



City of Donnelly

169 Halferty Street

P.O. Box 725

Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-4091

CITY OF DONNELLY PLANNING & ZONING COMMISSION'S

Monday, September 11, 2017 at 6:00 pm

at the Donnelly Community Center

Agenda

ROLL CALL

PREVIOUS MINUTES

- August 7, 2017 Minutes

GENERAL BUSINESS:

- DR17-01 Design Review – Nancy Moudy

STAFF UPDATES

- City Clerk Treasurer
- Administrator
- Commissioners

ADJOURN:

Next Meeting October 2, 2017 at 6:00 p.m.



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Planning & Zoning Commission Meeting

Monday, August 7, 2017 at 6:00 pm

AT

Donnelly Community Center
MINUTES

Roll Call: 6:00 p.m. George Dorris, Sally Gilbert, Maggie Bryant and Gene Tyler were present. Chairman Larry Mangum was absent. Quorum exists. Clerk Cami Hedges was present.

Previous Minutes: July 10, 2017

Motion by Tyler, 2nd by Bryant to approve the minutes from the July 10, 2017 meeting as written. Motion carried.

GENERAL BUSINESS:

Subsequent Design Review for NWP Car Ports

Clerk presented the conceptual drawings and site plan for the carports at the Northwest Passages Apartments.

Motion by Tyler, 2nd by Bryant to approve the design review for the carports at Northwest Passage Apartments. Motion Carried.

Clerk Hedges asked to amend the agenda to add Bart Chisham violation.

Motion by Tyler, 2nd by Dorris to amend agenda to add Bart Chisham violation. Motion carried.

Bart Chisham Code Violation – Nancy Moudy

Bart Chisham, property owner introduced Nancy Moudy to speak regarding the Code Violation that was sent on July 28, 2017. Nancy presented a conceptual design of using the non-conforming bully barn (shed) as part of the business. She has moved her business from McCall to Bart Chisham's property. The business is called Brocken Spoke Hitchin Post. The drawing included a façade connecting the existing building with the shed with a porch type entry to the shed and an arch attaching the two buildings. The shed is in violation of Donnelly City Code and she has been asked to move the shed. Ms. Moudy stated that the shed is not able to be moved without having someone from Oregon come and move it. She had the shed placed so that the fronts line up with each other to do the construction of the façade and to make it look appealing.

Commissioner Gilbert suggest that Ms. Moudy complete the design review application and get it to City Hall by the 22nd to meet the deadline for the next Planning & Zoning Commission Meeting.

Commission Dorris made a motion to extend compliant to September 16th with the application due on August 22nd for Administrator review and public hearing.

Commissioner Tyler amended the motion to include her name and the application due date on the notice to applicant. Motion then included a roll call vote: Gilbert (yes), Bryant (yes), Tyler (yes) Dorris (yes) Amended motion carried.

Staff Updates:

Clerk – working on property violations and noxious weeds.

Dorris asked if there were laws against noxious weeds on private property. Clerk will look into this.

Tyler – Will not be at the next meeting.

ADJOURN

Motion by Bryant, 2nd by Dorris to adjourn until the next regular scheduled meeting at 6:00 p.m. September 11, 2017. Motion carried.

Adjourned: 6:33 p.m.

Approved:



**City of Donnelly Planning and Zoning Commission
Administrator Staff Report**

Moudy Retail/Storage
236 N Main St.

September 7, 2017

Applicant: Nancy Moudy
P.O. Box 2977
McCall, ID 83638

Application: Design Review

Zoning: Central Business District

Project Summary: The applicant has proposed to place a shed structure to store items for display and sale on the same parcel as the existing retail structure or upon the adjacent parcel to the north. The applicant has provided three options for placement of the sheds:

- Option 1: Shed is placed on the adjacent parcel to the north and a false storefront is constructed to connect the existing structure to the new shed. This option creates a new commercial structure on a parcel that does not currently have a structure on it. This raises the question as to whether DCC 13.05.010 applies, which states, "*All premises for which a building permit is issued for new residential, commercial or industrial use shall be and are hereby required to connect to the Donnelly city water system at the then-current connection fees established by the city.*" Commercial structures, regardless of size, are required to obtain a building permit.
- Option 2: The shed is placed on the same parcel and behind the existing structure. In this option, the proposed structure would be considered an accessory storage building (DCC 18.60.040) associated with the existing use of the parcel. No requirement to connect to central water would apply. Accessory structures are required to be placed to the rear of the primary use (DCC 18.60.050.M).
- Option 3: Place the shed to the rear of the northerly parcel. This option creates a new commercial structure on a parcel that does not currently have a structure on it. This raises the question as to whether DCC 13.05.010 applies, which states, "*All premises for which a building permit is issued for new residential, commercial or industrial use shall be and are hereby required to connect to the Donnelly city water system at the then-current connection fees established by the city.*" Commercial structures, regardless of size, are required to obtain a building permit.

Findings and Conclusions:

1. The applicant has not submitted a complete Design Review application in accordance with the application requirements of Donnelly City Code (DCC 18.135). The submittal lacks a site plan drawn

2. The proposed retail use is permitted within the Central Business District (CBD), subject to Design Review approval (DCC 18.60.020).
3. Compliance with the applicable General Development Standards General Requirements (DCC 18.30 Article I) is as follows:
 - a. Fire hazards: The project does not include the storage and distribution of flammable materials.
 - b. Radioactivity or Electrical Disturbances: The project will not emit harmful radioactivity or electrical disturbances.
 - c. Noise: The project will not create objectionable noise. Noise will be typical of residential uses.
 - d. Vibration: The project will not create vibration that can be detected on adjoining lots.
 - e. Air and Water Pollution: The project will be connected to City of Donnelly water and sewer services.
 - f. Glare: No direct or reflected glare will be created by the project.
 - g. Erosion: The applicant has not submitted plans for erosion control or dust abatement during construction.
 - h. Objectionable Odors: The site plan does not indicate a trash storage area.
4. Compliance with the applicable General Development Standards (DCC 18.30 Article II), is as follows:
 - a. Drainage: No drainage plan has been submitted.
 - b. Sediment and Erosion Control: No sediment and erosion control plans have been submitted to date.
 - c. Infrastructure: Utility plans have not been provided for review. The use is not proposed to be connected to water or sewer services under any presented option. It is unknown if connection to power is proposed.
 - d. Landscaping: No landscaping plan has been submitted. The applicant proposes to keep the existing graveled area.
 - e. Fire Hazard Mitigation: The project does not include vegetation that is prone to fire or heavy vegetative fuels.
 - f. Outdoor Lighting: No outdoor lighting is proposed.
 - g. Sidewalk, Curb and Gutter and/or Pathways (DCC 18.30.120): Sidewalk, curb and gutter exists along the property frontage.
5. Compliance with the applicable Central Business District (CBD) Development Standards (DCC 18.60.050), within the property zoned as such, is as follows:

- a. Maximum building height: The submitted plans do not indicate the building height.
 - b. Front setback: No setback dimensions are indicated, however the submitted site plans illustrate that all of the placement options proposed will meet the minimum setback requirement of zero feet (0').
 - c. Side setback: No setback dimensions are indicated, however the submitted site plans illustrate that all of the placement options proposed will meet the minimum setback requirement of zero feet (0').
6. Compliance with the applicable Parking and Loading standards (DCC 18.90.020): Parking is not addressed within the applicant's submittal. It is unknown if a shared parking agreement is in place to utilize the area to the rear of the subject parcels. For the proposed/existing retail use, one (1) parking space is required for every 400 sq. ft. of gross building area and one (1) parking space is required for every 1,000 sq. ft. of outdoor area used for the display or storage of items to be sold (DCC 18.90.030). Additionally, one (1) ADA compliant parking space is required (DCC 18.90.050).
7. Fences and Signs (DCC 18.95):
- a. Fences: The property is currently fenced. No new fences are proposed.
 - b. Signs: It is unclear if additional signage is proposed. A sign is shown on one of the submitted plans, however the narrative states that signage is Not Applicable (N/A).

Staff Recommendations:

1. Option 2 of the submittal is likely the best option for the applicant as it just adds an accessory structure to a parcel with an existing commercial use building and, therefore, would not trigger the extent of requirements of a new commercial use on an undeveloped lot.
2. Direct the applicant to choose one of the proposed options based upon the comments above and complete the Design Review application by providing the following as required by DCC 18.135.040:
 - a. A plan of the proposed site, drawn to scale, showing the location of all buildings, parking and loading areas, snow storage areas, traffic access and circulation, open spaces, easements, existing and proposed grade, landscaping, exterior lighting, refuse and service areas, utilities, signs, and property.
 - b. A separate plan showing all exterior elevations of the proposed structure or improvements to an existing structure.

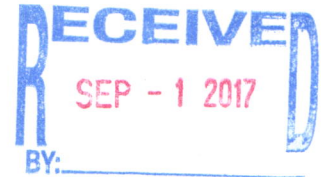
These additional items should be submitted at least 15 working days prior to the October P&Z Commission meeting date (DCC 18.135.040.B).



CITY OF DONNELLY
DESIGN REVIEW APPLICATION

Application Checklist: (To be completed By City of Donnelly Staff Only)

- ☐ Completed Application Coversheet
- ☒ Completed Design Review Application
- ☒ Design Review Fee (\$330.00 plus 11.00 per unit) *pd ✓ 1625*
- ☐ Proof of Legal Interest In the Subject Property
- ☐ Plan of the Proposed Site
- ☐ Plan Showing All Exterior Elevations (separate from Proposed Site Plan)
- ☐ Landscape Plan
- ☐ Snow Storage plan and/or snow storage Calculations
- ☐ Parking Plan
- ☐ Drainage Plan
- ☐ Lighting Plan
- ☐ Signage Plan and/or design
- ☐ Fences and screen design
- ☐ Eight (8) Copies of Application
- ☐ One (1) Electronic Copy of Application and Drawing
- ☐
- ☐
- ☒ Date Received: 9-1-17 By Whom: CH (Initials)
- ☒ Date to be Heard by Commission: 9-11-2017
- ☐ Date to be Re-Hear by Commission : _____
- ☐ Decision of Commission (Approve, Approve With Modifications or Deny): _____



Applicant Information (To be Completed by Applicant)

Applicant (print): Nancy Mandy

Mailing Address: P.O. Box 2977 Street Address: _____

City: McCall State: Id Zip Code: 83638 Contact Name and Title: OWNER - Nancy Mandy

Phone: 208-634-5616 Alt. Phone: 208-271-6350 E-mail: tumbleweedtrails@gmail.com

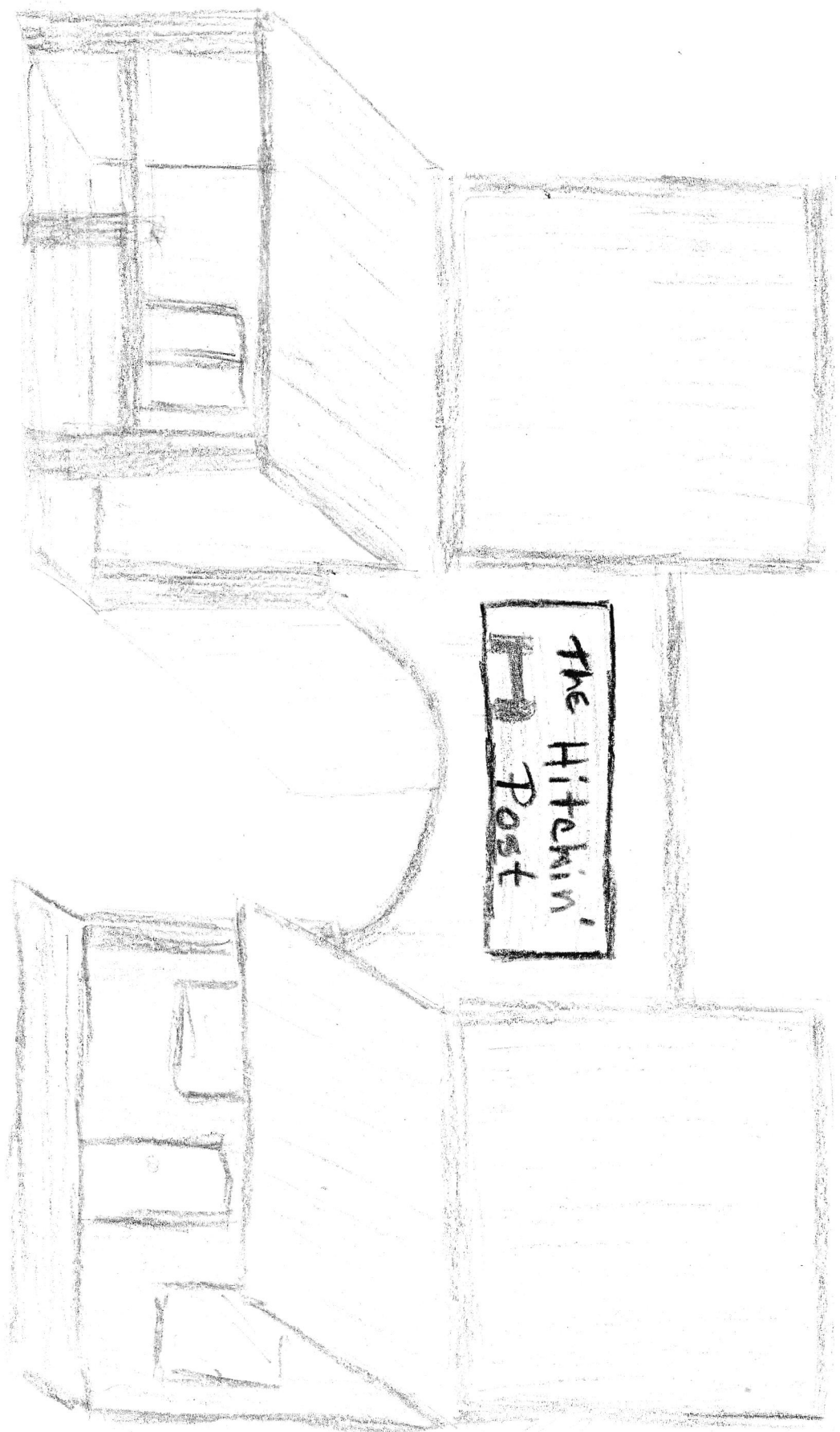
Proof Of Legal Interest In Subject Property: _____

Description of Proposed Use: Retail / Publishing

List of Attachments to Application pursuant to Chapter 18 of the Donnelly Zoning Ordinance (i.e., Site Plan, Exterior Elevations, Landscape Plan, Snow Storage Plan, Parking Plan, Lighting Plan, Signage Plan, Fencing Plan etc.):

Submitted By: Nancy Mandy

Signature: Nancy Mandy Title: OWNER Date: Sept. 1, 2017



Antiques in Front - Same AS NOW, 234 N. Main

Basic Questions —

- * Navey Moudy
P.O. Box 2977
McCall, Idaho 83638
- * Leasing the Property from Bart Chisham
- * Retail / Publishing (same Antiques plus Hand Crafted)
- * Drawings on Previous pages —

Option #1 — The one I prefer, Pictured the last time with a "Old West Town" look. A Pioneer Store Front.

(I don't mind using it for storage, but I want it to look consistent and in the same appearance as the other building. A Welcome Store Front to Donnelly)

Option #2 — The one I will consider, but not my first choice. Putting the building directly behind the existing building. Used for Storage but not looking as nice as it could from the Street.

Option #3 — Once again, not Really a Choice I want, but at the back of the empty lot. All alone and sticking out like a sore thumb. Also used for Storage.

- A. Drawings submitted
- B. Lots of Empty lot space for Emergency, Snow Removal, etc.
- C. Snow can Pile on Premises through Winter.
- D. No Physical "Grounds" Changes needed.
- E. Signage N/A
- F. Water Dripping or Snow isn't near connecting lots.
- G. "Pioneer Victorian" — Exactly what I'm Proposing.
- H. I would like to put up a False Front on the "New look" storage to match the Older store front, I want it to look nice as an addition to the Donnelly CBD.
- I. Fences stay as they are now.
- J. Sidewalks and Walkways are off premises.
- K. No more lights needed — We have a Street light directly in front of Store front.
- L. Landscape — Gravelled Area — ?? (Nice fencing and Store front)

I am not trying to buck the system. My main objective with this project are to Open my Business, Continue the Business that Bart has built and promote the town of Donnelly.

MY opinion is that the more Business Store Fronts Donnelly has to offer, the more Reasons to stop here, the more money Business' can make, which ultimately the more "LOT" the city can collect, a Win/Win for everyone.

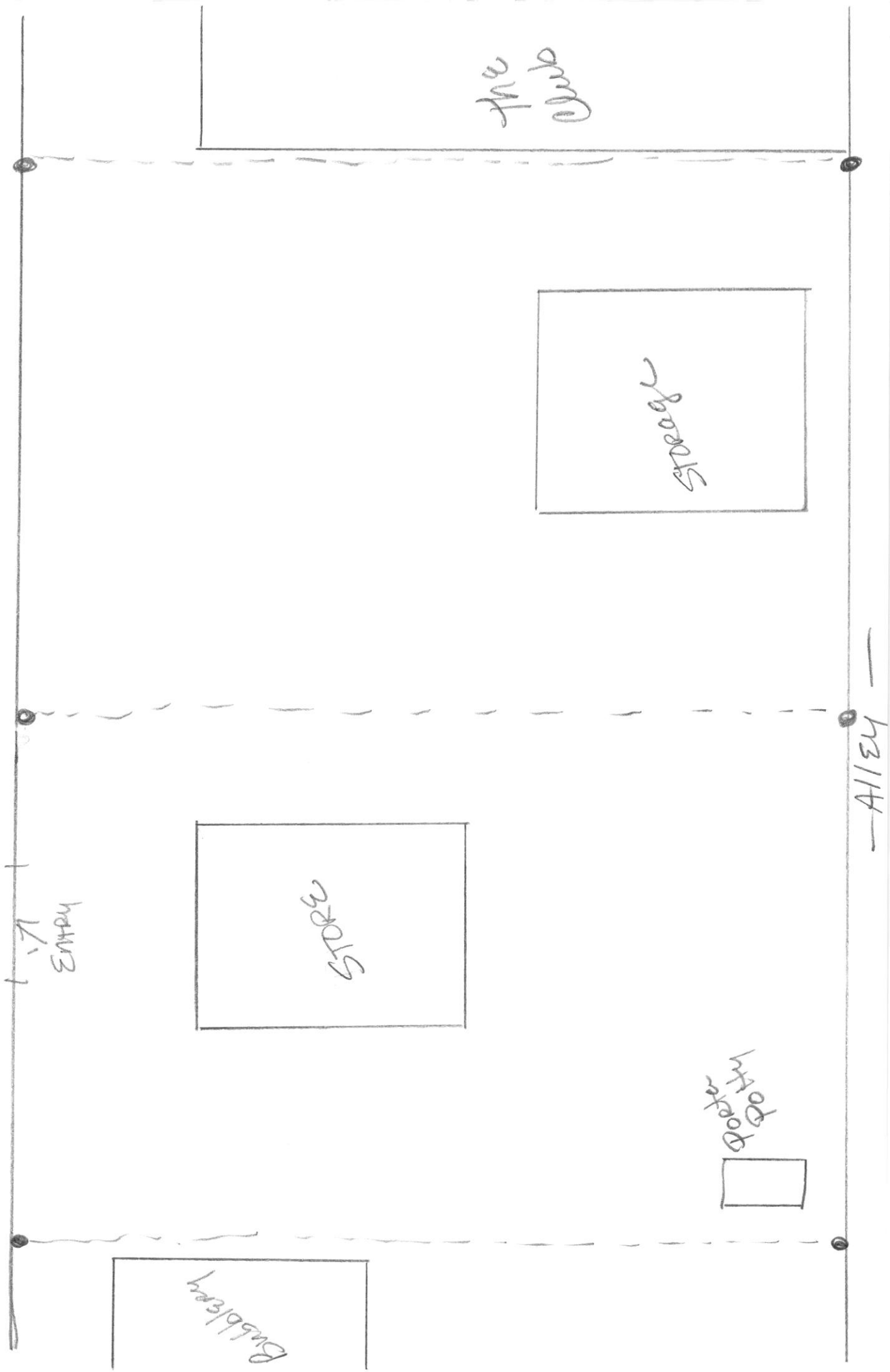
I am on the Donnelly Chamber Board and I think we need to work hard to support and Promote our local Businessmen. After all, they make our little town what it is. A fun place to come and enjoy.

The Magazine we put out has always promoted the Donnelly Area as a great Community. A lot of the local Business' make use of this project for the promotion of their Business. As a matter of fact, I built a "Donnelly" mag- for the Nuckleberry Festival Souvenir Copy. Now available at local stores for visiting Shoppers.

I am trying to do Right by the town.

Option #3

Highway 55



Highway 55

Entrance

Bubbler

STRE

STRAIG

PORTA
Potty

THE
Dumb

OPTION #2

THE
Club



ENTRANCE

(ALLEY)

Hwy 55

OPTION #1

Design Review Criteria Analysis

Name of Applicant:

Nancy Moudy

Date of Review:

September 11, 2017

Commissioner:

Dorris, Bryant, Gilbert, Tyler, Mangum

Criteria Required by Ordinance	Comments/Concerns of Commissioner	Changes Required
a. The Siting of proposed buildings, improvements, signs and fences, and other structures which may impact adjacent properties		
b. The proposed improvements are sited to meet the driveway and parking standards of Article VIII. Unobstructed access for emergency vehicles, snow plows and similar service vehicles is provided and are appropriate for the size of the development.		
c. Adequate snow stoage is provided. If off site snow storage is proposed, the designated area shall provide adeuate drainage to accommodate the snow. The applciant shall provide written eveidence that the snow stoarge will be permitted at the proposed site.		
d. The siting or proposed improvements minimizes interference with natural draingage and is designed to be contained on-site.		
e. All proposed signs are designed and located according the standards of Article IX and are consistent with the architectural character of the structures.		
f. Building design includes weather protection that prevents water from dripping or snow from sliding on pedestrian or vehicle areas or onto adjacent properties.		
g. The architectural style is that of Pioneer Victorian, according to the Donnelly Comprehensive Plan. Examples of the style can be found in Roseberry.		

Design Review Criteria Analysis

Name of Applicant:

Nancy Moudy

Date of Review:

September 11, 2017

Commissioner:

Dorris, Bryant, Gilbert, Tyler, Mangum

Criteria Required by Ordinance	Comments/Concerns of Commissioner	Changes Required
h. Building walls which are exposed to streets are designed proportionally to human scale through the use of stepped building walls, windows, balconies, mixture of materials, textures and color, or other architectural means.		
i. Fences and screens are designed to be consistent with the architectural character.		
j. The site plan provides for safe and unihibited pedestrian traffic.		
k. Lighting of the site and structures complies with Section 5.2.5 and all improvements are designed to minimize light and sound emanating to other properties		
l. Areas not used for buildings, parking areas or other improvements are landscaped		
Other:		