for the development shall be improved and installed at the sole expense of the applicant.
2. Utilities shall be located underground and above grade utility, power and communication equipment within the development site shall be concealed from public view.
3. When extension of utilities is necessary all developers will be required to pay for and install two (2") inch SDR11 fiber optical conduit. The placement and construction of the fiber optical conduit shall be done in accordance with City of Ketchum standards and at the discretion of the City Engineer.

E. Compatibility of Design:

1. The project's materials, colors and signing shall be complementary to the townscape, surrounding neighborhoods and adjoining structures.
2. Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.
3. Additions to existing buildings, built prior to 1940, shall be complementary in design and use similar material and finishes of the building being added to.

F. Architectural:

1. Building(s) shall provide unobstructed pedestrian access to the nearest sidewalk and the entryway shall be clearly defined.
2. The building character shall be clearly defined by use of architectural features.
3. There shall be continuity of materials, colors and signing within the project.
4. Accessory structures, fences, walls, and landscape features within the project shall match or complement the principal building.
5. Building walls shall provide undulation/relief, thus reducing the appearance of bulk and flatness.
6. Building(s) shall orient towards their primary street frontage.
7. Garbage storage areas and satellite receivers shall be screened from public view and located off alleys.
8. Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.

G. Circulation Design:

1. Pedestrian, equestrian, and bicycle access shall be located to connect with existing and anticipated easements and pathways.
2. Awnings extending over public sidewalks shall extend five (5') feet or more across the public sidewalk but shall not extend within two (2') feet of parking or travel lanes within the right of way.
3. Traffic shall flow safely within the project and onto adjacent streets. Traffic includes vehicle, bicycle, pedestrian, and equestrian use. Consideration shall be given to adequate sight distances and proper signage.
4. Curb cuts and driveway entrances shall be no closer than twenty (20') feet to the nearest intersection of two or more streets, as measured along the property line adjacent to the right of way. Due to site conditions or current/projected traffic levels or speed, the City Engineer may increase the minimum distance requirements.
5. Unobstructed access shall be provided for emergency vehicles, snowplows, garbage trucks and similar service vehicles to all necessary locations within the proposed project.

H. Snow Storage:

1. Snow storage areas shall not be less than thirty percent (30%) of the improved parking and pedestrian circulation areas.
2. Snow storage areas shall be provided on-site.
3. A designated snow storage area shall not have any dimension less than five (5') feet and shall be a minimum of twenty-five (25) square feet.
4. In lieu of providing snow storage areas, snow melt and hauling of snow may be allowed.

I. Landscaping:

1. Landscaping is required for all projects.
2. Landscape materials and vegetation types specified shall be readily adaptable to a site's microclimate, soil conditions, orientation and aspect, and shall serve to enhance and complement the neighborhood and townscape.
3. All plant species shall be drought tolerant. Native species are recommended but not required.

4. Landscaping shall provide a substantial buffer between land uses, including, but not limited to, structures, streets and parking lots. The development of landscaped public courtyards, including trees and shrubs where appropriate, shall be encouraged.

J. Public Amenities:

1. Where sidewalks are required, pedestrian amenities shall be installed. Amenities may include, but are not limited to, benches and other seating, kiosks, bus shelters, trash receptacles, restrooms, fountains, art, etc. All public amenities shall be approved by the Public Works Director prior to design review approval from the Commission.

17.96.070: COMMUNITY CORE (CC) PROJECTS

In addition to the requirements of section 17.96.060, unless otherwise specified, the below standards apply to projects in the Community Core district.

A. Streets:

1. Street trees, streetlights, street furnishings, and all other street improvements shall be installed or constructed as determined by the Public Works Department.
2. Street trees with a minimum caliper size of three inches (3"), shall be placed in tree grates.
3. Due to site constraints, the requirements of this subsection A may be modified by the Public Works Department.

B. Architectural:

1. Facades facing a street or alley or located more than five (5') feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials and colors as the front façade.
2. For nonresidential portions of buildings, front building facades and facades fronting a pedestrian walkway shall be designed with ground floor storefront windows and doors with clear transparent glass. Landscaping planters shall be incorporated into facades fronting pedestrian walkways.
3. For nonresidential portions of buildings, front facades shall be designed to not obscure views into windows.
4. Roofing forms and materials shall be compatible with the overall style and character of the structure. Reflective materials are prohibited.
5. All pitched roofs shall be designed to sufficiently hold all snow with snow clips, gutters and downspouts.
6. Roof overhangs shall not extend more than three (3') feet over a public sidewalk. Roof overhangs that extend over the public sidewalk shall be approved by the Public Works Director.
7. Front porches and stoops shall not be enclosed on the ground floor by permanent or temporary walls, windows, window screens, or plastic or fabric materials.

C. Service Areas and Mechanical/Electrical Equipment:

1. Trash disposal areas and shipping and receiving areas shall be located within parking garages or to the rear of buildings. Trash disposal areas shall not be located within the public right of way and shall be screened from public views.
2. Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.

D. Landscaping:

1. When a healthy and mature tree is removed from a site, it shall be replaced with a new tree. Replacement trees may occur on or off site.
2. Trees that are placed within a courtyard, plaza or pedestrian walkway shall be placed within tree wells that are covered by tree grates.
3. The city arborist shall approve all parking lot and replacement trees.

E. Surface Parking Lots:

1. Surface parking lots shall be accessed from off the alley and shall be fully screened from the street.
2. Surface parking lots shall incorporate at least one (1) tree and one (1) additional tree per ten (10) onsite parking spaces. Trees shall be planted in landscaped planters, tree wells and/or diamond shaped planter boxes located between parking rows. Planter boxes shall be designed so as not to impair vision or site distance of the traveling public.
3. Ground cover, low lying shrubs, and trees shall be planted within the planters and planter boxes. Tree grates or landscaping may be used in tree wells located within pedestrian walkways.

F. Bicycle Parking:

1. One (1) bicycle rack, able to accommodate at least two (2) bicycles, shall be provided for every four (4) parking spaces as required by the proposed use. At a minimum, one (1) bicycle rack shall be required per development on private property. Bike racks shall not be located in the public right-of-way.
2. When the calculation of the required number of bicycle racks called for in this section results in a fractional number, a fraction equal to or greater than one-half (1/2) shall be adjusted to the next highest whole number.
3. Bicycle racks shall be clearly visible from the building entrance they serve and not mounted less than fifty (50') feet from said entrance or as close as the nearest non-ADA parking space, whichever is closest.

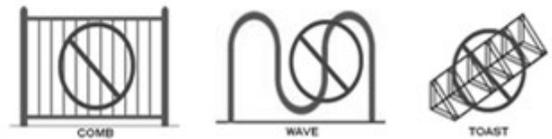
Supports frame in two places:



Appropriate designs:



Inappropriate designs:



17.96.080: NOTICE:

All property owners adjacent to properties under application for design review shall be notified by mail ten (10) days prior to the meeting of the date at which said design review is to be considered by the Commission.

17.96.090: TERMS OF APPROVAL:

A. Design Review Approval

1. The term of design review approval shall be twelve (12) months from the date that findings of fact, conclusions of law and decision are adopted by the Commission or upon appeal, the date the approval is granted by the Council subject to changes in zoning regulations.
2. Application must be made for a building permit with the Ketchum planning and building department during the twelve (12) month term. Once a building permit has been issued, the design review approval shall be valid for the duration of the building permit.
3. Unless an extension is granted as set forth below, failure to file a complete building permit application for a project in accordance with these provisions shall cause said approval to be null and void.

B. Extensions of Design Review Approval.

1. For design review approvals pertaining to "civic" buildings, the Administrator may, upon written request by the holder, grant a maximum of two (2) twelve (12) month extensions to an unexpired design review approval.
2. For design review approvals pertaining to all other buildings, the city may, upon written request by the holder, grant a maximum of two (2) twelve (12) month extensions to an unexpired design review approval. The first twelve (12) month extension shall be reviewed by the Administrator. The second twelve (12) month extension shall be reviewed by the Commission. Whether or not an extension is warranted shall be based on the following considerations:
 - a. Whether there have been significant amendments to ordinances which will apply to the subject design review approval;
 - b. Whether significant land use changes have occurred in the project vicinity which would adversely impact the project or be adversely impacted by the project;
 - c. Whether hazardous situations have developed or have been discovered in the project area; or

- d. Whether community facilities and services required for the project are now inadequate.
3. If any of the foregoing considerations are found to exist with regard to the project for which an extension is sought, an extension will not be granted and the city shall issue this decision in writing; otherwise the city shall approve such an extension. No extensions shall be granted for an expired design review approval.

17.96.100: FEES AND COSTS:

Each applicant for design review approval shall pay to the city certain fees and costs to reimburse the city the reasonable costs of administering and regulating this chapter, including reimbursement for city engineer fees. Said fees and refunds, if any, shall be set by resolution of the Council and shall be paid prior to scheduling of an application before the Commission for design review consideration. Said fees shall be nonrefundable.

Attachment D

City Department Comment Letter
&
Applicant Response



CITY OF KETCHUM

Planning & Building

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ketchumidaho.org

January 16, 2026

Brenda Moczygemba, AIA
Williams Partners, Architects
P.O. Box 4373
Ketchum, Idaho 83340

[Sent via email]

Re: 680 N Leadville Ave Multi-Family Preapplication Design Review (Application File No. P25-062)
City Department Comments

Dear Brenda,

Planning staff and city departments have reviewed your Preapplication Design Review submittal for the proposed multi-family residential development at 680 N Leadville Avenue, located in the Mixed-Use Subdistrict of the Community Core (CC-2 Zone). The comments below outline code compliance issues, materials and information required for final Design Review, and staff recommendations regarding design and architectural standards. Relevant sections of the Ketchum Municipal Code (KMC) are referenced where applicable. At this time, your team may either revise the project plans or proceed to schedule the application for the next available Planning and Zoning Commission meeting without revisions. Please inform Planning staff of your preferred course of action.

PLANNING STAFF COMMENTS

Design Review Comments

1. *Building Scale and Massing*—Staff is concerned that the proposed massing is out of scale with adjacent buildings and incompatible with the surrounding neighborhood context. Consistent with KMC §17.96.060.F5, which requires building walls provide undulation/relief to reduce the appearance of bulk and flatness, staff recommends the applicant further sculpt the massing and articulate the facades to minimize the perceived size of the building and promote a human scale.
2. *Alley Façade Design*—Pursuant to KMC §17.96.070.B1, “Facades facing a street or alley or located more than five feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials, and colors at the front façade.” The stairwell and elevator, clad in dark bronze metal siding, span 28 feet along the alley façade and rise 36 feet in height. Staff is concerned about this large expanse of undifferentiated metal siding and recommends that the applicant further articulate this area of the façade by adding depth, material and texture variation, architectural details, fenestration, and other elements to break up the blank surface.

3. *South Side Façade Design*—Pursuant to KMC §17.96.070.B1, “Facades facing a street or alley or located more than five feet from an interior side property line shall be designed with both solid surfaces and window openings to avoid the creation of blank walls and employ similar architectural elements, materials, and colors at the front façade.” The south façade is setback 5 feet from the side property line shared with the Leadville Plaza Condos building.

While staff acknowledges that KMC §17.96.070.B1 does not technically apply to this south wall, staff remains concerned about the large, undifferentiated blank surfaces and the visibility of this exposed façade. The stairwell and elevator, clad in dark bronze metal panels, span 35 feet across the four-story south façade. Staff recommends that the applicant enhance the architectural articulation of this façade by introducing variations in massing, material and texture modulation, fenestration, and recessed or projected elements to reduce the visual impact of the continuous blank surfaces.

4. *Retaining Wall*— The retaining wall proposed within the vacated 7th Street right-of-way is approximately 12.5 feet high and 26.5 feet long along the rear property line. Per KMC §17.124.170.E4, retaining walls four feet or more in height and visible from public rights-of-way or residential properties must be constructed of textured materials or screened with landscaping to reduce their apparent mass. The wall is proposed to be constructed of board-formed concrete, which meets the material standard; however, its unbroken surface appears visually flat and heavy. Staff recommends mitigating the visual impact through terracing and/or landscaped screening.
5. *Stamped Plans*—Pursuant to KMC §17.96.040.B, all design review plans and drawings for nonresidential projects, multi-family dwelling units of 4 units or more, and public and semipublic project shall be prepared by an Idaho-licensed architect or engineer. The final Design Review plan set must be stamped by an Idaho-licensed architect or engineer.
6. *Transformer*—KMC §17.96.070.C2 requires that, “Roof and ground mounted mechanical and electrical equipment shall be fully screened from public view. Screening shall be compatible with the overall building design.” The project plans submitted with the final Design Review application must specify the final design and location of the transformer and provide details for the required screening. Written verification from Idaho Power confirming their approval of the transformer design, location, and screening must also be submitted.
7. *Rooftop Mechanical Equipment*—The roof plan on Sheet A2.5 does not indicate any rooftop mechanical equipment. Any proposed equipment must be shown on the roof plan. Per KMC §17.12.040, mechanical equipment and solar panels may extend up to 5 feet above the roof surface and must be set back at least 10 feet from all building facades. In addition, roof- and ground-mounted mechanical and electrical equipment must be fully screened from public view with screening compatible with the building design (KMC §17.96.070.C2).

The roof plan submitted with the final Design Review application must identify the location and dimensions of all rooftop mechanical equipment and provide screening details. If no rooftop equipment is proposed, this must be clearly noted on the roof plan.

8. *Weather Protection*—Pursuant to KMC §17.96.060.F8, “Building design shall include weather protection which prevents water to drip or snow to slide on areas where pedestrians gather and circulate or onto adjacent properties.” The exterior stairs on the north side of the building is uncovered. Staff is concerned about the accumulation of snow and ice on these stairs and safety during winter months. Please specify the weather protection that will be provided for the exterior stairs in the final Design Review submittal.
9. *Master Signage Plan*—A master signage plan for the multi-family residential development that satisfies the requirements of KMC §17.127.030.B1 must be submitted with the final Design Review application. The master signage may include directional, tenant, advisory, and building identification signs and must show how the signage is integrated into the architecture of the building.
10. *Trash Disposal*—Written confirmation verifying that Clear Creek Disposal has reviewed and approved the proposed garbage disposal plan that the configuration satisfies their requirements to serve the development must be submitted with the final Design Review application.
11. *Bike Racks*—Pursuant to KMC §17.96.070.F1, “One bicycle rack, able to accommodate at least two bicycles, shall be provided for every four parking spaces as required by the proposed use.” Any fraction equal to or greater than one-half shall be rounded up to the next highest whole number per KMC §17.125.060.C. The project is required to provide three bike racks. The project plans submitted with the final Design Review application must specify the location of the three required bike racks.
12. *Snow Storage*—Per KMC §17.96.060.H.1, snow storage areas must equal at least 30 percent of the improved parking and pedestrian circulation areas. Each designated snow storage area must be at least 25 square feet and have no dimension less than five feet (KMC §17.96.060.H.3). Snowmelt and/or snow hauling may be permitted in lieu of on-site storage (KMC §17.96.060.H.4). The project plans submitted with the final Design Review application must show the calculation for the required amount of snow storage based on the improved parking and pedestrian circulation areas, as well as the location and dimensions of all on-site snow storage areas. If snowmelt and/or snow hauling is proposed instead of on-site storage, this must be clearly noted on the project plans.
13. *Exterior Lighting Plan*—Pursuant to KMC §17.96.040.C2h, an exterior lighting plan and photometric study must be submitted with the final Design Review application. The exterior lighting plan shall identify the location, type, height, color temperature, lumen output, and amount of all fixtures, and include the manufacturer’s specifications for all proposed fixtures. In addition, a photometric study showing the Illuminance of all exterior lighting fixtures on the subject property must be submitted. The photometric study must show zero footcandles at all property boundaries to demonstrate compliance with the city’s Dark Skies standards prohibiting light trespass.
14. *Landscape Plan*—Landscaping is required for all projects per KMC §17.96.060.I1. All plant materials must be suited to the site’s microclimate, soil, orientation, and aspect, and should enhance the neighborhood and townscape (KMC §17.96.060.I2). Trees, shrubs, grasses,

and perennials must be drought-tolerant and are recommended to be native species (KMC §17.96.060.I3). A complete landscape plan must be submitted with the final Design Review application (KMC §17.96.040.C2e). The plan must identify all existing landscaping on-site and in adjacent rights-of-way as retained, relocated, or removed, and specify the species, size, and quantity of all proposed plantings. All landscaping must comply with the standards in KMC §17.96.060.I.

15. *Exterior Material & Color Palette*—A conceptual material and color palette is provided on sheet A4.3 of the project plans. The final material and color palette that provides specifications and cut sheets for all exterior materials used on the facades of the building must be submitted with the final Design Review application per KMC §17.96.040.C.2i.

Zoning & Dimensional Standards Comments

1. *Setbacks*—All structures in the CC-2 Zone must maintain a 3-foot setback from alley property lines. The proposed dumpster enclosure currently abuts the rear property line and must be relocated to comply with the required 3-foot setback.
2. *Gross Floor Area*—The cover sheet indicates that 5,980 square feet is below the basement invisible plane and is not included in the project's total gross floor area. Pursuant KMC §17.08.020, basements and underground parking areas are excluded from the gross floor area calculation. KMC §17.08.020 defines basement as, "That portion of the lowest floor(s) of a building below the invisible plane. The basement invisible plane is created by measuring the finished grade elevation at four corners of a lot and connecting each corner with a line around the perimeter of the lot." The project plans submitted with the final Design Review application must include an exhibit illustrating the subject property's basement invisible plane and its relationship to the first-floor plan.
3. *Community Housing Contribution*—The project proposes to take advantage of the Floor Area Ratio (FAR) bonus in exchange for community housing. The proposed multi-family residential development is 18,094 gross square feet with an FAR of 1.29. 697 square feet of community housing is required in exchange for the FAR exceedance. The gross floor area calculation for the project will be verified by Planning and Housing Department staff at final Design Review.

It is currently unclear how the applicant intends to meet this requirement. The cover sheet (sheet CS) indicates the contribution will be satisfied via an in-lieu fee, while the applicant's narrative states that "unit 2 on the second floor will be dedicated to the City's deed-restricted community housing stock." The method of providing the community housing contribution must be clearly specified on the project plans submitted with the final Design Review application.

4. *Residential Parking Requirements*— Pursuant to KMC §17.125.040.A.3.a, residential parking requirements based on square footage are calculated using the interior square footage of each unit as measured between the interior walls. While the cover sheet lists the total area of each residential unit, it is unclear whether these figures reflect net or gross floor area. The project plans submitted with the final Design Review application must specify the net floor

area of each residential unit as measured between the interior walls in order to determine the off-street parking requirement.

5. *No Net Loss of Dwelling Units*—Pursuant to KMC §17.04.030.D, "Development of property in any zoning district, may not result in the net loss of dwelling units." The applicant's narrative specifies that the existing multi-family residential development on lot 4 contains seven existing dwelling units. The proposed redevelopment provides 10 total dwelling units. At time of final Design Review, the applicant shall schedule an inspection with Planning and Housing Department staff to verify the total number of existing dwelling units on the subject property.
6. *Fourth Floor*—Pursuant to footnote 2 of the CC District Dimensional Standards Matrix (KMC §17.12.040), "All buildings greater than 48 feet in height or that contain a fourth or fifth floor shall require final approval from the City Council." The proposed development contains a fourth floor and requires final approval from the City Council.
7. *Fourth Floor Setback*— Per KMC §17.12.040, the fourth floor must be set back 10 feet from all building facades. While the fourth-floor plan on Sheet A2.4 shows this setback, the elevator, stairwell, and lobby areas at the south side and northeast corner encroach into the required 10-foot setback. The entire fourth floor, including these vertical circulation areas, must comply with the 10-foot minimum setback. The fourth-floor plan must be revised accordingly.
8. *Parking Stall & Aisle Width Dimensions*—The first-floor plan on Sheet A2.1 shows 11 off-street parking spaces; however, the dimensions of the stalls and drive aisle are not provided. Pursuant to KMC §17.125.030.A, 90-degree parking spaces must be 9 feet wide by 18 feet long, with a 24-foot-wide drive aisle. Please specify the parking stall and aisle dimensions on the project plans submitted with the final Design Review application.
9. *ADA Parking Space*—Pursuant to KMC §17.125.030.A, ADA parking spaces must meet the dimensional requirements outlined in the current ADA Standards for Accessible Design. The parking garage plan on Sheet A2.1 does not show a designated ADA space. Please designate an ADA parking space and provide dimensions that comply with the current ADA standards.
10. *Retaining Wall Height & Setback*—The retaining wall along the proposed vacated portion of 7th Street is approximately 12.5 feet tall and directly abuts the rear property line along the unimproved block 27 alleyway. Pursuant to KMC §17.124.130.A, walls shall not exceed six feet in height when located more than 30 feet from the front lot line. KMC §17.124.130.E2 requires all retaining structures, including footings or foundations, must be setback at least one foot from any property or right-of-way line.

KMC §17.124.130.E.3 authorizes the Administrator, in consultation with the Public Works Director, to waive or reduce the required wall separation distance and increase the maximum height of a retaining structure if the applicant demonstrates that the reduced separation and increased height are:

- a) Necessary to preserve a greater number or larger diameter of significant trees;
- b) Necessary to allow the installation of transportation improvements; or
- c) Not detrimental to the public interest.

Associated Land Use Applications

1. *Final Design Review*—Pursuant to KMC §17.96.010.D5, “Projects that have conducted a preapplication design review meeting with the Commission, as required or voluntary, must file a complete Design Review Permit application and pay all required fees within 180 calendar days of the last review meeting on the preapplication with the Commission, otherwise the preapplication review will become null and void.”
2. *Lot Consolidation Preliminary Plat*—The development parcel is comprised of lots 3 and 4 of Ketchum townsite and the south half of the vacated portion of 7th Street right-of-way. Lot consolidations are permitted within the CC-2 subject to the additional standards specified in KMC §16.04.030.C4. Pursuant to KMC §16.04.030.C4, “All preliminary plat applications for consolidation of lots must also demonstrate conformance with all applicable building permit and land use development approvals, all applicable rules and regulations in title 17, zoning regulations, and general conformance with the comprehensive plan.” The Lot Consolidation Preliminary Plat application must be submitted concurrently with the final Design Review application.
3. *Condominium Subdivision Preliminary Plat*—If the applicant intends to subdivide the multi-family residential development into condominiums units, then the Condominium Subdivision Preliminary Plat application must be submitted concurrently with the final Design Review application. Condominiums must comply with the subdivision standards specified in KMC §16.04.070.
4. *Demolition*—The project proposes demolishing the existing multi-family residential building located at 680 N Leadville Ave. According to the Blaine County Assessor's Office, the existing building was constructed in 1973 and is 53 years old. The demolition must follow the permit process for the demolition of a historic building specified in KMC §15.16.040, which includes a 60-day demolition waiting period following the publication of the intent to demolish a historic building. Pursuant to KMC §15.16.040.A2, “No demolition permit shall be issued for any building until a building permit application for a replacement project on the property and the required fees have been accepted by the City and deemed complete.”

HOUSING DEPARTMENT COMMENTS

Housing Department comments were not received as of the date of this letter. Housing Department comments will be submitted under separate cover.

CITY ENGINEER & STREETS DEPARTMENT COMMENTS

1. *Sidewalk Width*—Please revise the new sidewalk along Leadville Avenue to a width of 6 feet. On the west side of Leadville Avenue, existing substandard sidewalks and parking reduce the travel lane width below minimum standards. To address this, the city is decreasing the required sidewalk width to 6 feet and will eliminate parallel parking on the east side of Leadville Avenue adjacent to the subject property. The civil drawings and site

plans submitted with the final Design Review application should show a new 6-foot-wide sidewalk along Leadville Avenue.

2. *Civil Drawings Submitted for Building Permit*—The civil drawings submitted with the building permit application must show:
 - Rolled curb and curb transitions
 - Demo of existing sidewalk and removal of existing drywall adjacent to the southern property boundary.
 - Add keynotes and details for the following:
 - Rock-lined swale detail
 - Drywell detail with HPDE liner
 - Catch basin
 - Asphalt section
 - Sidewalk section
 - Curb and transition
 - Utility details
 - Show minimum separation distances (water/sewer, water/drywell)
 - Show SD piping size, material and design inverts
 - Show alley surface stabilization measures
 - Show no parking regulatory signs along Leadville Avenue

3. *Leadville Plaza Condos*—In the narrative submitted with the final Design Review application, please clarify the design intent between the proposed multi-family residential building and the adjacent Leadville Plaza Condominiums and whether the applicant has been coordinating with the adjacent Leadville Plaza Condo owners.

FIRE MARSHAL COMMENTS

Please see the attached fire code review comments, dated January 14, 2026, prepared by Fire Marshal Seth Martin.

Please do not hesitate to email or call should you have any questions.

Best,



Abby Rivin, AICP
Senior Planner
City of Ketchum Department of Planning and Building



CITY OF KETCHUM

Planning & Building
office: 208.726.7801
planningandbuilding@ketchumidaho.org
P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

KETCHUM FIRE DISTRICT

Community Risk Reduction
office: 208.726.7805
P.O. Box 966
107 Saddle Rd
Ketchum, ID 83340



PREAPPLICATION - FIRE CODE REVIEW COMMENTS
[Fire District]

PROJECT NAME:
PREAPPLICATION # P25-062
PROJECT ADDRESS: 680 N Leadville Ave
REVIEWER: Seth Martin, 208-726-7805, smartin@ketchumfiredistrict.org
REVIEW DATE: January 14, 2026

Note: These plans have only been reviewed for compliance with applicable adopted codes by this jurisdiction. There may be other regulations applicable under state and federal statutes which this department has no authority to enforce and are not part of this plan review.

1.	<p>Comment: Sleeping rooms in R-2, R-3, & R-4 occupancies below the fourth story above grade plane shall have not fewer than one exterior emergency escape and rescue opening in accordance with the 2018 IFC section 1030. Where basements contain one or more sleeping rooms, emergency escape and rescue openings shall be required in each sleeping room. The minimum net clear opening height dimension shall be 24 inches (610 mm). The minimum net clear opening width dimension shall be 20 inches. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches measured from the floor.</p> <p>Required Action:</p>
	Applicant Response:
2.	<p>Comment: Smoke and Carbon Monoxide Detectors shall be installed per NFPA and the International Fire Code. Smoke detectors shall be installed inside each bedroom, within 21' of each sleeping area, and on every level of the occupancy, including the basement. CO alarms shall be installed in a central location outside each sleeping area and on every level of the home. All detectors shall be interconnected.</p> <p>Required Action: Install and test prior to C of O.</p>
	Applicant Response:
3.	<p>Comment: An approved automatic fire sprinkler system shall be installed throughout the building per City of Ketchum Ordinance #1217 and the National Fire Protection Association Standard 13. An approved fire sprinkler flow bell, Knox box and Fire Department Connection shall be installed in an approved location visible to approaching firefighters as approved by the Ketchum Fire Marshal. Water service lines to structures shall be hydraulically</p>

	<p>calculated for size to meet fire sprinkler flow requirements. Fire sprinkler systems shall be annually tested and maintained per NFPA 25. An approved fire department connection and flow bell shall be installed in a location approved by the fire department and the system shall be supervised by an approved alarm system.</p> <p>Required Action: Plans must be submitted to the Idaho State Fire Marshal prior to obtaining an installation permit from the Ketchum Fire Department. A deferred submittal is approved.</p>
	Applicant Response:
4.	<p>Comment: An approved Class I Combination Standpipe system is required to be installed at every floor level above and below grade, in a stairway approved by the Ketchum Fire Marshal. The standpipe system shall be installed by the same contractor that installs the fire sprinkler system and shall meet the requirements of the latest edition of NFPA Standard 14. Standpipe system installations and modifications are subject to the permitting requirements of the Ketchum Fire Department. Immediate access to fire department connections shall be maintained at all times without obstruction.</p> <p>HOSE CONNECTIONS: Fire hose connections shall be located at an intermediate floor level landing between floors. Fire hose connections to the standpipe system in the stairwells shall be gated 2.5 inch NHT male couplings. Occupiable roofs, roof top gardens, landscaped roofs, and all other arease shall be provided with hose connections so that all areas are within 150' travel distance.</p> <p>FDC LOCATION: The FDC shall be in a location approved by the Ketchum Fire Marshal. At a minimum, locations shall comply with NFPA 14 10.7.2.3 & 10.7.2.4.</p> <p>Required Action: Plans shall be submitted to the Idaho State Fire Marshal prior to obtaining an installation permit from the Ketchum Fire Department. A deferred submittal is approved.</p>
	Applicant Response:
5.	<p>Comment: An approved key box shall be installed, with the appropriate keys, for emergency fire department access in a location approved by the fire department. The key box shall be a Knox box brand and sized to accommodate keys to every door of the project. More than one Knox Box may be required.</p> <p>A Master Key shall be used, and all locks shall be operable with a physical key.</p> <p>Required Action: Install prior to Final Inspection.</p>
	Applicant Response:

6.	<p>Comment: An approved monitored fire detection system shall be installed per City of Ketchum Ordinance #1217 and the requirements of NFPA 72. Alarm system plans shall be submitted to the Ketchum Fire Department for approval and a permit is required prior to installation of alarm systems.</p> <p>Required Action: A permit issued by the Ketchum Fire Department is required prior to installation. A deferred submittal is approved.</p>
	Applicant Response:
7.	<p>Comment: An approved monitored fire sprinkler alarm system shall be installed per City of Ketchum Ordinance #1217 and the requirements of NFPA 72. Alarm system plans shall be submitted to the Ketchum Fire Department for approval and a permit is required prior to installation of alarm systems.</p> <p>Required Action: A permit issued by the Ketchum Fire Department is required prior to installation. A deferred submittal is approved.</p>
	Applicant Response:
8.	<p>Comment: An approved access roadway per 2018 International Fire Code Appendix D shall be installed prior to any combustible construction on the site. The road shall be a minimum of twenty (20) feet in width, capable of supporting an imposed load of at least 75,000 pounds and extend to within 150' of all exterior areas of the structure(s). The road must be an all-weather driving surface maintained free, clear, and unobstructed at all times. Grades shall not exceed 7%. Dead end access roadways exceeding 150 feet in length shall be provided with an approved turnaround. Gates, if installed, are required to be siren activated for emergency vehicle access and are not allowed to reduce the overall required width. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided no closer than 15' and no further than 30' from the structure. Trees, vegetation, and other obstructions are not allowed between the building and the aerial apparatus access road. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof. All required access roads shall have a minimum vertical clearance of 13'6". Fire Lane signs are subject to requirements by the Fire Marshal and may be required.</p> <p>Required Action: Detail on Plan Set.</p>
	Applicant Response:
9.	<p>Comment: Fire extinguishers shall be installed and maintained per 2018 IFC Section 906 both during construction and upon occupancy of the building. During construction fire extinguishers shall be placed in a conspicuous, easy to access, unobstructed location that is less than 75' travel distance to any combustibles on site, 30' to any hot work. Extinguishers shall be mounted in a conspicuous, easy to access, unobstructed location.</p>

	<p>Upon completion of the project:</p> <ul style="list-style-type: none"> - Every residential occupancy shall have a minimum of one extinguisher per kitchen area and one extinguisher per garage. - All commercial occupancies shall have a fire extinguisher at every floor landing of every stairwell and within a 75' travel distance to all areas in low hazard settings. <p>Required Action: Install or update prior to Final Inspection.</p>
	Applicant Response:
10.	<p>Comment: Exterior windows, window walls, glazed doors, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels, glass block <u>or</u> have a fire protection rating of not less than 20 minutes. All exterior doors shall be solid core construction or have a fire rating of not less than 20 minutes.</p> <p>Required Action: Detail on Plan Set.</p>
	Applicant Response:
11.	<p>Comment: All materials within 12" vertical of finished grade shall be 1 hour rated, non-combustible, or covered with minimum 28-gauge flashing. The area 12" horizontal from the base of a wall shall be finished in a way to prevent any vegetation growing, and for vegetative debris to be easily removed.</p> <p>Required Action: Detail on Plan Set.</p>
	Applicant Response:
12.	<p>Comment: Tree crowns and all other combustible vegetation extending to within 10 feet of any structure or chimney shall be pruned to maintain a minimum horizontal clearance of 10 feet. Tree crowns within 30 feet of any structure shall be pruned to remove limbs located less than 6 feet above the ground surface adjacent to the trees. Non-fire resistive vegetation or growth shall be kept clear of buildings and structures, in such a manner as to provide a clear area for fire suppression operations.</p> <p>Required Action: Detail on Plan Set.</p>
	Applicant Response:
13.	<p>Comment: All exterior vents shall be designed and approved to prevent flame or ember penetration and all exterior mesh shall have openings that do not exceed 1/8". Gutters and downspouts shall be non-combustible and shall be provided with an approved means to prevent the accumulation of leaves and debris.</p> <p>Required Action: Detail on Plan Set.</p>

	Applicant Response:
14.	<p>Comment: EMERGENCY RESPONDER RADIO COVERAGE: New buildings shall have approved radio coverage for emergency responders within the building based on the existing coverage levels of the public safety communication systems utilized by the jurisdiction, measured at the exterior of the building, as per 2018 IFC §510.</p> <p>Required Action: Testing shall be completed to determine radio coverage; DAS shall be installed if testing results indicate the need.</p>
	Applicant Response:
15.	<p>Comment: Where elevators are provided in buildings four or more stories above, or four or more stories below, grade plane, not fewer than one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher 24 inches by 84 inches (610 mm by 2134 mm) with not less than 5-inch (127 mm) radius corners, in the horizontal, open position and shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame</p>
	Applicant Response:
	Staff Response:

MISCELLANEOUS COMMENTS:

Approved address numbers shall be placed in such a position to be plainly visible and legible from the road fronting the property. Numbers and letters shall be a minimum of four (4) inches tall, have a minimum 4" brush stroke, contrast with their background, and be positioned a minimum of forty-eight (48) inches above final grade. Buildings with multiple units or occupancies shall receive an individual, unique street address, and all units within shall receive Unit or Suite identifiers as approved by the Fire Marshal. The building shall be addressed per the frontage of the main entrance. Multiple buildings on the same parcel shall be given a letter designation.

Per Idaho Code 49-660, parking within 15' of a Fire Hydrant is prohibited. Vehicle parking and material storage during construction shall not restrict or obstruct public streets or access to any building. A **minimum** twenty-foot travel lane for emergency vehicle access shall be maintained clear and unobstructed at all times. All required Fire Lanes shall be maintained clear and unobstructed at all times.

Follow-Up on Preapplication Comments

From Abby Rivin <ARivin@ketchumidaho.org>
Date Fri 1/23/2026 11:34 AM
To Brenda Moczygemba <brenda@williams-partners.com>

Hi Brenda,

Happy Friday! I reviewed the fourth-floor setback, weather protection, dumpster, and retaining wall comments we discussed on the phone this week with Morgan.

I confirmed with Morgan that the entire fourth floor—including the elevator, stairwell, and lobby areas—needs to meet the 10-foot minimum setback from all building facades. Looking back at our previous correspondence on massing, it seems the confusion arose from the overlap of two different setback requirements: the fourth-floor setback and the setback for non-habitable structures affixed to a roof. I'm sorry for the confusion my earlier explanation may have caused.

I misapplied the weather protection standard in comment #8 on page 3 related to exterior stairs. Morgan clarified that the accumulation of snow or ice on the stairs is a property management issue rather than a city code issue, and Planning staff will not be raising this as a concern.

Regarding comment #1 on page 4, I confirmed that the dumpster enclosure must comply with the required 3-foot setback. Under KMC §17.124.020.D2, accessory structures may not be located nearer than three feet to any lot line. The dumpster enclosure qualifies as an accessory structure and must be setback a minimum of 3 feet from the rear property line.

With respect to comment #4 on page 2, Morgan does not believe that board-formed concrete is sufficient to meet the material standard for visible retaining walls. One potential approach to soften the mass of the wall is terracing and landscaping within the unimproved alleyway. I haven't had an opportunity to review this option with City Engineer Robyn, but if she is supportive, the terracing and landscaping encroaching into the unimproved alley could potentially be approved through a Right-of-Way Encroachment Permit.

Please don't hesitate to reach out if you have any questions or would like to discuss further. I will be out of the office for a bit but will return later this afternoon around 2:00 PM.

Have a wonderful weekend!

Best,
Abby

ABBY RIVIN, AICP | CITY OF KETCHUM

Senior Planner

P.O. Box 2315 | 191 5th Street W | Ketchum, ID 83340

office: 208-726-7801 | direct: 208-727-5082

arivin@ketchumidaho.org | www.ketchumidaho.org

To: City of Ketchum Planning and Building Department
Abby Rivin, Senior Planner

Date: February 13, 2026

Re: 680 N. Leadville Avenue, Ketchum Pre-application Design Review
REVISIONS

Abby,

Thank you for providing your pre-application comment letter on January 16, 2026 and follow-up comments via email on January 23. After reviewing with the project team, we have made a few revisions to our application material (attached). We look forward to discussing the items left unresolved with the Planning and Zoning Commission, City Engineer, and Fire so that we can address those items as we move towards the Design Review application.

The revisions are as follows:

In response to design review comment #2 and dimensional standard comment #7, we have shifted the northeast egress stair between the top two levels of the building "inward" so that it is stepped back 10' from the lower facades. The elevator was eliminated. We have added windows at this stair to avoid the creation of blank walls. With the resultant lessened height and size of the revised stair element, we chose to unify the volume with the adjacent vertical, reverse board-and-batt volume to help ground and maintain cohesion in the design. At the top-most floor, we propose the stepped-back stair volume to be clad in the dark brown/black siding to decrease its overall perception.

In response to design review comment #3, we have stepped in the south wall of the elevator lobby area that separates the (south) common elevator and stair vertical circulation by 12 inches. We are proposing this step in façade be clad in the horizontal battens over the light horizontal siding to speak to the Leadville Avenue elevation. We are also proposing windows at both the stair and elevator lobby to help reduce the visual impact of continuous blank surfaces. Ultimately, however, the project team will want to engage with the Leadville Plaza Condo owners to the south to ensure light from the stair and lobby does not trespass into adjacent bedroom windows of their building.

We look forward to discussing this stair further with the Commission. The applicant team does not believe the location of the stair along the southern property boundary warrants a shift at the upper-most floor. This area is not visible, as it sits along a 10-foot gap between the existing Leadville Plaza and proposed structure on the interior property line, 41 feet back from



the front property line. The basement invisible plane also captures the lower floor of the stair and elevator, as the grade rises an average of 17.5 feet from the front to rear property line.

We also look forward to further discussion on the retaining wall at the east end of 7th Street with the Commission, City Engineer, and Fire. We have added a rendering of this wall as viewed from the end of Leadville Avenue to help the discussion (see A2.1). Additionally, we have included sheet C1.1 to the application materials, as this exhibit was presented and approved by Seth Martin following submission of the original pre-application materials and illustrates how we were proposing to meet Fire Department requirements for a fire truck turnaround for Knob Hill Ridge Condos and aerial fire apparatus footprint. This is also meant to inform and guide the discussion on the retaining wall.

We look forward to the continued discussion on this development application.

Let me know if you have additional questions.

Regards,



Brenda Moczygemba, AIA
Williams Partners Architects



Attachment E

Public Comment

Public Comment / 680 N Leadville Ave. / Pre-application File # P25-062

From Klev Schoening <kschoening@live.com>

Date Wed 3/11/2026 3:14 PM

To Abby Rivin <ARivin@ketchumidaho.org>

Cc Brenda Moczygemba <brenda@williams-partners.com>; Participate <participate@ketchumidaho.org>

 1 attachment (18 MB)

3-3-26 preapp_plan_set.pdf;

To: Abby Rivin, Senior Planner

arivin@ketchumidaho.org

City of Ketchum Planning & Building Department

P.O. Box 2315

Ketchum, ID 83340

Attn: Planning and Zoning Commission / Staff Senior Planner

RE: Public Comment & Request for Party of Record Status

Project: 680 N. Leadville Ave. (Pre-Application File #P25-062)

Dear Commissioners and Planning Staff,

I am writing to formally submit comments for the public record regarding the Pre-Application Design Review for 680 N. Leadville Ave. (File #P25-062). **I request that this letter be included in the official record AND the staff report for the public hearing scheduled for March 18, 2026.** Furthermore, please accept this as a formal request for Leadville Plaza Owners Inc. to be added to the list of Parties of Record. We look forward to receiving notification of all future hearings, staff reports, and notices of decision related to this file.

I am writing to you in my capacity as the President of the Leadville Plaza Owners Inc. Homeowners Association, a four (4) unit condominium complex located at 620 Leadville Ave N.. The Leadville Plaza Owners Inc. property is located immediately south of and directly adjacent to the proposed project site. Given this direct proximity, the proposed redevelopment will uniquely and significantly impact our building's structural integrity, safety, and operational access.

We have reviewed the preliminary project details and would like to submit the following prioritized concerns on behalf of our HOA for consideration by the Planning and Zoning Commission, staff and the applicant;

1. Geotechnical Stability and Structural Protection

Concern: The potential for earth movement during excavation poses a direct risk to the structural integrity of the adjacent building at 620 Leadville Ave. N..

Requested Action: We request that the City require a comprehensive Geotechnical Report specific to the impact on neighboring foundations. Furthermore, we request a condition of approval requiring third-party oversight, the installation of surveyed monitoring points on the 620 N. Leadville structure, and the submission of weekly geotechnical and survey reports to City Staff and neighbors during the shoring and excavation phases.

2. Pedestrian Safety and Alley Maintenance

Concern: The applicant's design proposes pedestrian use of the alley right of way located on the east side of the property. Currently, the owners of 620 N. Leadville Ave. and others maintain the opened and improved portion of this alley right-of-way which adjoins the 620 Leadville Ave property on the east side.

Requested Action: Will the applicant assume formal responsibility for the maintenance of the unopened alley right-of-way adjacent to the project located on its east side (not 7th st.) ?

3. Drainage Failure and "Lake Leadville"

Concern: The existing infiltrating right-of-way catch basin on the west side of Leadville Avenue, adjacent to the project site, has failed. This has resulted in significant standing water and seasonal ice sheets, which local residents refer to as "*Lake Leadville*", creating a hazard for both vehicles and pedestrians.

Requested Action: This redevelopment provides a window of opportunity to correct this failed infrastructure. We request that the Department of Public Works coordinate with the applicant to repair or replace the catch basin as part of the off-site improvement requirements for this project.

4. Snow Shed and Pedestrian Hazard Mitigation

Concern: Given Ketchum's climate, roof and siding design can lead to dangerous accumulations of ice and "roof-shed" onto public and private sidewalks.

Requested Action: We request specific attention be paid to siding details and roof design. The final design should include snow-retention systems or architectural features that prevent snow and ice buildup from creating overhead hazards for pedestrians on not only the Leadville Avenue frontage but on the sidewalk that serves the north side of the Leadville Plaza Owners Inc. property

5. Verification of Building Height

Concern: The building height and massing are primary concerns for neighborhood character and light preservation.

Requested Action: To ensure the project is built strictly according to the approved plans, we request a condition requiring a certified survey of the completed building height by a licensed surveyor prior to the issuance of a Certificate of Occupancy.

6. Preservation of Public Parking Assets

Concern: It is our understanding that the applicant may seek to eliminate on-street parking in front of the proposed building.

Requested Action: This request highlights the vital importance of the existing 6th Street and Leadville Avenue public parking lot. We encourage the Commission to protect this community asset.

7. Construction Parking and Staging Plan

Concern: Given the high density of this block, the influx of construction vehicles, equipment, and subcontractor parking will impact access and vehicle ingress/egress.

Requested Action: We request that a formal Construction Parking and Staging Plan be required as a condition of the Design Review. This plan must prohibit construction-related parking in front of neighboring residential entries and specify off-site parking locations for laborers to ensure that Leadville Avenue remains functional for current residents throughout the duration of the build.

8. Mitigation of Light Pollution and Internal Light Spill

Concern: The south elevation of the proposed building—directly facing our complex—contains glazing for stairwells and elevator lobbies. Because these areas are typically illuminated 24/7 for safety, the resulting light spill will shine directly into the north-facing bedrooms of 620 Leadville Ave N. creating a nuisance.

Requested Action: We request that the applicant utilize shielded fixtures, motion-sensor activation for common area lighting, and/or fritted/opaque glass on the south-facing stairwell and elevator windows to ensure that internal light emissions do not impact the livability and sleep environments of the adjacent residential units. We believe this request is in keeping with the standards and spirit of the Ketchum “Dark Sky” ordinances.

Please note that the comments and concerns outlined in this letter are based on the preliminary plans (attached) currently available for the pre-application phase. As these are preliminary in nature, our HOA reserves the right to provide additional comments and raise further concerns once more refined, detailed, and developed plans are prepared by the applicant and made available for public review during the formal Design Review process.

Thank you for your time and for ensuring these technical and safety concerns are addressed during the Design Review process. I look forward to receiving confirmation of Leadville Plaza Owners Inc. status as a Party of Record.

Sincerely,

Klev Schoening, Pres.
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